



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: January 22, 2024
Re: Monthly Report – November 2023

PERSONNEL

- The vacant Assistant Town Engineer (T-8) position was posted to the public again on November 29th, with the first review of applicants on December 15th
- The vacant Assistant Building Official (A-7) position was posted to the public again November 29th, with the first review of applicants on December 15th
- Testing took place on November 1st for the vacant Carpenter (LT-14) position
- Interviews took place on November 1st for the vacant Dispatcher and Recruit Police Officer position; the swearing in ceremony took place on November 20th; Adam Goncalves was hired as a Recruit Police Officer, and Lisa Farina was hired as a Dispatcher
- Panel interviews for the vacant Youth Program Coordinator (A-6) position was held on November 30th
- The Town is accepting employment applications for Recruit and Certified Police Officers

Overtime

Paid overtime during the month of November 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	127.2	\$ 7,267.63
Weekend Standby and Call-In	16.0	\$ 834.92
Road Maintenance	4.2	\$ 228.14
Leaves	622.9	\$ 31,126.00
Snow – Equipment Preparation	37.5	\$ 2,099.70
Totals	807.8	\$ 41,556.39
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	299.0	\$ 14,202.00
Totals	299.0	\$ 14,202.00

	23-24 Budget Overtime Appr.	Overtime Expended 23-24 YTD	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD
POLICE DEPARTMENT				
Administration	\$ 8,740.00	\$ 0.00	\$ 8,547.00	\$ 0.00
Patrol	726,993.00	469,991.60	710,781.00	390,788.57
Investigation	92,793.00	13,788.27	91,467.00	14,786.71
Traffic	5,006.00	902.48	5,006.00	1,294.76
Communication	175,681.00	72,248.67	183,778.00	58,135.57
Education/Training	146,205.00	45,766.55	142,800.00	48,155.08
Support Services	58,894.00	8,868.98	57,595.00	5,824.89
Animal Control	2,546.00	2,346.14	2,521.00	1,781.96
Total	\$ 1,216,858.00	\$ 613,912.69	\$ 1,202,495.00	\$ 520,767.54
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 14,885.57	\$ 29,834.00	\$ 11,439.63
Snow and Ice Control	133,578.00	3,101.87	133,578.00	829.11
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	15,758.14	34,486.00	13,736.87
Leaf Collection	35,972.00	28,817.44	35,972.00	14,110.44
Total	\$ 233,870.00	\$ 62,563.02	\$ 233,870.00	\$ 40,116.05
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 60,362.84	\$ 105,001.00	\$ 51,581.37
Cemeteries	17,109.00	0.00	17,109.00	764.70
Total	\$ 122,110.00	\$ 60,362.84	\$ 122,110.00	\$ 52,346.07

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The fourth 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 October 2023 were \$798,005. 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 October, 2023

	Town	Board of Education	Total
Estimated Claims	857,840	3,168,080	4,025,920
Actual Claims	657,718	2,926,105	3,583,823

FINANCE

Accounting and Administration

- Auditors had follow-up discussions with the staff and Board of Education. A draft of the report was received at the end of November, and review of that continues.
- Director of Finance virtually attended a seminar on preparing for year-end employee benefits that was hosted by our auditors.
- Lisa Rydecki, Deputy Finance Director, sent out to all department heads the memo for submission of the 2024-2025 fiscal year Operational budgets. CIP budgets from departments is due December 8th. Other work to prepare for budget preparation continues.
- 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.
- List of Town Manager's recommendations for use of ARPA funds was prepared. Our office continues to support all other grants that have been approved or are being submitted.

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)
11/30/2023

	<u>Interest Earnings</u>		
	<u>Budget FY2023-24</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	1,025,984	\$56,988,298
Special Revenue Funds	48,000	15,206	753,789
Capital Projects Funds		25,414	1,165,685
Internal Service Fund	75,000	164,099	7,489,460
Trust and Agency Funds		20,406	1,525,887
Total, Estimated by Fund			\$67,923,119

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
11/30/2023

	<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	5.44	5.41	209,013	197,965	46,903,873
Bank North	2.07	2.07	970	1,001	576,909
TD Bank (new)	2.84	2.84	27,321	28,165	11,898,889
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	6,838	7,050	3,275,826
Liberty Bank	4.60	4.60	20,740	18,725	5,267,622
Total Outstanding Investments					\$67,923,119

Rates reflect average monthly yield, annualized

Assessor

- Real estate deeds were read and entered into the computer-assisted mass appraisal system (CAMA) through November 29, 2023.
- Personal Property Declarations were sent out the last week of September 2023 and are being returned to the office. To date, approximately 69.5% (1,059) of the 1,547 declarations have been returned to the Assessor's office, and 998 of those declarations filed have already been processed by staff. Staff are calling/emailing reminders to non-filers. Before the signing of the grand list in January, any remaining personal property non-filer assessments will be estimated, and a penalty for non-filing will be applied.
- The 2022 Motor Vehicle Supplemental List was downloaded from the State of Connecticut Department of Motor Vehicles, with 4,312 vehicles. All vehicles have been priced by staff. The supplemental motor vehicle grand list bills will be mailed out at the end of December.
- Review of building permits and sales for real estate will be ongoing through January 31, 2024. Use of listings and aerial imagery provided through a subscription to Nearmap has been extremely beneficial in this process.

Revenue Collector

- Collections for November on the 2022 Grand List amounted to \$477,848.34, and back tax collections were \$123,423.04 which includes \$5,041.66 for suspense collections.
- This year's total collections through November were 57.5%, which is a little higher than last year's figure of 56.7%.
- Delinquent notices on the 2022 Grand List were mailed the first week of November to 173 real estate taxpayers, 2,274 for motor vehicles and 110 for person property tax bills.
- Constables continued to collect taxes from their Tax Warrants.
- Telephone calls were made to companies for the unpaid personal property taxes.
- Collections and questions continued the entire month after the Motor Vehicle add-on bills were mailed, which has been omitted by the Department of Motor Vehicles.
- Preparation is under way for the Supplemental Motor Vehicle bills. New Real Estate owners have been sent their January tax bill. The Supplemental Motor Vehicle tax bills will be mailed at the end of December since changes are still being made in the Tax Office and Assessor's Office before final steps are taken for balancing and submission to the software company for printing and mailing.

POLICE

Patrol Calls for November are as follows:

Abandoned MV 1	Fire Task Force Activation 0	MV Evading 11
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 68	Fire Trouble Alarm 0	MV Injury 13
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 104
Alarm Residential Burg Alarm 13	Fire Vehicle Fire 1	Neighbor 10
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 143
Animal Complaint 9	Fire Water Problem 0	Noise 17
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 1	Follow Up 28	Notification 0
Assault in Progress 0	Found Property 2	Open Door/Window 6
Assist Motorist 2	Gun 1	Other Archive 0
Assist Notification 0	Harassment 8	Parking Violation 40
Assist Other Agency 19	Hazard 29	PD Assist Fire Dept 39
Bad Check Insufficient Funds 0	Hazmat 1	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 2	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 12
Breach of Peace/Disorderly 7	Identity Theft 3	Prisoner Care 6
Burglar Alarm 21	Illegal Dumping 1	Private Duty 0
Burglary 5	Impersonating Police 0	Property Found 2
Car Seat 6	Indecent Exposure 0	Property Lost 0
Check Welfare 53	Intoxicated 5	Prostitution 0
Check Welfare 911 30	Juvenile Complaint 14	Recovered Stolen MV 2
Check Welfare Other 9	K9 Assist 0	Rescue Call 0
Clear Lot 0	Kidnapping 0	Residential Lockout 2
Construction 0	Landlord/Tenant Dispute 3	Risk Protection Order 9
Court Detail 22	Larceny 66	Robbery 1
Crest Call Out 1	Larceny from MV 53	Roll Call 1
Criminal Mischief 5	Lift Assist Only 5	
CSO 1	Liquor 0	Serve Subpoena 0
Customer Dispute 21	Local Traffic Authority 1	Serve Warrant 26

Dog Complaint 18	Location Check 611	Sexual Assault 0
Domestic 22	Location General 1	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 74
Drug 1	Lockout Building 1	State Pistol Permit – Tempo 0
DUI 4	Lockout MV 0	Stolen MV 4
EDP 21	Lost Property 2	Sudden Death 9
Escort/Transport 4	LTA 0	Suicide 0
Escort/Funeral 4	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 18	Suspicious MV Unoccupied 17
Escort Retrieval 1	Medical Cardiac 2	Suspicious Report 130
Escort Tax 0	Medical Complaint 246	Test 0
Fingerprint 0	Medical Diabetic 0	Threatening 8
Fire Alarm Commercial Bldg 9	Medical Fall 17	Tobacco 0
Fire Alarm Residential 0	Medical Mutual 0	Tow 15
Fire CO Detector no sympt 1	Medical Other 1	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Stop 215
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 7
Fire Hazmat 2	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 0	Training 0
Fire Other 5	Missing 4	Trespass 7
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 31	Water problem 0
Fire Stand By 0	MV Complaint 41	
Fire Structure Fire 2	MV Fire 0	

Total: 2,524

In November, the Detective Division Report:

- Handled 54 investigations: 45 remain ongoing.
- Served 29 warrants: 27 by Patrol officers, 2 by Detective Division.

Property Report November 2023:

Category	# of Counts	Property Value (\$)
Burned	1	\$ 1
Counterfeited/Forged	1	\$ 0
Damaged/Destroyed	40	\$ 67,120
Vehicle Inventory	0	\$ 0
Stolen	131	\$ 481,495
Abandoned	0	\$ 0
Evidence	85	\$ 0
Found	0	\$ 0
Lost	1	\$ 0
Seized	7	\$ 0
Recovered	14	\$ 9,850
Impounded	0	\$ 0
Informational	3	\$ 0
Towed	0	\$ 0
Total	283	\$ 558,466

In November, the Patrol Division Report:

- On 11/2/23, Officers responded to Cherry Hill Drive for a reported burglary. The victim reported she was at work when she received a motion notification from inside her home. She was able to review video, which depicted her ex-boyfriend entering her home through a doggy-door. The suspect was gone upon Police arrival but returned a short time later. Responding Officers located the suspect driving from the scene. He was taken into custody and charged with burglary and disorderly conduct, along with drug charges for narcotics located on his person at the time of arrest.
- On 11/19/23, Officers responded to a motor vehicle accident at Friendly's located on the Berlin Turnpike. An operator lost control of her vehicle in the parking lot and struck the building. Unfortunately, the impact caused cooking oil to splash onto a kitchen employee, which caused substantial burns. The victim was transported to the hospital with significant injuries. The operator was elderly, and her license was seized for retesting.
- On 11/25/23, an Officer was responding to a call during the midnight shift when she observed a suspicious vehicle stopped in the roadway without any lights illuminated. The Officer noticed as she pulled up behind the vehicle that it immediately drove away. She began to follow the vehicle, at which time she noticed an individual pushing a large red motorcycle in the roadway. Upon seeing the cruiser, the suspect dropped the motorcycle and fled the area on foot. A K-9 was utilized, but the suspect was not located. It was determined the motorcycle was stolen from a nearby garage. The case remains under investigation.
- On 11/21/23, Officers responded to a report of an elderly male lying unconscious in the parking lot of Constitution Square in the area of 100 Market Square. Officers determined the male had significant injuries to his head and had blood on his hands and face. The male was transported to the hospital but was later pronounced dead. The Detective Division was requested to process the scene and take over the investigation. The case remains open, but it appears as though the male fell while walking through the parking lot and was not the victim of an assault.
- On 11/26/23, Officers responded to an address on Ellsworth Street for a report of a juvenile male threatening his mother with a knife. Upon arrival, Officers located the male walking away from the residence. After investigation, it was determined the male assaulted his mother and threatened to stab her with a large steak knife. The male was arrested and charged with assault, threatening, reckless endangerment, and carrying a dangerous weapon. An order to detain was submitted and approved, and the juvenile male was detained at a detention center until his arraignment.
- Due to the upcoming winter parking ban, Newington PD is working with Rob Hillman from Highway to clear the roadways of vehicles that may impede snow removal.

In November, Support Services report:

- The Support Services Division continues to work toward 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.
- On November 2nd, Sgt. Deane and Lt. Aivano met with Newington Volunteer Fire Department and Newington Fire Marshal's Office personnel to discuss a radio survey that was recently completed at the Meadow Commons development, located at 3333 Berlin Turnpike. The purpose of this meeting was to discuss radio signal quality inside the apartment buildings in the development. It was determined that the radio signal strength was not to code inside the buildings, and signal strength boosters would have to be installed by the developers.
- On November 9th, Lt. Aivano and Ofc. Walker conducted 10 oral board interviews for police officer candidates. Of the ten candidates interviewed, five candidates moved on to the polygraph examination. The Newington Police Department conducts ongoing recruitment and examinations, and will continue to do so until the vacant positions are filled.
- On November 13th, Lt. Aivano attended Accreditation Assessor Training through the Police Officer Standards and Training Council. Lt. Aivano was assigned to an accreditation assessment team and will be working with officers from around the State to assess the following agencies in 2024: Eastern Connecticut State University, Meriden Police Department, Western Connecticut State University, East Windsor Police Department, Suffield Police Department, Old Saybrook Police Department, and the Seymour Police Department.
- On November 16th, Lt. Aivano and Ofc. Backman set up a booth at Expo 2023, which was held at the Newington Senior and Disabled Center. This event is considered to be the area's premier health and

resource fair for older adults. There were vendors, exhibits, and screenings available to attendees. The Police Department set up a booth with pamphlets to hand out regarding elderly financial abuse Protective Services for the Elderly Program.

- On November 18th, several officers from Newington PD teamed up with Stop & Shop on Fenn Road to host the Cram-a-Cruiser Food Drive. A new police cruiser was filled with donated food and personal care items that were then transported to Newington Human Services. More than \$700.00 in cash was also donated by citizens at this event.
- On November 21st, Lt. Perry and Lt. Aivano met with State representatives regarding the use of the shooting range. The purpose of this meeting was to discuss complaints being made by constituents about the noise from the range, and to show them our facility. The Department will continue to try and alleviate these complaints through scheduling, potential solutions to mitigate the noise, and clear communication about upcoming use of the range. Lt. Aivano also met with the Finance Director regarding the Dispatch Console Furniture Project. The purpose of this meeting was to receive direction on how to complete a CIP Request Form. Lt. Aivano and other members of the Police Department also met with Board of Education members and representatives from the Groton and Colchester Police Departments for a presentation about the Puppies Behind Bars program. The School Superintendent is working with the Police Department to explore the possibility of procuring a dog through the program, which will assist with community policing and officer wellness. The process remains ongoing at this time.
- On November 28th, Lt. Aivano and SPSD Garuti attended a web-based COLLECT Terminal Access Coordinator meeting regarding the Bring Me Back Home functionality going live in the COLLECT system in early December, 2023. This system is designed for people who may be prone to wandering and can help local agencies identify these individuals and return them to where they need to be. The State will be holding a press conference regarding the release of the program when it goes live. Training materials were disseminated to dispatchers.
- During the month of November, 2023, Master Police Officer Buggee fielded 5 calls for service at Newington High School. One call involved a motor vehicle accident with no injuries at the high school. Another call involved an emotionally disturbed person, while there were two suspicious reports cleared with a case. One of the suspicious incidents involved a student who wrote a concerning statement in Arabic on a desk in a classroom. This information was forwarded to the Connecticut Intelligence Center for follow up.
- The Newington Police Department has been working with Intern Tayler Rainville, who is an honors' student from Central Connecticut State University. Ms. Rainville typically comes in on Mondays from 7:30 a.m. to 3:30 p.m., and has been assigned to several different divisions during her time here. Ms. Rainville has completed ride-a-longs with different officers, and she spent a day in our Communications Center. Ms. Rainville also helped design a flier for the Stuff-a-Cruiser event. Her internship will conclude the first week of December, 2023.
- In total, the Support Services Division conducted 10 oral board interviews for police officer candidates during the month of November, 2023. Six (6) polygraph examinations were scheduled for police officer applicants. One Psychological examinations was administered for a police officer candidate. Recruit Evan Kowalski will be sworn in on December 18th, and he will be attending the POST-C Police Academy beginning in January, 2024. Recruitment is ongoing for both entry level and certified police officer candidates, and the Department's flyer was uploaded to the Connecticut Police Officer Standards and Training Council website.

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

Number of Dogs impounded for this month: 4

Number of Cats impounded 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: 3

Number of Animals D.O.A. this month: 0

Number of Natural Deaths (while impounded) this month: 0

Number of Animals euthanized this month: 1

Number of Domestic/Wildlife Rabies Management Orders this month: 0

Total Number of Bites Domestic/Domestic this month: 0

Total Number of Bites Domestic/Human this month: 1

Total Number of Complaints Investigated this month: 26

Total Number of Infractions/Summons Issued this month: 0

Police Department Overtime Report November 2023

OT October	\$ 133,686	2 pay periods (1 holiday)
OT November	\$ 182,254	3 pay periods (2 holiday)
	\$ 48,568	increase

- In November, one sworn Officer was hired, one Dispatcher was hired, and one recruit Officer hired in October will be attending New Britain Academy for training.
- Administrative overtime of \$0. Admin. currently has 2 sworn positions funded/not filled and one Assistant position filled with a temporary hire. The Administrative Secretary has submitted her retirement notice and will be leaving in January.
- Patrol overtime of \$144,060, an increase of \$44,990 from the previous month. Overtime included 2 holidays totaling \$33,000, 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 accident detail, identity theft report, hospital detail, CREST callouts, domestics, MidState Accident Reconstruction call out, burglary, MidState Accident Reconstruction vehicle inspection, 2 sudden deaths, radio meetings, car break-ins, stolen gun report, Senior Center Expo representation, evidence processing, radio project meetings, 2 drone details, CREST Manchester Road Race coverage, other related duties. One Recruit will begin in December, and this will leave 3 sworn positions still to be filled in Patrol and one position funded in January vacant.
- Detective Division overtime of \$3,862, a decrease of \$2,506 from the previous month. Overtime included holiday pay of \$1,500 and crime scene investigation. Currently has 2 positions funded/not filled.
- Traffic Division overtime of \$0.
- Communications overtime of \$20,790, an increase of \$6,990 from the previous month. Overtime included holiday pay of \$6,495 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. All positions in this division are filled.
- Educational overtime of \$9,046, a decrease of \$3,754 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: CREST training twice a month, MidState Accident Reconstruction training, and Time, Distance, and Avoidance Refresher course.
- Support Services overtime of \$3,002, an increase of \$1,354 from the previous month. Overtime included holiday pay \$1,200, coverage at a Youth Council meeting, Juvenile Review Board meeting, and for the Veterans Day Honor Guard. Support currently has 2 sworn positions funded/not filled.
- Animal Control overtime of \$1,494, an increase of \$820 from the previous month. Overtime included a dog bite incident at a motel and a dog bite with officer call out. 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 November, 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	November	5 Month Total
1	Fire		
100	Fire, other	2	9
111	Building fire	3	5
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	0	3
114	Chimney or flue fire, confined to chimney	1	2
116	Fuel burner/boiler malfunction, fire	0	0

130	Mobile property (vehicle) fire, other	2	3
131	Passenger vehicle fire	1	5
140	Natural vegetation fire, other	1	4
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	4
151	Outside rubbish, trash or waste fire	0	2
154	Dumpster or other outside trash receptacle	0	1
160	Special outside fire, other	0	2
162	Outside equipment fire	0	2
170	Cultivated vegetation, crop fire, other	0	2
	Total	11	44
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	4
311	Medical assist, assist EMS crew	0	2
322	Motor vehicle accident with injuries	1	1
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0
324	Motor Vehicle Accident with no injuries	1	1
340	Search for lost person, other	0	0
350	Extrication, rescue, other	1	4
352	Extrication of victim(s) from vehicle	1	3
353	Removal of victim(s) from stalled elevator	0	1
356	High-angle rescue	0	1
360	Water & ice-related rescue, other	1	1
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	5	18
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	2	14
410	Combustible/flammable gas/liquid condition	1	3
411	Gasoline or other flammable liquid spill	0	5
412	Gas leak (natural gas or LPG)	1	3

413	Oil or other combustible liquid spill	1	2
420	Toxic condition, other	0	0
421	Chemical hazard (no spill or leak)	1	1
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	6
440	Electrical wiring/equipment problem, other	2	13
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	1	1
443	Breakdown of light ballast	0	1
444	Power line down	1	10
445	Arcing, shorted electrical equipment	1	2
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	1	1
463	Vehicle accident, general cleanup	1	3
	Total	14	65
5	Service Call		
500	Service Call, other	0	1
510	Person in distress, other	0	1
511	Lock-out	2	4
512	Ring or jewelry removal	0	0
520	Water problem, other	0	15
521	Water evacuation	0	11
522	Water or steam leak	0	3
531	Smoke or odor removal	1	11
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	4
552	Police matter	0	0
561	Unauthorized burning	0	1
571	Cover assignment, standby, move up	2	4
	Total	6	55
6	Good Intent Call		
600	Good intent call, other	5	23
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	3
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	5

652	Steam, vapor, fog or dust thought to be smoke	0	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	5
	Total	9	42
7	False Alarm & False Call		
700	False alarm or false call, other	3	26
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	3	14
731	Sprinkler activation due to malfunction	0	1
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	1	17
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	4	8
736	CO detector activation due to malfunction	1	6
740	Unintentional transmission of alarm, other	2	9
741	Sprinkler activation, no fire	0	0
743	Smoke detector activation, no fire - unintentional	3	20
744	Detector Activation, no fire	1	5
745	Alarm system activation, no fire	4	28
746	Carbon monoxide detector activation, no CO	2	6
	Total	24	142
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	69	372

Fire Chief's Activities November 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 Captain Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Communicated with Fire Marshal to discuss new development in town
- Worked with Chiefs on CIP Budget
- 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
- Had discussions with Communications on new pager roll out
- Had discussions with Hermas on generator monitoring – Install by end of year
- Attended Monthly Board of Fire Commissioners meeting
- Attended Stew Leonard's Tree Lighting Ceremony
- Had discussions on Donation of Maxim Fire Truck from Fred Callahan/Repairs
- 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
- Met with contractor for discussion on Kalasky Room remodel
- Attended Cadet Pancake Breakfast
- Attended Newington Veterans Firefighters meeting
- Attended Mental Health Training
- Attended 227 Pane Road New Apartments Walk thru
- Attended Berlin Fire 80th Anniversary Ceremony at Farmington Club
- Attended 29th Municipal Organizational Meeting

December 2023 Training Report

Progress History

- Two (2) in-person mandatory sexual harassment training classes were held this year
 - Thirty (30) Fire officers attended the September 12, 2023 training class
 - Sixty-two (62) Firefighters and fire officers attend the December 11, 2023 session
- We are following up with a third session for the 8-10 members who could not attend these sessions
 - Additionally, we will be opening up the final session to our Taskforce 51 partner towns

Plans

- Preplan activity and training are in progress with specific businesses identified and sent to each company to being 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) – January 22, 2024
 - "Bailout" Kits (Chief Seney) – Multiple Sessions – February 2024
 - Quarterly HazMat Training (Chief Chandler) – Multiple Sessions – April 2024

Drill Schedule

The Training calendar for 2024 is in progress and will post at the end of December

Classes in 2023

FF1 Class: Greg Jacques, Samuel Martinchek, Zachary Blanchard (Awaiting Test Results)
Ryan West, Emma Sweeney, James Lapierre (Certified)

FF2 Class: Adam Nadeau (Certified)
Public Information Officer – Alan Chow (Certified)

Rescue Technician Rope – Jean Chaparo Rosero (Certified)
Basic Shoring Class – Rich Dubay (Certified)
Rescue Technician Trench - Jean Chaparo Rosero (Certified)

Classes in 2024

FFI Class – Daryl Oulette, Olekander Kotenko, Julianna Belanger

FF2 Class – Kassidy McNamara, Ryan West, Emma Sweeney, Pedro Villataro, Samuel Martinchek

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 resident concerns
- Met with Facilities Department to discuss various projects
- Attended zoom meeting on OSHA Reporting and Recording Requirements
- Coordinated with Traffic Division on signal repair at Kelsey Street and Christian Lane
- Coordinated with contractor for Annual Hearing Conservation Testing

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
- Completed pavement repair on Pickens Drive due to water main break
- Cleaned catch basins as needed
- Four (4) crews consisting of 3 Highway and 1 Parks began our Annual Leaf Collection Program
- Responded to one after hour call in for the month
- Two (2) evictions scheduled for the month, one (1) requiring storage

Fleet Maintenance

- Mechanics continued with preventive, fall/winter seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Fire Department fall services were completed
- Police Mechanic continued with upfitting one new patrol vehicle
- Continued with the repair/maintenance of leaf collection vehicles and equipment
- Assisted crews with the Annual Leaf Collection filling in as drivers, tuber operators, and rakers as needed
- Continue with the preparation of snow fighting vehicles and equipment (sanders, plows, etc.) for both Parks and Highway Departments
- Mechanics responded to two (2) after hour calls in for the month

Sanitation/Recycling/Landfill

- Scheduled 161 residential bulk items for collection for the month
- Scheduled 38 condominium bulk items for collection for the month
- Scheduled 18 condo/residential scrap metal items for collection for the month
- 4,444 tons of cumulative Municipal Solid Waste were collected from July to November
- 957 tons of cumulative recyclables were collected from July to November
- 123 mattresses/box springs were recycled for the month
- Three (3) televisions collected for the month
- Issued 34 permanent landfill permits and 7 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 5 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 7 permits: Excavation - 6; Driveway - 1
- Reviewed 165 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 N. 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, stonewalls) throughout town.

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System)
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding state projects in Newington
- Coordinated with MDC regarding sewage service, water service, CWP, and road restoration
- Researched and provided engineering data to defend TON against lawsuits, as needed
- Parks: Mill Pond Park and Churchill Park - Dam Inspections

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
- 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 November:

- An application was submitted at 665 New Britain Avenue for new signage
- An application was submitted at 240 Day Street to renew the roof with roof insulation and rubber membrane
- A permit was issued at 3420 Berlin Turnpike to repair damage to side wall caused by car
- A permit was issued at 712 Cedar Street for a new free-standing sign for Woodspring Suites

Certificate of Occupancies issued in November:

A single family residence at 75 Peckham Farm Drive

These are the classes the inspectors took in November:

D. Jourdan: None
 K. Kilkenny: ICC Training/2021 IRC Plan Review – November 8th for 6 hours in Waterford, CT
 Techno Metal Post Training – November 21st for 2 hours in Rocky Hill, CT

Building Department inspection activity for the month of November was as follows: The Inspectors completed a total of 195 Inspections. They were: Alarm (1), Electrical (24), Final (132), Footings (3), Framing (4), Gas Line (8), Insulation (1), Mechanical (5), Rough (17).

The total number of Building/Renovation Permits issued/applied for the month of November was 186, producing a total permit value of \$2,358,260.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	25	317,338.00
DECKS	2	35,269.00
DEMOLITION	0	.00
ELECTRICAL	57	453,440.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	1	12,500.00
MECHANICAL	42	516,522.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00

NEW RESIDENTIAL	0	0.00
PLUMBING	14	244,514.00
POOL	0	0.00
ROOFING/SIDING	38	623,190.00
SIGN	2	41,200.00
SOLAR	5	114,287.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	186	2,358,260.00

The total Building income fees received in the month of November were \$28,383.00.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$700.00, Environmental \$120.00, Conservation \$200.00, Copies \$12.00, Zoning Board of Appeals \$260.00, Driveway/Excavation \$650.00, Engineering copies \$6.00. The other total income is \$1,948.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for November:	\$2,358,260.00	\$17,053,151.00
Fees for Permits issued for November:	\$28,383.00	\$188,357.00
Other Income Fees for November:	\$1,948.00	\$1,121.00
Building Permits Issued for November:	186	185

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
\$20,181,862	\$229,908	\$64,860,748	\$721,695

HUMAN SERVICES

- The major focus for the month of November was the planning for and ultimate facilitation of our Food Distribution for 428 Households. This involved coordination of many hours of volunteer assistance, scheduling food drives, sorting food that came in both for the food bank and specifically for the Holiday Food Distribution, coordinating food donations from several annual donors that support the program such as Dunkin Donuts, Omar Coffee, Stew Leonards, Stop & Shop and Aldi's. These businesses either provide total donations or discounts toward the purchase of needed food. This was a town wide collaboration--every sector of the community, including individual residents, neighborhood groups such as the Turkey Trot, Civic Organizations, Scout Groups, Town Employees and Town Council members, Businesses, and Houses of Worship were involved to some degree either through volunteer hours, financial donations or food donations. We are supported by an additional 165 hours of volunteer service in order to accomplish this monumental task.
- Typical services offered in all other program areas such as financial casework, youth programs, youth and family counseling continued with staff stretching to fulfill the needs of these program areas while all stepping forward to assist; all hands on deck in order to offer a very successful Holiday Food Distribution for Thanksgiving. I, as the department head/team captain, am incredibly proud of the dedication of this team including staff, volunteers, and community partners.

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	14 0	7 0	35 0	54 0
Youth & Family Service Hours	16.25	8.75	45.75	94
JRB cases:	8	9	21	21
JRB hearings:	4	0	5	5
JRB service hours:	16.25	7.5	30.25	118
Positive Youth Development	0	126	531	765
Community Service	0	4	6	3
# of hours completed	0	20	26	91
Challenge Course: Adult	0	0	0	0
Youth (outside)	0	0	48	101
Information and Referral	No longer reported			
Social Casework Cases	86	150	771	466
Under 55 =	40	38	210	111
Under 55 disabled =	17	19	92	71
Over 55 =	68	93	503	284
Social Casework Service Hours	147	190.75	963	937.75
Food Bank Household visits	428	162	1,040	1,018
# bags of groceries distributed	2,696	278	7,320	10,569
Mobile truck	243	1,402	2,689	1,216
Special Needs	8	13	42	61

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, special programs included a Healthy Brain Series courtesy of Hartford Healthcare Center for Healthy Aging, Funniest Moments in Film, Cardiovascular Disease Management presented by UCONN Pharmacy students, and more.
- The 2023 EXPO was a big success with 50 vendors and 250+ attendees. Vendor evaluations indicated great satisfaction with the event.
- A Veteran's Day Ceremony and Luncheon were held on Saturday, November 11th. The Center worked with the Newington Memorial Day Parade Committee to plan and execute this important event.
- Two intergenerational programs took place in November. The Center hosted the last W.I.S.E program class, exposing CCSU students to the Center environment. The Intergenerational Pen Pal program which began in October continued with 14 members writing to 15 Newington High School English National Honor Society students.
- On November 3rd, a COVID 19/Flu Vaccine Lunch and Learn was offered using NCOA Vaccine Grant funding. The event included a light lunch, discussion of the latest COVID 19 and flu vaccines, and COVID 19, Flu and RSV vaccination if desired.
- The Center held two AARP events this month: the AARP Driver Safety Course and the first ever AARP CarFit event on Saturday, November 4th. Both events were well attended.

- The Volunteer gift shop was open in November with total monthly sales of \$1,333.00 The volunteer coffee shop served breakfast and light lunch each Tuesday and Thursday with total monthly sales of \$636.55. The coffee shop was closed on Wednesdays due to difficulties staffing with volunteers. New volunteers are being recruited in order to reopen on Wednesdays.
- All bus trips are completed for the year. The trip committee is planning trips for 2024 with the first trip scheduled for March.
- 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 Daily Call Sheet program will end on December 31st due to a decline in participation. This was a valuable program during the pandemic to combat isolation. Call sheet participants will be offered an alternate method of continuing with calls if so desired. The weekly robocalls to members with updates about the Center, the community, and other important information remain popular.
- The in-person congregate lunch program operates Monday through Friday. A crew of 4 to 5 volunteers serve hot lunches to an average of 30 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 November, volunteers and staff delivered Meals on Wheels to approximately 50 to 60 households 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 November, the two DAR drivers (with subs as necessary) completed 735 trips for 2,706 miles over 293.0 hours.
- CHOICES Counselor Teri Snyder provided free, unbiased counseling during Medicare Open Enrollment to any Newington resident who requested help.
- Benefits Eligibility Coordinator Karen Halpert will be retiring on January 2, 2024. The Director is working on a plan to hire temporary staff to assist until a replacement is hired. Teri Snyder, Social Worker, will assist during the transition working 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 Director attended meetings with Town Staff, including various planning meetings with department heads throughout November.
- The Commission on Aging and Disability held its regular meeting on November 1st.

PARKS AND RECREATION

Recreation Division:

- The Newington Fire Department visited our Exercise the Right Choice After-School Program on Tuesday, November 14, 2023. The local firefighters showed off their equipment and a fire truck. They also allowed all students to spray water from the fire hose. All 40 participants, from kindergarten through 4th grade, had a blast.
- Registration ended on November 17, 2023 for the Winter Youth Basketball Program. The youth basketball season is scheduled to start the first week in January. There are currently 405 participants and 39 teams across all divisions.
- The Creative Playtime Preschool Program held its annual Thanksgiving luncheon with 88 people in attendance. The Department provided the turkey and ham, while every family contributed side dishes and desserts to the meal. Students and their families enjoyed being together at this fun event.
- The fall session of swim lessons has concluded for the season, including both group and private lessons. We are currently working on the winter swim lesson schedule, which will include upcoming lifeguard and water safety instructor training.
- The Winter Program Guide was published on the Department website, mailed to 13,500 Newington households through the Rare Reminder, as well as distributed from the Parks and Recreation office. Most winter programs will begin the first week of January 2024. Online and in-person registration is available to Newington residents starting November 29, 2023. Non-resident registration begins on December 6, 2023.

- The Department's Recreation Supervisors attended the Annual Connecticut Recreation and Parks Association (CRPA) Conference on November 20 & 21, 2023. The Department received two awards at the conference including the Public Service Award (Jay Bottalico) and the Program of Merit Award (Exercise the Right Choice After-School Program).

Parks, Grounds & Cemeteries Division:

- Parks & Grounds Division and the Highway Division began leaf season at the beginning of November. Four Parks staff joined the Highway staff to form a street clean-up crew for the month.
- Parks staff performed leaf clean up at all government and school properties as well as town parks throughout the month.
- Parks staff installed all holiday lights in the center of Town, including a complete relighting of the Center Green Christmas tree, wreaths along Garfield Street, decorations at the Municipal Parking Lot, banners over Market Square and Garfield Street, and light-mounted displays on Main Street, Market Square, Constance Leigh Drive, and Garfield Street.
- The Goosinator has proven to be a very effective, non-lethal tool for keeping Canadian geese out of our park system.
- Some late season mowing was completed in November.
- All remaining irrigation systems at the pools and seasonal park buildings have been winterized.
- Fall sports (high school and youth) ended by mid-November. Parks staff continued to provide superb field conditions into November.
- Parks mechanic/staff have been working to prepare all snow removal equipment for the winter season.
- In preparation of the winter season, nets were removed from Legends Field that prevent balls from landing on Willard Avenue.
- Newington High School Stadium hosted four football games in five weeks. Parks staff prepared and painted the field for each game and provided clean up following each game.

Cemeteries: 1 Single, 2 Double, 6 Ash, 3 sales

Overtime: 299 hours, \$14,202

Tree Warden:

- Parks and Grounds staff removed a tree at Newington High School due to a line-of-sight issue.
- B&M Tree Service removed three white pine trees at Little Brook Park.

LIBRARY

- Tickets for the Friends Winterfest 2024 went on sale November 1st and were sold out by November 28th. 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*. The Friends were present at three of the voting polls to promote library services and the benefit of being a Friend.
- Budget instructions for the 2024-2025 budget were sent out on November 2nd. Town departments are asked to submit a 0% increase budget for next year. The budget request is due on January 4th. We will begin inputting information when MUNIS opens on December 8th.
- The Library Board of Trustees Building Committee had its annual walk-thru on November 11th. The purpose of this walk-thru is to see the condition of the library building both inside and out and identify any areas of concern that could be addressed by the library, Town Facilities or the Board.
- The library continues to have problems with difficult patrons whose behavior is challenging. This includes disruptive behavior in programs, angry outbursts with staff, unattended children at the library and patrons who have mental health issues. We are continuing to look at library policies to make sure we are addressing them this way as well as staff training and looking at other resources to help.
- The children's staff held 30 programs that were attended by 2,500 children and their caregivers. Children's staff was very busy with a variety of fun, engaging programs. Several local children's authors had fun *programs that introduced their new books*. *Laerta Premto* read from her debut children's book *ABC Animal Alphabet*. Priya Gupta read from her upcoming children's book *India: A Celebration* in English and Hindu to celebrate Diwali. Families enjoyed an evening playing Nintendo Switch games featuring Superheroes and Super Villains. A *Superhero Training* program was held for kids in grades K

through 5 to help them train to become the greatest superhero. Highlights of other programs included *Storytime Yoga*, *Junior Cookbook Club*, *Dino Playdoh Party* and *Tales to Tails*. Staff also recorded book talks for grades 1 through 6 that were viewed by more than 1,700 students. Regular story times and outreach to daycare/preschools rounded out the month.

- Teens were offered 8 programs that were attended by 267 teens. A Teen Pop-Up program where teens made friendship bracelets was held in the teen section. A movie night that featured the movie *Spider-Man Across the Spider-Verse* was held after hours. A new program Pokémon Trading Card Night was offered, and teens had a lot of fun trading cards and learning how to play the Pokémon game. A combination teen/adult Comic Book Demo & Sketch Class was held by local artist Kris Riley. They learned how to sketch comic book characters. Teen Librarians Sarah Riordan and Jennifer Bassett recorded book talks for 7th graders at Martin Kellogg.
- Adults enjoyed 21 programs that were attended by 371 adults. Adults learned about changes in taxes and the effect on retirement, how to market to small businesses, and changes in the housing market. A program about Katharine Hepburn and her lifelong ties to Connecticut was offered to a full house. Crafty adults learned how to crochet pumpkins and make their own holiday cards. The *Movies @ the Library* program this month presented the film *Air*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion* featured the book *Still Life* by Louise Penny. The evening book discussion group met to discuss the book *Hamnet* by Maggie O'Farrell. Popular *Grab & Go Kits* this month included coloring pages and puzzle packets and this month's *Spice It to Go* kit that included Bohemian Forest.
- Total circulation was 20,816. Circulation of digital materials was 3,375. Total number of people that entered the building was 9,762. Staff processed and pulled 1,921 holds on the shelves to be processed for curbside pickups and interlibrary loans. Staff answered 3,063 reference questions during the month. Meeting room and study room space was used 326 times. Volunteers and staff delivered 117 items to our homebound patrons. Staff offered tech help 154 times to patrons. Online databases that were popular this month included *Value Line*, *Weiss Ratings Consumer Guide*, *Ancestry.com*, *Pebble Go Animal*, *Social Studies* and *PebbleGo Next American Indians* databases.
- In technology news, Assistant Director Karen Benner and Digital Services Librarian Michelle Patnode are working with a vendor to replace the people counter. They are also working with IT and MK Solutions to fix the security gates that are having some problems. Niche Academy was set up online and released to staff for their first training assignment. The library received a grant from The Hartford Foundation for Public Giving: Newington Greater Together Community Fund to purchase assistive technology for patrons with sight and hearing impairments. Several one-on-one Tech 4 U appointments were held during the month.
- In personnel news, three supervisors (Head of Collection Management Dorothy Russell, Circulation Supervisor Katie Cornell and Head of Reference Jennifer Hebert) completed a three-part workshop offered by the CT State Library titled "Essential Competencies for Middle Managers". They all found it very helpful. Part-time Teen Librarian Jennifer Bassett completed her training on Teen Mental Health First Aid and is certified for 3 years. Teen Librarian Sarah Riordan participated in the New England Teen Summit Webinar which covered topics such as how to reimagine teen book groups and teen volunteer networks. Several staff members represented the library at the Newington Senior Expo on November 8th. The Expo was very well attended and allowed the library to promote its services to our seniors. We continued staff training with Indelible Impressions holding two workshops for managers and staff that focused on microaggressions and handling difficult interactions within the workplace.
- In facilities news, the three study rooms were closed for just over a week to repair the bubble paint on the walls in each room. The paint on the walls began to bubble during the summer due to the high humidity. The library's HVAC system is unable to handle that type of prolonged humidity. The big concern is not only the effect the high moisture levels has on the building but also the books and library technology. The cleaning service continues to do a great job.

TOWN CLERK

- There were 78 property transfers in November, for a total of \$13,782,000.00 in sales. State conveyance tax collected was \$107,905.50; Town conveyance tax collected was \$33,735.00.
- There were three residential sales over \$400,000. There were two Commercial transfers, one for the amount of \$525,000 at 177 Day Street from 177 Day Street LLC to Maira Properties 177 Day LLC, and one for \$510,000 at 3410 & 3420 Berlin Turnpike from Cassandra May Lipa to 3420 Berlin Turnpike LLC.

- There were 347 documents filed on the Land Records: 113 mortgages, 5 liens, 87 releases and 16 probate documents, and 97 of these documents were electronically filed on the land records, generating \$9,792 in revenue.
- The staff issued a total of 296 certified copies of birth, death and marriage certificates. Twenty-three burial permits and 23 cremation permits were issued. Eleven Marriage Licenses were issued to couples.
- Staff catalogued four Notary Public commissions and seven Trade Name certificates.
- The office issued 11 passes to the landfill station.
- Copy revenue totaled \$1,708; \$1,353 was generated by the online land record portal.
- Staff issued 636 absentee ballots for the November 7th Municipal Election.
- The Town Clerk swore in one (1) Certified Police Officer on November 20th.

DATA SUMMARY NOVEMBER 2023				
	<u>November-22</u>	<u>November-23</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	427	347	2,025	1,950
Dog Licenses Sold	51	28	739	660
Game Licenses Sold	9	4	60	41
Vital Statistics				
Marriages	3	10	93	82
Death Certificates	22	48	146	155
Birth Certificates	28	25	132	91
Total General Fund Revenue	\$ 63,341.80	\$ 53,806.50	\$ 350,483.52	\$ 308,247.83
Town Document Preservation	\$ 1,547.00	\$ 1,175.00	\$ 6,773.00	\$ 6,251.00
State Document Preservation	\$ 3,168.00	\$ 2,296.00	\$ 13,008.00	\$ 12,008.00
State Treasurer (\$36 fee)	\$ 11,700.00	\$ 10,116.00	\$ 52,596.00	\$ 53,244.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 3,937.00	\$ 23,368.00	\$ 19,939.00
State Treasurer (\$110 fee)	\$ 4,730.00	\$ 3,520.00	\$ 22,660.00	\$ 19,470.00
LoCIP	\$ 975.00	\$ 843.00	\$ 4,383.00	\$ 4,437.00
State Game Licenses	\$ 54.00	\$ 58.00	\$ 532.00	\$ 405.00
State Dog Licenses	\$ 498.00	\$ 238.00	\$ 5,014.50	\$ 4,798.00
Dog Licenses Surcharge	\$ 146.00	\$ 62.00	\$ 1,826.00	\$ 1,588.00
Marriage Surcharge	\$ 170.00	\$ 374.00	\$ 1,394.00	\$ 1,564.00
Grand Total	\$ 90,774.80	\$ 76,425.50	\$ 482,038.02	\$ 431,951.83

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

- Completion of over 100 individual requests for service
- Continued work on the computer implementation, deploying and troubleshooting
- Continued work on the Town CLRMN radio project

- Continued work with on-premise to MS365 cloud email migration
- Implemented new FME authentication methodology
- Updated MUNIS FME server to Version 2021
- Updated AV solution server and endpoint clients to latest version
- Updated backup appliance and agents
- Firmware update completed on Town Hall UPS
- Continued work on in car LPR software and deployed to 2 PD vehicles
- Troubleshoot and resolved issue with email archiving solution with MS365
- Packaged,, tested, and deployed Total Response software for PD Dispatch
- Fixed issue with Town Council access to shared drive access
- Resolved issues with RedNMX and deployed to FD PC
- Reviewed and documented Council Chambers meeting procedures
- New computers built and deployed for Town Council
- Continued maintenance of the Town Website
- New PD Mobile Data Terminal deployed in Car 133
- Zoom meeting account management and YouTube streaming setup
- Continued work on the PD Traffic Camera project
- 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 on 11/8/23

Approved with Conditions:

Petition 25-23: Special Permit (Sec. 3.15.17) for a Banquet Hall at 85 Kitts Lane in the Business Berlin Turnpike Zone. Applicant/Contact: Mike Pizzuto (Lincoln Room), Owner: Dillys Properties LLC (Dale Hume-Rimai)

Meeting Scheduled on 11/20/23: Meeting Cancelled

Conservation Commission - Meeting Scheduled for 11/21/23

Approved with an Effective Date of December 19, 2023:

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

Approved with Conditions:

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

Zoning Board of Appeals - Meeting Scheduled for 10/2/23

Application Continued:

Petition 00-23-04: 65 Culver Street (PD zone), Requesting a variance to add two building additions, a garage of 24' x 29.25' (702 square feet) and a residential addition of 19.60' x 40' (784 square feet) to an existing legally non-conforming 2 story single family dwelling

Open Space Committee - No Meeting Scheduled for November

Economic Development Commission - Meeting Scheduled for 11/1/23: Meeting Cancelled

Affordable Housing Monitoring Agency - No scheduled meeting for October

Town Planner/Zoning Officer Activities:

Issued 16 Zoning Permits for various projects in town.

Received 79 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Performed 23 inspections for zoning and/or blight complaints. The following items were issued: 3 zoning notice of violations, 3 zoning citations, and 1 blight notice warning issued.

Performed 2 c/o inspections and prepared the required bond agreements for 2 new residential properties.

Removed 43 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.

2124 Berlin Turnpike
180 Carr Avenue
79 East Cedar Street
25 Holly Drive
85 Kitts Lane
124 Maple Hill Avenue
610 No. Mountain Road
67 Pane Road
240 Pane Road
89 Stanwell Road

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of November. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 88 work orders and tasks this month. We completed 27 preventative maintenance tasks, and the team responded to and completed 56 reactive work orders. Of the 56 reactive work orders, 35 were calls for service from outside the Facilities Department. 27 of the 56 reactive work orders were handled/completed in less than one day from request. Although our numbers appear to be significantly down from the month prior, there are these factors to consider: Our average work orders this month were larger, more involved requests that required longer average completion time due to complexity of the request. All 3 workers in the department each missed over a week of work in November due to illness and/or vacation time. We have managed to stay ahead of our internal work despite these challenges, and credit really should go to the team for stepping up while others were out of work.

Town Hall: (24 PM tasks and work orders completed)

- Big dig and drainage investigation
- Cleaned off roof, made sure roof drains were clear
- Multiple key fob requests
- Multiple calls for adjustments to HVAC
- Replaced two broken exterior light drivers under warranty
- Election preparation, door locking assignments, key fob access for ROV offices, moving of voting machines
- Multiple requests for moving of furniture
- Elevator malfunction repaired

Library: (16 PM tasks and work orders completed)

- Cleaned off roof, made sure roof drains were clear
- Reported no heat, issue with return vent exhaust fan; ordered new one
- Repaired Cedar Street library sign again
- Repaired drywall bubbles and repainted the three study rooms
- Fixed leak in custodial closet sink
- Cleaned all light grills by main desk checkout area
- Fixed auto door opener for main entrance

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

- No heat reported north end of big garage; issue resolved
- Replaced door tracks of auto door at front entrance
- Multiple plumbing repairs/checks
- Contractor released to widen two overhead doors to fit larger equipment
 - Materials to be ready before Thanksgiving
 - Materials finally came in, and job was scheduled for December 12th
- Roof and gutters cleaned at the four buildings at highway garage

Grounds Maintenance: (10 PM tasks and work orders completed)

- Floor drain maintenance completed
- Center green photo eye added for Christmas tree lighting
- Replaced lost shop keys
- Repaired west overhead door that was coming off tracks
- No heat reported in greenhouse; repaired
- Added electrical outlets
- Investigation into power issues continues
 - Eversource Engineers are working on a solution
 - Frontier has deemed poles to be unsafe and wants to replace them ASAP; we are trying to coordinate both solutions at once

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

- Kellogg-Eddy
 - Cleaned gutters
- Kelsey House
 - Cleaned gutters

Senior & Disabled Center: (15 PM tasks and work orders completed)

- Cleaned out entrances of leaves and debris
- Replaced broken time clock for site/parking lot lights
- Multiple generator and solar meetings
- Window project started
 - So far about a month ahead of schedule
 - Multiple meetings with contractor and subs
 - Multiple content manipulations for window project

Police Department: (9 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 calls for loud noises coming from HVAC Multiple repairs completed with one additional board to be replaced
- Cleaned roof and cleared gutters and roof drains
- Radio Project R56 report work completed; new radio racks installed and operational
- Repaired door fob reader that was knocked off the wall
- Repaired elevator button again

Ambulance Building: (2 PM tasks/work orders completed)

- Reported gas smell in the building; fire department called in
- Exterior light fixture repaired
- Gutters and roof drains cleared

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

- Roof and gutter cleaning
- Heat tune up

Indian Hill CC: (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; planned 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
 - Still waiting for update from Eversource Engineers as of December 1st
- 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
- Generator upgrade/replacement for Senior and Disabled Center
 - Contractor released will follow up on lead time
- Asbestos abatement for PD storage area, contractor released
 - Job completed
- 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 DEMHS regional Emergency Management meeting
- Attended Governor's Emergency Planning & Preparedness Initiative
- Attended CIRMA Risk Advisory Committee meeting
- Attended CCM Annual Convention