



# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Town Manager's Office  
Date: October 13, 2023  
Re: Monthly Report – July 2023

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#### PERSONNEL

- No positions were posted in July.
- The practical examination for the vacant Groundskeeper II LT-13 took place on July 17<sup>th</sup>; interviews were held on July 26<sup>th</sup>. Joseph Waluk and Jamie Johnson, Groundskeepers I LT-10, were promoted to Groundskeeper II LT-13 effective July 31, 2023.
- The vacant Deputy Assessor A-7 position was offered to Danielle Dippolino, effective August 14, 2023.
- The vacant Clinical Services Coordinator A-7 position was offered to Kayla Hendrickson, effective August 22, 2023.
- The vacant Animal Control Officer A-5 position was offered to Jesse Sawallich, effective July 17, 2023.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- After 25 years of service, Art Hanke, Assistant Building Official, retired from the Newington Building Department on July 27<sup>th</sup>.

#### Overtime

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	34.7	\$ 2,034.52
Weekend Standby and Call-In	16.0	\$ 810.44
Road Maintenance	4.5	\$ 218.30
Milling – HS & Overlays	253.1	\$ 13,516.85
Landfill	0.5	\$ 25.79
<b>Totals</b>	<b>308.8</b>	<b>\$ 16,605.90</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	217.0	\$ 10,317.00
<b>Totals</b>	<b>217.0</b>	<b>\$ 10,317.00</b>

<b>POLICE DEPARTMENT</b>	<b>23-24 Budget Overtime Appr.</b>	<b>Overtime Expended 22-23 YTD</b>	<b>22-23 Budget Overtime Appr.</b>	<b>Overtime Expended 22-23 YTD</b>
Administration	\$ 8,740.00	\$ 0.00	\$ 8,547.00	\$ 0.00
Patrol	726,993.00	136,119.49	710,781.00	139,694.57
Investigation	92,793.00	1,896.81	91,467.00	2,908.41
Traffic	5,006.00	902.48	5,006.00	360.40
Communication	175,681.00	21,382.56	183,778.00	19,468.96
Education/Training	146,205.00	15,978.35	142,800.00	4,274.22
Support Services	58,894.00	2,105.95	57,595.00	0.00
Animal Control	2,546.00	125.68	2,521.00	941.89
<b>Total</b>	<b>\$ 1,216,858.00</b>	<b>\$ 178,511.32</b>	<b>\$ 1,202,495.00</b>	<b>\$ 167,648.45</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,834.00	\$ 3,116.52	\$ 29,834.00	\$ 4,511.66
Snow and Ice Control	133,578.00	0.00	133,578.00	0.00
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	3,169.79	34,486.00	2,163.25
Leaf Collection	35,972.00	0.00	35,972.00	0.00
<b>Total</b>	<b>\$ 233,870.00</b>	<b>\$ 6,286.31</b>	<b>\$ 233,870.00</b>	<b>\$ 6,674.91</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 105,001.00	\$ 32,977.15	\$ 105,001.00	\$ 34,759.03
Cemeteries	17,109.00	0.00	17,109.00	40.47
<b>Total</b>	<b>\$ 122,110.00</b>	<b>\$ 32,977.15</b>	<b>\$ 122,110.00</b>	<b>\$ 34,799.50</b>

## **RISK MANAGEMENT**

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

The 2022-23 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2022-23 plan year were estimated at \$2,573,520 for the Town and \$9,282,360 for the Board of Education. The total paid claims from the Health Benefits Fund for 2022-23 were \$1,830,759 for the Town and \$8,306,391 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2022-23 Settlement Report.

The breakdown for the active participants for Town and Board of Education is as follows:

### Cumulative Claims through June, 2023

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	2,573,520	9,282,360	11,855,880
Actual Claims	1,830,759	8,306,391	10,137,150

## **FINANCE**

### **Accounting and Administration**

- All staff continued working on preparing for the closing of the fiscal year and preparing documents for the auditors who will be coming in September to complete audit field work.
- Accounts Payable Clerk continued to run dual year payables and reviewed account balances to close out the 2022-2023 fiscal year.
- Data gathering for the Actuaries so they can complete their reporting on our Pension and OPEB funds were started during the month, and all information should be submitted to them by the middle of August.

- Actuarially Determined Contribution payments were made to the Town's Defined Benefit Pension plans and Other Post-Employment Benefits trust accounts.
- Finance Director Janet Murphy continued working with Debt book to compile the list for both the Town and BOE IT leases for compliance in the FY 2023 audit.
- Attended several meetings with the new Town Manager regarding ongoing projects and issues.

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

#### INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)  
7/31/2023

	Interest Earnings		\$ Invested
	Budget FY 2022-23	Actual Year to Date	
General Fund	\$250,000	\$194,530	\$52,833,505
Special Revenue Funds	48,000	3,008	741,590
Capital Projects Funds		5,017	1,145,288
Internal Service Fund	75,000	31,862	7,352,633
Trust and Agency Funds		4,091	1,509,571
<b>Total, Estimated by Fund</b>			<b>\$63,582,587</b>

#### INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
7/31/2023

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	5.18	5.13	187,414	196,191	42,784,826
Bank North	2.07	2.07	996	962	572,973
TD Bank (new)	2.84	2.84	27,967	27,002	11,788,177
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.50	2.50	6,661	6,408	3,248,262
Liberty Bank	3.70	3.56	15,470	14,859	5,188,349
<b>Total Outstanding Investments</b>					<b>\$63,582,587</b>

*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 July.
- Tax bills were mailed out at the end of June 2023. All staff were occupied for the month on the telephone, emails and at the counter – answering questions from taxpayers and making adjustments to motor vehicle assessments due to sale, total loss or moved locations.
- Owners of income-producing properties continued to file the annual Income and Expense forms, as the due date for filing was June 1, 2023. The reports were analyzed and input into the CAMA system to be used for valuation purposes at the next revaluation in 2025.
- State reporting was completed for Additional Veterans and Homeowners Tax Credits for 2023 Tax bills. Additional Veteran Applications have been trickling in for 2024 Tax Bills; those received have already been entered; reminder letters to non-filers have been sent out. The filing period ends October 1, 2023.

- Deputy Assessor Carol Aregood has retired from her part time position, and a new full-time Deputy Assessor will be starting August 14, 2023.

### **Revenue Collector**

- July Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$54,390,810.68. Prior year taxes collected amounted to \$115,130.54, and included in that amount is \$10,924.49 for suspended accounts.
- This year's July collections was 53.9% which was higher than last year's figure of 47%. The "MyCT Home" program helped several taxpayers bring their accounts up to date. This was a program we kept informing taxpayers of over and over and insisted they apply. Some taxpayers were reluctant thinking it was a loan, which it was not. I'm thankful that many took advantage of the opportunity to file an application to see if they qualified. This is a program which did not have to be paid back to the government.
- It was nice to hear from taxpayers thanking us for the extra assistance that we give them in person and over the telephone.
- The tax payment drop box is used daily, and taxpayers let us know how helpful it is for them. The payment box was extremely full each day and is emptied several times a day.
- Taxpayers are still confused as to where the main entrance is for the Town Hall. It was not unusual for taxpayers to be coming in the entrance on the east side of the building.
- Legal Notices and News Releases were placed in several newspapers, online, and on social media giving taxpayers updated information.
- This year, so many taxpayers were unprepared and came in to pay without their tax bills, which meant we had to spend extra time searching for their information, and then they questioned their bills. It was not unusual for a taxpayer to be opening their mail in front of us. We had an excessive amount of cash payments this year which took the time away from staff because it slows down the process.

### **POLICE**

Patrol Calls for July are as follows:

Abandoned MV 1	Fire Task Force Activation 0	MV Evading 18
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 71	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 76
Alarm Residential Burg Alarm 10	Fire Vehicle Fire 1	Neighbor 14
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 160
Animal Complaint 10	Fire Water Problem 4	Noise 19
Arson/Fire Invest 0	Fireworks 19	Non Collect Person 0
Assault 0	Follow Up 33	Notification 0
Assault in Progress 0	Found Property 13	Open Door/Window 7
Assist Motorist 5	Gun 0	Other Archive 0
Assist Notification 0	Harassment 6	Parking Violation 9
Assist Other Agency 33	Hazard 50	PD Assist Fire Dept 56
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 2	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 8
Breach of Peace/Disorderly 8	Identity Theft 65	Prisoner Care 12
Burglar Alarm 11	Illegal Dumping 5	Private Duty 0
Burglary 1	Impersonating Police 0	Property Found 3
Car Seat 2	Indecent Exposure 0	Property Lost 0
Check Welfare 65	Intoxicated 1	Prostitution 0
Check Welfare 911 43	Juvenile Complaint 16	Recovered Stolen MV 1

Check Welfare Other 15	K9 Assist 0	Rescue Call 0
Clear Lot 7	Kidnapping 0	Residential Lockout 0
Construction 0	Landlord/Tenant Dispute 2	Risk Protection Order 1
Court Detail 19	Larceny 71	Robbery 2
Criminal Mischief 7	Larceny from MV 106	Roll Call 1
CSO 0	Lift Assist Only 6	Serve Subpoena 0
Customer Dispute 15	Liquor 0	Serve Warrant 18
Dog Complaint 38	Local Traffic Authority 0	Sexual Assault 4
Domestic 35	Location Check 430	Shots Fired 0
Door Check 0	Location General 1	Specific Detail 97
Drug 2	Location School 0	State Pistol Permit – Tempo 0
DUI 11	Lockout Building 0	Stolen MV 11
EDP 8	Lockout MV 1	Sudden Death 2
Escort/Transport 8	Lost Property 5	Suicide 0
Escort/Funeral 4	LTA 0	Suicide Attempt 0
Escort Other 0	Meal 0	Suspicious MV Unoccupied 15
Escort Retrieval 0	Medical Alarm 12	Suspicious Report 158
Escort Tax 0	Medical Cardiac 3	Test 1
Fingerprint 1	Medical Complaint 227	Threatening 2
Fire Alarm Commercial Bldg 7	Medical Diabetic 0	Tobacco 0
Fire Alarm Residential 1	Medical Fall 18	Tow 17
Fire CO Detector no sympt 1	Medical Mutual 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Other 0	Traffic Stop 361
Fire Extrication 0	Medical Respiratory 1	Traffic Stop Attempt 10
Fire Hazmat 0	Medical Stand By 2	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Trauma 0	Training 0
Fire Other 5	Medical Unresponsive 0	Trespass 7
Fire Rescue 1	Missing 4	Unknown 0
Fire Special Detail 0	MV Abandoned 1	Water problem 0
Fire Stand By 0	MV Assist 30	
Fire Structure Fire 4	MV Complaint 48	
	MV Fire 0	

**Total: 2,735**

- In July, the Detective Division Report:
  - Handled 67 investigations, 67 remain ongoing.
  - Served 20 warrants: 13 by Patrol officers, 7 by Detective Division.
- In July, the Patrol Division Report:
  - On 7/5/23, Officers were at LA Fitness on the Berlin Turnpike investigating a fire alarm. As they were clearing the scene, an Officer was approached by a female reporting she was the victim of a domestic violence incident and the suspect had left the scene in a white Jeep. An Officer located the vehicle parked on the shoulder southbound on the Berlin Turnpike in the Town of Berlin. The Officer approached the vehicle, at which time the male operator exited the vehicle and became verbally aggressive. The Officer instructed the male he was a suspect in the domestic incident and attempted to detain him. The male began to actively resist the Officer's attempt to control him and a physical confrontation ensued. Several additional Officers arrived and assisted in taking the suspect into custody. Investigation revealed the suspect restrained and assaulted the female victim during an argument. The suspect was charged with crimes associated with the domestic incident, as well

as his conduct against the Officers. Two Officers sustained minor injuries during the incident, which resulted in the worker's compensation claims.

- On 7/10/23, Officers were dispatched to check the welfare of the occupant inside a vehicle parked in the lot of the Ruth Chris Steak House located on the Berlin Turnpike. Dispatch reported a male was passed out in the vehicle and had been there for several hours. The first Officer on scene parked behind the vehicle and approached the vehicle on the driver's side. As the Officer reached the driver's window, she noticed the male was alert and had a handgun resting in his lap. The Officer requested additional units and began to provide verbal commands to the male. The male was uncooperative and refused to follow the Officer's instructions. A back up Officer arrived on scene and assisted the primary Officer with providing instructions to the male. Eventually, the Officers were able to convince the male to cooperate, the weapon was secured, and he was removed from the vehicle and detained. It was later learned that the male was listed in COLLECT as an endangered person who was under the influence of alcohol, suicidal, and armed with a firearm. The Officers did a fantastic job deescalating the situation, and the male was sent to the hospital for evaluation.
- On 7/23/23, Officers were dispatched to the Mobil Gas Station located on Fenn Road for a shoplifting in progress, and that a male involved was armed with a hammer. Upon arrival, the suspects had left the scene and were not immediately located. The clerk reported that a female entered the store and asked for the clerk to give her a gallon of gas. The clerk refused and the female asked if he'd be willing to trade and offered him some LED lights. The clerk again refused, and another customer in the store gave the woman money for gas. The female then told the clerk that someone gave her money through Apple pay and she began selecting merchandise to purchase. After the female selected various items, she attempted to flee the store. The clerk activated the magnetic door locks, preventing the woman from exiting. The female began yelling and trying to force the door open to no avail. A male appeared outside the door and began demanding the clerk let the woman out. He then produced a hammer, began to threaten the clerk, and began to strike the door in an attempt to free the woman. The clerk opened door, and the two fled the scene in a dark Jeep SUV. Through investigation, both suspects were identified. Arrest warrants are being drafted by the Patrol Division.

In the month of July, the residents of Newington were subjected to approximately 106 vehicle burglaries. In a majority of these cases, windows on the vehicles were smashed and nothing was taken. Officers are conducting location checks and saturation patrols in areas that were affected, to include apartment complexes and residential neighborhoods. We've staffed extra midnight officers using grant monies focusing on crime deterrence.

- In July, Support Services report:
  - Master Police Officer Timothy Bugbee was assigned to the Support Services Division as the new School Resource Officer effective July 17<sup>th</sup>. MPO Bugbee attended School Resource Officer training and Advanced School Resource Officer training July 17<sup>th</sup> to July 25<sup>th</sup> at the East Hartford Police Department.
  - On July 10<sup>th</sup>, Sergeant Deane started the Southern Police Institute's Command Officers Development Course, which is being held at the Wethersfield Police Department. This class runs for two weeks per month for the next five months and consists of 400 hours of training.
  - For the first half of the month of July, Sergeant Deane acted as the Newington Animal Control Officer. Ms. Jesse Sawallich was sworn in as the Newington Police Department's newest Animal Control Officer on July 17<sup>th</sup>. ACO Sawallich comes to the Newington Police Department after serving as the Animal Control Officer in the City of Hartford for the past two years. ACO Sawallich will be performing her duties in Newington as well as Wethersfield. She completed the mandatory COLLECT certification training during the first week of her assignment. We are looking forward to working with ACO Sawallich and helping to ensure she has a smooth transition to the Newington and Wethersfield Police Departments.
  - On July 5<sup>th</sup>, Officer Bugbee attended the POST Academy's Shotgun training day. He also attended the POST Academy's rifle training day on July 7<sup>th</sup>. On July 11<sup>th</sup>, Officer Bugbee also attended the POST Academy's simunitions training day for Recruits Lambros and Couillard.
  - On July 12<sup>th</sup>, the Support Services Division Commander attended the Capitol Region Emergency Services Team trainers' meeting at the Manchester Police Department. Topics covered during the meeting included a debrief of July's monthly training, upcoming training topics, policy review, and team equipment. The Support Services Division Commander continues to act as a liaison between the CREST Team and Newington Police Department to ensure a smooth transition. The three

Newington members became operational with the team during the month of July. Their new uniforms, helmets, and body armor were ordered this month as well. We are now in the process of selling the Emergency Response Team trailer and trading in the H-K rifles for new semi-automatic rifles for the team members. The Support Services Division is also working with the Patrol Division on replacing the aging Stag rifles. Quotes have been received from several different companies who offer different packages and will accept our older rifles as part of a trade-in.

- On July 13<sup>th</sup>, the Support Services Division Commander was asked to conduct a drone demonstration at the East Hartford Police Department for their Youth Academy. The academy is geared towards members of the community who may not have an opportunity to attend college and may be seeking a career in the field of public safety. The students had many great questions about the drone program and were interested in its capabilities.
- On July 13<sup>th</sup>, the Support Services Division Commander attended the Connecticut Police Academy graduation at Maloney High School in Meriden. Recruit Gabriella Lambros and Recruit Spencer Couillard graduated from the Police Academy and began their field training during the month of July. The Support Services Division has also been helping to coordinate remedial firearms' training for Recruit Lambros, who needs to complete 40 hours of remedial training in this area in order to obtain her certification.
- On July 19<sup>th</sup>, the Support Services Division Commander attended the Connecticut Law Enforcement Council Session 1 Police Academy graduation at the Kelly STEAM Middle School in Norwich, CT. Recruit Michael Moscicki graduated from the Academy and began his field training during the month of July.
- The Support Services Division continues to progress towards achieving Tier II Accreditation through the State of Connecticut POST, with an assessment set to take place in June of 2024. There will be a meeting with the Police Officer Standards and Training Council on September 14<sup>th</sup>, 2023 to determine if Tier I Accreditation will be awarded to the Newington Police Department. At this point in the process, the Department is in the self-assessment phase to determine if any written directives need to be developed or modified to meet the POST-C Tier II Accreditation Standards.
- The Support Services Division continues to be active with recruiting candidates and scheduling applicants for employment. This includes the administration of written and oral board testing. On July 24<sup>th</sup> and 25<sup>th</sup>, members of the Support Services Division conducted oral board interviews for the position of entry level police officer. A certified police officer from Massachusetts also came in for a tour on July 19<sup>th</sup>. He took the written examination and had an oral board interview on July 27<sup>th</sup>.
- The Department continues to utilize various social media platforms such as Instagram, Facebook, Twitter, and Atlas One to engage with the community and recruit potential applicants for employment. The Support Services Division oversees the social media content that is posted.
- The Support Services Division, with the assistance of Officer Chapdelaine, made final preparations for the National Night Out event, which is being held on August 1<sup>st</sup>. During the month of July, Officer Chapdelaine received a \$500.00 donation from Target in Newington, which will be used towards the National Night Out funding.
- The Support Services Division participated in the planning and execution phases of the Extravaganza. On July 6<sup>th</sup>, the Support Services Division Commander attended a safety meeting consisting of representatives from various Departments to include the Fire Marshal, Fire Department, Parks and Recreation, and the Health Department. The Support Services Division also assisted by preparing the facility for the event and working with the Capitol Region Emergency Services Team to provide an 8-person immediate action team to cover the event. Equipment was moved to the Highway Garage to be safeguarded ahead of the Extravaganza, and the mobile command post was set up in the Police Department parking lot. The Support Services Division Commander also worked with the Aerial Support Team to provide drone overwatch for the event for several hours.
- Sergeant Deane remains actively involved as the Police Department's liaison for the new radio system project. On July 18<sup>th</sup>, Sergeant Deane participated in the weekly radio system project meeting. During this meeting, it was revealed that new dispatch consoles can be installed as soon as they are available because they will function with our current radio system. According to the vendors, if the consoles are delivered at the end of August, they can be installed during the month of October, 2023.
- The Town of Newington Facilities Department has selected Hartford Sprinkler as the new Life Safety Compliance Partner. The first round of inspections took place at the Newington Police Department on July 25<sup>th</sup>, during the morning hours. The technician conducted visual inspections of the fire alarm and sprinkler systems inside the building.

- On July 26<sup>th</sup>, Sergeant Abbassi and Officer Williams attended a Defensive Driving Course in Simsbury that was hosted by the Connecticut Interlocal Risk Management Agency. This training was scheduled by the Support Services Division.
- On July 26<sup>th</sup>, Sergeant Deane attended the Rotary Club of Newington's meeting at Indian Hill Country Club. During this meeting, Sergeant Deane spoke about the upcoming National Night Out event and provided a presentation on the Identification Kits that will be made available during the event.
- On July 26<sup>th</sup> and 27<sup>th</sup>, the Support Services Division Commander sat on the oral board panel for the position of Detective at the Naugatuck Police Department. There were ten total candidates who were interviewed over a two-day period. He also established professional connections with other panelists who were from the Wolcott and Stratford Police Departments.
- On July 27<sup>th</sup>, three dispatch applicants participated in the testing process. The process is ongoing, and the outcome will be documented in future monthly reports.

- Property Report July 2023:

<b>Category</b>	<b># of Counts</b>	<b>Property Value (\$)</b>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	91	\$ 387,632
Vehicle Inventory	0	\$ 0
Stolen	201	\$ 175,878
Abandoned	1	\$ 0
Evidence	88	\$ 2,420
Found	18	\$ 1,570
Lost	3	\$ 1,980
Seized	10	\$ 201
Recovered	9	\$ 38,141
Impounded	0	\$ 0
Informational	15	\$ 15,001
Towed	0	\$ 0
<b>Total</b>	<b>436</b>	<b>\$ 622,823</b>

- Police Department Overtime Report July 2023

OT June	\$165,650	3 pay periods (1 holiday)
OT July	\$ 79,939	2 pay periods (1 holiday \$14,800)
	\$ 85,711	decrease

- Administrative overtime of \$0.
- Patrol overtime of \$61,444, a decrease of \$37,455 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), RPO hearings, armed robbery, DUI arrests, Midstate call out, domestics, accidents, court hearings, and other related duties.
- Detective Division overtime of \$453, a decrease of \$6,882 from the previous month. Overtime included crime scene investigation.
- Traffic Division overtime of \$901, a decrease of \$199 from the previous month for traffic related attention (i.e., water over road, traffic lights outs, stop signs required).
- Communications overtime of \$9,821, a decrease of \$10,937 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, which creates overtime.
- Educational overtime of \$6,743, a decrease of \$22,392 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Advanced SRO Class, promoting positive youth development, firearms training, and recertification.

- Support Services overtime of \$577, a decrease of \$7,846 from the previous month. The School Resource Officer position has been filled. Overtime included overtime required for Police Academy/Graduation support.
- Animal Control overtime of \$0.

## **FIRE DEPARTMENT**

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

<b>Code</b>	<b>Incident Type</b>	<b>July</b>	<b>1 Month Total</b>
<b>1</b>	<b>Fire</b>		
100	Fire, other	2	2
111	Building fire	1	1
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	1	1
114	Chimney or flue fire, confined to chimney	1	1
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	0
131	Passenger vehicle fire	1	1
140	Natural vegetation fire, other	0	0
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	0	0
143	Grass fire	0	0
150	Outside rubbish fire, other	1	1
151	Outside rubbish, trash or waste fire	0	0
154	Dumpster or other outside trash receptacle	0	0
160	Special outside fire, other	2	2
162	Outside equipment fire	1	1
170	Cultivated vegetation, crop fire, other	0	0
<b>Total</b>		<b>10</b>	<b>10</b>
<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
200	Overpressure rupture, explosion, overheat	0	0
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	0	0
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	1	1
<b>Total</b>		<b>1</b>	<b>1</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	0	0
322	Motor vehicle accident with injuries	0	0
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0

324	Motor Vehicle Accident with no injuries	0	0
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	0
352	Extrication of victim(s) from vehicle	2	2
353	Removal of victim(s) from stalled elevator	0	0
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	<b>Total</b>	<b>2</b>	<b>2</b>

#### **4 Hazardous Condition (No Fire)**

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

#### **5 Service Call**

500	Service Call, other	0	0
510	Person in distress, other	1	1
511	Lock-out	0	0
512	Ring or jewelry removal	0	0
520	Water problem, other	8	8
521	Water evacuation	2	2
522	Water or steam leak	1	1
531	Smoke or odor removal	4	4
540	Animal problem, other	0	0
542	Animal rescue	0	0
550	Public service assistance, other	0	0
551	Assist police or other governmental agency	1	1
552	Police matter	0	0
561	Unauthorized burning	1	1
571	Cover assignment, standby, move up	2	2

<b>Total</b>	<b>20</b>	<b>20</b>
<b>6 Good Intent Call</b>		
600 Good intent call, other	7	7
611 Dispatched & cancelled en route	0	0
621 Wrong location	0	0
622 No Incident found on arrival at dispatch	0	0
631 Authorized controlled burning	0	0
641 Vicinity alarm (incident in other location)	1	1
650 Steam, other gas mistaken for smoke, other	0	0
651 Smoke scare, odor of smoke	2	2
652 Steam, vapor, fog or dust thought to be smoke	0	0
653 Smoke from barbecue, tar kettle	0	0
661 EMS call, party transported by non-fire	0	0
671 HazMat release investigation w/no HazMat	0	0
<b>Total</b>	<b>10</b>	<b>10</b>
<b>7 False Alarm &amp; False Call</b>		
700 False alarm or false call, other	9	9
710 Malicious, mischievous false call, other	1	1
711 Municipal alarm system, malicious false	0	0
714 Central station, malicious false alarm	0	0
715 Local alarm system,	0	0
721 Bomb Scare – no bomb	0	0
730 System malfunction, other	5	5
731 Sprinkler activation due to malfunction	0	0
732 Extinguishing system activation due to malfunction	0	0
733 Smoke detector activation due to malfunction	6	6
734 Heat detector activation due to malfunction	0	0
735 Alarm system sounded due to malfunction	1	1
736 CO detector activation due to malfunction	2	2
740 Unintentional transmission of alarm, other	4	4
741 Sprinkler activation, no fire	0	0
743 Smoke detector activation, no fire - unintentional	4	4
744 Detector activation, no fire	0	0
745 Alarm system activation, no fire	7	7
746 Carbon monoxide detector activation, no CO	1	1
<b>Total</b>	<b>40</b>	<b>40</b>
<b>8 Severe Weather &amp; Natural Disaster</b>		
800 Severe weather or natural disaster, other	1	1
814 Lightning strike (no fire)	1	1
<b>Total</b>	<b>2</b>	<b>2</b>

<b>9      Special Incident Type</b>			
900	Special type of incident, other	1	1
911	Citizen complaint	0	0
	<b>Total</b>	<b>1</b>	<b>1</b>
<b>Total Calls</b>		<b>102</b>	<b>102</b>

### **Fire Chief**

- Had discussions with Chief Regina about training division activities
- Had discussions on Tablet and Alpine RedNMX Software with Chief Regina/IT Staff
- Had discussions with Chief Lapierre on Budget weekly/Quartermaster issues
- Had discussions with Chief Lapierre on Safer Grant Award/Electronic Sign/Town Approval Process
- 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 discussion with Captain Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Met with Martin Ball on reports for reimbursement for State Limited Access Highways
- Had discussions with Chief Stegmaier on new car setup (lights, radios, body work)
- Worked on Chief's car: decals and designs
- Communicated with Fire Marshal to discuss new development in town
- Attended weekly State Radio meetings for new radio system
- Attended Autism fundraising event
- Had discussions with Dept. Inc on Fiber install/Public WIFI Project
- Worked with Lt. Carbone on SDI setup
- Worked with Lt. Carbone on new Knox box setup
- Worked on list for Department Class B boots with Security Uniform
- Attended Extravaganza Safety meeting with Parks and Recreation
- Attended Extravaganza at Mill Pond Park
- Attended Fireworks' Standby at Mill Pond Park
- Met with EMS and Scott for SEMS and SDI Demonstration
- Attended Executive Session with Town Council, Town Manager, Town Attorney
- Was on vacation July 16<sup>th</sup> through July 25<sup>th</sup>

### **July 2023 Training Report**

#### **Progress History**

- Did you know that 89% of confined space fatalities occurred with jobs authorized by supervisors, and 80% of fatalities happened in locations that have been previously entered by the same person who later died? Our fire department has many challenges to face when called to a confined space rescue. The most important rule in confined space is to not become a victim!
- A thorough scene size-up is critical in effectively identifying the hazards related to the location and can include flammable gas, vapor or mist, airborne combustible dust, high or low atmospheric oxygen levels and many other IDLH (Immediate Danger to Life or Health) atmospheric conditions.
- Our confined space equipment requires practice and repetitive training to keep our firefighters well versed and ready for any call we receive for confined space rescues.

#### **Plans**

- We have scheduled the State Maze trailer for SCBA training in September 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. A walk through of 712 Cedar Street took place on August 8, 2023.

- Firefighter Mental Health training with Wheeler Clinic is scheduled for September.
- We are working with CIRMA for an in-person sexual harassment training class for our officers and a second class to be offered to all of our members. This is a proactive request made by Chief Trommer.

#### Drill Schedule

<b>August</b>		
Officer Training	Walkthrough – 712 Cedar Street	8/08/2023
Multi-Company Drill	Confined Space	8/16/2023
New Officer Candidate Training		8/20/2023
Multi-Company Day Drill	CANCELLED due to custodian fees. Online training being assigned in its place.	8/20/2023
Multi-Company Drill	Confined Space	8/21/2023
<b>September</b>		
Officer Training	Walkthrough	9/12/2023
New Officer Candidate Training		9/20/2023
Multi-Company Drill	Maze Trailer – Co1 and Co4	9/23/2023
Multi-Company Day Drill	Maze Trailer – Co2 and Co3	9/23/2023
Multi-Company Drill	Mental Health – Wheeler Clinic	9/25/2023
<b>October</b>		
Officer Training	Extrication/Rescue	10/10/2023
Multi-Company Day Drill	Extrication/Rescue	10/15/2023
New Officer Candidate Training		10/18/2023
Multi-Company Drill	Extrication/Rescue – Co1 and Co3	10/23/2023
Multi-Company Drill	Extrication/Rescue – Co2 and Co4	10/30/2023

#### Classes

<b>Category</b>	<b>Classes</b>
AP20 - Pump Operations	6
AP40 – Pump Operator	1
DT04 – Driver Training – Road Time	4
DT11 – Driver Safety	1
HZ03 – HazMat Operational	1
IH01 – Multi-Company Training	3
IH02 – Officer Training	2
IH13 – Company 3 Training	1
IH15 – Company 5 Training	3
RQ12 – Rescue Tools/Equipment Use	1
<b>Hours</b>	
430.5	
<b>Attendees</b>	
188	

#### FIRE MARSHAL: No Data Provided

#### 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 and drainage concerns
- Met with Public Works group to discuss various issues

- Met with Facilities Department to discuss various projects
- Met with consultant and Engineering Department to discuss MS-4 permit
- Attended Department staff meeting
- Attended Hazard Mitigation workshop
- Assisted Parks and Grounds Department with practical exam for Groundskeeper II position
- Interviewed and hired seasonal maintainer
- Completed employee evaluations for all Highway personnel
- Coordinated with bid awarded contractors in preparation for the Town's milling and paving program

#### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- Roadside mowing and litter pick up as needed
- Replaced/repaired catch basins on various streets
- Repaired drainage pipe on Henry Avenue
- Repaired storm drain and pipe on Farmstead Drive
- Prepared path at Clem Lemire for paving
- Cleared out waterway at Town Garage and Main Street after severe rain events
- Continued repair of catch basins on various roads in preparation of upcoming overlay program
- Work with bid awarded contractor to mill and pave High School
- Assisted Human Services with Food Share
- Assisted Parks Department for the annual Extravaganza
- Responded to three (3) after hour call ins
- Two (2) evictions scheduled for the month; one (1) requiring storage

#### **Fleet Maintenance**

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic continued upfitting of police vehicles
- Assisted the Parks and Grounds Department in preparation for Extravaganza
- Mechanic responded to one (1) after hour call in
- Mechanics assisted the Parks Department for the annual Town Extravaganza

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

- Scheduled 154 residential bulk items for collection for the month
- Scheduled 63 condominium bulk items for collection for the month
- Scheduled 34 condo/residential scrap metal items for collection for the month
- 887 tons of cumulative Municipal Solid Waste were collected for the month of July
- 190 tons of cumulative recyclables were collected for the month of July
- 11 mattresses/box springs were recycled for the month
- Five (5) televisions were collected for the month
- Issued 63 permanent landfill permits and 8 temporary permits for the month

### **TOWN ENGINEER**

#### **Permits:**

- Reviewed 1 contractor license application (bond/insurance/agreement)
- Reviewed and approved 17 permits: Excavation – 3; Driveways - 14
- Reviewed 233 utility clearance notifications (routine & emergency)

#### **Meetings:** Represented the Town/Department at:

- CRCOG transportation committee meeting
- TON public works meeting (engineering, planning, highway, parks, facilities)
- TON public safety meeting (engineering, fire, police, EMS, IT)
- TON economic development meeting (engineering, planning, building, fire marshal, assessor)

- Town Council meeting(s), as requested
- TON CIP/budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meeting(s) with residents, businesses, developers and engineers/architects, as requested

**Site Plan Review:** Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission.

Reviewed site plans:

- 712 Cedar Street – Site plan review
- 3333 Berlin Turnpike – 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
- 680 N. Mountain Road – Site plan
- 46-48 Commerce Court – Site plan review
- 60 Prospect Street – Site plan review
- 2176-2180 Berlin Turnpike – Site plan review
- 1170 Main Street – Site plan review (Keeney building)
- 2151 Berlin Turnpike – Site plan review
- 85 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:**

- BOE: John Paterson School expanded parking lot – Construction support and As-Built plan
- Public Works (LOT CIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Facilities: Senior Center Window replacement
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Additional topo survey and adjustment to the design of the sidewalk at 22 Robbins due to grade

**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
- Replacement of the pedestrian bridge over Mill Pond dam.

**Town Projects – Planning:**

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Styles Avenue (plan and profile) – design
- Police Department: Assess Dowd Street (No Thru Truck)
- Parks (Clem Lemire – Memorial Field) – survey and drainage improvement
- Public Works/BOE: 490 Church Street to 534 Church Street Sidewalk Gap
- Planner: Main Street, Stoddard Avenue, Hartford Avenue-Streetscape North–Parking lot layouts
- Camp Avenue reconstruction
- Flooding mitigation - Connecticut Avenue at Brentwood
- Flooding mitigation - Timber Lane/Badger Field
- Flooding mitigation - North Main Street/Brookside area

**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: 1485 Main Street – Firehouse #1 HQ - Location survey for new sign

**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 and Newington (LOTCIP 2022): Complete Street Project – Rowley Street and 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
- SS4A with CRCOG
- Locip for flooding projects thru CT OPM

**Town Project:** Managed consultant projects:

- Public Works: Inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street and 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 July:**

- An application was submitted by Wex-Tuck Realty II LLC at 2903 Berlin Turnpike to renovate reception area, sales floor and consult room
- An application was submitted for the temporary Halloween store at 3164 Berlin Turnpike
- An application was submitted to remove some interior partitions at 190 Fenn Road
- A permit was issued to construct two carwash bay/tunnel extensions at 25 Pane Road
- A permit was issued to Newington Hotel Partners at 2553 Berlin Turnpike to renovate lobby, breakfast room, pool rooms, corridors and meeting room
- A permit was issued to Wex-Tuck Realty II LLC at 2903 Berlin Turnpike for new signage at retail stores
- A permit was issued to Fleet Bank to install new monument signage and directional signage
- A permit was issued for 40 Cedar Street to install new signage
- A permit was issued for 3333 Berlin Turnpike for new free-standing tenant signage

**Certificate of Occupancies issued in July:**

2903 Berlin Turnpike

**These are the classes the inspectors took in July:**

D. Jourdan:	SECTBO Dept Administrtn & Permit Training	July 13, 2023 – 2 hours
K. Kilkenny:	Zip System Sheathing Installation	July 18, 2023 Rocky Hill – 2 hours
A. Hanke:	Zip System Sheathing Installation	July 18, 2023 Rocky Hill – 2 hours

**Building Department inspection activity for the month of July was as follows:** The Inspectors completed a total of 235 Inspections. They were: A/C Installation (2), Above Ceiling (1), Alarm (1), CO (1), Electrical (27), Final (128), Footings (8), Foundations (2), Framing (6), Gas Line (10), Property Code Inspection (1), Insulation (7), Mechanical (3), Plumbing (1), Pools (8), Rough (28), Site Visit (1).

The total number of Building/Renovation Permits issued/applied for the month of July was **185**, producing a total permit value of **\$3,770,629**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	32	738,514.00
DECKS	6	62,150.00
DEMOLITION	1	2,000.00
ELECTRICAL	42	634,458.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	1	32,000.00
MECHANICAL	39	592,480.00
NEW COMMERCIAL	0	0.00

NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	21	1,068,358.00
POOL	1	3,000.00
ROOFING/SIDING	19	213,140.00
SIGN	10	193,284.00
SOLAR	12	227,245.00
TENT	1	4,000.00
OTHER	0	0.00
<b>TOTAL</b>	<b>185</b>	<b>3,770,629.00</b>

The total Building income fees received in the month of July were **\$40,599.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,105.00, Environmental \$240.00, Conservation \$400.00, Copies, Books and Maps \$7.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$750.00, Engineering copies \$0.00. The other total income is \$2,502.00.

#### **Below is a comparison of the Permit Values for July 2023 and July 2022**

	<u>2023</u>	<u>2022</u>
Value of Permits issued for July:	\$3,770,629.00	\$4,054,279.00
Fees for Permits issued for July:	\$40,599.00	\$46,796.00
Other income Fees for July:	\$2,502.00	\$4,232.00
Building Permits Issued for July:	185	194

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

2023-2024		2022-2023	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$3,770,629	\$40,599	\$4,054,279	\$46,796

#### **HUMAN SERVICES**

- Summer Youth Adventure programs are in full swing this month, and all programs are filled with a waiting list for most days.
- We are working with the Middle Schools to finalize the schedule and structure for the 5th grade Adventure Learning Program. We will facilitate this program in conjunction with the Health & Wellness curriculum for the 2023-2024 academic year.
- Fall SCORE programs are being planned, and the brochure is scheduled to be in schools by August 26, 2023. Our email distribution will go out by August 25, 2023.
- We received two JRB referrals which will be scheduled on a Monday early in the upcoming school year.
- 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 and creating reports for facilitation of various programs.
- The food bank inventory is currently very low; Coordinator Wassik has reached out to the community via social media. The Food Bank continued to meet the needs of many in the community. Most recipients are now shopping at the foodbank, some 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 worked with a safe homes issue involving hoarding conditions and unsanitary conditions; this was a self-owned condo. The property owner had numerous serious health issues over the past year and a half but was feeling better recently and was able to make great strides in remediating the reported health concerns.

- Housing presented as a very difficult issue for many this month. We had people staying with family or friends on a temporary basis looking for permanent housing, a long-term elderly Newington resident who was the guardian for two minor grandchildren whose house was foreclosed on and was frantically looking for housing, and several folks who were staying at motels along the Berlin Turnpike. One of these gentlemen had secured employment provided he could also secure the required clothing. We were able to locate affordable, required clothing and assist the man with his stay at the motel as a bridge to getting his first pay check when he would be self-sustaining going forward.
- We made an offer for the Clinical Coordinator position with an anticipated start date in August. Interim part time clinical social worker reports reduction in clinical youth referrals over the summer. Clinical forms were reviewed, modified and set up in the S:\ drive as well as a hard copy binder for the new Coordinator.

*July 2023 Statistics*

Selected Programs	FY 23-24 Total This Month	FY 23-24 Total Last Month	FY 23-24 Cumulative Total YTD	FY 22-23 Cumulative Total YTD
<b>Youth &amp; Family Counseling cases</b> Clinical presentations	8 0	0 0	8 0	11 0
<b>Youth &amp; Family service hours</b>	12.75	0	12.75	20.5
<b>JRB cases:</b> <b>JRB hearings:</b> <b>JRB service hours:</b>	0 0 0	0 0 0	0 0 0	4 0 8
<b>Positive Youth Development</b>	267	0	267	270
<b>Community Service</b> <b># of hours completed</b> <b>Challenge Course: Adult</b> <b>Youth (outside)</b>	1 6 0 20	0 0 0 0	1 6 0 20	1 46 0 20
<b>Information and Referral</b>	No longer reported			
<b>Social Casework Cases</b> <b>Under 55 =</b> <b>Under 55 disabled =</b> <b>Over 55 =</b>	147 31 18 98	0 0 0 0	147 31 18 98	80 18 12 50
<b>Social Casework service hours</b>	215.5	0	215.5	155.5
<b>Food Bank Household visits</b> <b># of bags of groceries distributed</b> <b>Mobile Truck</b>	135 1,826 276	0 0 0	135 1,826 276	132 1,696 232
<b>Special Needs</b>	9	0	9	3

## **SENIOR AND DISABLED CENTER**

- The Center remained open and 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 pre-diabetes education class, an ice cream and music social, a course on personal finance, a beginner pottery class, a discussion on Medicaid, and more.
- The National Council on Aging chose the Center as its July Spotlight, featuring the Center for its mission to improve the well-being of older adults and adults with disabilities. The article may be found on the NCOA website: <https://ncoa.org/professionals/senior-centers/national-institute-of-senior-centers-news/senior-center-spotlight>.
- In July, The US Department of Health and Human Services released a midcourse report regarding physical activity guidelines and implementation strategies for older adults. The National Council on Aging identified the Newington Senior and Disabled Center as a nationwide leader in encouraging and implementing strategies for participation in physical activity; as such, they referred us to the DHHS for an interview to be included in the midcourse report. The interview is on pages 39-40 of the report: [https://health.gov/sites/default/files/2023-06/PAG\\_MidcourseReport\\_508c\\_final.pdf](https://health.gov/sites/default/files/2023-06/PAG_MidcourseReport_508c_final.pdf).
- In July, NCOA Vaccine Grant Committee outlined the goals associated with the project and identified criteria for general and targeted outreach, including older adults, those with significant financial needs, transportation needs, homebound individuals, those without internet access, and individuals who are homeless or lack a permanent address. Mailers are being designed, and the committee created a job description for a seasonal, part-time outreach coordinator to be hired by CCHD.
- The volunteer-run Gift Shop and Coffee Shops continued to operate successfully in July. The coffee shop served breakfast and light lunch each Tuesday through Thursday. Coffee Shop sales for the month were \$842.50. The Coffee Shop was open on Mondays in July and will be open again on Mondays in August. July Gift Shop sales were \$637.35.
- Staff is focusing on outreach strategies to increase community awareness of the Center. Currently, the staff focuses on outreach to those living in senior housing communities in Town, creating informational packets to distribute to the housing sites, and follow-up visits to discuss our offerings.
- Bus trip planning and sales continued through July. The Committee is planning day trips into the fall and winter, including trips to Encore Boston Harbor on October 8<sup>th</sup> and November 5<sup>th</sup> and the All-American Variety Show on November 14<sup>th</sup>, 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. When possible, we provide speaker programs and lectures in a hybrid format via Zoom. The Social Call Sheet program remains popular, as do the weekly robocalls to members with updates about the Center, the community, and other important information.
- The in-person congregate lunch program operates Monday through Friday. A crew of 4 to 5 volunteers serves hot lunches to an average of 40 to 50 members daily.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In July, volunteers and staff delivered Meals on Wheels to approximately 50 to 60 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 weekly, monthly or on-call. Meals are provided 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 July, the two DAR drivers (with subs as necessary) completed 627 trips for 2,568 miles over 227 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 the clients' varying needs by meeting in person, remotely, or over the phone as requested. They continue to monitor energy costs throughout the year and work closely with state and other organizations to offer whatever assistance is available.
- Facilities:
  - The contractors began the solar panel project on July 17<sup>th</sup>, with work to continue through the summer
  - The window project is scheduled to begin with remediation and other prep in mid-August
- The Director attended meetings with Town Staff, including various planning meetings with department heads throughout July, and a meet and greet with the new Town Manager, Mr. Hutka, on July 3<sup>rd</sup>.
- The Commission on Aging and Disabled held a special meeting on July 24<sup>th</sup> 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 an advisory member of the LGBTQ+ Movable Senior Center planning committee.

- The Director attended the PLAN of CT informational session as presented by the State Unit on Aging on July 28<sup>th</sup>.

## **PARKS AND RECREATION**

### **Recreation Division:**

- The 41<sup>st</sup> Annual Life. Be in it. Extravaganza ran the third week of July, bringing in the most visitors. This year's event provided four days of carnival rides, food trucks, concerts, fun activities, and entertainers. The event was an outstanding success, despite the last-minute changes due to weather. The fireworks show went off with an incredible display and had the biggest crowd in attendance in the 41 years of the event.
- The carnival was opened exclusively for the Camp RECreate campers from 10:00 am to 2:00 pm on Thursday, July 13<sup>th</sup>. There were 456 campers in attendance, and they were allowed to come back for free later in the evening with their wristbands to enjoy the carnival with their family and friends.
- The Craft Beer Tasting event at the Mill Pond Park basketball court was a success. We were thrilled to welcome over 240 guests and 40 volunteers to the event, making it our largest fireworks fundraiser to date.
- The Summer Adult Cornhole League ran every Thursday at Mill Pond Park during the Edythe and Harry Mandell Concert Series.
- Various sports, music, culinary, and art camps were offered throughout the summer.
- Group, semi-private, and private swimming lessons were held Monday through Friday, at both Churchill and Mill Pond Pools, for children ages 6 months to 17 years old.
- Our Summer Sunshine camp, for children ages 3 to 5 years old, began on Monday, June 19<sup>th</sup> and was full with 30 participants each week. We had a variety of special guests such as magicians, clowns, music shows, and trips down the Tiki Water Slide.
- Mill Pond Pool hosted birthday parties every weekend in July which consisted of music, organized games, and accommodated at least 30 patrons at each event. Birthday parties are held on Saturdays throughout the summer from 10:45 am - 12:45 pm. Patrons have the option to reserve the wading pool only, main pool only, or both pools.

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

- Summer ballfield preparation continued around town
- Several heavy rainfalls this month contributed to more frequent mowing than typically expected this time of year
- Installed new roof and shingles on the shed at Legends Field
- Parks & Grounds staff was heavily involved with set-up for the Life. Be in it. Extravaganza and with support during the special event
- Tom Lapierre has done an excellent job overcoming pool concerns. This month, more pipes were leaking in the bathhouse walls at Mill Pond Pool. This required several cinder blocks to be removed from the walls to identify the location of the leaks. Churchill pool's bathhouse continues to leak and fill the below filter room with water. The staff is trying to identify if it is the pipes in the walls or the concrete floors.
- Fertilizer applications made to ballfields
- Seeding at Newington High School northside soccer fields completed, following the spring sports season
- Completed field turf installation on time for football season at Clem Lemire Athletic Complex; painted goal posts and installed wind flags
- Roadside mowing continued
- Field stiper has been working with Swozi striping machine to input field dimensions in anticipation of the fall sports season.
- Maintenance work was done on the warning track and tree line behind the outfield at Alumni Field.

Cemeteries: 4 Singles, 1 Double, 6 Ash, 21 Sales  
 Overtime: 433 hours, \$20,784

**Tree Warden:**

- Park staff began process of pruning trees at various schools
- Tree crew removed a broken branch over wires at 604 Church Street

**LIBRARY**

- The three Summer Reading Programs “Find Your Voice” for kids, teens and adults are going well. While each program has different criteria for participating and winning prizes, the interest and excitement we see on a daily basis as they partake in the program is very rewarding. By the end of the July, 437 kids, 97 teens and 605 adults were actively participating in their respective programs. The summer reading programs are funded by the Friends of the Library.
- The Friends of the Library continue to work hard over the summer, organizing and sorting the massive amount of book donations that are coming in on a weekly basis, to be ready for the Friends’ Fall Book Sale. The donation bins in the library lobby fill up almost daily. In addition, there have been some very large donations from residents who are cleaning out, downsizing or moving that the Friends make arrangements to pick up and then sort for the upcoming sale.
- The Library Board of Trustees hosted a 2-part program *Jim Lenn’s Music Tour of the 60s and 70s* as part of the *George G. Hanel Fine Arts Series*. Assistant Library Director did a great job working with the presenter and coordinating all the details to make this program possible. The first program titled *The Rise and Fall of Dovie Modean* was held on July 24<sup>th</sup>. Presenter Jim Lenn gave an inside look of his experience as part of the four-person musical group *Dovie Modean* and their five-year journey to make it in the Southern California music scene during the 60s and 70s. He had many great stories about his experiences and played music that was popular at that time including the Beach Boys and the Mamas and the Papas. The second program was held on July 31<sup>st</sup>, titled *The Ovation Guitar – A Connecticut-built Guitar & Music of the 60s and 70s*. Jim Lenn spoke about the role of the Ovation Guitar built in New Hartford, CT and its role in the music industry over the years. The George G. Hanel Fine Arts Series is made possible by an endowment in memory of George G. Hanel.
- Library parking for patrons continues to be very challenging if anything is going on at the park or for larger meetings or events at the Town Hall and Community Center. The library had a staff member monitor the parking lot on Thursday evenings in June and July to ensure that people attending the concerts in the park and playing cornhole did not park in the library lot. This enabled people who were attending the library’s regular Thursday Evening Family Story Time program or those who wanted to use the library have parking available to them. It is frustrating that this is the only way we can make sure the library is operational during larger events. The parking needs to be addressed overall so all departments can be easily accessible during regular business hours when larger events are going on, without the affected departments having to pay someone extra to be able to do so.
- Head of Community Services Michelle Royer hosted two more *It’s Not Just Books* programs for all ages for our growing population of multi-language learners. The role of these programs is to welcome them to the library and to offer access to resources. There were lots of great discussions about the library, schools and community services and crafts and games for people to enjoy.
- Library outreach to our senior and homebound patrons continued to be very busy. Thanks to the hard work of Head of Community Services Michelle Royer and several volunteers from the General Federation of Women’s Clubs Newington/Wethersfield, the library is able to deliver and pick up library materials to homebound adults and senior living facilities on a regular basis. People are so appreciative of this service. This month, 144 books were delivered.
- The children’s staff held 25 programs that were attended by 755 children and their caregivers. Many of the programs this month were very popular, and many with waiting lists. Regular weekly story times for ones, twos, threes and families were consistently full. Highlights of special programs included a petting zoo courtesy of Circle K Farm in conjunction with a bubble party, the Connecticut Children’s Museum’s CT Wildlife program that had a live opossum, a stick bug, a green frog, a turtle, and a snake, as well as a painting class for kids in grades 3 to 5, a kids’ cookbook club that made edible cookie dough that was a big hit, and a foam dance party that was perfect on a hot summer day. The staff is doing a great job promoting literacy and creativity in fun, exciting ways for kids.
- Teens were offered 9 programs that were attended by 165 teens. There has been a lot of interest in teen programming with most filling up quickly. Teens had a blast at an after-hours Laser Tag program, running through the library with their laser tag equipment. Another very popular teen programming was the Teen LEGO competition, where teens were broken into teams and were given challenges by Teen

Librarians Sarah Riordan and Jennifer Bassett. The overall winner got to take home a Groot Lego set. Highlights of other teen programs included teen hydro dripping, a Teen Cookbook Club where teens made edible cookie dough, a teen paint class, and a teen crochet class. In addition to Teen Librarians Sarah Riordan and Jenn Bassett, several other staff including Children's Librarians Joanne Cocola and Beth Mendelsohn and Head of Collection Management Dorothy Russell helped with July teen programming.

- Adults were presented with 17 programs that were attended by 339 adults. *Summer Paint Night Part 2* with library staff and artist Allyson Bolton offered adults another fun evening learning how to paint. *Movies @ the Library* program this month presented the film *Women Talking*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion* featured the book *When Books Went to War* by Molly Guptill Manning. A virtual program in collaboration with the Wethersfield, Rocky Hill and Berlin Public Libraries titled *Summer Foraging with 3 Foragers* was very well attended, teaching participants how to harvest and prepare wild foods. The month was rounded out with *Grab & Go* color pages and puzzle packets and this month's Spice It to Go kit that included the spice curry powder.
- Total circulation was 25,021. Circulation of digital materials was 3,300. Total number of people that entered the building was 11,328. 25 curbside service transactions were processed. Staff processed and pulled 2,065 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,551 reference questions during the month. Meeting room and study room space was used 349 times. Volunteers and staff delivered 115 items to our homebound patrons. Staff offered tech help 139 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Ancestry.com*, *PebbleGo Animal* databases.
- In technology news, the library continues to have problems with its security gates near the Circulation Desk. Staff is working with the Town IT Department and MK Solutions to resolve the issues. There were some problems searching in the staff mode of Sierra, the library's Integrated Library System that made it difficult to find items in the library collection. The issue was resolved by the end of the month. Head of Reference Jennifer Hebert found a new online service called *Niche Academy* that offers training on many great topics for staff and patrons alike. The library plans on using it for professional development opportunities for staff. Digital Services Librarian Michelle Patnode presented a hands-on *Google Docs and Drive* program.
- In personnel news, our new Teen Librarian Sarah Riordan began her job on July 10<sup>th</sup>. Julia Mazur, a part-time Reference/Circulation Substitute who will begin her online Master's Program in Library Science was hired for the new Part-time Children's position. She will begin her new position in August. Asya Haouchine, a Part-time Circulation staff member, gave her resignation with her last day on July 19<sup>th</sup>. She will be working full-time at the Cora J. Belden Library in Rocky Hill. All full-time staff were evaluated with a form provided by the Town.
- In facilities news, the library has been struggling with the levels of humidity that have lasted several weeks into the month of July, causing the paint in several places in study rooms to bubble. While cool air comes into the room through the room ducts, the humid air is not being pulled out. The doors are closed during the day because of scheduled use and to prevent vandalism when not in use. The short-term solution is to leave the doors open at night while the library is closed to allow the air to flow both in and out. The security alarm panels for the library have been in trouble mode and indicating low battery for much of the month. We spoke to Associated Security several times and was told it had to do with the heat and humidity. The new Life Safety Compliance Partner Company, Hartford Sprinkler, which replaced Encore Fire Protection, was doing an initial inspection of the library totally unrelated to the security system, located the problem and helped order the part for a resolution. Meeting room requests from outside groups and study room use continues to be heavy. The cleaning service continues to do a great job.

#### **TOWN CLERK**

- There were 89 property transfers for a total of \$22,355,379.01 in sales. State conveyance tax was \$165,415.35; Town conveyance was \$55,888.45.
- There were 13 residential sales over \$400,000.
- We had two (2) commercial sales for \$1,533,333.34 at 35 Culver Street/67 Culver Street Rear/69 Culver Street/258 Deming Street from RDTHREE LLC to Culver Street Apartments LLC; \$766,666.67 at 35 Culver Street/67 Culver Street Rear/69 Culver Street/258 Deming Street from Robert W. Haltner Estate to Culver Street Apartments LLC.

- A total of 413 documents were filed on the land records including 125 mortgages, 8 liens, 127 releases, 23 probate certificates.
- Six Notary Public commissions and six Trade Name certificates were recorded.
- Staff issued 227 certified copies of vital records; 21 burial permits and 10 cremation permits were issued. Six Marriage Licenses were issued to couples.
- There were 105 electronically recorded documents, for a total revenue of \$10,750.00.
- The office issued 35 dump passes.
- Swore in new Animal Control Officer.

<b>DATA SUMMARY - JULY 2023</b>				
	July-22	July-23	FY 22/23 to Date	FY 23/24 to Date
Land Record Documents	305	413	305	413
Dog Licenses Sold	493	367	493	367
Game Licenses Sold	18	20	18	20
Vital Statistics				
Marriages	19	10	19	10
Death Certificates	36	28	36	28
Birth Certificates	31	22	31	22

Total General Fund Revenue	\$ 104,646.07	\$ 77,625.46	\$ 104,646.07	\$ 77,625.46
Town Document Preservation	\$ 984.00	\$ 1,356.00	\$ 984.00	\$ 1,356.00
State Document Preservation	\$ 1,800.00	\$ 2,456.00	\$ 1,800.00	\$ 2,456.00
State Treasurer (\$36 fee)	\$ 8,064.00	\$ 10,872.00	\$ 8,064.00	\$ 10,872.00
State Treasurer (\$127 fee)	\$ 4,191.00	\$ 5,080.00	\$ 4,191.00	\$ 5,080.00
State Treasurer (\$110 fee)	\$ 3,410.00	\$ 4,840.00	\$ 3,410.00	\$ 4,840.00
LoCIP	\$ 672.00	\$ 906.00	\$ 672.00	\$ 906.00
State Game Licenses	\$ 27.00	\$ 166.00	\$ 27.00	\$ 166.00
State Dog Licenses	\$ 3,023.00	\$ 2,301.50	\$ 3,023.00	\$ 2,301.50
Dog Licenses Surcharge	\$ 1,164.00	\$ 858.00	\$ 1,164.00	\$ 858.00
Marriage Surcharge	\$ 238.00	\$ 204.00	\$ 238.00	\$ 204.00
<b>Grand Total</b>	<b>\$ 128,219.07</b>	<b>\$ 106,664.96</b>	<b>\$ 128,219.07</b>	<b>\$ 106,664.96</b>

## **INFORMATION TECHNOLOGY**

The Town's Information Technology team consists of Scott Sharlow, Chief Information Officer; Steven Pollock, Network Administrator/Project Leader; John Bolduc, Network Administrator/Project Leader; and Scott Hoagland, Network/Application Specialist.

During the course of the month of July, the Department of Information Technology and GIS participated in, assisted, and/or were directly involved in:

- Completion of over 100 requests for service
- Continued work on the computer implementation, deploying and troubleshooting computers in the Fire Department and Animal Control Office
- Arranged for annual renewals to maintain Town hardware and software portfolio
- Completed renewal and installation of SSL internal certificates for network security
- Worked with Newington Police Department to troubleshoot in car camera system microphone issues
- Configured and migrated employee ID card system to network for townwide implementation
- Updated radius, intermediate, and root certificates for Town wireless and NetMotion VPN access

- Technology setup for Parks and Recreation Extravaganza including networking and credit card hardware
- Worked with Watchguard for Police Department deployment project
- Updated MUNIS check signature for new Town Manager
- Unitrends backup appliance upgraded for data management
- Citrix NetScaler upgraded to patch security vulnerability
- Performed maintenance on the Town and PD SQL server infrastructure
- Performed training so departments can maintain their portion of the website
- Recovered GIS server failure after corrupt file
- Performed GIS analysis on Census and parcel data
- Created new user accounts for new hires and disabled accounts for employee attrition
- Continued work on the Public Safety CLRMS 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: No Data Provided**

#### **FACILITIES**

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of July. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 73 work orders and tasks this month. We completed 34 preventative maintenance tasks, and the team responded to and completed 39 reactive work orders. Of the 39 reactive work orders, 26 were calls for service from outside the Facilities Department. We have been without one team member for the entire month.

##### **Town Hall: (19 PM tasks and work orders completed)**

- Changed out all lock cylinders to doors that recently received S2 card readers
- Repaired Tax Office cash drawer
- Fixed plumbing drain in Parks Department
- Multiple calls for copy paper, paper towels, calls for A/C adjustments, and new key fobs due to uptick in Parks' activities for summer
- Main Street electrical upgrade completed
- Life safety inspections fire alarm and sprinkler

##### **Library: (11 PM tasks and work orders completed)**

- Several calls for A/C and copy paper
- Replaced battery on alarm system
- Investigated bubbles on walls of 3 study rooms; awaiting quote from painter
- Replaced batteries on handicap door button
- Life Safety inspection fire alarm

##### **Highway Garage: (7 PM tasks and work orders completed)**

- Generator swap completed in May; several revisits to adjust piping
  - For July, waiting for cold weather block heater
- Changed broken door handle to office
- Hoop house cover replacement planning continued received quotes from two 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; still waiting for results of the testing
- Fixed sink drainage issue in custodians' closet
- Life Safety inspections fire alarm and sprinkler

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

- Responded to calls for no A/C

- Routine maintenance tasks plumbing emergency lighting checks
- Life Safety inspections fire alarm and sprinkler

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

- Kellogg-Eddy Roof Project continues
  - Working on roof Grant Closeout paperwork continued
  - Cleaned off A/C condenser coils
- Kelsey House
  - Cleaned off A/C condenser coils

**Senior & Disabled Center: (9 PM tasks and work orders completed)**

- Investigated A/C chiller set up. Awaiting multiple quotes to fix issues discovered
- Multiple calls for copy paper, more a/c.
- Multiple generator and solar meetings.
- Window project Contractor released.
  - Multiple meetings
- Life safety inspections fire alarm and sprinkler

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

- 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.
- Multiple meetings on data room remodel project continued
- Radio project meetings
- Replaced broken toilet
- Assisted with new gym equipment install
- Patched holes in stairwell drywall
- Life Safety Inspections fire alarm and sprinkler

**Ambulance Building: (1 PM task/work orders completed)**

**West Meadow Cemetery Office (2 PM tasks/work orders completed)**

**Indian Hill CC (1 PM task/work orders completed)**

**Mill Pond Park and Churchill Park (2 PM tasks/work orders completed)**

**Administrative Projects:**

- Multiple solar meetings with Verogy, Town Hall, Fire CO#3, and Parks and Grounds Garage systems are all live and producing; Senior Center solar racking has started
- Generator and 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; Main Street upgrade completed, now planning for spot behind Subway
- AkitaBox training on setting up and using the system for some of our vendors
- Changed our Life Safety inspection partner from Encore to Hartford Sprinkler; had our first round of inspections

## **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:

- Finalized 2023-2024 Insurance placement for coverage
- Reviewed security concerns for some town departments
- Continued meetings regarding new town EOC
- Placed insurance for Newington Extravaganza; worked on After Action Review to streamline for next years' event.
- Met with area Risk Managers to discuss regional changes on the horizon, consider implementation of initiatives on a regional approach level