



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 20, 2023
Re: Monthly Report – August 2023

PERSONNEL

- The vacant part-time Library Technician in the Circulation Department was posted to the public on August 3rd, with a closing date of August 16th. The position was offered to Julia Mazur, effective August 28th.
- The vacant Carpenter LT- 14 position was posted to the public on August 10th, with a closing date of September 1st.
- The three vacant part-time Substitute Library Circulation & Reference positions were posted to the public on August 14th, with a closing date of August 25th.
- The vacant Assistant Town Engineer T-8 was posted to the AFSCME union on August 11th, with a closing date of August 18th. No internal applicants applied; the position was posted to the public on August 24th, with a closing date of September 15th.
- Interviews for the vacant Recruit Police Officer position were held on August 28th. The position was offered to John Reuter, effective October 2nd.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- No retirements for the month of August.

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).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
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
Totals	308.8	\$ 16,605.90

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	217.0	\$ 10,317.00
Totals	217.0	\$ 10,317.00

POLICE DEPARTMENT	23-24 Budget Overtime Appr.	Overtime Expended 22-23 YTD	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD
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
Total	\$ 1,216,858.00	\$ 178,511.32	\$ 1,202,495.00	\$ 167,648.45
HIGHWAY DEPARTMENT				
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
Total	\$ 233,870.00	\$ 6,286.31	\$ 233,870.00	\$ 6,674.91
PARKS AND GROUNDS				
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
Total	\$ 122,110.00	\$ 32,977.15	\$ 122,110.00	\$ 34,799.50

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The first month of the 2023-24 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2023-24 plan year were estimated at \$1,006,480. The total paid claims from the Health Benefits Fund for July 2023 were \$783,602. 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 July, 2023

	Town	Board of Education	Total
Estimated Claims	214,460	792,020	1,006,480
Actual Claims	127,560	656,042	783,602

FINANCE

Accounting and Administration

- Director of Finance and Deputy Finance Director continue to work on closing the fiscal year and preparing documents for our auditors. The auditors are expected to complete all of their field work during the first two weeks of October.
- All during the month, we have been doing various functions to close out and start the fiscal year. Included in this is such things as the closing of blanket purchase orders and preparing Munis for the fiscal year closing which will take place September 7th.

- Deputy Finance Director Lisa Rydecki completed the In-Kind schedules for the State Department of Education ED001 Forms.
- The pension and OPEB census information was completed, and the reports for the auditors were received in early September. Work still continues with the actuary to complete our valuation report which will determine the amount of contribution required for the next fiscal year.
- Accounts Payable Clerk continues to run dual year payables and reviewed account balances to close out the 2022-2023 fiscal year.
- Finance Director Janet Murphy continues working with Debt book to compile the list for both the Town and BOE IT leases for compliance in the FY 2023 audit.

The Town received the Motor Vehicle Property Tax and Adult Education grants from the State of Connecticut in the amounts of \$2,056,244 and \$38,305 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)

8/31/2023

	Interest Earnings			
	Budget FY 2023-24	Actual Year to Date	\$ Invested	
General Fund	\$250,000	398,648	\$52,920,735	
Special Revenue Funds	48,000	6,112	744,695	
Capital Projects Funds		10,210	1,150,481	
Internal Service Fund	75,000	65,735	7,503,393	
Trust and Agency Funds		8,229	1,513,709	
Total, Estimated By Fund			\$63,833,013	

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2023

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	5.34	5.18	194,020	187,414	42,978,846
Bank North	2.07	2.07	998	996	573,970
TD Bank (new)	2.84	2.84	28,033	27,967	11,816,210
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.52	2.50	6,867	6,661	3,255,129
Liberty Bank	4.60	3.70	20,508	15,470	5,208,858
Total Outstanding Investments					\$63,833,013

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 August.
- Eva Greczkowski, Assessment Tech 1, attended a veteran's exemption training session regarding the programs available, overview of qualifying criteria's and utilizing the QDS software, the best way to administer the program.
- The Assessment Team office welcomed the new full time Deputy Assessor Danielle Dippolino. We are very happy to have her with us.

- 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.
- The mapping project to update GIS continues, with hopeful release of GIS to the public coming soon. Verification of past changes is taking place to ensure changes which had been provided in the past have been updated into the new mapping system. This is an on-going process.
- Veteran Record Verification: Last year, we fully converted to utilizing the QDS system to administer the Veterans Exemption Program. This August, the process continues into verifying proper qualifications/documentations have been provided and met, and verify and correct state coding/exemption amounts as found and required.
- Preparation for personal property filing for the 2023 Grand List to verify & locate businesses by field review, town clerk filings and state filings is in process.
- About 16 applications have been made to the BAA for the meeting in September. The meeting has been scheduled for September 7, 2023.

Revenue Collector

- August Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$5,135,369. Prior year taxes collected amounted to (\$179,769), and included in that amount is \$7,886.20 for suspended accounts. The large decreases are due to the Court Stipulations which resulted in reductions to commercial real estate accounts for their current and prior year taxes. Hopefully, these reductions are passed along to their tenants.
- Taxpayers had until August 1st to either get their payments into us or to have their mail postmarked by the U.S. Postal Service by August 1st to avoid a late penalty.
- Taxpayers also took advantage of using the tax payment drop box since we empty the payments several times a day and they expressed frustration in using the U.S. Postal Service.
- Taxpayers expressed how pleased they are with the office open until 6:00 pm on Tuesdays for those individuals who were able to make their payments on the way home from work.
- This year, we experienced exceptionally long lines with taxpayers coming in to make their payments.
- Delinquent notices were mailed for 410 Real Estate, 283 Personal Property and 5,069 motor vehicle accounts. In addition, notices were sent to 1,362 delinquent accounts for last year's taxes.
- The Revenue Collector was also busy this month preparing reports for the upcoming annual audit.

POLICE

Patrol Calls for August are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 23
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 65	Fire Trouble Alarm 0	MV Injury 19
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 63
Alarm Residential Burg Alarm 15	Fire Vehicle Fire 0	Neighbor 17
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 116
Animal Complaint 28	Fire Water Problem 0	Noise 31
Arson/Fire Invest 0	Fireworks 1	Non Collect Person 1
Assault 4	Follow Up 35	Notification 0
Assault in Progress 0	Found Property 13	Open Door/Window 16
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 9	Parking Violation 10
Assist Other Agency 32	Hazard 22	PD Assist Fire Dept 42
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 8
Breach of Peace/Disorderly 8	Identity Theft 13	Prisoner Care 14
Burglar Alarm 16	Illegal Dumping 1	Private Duty 0

Burglary 1	Impersonating Police 0	Property Found 3
Car Seat 0	Indecent Exposure 1	Property Lost 1
Check Welfare 66	Intoxicated 0	Prostitution 0
Check Welfare 911 30	Juvenile Complaint 20	Recovered Stolen MV 2
Check Welfare Other 3	K9 Assist 0	Rescue Call 0
Clear Lot 6	Kidnapping 0	Residential Lockout 2
Construction 0	Landlord/Tenant Dispute 2	Risk Protection Order 2
Court Detail 22	Larceny 60	Robbery 1
Crest Call Out 1	Larceny from MV 50	Roll Call 1
Criminal Mischief 6	Lift Assist Only 3	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 22	Local Traffic Authority 0	Serve Warrant 29
Dog Complaint 44	Location Check 491	Sexual Assault 0
Domestic 22	Location General 0	Shots Fired 1
Door Check 0	Location School 0	Specific Detail 125
Drug 2	Lockout Building 5	State Pistol Permit – Tempo 0
DUI 3	Lockout MV 0	Stolen MV 11
EDP 15	Lost Property 2	Sudden Death 3
Escort/Transport 6	LTA 0	Suicide 0
Escort/Funeral 7	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 11	Suspicious MV Unoccupied 20
Escort Retrieval 0	Medical Cardiac 1	Suspicious Report 160
Escort Tax 0	Medical Complaint 246	Test 0
Fingerprint 0	Medical Diabetic 0	Threatening 7
Fire Alarm Commercial Bldg 2	Medical Fall 9	Tobacco 0
Fire Alarm Residential 2	Medical Mutual 0	Tow 10
Fire CO Detector no sympt 2	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 0	Traffic Stop 292
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 3
Fire Hazmat 0	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 2	Training 0
Fire Other 3	Missing 0	Trespass 3
Fire Rescue 1	MV Abandoned 1	Unknown 0
Fire Special Detail 0	MV Assist 32	Water problem 1
Fire Stand By 0	MV Complaint 51	
Fire Structure Fire 1	MV Fire 0	

Total: 2,558

• In August, the Detective Division Report:

- Handled 41 investigations, 41 remain ongoing.
- Served 24 warrants: 20 by Patrol officers, 4 by Detective Division.

• In August, the Patrol Division Report:

- On 8/16/23, at approximately 11:00 pm, Officers were dispatched to the 7-11 store located on New Britain Avenue for a reported robbery. The clerk reported a black male, approximately 5'6" tall, wearing all black clothing, approached the counter to purchase an item. When the clerk opened the cash drawer to make change, the suspect jumped over the counter while armed with a handgun, and

grabbed him by his shirt collar. The suspect then took all of the cash out of register and exited the store. The area was searched, but the suspect was not located. No injuries were reported by the clerk. Surveillance video suggests the suspect may have fled the parking lot in a white Jeep SUV. The Detective Division was requested to process the scene for forensic evidence, and ultimately took over the investigation.

- On 8/20/23, Officers responded to Hedberg Wealth Management located on Main Street for a reported burglary. Upon arrival, Officers contacted the complainant, who reported when he arrived at work, he noticed some of the office spaces had been searched through. Once he confirmed that other co-workers were not responsible for the condition of the office, he contacted the police. The complainant stated that they did not receive any burglar alarm notification. It appeared that approximately \$1,000.00 in cash was stolen from the business. The Detective Division was requested to process the scene for forensic evidence. The case remains under investigation by the Patrol Division.
- On 8/27/23, an Officer was traveling south on Maple Hill Avenue and observed a black Mercedes traveling southbound at a high rate of speed. Another Officer also received information from a motorist that a black Mercedes had failed to stop at a red light elsewhere in Newington. As the Officer approached the intersection of Maple Hill Avenue and New Britain Avenue, he observed the vehicle enter the intersection and fail to properly negotiate the turn due to its excessive speed. The vehicle careened off the road and drove into the Mojo Hair Salon located at 431 New Britain Avenue. The vehicle penetrated the northern wall of the structure and came to rest inside the building. Ambulance, Fire, and Utility companies were requested to the scene to address the accident. No one involved reported any injury. The building also housed two tenants in an upstairs apartment which were displaced. Human Services made arrangements for alternative housing. The operator was charged with numerous motor vehicle violations to include reckless driving and operating a vehicle with a suspended license. He is expected to appear before New Britain Superior Court.
- On 8/29/23, an Officer conducted a traffic stop of a vehicle observed exiting the Carrier Motor Lodge parking lot due to the fact the registration plate affixed to the vehicle didn't match DMV records. Upon approaching the vehicle, the Officer noticed drug paraphernalia in plain view within the passenger compartment. The Officer instructed the operator to exit the vehicle; and as he was beginning to frisk the suspect for weapons, he broke free from the Officer and fled on foot back towards the Carrier. After searching the motel, the suspect was located and taken into custody. While searching the vehicle, Officers located 29 grams of Cocaine, 70 glassine baggies containing suspected Fentanyl, 9 grams of Crack Cocaine, and drug packaging materials. The suspect was arrested on narcotic and motor vehicle charges. He is expected to appear in New Britain Superior Court.

- **In August, Support Services report:**

- On August 1st, the Newington Police Department hosted National Night Out. This event was organized by Sergeant Deane with the assistance of Officer Chapdelaine. This is a great community policing event that helps the Department build relationships with our neighbors.
- On August 5th, The Hospital for Special Care Autism Division hosted a Touch-a-Truck Event in New Britain. The Support Services Division helped coordinate sending Newington Police officers to the event.
- The Support Services Division continues to work on the new dispatch console project. On August 8th, a representative from Watson Consoles came to the Newington Police Department to take measurements for new dispatch furniture. A total of three companies (Watson Consoles, Xybix, and Evans Consoles) submitted quotations to the Department for consideration. On August 17th, Lieutenant Aivano and PSD Garuti had an online meeting with a representative from Evans Consoles to discuss the project. On August 21st, the Evans quotation was submitted to the Chief for further consideration.
- The Support Services Division continues to find ways to engage with the community; and on August 9th, the Newington Police Department registered for EXPO 2023 at the Newington Senior and Disabled Center. The Police Department will have a booth dedicated to educating citizens about scams targeting elderly citizens. The event is scheduled to take place on November 16, 2023.
- On August 10th, a representative from Sons of Liberty Gun Works came to the Newington Police Department for the purpose of testing and evaluating several of their rifles. These rifles are being considered for both patrol and tactical team members. After hearing a presentation from the representative, members went to the Newington Police Department shooting range and shot several of the rifles that the company had to offer.

- There is currently a vacancy in the Communications Center. On August 10th, Senior Public Safety Dispatcher Garuti and Dispatcher Moschini interviewed a dispatcher candidate who ultimately did not move forward in our process. There is one dispatch candidate in the background investigation process.
- On August 11th, a proposal was submitted to establish a formal mentor program at the Newington Police Department. The intent of this program is to establish strong relationships early on in an officer's career and identify each individual's potential career path. The next step in the process is to draft a policy related to the mentor program. Once the policy is approved, a selection process will take place in order to identify the group of mentors who will be assigned to the newer officers. It is our hope that the mentor program will positively impact recruitment and retention at the Newington Police Department.
- On August 11th, the Support Services Division brought our Department's speed measuring devices to the Connecticut State Police Headquarters for calibration. They were retrieved on August 18th.
- On August 15th, the Support Services Division ordered 120-wheel locks from Hyundai to be disseminated to vehicle owners to prevent theft. This order comes at no cost to the Department. When the wheel locks are received, a press release will be issued in order to encourage residents to take advantage of the program.
- On August 18th, the Support Services Division Commander attended an online meeting with PowerDMS representative to explore PowerFTO (evaluation software) and PowerTime (schedule management software). The Department utilizes PowerDMS for accreditation purposes, and the company periodically hosts meetings to market other programs designed for organizational efficiency.
- On August 21st, the Support Services Division registered the Newington Police Department for Staff the Front Lines job fair to be held at Hartford Yard Goats Club on September 6th. Members of the Support Services Division, as well as the Patrol Division, are scheduled to attend the event in an effort to recruit applicants.
- On August 22nd, the Support Services Division Commander completed the State of Connecticut Tier II Accreditation Self-Assessment phase. This entailed a review of all State Tier II accreditation standards and a review of existing written directives to determine which directives need to be improved upon to meet the state standards.
- On August 23rd, Lieutenant Aivano and Sergeant Deane attended a Touch-a-Truck event at Raymour and Flannigan with Officer Chapdelaine. The purpose of the event was to collect donated school supplies for Community Residences, Inc.
- On August 25th, the Support Services Division administered an entry-level written examination and oral board interview for entry level police officer candidate Tallon Steger. Steger remains active in our testing process.
- On August 31st, Sergeant Deane and Officer Walker participated in the Tip-a-Cop fundraiser event at Outback Steakhouse to raise money for the Special Olympics of Connecticut.

Property Report August 2023:

Category	# of Counts	Property Value (\$)
Burned	9	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	62	\$ 93,251
Vehicle Inventory	0	\$ 0
Stolen	110	\$ 290,729
Abandoned	1	\$ 0
Evidence	170	\$ 1,765
Found	17	\$ 200
Lost	2	\$ 10,000
Seized	20	\$ 1
Recovered	14	\$ 195,975
Impounded	0	\$ 0
Informational	10	\$ 58
Towed	0	\$ 0
Total	415	\$ 591,979

In August, the Animal Control Officers had the following activity:

Number of Dogs impounded for this month: 3
Number of Cats impounded this month: 12
Number of Other Animals (not cats or dogs) impounded for this month: 1
Number of Animals Redeemed this month: 3
Number of Animals Sold as Pets this month: 15
Number of Animals D.O.A. this month: 0
Number of Natural Deaths (while impounded) this month: 0
Number of Animals Euthanized this month: 1
Number of Domestic/Wildlife Rabies Management Orders this month: 0
Total Number of Bites Domestic/Domestic this month: 2
Total Number of Bites Domestic/Human this month: 1
Total Number of Complaints Investigated this month: 74
Total Number of Infractions/Summons Issued this month: 0

Police Department Overtime Report August 2023

OT July	\$ 79,939	2 pay periods (1 holiday)
OT August	\$ 98,561	2 pay periods
	\$ 18,622	increase

- Administrative overtime of \$0.
- Patrol overtime of \$74,675, an increase of \$13,231 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and for vacancies requiring 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, Town Council meeting coverage, juvenile arrest, vehicle break-in detail, DUI arrests, accident detail, search warrants, Touch-a-Truck Event, prisoner booking, domestics, evidence processing, shooting investigation, stolen MV processing, drone assistance, larceny and robbery investigations and other related duties.
- Detective Division overtime of \$1,441, an increase of \$988 from the previous month. Overtime included crime scene investigation and robbery investigation.
- Traffic Division overtime of \$0, a decrease of \$901 from the previous month for traffic related attention.
- Communications overtime of \$11,559, an increase of \$1,738 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 \$9,233, an increase of \$2,490 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, Driver Training, MV Stops Training, Firearms Training, and Recertification.
- Support Services overtime of \$1,528, an increase of \$951 from the previous month. Overtime included overtime required for National Night Out event.
- Animal Control overtime of \$125.68. Overtime included K9 adoption.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of August, 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	2 Month	
		August	Total
1	Fire		
100	Fire, other	1	3
111	Building fire	1	2

112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	1	2
114	Chimney or flue fire, confined to chimney	0	1
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	0
131	Passenger vehicle fire	1	2
140	Natural vegetation fire, other	1	1
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	0	1
151	Outside rubbish, trash or waste fire	0	0
154	Dumpster or other outside trash receptacle	1	1
160	Special outside fire, other	0	2
162	Outside equipment fire	0	1
170	Cultivated vegetation, crop fire, other	0	0
Total		6	16

2 Overpressure Rupture, Explosion, Overheat (no fire)

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
221	Overpressure rupture of air or gas	1	1
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	1
Total		1	2

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	2	2
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	0	2
353	Removal of victim(s) from stalled elevator	1	1
356	High-angle rescue	1	1
362	Ice rescue	0	0
381	Rescue or EMS standby	0	0
Total		4	6

4 Hazardous Condition (No Fire)

400	Hazardous condition, other	4	7
-----	----------------------------	---	---

410	Combustible/flammable gas/liquid condition	0	0
411	Gasoline or other flammable liquid spill	1	2
412	Gas leak (natural gas or LPG)	0	1
413	Oil or other combustible liquid spill	1	1
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	2
440	Electrical wiring/equipment problem, other	2	6
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	0	0
444	Power line down	0	5
445	Arcing, shorted electrical equipment	0	1
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	0
463	Vehicle accident, general cleanup	0	0
	Total	9	25

5	Service Call		
500	Service Call, other	0	0
510	Person in distress, other	0	1
511	Lock out	1	1
512	Ring or jewelry removal	0	0
520	Water problem, other	1	9
521	Water evacuation	2	4
522	Water or steam leak	0	1
531	Smoke or odor removal	2	6
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	0	1
552	Police matter	0	0
561	Unauthorized burning	1	2
571	Cover assignment, standby, move up	0	2
	Total	7	27

6	Good Intent Call		
600	Good intent call, other	4	11
611	Dispatched & cancelled en route	1	1
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)	0	1
650	Steam, other gas mistaken for smoke, other	1	1
651	Smoke scare, odor of smoke	1	3

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	1	1
Total		8	18

7 False Alarm & False Call

700	False alarm or false call, other	6	15
710	Malicious, mischievous false call, other	1	2
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	3	8
731	Sprinkler activation due to malfunction	0	0
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	5	11
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	0	1
736	CO detector activation due to malfunction	0	2
740	Unintentional transmission of alarm, other	1	5
741	Sprinkler activation, no fire	0	0
743	Smoke detector activation, no fire - unintentional	4	8
744	Detector activation, no fire	1	1
745	Alarm system activation, no fire	6	13
746	Carbon monoxide detector activation, no CO	1	2
Total		28	68

8 Severe Weather & Natural Disaster

800	Severe weather or natural disaster, other	0	1
814	Lightning strike (no fire)	0	1
Total		0	2

9 Special Incident Type

900	Special type of incident, other	0	1
911	Citizen complaint	0	0
Total		0	1

Total Calls **63** **165**

August 2023 Training Report

Progress History

- When you are in a building filling up with smoke, it quickly becomes difficult to see anything; and not only can't you see where you are headed, neither can first responders trying to get to you.
- 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. That's why training with self-contained breathing apparatus (SCBA) in limited to zero visibility situations is so important, too!
- To hone our search and rescue skills, Newington firefighters will have the opportunity on September 23, 2023 to utilize a unique training tool, supplied by the Connecticut Fire Academy, called the "Draeger Maze." Firefighters go through the maze in complete blackout conditions while maintaining control of their SCBA.
- Proper SCBA use is a required firefighter skill and like all skills requires practice and continuous training.

Plans

- We have scheduled the State Maze trailer for SCBA training on September 23, 2023.
- EVOC training, driver training and other ISO specific drills are being added to our already busy schedule through our FireRescue1 online training system.
- 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 25, 2023.
- We had our first of 4 CIRMA in-person sexual harassment training classes on September 12, 2023. 3 more classes will be offered before the end of the calendar year. ALL members are required to attend these sessions.

Drill Schedule

September		
Officer Training	CIRMA – Sexual Harassment	9/12/2023
New Officer Candidate Training	Alpine RedNMX	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
October		
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
November		
Officer Training	Forcible Entry – Disoriented	11/14/2023
New Officer Candidate Training		11/15/2023
Multi-Company Drill	Forcible Entry – Disoriented	11/19/2023
Multi-Company Day Drill	Forcible Entry – Disoriented - Co1 & Co4	11/20/2023
Multi-Company Drill	Forcible Entry – Disoriented – Co2 and Co3	11/27/2023

Classes

Date	Description	Event Type		Length	#Att	Hours
8/2/2023	Road time	Road Time		1	3	3
8/2/2023	Ladder 3 - Fly Time	Aerial Operations		1	3	3
8/5/2023	Road time	Road Time		1	3	3

8/5/2023	Road time	Road Time		1	3	3	
8/5/2023	Ladder 3 - Aerial Ops	Aerial Operations		1	3	3	
8/5/2023	Fly time	Driver Training		1	3	3	
8/8/2023	Officer Training - 712 Cedar Walkthrough	Officer Training		2	20	40	
8/9/2023	Road Time	Road Time		1.5	2	3	
8/9/2023	Road Time	Road Time		2	2	4	
8/9/2023	Ladder 3 - Fly Time	Aerial Operations		1	2	2	
8/10/2023	Road Time	Road Time		1	2	2	
8/11/2023	Ladder 3 - Road time	Road Time		2	2	4	
8/11/2023	Ladder 3 - Aerial Operations	Aerial Operations		1	2	2	
8/12/2023	Ladder 3 - Road Time	Driver Training		2	2	4	
8/12/2023	Ladder 3 - Aerial Operations	Aerial Operations		1	2	2	
8/14/2023	Engine 5 Hose Test	Company Drill		3	20	60	
8/14/2023	Pump Operations - Ladder 3	Driver Training		1	2	2	
8/14/2023	Company 4 - In House Training on RedNMX	Company Drill		2	8	16	
8/16/2023	New Officer Candidate Program	Officer Candidate Training		2	3	6	
8/17/2023	Ladder 3 - Road Time	Road Time		1	2	2	
8/18/2023	Drive Time Ladder 3	Road Time		2	2	4	
8/18/2023	Ladder 3 - Aerial Ops	Aerial Operations		1	2	2	
8/20/2023	Search & Rescue - Company 5	Company Drill		2.5	8	20	
8/21/2023	Confined Space - Company 1 and Company 3	Multi-Company Training		2	37	74	
8/26/2023	Fly time Ladder 3	Aerial Operations		1	2	2	
8/28/2023	Confined Space - Company 2 and Company 4	Multi-Company Training		2	29	58	
8/28/2023	Company 3 - Hose Advancement	Company Drill		1.5	9	13.5	
8/28/2023	Ladder 3 Road, Pump, Fly Time	Pump Operations		1.5	1	1.5	
8/28/2023	Ladder 3 Pump, Road Time	Driver Training		2	1	2	
8/28/2023	Engine 3 - Road Time	Road Time		1.5	1	1.5	
8/29/2023	Flew L2 - Rockledge Rd	Aerial Operations		0.5	2	1	
8/29/2023	Flew T1 - Rockledge Rd	Aerial Operations		0.5	2	1	
			Totals	32	46.5	185	347.5

Fire Chief

- Had discussions with Chief Regina and Captain Machado 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 discussions with Capt. Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Had discussions on Chief Stegmaier 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
- Worked with Lt. Carbone on new radio system fleet map
- Worked with Lt. Carbone on new Knox box setup
- Met with new Town Manager
- Met with Town Manager and Fred Callahan on Callahan tower site
- Attended Executive Session with Town Council, Town Manager, Town Attorney
- Had discussions with Hermas on apparatus build times

- Had discussions with Hermas on generator monitoring
- Held monthly Chiefs' Meeting
- Attended Monthly Board of Fire Commissioners' meeting
- Attended Department Inc Open House
- Attended Confined Space Training
- Attended Walk Thru of new hotel under construction at 712 Cedar Street

FIRE MARSHAL

Code Enforcement Activity:

Inspections by Inspector and Type

Newington Fire Department

Time Period From 08/01/2023 to 08/31/2023

Inspection Types	2116	752	2117	2302	0310	2202	2113	Total Insp
Acceptance Testing	0	0	0	0	0	0	1	1
Blasting - Witness/Follow-	0	0	0	0	0	0	0	0
Complaint/Referral	0	0	0	0	0	0	0	0
Construction/Site Inspection	4	0	0	0	0	0	7	11
Consultation	1	0	0	1	0	0	3	5
Documentation/Annual	0	0	0	0	0	0	0	0
Fire Drill - FMO On-site	0	0	0	0	0	0	0	0
Fire Investigation	0	0	0	0	0	0	0	0
FMO Callout - Code	0	0	0	0	0	0	0	0
Inspection - Annual	6	2	0	1	1	2	4	16
Inspection - Certificate of	0	0	0	0	0	0	1	1
Inspection - Every 2 Years	1	0	0	0	0	0	0	1
Inspection - Every 3 years	0	3	0	4	3	9	0	19
Inspection for Liquor Permit	0	0	0	0	0	0	0	0
Notification to FMO	0	0	0	0	0	0	1	1
Permit Application	0	0	0	0	0	0	2	2
Plan Review	0	0	0	0	0	0	9	9
Re-Inspection	1	0	0	1	0	0	0	2
Safe Homes Taskforce	0	0	0	0	0	0	1	1
SPECIAL INSPECTION	4	0	0	0	0	0	1	5
Total	17	5	0	7	4	11	30	74

- Alpine/RedNMX: Our weekly project management meetings continue, and significant progress has been made to get the system to where we want it. The Fire Marshal's Office has the ability to send both inspection reports and state certificates electronically through the use of the tools integrated in the program. There is still a significant amount of work--mainly data entry--to get all of the important information loaded into each property record.
- Meadow Commons: The fire watch continues, and the fire department has done a great job of staffing the shifts to ensure coverage. At the time of this report, water mains are being installed, but no hydrants will be operational until mid-October.
- Plan Reviews: The FMO currently has 146 open projects according to the Town of Newington permitting system. We will be working to close out any completed projects and integrate the plan reviews into Alpine for accurate record keeping purposes.

Major Incidents:

8/1/2023 – Building Fire: GoHealth Urgent Care
 8/14/2023 – Vehicle Fires (10): 120 Willard Avenue
 8/18/2023 – Building Fire: 758 Church Street

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 CRCOG representatives to discuss Hazard Mitigation Plan
- Met with consultant and town staff to discuss town's radio system update
- Attended Department staff meeting
- Continued coordination of the Town's milling and paving program
- Continued with oversight of paving project at High School

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- Continued with maintenance of catch basins and drainage systems
- Roadside mowing and litter pick up as needed
- Replaced/repaired catch basins on various streets
- Completed path at Clem Lemire
- Completed milling of roads with bid awarded contractor
- Swept roads in preparation of paving
- Major catch basin repairs completed on Theodore Street, Partridge Drive and Day Street
- Worked with bid awarded contractor to pave various Town Roads for this year's overlay program
- Began curb and driveway apron repairs following completion of paving program
- Assisted Police Department with traffic control during flooding event
- Installed handicap accessible ramp on Maple Hill Avenue
- Assisted BOE with cleanup of Alumni Road parking lot
- Investigated various drainage issues around town
- Responded to one (1) after hour call in
- One (1) eviction scheduled for the month 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
- Police SUV was transferred and upfitted for the Fire Department
- Began inspection of leaf equipment. Parts and supplies ordered in preparation of Annual Leaf Collection Program
- Mechanic responded to one (1) after hour call in

Sanitation/Recycling/Landfill

- Scheduled 177 residential bulk items for collection for the month
- Scheduled 44 condominium bulk items for collection for the month
- Scheduled 48 condo/residential scrap metal items for collection for the month
- 1833 tons of cumulative Municipal Solid Waste were collected from July to August
- 388 tons of cumulative recyclables were collected from July to August
- 145 mattresses/box springs were recycled for the month
- Four (4) televisions were collected for the month
- Issued 52 permanent landfill permits and 21 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 1 contractor license application (bond/insurance/agreement)
- Reviewed and approved 15 permits: 2 Excavation & 13 Driveways
- Reviewed 197 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
- Research and provide engineering data to defend TON against lawsuits, as needed
- Parks: Mill Pond Park and Churchill Park - Dam Inspections

Town Projects - Construction:

- Public Works (LOT CIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Additional topo survey and adjustment to the design of the sidewalk at 22 Robbins Avenue due to grade
- Public Works: Sidewalk connection to cross walk on Maple Hill Avenue at Juniper Street
- Public Works: Annual sidewalk replacement program

- Public Works: Annual mill and overlay program

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
- West Meadow Cemetery drainage improvements

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
- Planner: Main Street, Stoddard Avenue, Hartford Avenue-Streetscape North–Parking lot layouts
- Engineering: 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
- Public Works: Main Street culvert to Mill Pond drainage and culvert improvements
- Public Works: Timber Lane drainage and culvert improvements
- Public Works: Connecticut Avenue detention pond improvements

Town Survey Project:

- Fire Department: 1485 Main Street – Firehouse #1 HQ - Location survey for new sign – completed

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 (\$70K)
- Public Works: Eversource Rebate – EV charging stations (\$20K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase
- SS4A with CRCOG
- Locip for flooding projects thru CT. OPM
- STEAP Grant application for Mill Pond Dam Pedestrian Bridge
- WRDA 24 application for regional flooding associated with the Mill Brook/Piper Brook and Webster Brook watersheds

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 August:

- An application was submitted by EXPCT, LLC at 25 Pane Road to install a 472 sq ft carport onto the exterior of car wash vehicle entry bay
- An application was submitted by Meadow Commons Owner, LLC at 3313 Berlin Turnpike to fit out retail space
- An application was submitted by AA Denorfia Building & Development, LLC at 35 Peckham Farm Drive to construct a single-family home
- An application was submitted by Hayes Properties Newington, LLC at 995 Main Street, to install new signage for Starbucks
- A permit was issued for Perolini Enterprises, LLC at 136 C Rockwell Road to fit out additional 1,650 sq ft of office space within existing warehouse
- A permit was issued for Pane Road 67, LLC at 67 Pane Road, removal of 8,000 sq ft steel butler building in rear property; main building will remain
- A permit was issued for Durham 2600, LLC at 2600 Berlin Turnpike to install new signage
- A permit was issued for Gold Coast Properties CT I, LLC at 712 Cedar Street to install new signage

Certificate of Occupancies issued in August:

None

These are the classes the inspectors took in August:

D. Jourdan: None

K. Kilkenny: August 22nd – Solar Installations at the Tesla Training Center, 2 hours

Building Department inspection activity for the month of August was as follows: The Inspectors completed a total of 258 Inspections. They were: Above Ceiling (8), Electrical (27), Final (121), Footings (9), Foundations (2), Framing (4), Gas Line (5), Property Code Inspection (1), Insulation (15), Mechanical (8), Plumbing (2), Pools (1), Rebar (1), Rough (50), Sheetrock (1), Site Visit (1), Waterproofing (2).

The total number of Building/Renovation Permits issued/applied for in the month of August was **232**, producing a total permit value of **\$4,876,571**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	24	434,841.00
DECKS	4	79,959.00
DEMOLITION	1	10,000.00
ELECTRICAL	67	996,790.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	2	6,565.00
GARAGE/SHED	1	11,000.00
MECHANICAL	34	676,672.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	232,000.00
PLUMBING	24	1,241,109.00
POOL	1	38,675.00
ROOFING/SIDING	43	643,560.00
SIGN	3	59,956.00
SOLAR	27	445,444.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	232	4,876,571.00

The total Building income fees received in the month of August were **\$55,864.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,050.00, Environmental \$240.00, Conservation \$0.00, Copies \$8.00, Books and Maps \$0.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$425.00, Engineering copies \$0.00. The other total income is \$1,723.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for August:	\$4,876,571.00	\$3,372,812.00
Fees for Permits issued for August:	\$ 55,864.00	\$ 38,679.00
Other income Fees for August:	\$ 1,723.00	\$ 3,135.00
Building Permits Issued for August:	232	165

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

2023-2024		2022-2023	
Value	Permit Fee	Value	Permit Fee
\$8,647,200	\$96,463	\$7,427,091	\$85,475

HUMAN SERVICES

- August wrapped up our Summer Youth Adventures program with a very successful summer. Young people and their parents were very happy to have our summer programs for Newington's young people.
- Planned and created the Fall 2023 SCORE brochure.
- ALPS 5th grade challenge program has scheduled with the Health & Wellness teachers from MKMS and JWMS.
- 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 info & hours donated, & Financial Donations and creating reports for facilitation of various programs.

- The food bank inventory is still 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, 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 began preparations for the Annual Holiday Food & Gift Distribution. We sent numerous letters out to past supporters & volunteers and to Newington businesses, civic organizations and houses of worship. We are fortunate that Newington is very responsive and supportive of this annual Giving Program.
- An example of a case receiving financial casework services this month is as follows: A family of 5 that consisted of a husband, wife and 3 children presented with financial hardship. In 2021, the husband contracted COVID and has symptoms of Long COVID. This has caused loss of full-time employment/lost wages and marital discord. The husband had to cash in his retirement – 401K to pay for his mortgage arrearage. He was referred to CRT and My Home CT to address any further mortgage arrearage based on the COVID connection. He is a veteran and was referred to SSMF (assistance for mortgage interest/utility/clothing/food) and Newington VA to apply for combat related VA disability, family was registered with our food bank and holiday programs in addition to the back pack program, an extra food program for school age children that we offer in conjunction with General Federation of Women & Newington Schools, applied for SNAP (food assistance through DSS), Operation Fuel for his Eversource bill & MDC (water utility). We will also assist him in applying for SSDI.
- Housing continued to present as a very difficult issue for many this month. We have had several individuals and families present with housing needs and have no resources such as available affordable housing to refer folks to in order to meet their needs. To further complicate the situation, CT's system for emergency shelters for homeless individuals is overburdened and unable to place those in need even into a temporary shelter for several weeks to months.
- Kayla Hendrickson came on board as our full time Clinical Coordinator offering short term youth and family therapy and assisting residents in connecting with alternative treatment options. In addition to these services, Kayla will be coordinating community presentations to address Mental Health, Substance Use and General Well-being practices for all. We are very excited to have her on board and expect that she will be an asset to the department and the community.
- Clinical inquiries slowed for the month of August with the anticipation that inquiries will increase as school gets underway.

August 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
Youth & Family Counseling Cases	3	8	11	20
Clinical Presentations	0	0	0	0
Youth & Family Service Hours	4.25	12.75	17	38
JRB Cases:	2	0	2	9
JRB Hearings:	0	0	0	0
JRB Service Hours:	.5	0	.5	43.5
Positive Youth Development	105	267	372	399
Community Service	0	1	1	2
# of Hours Completed	0	6	6	71
Challenge Course: Adult	0	0	0	0
Youth (outside)	20	20	40	93
Information and Referral	No longer reported			
Social Casework Cases	224	147	371	171
Under 55 =	55	31	86	41
Under 55 Disabled =	20	18	38	29
Over 55 =	144	98	242	101
Social Casework Service Hours	232.25	215.5	447.75	358.25

Food Bank Household Visits		135	135	274
# Bags of Groceries Distributed		1,826	1,826	3,544
Mobile Truck	253	276	529	692
Special Needs	4	9	13	14

SENIOR AND DISABLED CENTER

- The Center remains 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 educational programs on Medicare and scam prevention, solar energy, a pickleball clinic, pool party and a presentation from a former White House butler.
- Staff sent invitations to over 200 potential vendors or sponsors to attend EXPO 2023 on November 16th. We expect to reach our capacity of 55-60 vendors for the event.
- In August, NCOA Vaccine Grant Committee continued making progress on the goals associated with the project: 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. CCHD sent the first round of mailers and set dates for upcoming flu clinics. The committee wrote a job description for a part-time temporary staff member to assist with outreach, answer questions and help older adults schedule appointments.
- The Giving Garden continued summer operations, maintaining and harvesting the garden to benefit the Human Services Food. New portable and wheel-chair accessible picnic tables were purchased for the garden pavilion/work area.
- The volunteer-run Gift Shop was closed for summer break in August, but volunteers worked behind the scenes taking consignment appointments, redecorating and resetting inventory for the fall. The coffee shop served breakfast and light lunch each Tuesday to Thursday and was open on Mondays in July and August.
- 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 November 5th and 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. 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 serve 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 August, 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 August, the two DAR drivers (with subs as necessary) completed 812 trips for 3,064 miles over 340.50 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 17th, with work to continue through the summer
 - The Facilities Department responded to and repaired issues with the HVAC/AC
 - The window project was pushed back to early September due to supply chain issues; however, the Director met with Facilities and project staff for updates
 - The Parks Department installed the new picnic tables in the garden and assisted with garden maintenance

- The Director attended meetings with Town staff, including various planning meetings with department heads throughout August.
- The Commission on Aging and Disability held its regular meeting on August 2nd 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, Vice President of the CT Association of Senior Center Professionals and an advisory member of the LGBTQ+ Movable Senior Center planning committee.
- The Director continued attending educational programs related to the CCM-CCMO certification program.

PARKS AND RECREATION

Recreation Division:

- The Churchill Pool concluded its season on Sunday, August 6th, while the Mill Pond Pool followed suit on Sunday, August 13th. Preparations for Summer 2024 are already underway.
- Creative Playtime Preschool held its first "Meet the Teacher" event on Monday, August 28th from 6:00 to 7:30 pm. We were delighted to welcome 20 families to the event. School officially commenced on Wednesday, August 30th, with 37 students already enrolled. We continue to accept enrollments throughout the school year.
- The pools hosted numerous pool parties, accommodating over 500 campers, and more than 35 older adults in partnership with the Senior and Disabled Center. Delicious snacks and complimentary ice cream were distributed during the event, ensuring everyone had a delightful time.
- Continuing with the two weeks of Camp S'more for the second year in a row, we had a total attendance of 145 campers in Kindergarten through 5th grade. Campers attended Camp S'more with fun daily activities including sports, Food Explorers, a bowling field trip, swim lessons, and making s'mores.
- Planning has begun for the 2024 season of Camp RECreate, Camp S'more and Leaders in Training (LIT) programs.
- Preparation has begun for the Exercise the Right Choice (ERC) afterschool program. The program will run on the 15 Teacher Tuesdays throughout the school year for Newington Public School students in Kindergarten through 4th grade.
- The Edythe and Harry Mandell Summer Concert Series continued with four Saturday night concerts at the Municipal Parking Lot.
- The Fall Program Guide was published and directly mailed to over 13,500 households in town, advertising our hundreds of upcoming programs, sports camps, afterschool programs, and upcoming events.

Parks, Grounds & Cemeteries Division:

- Completed maintenance of warning track and tree line at Alumni Baseball Field.
- In preparation for National Night Out hosted by the Newington Police Department, Parks & Grounds completed maintenance and fresh mulch at Police Department grounds and parking lot.
- Frequent rain events this summer have meant no slowing down for mowing around town.
- Summer baseball is winding down. Parks staff is performing ballfield maintenance for Fall Ball which includes adding material, removing weeds, and checking grades.
- Annual shrub and tree pruning at all local schools ahead of school opening.
- Upon completion of new synthetic field at Clem Lemire, Parks staff cleaned out curtain drain on north side of field.
- Pool season ended as scheduled. Tom Lapierre did an exceptional job with pool maintenance, in the face of aging infrastructure, that requires more attention each year.
- Field preparations for fall sports underway, including field painting with new Swozi machine.
- Roadside mowing continues as schedule permits.
- Parks staff installed wind directional flags on newly painted goal posts at Clem Lemire.
- Replaced three damaged trees on Market Square.

Cemeteries: 4 Singles, 1 Double, 4 Ash, 34 sales

Overtime: 217 hours, \$10,317

Tree Warden:

- Parks and Grounds' staff continued with pruning the trees at all seven schools for the start of the school year.
- Staff pruned back and removed low hanging branches at the Transportation Garage.
- Parks and Grounds' staff removed a leaning tree and pruned other low hanging branches abutting Police Command Staff parking spots.
- Parks and Grounds' staff removed two failing trees at 200 block of Connecticut Avenue.
- B&M Tree Service removed a very large, failing white pine tree abutting 357 Mountain Road.
- B&M Tree Service removed a large, dead maple tree on Oak Street.
- B&M Tree Service removed two failing white pines at 604 Church Street.

LIBRARY

- The Summer Reading Programs "Find Your Voice" for kids, teens and adults ended this month on a high note. All three programs had great participation. The Adult finale was held after hours with more than 100 adults attending. Over the 9-week period, 610 adults participated, reading 4,001 books. Teen summer reading had 128 participants who enjoyed reading 328 books and the chance to win the many prizes available. The children's program had 490 children reading, completing the activity sheet, spinning for prizes and more. All who participated had fun. The summer reading programs are funded by the Friends of the Library.
- The Friends of the Library are working on their annual membership drive. They did a mailing at the end of the month for Friends whose memberships were overdue or had lapsed. The pandemic caused a lot of problems with renewal notices, so it has been understandable that some memberships lapsed inadvertently. The response to the mailing so far has been great. The Friends are also busy preparing for their Fall book sale that will be held on October 27th, 28th and 29th at the Newington Senior and Disabled Center.
- The Library Board of Trustees funded the reupholstering of 5 wingback chairs and 4 wooden arm chairs in the Magazine Room and the Quiet study areas. The furniture was in desperate need of new fabric due to its high use. The chairs look wonderful and make the area that much more inviting.
- We have been having problem with groups of teens throughout the summer who come into the library and are disruptive to patrons, use inappropriate language, run through the library and are riding their bikes up and down the handicap ramp and the front steps of the library. Staff have stepped in when these incidents happen, and the police were called in to help as well.
- The children's staff held 34 programs that were attended by 1,498 children and their caregivers. The *Catch the Hatch* was very popular with many families who came each week to see the progress of the baby chicks who hatched in early August before they went back to the farm on August 15th. *Mystic Aquarium* came by with its traveling touch tank. *Riverside Reptile* brought the library their *Jeepers Creepers* program where kids could touch the scaly creatures. The *Kids Craft Fair* was back and was a huge hit. Crafty kids signed up to have a table and were able to sell their amazing crafts on a Saturday morning at the library. We had more than 150 customers shop during this time. Highlights of other programs included *Wiggle Workshop*, *Storytime Yoga*, *Kids Crime Lab* and *Ready for Kindergarten*. Regular story times rounded out the month.
- Teens were offered 8 programs that were attended by 266 teens. Teens learned how to crochet a baby bunny, they designed their own logo using the Circuit machine to decorate their book bags or water bottles, and they painted on mini-canvases that would be used to decorate the teen area. In the *Makedo Giant Windball Challenge*, teens' problem-solving skills were tested to see if, working in teams, they could build the *Tanaka Satoshi Windball* with supplies provided. Other programs include the *Sweet & Salty Taste Test Challenge*, *Kids' Craft Fair* and *Mystic Aquarium's* Traveling Touch Tank.
- Adults were presented with 20 programs that were attended by 1,154 adults. *Energy Healing 101: Crystals and Chromotherapy* with Kim Larkin was informative and fun. A fun *It's Not Just Books* programs for all ages for our growing population of multi-language learners was held where families played games, networked and socialized. Adults learned how to navigate the probate process and how to create a vision board. *Movies @ the Library* program this month presented the film *80 for Brady*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion*, featured the book *Eligible* by Curtis Sittenfeld. Several virtual collaborative programs were held with area libraries including Trivial Trivia Night and *The James Webb Telescope*. Popular *Grab & Go Kits* this month included coloring pages and puzzle packets and this month's Spice It to Go kit that included ground nutmeg.

- Total circulation was 24,875. Circulation of digital materials was 3,379. Total number of people that entered the building was 12,354. Staff processed and pulled 2,085 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,445 reference questions during the month. Meeting room and study room space was used 282 times. Volunteers and staff delivered 144 items to our homebound patrons. Staff offered tech help 147 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports* and *Ancestry.com*.
- 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. Patrons love the public computers that are used for Internet access, Microsoft Office use and library online databases.
- In personnel news, Julia Mazur, a Reference Substitute, began her new part-time position in the Children's Department at the end of August. Part-time Circulation Substitute Joanna Cistulli was hired as a permanent Circulation staff member and will begin her new duties on September 11th. Head of Collection Management Dorothy Russell has completely revamped and updated the Library Materials Selection Policy to address selection for both physical and digital collections and has given it to the Library Board of Trustees for review.
- In facilities news, after a major rain storm on August 18th, water was found in the hallway of the basement and had gone into several rooms. It was determined that a drain outside an emergency exit door was clogged with debris; and after the area filled up with water and reached a certain level, it began to leak through the door into the building. Facilities came right over to address the problem and clean up the water. Luckily, nothing was damaged. The library continues to struggle with high levels of humidity in the building due to the weather outside and the aging HVAC system that cannot handle it. The cleaning service continues to do a great job.

TOWN CLERK

- There were 81 property transfers for a total \$18,160,260.00 in sales. State conveyance tax was \$144,026.96; Town conveyance tax was \$45,400.66.
- There were 451 documents filed on the land records during August, including 123 mortgages, 125 releases, 18 probate certificates, 36 liens and 13 Foreclosure Registrations.
- Eight residential properties conveyed for over \$400,000; one commercial property conveyed for \$1,850,000.00: 3384-3388 Berlin Turnpike, Albert Rizzo Inc. to 75 Airport Road Assoc. LTD.
- The staff issued 227 certified copies of vital records, 16 burial permits, 11 cremation permits and issued 13 marriage licenses.
- Eight Notary Public commissions and 5 Trade Name certificates were recorded.

<u>DATA SUMMARY AUGUST 2023</u>				
	<u>August-22</u>	<u>August-23</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	475	451	756	864
Dog Licenses Sold	108	80	597	447
Game Licenses Sold	9	8	27	28
Vital Statistics				
Marriages	12	18	30	29
Death Certificates	24	25	55	54
Birth Certificates	23	16	54	42
Total General Fund Revenue	\$ 77,305.44	\$ 66,403.06	\$ 181,951.51	\$ 144,028.52
Town Document Preservation	\$ 1,544.00	\$ 1,382.00	\$ 2,528.00	\$ 2,738.00
State Document Preservation	\$ 2,736.00	\$ 2,680.00	\$ 4,536.00	\$ 5,136.00
State Treasurer (\$36 fee)	\$ 12,240.00	\$ 11,952.00	\$ 20,304.00	\$ 22,824.00
State Treasurer (\$127 fee)	\$ 5,207.00	\$ 4,191.00	\$ 9,130.00	\$ 9,271.00
State Treasurer (\$110 fee)	\$ 5,720.00	\$ 4,180.00	\$ 9,398.00	\$ 9,020.00

LoCIP	\$ 1,020.00	\$ 996.00	\$ 1,692.00	\$ 1,902.00
State Game Licenses	\$ 105.00	\$ 76.00	\$ 132.00	\$ 242.00
State Dog Licenses	\$ 802.00	\$ 574.00	\$ 3,825.00	\$ 2,875.50
Dog Licenses Surcharge	\$ 274.00	\$ 192.00	\$ 1,438.00	\$ 1,050.00
Marriage Surcharge	\$ 340.00	\$ 442.00	\$ 578.00	\$ 646.00
Grand Total	\$ 107,293.44	\$ 93,068.06	\$ 235,512.51	\$ 199,733.02

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

- Completion of over 98 requests for service
- Continued work on the computer implementation, deploying and troubleshooting computers in the Fire Department
- Arranged for annual renewals to maintain Town hardware and software portfolio
- Completed renewal and installation of SSL certificates for the Newingtononct.gov domain
- Processed annual software and hardware renewal contracts
- Updated and patched security and compliance software and hardware
- Fixed server resource issue for the Town file transfer appliance
- Worked on process to automated installation of the SDI APAA software for the Motorola radio project
- Fixed issue at Library with their RFID security monitoring solution
- Adjusted firewall policies for Town departments when accessing applications via VPN
- Installed fiberoptic cable between Town Hall and Bus Garage/Facilities; also installed fiberoptic and network upgrade at the Parks and Grounds facility
- Configured new network switches and UPS for deployment at Facilities and Parks and Grounds
- Updated Parks and Recreation RecTrac application
- Setup new field line painting robot solution including tablet and network access
- Continued work on Fire Department admin mobile data terminal
- Town Clerk record management application updated to include land record books 149 to 282
- New registration website created for Parks and Recreation to go live in September
- New mobile devices configured and deployed for the Town Planner and Town Engineer
- Continued work on PD traffic camera solution with the Police Department
- Zoom meeting account management and YouTube streaming setup
- Continued work on new GIS mapping portal for public access to go live in September
- Data and information requests processed

PLANNING AND ZONING: No Data Provided

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of August. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 61 work orders and tasks this month. We completed 7 preventative maintenance tasks, and the team responded to and completed 50 reactive work orders. Of the 50 reactive work orders, 30 were calls for service from outside the Facilities Department. We have been without 1 team member for the entire month.

Town Hall: (17 PM tasks and work orders completed)

- Multiple requests for paper/envelopes
- Recycling of old computers for IT, multiple trips
- Multiple door lock adjustments to doors not locking or staying locked
- Multiple key fob requests
- Repaired broken door frame of gym partition wall
- PM maintenance of HVAC – Cleaned A/C coils
- Life Safety Inspection of kitchen hood and clean agent suppression systems

Library: (11 PM tasks and work orders completed)

- Repaired wallpaper on an entire wall in main room
- Repaired multiple shelves that fell due to age and weight on the shelves
- Replaced multiple faulty floor outlets in quite study area
- Replaced a couple of stained ceiling tiles
- HVAC PM task, cleaned A/C coils

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

- Installed new switch box and cord on new media blasting cabinet
- Repaired several lights
- Hoop house cover replacement planning continued Hoop house received; job is planned for mid-Sept
- Testing of 5 sprinkler heads' results came back and existing heads passed
- Added lighting to new work station

Grounds Maintenance: (3 PM tasks and work orders completed)

- Routine maintenance tasks Plumbing emergency lighting checks
- Cleaned A/C coils

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
 - August update – all Grant paper work/documentation has been submitted
 - Performed building checks while caretaker was away for entire month
 - Made adjustments to the DeHu in basement
- 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
 - Quotes received
 - Chiller problems fully understood following extensive investigation
- Multiple calls for copy paper, more A/C
- Multiple generator and solar meetings
- Window project Contractor released
 - Multiple meetings
- Life safety inspections kitchen hood suppression system; faults were found and repairs were made; a new switch had to be installed
- New band saw pickup delivery and assistance in setting up
- Cleaned A/C coils

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
- Plumbing sink clog repair
- Repaired elevator button
- Cleaned A/C coils

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

West Meadow Cemetery Office (1 PM task/work orders completed)

Indian Hill CC (0 PM tasks/work orders completed)

Mill Pond Park and Church Hill Park (0 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 & 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:

- Continued meetings re: new town EOC
- Follow-up meeting with area Risk Managers to discuss regional changes on the horizon
- Reviewed town solar projects
- Attended UConn MPP program on resiliency
- Reviewed Vector solutions platform with CIRMA; reviewed policies for employees utilizing heavy equipment
- Attended 8/23 CIRMA Risk Management Advisory Committee
- Reviewed energy contract for renewal
- Started CHRO compliance review for former grants