



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: December 29, 2023
Re: Monthly Report – October 2023

PERSONNEL

- The vacant Dial-A-Ride Transportation Driver position was posted again to the public on October 2nd, with a closing date of October 23rd
- Town Council took action on September 26th to update the Youth Worker II (A-4) position in our Administrative Classification plan with a new title, grade and job description; the Youth Program Coordinator (A-6) position was approved and posted to the public on October 17th, with a closing date of November 7th
- We posted for seasonal help for our Leaf Collection program, starting in the end of October through November
- The vacant Chief of Police position (A-13) was posted to the public on October 20th, with the first review of applicants on November 17th; Thomas Davoren was appointed as Interim Police Superintendent for the Newington Police Department
- Interviews were held on October 25th for the Certified Police Officer position; it was offered to Adam Goncalves
- The three vacant part-time Substitute Library Circulation & Reference positions were offered to Maria MacNeill, Michaelleen Davis, and Lynn Dumas, effective in October.
- John Reuter, Police Recruit Officer, was sworn in to the Newington Police Department on October 2nd
- The Town is accepting employment applications for Recruit and Certified Police Officers

Overtime

Paid overtime during the month of October 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	75.5	\$ 4,293.38
Weekend Standby and Call-In	16.0	\$ 810.44
Road Maintenance	28.5	\$ 1,271.56
Leaves: Equipment Preparation	21.7	\$ 1,235.59
Snow: Equipment Preparation	10.0	\$ 569.40
Totals	151.7	\$ 8,180.37

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	93.0	\$ 4,432.00
Totals	93.0	\$ 4,432.00

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	322,914.15	710,781.00	294,719.57
Investigation	92,793.00	9,925.38	91,467.00	7,777.25
Traffic	5,006.00	902.48	5,006.00	760.84
Communication	175,681.00	51,457.96	183,778.00	46,420.57
Education/Training	146,205.00	36,719.07	142,800.00	35,526.16
Support Services	58,894.00	11,268.00	57,595.00	2,660.58
Animal Control	2,546.00	850.47	2,521.00	1,781.96
Total	\$ 1,216,858.00	\$ 434,037.51	\$ 1,202,495.00	\$ 389,646.93
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 9,750.35	\$ 29,834.00	\$ 9,298.96
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	8,476.05	34,486.00	9,239.82
Leaf Collection	35,972.00	1,276.40	35,972.00	983.90
Total	\$ 233,870.00	\$ 19,502.80	\$ 233,870.00	\$ 19,522.68
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 49,718.46	\$ 105,001.00	\$ 45,871.96
Cemeteries	17,109.00	0.00	17,109.00	445.63
Total	\$ 122,110.00	\$ 49,718.46	\$ 122,110.00	\$ 46,317.59

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The third 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 September 2023 were \$863,029. 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 September, 2023

	Town	Board of Education	Total
Estimated Claims	643,380	2,376,060	3,019,440
Actual Claims	523,149	2,262,668	2,785,817

FINANCE

Accounting and Administration

- Auditors had follow-up questions and documentation that they need from when they were in-house in September. All staff members spent time gathering documents and answering their questions. We continue to give them additional information as requested and hope to have the draft of our report by the end of November.
- Director of Finance and Deputy Finance Director virtually attended a Governor's Emergency Planning and Preparedness Training.
- Deputy Finance Director Lisa Rydecki sent out to all department heads the memo for submission of the 2024-2025 fiscal year CIP budgets. Other work to prepare for budget preparation has begun.

- 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.
- Budget meetings with the MDC continued. After they finish putting their suggested budgets through the internal process, the results will be presented to the member Towns. At this time, the proposed decrease for Newington is \$9,698.
- Stipend payments for both the Volunteer Fire Department and Ambulance staff went out during the month.

The Town received the Educational Cost Share grant from the State of Connecticut in the amount of \$3,827,930 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)
10/31/2023

	<u>Interest Earnings</u>		
	<u>Budget FY2023-24</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	806,831	\$56,879,530
Special Revenue Funds	48,000	12,109	750,691
Capital Projects Funds		20,220	1,160,491
Internal Service Fund	75,000	130,724	7,345,701
Trust and Agency Funds		16,345	1,521,825
Total, Estimated by Fund			\$67,658,238

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
10/31/2023

	<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	5.41	5.38	197,965	190,120	46,694,860
Bank North	2.07	2.07	1,001	967	575,938
TD Bank (new)	2.84	2.84	28,165	27,193	11,871,568
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	7,050	6,809	3,268,989
Liberty Bank	4.60	4.60	18,725	19,300	5,246,883
Total Outstanding Investments					\$67,658,238

Rates reflect average monthly yield, annualized

Assessor

- Real estate deeds were read and entered into the computer-assisted mass appraisal system (CAMA) up to October 1, 2023.
- Personal Property Declarations sent out the last week in September 2023 are being returned by mail and/or in person at the counter. There were 1,547 declarations sent out; approximately 54% (830) of the 1,547 declarations have been returned to the Assessor's office, and 305 of those declarations filed have already been processed by staff.
- The 2022 Motor Vehicle Supplemental List was downloaded from the State of Connecticut Department of Motor Vehicles. The initial download contains a total of 4,312 vehicles, which is almost the same as the 2021 Supplemental List. These are the initial download figures and will be adjusted as we receive

motor vehicle adds/removals between towns for relocation as well as vehicles which may have been sold or transferred. The vehicles have already been priced and are waiting for final formatting for the middle of December to be mailed at the end of December.

- Building permits and sales will be reviewed for real estate property changes effective October 1, 2023 assessment date, and will be on-going to January 31, 2024. There still continues to be a lack of communication between the programs to upload these permits automatically into our system. Given that we do not get paper copies of the building permits from the building department, we have had to format a report, into an excel extract to pull the building permits for the past year. The reports are tedious going through line by line, however moving forward as fast as we can, as this is our only option. We are also reviewing Nearmap for each parcel, when reviewing their permit work. The findings so far are significant.
- Town wide GIS project has been on-going with Scott Sharlow taking the lead. He has selected NE GEO and has submitted final request listing changes. We are hoping we can get this out to the public in a few weeks. It is available in house. Mapping changes for 2023 – have been reviewed and will be submitted for implementation into our new GIS.

Revenue Collector

- Collections for October on the 2022 Grand List amounted to \$397,635.65, and back tax collections totaled \$100,212.55. Included in the back tax amount is \$5,586.56 which was collected on suspended accounts.
- This year's total collections through October are a little higher at 56.9%, when last year's taxes were 56.2%.
- Taxpayers come into the office making payments daily. Recently, many taxpayers are only making partial payments. Others are taking advantage of our late hours by coming in on their way home from work and are happy with our late night. Taxpayers continue to use the tax payment drop box, pay by mail, or make online payments. The staff in the Tax Office retrieves the payments from the drop box several times during the day, and the payments are processed the same day.
- Delinquent statements were mailed to 3,160 taxpayers owing taxes on the current 2022 Grand List and 1,235 delinquent statements were mailed to taxpayers who still owe for the last two years.
- Both Town Constables were presented Tax Warrants for collection on delinquent motor vehicle tax bills.

POLICE

Patrol Calls for October are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 23
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 54	Fire Trouble Alarm 0	MV Injury 22
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 111
Alarm Residential Burg Alarm 11	Fire Vehicle Fire 1	Neighbor 6
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 148
Animal Complaint 17	Fire Water Problem 1	Noise 15
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 0	Follow Up 33	Notification 0
Assault in Progress 0	Found Property 6	Open Door/Window 4
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 15	Parking Violation 4
Assist Other Agency 25	Hazard 18	PD Assist Fire Dept 34
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 1	Personal Relief 0
Bomb Threat 1	HOPE Project 0	Pistol Permit 16
Breach of Peace/Disorderly 12	Identity Theft 5	Prisoner Care 18
Burglar Alarm 13	Illegal Dumping 2	Private Duty 0

Burglary 2	Impersonating Police 0	Property Found 3
Car Seat 2	Indecent Exposure 0	Property Lost 3
Check Welfare 61	Intoxicated 4	Prostitution 0
Check Welfare 911 36	Juvenile Complaint 13	Recovered Stolen MV 0
Check Welfare Other 12	K9 Assist 0	Rescue Call 0
Clear Lot 1	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 4	Risk Protection Order 8
Court Detail 22	Larceny 86	Robbery 3
Crest Call Out 2	Larceny from MV 30	Roll Call 1
Criminal Mischief 7	Lift Assist Only 3	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 18	Local Traffic Authority 0	Serve Warrant 38
Dog Complaint 20	Location Check 594	Sexual Assault 1
Domestic 27	Location General 2	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 101
Drug 4	Lockout Building 2	State Pistol Permit – Tempo 0
DUI 7	Lockout MV 1	Stolen MV 9
EDP 9	Lost Property 2	Sudden Death 0
Escort/Transport 3	LTA 0	Suicide 0
Escort/Funeral 4	Meal 0	Suicide Attempt 1
Escort Other 0	Medical Alarm 12	Suspicious MV Unoccupied 17
Escort Retrieval 0	Medical Cardiac 1	Suspicious Report 155
Escort Tax 0	Medical Complaint 227	Test 0
Fingerprint 0	Medical Diabetic 1	Threatening 8
Fire Alarm Commercial Bldg 2	Medical Fall 12	Tobacco 0
Fire Alarm Residential 0	Medical Mutual 0	Tow 16
Fire CO Detector no sympt 3	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 0	Traffic Stop 212
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 6
Fire Hazmat 0	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 1	Training 0
Fire Other 2	Missing 4	Trespass 9
Fire Rescue 0	MV Abandoned 1	Unknown 0
Fire Special Detail 0	MV Assist 31	Water problem 0
Fire Stand By 0	MV Complaint 35	
Fire Structure Fire 0	MV Fire 0	
		Total: 2,524

In October, the Detective Division Report:

- Handled 46 investigations, 37 remain ongoing.
- Served 42 warrants: 38 by Patrol officers, 4 by Detective Division.

Property Report October 2023:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	2	\$ 101
Counterfeited/Forged	1	\$ 20
Damaged/Destroyed	20	\$ 48,310
Vehicle Inventory	0	\$ 0
Stolen	99	\$ 254,982
Abandoned	0	\$ 0
Evidence	95	\$ 3,138
Found	7	\$ 300
Lost	4	\$ 65
Seized	5	\$ 100
Recovered	23	\$ 37,250
Impounded	1	\$ 0
Informational	15	\$ 1,760
Towed	0	\$ 0
Total	272	\$ 346,026

In October, the Patrol Division Report:

- On 10/7/23, Patrol responded to a residential burglary on Brentwood Road. The victim reported he recently purchased the home, and it was currently unoccupied during renovations. The victim reported tools were stolen from the residence. The scene was processed by Detectives, and the case remains under investigation.
- On 10/09/23, Patrol responded to Stop and Shop on Fenn Road for a reported robbery. A shoplifter struck loss prevention with an item when confronted about the theft. The suspect was located and placed under arrest.
- On 10/28/23, Patrol responded to a reported shots fired call at a residence on Cinnamon Road. Due to the nature of the call and that it was reported at shift change, a robust police response was initiated. It was determined that a large party was taking place at the residence, and no firearm was discharged or present. The party was dispersed, and no further issues were reported.
- On 10/29/23, Patrol responded to a robbery at the Grantmoor Motel. The suspect robbed the victim of cash at knife point in a motel room and fled prior to police arrival. The suspect was known to the victim, and the investigation is ongoing.
- Patrol Officers began conducting walk and talk location checks at all schools to foster positive relationships between police officers and students/teachers during school hours. During the month of October, 44 location checks were completed. This initiative has garnered positive feedback from school administrators.
- Due to increased tensions as a result of the conflict in Israel, location checks were conducted at Temple Sinai located on West Hartford Road. 53 location checks were conducted between 10/7/23 and 10/29/23.

In October, Support Services report:

- The Support Services Division continues to work towards achieving State Tier II Accreditation and building Proofs for Tier I Accreditation 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. The Support Services Division Commander will be attending a training at the Connecticut Police Academy in November, which will center around how to build a State Accreditation Assessment.
- During the month of October 2023, Officer Walker was assigned to cover any vacant 202 shifts between Monday and Friday. It is our hope that this is on a temporary basis until the recruits complete their Field Training.
- On October 2nd, Recruit John Reuter was sworn in for the position of entry level police officer at Newington PD. Recruit Reuter will be attending the New Britain Police Academy beginning November 9th. Throughout the month of October, Recruit Reuter has been conducting ride-a-longs with fellow officers on the day shift. The Support Services Division has been assisting in the preparation of administrative paperwork for the Academy and obtaining Recruit Reuter's uniforms and equipment.

- On October 5th, the Support Services Division Commander attended the bi-monthly Connecticut Police Accreditation Council meeting at the Hartford Police Academy. A representative from the Police Officer Standards and Training Council's Accreditation Staff provided an update on State Accreditation, upcoming training opportunities, and what to expect during future accreditation assessments. There was also a presentation on the Continuity of Operations (COOP) as it relates to police departments during emergency operations.
- During the weeks of October 9th through October 20th, Sgt. Deane continued to attend the Southern Police Institute's Command Leadership Development training in Wethersfield, CT.
- On October 10th, the Support Services Division Commander, Officer Backman and Recruit Reuter attended the Central Connecticut State University "All Majors" Career Fair. During this event, several students stopped by our booth and took recruitment flyers. We spoke with students about the hiring process, internship opportunities, and a career as a police officer.
- On October 11th, the Support Services Division Commander attended a training at the Chief State's Attorney's Office in Rocky Hill regarding the Public Act concerning gun violence. The Support Services Division Commander also attended a meeting with the Newington Fire Marshal's Office and Volunteer Fire Department regarding the Festival of Lights and Diwali Celebrations that are set to take place at Temple Vallabhdham on Church Street.
- On October 18th, the Support Services Division Commander and Detective Chapdelaine attended the Norwich University Career Fair in Northfield, VT. The Newington Police Department represented the only municipal police agency from Connecticut. We spoke with numerous students who were interested in applying for internships. We also met the school's internship and career coordinator and provided him with materials that may be helpful in making recommendations to students for internship and/or job applications.
- On October 20th, members of the Support Services Division met with the Director of the Information Technology Department to discuss updating technology in the roll call room. There is a tentative plan in place to purchase a new projector and television screens to facilitate roll call trainings and CAD display.
- On October 27th, members of the Support Services Division and Patrol Division attended a Touch-a-Truck event at the Kaleidoscope ABA Therapy Services, located at 66 Cedar Street in Newington. This organization provides treatment and supports individuals with autism spectrum disorders. Other town emergency services represented at the event included the Newington Volunteer Fire Department and Newington Emergency Medical Services. The Police Department provided the new patrol vehicle along with the Utility Vehicle for the event.
- On October 30th, the Support Services Division Commander attended a Zoom-based training session that was hosted by the Chief State's Attorney's Office regarding Cannabis Regulations. A presentation was disseminated to attendees which was subsequently provided to Newington Police personnel through the PoliceOne Academy platform.
- During the month of October 2023, Master Police Officer Buggee fielded seven calls for service at Newington High School. Four of the calls for service involved narcotics, while there were two larceny from motor vehicle reports and one suspicious incident. The suspicious incident involved an unknown individual calling the high school claiming to have a bomb in the bathroom. Based on the investigation, it was apparent that a student's account on the video game streaming platform "Discord" was hacked, and the suspect called Newington High School pretending to be the student.
- During the month of October 2023, Animal Control Officer Sawallich fielded 37 calls for service. According to her monthly report, three dogs were impounded in October, while two cats were impounded. Four animals were sold as pets during the month of October. ACO Sawallich completed one domestic/wildlife rabies management order, and investigated one bite this month.
- In total, the Support Services Division conducted five oral board interviews for police officer candidates during the month of October 2023. Ten (10) polygraph examinations were scheduled for police officer applicants, with nine examinations administered and one no-show. Psychological examinations were administered for three police officer candidates. Sergeant Deane secured three slots for the upcoming police academy class in Meriden, CT which begins in January 2024. Recruitment is ongoing, and the Department's flyer was uploaded to the Connecticut Police Officer Standards and Training Council website.
- The Support Services Division continues to plan for upcoming community related events which include the Stuff-a-Cruiser, Food Drive, Shop With a Cop, and Expo 2023 at the Senior Center.

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

Number of Dogs Impounded for this month: 3
Number of Cats Impounded this month: 2
Number of other Animals (not cats or dogs) Impounded for this month: 0
Number of Animals Redeemed this month: 0
Number of Animals Sold as Pets this month: 4
Number of Animals DOA this month: 1
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: 1
Total Number of Bites Domestic/Domestic this month: 0
Total Number of Bites Domestic/Human this month: 1
Total Number of Complaints Investigated this month: 37
Total Number of Infractions/Summons Issued this month: 0

Police Department Overtime Report October 2023

OT September	\$ 121,157	2 pay periods (1 holiday)
OT October	<u>\$ 133,686</u>	2 pay periods (1 holiday)
	\$ 12,529	increase

- In October, three officers left the Department to pursue their careers in other municipalities. This increases the overtime needed to cover these vacancies.
- Administrative overtime of \$0. Administration currently has two sworn positions funded/not filled and one Assistant position filled with a temporary hire.
- Patrol overtime of \$99,070, an increase of \$5,155 from the previous month. Overtime included holiday pay of \$15,000 and 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, accident detail, prisoner booking, hospital detail, CREST callouts, domestics, serving subpoenas, a DUI arrest, shoplifting arrest, Mid State Accident Reconstruction investigations (2), a CREST call out, radio meetings, Bristol and Wethersfield call outs, evidence processing, shooting investigation and other related duties. Patrol currently has five sworn positions funded/not filled in October. One Recruit is starting the Academy in November and is currently hired; one Certified Officer will begin in November, and one Recruit will begin in December; this will leave three sworn positions still to be filled in Patrol.
- Detective Division overtime of \$6,368, an increase of \$4,710 from the previous month. Overtime included holiday pay of \$3,400, crime scene investigation/shooting and an ATF arrest. Currently has two positions funded/not filled.
- Traffic Division overtime of \$0.
- Communications overtime of \$13,800, a decrease of \$2,473 from the previous month. Overtime included holiday pay of \$2,800 and the filling of shifts for time off (vacation, sick, earned time). Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday when the dispatch 3 shift jumper is not scheduled to work. The last vacancy is being filled in November, and once trained will help with the reduction in overtime.
- Educational overtime of \$12,800, an increase of \$4,861 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, Fall Firearms mandatory training, Background investigations, Dispatch console staging training, and Night Vision training for CREST.
- Support Services overtime of \$1,648, an increase of \$326 from the previous month. Overtime included coverage at a Town Council meeting and holiday pay of \$1,300. Support currently has two sworn positions funded/not filled.
- Animal Control overtime of \$674, an increase of \$624 from the previous month. Overtime included three Wethersfield callouts and holiday pay. Overtime costs are split with Wethersfield as well as the salary.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of October, 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	October	4 Month Total
1	Fire		
100	Fire, other	3	6
111	Building fire	0	2
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	1	3
114	Chimney or flue fire, confined to chimney	0	1
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	1	1
131	Passenger vehicle fire	1	4
140	Natural vegetation fire, other	0	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	3
151	Outside rubbish, trash or waste fire	0	1
154	Dumpster or other outside trash receptacle	0	2
160	Special outside fire, other	0	2
162	Outside equipment fire	0	2
170	Cultivated vegetation, crop fire, other	1	2
	Total	8	32
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	2	4
311	Medical assist, assist EMS crew	0	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	2	3

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	4	13

4 Hazardous Condition (No Fire)

400	Hazardous condition, other	4	12
410	Combustible/flammable gas/liquid condition	0	2
411	Gasoline or other flammable liquid spill	2	5
412	Gas leak (natural gas or LPG)	0	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	2	5
440	Electrical wiring/equipment problem, other	3	11
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	0	0
443	Breakdown of light ballast	0	1
444	Power line down	3	9
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	2	2
	Total	16	51

5 Service Call

500	Service Call, other	0	1
510	Person in distress, other	0	1
511	Lock-out	0	2
512	Ring or jewelry removal	0	0
520	Water problem, other	1	16
521	Water evacuation	2	10
522	Water or steam leak	0	3
531	Smoke or odor removal	2	9
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	3
552	Police matter	0	0
561	Unauthorized burning	0	2
571	Cover assignment, standby, move up	0	2
	Total	6	49

6	Good Intent Call		
600	Good intent call, other	4	18
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	2
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	1	4
652	Steam, vapor, fog or dust thought to be smoke	2	3
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	2	3
	Total	10	33
7	False Alarm & False Call		
700	False alarm or false call, other	4	25
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	10
731	Sprinkler activation due to malfunction	0	1
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	0	16
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	0	4
736	CO detector activation due to malfunction	1	5
740	Unintentional transmission of alarm, other	2	9
741	Sprinkler activation, no fire	0	0
743	Smoke detector activation, no fire - unintentional	4	18
744	Detector Activation, no fire	2	3
745	Alarm system activation, no fire	2	23
746	Carbon monoxide detector activation, no CO	1	4
	Total	17	120
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	1
812	Flood Assessment	0	1
814	Lightning strike (no fire)	0	1
	Total	0	3

9	Special Incident Type		
900	Special type of incident, other	0	1
911	Citizen complaint	0	0
	Total	0	1
Total Calls		61	304

Fire Chiefs' Activities October 2023

- 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 discussion 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/Radio Templates
- Worked with Communications Division on FD install data for new radio system
- Worked with Communication division on radio setups for templates for both portables and mobiles
- Met with State of CT and Fred Callahan on Callahan Tower Site
- Had discussions with Hermas on generator monitoring – Install by end of year
- Attended Monthly Board of Fire Commissioners meeting
- Hosted and attended Hartford County Fire Plan Memorial Service
- Attended Chamber of Commerce Trick or Treat event at Oldie
- Attended Fire Prevention Open House Event at Headquarters
- Had discussions on Donation of Maxim Fire Truck from Fred Callahan
- Attended Extrication Training Session
- Met With Lt. Aviano and Dispatcher Garuti on FD Dispatch new protocols
- Attended training and approval on new Dispatch Consoles at Norcomm
- Reviewed and approved new SOP/SOG on Marijuana and Alcohol Policy
- Met with Tim Lapierre on apparatus PM's and concerns
- Had discussions with Tim Lapierre and Hermas on getting E5 ready for sale
- Worked with IT on Admin MDT's setups and apparatus MDT Issues
- Finalized Company 5 Kitchen Install
- Met with Contractor for discussion on Kalasky Room remodel

November 2023 Training Report

Progress History

Our November training continues with our focused attention on forcible entry, utilizing all of the tools that are available on our apparatus.

Plans

- Questionnaire sent out to ALL members requesting feedback on training
- EVOC training, driver training and other ISO specific drills are being added monthly to our FireRescue1 online training system
- The CIRMA in-person sexual harassment training class will be held on Monday, December 11, 2023; ALL members are required to attend this session
- Preplan activity and training is in progress with specific businesses identified and sent to each company to begin the preplan process

- We are adding multiple drills in 2024 that will be conducted by certified training instructors and vendors and will include:
 - Cancer Awareness Training (Chief Oates)
 - “Bailout” Kits (Chief Seney)
 - Quarterly HazMat Training (Chief Chandler)

Drill Schedule

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

FFI Class in progress with two members attending
 September (Redo) and October Training Report from RedNMX

FIRE MARSHAL

Code Enforcement Activity:

Inspections by Inspector and Type								Time Period From 10/01/2023 to 10/31/2023
Newington Fire Department								
Inspection Types	2116 Hofmann	752 Regina	2117 Solonia	23999 Sokolowski	0310 Stegmeyer	2202 Zadrick	2113 Zordan	Total Insp
Acceptance Testing	0	0	0	0	0	0	0	0
Blasting - Witness/Follow -	1	0	0	0	0	0	0	1
Complaint/Referral	0	0	0	0	0	0	0	0
Construction/Site Inspection	5	0	0	0	0	0	0	5
Consultation	1	0	0	0	0	0	3	4
Documentation/Annual	0	0	0	0	0	0	0	0
Fire Drill - FMO On-site	0	0	0	0	0	0	2	2
Fire Investigation	0	0	0	0	0	0	0	0
FMO Callout - Code	0	0	0	0	0	0	0	0
Incident Response to	0	0	0	0	0	0	0	0
Inspection - Annual	11	3	3	1	0	2	0	20
Inspection - Certificate of	0	0	0	0	0	0	0	0
Inspection - Every 2 Years	0	0	0	0	0	0	1	1
Inspection - Every 3 years	0	2	0	4	0	5	1	12
Inspection for Liquor Permit	0	0	0	1	0	0	0	1
Notification to FMO	0	0	0	0	0	0	0	0
Permit Application	0	0	0	1	0	0	0	1
Plan Review	0	0	0	0	0	0	8	8
Re-Inspection	0	0	0	6	0	0	0	6
Safe Homes Taskforce	0	0	0	0	0	0	0	0
Special Event	0	0	0	0	0	0	0	0
SPECIAL INSPECTION	0	5	0	0	0	0	0	5
Total	18	10	3	13	0	7	15	66

- Alpine/RedNMX: The Fire Marshal's Office has been solely using Alpine/RedNMX for reporting purposes, and this program is working very well. The FMO will be discontinuing meeting weekly and transition to bi-weekly meetings with Alpine to address punch list items.
- Meadow Commons: MDC installed and activated 3 hydrants on the property.

- Hydrant 1: Main Entrance from Berlin Turnpike
- Hydrant 2: Between Building 1 and Building 2 (South Side)
- Hydrant 3: West side of Pane Road Entrance Access – between all 3 buildings
- Radio Survey for Residential Buildings – Data has been received, and a BDA is going to be required to be installed in every residential building to ensure proper radio coverage inside the building.
- Plan Reviews: The FMO currently has 153 open projects according to the Town of Newington permitting system. Starting dates range from 6/2/2021. FMO staff along with the Building Department will be working to close projects to ensure accuracy; however, the Building Department is down to one inspector for the foreseeable future.

Fire Investigations

10/02/2023: 120 Piper Brook Avenue - Accidental
 10/07/2023: 3475 Berlin Turnpike (Stew Leonards) - Accidental
 10/13/2023: 51 Kelvin Road (Beacon Park) – Intentionally Set
 10/27/2023: 1603 Southeast Road (Dick's Sporting Goods) – Accidental (Electrical)
 10/27/2023: 92 Miami Avenue – Accidental
 10/30/2023: 123 Cedar Ridge Road - Accidental

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 resident concerns
- Met with Facilities Department to discuss various projects
- Met with consultant and town staff to discuss Town's radio system update
- Posted employment for seasonal employees for Annual Leaf Collection
- Participated in Statewide Emergency Preparedness Exercise
- Attended T2 Center class on traffic signal maintenance
- Attended APWA New England Chapter winter operations meeting
- Attended annual meeting with CT DEEP to discuss flood control maintenance
- Attended CT DEEP Solid Waste Advisory Committee meeting

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes and topsoil repairs
- Replaced/repared catch basins on Isabelle Terrace and various Town roads
- Cleaned out waterways at Main Street, Reservoir Road, and Francis Avenue
- Cleaned catch basins as needed
- Roadside mowing completed as needed
- Crews spot checked roads for leaves in advance for Annual Leaf Collection
- Cleared walking path on Cedar Mountain of vegetative overgrowth
- Assisted Facilities in preparation of installation of new overhead doors at Highway Garage
- Completed drainage project on Henry Avenue
- Paved Clem Lemire Football Field pad for bleacher installation
- Responded to one after hour call in for the month
- No evictions scheduled for the month

Fleet Maintenance

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Continued with Fire Department fall services
- Police Mechanic continued with upfitting one new patrol vehicle
- Completed all services of leaf collection vehicles and equipment
- Began preparation of snow fighting vehicles and equipment for both Parks and Highway Departments
- Mechanic responded to one after hour call in for the month

Sanitation/Recycling/Landfill

- Scheduled 158 residential bulk items for collection for the month
- Scheduled 22 condominium bulk items for collection for the month
- Scheduled 59 condo/residential scrap metal items for collection for the month
- 3,564 tons of cumulative Municipal Solid Waste were collected from July to September
- 766 tons of cumulative recyclables were collected from July to September
- Data not received: recycled mattresses/box springs for the month
- There were no televisions collected for the month
- Issued 25 permanent landfill permits and 5 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 5 contractor license applications (bond/insurance/agreement)
 - Reviewed and approved 17 permits: 5 Excavation; 12 Driveways
- Reviewed 227 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 & Zoning Commission.

Reviewed site plans that are still ongoing:

- 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
- Rock Hole Lane subdivision – Site plan and easement review
- 105 Cedarwood Lane – Re-subdivision review
- 65 Holmes Road – Site plan modification review
- 680 North Mountain Road – Site plan
- 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
- Peckham Farm Drive subdivision - Plot plan review as needed

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 (LOT/CIP 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
- Planning: Garfield Street EVCS grant Project – preliminary design
- Planning: Garfield Street Town Hall parking area reconstruction project – preliminary 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
- 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 Trucks)
- 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 October:**

- An application was submitted for 165 Stamm Road to construct a pre-engineered steel storage building
- An application was submitted at 12-14 Fenn Road for new signage
- An application was submitted at 82 Pane Road for new signage
- An application was submitted at 995 Main Street for new signage
- A permit was issued at 1042-1046 Main Street to build a secured storage space
- A permit was issued at 240 Pane Road for alterations to office configurations
- A permit was issued at 26 Fenn Road for tenant fit-out at new restaurant
- A permit was issued at 85 Kitts Lane for new signage

Certificate of Occupancies issued in October: None

These are the classes the inspectors took in October:

D. Jourdan: None
K. Kilkenny: Rocky Hill, October 24th - PV Solar training – 2 hours

Building Department inspection activity for the month of October was as follows: The Inspectors completed a total of 256 Inspections. They were: Above Ceiling (6), Certificate of Occupancy (1), Drainage (1), Electrical (27), Final (146), Footings (3), Framing (4), Gas Line (5), Hot Water (1), Insulation (8), Mechanical (2), Plumbing (1), Pool (1), Rebar (1), Rough (47), Site Visit (1), Waterproofing (1).

The total number of Building/Renovation Permits issued/applied for the month of October was **196** producing a total permit value of **\$2,723,119.**

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	26	695,614.00
DECKS	3	22,158.00
DEMOLITION	0	.00
ELECTRICAL	45	437,617.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	1	11,044.00
MECHANICAL	34	330,315.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	23	90,797.00
POOL	0	0.00
ROOFING/SIDING	50	900,457.00
SIGN	4	8,227.00
SOLAR	10	226,890.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	196	2,723,119.00

The total Building income fees received in the month of October were **\$32,158.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,400.00, Environmental \$420.00, Conservation \$0.00, Copies \$1.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$1,475.00, Engineering copies \$66.00. The other total income is \$3,362.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for October:	\$2,723,119.00	\$4,724,924.00
Fees for Permits issued for October:	\$32,158.00	\$54,104.00
Other income Fees for October:	\$3,362.00	\$4,343.00
Building Permits Issued for October:	196	210

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

2023-2024		2022-2023	
Value	Permit Fee	Value	Permit Fee
\$17,823,602	\$201,525	\$47,807,597	\$533,338

HUMAN SERVICES

- SCORE programs met four times in October and included the Ropes course, a full day trip of hiking and fishing at Burr Pond State Park, and a trip to the New England Air Museum.
- The SUCCESS/ALPS 5th grade program this month met outdoors at each school for their pre-challenge course orientation. We are covering problem solving and decision-making tasks as they relate to developing resources, making healthy choices and reinforcing the Health & Wellness curriculum. Both schools attended their challenge course days individually, but we have decided to return to both schools attending the Ropes day together. Martin Kellogg Middle School had their September class attend their outdoor day this month.
- High School Adventure Club went kayaking this month as their club activity at Silver Lake in Berlin, CT
- 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. We will reach out for formal appointments after the town elections, as they are officially appointed by the mayor
- JRB received no new referrals; seven youth were monitored as open JRB cases
- On October 19th, Coordinator Hendrickson held a community training QPR: Question, Persuade, Refer. Coordinator Hendrickson reached out to the schools and met with Newington Public School social workers and guidance counselors regarding Y & F services, referrals and ways to collaborate to assist Newington families. Coordinator Hendrickson obtained Adult Mental Health First Aid certification and will follow up to be able to train in this program in the future. She also attended the CT Youth Services Association Annual Conference on October 27, 2023.
- Coordinator Wassik coordinated multiple food drives, and donations and purchases of necessary items for upcoming Thanksgiving food distribution in November.
- We continued 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 360 households registered for the Food Bank and 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. Businesses, civic organizations, houses of worship, schools and individual residents have all stepped forward to support this annual giving 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. We had a surge of young people seeking volunteer hours for school, CCD, and scouting community services requirements. Due to their school schedules, we were only able to provide service hours to some of these requests.
- CCSU student DeWayne Mitchell delved into JRB as an assistant. We were able to add him to part time staff at 4 hours per week funded by our DCF JRB grant. He continues to assist with food bank redeterminations, assist clients with housing applications, and shadow caseworkers as they work on financial resources, completing applications and developing case plans to increase self-sufficiency.
- An example casework services this month follows: Client is a 45 year old married woman who resides with her 46 year old husband, 71 year old mother, and two minor children. Husband is unable to work due to disability, but does not qualify for SSDI or SSI due to immigration status. Mother does not qualify for SSI either due to immigration status. Wife is currently employed and earns the sole income for the household. She was employed 40 hours per week until late summer when her employer cut hours to 35 hours per week. Her position was unionized, resulting in her now incurring monthly dues. As a result of this decrease in income, the household has been struggling to maintain their rent of \$1,600 per month. Client has been hired for part-time work beginning in December 2023, at which time the household will be able to afford ongoing household expenses. However, until that time, the household is only able to pay \$1,100 each month for October, November, and December. In order to prevent eviction and to bridge the household to her increased income in December, Newington Human Services approved assistance in the amount of \$1,500 total (\$500 per month for these three months) via Interfaith Housing Corp.

October 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	7	3 0	21 0	44 0
Youth & Family Service Hours	8.75	3.75	29.5	78
JRB cases:	9	2	13	18
JRB hearings:	0	1	1	4
JRB service hours:	7.5	14	14	118
Positive Youth Development	126	33	531	669
Community Service # of hours completed	4 20	1 0	6 26	3 91
Challenge Course: Adult Youth (outside)	0 0	0 8	0 48	0 125
Information and Referral	No longer reported			
Social Casework Cases	150	164	685	355
Under 55 =	38	46	170	80
Under 55 disabled =	19	18	75	59
Over 55 =	93	100	435	216
Social Casework Service Hours	190.75	177.5	816	716
Food Bank Household visits	162	148	612	529
# bags of groceries distributed	278	1,184	4,624	7,176
Mobile truck	1,402	262	2,446	1,112
Special Needs	13	8	34	34

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 discussion on senior living options, a Mexican cooking demonstration, a Medicare update discussion, a program on Tai Chi and sound healing, and more.
- The Annual Public Safety picnic returned with over 100 members and public safety staff and volunteers in attendance.
- The WISE program returned for the second of three fall sessions. WISE is an intergenerational program that takes place at CCSU and the Senior and Disabled Center. SDC participants visit a CCSU psychology class to discuss various topics of interest with the college students.
- Staff continued preparations for EXPO 2023 which will be held on November 16th. We expect to reach our capacity of 55 to 60 vendors for the event.
- The Center hosted the annual Friends of the Library Fall Book Sale the weekend of October 27th to 29th.
- In October, the NCOA Vaccine Grant Committee continued making progress on the goals associated with the project. CCHD completed its eight scheduled flu clinics at member towns' senior centers, including two in Newington.

- The Volunteer gift shop was open in October with total monthly sales of \$1,056.00 The volunteer coffee shop served breakfast and light lunch each Tuesday through Thursday with total monthly sales of \$756.65.
- All bus trips are sold out for the remainder of 2023. The volunteer bus trip committee is in the process of planning trips for 2024 and will collect suggestions at their booth at the upcoming EXPO.
- 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 October, 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 October, the two Dial A Ride drivers (with subs as necessary) completed 749 trips for 2,740 miles over 288.0 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 window project began with demolition and installation of new windows throughout the building. Upcoming work includes indoor trim and remediation, removal and replacement of glass block skylight windows along one side of the building.
 - The Giving Garden was winterized, and volunteers began planning for the winter and spring.
- The Director attended meetings with Town Staff, including various planning meetings with department heads throughout October.
- The Director attended a Safe Homes (Hoarding) Taskforce meeting on October 11th.
- The Commission on Aging and Disabled held its regular meeting on October 4th 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 attended the Aging CT annual summit on October 30th.

PARKS AND RECREATION

Recreation Division:

- Registration for the winter Youth Basketball program began on October 4, 2023. Early Bird registration pricing ends on November 2, 2023. The last day of registration for youth basketball is November 17, 2023 at 11:00 am. The youth basketball season is scheduled to start on January 6, 2024.
- Preparation has begun for the 2023-2024 Winter Men's and High School Basketball Leagues. Registration for both leagues is scheduled to begin in November.
- Creative Playtime Preschool hosted an Open House on Wednesday, October 11, 2023, inviting all currently-enrolled families to attend. During this event, we engaged in conversations about each child's progress throughout the school year thus far, showcased the projects we've been diligently working on, and provided families with the chance to get to know their classmates' families.
- The preschool organized its yearly trick-or-treating event on the first floor of the Town Hall. We extend our gratitude to the Assessors' Office, Registrar of Voters' Office, Town Clerk's Office, Tax Office, and the Newington Transition Academy for their invaluable support. The success of this event is greatly owed to their assistance.

- The aquatics program concluded a full session of semi-private swim lessons on Wednesday, October 11, 2023 and began a new session on Wednesday, October 18, 2023. Both sessions one and two were fully occupied, with all ten semi-private slots being filled.
- Fall programs have continued with great success and high participation numbers.
- Received sponsors and have begun planning for the Night of Lights Holiday Spectacular which will be held on December 1, 2023. The sponsors are: The Church of Christ Congregational, The Flash Lady Photography, Sequin Level Lodge No. 140, Tony Palermino, CMI Sound, Spring Brook Ice & Fuel Service, New England Coffee Guy, Tropical Smoothie Café, Cedar Ridge Construction, Rockin' Chicken, Jersey Mike's, Advance Plumbing & Heating Inc., and M&T Bank.
- The Winter Program Guide is being finalized by the Recreation staff. Registration for Newington residents will begin on November 29, 2023. Registration for non-residents will begin on December 6, 2023.

Parks, Grounds & Cemeteries Division:

- Parks and Grounds' mowing schedule remained very active.
- Parks staff worked closely with local youth sports organizations to extend fall seasons as long as possible due to the wet weather.
- Ballfield crew performed annual fall renovations to remove grass encroaching into playing surface, level infield mix, etc.
- New arborvitae has been installed in West Meadow Cemetery in Section D along the north-side fence near the cell tower.
- Winterization of field irrigation and park buildings is nearly complete.
- Field painting for high school stadium resumed after a month of away games while new track was installed.
- Tree pruning performed at Clem Lemire synthetic field to provide access for new asphalt pad on visitor side.
- Parks staff prepared north-side property for successful lacrosse tournament on October 15, 2023.
- New can shed installed at Churchill Park.
- Fall fertilization and overseeding performed on north-side fields.
- Staff continues to chase geese from park system with new Goosinator. General feedback indicates that the practice is working, though it is reliant on consistent monitoring.
- Preparation for leaf season is nearly complete.
- Four Parks staff will begin reporting to the Highway Department on October 30, 2023 for street leaf clean-up. This will last approximately six weeks.
- Hired contractors to install a new basketball court and 400-ft. long asphalt path at Candlewyck Park. A color-coating company painted Newington High School's blue and gold colors on the court.

Cemeteries: 7 Singles, 1 Double, 10 Ash, 9 sales

Overtime: 93 hours, \$4,432

Tree Warden:

- 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 hazardous tree on Ellsworth Street.
- Parks and Grounds staff pruned several trees at the Clem Lemire football field.
- Parks and Grounds staff removed a failing tree on the town green.
- Parks and Grounds staff removed and replanted 36 arborvitae at West Meadow Cemetery.
- Parks and Grounds staff planted six arborvitae along the rear swale at Badger Field.

LIBRARY

- The Friends of the Library had a busy month with three scheduled events. On October 21st, a reception was held for current members of the Friends of the Library to thank them for their membership and support of the Friends and the library. Invited guests dropped in between 1:00 and 3:00 pm, received a gift, could Spin-to-Win a small prize, enjoyed the light refreshments, and mingled with fellow friends. A

drawing for a special prize giveaway was held at the end of the two hours. Anyone who had renewed or joined the Friends between September 1st and October 20th was eligible to win. The next day (on October 22nd), the inaugural Anita Wilson Memorial Family Concert Series was held at the Newington Senior and Disabled Center. *CabereT* entertained families with a musical selection from throughout Disney's history on stage and film. The following weekend, October 27th through 29th, the Friends held its annual Fall Book Sale at the Newington Senior and Disabled Center and had a very successful fundraiser. Tickets for the Winterfest 2024 will go on sale November 1st. This event will be held at the library on Friday January 19, 2024, with a snow date of Friday, January 26th. This fun evening will include beer, wine and spirits tasting, light refreshments, teacup and silent auctions, and musical entertainment by *Skydogs*.

- Business Manager Karolyn McLain and Head of Reference Jennifer Hebert completed the CT State Library Annual Statistical Report. They had been working on the report since September. The report requires a lot of library statistics and analysis. They did a great job.
- The children's staff held 51 programs that were attended by 1,316 children and their caregivers. Children's staff was very busy with library visits from Anna Reynolds' students, outreach to the area daycares/preschools and Friday morning visits from preschool children bussed to the library for special story times. *Cool-ology* was back with a fun science program that explored the concepts of magnetism, surface tension and gravity. Children had a scary good time making spooky crafts at *Spooktober* and slime at our *Frankeslime* program. Highlights of other programs include *Cookbook Club* where young chefs made pumpkin chocolate chip pancakes and a fire department visit where children learned about fire prevention, got to see a fire truck and equipment and enjoyed a story time with fire fighter and library staff member Joanna Cistulli. Regular story times rounded out the month.
- Teens were offered five programs that were attended by 68 teens. Teen programming this month included teen pumpkin painting, a teen sewing workshop and a *Not-So-Spooky* movie night that featured the movie *Haunted Mansion*. Teen Librarian Sarah Riordan collaborated with the Transition Academy and offered a *Spooky Rock Painting* lunchtime program for its students.
- Adults enjoyed a mixture of 22 virtual and in-person programs that were attended by 822 adults. Virtual programs included a *Classic Cartoons Trivia Night*, and *Culinary Delights with Chef Rob* who showed people how to make cinnamon spiced zucchini cake. In-person programming included *Connecticut Celebrated on Postage Stamps* with Dennis Morgan, *The Art of Print Making* painting class, *Newington and Connecticut History and Genealogy* with local author Erik Hinckley and *Witches in Connecticut. Movies @ the Library* program this month presented the film *The Book Club: The Next Chapter*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion* featured the book *The Accidental Tourist* by Anne Tyler. The evening book discussion group met to discuss the book *All the Rage* by Sabaa Tahir. Popular *Grab & Go Kits* this month included coloring pages and puzzle packets and this month's *Spice It to Go* kit that included pumpkin pie spice.
- Total circulation was 20,829. Circulation of digital materials was 3,331. Total number of people that entered the building was 9,997. Staff processed and pulled 1,925 holds on the shelves to be processed for curbside pickups and interlibrary loans. Staff answered 3,188 reference questions during the month. Meeting room and study room space was used 326 times. Volunteers and staff delivered 91 items to our homebound patrons. Staff offered tech help 121 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Ancestry.com*, *Pebble Go Animal*, *Social Studies* and *PebbleGo Next American Indians'* databases.
- In technology news, Digital Services Librarian Michelle Patnode taught a class on *Google Sheets and Slides*. Several one-on-one Tech 4 U appointments were held during the month. Staff is working with the Town IT department to address some problems we are having with our gates and with the updates for our Owl video conferencing system.
- In personnel news, staff is continuing to look for professional development opportunities offered by the CT State Library. Each month there are great live webinars offered for free on a variety of relevant library subjects. Several staff participated in a multi-part workshop of *Essential Competencies for Middle Managers* provided by the State Library. A career coach from the *Goodwill Career Center* from Hartford came to speak to staff about the many services that the center can offer our patrons. It is a great resource for job seekers that is free of charge.
- In facilities news, the cleaning service continues to do a great job cleaning the library. Jose and Margarita are keeping the library clean and welcoming for the public. The cleaning service also did its quarterly deep carpet cleaning throughout the library. A static problem with the intercom system was fixed thanks to Tim from Facilities and Scott Hoagland from IT. After Associated Security reset the library security system, the daily reports began working again. The reporting system was not working properly after the new battery was put in last month.

TOWN CLERK

- Revenue for the Month of October was \$60,101.30. There were 69 property transfers for a total of \$17,047,117.00 in sales. State conveyance tax collected was \$136,238.72; Town tax collected was \$41,605.30.
- Nine residential properties conveyed for over \$400,000. We had one (1) commercial sale for \$1,975,000 at 91 Holmes Road – 91 Holmes Road Associates LLC to 91 Holmes Rd LLC.
- There were 384 documents filed on the land records during the month: 120 mortgages, 106 releases, 31 liens, and 13 probate documents.
- 198 certified copies of vital records were issued. Eleven burial permits and nine cremation permits were issued. Seven Marriage Licenses were issued to couples.
- Staff catalogued four liquor permits, five Trade Name Certificates and seven Notary Public commissions.
- Staff issued Transfer Station passes for 3 vehicles and 4 trucks.
- \$10,153.00 in revenue was generated from 100 electronically recorded documents.
- Land Record copy revenue totaled \$2,128.00; \$1,694.00 was attributed to use of the online portal.
- The Town Clerk swore in one (1) Certified Police Officer on October 2nd.
- Absentee ballots for the State Election became available on October 6th (31 days before an election). The office issued 574 Absentee Ballots for the month of October in addition to the regular office duties.

DATA SUMMARY OCTOBER 2023				
	<u>October-22</u>	<u>October-23</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	380	384	1,598	1,603
Dog Licenses Sold	34	126	688	632
Game Licenses Sold	9	4	51	37
Vital Statistics				
Marriages	18	20	71	81
Death Certificates	38	26	121	106
Birth Certificates	19	22	104	88
Total General Fund Revenue	\$ 49,712.31	\$ 60,161.30	\$ 286,141.72	\$ 254,441.33
Town Document Preservation	\$ 1,282.00	\$ 1,207.00	\$ 5,226.00	\$ 5,076.00
State Document Preservation	\$ 2,312.00	\$ 2,288.00	\$ 9,840.00	\$ 9,712.00
State Treasurer (\$36 fee)	\$ 10,224.00	\$ 10,260.00	\$ 40,896.00	\$ 43,128.00
State Treasurer (\$127 fee)	\$ 4,318.00	\$ 2,921.00	\$ 18,923.00	\$ 16,002.00
State Treasurer (\$110 fee)	\$ 4,620.00	\$ 3,850.00	\$ 17,930.00	\$ 15,950.00
LoCIP	\$ 852.00	\$ 855.00	\$ 3,408.00	\$ 3,594.00
State Game Licenses	\$ 180.00	\$ 27.00	\$ 478.00	\$ 347.00
State Dog Licenses	\$ 242.00	\$ 1,183.00	\$ 4,516.50	\$ 4,560.00
Dog Licenses Surcharge	\$ 88.00	\$ 324.00	\$ 1,680.00	\$ 1,526.00
Marriage Surcharge	\$ 408.00	\$ 238.00	\$ 1,224.00	\$ 1,190.00
Grand Total	\$ 74,238.31	\$ 83,314.30	\$ 390,263.22	\$ 355,526.33

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

- Completion of over 65 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
- Continued work with on-premise to MS365 cloud email migration
- Replaced battery for Uninterruptible Power Supply (UPS) for data facilities
- Continued work on Watchguard in-car camera system for the Police Department
- Designed and implemented network for Police Department traffic camera solution
- Five new MDT deployed for Fire Department Chief
- Upgraded file storage appliance and applied security patches
- Setup Emergency Operations Center for exercise on October 17th
- CISS update installed for Police Department CAD/RMS solution
- Continued troubleshooting the Fire Department RedNMX software issues
- Fixed connection between Assessor and Building Permit upload service
- Worked with A/V vendor to resolve camera issue in the Council Chambers
- Worked with radio vendor to configure network and install server hardware
- Reviewed data facility hardware and made resiliency improvements
- Brought Cemetery and Parks and Grounds fiber-optic intranet online
- Brought Facilities office in bus garage online by connecting to Town Hall
- Deployed computers and accessories at Facilities office
- Researched and corrected issue with MDT charging on docks
- 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

Town Plan and Zoning Commission -

Meeting Scheduled for 10/11/23: Cancelled

Meeting Scheduled for 10/25/23:

Approved with Conditions:

Petition 22-23: Special Permit (Sec. 6.2) For A Free-Standing Sign At 712 Cedar Street, Applicant: Lauretano Sign Group, Contact: Alyson Ibbotson, Owner: Gold Coast Properties CT, LLC.

Petition 24-23: Special Permit (Sec. 6.6) For Alcoholic Beverage Service With Live Entertainment For An Existing Cafe/Lounge At 2143 Berlin Turnpike (AKA2137 Berlin Turnpike), Applicant & Contact: Cynthia Callahan, Owner: Bowl-0-Rama Realty, LLC.

Conservation Commission -

Meeting Scheduled for 10/17/23:

Application Continued:

Application 2023-13: For Construction of a 18' X 36' Ft Inground Pool With Poured Concrete Patio In The Upland Review Area (URA) At 9 Grandview Drive. Applicant/Owner/Contact: Michael Giraulo.

Application 2023-10: Wetland Map Amendment At 220, 226, 226 Rear & 244 Kitts Lane, Applicant: Premier Real Estate Services, LLC, Owner: 220 Kitts Lane LLC, 226 Kitts Lane LLC, Kitts Lane Small Parcel LLC, Kitts Lane Large Parcel LLC, Contact: Patrick Snow

Application 2023-10 Public Hearing Originally Scheduled for October 17, 2023 has been rescheduled to November 21, 2023.

Agent Approvals:

Applications Approved with Conditions:

Application 2023-14-AA: For Removal of a Guard Rail in the Upland Review Area at 300 Garfield St., Applicant: Newington Public Schools, Owner: Town of Newington, Contact: Dean Barnes

Zoning Board of Appeals –

Meeting Scheduled for 10/5/23: Cancelled

Open Space Committee –

No Meeting Scheduled for October

Economic Development Commission –

Meeting held on 10/04/23

Affordable Housing Monitoring Agency –

No Meeting Scheduled for October

Town Planner/Zoning Officer Activities:

Issued 17 Zoning Permits for various projects in town

Received 28 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations, blight complaints, and property information

Performed 10 inspections for zoning and/or blight complaints. 3 zoning notices of violations issued and 1 blight citation issued

Removed 50 illegal signs from the Town R/W

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

549 Cedar Street
67 Pane Road
63 Spring Street

FACILITIES

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of October. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 122 work orders and tasks this month. We completed 43 preventative maintenance tasks, and the team responded to and completed 73 reactive work orders. Of the 73 reactive work orders, 28 were calls for service from outside the Facilities Department. 49 of the 73 reactive work orders were handled/completed in less than one day from request.

Town Hall: (33 PM tasks and work orders completed)

- Semiannual deep cleaning completed by contracted sub
- Generator ATS board fried; board replaced (2 events)
 - Elevator and generator company returned to reprogram elevator safeties
- Multiple door lock adjustments to doors not locking or staying locked
- Multiple key fob requests
- Multiple calls for adjustments to HVAC
- Replaced condenser pump of data room mini split
- HVAC conversion to heat and heat tune ups (filter changes, belt checks)
- Life Safety Inspections visual sprinkler checks

Library: (17 PM tasks and work orders completed)

- Semiannual deep cleaning completed by contracted sub
- Repaired Cedar Street library sign
- Outlet and surge protector repairs/replacement
- Fixed static issues with intercom system
- Replaced batteries for elevator alarm, regular alarm
- Locking window clips replaced
- HVAC conversion to heat and heat tune ups (filter changes, belt checks)

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

- Semiannual deep cleaning completed by contracted sub
- Assisted with town drainage, used our camera snake to camera a few lines around town for informational purposes
- Multiple plumbing repairs/checks
- Contractor released to widen 2 overhead doors to fit larger equipment
 - Materials to be ready before Thanksgiving
- Life Safety Inspections visual sprinkler checks
- HVAC conversion to heat and heat tune ups (filter changes, belt checks)

Grounds Maintenance: (5 PM tasks and work orders completed)

- HVAC conversion to heat and heat tune ups (filter changes, belt checks)
- Semiannual deep cleaning completed by contracted sub
- Replaced broken paper towel dispenser
- Repaired plumbing of toilet

Historical Properties: (5 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
 - Grant Funds should be hitting our account this coming week
 - HVAC conversion to heat
 - Water reported in the basement; pumped water from basement refired furnace
- Kelsey House
 - HVAC conversion to heat
- Deming Young Barn
 - Winterized the bathrooms within the house

Senior and Disabled Center: (23 PM tasks and work orders completed)

- Semiannual deep cleaning completed by contracted sub
- HVAC conversion to heat and heat tune ups (filter changes, belt checks, chiller shut down)
- Life Safety Inspections visual sprinkler checks
- Multiple building PM tasks
- Multiple generator and solar meetings
- Window project started
 - So far about a month ahead of schedule
 - Multiple meetings with contractor and subs
- Hole in roof found from the solar project; repairs completed
- Multiple content manipulations for window project
- Kitchen grease trap overflow clean up and pipe cleanout
- Removed glass partition put up at main office

Police Department: (18 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
- Semiannual deep cleaning completed by contracted sub
- HVAC conversion to heat and heat tune ups (filter changes, belt checks, chiller shut down)
- Life Safety Inspections visual sprinkler checks
- Radio Project R56 report work completed; new radio racks installed and operational
- Evicted bird who got into the building
- Repaired elevator button again

Ambulance Building: (0 PM tasks/work orders completed)**West Meadow Cemetery Office: (8 PM tasks/work orders completed)****Indian Hill Country Club: (0 PM tasks/work orders completed)****Mill Pond Park and Churchill Park: (0 PM tasks/work orders completed)****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
 - Senior and Disabled Center not live yet, planning to go live in November
 - Investigation started into power supply issues to the building; power is dropping when large equipment turns on; Verogy believes the lines feeding the building are undersized
- Radio Project planning and meetings continue
- 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 and Subway upgrade completed; now planning for spot behind bike shop
 - Panel behind Subway completed and passed inspection
- Generator upgrade/replacement for Senior and Disabled Center
 - Contractor released; will follow up on lead time
- Asbestos abatement for PD storage area; contractor released
- Multiple meeting for HVAC upgrades at PD
 - Planning for replacement of the rooftop units

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 and data collection for EOC project
- Data collection for website project
- Attended CROG Municipal Services Committee
- Attended Governor's Emergency Planning & Preparedness Initiative
- Attended Capital Regional Purchasing Council Annual Meeting
- Attended CTCMA October Meeting
- Completed Town Hall Project closeout report