



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: November 1, 2023
Re: Monthly Report – September 2023

PERSONNEL

- The vacant Assistant Building Official A-7 position was posted to the public on September 20th, with a closing date of October 13th.
- Advertisement for the Seasonal Leaf Collection Program began on September 29th; the notice will be removed on October 20th.
- The written examination was scheduled on September 9th for the three vacant part-time Substitute Library Circulation & Reference positions. Applicants who passed the written examination were scheduled for an oral panel interview on September 26th.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- After 16 years of service, Rik Huggard, Youth Worker, retired from the Newington Human Services Department on September 15th.

Overtime

Paid overtime during the month of September 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	65.8	\$ 3,746.67
Weekend Standby and Call-In	20.0	\$ 1,019.16
Road Maintenance	7.1	\$ 377.53
Henry Avenue: Repair Drain Pipe	20.3	\$ 1,111.11
Leaves: Equipment Preparation	9.9	\$ 558.97
Totals	123.1	\$ 6,813.44
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	130.0	\$ 6,165.00
Totals	130.0	\$ 6,165.00

POLICE DEPARTMENT	23-24 Budget Overtime Appr.	Overtime Expended 23-24 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	230,034.59	710,781.00	216,453.38
Investigation	92,793.00	3,556.50	91,467.00	4,229.95
Traffic	5,006.00	902.48	5,006.00	360.40
Communication	175,681.00	37,656.68	183,778.00	31,569.59
Education/Training	146,205.00	23,918.41	142,800.00	20,283.87
Support Services	58,894.00	3,428.68	57,595.00	644.64
Animal Control	2,546.00	175.95	2,521.00	1,374.65
Total	\$ 1,216,858.00	\$ 299,673.29	\$ 1,202,495.00	\$ 274,916.48
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 4,331.45	\$ 29,834.00	\$ 6,670.82
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	4,726.09	34,486.00	3,854.43
Leaf Collection	35,972.00	0.00	35,972.00	0.00
Total	\$ 233,870.00	\$ 9,057.54	\$ 233,870.00	\$ 10,525.25
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 42,605.38	\$ 105,001.00	\$ 39,431.95
Cemeteries	17,109.00	0.00	17,109.00	40.47
Total	\$ 122,110.00	\$ 42,605.38	\$ 122,110.00	\$ 39,472.42

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The second month of the 2023-24 plan year produced a combined paid claim total that was higher 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 August 2023 were \$1,139,187. 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 August, 2023

	Town	Board of Education	Total
Estimated Claims	428,920	1,584,040	2,012,960
Actual Claims	348,084	1,574,705	1,922,789

FINANCE

Accounting and Administration

- Auditors were in house for the weeks of September 18th and 25th. All staff members spent time gathering documents and answering their questions while they were here. We continue to give them additional information as requested and hope to have the draft of our report by the end of November.
- The 2022-23 fiscal year was closed in our account system on September 7th.
- Budget meetings with the MDC were started. After they put their suggested budgets through the internal process, there will be another meeting with the member towns to discuss the final proposed budget.
- Director of Finance and Deputy Finance Director attended a CHRO training regarding filing requirements on various grants from the state.
- 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.

- Finance Director Janet Murphy completed work 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 Tiered Pilot grant from the State of Connecticut in the amount of \$3,856,181 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)
9/30/2023

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY 2023-24</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	597,036	\$52,971,015
Special Revenue Funds	48,000	9,151	747,734
Capital Projects Funds		15,300	1,155,571
Internal Service Fund	75,000	99,582	7,685,349
Trust and Agency Funds		12,254	1,517,734
Total, Estimated by Fund			\$64,077,403

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
9/30/2023

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	5.38	5.34	190,120	194,020	43,168,966
Bank North	2.07	2.07	967	998	574,937
TD Bank (new)	2.84	2.84	27,193	28,033	11,843,404
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.52	6,809	6,867	3,261,938
Liberty Bank	4.60	4.60	19,300	20,508	5,228,158
Total Outstanding Investments					\$64,077,403

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 September.
- The filing period for Additional Veterans Exemptions has ended.
- Deputy Assessor Danielle Dippolino attended CCMA Course IV, Revaluation.
- Applications have been sent out for the newly adopted local ordinance Chapter 388, Article V of the Newington Ordinances. This local option ordinance is for those persons who are disabled and require modifications to the vehicle to be able to operate the vehicle or to be transported; the vehicle must be modified to the person's disability. The applications are due by January 31, 2024.
- The Board of Assessment Appeals met on September 7, 2023. There were 21 appeals filed for motor vehicles. The total reduction to the grand list by the Board of Assessment Appeals was \$25,900 in assessment.
- Inspections for reviewing/verifying business for listing of personal property accounts was ongoing through September. Personal Property Declaration forms were mailed to all owners with locations of business personal property on September 29, 2023. Total number of declaration forms printed and mailed were 1,547. Filing of the declarations by businesses is due by November 1, 2023.

- Building permits and sales will be reviewed for property changes effective for the October 1, 2023 assessment date, and on-going to January 31, 2024.

Revenue Collector

- September Revenue Collections for Real Estate, Personal Property, Motor Vehicles amounted to \$551,063.65. Prior year taxes collected amounted to \$71,685.60, and included in that amount is \$7,482.74 for suspended accounts.
- This year's September collections on the current Grand List were 56% compared with 55% for the September last year.
- Demand Notices were sent the first week of September for a grand total of 3,946 accounts for outstanding taxes. There are still 255 delinquent real estate accounts. A few taxpayers who applied for the "My Home CT" program for assistance and were notified they were eligible are still waiting for payment.
- Unpaid businesses are being contacted by the Tax Collector and staff directly regarding their outstanding taxes.

POLICE

Patrol Calls for September are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 20
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 59	Fire Trouble Alarm 0	MV Injury 20
Alarm Hold Up Alarm 5	Fire Veh Maintenance 0	MV Property Only 86
Alarm Residential Burg Alarm 13	Fire Vehicle Fire 0	Neighbor 17
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 140
Animal Complaint 22	Fire Water Problem 3	Noise 26
Arson/Fire Invest 0	Fireworks 2	Non-Collect Person 0
Assault 4	Follow Up 45	Notification 0
Assault in Progress 0	Found Property 8	Open Door/Window 3
Assist Motorist 2	Gun 1	Other Archive 0
Assist Notification 0	Harassment 11	Parking Violation 6
Assist Other Agency 29	Hazard 29	PD Assist Fire Dept 45
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 13
Breach of Peace/Disorderly 10	Identity Theft 8	Prisoner Care 12
Burglar Alarm 14	Illegal Dumping 4	Private Duty 0
Burglary 1	Impersonating Police 0	Property Found 2
Car Seat 3	Indecent Exposure 0	Property Lost 1
Check Welfare 66	Intoxicated 1	Prostitution 0
Check Welfare 911 32	Juvenile Complaint 12	Recovered Stolen MV 1
Check Welfare Other 11	K9 Assist 0	Rescue Call 0
Clear Lot 6	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 1	Risk Protection Order 2
Court Detail 23	Larceny 52	Robbery 1
Crest Call Out 4	Larceny from MV 47	Roll Call 0
Criminal Mischief 7	Lift Assist Only 2	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 18	Local Traffic Authority 0	Serve Warrant 23

Dog Complaint 28	Location Check 416	Sexual Assault 2
Domestic 35	Location General 0	Shots Fired 1
Door Check 0	Location School 0	Specific Detail 85
Drug 3	Lockout Building 1	State Pistol Permit – Tempo 0
DUI 2	Lockout MV 3	Stolen MV 7
EDP 14	Lost Property 2	Sudden Death 2
Escort/Transport 4	LTA 0	Suicide 0
Escort/Funeral 0	Meal 0	Suicide Attempt 1
Escort Other 0	Medical Alarm 15	Suspicious MV Unoccupied 15
Escort Retrieval 1	Medical Cardiac 4	Suspicious Report 158
Escort Tax 0	Medical Complaint 242	Test 0
Fingerprint 0	Medical Diabetic 1	Threatening 5
Fire Alarm Commercial Bldg 6	Medical Fall 6	Tobacco 0
Fire Alarm Residential 2	Medical Mutual 0	Tow 9
Fire CO Detector no sympt 0	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 0	Traffic Stop 168
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 5
Fire Hazmat 2	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 0	Training 0
Fire Other 3	Missing 5	Trespass 10
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 32	Water problem 0
Fire Stand By 0	MV Complaint 51	
Fire Structure Fire 2	MV Fire 0	

Total: 2,324

- **In September, the Detective Division Report:**

- Handled 41 investigations: 41 remain ongoing.
- Served 32 warrants: 28 by Patrol officers, 4 by Detective Division.

- **In September, the Patrol Division Report:**

- On 9/4/23, at approximately 1:00 pm, Officers responded to the Brescia Apartment complex on Judd Lane for a report of an attempted robbery. Upon arrival, Officers contacted the victim who stated he was taking trash out to the dumpster when he was approached from behind by a male who attempted to steal his necklace. The victim stated as he was throwing trash in the dumpster, he was grabbed by the neck from behind. The victim stated he spun around and the suspect punched him in the face and fled, without successfully removing his necklace. The suspect then fled the area on foot. The victim described the suspect as a tall, thin black male in his late 20's/early 30's with short, frizzy hair. The area was canvassed, but the suspect was not located. There were no video cameras located that captured the incident. There were no additional reports of similar incidents in Newington or New Britain. There are no additional leads to investigate at this time.
- On 9/19/23, just before 7:00 am, Newington Police received several reports of a motor vehicle accident with injuries at the intersection of Cedar Street and Willard Avenue. An occupant of one of the vehicles involved in the collision sustained significant injuries, which were deemed to be life-threatening. The MSARS team was activated to take over the investigation into the cause of the crash. The injured occupant continues to receive treatment at a rehabilitation facility. This case remains under investigation.
- On 9/27/23, employees at Target reported a male shoplifter had just stolen baby formula and fled to a waiting black pick-up truck. An Officer responding to the scene located the black pick-up truck on Willard Avenue and conducted a traffic stop. The Officer observed a male matching the description of the shoplifter lying in the bed of the truck. The Officer used his PA radio to provide verbal commands to the suspect who then exited the bed of the truck and fled on foot. Responding

Officers set up a perimeter and requested the services of a K-9 unit, but the suspect was not immediately located. A short time later, a resident on the Berlin Turnpike reported she observed a male leaving the area of her home with several pieces of battery-operated yard equipment that belonged to her. The suspect matched the description of the shoplifter from Target. Officers responded to the area and located the party who was taken into custody. He was charged with burglary and larceny charges and was presented to GA-15 on 9/28/23.

- On 9/30/23 at approximately 7:30 pm, Officers responded to the Citgo gas station located on the Berlin Turnpike for a report of an injured male trying to get into a customer's vehicle. Upon arrival, Officers determined that the male had been dragged by a dark colored Dodge Charger and was thrown from the vehicle on the Berlin Turnpike. A short time later, this same Dodge dropped off two gunshot victims at the Hospital of Central Connecticut in New Britain. The Dodge did not remain at the hospital. One victim was rushed into surgery while the other was able to provide an account of the incident to Police. It was immediately apparent the victim was not being truthful with investigators. Later that night, the same Dodge was located fully engulfed in flames on the shoulder of Interstate 291. The male, who was injured after being dragged by the Dodge, was transported to Hartford Hospital. He is also refusing to cooperate with Police. It is currently unknown who is responsible for the shooting or where exactly the shooting took place. The case has been assigned to the Detective Division for follow-up investigation.

• **In September, Support Services report:**

- The Support Services Division continues to work towards achieving State Tier II Accreditation and building Proofs for Tier I Accreditation follow up for the next assessment slated for June of 2024. This is being done by conducting a self-assessment of the Department's existing written directives and comparing them to the State standards. Adjustments to written directives are being made as needed.
- On September 5th, the Support Services division conducted oral board interviews for the position of entry level police officers. Seven interviews were conducted that day.
- On September 5th and 6th, Officers Zajac and Douglas attended a Night Vision training in New Hampshire to help develop their shooting skills with rifle and night vision. This training was attended with other members of the CREST Team.
- On September 6th, members of the Newington Police Department attended the Staff the Frontlines Career Fair at Yard Goats Stadium in Hartford. Lt. Aivano, Sgt. Deane, Ofc. Chapdelaine and Ofc. Backman attended the event, engaged with perspective applicants, and handed out recruitment flyers. One candidate, who we subsequently interviewed, informed the panel that he learned of the application process through the career fair.
- On September 7th, Susanne Lottie from Xybix Furniture came to headquarters to take measurements for the Dispatch furniture/console project. The quotes have been submitted for review, and the project is ongoing at this time.
- On September 7th, the Capital Region Council of Governments hosted an online meeting with Berlin, Wethersfield and Newington Police Departments to discuss a grant opportunity for regional animal control officer. Based on the evaluation of feasibility, this project will not be moving forward.
- On September 8th, Lieutenant Aivano provided School Resource Officer Buggee with Mental Health Resource guides for the high school students. Small cards will be made available to students and large posters will be placed in the office as well.
- On September 8th, the booking room sprinkler indicator panel was fixed during the week, and Lt. Aivano received training on how to test the system from the Facilities Department.
- On September 8th, the Support Services Division registered an account with CCSU Handshake and will be registering for their upcoming all majors career/intern fair. Handshake is an electronic program that connects employers with perspective clients. Employers can be notified and register for career fairs and also post job opportunities under their accounts. This is being done in an effort to recruit the best possible candidates for the position of police officer.
- During the weeks of September 11th through September 22nd, Sgt. Deane continued to attend Southern Police Institute's Leadership Development School at the Wethersfield Police Department with Lieutenant Perry.
- On September 12th, Lieutenant Aivano spoke with a representative from the Courtyard by Marriott, who had questions about how to safeguard guests' vehicles from car break-ins. A week prior, their parking lot experienced a large quantity of vehicle break-ins. Advice was provided on various methods of crime prevention, ranging from crime prevention through environmental design, Flock cameras at the entrance/exit of parking lot, hiring a private duty officer (costs associated), or a security company contract.

- On September 14th, the Support Services Division hosted a MILO Train the Trainer class, which took place at the Newington Police Department shooting range. Several instructors from Newington PD were taught how to utilize the MILO system, which will be incorporated into our in-house training.
- On September 14th, the Connecticut Police Officer Standards and Training Council hosted an accreditation meeting at the Police Academy in Meriden. During this meeting, the Newington Police Department was awarded Tier I Accreditation through the State of Connecticut.
- On September 15th, members of the Support Services Division attended the Public Safety Senior Picnic at the Newington Senior and Disabled Center. Lt. Aivano provided a presentation on Elderly Financial Abuse. The Support Services Division also attended Hartford PD Detective Robert Garten's wake at Hartford Yard Goats Stadium. On September 16th, members of the Support Services Division attended Hartford Police Detective Robert Garten's celebration of life.
- On September 17th, members of the Support Services Division attended and assisted with the 19th Annual Peter Lavery Memorial Run. Sgt. Deane and MPO Buggee utilized the motorcycles to escort the ride. Lieutenant Aivano utilized the drone to take aerial photographs and video footage of the event.
- During the week of September 18th - 22nd, Det. Thibault attended Interview and Interrogation Training. He is also scheduled to go to Advanced Interview and Interrogation Training in October.
- On September 19th, the Support Services Division conducted oral board interviews for three entry level candidates. We also conducted an oral board interview for Norwich Police Officer Adam Goncalves. All four moved on to the polygraph examination.
- On September 26th, the Support Services Division assisted the town hall with a neighbor dispute/noise complaint issue that was brought to our attention. The matter was handled by Sgt. Deane, who mediated between the two parties to enhance their quality of life.
- On September 27th, the Support Services Division registered Officer Gore for Peer Support Training at Aetna Headquarters in Hartford. Officer Gore was selected to be a member of the Department's Peer Support Team.
- On September 27th, Lt. Aivano attended online Vigilant Account Manager Training. This system is for the license plate readers. During this meeting, the Department's account settings were updated so information can be appropriately shared between agencies if needed.
- On September 28th, Sgt. Deane attended a lock down drill Martin Kellogg Middle School. These drills are conducted periodically to ensure school employees are complying with their lock-down policies, and also to ensure all of their equipment is functioning properly.
- On September 29th, Lt. Aivano met with several Department heads at the Newington Senior and Disabled Center regarding building security concerns and plans to alleviate those concerns. During this meeting, we discussed having a third-party company come to the Senior Center to conduct an assessment (for technological needs). We also discussed the possibility of conducting active shooter awareness training with staff.
- During the month of September, 2023, Master Police Officer Buggee fielded four calls for service at Newington High School: one drug case, a dual arrest for a breach of peace (fight), and two medical complaints.
- During the month of September, 2023, Animal Control Officer Sawallich fielded 22 calls for service, 10 of which were dog complaints, 12 of which were animal complaints.
- In total, the Support Services Division conducted 21 oral board interviews for police officer candidates during the month of September, 2023. Of that number, 19 were for the position of entry level police officer, while 2 were certified. Several of those candidates moved on to polygraph examinations: 6 entry level and 2 certified. Psychological examinations were scheduled for 2 candidates, and one physical examination was conducted for a dispatch candidate.

• **Property Report September 2023:**

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 1
Damaged/Destroyed	47	\$ 33,070
Vehicle Inventory	0	\$ 0
Stolen	120	\$ 195,913
Abandoned	0	\$ 0
Evidence	61	\$ 1,109
Found	9	\$ 300

Lost	0	\$ 0
Seized	9	\$ 350
Recovered	14	\$ 3,159
Impounded	0	\$ 0
Informational	24	\$ 2,569
Towed	0	\$ 0
Total	285	\$ 236,471

- **In September, the Animal Control Officers had the following activity:**

Number of Dogs Impounded for this month: 4
 Number of Cats Impounded for this month: 0
 Number of Other Animals (not cats or dogs) Impounded for this month: 0
 Number of Animals Redeemed this month: 2
 Number of Animals Sold as Pets this month: 1
 Number of Animals D.O.A. this month: 2
 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: 3
 Total Number of Complaints Investigated this month: 50
 Total Number of Infractions/Summons Issued this month: 2

- **Police Department Overtime Report September 2023**

OT August	\$ 98,561	2 pay periods
OT September	\$121,157	2 pay periods (1 holiday)
	\$ 22,596	increase

- Administrative overtime of \$0. Administration currently has 1 sworn position funded/not filled and one Assistant position filled with a temporary hire.
- Patrol overtime of \$93,915, an increase of \$19,240 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, juvenile arrest, vehicle break-in detail, accident detail, search warrants, prisoner booking, hospital detail, Career Fair, CREST callouts, 1st day of school presence, drone detail, Walmart medical and reports, assault, dog complaint, Youth Adult Council meeting, Honor Guard detail, domestics, evidence processing, shooting investigation, stolen MV processing, drone assistance, larceny and robbery investigations and other related duties. Patrol currently has 2 sworn positions funded/not filled.
- Detective Division overtime of \$1,658, an increase of \$217 from the previous month. Overtime included crime scene investigation/burglary/shooting. Currently has 2 positions funded/not filled.
- Traffic Division overtime of \$0, a decrease of \$901 from the previous month for traffic related attention.
- Communications overtime of \$16,273 an increase of \$4,714 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 \$7,939, a decrease of \$1,294 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, Child Sex Trafficking, Interview and Interrogation, Taser Instructor, MILO Systems Train the Trainer, and Night Vision training for CREST.
- Support Services overtime of \$1,322, a decrease of \$206 from the previous month. Overtime included Touch-a-Truck event. Support currently has 2 sworn positions funded/not filled.
- Animal Control overtime of \$50, a decrease of \$75 from the previous month. Overtime included K9 adoption.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of September, 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	September	3 Month Total
1	Fire		
100	Fire, other	0	3
111	Building fire	0	2
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	0	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	3
140	Natural vegetation fire, other	2	3
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	2
151	Outside rubbish, trash or waste fire	1	1
154	Dumpster or other outside trash receptacle	1	2
160	Special outside fire, other	0	2
162	Outside equipment fire	1	2
170	Cultivated vegetation, crop fire, other	1	1
	Total	8	24
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	0	1
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	1
	Total	0	2
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	2
311	Medical assist, assist EMS crew	2	2
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	1	1
352	Extrication of victim(s) from vehicle	0	2
353	Removal of victim(s) from stalled elevator	0	1
356	High-angle rescue	0	1
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	3	9
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	1	8
410	Combustible/flammable gas/liquid condition	2	2
411	Gasoline or other flammable liquid spill	1	3
412	Gas leak (natural gas or LPG)	1	2
413	Oil or other combustible liquid spill	0	1
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	3
440	Electrical wiring/equipment problem, other	3	8
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	0	0
443	Breakdown of light ballast	1	1
444	Power line down	0	6
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	10	35
5	Service Call		
500	Service Call, other	1	1
510	Person in distress, other	0	1
511	Lock-out	1	2
512	Ring or jewelry removal	0	0
520	Water problem, other	6	15
521	Water evacuation	4	8
522	Water or steam leak	2	3
531	Smoke or odor removal	1	7
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	2
552	Police matter	0	0
561	Unauthorized burning	0	2
571	Cover assignment, standby, move up	0	2
	Total	16	43

6	Good Intent Call		
600	Good intent call, other	3	14
611	Dispatched & cancelled en route	0	1
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	0
631	Authorized controlled burning	1	1
641	Vicinity alarm (incident in other location)	0	1
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	0	3
652	Steam, vapor, fog or dust thought to be smoke	1	1
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	6	23
7	False Alarm & False Call		
700	False alarm or false call, other	6	21
710	Malicious, mischievous false call, other	0	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	1	9
731	Sprinkler activation due to malfunction	1	1
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	5	16
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	3	4
736	CO detector activation due to malfunction	2	4
740	Unintentional transmission of alarm, other	2	7
741	Sprinkler activation, no fire	0	0
743	Smoke detector activation, no fire - unintentional	6	14
744	Detector Activation, no fire	0	1
745	Alarm system activation, no fire	8	21
746	Carbon monoxide detector activation, no CO	1	3
	Total	35	103
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	1
812	Flood Assessment	1	1
814	Lightning strike (no fire)	0	1
	Total	1	3

9	Special Incident Type		
900	Special type of incident, other	0	1
911	Citizen complaint	0	0
	Total	0	1
Total Calls		79	243

September 2023 Training Report Progress History

Our October training will be focused on airbags and stabilization at accident scenes. Once members have established that a rescue scene can be accessed safely and a proper size-up has been completed, it is time to utilize our air bag systems. The information gathered in the size-up is used to determine which size air bags will be utilized and the optimal point(s) for lifting. It is critical that members properly assemble the system to ensure a safe and efficient operation. Members should use the size-up information to select the proper bag that can lift the weight and fit into the area. When placing air bags, it is best to stack two bags on top of each other, the larger bag on the bottom. Cribbing and other tools play an important role in our rescue efforts.

Scene safety assessments are a crucial part of this job. It is important that members understand how to build a structurally sound system to maintain stability and how to safely place the air bags. Without proper placement of the air bags, the load can shift or the air bags can “kick out,” which could potentially prove fatal. If the system is not assembled correctly, uncontrolled lifts can occur that could place victims and rescuers in danger. A properly constructed system will allow for a smooth rescue operation and will result in a safe outcome.

Plans

- EVOC training, driver training and other ISO specific drills are being added monthly to our FireRescue1 online training system.
- Due to a scheduling issue, the Firefighter Mental Health training with Wheeler Clinic is rescheduled for Monday, November 13, 2023.
- The CIRMA in-person sexual harassment training class will be held on Monday, December 11, 2023. ALL members are required to attend this session.

Drill Schedule

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		
Department Drill	Mental Health Awareness	11/13/2023
Officer Training	Forcible Entry – Disoriented	11/14/2023
New Officer Candidate Training	Firefighter/Officer Exams	11/15/2023
Multi-Company Drill	Forcible Entry – Disoriented	11/19/2023
Multi-Company Day Drill	Forcible Entry – Disoriented – Co1 and Co4	11/20/2023
Multi-Company Drill	Forcible Entry – Disoriented – Co2 and Co3	11/27/2023
December		
Multi-Company Drill	Sexual Harassment (CIRMA)	12/11/2023

Classes

Date	Description	Event Type	Lgth	#Att	Man Powe
09/03/2023	Ladder 3 Training	Road Time	1	2	2
09/03/2023	Ladder 3 - Fly Time	Aerial Operations	1	2	2
09/03/2023	Ladder 3 - Pre Plan	Pre Planning	0	2	0
09/04/2023	Truck 1 Training	Aerial Operations	0.5	4	2
09/07/2023	Fly time ladder 3	Aerial Operations	1	4	4
09/08/2023	Stew Leonards - Pump Ops on Truck 2	Pump Operations	0	1	0
09/08/2023	Pump Operations at a Dumpster Fire	Pump Operations	0.5	2	1
09/10/2023	Shepherds Men Movement	Public Relations	4.75	10	47.5
09/10/2023	Ladder 2 - Road Time	Road Time	1	2	2
09/10/2023	Pump Operations of Ladder 2	Pump Operations	0.5	2	1
09/10/2023	Aerial Ops on Ladder 2	Aerial Operations	0.5	2	1
09/11/2023	New SOP's on Alcohol	Company Drill	0.5	19	9.5
09/12/2023	Mandatory Officer Training - Sexual Harassment Awareness	Officer Training	2.5	30	75
09/13/2023	Truck 2 - Road Time	Road Time	2	2	4
09/14/2023	Truck 2 Aerial Ops	Aerial Operations	0.42	0	0
09/18/2023	CO2 CP8 Training	Company Drill	1.5	11	16.5
09/18/2023	CO3 NFIRS - New Reporting System Training	Company Drill	2	21	42
09/18/2023	CO 1 - Apparatus Training	Company Drill	1.5	1	1.5
09/20/2023	New Officer Candidate Program	Officer Candidate Training	2	2	4
09/23/2023	"Maze Trailer" - Company 1 and Company 4	Multi-Company Training	2	13	26
09/23/2023	"Maze Trailer" - Company 2 and Company 3	Multi-Company Training	2	13	26
09/24/2023	Ladder 3 Road time	Road Time	1	2	2
09/24/2023	Ladder 3 Fly Time	Aerial Operations	0.5	2	1
09/25/2023	NEW 4 Gas and 5 Gas Meter Training	Department Drill	2	45	90
09/25/2023	CO1- New RedNMX Training	Company Drill	1	23	23
09/26/2023	Prep for Success - Navigating the Hiring Process	Multi-Company Training	3	4	12
		Totals	46.67	243	421

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 Installation Plans
- 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
- Communicated with Fire Marshal to discuss new development in town
- Attended weekly State Radio meetings for new radio system
- Worked with Lt. Carlone on new radio system fleet map
- Worked with Communication division on radio setups for templates for both portables and mobiles
- Attended Teams meeting with Blue Wing on Fleet map approval for new radio system
- Attended Teams Meeting with Blue Wing on Logging recorder for new radio system
- Met with Town Manager and Fred Callahan on Callahan Tower Site
- Met with CTS, Town Manager, Fred Callahan on Callahan Tower Site
- Had discussions with Hermas on generator monitoring
- Had Monthly Chiefs' Meeting
- Attended Monthly Command Staff Meeting
- Attended Monthly Board of Fire Commissioners' meeting
- Attended Department 9/11 Ceremony at HQ
- Attended Shepard's Men Walk at Iwo Jima Memorial
- Attended Raksha-bandhan Celebration with PD at PD
- Attended SCBA Maze Training

- Attended Mandatory Sexual Harassment in-person training for officers
- Attended New Meter Training
- Attended Peter Lavery Motorcycle Ride
- Reviewed and Approved new SOP/SOG on Marijuana and Alcohol Policy
- Met with Tim Lapierre on apparatus PM's and concerns
- Worked with IT on Admin MDT's setups

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 capital projects
- 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
- Met with CT DOT to discuss various flooding concerns
- Met with CHRO to discuss contract compliance

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/repared catch basins on various streets
- Clean drainage pipe at Main and Dowd streets of vegetation/debris
- Repair drainage pipe on Hawley Street
- Repair catch basin and upgrade drainage pipe on Henry Avenue
- Assist contractor with replacement of cover for topsoil shed
- Remove concrete barriers from local restaurant due to seasonal change of outdoor dining
- Operator assisted Engineering Department in marking grades
- Major catch basin repairs completed on Theodore Street, Partridge Drive and Day Street
- Completed curb, driveway apron and topsoil repairs following completion of paving program
- Investigated various drainage issues throughout Town due to high volume of rain fall
- No after hour call ins for the month
- One (1) eviction scheduled for the month – no storage required

Fleet Maintenance

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Fire Department fall services started
- Police Mechanic completed upfitting of one (1) police vehicle and began another
- Began servicing leaf equipment in preparation of Annual Leaf Collection Program
- No after hour call ins for the month

Sanitation/Recycling/Landfill

- Scheduled 128 residential bulk items for collection for the month
- Scheduled 13 condominium bulk items for collection for the month
- Scheduled 46 condo/residential scrap metal items for collection for the month
- 2,684 tons of cumulative Municipal Solid Waste were collected from July to August

- 570 tons of cumulative recyclables were collected from July to August
- 111 mattresses/box springs were recycled for the month
- Three (3) televisions were collected for the month
- Issued 34 permanent landfill permits and 10 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 1 contractor license application (bond/insurance/agreement)
- Reviewed and approved 30 permits: 16 Excavation; 14 Driveways
- Reviewed 213 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 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 and 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, stone walls) 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 (LOTICIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Public Works: Annual sidewalk replacement program
- Public Works: Annual mill and overlay program

Town Projects – Design:

- Public Works: Alumni Road & Cedar Street – Intersection improvement plan
- Public Works: Garfield Street Parking Lot: Site improvement 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 (LOTICIP 2020): Complete Street Project - Maple Hill Avenue and Alumni corridor improvements
- Town of Berlin & Newington (LOTICIP 2022): Complete Street Project – Rowley Street & Episcopal Road corridor improvements
- Public Works (supplemental LOTICIP 2023): Complete Street Project – Garfield Street corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn road Complete Street
- Public Works (LOTICIP 2024): Complete Street Project – Garfield Street corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$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)

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

- An application was submitted for 176 Kelsey Street for interior alterations to existing building, including non-bearing partitions.
- A permit was issued at 431-433 New Britain Avenue to repair storefront and interiors.

Certificate of Occupancy issued in September: 45 Peckham Farm Drive

These are the classes the inspectors took in September:

D. Jourdan: None

K. Kilkenny: None

Building Department inspection activity for the month of September was as follows: The Inspectors completed a total of 215 Inspections. They were: Above Ceiling (2), Certificate of Occupancy (2), Electrical (16), Final (103), Footings (4), Framing (9), Gas Line (9), Insulation (11), Mechanical (3), Plumbing (1), Rough (52), Site Visit (2), Solar (1).

The total number of Building/Renovation Permits issued/applied for the month of September was **183** producing a total permit value of **\$6,453,283.00**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	20	655,153.00
DECKS	1	10,000.00
DEMOLITION	0	.00
ELECTRICAL	53	708,895.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	0	0.00
MECHANICAL	34	4,138,694.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	150,708.00
POOL	2	85,995.00
ROOFING/SIDING	30	391,201.00
SIGN	0	0.00
SOLAR	18	311,637.00
TENT	0	0.00
OTHER	1	1,000.00
TOTAL	183	6,453,283.00

The total Building income fees received in the month of September were **\$72,904.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,590.00, Environmental \$420.00, Conservation \$1,200.00, Copies \$22.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$1,575.00, Engineering copies \$132.00. The other total income is \$4,939.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for September:	\$6,453,283.00	\$35,655,582.00
Fees for Permits issued for September:	\$72,904.00	\$393,759.00
Other income Fees for September:	\$4,939.00	\$3,902.00
Building Permits Issued for September:	183	206

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

<u>2023-2024</u>		<u>2022-2023</u>	
Value	Permit Fee	Value	Permit Fee
\$15,100,483	\$169,367	\$43,082,673	\$479,234

HUMAN SERVICES

- Rik Huggard retired as of 9/15/23; Proclamation was given by Town Council.
- Programs in the schools: ALPs for all 5th graders, John Wallace Middle School at risk student group, and High School Adventure Club all began this month.
- Youth Adult Council met this month with a full quorum and had new youth and adult members in attendance. We focused on fund raising and community outreach brainstorming.
- JRB received two new referrals both based on school fights; one hearing was held and one yet to be scheduled.
- We are starting to see food donations trickle in as we approach the holidays; Coordinator Wassik has reached out to the community via social media. We met the needs of many with the numerous

volunteers. All staff assist with the ongoing operation of the food bank which is coordinated by Coordinator Wassik.

- We continue preparations for the Annual Holiday Food & Gift Distribution. We are fortunate that Newington is very responsive and supportive of this annual Giving Program. We currently have 344 households registered for the Food Bank & Holiday Food & Gift Program. We have started the process of matching sponsors from the community to purchase requested gifts for our close to 800 individuals participating in this program.
- We have a strong volunteer community that enables our programs to run smoothly. We have many volunteers who assist in an ongoing way along with new volunteers joining us as they look for a positive way to give back to their community.
- 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. As a result, we are exploring a presentation to CLASS- CT Local Administrators of Social Services at their December annual meeting. This is being planned with Newington, Wethersfield, Berlin and Suffield.
- Our student intern from CCSU started this month. He is actively participating in the day-to-day appointments with clients. He has been a nice addition to our staff, and we look forward to him taking on more independent projects as he progresses throughout the semester.
- Two examples of residents receiving casework services this month are as follows:
 - Woman presented that she was interested in seeking financial advice to determine if she had the financial capacity to leave current partner and live independently. She divulged that she was involved in a controlling relationship with verbal abuse. Abuse had not elevated to the physical level yet. Intake to Interval House was done over the phone; she was screened over the phone as an intake. Follow up will be offered by Interval House to assess her safety needs and explore need for shelter and advocacy. She was additionally given contact info for CCADV- CT Coalition Against Domestic Violence, The Network, and Intercommunity. It was advised that she call 911 if she is in immediate danger.
 - 66-year-old female who resides in an apartment in Newington presented in need. Prior to COVID 19 pandemic, client reports she was owner of a cleaning business which collapsed as a result of the pandemic. She also was providing homecare assistance for her mother who has dementia, and she was compensated \$2,000 per month in a stipend until her mother fell ill with COVID 19, her dementia worsened, and her mother needed CT Homecare Program for Elders for 24/7 care. Client resides alone and receives SSA and pension totaling \$2,489.93 per month. Over the summer, her 20-year-old vehicle became undrivable, as it is in need of repairs totaling \$6K. She also fell behind on rent during this time. Newington Human Services and client came up with detailed plan to reduce household expenses preventing eviction and allowing her to sustain going forward. Newington Human Services was thus able to assist with back rent.
- Clinical Coordinator Hendrickson will be coordinating community presentations to address Mental Health, Substance Use and General Well-being practices for all. Kayla (Hendrickson) has connected with school staff to make them aware of her availability as a resource to youth and families. She is developing a series of groups to be offered to youth and their parents in separate sessions on social skills, mindfulness, distress tolerance, interpersonal effectiveness, and emotional regulation. She is also working on a program through the Prevention Wellness Curriculum to be offered to youth who may be exploring and struggling with a variety of substances.

September 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 Clinical presentations	3 0	3 0	14 0	32 0
Youth & Family Service Hours	3.75	4.25	20.75	58

JRB cases:	2	2	4	15
JRB hearings:	1	0	1	2
JRB service hours:	14	.5	6.5	86
Positive Youth Development	33	105	405	669
Community Service	1	0	2	2
# of hours completed	0	0	6	71
Challenge Course: Adult	0	0	0	0
Youth (outside)	8	20	48	101
Information and Referral	No longer reported			
Social Casework Cases	164	224	535	268
Under 55 =	46	55	132	59
Under 55 disabled =	18	20	56	45
Over 55 =	100	144	342	164
Social Casework Service Hours	177.5	232.25	625.25	545.75
Food Bank Household visits	148	167	450	395
# bags of groceries distributed	1,184	1,336	4,346	5,308
Mobile truck	262	253	1044	883
Special Needs	8	4	21	25

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 a paint and sip art class, we held an end-of-summer trivia contest, a falls prevention presentation, the AARP drivers' safety course, an Italian-themed chef demo, and more.
- September was National Senior Center Month. The theme was "Discover Yours". SDC members shared what they have discovered at the Center, whether it be new skills, friendships, creativity, or a sense of community. We displayed the stories in the Center and on Facebook.
- The Annual Public Safety picnic returned with over 100 members and public safety staff and volunteers in attendance.
- The WISE program returned for the first of three fall sessions. WISE is an intergenerational program that takes place at CCSU and the SDC. SDC participants visit a CCSU psychology class to discuss various topics of interest with the college students.
- Newington Life reporter Mark Jahne interviewed the Giving Garden volunteers about the garden's success and challenges over the past year. The article will be published in an upcoming edition.
- Staff continued preparations for EXPO 2023 on November 16th. We expect to reach our capacity of 55 to 60 vendors for the event.
- In September, the 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 prepared for the first round of flu vaccine clinics.
- After a brief summer break, the volunteer-run Gift Shop reopened on September 5th with total monthly sales of \$880. The coffee shop served breakfast and light lunch each Tuesday through Thursday with total monthly sales of \$601.
- Bus trip planning and sales continued. 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 September, volunteers and staff delivered Meals on Wheels to approximately 50 to 60 residents daily, Monday through Friday. Volunteers deliver an average of 1,200 hot meals 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 September, the two DAR drivers (with subs as necessary) completed 704 trips for 2,489 miles over 267.50 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:
 - Crews completed the solar panel project in September.
 - The window project was pushed back to early October due to supply chain issues. However, the Director met with the Facilities and project staff for updates, and the contractor began prep work where possible.
- The Director attended meetings with Town Staff, including various planning meetings with department heads.
- The Commission on Aging and Disabled held its regular meeting on September 6th 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.

PARKS AND RECREATION

Recreation Division:

- Registration for fall seasonal programs began on September 6, 2023 for Newington residents and on September 13, 2023 for non-residents.
- The Fall Adult Cornhole League began on September 21, 2023, consisting of 16 teams that meet every Thursday evening at Mill Pond Park.
- The Exercise the Right Choice (ERC) After-School Program began on September 12, 2023 for Newington Public Schools students in Kindergarten through 4th grade. The after-school program will take place at the Mortensen Community Center on the 15 Teacher Tuesdays scheduled throughout the school year.
- The Department hosted its third Water Lantern Festival at Mill Pond Park on September 9, 2023. Over 3,000 water lanterns were sold and 6,000 to 7,000 people attended from 26 different states from around the country. The event included music, food trucks, and thousands of water lanterns being released into Mill Pond. Train rides, the Snack Shack, and a beer and wine garden were run by the Parks and Recreation Department.
- The fall session of swim lessons began on Wednesday, September 20, 2023. All classes are full, and we are currently teaching 70 participants in levels preschool & parent through Level 6.
- The Parks and Recreation Department collaborated with the Newington Swim Club to provide a swim clinic. This marks the second year of this program. We are pleased to report that 27 participants have already registered, representing a 50% increase compared to last fall.
- The 2023-2024 school year for the Creative Playtime Preschool Program began, welcoming 39 students into the program.
- Planning has begun for the Newington Night of Lights event. This holiday special event on Main Street is scheduled to take place on Friday, December 1, 2023 at 6:00 pm. Our sponsors to date are:
 - Rockin' Chicken - sponsoring the brand-new Chicken Flinger game
 - The Flash Lady Photography - sponsoring the popular s'mores firepit
 - Sports Construction - sponsoring the fast and interactive Big Daddy's Racing track
 - Advance Plumbing and Heating - sponsoring the brand-new inflatable clown toss game

- Tropical Smoothie Café - sponsoring hay wagon and train rides through downtown Newington, as well as the interactive coloring Monster Mural
- Sequin Level Lodge No. 120 - sponsoring a talented ice sculptor who will dazzle the audience by using a chainsaw to transform 1,200-pound blocks of ice into a holiday-themed sculpture. The ice will be generously donated by Spring Brook Ice and Fuel.
- Cedar Ridge Construction - sponsoring a heated videogame trailer
- Church of Christ Congregational - sponsoring free hot chocolate and a warming center for all
- Tony Palermino - sponsoring the entertaining clowns and magicians
- CMI Sound - providing the highest fidelity for the choirs and music
- Jersey Mike's - sponsoring the DJ

Parks, Grounds & Cemeteries Division:

- Mowing has been challenging in September due to near record rainfall.
- Many mowing days were lost due to rain.
- Installed replacement trees on Market Square.
- Field painting is in full swing as fall sports have begun.
- Bd of Ed is installing a new track at the high school stadium. Parks has been coordinating with contractors to perform field maintenance, painting for two home games in September, and tree removal.
- Fall baseball field prep is going well: edging the infield, filling low spots, and checking irrigation. This saves extensive time in the spring.
- Prepared the Cherish Our Children memorial at West Meadow Cemetery with fall landscape plants, fresh mulch, and chair and tent set-up in conjunction with the Cherish Our Children Walk.
- Our parks' system and all of the town grounds are large areas that generate lots of trash. Parks' staff does an excellent job of keeping up with the demands. They empty approximately 45 garbage cans throughout the town daily.
- Parks' staff assisted with the set-up and execution of the Water Lantern Festival at Mill Pond Park.
- Staff has begun winterization of Parks' facilities, specifically Mill Pond Pool House.
- Parks' staff cleared all overgrown vegetation at Deming Young Farm that was growing around the barn. While on site, all trees around the barn/farmhouse/parking lot have been pruned.
- Staff repaired several paths within the parks' system that had been washed out from heavy rains. Most notable was an extensive rebuild of the path, drainage ditch, and reseeding the slope at the Rotary Pavilion at Churchill Park.
- Parks' staff worked with Facilities to place a tarp on the roof of the salt shed at the Parks' facility, while plans were researched for possible replacement structure.

Cemeteries: 3 Single, 5 Double, 0 Ash, 7 sales, 1 Disinterment

Overtime: 130 hours; \$6,165

Tree Warden:

- Parks and Grounds' staff cleared all trees and brush from around the barn at Deming Young Farm.
- Parks and Grounds' staff removed a dead birch tree from Deming Young Farm.
- Parks and Grounds' staff limbed up all trees for mowing access at Deming Young Farm.
- Parks and Grounds' staff removed a failing tree at Martin Kellogg Middle School and trimmed other areas as needed.
- B&M Tree Service removed a leaning tree on Frederick Street.
- B&M Tree Service removed a large dead tree on Walnut Street.
- B&M Tree Service removed all white pine trees along the fence at Newington High School football stadium.
- Parks and Grounds' staff removed and replaced a dead street tree on Market Square.
- Parks and Grounds' staff removed several dead arborvitaes, for replacement, at West Meadow Cemetery.

LIBRARY

- The annual Library Board of Trustees' meeting was held, at which new officers were elected. Diane Stamm as President, Maureen Lyons as Vice President, Iris Larsson as Secretary, and LeeAnn Manke as Treasurer. Honorees included library staff member Jennifer Hebert, Head of Reference and Michelle Royer, Head of Community Services. Janice Burrill was inducted into the Legacy Society's Trustees Council for the generous bequest she left the library in her will.
- The Friends of the Library are busy planning for the Fall Book Sale that will be held on October 27th, 28th and 29th at the Newington Senior and Disabled Center. Like the spring book sale, this is a large fundraiser for the Friends. Thousands of books and audiovisual materials for all ages will be for sale. The Friends have also begun planning for Winterfest 2024 that will be held on Friday January 19, 2024, with a snow date of Friday, January 26th. This event will be held at the library. This fun evening will include beer, wine and spirits' tasting, light refreshments, teacup and silent auctions and musical entertainment by Skydogs. Tickets will go on sale for \$20 on November 1st. The Friends' Annual Membership Drive is in full force. Anyone who becomes a new Friends or renews their membership between September 1st and October 20th will be entered into a special prize giveaway drawing. The winner will be announced at the Friends' reception that will be held on October 21st.
- September was National Library Card Sign-up month. Staff issued 79 new library cards to our residents. Anyone who registered for a new card also received a small gift.
- The children's staff held 18 programs that were attended by 1,352 children and their caregivers. Children's staff visited the four elementary school open houses to promote library resources to parents and students. The regular story times for ones, twos, threes, and families continue to be very popular. *L'il Chefs*, a cooking program with a story for preschoolers age 3-4 and caregivers, learned how to make apple crescent rolls this month. Highlights of other programs included *Storytime Yoga*, a *Play-Doh Party* for children ages 2-5, and a virtual program for parents titled *Back-to-School Lunch Box 101*.
- Teens were offered four programs that were attended by 524 teens. Teen staff were present at each middle school's open house to promote teen services and resources. A Teen Pop Up program titled *Pereier Bead Pixel Art* offered an afternoon of fun and creativity for a group of teens. Teens were also able to sign up to receive a *Teen De-Stress Grab & Go* kit.
- Adults were presented with 16 programs that were attended by 485 adults. Several fun virtual programs were offered to adults that were very well attended including *Memory Tips* and *King Arthur Flour: Easy as Pie*. These programs were offered in collaboration with area libraries. The Damsel in Distress Part II with Georgia Baker taught women additional self-defense techniques. *Movies @ the Library* program this month presented the film *Are You There God, It's Me Margaret*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion* featured the book *The Good Sister* by Sally Hepworth. The evening book discussion group resumed after taking a summer break. Participants discussed the book *Station Eleven* by Emily St. John Mandel. Popular *Grab & Go Kits* this month included coloring pages and puzzle packets and this month's *Spice It to Go* kit that included apple pie spice.
- Total circulation was 21,620. Circulation of digital materials was 3,546. Total number of people that entered the building was 8,954. Staff processed and pulled 2,024 holds on the shelves 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*, *Learning Express* and *Ancestry.com*.
- In technology news, Digital Services Librarian Michelle Patnode taught a class on *Using Your Kindle Paperwhite with Libby*. Several one-on-one Tech 4 U appointments were held during the month. Library Connections has created a new mobile app that can be used by librarians to check out materials and create new library cards when they are doing outreach.
- In personnel news, staff continued working with Yvonne Alston to promote diversity and inclusion among staff and with the public. The first of four workshops was held in September. The purpose of the workshop was to discuss bias and inclusion in the workplace. Three new substitutes were hired to fill three open positions in Circulation and Reference. They will begin training in October. Joanna Cistulli began her new position as Permanent Part-time Circulation staff member on September 11th. Staff is continuing to take advantage of the free professional development opportunities being offered by the State Library. There are great webinars being offered each month for staff to attend.
- In facilities news, the Library Board of Trustees has requested that we explore the possibility of having a digital sign insert for the current library sign on the front lawn of the library. The battery issue for the alarm panel has been replaced on the master panel resolving the low battery issue and the coding in/out problems. The cleaning service continues to do a great job.

TOWN CLERK

- There were 66 property transfers for a total \$13,076,642.00 in sales. State conveyance tax was \$95,644.82; Town conveyance tax was \$32,214.11.
- There were 355 documents filed on the land records during September including 101 mortgages, 123 releases, 17 probate certificates, 3 liens and 21 foreclosure registrations.
- Five (5) residential properties were sold for over \$400,000.
- The staff issued 198 certified copies of vital records, 7 burial permits, 12 cremation permits, and issued 9 marriage licenses.
- Three Notary Public commissions and eight Trade Name certificates were recorded.
- There were 90 electronically recorded documents, generating \$10,987.00 in recording fees.
- Staff issued Transfer Station passes for 10 vehicles and 5 trucks.
- On September 21st, the Town Clerk and Assistants attended the annual Fall Connecticut Town Clerk's Association (CTCA) Conference. Secretary of the State candidates presented their view of the office going forward. Topics included a review of key Election dates, update to the Election Management System (EMS) and the Connecticut Voter Registration System (CVRS) new system should roll out in June 2024. Presentation by the Homeland Security concerning marriage fraud.
- On September 22nd, the Town Clerk attended the Municipal Clerks Institute for Connecticut Town Clerks presented by Instructor Gina Ohanesian regarding "How to Stay on the Right Track & Avoid a Communication Train Wreck".

<u>DATA SUMMARY SEPTEMBER 2023</u>				
	<u>September-22</u>	<u>September-23</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	438	355	1,218	1,219
Dog Licenses Sold	59	59	660	506
Game Licenses Sold	15	5	42	33
Vital Statistics				
Marriages	12	19	50	45
Death Certificates	28	25	83	80
Birth Certificates	28	24	82	66
Total General Fund Revenue	\$ 54,297.90	\$ 50,251.51	\$ 236,429.41	\$ 194,280.03
Town Document Preservation	\$ 1,382.00	\$ 1,131.00	\$ 3,944.00	\$ 3,869.00
State Document Preservation	\$ 2,856.00	\$ 2,288.00	\$ 7,528.00	\$ 7,424.00
State Treasurer (\$36 fee)	\$ 10,368.00	\$ 10,044.00	\$ 30,672.00	\$ 32,868.00
State Treasurer (\$127 fee)	\$ 4,180.00	\$ 3,810.00	\$ 14,605.00	\$ 13,081.00
State Treasurer (\$110 fee)	\$ 5,207.00	\$ 3,080.00	\$ 13,310.00	\$ 12,100.00
LoCIP	\$ 864.00	\$ 837.00	\$ 2,556.00	\$ 2,739.00
State Game Licenses	\$ 166.00	\$ 78.00	\$ 298.00	\$ 320.00
State Dog Licenses	\$ 449.50	\$ 501.50	\$ 4,274.50	\$ 3,377.00
Dog Licenses Surcharge	\$ 154.00	\$ 152.00	\$ 1,592.00	\$ 1,202.00
Marriage Surcharge	\$ 238.00	\$ 306.00	\$ 816.00	\$ 952.00
Grand Total	\$ 80,162.40	\$ 72,479.01	\$ 316,024.91	\$ 272,212.03

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

- Completion of over 82 individual requests for service
- Continued work on the computer implementation, deploying and troubleshooting computers in the Fire Department
- Continued work on the Town CLRMN radio project
- Installed and configured Microsoft 365 government cloud instance for future migration
- Setup server infrastructure for active directory synchronization with Azure
- Continued work on Watchguard in-car camera system for the Police Department
- Installed and configured video management servers for the PD traffic camera solution
- System setup for the Parks and Recreation Lantern Festival
- Configured and installed 3 Mobile Data Terminals for the Police Department
- Setup Emergency Operations Center for weather emergency
- Created website for Permanent Municipal Building Commission
- Worked with Finance on year-end system processing
- Parks and Recreation Webtrac website updated with new content for go-live
- Installed and configured new offload network for Police body worn and in car systems
- Hardened security for Town's Fortinet VPN to prevent probing
- Installed and configured new copier for Human Services
- Worked on Library audio issue over intercom system
- Configured DNS and Firewall in preparation for Town email system migration
- Fixed routing changes due to vendor firmware update and flashed to new version
- 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
- Data and Freedom of 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 September. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 77 work orders and tasks this month. We completed 22 preventative maintenance tasks, and the team responded to and completed 51 reactive work orders. Of the 51 reactive work orders, 30 were calls for service from outside the Facilities Department.

Town Hall: (23 PM tasks and work orders completed)

- Adjusted/moved 2 surveillance cameras in the gym due to blocked views
- Generator ATS board fried, board replaced (2 events)
- Multiple door lock adjustments to doors not locking or staying locked
- Multiple key fob requests
- Multiple calls for adjustments to A/C

Library: (12 PM tasks and work orders completed)

- Repaired small leak in circulator pumps in the Boiler Room
- Replaced alarm batteries
- Replaced broken smoke detector in basement
- Replaced/repared cork board in Study Room 1
- Repaired both bathroom doors (locking issues)

Highway Garage: (9 PM tasks and work orders completed)

- Installed new cold weather starting kit for generator
- Installed new top soil hoop house shed

- Multiple plumbing repairs/checks
- Contractor released to widen 2 overhead doors to fit larger equipment

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

- Routine maintenance tasks plumbing checks
- Repaired/replaced faulty alarm panel
- Emergency repair of overhead door that came off tracks

Historical Properties: (3 PM tasks and work orders completed)

- Kellogg-Eddy roof project continues
 - Submitted to the state, Grant Closeout Paperwork waiting for any response from the state
 - Completed maintenance service of 3 basement dehumidifiers
- Kelsey House
 - Completed maintenance service of basement dehumidifier

Senior and Disabled Center: (10 PM tasks and work orders completed)

- Repaired 2 door locking issues
- Multiple building PM tasks
- Multiple generator and solar meetings
- Window project Contractor released
 - Multiple meetings - start date October 16th
- Fan coil unit 4 repaired back in service
- New plastic placed over one of the hatches into the basement crawl space
- Replaced 3 emergency exit signs and 2 emergency light fixtures

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
- Installed memorial plaque in main lobby
- Repaired elevator button
- Finished up helping set up new gym equipment
- Installed new (replaced old) fire alarm magnet tester/notifier

Ambulance Building: (0 PM task/work orders completed)

West Meadow Cemetery Office: (3 PM tasks/work orders completed)

Indian Hill Country Club: (0 PM task/work orders completed)

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

- Installed new telephone pole and lights following car accident at Churchill Park
- Rebuilt guts of old-style electrical panel

Administrative Projects:

- Solar wrapping up at Senior and Disabled Center; all racking and connections have been completed; waiting for final building inspections and commissioning testing; scheduled to go live sometime in October.
- Radio Project Planning and meetings continues
- 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 slab repairs
- Main Street electrical upgrade planning has started, Main Street upgrade completed, now planning for spot behind Subway
 - Panel behind subway completed waiting for final building inspection; planning our last location behind bike shop

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
- Attended EOC tours: Manchester, West Hartford, State EOC, OFI
- Attended CHRO compliance training
- Drafted Explanatory Text for John Wallace Middle School Referendum Project
- Attended CRCOG Municipal Services Committee
- Began review of CIP projects and created database for future tracking
- Drafted Town Hall Project closeout report