



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: April 17, 2023  
Re: Monthly Report – February 2023

---

#### **GENERAL ADMINISTRATION**

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Acting Town Planner Erik Hinckley and Town Planner Paul Dickson schedule and lead this meeting. We focus on our pipeline and current projects. We met continuously throughout the month, and on February 24<sup>th</sup> had a call regarding 690 Cedar Street.

On February 1<sup>st</sup>, I had a Zoom meeting with Justene Geronimo and John Kubachka regarding the charging stations and the EVConnect app.

A Special Meeting of the Town Council was held on February 6<sup>th</sup>. The meeting was held due to the Town Council vacancy left by Sharon Braverman's resignation. Carol Anest was appointed for the vacant Town Council seat. Carol Anest was sworn in as Newington's Town Councilor on February 8<sup>th</sup> as a result of Sharon Braverman's resignation.

On February 7<sup>th</sup>, I met with Debra Labbe, the Activity Director of Cedar Mountain Commons (3 John H. Stewart Drive) to see if a meet and greet could be arranged with a short informational program with time for questions and answers with residents of the community.

I had a virtual meeting with Nikki Carroll of CGI Digital on February 8<sup>th</sup> to become educated on the official NLC Street Banner Program. CGI Digital programs provide communities, organizations and businesses with marketing tools and services needed to compete in today's digital landscape (video production). They are partnering with the National League of Cities (NLC) on the Street Banner Program. NLC is an organization comprised of city, town and village leaders that are focused on improving the quality of life for their current and future constituents. NLC advocates by influencing federal policy, strengthening local leadership and driving innovative solutions.

I reviewed the Great Blue survey on February 9<sup>th</sup>. The Community Survey will be sent out in March, hoping to get results back in April. The goal of the survey is to get a better understanding of the needs of the community. We also had a follow up meeting with Pat Flynn of Great Blue Research on February 27<sup>th</sup>. We discussed the latest draft, press release, town resident list (physical addresses and emails), other town communications about the survey, and the project timeline. Report to be delivered to Newington team on May 4<sup>th</sup>.

A regular Town Council meeting was held on February 14<sup>th</sup>. Old business included a discussion regarding the Roadway Dedication for the “Newington Veteran Firefighters’ Association Memorial Roadway”. New business discussions included Proposed Ordinances for Tax Exemptions, Proposed Amendment to Commission on Aging Membership, and Recreation Trails Grant Application 2023.

On February 15<sup>th</sup>, there was a Wage Reopener meeting for effective rates on July 1, 2023 under the AFSCME Collective Bargaining Agreement Section 8.0.E. The Town Management team met with the negotiating AFSCME leadership.

I met with Erik Hinckley on February 21<sup>st</sup> and February 24<sup>th</sup> regarding Blight conditions at 56 Wakeley Road and 178 East Robbins Avenue.

On February 23<sup>rd</sup>, we held a CRCOG (Capitol Region Council of Government) introductory meeting here at 200 Garfield Street with Matt Hart, Executive Director. Matt is an accomplished manager and leader with broad experience in local government. He values open government, innovation and teamwork, and has a passion for leadership and public service. CRCOG is a voluntary Council of Governments formed to initiate and implement regional programs and initiatives to benefit the member towns and the Region.

On February 23<sup>rd</sup>, I met with Gail Bourden and Maureen Thalen of the Fennwyck Estates Homeowners’ Association. The Association inquired as to whether or not the Town of Newington would be interested in taking care of their sidewalks in the future.

On February 23<sup>rd</sup>, we had a kickoff meeting with Motorola Solutions for the public service radio project.

A regular Town Council meeting was held on February 28<sup>th</sup>. Old business included a discussion regarding Proposed Ordinances for Tax Exemptions, Ordinance Amendment to Commission on Aging and Disabled, Recreation Trails Grant Application 2023, Job Descriptions (Carpenter and Electrician), and Acting Town Manager Appointment and Employment Agreement. New business included the AMR Agreement Extension, Groundskeeper II and Groundskeeper III Job Descriptions, and a discussion on a zero increase Budget Planning.

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.

## Overtime

Paid overtime during the month of February 2023 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	39.7	\$ 2,576.66
Weekend Standby and Call-In	16.0	\$ 936.96
Road Maintenance	1.0	\$ 50.06
Landfill – Grinding	1.5	\$ 75.09
Snow	318.5	\$ 17,034.92
<b>Totals</b>	<b>376.7</b>	<b>\$ 20,673.69</b>

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	213.0	\$ 10,141.00
<b>Totals</b>	<b>213.0</b>	<b>\$ 10,141.00</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	\$ 657.47	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	655,742.64	679,403.00	698,415.70
Investigation	91,467.00	24,436.04	90,645.00	30,815.01
Traffic	5,006.00	3,163.48	4,908.00	4,109.62
Communication	183,778.00	108,074.22	173,748.00	111,380.72
Education/Training	142,800.00	80,993.00	143,085.00	91,842.69
Support Services	57,595.00	(8,732.44)	60,413.00	(4,262.56)
Animal Control	2,521.00	2,036.53	1,511.00	0.00
<b>Total</b>	<b>\$ 1,202,495.00</b>	<b>\$866,370.94</b>	<b>\$ 1,161,888.00</b>	<b>\$ 932,301.18</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,834.00	\$ 18,456.38	\$ 29,217.00	\$ 17,138.27
Snow and Ice Control	133,578.00	29,356.49	130,000.00	99,024.44
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	19,950.39	34,145.00	17,943.02
Leaf Collection	35,972.00	31,459.41	35,267.00	34,902.41
<b>Total</b>	<b>\$ 233,870.00</b>	<b>\$ 99,222.67</b>	<b>\$ 228,629.00</b>	<b>\$ 169,008.14</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 105,001.00	\$ 73,319.82	\$ 88,357.00	\$ 99,420.65
Cemeteries	17,109.00	2,617.38	17,109.00	1,946.10
<b>Total</b>	<b>\$ 122,110.00</b>	<b>\$ 75,937.20</b>	<b>\$ 105,466.00</b>	<b>\$ 101,366.75</b>

### **PERSONNEL**

- The vacant Equipment Mechanic II position was posted internally to the union on February 15<sup>th</sup>, with a closing date of February 23<sup>rd</sup>. The Town did not receive any internal bids.
- The vacant Network Administrator/Project Leader (A-6) position remains posted and will accept applications until the position is filled.
- The vacant Town Engineer (A-12) position remains posted, and 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 Groundskeeper Foreperson written examination took place on February 1<sup>st</sup>, with an interview scheduled on February 3<sup>rd</sup>. The position was offered to Stephen Tofeldt, who was a Groundskeeper IV.
- No retirements for the month of February.

### **RISK MANAGEMENT**

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

The seventh 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 January 2023 were \$628,781. 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 January, 2023**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	1,501,220	5,414,710	6,915,930
Actual Claims	729,539	4,539,450	5,268,989

**FINANCE**

**Accounting and Administration**

- Deputy Finance Director Lisa Rydecki and Finance Director Janet Murphy worked on finalizing the budget books for Council. The final drafts were sent to copy on February 28<sup>th</sup>, and Council received their books on March 3<sup>rd</sup>.
- Work continued in the compilation of information for the Town Manager's budget submission letter and for the Budget Public Hearing in March.
- Finance Director Janet Murphy worked with the Town Manager's office to complete the setup of a drop plan with Mission Square with the Police Department. This plan will be in place starting March 1<sup>st</sup>.
- Meetings were held for regarding the EOC grant project and Highway Garage connectivity camera project.
- Accounts were set up with EV Connect to collect fees for the use of the EV station in the Town Market.
- Our office continues to support all other grants that have been approved or are being submitted.
- Planning and Preparing for GASB-96 continue with the IT Department. All documents must be collected so we can provide them to our vendor DebtBook for review and classification.

The Town did not receive any grants 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)

2/28/2023

	<u>Interest Earnings</u>		
	<u>Budget FY2022-23</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$883,316	\$59,712,562
Special Revenue Funds	48,000	13,616	711,640
Capital Projects Funds		23,330	1,121,211
Internal Service Fund	5,000	141,066	7,095,488
Trust and Agency Funds		17,854	1,519,386
<b>Total, Estimated by Fund</b>			<b>\$70,160,287</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

2/28/2023

	<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	4.60	4.50	171,294	170,377	49,603,321
Bank North	2.07	2.04	892	970	568,074
TDBank (new)	2.51	2.39	22,177	23,274	11,655,582

Farmington Bank	.00	.00	0	0	0
Webster Bank	1.70	1.70	5,330	5,744	3,216,578
Liberty Bank	3.00	3.00	11,605	11,992	5,116,732
<b>Total Outstanding Investments</b>					<b>\$70,160,287</b>

*Rates reflect average monthly yield, annualized*

### **Assessor**

- 2022 Grand List reports were submitted to management, which included the top 25 taxpayers.
- Real estate deeds were read and entered in the computer-assisted mass appraisal system through the end of February.
- Technical Assistant Eva Greczkowski is attending CCMA course 2A to further education and knowledge in the assessment field. She also attended a workshop on the Board of Assessment Appeal.
- Increase notices were mailed out for Real Estate and Personal Property; there were 349 notices for Real Estate and 546 for Personal Property. Time was spent by staff in February answering phone calls/emails in relation to personal property assessments.
- The Grand List was signed and completed as of January 31, 2023. Property owners can file a written appeal with the Board of Assessment Appeal (BAA) by February 17, 2023, to get an appointment with the BAA. The meeting is scheduled for March 16, 2023 from 3 to 6 p.m. There are 13 appellants, 11 for real estate and 2 for motor vehicles. (\*\*The BAA workshop was offered to our BAA members; all declined to attend.)
- Applications for the elderly tax relief and veteran benefits program, offered by the State of Connecticut and the Town of Newington, were mailed out. The filing period runs from February 1<sup>st</sup> through May 15, 2023 for the homeowners' program and February 1<sup>st</sup> through September 30, 2023 for the additional veterans' program.
- Draft ordinances for Local Option Elderly Tax Credit, Local Option Additional Veterans and Handicap Modified Vehicle have been working their way through the process with the Town Council.
- Eversource is storing vehicles at Day Street for the disaster recovery preparedness fleet; however, they had been registered to Berlin for the 2021 Supplemental List. We were finally able to get these trucks on our list, resulting in an additional \$150,000 in tax revenue.
- About 37 tax appeals were filed after the 2020 town wide revaluation; to date, 26 have been settled. One case was settled in January; no cases were settled in the month of February.

### **Revenue Collector**

- Collections for February on the 2021 Grand List amounted to \$4,092,218.21, and back tax collections were \$84,094.75 which included payments from several delinquent real estate accounts. Included in the back-tax amount is \$3,826.27 which was collected for suspended accounts.
- This year's total collections through February were 97.9% which is lower than the 98.4% collected in February 2022. Collections will continue to increase when Demand Notices are mailed in March. The Supplemental Motor Vehicle tax bills collections were very slow even after mailing delinquent statements in early February.
- February remained busy with telephone calls and taxpayers arriving at the Town Hall to pay their overdue motor vehicle taxes due to either needing to register their cars, or to purchase a new one. After the payments are processed with either their bank check or money order, a motor vehicle release is processed by staff the same day.
- Delinquent Notices for real estate were mailed to 602 taxpayers who forgot to pay their January installment. Notices were also sent to 140 businesses for unpaid taxes. Motor Vehicle and Supplemental Motor Vehicle bills were mailed to 3,777 delinquent taxpayers. The printing and mailing of all notices are done in-house by the staff.
- Taxpayers continue to call to have their motor vehicle accounts adjusted, or to dispute their tax bills.
- Taxpayers are calling daily to get copies of their tax information for the IRS or are just calling for the information. We are also assisting taxpayers as they call needing assistance to gain their tax information by using the website.

## **POLICE**

Patrol Calls for February are as follows:

Abandoned MV 0	Fire Task Force Activation 1	MV Evading 8
Administrative 1	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 67	Fire Trouble Alarm 0	MV Injury 12
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 72
Alarm Residential Burg Alarm 15	Fire Vehicle Fire 0	Neighbor 7
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 129
Animal Complaint 1	Fire Water Problem 3	Noise 13
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 1	Follow Up 31	Notification 0
Assault in Progress 0	Found Property 7	Open Door/Window 4
Assist Motorist 6	Gun 0	Other Archive 0
Assist Notification 0	Harassment 7	Parking Violation 48
Assist Other Agency 30	Hazard 29	PD Assist Fire Dept 40
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 1	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 12
Breach of Peace/Disorderly 7	Illegal Dumping 1	Prisoner Care 9
Burglar Alarm 0	Impersonating Police 0	Private Duty 0
Burglary 4	Indecent Exposure 0	Property Found 4
Car Seat 1	Intoxicated 4	Property Lost 1
Check Welfare 36	Juvenile Complaint 11	Prostitution 0
Check Welfare 911 31	K9 Assist 0	Recovered Stolen MV 0
Check Welfare Other 10	Kidnapping 0	Rescue Call 0
Clear Lot 0	Landlord/Tenant Dispute 2	Residential Lockout 0
Construction 0	Larceny 60	Risk Protection Order 9
Court Detail 14	Larceny from MV 13	Robbery 2
Criminal Mischief 10	Lift Assist Only 4	Roll Call 3
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 13	Local Traffic Authority 1	Serve Warrant 31
Dog Complaint 18	Location Check 506	Sexual Assault 2
Domestic 29	Location General 0	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 95
Drug 6	Lockout Building 1	State Pistol Permit – Tempo 0
DUI 5	Lockout MV 0	Stolen MV 7
EDP 17	Lost Property 1	Sudden Death 1
Escort/Transport 4	LTA 0	Suicide 0
Escort/Funeral 5	Meal 0	Suicide Attempt 2
Escort Other 0	Medical Alarm 13	Suspicious MV Unoccupied 15
Escort Retrieval 0	Medical Cardiac 2	Suspicious Report 129
Escort Tax 0	Medical Complaint 222	Test 0
Fingerprint 2	Medical Diabetic 0	Threatening 5
Fire Alarm Commercial Bldg 10	Medical Fall 8	Tobacco 0
Fire Alarm Residential 1	Medical Mutual 0	Tow 14

Fire CO Detector no sympt 2	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Stop 304
Fire Extrication 0	Medical Stand By 3	Traffic Stop Attempt 7
Fire Hazmat 2	Medical Trauma 1	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 6	Training 0
Fire Other 5	Missing 1	Trespass 13
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 20	Water problem 0
Fire Stand By 0	MV Complaint 31	
Fire Structure Fire 0	MV Fire 0	

**Total: 2,348**

- In February, the Detective Division Report:
  - Handled 51 investigations, 51 remain ongoing
  - Served 29 warrants: 26 by Patrol officers, 3 by Detective Division
- In February, the Animal Control Officers had the following activity:
  - 22 Total Calls: 19 Dog, 1 Animal/Wildlife, 2 Specific Detail, 0 Follow-ups, 0 Dog Park
  - Police Assisted Calls – No ACO: 20
  - 0 Total Bites: 0 Dog vs. Dog (Cat) Bites, 0 Dog/Cat vs. Human, 0 Dog vs. MV
  - 2 Total Impounds: 1 Redeemed, 0 Sold as Pet/Adoption, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 1 CHS Dump
  - 46 Incoming Phone Calls
  - 28 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 postponed due to death in family. No new date.
- In February, the Patrol Division Report:
  - On 2/2/23, Newington Police Department was contacted by Hamden Police Department requesting assistance in investigating a stolen motor vehicle complaint they received. Apparently, a military recruiter was at the Hamden High School meeting with a recruit when his government issued vehicle was stolen from the parking lot. The victim reported to Hamden PD that he watched the vehicle pull into his driveway on his Ring camera at 170 Robbins Avenue. The victim then observed the vehicle pull into the garage, and the garage door close behind him. Officers responded and set up a perimeter around the property. The suspect was apprehended by Officers as he attempted to flee from the rear of the garage. The suspect was arrested for burglary and larceny charges. It is presumed the suspect used the home feature on the vehicle's GPS unit in an attempt to burglarize the victim's residence.
  - On 2/8/23, Officers were called to assist a State Marshal with the eviction of three tenants from a residence on Buck Street. After the eviction was complete, the homeowner was clearing out abandoned property when she found three bags of a powder-like substance. Fearing the bags contained narcotics, she reported her findings to police. Officers seized the suspicious bags. The contents were tested and discovered to be a mixture of fentanyl and methamphetamine. The total weight of the three bags of narcotics was 117.5 grams or approximately ¼ of a pound. In an attempt to determine who exactly the narcotics belong to, the exterior of the bags were processed for forensic evidence to include DNA by the Detective Division. This investigation is ongoing while we await processing results.
  - On 2/9/23, Officers responded to the Mobil Gas Station located on Fenn Road for a report of a robbery that just occurred. Upon arrival, Officers found the victim unharmed. The victim reported three individuals entered the store and grabbed display cases of merchandise, threatened the use

of a taser, and then fled the scene in a Honda sedan. Through investigation, it was determined that the three suspects have committed similar crimes in Newington and Rocky Hill. One of the suspects was identified in those past investigations, and he has arrest warrants on file. An arrest warrant was completed for robbery and larceny charges which is pending judicial review at the New Britain Superior Court.

- On 2/12/23, Officers responded to the Little Cakes restaurant located on Main Street for a report of a burglary. Responding Officers were met by the owner who reported someone stole a cash register from the business overnight. Upon inspection of the exterior of the business, evidence of forced entry couldn't be located. It was determined that the door could have been left unsecured. The case officer is following up with neighboring businesses in attempts to locate surveillance video that may produce a suspect.
  - On 2/24/23, Officers responded to an undisclosed motel in Newington for a report of a domestic violence incident. Upon arrival, Officers located a distraught female who stated she was alone and arguing with someone over the phone. Witness accounts differed from the female's account so a search of the room was conducted. During this search, a male suspect was located hiding in the bathroom. The male's presence with the female was a violation of a protective order and the male was taken into custody. It was determined that the male was the subject of ten (10) PRAWN warrants (Failure to appear in court arrest warrants) for missing court on 10 different arrests throughout the state. He was processed for the original domestic violence arrest and detained on over one million dollars bond on the additional PRAWN arrests warrants.
- In February, 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 four 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. Currently, there are two dispatchers in the background process.
    - Officer DeSimone has been covering day shift dispatcher shifts to assist in coverage for the two vacant day shifts slots. Officer Walker has been covering shift for the vacant dayshift South Jumper District.
    - 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. Planning has begun to start the Citizen's Police Academy with an anticipated start date of April 24, 2023.
    - The Training Department has scheduled training for ERT and is completing a revolution involving Ballistic Shield, Shoot don't Shoot, and StarChase. I attended the Risk Protection Order Train the Trainer along with Lt. Perry and Officer Zielinski. Detective LaChance attended Geofence training.
    - Officer Walker continues to assist in Risk Protection Order applications. During the month of February, Officer Walker and Detective Feeney processed 13 RPO applications and subsequent warrant services.
    - A recently implemented collaboration with InterCommunity Health Care to provide Social Workers with office hours within the Newington Police Department has begun. The program has shown to be an initial success resulting in numerous positive outcomes.

- Property Report February 2023:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned		\$ 0
Counterfeited/Forged	1	\$ 0
Damaged/Destroyed	14	\$ 9,995
Vehicle Inventory	0	\$ 0
Stolen	131	\$ 160,344
Abandoned	0	\$ 0
Evidence	64	\$ 22



Found	7	\$ 64
Lost		\$
Seized	13	\$ 1
Recovered	20	\$ 61,851
Impounded		\$ 0
Informational	4	\$ 38
Towed	0	\$ 0
Total	<b>254</b>	<b>\$ 232,315</b>

- Police Department Overtime Report February 2023

OT January	\$133,123	2 pay periods (3 holidays)
OT February	\$ 73,009	2 pay periods (no holidays)
	\$ 60,114	decrease

- Due to manpower shortages in Patrol, the 308 District was unstaffed during the time 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. For two weeks during the time covered by this report, the South Jumper District on days has been unstaffed due to the recent resignation of an officer (some of the shifts have been filled by Administrative Personnel). Furthermore, 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 further reducing staffing in Patrol.
- Administrative overtime of \$0, the same as the previous month.
- Patrol overtime of \$52,321, a decrease of \$38,765 from the previous month. Overtime included 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), attempted service of arrest warrant, prisoner details at local hospitals, larcenies, DUI arrest/paperwork, Sergeant staying after shift to sign off on paperwork, stolen motor vehicle, suspicious report, motor vehicle accidents with injuries, an evading and a pedestrian involved, a motor vehicle accident with a drug arrest, obtaining search warrants in regard to a larceny, buccal swabs and a vehicle, a motor vehicle stop with a fleeing vehicle, coverage of shifts for an Officer on paid administrative leave who later resigned, coverage of a shift for an Officer injured while working, domestic disputes and coverage of shifts for two Officers and a Dispatcher who attended a union conference.
- Detective Division overtime of \$599, a decrease of \$2,485 from the previous month. Overtime included two after hour callouts of Detectives for crime scene processing of a trespassing and attempted stolen motor vehicle.
- Traffic Division overtime of \$400, an increase of \$133 from the previous month. Overtime included the Equipment Operator responding after hours to perform a traffic function for wires down on Knollwood Road and a traffic light malfunctioning at Church Street and Richard Street.
- Communications overtime of \$11,186, a decrease of \$9,855 from the previous month. Overtime included 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 \$7,506, a decrease of \$8,001 from the previous month. Overtime included the coverage of shifts for Officers attending the following training or classes: Police Officer Recertification, instruction in the Starchase System, a Peer Support Class and Emergency Response Team training. A Sergeant was also paid overtime for Draeger Intoxilyzer Instructor Training and Drone Training with the Fire Department.
- Support Services overtime of \$742, a decrease of \$1,395 from the previous month. Overtime included the filling of a shift for the School Resource Officer (SRO), who took a day off and an Officer who performed security at the library for a Community Meeting.

- Animal Control overtime of \$255, an increase of \$255 from the previous month. The Animal Control Officer participated in a dog adoption event at CT K-9 on overtime.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of February, 2023. 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>February</b>	<b>8 month total</b>
	<b>Fire</b>		
100	Fire, other	2	7
111	Building fire	3	13
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	1	9
114	Chimney or flue fire, confined to chimney	1	3
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	0	2
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	2	10
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	2
	<b>Total</b>	<b>9</b>	<b>62</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	0	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>0</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	1	9
322	Motor vehicle accident with injuries	0	2
324	Motor Vehicle Accident with no injuries	1	3

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>2</b>	<b>21</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, other	2	14
410	Combustible/flammable gas/liquid condition	0	3
411	Gasoline or other flammable liquid spill	2	3
412	Gas leak (natural gas or LPG)	1	12
413	Oil or other combustible liquid spill	0	3
420	Toxic condition, other	0	0
422	Chemical spill or leak	1	2
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	5
440	Electrical wiring/equipment problem, other	2	19
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	0
444	Power line down	3	21
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	1	3
463	Vehicle accident, general cleanup	1	15
	<b>Total</b>	<b>13</b>	<b>105</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	1	9
510	Person in distress, other	0	1
511	Lock-out	0	7
512	Ring or jewelry removal	0	1
520	Water problem, other	14	25
521	Water evacuation	0	0
522	Water or steam leak	5	20
531	Smoke or odor removal	1	14
540	Animal problem, other	0	1
542	Animal rescue	0	3
550	Public service assistance, other	1	1
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	2	19
	<b>Total</b>	<b>24</b>	<b>113</b>

<b>6</b>	<b>Good Intent Call</b>		
600	Good intent call, other	3	31
611	Dispatched & cancelled en route	1	7
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	7
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	7
	<b>Total</b>	<b>6</b>	<b>61</b>
<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, other	2	32
710	Malicious, mischievous false call, other	0	0
711	Municipal alarm system, malicious false	0	1
730	System malfunction, other	2	13
731	Sprinkler activation due to malfunction	0	5
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	1	14
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	2	14
736	CO detector activation due to malfunction	0	11
740	Unintentional transmission of alarm, other	4	20
741	Sprinkler activation, no fire	4	8
743	Smoke detector activation, no fire - unintentional	3	22
744	Detector activation, no fire - unintentional	0	4
745	Alarm system activation, no fire	3	27
746	Carbon monoxide detector activation, no CO	2	7
	<b>Total</b>	<b>23</b>	<b>179</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	0	1
911	Citizen complaint	0	0
	<b>Total</b>	<b>0</b>	<b>1</b>
	<b>Total Calls</b>	<b>77</b>	<b>548</b>

## **Fire Chief**

### *Fire Responses: 20 Incidents*

- Had discussions with Chief Regina/Captain Machado 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 Lapierre about grants and upcoming grants
- 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
- Communicated with Fire Marshal to discuss new development in town
- Attended Board of Fire Commissioners' meeting
- Worked with Department Inc. officers on fundraising activities and ideas
- Attended LEPC Zoom meeting
- Attended Executive Session of Board of Fire Commissioners
- Attended New Truck 2 Pierce Rep Training
- Facilitated Monthly Chiefs' meeting

## **February 2023 Training Report**

### **Progress History**

- The topic for the multi-company drill was focused on the preparation of our cold water/ice rescue drill in February.

### February 2023

- As the restrictions around in-person training began to recede, we changed how we would utilize our cold water/ice rescue suits. We borrowed additional suits from the Rocky Hill Fire Department and limited the use of our suits to one member per company, cleaning the suits prior to the second round of training. Lieutenant Carlone contacted the Tolland Dive Team and Emergency Services Unit of the State Police. They brought in their teams and equipment to review the capabilities they could bring to Newington. The Farmington Community Emergency Response Team was also contacted, and they brought their canteen truck to provide breakfast and coffee for our membership.
- Additionally, we invited the Newington Police Department to this event, and they brought in a drone to show our members the capabilities they can assist with at our incidents.

The New Officer Candidate Training program continues to grow, and the response from our attendees has been positive.

### **Plans**

Our Multi-Company drills will cover using the SCBA and our current requirements requiring ALL members to certify with SCBA. The ability to inspect, don, doff and understand the components and capabilities of our equipment is imperative for every firefighter. Our May drills will cover all aspects of ladders, their usage, components and inspection. 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**

<b>March</b>		
New Officer Candidate Training	Communications	3/15/2023
Multi-Company Day Drill	SCBA	3/19/2023
Multi-Company Drill	SCBA	3/20/2023
Multi-Company Drill	SCBA	3/27/2023

<b>April</b>		
Officer Training	Live Burn	4/11/2023
Multi-Company Day Drill	Live Burn	4/16/2023
Multi-Company Drill	Live Burn	4/17/2023
New Officer Candidate Training	Interviews	4/19/2023
Multi-Company Drill	Live Burn	4/24/2023

#### **Classes**

<b>Category</b>	<b>Classes</b>
DT04 – Driver Training	1
DT10 – Driver Recertification	1
IH15 – Company 5 Training	1
IH01 – Multi-Company Training	4
IH02 – Officer Training	1
IH10 – Department Drill	1
	<b>Hours</b>
	<b>510</b>

**Please note the increase in training hours from last month (297.25 hours). The Training Division is working hard to incorporate all required and core competency training as required.**

#### **FIRE MARSHAL**

##### **Code Enforcement Activity:**

<b>Type</b>	<b>Quantity</b>
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	44
Re-Inspection	10
Special Inspections – Food Trucks, etc.	0
Plan Reviews	18
Consultation – Underground Tanks, Property Check, Fire Drills	1
Blasting	0
Fire Investigations	2

##### **Special Projects/Events:**

- The Fire Marshal's Office currently has 61 open permits/projects
- Continuing work on Alpine/RedNMX implementation; this project is becoming tedious trying to get Alpine Software to deliver. Both AFM John Hofmann and DFM Bob Regina have spent a significant amount of time interacting with Alpine
- Moe's: 3145 Berlin Turnpike – FD has responded to this business 4 times this fiscal year. According to the town ordinance, any further "false alarms" should result in a fine being issued. Will be looking for clarification regarding the responsibility for this process.
- At the February Meeting, the Board approved the appointment of John Sokolowski to the position of Fire Inspector. Awaiting the completion of the background check but will be looking to get him started as soon as possible.
- Putting an emphasis on residential inspections based upon the highest life-safety hazard, and we have been identifying several issues (illegal dwelling units in basements, non-compliant/unsafe electrical installations)

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

- Several call-outs (2/4 & 2/5) due to extreme cold (C. Stegmaier)
- 2/20/2023: Courtyard by Marriott – Gas Explosion (Accidental)
- 2/20/2023: Oven Fire (Accidental)

## **HIGHWAY DEPARTMENT**

### **Administration:**

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Prepared Stewardship Permit for Town Transfer Station/Landfill
- Completed Tier II report for Highway garage
- Continued with all project planning and scheduling
- Met with Engineering Department to discuss various projects
- Met with Public Works group to discuss various issues
- Met with Facilities Department to discuss various projects
- Attended Department staff meetings
- Participated in Pavement Preservation Webinar
- Attended Solid Waste Management Advisory Committee Meeting

### **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, concentrating on areas for upcoming overlay program
- Crew completed roadside vegetation trimming and mowing
- Completed basin rebuild on Augusta Drive
- Crews completed the regrading of leaf loading area and vegetation disposal area at Transfer Station
- Cleared vegetation from the retention basin at Transfer Station
- Utilized tractor to clear flood control areas in Town
- Responded to two (2) after hour call ins
- Three (3) evictions scheduled for the month – one (1) requiring storage
- Responded to six (6) snow/ice events for salting for accumulation 8.1" of snow/ice

### **Fleet Maintenance:**

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Mechanics assisted Highway Department for snow/ice events as needed
- Police Mechanic completed upfitting of new administrative vehicle and started another
- Began Highway equipment/vehicle spring services
- Assisted Parks and Grounds staff in preparing their equipment for spring services
- Responded to four (4) after hour call ins

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

- Scheduled 114 residential bulk items for collection for the month
- Scheduled 31 condominium bulk items for collection for the month
- Scheduled 25 condo/residential scrap metal items for collection for the month
- 6,754 tons of cumulative Municipal Solid Waste were collected from July to February
- 1,531 tons of cumulative recyclables were collected from July to February
- 132 mattresses/box springs were recycled for the month
- No (0) televisions were collected for the month
- Issued 12 permanent landfill permits and 3 temporary permits for the month

## **TOWN ENGINEER**

### **Permits:**

- Reviewed 2 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 3 permits: 3 Excavation; 0 Driveways
- Reviewed 143 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 N. 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
- 2176-2180 Berlin Turnpike – Site plan review
- Maselli Road – Construction entrance review
- 75 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
- Research and provide engineering data to defend TON against lawsuits, as needed
- Parks: Mill Pond Park and Churchill Park - Dam Inspections
- Myra Cohen Way – Process address change requests

#### **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 Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street)
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$100K)
- Public Works: Eversource Rebate – EV charging stations (\$75K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase

#### **Town Project: Managed consultant projects:**

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

### **BUILDING DEPARTMENT**

- An application was submitted to construct a new home at 75 Peckham Farm Drive
- An application was submitted to construct a tenant fit-out at 39 Market Square
- An application was submitted to construct a tenant fit-out at 1170 Main Street
- An application was submitted to remodel Dunkin' Donuts at 2601 Berlin Turnpike
- A permit was issued to build a 6,970 square foot addition at 48 Commerce Court
- A permit was issued to construct a new home at 197 Meadow Street
- A permit was issued to construct a tenant fit-out at 22-44 Fenn Road
- A permit was issued to construct a retaining wall at 96-100 Pane Road for Residences at Newington

Certificate of Occupancy issued in February: Single residence at 48 Fairfield Avenue

These are the classes the inspectors took in February:

D. Jourdan: none  
 K. Kilkenny: February 21<sup>st</sup> IRC Changes – Chapters 5-7, Rocky Hill (2 hours)  
 February 24<sup>th</sup> IBEW, Wallingford - Electrical Continuing Education – (4 hours)  
 A. Hanke: February 21<sup>st</sup> IRC Changes – Chapters 5-7, Rocky Hill (2 hours)

Building Department activity for the month of February was as follows: The Inspectors completed a total of 160 Inspections. They were: Above Ceiling (3), Alarm (1), Chimney (1), Certificate of Occupancy (1), Electrical (7), Final (107), Footings (1), Foundations (2), Framing (3), Gas Line (5), Insulation (4), Mechanical (4), Plumbing (1), Roofing (1), Rough (17), Site Visit (2).

The total number of Building/Renovation Permits issued/applied for the month of February was **195** producing a total permit value of **\$6,752,466.00**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	33	1,880,892.00
DECKS	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	56	3,243,042.00
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	24	219,412.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	459,605.00
PLUMBING	29	169,850.00
POOL	3	103,000.00
ROOFING/SIDING	22	400,156.00
SIGN	1	7,500.00
SOLAR	25	269,009.00
TENT	0	0.00
OTHER	0	0.00
<b>TOTAL</b>	<b>195</b>	<b>6,752,466.00</b>

The total Building income fees received in the month of February were **\$76,671.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$510.00, Environmental \$180.00, Conservation \$.00, Copies, Books and Maps \$6.00, Zoning Board of Appeals \$260.00, Driveway/Excavation \$480.00, Engineering copies \$12.00. The other total income is \$1,448.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for February:	\$6,752,466.00	\$3,674,022.00
Fees for Permits issued for February:	\$76,671.00	\$42,194.00
Other income Fees for February:	\$1,448.00	\$8,404.00
Building Permits Issued for February:	195	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**

- Spring 2023 SCORE program registrations are continuing to come in, and we are still receiving phone calls with regard to program availability. We anticipate increased registrations & participation through the month of May.
- Summer 2023 Summer Youth Adventure schedule is being planned and confirmed.
- We interviewed a 25-hour intern from Manchester Community College that will concentrate his hours with our SCORE program this spring.
- We have been fine tuning the My Senior Center Database to meet database needs for all programs: Youth Program Registrations, DCF data reporting, Financial Casework Client notes, Clinical Client notes, Registration & Recording of Food Bank and Holiday gift programs, Volunteer Program - contact info & hours donated, and Financial Donations.
- Food Bank continued to meet the needs of many in the community. Most recipients are now shopping-selecting their own food items, some folks receive pre-packed distributions which are delivered or picked up. Numerous volunteers and all staff assist with the ongoing operation of the food bank which is coordinated by Coordinator Wassik.
- We have seen an increase in emergency requests for oil and utility assistance, along with complicated cases involving gaps in services, multiple agencies and coordination of services, assistance with Social Security Disability applications, and requests for assistance with securing affordable housing.
- We are still searching to replace our Clinical Coordinator as soon as possible. Previous Coordinator has continued to serve six (6) cases, and our part time Social Worker has fielded numerous clinical questions & situations.

### ***February 2023 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 & Family Counseling cases Clinical presentations	5 0	6 0	68 0	35 0
Youth & Family Service Hours	12	14	132	144
JRB cases: JRB hearings: JRB Service Hours:	10 2 28	12 2 32	30 7 150	5 1 9
Positive Youth Development	79	43	845	1,067
Community Service # of hours completed Challenge Course: Adult Youth (outside)	3 20 0 0	3 0 0 0	4 111 0 101	4 130 0 285
Information and Referral	No longer reported			

Social Casework Cases	96	84	562	634
Under 55 =	20	20	131	149
Under 55 disabled =	16	10	87	113
Over 55 =	60	54	344	369
Social Casework Service Hours	205.5	180	1,305.5	1,076
Under 55 =	No longer		265.25	232
Over 55 disabled and/or disabled	broken down by case type		864.75	848.75
Food Bank Household visits	119	142	1,243	1,064
# bags of groceries distributed	1,600	1,976	13,596	10,753
Mobile truck	105	220	1,536	1,509
Special Needs	3	10	86	63

### **SENIOR AND DISABLED CENTER**

- The Center continues to be open and has achieved or exceeded pre-pandemic participation levels for many activities. In addition to daily activities such as lunch, the fitness room, etc., members enjoyed numerous special programs such as a carnival Mardi Gras celebration, a Mediterranean-style cooking demo, a pickleball clinic, a discussion about achieving optimal health at any age, craft classes and a European history lecture, among many other programs. All were well-attended.
- Staff partnered with AARP to offer a safe driving course on February 15<sup>th</sup>. The event sold out.
- The AARP Tax Aide program began on February 2<sup>nd</sup>, with IRS-trained and certified volunteers available each Thursday by appointment to prepare tax returns free of charge. The volunteers prepare approximately 25 returns each Thursday for a total of 275 through April 15<sup>th</sup>.
- The volunteer-run Gift Shop and Coffee Shop continued to operate successfully in February. 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 currently holding 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.
- Preparations continued 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 program. The application is due March 1, 2023.
- Bus trip planning and sales continued through the month of February. The Committee is planning day trips, including a St. Patrick's Day luncheon at Aqua Turf on March 14<sup>th</sup> (sold out), a trip to Thomaston Playhouse on May 7<sup>th</sup> (sold out) and a lobster dinner at the Log Cabin in Holyoke, MA on July 19<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.
- The in-person congregate lunch program operates Monday through Friday. A crew of 4-5 volunteers serve 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 February, 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 February, the two Dial A Ride drivers (with subs as necessary) completed 425 trips for a total of 1,659 miles over 263 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. A pre-bid walkthrough was held on February 23<sup>rd</sup>.
  - Facilities staff repaired a faulty roof drain that caused a minor leak in front of the main office.
- 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 Disability held a special meeting on February 8 to receive updates about the Center's operation.
- The Director attended an Energy Assistance forum with State Reps at the Library on February 7<sup>th</sup>, participated in the Talk to the Mayor show on NCTV on February 13<sup>th</sup>, and participated in the Newington Town Council meeting for an agenda item related to the Commission on Aging and Disabled membership on February 14<sup>th</sup>.
- The Director participated in a joint meeting of CASC and the Age Well Collaborative on February 8<sup>th</sup> and an NCOA roundtable discussion on evidence-based programs on February 28<sup>th</sup>.

## **PARKS AND RECREATION**

### **Recreation Division:**

- The Spring 2023 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- The Creative Playtime Preschool Program hosted a family night and invited all students and their families on Friday, February 10, 2023. We had over 70 people join us for a pizza party and to meet other families within the program. Everyone had a great time, and we can't wait to host another family night!
- Registration for the Creative Playtime Preschool Program 2023-2024 school year began on February 1, 2023 for current preschool families, February 8<sup>th</sup> for new families living in Newington, and February 22<sup>nd</sup> for new, non-resident families. We already have 14 families registered for next school year!
- Over 60 swimmers successfully completed our winter offering of American Red Cross swim lessons.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training.
- Summer Camp RECreate camp counselor applications have been steadily received by the office and open positions have begun to fill. There are currently 10 camp counselor positions available, and over 25 applications have been received.
- The Department has booked all 31 concerts for the Edythe and Harry Mandell 2023 Summer Concert Series.
- Tropical Smoothie Café has signed a Letter of Agreement to sponsor the Beechwood Park Grand Opening on Saturday, April 15, 2023. They will be providing food and drinks for the first 100 participants to register for the event.
- The search for more arts & crafts vendors for the Life. Be in it. Extravaganza continues as we are beginning to receive applications. We currently have 22 arts & crafts vendors registered for the event.
- Planning for summer programs is underway.

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

- Extensive clean-up and pruning in Church Street Cemetery.

- Forestry attachment for Bobcat used at embankment between Alumni Road and JV football field, behind Alumni baseball field and along the path connecting NHS to outer fields.
- Yard clean-up at Parks & Grounds facility completed with three dumpster loads being removed.
- Thanks to unseasonably warm weather, Parks & Grounds was able to perform significant tree work and stump grinding in February.
- Parks and Grounds staff participated in online Target Solutions training.
- New Parks backhoe was delivered, and several staff spent time training behind shop.
- It was a productive month of maintenance in West Meadow Cemetery, as warm weather allowed for mulching newly expanded grave space in Section F, old/dead arborvitae were removed from Section D and routine maintenance (filling graves) continued without interruption.
- Parks and Grounds staff installed new benches, shelves, desk and painted the crew office at Mill Pond Pool building.
- Staff members who possess the CT Supervisor Pesticide Applicators' license attended the annual Connecticut Grounds Keepers Association (CGKA) conference and trade show and obtained continuing education credits.
- Though it falls under the scope of Facilities work, West Meadow Cemetery chapel and office received a fresh coat of paint, and solar panels are in the process of being installed on the Parks garage.
- The first snow storm of 2023 was on February 27<sup>th</sup> and 28<sup>th</sup>, requiring an 18-hour shift.

Cemeteries: single 2, double 3, ash 1, sales 6

Overtime: 213 hours, \$10,141

#### **Tree Warden:**

- Picked up branches in parks
- Removed failing trees on Robbins Avenue
- Pruned fence line at NHS
- Pruned fence line at Church Street Cemetery
- Removed failing trees from islands at NHS
- Removed hazardous tree on Avery Road - B&M Tree
- Removed hazardous tree on Garvan Street - B&M Tree
- Pruned fence lines at Martin Kellogg
- Removed failing tree on Eleanor Street
- Ground and filled stumps at various locations throughout month

#### **LIBRARY**

- The library received new computers for staff this month. Staff is very excited to have new, faster computers with larger monitors that will help make some of the work being done easier and more efficient. Assistant Director Karen Benner and Digital Services Librarian Michelle Patnode have done a great job working with the Town IT staff and library staff to make this project go smoothly. The Town IT staff also did a great job getting this done so quickly, many times working off hours to make it happen.
- Library Director Lisa Masten, Business Manager Karolyn McLain and Library Trustee LeeAnn Manke met with the Town Manager and Director of Finance to discuss the library's proposed 2023-2024 budget.
- The Library Board of Trustees is busy planning for its annual fundraiser, the Newington Library 5K Challenge Road Race that will be held on Sunday, May 21, 2023. This will be the 26<sup>th</sup> year of the race. Saputo USA will be the main sponsor of the race this year. In addition, M & T Bank and Tilcon CT will be the other two main sponsors. Thankfully, many of last year's Gold, Silver and CHEERS sponsors will be back. The proceeds from this race are used by the Library Board to make improvements to the building, furnishings and insure the future of the library.
- The Library Board is also working with Leslie Burger from Library Development Solutions and Andrew Berman from Andrew Berman Architect to update the library's feasibility study, complete a building plan and develop a conceptual design of a reimagined library for a future expansion.
- The Friends of the Library are working hard to prepare for its spring book sale that will be held on April 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> at the Newington Senior & Disabled Center. Donations are coming in and are sorted

and boxed almost daily by the many dedicated volunteers. They will be holding two Donation Days in March to collect additional books for the book sale.

- The kids and teen winter reading programs “Reading is a Treat” kicked off on Friday February 3<sup>rd</sup> with an afterhours program. Kids played a life-size Candyland game that was set up throughout the first floor of the library. They could also stop at the different craft stations to create a fun gift and snack on cotton candy at the Cotton Candy machine. Teens were offered their own crafts, cotton candy and registration area. The adult winter reading program that had kicked off on January 24<sup>th</sup> was going strong. By the end of the month, 402 adults were participating.
- Bestselling children’s author and illustrator Dan Santat visited all third and fourth graders in Newington on February 10<sup>th</sup> as part of the Annual John and Adella Sliva Young People’s Literary Series. He wowed and entertained the students, teachers and other adults talking about his books, including his Caldecott Medal winner *The Adventures of Beekle: An Unimaginary Friend* and his upcoming graphic novel *After the Fall*, a Connecticut Nutmeg Award nominee. Mr. Santat also spoke about his illustrated works with authors such as Mo Willems, Dave Pilkey and Aaron Reynolds. This author event was made possible by an endowment by the daughters of John and Adella Sliva in memory of their parents. Joan Briggaman, one of the daughters, also donated additional funds to purchase books by Dan Santat to be given to the third and fourth grade teachers to have in their classrooms.
- The Children’s Department staff offered 36 programs to 2,138 children and their caregivers. Staff continued with school visits from Ruth Chaffee students. 126 students were given a tour of the department, shown the many resources the library has to offer and given a short, fun, entertaining program. Pre-recorded Winter Book talks were distributed to Grades 1-2, Grades 3-4 and Take Your Child to the Library Day was very well attended with 110 children stopping by the visit the library and participate in one of the many activities offered that day. Kids made Valentines at an all-ages program where everyone made Valentine’s Day themed slime. Several Storytime Yoga programs with Heather from Nourished Mind Wellness was held for kids 5 to 10 and for kids ages 18 months to 5 years old with a caregiver. Highlights of other programs included Cookbook Club for kids in grades 3-5 who made stained glass windows using chocolate and marshmallows, Block Party, a free play session with Keva planks and Legos and the weekly Storytimes for Ones, Twos, 3-5’s and Family Storytime as well as Play For All, a weekly program for children with special needs. Staff outreach to daycares and preschools completed the month.
- Teens were offered 6 programs during the month. 64 teens participated. Programs included a Teen Life Skills Series program sponsored by Human Services consisting of 3 programs which brought teens together to discuss feelings of anxiety or stress while providing different activities (coloring, drawing and color boards), a teen cookbook club where teens made mug cakes and a very lively, well attended NHS Book Club where teens discussed *Inheritance* by Jennifer Lynn Barnes.
- Adults as always were given a fun variety of programs to choose from during the month of February. 15 programs were attended by 216 adults. The *Movies @ the Library* program featured the film *Till*. *Page Turners*, an evening book discussion group met to talk about *The English Teacher* by Lily King and the daytime *Brown Bag It with a Book Discussion* discussed the book *The Seven Husbands of Evelyn Hugo* by Taylor Jenkins Reid. Highlights of other programs included It’s Easy Being Queen If You Know Your Worth, an interactive workshop with author Kim Larkin, *Beaded Bracelet Making Class* and *Stretch Your Mind and Body*, an evening of creative fun and relaxation with artist Shannon Sorenson and athletic trainer Jennifer Tirillo. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the spice Cream of Tartar.
- Total circulation was 21,063. Circulation of digital materials was 3,134. Total number of people that entered the building was 9,799. 46 curbside service transactions were processed. Staff processed and pulled 2,083 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 228 times. Volunteers and staff delivered 105 items to our homebound patrons. Staff offered tech help 161 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, Newington Chamber of Commerce members Cailin McBee and Tiffany Ham facilitated two Social Media programs for the public, *Learn to Create Videos for Social Media from your iPhone and Android* and *Learn to Edit Videos from you iPhone and Android For Social Media*. Both were very well attended. Assistant Director Karen Benner and Digital Services Librarian Michelle Patnode worked with staff to address any questions or issues with the new computers. A new online



database was added were Newington patrons titled A to Z World, Travel, that offers information about countries throughout the world as well current travel information.

- In personnel news, we have begun DEI & B and effective communication training for staff with Yvonne Alston from Indelible Impressions. The purpose of this training will be to promote a library culture with staff and our patrons that promotes diversity and inclusion for all who walk through our doors.
- In facilities news, a pipe in the men's bathroom in the first floor froze and then burst on February 18, the weekend that the temperatures outside were so cold. Library Director Lisa Masten was working that day and worked with the Town Facilities department to try to thaw the pipes all day in hopes that there would be no leaks or cracks. Luckily, she was shown the shut off valve that morning and was able to shut the water off quickly when the pipe in the ceiling burst. Thankfully, the pipe that burst was in the men's room not located over books or computers. There was very little damage other than a few ceiling tiles. Facilities was able to fix the pipe and clean up the mess.

## **TOWN CLERK**

- There were 51 transfers during February for a total of \$6,942,900.00 in sales. State conveyance tax was \$52,071.75; Town conveyance tax collected was \$17,357.25. There were eight residential sales over \$300,000.
- There were 320 documents filed on the land records during the month: 84 mortgages, 2 liens, 88 releases, and 23 probate certificates. 91 of these documents were electronically submitted for a total of \$9,331.00 in revenue.
- Staff certified 244 copies of vital records. Twelve burial and 28 cremation permits were issued.
- Nine Notary Public commissions and five Trade Name certificates were catalogued.

<b>DATA SUMMARY - FEBRUARY 2023</b>				
	<u>February-22</u>	<u>February-23</u>	<u>FY21/22 to Date</u>	<u>FY22/23 to Date</u>
Land Record Documents	381	320	3,882	3,015
Dog Licenses Sold	32	35	665	843
Game Licenses Sold	6	27	40	157
Vital Statistics				
Marriages	7	5	140	127
Death Certificates	42	29	296	264
Birth Certificates	16	8	186	193
Total General Fund Revenue	\$ 40,220.38	\$ 33,854.15	\$ 579,589.67	\$ 501,194.38
Town Document Preservation	1,298.00	1,042.00	13,865.00	9,963.00
State Document Preservation	2,040.00	2,160.00	19,128.00	19,688.00
State Treasurer (\$36 fee)	9,144.00	9,432.00	85,644.00	82,116.00
State Treasurer (\$127 fee)	7,747.00	3,048.00	76,454.00	32,131.00
State Treasurer (\$110 fee)	5,500.00	2,640.00	73,370.00	30,360.00
LoCIP	762.00	786.00	7,137.00	6,843.00
State Game Licenses	88.00	213.00	747.00	1,096.00
State Dog Licenses	255.00	317.00	4,533.50	5,853.50
Dog Licenses Surcharge	92.00	84.00	1,650.00	2,064.00
Marriage Surcharge	170.00	170.00	2,380.00	2,074.00
<b>Grand Total</b>	<b>\$ 67,316.38</b>	<b>\$ 53,746.15</b>	<b>\$ 864,498.17</b>	<b>\$ 693,382.88</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 February, the Department of Information Technology and GIS participated in, assisted, and/or were directly involved in:

- Completion of 86 formal requests for service
- Continued work on the computer implementation, deploying computers to the Assessor and Library
- Updated firmware/software for Uninterruptible power supplies
- Procured new HP docking stations for library laptops
- Updated the file transfer appliance to latest software version
- Worked with other IT staff to test Parks and Grounds' networking and come up with alternate solution
- Worked with Town's audio/visual vendor to correct camera issues in Town Council chambers and correct minor issues in Multi-Purpose rooms
- Worked with CIO and CT National Guard to perform physical and network assessment for Election Security and future grant opportunities
- Automated software installations for the following departments: Library (continued), Assessor and Parks and Recreation departments
- Automated firmware updated process and deployed firmware on all HP docking stations, worked with IT staff to replace all Dell docking stations with HP models to resolve compatibility issues at Library
- Implemented solution via Group Policy to correct issue of users losing icons when logging off onsite and taking laptops offsite
- Installed the software and tested the Finance Department's access to the Newington Board of Education FME
- Updated the Zoom software for town computers
- Setup file share for the Assessor and town attorney
- Updated the Parks and Recreation application to the current version and also updated the Registration website for new registration
- Helped Fire Department vendor troubleshoot calls that are not being closed out in the RedNMx solution
- Continued update and review of the Verizon cellular account doing adds/changes
- Continued work on updating GIS Parcel, Address Point, and Zoning 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 and updates at select Town sites

## **PLANNING AND ZONING**

The Newington Planning Department welcomed new Town Planner, Paul Dickson.

All online application forms available on our website were reviewed and updated with current contact information when applicable.

### **Town Commission Actions/Activities:**

#### **Town Plan and Zoning Commission –**

#### **Application Approved:**

At the meeting held on 2/8/23, the Town Plan and Zoning Commission approved the following applications with conditions:

**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.

At the meeting held on 2/22/23, the Town Plan and Zoning Commission approved the following applications with conditions:

**Petition 02-23:** Site Plan Modification at 2176 & 2180 Berlin Turnpike for the construction of an entrance way to a commercial building in Wethersfield, Applicant: BDC Holdings, Inc., Contact: Kevin Solli, Owner: Priscilla Turgeon, L/U Laura Ricci, et al & Barbara Turgeon, et al.

**Scheduled for 2/8/23 Meeting:**

**Petition 03-23:** Special Permit (Section 3.4.7) for the conversion of home at 100 Deming Street into four residential units, Applicant/Contact: NVB Property, LLC, Vinnie Pastore, Owner: NVB Property, LLC.

**Scheduled for 3/22/23 Meeting:**

**Petition 04-23:** Zoning Regulations Amendment (Sec 3.20.1) to include personal services as a permitted use in Commercial Development Zones (CD), Applicant: Newington TPZ, Contact: Erik Hinckley.

**Scheduled for 3/22/23 Meeting:**

**Petition 05-23:** Special Flood Hazard Permit at 109 Brookside Road for the Replacement of an Existing MDC Pump Station. Applicant: Metropolitan District of Connecticut (MDC), Contact: Lindsay Strole, Owner: Milagros And Ramon Del Valle.

**Conservation Commission** – No meeting was held due to no applications being filed.

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

**Open Space Committee** – No meeting was scheduled for the month of February.

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

**Affordable Housing Monitoring Agency** – No scheduled meeting for February.

**Town Planner/ Zoning Officer Activities:**

Issued 11 Zoning Permits for various projects in town.

Received 41 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Inspected 27 properties for Blight and/or Zoning Complaints and sent 1 Notice of Blight Violation, 1 Blight citation, and 10 Notice of Zoning Violation letters.

Two properties were removed from the Blight list.

Removed 17 illegal signs from the Town R/W.

February 13, 2023 – received an appeal of a blight citation from the property owner at 261 Maple Hill Avenue. Had to schedule the appeal hearing with the hearing officer and Town Attorney. The hearing is scheduled for March 7, 2023.

February 21, 2023 – met onsite at 56 Wakeley Road with Robert Brown (property owner representative), James Krupinski (Acting Town Manager), and Paul Dickson (Town Planner). No apparent blight issues. Front yard has been cleaned and maintained, rear yard does have tables, chairs, toys etc. strewn about. Mr. Brown is working on repairing siding (cedar shakes) and repainting as needed. I am currently waiting for a written action plan so I can remove the property from the blight list.

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.

2661 Berlin Turnpike  
3384-3388 Berlin Turnpike  
40 Cedar Street  
174 Day Street  
28 Garfield Street  
85 Kitts Lane  
220 Kitts Lane  
226 Kitts Lane  
244 Kitts Lane  
103 Louis Street

## **FACILITIES**

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of February. AkitaBox now allows us to quantify our preventative maintenance tasks as well as work order requests. We completed 41 preventative maintenance tasks, and the team responded to and completed 58 work orders consisting of maintenance and custodial requests.

### **Town Hall: (22 PM tasks and work orders completed)**

- Multiple calls for printer paper, delivery of office supply orders, and multiple requests for more paper towels
- 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 (continued/ongoing).
- Multiple meetings for Town hall shutdown and tying in of Solar Array.
- Life safety preventative inspection/kitchen/chemical suppression system, fire extinguishers
- FO loop investigation of as builds and FO conduit pathways
- Repairs completed to store front windows in municipal center for AMR building strike claim from July.
- Shea Electric Replaced two, added one motion sensor for lighting. Added one 3<sup>rd</sup> floor, replaced faulty one 3<sup>rd</sup> floor, replaced faulty one in basement.
- All RTU's investigated for proper line set insulation. Repairs/replacement done. All line sets now have proper insulation specs. Number of units had to have entire line sets changed due to damage from improper insulation.
- CT window film came and did warranty work to our window tint on all three floors
- Assisted IT Department and made multiple recycling trips with old computers

### **Library: (18 PM tasks and work orders completed)**

- 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.*  
\*continued/ongoing – had second window company come to give their opinion, waiting for them to present their recommendations. Researched and found manufacturer of skylight system.

- Plaster work to ceiling of magazine room completed. All work for insurance claim completed.
- Frozen pipe emergency clean-up/repairs
- Repaired employee entrance door bell
- Replaced electrical breaker for HVAC equipment as part of repairing a reported heating issue.
- Fixed some (4) issues with site lights

#### **Highway Garage: (12 PM tasks and work orders completed)**

- Replaced solenoid valve
- Fixed leaking bird bath faucet
- Released contractor "USDA" for bird depredation for the salt shed
- Traced and labeled all electric panels
- Replaced damaged ceiling tiles
- Added multiple power drops for varying power demands 120v power reel, 240v power drop for surface grinder
- Replaced broken exterior site light
- Installed new cabinetry hardware in office/entry
- Replaced bad 20amp breaker in panel
- Contractor released for shoot house roof replacement to happen April/May
- Hoop house cover replacement planning continued received quotes from two vendors

#### **Fire Stations: (1 work order completed)**

- Station #3 solar racking completed, shut down power to station for solar connection completed, awaiting final inspections then going live.
- Fire Company #1 Headquarters Roof assessment. Help to facilitate manufacturer warranty. (Ongoing) GAF site inspection completed, waiting on GAF management review of file
  - Offer made by GAF for warranty claim is not sufficient working with two contractors to rebut GAF offer
  - 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 number 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.

*\*Scheduled Pre-Construction walk through for 03/30 @8:30 am.*

- Fire Museum – Abatement and boiler replacement planning
  - \*Abatement contractor released, awaiting additional quotes for steam boiler replacement to schedule abatement and replacement

#### **Grounds Maintenance: (7 PM tasks and work orders completed)**

- Chemical closet lighting replaced and hole in ceiling patched
- Solar panels installed on roof, awaiting materials to tie array into building
- Concrete repairs to exterior wall, chemical closet walls inside and out completed
- Chapel and chapel office painting refresh completed
- 2 fire doors replaced just need to be painted
- Met with contractor to obtain pricing for roofing of main storage garage
  - \*Contractor released planning continued planning for early spring start*
- Meetings with contractors for siding and trim repairs for exterior of main garage w/painting continued
- Contractor released to increase overhead door opening height to fit larger piece of equipment into garage

#### **Historical Properties: (2 PM tasks and work orders completed)**

- Kellogg-Eddy Roof Project continues
  - Multiple meetings with contractor and architect
  - Mock up completed on the outhouse and approved
  - Stripping and re-roofing of garage completed
  - Main house started
  - Chimney work completed on garage

**Senior & Disabled Center: (20 PM tasks and work orders completed)**

- Old, rotted roof drain repair, retro fit drain installed
- Gym lighting project started--reported as light fixture out turned into LED conversion project. LED lighting ordered
- Open bidding for senior center window project – 3 bids came in, all over budget
- Labeled all confined spaces
- Multiple heating issues responded to

**Police Department: (13 PM tasks and work orders completed)**

- Multiple planning meetings for Police Monument project
- Multiple fiberoptic loop investigations to assist IT
- Multiple paper delivery requests
- Site lighting issues after hour two
- Changed site light photo cell
- Changed bad contractor for site lighting
- Multiple meetings on data room remodel project

**Administrative Projects:**

- 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. *\*Both areas have not leaked in February; continuing to monitor situation*
- EV charging station upgrade at Market Square went live with EVconnect app. Experiencing technical difficulties with App; investigation into cause continues
- Multiple card access requests
- Investigation into drainage issues for site drainage at town hall continues
- Generator & solar review at Senior Center continues
- Radio Project planning and meetings continue
- Budget meetings/planning
- Asbestos abatement planning for Churchill Park pool house. Contractor released to remove old, out of use hot water tank and pipe wrap insulation. Project to be completed before pool season.
- Highway camera system upgrade planning. Multiple meetings with IT. Combining projects with building connectivity upgrades for IT Department.

**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:

- Conducted all other meetings with all Department heads to streamline tasks going forward
- Scheduled Pre-OSHA walk through with CIRMA for town buildings
- Represented the Town/Department at the CIRMA Risk Advisory Board meeting
- Represented the Town/Department at the Local Emergency Planning Committee meeting
- Represented the Town/Department in DESPP background check training
- Finalized RFP For Auditing Services with the Finance Director
- Finalized Bid for the Senior Center Windows project with the Facilities Director
- Drafted new Incident Reporting Policy
- Reviewed/updated Cyber coverage policy application
- Met with OSHA and Supervisor of Parks, Grounds and Cemeteries to review Respiratory Protection Program; began draft of policy for Town departments