



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

James Krupienski
Acting Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James Krupienski, Acting Town Manager
Date: June 15, 2023
Re: Monthly Report – April 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.

I met with members of the Newington Art League on April 3rd to discuss a permanent venue for the Art League to meet.

A Town Council meeting was held on April 4th, after the Public Hearing which was held to provide an opportunity for interested electors and/or taxpayers to express their views regarding the Town Council's Tentative Budget for Fiscal Year 2023-2024. Old Business discussed at the Town Council meeting included the proposed Budget Adjustments and the Annual Fair Housing Month Resolution. Also discussed was Fiscal Year 2024 State Historic Documents Grant Program Application as well as an update on the Town Manager search. New Business discussed was the Board of Education Memorandum of Understanding (MOU) Requests: Health Benefit Credit MOU and Board of Education CIP Fund Surplus. Also discussed was the Board of Education CIP Account Project Transfer Request-Undesignated Funds.

On April 5th, I met with Daphne Miller of Bluewing for a Town Government Subscriber Inventory Discussion.

Discussions were held regarding the National Welding site on Cedar Street on April 5th and regarding the Keeney Manufacturing site on April 6th.

Weekly project meetings were held to discuss the Motorola radio project.

A Site Walkthrough for the Newington Police Department and Callahan Site was held on April 12th with Daphne Miller of Bluewing. A Project Working Session was held with Daphne Miller of Bluewing on April 13th.

I met with Kevin Maloney of CCM on April 13th to discuss current projects and future initiatives.

On April 18th, the bid review was held for the Senior and Disabled Center window project.

Two Public Hearings were held prior to the Town Council meeting on April 18th. The first Public Hearing was held to provide an opportunity for interested individuals to express their views regarding the proposed

amendment to Chapter 388, Taxation, Article IX, Tax Relief Program for Certain Homeowners Age 65 or over or Permanently or Totally Disabled. The 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 V, Municipal Option to Exempt Certain Motor Vehicles (FKA – Ambulance-Type Motor Vehicles Exemption).

Old Business discussed at the Town Council meeting on April 18th was the Memorandum of Understanding(s) between the Board of Education and Town Council for FY 2023-2024 for: Health Benefit Credit and Board of Education CIP Fund Surplus. Also discussed under Old Business were adjustments to the Tentative FY 2023-2024 Budget, Adoption of the Operating Budget for Fiscal Year 2023-2024, Adoption of Long-Range Capital Improvement Plan 2023-2024 through 2027-2028, and the Mill Rate was set for Fiscal Year 2023-2024. New Business discussed at the April 18th Town Council meeting included a Bid Waiver for a Line Striping Machine for Parks & Grounds. Also discussed under New Business was the AFSCME Wage Reopener Fiscal Year 2023-2024 Agreement.

A Special Town Council meeting was held on April 20th. An Executive Session was held regarding the Town Manager search.

A Regular Town Council meeting was held on April 25th, where the following Old Business was discussed: a Bid Waiver for a Line Striping Machine for Parks & Grounds, the AFSCME Wage Reopener Fiscal Year 2023-2024 Agreement, and the Ordinance Adoption – Municipal Option to Exempt Certain Motor Vehicles. Also discussed under Old Business was the Ordinance Adoption – Tax Relief Program for Certain Homeowners Age 65 or over and Permanently or Totally Disabled, and an update on the Town Manager search. New Business discussed included the Appointment of an Auditor, Budget Transfers, ARPA Funds Allocation – Clem Lemire Turf Field, and a discussion on the sale of Town-owned Property.

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 April 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	64.5	\$ 3,476.04
Weekend Standby and Call-In	20.0	\$ 1,020.40
Road Maintenance	.2	\$ 11.71
Hazardous Waste Collection	8.7	\$ 435.52
Street Sweeping	29.7	\$ 1,167.99
Totals	123.1	\$ 6,111.66
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	95.8	\$ 4,550.00
Totals	95.8	\$ 4,550.00

POLICE DEPARTMENT	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
Administration	\$ 8,547.00	\$ 1,314.94	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	786,512.84	679,403.00	848,949.22
Investigation	91,467.00	30,001.50	90,645.00	34,085.80
Traffic	5,006.00	4,364.80	4,908.00	4,649.50
Communication	183,778.00	141,358.76	173,748.00	144,151.47
Education/Training	142,800.00	122,259.77	143,085.00	104,655.51
Support Services	57,595.00	(5,251.49)	60,413.00	(679.05)
Animal Control	2,521.00	1,145.55	1,511.00	0.00
Total	\$ 1,202,495.00	\$ 1,081,706.67	\$ 1,161,888.00	\$ 1,135,812.45
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 24,810.41	\$ 29,217.00	\$ 17,938.13
Snow and Ice Control	133,578.00	54,086.96	130,000.00	116,743.39
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	23,992.16	34,145.00	19,280.36
Leaf Collection	35,972.00	31,459.41	35,267.00	34,902.41
Total	\$ 233,870.00	\$ 134,348.94	\$ 228,629.00	\$ 188,864.29
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 85,266.36	\$ 88,357.00	\$ 115,167.28
Cemeteries	17,109.00	3,296.03	17,109.00	2,476.85
Total	\$ 122,110.00	\$ 88,562.39	\$ 105,466.00	\$ 117,644.13

PERSONNEL

- The vacant Animal Control Officer (A-5) position was posted externally to the public on April 5th, with a closing date of April 19th or until the position is filled.
- The vacant Carpenter (LT-14) position was posted internally to the AFSCME union on April 19th, with a closing date of April 25th. No internal applicants.
- The written examination for the vacant Equipment Mechanic II (HLT-17) took place on April 18th, and interviews were scheduled on April 27th.
- Interviews took place on April 5th for the vacant Dispatcher position in the Police Department.
- The vacant Highway Equipment Operator (HLT-9) position was offered to Steven Alarmani; he began his position on April 10th.
- The Town is accepting employment applications for the vacant Administrative Assistant to the Chief (A-5) position.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- Leroy Feeney, Master Police Officer, retired on April 21, 2023 from the Town of Newington after 16 years of service.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The ninth 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 March 2023 were \$1,171,784. 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 March, 2023

	Town	Board of Education	Total
Estimated Claims	1,930,140	6,961,770	8,891,910
Actual Claims	1,192,583	6,319,665	7,512,248

FINANCE

Accounting and Administration:

- Budget review meetings continued with the Town Council during the month, with final budget adoption taking place at the meeting on April 18th. Work on the final budget book has been started and should be finalized by the end of May.
- Finance Director Janet Murphy attended meetings regarding the finalization of our health benefits' renewal with Anthem BC/BS.
- Preparations for going out to bond on the Anna Reynolds School renovation project continues. Rating agency call will be on May 8th, and the bond sale will be May 23rd.
- Our office continues to support all other grants that have been approved or are being submitted.
- CliftonLarsonAllen, LLP, our current auditor, was the sole responder for our RFP for audit services. We expect the Council to appoint them as our auditor for the fiscal year ending 6/30/23 at their meeting on May 9th.
- The Town did receive grant funds from the State of Connecticut during this month for ECS Grant in the amount of \$7,179,018. 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)

4/30/2023

	Interest Earnings			
	Budget FY 2022-23	Actual Year to Date	\$ Invested	
General Fund	\$100,000	\$1,300,911	\$67,140,158	
Special Revenue Funds	48,000	16,638	716,662	
Capital Projects Funds		31,853	1,129,734	
Internal Service Fund	5,000	192,502	6,870,885	
Trust and Agency Funds		25,352	1,526,914	
Total, Estimated by Fund			\$77,384,353	

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2023

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	4.90	4.71	201,278	197,944	56,736,536
Bank North	2.07	2.07	959	989	570,022
TDBank (new)	2.67	2.58	25,314	25,243	11,706,139
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.00	2.00	6,101	6,037	3,228,716
Liberty Bank	3.00	3.00	12,496	13,711	5,142,940
Total Outstanding Investments					\$77,384,353

Rates reflect average monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through April 30, 2023.
- Elderly state and local tax relief benefits program filing period continues.
- Income and Expense forms were prepared and mailed out to 500+/- owners of commercial real estate. The Assessor's office has received 64 completed forms through the end of April. Electronic forms have been placed on the Assessor website.
- As of April 2023, ordinances/modifications for Local Option Elderly Tax Credit, Local Option Additional Veterans, Exemption for Gold Star Parents and Spouses, and Handicap Modified Vehicles have been adopted by the Town Council.
- State required reports were submitted for the M-13 and M-13a (listing of taxable and tax-exempt property); Manufacturing Machinery and Equipment report and applications and CAMA Exports.
- Deputy Assessor Carol Aregood has notified that her last day as part time Deputy Assessor will be the end of July 2023. The job will be advertised as soon as possible for her full-time replacement.

Revenue Collector

- April Revenue Collections for Real Estate, Personal Property, Motor Vehicles, and Supplemental Motor Vehicle taxes amounted to \$203,274.16. The back taxes collected were \$28,922.60, and we received \$3,030.98 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection on the 2021 Grand List is 98% which is in line with last year's percentage of 98%.
- Delinquent statements were sent to 2,713 taxpayers for outstanding real estate, personal property and motor vehicles.
- The Town Constables are busy collecting on their Alias Tax Warrants.
- Retention Schedules were signed and authorized by the State, and shredding of unnecessary documents was completed on May 1st.
- Information continues to be updated daily for the new 2021 Grand List tax bills which will be mailed at the end of June.

POLICE

Patrol Calls for April are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 15
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 61	Fire Trouble Alarm 0	MV Injury 14
Alarm Hold Up Alarm 1	Fire Veh Maintenance 0	MV Property Only 72
Alarm Residential Burg Alarm 17	Fire Vehicle Fire 0	Neighbor 9
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 146
Animal Complaint 9	Fire Water Problem 0	Noise 22
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 2	Follow Up 40	Notification 0
Assault in Progress 0	Found Property 10	Open Door/Window 2
Assist Motorist 4	Gun 0	Other Archive 0
Assist Notification 0	Harassment 3	Parking Violation 5
Assist Other Agency 30	Hazard 26	PD Assist Fire Dept. 41
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 1	HOPE Project 0	Pistol Permit 16
Breach of Peace/Disorderly 8	Illegal Dumping 1	Prisoner Care 17
Burglar Alarm 10	Impersonating Police 0	Private Duty 0
Burglary 1	Indecent Exposure 0	Property Found 5
Car Seat 5	Intoxicated 0	Property Lost 1

Check Welfare 58	Juvenile Complaint 27	Prostitution 0
Check Welfare 911 40	K9 Assist 0	Recovered Stolen MV 2
Check Welfare Other 5	Kidnapping 0	Rescue Call 0
Clear Lot 10	Landlord/Tenant Dispute 2	Residential Lockout 0
Construction 0	Larceny 57	Risk Protection Order 10
Court Detail 21	Larceny from MV 25	Robbery 1
Criminal Mischief 5	Lift Assist Only 3	Roll Call 2
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 13	Local Traffic Authority 3	Serve Warrant 55
Dog Complaint 28	Location Check 516	Sexual Assault 1
Domestic 22	Location General 0	Shots Fired 1
Door Check 7	Location School 0	Specific Detail 106
Drug 3	Lockout Building 5	State Pistol Permit – Tempo 0
DUI 7	Lockout MV 3	Stolen MV 9
EDP 13	Lost Property 4	Sudden Death 2
Escort/Transport 5	LTA 0	Suicide 0
Escort/Funeral 6	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 14	Suspicious MV Unoccupied 12
Escort Retrieval 1	Medical Cardiac 7	Suspicious Report 184
Escort Tax 0	Medical Complaint 208	Test 2
Fingerprint 4	Medical Diabetic 0	Threatening 3
Fire Alarm Commercial Bldg 1	Medical Fall 19	Tobacco 0
Fire Alarm Residential 2	Medical Mutual 0	Tow 13
Fire CO Detector no sympt 0	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 3	Traffic Stop 327
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 13
Fire Hazmat 0	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 0	Training 0
Fire Other 7	Missing 4	Trespass 12
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 23	Water problem 0
Fire Stand By 0	MV Complaint 45	
Fire Structure Fire 0	MV Fire 0	

Total: 2,575

- In April, the Detective Division Report:
 - Handled 52 investigations, 52 remain ongoing.
 - Served 55 warrants: 47 by Patrol officers, 8 by Detective Division.
- In April, the Patrol Division Report:
 - On 4/3/23, Newington PD received a call from a curator who monitors the “Real Talk Sports” website. The curator reported he noticed a disturbing comment posted in a chat forum on their platform. The comment read that the author was going to take his anger out on his school and that he’d be on the news tomorrow. The curator stated the IP address used by the person posting the comment originated from a residence on Barn Hill Lane in Newington. Contact was made at the residence and a school aged juvenile was located there. His electronics were seized, and an investigation into his involvement is currently underway. The School District was notified of the incident.

- On 4/7/23, a Newington PD Officer was alerted to a group of females fighting in the Walmart parking lot. The Officer responded to the area and witnessed two females engaged in a physical altercation. As the group was separated, it was discovered that three juvenile females had been driving a stolen motor vehicle through the parking lot when they crashed into a utility pole. The occupants of the stolen vehicle initiated an argument with several witnesses to that accident and a physical altercation ensued. Two of the occupants of the stolen vehicle were issued juvenile summons and released to a responsible adult.
- On 4/14/23, Newington PD was notified by Berlin PD that an armed robbery just occurred at the Citgo on the Berlin Turnpike in their town, and the suspects fled northbound towards Newington in a white U-Haul van. Newington PD Officers observed the vehicle traveling northbound on the Berlin Turnpike near East Robbins Avenue and initiated a traffic stop. The vehicle engaged the Officers in a pursuit; and due to the severity of the crime and the risk to the community if the suspects were able to elude capture, the pursuit was authorized. Officers pursued the van through Newington, which ended shortly after the van turned onto Carr Avenue, which is a dead-end street. Once the van reached the end of the cul-de-sac, the occupants bailed out of the vehicle and ran into the wooded area west of the train tracks. Multiple Law Enforcement Agencies converged on the area in an attempt to capture the suspects. Police K-9 units, a drone team, and numerous officers searched the area to no avail. Berlin PD seized the van as part of their investigation.
- On 4/24/23, Officers responded to a residence on Robbins Avenue for a reported shooting. Dispatch fielded several calls reporting a barrage of gunfire had occurred in front of the house. Upon arrival, Officers made contact with the lone occupant of the house and determined she was not injured. Upon inspecting the scene, Officers located approximately 60 spent bullet shell casings from three different caliber weapons, including a .762 caliber rifle. Numerous bullet holes were located in the front of the house that penetrated into the living areas within the structure. The homeowner speculated that the shooting was somehow connected to her son, who is currently incarcerated. Detectives were requested to process the scene and collect evidence. Surveillance video from two different home security cameras captured the incident, which depicts four suspects exit a dark colored sedan and stand in a line in front of the house. The suspects then open fire at the front of the house for approximately 10 seconds. The suspects then ran to the vehicle and fled eastbound on Robbins Avenue. The case remains under investigation by the Detective Division.
- On 04/24/23, an employee of the Fine Fettle Cannabis retailer on the Berlin Turnpike called Newington PD to report that the store had just received a bomb threat over the on-line order system. Officers arrived on scene and evacuated the occupants of the business and all occupants from the adjoining buildings. The manager reported two employees had been terminated approximately 2 hours prior to the threat and the on-line order was placed in one of their names, along with their phone number. The Hartford Bomb Squad was requested and cleared the building with a bomb detection K-9, and no devices were located. The suspects were interviewed, and both denied any involvement. Officers are working with the Fine Fettle's internet carrier to identify the origin of the on-line order. The case is under investigation by the Patrol Division.
- On 4/28/23, Newington PD received a complaint from the management at the Holiday Inn Express, located on the Berlin Turnpike, of a possible drug factory operating in one of the rooms. Officers arrived on scene and learned that cleaning personnel observed drug paraphernalia out in plain view while conducting their daily room cleaning. Officers responded to the room and made contact with two occupants at the door. One male suspect attempted to flee and was taken into custody after a short foot pursuit. Both suspects were arrested on outstanding arrest warrants. A search warrant was served on the room, which revealed drug manufacturing equipment, a kilogram of uncut Fentanyl, packaged Fentanyl, Crack Cocaine, MDMA, and over \$3,000 in cash. Arrest warrants are being prepared for the occupants of the room.

- In April, the Support Services Report:

- Support Services continues to be active in recruiting and scheduling police applicants, including administering written and oral board testing.
- Officer Backman, Officer Chapdelaine, and Sergeant Deane attended the Central Connecticut State University Criminal Justice Career Fair to recruit students and provide information regarding a police career with the Newington Police Department.

- 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.
- Heather Fitzsimmons has been hired as a Dispatcher and has begun her CTO training. Dispatcher Gerry Lacasse has retired, and we will be beginning the search to replace the vacant Dispatch 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 Gore, Officer Douglas, and Sergeant Deane attended Newington High School Junior Prom Promise presentation where they spoke to NHS students regarding DUI and overall safety during prom season. Officer Gore and Douglas participated in a mock accident drill and DUI arrest to show firsthand the dangers of driving under the influence.
- Officer Backman continues to plan for the Special Olympics Torch Run. Officer Backman and Chapdelaine participated in providing a Department tour for Newington Cub Scouts.
- The Training Department has scheduled training for ERT, as well as basic SWAT school, for Officers Douglas and Cappiello. Officer Corriveau attended NTOA Basic Crisis Negotiation. We have begun our spring firearms qualification with all ERT members trained. Officer Backman has also attended CRCOP Media Relations Training. Officers continue to attend recertification training.
- Planning meetings have begun for the implementation of the new radio system, of which implementation is scheduled to begin in the coming months.
- Officer Walker continues to assist in Risk Protection Order applications as well as completing all FOI requests for digital media.

- Property Report April 2023:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	11	\$ 16,047
Abandoned	0	\$ 0
Evidence	6	\$ 3,061
Found	0	\$ 0
Lost	1	\$ 553
Seized	41	\$ 3,595
Recovered	0	\$ 0
Impounded	2	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
Total	62	\$ 23,256

- Police Department Overtime Report April 2023:

OT March	\$ 92,229	2 pay periods (1 holiday)
OT April	\$123,988	2 pay periods (2 holidays - \$31,722)
	\$ 31,759	increase

- Administrative overtime of \$0.
- Patrol overtime of \$75,132, an increase of \$19,496 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time), 2 holidays (\$25,000), and four (4) recruits that are in the academy creating vacancies and overtime to fill them. Overtime was created when holding over to complete cases/reports and casework which included completion of applications for risk protection orders (RPO's), burglaries, prisoner detail at hospital, accidents, search warrants, domestic cases, liquor commission meeting, DUI arrests, court hearings, threatening, missing persons, stolen vehicle, Midstate call out, and other related duties.

- Detective Division overtime of \$2,778, a decrease of \$8 from the previous month. Overtime includes one holiday (\$722) and case assignment.
- Traffic Division overtime of \$733, an increase of \$266 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 \$16,246, a decrease of \$791 from the previous month. Overtime includes one holiday (\$6,000) and the filling of shifts for time off (vacation, sick, earned time). Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday when the dispatch 3 shift jumper is not scheduled to work. Currently, there is one vacancy and one new hire in training, which creates overtime.
- Educational overtime of \$27,969, an increase of \$14,673 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Media relations training, FBI Regional Command training, death investigations, Peer 2 Peer training, police officer recertification, FTO training and specialized training.
- Support Services overtime of \$1,130, a decrease of \$1,220 from the previous month. Overtime included one holiday and overtime required to complete oral boards with applicants.
- Animal Control overtime of \$0.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of April, 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:

Code	Incident Type	April	10 Month Total
Fire			
100	Fire, Other	1	8
111	Building fire	0	15
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	1	10
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	1	4
140	Natural vegetation fire, other	4	8
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	2	13
143	Grass Fire	1	4
150	Outside rubbish fire, other	0	2
151	Outside rubbish, trash or waste fire	0	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		10	78

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	1	3
	Total	1	7
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	1	11
322	Motor vehicle accident with injuries	0	2
324	Motor vehicle accident with no injuries	0	4
340	Search for lost person, other	0	1
350	Extrication, rescue, other	0	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	1	26
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	2	20
410	Combustible/flammable gas/liquid condition	1	4
411	Gasoline or other flammable liquid spill	0	4
412	Gas leak (natural gas or LPG)	0	18
413	Oil or other combustible liquid spill	1	5
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	7
440	Electrical wiring/equipment problem, other	5	25
441	Heat from short circuit (wiring), defective/worn	0	3
442	Overheated motor	0	1
444	Power line down	1	23
445	Arcing, shorted electrical equipment	0	4
451	Biological hazard, confirmed or suspected	2	2
460	Accident, potential accident, other	0	4
463	Vehicle accident, general cleanup	3	20
	Total	15	142

5 Service Call

500	Service Call, other	0	11
510	Person in distress, other	0	1
511	Lock-out	3	10
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	3	18
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	1	8
571	Cover assignment, standby, move up	2	22
Total		9	127

6 Good Intent Call

600	Good intent call, other	1	39
611	Dispatched & cancelled en route	0	9
621	Wrong location	0	1
622	No incident found on arrival at dispatch	0	1
631	Authorized controlled burning	0	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	0	2
671	HazMat release investigation w/no HazMat	1	9
Total		2	77

7 False Alarm & False Call

700	False alarm or false call, other	2	36
710	Malicious, mischievous false call, other	1	1
711	Municipal alarm system, malicious false	0	1
714	Central station, malicious false alarm	1	1
715	Local alarm system	1	1
721	Bomb scare – no bomb	1	1
730	System malfunction, other	1	17
731	Sprinkler activation due to malfunction	1	6
732	Extinguishing system activation due to malfunction	1	1
733	Smoke detector activation due to malfunction	1	15
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	4	19

736	CO detector activation due to malfunction	2	16
740	Unintentional transmission of alarm, other	5	26
741	Sprinkler activation, no fire	0	8
743	Smoke detector activation, no fire - unintentional	2	33
744	Detector Activation, no fire	0	7
745	Alarm system activation, no fire	7	40
746	Carbon monoxide detector activation, no CO	0	7
Total		29	236

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 **67** **694**

Fire Chief

Fire Responses: 38 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 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
- Attended Pasta dinner fundraisers in Plainville and Newington
- Worked on MOU's for new radio system with Communications division
- 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
- Attended Town Council meeting to honor Commissioner Stoddard's Volunteer of the Year for town – 50 Years of Service
- Had monthly Chief's meeting
- Had monthly Command Staff meeting
- Attended multiple department burns
- Attended Easter Egg hunt at Company 5 put on by Cadets
- Attended Prism Academy Autism Day
- Attended Memorial Day Parade Meeting
- Attended weekly State Radio meetings for new radio system
- Attended (via zoom) Callahan Tower discussion with Town Manager and Consultant
- Had preconstruction walk thru for Company 1 roof
- Attended Autism fundraising events

- Finalized Autism Acceptance design for Fire Truck and T-shirts with Chief Stegmaier
- Met with sign companies for quotes for digital sign
- Met with IT staff over MDT roll out and computers
- Had discussions with Plainville Fire Chief on Operations' needs and agreements

Training Report Progress History

- The number of fires that occur every year has not what you expect it to be. The number of fires is less due to stronger enforcement of CT fire codes and more people working from home. The best way our department's skills at its best, is through live burns at our training tower. Firefighters have been injured and, in other parts of the country, even killed during these type of training exercises. Our focus in our live burn training is the safety of each and every firefighter and our strict adherence to the NFPA standards that govern these burns.
- Our April drills, were so well attended that all of our trainers were almost speechless when we did our initial walk-throughs and reviews before commencing these drills.
- Our March drills have covered using the SCBA and April gave us the opportunity to utilize these skills. Weeks of planning went into creating a safe environment for our members.
- Newington EMS was onsite for each of our burns.

Plans

- 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.
- EVOC training, driver training and other ISO specific drills are being added to our already busy schedule.

Drill Schedule

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
Multi-Company Online Drill	EVOC	May-June
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
AP20 Pump Operations	1
AP50 – Aerial Operator	1
BA02 – SCBA NFPA 1001 Refresher	1
DT03 – Driver Training – Orientation	1
DT04 – Driver Training – Road Time	13
IH01 – Multi-Company Training	6
IH02 – Officer Training	1
St01 – Task Force Training	2
ST70 – Fire Service Instructor I	1
	393.72 Hours
	214 Attendees

FIRE MARSHAL

Code Enforcement Activity:

Type	Quantity
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	24
Re-Inspection	2
Special Inspections – Food Trucks, etc.	0
Plan Reviews	15
Consultation – Underground Tanks, Property Check, Fire Drills	3
Blasting	1
Fire Investigations	1

Special Projects/Events:

- Continuing work on Alpine/RedNMX implementation – 2 out of three primary codes are loaded along with several NFPA standards that the FMO uses on a regular basis. Testing email system and should be live (off Firehouse completely 6/1/2023)
- Newington FMO received a grant from the CT Fair Plan in the amount of \$499.99. This grant was used to purchase a digital camera. The camera has been tested; and based upon the review, the office will be purchasing additional cameras (point and shoot style) for the staff.
- AFM John Hofmann was accepted (and has completed) the Connecticut Advanced Fire Investigation School. This is a two-week program that focuses in on conducting a fire investigation in preparing for trial. This is a rigorous class, and John should be commended for completing it.
- FMO and FD staff have been working with the developer of the apartments at 3333 Berlin Turnpike (96/98/100 Pane Road) as they do not have permanent water lines in the ground.

Fires/Major Incidents/FMO Callouts:

- 85 Linwood Avenue: Oven Fire – 4/5/2023

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
- Met with contractor to discuss microsurfacing and crack sealing of town roads
- Met with Bid Awarded Contractor regarding upcoming milling for overlays
- Attended Department staff meetings
- Attended Solid Waste Advisory Committee meeting
- Attended work zone safety webinar
- Attended meeting to discuss town radio system upgrades
- Conducted written exam and interviews for the open Mechanic II position
- Assisted with coordinating annual MDC Hazardous Waste Collection at Highway Garage

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- Completed sweeping and patching of schools during spring break
- Completed curb/topsoil repairs of winter snow plow damage
- Crews cleaned debris/vegetation from waterway on Main Street

- Constructed new concrete pad for the relocation of generator at Town Garage
- Continued repair of basins on various roads in preparation of upcoming overlay program
- Four (4) evictions scheduled for the month – only one requiring storage and two (2) cancelled

Fleet Maintenance

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Upfitting of the new Fire Marshal's vehicle was completed
- Police Mechanic continued upfitting of new administrative vehicle
- Completed Fire Department spring services
- Began upfitting of New Truck #2
- Maintenance and operational overview of new truck was provided by Outside vendor (Firematic)
- Police mechanic worked with IT Department on the installation of the new MDT mounts for the rollout of new tablets.
- Vehicle 118 had camera system and MDT mount install so it could be utilized for patrol
- Responded to one after hour call in

Sanitation/Recycling/Landfill

- Scheduled 137 residential bulk items for collection for the month
- Scheduled 20 condominium bulk items for collection for the month
- Scheduled 39 condo/residential scrap metal items for collection for the month
- 8,299 tons of cumulative Municipal Solid Waste were collected from July to April
- 1,888 tons of cumulative recyclables were collected from July to April
- 187 mattresses/box springs were recycled for the month
- Four (4) televisions were collected for the month
- Issued 67 permanent landfill permits and 7 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 39 permits: 10 Excavation; 29 Driveways
- Reviewed 269 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
- 55 Peckham Farm Drive – Plot plan review

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

Engineering:

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

- Parks - Mill Pond Park and Churchill Park - Dam Inspections
- Myra Cohen Way – Process address change requests

Town Projects - Construction:

- Board of Ed: John Paterson School expanded parking lot – Construction support and As-Built plan
- Public Works (LOTCIP 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 (LOTCIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin & Newington (LOTCIP 2022): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements
- Public Works (supplemental LOTCIP 2023): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTCIP 2024): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$100K)
- Public Works: Eversource Rebate – EV charging stations (\$75K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase

Town Project: Managed consultant projects:

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

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

- An application was submitted to add a new demising wall for tenant separation to Newington 2007, LLC at 407 Alumni Road
- An application was submitted to construct a new commercial building at 77 Pane Road
- A permit was issued to Joey Garlic's at 150 Kitts Lane to erect a tent for outside dining
- A permit was issued to construct a new home at 55 Peckham Farm Drive
- A permit was issued to EDAC Technologies, LLC at 275 Richard Street to re-roof Hanwha Aerospace
- A permit was issued to Berlin Newington Associates, LLC at 3089 Berlin Turnpike to replace two signs

Certificate of Occupancies issued in April:

None

These are the classes the inspectors took in April:

D. Jourdan:	None
K. Kilkenny:	4/18/23 "2021 IRC Changes" in Rocky Hill for 2 hours
A. Hanke:	4/18/23 "2021 IRC Changes" in Rocky Hill for 2 hours

Building Department inspection activity for the month of April was as follows: The Inspectors completed a total of 227 Inspections. They were: Above Ceiling (1), Electrical (26), Final (128), Footings (6), Foundations (4), Framing (4), Gas Line (3), Insulation (1), Mechanical (4), Plumbing (3), Roofing (1), Rough (43), Siding (2), Slab (1).

The total number of Building/Renovation Permits issued/applied for the month of April was **181**, producing a total permit value of **\$6,689,528**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	29	451,588.00
DECKS	6	56,500.00
DEMOLITION	0	0.00
ELECTRICAL	47	437,729.00
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	29	568,849.00
NEW COMMERCIAL	1	1,142,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	235,000.00
PLUMBING	19	1,933,520.00
POOL	7	100,450.00
ROOFING/SIDING	32	1,660,620.00
SIGN	1	852.00
SOLAR	8	101,820.00
TENT	1	600.00
OTHER	0	0.00
TOTAL	181	6,689,528.00

The total Building income fees received in the month of April were **\$75,442.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$575.00, Environmental \$60.00, Conservation \$0.00, Copies, Books and Maps \$15.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$3,825.00, Engineering Copies \$350.00. The other total income is \$4,825.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for April:	\$6,689,528.00	\$2,637,111.48
Fees for Permits issued for April:	\$75,442.00	\$28,622.00
Other income Fees for April:	\$4,825.00	\$7178.50
Building Permits Issued for April:	181	238

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

<u>2022-2023</u>		<u>2021-2022</u>	
Value	Permit Fee	Value	Permit Fee
\$95,058,282	\$1,061,847	\$35,453,189	\$410,162

HUMAN SERVICES

- Middle School SCORE programs have been going well this spring with very successful attendance this month. We have a variety of active outdoor programs, and we are receiving great feedback from the youth and parents/guardians.
- April's 5th Grade Challenge program met at the ropes course with both middle schools together. We will continue to meet and have their sessions outdoors.
- During the April school break, we had High School mentors and four of our JRB youths performing their community service hours with our SCORE groups.

- Summer 2023 Brochures went out to our parent email list and the Principal's E-Newsletter on Friday April 29th. We look forward to an active summer of youth adventures!
- 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 & 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 at the foodbank, 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 requests for 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.
- 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. This month saw several clinical referrals from the middle schools with predominant issues including behavior difficulties, family dysfunction, poor coping skills, and suicidal ideation.

April 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	13 0	7 0	88 0	64 2
Youth & Family Service Hours	16	16	164	245.75
JRB Cases: JRB Hearings: JRB Service Hours:	6 0 19	7 2 28.5	36 7 169	13 3 22
Positive Youth Development	198	128	1,043	1,308
Community Service # of Hours Completed Challenge Course: Adult Youth (outside)	1 65 0 12	0 6 0 12	5 176 0 113	5 152 0 305
Information and Referral	No longer reported			
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	103 29 11 63	92 23 14 48	665 160 98 407	708 165 128 412
Social Casework Service Hours	184.75	172.95	1,490.25	1,455.75
Food Bank Household Visits # Bags of Groceries Distributed Mobile truck	147 2,001 268	157 2,090 147	1,243 13,596 1,536	1,270 13,513 1,955
Special Needs	7	9	86	73

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 Memory Loss: When to Worry, Cultivating Kindness and Your Own Self-Compassion, Seniors and Bullying, an Introduction on Excel Spreadsheets, and more. All were well-attended.
- The Center hosted the Friends of the Library Book Sale April 16-18 and K-12 Student Art Show/Townwide Art Show from April 26-28.
- The AARP Tax Aide program continued through the month of April, 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.
- The volunteer-run Gift Shop and Coffee Shops 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 \$809.15. 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. April Gift Shop sales were \$692.25.
- 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.
- The Center received notice of a grant award in the amount of \$50,000 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 and the towns of Rocky Hill, Berlin and Wethersfield to create and administer the program.
- Bus trip planning and sales continued through the month of April. The Committee is planning day trips, including a trip to Thomaston Playhouse on May 7 (sold out), a lobster dinner at the Log Cabin in Holyoke, MA on July 19, and a trip to Encore Boston Harbor on October 8, 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 4-5 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 March, volunteers and staff delivered Meals on Wheels to approximately 58-64 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 April, the two Dial A Ride drivers (with subs as necessary) completed 483 trips for a total of 1,809 miles over 230 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 continued spring cleanup and setup in the garden.
 - Facilities staff completed the LED light project in the Auditorium
- The Director attended meetings with Town Staff, including various planning meetings with department head 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 April 5th to receive updates about the Center's operation.
- The Director participated in various meetings for NCOA vaccine grant onboarding, attended the CCM Age Well Summit on April 26th, a CCM course on Civility in Government on April 18th and an NCOA round table on April 27th.

- The Director received a certification in Screening, Brief Intervention and Referral to Treatment (SBIRT) from the National Alliance on Mental Illness (NAMI) on April 27th.

PARKS AND RECREATION

Recreation Division:

- Planning continues for the Department's two special events in June at Mill Pond Park: Newington Goes Country on June 8th and Food Truck Friday on June 9th.
- Planning continues for the events of the Life. Be in it. Extravaganza week at Mill Pond Park: July 12th through 15th.
- The hiring process for Summer Camp RECreate has been completed. There were over 50 applications received with 20 positions available.
- The hourly staff pay rates were updated to follow the minimum wage increase, beginning June 1st.
- Summer Camp RECreate registrations have increased significantly, as the early bird pricing ends on Wednesday, May 17th. We have a total of 302 children registered so far. Each site caps at 120 campers.
- Summer Camp RECreate materials have been ordered and received, allowing the camp to be prepared for the upcoming season.
- Camp S'more registrations have begun. This is the second year of the extra week extension of Camp S'more, as last year was a success. To date, there are 44 campers registered for week one and 41 campers registered for week two.
- Summer Sunshine registration opened. To date, there are at least 15 children registered for each of the nine weeks. Early bird registration pricing will end on Wednesday, May 17th.
- Summer Aquatics training has begun, and we have hired 8 new American Red Cross certified lifeguards for the summer season.
- Swim lessons have continued for the spring session at Newington High School, on Monday and Wednesday evenings, with over 100 participants enrolled.

Parks, Grounds & Cemeteries Division:

- Spring ballfield preparations were completed well ahead of schedule.
- Field painting installation completed.
- New porta restroom vendor, Bonavita Luxury Lavatories, has installed all new units around town.
- Mulching in West Meadow Cemetery continues in Section D.
- Tree work continued in April as we anticipate shifting focus to routine maintenance.
- Pool cleaning underway with painting scheduled for May. Churchill Pool is scheduled to be painted on May 13th. Mill Pond Pool's painting date is to be determined.
- All staff members who intend to paint pools were fit tested for respirators.
- Irrigation systems are being charged for spring.
- Staff began significant renovation of the high school football practice field, including hauling fresh topsoil, surface grading, and reseeding.
- Parks & Grounds has begun adding seasonal staff and expect to have entire seasonal staff in place by mid-May.
- Staff have begun landscape bed clean-out and edging.
- Flower pots are currently being planted and installed around town.
- Parks & Grounds assisted with the grand opening of the new playground at Beechwood Park.
- Field rolling was completed in April.
- Spring clean-up completed at government buildings and parks.
- School clean-up completed during spring break.
- Fertilizer application made to approximately 40 acres of athletic fields in Newington this month.
- Regular mowing schedules have begun with large and small mowers around town.
- Assembled new playhouse to be installed at preschool playscape.

Cemeteries: 3 Single, 4 Double, 9 Ash, 7 Sales

Overtime: 95.8 hours, \$4,550

Tree Warden:

- No tree work performed in April.

LIBRARY

- The Town Council passed the 2023-2024 Town budget on April 18th that included the library's request to fund the teen librarian position that has been unfunded since 2020. We were thrilled that the budget we proposed was passed without reductions.
- The Library Board of Trustees continued planning for the Newington Library 5K Challenge Road Race that will be held on Sunday, May 21, 2023. Online registrations are coming in at a nice pace. A new feature of the race is the Little Reader's Sprint for children ages 2 to 5. The fee is \$10 per child, or the fee is waived if the child has a parent/escort registered for the race. Each child who participates will receive a Finisher's Medal and some race swag. 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 had a very successful spring book sale that was held on April 14, 15 & 16 at the Newington Senior & Disabled Center. The Friends, with the help of the Boy Scouts and an amazing group of volunteers, did a great job organizing the transfer of books from the shed to the Senior Center, setting up the sale and getting ready for this 3-day event. People were thrilled to have the book sale back this spring. We saw a lot of familiar faces and many new ones as well.
- Eagle Scout Justin Surace completed his Eagle Project for the Friends of the Library related to the Friends 'new' shed. He built a ramp and plant containers for this shed. The new ramp helps the Friends in and out of the shed. The plant containers look great in front of the shed. He did a wonderful job.
- Outreach to homebound patrons as well as the Senior Living Facilities continues to be very popular. Head of Community Services Michelle Royer and a great group of dedicated volunteers from the Greater Federation of Women's Clubs Newington/Wethersfield work hard each month to deliver and pick up library materials to very grateful library patrons. This month, 195 items were delivered to these very appreciative people.
- The children's staff finished their school visits in April. 170 students for Elizabeth Green Elementary School visited the library to learn about our resources and to talk about the many exciting materials we have to offer. Staff really enjoy seeing and interacting with the students and staff. Outreach to preschools and daycares continued with staff visiting 12 centers and interacting with 198 children. The children's staff also worked hard to present a variety of fun programs and story times for our young patrons. 49 programs were offered this month to 1,077 children and their caregivers. Highlights of children's programming this month included A Teddy Bear Clinic sponsored by the General Federation of Women's Clubs Newington/Wethersfield, who repaired many children's much loved stuffed animals, an Earth Day Craft Drop-in program, A Block Party for children who love to build with Legos and Plank blocks, Yoga Story time for babies, toddlers, and preschoolers, and the regular weekly story times for children of all ages.
- Library staff offered 3 programs to 38 teens. Programs included the Teen Volunteer Network, a Teen Earth Day Grab & Go kit and A Teen Cookbook Club where teens made milkshakes and smoothies. Children's and the Part-time Teen Librarian have begun making short video clips to promote summer reading and programming for middle school students and recording book talks for the upcoming Nutmeg Book nominees for grades 5 through 8.
- Adults were kept very busy with a great selection of programs during the month of April. 16 programs were attended by 631 adults. Our very talented librarian Dorothy Russell led her Part 2 class on how to crochet critters using the amigurumi method. The *Movies @ the Library* program featured the film *I Wanna Dance with Somebody*. *Page Turners*, an evening book discussion group met to talk about *Pachinko* by Min Jin Lee. *Brown Bag It with a Book Discussion* featured the book *The Flight Attendant* by Chris Bohjalian. Highlights of other programs included a presentation about the coffee roasting process that included samples by Alvarium Roasters, a program about Wills and Estate Planning and an online culinary program that taught people how to make delicious M & M cookies. The month was rounded out with *Grab & Go* color pages and puzzle packets and *Spice It to Go* kits featuring the spice Ground Cloves.
- Total circulation was 21,711. Circulation of digital materials was 3,474. Total number of people that entered the building was 9,258. 37 curbside service transactions were processed. Staff processed and pulled 1,801 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,069 reference questions during the month. Meeting room and study room space was used 247 times. Volunteers and staff delivered 195 items to our homebound patrons. Staff offered tech help 202 times

to patrons. Online databases that were popular this month included *Value Line*, *Ancestry.com*, *PebbleGo Animal* and *PebbleGo Social Science* databases. Staff is continuing to work with the schools to issue new library cards to students who do not have one. 10 new kid's cards were issued for these students. In total during the past year, staff made 593 library cards for Newington Public Schools Students, 430 new cards and updated 162 existing accounts.

- In technology news, Head of Reference Jennifer Hebert hosted a program about online safety, *titled Digital Security: A Tour of Online Safety*. Staff had a request to look at Assistive Technology that would offer closed captions during live programming. We are currently looking at several options that could work at the library.
- In personnel news, we continued DEI & B and effective communication staff training with Yvonne Alston from Indelible Impressions. Focus groups were held with the different library departments as well as several one-on-one interviews. Karolyn McLain attended several webinars related to diversity and serving the LGBTQ+ community. 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, a group of very rowdy teenagers were fooling around in the elevator, jumping hard and ripped an elevator button off as a joke. Needless to say, staff wasn't laughing. The teens were asked to leave, and staff put a temporary cover on the button until it could be fixed properly. Parks & Grounds did most of the spring cleanup in April. They still need to mulch and replant a tree and shrubs that died the previous year. Dave Brown and the Town Facilities Department continued working on some minor repairs identified during the Library Board's Annual Walk Through. The cleaning service continues to do a great job.

TOWN CLERK

- There were 57 transfers during April, for a total of \$9,464,500.00 in sales. State conveyance tax collected was \$76,133.75; Town conveyance tax collected was \$23,661.25.
- There were eleven (11) residential sales over \$300,000.
- We had one (1) commercial sale for \$1,400,000.00 at 2303-2315 Berlin Turnpike from JCJ Associates LLC to 2303-2315 Berlin Turnpike LLC.
- There were 271 documents filed on the land records during April including 86 mortgages, 64 releases, 9 probate certificates & 4 liens. 84 of these documents were electronically recorded, bringing in revenue of \$7,482.00.
- Staff certified and issued 305 vital records (birth, marriage & death certificates). Two burial and 16 cremation permits were issued. Six marriage licenses were issued.
- Seven Notary Public commissions, three Liquor permits and eight Trade Name certificates were catalogued.
- During April, the Town Clerk's staff issued 26 Landfill permits for the Highway Department.
- On April 19th & 20th, the Town Clerk and Assistants attended the annual Spring Connecticut Town Clerk's Association (CTCA) Conference. Secretary of the State Stephanie Thomas was present and talked about early voting and took some questions. Secretary of the State Elections Division presented topics including a review of key Election dates, Nominating Petitions, the Election Management System (EMS), Absentee Ballot procedures and updates to the Connecticut Voter Registration System (CVRS), refresher and overview by the Department of Revenue Services regarding Real Estate Conveyance Tax online portal (MYCTREC). Department of Public Health presented updates on the online death vital program, Public Records Administration regarding Records Retention & Management, and Legislative Updates.
- The Town Clerk, on April 21th, attended the Municipal Clerks Institute for CT Town Clerks Continuing Education presented by Instructor Ellen Ornato of The Bolder Company regarding "The Personality Puzzle-Understanding Styles through the Lens of DISC".

<u>DATA SUMMARY - April 2023</u>				
	<u>April-22</u>	<u>April-23</u>	<u>FY21/22 to Date</u>	<u>FY22/23 to Date</u>
Land Record Documents	382	271	4,662	3,675
Dog Licenses Sold	59	27	775	899
Game Licenses Sold	68	79	153	317
Vital Statistics				
Marriages	14	11	173	76
Death Certificates	32	37	363	378
Birth Certificates	22	18	232	252
Total General Fund Revenue	\$ 62,041.40	\$ 39,295.90	\$ 691,768.88	\$ 610,706.69
Town Document Preservation	1,319.00	860.00	16,691.00	11,906.00
State Document Preservation	2,224.00	1,848.00	23,880.00	23,904.00
State Treasurer (\$36 fee)	9,828.00	8,208.00	106,308.00	100,800.00
State Treasurer (\$127 fee)	6,477.00	1,651.00	88,392.00	38,354.00
State Treasurer (\$110 fee)	5,390.00	1,870.00	84,590.00	34,430.00
LoCIP	819.00	684.00	8,859.00	8,400.00
State Game Licenses	343.00	427.00	1,712.00	1,904.00
State Dog Licenses	367.00	206.00	5,292.00	6,284.50
Dog Licenses Surcharge	126.00	62.00	1,910.00	2,208.00
Marriage Surcharge	272.00	204.00	3,060.00	2,448.00
Grand Total	\$ 89,206.40	\$ 55,315.90	\$ 1,032,462.88	\$ 841,345.19

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

- Completion of over 90 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting computers in the Town Clerk, Police, and Fire Departments
- Continued software deployment configuration for Police Department applications
- Deployed Microsoft Teams to all laptops
- Completed CERT email deployment
- Security alarm informational report written and provided to Chief Information Officer
- Created new VPN subnet and associated firewall configuration for non-MDT PD laptops
- Fire HQ internet circuit cut over from Cox to CEN fiber
- Developed custom routines for automated software installation for MicroKey Alarm and PowerDMS Police software
- Data export updated for vendor to update Assessor data on www.propertyrecordcards.com
- Walk through with Parks & Recreation and Frontier for POS device setup for Mill Pond Park events in June and July
- Website training for Roderick Smith in Parks and Recreation
- Website updates including new page with Town Facility hours and staff directory link on the home page mega menu
- 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 4/12/23, the Town Plan and Zoning Commission approved the following application.

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.

Applications Approved with Conditions:

At the meeting held on 4/12/23, the Town Plan and Zoning Commission approved the following application with conditions.

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.

At the meeting held on 4/26/23, the Town Plan and Zoning Commission approved the following application with conditions.

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.

Scheduled for 5/24/23 Meeting:

Petition 09-23: Site Plan Modification to waive the requirement of a chain link fence, Applicant: A.A. Denorfia Building & Development, LLC, Contact: Alan Bongiovanni, Owner: A.A. Denorfia Building & Development, LLC.

Scheduled for 6/14/23 Meeting:

Petition 08-23: Zoning Regulation Text Amendment pertaining to (Sec. 6.16) Adult-use Cannabis Cultivation and Sale and Medical Marijuana Dispensary and Production, (Section 6.16.6) Sign and Exterior Display Requirements, Applicant: Newington TPZ, Contact: Paul Dickson.

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

Application Approved with Conditions by Wetland Agent:

Application 2023-04: The project at 765 Willard Avenue is to install a new 20' x 16' deck (w/piers) within the upland review area. The only soil disturbance will be the excavation to install the required piers. All excess soil will be removed from the site, and other disturbed areas will be reseeded upon completion of the project.

Zoning Board of Appeals –

Application continued from 4/13/23 to 5/4/23:

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 – Regular Meeting was held on 4/13/23.

Economic Development Commission – Special Meeting was held on 4/11/23 to host a Kenney Group Presentation.

Affordable Housing Monitoring Agency – No scheduled meeting for April.

Town Planner/Zoning Officer Activities:

Issued 13 Zoning Permits for various projects in town.

Received 42 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Inspected 11 properties for Blight and/or Zoning Complaints, sent 2 Notices of Blight Violation, and 5 Notice of Zoning Violation letters.

Closed 2 open blight cases and removed those properties from the Blight list.

Processed and released 1 site bond.

Removed 38 illegal signs from the Town R/W.

Spoke with realtors/potential developers, and/or potential tenants for the following properties. Typically, we discussed allowable uses and the permitting process for their potential projects.

2295 Berlin Turnpike
2553 Berlin Turnpike
2640 Berlin Turnpike
40 Cedar Street
88 Main Street
1042 Main Street
1220 Main Street
385 Stamm Road
129 Willard Avenue

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of April. AkitaBox now allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 108 work orders and tasks this month. We completed 43 preventative maintenance tasks, and the team responded to and completed 65 reactive work orders. Of the 65 work orders, 22 were calls for service from outside the Facilities Department.

Town Hall: (31 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. Under slab drains were all flushed again; Downes is having subcontractor open up section of drainage piping in April to confirm spec was followed.

(Continued/Ongoing) Downes and Gerber opened up test cuts to verify drainage spec was followed. More questions raised about origin of the substance in our lines. Planned meeting with TM's office and Building Committee to happen in May.

- Electrical shutdown performed, and solar array was tied into our main power supply.
- Life safety preventative inspection of sprinkler system and back flow preventers.
- New/updated signage from Sign Pro installed for two offices.
- Multiple town site light repairs: two at town green, three on Main Street/Market Square.
- Periodic cleanings scheduled for May.
- A/C tune up started. First floor filter changes have been done; two floors left to be done in May.
- Added power-operated door to Human Services food storage area.
- Took down heated stair mats by gym Emergency Exit.

Library: (22 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 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.

Continued/Ongoing April – awaiting proposal from roofing/skylight company now that we further understand the issues from our exploratory work done in March.

- Added a door chime for second floor program area.
- Handled multiple calls for heat and air conditioning.
- Replumb outside spigot due to damaged pipe from winter discovered when outside water was turned on.
- Adjusted multiple exhaust fans.
- Repaired carpet in second floor hallway.

Highway Garage: (8 PM tasks and work orders completed)

- Clogged floor drains were cleaned out.
- 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.

Continued for April – multiple visits from USDA to site. Exterminated two ravens; since raven activity at the site has stopped, multiple bucket truck visits to take down nests.

- Released contractors for Generator swap. Got materials and set up for generator PAD slab pour. Slab is in place ready for work to be done by subs in May.
- Contractor released for shoot house roof replacement to happen at the beginning of May.
- Hoop house cover replacement planning continued received quotes from 2 vendors continued March – Released contractor and ordered structure.

Continued in April – ordered slightly bigger hoop house a properly fit current set up. Materials are on order awaiting expected delivery date.

- Life Safety inspections by Encore of sprinkler system and backflow preventers

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 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.

Continued in April – preconstruction walk through completed, schedule of work with diagrams released; job to start May 1st.

- Fire Museum – Abatement and boiler replacement planning

*Abatement contractor released, awaiting additional quotes for steam boiler replacement to schedule abatement and replacement continued in March--still waiting for additional quote for replacement boiler.

Continued in April – all quotes received; job is on hold until the Building Lease Agreement is updated.

- Repaired site light/street light at fire house museum.

Grounds Maintenance: (8 PM 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.

Continued in April – Shut down and tie in completed. Town building inspection completed, awaiting final punch list of items to be completed in May.

- Installed missing plate covers on electrical boxes.
- New air compressor installed with new power switch relocated.
- Roofing Contractor released planning continued planning for early spring start continued in March – Awaiting contractor's schedule.

Continued in April – due to siding job, this job was pushed to sometime in May.

- Meetings with contractors for siding and trim repairs for exterior of main garage w/painting continued in March – Released low bid contractor.

Continued in April – siding job started.

- Contractor released to increase overhead door opening height to fit larger piece of equipment into garage continued in March – Waiting for materials.

Continued in April – Job started at end of month almost completed; contractor to return 1st week in May to install the chain operator.

- A/C tune up completed.

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

- Deming Young House and barn: turned outside water on.
- 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

Continued in April – Job is almost 100% completed; we had multiple meetings with contractor and architect to go over change orders. Job will be completed sometime in May.

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

Continued in April – Requisition put in for low bid on house painting, looking to have the job started sometime in May.

Senior & Disabled Center: (17 PM tasks and work orders completed)

- Calls for A/C during short couple warm days. Chiller not operational yet.
- Calls for copy paper.
- Fixed leaking toilet in Women's room.
- Ordered new LED lighting for Gym.

Continued in April – New lighting installed.

- Installed new grease trap in kitchen after the old one leaked following routine maintenance service.

Police Department: (11 PM tasks and work orders completed)

- Multiple planning meetings for Police Monument project, Ordered lighting.

Continued in April – Contractor doing the sidewalks for engineering has delayed finishing their project which in turn delays the start of ours. Two of four lights for project have come in; waiting on last two.

- A/C tune up completed system ready.
- Repaired water fountain bottle filler.
- Multiple meetings on data room remodel project continued.
- Radio project meetings.

Administrative Projects:

- Multiple solar meetings with Verogy, trying to push these locations to going live. Parks garage, town hall, FD #3, should all be going live in May. Awaiting final proposals for Senior Center and FD #2. Scope of work and PPA's have to be adjusted based on new plans.
- Generator and solar reviews at Senior Center continue.
- Radio Project Planning and meetings continue.
- Completed Asbestos Abatement at Churchill park pool house.
- Continued - Highway Camera system upgrade planning. Multiple meetings with IT. Combining projects with building connectivity upgrades for IT Department.
- Planning started for Parks Garage Salt shed, plan to relocate on property.
- Planning for next grant for our historical properties. Kellogg-Eddy needs siding repairs, painting (exterior), and stone wall/foundation repairs.
- Main Street electrical upgrade planning has started, work to be done this summer.

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:

- Final draft of Respiratory Protection Program sent to Parks & Grounds for review
- Meet w/Broker and Travelers to review questions prior to renewal
- Worked on team to review and revise lease for potential rental of OFI building
- Reviewed leases for town buildings and operations, drafted updates
- Conducted pools' assessments with CIRMA at Mill Pond Park Pool and Churchill Pool
- Reviewed safety concerns for some town departments
- Reviewed Active Assailant protocols and training next steps with Police Department
- Started review of concession stands in town; how and what is covered under CIRMA
- Implemented Vector Solutions training through CIRMA