



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: May 15, 2023
Re: Monthly Report – March 2023

GENERAL ADMINISTRATION

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Town Planner Paul Dickson schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month.

Employee Appreciation Day was celebrated on March 3rd with breakfast refreshments for all employees.

A Special Meeting of the Town Council was held on March 7th. The Town Council accepted the Town Manager Recruitment Profile and authorized Randi Frank Consulting LLC to begin the recruitment process for a permanent Town Manager. The Town Council and others also met in Executive Session to discuss an Emergency Operations Center Security Matter.

On March 8th, we had a kickoff meeting with Motorola Solutions on the radio project, and additional meetings were held throughout the month. I attended a meeting on March 21st at Northeastern Communications Inc., (Norcom facility) with Motorola Solutions. Meetings were also held on March 28 with Daphne Miller of Bluewing and our Public Safety personnel.

On March 10th, I met with Joe Salamone, Director of Facilities Management and John Kubachka, Operations/Project Manager, to discuss updates to job descriptions in the Facilities Department. A current priority in the Town Manager's office is to analyze and update outdated job descriptions.

Sean Lauziere of Eversource conducted Municipal Hub Just in Time Training for Community Officials on March 13th in preparation for the upcoming storm.

A Public Hearing was held on March 14th to provide an opportunity for interested electors and/or taxpayers to express their views regarding the Town Manager's Proposed Budget for Fiscal Year 2023-2024. A second Public Hearing was held on March 14th to provide an opportunity for interested individuals to express their views regarding the proposed amendment to Chapter 8, Commission on Aging and Disabled.

A regular Town Council meeting followed the Public Hearings on March 14th. Old business included discussions regarding an Ordinance Amendment - Property Tax Exemption for Gold Star Parents and Spouses, as well as an Ordinance Amendment – Tax Relief Program for Certain Homeowners Aged 65 or over and Permanently or Totally Disabled. Discussions also included Authorization to Execute Aerial Platform Fire Truck Lease Documents, and an Ordinance Adoption – Chapter 8, Commission on Aging and Disabled. Job Descriptions were also discussed regarding the following positions: Carpenter (LT-14),

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Electrician (LT-18), Groundskeeper II (LT-13) and Groundskeeper III (LT-14). Proposed Ordinances for Tax Exemptions were also discussed for an Ambulance-Type Motor Vehicle Exemption and Exemptions for Veteran's or Surviving Spouse.

New Business at the regular Town Council meeting included a discussion on Request for Bid Waiver for Blue Wing Services, Public Safety Radio Project. Discussions also included an Overview of Budget and Budget Procedures and Department Budget Review: Board of Education, General Government (Town Council, Town Manager, Courts, Elections, Finance, Town Attorney, Town Clerk/Records Administration, Personnel, General Services, Facilities Management, Information Technology); Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS, Hydrants); Public Works (Engineering, Highway, Solid Waste); Community Development & Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission).

I attended a CRCOG Policy Board Meeting on March 22nd. Action items: Resolution to Support CRCOG's Role as Lead Organization for the EPA Climate Pollution Reduction Grant program; Resolution Authorizing Execution of Contract between CRCOG and Quality Perspectives for Training and Strategic Planning Services for the Capitol Region Medical Reserve Corps.

The State of the Town was held at the Senior and Disabled Center on March 23rd. I reviewed current projects in the pipeline and new businesses that came to Town this year.

A special Town Council meeting was held on Saturday, March 25th. Old Business included Department Budget Reviews: CIP, Equipment Reserve, Debt Service, Revenues, Health, Human Services, Senior and Disabled Center, Library, Parks and Recreation/Grounds, Insurance/Miscellaneous, MDC, Employee Leave Liability, Special Revenue Funds/Other Funds. The Town Council members also met in Executive Session to discuss a Personnel issue: Town Manager search.

A Public Hearing was held on March 28th to provide an opportunity for interested individuals to express their views regarding the proposed amendment to Chapter 388, Taxation, Article VIII, Property Tax Exemption for Gold Star Parents and Spouses. A second Public Hearing was held to provide an opportunity for interested individuals to express their views regarding the proposed amendment to Chapter 388, Taxation, Article III, Low Income Veterans Exemption.

A regular Town Council meeting followed the Public Hearings on March 28th. Old Business included discussions regarding Ordinance Adoption - Property Tax Exemption for Gold Star Parents and Spouses, as well as Ordinance Adoption – Tax Relief Program for Certain Homeowners Aged 65 or over and Permanently or Totally Disabled. Other Old Business included an Ordinance Amendment – Municipal Option to Exempt Certain Motor Vehicles, an Ordinance Amendment – Exemptions for Veterans or Surviving Spouse, and a Request for Bid Waiver for Blue Wing Services, Public Safety Radio Project. Old Business also included Department Budget Review for miscellaneous programs not previously discussed, and a Tentative Town Council Budget was set for 2023-2024. New business discussed at the Town Council meeting included the Annual Fair Housing Month Resolution, and FY 2024 State Historic Document's Grant Program Application.

At the Department head staff meeting held on March 29th, I provided an overview of the Town Council's agenda from the previous meeting on March 28th. We also discussed the budget; currently no changes have been made. I provided staff with an AFSCME update; the wage reopener tentative settlement is 3%. Administrative staff should receive 2%. Regarding the Town Manager search, 15-20 applications have been received, and the first screening was March 31st. The Community survey ends on April 7th; according to results received so far, the Town Hall Summer Hours are going to remain as the Town Hall's permanent hours (Monday, Wednesday & Thursday: 8:30 am to 4:30 pm; Tuesday: 8:30 am to 6:00 pm; Friday: 8:30 am to 12:00 noon).

On March 29th, I had a meeting with grant writer Sonya Richmond to discuss additional grant opportunities.

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 March 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	80.3	\$ 4,496.82
Weekend Standby and Call-In	16.0	\$ 936.96
Road Maintenance	20.0	\$ 1,032.96
Landfill	9.0	\$ 527.04
Snow	179.9	\$ 9,542.08
Union Business	0.5	\$ 25.03
Totals	305.7	\$ 16,560.89
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	319.0	\$ 15,157.00
Totals	319.0	\$ 15,157.00

	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
POLICE DEPARTMENT				
Administration	\$ 8,547.00	\$ 1,314.94	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	711,380.25	679,403.00	772,238.22
Investigation	91,467.00	27,223.23	90,645.00	34,085.80
Traffic	5,006.00	3,630.66	4,908.00	4,453.18
Communication	183,778.00	125,112.41	173,748.00	128,195.41
Education/Training	142,800.00	94,289.81	143,085.00	102,103.11
Support Services	57,595.00	(6,381.87)	60,413.00	(2,586.48)
Animal Control	2,521.00	2,036.53	1,511.00	0.00
Total	\$ 1,202,495.00	\$ 958,605.96	\$ 1,161,888.00	\$ 1,038,489.24
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 20,924.07	\$ 29,217.00	\$ 17,767.20
Snow and Ice Control	133,578.00	53,080.85	130,000.00	116,743.39
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	21,478.08	34,145.00	18,538.97
Leaf Collection	35,972.00	31,459.41	35,267.00	34,902.41
Total	\$ 233,870.00	\$ 126,942.41	\$ 228,629.00	\$ 187,951.97
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 83,194.12	\$ 88,357.00	\$ 108,862.38
Cemeteries	17,109.00	2,617.38	17,109.00	2,476.85
Total	\$ 122,110.00	\$ 85,811.50	\$ 105,466.00	\$ 111,339.23

PERSONNEL

- The vacant Equipment Mechanic II (HLT-17) position was posted externally to the public on March 7th, with a closing date of March 22nd. The written examination is scheduled for April.
- The vacant Equipment Operator I (HLT-9) position was posted internally to the union on March 9th, with a closing date of March 16th. We received one bid application; the position was offered to Steven Alarmani, with a start date in April.
- The vacant Administrative Assistant to the Chief (A-5) was posted externally to the public on March 28th; applications will be accepted until filled.
- Interviews were scheduled on March 13th for the vacant Town Engineer position, and a conditional offer was made.

- The Town is accepting employment applications for the temporary Assistant Building Official (A-7) until filled.
- The Town is accepting employment applications for Recruit and Certified Police Officers.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The eighth month of the 2022-23 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2022-23 plan year were estimated at \$987,990. The total paid claims from the Health Benefits Fund for February 2023 were \$1,071,475. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

	<u>Cumulative Claims through February, 2023</u>		
	Town	Board of Education	Total
Estimated Claims	1,715,680	6,188,240	7,903,920
Actual Claims	974,888	5,365,575	6,340,463

FINANCE

Accounting and Administration:

- Final copies of the budget books were given to Council members on March 3rd to give them time to review information prior to the first budget meeting on March 14th. CIP budget books were given to the Council members on March 17th.
- Work continued in the compilation of information for the Town Manager's budget submission letter and for the Budget Public Hearing on March 14th.
- Finance Director Janet Murphy attended meetings regarding labor negotiations for a wage reopener with the AFSCME Union.
- Budget review meetings continued with the Town Council during the month with meetings held March 14th, March 25th and March 28th. Final budget meeting will be April 18th.
- 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 were collected and uploaded to our vendor DebtBook for review and classification.

The Town did receive grant funds from the State of Connecticut during this month for Mashantucket Pequot in the amount of \$54,975. 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)
3/31/2023

	<u>Interest Earnings</u>		
	<u>Budget FY 2022-23</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$1,089,213	\$59,848,649
Special Revenue Funds	48,000	16,261	714,285
Capital Projects Funds		27,845	1,125,726
Internal Service Fund	5,000	168,127	6,747,332
Trust and Agency Funds		21,663	1,523,194
Total, Estimated by Fund			\$69,959,186

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

3/31/2023

	<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	4.71	4.60	197,944	171,294	49,356,239
Bank North	2.07	2.07	989	892	569,064
TDBank (new)	2.58	2.51	25,243	22,177	11,680,825
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.00	1.70	6,037	5,330	3,222,615
Liberty Bank	3.00	3.00	13,711	11,605	5,130,443
Total Outstanding Investments					\$69,959,186

Rates reflect average monthly yield, annualized

Assessor:

- The Board of Assessment Appeals held a meeting on Thursday, March 16, 2023, scheduled from 3:00 pm to 6:00 pm (called to order at 3:34 pm and adjourned at 6:49 pm) to hear assessment appeals on the October 1, 2022 Grand List and the October 1, 2021 Supplemental Motor Vehicle List. The meeting was held in the Town Council Chambers at the Town Hall.
- Notices of their actions were sent out by mail on March 21, 2023. The following table summarizes the financial implications of their deliberations based on the 2021 Mill Rate:

Assessment Reductions on the 2022 Grand List	\$ 2,051,395
Assessment Reductions on the 2022 Motor Vehicle Grand List	\$ 7,640
Current Mill Rate	0.03849
Current Motor Vehicle Mill Rate	0.03246
Tax Loss @38.49 Mills Due to BAA Actions	\$ 78,958.19
Tax Loss @32.46 Mills Due to BAA Actions	\$ 247.99
Number of Appeals	13
Number of Withdrawn/Failed to Show	3
Accounts with Changes	7
Accounts with No Changes	3

- Real estate deeds were read and entered into the computer-assisted mass appraisal system through the end of March.
- The mailing list for the 2022 Income & Expense Report was completed, and forms and instructions were updated for mailing. Staff also created a PDF fillable form available on the Assessor website.
- Staff, with the assistance of Karen Halpert, are accepting applications for the Homeowners Tax Credit program and Low Income Veteran.
- The M-37 State Report was filed for State Owned Tax Exempt Hospitals and Colleges.
- About 37 tax appeals were filed after the 2020 town wide revaluation; to date, 26 have been settled. No cases were settled for the month of March.

Revenue Collector:

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$400,58.59. The Supplemental Motor Vehicles collected were \$224,431.77, and \$36,438.30 was collected for prior year taxes. Included in that amount was \$3,233.70 for suspended accounts.
- This year's March collections on the current Grand List are 98.54%, which is in line with last year's collections for the same time period of 98.71%.
- Delinquent Notices were sent to 3,221 Grand List delinquent taxpayers which included 301 for real estate, and the balance was for Motor Vehicles and Personal Property tax bills.
- 38 Demand Notices were sent to taxpayers who have two or more years of taxes due and have not been making attempts to catch up with their taxes. Several personal letters were sent to taxpayers to

notify them again that they are in arrears with their house taxes and should be applying to "MyHomeCT" Grant Program. Also included was the form which had been sent several months ago to all homeowners who were having difficulty with their real estate taxes.

- A retention application was submitted with the State for approval to dispose of old files and information pertaining to taxes for our shredding day in April.
- Daily assistance is still being provided to taxpayers who need to locate their IRS information or have difficulty using a computer.

POLICE

Patrol Calls for March are as follows:

Abandoned MV 2	Fire Task Force Activation 0	MV Evading 18
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 74	Fire Trouble Alarm 0	MV Injury 13
Alarm Hold Up Alarm 5	Fire Veh Maintenance 0	MV Property Only 76
Alarm Residential Burg Alarm 13	Fire Vehicle Fire 1	Neighbor 8
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 117
Animal Complaint 4	Fire Water Problem 0	Noise 18
Arson/Fire Invest 0	Fireworks 2	Non Collect Person 0
Assault 2	Follow Up 26	Notification 0
Assault in Progress 0	Found Property 2	Open Door/Window 3
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 5	Parking Violation 2
Assist Other Agency 27	Hazard 25	PD Assist Fire Dept 36
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 33
Breach of Peace/Disorderly 16	Illegal Dumping 2	Prisoner Care 19
Burglar Alarm 0	Impersonating Police 0	Private Duty 1
Burglary 5	Indecent Exposure 0	Property Found 1
Car Seat 3	Intoxicated 1	Property Lost 0
Check Welfare 50	Juvenile Complaint 7	Prostitution 0
Check Welfare 911 38	K9 Assist 0	Recovered Stolen MV 1
Check Welfare Other 17	Kidnapping 0	Rescue Call 0
Clear Lot 2	Landlord/Tenant Dispute 6	Residential Lockout 1
Construction 0	Larceny 72	Risk Protection Order 21
Court Detail 22	Larceny from MV 17	Robbery 1
Criminal Mischief 9	Lift Assist Only 2	Roll Call 3
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 16	Local Traffic Authority 1	Serve Warrant 60
Dog Complaint 39	Location Check 571	Sexual Assault 2
Domestic 28	Location General 1	Shots Fired 0
Door Check 6	Location School 0	Specific Detail 90
Drug 6	Lockout Building 1	State Pistol Permit – Tempo 0
DUI 8	Lockout MV 1	Stolen MV 3
EDP 24	Lost Property 3	Sudden Death 2
Escort/Transport 3	LTA 0	Suicide 0

Escort/Funeral 3	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 20	Suspicious MV Unoccupied 8
Escort Retrieval 3	Medical Cardiac 4	Suspicious Report 138
Escort Tax 0	Medical Complaint 264	Test 1
Fingerprint 1	Medical Diabetic 2	Threatening 3
Fire Alarm Commercial Bldg 1	Medical Fall 13	Tobacco 0
Fire Alarm Residential 1	Medical Mutual 0	Tow 8
Fire CO Detector no sympt 0	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 4	Traffic Stop 329
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 12
Fire Hazmat 0	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 1	Medical Unresponsive 2	Training 0
Fire Other 3	Missing 5	Trespass 11
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 15	Water problem 0
Fire Stand By 0	MV Complaint 28	
Fire Structure Fire 3	MV Fire 0	
		Total: 2,580

- In March, the Detective Division Report:
 - Handled 57 investigations: 57 remain ongoing
 - Served 54 warrants: 45 by Patrol officers, 9 by Detective Division
- In March, the Patrol Division Report:
 - On 3/18/23, Officers responded to the Burlington Coat Factory on the Berlin Turnpike for a shoplifting complaint. Upon arrival, Officers made contact with the female suspect. Upon identifying the female, it was discovered that she had six active arrest warrants for failing to appear in court on other criminal arrests. The suspect was processed for the six outstanding warrants and detained on over \$55,000.00 in bonds. She was presented in court on 3/20/23.
 - On 3/19/23, an Officer was patrolling the Cube Smart storage facility on Pane Road during the midnight shift. Newington PD has responded to several storage unit facilities in Newington for burglary complaints, and the Officer was proactively checking for criminal activity. As he was driving around the perimeter of the property, he noticed a blue minivan with the sliding door open parked next to a storage unit. Due to the late hour, he drove towards the vehicle to check on the occupants. As he approached, he observed a person run from the unit and jump into the minivan's open sliding door. The vehicle then fled the area at a high rate of speed. Due to the State Pursuit Policy, the Officer did not attempt to pursue the fleeing vehicle. The Officer discovered that two storage units had been burglarized, and the suspects left evidence at the scene. The evidence was collected and submitted for processing. The case is under investigation by the Patrol Division.
 - On 3/25/23, Newington PD officers responded to S&S Automotive located on New Britain Avenue for a reported vehicle robbery (car-jacking). Upon arrival, Officers made contact with the victim who reported he left his vehicle running at the gas pumps and went inside the store to purchase food. While inside the store, the victim noticed a red Toyota Prius pull up next to his vehicle and a passenger exit the Prius and enter his vehicle. The victim stated he ran out to confront the suspect when another passenger in the Prius pointed a gun at him. The victim ran away and observed his vehicle and the Prius exit the parking lot at a high rate of speed. A short time later, Newington PD was notified by Hartford PD that they had recovered the stolen vehicle after a shooting in the city, and the occupants were arrested. Arrest warrants for the suspects of the robbery will be drafted and presented to court. This case is under investigation by the Patrol Division.
 - On 3/27/23, a Newington resident contacted Newington PD to report a high dollar theft. The victim reported he is active in purchasing and selling cryptocurrency and was trading on what he thought was a secure site. The victim reported he was attempting to purchase cryptocurrency when a pop-up screen appeared requesting access to his crypto-wallet. The victim assumed this was a

necessary step in the transaction and allowed access. The victim stated he then noticed over \$116,000.00 in cryptocurrency was immediately drained from his crypto-wallet. The site informed him that the pop-up link was not supported by the website; and therefore, they are not responsible for the theft. The case was shared with the FBI, but it is highly unlikely a suspect can be developed due to the anonymity of crypto profiles.

- In March, the Support Services Report:
 - Support Services continues to be active in recruiting and scheduling police applicants including administering written and oral board testing.
 - 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. Heather Fitzsimmons has been hired and has begun her training.
 - The retirement of CSO Jamie DeSimone has left a void in the CSO position. Community Services has continued to engage with the community through the use of Face Book, Twitter and Atlas One. Planning is continuing for the Newington Police and Fire Golf Classic as well as National Night Out.
 - Officer Backman attended a Girl Scout meeting at Elizabeth Green School to meet with Girl Scouts to answer questions relating to police work and safety. Officer Backman has also begun T-Shirt sales for the Special Olympics Torch Run.
 - A Youth Police Academy is being planned to begin June 26, 2023. The five-day program is designed to introduce the Newington Youth to police work and interact with members of the Department.
 - A Citizen Police Academy is being planned, details of which will be released in the coming months.
 - Support Services has participated in the Newington High School Career Day. Members of the Department interacted with high school students and provided them with information regarding a law enforcement career.
 - The Training Department has scheduled training for ERT and has completed a revolution involving Ballistic Shield, Shoot Don't Shoot, and StarChase. Three officers completed training to become Field Training Officers. Officer Rinaldo attended advanced training to better serve our members in Peer Support. We have had the opportunity to send three Administrative Officers to the FBI Regional Command College, as well as certify an Officer to instruct ballistic shield training. Officers continue training towards completion of the 3-year requirements for recertification.
 - Officer Walker continues to assist in Risk Protection Order applications. Officer Walker assisted with 13 RPO applications and subsequent warrant services during the month of March.
- Property Report March 2023:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 0
Damaged/Destroyed	22	\$ 100,524
Vehicle Inventory	0	\$ 0
Stolen	116	\$ 319,179
Abandoned	2	\$ 20
Evidence	67	\$ 40,033
Found	3	\$ 0
Lost	1	\$ 1,000
Seized	16	\$ 3
Recovered	29	\$ 26,020
Impounded	0	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
Total	258	\$ 486,779

- Police Department Overtime Report March 2023

OT February	\$ 73,009	2 pay periods (0 holidays)
OT March	\$ 92,229	2 pay periods (1 holiday)
	\$ 19,220	increase

- Administrative overtime of \$657 includes holiday pay.
- Patrol overtime of \$55,636, an increase of \$3,405 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time), holiday pay, and the filling of shifts related to the vacancies. 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 warrants, motor vehicle accidents with injuries and other related duties.
- Detective Division overtime of \$2,786, an increase of \$2,187 from the previous month. Overtime includes one holiday.
- Traffic Division overtime of \$467, an increase of \$67 from the previous month. Overtime included the Equipment Operator responding, after hours, to perform a traffic function for a pole down and for putting up stop signs.
- Communications overtime of \$17,037, an increase of \$5,851 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 is one vacancy and one new hire in training which creates overtime.
- Educational overtime of \$13,296, an increase of \$5,790 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Police Officer recertification, FTO training, specialized training, and Search and Seizure training.
- Support Services overtime of \$2,350, an increase of \$1,608 from the previous month. Overtime included one holiday.
- Animal Control overtime of \$0, a decrease of \$255 from the previous month.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of March, 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	March	9 month total
1	Fire		
100	Fire, other	0	7
111	Building fire	2	15
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	0	9
114	Chimney or flue fire, confined to chimney	0	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	11
143	Grass Fire	0	3
150	Outside rubbish fire, other	1	2
151	Outside rubbish, trash or waste fire	1	3
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
Total		6	67

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	1	10
322	Motor vehicle accident with injuries	0	2
324	Motor Vehicle Accident with no injuries	1	4
340	Search for lost person, other	0	1
350	Extrication, rescue, other	2	5
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	4	25
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	2	16
410	Combustible/flammable gas/liquid condition	0	3
411	Gasoline or other flammable liquid spill	1	4
412	Gas leak (natural gas or LPG)	4	16
413	Oil or other combustible liquid spill	1	4
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	0
424	Carbon monoxide incident	2	7
440	Electrical wiring/equipment problem, other	1	20
441	Heat from short circuit (wiring), defective/worn	1	3
442	Overheated motor	0	0
444	Power line down	1	22
445	Arcing, shorted electrical equipment	1	4
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	1	4
463	Vehicle accident, general cleanup	2	17
	Total	17	122

5	Service Call		
500	Service Call, other	1	10
510	Person in distress, other	0	1
511	Lock-out	0	7
512	Ring or jewelry removal	0	1
520	Water problem, other	0	25
521	Water evacuation	0	0
522	Water or steam leak	0	20
531	Smoke or odor removal	1	15
540	Animal problem, other	0	1
542	Animal rescue	0	3
550	Public service assistance, other	0	1
551	Assist police or other governmental agency	0	6
552	Police matter	0	0
561	Unauthorized burning	0	7
571	Cover assignment, standby, move up	1	20
	Total	3	117
6	Good Intent Call		
600	Good intent call, other	5	36
611	Dispatched & cancelled en route	2	9
621	Wrong location	0	1
622	No Incident found on arrival at dispatch	1	1
631	Authorized controlled burning	1	6
641	Vicinity alarm (incident in other location)	0	0
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	0	7
652	Steam, vapor, fog or dust thought to be smoke	0	1
653	Smoke from barbecue, tar kettle	0	1
661	EMS call, party transported by non-fire	2	2
671	HazMat release investigation w/no HazMat	0	7
	Total	11	72
7	False Alarm & False Call		
700	False alarm or false call, other	2	34
710	Malicious, mischievous false call, other	0	0
711	Municipal alarm system, malicious false	0	1
730	System malfunction, other	1	14
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	14
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	0	14
736	CO detector activation due to malfunction	1	12
740	Unintentional transmission of alarm, other	0	20
741	Sprinkler activation, no fire	0	8

743	Smoke detector activation, no fire - unintentional	6	28
744	Detector activation, no fire - unintentional	1	5
745	Alarm system activation, no fire	3	30
746	Carbon monoxide detector activation, no CO	0	7
	Total	14	193
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	55	603

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 Lapierre about grants and upcoming grants
- Had discussions with Chief Lapierre on Safer Grant Award
- 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 monthly Chief's meeting
- Attended monthly Command Staff meeting
- Attended monthly multi-company drill
- Attended Hartford St. Patrick's Day Parade
- Attended St. Patrick's Day Fundraiser
- Attended Memorial Day Parade Meeting
- Attended CDR at Norcomm for new Radio System
- Had meeting with Radio Committee for final equipment list
- Preconstruction walk thru for Company 1 roof
- Attended New Truck 2 training with Pierce factory rep
- Finalized Autism Acceptance design for Fire Truck and T-shirts with Chief Stegmaier
- Reviewed Wethersfield Fire Consultant Report
- Reviewed ISO Letter stating Newton Fire Department maintained a Class 3

March 2023 Training Report

Progress History

- The topic for the multi-company drills and officer training was focused on 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 in the department in preparation for our “Live” burn drills in April.
- To ensure all firefighters meet our certification requirements, the Training division has held multiple SCBA refresher sessions for our department.

The New Officer Candidate Training program covered continues to grow in popularity, and the topics being covered have been engaging to all that have attended.

Plans

Our drills have covered using the SCBA; and in April, our department will utilize their skills during our Live Burn events. Weeks of planning go into creating a safe environment for our members to develop their skills during an extremely challenging event. Officer training will cover our new addendum to our SOP/SOG for live burns at the training tower. The Safety Division has been included in our preplan activities. Newington EMS will be onsite for each of our burns.

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

April		
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
May		
Officer Training	Ladders	4/9/2023
Multi-Company Drill	Ladders	4/15/2023
New Officer Candidate Training		4/17/2023
Multi-Company Day Drill	Ladders	4/21/2023
Multi-Company Drill	Ladders	4/21/2023
June		
Officer Training	HazMat	5/13/2023
Multi-Company Drill	HazMat	5/19/2023
New Officer Candidate Training		5/19/2023
Multi-Company Day Drill	HazMat	5/25/2023
Multi-Company Drill	HazMat	5/26/2023

Classes

Category	Classes
AP50 – Aerial Operator	1
BA60 – SCBA Donning Methods	1
CORE – HazMat	1
DT03 – Driver Training – Orientation	1
DT04 – Driver Training – Road Time	1
DT10 – Driver Recertification	1
FC22 – Salvage & Overhaul	1
FDTN – FD Training Network	1
IH01 – Multi-Company Training	3
IH02 – Officer Training	1
IH10 – Department Drill	1
IH14 – Company 4 Training	1
IHT – Command Staff Meeting	2
	Hours
	457.80

FIRE MARSHAL**Code Enforcement Activity:**

Type	Quantity
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	27
Re-Inspection	11
Special Inspections – Food Trucks, etc.	0
Plan Reviews	20
Consultation – Underground Tanks, Property Check, Fire Drills	2
Blasting	0
Fire Investigations	1

Special Projects/Events:

- Continuing work on Alpine/RedNMX implementation – we have 1/3 Fire Codes loaded into the system. We will start working with the Inspection Module in April with a tentative switchover date of May 1.
- Moe's - 3145 Berlin Turnpike: FD has responded to this business 5 times this fiscal year. They should have received a fine. Will be looking for clarification regarding the responsibility for this process.
- 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:

2461 Berlin Turnpike – Manicure Island: Accidental (Nail Dryer/Battery Charging) 3/8/2022

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 Public Works group to discuss various issues
- Met with Facilities Department to discuss various projects
- Attended Department staff meetings
- Attended meeting to discuss town radio system
- Participated in Zoom meeting with CONN Osha Stairway Ladder Safety meeting

Roadway Maintenance:

- Continued with litter pickup, graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- On call operator filled in for attendant at Town Recycling Center
- Cleaned basins and waterways as needed, concentrating on areas for upcoming overlay program
- Crew completed roadside vegetation trimming and mowing
- Washed and prepared winter equipment for seasonal storage
- Began annual street sweeping
- Assisted Mechanics in transporting vehicles/equipment to outside vendors
- Catch basin repairs completed at Barnard Drive, Walsh Avenue and Prince Avenue with a complete rebuild of basin on Augusta Drive
- Repair drain pipe on Cedarwood Lane
- Repair sidewalk on Chapman Street
- Began curb/topsoil pick up from winter plow season in preparation of repairs
- Clean out waterway – Piper Brook Avenue
- Sawcut basins on various roads in preparation of upcoming overlay program
- Cleared vegetation from the retention basin at Transfer Station
- One (1) eviction scheduled for the month – no storage required
- Responded to two (2) events for snowy and icy conditions

Fleet Maintenance:

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- All mechanics attended new Fire Department truck training
- Mechanics assisted Highway Department for snow/ice events as needed
- Upfitting of the new Fire Marshal's vehicle was completed
- Police Mechanic continued upfitting of new administrative vehicle
- Fire Department spring services began
- Street sweeper services were completed

Sanitation/Recycling/Landfill:

- Scheduled 148 residential bulk items for collection for the month
- Scheduled 31 condominium bulk items for collection for the month
- Scheduled 38 condo/residential scrap metal items for collection for the month
- 7,535 tons of cumulative Municipal Solid Waste were collected from July to March
- 1,714 tons of cumulative recyclables were collected from July to March
- 74 mattresses/box springs were recycled for the month
- Four (4) televisions were collected for the month
- Issued 30 permanent landfill permits and 4 temporary permits for the month

TOWN ENGINEER**Permits:**

- Reviewed 6 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 8 permits: 6 Excavation; 2 Driveways
- Reviewed 233 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
- 680 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
- 2176-2180 Berlin Turnpike – Site plan review
- Maselli Road – Construction entrance review
- 75 Peckham Farm Drive – Plot plan review
- 109 Brookside Road (MDC) - Site plan review
- 73 Theodore Street (MDC) Watermain extension – Site plan review

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

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding state projects in Newington
- Coordinated with MDC regarding sewage service, water service, CWP, and road restoration
- 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 Trucks)
- 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
- Planner: Main Street, Stoddard Avenue, Hartford Avenue-Streetscape North–Parking lot layouts

Town Projects – Future:

- Public Works: Rockhole Brook drainage improvements
- Public Works: Anna Reynolds Brook drainage and culvert improvements
- Public Works: Francis Street Culvert Improvements
- Public Works: Veterans Monument in Newington Center Green
- Public Works: 1136-1142-1150 Schoolhouse Brook drainage and culvert improvements

Town Survey Project:

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

Town Grant Applications:

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTICIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin & Newington (LOTICIP 2022): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements
- Public Works (supplemental LOTICIP 2023): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTICIP 2024): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$100K)
- Public Works: Eversource Rebate – EV charging stations (\$75K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase

Town Project: Managed consultant projects:

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

BUILDING DEPARTMENT**Applications and Permits Issued in March:**

- An application was submitted to install signage for Newington Electric at 72 Pane Road
- An application was submitted to install signage for ZenLeaf Dispensary at 2903 Berlin Turnpike
- A permit was issued for a commercial change of use from a barber shop to a dog wash at 2600 Berlin Turnpike
- A permit was issued at 111 Golf Street, Indian Hill Country Club, to rebuild exterior decks and stairs to ADA Compliance
- A permit was issued to install a concrete pad for a fuel tank at 565 Cedar Street for Sousa Corporation; a Certificate of Completion was issued on March 27, 2023
- A permit was issued to construct a new home at 65 Peckham Farm Drive
- A permit was issued for a new roof at 185 Cherry Hill Drive, the Eversource building
- A permit was issued at 2601 Berlin Turnpike to rebrand the existing Dunkin' with new signage
- A permit was issued for a new roof at 281 Milk Lane for the Highway Garage

Certificate of Occupancies issued in March:

None.

These are the classes the inspectors took in March:

D. Jourdan: None
 K. Kilkenny: March 21st Rocky Hill 2021 IRC – Chapters 9-11 - (2 hours)
 March 28th Middletown IAEI Seminar Bussman - NFPA 70 E - (2 hours)
 A. Hanke: March 21st Rocky Hill 2021 IRC – Chapters 9-11 - (2 hours)

Building Department activity for the month of March was as follows: The Inspectors completed a total of 210 Inspections. They were: Alarm (1), Certificate of Occupancy (2), Electrical (12), Final (124), Footings (12), Foundations (8), Framing (1), Gas Line (4), Insulation (5), Mechanical (2), Plumbing (3), Roofing (1), Rough (32), Sheathing (2), Site Visit (1).

The total number of Building/Renovation Permits issued/applied for the month of March was **220**, producing a total permit value of **\$7,491,433.00**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	22	313,606.00
DECKS	12	367,440.00
DEMOLITION	0	0.00
ELECTRICAL	53	653,416.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	3	95,815.00
GARAGE/SHED	1	10,000.00
MECHANICAL	29	343,471.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	222,000.00
PLUMBING	44	4,587,915.00
POOL	2	27,425.00
ROOFING/SIDING	34	635,240.00
SIGN	3	44,500.00
SOLAR	16	190,605.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	220	7,491,433.00

The total Building income fees received in the month of March were **\$84,226.00**

The total fees for Other Income were as follows: Town Planning and Zoning (Applications/Publications) \$560.00, Environmental \$240.00, Conservation \$700.00, Copies, Books and Maps \$52.00, Zoning Board of Appeals \$260.00, Driveway/Excavation \$1,205.00, Engineering copies \$315.00. The total Other Income is \$3,332.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for March:	\$7,491,433.00	\$1,911,051.00
Fees for Permits issued for March:	\$84,226.00	\$23,170.00
Other income Fees for March:	\$3,332.00	\$3,435.50
Building Permits Issued for March:	220	175

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

2022-2023		2021-2022	
Value	Permit Fee	Value	Permit Fee
\$88,368,754	\$986,405	\$32,816,077	\$381,540

HUMAN SERVICES

- We facilitated the 5th grade challenge day (ALPS) challenge day on the ropes course.
- Planning & Scheduling for the High School Adventure Club activities in April and May
- The SCORE programs have been able to be outdoors since they began in February.
- Regional youth services and school groups have been requesting Newington Challenge Course programs for April, May and June.
- Juvenile Review Board has seen an increase in activity with two hearings and seven youth staying connected with staff re: upcoming goals and several completing their community service hours through our SCORE program offerings, assisting staff with group management and participating in Positive Youth Development programming.
- We are recognizing and servicing an increasing number of youths with "Special Needs." Parents have been getting referrals from other parents, teachers, school guidance counselors and Social Workers that Newington Youth Services is offering opportunities for personal growth through our activities and social connections with peers. We hope to continue to provide an environment that fosters social and emotional safety for young people to explore and thrive in their uniqueness.
- We continue to fine tune 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 and recording of Food Bank and Holiday gift programs, Volunteer Program - contact information and 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, requests for assistance with securing affordable housing. Residents seeking affordable housing are very difficult to assist as there are not many available affordable housing options statewide, and often our clients seeking housing have issues with credit or limited income.
- An example of a case requiring much coordination is as follows: adult disabled client for multiple years (since 2013). The most current focus was applying for SSI. The client was approved for SSI within a 6-month period. In doing so--the Social Worker had to coordinate multiple issues--had to develop a relationship of trust, conducting multiple home visits; work with Intercommunity (mobile crisis) to conduct a mental health assessment; communicate with SSA to schedule a mental health clinical assessment; work with SSA and family members to coordinate a Representative Payee for her bank account; work with a local bank to determine how to open a Rep Payee bank account where a photo ID is not required; meet the client and Rep Payee at the bank to assist in opening the Rep Payee Bank account; contact SSA to relay the routing number and bank account in order for the SSI check to be deposited.
- Another example of a complex case was a 63-year old single female who resides alone. She was living with her elderly mother until late 2020, when her mother unfortunately passed away from COVID. Client struggles with a variety of health issues and memory loss, which forced her to retire early in 2021. Due to the decrease in household income as a result of her mother's passing, compounded by decrease in employment income due to retirement, she moved to a smaller, more affordable apartment in March 2022 (\$1,225 per month). Regarding household income, she receives social security benefits, a pension, and she also works part time. Her household income equals \$3,874.74 including all sources. However, since she is too young to qualify for Medicare and over income for Husky, she pays significant costs in private insurance even through Access Health CT (copays, premiums, deductibles). She has also accumulated substantial credit card debt, which is consolidated and broken into two monthly payments. These expenses (medical and overall debt) total \$1,295 per month alone. Since she is over income for SNAP, and with the offset of these expenses, she was approved for three

months of food bank in order to help her meet her needs. While she is current to the month on rent, she has been paying late each month due to auto withdrawals of debt consolidation payments and has fallen behind on other bills. In order to help her catch up, Newington Human Services paid half of one month's rent in amount of \$650 via United Way funds. Client paid the remaining balance of \$650. Caseworker also assisted her with an application for the Larrabee fund for assistance with two medical bills, and an additional month of rent. This application was approved. Caseworker will continue to work with this resident to identify potential resources to assist in her ongoing self-sufficiency.

- We are still searching to replace our Clinical Coordinator as soon as possible. Previous Coordinator has continued to serve 6 cases, and our part time social worker has fielded numerous clinical questions and situations.

March 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	7 0	5 0	75 0	50 1
Youth & Family Service Hours	16	12	148	202.25
JRB Cases:	7	10	30	7
JRB Hearings:	2	2	7	1
JRB Service Hours:	28.45	28	150	12
Positive Youth Development	128	79	845	1,152
Community Service # of hours completed	0 6	3 20	4 111	4 130
Challenge Course: Adult Youth (outside)	0 12	0 0	0 101	0 285
Information and Referral	No longer reported			
Social Casework Cases	92	96	562	634
Under 55 =	23	20	131	149
Under 55 disabled =	14	16	87	113
Over 55 =	48	60	344	369
Social Casework Service Hours	172.95	205.5	1305.5	1,274.25
Under 55 =			265.25	282.25
Over 55 disabled and/or disabled			864.75	996.75
Food Bank Household visits	157	119	1,243	1,184
# bags of groceries distributed	2,090	1,600	13,596	12,354
Mobile truck	147	105	1,536	1,720
Special Needs	9	3	86	67

SENIOR AND DISABLED CENTER

- The Senior and Disabled 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 What I Need to Know About My Electric Choices, Polypharmacy, Balance & Strength, Coffee with State Reps, and Easter craft and card classes, among many other programs. All were well-attended.
- The AARP Tax Aide program continued through the month of March, with IRS-trained and certified volunteers available each Thursday by appointment to prepare tax returns free of charge. The volunteers prepared approximately 25 returns each Thursday for a total of 275 through April 15.
- The volunteer-run Gift Shop and Coffee Shop continued to operate successfully in March. The coffee shop served breakfast and light lunch each Tuesday through Thursday. Coffee Shop sales for the month were \$601.50. The gift shop was open daily with a full array of gifts, seasonal items and home décor available for sale. Marketing emphasized fresh spring décor and items for sale. March Gift Shop sales were \$1,018.25
- 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.
- An application was submitted on March 1st 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 Senior and Disabled Center hosted the annual State of the Town address on March 23rd.
- Bus trip planning and sales continued through the month of March. The Committee is planning day trips, including a trip to Thomaston Playhouse on May 7th (sold out), a lobster dinner at the Log Cabin in Holyoke, MA on July 19th, and a trip to Encore Boston Harbor on October 8th, among others.
- 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 to 5 volunteers serve hot lunches to an average of 35 to 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 March, volunteers and staff delivered Meals on Wheels to approximately 58 to 64 residents daily, Monday through Friday. An average of 1,150 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 March, the two Dial-A-Ride drivers (with subs as necessary) completed 503 trips for a total of 2,102 miles over 304 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.
- Facilities:
 - Facilities, Senior and Disabled Center, and Parks' staff began spring cleanup and setup in the garden.
 - Facilities' staff began replacing lights in the auditorium with new LED lights.
 - The Director participated in a meeting with the Facilities and Finance Directors regarding the bid results for the window replacement process.
- 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 monthly meeting on March 1st to receive updates about the Center's operation.
- The Director participated in the CT Healthy Living Collective Advisory Board meeting on March 27th and a meeting of the CT Senior Center Professionals Board of Directors on March 9th.
- The Director attended a cyber-security training provided by CCM on March 14th.

PARKS AND RECREATION

Recreation Division:

- The Department received \$42,099.58 in registrations on the first day of spring program registration, March 1, 2023.
- The Youth Basketball Program wrapped up on Saturday, March 4th with Championship Saturday. Having the entire playoffs on one day was a success, and we plan on using the same format for the 2024 season.
- The Men's Basketball League ended on Wednesday, March 22nd with Photo My Sauce Elite winning the championship.
- The Department has planned 32 concerts for the upcoming summer season. The concert locations will be split between Mill Pond Park and the Municipal Parking Lot.
- Spring swim lessons began on March 20th with lessons running on Monday and Wednesday nights. There are over 60 participants enrolled for swim lessons for the spring session, which is a 20% increase from last year.
- The Creative Playtime Preschool Program continued to receive more registrations for the 2023-2024 school year. There are currently 16 students enrolled for the 2023-2024 school year. We have been hosting monthly Open Houses which have brought in 10 new families to tour our preschool classroom.
- Planning has been underway for Summer Sunshine, our camp program for preschool-aged children. We are currently hiring staff and scheduling our special events for this summer.
- Event planning is underway for the June weekend events at Mill Pond Park:
Thursday, June 8th - Newington Goes Country and Friday, June 9th - Food Truck Friday.
- Event planning is underway for the 41st Anniversary of the Life. Be in it. Extravaganza on Saturday, July 15th. Events will take place at Mill Pond Park on Wednesday, July 12th thru Saturday, July 15th.
- The Department has begun hiring lifeguards for the 2023 summer season. We have currently offered 6 new positions to guards. We will be hosting another lifeguarding course opportunity at the end of April.
- Preparations have begun for the 2023 Summer Program Guide. Recreation Supervisors are contacting program instructors to finalize details in the guide. The program guide will be released to town residents in the Rare Reminder newspaper for the first time ever.

Parks, Grounds and Cemeteries Division:

- Removed old, damaged or dead arborvitae from the north fence line in West Meadow Cemetery.
- Staff has spent the winter participating in online safety training through Vector Solutions.
- Preparation for athletic field painting underway.
- Ballfield spring maintenance began in March.
- Winter tree work is wrapping up; this was a highly productive winter for tree work thanks to the unseasonably warm temperatures.
- Staff was able to get a jumpstart on cemetery spring clean-up including edging beds and mulching.
- Staff spent a few days completing improvements that OSHA consulting has requested.
- Cleanup within several parks began, mostly sticks and debris pickup ahead of mowing.
- Batting cage nets installed at Clem Lemire and right field net was reopened for the goal to keep balls out of Willard Avenue.
- Several trees on VA property next to NHS South side fields had hazardous or dead branches hanging over the path that leads to Alumni baseball field and stadium. Parks staff removed all hazards and informed VA property manager of their deteriorated condition.
- Daily ballfield grooming began this month.
- New outfield fence installed on Varsity softball field by Parks staff for Board of Education.

Cemeteries: 5 Single, 1 Double, 7 Ash, 10 Sales

Overtime: 319 hours, \$15,157

Tree Warden:

- Picked up branches in parks
- Pruned trees at 332 Connecticut Avenue
- Removed failing tree at Newington High School
- Pruned line of sight issues for the Transportation Department
- Removed hazardous trees on the North side of parking lot at Churchill Park
- Removed leaning tree from the Challenge Course
- Removed hazardous trees on NHS South side
- Removed three (3) hazardous failing trees on Hazelmere Court

LIBRARY

- Library Director Lisa Masten and several Library Trustees attended the Town Council Budget meeting on March 25th, where the Director of Finance Janet Murphy presented the 2023-2024 proposed budget that included the library's portion of the Town budget. Lisa Masten answered several questions about the library's request to fund the teen librarian position that has been unfunded since 2020.
- The Library Board of Trustees continued planning for its annual fundraiser, the Newington Library 5K Challenge Road Race that will be held on Sunday, May 21, 2023. Online registration opened in February, and the paper registration forms have been printed and are now available at the library and for downloading from the library's website. 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 Friends of the Library were very busy preparing for their spring book sale that will be held on April 14th, 15th & 16th at the Newington Senior & Disabled Center. Two Donation Days were held in the library parking lot in March to collect additional books for the book sale. The Book Sale volunteers do an amazing job sorting and organizing all of the donations to prepare for this 3-day sale.
- The 3 winter reading programs "Reading is a Treat" ended at the beginning of March. These programs are low key events compared to the summer reading programs, but those who participated had a good time. 154 children registered and enjoyed the activity sheet, the winter-themed scavenger hunt, spin the wheel to win, and the I-Spy tank. There were very few teens who registered. This is a very busy time for many teens, so participation for this program can be challenging. 4,020 adults participated in the adult winter reading program, reading 2,130 books. There were many positive comments from them about this reading program.
- The children's staff continues with school visits. 236 students from Ruth Chaffee and Elizabeth Green Elementary schools visited the library during the month. Staff loves to greet the children as they enter the library. The students visit the library before it opens and enjoy having the place to themselves. They especially enjoy being able to pick out a book and check it out themselves. Staff is spending more time on outreach to the preschools and daycares to share the joy of reading with kids of all ages. They bring bags of checked out books to these centers for them to use as well. With the grant money the library received from the Hartford Foundation for Public Giving, some of these centers are able to visit the library on a rotating basis with transportation funded by the grant.
- The Children's Department staff offered 35 programs to 1,019 children and their caregivers. The *Wiggles Workshop* with Mr. Nate was a big hit. Kids between the ages of 2 to 8 were able to get all their wiggles out by doing different obstacle courses and body movement. The Children's Museum was back for a colorful hands-on science experiment program. Highlights of other programs included *Junior Cookbook Club* for kids in grades K through 2 who made edible cookie trucks, *L'il Chefs* for kids ages 3 to 5 who heard a story and made spring cookie pops, a paint class led by our own talented librarian Joanne Cocola and story time yoga programs for babies, toddlers and preschool age children. Storytimes for Ones, Twos, 3-5's, and Family Storytime, as well as Play for All.
- Teens and adults as always were given a fun variety of programs to choose from during the month of March. 16 programs were attended by 286 teens and adults. Parks & Recreation co-hosted a program with the library titled *Everything You Ever Wanted to Know About Ukuleles but Were Afraid to Ask* to highlight Parks & Recreation offering ukulele lessons in collaboration with the library circulating ukuleles for the public. The Greater Hartford Quilters Group was back to show adults how to make quilted placemats in a 2-part program. Our very talented librarian Dorothy Russell led a class on how to crochet critters using the amigurumi method. The *Movies @ the Library* program featured the film *Ticket to Paradise*. *Page Turners*, an evening book discussion group met to talk about *Eligible* by Curtis Sittenfeld *Brown Bag It with a Book Discussion* discussed the book *Thursday Murder Club* by Richard Osman, adults learned about kombucha, a fermented tea full of antioxidants and probiotics and tasted

samples from *Soulstice Kombucha* and virtual trivia program about trivial trivia was lively and well attended. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the spice Dutch caraway seeds.

- Total circulation was 23,626. Circulation of digital materials was 3,140. Total number of people that entered the building was 10,490. 50 curbside service transactions were processed. Staff processed and pulled 2,068 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 4,353 reference questions during the month. Meeting room and study room space was used 318 times. Volunteers and staff delivered 155 items to our homebound patrons. Staff offered tech help 136 times to patrons. Online databases that were popular this month included *Value Line*, *Ancestry.com*, *PebbleGo Animal*, and *PebbleGo Biography* databases. Staff is continuing to work with the schools to issue new library cards to students who do not have one. 49 new kids' cards were issued for these students.
- In technology news, Digital Services Librarian Michelle Patnode held a *Ready, Set, Stream* program to give a basic overview of online entertainment options using a streaming service. The rollout of the new staff computers was completed during the month. The next phase will be the public computers. The new Owl conferencing equipment the library purchased has made hybrid programming so much easier to do.
- In personnel news, we continued DEI & B and effective communication staff training with Yvonne Alston from Indelible Impressions. Business Manager Karolyn McLain attended her first meeting as the library liaison for the Town of Newington Employee Health and Safety Committee. Karolyn also attended 3 parts of a 4-part series hosted by the CT State Library titled *Fundamentals of Community Led Libraries*. Head of Community Services Michelle Royer attended a quad-town programming meeting to brainstorm and collaborate on future library programming. Assistant Director Karen Benner attended her first Assistant Director's Roundtable hosted by Connecticut Library Consortium.
- In facilities news, Dave Brown, our library maintenance tech, has been working on a list of minor repairs that were identified by the House Committee during its annual walk-thru. The Facilities Department has been working on bigger projects from this same list. The cleaning service continues to do a great job.

TOWN CLERK

- There were 56 transfers during March, for a total of \$20,917,712.31 in sales. State conveyance tax collected was \$153,218.69; Town conveyance tax collected was \$51,072.91.
- There were nine (9) residential sales over \$300,000. One (1) residential sale of \$485,000.
- We had one (1) commercial sale for \$12,896,156 at 215-265 Lowrey Place from CT Northwood Holdings LLC to Northwood Heights LLC.
- There were 389 documents filed on the land records during March, including 104 mortgages, 120 releases, 20 probate certificates, and 34 liens. 105 of these documents were electronically recorded, bringing in revenue of \$10,668.
- Staff certified and issued 350 vital records (birth, marriage & death certificates). Six burial and 22 cremation permits were issued. Five marriage licenses were issued.
- 14 Notary Public commissions, 4 Liquor permits and 14 Trade Name certificates were catalogued.
- During March, the Town Clerk's staff issued 17 Land Fill permits for the Highway Department.
- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library, which was completed at the end of the month.

DATA SUMMARY March 2023				
	<u>March-22</u>	<u>March-23</u>	<u>FY 21/22 to Date</u>	<u>FY 22/23 to Date</u>
Land Record Documents	398	389	5,618	3,404
Dog Licenses Sold	51	29	2,140	872
Game Licenses Sold	45	81	208	238
Vital Statistics				
Marriages	14	7	216	142
Death Certificates	36	35	422	339
Birth Certificates	22	26	266	233
Total General Fund Revenue	\$ 48,655.21	\$ 70,216.41	\$ 983,283.49	\$ 571,410.79
Town Document Preservation	1,472.00	1,083.00	19,715.00	11,046.00
State Document Preservation	2,424.00	2,368.00	28,968.00	22,056.00
State Treasurer (\$36 fee)	10,872.00	10,476.00	128,772.00	92,592.00
State Treasurer (\$127 fee)	5,461.00	4,572.00	97,790.00	36,703.00
State Treasurer (\$110 fee)	5,720.00	2,200.00	96,580.00	32,560.00
LoCIP	906.00	873.00	10,731.00	7,716.00
State Game Licenses	622.00	381.00	2,068.00	1,477.00
State Dog Licenses	391.50	225.00	12,770.00	6,078.50
Dog Licenses Surcharge	134.00	82.00	4,936.00	2,146.00
Marriage Surcharge	408.00	170.00	3,638.00	2,244.00
Grand Total	\$ 77,065.71	\$ 92,646.41	\$ 1,389,251.49	\$ 786,029.29

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

- Completion of over 106 formal requests for service
- Continued work on the computer implementation, deploying computers to the Town Clerk, Police Department, Library, Tax Office, and Parks and Grounds
- Prepared software deployments for Town Clerk, Police Department, and Tax Office
- Tested and prepared remediation plan for failed network connection between Parks and Grounds and Cemetery Office
- Resolved post new equipment issues at the Library
- Configured Akitabox access to Dispatch computers
- Worked with AMR to adjust network interconnect for CAD2CAD interchange
- Managed network account creation and authentication security
- Assisted and configured new camera install in Registrar office
- Deployed VIN decode and trucks applications in Assessor office
- Started work with Assessor's office to import Building Permit data into their CAMA system
- Added users to manage Fire Department website and Range/Tower calendars
- Aided in generator test to prepare for Solar panel installation at Town Hall
- Updated Parks and Recreation registration application for public programs
- Managed software and installed latest versions of security and public safety software
- Updated the Zoom software for town computers

- 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

Town Commission Actions/Activities:

Town Plan and Zoning Commission –

Applications Approved:

At the meeting held on 03/08/23, the Town Plan and Zoning Commission approved the following application:

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

At the meeting held on 03/22/23, the Town Plan and Zoning Commission approved the following application:

Petition 04-23: Zoning Regulations Amendment (Sec. 3.20.1) to include Personal services as a permitted use in the Commercial Development Zone (CD), applicant: Newington TPZ, Contact: Erik S. Hinckley

Scheduled for 4/12/23 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.

Petition 06-23: Site Plan 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.

Scheduled for 4/26/23 Meeting:

Petition 07-23: Certificate of Location Approval for a gas station at 751 Russell Road, Applicant: Nobel Energy Real Estate Holdings, LLC, Contact: Kevin Solli, Owner: HDC One LLC

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

Application Approved by Wetland Agent:

Application 2023-03: Application to extend entrance to car wash by 6'8" within the Upland Review Area (URA) at 25 Pane Rd. Applicant: JonNic Enterprises LLC, Owner: Expct, LLC. Contact: Richard Breski

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

Application Received and Scheduled for 4/13/23 Meeting:

Petition 00-23-01: 179 Louis Street, Newington: Requesting 3 separate Variances; First, to allow an accessory building in the front of the principal building; Second, to reduce the required front yard setback of thirty-five (35) feet to twelve (12) feet and; Third, to increase the allowable accessory building height from fifteen (15) feet to twenty-two (22) feet. Applicant/Contact: Frank Borawski, P.E., Owner: Aero-Craft, LLC.

Open Space Committee – No meeting was scheduled for the month March.

Economic Development Commission – Meeting held on March 1st, the Commission scheduled a Special Meeting for 4/11/23 to host a Kenney Group Presentation.

Affordable Housing Monitoring Agency – No scheduled meeting for March.

Town Planner/Zoning Officer Activities:

Issued 11 Zoning Permits for various projects in town.

Received 69 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations, blight complaints, and property information.

Inspected 20 properties for Blight and/or Zoning Complaints and sent 2 Notices of Blight Violation, and 5 Notice of Zoning Violation letters.

Closed 3 open blight cases and removed those properties from the Blight list.

Removed 27 illegal signs from the Town R/W.

Processed 2 Certificates of Zoning Compliance.

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.

2600 Berlin Turnpike
2929 Berlin Turnpike
3269 Berlin Turnpike
3333 Berlin Turnpike
3384-3388 Berlin Turnpike
78 Bonair Avenue
161 Carr Avenue
40 Cedar Street
25 Holly Drive
54 Liberty Street

FACILITIES

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of March. AkitaBox now allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 122 work orders this month. We completed 39 preventative maintenance tasks, and the team responded to and completed 83 work orders consisting of maintenance and custodial requests. Of the 83 work orders, 40 were calls for service from outside the Facilities Department.

Town Hall: (40 Preventative Maintenance 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) Under slab drains were all flushed again, Downes in April is having sub-contractor open up section of drainage piping to confirm spec was followed.
- Multiple meetings for Town Hall shutdown and tying in of Solar Array. Did test run on generator to confirm items on back up. Had electrician (Shea Electric) work with town electrician Tim to confirm panel schedule's accuracy. Multiple updates to panel schedules made.
- Life safety preventative inspection Fire Extinguishers and Emergency Lights
- FO loop investigation of as builds and FO conduit pathways (continued). All communication pits were drained with pumps, conduit had pull strings added by Shea Electric, as this was supposed to be completed during construction of the building.
- New/updated signage from Sign Pro ordered for 2 offices
- Light bollard replaced in front of Municipal Center, hit by Parks clearing snow from sidewalk
- Floors in gym stripped and finished
- Multiple changes to the as builds for this building based on information discovered during drainage and FO loop investigations.
- Assisted IT Department and made multiple recycling trips with old computers
- Added security camera to ROV office/public counter

Library: (28 Preventative Maintenance 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 1 roofing company, a glass company, and a flashing/caulking company.
Continued/ongoing February – had second window company come to give their opinion, waiting for them to present their recommendations. Researched and found manufacturer of skylight system.
Continued/ongoing March – Had the fifth company, recommended by manufacturer of skylight, come out to assess and give their opinion/quote. Due to limited access to the area and no records from construction, best course of action is going to be to dismantle the flashing to determine build details in two spots. Skylight installed in 1986; according to manufacturer, life expectancy is 25-30 years.
- Adjusted multiple light fixtures
- Repaired hanging pipe insulation in basement
- Repaired employee entrance door bell
- Adjusted multiple exhaust fans
- Replaced/added baseboard heat covers in study rooms

Highway Garage: (14 Preventative Maintenance tasks and work orders completed)

- Repaired damaged Relay for the fire alarm in long garage
- Fixed exterior site light
- Released contractor "USDA" for bird depredation for the salt shed continued for March – USDA came and removed 6 eggs and nest, return visit captured male bird, female bird still causing issues; USDA to return in April to get female.
- Replaced leaking flush valve for bathroom toilet
- Replaced damaged ceiling tiles
- Labeled electrical panels in truck garage
- Replaced broken exterior site light
- 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 2 vendors; continued March – released contractor and ordered structure
- Life Safety Inspections by Encore of Fire Extinguishers and Emergency Lighting

Fire Stations: (1 work order completed)

- Continued Fire Company #1 Headquarters roof assessment. Help to facilitate manufacturer warranty. (Ongoing) GAF site inspection completed, waiting on GAF management review of file
 - Offer made by GAF for warranty claim is not sufficient working with 2 contractors to rebut GAF's 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 Walkthrough for 3/30 @ 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; continued March - still waiting for additional quote for replacement boiler

Grounds Maintenance: (4 Preventative Maintenance tasks and work orders completed)

- Solar panels installed on roof, awaiting materials to tie array into building; continued March – waiting for solar company to schedule shutdown with Eversource
- Installed GFI outlet
- Removed old, outdated filter system from sink; water facility has drinking fountains with filters
- Two fire doors painted
- Roofing Contractor released planning continued planning for early spring start; continued March – awaiting contractor's schedule
- Meetings with contractors for siding and trim repairs for exterior of main garage w/painting; continued March – released low bid contractor
- Contractor released to increase overhead door opening height to fit larger piece of equipment into garage; continued March – waiting for materials

Historical Properties: (2 Preventative Maintenance tasks and work orders completed)

- Kellogg-Eddy re-piped sump and extended the discharge further away from house to stop recycling water. Will have to return to put discharge underground.
- 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

Total project more than 50% completed

- Kelsey House
 - Met with 3rd painting contractor to get quote for exterior wood rot repair and painting of entire exterior

Senior & Disabled Center: (15 Preventative Maintenance tasks and work orders completed)

- Calls for heat in cafeteria
- Adjusted flow on water fountain
- Multiple calls for service for overhead door near office
- Ordered new LED lighting for gym; Site light repaired

Police Department: (15 Preventative Maintenance tasks and work orders completed)

- Multiple planning meetings for Police Monument project, ordered lighting.
- Repaired light pole by flag pole
- Replaced blue exterior lights in soffit by the entrance
- 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 March; continuing to monitor situation)
- EV charging station upgrade at Market Square went live with EVconnect app. Experiencing technical difficulties with App. Investigation completed; charges up and working
- Multiple card access requests
- Continued – Plan to open up section of drainage to verify specs in April investigation into drainage issues for site drainage at town hall
- Generator & solar review at Senior Center continues
- Radio Project Planning and meetings continue
- Continued job scheduled for 04/12/23 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.
- Continued - 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:

- 3/29 - Pre-OSHA walk through with CIRMA for town buildings
- 3/16 - held first Safety Committee meeting; presented draft claim report
- Re-started Mill Pond Park Pool PBC
- Worked with team on EOC location/presentation
- Continued work on Respiratory Protection Program, including contracting with physician for fit test appointments
- Meet w/broker and Travelers to review questions prior to renewal
- Re-started meetings of Mill Pond Park Pool PBC
- Assisted in researching storm closing protocols
- Worked with team to draft lease for potential rental of OFI building