



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: March 22, 2023  
Re: Monthly Report – December 2022

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#### **GENERAL ADMINISTRATION**

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Erik Hinckley, Acting Town Planner, schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month. On December 6<sup>th</sup>, we met to discuss outstanding items to prepare for the 690 Cedar Street closing. We also had a phone conversation on December 13<sup>th</sup> to discuss the 690 Cedar Street multi-unit properties.

On December 8<sup>th</sup>, I attended the Great Blue Research Resident Survey Kickoff meeting. Great Blue Research Inc. is a full service, in-house Market and Public Policy company utilizing a variety of methodologies, including telephone, email, web-based surveys, focus groups, journey mapping, one-on-one interviews and in-home use tests.

On December 13<sup>th</sup>, I met with Dr. Maureen Brummett to discuss Board of Education/Town of Newington issues and concerns.

A regular Town Council meeting was held on December 13<sup>th</sup>. Old business included a discussion regarding Amendment to the Adopted meeting schedule – cancellation of the December 27, 2022 meeting. Also discussed was the Public Safety Radio Project Leasing. The Town Manager Search Committee Consultant Selection was also discussed under Old Business. New business included announcing dates for the 2023 Annual Regular Meeting Calendar. Regular Town Council meetings are held the second and fourth Tuesday of every month.

On December 16<sup>th</sup>, I attended a leadership meeting with AFSCME Council 4 and met the new representative Neal Cunningham.

I participated in budget preparation training with the Finance Department on December 16<sup>th</sup> to help prepare for Department head one-on-ones.

I conducted a Department head staff meeting on December 19<sup>th</sup>, where I provided staff with an update from the December 13<sup>th</sup> Regular Town Council meeting. We discussed the Town Hall pilot hours remaining until April 30<sup>th</sup>, once the Community Survey information is received. Draft questions that were supplied by departments have been passed along to The Great Blue Research (community survey)

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company. We are awaiting recommended question formatting for review. Information is to be sent out in early January. Regarding the Public Safety Radio Project, contract information is being finalized and sent over. As far as the 2023-2024 budget, CIP submissions closed on December 9<sup>th</sup> and are being compiled for review. Department Budgets opened on December 9<sup>th</sup> and are due by January 4<sup>th</sup>. Town Council approved the firm of Randi Frank Consulting LLC to perform the Town Manager search. This process will take approximately four months. Town Planner interviews have taken place, and we are still recruiting for the Town Engineer position. Lauren Rhines replaced Jeff Baron and will be starting on December 27<sup>th</sup>.

I met with Eversource Community Relations' representatives on December 19<sup>th</sup>. Eversource Community Relations serves as the primary point of contact and the face of the company for state and local government officials as well as business leaders. Community Relations' strong and positive relationships help maintain important two-way communications with the municipalities served and position themselves as a go-to resource for distributing key company information.

On December 20<sup>th</sup>, I had a follow up meeting with Sonick Group, who is providing grant writing services for the Town of Newington. Our Sonick Group grant proposal representative is Sonya Richmond.

I conducted a winter storm preparation meeting on December 22<sup>nd</sup> where discussions included the potential need for fuel, shelter and other critical necessities. Attendees included staff from Highway, Parks & Grounds, Board of Education, Facilities, Police, Fire Department and Fire Marshal's office, Senior and Disabled Center, Human Services, and IT.

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.

### **Overtime**

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	28.4	\$ 1,660.85
Weekend Standby and Call-In	20.0	\$ 1,171.20
Road Maintenance	30.0	\$ 1,993.17
Sweeping	9.0	\$ 474.36
Leaf Collection	7.6	\$ 380.46
Snow	328.4	\$ 22,787.91
<b>Totals</b>	<b>423.4</b>	<b>\$ 28,467.95</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	274.0	\$ 13,015.00
<b>Totals</b>	<b>274.0</b>	<b>\$ 13,015.00</b>

	<b>22-23 Budget Overtime Appr.</b>	<b>Overtime Expended 22-23 YTD</b>	<b>21-22 Budget Overtime Appr.</b>	<b>Overtime Expended 21-22 YTD</b>
<b>POLICE DEPARTMENT</b>				
Administration	\$ 8,547.00	\$ 0.00	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	512,336.13	679,403.00	536,003.91
Investigation	91,467.00	20,752.84	90,645.00	21,892.71
Traffic	5,006.00	2,496.08	4,908.00	3,258.90
Communication	183,778.00	75,847.06	173,748.00	86,386.49
Education/Training	142,800.00	57,979.51	143,085.00	63,280.46
Support Services	57,595.00	9,055.58	60,413.00	48,937.06
Animal Control	2,521.00	1,781.96	1,511.00	0.00
Total	\$ 1,202,495.00	\$ 680,249.16	\$ 1,161,888.00	\$ 759,759.53
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,834.00	\$ 15,710.85	\$ 29,217.00	\$ 14,602.69
Snow and Ice Control	133,578.00	21,527.11	130,000.00	15,643.85
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	17,035.43	34,145.00	16,426.25
Leaf Collection	35,972.00	31,384.32	35,267.00	34,902.41
Total	\$ 233,870.00	\$ 85,657.71	\$ 228,629.00	\$ 81,575.20
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 105,001.00	\$ 68,733.27	\$ 88,357.00	\$ 66,145.73
Cemeteries	17,109.00	1,891.99	17,109.00	1,419.61
Total	\$ 122,110.00	\$ 70,625.26	\$ 105,466.00	\$ 67,565.34

## **PERSONNEL**

- The vacant Clinical Services Coordinator (A-7) position was posted externally on December 6<sup>th</sup>, with a closing date of December 29<sup>th</sup>.
- The vacant Groundskeeper Foreperson (LT-19) position was posted internally to the AFSCME union on December 9<sup>th</sup>, with a closing date of December 15<sup>th</sup>.
- The vacant Highway Equipment Operator I (HLT-9) position was posted internally to the AFSCME union on December 15<sup>th</sup>, with a closing date of December 22<sup>nd</sup>.
- The vacant Network Administrator/Project Leader (A-6) position remains posted, and we will accept applications until the position is filled.
- The vacant Town Engineer (A-12) position remains posted, and we will accept applications until the position is filled.
- The Town is still accepting employment applications for the temporary Building Official (A-7) until filled.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- Interviews took place on December 8<sup>th</sup> for the vacant Town Planner (A-11) position; a conditional offer was made to a candidate.
- Interviews for the new Assistant Fire Marshal (A-7) position took place on December 12<sup>th</sup> with an external panel; a conditional offer was made to a candidate.
- Recruit Police Officer interviews took place on December 15<sup>th</sup> and December 29<sup>th</sup>; the position was offered to Spencer Couillard, Michael Moscicki, and Gabriella Lambros, who is currently a Dispatcher. Gabriella and Spencer were sworn in on December 22<sup>nd</sup>.
- The Director of Administrative Services (A-9) position was offered to Lauren Rhines; she started her position on December 27<sup>th</sup>.
- No retirements for the month of December.

## **RISK MANAGEMENT**

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

The fifth month of the 2022-23 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2022-23 plan year were estimated at \$987,990. The total paid claims from the Health Benefits Fund for November 2022 were \$1,040,988. 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 November, 2022**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	1,072,300	3,867,650	4,939,950
Actual Claims	616,338	3,347,637	3,963,975

## **FINANCE**

### **Accounting and Administration**

- Continued working with the auditors to get our audit released. We were able to get all the information submitted by the end of December.
- Janet Murphy, Finance Director, sent out award letters for the second round of the small business assistance grant program. Sixteen businesses/non-profits were awarded funds, and checks started to be disbursed right before Christmas.
- Deputy Finance Director, Lisa Rydecki, received the CIP submissions from the department heads and summarized that information for the meetings between the Town Manager and the Department Heads.
- Finance Department is working with all departments in preparation of their 2023-2024 fiscal year operating budgets which are due in our office by January 4, 2023.
- Both Accounts Payable and Payroll are working on their year-end reporting in anticipation of the processing of W-2s and 1099s in January.
- Our office continues to support all other grants that have been approved or are being submitted.
- 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.

The Town received \$54,974 for the Mashantucket Pequot Grant from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

#### **INVESTMENTS, BY ACCOUNTING TYPE**

(Unaudited)

12/31/2022

	<u>Interest Earnings</u>		
	<u>Budget FY 2022-23</u>	<u>Actual Year to Date</u>	
General Fund	\$100,000	\$527,896	\$54,975,611
Special Revenue Funds	48,000	9,023	707,047
Capital Projects Funds		15,522	1,113,403
Internal Service Fund	5,000	92,010	6,743,339
Trust and Agency Funds		11,078	1,512,609
<b>Total, Estimated by Fund</b>			<b>\$65,052,009</b>

**INVESTMENTS, BY INSTITUTION TYPE****(Unaudited)****12/31/2022**

	<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	4.30	3.85	161,586	122,535	44,577,027
Bank North	1.87	1.71	888	788	566,212
TDBank (new)	2.07	1.92	20,179	18,071	11,610,131
Farmington Bank	.00	.00	0	0	0
Webster Bank	1.70	1.00	5,419	4,740	3,205,503
Liberty Bank	1.94	0.96	8,309	4,101	5,093,136
<b>Total Outstanding Investments</b>					<b>\$65,052,009</b>

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

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through December, 2022. 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.
- Personal property declarations were sent out the last week of September 2022. Of the 1,541 sent out, about 70% have been returned and processed. The personal property grand list is almost complete, with Manufacturing and Machinery Exemption filing to still be processed as well as no-filers.
- The 2021 supplemental motor vehicle grand list was completed on time for bill mailing at the end of December 2022.
- We received the 2022 Regular Motor Vehicle list with 28,211 motor vehicles from the Connecticut DMV. About 23,400 vehicles came through priced, and the remaining 4,800 will need to be priced manually.
- About 37 tax appeals were filed after the 2020 town wide revaluation; to date, 25 have been settled. One case was settled in December.
- 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. We have additionally added a proposed property tax exemption for Local Option Gold Star Parents and Spouses. As of the closing of December, these were not received back to move forward in the process to implement them through the Council.

**Revenue Collector**

- Collections for December on the 2021 Grand List amounted to \$9,541,086.38, and back taxes collections were \$51,086.18. Included in the back tax amount was \$4,310.69 which was collected for suspended accounts.
- This year's total collections through December were 64.9%, which is lower than 66.5% which was collected in December of 2021.
- Delinquent notices were mailed for current and back tax delinquent accounts totaling 3,502 tax bills.
- The Town Constables were issued Tax Warrants in order to collect on delinquent accounts.
- The staff was extremely busy daily updating tax accounts prior to finalizing the file for the mailing of the January 2023 bills so information could be as accurate as possible.
- There were 4,140 Supplemental Motor Vehicle tax bills mailed at the end of December for individuals who registered cars after October 1, 2021. These new tax bills were placed online as soon as the information was available.
- Legal Notices were published for the second installment on Real Estate, Personal Property, and the Supplemental Motor Vehicle taxes.
- Press Preleases were also placed in the Rare Reminder, as well as on Newington's website and social media to remind taxpayers of their second installments due in January.

## **POLICE DEPARTMENT**

Patrol Calls for December are as follows:

Abandoned MV 1	Fire Task Force Activation 1	MV Evading 19
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 103	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 89
Alarm Residential Burg Alarm 8	Fire Vehicle Fire 1	Neighbor 7
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 139
Animal Complaint 9	Fire Water Problem 2	Noise 12
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 1	Follow Up 36	Notification 0
Assault in Progress 0	Found Property 3	Open Door/Window 5
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 5	Parking Violation 11
Assist Other Agency 27	Hazard 43	PD Assist Fire Dept 42
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 2	Hold Up Alarm 0	Pistol Permit 9
Bomb Threat 0	HOPE Project 0	Prisoner Care 2
Breach of Peace/Disorderly 9	Illegal Dumping 0	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 2
Burglary 6	Indecent Exposure 0	Property Lost 0
Car Seat 1	Intoxicated 0	Prostitution 0
Check Welfare 44	Juvenile Complaint 12	Recovered Stolen MV 1
Check Welfare 911 36	K9 Assist 0	Rescue Call 0
Check Welfare Other 6	Kidnapping 0	Residential Lockout 2
Clear Lot 0	Landlord/Tenant Dispute 2	Robbery 1
Construction 0	Larceny 60	Roll Call 2
Court Detail 11	Larceny from MV 14	Serve Subpoena 0
Criminal Mischief 3	Lift Assist Only 7	Serve Warrant 21
CSO 0	Liquor 0	Sexual Assault 2
Customer Dispute 24	Local Traffic Authority 0	Shots Fired 1
Dog Complaint 21	Location Check 67	Specific Detail 84
Domestic 35	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 6
Drug 4	Lockout Building 1	Sudden Death 4
DUI 6	Lockout MV 0	Suicide 1
EDP 15	Lost Property 7	Suicide Attempt 0
Escort/Transport 4	LTA 0	Suspicious MV Unoccupied 6
Escort/Funeral 0	Meal 0	Suspicious Report 141
Escort Other 0	Medical Alarm 22	Test 0
Escort Retrieval 1	Medical Cardiac 3	Threatening 6
Escort Tax 0	Medical Complaint 245	Tobacco 0
Fingerprint 3	Medical Diabetic 2	Tow 24
Fire Alarm Commercial Bldg 2	Medical Fall 20	Town Ordinance Violation 0
Fire Alarm Residential 1	Medical Mutual 0	Traffic Stop 247

Fire CO Detector no sympt 1	Medical Other 0	Traffic Stop Attempt 9
Fire CO Detector with sympt 0	Medical Respiratory 3	Traffic Survey 0
Fire Extrication 0	Medical Stand By 0	Training 0
Fire Hazmat 0	Medical Trauma 1	Trespass 12
Fire Mutual Aid Request 1	Medical Unresponsive 2	Unknown 0
Fire Other 7	Missing 3	Water problem 0
Fire Rescue 0	MV Abandoned 3	
Fire Special Detail 0	MV Assist 28	
Fire Stand By 0	MV Complaint 34	
Fire Structure Fire 4	MV Fire 0	<b>Total: 1,946</b>

- In December, the Detective Division Report:
  - Handled 63 investigations, 50 remain ongoing.
  - Served 20 warrants: 17 by Patrol officers, 3 by Detective Division.
- In December, the Animal Control Officers had the following activity:
  - 36 Total Calls: 25 Dog, 8 Animal/Wildlife, 3 Specific Detail, 0 Follow-ups, 0 Dog Park
  - 21 Police Assisted Calls – No ACO:
  - 4 Total Bites: 0 Dog vs. Dog Bites, 2 Dog/Cat vs. Human, 2 Dog vs. MV
  - 8 Total Impounds (4 of the 8 are CHS Dumps): 4 Redeemed, 0 Sold as Pet/Adoption, 0 Euthanized, 0 Quarantine, 4 Carry Over, 0 DOA
  - 46 Incoming Phone Calls
  - 2 Letters (No License/Barking/Littering)
  - 0 Written Warnings
  - 0 Delinquent License Letters
  - 0 Infractions
  - 2 ACO Call-Ins (12/26 Rescue and CHS Dump)
- Notable Cases/Events:
  - 82 Webster Court: Hearing rescheduled for 1/12/2023 at 9:30 am via Zoom
  - Significant increase in dumped, roaming dogs and detox/mental illness in both Towns. Rescues are full; therefore, dogs are staying impounded much longer and higher euthanasia rate.
  - 2022 we have had 19 CHS Dumps. This is very time consuming to attempt to resolve and catch offender as this is an Animal Cruelty charge. CHS does NOT take in all dogs; therefore, they are found in Newington roaming.
- In December, the Patrol Division Report:
  - In the month of November, Newington experienced an issue with stolen packages from front porches and mailboxes in the Eighth Street area. On 12/1/22, at approximately 12:22 hours, Newington PD received a call from a resident on Buena Vista Avenue reporting a white male was currently walking up to houses and had stolen packages earlier in the week. The male was last seen by the complainant carrying a package on Sixth Street. Officers arrived on scene, and the suspect fled on foot. A foot pursuit was initiated, and the male was apprehended. The suspect was arrested and charged with Interfering with Police and Larceny charges. The suspect was also linked to several other larcenies in the area, and arrest warrants will be completed for those incidents.
  - On 12/5/22, at approximately 19:05 hours, Newington PD Officers responded to the area of Monte Vista Avenue for a report of shots fired. Residents in the area reported hearing approximately 3-4 gunshots in the area of 19-21 Monte Vista Avenue. Officers located six shell casings and two live rounds in and around the roadway, which immediately became a crime scene. Newington PD has a history with the occupants of 19 Monte Vista Avenue from domestic violence incidents dating back three years. As Officers were investigating the shots fired complaint, a motor vehicle accident occurred at the intersection of Cedar Street and Willard Avenue. The operator of one of the vehicles left the accident scene on foot. A responding Officer located the operator in the front yard of a nearby residence. The vehicle the operator had just exited was registered to 19 Monte Vista Avenue. Knowing a shooting had just occurred in the area of 19 Monte Vista Avenue, the operator was questioned and searched. A fully automatic handgun with a large capacity magazine was

located on the ground nearby where the Officer contacted the driver. Surveillance footage from the Monte Vista Avenue neighborhood shows the vehicle involved in the shooting. It appears as though the operator was firing a handgun at another vehicle while chasing it around the Monte Vista Avenue area, and ultimately crashed on Cedar Street during that chase. The operator was charged with motor vehicle and weapons charges. The shooting incident is currently under investigation by the Detective Division.

- On 12/11/22, at approximately 01:44 hours, employees of The Bar located at 512 Cedar Street reported a large fight occurring within the business. Upon arrival, Officers located several assault victims and learned the suspects fled in a red pickup truck. A responding Officer located the truck on Cedar Street and attempted to initiate a traffic stop. The driver of the truck engaged the Officer in a pursuit which was quickly discontinued. Employee and witnesses reported that three males were arguing with each other and a bartender intervened. The three males then attacked the bartender, which erupted into a large melee involving employees and customers attempting to subdue the suspects. One female bartender was struck in the face by a suspect and sustained severe facial injuries and a cranial injury. Preliminary identifications were made of the suspects. The case is currently under investigation by both the Patrol and Detective Divisions.
- On 12/16/22, at approximately 11:55 hours, Officers responded to the Lowe's store located at 3270 Berlin Turnpike for a report of a shoplifting that turned into a robbery with the suspect threatening the use of a firearm. Lowe's loss prevention officer reported he contacted two male suspects after he observed them select three cordless tools and pass all points of purchase and attempt to exit the store. The Loss Prevention officer reported he was able to take two of the tools from one suspect, but the other suspect reached into the waistband of his pants and said "I will shoot you motherfucker". The Loss Prevention officer stopped following the suspects and watched them enter a white U-Haul van. Officers responding to the scene located the van on Richard Street and attempted to affect a traffic stop. The van initially pulled to the side of the road, but then fled away from the stop at a high rate of speed. As of now, the suspects have not been identified. This case remains under investigation by the Patrol Division.
- On 12/31/22, Officers responded to the Citgo located at 2407 Berlin Turnpike for a report of a male with a gun. Upon arrival, Officers contacted a male suspect matching the description provided by the caller. Upon interviewing the suspect, he became uncooperative and continued to put his hands in his pockets after being told not to. The male then reached into a fanny pack at which time Officers observed narcotics. The suspect was searched, and Cocaine and Fentanyl were found on his person along with over \$3,000.00 in cash. This search did not reveal a weapon, but the caller was adamant the suspect was in possession of a gun because she had seen him holding it. The caller added that the suspect walked behind the building towards the tree line just prior to police arrival. A search of this area revealed a chrome revolver type CO2 cartridge BB gun that looked identical to a real handgun hidden in a sock. The suspect was charged with narcotic possession and sale and weapons charges.
- Included in the report is a statistical breakdown of calls for service for 2022:
  - 26,227 calls for service between 01/01/2022 to 12/31/2022
  - 18,450 cleared "D" Detail complete
  - 3,452 cleared "C" Case reports taken
  - 848 cleared "A" Arrest made
  - 936 cleared "M" Citation issued
  - 61 cleared "Z" cancelled
  - 10,804 calls for service reported between 0730 hours and 1600 hours
  - 10,864 calls for service reported between 1530 hours and 2359 hours
  - 5,483 calls for service reported between 0000 hours and 0759 hours

**Motels:**

- 236 calls for service at the Grantmoor Motor Lodge (40 cleared "C", 27 cleared "A")
- 217 calls for service at the Carrier Motel (34 cleared "C", 23 cleared "A")
- 32 calls for service at Friendly Acres (7 cleared "C", 3 cleared "A")
- 80 calls for service at the Holiday Inn Express (22 cleared "C", 4 cleared "A")
- 73 calls for service at the Siesta Motel (12 cleared "C", 5 cleared "A")
- 63 calls for service at the Courtyard by Marriott (14 cleared "C", 0 cleared "A")
- 38 calls for service at the USA Motel (8 cleared "C", 3 cleared "A")
- 27 calls for service at the Hi-View Motel (8 cleared "C", 4 cleared "A")



- 2 calls for service at the Summit Motel (0 cleared "C", 0 cleared "A")
- 1 call for service at the Maple Motel (0 cleared "C", 1 cleared "A")

**Stores:**

- 497 calls for service at Walmart, 3164 Berlin Turnpike (59 cleared "C", 75 cleared "A")
- 398 calls for service at Stop & Shop, 44 Fenn Road (61 cleared "C", 22 cleared "A")
- 282 calls for service at Target, 3265 Berlin Turnpike (25 cleared "C", 14 cleared "A")
- 163 calls for service at Lowe's Home Improvement, 3270 Berlin Turnpike (18 cleared "C", 11 cleared "A")
- 123 calls for service at Best Buy, 3377 Berlin Turnpike (23 cleared "C", 7 cleared "A")
- 84 calls for service at Price Chopper, 2985 Berlin Turnpike (17 cleared "C", 8 cleared "A")
- 79 calls for service at Dick's Sporting Goods, 1603 Southeast Road (27 cleared "C", 2 cleared "A")
- 47 calls for service at Stop & Shop, 182 Kitts Lane (11 cleared "C", 0 cleared "A")

**Traffic Accident Data:**

**Berlin Turnpike:**

- 254 MVA Property Only (253 in 2021)
- 34 MVA w/Injury (29 in 2021)
- 0 MVA Fatal (No Change)
- 47 MVA Evading (54 in 2021)
- Total Accidents: 335 (10% resulting in injury)

**Cedar Street:**

- 162 MVA Property Only (137 in 2021)
- 21 MVA w/Injury (22 in 2021)
- 1 MVA Fatal (2 fatalities) (0 in 2021)
- 30 MVA Evading (14 in 2021)
- Total Accidents: 214 (10% resulting in injury)

**Willard Avenue:**

- 30 MVA Property Only (33 in 2021)
- 2 MVA w/Injury (2 in 2021)
- 0 MVA Fatal (No Change)
- 3 MVA Evading (3 in 2021)
- Total Accidents: 35 (5% resulting in injury)

**Fenn Road:**

- 55 MVA Property Only (47 in 2021)
- 8 MVA w/Injury (8 in 2021)
- 0 MVA Fatal (No Change)
- 7 MVA Evading (5 in 2021)
- Total Accidents: 70 (11% resulting in injury)

**New Britain Avenue:**

- 13 MVA Property Only (19 in 2021)
- 2 MVA w/Injury (2 in 2021)
- 0 MVA Fatal (No Change)
- 1 MVA Evading (4 in 2021)
- Total Accidents: 16 (12% resulting in injury)

**Main Street:**

- 39 MVA Property Only (46 in 2021)
- 5 MVA w/Injury (6 in 2021)
- 0 MVA Fatal (No Change)
- 11 MVA Evading (4 in 2021)
- Total Accidents: 55 (9% resulting in injury)

- In December, 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 Officers Gabriella Lambros and Spencer Couillard were sworn in on December 22, 2022 and Support Service Staff assisted them in preparing for an Academy start date of December 30, 2022 at POST.
  - Officer Torres graduated from the POST Police Academy and has begun the FTO process.
  - Dispatcher recruitment has begun to replace Officer Lambros. Initial testing began in December with an anticipated ability to hire by the end of January 2023.
  - Officer DeSimone has maintained social media platforms to continue engagement with the community through the use of Face Book, Twitter and Atlas One.
  - Holiday events such as Stuff a Cruiser, Adopt a Family, and Shop with a Cop at Dick's Sporting Goods were successfully completed.
  - 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.
  - Support Services, during the month of December, 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 been completed. 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.
- Property Report December 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 51
Damaged/Destroyed	13	\$ 16,302
Vehicle Inventory	0	\$ 0
Stolen	130	\$ 107,961
Abandoned	0	\$ 0
Evidence	105	\$ 3,740
Found	4	\$ 0
Lost	3	\$ 500
Seized	21	\$ 41
Recovered	14	\$ 12,571
Impounded	0	\$ 0
Informational	2	\$ 600
Towed	0	\$ 0
<b>Total</b>	<b>294</b>	<b>\$ 141,766</b>

- Police Department Overtime Report December 2022
 

OT November	\$124,353	2 pay periods (1 holiday)
OT December	\$159,480	3 pay periods (1 holiday)
	\$ 35,127	increase

  - Currently, the 308 Patrol District has been left unstaffed the majority of the period covered by this report 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 \$121,547, an increase of \$25,478 from the previous month. Overtime included holiday pay of \$12,428, 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, a sudden death (suicide), motor vehicle accidents, motor vehicle accident with an evading, juvenile arrest involving DCF, drone call out, Emergency Response Team (ERT) callout in Wethersfield, an indecent exposure, service of arrest warrants, prisoner details including a detail at the Hospital of Central Connecticut, traffic stop resulting in the seizure of drugs and a firearm, DMV per se DUI hearing, coverage for a Sergeant attending jury duty, various larcenies, Sergeant's meeting, search warrant signing at court, and a reckless endangerment case.
- Detective Division overtime of \$5,966, a decrease of \$1,043 from the previous month. Overtime included after hour callouts of Detectives and Officers for two shootings, robbery, sudden death and burglary. Follow up investigation was also conducted on an earlier shooting. A Detective was also processed at the Drug Enforcement Administration (DEA) office in New Haven to become a task force officer.
- Traffic Division overtime of \$1,201, an increase of \$667 from the previous month. Overtime included the Equipment Operator responding after hours to a malfunctioning traffic light at Willard Avenue and Stoddard Avenue and placing stop signs. He also responded to wires down at Pascone Place and a motor vehicle accident at Willard Avenue and Cedar Street to assist with traffic. Additionally, he responded to two other traffic situations at the intersection of Stoddard Avenue/Main Street and Barnard Drive, which required traffic cones.
- Communications overtime of \$17,711, an increase of \$12,763 from the previous month. Overtime included holiday pay of \$2,234 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 when the Dispatch 3 shift jumper is not scheduled to work.
- Educational overtime of \$9,824, a decrease of \$2,805 from the previous month. Overtime included coverage of shifts for officers attending the following training or classes: Midstate Accident Reconstruction Squad Training, CT Case Law at the Hartford Police Academy, a Field Training Officer School, Firearms Training and Explosive Breaching Training. Officers were also paid overtime for conducting Firearms Training at the Police Academy with a Newington Police Recruit.
- Support Services overtime of \$3,231, an increase of \$67 from the previous month. Overtime included Officers working the Shop with a Cop Event held at Walmart Department Store and a Drone/Emergency Response Team callout for the School Resource Officer in Wethersfield. Shifts were also filled for the School Resource Officer (SRO) who took time off.
- Animal Control overtime of \$0, the same as the previous month.

## **FIRE DEPARTMENT**

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

<b>Code</b>	<b>Incident Type</b>	<b>December</b>	<b>6 month total</b>
	<b>Fire</b>		
100	Fire, other	2	5
111	Building fire	3	10
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	1	7
114	Chimney or flue fire, confined to chimney	1	2
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	0	7
143	Grass Fire	0	3
150	Outside rubbish fire, other	0	1
151	Outside rubbish, trash or waste fire	0	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
	<b>Total</b>	<b>7</b>	<b>50</b>
<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	0	1
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	1	2
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	2
	<b>Total</b>	<b>1</b>	<b>6</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	0	5
322	Motor vehicle accident with injuries	0	2
324	Motor Vehicle Accident with no injuries	1	1
340	Search for lost person, other	0	1
350	Extrication, rescue, other	0	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
	<b>Total</b>	<b>1</b>	<b>15</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, other	2	9
410	Combustible/flammable gas/liquid condition	0	2
411	Gasoline or other flammable liquid spill	0	0
412	Gas leak (natural gas or LPG)	3	8
413	Oil or other combustible liquid spill	0	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	2	12
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	0
444	Power line down	9	20
445	Arcing, shorted electrical equipment	1	3
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1
463	Vehicle accident, general cleanup	3	13
	<b>Total</b>	<b>20</b>	<b>76</b>

## **5 Service Call**

500	Service Call, other	0	6
510	Person in distress, other	1	1
511	Lock-out	1	6
512	Ring or jewelry removal	0	1
520	Water problem, other	4	9
521	Water evacuation	0	0
522	Water or steam leak	11	15
531	Smoke or odor removal	2	12
540	Animal problem, other	0	1
542	Animal rescue	0	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	4	17
	<b>Total</b>	<b>23</b>	<b>83</b>

## **6 Good Intent Call**

600	Good intent call, other	0	20
611	Dispatched & cancelled en route	1	4
621	Wrong location	0	1
631	Authorized controlled burning	1	5
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	1	1
653	Smoke from barbecue, tar kettle	0	1
671	HazMat release investigation w/no HazMat	0	5
	<b>Total</b>	<b>3</b>	<b>43</b>

## **7 False Alarm & False Call**

700	False alarm or false call, other	3	25
710	Malicious, mischievous false call, other	0	0
711	Municipal alarm system, malicious false	0	1

730	System malfunction, other	0	10
731	Sprinkler activation due to malfunction	2	5
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	0	13
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	0	10
736	CO detector activation due to malfunction	2	11
740	Unintentional transmission of alarm, other	0	13
741	Sprinkler activation, no fire	1	4
743	Smoke detector activation, no fire – unintentional	4	16
744	Detector activation, no fire – unintentional	1	4
745	Alarm system activation, no fire	1	19
746	Carbon monoxide detector activation, no CO	2	4
	<b>Total</b>	<b>16</b>	<b>136</b>
<b>8</b>	<b>Severe Weather &amp; Natural Disaster</b>		
800	Severe weather or natural disaster, other	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>
<b>9</b>	<b>Special Incident Type</b>		
900	Special type of incident, other	1	1
911	Citizen complaint	0	0
	<b>Total</b>	<b>1</b>	<b>1</b>
	<b>Total Calls</b>	<b>72</b>	<b>410</b>

### **Fire Chief**

#### **Fire Responses: 20 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 cases/COVID Protocols
- Conducted Firehouse inspections on projects being worked on
- 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 Communications Division in Installation of Monitors and Kiosk for RedNMX
- 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
- Inspected solar panels at Company 3
- Met with Safety Division and AFC (Department Physicals) about new services

- Had Zoom meeting with Alpine RedNMX Rep and IT
- Met with Chiefs on CIP Budget
- Met with Chiefs on Operating Budget
- Attended Peter Lavery Memorial at PD
- Worked with Lt. Carlone on monitoring system for firehouse boilers
- Had Zoom meeting with State Legislators on Department needs
- Met with facilities about warranty work for Company 1 roof

#### **December 2022 Training Report Progress History**

- January 2023
  - Lithium-Ion batteries are becoming more and more prevalent in our daily lives. Our Department drill this month will cover a vast array of topics pertaining to extinguishment, safety and overhaul at these incidents.
  - As promised, the Newington Fire Department Training Division will be introducing our first New Officer Training program to give our firefighters the opportunity to better understand and prepare themselves for the role of Fire Officer. Topics will include transitioning to the role of Fire Officer, Communication on and off the Fire Ground, Scene Safety, Health & Wellness, Reputation Building and Fire Ground Leadership.

#### **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**

<b>January</b>		
Officer Training	Scene Size-Up	1/10/2023
New Officer Training	"So You Want To Be An Officer"	1/18/2023
Department Drill	EV Batteries and Vehicles (NYC R1 Trainer – Hazmat Guys)	1/23/2023
<b>February</b>		
Officer Training	Ice Water Rescue	2/7/2023
Multi-Company – Co1/Co4	Ice Water Rescue	2/13/2023
New Officer Training	Incident Command	2/15/2023
Day Drill	Ice Water Rescue	2/19/2023
Multi-Company – Co2/Co3	Ice Water Rescue	2/20/2023
Department Drill	Ice Water Rescue	2/25/2023
All Company Drill	Pump Operations	2/27/2023

**Classes**

Category	Classes
DT04 – Driver Training	1
IH15 – Company 5 Training	1
Online – Blood Borne Pathogens (Required)	1
Online – Sexual Harassment Awareness (Required)	1
	<b>Hours</b>
	<b>198.0</b>

**FF1 Training: 300 Hours**

Hartford County Fire School – August 23, 2022 through November 1, 2022 (4 Firefighters)

- CT Fire Academy – Windsor Locks, CT - nights and weekends
- 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.
- 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	34
Re-Inspection	8
Special Inspections – Food Trucks, etc.	0
Plan Reviews	8
Consultation – Underground Tanks, Property Check, Fire Drills	4
Blasting	0
Fire Investigations	2

**Special Projects/Events:**

- The Fire Marshal's Office currently has 45 open building projects
- Continuing work on Alpine/RedNMX implementation
- Conducted interviews and made offer for Assistant Fire Marshal. Selected candidate is on the agenda under "Old Business"

**Fires/Major Incidents/FMO Callouts:**

- 12/16/22: Building Fire/Burn Injury – 39 Progress Circle (Cause: Accidental)
- 12/20/22: Building Fire – Churchill Condominiums (Cause: Undetermined)
- Several FMO Callouts on 12/25 and 12/26 due to extreme cold

**Special Note:**

The Fire Marshal's Office had implemented an inspection schedule starting in January of 2022. As the calendar year comes to an end, the staff of the Fire Marshal's Office have conducted inspections and brought nearly 70% of buildings into compliance regarding inspection frequency.



## **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
- Coordinated with outside contractor in scheduling grinding wood chips at landfill
- Attended MDC and DEHMS Wet Weather Protocol meetings
- Attended Environmental Quality Control meeting
- Attended paving coordination meeting with the MDC
- Attended meeting with consultants and contractor to discuss Maple Hill and Robbins Avenue LOTCIP project
- Assisted Eversource with planning of scheduled line maintenance work
- Coordinated training on pay loader and snow plow operations for Parks personnel

### **Roadway Maintenance:**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- Cleaned basins and waterways as needed
- Completed Annual Leaf Collection Program
- Repaired catch basins on Audubon Avenue, John Stewart Drive and at the Library
- Assisted Parks Department with traffic control for Annual Light Festival
- Highway Foreman assisted in the training of Highway and Parks personnel for loader and snow plowing operations
- Began Target Safety on line training
- Trained employee on boom mower concentrating on guardrails and flood control areas
- Responded to one (1) after hour call in
- No evictions scheduled for the month
- Responded to two (2) snow/ice events for plowing/salting for accumulation of 4.1"

### **Fleet Maintenance:**

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Mechanics continued with seasonal services and repairs to all snow equipment
- Police mechanic completed the upfitting of one new patrol admin vehicle
- Began upfitting new patrol vehicle
- Police Mechanic worked in conjunction with IT on the upcoming rollout of new tablets for Police and Fire Departments
- There were no after hour call ins

### **Sanitation/Recycling/Landfill:**

- Scheduled 158 residential bulk items for collection for the month
- Scheduled 26 condominium bulk items for collection for the month
- Scheduled 13 condo/residential scrap metal items for collection for the month
- 5,259 tons of cumulative Municipal Solid Waste were collected from July to December
- 1,168 tons of cumulative recyclables were collected from July to December
- 80 mattresses/box springs were recycled for the month
- Five (5) televisions were collected for the month
- Issued 14 permanent landfill permits and 1 temporary permit for the month

## **TOWN ENGINEER**

### **Permits:**

- Reviewed 0 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 3 permits: Excavation 3, Driveways 0
- Reviewed 122 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
- 46-48 Commerce Court – Site Plan Review

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

#### **Engineering:**

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding state projects in Newington
- Coordinated with MDC regarding sewage service, water service, CWP, and road restoration
- Researched and provided engineering data to defend TON against lawsuits, as needed
- Parks: Mill Pond Park and Churchill Park - Dam Inspections

#### **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
- Public Works: 15 Northwood Road, 37-45 Basswood Street and 1360 Main Street – Sidewalk Improvements

#### **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
- Public Works: 78 Stuart Street – Plan for grading gutter to catch basin

#### **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 St 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**

A permit was issued for 2272 Berlin Turnpike to build a wall partition for a medical office.

An application was submitted for 548 Cedar Street to remodel the Dunkin' store.

An application was submitted for 3333 Berlin Turnpike to construct a retaining wall at Meadow Commons.

An application was submitted for 1095-1101 Main Street to add new monument sign and other directional signs.

Certificate of Occupancies issued in December.

- 12 C Fenn Road - Tropical Smoothie
- 40 Moreland Avenue - Single Family Residence
- 203 Costello Road – Nadeau Foundation

These are the classes the inspectors took in December:

- |              |                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------|
| D. Jourdan:  | None                                                                                                         |
| K. Kilkenny: | December 8 <sup>th</sup> – International Association Electrical Inspectors (IAEI) Meeting, Meriden (2 hours) |
|              | December 20 <sup>th</sup> - IRC Changes – Chapters 1-3, Rocky Hill (2 hours)                                 |
| A. Hanke:    | December 20 <sup>th</sup> - IRC Changes – Chapters 1-3, Rocky Hill (2 hours)                                 |

Building Department activity for the month of December was as follows: The Inspectors completed a total of 145 Inspections. They were: Above Ceiling (2), Boiler (1), Certificate of Occupancy (3), Electrical (10), Exterior Walls (1), Final (84), Footings (5), Foundation (2), Framing (5), Gas Line (7), Insulation (3), Mechanical (3), Plumbing (3), Roof (1), Rough (13), Site Visit (2).

The total number of Building/Renovation Permits issued/applied for the month of December was **137**, producing a total permit value of **\$5,600,478.00**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	22	460,274.00
DECKS	2	30,000.00
DEMOLITION	1	15,000.00
ELECTRICAL	44	4,483,132.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	0	0.00
MECHANICAL	28	232,065.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	58,521.00
POOL	0	0.00
ROOFING/SIDING	14	230,610.00
SIGN	1	11,000.00
SOLAR	9	79,876.00
TENT	0	0.00
OTHER	0	0.00
<b>TOTAL</b>	<b>137</b>	<b>5,600,478.00</b>

The total Building income fees received in the month of December were **\$62,090.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$510.00, Environmental \$240.00, Conservation \$100.00, Copies, Books and Maps \$1.00, Zoning Board of Appeals \$260.00, Driveway/Excavation \$150.00, Engineering copies \$18.00. The other total income is \$1,279.00.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for December:	\$5,600,478.00	\$5,273,404.00
Fees for Permits issued for December:	\$62,090.00	\$59,395.00
Other income Fees for December:	\$1,279.00	\$1,837.50
Building Permits Issued for December:	137	141

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

<u>2022-2023</u>		<u>2021-2022</u>	
Value	Permit Fee	Value	Permit Fee
\$70,461,226	\$783,785	\$24,514,048	\$284,865

## **HUMAN SERVICES**

- October/December SCORE Programs wrapped up this month with well attended and unique programs; we are looking forward to 2023 Winter/Spring programs to begin in mid-February until mid-May.
- We have created the Winter/Spring 2023 SCORE program offerings and submitted the brochure for approval by Dr. Brummett so it can be released and digitally distributed in the principal's E-newsletter to the middle school parents the first week of January 2023. The main theme is to be outdoors as much as possible with the youth participants.
- 5<sup>th</sup> grade challenge did not have sessions during December due to the holiday schedule. We will pick up the sessions January 9 & 10, 2023.
- 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.
- Gift Distribution was given to 387 Households and 733 individuals for December Holidays. 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.
- 8 Clinical cases were seen by two contractual clinical therapists, and 5 hours of follow up on clinical phone inquiries were provided. We are still searching to replace our Clinical Coordinator as soon as possible.
- We have very special members of the community that support our programs and assistance given to Newington residents through financial & food/grocery donations. In 2022, we received 141 different food donations from individual residents (three of whom make monthly donations) and 203 different financial donations. There were 7 different memorial donations, and two donations were made in honor of people's birthdays. Of note: Carvel donated close to \$8,000, and the annual turkey trot organized by neighbors donated close to \$4,500 in addition to 2 large mail bins of food. Knights of Columbus donated hundreds of pounds of food monthly, and we received food and gift donations from schools, faith-based organizations and civic organizations in town. Additionally, many businesses also supported us with either food or financial donations.

### *December 2022 Statistics*

<b>Selected Programs</b>	<b>FY 22-23 Total This Month</b>	<b>FY 22-23 Total Last Month</b>	<b>FY 22-23 Cumulative Total YTD</b>	<b>FY 21-22 Cumulative Total YTD</b>
Youth and Family Counseling Cases Clinical Presentations	8 0	10 0	62 0	7 0
Youth & Family Service Hours	24	16	118	38
JRB Cases:	9	6	30	5
JRB Hearings:	2	3	7	1
JRB Service Hours:	32	32	150	9
Positive Youth Development	80	96	845	653
Community Service	1	1	4	3
# of hours completed	20	20	111	105
Challenge Course: Adult	0	0	0	0
Youth (outside)	0	0	101	165
Information and Referral	252	185	1,069	873

Social Casework Cases	100	111	466	314
Under 55 =	28	31	111	77
Under 55 disabled =	17	12	71	51
Over 55 =	55	68	284	186
Social Casework Service Hours	192.25	221.75	1,130	540.5
Under 55 =	54	57	265.25	110.5
Over 55 disabled and/or disabled	138.25	164.75	864.75	434.75
Food Bank Household visits	106	489	1,124	450
# bags of groceries distributed	1,427	3,393	11,996	5,487
Mobile truck	215	104	1,431	807
Special Needs	22	27	83	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 an overview of the CT court system, a European history class and festive events such as holiday tea and trivia, a gingerbread house class, various craft classes and a special holiday congregate lunch. Unfortunately, two holiday music events/socials were cancelled by the performers due to COVID.
- The volunteer-run Gift Shop and Coffee Shops continued to operate successfully in December. The coffee shop served breakfast and light lunch each Tuesday through Thursday, and the gift shop was open daily with a full array of holiday gifts and décor available for sale. The gift shop is closed between Christmas and New Year's each year to reset inventory and to give volunteers a well-deserved break.
- 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. Program Coordinator Barbara Womer and Social Worker Teri Snyder visited residents at Meadowview housing in December with plans to visit all of the senior housing sites over the winter.
- The Center hosted a COVID booster and vaccine clinic in conjunction with the Central CT Health District on December 1<sup>st</sup>. The clinic was open to anyone 18 and over, and walk-ins were welcome with limited appointments available. There were over 150 participants.
- Bus trip planning and sales continued through the month of December. The Committee is planning day trips and casino trips to resume in March, including a St. Patrick's Day luncheon at Aqua Turf on March 14 and a trip to Thomaston Playhouse on May 7<sup>th</sup>.
- 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 December, volunteers and staff delivered Meals on Wheels to approximately 58-63 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 December, 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.

- Staff began preparing the departmental budget request for FY 2023-24, with a target zero-percent increase over the current FY 2022-23 budget.
- Volunteers and staff cleaned the Giving Garden area for the winter and began planning for the spring.
- 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 staff repaired a broken drain that had resulted in a roof leak outside of the cafeteria.
- 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 December 7<sup>th</sup> to receive updates about the Center's operation.
- The Director met with State Representatives Gary Turco and Kate Farrar on December 19<sup>th</sup> to discuss legislation, funding and concerns related to older adults and adults with disabilities in Newington. Topics discussed included the shortage/backlog of winter energy assistance cases, ARPA funding and combating social isolation.
- The Director participated in a CASC Board Meeting on December 12<sup>th</sup> and an NCOA Aging in Place panel on December 16<sup>th</sup>.

## **PARKS AND RECREATION**

### **Recreation Division:**

- The Department held the Newington's Night of Lights Holiday Spectacular on Friday, December 2, 2022. This event brought in thousands of people from all around the state to celebrate the arrival of Santa Claus. This event included a fire truck parade, refreshments, a bonfire with s'mores, train rides, a hay wagon ride, a video game trailer, Big Daddy's Racing, clowns, magicians, stilt walkers, a tree lighting ceremony, a carol sing with Newington schools, and an appearance by Santa Claus.
- Registration for winter programs began for non-residents on December 7, 2022. Resident registration began on November 30, 2022.
- The Nutmeg State Games Basketball Tournament was held at the Mortensen Community Center Gymnasium on December 27-28, 2022. This basketball tournament brought in over 50 teams from all over CT, MA, and RI. The Community Café opened its doors for participants to purchase refreshments following their games, making \$1,471.00.
- The Winter Men's Basketball League tipped off on December 21, 2022 with 9 teams registered.
- Winter PE Camp was held at Ruth Chaffee School on December 27-29, 2022 with a total of 46 students registered.
- Summer Camp preparations have begun.
- Changes and preparations for the Leaders in Training summer program have begun. It is being changed from a program to a summer camp and will be curriculum and field work focused. There will be a new maximum of 30 participants, as opposed to 20 participants in the past.
- The Department certified 6 new American Red Cross lifeguards at the Newington High School indoor pool.
- Preparation for the summer aquatics season has begun.
- Our first Preschool Play Night of the school year was held on Thursday, December 1, 2022. We had fourteen children, ages 3-5 years, join us for a night filled with games, crafts and snacks.
- On Wednesday, December 21, 2022, the students of the Creative Playtime Preschool Program were treated to a visit from a very special guest: Santa Claus himself! The children had a great time meeting Santa and hearing about his home at the North Pole.

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

- Leaf clean-up for Parks & Grounds continued into early December at parks, schools, and all government building grounds.
- Christmas decorations were completed ahead of Night of Lights.
- Christmas-themed hay ride trailer was constructed by Parks staff.
- Snow removal preparations underway early in December.
- Parks staff had a productive month of tree work.



- Nets were removed from the batting cages at Clem Lemire.
- Ornamental grasses around town were pruned back for the winter.
- First storm of the winter occurred on December 11-12, 2022 with entire staff responding.
- Newer staff members received training at Highway on use of road plows and salt loader, in case we are called to supplement their staff.
- Chapel received annual cleaning performed by Parks staff.
- Parks & Grounds aided and set up for hosting of Wreaths Across America on December 17, 2022.
- Staff members constructed new benches for athletic fields around town.
- Pruning of tree line along north side of property at Fire Company 1.
- Final cleanup of Community Gardens was completed at Deming Young Farm.
- Extensive shrub pruning and removal underway at Center Cemetery including cleanup of fence lines throughout the cemetery.
- Tree branch pick-up around town following storm with heavy winds that occurred on December 23, 2022.
- Mulch added at Police Department landscape beds ahead of the Peter Lavery Memorial ceremony on December 30, 2022.

Cemeteries: single 1, double 0, ash 9, sales 3  
Overtime: 274 hours, \$13,015

#### **Tree Warden:**

- Picked up branches in parks
- Removed hanging limb at 278 Connecticut Avenue
- Removed dead/damaged trees at Kellogg Eddy House
- Removed damaged trees at Center Cemetery
- Pruned trees on sidewalk snow route for clearance
- Removed damaged trees at Senior Center
- Removed tree at Eagle Park
- Removed trees from Summit Street walking path
- Removed trees and brush overhanging parking area/driveway at Company 1 Firehouse
- Removed trees at Churchill Park
- Removed damaged tree at Anna Reynolds
- Removed damaged trees from storm at Elizabeth Green
- Removed dead tree from Seymour Park
- Removed hazardous tree from walk path on Kimberly Road/Jeffrey Lane (B&M Tree)

#### **LIBRARY**

- Plans for the Friends of the Library Winterfest, wine and beer tasting event are coming together. Event will be held on Friday, January 20, 2023. Almost all of the tickets were sold by the end of December. The last time Winterfest was held was in January, 2020, right before the pandemic shut everything down. Businesses and individuals have been very generous with donations for the teacup and silent auctions. The Friends are working hard to make this a fun night out.
- Library Director Lisa Masten, Assistant Library Director Karen Benner, Head of Reference Jennifer Hebert, and Business Manager Carolyn McLain worked on the 2023-2024 library budget that will be submitted to the Town Manager by January 4, 2023 for consideration.
- The Children's Department staff offered 20 programs to 722 children and their caregivers. Staff was busy with school visits from John Paterson students. 244 students were given a tour of the department, shown the many resources the library has to offer and given a short, fun and entertaining program. Several winter themed programs were held during the month for children of all ages. Kids made winter-themed crafts for the *Winter Wonderland Workshop*. The goats from *Bradley Mountain Goat Farm* visited the library for *Reindeer Goats' Story Hour* and then gave a lot of cuddles to the excited children. Several *Art Exploration* sessions for younger children were offered that focused on artistic and sensory-oriented activities. Highlights of other programs included *Kids Yoga*, a *Jr. Cookbook Club*, *Frozen Fun* with Elsa and Anna and *Babies Love Music*. It was very fun and rewarding to see all of kids having so much fun and being so creative during the month.

- Eight programs were offered to 247 teens. Teens learned how to hydro dip, make a recipe jar in the *Teen Cookbook Club* and enjoyed making holiday cards at the Teen Pop-Up program. Students in the *NHS Book Club* discussed the book *What I Carry* by Jennifer Longo and 8<sup>th</sup> graders at John Wallace enjoyed the book talks created by staff to highlight new teen books. The media specialists at the middle school have been very helpful in promoting library programs in the school's Instagram account and during morning announcements.
- Adults were presented with 12 programs to 217 participants. The *Movies @ the Library* program featured the film *Elvis*. Adults learned how to make winter cactus planters out of old music sheets with Lisa Masten and Jennifer Hebert. The library co-hosted a program with the Newington Human Rights Commission that featured a fascinating panel discussion on wealth disparity and poverty. *Page Turners*, an evening book discussion with an engaged group of adults, met to talk about *Firekeeper's Daughter* by Angela Bouley and the daytime *Brown Bag It with a Book Discussion* had a fun discussion about the book *Brain on Fire* by Susannah Cahalan. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the spice hazelnut extract.
- Patrons are very grateful that the library is now open on Sundays from 1:00 to 4:00 pm. We have had several patrons reach out to us and tell us how much it means to have Sundays as an option to visit and use the library. The library will be open Sundays until mid-May.
- Total circulation was 19,912. Circulation of digital materials was 3,040. Total number of people that entered the building was 8,463. 57 curbside service transactions were processed. Staff processed and pulled 1,503 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,432 reference questions during the month. Meeting room and study room space was used 172 times. Volunteers and staff delivered 118 items to our homebound patrons. Staff offered tech help 163 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Learning Express*, *PebbleGo Social Studies* and *PebbleGo Next Science* database. Staff is continuing to work with the schools to issue new library cards to students who do not have one. 59 new kids cards were issued for these students.
- In technology news, Digital Services Librarian Michelle Patnode and Head of Reference Jennifer Hebert facilitated our next hands-on computer class in the series titles *Microsoft Excel Basics*. The library has 10 new laptops purchased for the library by the Friends. This month's class was *Microsoft Powerpoint Basics*. Eleven *Tech 4 U* appointments were conducted. Assistant Director Karen Benner worked with Librarian and the Town IT Department to resolve an ongoing pay-for-print issue with the incorrect price being charged for color prints.
- In personnel news, part-time Reference librarian Joan Quasnitschka returned after an extended medical leave. Head of Community Services Michelle Royer worked with Library Board Trustee Anna Eddy to reach out to local restaurants to finalize participants in the Dining Partner program. This new Dining Partner Ticket with the 2023 participants will be available at the Friends Winterfest.
- In facilities news, the Library Board of Trustees House Committee did its annual walk-thru in early December to check on the condition of the building and the library grounds and identified areas that needed to be addressed. Repairs in the Quiet Study area and under the skylights due to water leaks from last June were completed in December. Scaffolding had to be installed under the skylights in order to complete the repairs and paint the walls. It was quite a production. The Town Facilities department and the workers were great to work with and were able to complete this part of the repair within two weeks. The final area to be done is the Magazine Room. This work should be done by early February. The cleaning service *Environmental Services* continues to do a great job.

## **TOWN CLERK**

- There were 57 property transfers during the month for a total of \$26,118,602.00 in sales. State conveyance tax collected was \$271,981.27. Town conveyance tax collected was \$64,658.99.
- There were sixteen residential sales, each over \$300,000. There were two residential sales over \$500,000, one from Cross Construction LLC to Nicholas Foti & Paulina Burgoa for \$500,000 at 40 Moreland Avenue and Marjorie L. Stamm Revocable Trust to Paul & Lindsay Saganich for \$535,000 at 102 Halleran Drive. There was one residential sale over \$600,000 from Laura Campbell to Zachary & Noelle Zapatka for \$650,000 at 29 Ridgeview Crossing. There were four commercial sales: 2897 Berlin Turnpike, from Firesat LLC to WLPM of Newington LLC for \$2,610,000.00; 300 Alumni Road, from Top Gun Connecticut Realty LLC to Newington Ice Arena LLC for \$7,450,000.00; 16 Fenn Road, from 16

Fenn Road Realty LLC to Newington Car Wash Property LLC for \$2,400,000.00; and 2431-2461 Berlin Turnpike from RPG Harvard LLC to 2431 Berlin Turnpike Newington LLC for \$2,470,000.00.

- There were 368 documents filed during December: 3 liens, 126 mortgages, 98 releases and 25 probate documents. One hundred twenty-six of these documents were electronically recorded, bringing in revenue of \$11,570.00.
- Staff certified and issued 229 copies of vital records. Eleven burial and 23 cremation permits were issued.
- One Trade Name certificate, two Liquor permits and five Notary Public commissions were catalogued. Staff issued 8 passes to the landfill station on behalf of the Highway Department.
- The FY 2023/24 budget was prepared and submitted.
- James Krupinski, Town Clerk is Acting Town Manager, and Traci Trumbull, Assistant Town Clerk is Acting Town Clerk as of 12/5/2022 for 90 days.
- The Acting Town Clerk swore in two (2) Certified Police Officers on December 22<sup>nd</sup>.
- Assistant Town Clerk Elizabeth Thompson attended the Town Clerk's training at CCSU on December 7<sup>th</sup> for Land Records. Beth is qualified to sit for the exam in June 2023 to receive her Certified Connecticut Town Clerk certificate.

<b>DATA SUMMARY - DECEMBER 2022</b>				
	<u>December-21</u>	<u>December-22</u>	<u>FY 21/22 to Date</u>	<u>FY 22/23 to Date</u>
Land Record Documents	477	368	3,060	2,393
Dog Licenses Sold	17	32	614	783
Game Licenses Sold	1	11	20	70
Vital Statistics				
Marriages	5	9	212	116
Death Certificates	46	37	372	196
Birth Certificates	12	28	278	164

Total General Fund Revenue	\$ 118,901.90	\$ 82,554.96	\$ 487,511.14	\$ 433,043.48
Town Document Preservation	\$ 1,712.00	\$ 1,197.00	\$ 11,189.00	\$ 7,970.00
State Document Preservation	\$ 2,496.00	\$ 2,488.00	\$ 14,984.00	\$ 15,496.00
State Treasurer (\$36 fee)	\$ 11,088.00	\$ 10,980.00	\$ 66,708.00	\$ 63,576.00
State Treasurer (\$127 fee)	\$ 9,271.00	\$ 3,175.00	\$ 60,579.00	\$ 26,543.00
State Treasurer (\$110 fee)	\$ 8,580.00	\$ 2,970.00	\$ 61,490.00	\$ 25,630.00
LoCIP	\$ 924.00	\$ 915.00	\$ 5,559.00	\$ 5,298.00
State Game Licenses	\$ 4.00	\$ 124.00	\$ 439.00	\$ 656.00
State Dog Licenses	\$ 137.50	\$ 299.00	\$ 4,112.50	\$ 5,313.50
Dog Licenses Surcharge	\$ 48.00	\$ 88.00	\$ 1,516.00	\$ 1,914.00
Marriage Surcharge	\$ 102.00	\$ 204.00	\$ 2,176.00	\$ 1,598.00
<b>Grand Total</b>	<b>\$ 153,264.40</b>	<b>\$ 104,994.96</b>	<b>\$ 716,263.64</b>	<b>\$ 587,037.98</b>

## **INFORMATION TECHNOLOGY**

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

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

- Completion of 94 formal requests for service
- Obtained quotations and performed budgetary analysis on accounts

- Zoom licensing review and renewal for remote meetings
- Repairing of the large format map printer in Engineering
- Fixed PD Computer Aided Dispatch software issues
- Installed and continued testing 3 Police Mobile Data Terminal
- Continued RedNMX project including the PD CAD to RedNMX interface
- Update of the Parks and Recreation program management application
- Update of the Citrix NetScaler for remote application solution
- Imaged and deployed computers for Facilities, Human Services, IT staff and Fire Marshal's office
- Continued network configuration for PD Dispatch to AMR Medical software interface
- Deployed 39 Wireless Access Points throughout PD, Senior Center, and Library
- Continued work on the imaging of PC's for the computer replacement project
- Continued implementation of the Fire Department RedNMX solution and deployed Mobile solution and mapping interface
- Management and documentation of cellular mobile accounts
- Continued work on updating GIS Parcel Data
- Continued work on Zoning data conformity and map creation
- Created new user accounts for new hires and disabled accounts for employee attrition
- Continued work on the Public Safety radio solution
- Continued work on PD traffic camera solution with the Police Department
- Zoom meeting account management and YouTube streaming setup
- Planning stages on the 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 12/14 meeting, the Town Plan and Zoning Commission approved the following applications:

**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.

**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.

#### **Scheduled for 1/11/23 Meeting:**

**Petition #48-22:** Site Plan Modification for a Parking Lot Expansion at 60 Prospect Street, Applicant: Parotta Management Co. LLC, Owner: Prospect Street Tennis Center, LLC, Contact: Peter Parrotta

**Petition #52-22:** Site Plan Modification. Proposed Building Addition at 46/48 Commerce Court. Applicant: ADM Properties, LLC, Contact: Bruno Zavarella, Owner: ADM Properties, LLC.

**Petition #53-22:** Site Plan Modification at 203 Costello Road. Applicant: Norman Nadeau, Contact: Norman Nadeau, Owner: 203 Costello Road, LLC

#### **Conservation Commission –**

#### **Applications Approved with Conditions:**

At the 12/20 meeting the Commission approved the following with conditions:

**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 Continued:**

At the 12/20 meeting, the Commission continued the following applications to the 1/17/23 meeting:

**Application 2022-25:** Modification of Permit 2018-04 to Increase the Building Footprint Within the URA Upland Review Area at 197 Meadow Street, Applicant: Adam Demeusy, Owner: Cross Construction, LLC, Contact: Adam Demeusy.

**Zoning Board of Appeals** – Proposed 2023 Calendar and Election of officers were voted on.

**Open Space Committee** – No meeting was held due to lack of quorum.

**Economic Development Commission** – No meeting was held due to lack of quorum.

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

**Town Planner/Zoning Officer Activities:**

Issued 12 Zoning Permits for various projects in town.

Issued 0 Certificates of Zoning Compliance.

Received 36 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations and/or blight.

Inspected 9 properties for Blight and/or zoning Complaints and sent 0 “Notice of Blight Violation” letters and 4 “Notice of Zoning Violation” letters.

Removed 18 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.

2434 Berlin Turnpike  
100 Deming Street  
71 Eddy Lane  
64 Long Street  
236 West Hill Road  
445 Willard Avenue  
1653 Willard Avenue

**FACILITIES**

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of December. In addition to routine preventative maintenance work, the team responded to 40 work orders consisting of maintenance and custodial requests.

**Town Hall:**

- Multiple calls for printer paper, delivery of office supply orders, and multiple requests for more paper towels
- Hung all way finding signs, finished drywall and paint touch ups from removal of some old signage
- Tax office thermostat adjustments and staff training on how to use thermostat correctly within our set parameters
- Elevator Pit Water Intrusion, pumped water out of Elevator Pit twice
- Elevator Pit investigation, Downes; multiple meetings for investigation into water drainage system underneath the basement slab
- Under slab drainage investigation continued, samples taken of materials blocking drainage and sent off to lab for analysis
- Heating mats installed on steps by gym
- Gym basketball hoop malfunction; repaired switches controlling hoop
- Multiple key fob requests
- Life safety preventative inspection/safety lights and fire extinguisher inspection
- Finished internal HVAC filter changes
- New hand sanitizer dispensers installed (9); some in new locations; some old locations eliminated; drywall and paint patching completed for old locations that were abandoned
- A/C repairs/tune up in NCTV data closet--happened again; system has a slow leak--manufacturer to come in January to locate source of the leak
- Mini split in Assessor's office data closet also malfunctioning; will be checked by manufacturer at same time as NCTV closet above
- Went live (Town Hall building only) with service requests through AkitaBox, the Town's new asset management software; rest of town buildings to go live by end of January
- Stripped, waxed, and buffed Grand Hall floor tile
- Basement flood clean up and dry out following drainage issue
- Rearranged Registrar of Voter's office furniture for better work environment
- Investigated report of no hot water in men's room sink by Tax office
- Drain Dr. jetted out under slab drain lines
- Semiannual periodic cleaning done, stripped, waxed and buffed hard surfaces, shampooed carpets.

**Library:**

- Atrium Skylights: Additional measures taken to stop leak, caulked screw and screw holes for termination strip underneath flashing; cut away more sheathing in attic space, set up containment in attic to catch any water intrusion; leaking atrium has been **significantly** reduced but not stopped 100%
- Contractor continued repairs for major leak, scaffolding set up drywall and painting of atrium completed; scaffolding investigation of atrium window leaking from inside revealed a screw letting majority of water in.
- Assisted with furniture moving in multiple locations of Library for repair work
- 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 heat Community Room heating issue; system continued to get air bound; had to drain and flush the system multiple times to get all of the air out
- New leak in ceiling of staff room; changed ceiling tile, found and fixed source of leak
- Boiler pump failed; took boiler pump out and attempted to fix it; issue is not repairable, ordered and installed a new pump
- Cleaned gutters, cleared roofs, cleared all roof drains
- Life safety inspections completed, fire extinguishers and safety lighting; replaced a couple batteries on safety lights
- Semiannual periodic cleaning done, stripped, waxed and buffed hard surfaces, shampooed carpets.

**Highway Garage:**

- Replaced 20 amp breaker in garage that kept tripping
- Heating issues in mechanics bay, replaced a faulty thermostat
- Major service and start up of HVAC heating done by AMS
- HVAC heating tune ups
- Repaired crosswalk electrical box and conduit on intersection telephone pole

- Multiple street light bulb replacements
- Life safety inspection of fire extinguishers and safety lighting
- Semiannual periodic cleaning done, stripped, waxed and buffed hard surfaces, shampooed carpets
- No heat reported in office space fixed
- Urinal in Men's locker room, flush handle sticking, fixed twice; ordered 2 auto flush hardware to replace to manual flushers.

#### **Fire Stations:**

- Station #2 roof completed
- 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 2 contractors to rebut GAF offer
  - Meetings with contractors and fire company staff on site to evaluate GAF's offer
- Fire Company #3 solar project started, racking completed, currently waiting on Eversource to come unlock the meter so that we can do a shutdown to go live with the system.

#### **Grounds Maintenance:**

- Semiannual periodic cleaning done, stripped, waxed and buffed hard surfaces, shampooed carpets
- Electrical circuits/outlets added per OSHA inspection report
- Per same OSHA report, we adjusted a fire exit door to operate properly
- Replaced 4 CO detectors that were outdated
- Fixed Soffit at Clem Park building
- Developing plan for new location on site for salt shed (spring/summer project)
- Trouble shoot and fixing of multiple electrical issues, all seasonal decorations related
- Repaired outlet and lights at Mill Pond Falls

#### **Historical Properties:**

- Met with contractor and architect at Town Hall to review Kellogg Eddy roof project and submittal inquires
- Met another day with contractor and architect at Kellogg Eddy House to discuss logistics and planning for project
- Kelsey House: Had lead testing done on exterior paint; preparing quotes for budget purposes for exterior painting project.

#### **Senior and Disabled Center:**

- Life safety inspection of fire extinguishers and safety lighting
- No heat reported in Kitchen--fixed
- Replaced light in Mechanical Room
- Window project zoom meetings
- Too much heat reported in office area, adjusted BMS
- Cleared roof
- Cleaned gutters
- Cleared roof drains
- Repaired broken toilet in Women's Room
- Semiannual periodic cleaning done, stripped, waxed and buffed hard surfaces, shampooed carpets
- Solar/generator meetings
  - Came up with three options for solar array tie in at Senior Center
  - The three options eliminate the need for us to downsize the electrical service, but all have impacted cost of project.

#### **Police Department:**

- Fixed broken front automatic door, replaced driver
- Replaced HVAC ground unit by generator
- Cleared roof drains
- Met with contractors to price three new RTU units (received pricing)
- Life safety inspection of fire extinguishers and safety lighting
- Elevator reported not working--fixed

- Helped with monthly check of alarm system in booking room
- Multiple meetings on data room remodel project
- Semiannual periodic cleaning done, stripped, waxed and buffed hard surfaces, shampooed carpets.

#### **Indian Hill Country Club:**

- Temporarily fixed stair landing of back steps, which was major fall hazard; Indian Hill Country Club management has been put on notice again that these steps need to be replaced because they are a major liability
- Leak in ballroom investigation; found area of water intrusion on roof.

#### **Administrative Projects:**

- Multiple AkitaBox Admin Trainings Capitol Management and preventative Maintenance
- AkitaBox Technician Trainings for mobile app and service requests
- AkitaBox soft opening--we are live at the town hall only for new work order requests; we are live at every building for preventative maintenance tasks
- Fire Company #1 Headquarters roof assessment; help to facilitate manufacturer warranty (ongoing) GAF site inspection performed. We have selected a GAF Master Elite contractor who is working with us now on getting GAF to cover what is needed for the roof project. Town will be responsible for debris removal, new warranty, and chimney flashing, all not covered under warranty.
- Continued investigating two leaks in Mortensen Community Center
  - More water tests done; currently leak above preschool has stopped, still leaking intermittently above Conference Room in Parks
- EV charging station upgrade at Market Square, new chargers installed awaiting installation of EV connect system to be able to charge users, scheduled 01/04
- Multiple card access requests
- New way finding signs hung; new directories completed
- Generator & solar review at Senior Center
- Radio project planning and meetings
- Solar started at two school buildings
- EOC grant planning/meetings (ongoing project)
- Fiscal year 2024 budget planning
- 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. Submittals for materials have been submitted and approved for the following: shingles, ridge cap, breather mat, ice and water shield, and nails.