



# 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: February 5, 2024  
Re: Monthly Report – December 2023

#### PERSONNEL

- The vacant Administrative Secretary III (C-10) position in the Police Department was posted internally to the AFSCME Union on December 13<sup>th</sup>, with a closing date of December 20<sup>th</sup>. Testing took place on December 21<sup>st</sup> and December 27<sup>th</sup>.
- The vacant Assistant Town Engineer (T-8) position was reposted to the public again, with the first review of applicants on December 15<sup>th</sup>.
- The vacant Assistant Building Official (A-7) position was reposted to the public again, with the first review of applicants on December 15<sup>th</sup>.
- The Eligibility Program Coordinator (A-1), formerly Elderly Worker (A-1), was posted to the public on December 14<sup>th</sup>, with a closing date of December 28<sup>th</sup>.
- Panel interviews for the vacant Chief of Police (A-13) position were held on December 6<sup>th</sup>.
- The vacant Carpenter (LT-14) position was offered to Paul Barry, effective December 18<sup>th</sup>.
- The vacant Recruit Police Officer position was offered to Evan Kowalski; he was sworn in on December 18<sup>th</sup>.
- The Town is accepting employment applications for Recruit and Certified Police Officers.

#### Overtime

Paid overtime during the month of December 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	44.8	\$ 2,632.52
Weekend Standby and Call-In	20.0	\$ 1,206.40
Road Maintenance	2.4	\$ 135.32
Leaves	131.2	\$ 5,835.06
Snow – Equipment Preparation	11.7	\$ 845.60
<b>Totals</b>	<b>210.1</b>	<b>\$ 10,654.90</b>
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	112.0	\$ 5,380.00
<b>Totals</b>	<b>112.0</b>	<b>\$ 5,380.00</b>

	<b>23-24 Budget Overtime Appr.</b>	<b>Overtime Expended 23-24 YTD</b>	<b>22-23 Budget Overtime Appr.</b>	<b>Overtime Expended 22-23 YTD</b>
<b>POLICE DEPARTMENT</b>				
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
<b>HIGHWAY DEPARTMENT</b>				
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
<b>PARKS AND GROUNDS</b>				
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 fifth month of the 2023-24 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2023-24 plan year were estimated at \$1,006,480. The total paid claims from the Health Benefits Fund for November 2023 were \$1,414,575. 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 November, 2023**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	1,072,300	3,960,100	5,032,400
Actual Claims	1,005,160	3,993,237	4,998,397

## **FINANCE**

### **Accounting and Administration**

- Continued working with the auditors to get our audit released. We were able to get all the information submitted by the end of December.
- Janet Murphy, Finance Director, sent out award letters for the second round of the small business assistance grant program. Sixteen businesses/non-profits were awarded funds, and checks were started to be disbursed right before Christmas.
- Deputy Finance Director Lisa Rydecki received the CIP submissions from the department heads and summarized that information for the meetings between the Town Manager and the Department Heads.
- Finance Department is working with all departments in the preparation of their 2023-2024 fiscal year operating budgets which are due in our office by January 4, 2023.
- Both Accounts Payable and Payroll are working on their year-end reporting in anticipation of the processing of W-2s and 1099s in January.
- Our office continues to support all other grants that have been approved or are being submitted.

- Planning and Preparing for GASB-96 has begun with the IT Department. All documents must be collected so we can provide them to our vendor DebtBook for review and classification.

The Town received \$54,974 for the Mashantucket Pequot Grant from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

**INVESTMENTS, BY ACCOUNTING TYPE**

(Unaudited)

12/31/2022

	<u>Interest Earnings</u>		
	<u>Budget FY 2022-23</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$527,896	\$54,975,611
Special Revenue Funds	48,000	9,023	707,047
Capital Projects Funds		15,522	1,113,403
Internal Service Fund	5,000	92,010	6,743,339
Trust and Agency Funds		11,078	1,512,609
<b>Total, Estimated by Fund</b>			<b>\$65,052,009</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

12/31/2022

	<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	4.30	3.85	161,586	122,535	44,577,027
Bank North	1.87	1.71	888	788	566,212
TDBank (new)	2.07	1.92	20,179	18,071	11,610,131
Farmington Bank	.00	.00	0	0	0
Webster Bank	1.70	1.00	5,419	4,740	3,205,503
Liberty Bank	1.94	0.96	8,309	4,101	5,093,136
<b>Total Outstanding Investments</b>					<b>\$65,052,009</b>

*Rates reflect average monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through December, 2022. Building permits and sales will be reviewed for real estate property changes effective October 1, 2022 assessment date and will be ongoing to January 31, 2023.
- Personal property declarations were sent out the last week of September 2022; of the 1541 sent out, about 70% have been returned and have been processed. The personal property grand list is almost complete, with Manufacturing and Machinery Exemption filing to still be processed as well as no-filers.
- The 2021 supplemental motor vehicle grand list was completed on time for bill mailing at the end of December 2022.
- We received the 2022 Regular Motor Vehicle list with 28,211 motor vehicles from the Connecticut DMV. About 23,400 vehicles came through priced and the remaining 4,800 will need to be priced manually.
- About 37 tax appeals were filed after the 2020 town wide revaluation; to date 25 have been settled. One case was settled in December.
- Various local ordinances need to be updated/added. Draft versions have been completed and submitted for Local Option Elderly Tax Credit, Local Option Additional Veterans and Handicap Modified

Vehicle. We have additionally added a proposed property tax exemption for Local Option Gold Star Parents and Spouses. As of the closing of December, these were not received back to move forward in the process to implement them through the council.

### **Revenue Collector**

- Collections for December on the 2021 Grand List amounted to \$9,541,086.38, and back tax collections were \$51,086.18. Included in the back tax amount was \$4,310.69 which was collected for suspended accounts.
- This year's total collections through December were 64.9%, which is lower than 66.5% collected in December of 2021.
- Delinquent notices were mailed for current and back tax delinquent accounts totaling 3,502 tax bills.
- The Town Constables were issued Tax Warrants in order to collect on delinquent accounts.
- The staff was extremely busy daily updating tax accounts prior to finalizing the file for the mailing of the January 2023 bills so information could be as accurate as possible.
- There were 4,140 Supplemental Motor Vehicle tax bills mailed at the end of December for individuals who registered cars after October 1, 2021. These new tax bills were placed online as soon as the information was available.
- Legal Notices were published for the second installment on Real Estate, Personal Property, and the Supplemental Motor Vehicles taxes.
- Press Preleases were also placed in the Rare Reminder, as well as on Newington's website and social media to remind taxpayers of their second installments due in January.

### **POLICE**

#### **Patrol Calls for December are as follows:**

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 16
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 77	Fire Trouble Alarm 0	MV Injury 10
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 95
Alarm Residential Burg Alarm 12	Fire Vehicle Fire 0	Neighbor 15
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 129
Animal Complaint 18	Fire Water Problem 1	Noise 14
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 1	Follow Up 50	Notification 0
Assault in Progress 0	Found Property 1	Open Door/Window 3
Assist Motorist 5	Gun 3	Other Archive 0
Assist Notification 1	Harassment 11	Parking Violation 10
Assist Other Agency 25	Hazard 18	PD Assist Fire Dept 48
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 1	HOPE Project 0	Pistol Permit 12
Breach of Peace/Disorderly 7	Identity Theft 8	Prisoner Care 17
Burglar Alarm 13	Illegal Dumping 4	Private Duty 0
Burglary 5	Impersonating Police 0	Property Found 2
Car Seat 3	Indecent Exposure 0	Property Lost 0
Check Welfare 58	Intoxicated 4	Prostitution 0
Check Welfare 911 31	Juvenile Complaint 12	Recovered Stolen MV 2
Check Welfare Other 6	K9 Assist 0	Rescue Call 0
Clear Lot 0	Kidnapping 0	Residential Lockout 2
Construction 0	Landlord/Tenant Dispute 3	Risk Protection Order 3

Court Detail 22	Larceny 51	Robbery 3
Crest Call Out 0	Larceny from MV 22	Roll Call 1
Criminal Mischief 3	Lift Assist Only 3	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 30	Local Traffic Authority 0	Serve Warrant 29
Dog Complaint 14	Location Check 552	Sexual Assault 0
Domestic 37	Location General 4	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 81
Drug 3	Lockout Building 1	State Pistol Permit – Tempo 0
DUI 4	Lockout MV 1	Stolen MV 4
EDP 15	Lost Property 3	Sudden Death 2
Escort/Transport 4	LTA 0	Suicide 0
Escort/Funeral 7	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 20	Suspicious MV Unoccupied 20
Escort Retrieval 0	Medical Cardiac 3	Suspicious Report 121
Escort Tax 0	Medical Complaint 257	Test 0
Fingerprint 3	Medical Diabetic 1	Threatening 2
Fire Alarm Commercial Bldg 11	Medical Fall 7	Tobacco 0
Fire Alarm Residential 2	Medical Mutual 0	Tow 13
Fire CO Detector no sympt 2	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Stop 201
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 10
Fire Hazmat 1	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 1	Training 0
Fire Other 10	Missing 2	Trespass 6
Fire Rescue 0	MV Abandoned 1	Unknown 0
Fire Special Detail 0	MV Assist 26	Water problem 1
Fire Stand By 0	MV Complaint 35	
Fire Structure Fire 1	MV Fire 0	
		<b>Total: 2,413</b>

#### In December, the Detective Division Report:

- Handled 66 investigations: 46 remain ongoing
- Served 29 warrants: 27 by Patrol officers, 2 by Detective Division

#### Property Report December 2023:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	16	\$ 7,720
Vehicle Inventory	0	\$ 0
Stolen	142	\$ 119,554
Abandoned	0	\$ 0
Evidence	128	\$ 860
Found	3	\$ 1
Lost	1	\$ 150
Seized	7	\$ 11
Recovered	11	\$ 29,784

Impounded	5	\$ 0
Informational	4	\$ 0
Towed	0	\$ 0
<b>Total</b>	<b>317</b>	<b>\$ 158,080</b>

#### **In December, the Patrol Division Report:**

- On 12/7/23, an Officer was traveling on the Berlin Turnpike and recognized a vehicle that was recently posted on a law enforcement information sharing bulletin as a stolen vehicle that recently struck another agency's cruiser while fleeing a traffic stop. The Officer deployed a StarChase GPS tracking device which allowed Newington PD dispatch to track the stolen vehicle. The vehicle traveled over 160 miles throughout Hartford County and was ultimately stopped on Route 91 by CSP. The operator was taken into custody and charged with numerous motor vehicle charges and larceny arrest warrants from several different jurisdictions.
- On 12/16/23, Officers responded to Temple Sinai after they received an email bomb threat. This email threat was sent to numerous Synagogues throughout the State of CT. Hartford PD bomb squad was requested to search the building for explosives; but due to the vast amounts of requests, they were unable to respond. Officers and members of NVFD conducted a walkthrough and deemed the building safe. The threats are being investigated on a Federal level.
- On 12/20/23, Officers responded to the Bob's store located on Kitts Lane. Loss prevention reported he was assaulted while attempting to apprehend three shoplifters, which elevated the crime to a robbery. During the struggle, a suspect's wallet was dropped at the scene. The suspects fled in a light-colored SUV with a large amount of stolen merchandise. The LP officer sustained an injury to his face after being struck by the male suspect, but he refused medical treatment. The case is under investigation by the Patrol Division.
- On 12/21/23, NPD received a 911 call from the clerk at the Seven Eleven store located on New Britain Avenue. The clerk reported two armed suspects entered the business and instructed the clerk to move to the office area. As the men were forcing him into the back room at gunpoint, a customer entered the store. This caused the two suspects to flee the business. A K-9 was utilized, but the suspects were not located. The incident was transferred to the Detective Division for follow up investigation.
- On 12/29/23, Officers responded to Chase Bank on the Berlin Turnpike for a reported bank robbery. Responding Officers confirmed a robbery had occurred, and the suspect passed a note demanding money. No weapon was displayed or implied. Once he received cash from the teller, the suspect left the scene on foot. A photo of the suspect was disseminated to area agencies, and Berlin PD recognized the suspect from a bank robbery he recently committed in their town. Once his identity was confirmed, it was discovered Meriden PD had recent contact with the suspect's father at a motel in Meriden. Surveillance was initiated at the motel, and the suspect was seen exiting a room. The suspect was taken into custody without incident. He was charged with robbery and larceny charges as was presented to court on 1/2/24.

#### **In December, 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 Policy Academy in November which will center around how to build a State Accreditation Assessment.
- The Support Services Division Commander joined an Accreditation Assessment Team made up of law enforcement accreditation professionals from around the state. This is a voluntary role in which we help the Police Officer Standards and Training Council assess police department's accreditation files. During the month of December, 2023, the Support Services Division Commander assisted with the review of the Eastern Connecticut State University Police Department's Tier II assessment.
- On 12/2/23, the Support Services Division held the annual Stuff-a-Cruiser toy drive at Walmart on the Berlin Turnpike. Several members of the department assisted. Approximately 1,600 toy items were donated, along with approximately \$450.00 in cash donations plus numerous gift cards. These items were taken to the Newington Human Services Department for dissemination.
- On 12/5/23, the Support Services Division Commander attended West Hartford Police Department's in-service training to evaluate the feasibility of having our members join the program.
- On 12/5/23, Support Services personnel met with a representative from CarFax for Police who provided a presentation on how to use this resource as an investigative tool.

- On 12/6/23, the Support Services Division Commander submitted the CIP Request Form for Communications Center Console Furniture project. Several sources of funding are being considered for this project to include ARPA funds, CIP, and the Radio Tower budget. Once a funding source has been identified, the Police Department will work with the Town Administrator to develop an RFP.
- On 12/11/23, seven officer wellness exams were administered by Dr. Kirschner in order to comply with the Police Accountability Act. Every officer must have a wellness exam at least once every 5 years.
- On 12/14/23, Sgt. Deane and other members of the Newington Police Department attended the Connecticut Police Chief's Association Winter Meeting and Mini-Expo.
- On 12/18/23, the Support Services Division Commander spoke with a certified police officer from the Torrington Police Department who is interested in transferring to Newington PD. The officer came in for a written examination and oral board interview on 1/4/24.
- On 12/19/23, registered for POST University Virtual Career Fair, which will be held in February of 2024. The Support Services Division will also be attending an upcoming Winter Career Fair at the University of Connecticut in Hartford in January, 2024.
- On 12/27/23, members of the Support Services Division attended a Criminal Justice Information Systems meeting regarding the use of a new portal to upload Probable Cause Review paperwork for judges. This portal will alleviate officers from having to go to a judge's residence to submit PC Review. Guidance was then sent out to Department personnel so they know how to use the system.
- During the month of December 2023, Master Police Officer Buggee fielded 3 calls for service at Newington High School. Two of the calls involved a welfare check for 911 misdials, and one of the calls was a medical complaint of a student having a seizure.
- Recruitment and Selections remains ongoing for both entry level and certified police officers. During the month of December 2023, four (4) polygraph examinations were administered; two for entry level positions and two for certified police officer candidates. Two psychological examinations were also administered for police officer candidates. The Department requested four seats in the upcoming Police Academy class in Meriden beginning in April, 2024. Those seats are currently waitlisted, and other academy options are being explored.

**In December, the Animal Control Officers had the following activity:**

Number of Dogs Impounded for this month: 2  
 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: 0  
 Number of Animals D.O.A. this month: 0  
 Number of Natural Deaths (while impounded) this month: 0  
 Number of Animals Euthanized this month: 0  
 Number of Domestic/Wildlife Rabies Management Orders this month: 0  
 Total Number of Bites Domestic/Domestic this month: 3  
 Total Number of Bites Domestic/Human this month: 3  
 Total Number of Complaints Investigated this month: 35  
 Total Number of Infractions/Summons Issued this month: 0

**Police Department Overtime Report December 2023**

OT November	\$ 182,254	3 pay periods (2 holidays)
OT December	\$ 93,869	2 pay periods (0 holidays)
	\$ 88,385 decrease	

- In December, one new recruit was hired, and one new recruit resigned. Administrative overtime of \$0. Admin. currently has 2 sworn positions funded/not filled and one Admin. Assistant position filled with a temporary hire, and a vacancy due to retirement for the Chief's Secretary.
- Patrol overtime of \$61,115, a decrease of \$82,945 from the previous month. Overtime included 2 pay periods, no holidays, 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: domestics, Mid State Accident Reconstruction call outs, burglary, evidence processing, radio project meetings, robbery investigation, RPO hearings, Wellness exams, threatening

investigation, and other related duties. In December, Patrol has 5 police officer vacancies. In January, one Certified Officer will begin, reducing this number to 4.

- Detective Division overtime of \$1,576, a decrease of \$2,286 from the previous month. Overtime included crime scene investigation, robbery investigation, burglary at Sunoco, and holdover to review schedule software. Currently has 2 positions funded/not filled.
- Traffic Division overtime of \$0.
- Communications overtime of \$13,737, a decrease of \$7,053 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time). Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday when the dispatch 3 shift jumper is not scheduled to work. All positions in this division are filled, with one of the dispatchers in training until March.
- Educational overtime of \$15,591, an increase of \$6,545 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Advanced Accident investigation, Crime Scene investigation, Peer Support training, Basic I & I, Draeger recertification and Mid State Accident Reconstruction training.
- Support Services overtime of \$1,599, a decrease of \$1,403 from the previous month. Overtime included a High School investigation, Town Council meeting coverage, the radio project, Stuff-a-Cruiser event, and software demo on schedules. Support currently has 2 sworn positions funded/not filled.
- Animal Control overtime of \$251, a decrease of \$1,243 from the previous month. Overtime included a Wethersfield dog bite incident and a roaming dog 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 December, 2023. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

<b>Code</b>	<b>Incident Type</b>	<b>December</b>	<b>6 Month Total</b>
<b>1</b>	<b>Fire</b>		
100	Fire, other	0	9
111	Building fire	1	6
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	2	5
114	Chimney or flue fire, confined to chimney	0	2
116	Fuel burner/boiler malfunction, fire	1	1
130	Mobile property (vehicle) fire, other	0	3
131	Passenger vehicle fire	0	5
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and-grass mixture fire	1	1
143	Grass Fire	0	0
150	Outside rubbish fire, other	0	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
<b>Total</b>		<b>5</b>	<b>49</b>



<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (No Fire)</b>		
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
	<b>Total</b>	<b>0</b>	<b>2</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	0	4
311	Medical assist, assist EMS crew	1	3
322	Motor Vehicle accident with injuries	0	1
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0
324	Motor Vehicle Accident with no injuries	0	1
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	4
352	Extrication of victim(s) from vehicle	0	3
353	Removal of victim(s) from stalled elevator	0	1
356	High-angle rescue	0	1
360	Water & ice-related rescue, other	0	1
362	Ice rescue	0	0
381	Rescue or EMS standby	0	0
	<b>Total</b>	<b>1</b>	<b>19</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, other	0	14
410	Combustible/flammable gas/liquid condition	0	3
411	Gasoline or other flammable liquid spill	0	5
412	Gas leak (natural gas or LPG)	4	7
413	Oil or other combustible liquid spill	2	4
420	Toxic condition, other	0	0
421	Chemical hazard (no spill or leak)	0	1
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	7
440	Electrical wiring/equipment problem, other	3	16
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	0	1
443	Breakdown of light ballast	0	1
444	Power line down	5	15
445	Arcing, shorted electrical equipment	0	2
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1

463	Vehicle accident, general cleanup	3	6
	<b>Total</b>	<b>18</b>	<b>83</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	3	4
510	Person in distress, other	0	1
511	Lock-out	1	5
512	Ring or jewelry removal	0	0
520	Water problem, other	1	16
521	Water evacuation	2	13
522	Water or steam leak	0	3
531	Smoke or odor removal	1	12
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	5
552	Police matter	0	0
561	Unauthorized burning	0	1
571	Cover assignment, standby, move up	0	4
	<b>Total</b>	<b>9</b>	<b>64</b>
<b>6</b>	<b>Good Intent Call</b>		
600	Good intent call, other	6	29
611	Dispatched & cancelled en route	0	1
621	Wrong location	0	0
622	No incident found on arrival at dispatch	1	1
631	Authorized controlled burning	0	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	6
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	0	5
	<b>Total</b>	<b>8</b>	<b>50</b>
<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, other	5	31
710	Malicious, mischievous false call, other	0	2
711	Municipal alarm system, malicious false	2	2
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	15

731	Sprinkler activation due to malfunction	0	2
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	0	17
734	Heat detector activation due to malfunction	2	2
735	Alarm system sounded due to malfunction	5	13
736	CO detector activation due to malfunction	1	7
740	Unintentional transmission of alarm, other	3	12
741	Sprinkler activation, no fire	1	1
743	Smoke detector activation, no fire - unintentional	2	22
744	Detector activation, no fire	2	6
745	Alarm system activation, no fire	7	35
746	Carbon monoxide detector activation, no CO	1	7
	<b>Total</b>	<b>32</b>	<b>174</b>
<b>8</b>	<b>Severe Weather &amp; Natural Disaster</b>		
800	Severe weather or natural disaster, other	0	1
812	Flood Assessment	0	1
814	Lightning strike (no fire)	0	1
	<b>Total</b>	<b>0</b>	<b>3</b>
<b>9</b>	<b>Special Incident Type</b>		
900	Special type of incident, other	1	2
911	Citizen complaint	0	0
	<b>Total</b>	<b>1</b>	<b>2</b>
	<b>Total Calls</b>	<b>74</b>	<b>446</b>

#### **Fire Chief's Activities - December 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
- Worked with Chiefs on CIP Budget
- Met with Fire Commissioners for CIP Approval
- 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 Communications Division on radio setups for templates for both portables and mobiles
- Had discussions with Communications on new pager rollout
- Had discussions with Hermas on generator monitoring – install by end of year
- Attended Monthly Board of Fire Commissioners' meeting

- Attended NVFD Holiday Party
- Had discussions on Donation of Maxim Fire Truck from Fred Callahan/Repairs
- Met with Tim Lapierre on apparatus PM's and concerns
- Worked with IT on Admin MDT's setups and apparatus MDT issues
- Attended Town Council Meeting to discuss ARPA Requests
- Met with Sgt. Lachance (NPD) to discuss Callahan Tower
- Had meeting with line and staff officers
- Had discussions with Dept. Inc. on Buffalo mechanical needs
- Met with Chiefs to work on Operating Budget Requests
- Attended MPO Peter Lavery Memorial Service

## **January 2024 Training Report**

### **Progress History**

- Meeting was held with West Hartford Fire Department regarding their use of the Newington Training Tower. Their training tower is no longer usable, and they require use of our facility to keep their current ISO rating and training of their department.

### **Plans**

- New digital fire training prop with laser extinguisher and weighted laser fire hose ordered and expected in Newington this month.
  - Will invite Newington Town Council and Town Manager to training session once Training Division has "Trained the Trainer" and will ask Town Council and Town Manager to gear up and extinguish digital fire.
- Preplan activity and training is in progress with specific businesses identified and sent to each company to begin the preplan process.
  - As part of the preplan process, Training Lieutenant Patz will be photographing the exterior of businesses upon receiving permission from the business owners.
  - Additionally, upon my request, Training Lieutenant Patz contacted our representative at Knox for a complete list of Newington businesses with Knox Box installations. Lieutenant Patz broke the list down into four segments, and Captain Machado requested that the Company Captains work with the list to identify the Knox Box locations and return the information to Training for input into RedNMX.
- 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**

#### **January**

Officer Training	SizeUp	01/09/2024
New Officer Candidate Training	SizeUp (SOP/SOG)	01/17/2024
Department Drill	Cancer Presentation – Chief Oates	01/22/2024

#### **February**

Multi-Company Drill	Bail Out	02/10/2024
Officer Training	PrePlan	02/13/2024
All Company Drill	Cold Water Rescue Refresher	02/19/2024
New Officer Candidate Training	Screwdrivers	02/21/2024

#### **March**

Officer Training	SCBA	03/12/2024
Day Drill	SCBA	03/17/2024
Multi-Company Drill	SCBA – Company 1 & 4	03/18/2024
New Officer Candidate Training	Leadership Pitfalls	03/20/2024
Multi-Company Drill	SCBA – Company 2 & 3	03/25/2024

**Certifications in 2023**

FFI Class – Greg Jacques, Samuel Martinchek, Zachary Blanchard (Certified in December 2023)

**Classes in 2024****FF1 Training – 300 Hours****Hartford County Fire School – January 6, 2024 through May 7, 2024 (3 Firefighters)**

- Daryl Oulette, Olekander Kotenko, Julianna Belanger
- CT Fire Academy – Windsor Locks, CT - Nights and weekends

**FF2 Training****Hartford County Fire School – January 23, 2024 through April 2, 2024 (7 Firefighters)**

- Kassidy McNamara, Ryan West, Emma Sweeney, Pedro Villataro, Samuel Martinchek, Mya Lungu, Greg Jacques
- CT Fire Academy – Windsor Locks, CT – Nights and weekends

**FF2 Training****Hartford County Fire School – April 1, 2024 through May 29, 2024 (2 Firefighters)**

- James Lapierre, Gary Chow
- CT Fire Academy – Windsor Locks, CT

**Fire Officer I Training****CT Fire Academy – January 20, 2024 through March 16, 2024 (1 Firefighter)**

- Tony Palazhi
- CT Fire Academy – Colchester, CT

**Fire Instructor II Training****CT Fire Academy – March 23, 2024 through May 18, 2024 (2 Firefighters)**

- Tony Palazhi, Geoffrey Anderson
- CT Fire Academy – Gales Ferry, CT

## **FIRE MARSHAL**

### **Code Enforcement Activity:**

#### **Inspections by Inspector and Type**

Time Period From 12/01/2023 to 12/24/2023

Newington Fire Department								
Inspection	2116	752	2117	23999	0310	2202	2113	Total
Types	Hofmann	Regina	Salonia	Sokolowski	Stegmaier	Zadrick	Zordan	Insp
Acceptance Testing	0	0	0	1	0	0	6	7
Administrative Tasks	0	3	0	0	0	0	0	3
Blasting - Witness/Follow -	0	0	0	0	0	0	0	0
Complaint/Referral	0	0	0	0	0	0	0	0
Construction/Site Inspection	0	0	0	0	0	0	2	2
Consultation	2	0	0	0	0	0	0	2
Documentation/Annual	0	0	0	0	0	0	1	1
Fire Drill - FMO On-site	1	0	0	0	0	0	1	2
Fire Investigation	0	0	0	0	0	0	0	0
FMO Callout - Code	1	0	0	0	0	0	0	1
Incident Response to	0	2	0	0	0	0	0	2
Inspection - Annual	13	0	0	0	0	0	0	13
Inspection - Certificate of	0	0	0	0	0	0	1	1
Inspection - Every 2 Years	0	0	0	0	0	0	0	0
Inspection - Every 3 years	0	8	0	8	0	6	0	22
Inspection for Liquor Permit	0	0	0	0	0	0	0	0
Notification to FMO	0	0	0	0	0	0	0	0
Permit Application	0	0	0	0	0	0	0	0
Plan Review	0	0	0	0	0	0	1	1
Re-Inspection	0	0	0	0	0	0	0	0
Safe Homes Taskforce	1	0	0	0	0	0	0	1
Special Event	0	0	0	0	0	0	0	0
Special Inspection	0	0	0	0	0	0	0	0
<b>Total</b>	<b>18</b>	<b>13</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>6</b>	<b>12</b>	<b>58</b>

- Alpine/RedNMX: The Fire Marshal Staff has a good understanding of how this software works and are now evaluating data and report categories which will allow the Fire Marshal to pull relevant and accurate data; we will be starting to input important building information into the various property records as well
- Radio Survey for Residential Buildings at Meadow Commons – Working with State of Connecticut to approve the BDA design documents
- Fire Marshal Office Staff finished the year with 96% inspection rate for residential properties

## **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
- Completed and submitted CIP Budget requests
- Attended Trash/recycling meeting at Manchester Public Works
- Attended Pre-storm Municipal HUB refresher training

### **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
- Cleaned catch basins as needed
- Completed Town Annual Leaf Collection Program
- Placed salt barrels at various locations in Town for winter season

- Crews completed pipe repair on Cambria Avenue
- No after hour call ins for the month
- No evictions for the month

#### **Fleet Maintenance**

- Mechanics continued with preventive, winter seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic continued with upfitting one new patrol vehicle
- Mechanics completed services for plows, snow blowers, etc. for both Parks and Highway Departments
- One (1) new small dump truck for Parks Department was completed and put on line
- Mechanics responded to one (1) after hours call in for the month
- Assisted facilities with upgrades to overhead doors at Highway garage

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

- Scheduled 88 residential bulk items for collection for the month
- Scheduled 17 condominium bulk items for collection for the month
- Scheduled 24 condo/residential scrap metal items for collection for the month
- 5,248 tons of cumulative Municipal Solid Waste were collected from July to December
- 1,160 tons of cumulative recyclables were collected from July to December
- 130 mattresses/box springs were recycled for the month
- Three (3) televisions collected for the month
- Issued 21 permanent landfill permits and 7 temporary permits for the month

#### **TOWN ENGINEER**

##### **Permits:**

- Reviewed 0 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 16 permits: 16 Excavation and 0 Driveway permits
- Reviewed 125 utility clearance notifications (routine & emergency)

##### **Meetings:**

Represented the Town/Department at:

- CRCOG transportation committee meeting
- 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 and Project Monitoring:** Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission and monitor project progress.

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
- Research and provide engineering data to defend TON against lawsuits, as needed
- Parks: Mill Pond Park and Churchill Park - Dam Inspections

#### **Town Projects - Construction:** (dormant for winter)

- 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
- Public Works: Annual sidewalk grinding program

#### **Town Projects – Design:**

- Public Works: Alumni Road and Cedar Street – Intersection improvement plan, spring construction
- 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 Truck)
- Parks (Clem Lemire – Memorial Field) – survey and drainage improvement
- Public Works/BOE: 490 Church Street to 534 Church Street Sidewalk Gap
- Planner: Main Street, Stoddard Avenue, Hartford Avenue-Streetscape North–Parking lot layouts
- Engineering: Camp Avenue reconstruction
- Flooding mitigation Connecticut Avenue at Brentwood
- Flooding mitigation Timber Lane/Badger Field
- Flooding mitigation North Main Street/Brookside area

#### **Town Projects – Future:**

- Public Works: Rockhole Brook drainage improvements
- Public Works: Anna Reynolds Brook drainage and culvert improvements
- Public Works: Francis Street Culvert Improvements
- Public Works: Veterans Monument in Newington Center Green
- Public Works: 1136-1142-1150 Schoolhouse Brook drainage and culvert improvements
- Public Works: Main Street culvert to Mill Pond drainage and culvert improvements
- Public Works: Timber Lane drainage and culvert improvements
- Public Works: Connecticut Avenue detention pond improvements

#### **Town Survey Project:**

#### **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 through 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
- RAISE grant via CRCOG with Wethersfield and Berlin

#### **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 December:**

- An application was submitted at 12 Fenn Road for build-out for Haven Hot Chicken Restaurant
- An application was submitted at 2929 Berlin Turnpike for interior demolition
- An application was submitted at 96 Pane Road to install an illuminated monument sign and additional signage
- An application was submitted at 15 Peckham Farm Drive for a single-family residence
- A permit was issued at 240 Pane Road to replace existing signage
- A permit was issued at 3323 Berlin Turnpike to install an illuminated sign for CAVA
- A permit was issued at 25 Peckham Farm Drive for a single-family residence

**Certificate of Occupancies issued in December:** None

### **These are the classes the inspectors took in December:**

D. Jourdan: None

K. Kilkenny: IAEI Meter Socket Adapters, December 14<sup>th</sup> for 2 hours in Middletown  
Cell Towers/Swimming Pool Gates, December 19<sup>th</sup> for 2 hours in Rocky Hill

**Building Department inspection activity for the month of December was as follows:** The Inspectors completed a total of 190 Inspections. They were: Electrical (16), Final (125), Footings (4), Framing (7), Gas Line (8), Insulation (1), Mechanical (5), Plumbing (1), Property Inspection, (2) Roofing (1), Rough (20).

The total number of Building/Renovation Permits issued/applied for the month of December was **163**, producing a total permit value of **\$2,745,637**.

They are categorized as follows:

<b>TYPE OF PERMIT</b>	<b># OF PERMITS</b>	<b>VALUE OF PERMITS</b>
ADDITIONS/ALTERATIONS	23	780,839.00
DECKS	0	0.00
DEMOLITION	1	6,066.00
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	0	0.00
MECHANICAL	27	280,069.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	435,200.00
PLUMBING	16	71,856.00
POOL	2	195,000.00
ROOFING/SIDING	25	372,955.00
SIGN	4	70,631.00
SOLAR	6	79,581.00
TENT	0	0.00
OTHER	0	0.00
<b>TOTAL</b>	<b>163</b>	<b>\$2,745,637.00</b>

The total Building income fees received in the month of December were **\$32,572.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$530.00, Environmental \$240.00, Conservation \$400.00, Copies \$18.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$1,050.00, Engineering copies \$0.00. The other total income is \$2,238.00.

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

	<u>2023</u>	<u>2022</u>
Value of Permits issued for December:	\$2,745,637.00	\$5,600,478.00
Fees for Permits issued for December:	\$32,572.00	\$62,090.00
Other income Fees for December:	\$2,238.00	\$1,279.00
Building Permits issued for December:	163	137

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

<u>2023-2024</u>		<u>2022-2023</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$22,927,499	\$262,480	\$70,461,226	\$783,785

**HUMAN SERVICES**

- The major focus for the month of December was the planning for and ultimate facilitation of our Holiday Gift Distribution for 444 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 Matching sponsors with gift requests in the \$30 price range for 1,000 individuals receiving gifts, checking all gifts in as they are received to ensure that everyone gets their requested gift, coordinating generic gift and gift card donations that are used to set up a “store” in the Parks and Recreation Multi-Purpose Room which allows our households to “shop” and select additional items for each household member. This is a town wide collaboration--every sector of the community including individual residents, neighborhood groups, 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 gift donations. We are supported by an additional 222 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 Gift Distribution for December holidays. I, as the department head/team captain, am incredibly proud of the dedication of this team including staff, volunteers, and community partners.

*December 2023 Statistics*

<b>Selected Programs</b>	<b>FY 23-24 Total This Month</b>	<b>FY 23-24 Total Last Month</b>	<b>FY 23-24 Cumulative Total YTD</b>	<b>FY 22-23 Cumulative Total YTD</b>
<b>Youth &amp; Family Counseling cases Clinical presentations</b>	12 0	14 0	47 0	62 0
<b>Youth &amp; Family Service Hours</b>	16.5	16.25	62.25	118
<b>JRB cases :</b>	9	8	30	30
<b>JRB hearings:</b>	3	4	8	7
<b>JRB Service hours:</b>	16.75	16.25	47	150
<b>Positive Youth Development</b>	0	0	531	845

<b>Community Service</b>	0	0	6	4
<b># of hours completed</b>	0	0	26	111
<b>Challenge Course: Adult</b>	0	0	0	0
<b>Youth (outside)</b>	0	0	48	101
<b>Information and Referral</b>	No longer reported			
<b>Social Casework Cases</b>	76	86	847	466
<b>Under 55 =</b>	21	40	231	111
<b>Under 55 disabled =</b>	8	17	100	71
<b>Over 55 =</b>	45	68	548	284
<b>Social Casework Service Hours</b>	94.25	147	1,057.25	1,130
<b>Food Bank Household visits</b>	123	428	1,163	1,124
<b># bags of groceries distributed</b>	1,048	2,696	8,368	11,996
<b>Mobile truck</b>	222	243	2,911	1,431
<b>Special Needs</b>	7	8	49	83

### **SENIOR AND DISABLED CENTER**

- The Center was open daily from 8:30 am to 4:30 pm and was busy with daily activities and special December programs including a Hip Hop Line Dance class, an introduction to Mindfulness and Meditation, holiday craft classes, Coping with Grief at the Holidays, and much more.
- A Holiday Show with entertainment and refreshments was well attended by approximately 80 members who enjoyed a special afternoon of holiday cheer.
- For the first time, a Giving Tree, donated by M & T bank, was set up with the intention of collecting gifts for Human Service's holiday program as well as toiletries and hygiene items for the Food Bank. Several bins were collected and delivered. This will become an annual tradition as a result of this year's success.
- The Central CT Health District held a vaccine clinic on December 5<sup>th</sup> providing COVID, RSV, Flu and Pneumococcal vaccines.
- The volunteer gift shop monthly sales were not available at the time of this report for the month of December. The volunteer coffee shop was open Tuesdays and Thursdays during the month of December, and monthly sales were not available at the time of this report. The coffee shop remained closed on Wednesdays due to lack of volunteers. New volunteers are being trained, and past volunteers are likely coming back in the New Year.
- The trip committee planned a trip to the Aqua Turf to celebrate St. Patrick's Day to kick off the 2024 season. Tickets will go on sale in January.
- We continue to 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 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 participate in the congregate lunch program due to health concerns or lack of transportation have been offered the option of receiving Meals on Wheels. In December, volunteers delivered Meals on Wheels to approximately 50 to 60 households Monday through Friday. Recipients are eligible to receive weekend meals if requested. Volunteers deliver an average of 1,200 hot meals per month. There are currently 23 Meals on Wheels drivers who volunteer weekly or on-call. Meals are provided along four routes, with an average of 13 deliveries per route each day.
- Dial A Ride is open for all regular in-town services. In December, the two Dial A Ride drivers (with subs as necessary) completed 582 trips for 2,250 miles over 257.0 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. Two temporary employees have been hired, and Karen will work on Fridays 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 is on hold due to contractor issues.
- The Director began a temporary assignment as the Acting Town Manager while the Town conducts a search for a new Town Manager. The Program Coordinator Barb Womer was appointed Acting Director for the Senior and Disabled Center.
- The Commission on Aging and Disabled held an informal meeting on December 6<sup>th</sup>, as a quorum was not met. Members were informally updated by the Director on events and happenings at the Center.

## **PARKS AND RECREATION**

### **Recreation Division:**

- The Department held Newington's Night of Lights Holiday Spectacular on Saturday, December 2, 2023. This event had over 6,500 people in attendance, from all around the state, to celebrate the arrival of Santa Claus. This event included a fire truck parade, refreshments, a bonfire with s'mores, ice sculpture, Chicken Flinger game, Penguin "whack a mole", train rides, a hay wagon ride, a video game trailer, Big Daddy's Racing, clowns, magicians, stilt walkers, a tree lighting ceremony, a carol sing with Newington schools, and an appearance by Santa Claus.
- The Winter Men's Basketball League tipped off on Wednesday, December 20, 2023 with 6 teams registered.
- Winter PE Camp was held at Ruth Chaffee School on December 27-29, 2023 with a total of fifty students registered.
- Summer camp preparations have begun. Four out of nine weeks of field trips have been scheduled. Prior to advertising the hiring of summer camp counselors, we have already received four applications.
- The Department certified four new American Red Cross lifeguards at the Newington High School indoor pool.
- We hosted a Water Safety Instructor course and had five participants enrolled. We are happy to announce we have four new instructors working for the Department.
- On Wednesday, December 13, 2023, the students of the Creative Playtime Preschool Program were treated to a visit from a very special guest - Santa Claus himself! The children had a great time meeting Santa and hearing about his home at the North Pole.
- Summer 2024 planning has begun for both Churchill and Mill Pond Pool.

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

- Parks staff that assisted with town-wide leaf removal spent the first week of December working with the Highway Department
- Parks and Grounds staff finished Christmas decorations and assisted with the Night of Lights Holiday Spectacular on Saturday, December 2, 2023
- Parks staff continued with leaf removal at schools and government buildings
- New storage shed for Mill Pond concession building arrived; Parks staff assisted with the installation, as well as the installation of shelving units in the shed
- Parks mechanic has begun winterization of all Department equipment
- Preparations for snow removal, including plow and sander mounting, are underway
- Benches from Center green and Robbins and Main green were brought to the shop for continuing maintenance and fresh stain
- Tree work has been ramping up this month as we catch up on pruning, removal, and stump grinding
- Installed conduit at new scoreboard at Clem Lemire synthetic field for electrical installation
- Significant tree and stick cleanup following multiple high windstorms this month
- Replaced wood trim at Data Mail Pavilion at Mill Pond Park
- Winter maintenance on picnic tables from various parks is ongoing
- Trained newer staff members in triaxle dump truck so we can begin hauling our cemetery fill pile

Cemeteries: 1 Single, 2 Double, 5 Ash, 0 sales

Overtime: 112 hours, \$5,380

**Tree Warden:**

- Parks and Grounds staff removed a dead tree at Kellogg Eddy House
- Parks and Grounds staff removed and pruned trees in West Meadow Cemetery
- Parks and Grounds staff planted a tree at Lucy Robbins Welles Library
- Parks and Grounds staff removed hazardous trees at Anna Reynolds School
- Parks and Grounds staff removed a leaning tree at NHS gravel lot
- B&M Tree Service removed three dead trees at 1261 Willard Avenue
- Parks and Grounds staff removed a storm damaged tree at Walsh Avenue and Wilson Avenue
- Parks and Grounds staff removed two dead Ash trees at Beacon Park
- Parks and Grounds staff removed hazardous trees at Balducci Way
- Parks and Grounds staff picked up all branches from the storm on December 15, 2023 at all parks and town facilities

**LIBRARY**

- The Friends of the Library are deep into Winterfest 2024 preparations. This annual sold-out fundraiser is an evening of fun and entertainment but requires a lot of work seeking donations, organizing the vendors and making sure that all aspects necessary to have this event are in order. The planning committee and Head of Community Services Michelle Royer are doing a great job. This event will be held at the library on Friday January 19, 2024.
- The Library Board of Trustees presented an afterhours holiday concert titled "Winter Wonderland" on December 2<sup>nd</sup> as part of the of the *George G. Hanel Fine Arts Series*. The Larry Gareau Quartet entertained attendees with a variety of holiday music, offering interesting facts about many of the songs. It was a very enjoyable evening. The cultural events offered as part of the *George G. Hanel Fine Arts Series* are made possible thanks to an endowment to the library by Mr. George G. Hanel.
- The library is completing its proposed 2024-2025 budget for submission to the Town on January 3, 2024.
- Sunday hours continue to be very popular with our patrons. The number of people visiting the library on Sundays is up 5% from the previous year, and circulation during this same time is up 125%. For many people, this is one of the few days each week that they can visit the library due to other commitments.
- The library was fortunate to receive funds from the CT State Bond Commission to be used for internal improvements in the library. These improvements will include upgrading staff work space to be able to accommodate all staff who work in each office and to help repurpose existing space to better meet the needs of our patrons. This money was made possible thanks to the hard work of Senator Matt Lesser, Representative Gary Turco, and Representative Kate Farrar.
- The children's staff held 19 programs that were attended by 636 children and their caregivers. The Children's staff took a break from weekly story times during the month of December but had quite a few special programs for our families. The popular *Winter Wonderland Workshop* program featured winter-themed crafts for families to create together. The first *Kids Winter Craft Fair* was held throughout the library offering for sale crafts that were made these very talented kids. Library Trustee Anna Eddy hosted a *Festive Storytime* that featured her reading her book *Glow-Monster Rising*. Highlights of other programs included *Baby Soft Play*, *Story and Art* and *A Royal Storytime*.
- Teens were offered 5 programs that were attended by 97 teens. Teens participated in and attended the *Kids Winter Craft Fair* that was held in early December. They enjoyed hot cocoa, decorating ninja bread men and making holiday cards at the *Winter Chill Out* program. Other highlights included Teen Librarian Sarah Riordan teaching a group of teens how to sew a penguin as part of the *Teen Sewing Workshop* and Children's Librarian Beth Mendelsohn helped teens fill mason jars with dry ingredients to make soup mason jars during the *Teen Cookbook Club*.
- Adults enjoyed 20 programs that were attended by 387 adults. Crafty adults learned how to make miniature ornaments and folded holiday trees out of old books. A *Books and Bites* programmed highlighted cozy winter reads. The *Movies @ the Library* program this month presented the film *Barbie*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion* featured the book *The*

*Lost Apothecary* by Sarah Penner. The evening book discussion group met to discuss the novel *Book Lovers* by Emily Henry. Popular *Grab & Go Kits* this month included coloring pages and puzzle packets and this month's *Spice It to Go* kit that included anise extract.

- Total circulation was 19,581. Circulation of digital materials was 3,266. Total number of people that entered the building was 9,218. Staff processed and pulled 1,503 holds on the shelves to be processed for curbside pickups and interlibrary loans. Staff answered 2,571 reference questions during the month. Meeting room and study room space was used 219 times. Volunteers and staff delivered 165 items to our homebound patrons. Staff offered tech help 99 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Ancestry.com*, *Pebble Go Animal*, *Social Studies* and *PebbleGo Biographies* databases.
- In technology news, Digital Services Librarian Michelle Patnode offered a technology program titled *Technology Buying Guide* that gave tips about technology buying for the holidays. Several one-on-one Tech 4 U appointments were held during the month.
- In personnel news, Head of Children Services Bailey Francis, part-time children's staff person Julia Mazur, and Head of Community Services Michelle Royer met with SEPTO and talked about programs, events, and other topics the library can offer SEPTO members, as well as children with disabilities/learning difficulties in the community. Staff is continuing to taking advantage of professional development opportunities offered by the CT State Library. Webinars on relevant library topics are available each month for library staff to attend. Most of these webinars are free. Topics included *Stressful Service Situations: A Step-By-Step Guide to Better Conversations with Patrons* and *Transient Populations: How To Work With Patrons Experiencing Homelessness in Librarians*
- In facilities news, Dave Brown, the library's part-time maintenance technician is doing a great job completing some of the tasks that were compiled during the Library Board of Trustees Building Committee annual walk-thru on November 11. His work helps to maintain the interior of the building. Parks and Grounds planted a tree in the library parking lot, near the Little Free Library, to replace the one that died last year. The library's paging system is down. We are working with IT to identify the problem and find a solution. The cleaning service continues to do a great job.

## **TOWN CLERK**

- There were 62 property transfers during the month, for a total of \$15,783,853.00 in sales. State conveyance tax collected was \$130,493.90; Town conveyance tax collected was \$38,154.64.
- There were eight residential sales each over \$400,000. There were three commercial sales: 50 Fenn Road, from Trumbull Family Properties LLC to Ljubica Jurkota & Abu Bakar for \$1,381,000.00; 10 & 20 Holmes Road, from Holmes Asset Management LLC to Syman Properties LLC for \$625,000.00; and 50 Budney Road from 50 Budney Road LLC to Giliberto Realty Co LLC for \$1,200,000.00.
- There were 295 documents filed during December: 2 liens, 69 mortgages, 81 releases and 24 probate documents. Sixty of these documents were electronically recorded, bringing in revenue of \$5,736.00.
- Staff certified and issued 215 copies of vital records. Eighteen burial and 25 cremation permits were issued. Six marriage licenses were issued to couples.
- Four Trade Name certificates, four Liquor permits and eight Notary Public commissions were catalogued. Staff issued 9 passes to the landfill station on behalf of the Highway Department.
- The Town Clerk swore-in one (1) Certified Police Officer on December 18<sup>th</sup>.

<b>DATA SUMMARY - DECEMBER 2023</b>				
	<u>December-22</u>	<u>December-23</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	368	295	2,393	2,245
Dog Licenses Sold	32	22	783	682
Game Licenses Sold	11	8	70	49

Vital Statistics				
Marriages	9	15	116	120
Death Certificates	37	30	196	186
Birth Certificates	28	20	164	135

Total General Fund Revenue	\$ 82,554.96	\$ 54,018.29	\$ 433,043.48	\$ 362,266.12
Town Document Preservation	\$ 1,197.00	\$ 957.00	\$ 7,970.00	\$ 7,208.00
State Document Preservation	\$ 2,488.00	\$ 2,032.00	\$ 15,496.00	\$ 14,040.00
State Treasurer (\$36 fee)	\$ 10,980.00	\$ 8,964.00	\$ 63,576.00	\$ 62,208.00
State Treasurer (\$127 fee)	\$ 3,175.00	\$ 2,540.00	\$ 26,543.00	\$ 22,479.00
State Treasurer (\$110 fee)	\$ 2,970.00	\$ 2,200.00	\$ 25,630.00	\$ 21,670.00
LoCIP	\$ 915.00	\$ 747.00	\$ 5,298.00	\$ 5,184.00
State Game Licenses	\$ 124.00	\$ 36.00	\$ 656.00	\$ 441.00
State Dog Licenses	\$ 299.00	\$ 227.00	\$ 5,313.50	\$ 5,025.00
Dog Licenses Surcharge	\$ 88.00	\$ 60.00	\$ 1,914.00	\$ 1,648.00
Marriage Surcharge	\$ 204.00	\$ 204.00	\$ 1,598.00	\$ 1,768.00
<b>Grand Total</b>	<b>\$ 104,994.96</b>	<b>\$ 71,985.29</b>	<b>\$ 587,037.98</b>	<b>\$ 503,937.12</b>

### **INFORMATION TECHNOLOGY**

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

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

- Completion of over 68 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
- Obtained quotes and prepared FY 2025
- Troubleshoot booking camera malfunction in Police Department
- Upgraded FME TylerHub environments
- Upgraded and configured remote site firewall to improve memory usage and security
- Assisted Facilities Department on reconfiguration of door access controls
- Upgraded public web browser for accessibility function at Library
- Updated firmware and software on A/V components to accommodate security certificates
- Updated firmware and software on Library OWL remote meeting platform
- Addressed DHCP issue on public guest network relating to ARP cache
- Configured and tested MFA integration into our remote access VPN solution
- Investigated hard tokens for MFA access for those without cell phones
- Tax Collector application updated and database maintenance
- MDT's deployed to FD Captains and Headquarter personnel
- Tax Office tax bill comparison completed
- Worked with vendor to allow full screen view in the Council Chambers and fix issues in meeting Room 201
- 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 on 12/13/23:**

Approved with Conditions:

**Petition 28-23:** Zoning Regulation Text Amendment Pertaining to Family Child Care Homes and Group Child Care Homes as a Permitted Use Accessory to a Residence in a Zone Permitting Either Single, Two-Family, or Multifamily Uses (Add Sec. 3.1.5 ) (Amend Sec 3.2.8) (Remove and Add 9.2 Definition), Applicant: Newington TPZ, Contact: Paul Dickson

### **Conservation Commission – Meeting Scheduled on 12/19/23:**

Approved with Conditions:

**Application 2023-17:** For Sanitary Sewer Easement Vegetation Maintenance Within MDC Easements in the Town of Newington, Applicant: The MDC, Owners: Various, Contact: Susan Negrelli

Approved with Conditions by the Wetland Agent:

**Application 2023-15AA:** For Storm Water Improvements in the URA (Upland Review Area) at 225 Richard Street, Applicant: H.O. Penn Machinery Company, Inc., Owner: NW Branch, LLC, Contact: John Surreira

### **Zoning Board of Appeals – Meeting Scheduled on 12/7/23:**

Approved with Conditions:

**Petition 00-23-05:** 45 Lincoln Road, Requesting a Variance of Section 4.5 Table A to Reduce the front yard setback from 35' To 10' to locate an Accessory Ground Mounted Solar Array within the Required 35' front yard setback on Halleran Drive (through lot with two front yards), Applicant/Contact: Jeffrey McLain, Owner: John & Kelly DeHaas

Extension Granted to 1/4/24:

**Petition 00-23-04: 65 Culver Street** (PD Zone), Requesting a Variance for an Expansion of a Legally Non-Conforming Residential Use, Applicant/Contact/Owner: Timothy Potvin

### **Open Space Committee – Election of Officers**

### **Economic Development Commission – Meeting cancelled**

### **Affordable Housing Monitoring Agency – No scheduled meeting for December**

### **Town Planner/Zoning Officer Activities:**

Issued 13 Zoning Permits for various projects in town

Received 39 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: the following items were issued: 2 zoning notice of violations, 1 blight notice of violation

Performed 1 c/o inspection and prepared the required bond agreements for 1 new residential property

Removed 20 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

180 Carr Avenue  
174 Day Street  
446 Maple Hill Avenue  
311 Orchard Avenue  
181 Patricia Genova Drive

## **FACILITIES**

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of December. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 80 work orders and tasks this month. We completed 27 preventative maintenance tasks, and the team responded to and completed 51 reactive work orders. Of the 51 reactive work orders, 24 were calls for service from outside the Facilities Department. 21 of the 51 reactive work orders were handled/completed in less than 1 day from request.

### **Town Hall: (29 PM tasks and work orders completed)**

- Big dig and drainage investigation completed
  - Manhole and cleanouts added to drainage line
- Heat mats for emergency gym exit installed
- Multiple key fob requests
- Multiple calls for adjustments to HVAC
- New key pad controls program implemented for mass unlocking and locking of Parks and Recreation doors' set up
- Multiple requests for moving of furniture
- HVAC fan coil unit filters changed--all 3 floors
- Multiple leaks following heavy rain storm

### **Library: (5 PM tasks and work orders completed)**

- Cleaned off roof, made sure roof drains were clear
- RTU reported not working – HVAC fixed
- Exhaust fan for entire first floor down – New fan on order
- Loose insulation in the basement replaced

### **Highway Garage: (10 PM tasks and work orders completed)**

- No heat reported north end of big garage; issue resolved
- Main water line sagging – new hangers installed
- Replaced door closure southeast corner exit
- Contractor released to widen 2 overhead doors to fit larger equipment
  - Materials to be ready before Thanksgiving
  - Materials finally came in, and job was scheduled for December 12<sup>th</sup>.
  - Completed: 1 old door saved for replacement of another door with issues – scheduled sometime in January
- Added water spigot and hose reel southwest door bay

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

- Repaired door closure of chapel
- Wired new scoreboard at Clem Lemire Park
- Investigation into power issues continues
  - Eversource engineers are working on a solution
  - Frontier has deemed poles to be unsafe and wants to replace them as soon as possible; we are trying to coordinate both solutions at once
  - Ongoing: Eversource engineers still looking into the solution

**Historical Properties: (0 PM tasks and work orders completed)**

- Kellogg-Eddy
- Kelsey House

**Senior and Disabled Center: (12 PM tasks and work orders completed)**

- 2 new exhaust fans for 4 bathrooms received, planning for install in January (weather permitting)
- Grease trap/ drain issues – twice. Drain service called in to clear the lines.
- HVAC thermostat issue fixed
- Window project
  - Multiple meetings with contractor and architect
  - Multiple inspections of work

**Police Department: (14 PM tasks and work orders completed)**

- Police monument project: all materials for our (facilities) portion of the job are waiting for Parks to pull the trigger and select a start date.
- RTU #4 door blew off in the storm – had to be bent back to shape and reattached to the unit
- Rebuilt HVAC pump #2 – gaskets were leaking
- Following service to pump #2, there was an issue with the programming of the system. ESC brought in to reprogram the system.

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

- Fire Marshal inspection of building – found some violations that are all the responsibility of the tenant Newington EMS

**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 Center not live yet, planning to go live in January
  - 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 1<sup>st</sup>
  - PTO submitted to Eversource on 12/20--2 weeks for response
- 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 10-12 month lead time
- Planning for HVAC RTU replacement at Police Department
- Planning for asphalt roof replacement at Police Department
- Meetings with canopy architect – waiting on proposal from architect to spec the job for public bid
- Town Hall campus signage – contractor released

## **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 CRCOG Municipal Services Committee
- Reviewed Town Hall canopy project and Senior Center windows' project for Facilities Department
- Called staff meeting following leave of Town Manager
- Assisted Council in special meeting to name Acting Town Manager
- Organized staff meeting for transition plan
- Attended CT Town & City Managers Association Meeting
- Began budget review and entering for FY 2024-2025 and budget narratives for accounts:
  - 10110-Town Council, 10120-Town Manager, 10157-Purchasing, 10160-Legal, 10180-Personnel, 10195-Central Services, 10911-Worker's Comp, 10912-General Liability, 10914-Umbrella, 10915-Police Liability, 10916-Public Officials Liability, 10919-Property Insurance, 10920-Other Insurance, 10921-Surety Bond, 10922-Insurance Agent, 10925-Insurance Reserve