



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 26, 2023
Re: Monthly Report – May 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 Stefanita Vasilescu of Motorola and Daphne Miller of Bluewing and others on May 2nd. Following that meeting, Daphne and I had an internal working session for a Fire Department Fleet Map. We met throughout the month for Internal Project calls.

I attended the Local Emergency Planning Committee on May 3rd. Unfinished business included official appointments to the LEPC and an EOC Grant Update. New Business included a presentation of proposed changes to the LEPC bylaws, discussion of businesses/facilities that should be invited/represented, and a discussion of Newington's Emergency Operation Plan.

On May 3rd, I met with Facilities Director Joe Salamone for a drainage update.

On May 4th, I met with Janet Murphy and Matt Spoerndle regarding Newington's Standard & Poor's Rating Prep.

I met with Janet Murphy, Lauren Rhines, DJ Zordan and Joe Salamone regarding Security for Tax Office and Security Training on May 4th.

I held a Department head staff meeting on May 8th to provide staff with information including results of the Community Survey and details of the May 21st Library Road Race which has a new Little Reader's Sprint for children ages 2 to 5. The staff meeting also included an update regarding the Town Manager search.

Special Meetings of the Town Council were held on May 1st and May 3rd to have Executive Sessions to discuss a Personnel issue: Town Manager search interviews.

A Special Meeting of the Town Council was held on May 9th where members and others went into Executive Session to discuss a Security Matter: Police Department Operations.

A Regular Meeting of the Town Council followed the Special Meeting on May 9th. Old Business discussed at the Regular Town Council meeting included the appointment of an Auditor, budget transfers, ARPA Funds Allocation for Clem Lemire Turf Field, Board of Education CIP Transfer Request – Undesignated

Funds, Fiscal year Staffing for Adequate Fire and Emergency Response (SAFER) Grant, along with an update on the Town Manager search. New Business discussed was the Board of Education – John Wallace Middle School Grant Application Authorization.

I attended an Executive Committee meeting (via Zoom) with CRCOG (Capital Region Council of Governments) on May 10th.

On May 10th, I attended a Preconstruction meeting for Route 175 & SR505 at District 1 Headquarters in Rocky Hill.

The Town Council was in Executive Session during the day on May 16th, where they had discussions and interviews with the Town Manager candidates.

A Press Conference was held with Governor Ned Lamont on May 17th regarding Cedar Pointe complex, located just blocks from the CTfastrak station. The project benefits current residents as well as people looking to relocate to Newington. Cedar Pointe complex will add 100 affordable apartments when it is complete.

On May 17th, I had a briefing from Connecticut's Department of Energy and Environmental Protection (DEEP) regarding Connecticut Recreational Trails Grant Program for projects to plan and design, build, expand, or enhance and improve multi-use trails across the state. These funds will be used for locally supported trails and trail systems bikeways, and multi-use paths.

I met with the Finance Director on May 23rd regarding a Bond Offering.

A Regular Meeting of the Town Council was held on May 23rd. Old Business discussed included Board of Education – Specifications for John Wallace Renovation Project, Town Vehicle Fleet Review, Disposition of Town-Owned Land, and an update of the Town Manager search. New Business discussions included ARPA Fund Allocations and a discussion on the Easement for Egress Ramp at 1042 Main Street.

A Special Meeting of the Town Council was held on May 31st so the Town Council could consider and take action on the appointment of a Town Manager.

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 May 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	91.2	\$ 5,154.89
Weekend Standby and Call-In	16.0	\$ 789.12
Road Maintenance	6.5	\$ 335.09
Landfill	19.0	\$ 951.14
Street Sweeping	11.9	\$ 753.63
Memorial Day Parade – Assisted Traffic	13.6	\$ 697.75
Totals	158.2	\$ 8,681.62
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	270.7	\$ 12,858.00
Totals	270.7	\$ 12,858.00

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	836,024.89	679,403.00	922,480.44
Investigation	91,467.00	32,456.50	90,645.00	34,085.80
Traffic	5,006.00	4,364.80	4,908.00	4,649.50
Communication	183,778.00	158,276.96	173,748.00	157,537.16
Education/Training	142,800.00	135,534.53	143,085.00	119,992.89
Support Services	57,595.00	(1,725.38)	60,413.00	1,198.04
Animal Control	2,521.00	1,145.55	1,511.00	0.00
Total	\$ 1,202,495.00	\$1,167,392.79	\$1,161,888.00	\$1,239,943.83
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 28,031.51	\$ 29,217.00	\$ 21,851.18
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	27,346.23	34,145.00	20,012.51
Leaf Collection	35,972.00	31,459.41	35,267.00	34,902.41
Total	\$ 233,870.00	\$ 140,924.11	\$ 228,629.00	\$ 193,509.49
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 94,574.83	\$ 88,357.00	\$ 115,166.01
Cemeteries	17,109.00	3,670.81	17,109.00	2,476.85
Total	\$ 122,110.00	\$ 98,245.64	\$ 105,466.00	\$ 117,642.86

PERSONNEL

- The vacant Librarian I (T-2) position was posted internally to the AFSCME union on May 1st, with a closing date of May 5th. No internal applicants applied. The position was posted to the public on May 9th, with a closing date of May 23rd. The written examination was held on May 25th.
- The vacant Clinical Services Coordinator (A-7) position was posted externally to the public on May 10th, with a closing date of May 25th.
- The Assistant Building Official position was approved through the 2023-2024 FY budget. It was posted to the public on May 18th, with a closing date of June 1st.
- The Deputy Assessor position was approved through the 2023-2024 FY budget. It was posted to the public on May 18th, with a closing date of June 1st.
- Interviews took place on May 11th for the vacant Certified Police Officer position. It was offered to Joshua Smith.
- Final interviews for the vacant Equipment Mechanic II (HLT-17) took place on May 22nd.
- Panel interviews for the vacant Animal Control Officer (A-5) took place on May 24th.
- Richard Castellani, Groundskeeper I (LT-10) was promoted to Groundskeeper IV (LT-17) effective May 30th.
- Panel interviews for the vacant Administrative Assistant to the Chief (A-5) position took place on May 2nd. The final interviews were scheduled on May 10th.
- The Town hired Randi Frank Consulting LLC to assist in the national Town Manager search. Interviews with Town Council were scheduled on May 16th, which included a department head meet and greet with the top three candidates.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- No retirements for the month of May.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The tenth month of the 2022-23 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2022-23 plan year were estimated at \$987,990. The total paid claims from the Health Benefits Fund for April 2023 were \$909,909. 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 April, 2023

	Town	Board of Education	Total
Estimated Claims	2,144,600	7,735,300	9,879,900
Actual Claims	1,466,950	6,955,206	8,422,156

FINANCE

Accounting and Administration

- Deputy Finance Director Lisa Rydecki continues working on putting together the adopted operation and capital budget books.
- Janet Murphy, Finance Director continues working with MUNIS on the Employee Self Service plan with training being done on setting up recruitment. Also, work was done with debt book to document all of our lease documents for the auditors as per GASB new standards.
- Work began during the month in all areas to start preparing for the fiscal year end.
- The Payroll Clerk is preparing for the year end and the new fiscal year by reviewing salary changes and new insurance rates.
- A memo was sent out to all departments advising them that the last day to enter purchase orders for the 2022-23 fiscal year would be June 14th.
- Evaluation of several grant opportunities were done during the month.

The Town did not receive any grant funds from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
5/31/2023

	<u>Interest Earnings</u>		
	<u>Budget FY2022-23</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$61,439	\$49,561,403
Special Revenue Funds	42,000	1,243	714,227
Capital Projects Funds		2,031	1,096,809
Internal Service Fund	5,000	11,386	5,937,079
Trust and Agency Funds		1,427	1,172,153
Total, Estimated by Fund			\$58,481,671

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

5/31/2023

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.84	.26	21,277	8,725	\$30,302,645
Bank North	.15	.15	72	69	562,263
TDBank (new)	.20	.20	1,852	1,792	10,904,787
Farmington Bank	.05	.05	371	336	8,463,242
Webster Bank	.15	.10	563	418	3,181,076
Liberty Bank	.24	.15	958	625	5,067,658
Total Outstanding Investments					\$58,481,671

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

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through the end of May.
- Applications for the Elderly Homeowner Tax Credit program were ongoing through May. Reminder letters were sent. The majority of the applications are sent by applicants to Karen Halpert as the Eligibility Program Coordinator, and processed by her.
- Income and Expense Reports continue to flow in to the office and are being data entered as received.
- Preparation began for the balancing and creation of the Tax Billing file. The three files, (Real Estate, Personal Property, and Motor Vehicles) were balanced by the Assessor and now will be re-checked for accuracy and final benefits applied before being sent to our vendor for printing and mailing of the tax bills scheduled for the first week in July.

Revenue Collector

- Revenue Collections for Real Estate, Personal Property, Motor Vehicles, and Supplemental Motor Vehicle taxes amounted to \$265,067.83. The back taxes collected were \$30,224.71, and we received \$3,571.67 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection on the 2020 Grand List is 99.1% which is the same as last year's 99.1%.
- Delinquent statements were sent to taxpayers for outstanding real estate, personal property, and motor vehicle taxes.
- Information continues to be updated for the upcoming 2021 Grand List tax bills which will be mailed at the end of June.
- Staff continues to attend Zoom courses for recertification requirements mandated by the State of Connecticut.

POLICE

Patrol Calls for May are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 9
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 44	Fire Trouble Alarm 0	MV Injury 6
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 99
Alarm Residential Burg Alarm 10	Fire Vehicle Fire 1	Neighbor 16
ALTERED MENTAL STATUS 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 129
Animal Complaint 10	Fire Water Problem 0	Noise 22
Arson/Fire Invest 0	Fireworks 1	Non-Collect Person 0
Assault 3	Follow Up 32	Notification 0

Assault in Progress 0	Found Property 14	Open Door/Window 6
Assist Motorist 5	Gun 1	Other Archive 0
Assist Notification 0	Harassment 12	Parking Violation 7
Assist Other Agency 25	Hazard 24	PD Assist Fire Dept 50
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 1	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 11
Breach of Peace/Disorderly 10	Identity Theft 21	Prisoner Care 8
Burglar Alarm 3	Illegal Dumping 0	Private Duty 0
Burglary 3	Impersonating Police 0	Property Found 2
Car Seat 3	Indecent Exposure 1	Property Lost 1
Check Welfare 64	Intoxicated 2	Prostitution 0
Check Welfare 911 45	Juvenile Complaint 12	Recovered Stolen MV 0
Check Welfare Other 7	K9 Assist 0	Rescue Call 0
Clear Lot 11	Kidnapping 0	Residential Lockout 0
Construction 0	Landlord/Tenant Dispute 3	Risk Protection Order 7
Court Detail 21	Larceny 52	Robbery 0
Criminal Mischief 10	Larceny from MV 39	Roll Call 1
CSO 0	Lift Assist Only 7	Serve Subpoena 0
Customer Dispute 12	Liquor 0	Serve Warrant 36
Dog Complaint 37	Local Traffic Authority 1	Sexual Assault 2
Domestic 20	Location Check 414	Shots Fired 0
Door Check 64	Location General 0	Specific Detail 114
Drug 4	Location School 0	State Pistol Permit – Tempo 0
DUI 7	Lockout Building 5	Stolen MV 5
EDP 17	Lockout MV 0	Sudden Death 2
Escort/Transport 1	Lost Property 2	Suicide 1
Escort/Funeral 4	LTA 0	Suicide Attempt 0
Escort Other 0	Meal 0	Suspicious MV Unoccupied 13
Escort Retrieval 0	Medical Alarm 13	Suspicious Report 160
Escort Tax 0	Medical Cardiac 1	Test 0
Fingerprint 2	Medical Complaint 211	Threatening 3
Fire Alarm Commercial Bldg 3	Medical Diabetic 1	Tobacco 0
Fire Alarm Residential 5	Medical Fall 20	Tow 15
Fire CO Detector no sympt 2	Medical Mutual 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Other 0	Traffic Stop 407
Fire Extrication 0	Medical Respiratory 1	Traffic Stop Attempt 8
Fire Hazmat 0	Medical Stand By 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Trauma 0	Training 0
Fire Other 8	Medical Unresponsive 1	Trespass 7
Fire Rescue 1	Missing 6	Unknown 0
Fire Special Detail 0	MV Abandoned 0	Water problem 0
Fire Stand By 1	MV Assist 32	
Fire Structure Fire 2	MV Complaint 50	
	MV Fire 0	

Total: 2,598

- In May, the Detective Division Report:
 - Handled 61 investigations, 61 remain ongoing.
 - Served 44 warrants: 35 by Patrol officers, 9 by Detective Division.
- In May, the Patrol Division Report:
 - On 5/2/23, at approximately 9:17 pm, Officers responded to Starbucks located on Fenn Road for a report of a male refusing to leave the restroom as the employees were attempting to close the store. An employee reported the male was being belligerent and refusing to leave, and she noticed a knife on the floor of the bathroom. As Officers were at Starbucks, New Britain PD reported to Dispatch that a female residing in their city had just been transported to the hospital, alleging she was stabbed during a robbery on Fenn Road in Newington, just a short distance from Starbucks. It was discovered the male party in the bathroom had an active arrest warrant and was subsequently taken into custody. The Detective Division was requested to process the scene for evidence, investigate the robbery, and determine if the male from Starbucks was the assailant. Through an extensive investigation, it was determined that the alleged robbery did not take place in Newington, and the male in the bathroom was not involved.
 - On 5/6/23, during the overnight hours, Officers were dispatched to a residence on Hartford Avenue for a report of a burglary of a motor vehicle. The complainant reported two males wearing black clothing and backpacks were attempting to open his car doors. An Officer responding to the area observed two males matching the description provided by the complainant walking down North Mountain Road. Officers contacted the males and interviewed them about their presence in the neighborhood. Through investigation, it was determined the two suspects were involved in numerous vehicle burglaries in the area. Both suspects were arrested for burglary and larceny charges.
 - On 5/8/23, Officers responded to an undisclosed location in Town for a report of a domestic disturbance between roommates. Dispatch was informed the suspect was actively threatening his roommates with a knife. As Officers approached the apartment complex, they were met by witnesses who pointed to the direction of the disturbance. Officers located the apartment and made an entry, where they located the suspect with a knife in his immediate vicinity. The suspect was detained, and an investigation was initiated. A victim reported that the suspect was intoxicated and creating a disturbance in the apartment while other roommates were trying to sleep. When asked to quiet down, the suspect armed himself with a knife and attempted to stab the victim. Fortunately, no one was injured during the disturbance. The suspect was arrested and charged with threatening and assault charges.
 - On 5/27/23, employees at the Hoffman Gun store arrived to work and discovered a burglary had occurred overnight. The employees exited the business and notified Newington PD. Upon arrival, Officers met with an employee, who had access to the business's CCTV, which depicted a light skinned male observed climbing down from the drop ceiling at approximately 0415 hours. Initial inspection of the exterior of the business did not reveal a method of entry, and none of the CCTV video depicted the male exiting the building. The store had a sophisticated alarm system that didn't activate during the burglary. It was deemed possible that the suspect was still inside the business. Due to the extreme danger posed by entering the gun store to search for a suspect, the Newington Emergency Response Team was activated to clear the interior of the building. After the building was deemed safe, the Detective Division was summoned to process the scene for evidence. Through investigation, it was determined the suspect cut through the wall above a balcony area to gain entry into the building, and likely exited the same way. It is estimated the suspect successfully stole approximately 55 handguns and ammunition. ATF is involved with the investigation, which has been transferred to the Detective Division for follow up. K9 units from East Hartford, Middletown, and CSP assisted in the initial response. Berlin PD also provided mutual aid assistance.
- In May, Support Services report:
 - Support Services continues to be active in recruiting and scheduling police applicants, including administering written and oral board testing. Support Services has attracted numerous certified applicants, who are currently in the hiring process. Sergeant Deane and Officer Bugbee are currently researching innovative recruiting methods such as virtual reality and AI.

- Joshua M. Smith has been offered and accepted a police officer position with a start date of June 26, 2023. The Comparative Certification process has been initiated and submitted to the POST Council after a thorough review of his Virginia training records.
- Sergeant Deane directed the Animal Control Officer hiring process to offer a conditional offer to a candidate with a potential start date in June. Sergeant Deane is continuing talks with CROG on the potential grant award to facilitate a second ACO.
- With the vacant ACO position, Sergeant Deane serves as the Town ACO and represented the Town in a hearing regarding a dog restraint appeal from 82 Webster Court.
- Currently we have 4 Recruit Officers in training at various Training Academies across the State. Recruit Shaw will graduate from the New Britain Police Academy on June 8, 2023 and will begin FTO training on June 9, 2023. Support Services continues to support the training mandates and equipment needs of the Recruits including firearms and practical skills days.
- Heather Fitzsimons has been hired as a Dispatcher and is continuing her CTO training. Dispatcher Fitzsimons is expected to complete training on June 4, 2023 and will be assigned to the vacant day shift dispatcher shift.
- The hiring process for the dispatcher vacancy due to the retirement of Dispatcher Lacasse has been initiated. Candidates have been identified and will be interviewed by Sergeant Deane and SPSD Garuti in early June.
- 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. Plans are in place for the addition of an Instagram page in early June.
- Sergeant Deane has met with residents of Cedar Mountain Commons to discuss senior safety with an emphasis on scams targeting the elderly.
- Sergeant Deane met with members of the Memorial Day Parade to develop and plan operational emergency coordination for the Town Memorial Day Parade.
- Officers Chapdelaine, Gore, and Douglas attended Newington High School Sr. 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 first-hand the dangers of driving under the influence. Sergeant Deane, along with the Newington Fire Department, developed the program to educate the youth on the dangers of driving under the influence.
- A meeting was held with the Newington Parks and Recreation Camp Counselors regarding safety protocols and overall child welfare.
- Officer Backman continues to plan for the Special Olympics Torch Run which will take place on June 1, 2023.
- Sergeant Deane is actively involved several days a week in coordination with the radio project team as the Police Department liaison. Provisions have been put in place for the R56 cut over, which will ensure communications' equipment remains operational during the R56 installation. Coordination has occurred regarding the installation of the system as well as police, fire, EMS and town needs.
- The Training Department has scheduled monthly training for ERT. We have begun our spring firearms qualification. Detective Thibault has attended Basic Photography. Officers continue to attend POST mandated recertification training.

- Property Report May 2023:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	24	\$ 24,691
Vehicle Inventory	0	\$ 0
Stolen	160	\$ 152,964
Abandoned	0	\$ 0
Evidence	111	\$ 3,067
Found	13	\$ 365
Lost	9	\$ 78
Seized	20	\$ 7,549
Recovered	18	\$ 27,224
Impounded	0	\$ 0
Informational	11	\$ 0

Towed	0	\$ 0
Total	366	\$ 215,938

- Police Department Overtime Report May 2023

OT April	\$123,988	2 pay periods (2 holidays - \$31,722)
OT May	\$ 85,682	2 pay periods (0 holiday)
	\$ 38,306	decrease

- Administrative overtime of \$0.
- Patrol overtime of \$49,512, a decrease of \$25,620 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) 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), robbery, prisoner detail at hospital, accidents, search warrants, domestic cases, court hearings, Midstate call out, Prom Promise, shooting, drone call out, subpoenas, and other related duties.
- Detective Division overtime of \$2,454, a decrease of \$324 from the previous month. Overtime included an extradition assignment.
- Traffic Division overtime of \$0, a decrease of \$733 from the previous month.
- Communications overtime of \$16,917, a decrease of \$691 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 \$13,274, a decrease of \$14,695 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Spring firearms training, ballistics shield training, FTO training, and recertification.
- Support Services overtime of \$3,525, an increase of \$2,395 from the previous month. Overtime included 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 May, 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	May	Month Total
1	Fire		11
100	Fire, other	1	9
111	Building fire	1	17
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	0	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	3
131	Passenger vehicle fire	3	7
140	Natural vegetation fire, other	4	14
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	1	15
143	Grass fire	0	4

150	Outside rubbish fire, other	0	2
151	Outside rubbish, trash or waste fire	0	3
154	Dumpster or other outside trash receptacle	1	2
160	Special outside fire, other	1	2
162	Outside equipment fire	0	1
170	Cultivated vegetation, crop fire, other	0	2
Total		12	96

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	3
Total		0	7

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	1	1
311	Medical assist, assist EMS crew	1	12
322	Motor vehicle accident with injuries	0	2
323	Motor vehicle/pedestrian accident (MV Ped)	1	1
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	1	2
Total		4	30

4 Hazardous Condition (No Fire)

400	Hazardous condition, other	2	21
410	Combustible/flammable gas/liquid condition	0	4
411	Gasoline or other flammable liquid spill	0	4
412	Gas leak (natural gas or LPG)	4	22
413	Oil or other combustible liquid spill	0	5
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	9
440	Electrical wiring/equipment problem, other	2	30
441	Heat from short circuit (wiring), defective/worn	0	4
442	Overheated motor	1	1
444	Power line down	5	29

445	Arcing, shorted electrical equipment	0	5
451	Biological hazard, confirmed or suspected	0	2
460	Accident, potential accident, other	0	4
463	Vehicle accident, general cleanup	0	20
	Total	14	162

5 Service Call

500	Service Call, other	2	14
510	Person in distress, other	0	1
511	Lock-out	0	12
512	Ring or jewelry removal	0	1
520	Water problem, other	0	25
521	Water evacuation	0	0
522	Water or steam leak	1	22
531	Smoke or odor removal	1	21
540	Animal problem, other	0	1
542	Animal rescue	1	4
550	Public service assistance, other	1	2
551	Assist police or other governmental agency	0	6
552	Police matter	0	0
561	Unauthorized burning	1	12
571	Cover assignment, standby, move up	0	23
	Total	7	144

6 Good Intent Call

600	Good intent call, other	6	47
611	Dispatched & cancelled en route	1	12
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	1	11
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	11
	Total	9	94

7 False Alarm & False Call

700	False alarm or false call, other	1	39
710	Malicious, mischievous false call, other	0	1
711	Municipal alarm system, malicious false	0	1
714	Central station, malicious false alarm	0	1
715	Local alarm system	0	1

721	Bomb Scare – no bomb	0	1
730	System malfunction, other	3	18
731	Sprinkler activation due to malfunction	1	7
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	0	16
734	Heat detector activation due to malfunction	0	1
735	Alarm system sounded due to malfunction	2	23
736	CO detector activation due to malfunction	3	18
740	Unintentional transmission of alarm, other	3	30
741	Sprinkler activation, no fire	0	8
743	Smoke detector activation, no fire - unintentional	4	40
744	Detector Activation, no fire	3	11
745	Alarm system activation, no fire	7	45
746	Carbon monoxide detector activation, no CO	0	9
Total		27	271

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 **73** **805**

Fire Chief

Fire Responses: 25 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 Chiefs on ISO Review
- Met with ISO Review Representative over how to improve
- Had discussions with Chief Lapierre on Safer Grant Award/Electronic Sign
- 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 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 present vehicle data
- Attended Monthly Chiefs' meeting
- Attended Monthly Command Staff meeting
- Attended Officer Training for Cedar Street Development walk thru
- Attended Road Dedication for NVFA

- Attended NVFA 70th Anniversary Dinner
- Attended Memorial Day Safety Meeting
- Attended Memorial Day Parade
- Attended Memorial Day Ceremony at Town Hall
- Attended weekly State Radio meetings for new radio system
- Attended (via zoom) Personnel Accountability SDI Software kickoff
- Attended Autism fundraising events
- 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
- Had discussions with IT staff on Chief cell phone replacement
- Had discussions on NHS Graduation Celebration
- Did MDT Testing on apparatus

Training Report

Progress History

May 2023

- Every fire apparatus in the Town of Newington is equipped with at least two ground ladders: a straight single-roof ladder and an extension ladder. This is mandated by National Fire Protection Association (NFPA) 1931, *Standard for Manufacturer's Design of Fire Department Ground Ladders*, for apparatus specifications. NFPA 1931 details what is required of ground ladders and how they are to be constructed. Ground ladders are a critical part of every fireground. Our firefighters must have the ability to correctly choose, deploy, and operate our ground ladders safely.
- When ground ladders are being placed to windows, this is being done for vent-enter-isolate-search (VEIS), victim rescue, or firefighter egress. In all cases, the ladder is being placed for life safety. Our ladder work is critical to our safety and those that we protect and serve.

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.
- Pre-plan walk throughs of the many construction sites in town are being scheduled for our officer and company training.

Drill Schedule

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
July		
Officer Training	Confined Space	6/11/2023
Multi-Company Drill	Confined Space Refresher	6/17/2023
New Officer Candidate Training		6/19/2023
Multi-Company Day Drill	Confined Space Refresher	6/23/2023
Multi-Company Drill	Confined Space	6/24/2023

Classes

Category	Classes
AP02 – Apparatus Check Procedures	1
AP20 - Pump Operations	5
AP50 – Aerial Operator	13
CORE – BURN Core Competency – Live Burn	1
DT04 – Driver Training – Road Time	17

DT10 – Driver Recertification	2
FDTN – Fire Department Training Network	2
IH01 – Multi-Company Training	5
IH02 – Officer Training	3
IH12 – Company 2 Training	1
ST70 – Command Staff Training	1
	456.41 Hours
	235 Attendees

FIRE MARSHAL

Code Enforcement Activity:

Type	Quantity
Acceptance Testing	0
Blasting – Witness/Follow-Up	0
Construction/Site Inspection	1
Documentation/Annual Maintenance	1
Fire Investigations	0
FMO-Call (Code Enforcement)	0
Inspection – Annual	0
Inspection – Certificate of Occupancy	8
Inspection – Every 2 Years	0
Inspection – Every 3 Years	6
Inspection – Liquor Permit	18
Permit Application	0
Plan Review	0
Re-Inspection	3
Special Inspection	0

Special Projects/Events:

- Alpine/RedNMX: The Fire Marshal's Office officially started transitioning to sole use of the new software platform. We continue to work with Alpine to make adjustments and additions to improve the efficiency. Weekly project meetings have been helpful, and several departments have requested to see our platform as they are trying to implement the same things into their platforms.
- Equipment: We have used some of the remaining money from the end of the year to ensure that we have all of the necessary equipment. We have also engaged a company, PolyTech America out of Cheshire to design and build a custom storage unit for the back of the new pickup truck. More to come in June.
- Meadow Commons: Continue to have issues relating to the water/sewer installation. We are monitoring the progress of the building (mainly residential) and will implement safeguards as needed.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with ongoing Landfill post closure requirements
- 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 with IT to discuss RTA Fleet management software upgrades
- Attended webinar on Electrification of Public Works Fleet
- Met with CCSU student to discuss solid waste and recycling topics
- Held Department head and Town Manager interviews for Mechanic II position

- Participated in oral board for Town of Cheshire
- Assisted with coordinating traffic control for Memorial Day Parade
- Assisted Traffic Division with Veteran's Memorial Roadway signs

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- Swept Town Center in preparation for Memorial Day Parade
- Patched parking lot and Company #1 Fire House
- Regrading parking area at Young Farm
- Completed trenching and concrete pad for Highway generator relocation
- Assisted outside contractor for vegetation grinding at the Town Transfer Station
- Continued repair of catch basins on various roads in preparation of upcoming overlay program
- Assisted Transfer Station Operator with weekend coverage
- Two (2) evictions scheduled for the month – only one requiring storage
- Responded to two (2) after hour call ins

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 police vehicles
- Police mechanic worked with IT department on the installation of the new MDT mounts for the rollout of new tablets.
- Fire Mechanic completed the installation of tablet mounts for new apparatus and continued with regular services on other fire apparatus
- Responded to one after hour call in

Sanitation/Recycling/Landfill

- Scheduled 137 residential bulk items for collection for the month
- Scheduled 25 condominium bulk items for collection for the month
- Scheduled 33 condo/residential scrap metal items for collection for the month
- 9,232 tons of cumulative Municipal Solid Waste were collected from July to May
- 2,090 tons of cumulative recyclables were collected from July to May
- 156 mattresses/box springs were recycled for the month
- Two (2) televisions were collected for the month
- Issued 29 permanent landfill permits and 13 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 14 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 79 permits: 54 Excavation; 25 Driveways
- Reviewed 288 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 review
- 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
- 50 Peckham Farm Drive – Plot plan review
- 1170 Main Street – Preliminary 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
- Eagle Drive – Eagle Park property line survey
- Parks: 282 Church Street – Estimate for driveway paving

Town Projects - Construction:

- BOE: 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; stake and grade

Town Projects – Planning:

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Styles Avenue (plan and profile) – Design
- Police Department: Assess Dowd Avenue (No Thru Truck)
- Parks (Clem Lemire – Memorial Field) – Survey and drainage improvement
- Public Works/BOE: 490 Church Street to 534 Church Street Sidewalk Gap
- Public Works: 109 Southwood – Sidewalk gap improvements

- 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 May:

- An application was submitted for an interior fit out of existing office space at 76 Stanwell Road
- An application was submitted for an interior fit out of existing office space at 183 Louis Street
- An application was submitted for an interior fit out for a coffee shop at 3313 Berlin Turnpike
- A permit was issued for a retail space fit out at 40 Cedar Street
- A permit was issued for interior alterations at 1268 Main Street
- A permit was issued for the interior fit out for Starbucks at 995 Main Street
- A permit was issued to construct a single-family house at 50 Peckham Farm Drive

Certificate of Occupancies issued in May:

Single family residence at 916 Willard Avenue

These are the classes the inspectors took in May:

D. Jourdan:	5/11/23	Groton, 2 hours – Insulating Concrete forms according to Building Code
K. Kilkenny:	5/23/23	Rocky Hill, 2 hours – Code round table discussion
A. Hanke:	5/23/23	Rocky Hill, 2 hours – Code round table discussion

Building Department inspection activity for the month of May was as follows: The Inspectors completed a total of 209 Inspections. They were: A/C (1), Above Ceiling (2), CO (2), Deck (4), Electrical (20), Final (106), Footings (4), Foundations (2), Framing (5), Gas Line (6), Insulation (4), Mechanical (6), Plumbing (1), Pools (5), Rebar (1), Roofing (1), Rough (38), Site Visit (1).

The total number of Building/Renovation Permits issued/applied for the month of May was **234**, producing a total permit value of **\$4,967,532.00**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	37	2,351,267.00
DECKS	12	150,160.00
DEMOLITION	0	0.00
ELECTRICAL	58	911,102.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	2	45,922.00
MECHANICAL	46	585,317.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	228,000.00
PLUMBING	21	26,700.00
POOL	2	43,000.00
ROOFING/SIDING	34	474,352.00
SIGN	2	15,050.00
SOLAR	13	123,436.00
TENT	6	13,226.00
OTHER	0	0.00
TOTAL	234	4,967,532.00

The total Building income fees received in the month of May were **\$58,562.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$455.00, Environmental \$120.00, Conservation \$0.00, Copies, Books and Maps \$33.00, Zoning Board of Appeals \$520.00, Driveway/Excavation \$4,350.00, Engineering copies \$12.00. The other total income is \$5,490.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for May:	\$4,967,532.00	\$5,073,530.00
Fees for Permits issued for May:	\$58,562.00	\$57,806.00
Other income Fees for May:	\$5,490.00	\$3,177.30
Building Permits Issued for May:	234	225

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
\$100,025,814	\$1,120,409	\$40,526,718.70	\$467,968

HUMAN SERVICES

- We wrapped up our Middle School SCORE programs this month and look forward to Summer Youth Adventures 2023.
- May's 5th Grade Challenge program met at the Newington Challenge Course.
- Newington Challenge Course had a very active month with programming from the Newington High School, John Wallace Middle School, and SCORE programs.
- Our High School Mentors have been selected for the summer of 2023.
- JRB referral that was received on May 31, 2023 has been scheduled for a hearing for June 12, 2023. We have reached out to the youth and his family and sent out the intake letter.
- 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 residents receiving Eviction notices: Notices to Quit & Summons. We have referred several of these cases who are seniors to GHLA and are hoping some of them may be able to negotiate an agreement. We received a request for a Fair Rent Commission Review and will schedule hearing for same upon receipt of Formal complaint form from tenant and Response form LL. We communicated with Cedar Pointe and were informed that they will be starting their formal outreach at the end of June and expect residency to start in September. We gave them a list of 15 names of residents that we are working with who are seeking housing. We continue to see 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.
- Department has been working with an 84-year-old elderly widowed woman and her adult son since 2022. Originally back in 2022, we received a referral from the Tax Department to assist the elderly homeowner with payment coordination of her property taxes. At such time, she was also in need of light yard work and construction of accessibility feature hand rail. Most recently, this elderly woman broke both femurs and was transported to the hospital for surgery and then to a SNF for rehab. Her discharge is still in question.
- I received a call from a cousin who was concerned for the future of the adult son. For the past 9 years, the adult son was unemployed as he was physically caring for both his dad and mom. His dad passed over a year ago. Caseworker is working with the family on multiple available resources (medical coverage) Husky D for son, SNAP for household, legal matters – regarding the protection of the elderly woman's assets, possible home care for the elderly woman, assistance acquiring a ramp and potential application for SSI for the adult son. This case is a good example of the many layers to assistance and coordination of resources.
- Client is a 57-year-old disabled female who resides alone in a condo she owns. She currently receives Social Security Disability benefits, and she is also employed part-time. Due to her earned income, she is enrolled in healthcare coverage through Husky for the working disabled. Following her annual redetermination for eligibility in April, she was notified that she now is responsible for a monthly premium in the amount of \$98 moving forward, and also had an outstanding balance for premiums past due in the amount of \$465.33. While she will be able to afford the monthly premium moving forward, she did not have the funds to pay both the balance of the premiums and her condo fees for May and June. In order to allow her to catch up on her healthcare premium balance without jeopardizing her housing, Newington Human Services paid \$525.58 directly to her condo association to cover May and June's payments. Jessica was then able to pay the outstanding bill of \$465.33 in addition to her May premium of \$98.
- We received several applications for Clinical Coordinator and hope to fill that position as soon as possible. Contractual therapists served four cases, and our part time social worker has fielded numerous clinical questions and situations. This month saw several clinical referrals with traumatic issues such as death of a parent, parental substance use disorder, and abandonment.

May 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	13 0	101 0	78 2
Youth & Family Service Hours	17.75	16	181.75	303.25
JRB Cases: JRB Hearings: JRB Service Hours:	4 0 19	6 0 19	40 7 188	19 3 47
Positive Youth Development	78	198	1309	1500
Community Service # of Hours Completed Challenge Course: Adult Youth (outside)	0 0 0 36	1 65 0 12	5 176 0 149	7 152 48 341
Information and Referral	No longer reported-			
Social Casework Cases Under 55 = Under 55 Disabled = Over 55 =	91 29 16 46	103 29 11 63	756 189 114 453	792 179 148 462
Social Casework Service Hours	141.75	184.75	1,632	1,625.5
Food Bank Household visits # Bags of Groceries Distributed Mobile Truck	136 1,887 267	147 2,001 268	1,379 15,483 1,803	1,361 14,674 2,157
Special Needs	3	7	89	78

SENIOR AND DISABLED CENTER

- The Center continues to be open and has achieved or exceeded pre-pandemic participation levels for many activities. In addition to daily activities such as lunch, the fitness room, etc., members enjoyed numerous special programs such as a program about the CT Humane Society, a continuing Balance and Strength Class, a women's self-protection program, performances by the Martin Kellogg Middle School Chorus, various craft classes, and a celebration of national Pizza Party Day.
- The Center hosted an AARP Safe Driving Course on May 3rd.
- The Center was officially designated as a founding member of the newly revamped LGBTQ+ Movable Senior Center initiative, in conjunction with the CT Healthy Living Collective.
- The volunteer-run Gift Shop and Coffee Shops continued to operate successfully in May. The coffee shop served breakfast and light lunch each Tuesday through Thursday. Coffee Shop sales for the month were \$857.25. 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 \$746.25.

- 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. In May, staff completed the required onboarding and training to begin work on the project.
- Bus trip planning and sales continued through the month of May. The Committee is planning day trips into the fall and winter, including a trip to Encore Boston Harbor on October 8th and November 5th and to the All-American Variety Show on November 14th, 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 serves hot lunches to an average of 35-45 members each day. The program has grown approximately 50% since resuming post-pandemic in April 2022.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In May, volunteers and staff delivered Meals on Wheels to approximately 60-64 residents daily, Monday through Friday. An average of 1,200 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 May, the two Dial A Ride drivers (with subs as necessary) completed 594 trips for a total of 2,365 miles over 294 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:
 - The project kickoff meeting for the window replacement project was held at the Center on May 23rd. Pending contract, work is expected to begin in mid-August.
- The Director attended meetings with Town staff, including various planning meetings with department heads and a meeting with potential Town Manager candidates on May 16th.
- The Commission on Aging and Disability held a monthly meeting on May 3rd to receive updates about the Center's operation.
- The Director participated in various meetings as an advisory committee member to the CT Healthy Living Collective and vice president of the CT Association of Senior Center Personnel.
- The Director attended a training on innovative programs ideas for older adults as presented by the National Council on Aging.

PARKS AND RECREATION

Recreation Division:

- The Department received \$54,667.70 in registrations on the first day of summer program registration, May 10th.
- The Department has received many applications for seasonal staff positions such as Mortensen Community Center (MCC) Supervisor, Concessions Supervisor, and Event Assistance Staff.
- Registration reached its maximum, with 30 teams for the Adult Summer Cornhole League. The league runs on Thursday nights, starting June 1st at Mill Pond Park, in conjunction with the Summer Concert Series.
- The Mortensen Community Center (MCC) concessions' stand was recertified by the Board of Health for the upcoming calendar year.
- The Mill Pond Park Snack Shack was also recertified and opened for the season for the Memorial Day Parade on May 27th.

- Training has begun for over 200 of our seasonal staff: counselors, lifeguards, and concessions' workers.
- Counselors and lifeguards have been CPR/First Aid/AED certified by Department staff.
- Early Bird registration for Camp RECreate, Summer Sunshine, and Pool Passes ended on May 17th.
- The Creative Playtime Preschool students rode on the Parks and Recreation train in the 2023 Memorial Day parade.
- Plans have been finalized for the June events at Mill Pond Park: Newington Goes Country on June 8th and Food Truck Friday on June 9th. We have 23 food vendors attending the Newington Goes Country event, which is a 91% increase from last year (12 attended last year). Food Truck Friday had a 43% vendor increase this year with a total of 23 food vendors attending (16 participated last year).

Parks, Grounds & Cemeteries Division:

- Irrigation in West Meadow Cemetery was turned on.
- Leak discovered under parking lot during cemetery irrigation start up; fixed inhouse.
- Spring sports daily field mowing, painting and preparation in full swing.
- Flower pots installed at various locations including Town Hall and center of town.
- Eric O'Neil and Tom Lapierre were recertified as Certified Pool Operators.
- Daily mowing and trimming at schools and around town is underway.
- Roadside mowing commenced in May; staff utilizing new tractor and mower attachment.
- Community gardens were tilled and staked the week before Mother's Day.
- Additional attention was given to the soccer field at Martin Kellogg Middle School, including filling low spots, seeding, and new nets.
- Parks & Grounds received delivery and participated in training session with new automated field striper from Turf Robotics.
- Pool preparations have been a daily task, including fixing drain clogs, crack repair, painting, pump calibration chemical start-up, and toilet replacements.
- Trimmed back overgrowth around basketball court at Starr Park ahead of new fence installation.
- Tree pruning took place at Police Department parking lot in conjunction with the Traffic Division.
- Memorial Day preparation included assembling parade float and Veteran Memorial Trailer repairs and new bunting.
- Staff worked on sunken graves following heavy rains early in the month.

Cemeteries: 6 Singles, 1 Double, 8 Ash, 8 Sales

Overtime: 270.7 hours, \$12,858

Tree Warden:

- Picked up branches in parks.
- Removed failing tree and low hanging branches at Police Department.
- Removed large tree that fell on basketball court and two additional dead trees at Beechwood Park (B&M Tree Service).

LIBRARY

- The library is in full planning mode for the three programs: kids, teens and adults that will kick off in June. The Children's Department staff visited all four elementary schools to promote the kids' summer reading program, summer library programs and to answer any questions. A video has been created for the middle schools that will be shown to the students before school is finished to promote the kids and teen summer reading programs. The adult summer reading program preparation is almost complete because the kickoff is several weeks earlier than the kids' and teen kickoff. This year's theme is "Find Our Voice".
- With the 2024 Nutmeg Book Nominees recently announced, the children's staff recorded video book talks for the Elementary and Middles schools to promote the recent nominees and encouraged students to read them and then vote for their top choice. The **Nutmeg Book Award** encourages children in grades 2 through 12 to read quality literature and vote for their favorite titles. The videos have been viewed more than 1,300 times so far.

- The Library Board of Trustees' Newington Library 5K Challenge Road Race was held on Sunday, May 21, 2023. This was the 26th year of the race, and it was a huge success with the highest registration numbers in the past seven years. Race packets could be picked up for people who pre-registered on Saturday, May 20th or on race day. The weather on race day was perfect, and all who participated had a lot of fun. The main race sponsor Saputo USA had a Spin to Win table and offered an amazing Yeti cooler filled with Saputo dairy products and cheeses as a race prize. Michael Bohlke won the race, breaking the course record that had been set years ago, with a time of 14:40. It was very exciting to watch him beat the record with such grace and ease. A new feature of the race was the Little Reader's Sprint for children ages 2 through 5. Each child who participated received 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 library now offers a Seed Library and Propagation Station. This station is a free resources library where visitors can donate, swap or take a variety of vegetable, herb and floral seeds. A kickoff program hosted by Circulation Supervisor Katie Cornell, Head of Community Services Michelle Royer, and Library Substitute Linda McDonald offered a gardening program to create a salad bowl of lettuce and herbs on May 6th to kick off this new service.
- Problem patron behavior has consumed more of staff time this month. Some groups of teens have been coming to the library and acting inappropriately while they were here. Yelling, swearing, running throughout the building, opening a 1st floor window and jumping out of it and vandalism are some of the issues we have been dealing with. Staff is patiently trying to address each incident first with a conversation with them, but several have been asked to leave the building when their behavior is really bad. Staff has also been working to let parents know that they cannot leave any child under the age of 12 alone in the library, including upstairs in the Children's Department. Parents have been dropping young children off upstairs to play and then going downstairs to use a computer, attend an adult program or look for a book, expecting the staff to watch their children. Several children made it downstairs and were heading out the front door with no parent or adult with them in sight when a staff member ran out to get them. Parents have also been bringing young children to library programs and leaving the building to go run errands while the children are in the programs. We had to let them know they had to remain in the building during the program in case we needed to bring the child to them for whatever reason.
- The children's staff was very busy with school visits during the month of May but still offered some fun programming for our young patrons. 91 programs were attended by 3,556 children and their caregivers. Programs included regular story times for 1, 2, and 3-year-olds, as well as our weekly Family Story Time, Yoga Story Times for Babies, Toddlers and 3 to 5 year olds, Babies Love Music, Cookbook Club and Tales to Tails program with favorite reading dogs. Several staff members also attended Anna Reynolds Elementary School Storywalk Night and Ruth Chaffee's Literacy Night at the request of the schools to talk about the library and to issue new library cards upon request.
- Library staff offered 2 programs to 134 teens. Programs included the Teen Slime Time and the Nutmeg Middle School video that more than 128 teens viewed. Part-time Teen Librarian Jennifer Bassett has been working hard to get ready for summer reading and the many programs and activities that will be offered during the summer.
- Adults were given a great selection of programs during the month of May. 20 programs were attended by 654 adults. Kandi Karle led a fascinating show-and-tell of the clothing of Regency England as reflected in Jane Austen's fiction. Crafty adults had several opportunities to show their talent at the library with two *Paint Your Pets* programs and two Critter Crochet programs. The results were impressive. The *Movies @ the Library* program featured the film *Jerry and Marge Go Large*. *Page Turners*, an evening book discussion group, met to talk about *The Things We Lost in Water* by Eric Nguyen. *Brown Bag It with a Book Discussion* featured the book *The Tea Girl of Hummingbird Lane* by Lisa See. Highlights of other programs included *Social Security Strategies and Your Retirement Future*, *Culinary Delights-Chicken Picatta*, and *Iconic America Virtual Trivia Night*. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the spice Almond Extract.
- Total circulation was 20,601. Circulation of digital materials was 3,243. Total number of people that entered the building was 9,149. 39 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 2,882 reference questions during the month. Meeting room and study room space was used 325 times. Volunteers and staff delivered 115 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*, *Consumer Reports*, *PebbleGo Animal* and *PebbleGo Science* databases.

- In technology news, Assistant Library Director Karen Benner and Digital Services Librarian Michelle Patnode attended the CT State Library's Assistive Technology Petting Zoo to learn about and try some of the software and technology that was available for libraries to use for people who needed assistive technology devices when using the library or its software. The library had ongoing problems with the public printer on the first floor and the coin vending machine attached to the printer. The printer kept jamming when used, and the coin vending component was jammed with pennies and foreign currency that never should have been used during a transaction. The vendor came and fixed both issues. Michelle Patnode facilitated a technology program titled *Using Your Kindle White with Libby*.
- In personnel news, several staff members attended the annual Connecticut Library Association conference held Mystic. Staff continue to take advantage of the CT State Library's webinars that this month addressed diversity and inclusion and how to handle program challenges from the public. The Full-Time Teen Librarian I position that will be funded beginning July 1 in the new budget was posted in May. Testing was conducted for qualified candidates, and interviews with an outside panel were held at the end of the month. We are hoping to hire the top candidate in June and have them ready to roll by the beginning of July. Assistant Director Karen Benner was a guest on Gary Byron's morning radio show and Steve Parker's Talk to the Mayor show to promote the Newington Library 5K Challenge Road Race.
- In facilities news, there were some issues with heat in several areas of the library that made staff and patrons uncomfortable with the high temperatures. Facilities was quick to address the problems and make the necessary adjustments. Facilities also did some minor repairs around the library, including replacing weather stripping around the historic door facing Cedar Street, replacing an outlet in the Community Room, fixing cracks in the wall in the stacks of the library and fixing and rehanging the large staff white board. The cleaning service continues to do a great job.

TOWN CLERK

- There were 72 property transfers during the month of May, for a total of \$14,738,549.00 in sales. State conveyance tax collected was \$108,790.99; Town conveyance tax collected totaled \$35,347.00.
- There were twenty-five (25) residential sales over \$300,000.00.
- We had one (1) commercial sale for \$550,000.00 at 67 Pane Road from Samuel A. & Alty M. Frink to Pane Road 67 LLC.
- In May, there were 386 documents filed on the land records: 113 mortgages, 93 releases, 32 liens and 22 probate documents. 102 were electronically recorded, bringing in revenue of \$9,864.
- Staff certified 159 copies of vital records; seven cremation and twenty-four burial permits were issued.
- Three Notary Public commissions were filed, six Trade Name certificates, and four Liquor permits were catalogued.
- 2,246 dog license renewal notices were mailed at the end of the month for the June renewal period.
- Elizabeth Thompson, Assistant Town Clerk, attended the Town Clerk's training at CCSU on May 10, 2023 for Vitals Class.

<u>DATA SUMMARY - May 2023</u>				
	May-22	May-23	FY 21/22 to Date	FY 22/23 to Date
Land Record Documents	413	386	5,075	4,061
Dog Licenses Sold	24	6	799	905
Game Licenses Sold	34	50	187	367
Vital Statistics				
Marriages	17	4	190	159
Death Certificates	26	25	389	393
Birth Certificates	16	22	248	275
Total General Fund Revenue	\$ 65,188.39	\$ 52,514.40	\$ 756,957.27	\$ 663,221.09
Town Document Preservation	1,561.00	1,197.00	18,252.00	13,103.00
State Document	2,672.00	2,352.00	26,552.00	26,256.00

Preservation				
State Treasurer (\$36 fee)	11,700.00	10,404.00	118,008.00	111,204.00
State Treasurer (\$127 fee)	4,064.00	2,794.00	92,456.00	41,148.00
State Treasurer (\$110 fee)	5,830.00	3,520.00	90,420.00	37,950.00
LoCIP	975.00	867.00	9,834.00	9,267.00
State Game Licenses	265.00	223.00	1,977.00	2,127.00
State Dog Licenses	194.00	55.00	5,486.00	6,339.50
Dog Licenses Surcharge	66.00	20.00	1,976.00	2,228.00
Marriage Surcharge	408.00	238.00	3,468.00	2,686.00
Grand Total	\$ 92,923.39	\$ 74,184.40	\$ 1,125,386.27	\$ 915,529.59

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

- Completion of over 85 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting computers in the Police, Highway, Engineering and Fire Departments
- Continued software deployment configuration for Police Department applications
- Addressed imaging issues for the Police and Highway Departments
- Cleared out PC deployment staging area and reorganized storage areas
- Software maintenance and record cleanup of the Access Control Solution database
- Troubleshoot, research, and address screen/lock timeout issue with new computers
- Troubleshoot and correct issues with ID card printer alignment and functionality
- Reviewed and made changes in Windows Group Policy to support Windows 11 on Pub domain
- Upgraded unstructured data repository
- Patched Windows and Hypervisor servers
- Redaction implemented on PD cell cameras to comply with state privacy requirements
- Imaged and deployed Fire Department apparatus Mobile Data Terminals
- Setup and configured Frontier Fiber connection for Mill Pond Park to support upcoming Parks and Recreation festivals
- Setup and configured Point of Sale devices to Parks and Recreation
- Setup new website for testing to support Parks and Recreation programs
- Removed and cleaned up Police Department Data Facility
- 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 –

Meeting scheduled for 5/10/23: Meeting scheduled for May 10th was cancelled.

Meeting scheduled for 5/24/23:

Application Approved:

At the meeting held on 5/24/23, the Town Plan and Zoning Commission approved the following application:

Petition 09-23: Site Plan Modification to Remove the Stormwater Basin Chain Link Fence, Applicant: A.A. Denorfia Building & Development, LLC, Contact: Alan Bongiovanni, Owner: A.A. Denorfia Building & Development, LLC.

Meeting Scheduled for 6/14/23 will be hearing the following Petitions:

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.

Petition 10-23: Special Permit (Sec 6.2.5) for a Double-Sided Halo Lit Freestanding Sign at 275 Richard Street, Applicant & Contact: Kristine Braccidifero, Owner: EDAC Technologies LLC.

Conservation Commission – Meeting scheduled for 5/16/23 was cancelled.

Zoning Board of Appeals –

Meeting Scheduled for 5/4/23:

Application Denied:

At the meeting held on 5/4/23, the Town Plan and Zoning Commission denied the following application:

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.

Meeting scheduled for 6/1/23 will be hearing the following Application:

Petition 00-23-02: 154 Pheasant Run (R-12 zone), Newington: Requesting a variance of 6' (six) feet from section 4.5 (Table A) of the zoning regulations to reduce the required 35' (thirty-five) feet front yard setback to 29' (twenty-nine) feet to allow for the addition of a 21' (twenty-one) foot x 8' (eight) foot covered front porch. Applicant/Contact/Owner: David Gimler and Latoya McGregor-Gimler.

Petition 00-23-03: 107 Cambria Avenue (R-12 zone), Newington: Requesting a variance of 12' (twelve) feet from section 4.5 (Table A) of the zoning regulations to reduce the required 35' (thirty-five) feet front yard setback to 23' (twenty-three) feet to allow for the addition of a 27' (twenty-seven) foot x 6' (six) foot covered front porch. Applicant/Contact/Owner: Devindra Nepal.

Open Space Committee – No scheduled meeting for May.

Economic Development Commission – Meeting scheduled for May 3rd was cancelled.

Affordable Housing Monitoring Agency – No scheduled meeting for May.

Town Planner/Zoning Officer Activities:

Issued 45 Zoning Permits for various projects in town.

Received 44 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Inspected 22 properties for Blight and/or Zoning Complaints and sent 13 Notices of Blight Violation and 3 Notice of Zoning Violation letters. The majority of the blight notices were for tall grass.

Enforcement action at 260 Stamm Road. Removed 8 vehicles on May 11, 2023. On 5/24/2023, the defendant paid \$5,800.39 to cover the cost of towing and storage and removed the vehicles from the highway garage.

Processed and released 1 site bond.

Removed 78 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.

2495 Berlin Turnpike
3275 Berlin Turnpike
229 Cedar Street
50 Chapman Street
67 Pane Road
156 Pane Road
63 Spring Street
269 West Hill Road
275 West Hill Road

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of May. AkitaBox now allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 130 work orders and tasks this month. We completed 60 preventative maintenance tasks, and the team responded to and completed 70 reactive work orders. Of the 70 reactive work orders, 36 were calls for service from outside the Facilities Department.

Town Hall: (36 PM tasks and work orders completed)

- S2 access for 2 doors 1 in Tax office, 1 in TM's office (ongoing)
- S2 access added to Janet's Finance closet completed
- Periodic cleaning of Mortensen Center completed
- Gym floor screened and waxed
- HVAC switch to A/C completed

Library: (25 PM tasks and work orders completed)

- Added a door
- Assisted with multiple trips to take broken furniture office equipment to dump
- Periodic cleaning completed, interior and exterior window cleaning completed
- HVAC switch to A/C completed
- Repair weather stripping on front door

Highway Garage: (13 PM tasks and work orders completed)

- Generator swap completed
- Roof of Police Shoot House completed
- 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*
- Testing of 5 sprinkler heads ongoing

Fire Stations: (1 work order completed)

- Warranty replacement of Roof at CO#1 completed.

Grounds Maintenance: (8 PM tasks and work orders completed)

- Solar completed system is live
- Installed missing plate covers on electrical boxes
- New air compressor installed with new power switch relocated
- Roofing Contractor Completed Roofing the long storage garage Roof
- Siding around perimeter up 8 feet completed and painted, main doors painted
- Overhead door replaced with larger one
- HVAC switch to A/C completed

Historical Properties: (4 PM tasks and work orders completed)

- Young Farm house and barn, turned outside water on
- Kellogg-Eddy Roof Project continues
 - Roofing/Construction is completed
 - Working on Grant Closeout Paperwork
- Kelsey House
 - Minor rot repair and painting of exterior completed

Senior & Disabled Center: (21 PM tasks and work orders completed)

- HVAC switch to A/C completed
- Periodic cleaning of interior; completed window cleaning interior and exterior completed
- Replaced three bad motors on three air handlers
- Emergency repair of chiller piping
- Window project Contractor released
 - Multiple meetings

Police Department: (19 PM tasks and work orders completed)

- Multiple planning meetings for Police Monument project, all materials for our (facilities) portion of the job are in waiting for Parks to pull the trigger and select a start date
- HVAC switch to A/C completed
- Multiple meetings on data room remodel project continued
- Radio project meetings
- Radio Grounding R56 report work started shut down planned for June 21st

Administrative Projects:

- Multiple solar meetings with Verogy, trying to push these locations to going live: Parks garage, Town Hall, FD3; should all be going live in May. Awaiting final proposals for Senior Center and FD2. Scope of work and PPA's have to be adjusted based on new plans.
- Generator & solar review at Senior Center continues; plans submitted to Building Department
- Radio Project planning and meetings continue
- 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.
- Work continues with Lauren, TM's office, and Ben to update town owned building leases.

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:

- Continued review of town leases with various outside organizations
- Conducted 2023-2024 Insurance renewal process with CIRMA
- Reviewed and updated entire fleet database
- On May 3rd, attended LEPC Meeting, reviewed involvement in Annexes
- Reviewed security concerns for some Town departments
- Met with Attorney on liability claim matter
- On May 2nd, interview panel for Administrative Assistant to Police Chief
- On May 16th, met with Town Manager candidates