



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

James Krupienski
Acting Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James Krupienski, Acting Town Manager
Date: January 31, 2023
Re: Monthly Report – October 2022

GENERAL ADMINISTRATION

I conducted a department head staff meeting on October 5th. We discussed my upcoming resignation on December 2nd. I also provided staff with an update from the previous Town Council meeting. Additionally, we discussed the community survey process, confirming that questions were to be sent to Karen Gallicchio by the end of the month. Pilot Program hours for the current operating hours were also discussed, as the extended pilot program currently ends on December 31st, 2022. The Town of Newington conducted flu vaccine clinics on October 15th, 25th & 26th. The clinics were held at the Newington High School on October 15th and the Newington Senior and Disabled Center on October 25th and 26th. Clinics were free of charge for all part time and full time employees. Employees who were not able to make these clinics were also eligible to attend any of the other Central CT Health District clinics held in Berlin, Wethersfield or Rocky Hill during designated dates. We also spoke about services and a donation fund that has been set up for the children of Officer Alan Tancreti, who passed away unexpectedly.

On October 11th, I attended the swearing in ceremony for Police Officers Michael Giordano and Patrick LaCruz.

On October 13th, I attended the Public Safety Picnic at the Senior and Disabled Center.

Each month, the surrounding Town Managers and I meet and discuss ways to regionalize some of our operations. We met on October 13th this month (via Zoom).

A regular Town Council meeting was held on October 13th. Old business included a discussion regarding the draft Job Description for the Director of Administrative Services (A-9) position. It also included the Community Assessment Survey with Great Blue Research, Inc. New business included my upcoming resignation on December 2nd.

On October 17th, I met with Renata Bertotti regarding the Cedarcrest Hospital Building – Adaptive Reuse.

On October 20th, I met with CRCOG staff to discuss major projects and priorities for Newington.

The Town Council had an Executive Session prior to the Regular Meeting on October 25th. At the Regular Town Council Meeting on October 25th, old business included the Community Assessment Survey by Great Blue Research, Inc. along with my resignation on December 2nd. New business included a discussion on the Assistant Fire Marshal (A-7) Job Description and an Amendment to the Classification

and Pay Plan – Salary Table. New business also included appointment of the Acting Town Manager and a discussion regarding the Town Manager Search Subcommittee.

I conducted a Department head staff meeting on October 26th, where I provided staff with an update from the October 25th Town Council meeting. I also provided staff with updates regarding Economic Development as well as AFSCME. The Town of Newington's remaining flu vaccine clinics are being held on October 25th and 26th at the Newington Senior and Disabled Center. Clinics were free of charge for all part time and full time employees. Employees who were not able to make these clinics were also eligible to attend any of the other Central CT Health District clinics held in Berlin, Wethersfield or Rocky Hill during designated dates. A list of items/projects for the seamless transition of the Town Manager was due by October 31st. Additionally, Town Planner Renata Bertotti is resigning effective December 2nd.

Throughout the month, I met with Union leadership and ongoing one-on-one department heads to discuss issues and concerns.

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 October 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	122.2	\$ 6,787.87
Weekend Standby and Call-In	16.0	\$ 796.80
Road Maintenance	4.5	\$ 226.08
Totals	142.7	\$ 7,810.75
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	127.0	\$ 6,032.50
Totals	127.0	\$ 6,032.50

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	294,719.57	679,403.00	310,854.40
Investigation	91,467.00	7,777.25	90,645.00	11,596.27
Traffic	5,006.00	760.84	4,908.00	1,753.78
Communication	183,778.00	46,420.57	173,748.00	46,587.87
Education/Training	142,800.00	33,599.90	143,085.00	35,678.74
Support Services	57,595.00	2,660.58	60,413.00	19,584.11
Animal Control	2,521.00	1,781.96	1,511.00	0.00
Total	\$1,202,495.00	\$387,720.67	\$1,161,888.00	\$ 426,055.17
HIGHWAY DEPARTMENT				
Highway Operations	\$ 9,834.00	\$ 9,298.96	\$ 29,217.00	\$ 10,401.80
Snow and Ice Control	133,578.00	0.00	130,000.00	0.00
Traffic	0.00	0.00	0.00	0.00
Vehicles & Equipment	34,486.00	9,239.82	34,145.00	10,764.91
Leaf Collection	35,972.00	983.90	35,267.00	1,573.35
Total	\$ 233,870.00	\$ 19,522.68	\$ 228,629.00	\$ 22,740.06
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 45,871.96	\$ 88,357.00	\$ 48,317.69
Cemeteries	17,109.00	445.63	17,109.00	988.88
Total	\$ 122,110.00	\$ 46,317.59	\$ 105,466.00	\$ 49,306.57

PERSONNEL

- The vacant FT & PT Clinical Services Coordinator (A-7) position was posted on October 6th, with a closing date of October 28th.
- Jeff Baron, Director of Administrative Services, will be retiring from the Town after 39 years of service, effective in January 2023. We posted his position on October 17th, with a closing date of October 31st.
- The Town is still accepting employment applications for the temporary Building Official (A-7) until filled.
- No retirements for the month of October.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The third 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 September 2022 were \$622,623. 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 September, 2022

	Town	Board of Education	Total
Estimated Claims	643,380	2,320,590	2,963,970
Actual Claims	395,474	1,883,505	2,278,979

FINANCE

Accounting and Administration

- Auditors were in-house for the weeks of October 3rd and 10th. All staff members spent time gathering documents and answering their questions while they were here. We continue to give them additional information as requested and hope to have the draft of our report by the end of November.
- Budget meetings with the MDC continued. After they finish putting their suggested budgets through the internal process, the results will be presented to the member Towns. At this time, the proposed increase for Newington is \$56,090 or 1.17%.
- Applications for the second offering of Small Business Assistance through the ARPA grant funding started at the end of October. The last day to submit your application will be November 18th.
- Stipend payments for both the Volunteer Fire Department and Ambulance staff went out during the month.
- Planning and Preparing for GASB-96 has begun with the IT Department. All documents must be collected so we can provide them to our vendor DebtBook for review and classification.
- Lisa Rydecki, Deputy Finance Director, sent out to all department heads the memo for submission of the 2023-2024 fiscal year CIP budgets. Other work to prepare for budget preparation has begun.

The Town did receive \$622,383.61 funds from the State of Connecticut during this month for Municipal Grants in Aid. 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)
10/31/2022

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY 2022-23</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$241,272	\$44,770,269
Special Revenue Funds	48,000	4,878	702,902
Capital Projects Funds		8,421	1,106,302
Internal Service Fund	5,000	49,096	6,564,168
Trust and Agency Funds		5,244	1,506,775
Total, Estimated by Fund			\$54,650,416

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
10/31/2022

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	3.09	2.22	80,243	62,620	34,237,931
Bank North	1.52	1.21	721	567	564,535
TDBank (new)	1.69	1.16	15,747	10,367	11,571,881
Farmington Bank	.00	.05	0	1	0
Webster Bank	1.00	.50	4,228	3,262	3,195,344
Liberty Bank	0.96	.69	3,966	3,142	5,080,725
Total Outstanding Investments					\$54,650,416

Rates reflect average monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer-assisted mass appraisal system (CAMA) up to October 1, 2022.
- Personal Property Declarations sent out the last week in September 2022 are being returned by mail and/or in person at the counter. To date, approximately 62% (959) of the 1,541 Declarations have been returned to the Assessor's Office, and 284 of those Declarations filed have already been processed by staff.
- The 2021 Motor Vehicle Supplemental List was downloaded from the State of Connecticut Department of Motor Vehicles. The initial download contains a total of 4,294 vehicles, which is about 830 less vehicles than the 2020 Supplemental List. These are the initial download figures and will be adjusted as we receive motor vehicle adds/removals between towns for relocation as well as vehicles which may have been sold or transferred. The supplemental motor vehicle grand list bills will be mailed out at the end of December.
- About 37 tax appeals were filed after the 2020 town wide revaluation; to date, 24 have been settled. There were no additional cases filed or settled in October.
- The GIS project is ongoing. The 60 changes submitted last month have been completed by the GIS contractor and have been verified as being updated into the GIS system. Collection of mapping/parcel changes will be ongoing until the next round of updates can be completed.
- Various local ordinances need to be updated/added. Draft versions have been completed for Local Option Elderly Tax Credit, Local Option Additional Veterans and Handicapped Modified Vehicle. We have additionally added a proposed property tax exemption for Local Option Gold Star Parents and Spouses.
- Building permits and sales will be reviewed for real estate property changes effective October 1, 2022 assessment date, and will be ongoing to January 31, 2023. There has been a lack of communication between the permitting program and the CAMA program, which uploads the permits into our CAMA software. This function has been non-operable for about 3 years. We do not get copies of building permits; therefore, we are trying to get this function fixed, as it is a necessary way to track building permits.

Revenue Collector

- Collections for October on the 2021 Grand List amounted to \$405,651.23, and back taxes collections totaled \$45,540.43. Included in the back-tax amount was \$2,208.22 which was collected for suspended accounts.
- This year's total collections through October were in line with last year's taxes of 56.2%.
- As we continue with pandemic guidelines, most taxpayers are either using the tax payment drop box, paying by mail, or making online payments. The staff in the Tax Office retrieve the payments from the drop box several times during the day, and the payments are processed as soon as they are in the office.
- Delinquent statements were mailed to 3,209 taxpayers owing taxes on the current 2021 Grand List, and 1,235 delinquent statements were mailed to taxpayers who still owe for the last two years.
- At the end of the month, both Town Constables were presented with Tax Warrants for collection on unpaid motor vehicle tax bills.

POLICE DEPARTMENT

Patrol Calls for October are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 23
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 65	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 98
Alarm Residential Burg Alarm 26	Fire Vehicle Fire 3	Neighbor 11
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 116
Animal Complaint 8	Fire Water Problem 1	Noise 15
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 2	Follow Up 33	Notification 0

Assault in Progress 0	Found Property 10	Open Door/Window 2
Assist Motorist 6	Gun 1	Other Archive 0
Assist Notification 0	Harassment 7	Parking Violation 5
Assist Other Agency 30	Hazard 27	PD Assist Fire Dept 38
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 18
Bomb Threat 0	HOPE Project 0	Prisoner Care 9
Breach of Peace/Disorderly 11	Illegal Dumping 2	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 2
Burglary 17	Indecent Exposure 0	Property Lost 0
Car Seat 2	Intoxicated 5	Prostitution 0
Check Welfare 51	Juvenile Complaint 13	Recovered Stolen MV 1
Check Welfare 911 23	K9 Assist 0	Rescue Call 0
Check Welfare Other 6	Kidnapping 0	Residential Lockout 1
Clear Lot 1	Landlord/Tenant Dispute 2	Robbery 2
Construction 0	Larceny 82	Roll Call 2
Court Detail 5	Larceny from MV 16	Serve Subpoena 1
Criminal Mischief 6	Lift Assist Only 10	Serve Warrant 38
CSO 1	Liquor 0	Sexual Assault 2
Customer Dispute 14	Local Traffic Authority 0	Shots Fired 0
Dog Complaint 17	Location Check 285	Specific Detail 108
Domestic 28	Location General 2	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 4
Drug 2	Lockout Building 0	Sudden Death 4
DUI 6	Lockout MV 0	Suicide 0
EDP 18	Lost Property 3	Suicide Attempt 0
Escort/Transport 1	LTA 0	Suspicious MV Unoccupied 11
Escort/Funeral 1	Meal 0	Suspicious Report 175
Escort Other 0	Medical Alarm 20	Test 0
Escort Retrieval 3	Medical Cardiac 1	Threatening 7
Escort Tax 0	Medical Complaint 242	Tobacco 0
Fingerprint 2	Medical Diabetic 0	Tow 4
Fire Alarm Commercial Bldg 4	Medical Fall 29	Town Ordinance Violation 1
Fire Alarm Residential 1	Medical Mutual 0	Traffic Stop 214
Fire CO Detector no sympt 1	Medical Other 0	Traffic Stop Attempt 10
Fire CO Detector with sympt 0	Medical Respiratory 4	Traffic Survey 0
Fire Extrication 1	Medical Stand By 1	Training 0
Fire Hazmat 0	Medical Trauma 0	Trespass 9
Fire Mutual Aid Request 1	Medical Unresponsive 5	Unknown 0
Fire Other 8	Missing 7	Water problem 0
Fire Rescue 1	MV Abandoned 1	
Fire Special Detail 0	MV Assist 29	
Fire Stand By 0	MV Complaint 37	
Fire Structure Fire 2	MV Fire 0	

Total: 2,192

- In October, the Detective Division Report:
 - Handled 58 investigations, 58 remain ongoing.
 - Served 33 warrants: 28 by Patrol officers, 5 by Detective Division.
- In October, the Animal Control Officers had the following activity:
 - 16 Total Calls: 11 Dog, 4 Animal/Wildlife, 1 Specific Detail, 0 Follow-ups, 0 Dog Park
 - Police Assisted Calls – No ACO: 8
 - 2 Total Bites: 0 Dog vs Dog, 0 Dog vs Human, 2 Dog vs MV
 - 5 Total Impounds: 2 Redeemed, 1 Sold at Pet/Adoption; 1 Euthanized; 0 Quarantine, 1 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 59 Incoming Phone Calls
 - 0 Letters (No License/Barking/Littering)
 - 0 Written Warnings
 - 65 Delinquent License Letters
 - 0 Infractions
 - 0 ACO Call-Ins
- Notable Cases/Events:
 - 10/28/2022 Attended Training – Aggressive Dog Handling.
 - 82 Webster Court – 2 dog vs human bites with a restraint order. Dog owner is now appealing.
 - Human altercation at Dog Park with person who frequents the park and creates issues. 22-22090 – Police Involvement – Dog is not licensed with the Town of Newington.
 - Working on Dog License Delinquent List.
- In October, the Patrol Division Report:
 - On 10/8/22, Officers responded to Prime Self-Storage located at 350 Alumni Road for a report of several storage unit burglaries. Officers arrived and determined approximately 81 units had been forcibly entered, with a plethora of items being stolen. The burglaries occurred during the overnight hours, and suspects have yet to be identified. In an attempt to steal a motorcycle, the suspects damaged the ignition cylinder but were unsuccessful in getting it started. The motorcycle was processed for forensic evidence by members of the Detective Division, and those results are pending. Due to the number of burglaries, the investigation is complex and involves numerous officers and victims. This case remains under investigation by the Patrol Division.
 - On 10/8/22, Officers were dispatched to Haz-Pros located on the West Hartford/Newington line by Shepard Drive. Although the business has a West Hartford address, the business parking area is located in Newington. The victim reported that someone cut and removed catalytic converters from 8 of their work trucks. The victim reported a loss in excess of \$8,000.00. CCTV captured portions of the theft but were ineffective in identifying the suspects. Video showed the suspect entered the property at 2:17 am and left at 3:12 am. The case has been suspended due to lack of solvability factors.
 - On 10/17/22, Newington PD was notified of a missing 14-year-old female who was residing with her mother. The female placed pillows in a manner to simulate a person lying in bed and left the house in the middle of the night. An investigation was initiated immediately due in part to her age and her mental condition. Due to the fact that the female did not take her phone with her, there were limited resources available to determine her location. Patrol Officers, School Resource Officers, and Detectives worked tirelessly for the next 72 hours attempting to locate the female. Information was discovered that she was staying somewhere in New York City, and may be at risk of human trafficking. Newington PD personnel coordinated with Detectives from New York PD to attempt to locate the female. New York PD located the female in the Bronx. Fortunately, the female was unharmed and was turned over to New York DCF employees.
 - On 10/18/22, a resident contacted the Newington Police Department to report a larceny as a result of a scam. The victim reported that he was randomly contacted by an unknown Asian female who reported she called the wrong number. The victim, who was identified as male in his 70's, reported that the two developed a companionship and communicated via text messages often. The victim stated the female offered him an opportunity to invest in her brother's cryptocurrency business called Wealth Front Exchange. Over the course of the next three months, the victim invested approximately \$215,000.00, but soon discovered that he could not access that money. The victim reported he felt he was the victim of a scam, so he

notified the police. This investigation has been transferred to the Detective Division for follow up.

- In October, the Support Services Report:
 - 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 Stuffing the Pantry event was held on Saturday, October 29, 2022 at Stop and Shop on Fenn Road. The event produced \$304.00 in monetary donations and a full box truck of food donations for Newington Human Services.
 - The Training Department has scheduled training for ERT and have begun fall qualifications for all personnel. ERT members have resumed training in explosive breaching. Officer Chapdelaine and Sergeant Rodriguez completed MOI training and will supplement our current POST Certified Training Instructors. Recruit Torres continues to train at the POST academy, and Newington instructors have been sent to augment training needs.
 - Support Services is finishing up 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. Training is expected to begin for Detective personnel during the month of November.
 - Support Services, during the month of October, 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. Bi-weekly meetings are conducted with Power DMS staff to continue the implementation process as well as training through the Power DMS training portal.
 - Officer Walker continues to assist in Risk Protection Order applications as well as fulfilling FOI and GA requests for the Department.

- Property Report October 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	27	\$ 9,454
Vehicle Inventory	0	\$ 0
Stolen	144	\$ 361,833
Abandoned	0	\$ 0
Evidence	91	\$ 11
Found	11	\$ 5,595
Lost	1	\$ 0
Seized	9	\$ 1
Recovered	23	\$ 6,795
Impounded	0	\$ 0
Informational	12	\$ 18,116
Towed	0	\$ 0
Total	318	\$ 401,805

- Police Department Overtime Report October 2022

OT September	\$ 106,330	2 pay periods (1 holiday)
OT October	\$ 114,729	2 pay periods (1 holiday)
	\$ 8,399	increase

- During most of the pay periods for October 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. Also, an officer from the Patrol Division has been assigned to the Detective Division serving 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 \$78,266, an increase of \$1,507 from the previous month. Overtime included holiday pay of \$14,904, 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 application for a risk protection order, domestic disputes, responding to a subpoena in regards to a risk protection order, burglaries, larcenies, customer dispute, serve a search warrant at Hartford Hospital, sudden death, medical call, Vice President of the United States' protection detail at CCSU and assisting the Bristol, CT Police Department immediately after the shooting of two police officers.
- Detective Division overtime of \$3,547, an increase of \$2,225 from the previous month. Overtime included holiday pay of \$2,486 (Division members are allowed to work on Columbus Day) and after hour callouts of Detective to process two burglaries and two untimely deaths.
- Traffic Division overtime of \$400, an increase of \$400 from the previous month. Overtime included Equipment Operator Califano responding after hours to a missing stop sign call and conducting a traffic function at the Waterfall Festival at Market Square.
- Communications overtime of \$14,851, an increase of \$2,750 from the previous month. Overtime included holiday pay of \$3,451 and 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 \$15,242, an increase of \$172 from the previous month. Overtime included coverage of shifts for officers attending the following training classes: Midstate Accident Reconstruction Squad training, Emergency Response Team training, First Line Supervisor training, Explosive Breaching training, a Method of Instruction (MOI) class and Drone Training (charged to support services). Shifts were also filled for an officer conducting firearms training at the Academy. Additionally, an officer conducted traffic control training at the Academy on overtime.
- Support Services overtime of \$2,016, an increase of \$1,371 from the previous month. Overtime consisted of filling shifts for the School Resource Officer (SRO) who took personal time off and holiday pay for the Professional Standards Officer who worked on Columbus Day.
- Animal Control overtime of \$407, a decrease of \$26. Overtime was paid to the Animal Control Officer who responded after hours to rescue a cat.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of October, 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	October	4-month total
1	Fire		
100	Fire, other	1	3
111	Building fire	0	7
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	3	5
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	2
131	Passenger vehicle fire	1	2
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0

142	Brush or brush-and grass mixture fire	0	5
143	Grass Fire	1	3
150	Outside rubbish fire, other	0	1
151	Outside rubbish, trash or waste fire	0	1
154	Dumpster or other outside trash receptacle	0	1
160	Special outside fire, other	0	0
162	Outside equipment fire	0	1
170	Cultivated vegetation, crop fire, other	0	1
	Total	7	38

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	0	2
	Total	0	3

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	1	4
322	Motor vehicle accident with injuries	1	2
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	1	1
	Total	3	12

4 Hazardous Condition (No Fire)

400	Hazardous condition, other	1	6
410	Combustible/flammable gas/liquid condition	1	2
411	Gasoline or other flammable liquid spill	0	0
412	Gas leak (natural gas or LPG)	0	5
413	Oil or other combustible liquid spill	1	1
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	1
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	3
440	Electrical wiring/equipment problem, other	1	4
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	0	2

451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1
463	Vehicle accident, general cleanup	1	8
	Total	6	44

5 Service Call

500	Service Call, other	2	5
510	Person in distress, other	0	0
511	Lock-out	1	4
520	Water problem, other	2	5
521	Water evacuation	0	0
522	Water or steam leak	1	3
531	Smoke or odor removal	1	3
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	3	6
552	Police matter	0	0
561	Unauthorized burning	1	6
571	Cover assignment, standby, move up	2	12
	Total	13	47

6 Good Intent Call

600	Good intent call, other	5	14
611	Dispatched & cancelled en route	1	2
621	Wrong location	1	1
631	Authorized controlled burning	1	3
641	Vicinity alarm (incident in other location)	0	0
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	2	5
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	5
	Total	11	32

7 False Alarm & False Call

700	False alarm or false call, other	3	21
710	Malicious, mischievous false call, other	0	0
711	Municipal alarm system, malicious false	1	1
730	System malfunction, other	2	8
731	Sprinkler activation due to malfunction	0	1
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	0	11
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	1	8
736	CO detector activation due to malfunction	0	7

740	Unintentional transmission of alarm, other	2	11
741	Sprinkler activation, no fire	0	2
743	Smoke detector activation, no fire - unintentional	4	8
744	Detector activation, no fire - unintentional	1	2
745	Alarm system activation, no fire	4	16
746	Carbon monoxide detector activation, no CO	1	2
Total		19	99

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	275

Fire Chief

Fire Responses: 35 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 Lapierre on ISO Review
- 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
- Attended Monthly Command Staff Meeting
- Conducted Firehouse and Apparatus inspections of all Companies with Board of Fire Commissioners
- 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 and Chiefs on Fire Department Fire Houses, projects, and budget discussions
- 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 Fire Prevention Open House
- Attended Chamber of Commerce Trick or Treat at Oldie
- Worked with Communications Division on Installation of Monitors and Kiosk for RedNMX
- Attended Rope Rescue Drill – Officer Training
- Communicated with Fire Marshal to discuss new development in town
- Attended Board of Fire Commissioners meeting – Zoom
- Met with Facilities to discuss Company 2 roof replacement
- Met with Safety Division and AFC (Department Physicals) about new services

October 2022 Training Report Progress History

- November 2022
 - We are continuing our rescue training with a focus on airbags and stabilization. Once members have established that a rescue scene can be accessed safely and a proper size-up has been completed, it is time to utilize our air bag systems. The information gathered in the size-up is used to determine which size air bags will be utilized and the optimal point(s) for lifting. It is critical that members properly assemble the system to ensure a safe and efficient operation. Members should use the size-up information to select the proper bag that can lift the weight and fit into the area. When placing air bags, it is best to stack two bags on top of each other, the larger bag on the bottom. Cribbing, and other tools, play an important role in our rescue efforts.
 - Scene safety assessments are a crucial part of this job. It is important that members understand how to build a structurally sound system to maintain stability and how to safely place the air bags. Without proper placement of the air bags, the load can shift or the air bags can “kick out,” which could potentially prove fatal. If the system is not assembled correctly, uncontrolled lifts can occur that could place victims and rescuers in danger. A properly constructed system will allow for a smooth rescue operation and will result in a safe outcome.

Plans

- A decision was made to move our Day Drill to the third 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.
- 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.
- One of the many houses on Dogwood Circle burned to the ground recently. We are hoping the State will allow us to move this training to the forefront before another building burns to the ground. 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

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
December		
Type	Topic	Date
Department Drill	Bloodborne Pathogens	Online (Required)
Department Drill	Sexual Harassment	Online (Required)
January		
Type	Topic	Date
Department Drill	EV Batteries and Vehicles (NYC R1 Trainer – Hazmat Guys)	1/23/2023

Classes

Category	Classes
AP20 - Pump Operations	1

IH01 – Multi-Company Training	3
IH02 - Officer Training	1
IH10 - Department Drill	2
IH14 - Company 4 Training	1
IH15 - Company 5 Training	1
	Hours
	265

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

Awaiting results of their practical and written exams

Certifications

No new certifications this month.

FIRE MARSHAL

Code Enforcement Activity:

Type	Quantity
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	35
Re-Inspection	8
Special Inspections – Food Trucks, etc.	0
Consultation – Underground Tanks, Property Check, Fire Drills	10
Blasting	0
Fire Investigations	2

Special Projects/Events:

- Continuing work on Alpine/RedNMX implementation
- Working with Town HR to fill our open position

Fires/Major Incidents/FMO Callouts:

- 10/9/22: Vehicle Fire – 579 New Britain Avenue
- 10/19/22: Building Fire – 221 Superior Avenue (Cause: Accidental)

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 Board of Ed to discuss upgrades to Bus Garage parking lot
- Met with DOT contractor to discuss upgrades to traffic signals along the Berlin Turnpike
- Coordinated with Fire Department to test Pre-emption system on the Berlin Turnpike
- Scheduled with contractor for Annual Hearing Conservation Testing
- Attended Environmental Quality Control Meeting
- Finalized the hiring of Annual Leaf seasonal employees

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 trimmed and removed vegetation at the intersection of Basswood and Linwood Roads
- Removed concrete blocks for outdoor dining from several restaurants
- Completed the removal of sidewalks on Theodore Street
- Added topsoil and graded to complete Eagle Park Path
- Crews rebuilt catch basin on Robbins at Maple Hill Avenue to assist with Complete Streets Project
- Cleaned basins and waterways as needed
- Rebuilt catch basin on Camp Avenue
- Concrete work completed on Market Square to repair drainage structure
- Crews spot checked various roads for leaf collection
- Personnel trained on leaf collection equipment
- There were no after hour call ins
- No evictions scheduled for the month

Fleet Maintenance

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic completed the upfitting of new police vehicle and placed on line
- Also began the upfitting of another police vehicle
- Completed leaf collection equipment services in preparation of Annual Leaf Collection
- Fire Department ladder testing completed
- Responded to one after hour call in

Sanitation/Recycling/Landfill

- Scheduled 159 residential bulk items for collection for the month
- Scheduled 28 condominium bulk items for collection for the month
- Scheduled 38 condo/residential scrap metal items for collection for the month
- 2,735 tons of cumulative Municipal Solid Waste were collected from July to September
- 587 tons of cumulative recyclables were collected from July to September
- 100 mattresses/box springs were recycled for the month
- Three (3) televisions were collected for the month
- Issued 30 permanent landfill permits and 9 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 2 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 16 permits: 7 Excavation, 9 Driveways
- Reviewed 317 utility clearance notifications (routine & 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 TON against lawsuits, as needed

Town Projects - Construction:

- BOE: John Paterson School expanded parking lot – Construction support and As-Built plan
- Public Works: Pheasant Run – 125-135 Drainage improvements
- Public Works (LOTCP 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 and 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
- Public Works: Brookside Avenue – Storm drainage evaluation
- Public Works drainage improvements: Pheasant Run – Ridgeway intersection improvement
- Planning: Garfield Street 2018 Community Connectivity Project – preliminary design
- Public Works: 261-271 Maple Hill Avenue – Sidewalk repair – design
- Public Works: 201-261 Maple Hill Avenue – Sidewalk (gap) improvement - 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: 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 Avenue (No Thru Truck)
- Parks: (Clem Lemire – Memorial Field) survey and drainage improvement
- Public Works/BOE: 490 Church Street to 534 Church Street Sidewalk Gap

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 & Newington (LOTCIP 2022): Complete Street Project – Rowley Street and Episcopal Road Corridor Improvements
- Public Works (supplemental LOTCIP 2023): 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): 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: CTDEEP VW Settlement – EV charging stations grant (\$100K)
- Public Works: Eversource rebate – EV charging stations (\$75K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase

Town Project: Managed consultant projects:

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

BUILDING DEPARTMENT

Newington VFW LLC, 3120-3180 Berlin Turnpike: Permit submitted to install (6) DCFC Electric Vehicle Charging Dispensers, (3) Power Cabinets, (1) 2000A Switchgear, (1) LED Fixture and pole, (1) utility provided transformer in existing parking lot of the Newington Commons Plaza Shopping Center.

Certificate of Occupancy issued in October:

- 285 Willard Avenue – single family residence

These are the classes the inspectors took in October:

D. Jourdan: October 3-5 NEBOEA Conference at UMass Amherst
 K. Kilkenny: October 25th Rocky Hill Inspector meeting – 2022 State Building Code Discussion
 A. Hanke: October 25th Rocky Hill Inspector meeting – 2022 State Building Code Discussion

Building Department activity for the month of October was as follows: The Inspectors completed a total of 212 Inspections. They were: Above Ceiling (4), Electrical (36), Final (98), Footings (9), Foundation (5), Framing (6), Gas Line (8), Insulation (2), Mechanical (3), Pools (2), Property Inspection (2), Roof (1), Rough (36).

The total number of Building/Renovation Permits issued/applied for the month of October was **210**, producing a total permit value of **\$4,724,924**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	22	912,518.00
DECKS	2	12,600.00
ELECTRICAL	53	630,178.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	4,200.00
GARAGE/SHED	2	24,155.00
MECHANICAL	35	1,350,735.00
NEW COMMERCIAL	2	170,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	29	635,289.00
POOL	0	0.00
ROOFING/SIDING	45	781,636.00
SIGN	6	41,117.00
SOLAR	13	162,496.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	210	4,724,924.00

The total Building income fees received in the month of October were **\$54,104.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,180.00, Environmental \$420.00, Conservation \$400.00, Copies, Books and Maps \$37.50, Zoning Board of Appeals \$0, Driveway/Excavation \$2,300.00, Engineering copies \$5.00. The other total income is \$4,342.50.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for October:	\$4,724,924.00	\$3,084,780.00
Fees for Permits issued for October:	\$54,104.00	\$35,571.00
Other income Fees for October:	\$4,342.50	\$5,439.50
Building Permits Issued for October:	210	183

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

2022-2023		2021-2022	
Value	Permit Fee	Value	Permit Fee
\$47,807,597	\$533,338	\$17,992,158	\$206,338

HUMAN SERVICES

- SCORE programs met eight times and included the Ropes course, kayaking and the corn maze at Foster Farms in South Windsor, CT.
- The SUCCESS/ALPS 5th grade program met outdoors this month at each school for their pre-challenge course orientation. We are covering problem solving and decision-making tasks as they relate to developing resources, making healthy choices and reinforcing the Health & Wellness curriculum. Both schools attended their challenge course day together. We have been consolidating both schools on the ropes course day to give them a chance to meet the students they will attend high school with in a few short years.
- Youth Worker Rik Huggard attended the CYSA conference and presented a workshop on Youth and the Value of Outdoor Programming on October 21, 2022.
- High School Adventure Club went kayaking this month as their club activity at Rainbow Reservoir on October 10, 2022.
- 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 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 anger issues.

Statistics – October 2022

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	12 0	44 0	7 0
Youth & Family Service Hours	20	20	78	38

JRB cases:	3	6	18	5
JRB hearings:	2	2	4	1
JRB service hours:	32	42.5	118	9
Positive Youth Development	175	270	669	653
Community Service	1	1	3	3
# of hours completed	20	25	91	105
Challenge Course: Adult	0	0	0	0
Youth (outside)	24	8	125	165
Information and Referral	188	176	632	873
Social Casework Cases	87	91	355	314
Under 55 =	21	18	80	77
Under 55 disabled =	14	16	59	51
Over 55 =	52	63	216	186
Social Casework Service Hours	170.25	187.5	716	540.5
Under 55 =	41.5	32	154.25	110.5
Over 55 disabled and/or disabled	128.75	155.5	561.75	434.75
Food Bank Household visits	134	121	529	450
# bags of groceries distributed	1,868	1,764	7,176	5,487
Mobile truck	229	191	1,112	807
Special Needs	9	11	34	17

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 presentations on POAs, trustees and executors, WISE (intergenerational discussion with college students) various craft classes, a European history lecture and a presentation on paranormal activity in Connecticut. All special programs were well attended.
- The first in-person Public Safety Picnic in over three years was held on October 13th, with over 80 members in attendance. Public safety personnel from the Fire Marshal's Office, Fire Department and Newington EMS prepared and served lunch for the members and made presentations pertaining to public safety for older adults.
- Staff launched a facilitated 8-week grief support group for seniors mourning a loss. Newington Memorial Funeral Home is co-sponsoring this program.
- The volunteer-run Gift Shop held a successful grand opening celebration on October 17th and will be open weekdays from 10:00 am to 1:00 pm. Consignment appointments are available through the main office. Consignors receive 75% of the sale price of their consigned items, with the Center retaining 25%.
- Bus trip planning and sales continued through the month of October. The first trip to Boston Encore Casino took place on October 24th and was sold out. 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.
- Staff is focusing on outreach strategies to increase community awareness of the Center and increase membership. Currently, staff is focusing on outreach to those living in senior housing communities in Town.

- 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 October, volunteers and staff delivered Meals on Wheels to approximately 58-62 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 October, the two Dial A Ride drivers (with subs as necessary) completed 498 trips plus 25 Meals on Wheels deliveries for a total of 1,740 miles over 270 hours.
- Social work and energy/renter's assistance programs are in full swing with Social Worker Teri Snyder and Benefits Eligibility Coordinator Karen Halpert adapting to varying needs of the clients by meeting in person, remotely or over the phone as requested. They continue to monitor the anticipated increase in heating costs over the winter and work closely with state and other organizations to offer whatever assistance is available.
- The Giving Garden wound down outdoor operations for the season with four core volunteers planting, maintaining and harvesting hundreds of pounds of organic produce to benefit the Newington Human Services Food Bank.
- 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 switched the HVAC system from air conditioning to heat.
 - Facilities and Parks assisted with preparing the Giving Garden to be closed for the winter.
- The Director attended meetings with Town Staff, including various planning discussions with Parks and Recreation, Central CT Health District, and Human Services.
- The Commission on Aging and Disability held a special meeting on October 26th to receive updates about the Center's operation.
- The Director participated in panel interviews for potential on-call architect firms on October 19th.
- Senior and Disabled Center staff met with NHS Art Department staff to plan for the district-wide art show to take place in person at the Center in the spring. More details will follow.
- The Director submitted the Center's Annual Report on October 28th.

PARKS AND RECREATION

Recreation Division:

- Fall programs have continued with great success and high participation numbers.
- Columbus Day marked the end of the Churchill Park pavilion rentals, with over 15,000 picnickers.
- The Community Garden season ended after a successful growing season.
- Planning and registration is underway for youth basketball for children in kindergarten through grade 8. The season will start after the new year.
- Received sponsors and have begun planning for the Night of Lights Holiday Spectacular which will be held on December 3, 2022. The sponsors are: Baby Bee's Play and Learn Center, The Church of Christ Congregational, The Flash Lady Photography, MOOYAH, Sequin Level Lodge No.140, Tony Palermino, US Playground Surfacing, and WhipLash & Spa.
- The Winter Program Guide is being finalized by the Recreation staff. Registration for Newington residents will begin on November 30, 2022. Registration for non-residents will begin on December 7, 2022.

Parks, Grounds & Cemeteries Division:

- Regrade, soil and seed children's entrance at Mill Pond Pool.
- Churchill Park cleanup, parking lot repair, mulching, regrading path, stump removal, pavilion repair, and banks of the pond.
- Various trees removed this month ahead of leaf season in November.
- Daily baseball field maintenance in full swing.

- Soccer field painting and mowing daily – Newington High School and Soccer Club of Newington.
- Several VA markers installed at West Meadow Cemetery.
- Mowing continues at all government properties.
- Cleanup and tree work around police shooting range house.
- Parks staff participated in forklift training/certification and Toolcat training.
- Staff has been winterizing various irrigation systems at athletic fields, as well as concession buildings.
- Poles set up at the Mortensen Community Center to assist with the Scarecrow Contest.
- New playground chips added to playscape at Seymour Park, including replacement swings.
- Parks staff worked to create oversized Christmas presents to be displayed in Center Green this year.
- Slats are being added to the fence between West Meadow Cemetery and cell tower at Newington High School for visual barrier.
- Leaf cleanup in cemeteries is ongoing.

Cemeteries: single 5, double 2, ash 4, sales 4

Overtime: 127 hours, \$6,032.50

Tree Warden:

- Removed dead ash tree by Police Department driveway.
- Removed several trees at bus garage.
- Pruned several trees at Kelsey House.
- Removed tree impacting sewer line on Maple Hill Avenue.
- Ground and filled stumps from previous removals.
- Pruned trees around Radio Tower as requested by Police Chief, and pruned above batting cage next to tower (work by B&M Tree Service).

LIBRARY

- There have been some major personnel changes in Town. Facilities Director Joe Salamone was promoted to Assistant Town Manager. Operations/Project Manager John Kubachka was promoted to Acting Facilities Director. Town Manager Keith Chapman gave his resignation and will complete his time in Newington on December 2nd. Mr. Chapman has been a big library supporter and a major source of knowledge and assistance for the library staff and management especially during the past two years as we all navigated the pandemic. He will be missed.
- The Friends of the Library had a very successful 3-day Fall Book Sale held at the Newington Senior and Disabled Center the last weekend of October. The book sale committee and a great group of regular volunteers worked tirelessly each week sorting through donations, packing them up and moving them to the Friends' shed for the next sale. The Boy Scouts moved the books from the shed to the Senior Center for the sale and then helped the Friends clean up at the end of the sale. People were thrilled to once again be able to come to the sale and browse and find a lot of great reading material to hold them over until the next sale. The Friends are already planning for the next book sale that will be held in April 2023. Tickets for the Friends' Winterfest 2023 that will be held on Friday, January 20, 2023 went on sale at the book sale. The tickets are now being sold at the library. Tickets are \$20. This event will be held at the library. This fun evening will include beer, wine and spirit tasting, light refreshments, teacup and silent auctions, and musical entertainment by Dually Noted.
- Library Director gave a presentation to the Town Council and Town Manager on October 13th at the Town Council meeting. Her presentation included a Power Point slide show discussing library services and highlighting all the library has done to continue to offer services during the pandemic and changes that have been made because of the pandemic.
- The library was fortunate to receive a grant from Hartford Foundation for Public Giving Newington Greater Together Community Fund for preschool/daycare outreach. This grant will fund the transportation to bus children from Newington daycares/preschool centers to the library on a regular rotating basis. The library used to offer this outreach program, but the funding was eliminated during the pandemic.
- The Children's department staff hosted five school visits with students in grades K-4 from Anna Reynolds Elementary School. They began with these students because Anna Reynolds' students are without a school library for the next several years. The students were very excited to visit the library and check out books. The Children's staff also began outreach visits to preschools and daycares, offering 13 outreach story time programs to 206 children. Highlights of special October programming

included *Kids Yoga* with Michelle Saucier who taught them yoga moves and had them make mandalas from acorns, leaves and tiny pumpkins, stories, songs and painting pumpkins with Cinderella and *Spooktober*, an evening of spooky and non-spooky crafts for kids of all ages. A total of 43 programs were offered to 959 children and caregivers. Staff finished recording book talks for grades 1 through 6 teachers that will be shown in class.

- Teens were offered 4 programs to 57 teens. Teen programming included a *Teen Cookbook Club* where teens made chocolate chip pumpkin bread, the *NHS Teen Book Club*, facilitated by Teen Librarian Jenn Bassett who led a discussion on the book *Punching the Air* by Ibi Zoboi and Yusef Salaam and a *Creepy Craft Night*. The Multiple Learning Class from NHS was invited to visit the library to see what resources the library had to help these students learn and become more comfortable with the English language. Staff is also working with the teacher to make sure each student had a library card and to develop a more inclusive collection.
- Most adult programming this month was in person. Adults were presented 18 programs to 483 participants. The *Movies @ the Library* program featured the film *Downton Abbey: A New Era*. Adults learned about the wonders of Alaska and travelling to this beautiful area and how to make sensational slime. Several book discussions were offered with the daytime one discussing *Code Name Helene* by Ariel Lawhon and the evening group discussing *The Personal Librarian* by Marie Benedict. Mathew Duman hosted a virtual program titled *Grotesque 10: Amazing Architectural Sculpture from Ten American Colleges & Universities* program. Other virtual programs included *Healing with Books* and *Sitcoms from the 2000s Trivia Night*. The month was rounded out with *Grab & Go* color pages and puzzle packets and *Spice It to Go* kits featuring the spice cardamom.
- Outreach to the senior living facilities continued to go well. Head of Community Services Michelle Royer enjoyed visiting several facilities to talk to residents about library services and to drop off additional books and DVDs for them. The residents are so appreciative. The *Books for You* delivery service volunteers delivered 123 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 19,823. Circulation of digital materials was 2,729. Total number of people that entered the building was 8,684. Also, 57 curbside service transactions were processed. Staff processed and pulled 1,821 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,084 reference questions during the month. Meeting room and study room space was used 163 times. Staff offered tech help 226 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Ancestry.com*, *PebbleGo Science* and *PebbleGo Next American Indian* database.
- In technology news, Head of Reference Jennifer Hebert and Digital Services Librarian Michelle Patnode tested out the 10 new laptops purchased for the library by the Friends. Hands on computer classes will once again be offered to the public beginning in November. Assistant Director Karen Benner, Michelle and Jennifer also worked on testing the new *Owl* videoconferencing system that the library will use for hybrid format meetings. A *Facebook* and *Twitter* program was held in October and several *Tech 4 U* appointments were conducted. The library worked with A & A Office and the Town IT staff to replace the public copiers and one of the public printers. This equipment was more than 12 years old and was malfunctioning a lot.
- In personnel news, Joanna Cistulli was hired as a part-time Circulation substitute and will begin training in November. Karen Benner and several Library Board Trustees attended a Library Construction Site Tour in Meriden hosted by the State Library and heard about the process they were going through while designing their new library. Children's Librarian Beth Mendelsohn attended *School Library Journal's Day of Dialog*. Business Manager Karolyn McLain and Jennifer Hebert met several times to work on the *Connecticut State Library Annual Report* and submitted it on October 31st.
- In facilities news, John Kubachka from the Town Facilities department is working to finalize the details to begin repairs from the two major roof leaks we had June. Work will now begin in late November. The library had additional leaks from the skylights. Facilities is currently addressing this issue. A good size piece of the handicap ramp broke away, causing problems for some residents. Facilities had the area patched. 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.

TOWN CLERK

- Revenue for the Month of October was \$49,422.31. There were 74 property transfers for a total of \$13,384,125.00 in sales. State conveyance tax collected was \$97,029.94. Town tax collected was \$32,343.31.
- Twelve Residential properties conveyed for over \$300,000; Four Residential properties conveyed for over \$400,000; One Residential property conveyed for \$515,000.
- There were 380 documents filed on the land records during the month: 123 mortgages, 112 releases, 4 liens, 21 assignments and 12 probate documents.
- 135 certified copies of vital records were issued. Ten burial permits and ten cremation permits were issued.
- Staffed catalogued three liquor permits, three Trade Name Certificates and four Notary Public commissions.
- Staff issued Transfer Station passes for nine vehicles and three trucks.
- \$13,278 in revenue was generated from 130 electronically recorded documents.
- Land Record copy revenue totaled \$2,478.00; \$1,173.00 was attributed to use of the online portal.
- The Town Clerk swore in two (2) Certified Police Officers on October 11th.
- The Town Clerk's office held the biannual Public Shredding event on October 8th.
- Absentee ballots for the State Election became available on October 7th (31 days before an election). The office issued 1,427 Absentee Ballots for the month of October in addition to the regular office duties.

<u>DATA SUMMARY OCTOBER 2022</u>				
	<u>October-21</u>	<u>October-22</u>	<u>FY 21/22 to Date</u>	<u>FY 22/23 to Date</u>
Land Record Documents	476	380	2,088	1,598
Dog Licenses Sold	37	34	562	688
Game Licenses Sold	0	9	15	51
Vital Statistics				
Marriages	36	18	113	71
Death Certificates	33	38	112	121
Birth Certificates	27	19	112	104
Total General Fund Revenue	\$ 58,866.54	\$ 49,712.31	\$ 297,214.87	\$ 286,141.72
Town Document Preservation	\$ 1,668.00	\$ 1,282.00	\$ 7,555.00	\$ 5,226.00
State Document Preservation	\$ 2,400.00	\$ 2,312.00	\$ 9,888.00	\$ 9,840.00
State Treasurer (\$36 fee)	\$ 10,728.00	\$ 10,224.00	\$ 44,028.00	\$ 40,896.00
State Treasurer (\$127 fee)	\$ 10,922.00	\$ 4,318.00	\$ 42,418.00	\$ 18,923.00
State Treasurer (\$110 fee)	\$ 8,470.00	\$ 4,620.00	\$ 42,460.00	\$ 17,930.00
LoCIP	\$ 894.00	\$ 852.00	\$ 3,669.00	\$ 3,408.00
State Game Licenses	\$ 0.00	\$ 180.00	\$ 340.00	\$ 478.00
State Dog Licenses	\$ 304.50	\$ 242.00	\$ 3,797.50	\$ 4,516.50
Dog Licenses Surcharge	\$ 90.00	\$ 88.00	\$ 1,416.00	\$ 1,680.00
Marriage Surcharge	\$ 340.00	\$ 408.00	\$ 1,870.00	\$ 1,224.00
Grand Total	\$ 94,683.04	\$ 74,238.31	\$ 454,656.37	\$ 390,263.22

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

- Completed 61 formal requests for service
- Created a Windows 2022 Server template for deployment of updated virtual servers
- Migrated Police interview room recording location to the new Milestone server
- Updated Desktop Antivirus, File Transfer and Remote Support software and applied latest Exchange update
- Decommissioned 4 obsolete servers from the environment
- Upgraded storage firmware and VMware VCenter to latest version
- Reconfigured server after system board failure and replacement
- Implemented firewall changes for PD's use of State of CT's Information Sharing System portal
- Installed, configured, and assisted the Library in testing the Owl Meeting camera system
- Set up and configured two new NetMotion VPN servers in a fail over pair for use by Town and Police staff
- Coordinated with IT and Highway staff to test new MDT docks and MDT with external antennas
- Imaged and deployed new PD MDT to Police cruiser for testing
- Conducted website editing training for Town staff
- Performed maintenance and updates on Town website
- Updated Parks and Recreation software
- Resolved addressing issue with the OpenGov permitting software
- Updated Police dispatch/records management software to latest version
- Created new user accounts for new hires and disabled accounts for employee attrition
- Performed GIS analysis and review on parcel and CAMA data
- Continued work 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

PLANNING AND ZONING

Newington's Town Center Business District Zoning Regulations Listening Session

A Special Meeting was held on Wednesday, October 12th at 6:30 pm at Newington Town Hall to discuss the Zoning Regulations pertaining to Newington's Town Center Business District.

The primary goal of the listening session was 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 wanted 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. Additional Website News Flashes were sent with follow up questions from the listening session.

ONGOING Current Land Use Application Webpage

Town of Newington's Planning Department continues to update the Current Land Use Application page. The webpage includes all current applications received by the Town Plan and Zoning Commission, Conservation Commission and Zoning Board of Appeals, along with links to their supporting documents. The webpage is easily accessible from the Town Planner webpage and includes the tentative meeting dates for each application. (<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 October 26th, the Commission approved the following application with conditions:

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 (Section 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 43-22: Zoning Regulations Amendment (Section 3.23.4) to Add Regulations for Temporary Events. Applicant: Newington TPZ, Contact: Renata Bertotti.

Petition 45-22: Temporary Sign Approval (Section 6.2.2.A) for a Construction Scrim at 3333 Berlin Turnpike. Applicant: Meadow Commons Owner LLC, Owner: Meadow Commons Owner LLC, Contact: Jaime Anderson.

Scheduled for November 21st 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 46-22: Special Permit (Section 6.2.5) for a Freestanding Sign at 203 Costello Road. Applicant: Sign Pro Inc., Owner: 203 Costello Rd LLC, Contact: Kristin Braccidifero.

Petition 47-22: Zoning Regulations Amendment (Section 3.3.2) Regarding Parking or Storage of RVs, Boats and Trailers in Residential Zones. Applicant: Newington TPZ, Contact: Renata Bertotti.

Conservation Commission – Applications Continued:

At the October 18th meeting, the Commission was unable to meet due to lack of quorum, and the following application are continued onto the November 15th 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.

Application Received:

Scheduled for November 15th meeting:

Application 2022-23: For replacement of a sidewalk within the designated wetland area and URA (Upland Review Area) at 1936-1940 Main Street. Applicant/Owner: Town of Newington, Contact: Gary Fuerstenberg, Town Engineer.

Application 2022-24: For a modification of permit 2022-01 to expand a parking lot within the URA (Upland Review Area) at 249 Day Street. Applicant/Owner: 249 Day Street, LLC, Contact: Peter Mirabelli.

Applications Received and Agent Approved:

Application 2022-20: For construction of a 12 x 24 cap garage within the URA (Upland Review Area) at 26 Dowd Street. Applicant/Owner/Contact: Chris Wallace.

Application 2022-21: For construction of a 16 x 14 deck within the URA (Upland Review Area) at 70 Ponderosa Lane. Applicant: Confesor Rios, Owner: Jason Wajert.

Application 2022-22: Town of Newington, CDOT grant for maintenance and minor repairs within the URA (Upland Review Area) at 490 Maple Hill Avenue to 63 Vivian Street. Applicant/Owner: Town of Newington, Contact: Gary Fuerstenberg, Town Engineer.

Zoning Board of Appeals

Application Denied:

At the October 6th meeting, the following application was denied:

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 October 2022.

Economic Development Commission – the October regular meeting and special meeting were cancelled due to lack of quorum.

Affordable Housing Monitoring Agency – No scheduled meeting for October 2022.

Town Planner/Zoning Officer Activities:

Issued five Zoning Permits for various projects in town.

Issued three Certificates of Zoning Compliance.

Processed eight bond releases for various projects in town.

Received 55 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations and/or blight.

Inspected 19 properties for Blight and/or Zoning Complaints and sent four “Notice of Blight Violation” letters and four “Notice of Zoning Violation” letters.

Removed 57 illegal signs from the Town R/W.

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.

2221 Berlin Turnpike
2280 Berlin Turnpike
3067 Berlin Turnpike
719 Cedar Street
660 (rear) Church Street
45 Costello Road
65 Culver Street
86-90 Day Street
249 Day Street
294-300 East Robbins Avenue
49 Fenn Road
58 Golf Street
102 Halleran Drive

155 Lowrey Place (Best Market Plaza)
86 and 94 Maple Hill Avenue
609 North Mountain Road
680 North Mountain Road
705 North Mountain Road

Finalized the removal of the vehicles (from 260 Stamm Road) that were being stored at the highway garage.

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of October. In addition to routine preventative maintenance work, the team responded to 42 work orders consisting of maintenance and custodial requests.

Town Hall:

- Continued solar project work, racking of 3 arrays. All wiring pulled, waiting on hardware to be able to go live with system.
- Fire Alarm from accidental alarm pull struck by volleyball. Put up new protective covers for pull stations in gym, inspected and passed by Fire Marshal's office.
- Exterior entry door tune ups, replaced missing set screws--tightened the rest, open and closure testing.
- Garfield Street reconstruction planning (continued).
- Finalized Town hallway signage contractor released.
- HVAC filter changes.
- Life safety scheduled preventative inspection.
- Continued investigation of two roof leaks above Mortensen Community Center.

Library:

- Contractor released for interior damage, ongoing work with contractor and insurance company to finalize scope and timing.
- Lienhard Room lights - 4 are out (ordered parts).
- Concrete repair to ADA ramp by front entrance.
- Reported no heat at library - fixed RTU unit.
- Life safety scheduled preventative inspection.
- Removed old vestibule heater.
- Replaced vestibule heater with an electric heater.
- Skylight leak investigation/caulking of flashing and screws.
- HVAC filter changes.

Highway Garage:

- HVAC heating tune ups.
- HVAC filter changes.
- Preventative maintenance of automatic doors.
- Life safety scheduled preventative inspection.

Fire Stations:

- Station #2 pre-construction walk through with contractor and Fire Chief. Job scheduled to start mid to late November.
- Fire Company #1 Headquarters roof assessment; help to facilitate manufacturer warranty. (Ongoing) GAF site inspection completed, waiting on GAF management review of file.

Grounds Maintenance:

- Investigate siding repair/replacement for main garage materials list made.
- Life safety scheduled preventative inspection.
- Heating tune up for office, chapel, and greenhouse.
- Assisted Bill Califano with multiple street sign projects in bucket truck.

- Mill Pond tennis shed.
 - Replaced roof shingles and rotten roof sheathing pieces
 - Replaced siding and trim on three sides of structure
 - Replaced two windows
 - Replaced roof on shed next to tennis shed
- Clem Lemire LED light upgrade for Parks Department, 4 recessed trims and 4 flood lights.
- Investigation of roof leak above break room at Parks Garage (started roof replacement planning).

Market Square/Main Street:

- Replace 7 burnt out light bulbs for street lighting.
- Kelsey Street repaired electric box base and reattached conduit to pole.

Historical Properties:

- Kelsey House - HVAC heating tune up.
- Kellogg Eddy - HVAC heating tune up.

NEMS Building:

- HVAC duct work baffle adjustments for winter heating.
- Replaced 3 emergency exit signs that were burnt out/not working.
- Added light to rear walkway.

Senior & Disabled Center:

- Roof drain failure clean up.
- Replaced roof drain and water tested.
- Winterization of 2 chillers.
- Startup of boilers and tune up.
- HVAC filter changes.
- Blew off roofs/leaves.
- Toilet repair.
- Rear garden water bib fixed.

Police Department:

- Chief's master key stuck in sally port door.
- Actuator fix for RTU4.
- Repair broken toilet.
- HVAC heat tune up.
- Investigated work necessary for the radio project (ongoing).
- Front automatic door broke, fixed by replacing driver unit.
- Life safety scheduled preventative inspection.

Administrative Projects:

- Multiple AkitaBox Admin Trainings Capitol Management and Preventative Maintenance.
- AkitaBox Technician Trainings for mobile app and service requests.
- AkitaBox soft opening scheduled for 11/15/2022. Town wide roll out will be sometime in December which will remove Facilities from Track-It software.
- Multiple meetings to review scope and schedule with Library water damage Contractor; contract signed; work scheduled to start 11/21/2022.
- On call Architect interviews (6) - selected 3 on call Architects.
- Employee safety training completed.
- Continued investigating two leaks in Mortensen Community Center.
- EV charging station upgrade at Market Square (hardware/materials have shipped).
- Multiple card access requests and schedule changes for election.
- Design completion of Way Finding Sign project, contractor provided final proofs contractor released (November completion).
- Assist the Registrar of Voters with Election prep/signs picked up and delivered/installed around town, EOW's moved in basement and throughout town hall.
- Energy Consultant meetings and investigation of town's PPA.

- Open bid for Kellogg-Eddy roof, contractor selected, PO Issued to contractor, All Grant documents submitted, awaiting schedule for project from contractor; all contracts signed, 8-week lead time for materials may put this project start date sometime in spring.
- Generator and solar review at Senior Center.
- Solar racking meetings for BOE buildings.
- EOC Grant planning/meetings (ongoing project).
- Multiple review meetings of PD Reno with IT/waiting for new quotes based on phasing the project into 3 phases to lessen the cost.
- FOI meetings for NHS asbestos release event.
- Facilities Department presentation for Town Council Meeting.
- Pre-construction walkthrough for roofing project at Fire Company #2 (scheduled to start third week of November).