



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

James Krupienski
Acting Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James Krupienski, Acting Town Manager
Date: March 22, 2023
Re: Monthly Report – January 2023

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 January 4th, I went to assist the Town Clerk's office in Ellington and served as a panel member for the recruitment of a permanent Town Clerk.

I met with Laura Hancock from Mission Square (formerly ICMA) on January 9th regarding the Police Department Drop Plan.

On January 10th, I met with Randi Frank Consulting, the firm that is conducting the search for a new Town Manager.

A regular Town Council meeting was held on January 10th. Old business included a discussion regarding dates for the 2023 Annual Regular Meeting Calendar. Regular Town Council meetings are held the second and fourth Tuesday of every month. New business included the Town Council Budget Meeting schedule for 2023. New business discussions also included mid-year Appropriation Transfers for FY 2022-2023.

I met with Board of Education Superintendent Dr. Maureen Brummett on January 11th to discuss outstanding items and budget.

On January 11th, I met with Executive Assistant/HR Specialist Heather Shonty to prepare and update the Community survey questions. I then attended a (Zoom) meeting with Great Blue Research regarding the Community survey to follow up on requests and update the draft survey.

A regular Town Council meeting was held on January 24th. Old business included a discussion regarding revised dates for the 2023 Annual Regular Meeting Calendar. Old business also included the Town Council Budget Meeting schedule for 2023, mid-year transfers, and 2023 Neglected Cemetery Account Grant Program. Old business also included an update of the ARPA Funds' Use. New business discussions included Roadway Dedication for the "Newington Veteran Firefighters' Memorial Roadway".

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

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

Departmental Budget/CIP meetings were held throughout the month. I met with Department heads, Finance Director and Deputy Finance Director.

Overtime

Paid overtime during the month of January 2023 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e., road projects).

HIGHWAY DEPARTMENT		Overtime Hours	Cost
Vehicles and Equipment		9.6	\$ 555.22
Weekend Standby and Call-In		16.0	\$ 936.96
Road Maintenance		4.0	\$ 234.24
Landfill – Grinding		4.5	\$ 225.27
Snow		96.7	\$ 5,094.63
Totals		130.8	\$ 7,046.32
PARKS AND GROUNDS DIVISION		Overtime Hours	Cost
General Grounds		71.0	\$ 3,377.00
Totals		71.0	\$ 3,377.00

POLICE DEPARTMENT	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
Administration	\$ 8,547.00	\$ 657.47	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	603,421.82	679,403.00	634,895.71
Investigation	91,467.00	23,837.21	90,645.00	29,614.51
Traffic	5,006.00	2,763.04	4,908.00	3,913.30
Communication	183,778.00	96,888.23	173,748.00	103,427.39
Education/Training	142,800.00	73,486.71	143,085.00	74,071.48
Support Services	57,595.00	12,218.28	60,413.00	(4,538.94)
Animal Control	2,521.00	1,781.96	1,511.00	0.00
Total	\$1,202,495.00	\$815,054.72	\$ 1,161,888.00	\$ 841,383.45
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 17,316.53	\$ 29,217.00	\$ 16,134.25
Snow and Ice Control	133,578.00	21,848.58	130,000.00	48,352.11
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	17,892.99	34,145.00	17,053.97
Leaf Collection	35,972.00	31,459.41	35,267.00	34,902.41
Total	\$ 233,870.00	\$ 88,517.51	\$ 228,629.00	\$ 116,442.74
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 70,523.62	\$ 88,357.00	\$ 79,370.00
Cemeteries	17,109.00	2,272.99	17,109.00	1,792.01
Total	\$ 122,110.00	\$ 72,796.61	\$ 105,466.00	\$ 81,162.01

PERSONNEL

- No new vacancies for the month of January.
- 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 accepting employment applications for the temporary Building Official (A-7) until filled.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- The Highway Equipment Operator I written examination took place on January 12th, with an interview on January 20th. The position was offered to Charlie Lugo, current Equipment Mechanic II for the Highway Department.
- The vacant Town Planner (A-11) position was offered to Paul Dickson, with an effective date of February 13th.
- The vacant Assistant Fire Marshal (A-7) position was offered to John Hofmann, with an effective date of January 23rd.
- Recruit Police Officer interviews took place in December, and the position was offered to Michael Moscicki. His swearing in ceremony was held on January 13th.
- Jeff Baron, Director of Administrative Services, retired from the Town of Newington after 39 years of service.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The sixth month of the 2022-23 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2022-23 plan year were estimated at \$987,990. The total paid claims from the Health Benefits Fund for December 2022 were \$622,233. 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 December, 2022

	Town	Board of Education	Total
Estimated Claims	1,286,760	4,641,180	5,927,940
Actual Claims	697,983	3,888,224	4,586,207

FINANCE

Accounting and Administration

- Deputy Finance Director Lisa Rydecki and Finance Director Janet Murphy received the departmental operation budget requests. Analysis was completed on what was submitted, and meetings were held with Department Heads and the Town Manager during the month.
- Both Accounts Payable and Payroll staff completed work on their year-end processing of W-2s and 1099s in January.
- Finance Director Janet Murphy worked with the Town Manager's office to setup a drop plan with Mission Square with the Police Department.
- Meetings were held for health insurance renewal cost and anticipated Pension/OPEB contributions for the 2023-2024 fiscal year.
- Our office continues to support all other grants that have been approved or are being submitted.

- Planning and Preparing for GASB-96 continued 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 \$3,609,054 for the Educational Cost Share 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)

1/31/2023

	Interest Earnings			
	Budget FY 2022-23	Actual Year to Date	\$ Invested	
General Fund	\$100,000	\$705,989	\$58,561,799	
Special Revenue Funds	48,000	11,342	709,366	
Capital Projects Funds		19,458	1,117,340	
Internal Service Fund	5,000	116,564	6,968,851	
Trust and Agency Funds		14,533	1,516,064	
Total, Estimated by Fund				\$68,873,420

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

1/31/2023

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	4.50	4.30	170,377	161,586	48,356,457
Bank North	2.04	1.87	970	888	567,182
TDBank (new)	2.39	2.07	23,274	20,179	11,633,406
Farmington Bank	.00	.00	0	0	0
Webster Bank	1.70	1.70	5,744	5,419	3,211,248
Liberty Bank	3.00	1.94	11,992	8,309	5,105,127
Total Outstanding Investments					\$68,873,420

Rates reflect average monthly yield, annualized

Assessor

The October 1, 2022 Grand List totals of all property in the Town of Newington, pursuant to Section 12-62 of the Connecticut General Statutes, subject to hearings of the Board of Assessment Appeals, is as follows:

Town of Newington 2022 Net Taxable Grand List				
Category	2021 Grand List	2022 Grand List	Change \$	Change %
Real Estate	\$ 2,349,430,650	\$ 2,336,065,427	\$ (13,365,223)	-0.57%
Personal Property	\$ 193,713,798	\$ 202,931,050	\$ 9,217,252	4.76%
Motor Vehicles	\$ 301,002,746	\$ 330,311,961	\$ 29,309,215	9.74%
Total	\$ 2,844,147,194	\$ 2,869,308,438	\$ 25,161,244	0.88%
Tax Exempt Real Estate	\$ 415,287,110	\$ 414,532,660	\$ (754,450)	-0.18%
Tax Exempt Personal Property	\$ 104,937,710	\$ 105,633,890	\$ 696,180	0.66%

***For 2022 Grand List the total amount of personal property exemptions, as we are required by the State of Connecticut to grant, is \$105,633,980 resulting in a lost revenue of \$4,065,848 being redistributed to real estate, motor vehicle and other personal property taxpayers.

COMMENTARY ON THE OCTOBER 1, 2022 GRAND LIST

The October 1, 2022 Net Grand List for the Town of Newington totals **\$2,869,308,438** which is an increase of \$25,161,244 or 0.88% as compared to the 2021 Net Grand List.

This increase is primarily attributable to increases in the registered Motor Vehicles and Business Personal Property sections of the Grand List which increased \$9,217,252 and \$29,309,215 respectively.

The **Real Estate** portion of the 2022 Grand List totals **\$2,336,065,427** which is a decrease of \$13,365,223 or 0.57% less than the 2021 Grand List. Due to the closure of the courts during COVID, a total of 23 tax appeals were settled this year. There was a total loss of \$24,553,153 from the 2021 Grand List to the 2022 as a result; a total loss in revenue of about \$950,000. This is a total over 5 years of \$5,000,000, as this is a yearly loss over all five years.

The **Personal Property** section of the 2022 Grand List totals **\$202,931,050** which is an increase of \$9,217,252 or 4.76% over the 2021 Grand List.

The **Motor Vehicle** section of the 2022 Grand List totals **\$330,311,961** which is an increase of \$29,309,215 or 9.74% over the 2021 Grand List. The average assessment of the vehicles on the list this year increased from \$11,637 to \$11,862 to reflect the increase in the cost of vehicles.

The **Tax-Exempt** portion of the 2022 Real Estate Grand List totals \$414,532,660 which represents 15% decrease of the total Real Estate Grand List. The totals presented in the chart and discussed above are the net Grand List, excluding non-taxable property.

OUTLOOK FOR OCTOBER 1, 2023 GRAND LIST

The following developments had barely started construction for October 1, 2022; however, they are well underway as of February 2023:

3333 Berlin Turnpike Retail Shopping Center & 269 Apartments
550 Cedar Street Multi-unit apartment complex

It is expected that by October 1, 2023, the following developments will have started construction:

690 Cedar Street	Multi-unit apartment complex
227 Pane Road	150-unit apartment complex
712 Cedar Street	122 room hotel
731 Russell Road	An approved EV showroom with associated convenience store, gas/EV station and car wash.

Revenue Collector

- Collections for January on the 2021 Grand List amounted to \$31,471,914.53 and back tax collections were \$32,029.65. Included in the back tax amount was \$4,663.63 which was collected for suspended accounts.
- This year's total collections through January were 94.32% which is a lower than last years for the same period of time which was 95.2%
- January was an extremely busy month with the second installment payments coming in for the Personal Property and Real Estate taxes as well as for the Supplemental Motor Vehicle tax bills.
- 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 Supplemental Motor Vehicle taxes.
- Press Releases were also placed in the Rare Reminder, as well as on the Newington Town web-site and its social media to remind taxpayers of their tax obligations.

POLICE DEPARTMENT

Patrol Calls for January are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 12
Administrative 1	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 68	Fire Trouble Alarm 0	MV Injury 12
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 69
Alarm Residential Burg Alarm 17	Fire Vehicle Fire 0	Neighbor 5
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 114
Animal Complaint 1	Fire Water Problem 0	Noise 16
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 1
Assault 1	Follow Up 41	Notification 0
Assault in Progress 0	Found Property 3	Open Door/Window 7
Assist Motorist 10	Gun 0	Other Archive 0
Assist Notification 1	Harassment 9	Parking Violation 62
Assist Other Agency 18	Hazard 22	PD Assist Fire Dept 41
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 1
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 20
Breach of Peace/Disorderly 9	Illegal Dumping 0	Prisoner Care 25
Burglar Alarm 0	Impersonating Police 0	Private Duty 0
Burglary 2	Indecent Exposure 0	Property Found 3
Car Seat 0	Intoxicated 0	Property Lost 3
Check Welfare 43	Juvenile Complaint 16	Prostitution 0
Check Welfare 911 41	K9 Assist 0	Recovered Stolen MV 5
Check Welfare Other 11	Kidnapping 0	Rescue Call 0
Clear Lot 3	Landlord/Tenant Dispute 2	Residential Lockout 0
Construction 0	Larceny 82	Robbery 2
Court Detail 16	Larceny from MV 20	Roll Call 0
Criminal Mischief 5	Lift Assist Only 3	Serve Subpoena 0
CSO 0	Liquor 0	Serve Warrant 67
Customer Dispute 23	Local Traffic Authority 1	Sexual Assault 2

Dog Complaint 25	Location Check 325	Shots Fired 0
Domestic 29	Location General 0	Specific Detail 106
Door Check 0	Location School 0	State Pistol Permit – Tempo 0
Drug 6	Lockout Building 1	Stolen MV 7
DUI 5	Lockout MV 0	Sudden Death 4
EDP 18	Lost Property 1	Suicide 0
Escort/Transport 3	LTA 0	Suicide Attempt 0
Escort/Funeral 3	Meal 0	Suspicious MV Unoccupied 7
Escort Other 0	Medical Alarm 22	Suspicious Report 132
Escort Retrieval 2	Medical Cardiac 2	Test 0
Escort Tax 0	Medical Complaint 251	Threatening 2
Fingerprint 0	Medical Diabetic 2	Tobacco 0
Fire Alarm Commercial Bldg 5	Medical Fall 14	Tow 10
Fire Alarm Residential 0	Medical Mutual 0	Town Ordinance Violation 0
Fire CO Detector no sympt 2	Medical Other 1	Traffic Stop 280
Fire CO Detector with sympt 0	Medical Respiratory 4	Traffic Stop Attempt 10
Fire Extrication 0	Medical Stand By 1	Traffic Survey 0
Fire Hazmat 2	Medical Trauma 0	Training 0
Fire Mutual Aid Request 0	Medical Unresponsive 3	Trespass 9
Fire Other 5	Missing 3	Unknown 0
Fire Rescue 0	MV Abandoned 0	Water problem 0
Fire Special Detail 0	MV Assist 29	
Fire Stand By 0	MV Complaint 40	
Fire Structure Fire 1	MV Fire 0	

Total: 2,312

- In January, the Detective Division Report:
 - Handled 43 investigations, 43 remain ongoing.
 - Served 52 warrants: 52 by Patrol officers, 0 by Detective Division.
- In January, the Animal Control Officers had the following activity:
 - 30 Total Calls: 26 Dog, 1 Animal/Wildlife. 3 Specific Detail, 0 Follow-ups, 0 Dog Park
 - Police Assisted Calls – No ACO: 17
 - 3 Total Bites: 1 Dog vs. Dog (Cat) Bites, 1 Dog/Cat vs. Human, 1 Dog vs. MV
 - 4 Total Impounds: Redeemed: 1 Sold as Pet/Adoption, 3 Euthanized, 0 Quarantine, 4 Carry Over, 0 DOA
 - 51 Incoming Phone Calls
 - 32 Letters (No License/Barking/Littering)
 - 0 Written Warnings
 - 0 Delinquent License Letters
 - 0 Infractions
 - 0 ACO Call-Ins
- Notable Cases/Events:
 - 82 Webster Court – Hearing on 1/12/2023 at 9:30 am. Dates for hearing were scheduled for resolution with dog owner; 2/17/2023 for pre-hearing to ensure all parties are ready and 2/23/2023 for hearing. Resolution date hearing 3/8/2023.
 - 1/21/2023 – held an adoption event at CT K9 and Wethersfield PD pound to find possible homes for 3 dogs. One was adopted and returned due to a bite.

- In January, the Patrol Division Report:
 - On 1/3/23, Officers responded to the Bob's Store located on Kitts Lane for a report of a shoplifting in progress involving a male who was attempting to steal clothing and footwear. As Officers arrived on scene, they observed three loss prevention associates actively fighting with the suspect. This conduct by the suspect elevated the shoplifting to a robbery. Officers took the suspect into custody and discovered he had two active arrest warrants for failing to appear in court for previous larceny charges. He was also found to be in the possession of drug paraphernalia. As the Officers were arresting the male suspect, an employee from Petco reported a female was shoplifting at their store, which is located in the same shopping complex. A female suspect was located and arrested for larceny. The female admitted to being an acquaintance of the male arrested at the Bob's Store and stated they came to the complex together.
 - On 1/4/23, Officers again responded to the Bob's Store for a shoplifting that had turned robbery after the female suspect resisted being detained by the loss prevention officers after stealing clothing. During this arrest, Officers located a large quantity of narcotics in the suspect's possession. The suspect possessed 4.8 grams of Fentanyl, 6.8 grams of crack cocaine, and 1.7 pounds (774 grams) of Methamphetamine. The female was charged with applicable larceny, robbery, and narcotic possession charges. The DEA was notified of this arrest due to the large quantities of narcotics involved.
 - On 1/5/23, agents from the FBI contacted Newington Police regarding a child pornography investigation that they believed involved a Newington resident. An undercover FBI agent assigned to an internet crime unit was conversing online with a male who purported to have access to a juvenile male living in his home. The male provided the undercover agent with pornographic images and videos involving young children. An investigation was initiated, and it was determined that no juveniles from Newington were depicted in the images or videos. The suspect was interviewed, and evidence was seized from his residence. The case is under investigation by the Detective Division and the FBI.
 - On 1/7/23, Newington PD received a report of a burglary alarm from a residence on Bogart Lane. The victim, who owns a package store in New Britain, arrived on scene and reported someone entered his condominium by smashing out the sliding glass door and stole an undetermined amount of cash. This cash was alleged to be proceeds from his business. Approximately 3 hours later, a second burglary occurred, this time on Butternut Lane. The victim of this burglary reported he owns a restaurant in Rocky Hill and stated someone entered the home by smashing out the glass of a French style door on the rear deck. The victim reported over \$7,000 in cash and jewelry was taken. Both burglaries involved business owners from Eastern countries, who often keep proceeds from their business in their homes due to a mistrust in the banking system. This often makes them targets of theft. Both scenes were processed by the Detective Division and forensic evidence was submitted to the State Lab for evaluation.
 - On 1/8/23, several residents in the Robbins Avenue area reported racially bias flyers had been littered throughout the neighborhood. The flyers were located inside sandwich size Ziploc baggies. The flyers were distributed by a group called the "Nationalists" who have been actively promoting homophobic and racially insensitive campaigns throughout Connecticut. These flyers detailed accusatory data regarding crime rates and disease transmission. The flyers were also requesting support and recruitment. Although the content of the flyers is not criminal, it is inflammatory and insensitive. The flyers were collected and discarded, and copies were sent to the Connecticut State Police Hate Crime Unit.
- In January, 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.
 - Currently we have 4 recruit Officers in training at various training academies across the State. Support Services continues to support the training mandates and equipment needs of the recruits.
 - Written test and oral boards have been completed for a vacant Dispatcher position. Four applicants have been screened through the process and have been recommended for background investigations.
 - Officer DeSimone has been covering day shift Dispatcher shifts to assist in coverage for the two vacant day shift slots.

- Officer DeSimone has maintained social media platforms to continue engagement with the community through the use of Face Book, Twitter and Atlas One. Planning has begun for the Newington Police and Fire Golf Classic as well as National Night Out.
- The Training Department has scheduled training for ERT and is completing a revolution involving Active Shooter and High-Risk Traffic Stops to Patrol personnel. Officer Rinaldo and Dispatcher Williams each have been trained in Peer Support to augment our peer support team.
- Support Services, during the month of January, continued the process of implementing Power DMS. The Power DMS platform will assist Officers with the State of CT mandated accreditation process, as well as policy management and training. Bi-Weekly meetings are conducted with Power DMS staff to continue the implementation process, as well as training through the Power DMS training portal.
- Officer Walker continues to assist in Risk Protection Order applications. During the month of January, Officer Walker processed 14 RPO applications and subsequent warrant services.

- Property Report January 2023:

Category	# of Counts	Property Value (\$)
Burned	1	\$ 0
Counterfeited/Forged	5	\$ 14,430
Damaged/Destroyed	11	\$ 11,051
Vehicle Inventory	0	\$ 0
Stolen	162	\$ 247,736
Abandoned	0	\$ 0
Evidence	107	\$ 180
Found	5	\$ 0
Lost	9	\$ 2,511
Seized	24	\$ 1
Recovered	41	\$ 122,684
Impounded	2	\$ 0
Informational	3	\$ 450
Towed	0	\$ 0
Total	370	\$ 399,043

- Police Department Overtime Report January 2023

OT December	\$159,480	3 pay periods (1 holiday)
OT January	\$133,123	2 pay periods (3 holidays)
	\$ 26,357	decrease

- Due to manpower shortages in Patrol, the 308 district was unstaffed for one of the weeks covered by this report, as well as district 206, which has been unstaffed for a lengthy period. This has an impact on Patrol overtime since these two unstaffed Patrol districts could be used to reduce overtime by covering Officers who may take time off. Additionally, the 105 Patrol district is not staffed, which results in a midnight shift overtime on Thursday, Friday and Saturday due to minimum staffing requirements. The 105 district could also be used to cover officers who may take time off. Furthermore, an Officer from the Patrol division has been assigned to the Detective Division, serving as the Property Officer, since the Civilian Property Officer remains unfilled, thereby reducing staffing in Patrol.
- Administrative overtime of \$0, the same as the previous month.
- Patrol overtime of \$91,086, a decrease of \$30,461 from the previous month. Overtime included holiday pay of \$44,674, 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 completion of applications for risk protection orders (RPO's), presenting the applications to court and later responding to subpoenas in regard to these RPO's (RPO's represent the largest draw of overtime other than the filling of time off requests), a sudden death, DCF referral, drone call out for missing person, service of arrest warrants, prisoner details at the Hospital of Central Connecticut and Hartford Hospital, drug/firearms arrest, larceny, robbery/larceny/drug arrest, breach of peace arrest, sexual assault, missing person, DUI arrest/

paperwork, use of force report, breach of peace arrest and Sergeant staying late to sign off on paperwork.

- Detective Division overtime of \$3,084, a decrease of \$2,882 from the previous month. Overtime included holiday pay of \$2,486 and two after hour callouts of Detectives for crime scene processing of a residential burglary and sudden death.
- Traffic Division overtime of \$267, a decrease of \$934 from the previous month. Overtime included the Equipment Operator responding after hours to a malfunctioning traffic light at Route 5/15 and Rowley Street, which required traffic cones and stop signs.
- Communications overtime of \$21,041, an increase of \$3,330 from the previous month. Overtime included holiday pay of \$9,547 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. Currently, there are two openings as well, which creates overtime.
- Educational overtime of \$15,507, an increase of \$5,683 from the previous month. Overtime included the coverage of shifts for Officers attending the following training or classes: police officer recertification, emergency medical response class and active shooter/building clearing/high risk traffic stops. Officers were also paid overtime for drone training and to attend a peer support meeting. Additionally, Supervisors served as instructors for intoxilyzer training and an emergency medical response class.
- Support Services overtime of \$2,138, a decrease of \$1,093 from the previous month. Overtime included holiday pay of \$1,130 and the filling of shifts for the School Resource Officer (SRO), who took time off and attended drone training.
- 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 January, 2023. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

Code	Incident Type	January	7 month total
Fire			
100	Fire, other	1	6
111	Building fire	1	11
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	1	8
114	Chimney or flue fire, confined to chimney	0	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	1	8
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	1	2
Total		5	55

2 Overpressure Rupture, Explosion, Overheat (no fire)

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	0	2
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	2
	Total	0	6

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	3	8
322	Motor vehicle accident with injuries	0	2
324	Motor Vehicle Accident with no injuries	0	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
	Total	3	18

4 Hazardous Condition (no fire)

400	Hazardous condition, other	4	13
410	Combustible/flammable gas/liquid condition	1	3
411	Gasoline or other flammable liquid spill	1	1
412	Gas leak (natural gas or LPG)	3	11
413	Oil or other combustible liquid spill	1	3
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	1
423	Refrigeration leak	0	0
424	Carbon monoxide incident	2	5
440	Electrical wiring/equipment problem, other	4	16
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	0
444	Power line down	1	21
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	1	2
463	Vehicle accident, general cleanup	1	14
	Total	19	95

5 Service Call

500	Service Call, other	3	9
510	Person in distress, other	0	1
511	Lock-out	1	7
512	Ring or jewelry removal	0	1
520	Water problem, other	2	11
521	Water evacuation	0	0
522	Water or steam leak	0	15
531	Smoke or odor removal	0	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	1	7
552	Police matter	0	0
561	Unauthorized burning	0	6
571	Cover assignment, standby, move up	0	17
Total		7	90

6 Good Intent Call

600	Good intent call, other	5	25
611	Dispatched & cancelled en route	0	4
621	Wrong location	0	1
631	Authorized controlled burning	0	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	1	6
652	Steam, vapor, fog or dust thought to be smoke	0	1
653	Smoke from barbecue, tar kettle	0	1
671	HazMat release investigation w/no HazMat	1	6
Total		7	50

7 False Alarm & False Call

700	False alarm or false call, other	5	30
710	Malicious, mischievous false call, other	0	0
711	Municipal alarm system, malicious false	0	1
730	System malfunction, other	1	11
731	Sprinkler activation due to malfunction	0	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	2	12
736	CO detector activation due to malfunction	0	11
740	Unintentional transmission of alarm, other	3	16
741	Sprinkler activation, no fire	0	4
743	Smoke detector activation, no fire - unintentional	3	19
744	Detector activation, no fire - unintentional	0	4
745	Alarm system activation, no fire	5	24

746	Carbon monoxide detector activation, no CO	1	5
	Total	20	156
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	0
	Total	0	0
9	Special Incident Type		
900	Special type of incident, other	0	1
911	Citizen complaint	0	0
	Total	0	1
	Total Calls	61	471

Fire Chief

Fire Responses: 30 Incidents

- Had discussions with Chief Regina about training division activities
- Had discussions on Tablet and Alpine RedNMX Software with Chief Regina
- Had discussions with Chief Lapierre on Budget weekly/Quartermaster Issues
- Had discussions with Chief Lapierre on ISO Review
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with 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
- Communicated with Fire Marshal to discuss new development in town
- Attended Board of Fire Commissioners' meeting
- Met with Safety Division and area Chiefs (Department Physicals) about new services
- Met with Chiefs on Operating Budget
- Worked with Lt. Carbone on monitoring system for firehouse boilers
- Had Zoom meeting with MES about Grant opportunities Department is looking at
- Met with Wethersfield Fire and Wethersfield IT about fiber connection
- Met with Scott Sharlow about fiber connection
- Had Budget meeting with TMO and Finance Director
- Met with Rob Hilman and Hermas Lavoie about equipment reserve
- Had discussions with Commissioners about RFP Vendor selection
- Met with NEMS Chiefs on discussions of operations between agencies
- Attended St. Patrick's Day town fundraiser
- Worked with Department INC. officers on fundraising activities and ideas
- Worked with Lt. Carbone on design ideas for upcoming department event t-shirts
- Attended department drill on EV vehicles and lithium ion batteries
- Reviewed construction pictures of new Truck 2

- February 2023
 - We kicked off our first New Officer Candidate Training program with a great response from our attendees, and lots of talk about the class has started within the Department. Chief Trommer and other officers have requested that we include portions of our new program into our monthly officer training.

Plans

- It's that time of year again to discuss cold water, ice rescues and hypothermia. Our Multi-Company drills will cover a variety of areas on cold water survival and will be capped off with our Department drill and Churchill Park on February 20, 2023. In addition to inviting Task Force 51, we are requesting our EMS and Newington Police Department partners to participate in this drill. The Tolland County Dive team will also be at this drill. Our PIO will let the public know about this event, and we hope to make more people aware of the dangers they can encounter with cold water and thin ice-covered ponds and waterways.
- We have scheduled the State Maze trailer for SCBA training this spring and are planning additional drills to continue the attendance growth we have encountered over the past year.

Drill Schedule

February		
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
March		

Classes

Category	Classes
DT03 – Driver Training – Orientation	2
IH15 – Company 5 Training	1
IH01 – Multi-Company Training	1
IH02 – Officer Training	1
IH10 – Department Drill	1
Hours	
297.25	

FIRE MARSHAL

Code Enforcement Activity:

Type	Quantity
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	30
Re-Inspection	6
Special Inspections – Food Trucks, etc.	0
Plan Reviews	12
Consultation – Underground Tanks, Property Check, Fire Drills	3
Blasting	0
Fire Investigations	1

Special Projects/Events:

- The Fire Marshal's Office currently has 36 open building projects
- Continuing work on Alpine/RedNMX implementation
- Staff from the Fire Marshal's Office conducted Fire Extinguisher Training for personnel at Advanced Adhesives. Using equipment borrowed from the Rocky Hill Fire Department, staff were able to create

a simulated fire and allow the “students” to extinguish a fire using a specially designed fire extinguisher.

Fires/Major Incidents/FMO Callouts:

- 1/13/2023 – Oven Fire (63 Faith Road)

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 Engineering Department to discuss various projects
- Met with consultant to discuss Landfill Stewardship Permit renewal
- Met with Public Works group to discuss various issues
- Met with DOT contractor to discuss Opticom replacement on traffic signals along the Berlin Turnpike
- Attended Preliminary 2023-2024 Budget Meeting
- Attended Department staff meetings
- Attended SWAC meeting
- Coordinated training for all Highway employees on newly purchased equipment.
- Completed the hiring process for vacant Highway Operator I position

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
- Crew completed roadside vegetation trimming
- Repaired drainage pipe at Halleran and Augusta Drives
- Completed Annual Christmas Tree Collection Program
- Assisted bid awarded contractor with grinding and wood chip removal at landfill
- Assist Parks Department with relocating equipment for pathway project at Elizabeth Green School
- Foreman continued training of Highway and Parks personnel on loader and snow plowing operations
- Continued with Target Safety on line training
- Responded to one (1) after hour call in
- No evictions scheduled for the month
- Responded to two (2) snow/ice events for salting for accumulation 1.9" of snow/slush

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
- Mechanics assisted Highway Department for snow/ice events as needed
- Continued upfitting new patrol vehicle
- There were no after hour call ins

Sanitation/Recycling/Landfill:

- Completed Quarterly DEEP reporting for Transfer Station
- Scheduled 122 residential bulk items for collection for the month
- Scheduled 24 condominium bulk items for collection for the month
- Scheduled 24 condo/residential scrap metal items for collection for the month
- 6,099 tons of cumulative Municipal Solid Waste were collected from July to January
- 1,374 tons of cumulative recyclables were collected from July to January
- 95 mattresses/box springs were recycled for the month
- Five (5) televisions were collected for the month
- Issued 7 permanent landfill permits and 0 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 3 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 3 permits: 2 Excavation, 1 Driveway
- Reviewed 117 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 Extension – 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
- 57 Harding Avenue – Plot plan review
- 60 Prospect Street – Site plan review
- 45 Peckham Farm Drive – Plot plan review

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

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding state projects in Newington
- 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 (LOTCP 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 (LOTCIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin/Newington (LOTCIP 2022): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements
- Public Works (supplemental LOTCIP 2023): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTCIP 2024): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$100K)
- Public Works: Eversource Rebate – EV charging stations (\$75K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase

Town Project: Managed consultant projects:

- Public Works: Inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street & Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)
- Public Works: Camp Avenue – Pavement widening assessment (GM2)
- Public Works (LOTCIP 2018): Complete Street Project - owners representative (VHB)

BUILDING DEPARTMENT

- An application was submitted to construct two carwash bay/tunnel extensions at 25 Pane Road
- An application was submitted to construct a new home at 57 Harding Avenue
- A permit was issued at 44 Fenn Road to demo bank partitions, fixtures, teller lines, furniture, and carpet, which will be left empty as a vanilla box; location was previously Peoples Bank
- A permit was issued for 206 Kitts Lane to demo bank partitions, fixtures, teller lines, furniture, and carpet, which will be left empty as a vanilla box; location was previously Peoples Bank
- A permit was issued to construct a new home at 45 Peckham Farm Drive

Certificate of Occupancy issued in January: 85 Kitts Lane – Dilly's Training Center, Family Adult Day Care

These are the classes the inspectors took in January:

D. Jourdan: none

K. Kilkenny: January 24th Rocky Hill Morning – IRC changes - 2 hours

January 24th IAEI in Middletown Evening – National Electrical Code – 2 hours

A. Hanke: none

Building Department activity for the month of January was as follows: The Inspectors completed a total of 182 Inspections. They were: A/C Installation (1), Above Ceiling (1), Chimney (1), Drainage (1), Electrical (13), Final (118), Footings (1), Framing (1), Gas Line (6), Property Inspection (1), Insulation (5), Mechanical (3), Plumbing (2), Rough (26), Site Visit (1), Waterproofing (1).

The total number of Building/Renovation Permits issued/applied for the month of January was **169** producing a total permit value of **\$3,663,629.00**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	13	902,582.00
DECKS	1	3,000.00
DEMOLITION	2	49,349.00
ELECTRICAL	56	1,013,504.00
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	27	538,525.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	425,000.00
PLUMBING	29	299,790.00
POOL	0	0.00
ROOFING/SIDING	6	83,451.00
SIGN	2	4,875.00
SOLAR	31	343,553.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	169	\$3,663,629.00

The total Building income fees received in the month of January were **\$41,723.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,070.00, Environmental \$120.00, Conservation \$0.00, Copies, Books and Maps \$24.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$475.00, Engineering copies \$162.00. The other total income is \$1,851.00.

Below is a comparison of the Permit Values for January 2023 and January 2022

	<u>2023</u>	<u>2022</u>
Value of Permits issued for January:	\$3,663,629.00	\$3,674,022.00
Fees for Permits issued for January:	\$41,723.00	\$42,194.00
Other income Fees for January:	\$1,851.00	\$8,404.00
Building Permits Issued for January:	169	161

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

2022-2023		2021-2022	
Value	Permit Fee	Value	Permit Fee
\$74,124,855	\$825,508	\$28,188,070	\$327,059

HUMAN SERVICES

- Director Labrecque, Coordinator Huggard & Youth Worker Martin attended a Youth Service Directors' roundtable ZOOM meeting. Topics included trends in best practices, funding and data reporting.
- 5th grade health classes participated in their challenge program days at the Newington Challenge Course due to warmer weather.
- Winter/Spring SCORE programs including our Discovery Tuesday programs are all filled. These are the half-day programs that we offer on Teacher Development days.
- We are beginning to enter all program data into new database: "My Senior Center" with the expectation that it improves our processes for registration, data collection and reporting.
- Food Bank continued to meet the needs of the community providing services: most recipients shopping, some pre-packed distributions, delivery and wellness checks to those in need. Numerous volunteers and all staff assist with the ongoing operation of the food bank.
- We have seen an increase in emergency requests for oil assistance, along with complicated cases involving gaps in services, multiple agencies and coordination of services.
- We are still searching to replace our Clinical Coordinator as soon as possible.

January 2023 Statistics

Selected Programs	FY 22-23 Total This Month	FY 22-23 Total Last Month	FY 22-23 Cumulative Total YTD	FY 21-22 Cumulative Total YTD
Youth & Family Counseling cases Clinical presentations		8 0	62 0	26 0
Youth & Family Service Hours		24	118	115
JRB cases: JRB hearings: JRB Service hours:	12 2 32	9 2 32	30 7 150	5 1 9
Positive Youth Development	43	80	845	911
Community Service # of hours completed Challenge Course: Adult Youth (outside)	3 0 0 0	1 20 0 0	4 111 0 101	4 130 0 285
Information and Referral	No longer reported	252	1,069	1,681
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	84 20 10 54	100 28 17 55	466 111 71 284	558 136 99 320
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	180 No longer broken down by case type	192.25 54 138.25	1,130 265.25 864.75	911.75 206.5 710

Food Bank Household visits	142	106	1,124	969
# bags of groceries distributed	1,976	1,427	11,996	9,491
Mobile truck	220	215	1,431	1,288
 Special Needs	 10	 22	 83	 62

SENIOR AND DISABLED CENTER

- The Center continues to be open and is nearly at pre-pandemic participation levels. In addition to daily activities such as lunch, the fitness room, etc., members enjoyed numerous special programs such as a lunch-and-learn about mental health self-care, a discussion on Relay CT Services for those who are hard of hearing, a presentation about achieving optimum health at any age, a class on puzzle logic, several craft classes and a presentation on birds of prey by the CT Audubon Society, among many others.
- The volunteer-run Gift Shop and Coffee Shops continued to operate successfully in January. The coffee shop served breakfast and light lunch each Tuesday through Thursday, and the gift shop was open daily with a full array of gifts, seasonal items and home décor available for sale. Staff is planning a marketing campaign for consignment appointments to keep the gift shop inventory fresh.
- Staff is focusing on outreach strategies to increase community awareness of the Center. Currently, staff is focusing on outreach to those living in senior housing communities in Town, creating informational packets to distribute to the housing sites, with follow-up visits to discuss our offerings.
- The Director submitted a notice of intent to apply for NCOA grant funding for the purpose of COVID and flu vaccine awareness, appointment assistance, transportation and vaccine availability for homebound residents. Staff is working with the Central CT Health District to complete the application and form the corresponding programs.
- Bus trip planning and sales continued through the month of January. The Committee is planning day trips and casino trips, including a sold out St. Patrick's Day luncheon at Aqua Turf on March 14th, a trip to Thomaston Playhouse on May 7th, and a cruise on the Hudson River on June 24th. Sales have been strong.
- 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.
- The in-person congregate lunch program operates Monday through Friday. A crew of 4-5 volunteers serves hot lunches to an average of 35-45 members each day. The program has grown approximately 50% since resuming post-pandemic in April 2022.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In January, 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. There are currently 25 Meals on Wheels drivers who volunteer on a weekly, monthly or on-call basis. Meals are delivered along four routes with an average of 15 deliveries per route each day.
- Dial A Ride is open for all regular in-town services. In January, the two Dial A Ride drivers (with subs as necessary) completed 474 trips for a total of 1,772 miles over 253 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 heating costs over the winter and work closely with state and other organizations to offer whatever assistance is available.
- The Director and Administrative Coordinator met with the Town Manager and Finance to review the departmental budget request for FY 2023-24, with a target zero-percent increase over the current budget.
- 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 hot water heater.
- The Director attended meetings with Town Staff, including various planning meetings with department heads and the NHS Art Department to plan for the district-wide art show, which will be held at the Center in April.
- The Commission on Aging and Disabled held a special meeting on January 4th to receive updates about the Center's operation.
- The Director participated in a joint meeting of CASC and the Age Well Collaborative on January 5th and an NCOA community awards/marketing panel on January 26th.
- The Center was chosen to be interviewed by The U.S. Department of Health and Human Services for its Physical Activity Guidelines for Americans Midcourse Report, as an exemplar for engaging older adults in physical activity. The Director participated in an interview for the report on January 17th. The report will be released in early Spring 2023.

PARKS AND RECREATION

Recreation Division:

- The Youth Basketball Program began the first week of January with over 400 kids, 35 teams, and 73 volunteer coaches participating.
- The Adult Basketball League, consisting of 9 teams, plays weekly on Wednesday nights at the Mortensen Community Center.
- Planning is underway for the Summer Concert Series. The Department will be hosting over 30 concerts between the Municipal Parking Lot and Mill Pond Park.
- The winter session of swim lessons began at Newington High School and has 100 participants currently enrolled.
- The Creative Playtime Preschool Program hosted its first Open House for the 2023-2024 school year and had 5 new families tour our facility.
- The hiring process has begun for summer seasonal workers, including camp counselors and lifeguards. There are 20 full-time camp counselor positions open, with applications being received by the Department daily. We have advertised job openings on our Facebook page, to Newington High School, and will be including an advertisement in the Spring Program Guide.
- All winter programming has begun and will continue to run until early March.
- Recreation Supervisors began editing the Spring 2023 Program Guide, which is to be published in February. Resident registration begins on March 1st, & non-resident registration begins on March 8th.
- Flying Monkey renewed their sponsorship for the back cover of the program guides for another four seasons.
- Preparations have begun for the 2023 Life. Be in it. Extravaganza vendors. So far, the Department has 10 vendor booths reserved.

Parks, Grounds & Cemeteries Division:

- Worked in Center Cemetery to remove overgrown shrubs that are over grave markers, cleared the fence line of vines and shrubs, and removed several trees that had become hazardous.
- Winter equipment maintenance underway with pressure washing and greasing of fittings.
- Cleared fence line at Fire Company 3 of trees and excess vines.
- Extensive work performed to clean up the yard at the Parks & Grounds Facility.
- Several hazardous trees removed at Beacon Park.
- Christmas decorations removed from center of Town. Plans are in place to replace the lights on the tree at Center Green.
- Following several rainstorms this month, routine filling of graves has been ongoing.
- Parks & Grounds employees have participated in several training sessions for new equipment.
- In anticipation of new roof installation at the Kellogg-Eddy House, Parks staff pruned trees to open up the work area.
- Parks staff worked to remedy most recent findings from OSHA consultation.
- Removed several hazardous trees along the path behind the field at Elizabeth Green School.

- Worked with Clean Harbors to dispose of various old pesticides and chemicals that had built up in chemical room through the years.
- Per OSHA recommendations, Parks staff closed two storage mezzanines in the garage to eliminate hazard risk.
- Overall clean up performed in Church Street Cemetery including leaf clean up, removal of ground cover shrubs, and pruning of trees.
- Forestry cutter used to clean up overgrown areas around NHS Alumni baseball field and Alumni Road.

Cemeteries: single 5, double 3, ash 2, sales 9

Overtime: 71 hours, \$3,377

Tree Warden:

- Picked up branches in parks
- Pruned fence lines at Center Cemetery
- Removed dead/damaged trees at Center Cemetery
- Removed hazardous trees damaging fence at Company 3 Firehouse
- Pruned fence lines at High School walking paths
- Removed damaged trees at Beacon Park
- Pruned fence lines at Anna Reynolds
- Removed hazardous trees overhanging walking path at Elizabeth Green School
- Removed hazardous tree from the front entrance at Martin Kellogg
- Removed trees at Churchill Park
- Removed hazardous trees at Kellogg Eddy House
- Pruned fence lines at Martin Kellogg
- Pruned low hanging branches over the road on Lamplighter Lane
- Removed hazardous tree on West Hill Road
- Removed dead tree at Churchill Park entrance
- Removed hazardous tree on Bonair Avenue

LIBRARY

- The Friends of the Library had a very successful Winterfest. This sold-out fundraiser offered an evening of wine, beer and spirits' tasting, teacup and silent auctions, light refreshments, and live music provided by Dually Noted. People were thrilled to have this event back and had a lot of fun with the tastings, the auctions and especially being together. The Friends did a great job of planning, organizing and putting on a great event. Prior to the Winterfest, the Friends held a Bonus Teacup Auction from January 3-18. Three baskets on display were in the library, and people could purchase teacup auction tickets to win. Over 300 Bonus Teacup Auction tickets were sold during this time.
- Library Director Lisa Masten, Assistant Library Director Karen Benner, Head of Reference Jennifer Hebert and Business Manager Karolyn McLain worked on the 2023-2024 library budget and submitted it to the Town Manager on January 4, 2023 for consideration.
- Federal tax forms have arrived. The 1040 and instruction books are out. Tax schedules are only available online. The State of Connecticut does not provide libraries with any paper CT-1040 or instruction booklets. Everything has to be accessed online. We have printed out copies of the CT-1040 forms to hand out when requested. Unfortunately, due to the number of pages of the instruction booklet, the library is not making copies to hand out. However, patrons are welcome to look at the library copy for the information they need or photocopy those pages they may need. Staff is very happy to assist patrons find the forms, schedules and information they need.
- The Adult Winter Reading program "Reading is a Treat" kicked off on January 24th. Kickoff and registration was a drop-in program from 10:00 am to 7:00 pm where adults could register, receive a free gift, check some of the many library books on display, and enjoy the refreshments. 180 adults came to the library to register. An additional 27 registered online that day. Everyone who registered on January 24th was eligible to win the kickoff prize giveaway.
- The Children's Department staff offered 34 programs to 785 children and their caregivers. Staff continued with school visits from John Paterson students. 211 students were given a tour of the department, shown the many resources the library has to offer and given a short, fun, entertaining program. The Play for All program, a program for children with special needs, has been well attended

and is a great way for parents to network and for their kids to socialize and learn. Attendance at the age-specific story times as well as the Family Story times has been great and continues to grow steadily. Highlights of other programs included *Crash Lab* with the *CT Science Museum* where kids learn about force and motion by crashing cars, *Construction Zone with Children's Museum*, where kids learned about some amazing man-made structures and then designed their own, *Li'l Chefs*, a program for kids ages 3 to 5 where kids heard a story about waffles and then made their own, and outreach to daycares and preschools.

- Teens and adults were offered 17 programs to 761 participants. Teens had a Pop-Up Craft event where they could make a craft from several choices. Adults had a variety of interesting in-person and virtual programming to choose from. The *Movies @ the Library* program featured the film *Top Gun: Maverick*. Adults enjoyed learning about the 40 most anticipated books of 2023 at the 2023 *Book Tasting* program hosted by Assistant Library Director Karen Benner and Head of Reference Jennifer Hebert. This program was held in hybrid format using the library's new Owl Conferencing system and *Zoom*, allowing interactive discussions between the in-person and at-home participants. *Page Turners*, an evening book discussion group, met to talk about *Big Little Lies* by Liane Moriarty and the daytime *Brown Bag It with a Book Discussion* discussed the book *American Wife* by Curtis Sittenfeld. Highlights of other programs included an evening virtual trivia program about all things Tolkein, a virtual program that explored meditation and a program that focused on the topic of probate court and what it entails with Probate Court Judge Robert Randich. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the Sel Marin de Guerande Grey Sea Salt.
- Total circulation was 22,055. Circulation of digital materials was 3,209. Total number of people that entered the building was 10,452. Also, 50 curbside service transactions were processed. Staff processed and pulled 2,227 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,478 reference questions during the month. Meeting room and study room space was used 259 times. Volunteers and staff delivered 105 items to our homebound patrons. Staff offered tech help 207 times to patrons. Online databases that were popular this month included *Value Line*, *Universal Class*, *Consumer Reports*, *PebbleGo Animal* and *PebbleGo Social Studies* databases. 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 final hands-on computer class in this series titled *Microsoft PowerPoint Basics*. Eight *Tech 4 U* appointments were conducted. Assistant Director Karen Benner is working with IT to prepare for the roll out of the new computers for the library.
- In personnel news, Head of Children's Services Bailey Francis facilitated a discussion with our local area children's librarian group *Nuts & Bolts*. The topic was outreach. Head of Community Services Michelle Royer went with Nora Bassell, Head of the Friends Winterfest Committee, to Saputo's Dairy in Newington to accept the check for a donation Saputo's made to support the Winterfest event. She also was instrumental in working with businesses and organizations to get donations for this fundraiser that helped make this event so successful.
- In facilities news, two areas near the skylights were painted as part of the repairs that had to be done due to roof leaks last June. These areas could not be done while the scaffolding was up last month. The final area to be done is the Magazine Room. This work should be done by early February. The carpets throughout the entire library were cleaned by the cleaning service *Environmental Services*, and they look great. This cleaning service continues to do a great job. Staff has had many compliments on how clean the library looks. One of our pages found a live bat stuck between a plastic book cover and the hard cover of the book when he went to shelve the book during an evening January shift. Thanks to the ingenuity of several staff members, we were safely able to get the book outside and set the bat free. Never a dull moment.

TOWN CLERK

- There were 51 property transfers in January for a total of \$7,047,700.00 in sales. State conveyance tax collected was \$53,101.25; Town conveyance tax collected was \$17,043.75.
- There were seven (7) residential sales over \$300,000. There was a Commercial transfer in the amount of \$1,500,000 at 227 Pane Road from White Birch Crossing LLC to Pike Newington LLC.
- There were 302 documents filed on the Land Records: 80 mortgages, 8 liens, 74 releases and 10 probate documents, and 101 of these documents were filed electronically

- The staff issued a total 275 certified copies of vital records. Eight burial permits and 24 cremation permits were issued.
- Staff catalogued five Notary Public commissions and six Trade Name certificates.
- The office issued five (5) passes to the landfill station.
- Swore in one Police Officer on January 13, 2023.

DATA SUMMARY – JANUARY 2023				
	January-22	January-23	FY21/22 to Date	FY22/23 to Date
Land Record Documents	441	302	5,606	2683
Dog Licenses Sold	19	25	2,140	808
Game Licenses Sold	14	60	208	130
Vital Statistics				
Marriages	4	4	216	123
Death Certificates	49	33	422	235
Birth Certificates	20	11	266	176
Total General Fund Revenue	\$ 53,320.75	\$ 34,296.75	\$ 983,283.49	\$ 467,340.23
Town Document Preservation	\$ 1,409.00	\$ 951.00	19,715.00	\$ 8,921.00
State Document Preservation	\$ 2,192.00	\$ 2,032.00	28,968.00	\$ 17,528.00
State Treasurer (\$36 fee)	\$ 9,756.00	\$ 9,108.00	128,772.00	\$ 72,684.00
State Treasurer (\$127 fee)	\$ 8,128.00	\$ 2,540.00	97,790.00	\$ 29,083.00
State Treasurer (\$110 fee)	\$ 6,490.00	\$ 2,090.00	96,580.00	\$ 27,720.00
LoCIP	\$ 813.00	\$ 759.00	10,731.00	\$ 6,057.00
State Game Licenses	\$ 220.00	\$ 227.00	2,068.00	\$ 883.00
State Dog Licenses	\$ 166.00	\$ 223.00	12,770.00	\$ 5,536.50
Dog Licenses Surcharge	\$ 42.00	\$ 66.00	4,936.00	\$ 1,980.00
Marriage Surcharge	\$ 34.00	\$ 306.00	3,638.00	\$ 1,904.00
Grand Total	\$ 82,570.75	\$ 52,598.75	\$ 1,389,251.49	\$ 639,636.73

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

- Completion of 77 formal requests for service
- Continued work on the computer implementation, deploying computers to the Town Manager, Building Department, Finance, Parks and Recreation, and Senior and Disabled Center
- Created and deployed virtual machines for the Fire Department to create National Fire Incident Reports using the new RedNMX software
- Created Mobile Data Terminal for Fire Department to test new RedNMX mobile and integration with Police Department Computer Aided Dispatch
- Created and deployed three additional Mobile Data Terminals for Police Department
- Setup remote conference camera solution for a meeting at Senior and Disabled Center
- Engineered and recommended a remote conference solution for Senior and Disabled Center
- Worked with Financial Management vendor to update signature for new procurement director
- Resolved support issue for email archive

- Worked to update and decommission network security and monitoring equipment
- Automated software installations for Building, Senior Center, Library, and Registrar of Voters
- Continued update and review of the Verizon cellular account
- Adjusted, tested, and deployed security policies to set default PDF application while maintaining user's ability to customize default applications
- Created security firewall protections to block malicious traffic based on IP reputation and location based on investigation of brute force attempts of nefarious actors
- Continued work on updating GIS Parcel Data
- 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
- Continued site surveys for the upcoming 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 January 11th, the Town Plan and Zoning Commission approved the following application:

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

At the meeting held on January 11th, the Town Plan and Zoning Commission approved the following applications with conditions:

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 Parotta

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.

Scheduled for February 8, 2023 Meeting:

Petition 54-22: Site Plan Modification at 249 Day Street for the expansion of a parking lot and increased number of Eversource vehicles stored onsite. Applicant: Mirabelli Automotive, LLC, Contact: Robert F. Ludgin, Owner: 249 Day Street, LLC

Petition 01-23: Special Permit (Sec. 3.15.6) For a Place of Physical Activity at 28 Fenn Road, Applicant & Contact: Joseph Bermudez, Owner: Robert Goldfeder

Conservation Commission –

Applications Approved with Conditions:

At the meeting held on January 17th, the Commission approved the following with conditions:

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.

The duly authorized agent of the Newington Conservation Commission approved the following application with conditions:

Application 2023-01-AA: To pave an existing access road within the Upland Review Area (URA) used to access MDC infrastructure in the rear of 109 Brookside Road, Applicant: Metropolitan District Commission (MDC), Owner: Connecticut Light & Power (CL&P), Contact: Lindsay Strole.

Zoning Board of Appeals – No meeting was held due to no applications being filed

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 January 2023

Town Planner/ Zoning Officer Activities:

- Issued 10 Zoning Permits for various projects in town
- Issued 1 Certificate of Zoning Compliance
- Performed 1 C/O inspection
- Received 42 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations and/or blight
- Inspected 40 properties for Blight and/or Zoning Complaints and sent 2 “Notice of Blight Violation” letters. The majority of these were re-inspections. 17 properties were removed from the blight list after inspections. Currently 24 properties remain on the list.
- Removed 31 illegal signs from the Town R/W
- Made the annual blight report to the Town Council at the January 10, 2023 meeting
- 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.

2929 Berlin Turnpike
23 Brooks Edge Drive
115 Kimberley Road
86 Maple Hill Avenue
57 Harding Avenue
60 Kitts Lane
15 Quincy Lane
16 Quincy Lane
21 Thomas Street
365 Willard Avenue

FACILITIES

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of January. In addition to routine preventative maintenance work, the team responded to 46 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

- Replaced broken light in soffit by Community Center
- Put out new hand sanitizer dispensers (eliminated some locations, moved others)
- Added padlock hasp to freezer in Human Services
- Under Slab Drainage investigation, Downes. Multiple meetings for investigation into water drainage system underneath the basement slab. Testing results received for substance blocking drainage lines. Substance is mortar/concrete mix according to test results. Waiting for response for Downes and contractors that could be affected.
- Replaced ripped shower curtain in the Men's locker room
- Moved file cabinets in multiple offices
- Helped to clean out Jeff Baron's office; moved files to dead storage in basement.
- Multiple key fob requests
- Life Safety preventative inspection/Fire Alarm, sprinkler and backflow valves
- Moved John Kubachka's office to Jeff Baron's old spot
- Responded to and cleaned up toilet in Women's bathroom by Tax Office
- Repaired toilet paper dispenser in Men's locker room
- Added freon to two mini splits, Assessors' data closet, data closet in NCTV. Investigated leaks, found RTU line sets were improperly installed, missing flashing tape around insulation of lines. Insulation therefore getting wet, causing a chemical reaction that is eating away at the lines. Ferguson came out and redid line sets with proper insulation.
- Went live town wide with service requests through AkitaBox, the town's new asset management software
- Fixed clogged sink in Human Services
 - Replaced stained ceiling tile in Transition Academy
 - Tax Office heat issues; educated office staff on how to operate thermostat
 - Lowered temp in gym on Saturdays for youth basketball

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%; *continued investigation* – called and have appointments with one roofing company, a glass company, and a flashing/caulking company.
- Contractor continued repairs for major leak; sink cabinet replaced in children's area. Finished all work except the magazine room. Plaster sub to schedule the work remaining sometime in February
- Assisted with furniture moving in multiple locations of library for repair work
- Reprogramming completion of HVAC system thru the BMS system which will turn the fan in the reference office off when not calling for heat. Staff complaining the fan made the room cold.
- Increase cleaning efforts in break room due to reports of ants
- Fixed a soap dispenser in bathroom
- Fixed paper towel dispenser in bathroom
- Overheating issue of the Children's Department; adjusted BMS settings
- Life Safety inspection of fire alarm

Highway Garage:

- Re-pipe water heater
- Descaling water heaters, drain flush
- Changed two flush valves on urinals to auto flush valves
- Replaced three HVAC registers in break room
- Replaced damaged ceiling tiles
- Fixed/replaced light fixture in Mechanical Room
- Life Safety inspection of fire alarm, sprinklers, and backflow valves
- Installed new cabinetry hardware in office/entry
- Mechanics bay for police report no heat twice this month, adjusted first time; second reported issue was fixed by replacing the thermostat
- Applied for migratory bird depredation permit (salt shed ravens)
- Air compressor serviced; new parts, new filters installed

Fire Stations:

- Station #2 - Added site flood light on side of building
- Station #2 - Changed 14 soffit light bulbs and cleaned lenses
- Fire Company #1 Headquarters - Roof assessment. Helped to facilitate manufacturer warranty; (ongoing) GAF site inspection completed; waiting on GAF management review of file
 - Offer made by GAF for warranty claim is not sufficient working with two contractors to rebut GAF offer
 - Meetings with contractors and fire company staff on site to evaluate GAF's offer
GAF Master Elite contractor and I have increased the offer to account for the right amount of shingles necessary for the roof. However, now the labor portion of the claim is short. Continuing to work with contractor to get GAF to cover this properly. Should be okay for mid to late spring job.
- 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 *update: still waiting for Eversource.*
- Fire Museum – Abatement and boiler replacement planning

Grounds Maintenance:

- Life Safety inspections for fire alarm and backflow valves
- OSHA Inspection Violations:
 - Labeled every breaker of every electrical panel
 - Moved/Replaced eight double gang outlets
 - Fixed faulty wiring for outlet
 - Fixed grounding issue for equipment
 - Eliminated/minimized extension cord usage by adding a few outlets
 - Direct wired heater/new pig tail in blade grinding area.
- Replaced four sconce lights in chapel
- Replaced emergency light in the chapel
- Met contractor to obtain pricing for refresh of interior of chapel and chapel office. Drywall repairs, caulking, and wood putty needed followed by painting all of interior
- Meetings with contractors on expanding overhead door to fit new piece of equipment
- Meetings with contractor to replace two fire doors
- Met with contractor to obtain pricing for roofing of main storage garage
- Meetings with contractors for siding and trim repairs for exterior of main garage with painting

Historical Properties:

- Kellogg-Eddy roof project started
 - Multiple meetings with contractor and architect
 - Mock up completed on the outhouse and approved
 - Stripping and re-roofing of garage started
- Animal intrusion (squirrel) in attic; trap set and captured intruder

Senior & Disabled Center:

- Life Safety inspection of fire alarm and sprinklers
- Changed old emergency light to new; patched drywall and painted
- Helped office staff open their safe twice
- Fixed partition door in Women's room
- Investigated report of foul smell in card room
- Replaced outlet in wood shop
- Hot water heater replacement
- 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
 - Update selected option #2 – had Verogy price option #2 both as upfront costs to the town and back end by increasing the ppa for this location. Chose to increase the ppa.

Police Department:

- Descaling of two hot water heaters – drained and flushed
- Changed relay switch in exhaust fan for boiler #1

- Multiple paper delivery requests
- Fixed locker #8 in the Women's locker room reported not working
- Life Safety inspection of fire alarm, sprinkler system, and back flow valves
- Cleaned up mess in toilet in cell #2
- Multiple meetings on Data Room remodel project
- Received new collars for the flag poles out in front of Police Department; installation to follow completion of the concrete work to be done to sidewalk

Indian Hill Country Club

- Leak in ballroom investigation, found area of water intrusion on roof; update: removed siding, checked flashing, caulked, added ice and water shield, put siding back up

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; helped 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 Department
- 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
- 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.
- Generator and 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

ADMINISTRATIVE SERVICES

In addition to general day-to-day tasks, oversight of administrative tasks, claims processing, etc., the following is a snapshot of other work performed:

- Moved department files from the Facilities area to the Town Manager's Office
- Created new policy for Purchase Order processing
- Started meetings with all Department heads to streamline tasks going forward
- Started process of re-starting the Employee Safety Committee
- Represented the Town/Department at the CIRMA Annual Meeting
- Filed OSHA 300 Reports for all Town Departments
- Filed Bureau of Labor Statistics Injury Reporting Forms for all Town Departments
- Assisted in the revisions to the Town's employee COVID policy
- Met with Broker to review Town insurance coverages, renewal forecasts, and process of putting portfolio out to bid
- Met with Chair of the Standing Insurance Committee to review process for committee moving forward
- Met with Owner's Representative agent, Eileen Eagle, to revamp procedures for the Anna Reynold's Elementary School