



James Krupienski
Acting Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

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

On November 3rd, I visited the Dispatch Center Equipment with Daphne Miller of Bluewing to discuss the radio system. I also had a System Architecture discussion on November 3rd with the Microsoft Teams to discuss and address any questions regarding the system architecture for the CLMRN radio system.

We conducted an internal Motorola Proposal discussion on November 8th and November 10th with Microsoft Teams, Daphne Miller of Bluewing.

I had a discussion with Erik Hinckley regarding the Keeney site on November 9th.

Each month, the surrounding Town Managers and I meet and discuss ways to regionalize some of our operations. We met on November 10th this month.

A Special Town Council meeting was held on November 14th. Old business included the appointment of the Acting Town Manager. The meeting also included review of the Job Description for an Assistant Fire Marshal (A-7) and Amendment to the Classification and Pay Plan Salary Table. New Business included Job Descriptions for the Town Planner (A-11) and Groundskeeper Foreperson (LT-19).

I met with AFSCME Leadership and staff throughout the month to address concerns.

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

We had ongoing follow up meetings with developers regarding the 690 Cedar Street multi-unit properties.

Overtime

Paid overtime during the month of November 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	63.4	\$ 3,561.43
Weekend Standby and Call-In	16.0	\$ 800.96
Road Maintenance	0.0	\$ 0.00
Leaf Collection	558.7	\$ 28,922.52
Leaf Collection – Seasonal	99.2	\$ 3,248.30
Snow – Equipment Prep	26.1	\$ 1,962.67
Totals	763.4	\$ 38,495.88
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	336.0	\$ 15,960.00
Totals	336.0	\$ 15,960.00

	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
POLICE DEPARTMENT				
Administration	\$ 8,547.00	\$ 0.00	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	390,788.57	679,403.00	398,213.14
Investigation	91,467.00	14,786.71	90,645.00	16,349.34
Traffic	5,006.00	1,294.76	4,908.00	2,211.86
Communication	183,778.00	58,135.57	173,748.00	61,886.07
Education/Training	142,800.00	48,155.08	143,085.00	51,061.64
Support Services	57,595.00	5,824.89	60,413.00	33,817.53
Animal Control	2,521.00	1,781.96	1,511.00	0.00
Total	\$ 1,202,495.00	\$ 520,767.54	\$ 1,161,888.00	\$ 563,539.58
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 11,439.63	\$ 29,217.00	\$ 12,957.10
Snow and Ice Control	133,578.00	829.11	130,000.00	960.05
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	13,736.87	34,145.00	13,964.90
Leaf Collection	35,972.00	14,110.44	35,267.00	14,842.35
Total	\$ 233,870.00	\$ 40,116.05	\$ 228,629.00	\$ 42,724.40
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 51,581.37	\$ 88,357.00	\$ 35,464.49
Cemeteries	17,109.00	764.70	17,109.00	16,120.12
Total	\$ 122,110.00	\$ 52,346.07	\$ 105,466.00	\$ 51,584.61

PERSONNEL

- The vacant Network Administrator/Project Leader (A-6) position was posted externally on November 1st with a closing date of November 16th.
- The Board of Fire Commissioners approved a new position, Assistant Fire Marshal (A-7); it was posted externally on November 15th with a closing date of December 2nd.

- The Town Planner (A-11) and Town Engineer (A-12) position was posted externally on November 15th with a closing date of December 2nd.
- Interviews for the Director of Administrative Services (A-9) took place on November 9th. The finalist received a conditional on November 14th.
- Police Officer interviews took place on November 17th; the position was offered to Matthew Shaw with an effective date of November 28th.
- The appointment for Deputy Police Chief Miano was extended for an additional 6 months to May 30, 2023.
- The Town is still accepting employment applications for the temporary Building Official (A-7) until filled.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The fourth 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 October 2022 were \$644,008. 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 October, 2022</u>		
	Town	Board of Education	Total
Estimated Claims	857,840	3,094,120	3,951,960
Actual Claims	522,834	2,400,153	2,922,987

FINANCE

Accounting and Administration

- We continue to work with the auditors answering their questions. Right now, our receipt of the draft report has been pushed out, and we hope to receive it by the second week of December.
- CIP budget requests are due to the Finance office by December 9th. Staff is working with department heads answering any questions they may have.
- 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 was November 18th. There were 21 applications that we went through at the end of November. Award letters will be going out by December 16th.
- 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 Operational budgets.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town did receive a total of \$3,840,431 from the State of Connecticut during this month for the Tiered Pilot Reimbursement Grant. 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)
11/30/2022

	<u>Interest Earnings</u>		
	<u>Budget FY 2022-23</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$365,484	\$54,790,463
Special Revenue Funds	48,000	6,683	704,707
Capital Projects Funds		11,486	1,109,367
Internal Service Fund	5,000	67,566	6,686,656
Trust and Agency Funds		7,928	1,509,460
Total, Estimated by Fund			\$64,800,653

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
11/30/2022

	<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	3.85	3.09	122,535	80,243	44,360,466
Bank North	1.71	1.52	788	721	565,324
TDBank (new)	1.92	1.69	18,071	15,747	11,589,952
Farmington Bank	.00	.00	0	0	0
Webster Bank	1.00	1.00	4,740	4,228	3,200,084
Liberty Bank	0.96	0.96	4,101	3,966	5,084,827
Total Outstanding Investments					\$64,800,653

Rates reflect average monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through November 30, 2022.
- Personal property declarations were sent out the last week of September 2022 and are being returned to the office. To date, approximately 71% (1,100) of the 1,541 declarations have been returned to the Assessor's Office, and 809 of those declarations filed have already been processed by staff. Staff are calling/emailing reminders to non-filers. Before the signing of the grand list in January, any remaining personal property non-filers' assessments will be estimated, and a penalty for non-filing will be applied.
- The 2021 Motor Vehicle Supplemental List was downloaded from the State of Connecticut Department of Motor Vehicles, with 4,294 vehicles. The list had been formatted and ready for the tax collector when towns were informed that there was a glitch in the DMV system and that more vehicles will be sent. This added an additional 100 vehicles. However, processing and balancing has to happen a second time. This process is almost complete and ready for the tax collectors' office again. 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 November.
- Various local ordinances need to be updated/added. Draft versions have been completed and submitted for Local Option Elderly Tax Credit, Local Option Additional Veterans and Handicap Modified Vehicle. Additionally, we have 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.

Revenue Collector

- Collections for November on the 2021 Grand List amounted to \$601,178.43, and back taxes collections were \$117,657.30 which includes \$889.90 for suspense collections.
- This year's total collections through November were 56.7%, which is a little lower than last year's figure of 57.1%.
- Delinquent notices on the 2021 Grand list were mailed the first week of November to 189 real estate taxpayers, 2,064 for motor vehicles, and 81 for personal property tax bills.
- Constables continue to collect taxes from their Tax Warrants.
- Telephone calls were made to businesses delinquent with their taxes. UCC liens were also filed with the Secretary of State's Office for nonpayment of the personal property taxes.
- Preparation is underway for the Supplemental Motor Vehicle bills. New Real Estate owners have been sent their January tax bill. The Supplemental Motor Vehicle tax bills will be mailed at the end of December since changes are still being made in the Tax Office and Assessor's Office before final steps are taken for balancing and submission to the software company for printing and mailing.

POLICE DEPARTMENT

Patrol Calls for November are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 20
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 68	Fire Trouble Alarm 0	MV Injury 13
Alarm Hold Up Alarm 1	Fire Veh Maintenance 0	MV Property Only 103
Alarm Residential Burg Alarm 18	Fire Vehicle Fire 0	Neighbor 6
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 117
Animal Complaint 10	Fire Water Problem 0	Noise 8
Arson/Fire Invest 0	Fireworks 2	Non Collect Person 0
Assault 5	Follow Up 35	Notification 0
Assault in Progress 0	Found Property 15	Open Door/Window 0
Assist Motorist 2	Gun 1	Other Archive 0
Assist Notification 0	Harassment 7	Parking Violation 5
Assist Other Agency 24	Hazard 26	PD Assist Fire Dept 39
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 11
Bomb Threat 0	HOPE Project 0	Prisoner Care 13
Breach of Peace/Disorderly 10	Illegal Dumping 2	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 4
Burglary 2	Indecent Exposure 0	Property Lost 2
Car Seat 2	Intoxicated 2	Prostitution 0

Check Welfare 49	Juvenile Complaint 8	Recovered Stolen MV 3
Check Welfare 911 29	K9 Assist 0	Rescue Call 0
Check Welfare Other 8	Kidnapping 0	Residential Lockout 3
Clear Lot 0	Landlord/Tenant Dispute 2	Robbery 5
Construction 0	Larceny 73	Roll Call 3
Court Detail 10	Larceny from MV 21	Serve Subpoena 0
Criminal Mischief 8	Lift Assist Only 12	Serve Warrant 36
CSO 2	Liquor 0	Sexual Assault 3
Customer Dispute 15	Local Traffic Authority 0	Shots Fired 1
Dog Complaint 24	Location Check 192	Specific Detail 74
Domestic 32	Location General 1	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 5
Drug 2	Lockout Building 1	Sudden Death 0
DUI 6	Lockout MV 1	Suicide 0
EDP 16	Lost Property 4	Suicide Attempt 0
Escort/Transport 2	LTA 0	Suspicious MV Unoccupied 7
Escort/Funeral 5	Meal 0	Suspicious Report 172
Escort Other 0	Medical Alarm 28	Test 0
Escort Retrieval 1	Medical Cardiac 0	Threatening 4
Escort Tax 0	Medical Complaint 203	Tobacco 0
Fingerprint 4	Medical Diabetic 1	Tow 12
Fire Alarm Commercial Bldg 8	Medical Fall 26	Town Ordinance Violation 0
Fire Alarm Residential 2	Medical Mutual 0	Traffic Stop 277
Fire CO Detector no sympt 1	Medical Other 1	Traffic Stop Attempt 16
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Survey 0
Fire Extrication 0	Medical Stand By 0	Training 0
Fire Hazmat 0	Medical Trauma 0	Trespass 9
Fire Mutual Aid Request 0	Medical Unresponsive 3	Unknown 0
Fire Other 5	Missing 8	Water problem 0
Fire Rescue 1	MV Abandoned 0	
Fire Special Detail 0	MV Assist 26	
Fire Stand By 0	MV Complaint 41	
Fire Structure Fire 1	MV Fire 0	Total: 2,087

- In November, the Detective Division Report:
 - Handled 79 investigations, 52 remain ongoing
 - Served 24 warrants: 22 by Patrol officers, 2 by Detective Division
- In November, the Animal Control Officers had the following activity:
 - 36 Total Calls: 25 Dog; 10 Animal/Wildlife; 1 Specific Detail, 0 Follow-ups, 0 Dog Park
 - Police Assisted Calls – No ACO: 20
 - 2 Total Bites: 0 Dog vs. Dog Bites, 2 Dog/Cat vs. Human, 0 Dog vs. MV
 - 2 Total Impounds: 1 Redeemed, 0 Sold as Pet/Adoption, 1 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 62 Incoming Phone Calls

- 5 Letters (No License/Barking/Littering)
- 0 Written Warnings
- 20 Delinquent License Letters
- 0 Infractions
- 0 ACO Call-Ins
- Notable Cases/Events:
 - 82 Webster Court – 2 dog vs. human bites with a restraint order. Hearing scheduled for 12/1/2022 at 9:30 am.
 - Working on Dog License Delinquent List.
- In November, the Patrol Division Report:
 - On 11/06/22, Officers responded to O'Reilly Auto Parts, located at 3443 Berlin Turnpike, for a reported shooting. Upon arrival, Officers located two employees, who had sustained gunshot wounds. The victims reported a black male entered the store and shot a male employee while he was behind the counter. The suspect then forced a second pregnant female employee to open the cash registers. Once this was done, the female attempted to flee the store through a back door. As she fled, the suspect chased her while firing gunshots at her. She was struck by gunfire several times in the parking lot, where she then watched the shooter flee into the wooded area behind the store. The female employee recognized the shooter, whom she was familiar with from previous contentious interactions at the store. The victim provided a description of the shooter, and a Patrol Officer heard the suspect description and recognized him from a previous call for service. The suspect was later located at a condominium complex on Coronado Drive, over a half mile away from the scene, after he knocked on a door requesting assistance. The suspect apparently was injured during his flight from the scene and needed medical attention. Both employees survived the shooting, and the suspect was arrested and charged accordingly.
 - On 11/13/22, Officers responded to the 7-Eleven Convenience Store located at 461 New Britain Avenue for a reported hold-up alarm. Upon arrival, Officers learned from the store clerk that she had just been robbed at gun point by two males. The clerk described the males as wearing all black clothing with ski masks covering their faces. The clerk reported the suspects came into the store, and one of them pointed a gun at her and ordered her to open the registers. She stated they told her if she refused, she would be shot. The suspects were last seen fleeing the scene on foot towards New Britain Avenue. A K-9 unit from New Britain Police arrived on scene but was unable to locate the suspects. The suspects made off with \$400.00 in cash. The scene was processed by members of the Detective Division, and we are currently awaiting DNA results.
 - On 11/24/22, Officer Douglas made a traffic stop on the Berlin Turnpike, near East Robbins Avenue. Upon approaching the vehicle, Officer Douglas noted the driver appeared nervous and exhibited behaviors indicative of anxiety and deception. During his interaction with the operator, Officer Douglas noted the suspect was wearing a jacket that had a hole in the front right pocket. As he focused on the hole, he noticed the barrel of a firearm protruding out. Officer Douglas detained the operator and investigated the presence of the firearm. The operator was found to be in possession of four firearms on his person, along with 19 grams of suspected Fentanyl and over \$12,000.00 wrapped in duct tape. The male operator was charged with applicable weapon and drug charges.
 - On 11/26/22, Hartford Hospital contacted the Newington Police Department to report a male had been brought to the hospital after suffering a gunshot wound. Hartford Hospital staff stated a female, who accompanied the victim to the hospital, reported the shooting happened at Bowl-O-Rama, located at 2143 Berlin Turnpike. Officers responded to Bowl-O-Rama and located a crime scene in the north parking lot. CCTV of the incident captured the beginning and the end of an interaction between two groups of people. Due to the distance from the incident away from the camera and the presence of several vehicles in the lot, the moment the shooting occurred was not captured. The video did capture the aftermath, which included a male staggering through the lot. Members of his group loaded him into a vehicle and left the scene. Detectives were requested to process the scene and preserve video evidence. The victim succumbed to his injuries from the shooting. All involved parties have been identified. The case is currently under investigation by the Detective Division.

- In November, 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 and moved onto background investigations. Oral boards and written tests were conducted for certified applicants.
 - Recruit Officer Matthew Shaw was sworn in on November 28, 2022 and Support Service Staff assisted Shaw in preparing for an Academy start date of December 2, 2022 in New Britain.
 - Two Police Academy seats have been secured for the December 30, 2022 POST Academy, as well as the January 13, 2022 LEC Academy. These seats will be utilized for future potential recruit officer positions.
 - Officer DeSimone has maintained social media platforms to continue engagement with the community through the use of Face Book, Twitter and Atlas One.
 - Officer DeSimone has begun efforts to coordinate holiday events such as Stuff a Cruiser, Adopt a Family, and Shop with a Cop.
 - The Training Department has scheduled training for ERT and are finishing fall qualifications for all personnel. ERT members continued training in explosive breaching. Training has been conducted in Active Shooter and High-Risk Traffic Stops. Recruit Torres continues to train at the POST academy, and Newington instructors have been sent to augment training. Recruit Torres is scheduled to graduate on December 9, 2022.
 - Support Services has finished up the process of implementing the Connecticut Information Sharing System (CISS). The program is now live, and training has been conducted, certifying select officers in the use of the system. CISS affords them the ability to search records from many different agencies from one web-based site.
 - Support Services, during the month of November, 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.
 - CAD integration with American Medical Response (AMR) has resumed and is expected to go live in the month of December. The integration will provide officers with real time information entered by AMR personnel who are contracted by the town to EMD medical calls.
 - HR-218 Qualifications were completed for Department retirees who wished to maintain firearm proficiency as well as qualify under HR-218 to carry a firearm.
 - Officer Walker continues to assist in Risk Protection Order applications, as well as fulfilling FOI and GA requests for Department captured video footage.
- Property Report November 2022

Category	# of Counts	Property Value (\$)
Burned	1	\$ 1
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	15	\$ 11,785
Vehicle Inventory	0	\$ 0
Stolen	105	\$ 69,153
Abandoned	0	\$ 0
Evidence	143	\$ 230
Found	14	\$ 10
Lost	3	\$ 5,100
Seized	5	\$ 0
Recovered	15	\$ 6,842
Impounded	2	\$ 0
Informational	0	\$ 0
Towed	0	\$ 0
Total	303	\$ 93,121

- Police Department Overtime Report November 2022

OT October	\$114,729	2 pay periods (1 holiday)
OT November	\$124,353	2 pay periods (1 holiday)
	\$ 9,624	increase

- Currently the 308 Patrol District has been unstaffed due to manpower shortages. 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, since the civilian property officer position remains unfilled, thereby reducing staffing 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 \$96,069, an increase of \$17,803 from the previous month. Overtime included holiday pay of \$18,153, 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 domestic disputes, responding to subpoenas in regard to risk protection orders, burglaries, sudden death, funeral motorcade for Newington officer, domestic violence arrest, motor vehicle accident, broken down tractor trailer, missing juvenile involving DCF, DUI accident, shooting, Midstate Accident Reconstruction Squad callouts in Berlin and Wethersfield, DUI arrest, Supervisor conducting internal affairs investigation, drone search for missing person, a color guard event at the Newington Senior and Disabled Center and a stolen motor vehicle.
- Detective Division overtime of \$7,009, an increase of \$3,462 from the previous month. Overtime included holiday pay of \$723 (Detective Lieutenant) and after hour callouts of Detectives for a shooting, commercial burglary, and residential burglary. A Detective also worked after hours on a pre-employment background investigation.
- Traffic Division overtime of \$534, an increase of \$134 from the previous month. Overtime included the Equipment Operator responding after hours to a shooting at Route 5/15 and Pane Road to perform a traffic function.
- Communications overtime of \$4,948, a decrease of \$9,903 from the previous month. Overtime included holiday pay of \$2,603 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 \$12,629, a decrease of \$2,613 from the previous month. Overtime included coverage of shifts for Officers attending the following training or classes: Emergency Medical Response (EMR), Midstate Accident Reconstruction Squad training, Emergency Response Team training, explosive breaching training, and drone training. Officers were also paid overtime for conducting firearms training (HR-218) for police retirees and attending a PEER support meeting.
- Support Services overtime of \$3,164, an increase of \$1,148 from the previous month. Overtime included holiday pay of \$594 (School Resource Officer) and Officers working at the Fenn Road Food Drive on overtime. Shifts were also filled for the School Resource Officer (SRO) who took time off.
- Animal Control overtime of \$0, a decrease of \$407 from the previous month.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of November, 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	November	5 month total
1	Fire		
100	Fire, other	0	3
111	Building fire	0	7
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	1	6
114	Chimney or flue fire, confined to chimney	1	1
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	0	2
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	2	7
143	Grass fire	0	3
150	Outside rubbish fire, other	0	1
151	Outside rubbish, trash or waste fire	1	2
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	5	43
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	1	1
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	1	1
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	2
	Total	2	5
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	1	5
322	Motor vehicle accident with injuries	0	2
324	Motor Vehicle Accident with no injuries	0	0
340	Search for lost person, other	0	1
350	Extrication, rescue, other	1	3
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	1
	Total	2	14
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	1	7
410	Combustible/flammable gas/liquid condition	0	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	2
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	1
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	3
440	Electrical wiring/equipment problem, other	6	10
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	0
444	Power line down	2	11
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	2	10
	Total	12	56
5	Service Call		
500	Service Call, other	1	6
510	Person in distress, other	0	0
511	Lock-out	1	5
512	Ring or jewelry removal	1	1
520	Water problem, other	0	5
521	Water evacuation	0	0
522	Water or steam leak	1	4
531	Smoke or odor removal	7	10
540	Animal problem, other	0	1
542	Animal rescue	1	3
550	Public service assistance, other	0	0
551	Assist police or other governmental agency	0	6
552	Police matter	0	0
561	Unauthorized burning	0	6
571	Cover assignment, standby, move up	1	13
	Total	13	60
6	Good Intent Call		
600	Good intent call, other	6	20

611	Dispatched & cancelled en route	1	3
621	Wrong location	0	1
631	Authorized controlled burning	1	4
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	0	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	0	5
	Total	8	40
7	False Alarm & False Call		
700	False alarm or false call, other	1	22
710	Malicious, mischievous false call, other	0	0
711	Municipal alarm system, malicious false	0	1
730	System malfunction, other	2	10
731	Sprinkler activation due to malfunction	2	3
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	2	13
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	2	10
736	CO detector activation due to malfunction	2	9
740	Unintentional transmission of alarm, other	2	13
741	Sprinkler activation, no fire	1	3
743	Smoke detector activation, no fire - unintentional	4	12
744	Detector activation, no fire - unintentional	1	3
745	Alarm system activation, no fire	2	18
746	Carbon monoxide detector activation, no CO	0	2
	Total	21	120
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	63	338

Fire Chief

Fire Responses: 30 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
- 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
- Worked with Communications Division on Installation of Monitors and Kiosk for RedNMX
- Attended Rescue Drill – Officer Training
- Communicated with Fire Marshal to discuss new development in town
- Attended Board of Fire Commissioners' meeting
- Met with Facilities to discuss Company 2 roof replacement
- Met with Safety Division and AFC (Department Physicals) about new services
- Attended Town department head meeting about fuel
- Attended Make-A-Wish Event
- Had Zoom meeting with Alpine RedNMX Rep and IT
- Met with Chiefs on CIP Budget
- Attended Wethersfield Fire Chief Swearing in Ceremony
- Reviewed Radio Proposal for approval

November 2022 Training Report - Progress History

- December 2022
 - As our members take the time to enjoy their holidays, our training focus for December includes Sexual Harassment Awareness and Bloodborne Pathogen training. This required annual training is mandatory for all Department members and is hosted online through our FireRescue1 Academy training program.

Plans

- The Connecticut Fire Academy (CFA) recently partnered with several Connecticut Fire Officers to assist with training, standard operating procedures, and responses to Electric Vehicle (EV), Energy Storage Systems (ESS) and Lithium-Ion Battery (LIB) incidents. The CFA recognized that all departments and agencies are still in the learning process with respect to fire and emergency response to these types of incidents. Recent media and internet reports have been responsible for the dissemination of inaccurate, inflated, conflicting, or false information related to fire and emergency response to these types of incidents. The CFA is confident that all Connecticut fire departments are presently able to respond to this type of incident.
 - The Newington Fire Department got ahead of the curve by sending fire officers and firefighters to an EV training session at Randall Island, NY this past summer.

- Our January Department drill will cover a variety of topics that include LIB and EV batteries as seen from the eyes of the NYC Rescue 1 officers.
- 2023 training sessions will include understanding the initial phases of thermal runaway, LIB discharge of flammable gases above the UEL limits, confined space and battery vault precautions, air quality monitoring and safety issues related to the re-ignition of batteries and cells.

Drill Schedule

December		
Type	Topic	Date
Department Drill	Bloodborne Pathogens	Online (Required)
Department Drill	Sexual Harassment	Online (Required)
January		
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
IH12 – Company 2 Training	1
	Hours 176.5

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

Rescue Technician Core – 48 Hours

New Haven Fire School – December 5-7, 2022 and December 12-14, 2022 (2 Firefighters)

This course is designed to meet the job performance requirements in Chapter 5 of NFPA 1006 Rescue Technician. Students will learn the basics of site operations, size-up, resource management, hazard/risk assessment, and incident management as it relates to the rescue environment. Students will also learn the skills required to use rope rescue equipment to manage victims, anchor-rope systems, and build and operate lowering and hauling systems in a low angle environment. Students will be trained to inspect and maintain ropes and related rescue equipment.

Certifications

No new certifications this month.

FIRE MARSHAL

Code Enforcement Activity:

Type	Quantity
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	33
Re-Inspection	10
Special Inspections – Food Trucks, etc.	0
Consultation – Underground Tanks, Property Check, Fire Drills	6
Blasting	0

Fire Investigations	1
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Special Projects/Events:

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

Fires/Major Incidents/FMO Callouts:

- 11/6/22 – Building Fire – 525 Russell Road (Cedarcrest Hospital Site)

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
- Attended Emergency Management planning meeting
- Met with Public Works group to discuss various issues
- Met with MDC to coordinate pavement repairs to Fairfield Avenue
- Attended annual meeting with CT DEEP to discuss flood control maintenance
- Attended Solid Waste Advisory Committee meeting
- Met with contractor to discuss paving of Maple Hill Avenue
- Attended meeting with consultants and contractor to discuss Maple Hill and Robbins Avenue LOCIP project
- Attended MDC Wet Weather Protocol Meeting
- Met with Town's insurance provider to discuss potential changes
- Coordinated with contractor for Annual Hearing Conservation Testing
- Attended Environmental Quality Control Meeting
- Supervised the beginning of Annual Leaf Seasonal employees

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Cleaned basins and waterways as needed
- Crews began Town wide Annual Leaf Collection Program
- 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
- Mechanics assisted and supported the Annual Leaf Collection Program in maintaining equipment and filling in as drivers, tube operators or leaf rakers where needed
- Started services for sanders and plows for the Parks and Highway Departments
- Police mechanic continued with the upfitting of one new patrol admin vehicle
- Coordinated with Registrar's office to provide town vehicles for Election Day
- Attended Emergency Management planning meeting
- There were no after hour call ins

Sanitation/Recycling/Landfill

- Scheduled 151 residential bulk items for collection for the month
- Scheduled 24 condominium bulk items for collection for the month
- Scheduled 35 condo/residential scrap metal items for collection for the month
- 3,616 tons of cumulative Municipal Solid Waste were collected from July to October
- 770 tons of cumulative recyclables were collected from July to October
- 115 mattresses/box springs were recycled for the month
- Three (3) televisions were collected for the month
- Issued 30 permanent landfill permits and 3 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 0 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 5 permits: 3 Excavation, 2 Driveways
- Reviewed utility clearance notifications (routine & emergency): 183, 6 Emergency tickets

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, stone walls) 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 (LOTICIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Facilities: Senior Center window replacement
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Public Works: Town Hall – Accessible Parking Design for PD

Town Projects – Design:

- Public Works: Theodore Street widening
- 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
- 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
- Public Works: 109 Southwood – Sidewalk gap improvements

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.
- Public Works: 1136-1142-1150 Schoolhouse Brook drainage and culvert improvements

Town Survey Project:

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

Town Grant Applications:

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTICIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin/Newington (LOTICIP 2022): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements
- Public Works (supplemental LOTICIP 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 (LOTICIP 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 & Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)
- Public Works: Camp Avenue – Pavement widening assessment (GM2)
- Public Works (LOTICIP 2018): Complete Street Project – owner’s representative (VHB)

BUILDING DEPARTMENT

- An application was submitted for 385 Stamm Road for fit-out for new baseball training facility.
- An application was submitted for 2903 Berlin Turnpike for fit-out for new cannabis dispensary.
- An application was submitted for 236 West Hill Road for fit-out for Rockin' Chicken restaurant.
- Fees paid on application for 227 Pane Road to build 2 four-story, 75-unit apartment buildings.
- Certificate of Occupancies issued in November: 12 B Fenn Road – Jersey Mike's Subs
- These are the classes the inspectors took in November:
 - D. Jourdan: November 10, "2021 IRC" conference in Waterford (6 hours)
 - K. Kilkenny: November 10, "2021 IRC" conference in Waterford (6 hours)
November 22, "IRC Phase 1" conference in Rocky Hill
 - A. Hanke: November 10, "2021 IRC" conference in Waterford (6 hours)
November 22, "IRC Phase 1" conference in Rocky Hill

Building Department activity for the month of November was as follows: The Inspectors completed a total of 249 Inspections. They were: Above Ceiling (5), Boiler (1), Electrical (16), Final (154), Footings (5), Foundation (2), Framing (7), Gas Line (9), Insulation (5), Mechanical (3), Plumbing (1), Pools (1), Property Inspection (1), Rebar (1), Roof (4), Rough (34).

The total number of Building/Renovation Permits issued/applied for the month of November was **185** producing a total permit value of **\$17,053,151.**

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	33	1,062,222.00
DECKS	2	17,500.00
ELECTRICAL	53	941,037.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	2,995.00
GARAGE/SHED	0	0.00
MECHANICAL	37	323,875.00
NEW COMMERCIAL	1	5,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	14,059,030.00
PLUMBING	15	126,532.00
POOL	1	38,000.00
ROOFING/SIDING	24	270,596.00
SIGN	2	9,300.00
SOLAR	15	197,064.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	185	17,053,151.00

The total Building income fees received in the month of November were **\$188,357.00**

The total fees for Other Income were as follows: Town Planning and Zoning (Applications/Publications) \$565.00, Environmental \$60.00, Conservation \$100.00, Copies, Books and Maps \$15.50, Zoning Board of Appeals \$0, Driveway/Excavation \$375.00, Engineering copies \$5.00. The total Other Income is \$1,120.50.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for November:	\$17,053,151.00	\$1,248,486.00
Fees for Permits issued for November:	\$188,357.00	\$19,132.00
Other income Fees for November:	\$1,120.50	\$2,307.50
Building Permits Issued for November:	185	121

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

<u>2022-2023</u>		<u>2021-2022</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$64,860,748	\$721,695	\$19,240,644	\$225,470

HUMAN SERVICES

- Fall SCORE programs continued this month with a full schedule. Attendance has been consistent, and the weather was not a factor for scheduling. This is our fourth school year with the “Discovery Tuesdays” program that runs during the half-day, professional development days and continues to be a great success. We look forward to facilitating it from February 2023 through the end of May 2023.
- The Newington Challenge Course has had a very active November and plans to continue outdoor ropes course & adventure-based programs as long as weather permits.
- The SUCCESS/ALPS 5th grade program this month met outdoors 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.
- 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.
- Food Distribution was given for 375 Households for Thanksgiving. We 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.
- 10 Clinical cases were seen presenting with issues primarily revolving around anxiety and one anger issues case.
- We are still looking to fill the Clinical Coordinator position as soon as possible.

Statistics - November 2022

	FY 22-23 Total This Month	FY 22-23 Total Last Month	FY 22-23 Cumulative Total YTD	FY 21-22 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases Clinical presentations	10 0	12 0	54 0	7 0
Youth & Family Service Hours	16	20	94	38

JRB cases:	6	6	21	5
JRB hearings:	3	2	5	1
JRB Service Hours:	32	42.5	118	9
Positive Youth Development	96	270	765	653
Community Service	1	1	3	3
# of hours completed	20	25	91	105
Challenge Course: Adult	0	0	0	0
Youth (outside)	0	8	101	165
Information and Referral	185	188	817	873
Social Casework Cases	111	87	466	314
Under 55 =	31	21	111	77
Under 55 disabled =	12	14	71	51
Over 55 =	68	52	284	186
Social Casework Service Hours	221.75	170.25	937.75	540.5
Under 55 =	57	41.5	211.25	110.5
Over 55 disabled and/or disabled	164.75	128.75	726.50	434.75
Food Bank Household visits	489	134	1,018	450
# bags of groceries distributed	3,393	1,868	10,569	5,487
Mobile truck	104	229	1,216	807
Special Needs	27	9	61	17

SENIOR AND DISABLED CENTER

- The Center continues to be open with COVID 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 on strength and balance, a heart disease prevention program, a hip-hop dance exercise class, holiday card and mixed media art classes, a discussion on OTC medication interactions, an origami class and more. All special programs were well-attended.
- The first in-person Veteran's Day Ceremony since 2019 was held on Friday, November 11th, with over 90 active and retired military service members and their families as well as public officials in attendance. The ceremony was followed by a luncheon for Center members who are veterans.
- The volunteer-run Gift Shop and Coffee Shop continued to operate successfully through the month of November.
- Bus trip planning and sales continued through the month of November. A trip to the Newport Playhouse on November 16 was sold out and well-received. 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 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 November, 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 November, the two Dial A Ride drivers (with subs as necessary) completed 470 trips plus 12 Meals on Wheels deliveries for a total of 1,772 miles over 2,258.5 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.
- The Director attended meetings with Town Staff, including various planning meetings with department heads.
- The Commission on Aging and Disability held a special meeting on November 16 to receive updates about the Center's operation.
- The Director participated in a meeting with the CT Healthy Living Collective to kick off a refresh to the LGBT Movable Senior Center program.
- Attended an information session for the CT Age Well Collaborative on November 30th. CT Age Well is a cross-sector initiative that focuses on fostering healthy aging in the community.

PARKS AND RECREATION

Recreation Division

- The Winter Program Guide was published on the Department website, mailed to 13,500 households through the Newington Life Magazine, as well as distributed from the Parks and Recreation Office. Most winter programs will begin the first week of January. Online and in-person registration is available to Newington residents starting November 30, 2022. Non-resident registration begins on December 7, 2022.
- HIIT (high intensity interval training) classes were introduced for the first time in our Winter Program Guide.
- Virtual fitness programs for adults/older adults continue to be a major success and have a big following, averaging 26 participants per season.
- Amazing Andy attended our Exercise the Right Choice after school program on Tuesday, November 15, 2022. All 73 participants from kindergarten through 8th grade had a blast. We even invited the preschool students from the Creative Playtime Preschool Program to join in on the fun.
- Indoor swim lessons, being held at Newington High School on Wednesday evenings, wrapped up for the season on November 16, 2022. We had 70 participants in levels Preschool through Level 6. This is a 7.69% participant increase from Fall 2021 lessons.
- The Department's Recreation Supervisors were able to attend the Annual CRPA Conference on November 21-22, 2022. The Department received three awards including The Dorothy G. Mullen/George Sanford Scholarship (Elliot Markman), the Volunteer of the Year Award (Tony Palermino), and the Program of Merit Award (Night of Lights Special Event).

- The Creative Playtime Preschool Program held its first Thanksgiving luncheon on November 22, 2022. All 42 families were invited to the event. This was a huge success, and we can't wait to host this annually!
- Registration ended on November 18, 2022 for the Winter Youth Basketball Program. The youth basketball season is scheduled to start the first week in January. There are currently 397 participants, which is a 10% increase from last year's registration.
- Planning and finalizations for the Night of Lights special event is underway with the following sponsors: The Flash Lady Photography, Tony Palermino, Cedar Ridge Construction, Baby Bee's Learn and Play Center, Church of Christ Congregational, Whip Lash & Spa, Sequin Level Lodge #140, MOOYAH, US Playground and Surfacing, and Newington's 150th Anniversary Committee. Special thanks to CMI Sound for donating the sound system for this event.

Parks, Grounds & Cemeteries Division

- Fall sports wrapped up in early November. However, due to unseasonable warm weather, field maintenance and mowing continued.
- Parks crew of 4 staff members reported to the Highway Department for the month of November for town-wide leaf clean up.
- Parks & Grounds staff performed leaf clean-up around all government buildings, Board of Education facilities and parks.
- Fall baseball field work was completed at John Wallace Middle School and Northwest field at Anna Reynolds.
- Irrigation winterization was completed in all parks, athletic fields, and concession buildings.
- Wood chips were added to the playscape at Seymour Park.
- New fence backstop and baseline fences were added to Paterson baseball field by a fence contractor.
- New playscape was completed at Beechwood Park, including four permanent cornhole boards.
- Christmas light installation is under way throughout the center of town, Garfield Street and the falls in preparation for the Night of Lights special event.
- Parks staff painted the tennis shack following renovation by the Facilities Department.
- Old, wooden benches were removed from the park at the Falls and replaced with new memorial benches. The ground around the benches has been regraded for spring seeding. A new path was installed with stone dust.
- New pine tree installed and decorated for Christmas at Falls park.
- Beautification pots were removed from the center of town for the winter season.
- Snow preparedness is underway with all vehicles.
- Seasonal flags have been removed from telephone poles along Main Street, Market Square, Constance Leigh Drive, and Garfield Street.
- Decorated the hay ride trailer for Night of Lights.

Cemeteries: single 3, double 4, ash 3, sales 7

Overtime: 336 hours, \$15,960

Tree Warden

- Picked up branches in parks.
- Cleared fallen tree from path on Jeffery Lane into Eagle Park.
- Removed dead trees at Waterfalls.

LIBRARY

- The Friends are very busy planning the 2023 Winterfest wine and beer tasting event. Tickets for the Friend' Winterfest 2023 that will be held on Friday, January 20, 2023 went on at the end of October and 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 spirits tasting, light refreshments, teacup and silent auctions and musical entertainment by Dually Noted. The Friends were also at three of the polling places for the November elections promoting library services and offering library card applications. 47 card applications were processed.

- The Children's department staff offered 38 programs to 1,225 children and their caregivers. This month was all about dinosaurs celebrating DINOvember with four special dinosaur events – *Dinosaurs Rock* (preschool edition) where kids explored these fascinating creatures with Cool-ology, *Dinosaurs Rock: Fossils* for older kids where kids learned all about dinosaurs and their fossils with Cool-ology, a dinosaur movie matinee for kids of all ages and *How Do Dinosaurs Make Music?* with Michell Urban. Class visits with students from Anna Reynold Elementary School were finished this month. The kids were great and were happy to check out books. The Fall Recorded Booktalks for grades 1-6 were given to the teachers to be shown in class. Highlights of other programs included the popular *Kids Yoga* and *Itsy-Bitsy Yoga* programs that focus on movement, play and socialization, Storytimes for Ones, Twos, Threes and Families and Lil' Chefs. Outreach to area daycares and Friday morning preschool visits to the library rounded out the month.
- Teen programming was light in November with one program offered to ten teens. However, a lot of work was being done in the teen department and with the teen collection. There was some major shifting done in the teen collection to make it easier to browse and more inviting. Books are being added to the collection for the NHS Multiple Learning Language class to help students who are learning English as a second language have a nice selection of books to read. Several staff members are preparing for upcoming 8th grade booktalks at John Wallace Middle School to talk about new and upcoming books for teens. Staff is pitching in to help the part-time teen librarian prepare for the several December teen programs that will give teens a chance to create and have fun making several different winter crafts. Being down a full-time librarian is impacting how much we can offer teens and what we can do with the schools as well.
- Adults were presented 13 programs to 228 participants. The *Movies @ the Library* program featured the film *Where the Crawdads Sing*. The Greater Hartford Quilt Guild offered another 2-part quilting program that taught adults how to make a quilted placemat. Local author and historian Aaron Elson spoke about his newest discussed book *Up Above the Clouds* about the Kassel Mission of September 27, 1944. *Page Turners*, an evening book discussion *The Personal Librarian* by Marie Benedict. *Brown Bag It with a Book Discussion* highlighted the book *The Mold* by Nita Prose. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the spice Herbes de Provence.
- Library staff continues to work with the schools and teachers to try to get a library card in as many students' hands as possible. Applications are being sent to teachers who give them out to students without cards to bring home and fill out with their parents or guardians. These applications are then sent back to the library, and we send the new cards back to the teachers who hand them out to the students. Teachers are letting students know about the library's online digital materials and services that they can use from home to help them with school work and also the books and materials that they can check out with their library cards. This month, staff processed 111 new library cards for students.
- The library is now open on Sundays from 1:00 – 4:00 pm. Patrons are very happy that we are once again open 7 days a week. For many people, weekends are the only time they can easily come to the library, so having an option of either day is appealing. The library will be open Sundays until mid-May.
- Total circulation was 19,982. Circulation of digital materials was 2,962. Total number of people that entered the building was 8,538. Another 58 curbside service transactions were processed. Staff processed and pulled 1,423 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,090 reference questions during the month. Meeting room and study room space was used 165 times. Volunteers and staff delivered 118 items to our homebound patrons. Staff offered tech help 218 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Ancestry.com*, *PebbleGo Social Studies* and *PebbleGo Next Science* database.
- In technology news, Digital Services Librarian Michelle Patnode and Head of Head of Reference Jenifer Hebert facilitated our first hands-on computer class in several years. The library has 10 new laptops purchased for the library by the Friends. This month's class was *Microsoft Word Basics*. Assistant Director Karen Benner and Jennifer Hebert used the new Owl videoconferencing system for

the Library Board of Trustees monthly hybrid format meeting. Eleven *Tech 4 U* appointments were conducted.

- In personnel news, Yvonne Alston was our guest again at this month's staff meeting where she spoke about the program that the library would be collaborating on with Indelible Impressions. Jennifer Hebert participated in a webinar titled *Debunking and Prebunking: Strategies for Librarians to Combat Misinformation* and will be sharing this with staff. Joanne Cistulli began her training at the Circulation desk. She was hired as a Part-time Circulation Substitute. She is doing a great job.
- In facilities news, the repairs to the water damaged areas in the library began in mid-November. The hallway outside the children's programming room and the area inside the children's program room closest to the entrance doors was completed. The next area to be done beginning in December is the Quiet Study area and the walls under the skylights. Parks and Grounds planted new arborvitae that border the library property that had died over the summer. Parks and Grounds also removed a young, dead tree in the library parking lot. It will be replaced in the spring. The cleaning service *Environmental Services* is doing a great job.

TOWN CLERK

- There were 91 property transfers in November for a total of \$17,407,350.15 in sales. State conveyance tax collected was \$141,430.13; Town conveyance tax collected was \$43,518.38.
- There were eighteen residential sales over \$300,000. There was a Commercial transfer in the amount of \$1,800,000 at 2929 Berlin Turnpike from Marc Capital Corp. to Berlin Turnpike 2929 LLC.
- There were 427 documents filed on the Land Records: 159 mortgages, 1 lien, 123 releases and 15 probate documents, and 139 of these documents were electronically filed on the land records generating \$14,367 in revenue.
- The staff issued a total of 175 certified copies of birth, death and marriage certificates. Twenty burial permits and nine cremation permits were issued.
- Staff catalogued twelve Notary Public commissions and five Trade Name certificates.
- The office issued twenty-one (21) passes to the landfill station.
- Copy revenue totaled \$1,981; \$1,376 was generated by the online land record portal.
- Staff issued 1,595 absentee ballots for the November 8th Gubernatorial election.
- The office continues to support the Town departments and commissions in the use of Zoom Virtual meeting software.

<u>DATA SUMMARY NOVEMBER 2022</u>				
	<u>November-21</u>	<u>November-22</u>	<u>FY21/22 to Date</u>	<u>FY22/23 to Date</u>
Land Record Documents	495	427	2,583	2,025
Dog Licenses Sold	26	51	597	739
Game Licenses Sold	4	9	19	60
Vital Statistics				
Marriages	11	3	123	93
Death Certificates	40	22	152	146
Birth Certificates	27	28	139	132
Total General Fund Revenue	\$ 71,394.37	\$ 63,341.80	\$368,609.24	\$350,483.52
Town Document Preservation	\$ 1,922.00	\$ 1,547.00	\$ 9,477.00	\$ 6,773.00
State Document Preservation	\$ 2,600.00	\$ 3,168.00	\$ 12,488.00	\$ 13,008.00
State Treasurer (\$36 fee)	\$ 11,592.00	\$ 11,700.00	\$ 55,620.00	\$ 52,596.00
State Treasurer (\$127 fee)	\$ 8,890.00	\$ 4,445.00	\$ 51,308.00	\$ 23,368.00

State Treasurer (\$110 fee)	\$ 10,450.00	\$ 4,730.00	\$ 52,910.00	\$ 22,660.00
LoCIP	\$ 966.00	\$ 975.00	\$ 4,635.00	\$ 4,383.00
State Game Licenses	\$ 95.00	\$ 54.00	\$ 435.00	\$ 532.00
State Dog Licenses	\$ 177.50	\$ 498.00	\$ 3,975.00	\$ 5,014.50
Dog Licenses Surcharge	\$ 52.00	\$ 146.00	\$ 1,468.00	\$ 1,826.00
Marriage Surcharge	\$ 204.00	\$ 170.00	\$ 2,074.00	\$ 1,394.00
Grand Total	\$108,342.87	\$90,774.80	\$562,999.24	\$482,038.02

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

- Completed 94 formal requests for service
- Upgraded VMWare ESX and VCenter to Version 7 on Simplivity platform
- Created more resilient infrastructure by creating a clustered VCenter instance
- Updated VMWare version, VMWare Tools, Windows Updates, Antivirus protection on all virtual servers
- Unboxed and inventoried new PC's and laptops
- Installed and configured new Windows Server Update Services for Microsoft patch management
- Prepared and tested election poll location and voter registration infrastructure
- Inventoried and tested Dell 7220 tablet accessories
- Continued implementation of the Fire Department RedNMX solution and deployed Mobile solution and mapping interface
- Tested, and did final configuration of site-to-site VPN solution to integrate the AMR and PD Computer Aided Dispatch solutions
- Resolved audio/video issues with VisionPoint including issues in the Town Hall Gymnasium
- Upgraded firmware on the Public Library edge switch
- Continued work on the PD MDT solution, including troubleshooting body worn camera synchronization issue
- Troubleshoot and resolved issues with on-screen keyboards and power options on new tablets
- Completed required external IP address changes for Cox Communications at Fire Co. #3, Fire Co. #4, and Highway Garage
- Configured, updated and created updated sidewalk management map for Engineering
- Continued work on updating GIS Parcel Data
- Continued work on standardizing the Address Point layer for emergency services routing
- Created new user accounts for new hires and disabled accounts for employee attrition
- Continued work on the Public Safety radio solution
- Worked on Traffic Camera backhaul solution with the Police Department
- Zoom meeting account management and YouTube streaming setup
- Continued work on getting new computers into the environment
- Planning stages on fiber optic deployment at select Town sites

PLANNING AND ZONING

Town Commission Actions/Activities:

Town Plan and Zoning Commission –

Application Approved:

At the meeting held on November 9th, the Commission approved the following application:

Petition #43-22: Zoning Regulations Amendment (Sec. 3.23.4) to Add Regulations for Temporary Events, Applicant: Newington TPZ, Contact: Renata Bertotti, Effective December 1, 2022.

At the meeting held on November 21st, the Commission approved the following application:

Petition #47-22: Zoning Regulations Amendment (Sec. 3.3.2) Regarding Parking or Storage of RVs, Boats and Trailers in Residential Zones, Applicant: Newington TPZ, Contact: Renata Bertotti. Effective January 1, 2023.

Application Approved with Conditions:

At the meeting held on November 21st, the Commission approved the following application with conditions:

Petition #45-22: Temporary Sign Approval (Sec. 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.

At the meeting held on November 21st, the Commission approved the following applications with conditions:

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 (Sec. 6.2.5) for a Freestanding Sign at 203 Costello Road. Applicant: Sign Pro Inc., Owner: 203 Costello Road LLC, Contact: Kristin Braccidiferro.

Scheduled for December 14th Meeting:

Petition #49-22: Special Permit (Sec. 3.4.9) for A Rear Lot at 102 (Rear) Halleran Drive, Applicant/Contact: Newell Stamm Jr., Owner: Marjorie L. Stamm Rev. Trust.

Petition #51-22: Site Plan Modification (Sec. 5.3.9) at 1170 Main Street. Change of Use From Industrial/Office to Industrial/Retail, Applicant/Contact: Armen Boyajian, Owner: Omni Broussard Two LLC.

Conservation Commission –

Applications Approved with Conditions:

At the November 15th meeting, the Commission approved the following with conditions:

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.

Applications Continued:

At the November 15th meeting, the Commission continued the following applications to the December 20th 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 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 – the November regular meeting was cancelled due to no applications being filed.

Open Space Committee – No scheduled meeting for November 2022.

Economic Development Commission – the November regular meeting was cancelled.

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

Town Planner/ Zoning Officer Activities:

- Issued 18 Zoning Permits for various projects in town.
- Issued 3 Certificates of Zoning Compliance.
- Processed 3 bond releases for various projects in town.
- Received 44 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations and/or blight.
- Inspected 20 properties for Blight and/or Zoning Complaints and sent 4 “Notice of Blight Violation” letters and 5 “Notice of Zoning Violation” letters.
- Removed 42 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.

100 Deming Street
20 Holmes Road
1170 Main Street
197 Meadow Street
14 Pine Street

90 Revere Drive
23 Woodmere Road

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of November. In addition to routine preventative maintenance work, the team responded to 48 work orders consisting of maintenance and custodial requests.

Town Hall:

- Changed photocell for site lights; old photocell was not operating as it should be
- Hung Backerboards for additional 2 new building directories (Directories to be hung in December)
- Elevator door replacement completed
- Elevator Pit Water Intrusion, pumped water out of Elevator Pit
- Elevator Pit investigation, Downes and waterproofing subcontractor inspected elevator pit and determined where water was coming from; scheduled an investigation into water drainage system underneath the basement slab
- Hung Pictures/Plaques in NCTV; also hung monitor/television from wall in editing room
- Finalized Town Hallway Signage/Wayfinding signage hung, drywall patched and painted around old signage
- HVAC filter changes finished
- Life safety preventative inspection/Sprinkler System Inspection
- Continued investigation of two roof leaks above Community Center/layout of roof leak, additional water testing, flooding of roof sections
- Changed out three old style paper towel dispensers in women's locker room to new style; used all remaining old stock paper towels
- A/C repairs/tune up in NCTV data closet
- Fixed lighting issue in NCTV, bad switch was causing lights to stay on 24 hours
- Fixed closet 127 door, not latching properly
- Recycling dump runs for IT Department - two trips
- Cleaned/cleared off roof, cleared and checked all roof drains

Library:

- Atrium Skylights – Caulked all vertical seams of flashing around Curb, any screws missing caulk, behind all horizontal flashing of the curb we stuffed foam insulation, all in an effort to stop leaking issues
- Added metal mesh screen to fascia board for bird stop; birds were getting into building and nesting behind fascia board
- Adjusted time clocks for site lights, adjusted any interior clocks (Daylight Savings Time)
- Fixed another heat issue; A zone of the system was getting air bound; flushed and drained the system multiple times to get the air out
- HVAC filter changes for air handler
- Moved Furniture three times: moved furniture in kid's room and just outside in hallway 2nd floor, moved furniture back, moved furniture in Atrium, moved furniture in study area
- Contractor started work for water leak Insurance Claim
- Cleaned Gutters, cleared roofs, cleared all roof drains
- Emergency Repair/Replacement of heating circulation pump, cleaned up water in basement utility room
- Water Fountain filter changes
- Repaired the main stairs' handrail which had fallen down

Highway Garage:

- HVAC Heating tune ups
- HVAC filter changes
- Cleaned gutters
- Back of shoot house repairs/cleaning
 - This area was a mess, garbage and half of the building's siding laying on ground in back of building; cleaned area, cleaned siding, finished the siding of the back of the building
- Met roofing contractor to get quote for roof of shoot house (four leaks temp. repaired last month)
- Repaired light pole at dump that was staying on 24 hours a day
- Multiple street light bulb replacements
- Life safety inspection of sprinkler system

Fire Stations:

- Station #2 roof started
- Fire Company #1 Headquarters Roof assessment; help to facilitate manufacturer warranty; (Ongoing) GAF site inspection completed, waiting on GAF management review of file
 - Offer made by GAF for warranty claim is not sufficient working with two contractors to rebut GAF offer

Grounds Maintenance:

- Removal and replacement of roof above break room completed - roof does not leak now
- Obtained quotes for replacement of combo smoke and carbon dioxide detectors following false CO alarm
- Mill Pond tennis shed: Replaced conduit for sprinkler system within the shed
- Tarped leaking roof of the salt shed
- Developing plan for new location on site for salt shed (spring/summer project)
- Rebuilt seven streetlight heads on main street
- Trouble shoot and fixing of electrical issues at Mill Pond and Town Green

Historical Properties:

- Young House winterization

NEMS Building:

- Cleaned roof and roof drains

Senior and Disabled Center:

- Life safety inspection of sprinkler system
- Adjusted site light timers for daylight savings time
- Replaced two paper towels dispensers to newer style as we ran through old stock of paper towels for old dispensers
- Repaired soap dispenser that fell off of wall
- Winterized garden in back of Senior and Disabled Center
- Cleared roof and cleaned gutters
- Cleared roof drains
- Repaired broken toilet

Police Department:

- Cleared roof and cleaned gutters
- Cleared roof drains
- Met with contractors to price three new RTU units (awaiting pricing)
- Life safety inspection of sprinkler system

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 (work started)
- Fire Company #1 Headquarters roof assessment; help to facilitate manufacturer warranty (ongoing) GAF site Inspection performed; awaiting GAF review
- Conducted six On Call Architect Interviews; selected three On Call Architects
- Continued investigating two leaks in Mortensen Community Center – more water tests done
- EV charging station upgrade at Market Square; new chargers installed; awaiting installation of EV connect system to be able to charge users
- Multiple card access requests
- New way finding signs; hung new directories to be completed in December
- 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 & 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 three phases to lessen the cost
- Emergency planning meetings for fuel shortage