



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: March 20, 2024
Re: Monthly Report – January 2024

PERSONNEL

- The vacant Highway Equipment Operator (HLT-9) position was posted internally to the AFSCME Union on January 3rd, with a closing date of January 10th. The position was posted externally on January 18th, with a closing date of February 2nd.
- Jeremy Rivera, Certified Police Officer, was sworn in to the Police Department on January 2nd.
- Panel interviews were scheduled on January 17th for the vacant Eligibility Program Coordinator (A-1) position. Final Interviews were scheduled on January 22nd, and a conditional offer was made to the finalist.
- Interviews for the vacant Chief of Police (A-13) were scheduled on January 25th.
- Panel interviews were scheduled on January 31st for the vacant Administrative Secretary III (C-10) position in the Police Department.
- The vacant Assistant Town Engineer (T-8) position was reposted to the public again, with the first review of applicants on December 15th.
- The vacant Assistant Building Official (A-7) position was reposted to the public again, with the first review of applicants on December 15th.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- After 22 years of service, Karen Halpert, Eligibility Program Coordinator (Elderly Worker), retired from the Town of Newington on January 3rd, 2024.

Overtime

Paid overtime during the month of January 2024 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	24.4	\$ 1,511.28
Weekend Standby and Call-In	16.0	\$ 965.12
Road Maintenance	17.0	\$ 1,130.37
Landfill – Fill in for Attendant	55.0	\$ 3,677.09
Leaves	1.5	\$ 67.18
Snow	807.5	\$ 50,724.05
Totals	921.4	\$ 58,075.09

PARKS AND GROUNDS DIVISION		Overtime Hours	Cost
General Grounds		438.0	\$ 21,024.00
Totals		438.0	\$ 21,024.00

POLICE DEPARTMENT	23-24 Budget Overtime Appr.	Overtime Expended 23-24 YTD	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD
Administration	\$ 8,740.00	\$ 0.00	\$ 8,547.00	\$ 657.47
Patrol	726,993.00	619,599.38	710,781.00	603,421.82
Investigation	92,793.00	21,134.41	91,467.00	23,837.21
Traffic	5,006.00	1,177.52	5,006.00	2,763.04
Communication	175,681.00	101,872.55	183,778.00	96,888.23
Education/Training	146,205.00	66,926.61	142,800.00	73,486.71
Support Services	58,894.00	(7,898.67)	57,595.00	12,218.28
Animal Control	2,546.00	1,650.68	2,521.00	1,781.96
Total	\$ 1,216,858.00	\$ 804,462.48	\$ 1,202,495.00	\$ 815,054.72
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 18,597.98	\$ 29,834.00	\$ 17,316.53
Snow and Ice Control	133,578.00	50,447.55	133,578.00	21,848.58
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	18,959.82	34,486.00	17,892.99
Leaf Collection	35,972.00	34,937.93	35,972.00	31,459.41
Total	\$ 233,870.00	\$ 122,943.28	\$ 233,870.00	\$ 88,517.51
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 92,732.82	\$ 105,001.00	\$ 70,523.62
Cemeteries	17,109.00	354.65	17,109.00	2,272.99
Total	\$ 122,110.00	\$ 93,087.47	\$ 122,110.00	\$ 72,796.61

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The sixth 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 December 2023 were \$666,110. 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 December, 2023

	Town	Board of Education	Total
Estimated Claims	1,286,760	4,752,120	6,038,880
Actual Claims	1,150,593	4,513,914	5,664,507

FINANCE

Accounting and Administration

- Deputy Finance Director Lisa Rydecki and Finance Director Janet Murphy received the departmental operation budget requests. Analysis was completed on what was submitted, and meetings were held with Department Heads and the Town Manager during the month.
- Both Accounts Payable and Payroll completed work on their year-end processing of W-2s and 1099s in January.

- Meetings were held for health insurance renewal cost and anticipated Pension/OPEB contributions for the 2024-2025 fiscal year.
- Worked with Lauren Rhines on speaking with vendors about leasing a new copier for the Finance Department and Town Manager's office.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received \$3,827,930 for the Educational Cost Share 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)

1/31/2024

	Interest Earnings		\$ Invested
	Budget FY2023-24	Actual Year to Date	
General Fund	\$250,000	1,479,994	\$61,022,354
Special Revenue Funds	48,000	21,419	760,002
Capital Projects Funds		35,799	1,176,070
Internal Service Fund	75,000	232,554	7,805,800
Trust and Agency Funds		28,736	1,534,216
Total, Estimated by Fund			\$72,298,442

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

1/31/2024

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	5.43	5.44	217,654	216,556	51,166,012
Bank North	2.07	2.07	1,003	1,004	578,917
TDBank (new)	2.84	2.84	28,286	28,297	11,955,472
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	7,096	7,080	3,290,002
Liberty Bank	4.60	4.60	20,247	20,170	5,308,039
Total Outstanding Investments					\$72,298,442

Rates reflect average monthly yield, annualized

Assessor

The October 1, 2023 Grand List totals of all property in the Town of Newington, pursuant to Section 12-62 of the Connecticut General Statutes, subject to hearings of the Board of Assessment Appeal are as follows:

<i>Town of Newington</i> <i>2023 Net Taxable Grand List</i>				
Category	2022 Grand List	2023 Grand List	Change \$	Change %
Real Estate	\$ 2,336,065,427	\$ 2,351,653,310	\$ 15,587,883	0.667%
Personal Property	\$ 202,931,050	\$ 215,238,750	\$ 12,307,700	6.0650%
Motor Vehicles	\$ 330,311,961	\$ 330,552,703	\$ 240,742	0.0729%
Total	\$ 2,869,308,438	\$ 2,897,444,763	\$ 28,136,325	0.98%
Tax Exempt Real Estate	\$ 414,532,660	\$ 421,498,900	\$ 6,966,240	1.68%
Tax Exempt Personal Property	\$ 105,633,890	\$ 118,190,020	\$ 12,556,130	11.89%

***For 2023 Grand List the total amount of personal property exemptions, as we are required by the State of Connecticut to grant, is \$118,190,020 resulting in a lost revenue of \$4,533,769 being redistributed to real estate, motor vehicle and other personal property taxpayers.

COMMENTARY ON THE OCTOBER 1, 2023 GRAND LIST

The October 1, 2023 **Net Grand List** for the Town of Newington totals **\$2,897,444,763** which is an increase of \$28,136,325 or 0.98% as compared to the 2022 Net Grand List.

This increase is primarily attributable to increases in Real Estate and business Personal Property categories of the Grand List which increased \$15,587,883 and \$12,307,700 respectively.

The **Real Estate** portion of the 2023 Grand List totals **\$2,351,653,310** which is an increase of \$15,587,883 or 0.667% more than the 2022 Grand List.

The increase in the Grand List would have been higher for 2023; however, there were reductions made by the Board of Assessment Appeal, and 8 court cases were settled. The total reduction to the 2022 Grand List was \$6,030,655, a revenue loss of \$231,335 for one year. In addition, 3313-3333 Berlin Turnpike, Meadow Commons Owner, LLC received approval to amend their Tax Fixing Agreement to start as of October 1, 2023 abating an assessment of \$7,137,170.

The **Personal Property** portion of the 2023 Grand List totals **\$215,238,750** which is an increase of \$12,307,700 or 6.065% over the 2022 Grand List.

The **Motor Vehicle** section of the 2023 Grand List totals **\$330,552,703** which is a nominal increase of \$240,742 or .072% over the 2022 Grand List. The average assessment of a passenger motor vehicle decreased from \$11,862 for the 2022 Grand List to \$11,526 for the 2023 Grand List. Used vehicle values have started to stabilize after two years of increasing values and demand.

The **Tax-Exempt** portion of the 2023 Real Estate Grand List totals **\$421,498,900** which represents 15% decrease of the total **Real Estate Grand List**. The state mandated tax exemption of certain business personal property results in a reduction of the personal property grand list of **\$118,190,020** in assessment resulting in a loss of 35% to the **Personal Property Grand List**. The motor vehicle exemptions are nominal. The totals presented in the chart and discussed are the net Grand List, and excludes non-taxable property.

Revenue Collector

- Collections for January on the 2022 Grand List amounted to \$34,049,353.99, and back tax collections were \$60,126.42. Included in the back tax amount was \$7,902.74 which was collected for suspended accounts.
- This year's total collections through January were 94% which is the same as last year for the same period of time.
- January was an extremely busy month with the second installment payments coming in for the Personal Property and Real Estate taxes as well as for the Supplemental Motor Vehicle tax bills.

- There were 4,084 Supplemental Motor Vehicle tax bills mailed at the end of December for individuals who registered cars after October 1, 2022. 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 Vehicle taxes.
- Press Releases were also placed in the Rare Reminder, as well as on Newington's web-site and its social medica to remind taxpayers of their tax obligations.

POLICE

Patrol Calls for January are as follows:

Abandoned MV 1	Fire Task Force Activation 0	MV Evading 16
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial BurgAlarm 57	Fire Trouble Alarm 0	MV Injury 8
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 102
Alarm Residential Burg Alarm 14	Fire Vehicle Fire 1	Neighbor 12
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 156
Animal Complaint 13	Fire Water Problem 3	Noise 8
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 1	Follow Up 28	Notification 0
Assault in Progress 0	Found Property 3	Open Door/Window 6
Assist Motorist 4	Gun 1	Other Archive 0
Assist Notification 0	Harassment 11	Parking Violation 45
Assist Other Agency 30	Hazard 23	PD Assist Fire Dept 59
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 20
Breach of Peace/Disorderly 7	Identity Theft 6	Prisoner Care 7
Burglar Alarm 18	Illegal Dumping 4	Private Duty 0
Burglary 7	Impersonating Police 0	Property Found 2
Car Seat 1	Indecent Exposure 0	Property Lost 2
Check Welfare 37	Intoxicated 0	Prostitution 0
Check Welfare 911 29	Juvenile Complaint 9	Recovered Stolen MV 0
Check Welfare Other 9	K9 Assist 0	Rescue Call 0
Clear Lot 1	Kidnapping 0	Residential Lockout 2
Construction 0	Landlord/Tenant Dispute 3	Risk Protection Order 2
Court Detail 23	Larceny 53	Robbery 0
Crest Call Out 2	Larceny from MV 4	Roll Call 2
Criminal Mischief 3	Lift Assist Only 4	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 21	Local Traffic Authority 1	Serve Warrant 26
Dog Complaint 26	Location Check 604	Sexual Assault 3
Domestic 22	Location General 1	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 101
Drug 4	Lockout Building 2	State Pistol Permit – Tempo 0
DUI 2	Lockout MV 1	Stolen MV 6
EDP 19	Lost Property 5	Sudden Death 4

Escort/Transport 7	LTA 0	Suicide 0
Escort/Funeral 3	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 19	Suspicious MV Unoccupied 15
Escort Retrieval 0	Medical Cardiac 1	Suspicious Report 120
Escort Tax 0	Medical Complaint 276	Test 0
Fingerprint 0	Medical Diabetic 3	Threatening 7
Fire Alarm Commercial Bldg 5	Medical Fall 16	Tobacco 0
Fire Alarm Residential 0	Medical Mutual 0	Tow 19
Fire CO Detector no sympt 1	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Stop 223
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 5
Fire Hazmat 4	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 2	Training 0
Fire Other 4	Missing 5	Trespass 2
Fire Rescue 0	MV Abandoned 1	Unknown 0
Fire Special Detail 0	MV Assist 37	Water problem 1
Fire Stand By 0	MV Complaint 33	
Fire Structure Fire 3	MV Fire 0	

Total: 2,524

In January, the Detective Division Report:

- Handled 41 investigations: 41 remain ongoing
- Served 33 warrants: 30 by Patrol officers, 3 by Detective Division

Property Report January, 2024:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	4	\$ 2,188
Abandoned	1	\$ 100
Evidence	1	\$ 225
Found	0	\$ 0
Lost	0	\$ 0
Seized	12	\$ 1
Recovered	0	\$ 0
Impounded	1	\$ 0
Informational	0	\$ 0
Towed	0	\$ 0
Total	19	\$ 2,514

In January, the Patrol Division Report:

- On 1/14/24, an Officer was patrolling the Berlin Turnpike when she noticed damage to the front windows of A Plus Auto and Tinting located at 2441 Berlin Turnpike. Upon inspection, the Officer determined a vehicle had caused the damage by driving through the windows. The store owner was notified and responded to the scene. A review of CCTV depicted a SUV backed through the front windows of the store. A suspect is seen exiting the vehicle and loading the SUV with stereo equipment until there is no more room left inside. The vehicle then leaves but returns approximately 20 minutes later, and the suspect steals more merchandise. Detectives were requested to process the scene. The

case was transferred to the Detective Division for follow-up investigation, and a suspect has been identified. This case remains under investigation.

- On 1/8/24, 1/12/24, and again on 1/13/24, customers at Cube Smart located at 26 Maselli Road reported their storage units had been burglarized. All three units were entered the same way, by damaging the roll up door creating an opening large enough to gain access. The victims reported the suspect(s) stole tools and electronic equipment. CCTV revealed a dark colored sedan may be involved, but there are no additional investigative leads. These cases were suspended without an arrest pending further information.
- On 1/16/24, Newington PD received a complaint from a parent of a Newington High School student reporting her daughter's name had been seen on a "Jigsaw" list created by another NHS student. This list was created based on the Saw horror movies in which a serial killer fabricates traps to injure or kill victims. The suspect student apparently wanted to place the listed students in these traps. Officers were able to identify the author of this list, and contact was made with him and his family. Over one hundred students were listed on the "Jigsaw" list, and each child was identified and his/her parents were notified of the investigation. A search of the suspect's residence indicated he did not have any traps or trap building materials in his possession. The student was arrested for Disorderly Conduct and Threatening 2nd Degree.
- On 1/22/24, a resident of Sunnyside Road in Newington received an unexpected package in the mail. Upon opening the package, the resident observed a Ziploc baggie containing numerous blue colored pills. The resident called the police and reported the suspicious package. Officers were able to identify the pills as 30 milligrams Oxycodone, which is an opioid listed as a schedule 2 controlled substance. The return address listed was identified as a shopping center in Cleveland, Ohio. The officer contacted the Postal Inspector's office, and the case remains under investigation.

In January, Support Services report:

- The Support Services Division continues to progress 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 joined an Accreditation Assessment Team made up of law enforcement accreditation professionals from around the state. This is a voluntary role that helps the Police Officer Standards and Training Council assess police department's accreditation files. During the month of January, 2024, the Support Services Division Commander participated in two meetings pertaining to the Eastern Connecticut State University Police Department's Tier II assessment. The next assessment is for the Meriden Police Department, which is scheduled to take place in March of 2024.
- On January 3rd, a certified police officer from the Springfield (MA) College Police Department came in for an oral board interview. The candidate moved on to the polygraph examination but is no longer in the hiring process.
- On January 4th, Lt. Aivano, Sgt. Deane and Ofc. Gore conducted oral board interviews for eleven (11) police officer candidates. One candidate is a certified police officer in Connecticut, while the rest of the candidates were entry level. Six (6) candidates moved on to the polygraph examination. From those six candidates, four (4) psychological examinations are scheduled to take place on February 8, 2024. One of the four candidates withdrew from our hiring process after receiving a conditional offer from another agency.
- On January 10th, Lt. Aivano attended a career fair at the University of Connecticut Hartford campus. This career fair was not limited to criminal justice students, and the Newington Police Department was the only law enforcement entity that was represented at the career fair. Our recruitment flier was disseminated, and many good conversations were held with students and faculty. During the month of January, Lt. Aivano also registered for the POST University virtual career fair to be held on February 27, 2024, as well as the Central Connecticut State University Criminal Justice and Public Safety career fair, which is scheduled for April 10, 2024.
- During the month of January, Lt. Aivano and Lt. Jameson met with the Acting Director of the Senior and Disabled Center to discuss a member/client who had been displaying some erratic and concerning behavior. Based on the meeting, Lt. Aivano arranged to have a social worker from Intercommunity Health meet with the female in question. Based on the social worker's interview with the female, it was determined that she met the criteria for an Emergency Certificate for grave disability based upon her poor insight and judgement about her physical and mental health. The female was transported to the hospital for further evaluation. This case highlighted the importance of having a good working

relationship between the police and social workers to ensure proper referrals for services are being made.

- On January 24th, Lt. Aivano and Sgt. Deane met with Jacob Trowbridge from Newington High School to discuss having students help the police department create a recruitment video. We discussed potential themes for the video and will be convening during the month of February with the students to start filming.
- Throughout the month of January, Lt. Aivano had been working with Josh Cingranelli (Emergency Management Area Region 3 Coordinator) to conduct a Site Security Assessment at the Newington Senior and Disabled Center. This involved the police department coordinating with the Fire Marshal's office, the volunteer fire department, Information Technology staff, and Senior Center staff to come together on January 31st to conduct the assessment. Sgt. Deane attended the meeting as well.
- On January 31st, three candidates interviewed for the position of Administrative Assistant to replace recently retired Linda Cruff. The Support Services Division Commander was part of the interview panel. The hiring process for this position remains ongoing.
- In-house training continues to be a priority of the Support Services Division. During the month of January, 2024, the Support Services Division held the following training sessions:

- January 13th: Active Shooter/MILO Training
- January 16th: Active Shooter/Shield Training
- January 22nd: Law Enforcement Active De-Escalation Strategies Training
- January 29th: Stop Stick/Star Chase/High Risk Stops Training
- Lt. Aivano has been working with retired Wethersfield Police Lieutenant Kevin Dillon to schedule a total of six (6) training sessions related to de-escalation and use of force analysis to satisfy the COPS Grant, which was awarded to the Newington Police Department in 2023. All sworn officers are scheduled to receive the in-person Law Enforcement Active De-Escalation Strategies training (8-hour class), while all supervisory and command staff are scheduled to attend the use of force analysis training in April and June of 2024.
- Sgt. Deane also enrolled ten (10) officers in recertification training during the months of May and June of this year.
- During the month of January, 2024, Officer Walker received twenty-four (24) requests for body worn camera video. Nineteen (19) of these requests came from New Britain Superior Court, while others came from civilians or law firms.
- During the month of January, 2024, Master Police Officer Buggee generated four calls for service at Newington High School. Three of the calls were medical complaints, while one of the calls involved an emotionally disturbed student.
- Recruitment and Selections remain ongoing for both entry level and certified police officers this month. The Department has four (4) waitlisted seats at the Connecticut Police Academy in Meriden for Session 382, which is slated to begin on April 5th. The New Britain Police Department will also be hosting a satellite academy that is tentatively scheduled to begin on April 26, 2024. Another round of oral board interviews is scheduled to take place during the month of February, 2024.

Police Department Overtime Report January 2024:

OT December	\$ 93,869	3 pay periods (2 holidays)
OT January	\$ 119,866	2 pay periods (3 holidays)
	\$ 25,997	increase

- In January, one new certified officer was hired. Applications continued to be received, and testing continues. Total vacancies for the department: currently 10 sworn and 2 nonsworn. One sworn is starting in February, reducing this number to 9 sworn vacancies.
- Administrative overtime of \$0. Administrative currently has 2 sworn positions funded/not filled and one Administrative Assistant position filled with a temporary hire, and a vacancy due to retirement for the Chief's Secretary.
- Patrol overtime of \$88,490, an increase of \$27,275 from the previous month. Overtime included 2 pay periods, 3 holidays (\$46,000), 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/case reports and casework which included: domestics, Mid State Accident Reconstruction call outs,

radio project meetings, drone call out, oral board panel, an awards meeting, Town Council meeting, missing person, injury coverage, serve warrants, bank robbery, threatening investigation, and other related duties. In January, Patrol has 4 police officer vacancies. In February, one Certified Officer will begin, reducing this number to 3.

- Detective Division overtime of \$5,768, an increase of \$4,192 from the previous month. Overtime included 1 holiday (\$2,000), crime scene investigation, robbery investigation, and a bank robbery. Currently has 2 positions funded/not filled.
- Traffic Division overtime of \$275, an increase of \$275 over last month for road signing for a tree down.
- Communications overtime of \$15,885 an increase of \$2,148 from the previous month. Overtime included 3 holidays (\$7,500), 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 dispatcher in training until March.
- Educational overtime of \$5,568, a decrease of \$10,023 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Active Shooter training, Drone training, Star Chase, Stop Sticks, Basic Photography, and training for recruits and dispatchers.
- Support Services overtime of \$3,804, an increase of \$2,205 from the previous month. Overtime included 1 holiday (\$1,300), the radio project, a juvenile arrest, and student threatening. Support currently has 2 sworn positions funded/not filled.
- Animal Control overtime of \$351, an increase of \$100 from the previous month. Overtime included a found dog and a dog redemption. 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 January, 2024. 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	December	7 Month Total
1	Fire		
100	Fire, other	1	10
111	Building fire	1	7
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	1	6
114	Chimney or flue fire, confined to chimney	1	3
116	Fuel burner/boiler malfunction, fire	0	1
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	2	7
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and-grass mixture fire	0	1
143	Grass fire	0	0
150	Outside rubbish fire, other	0	4
151	Outside rubbish, trash or waste fire	1	3
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	1
Total		7	54

Overpressure Rupture, Explosion, Overheat (No Fire)

2

200	Overpressure rupture, explosion, overheat	0	1
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	3

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	0	4
311	Medical assist, assist EMS crew	1	4
322	Motor vehicle accident with injuries	0	1
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0
324	Motor Vehicle Accident with no injuries	1	2
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	1	2
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
Total		3	22

4 Hazardous Condition (No Fire)

400	Hazardous condition, other	6	20
410	Combustible/flammable gas/liquid condition	0	3
411	Gasoline or other flammable liquid spill	1	6
412	Gas leak (natural gas or LPG)	5	12
413	Oil or other combustible liquid spill	2	6
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	2	9
440	Electrical wiring/equipment problem, other	1	17
441	Heat from short circuit (wiring), defective/worn	1	1
442	Overheated motor	0	1
443	Breakdown of light ballast	0	1
444	Power line down	4	19
445	Arcing, shorted electrical equipment	2	4
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1

			0
463	Vehicle accident, general cleanup	1	7
	Total	25	108
5	Service Call		
500	Service Call, other	0	4
510	Person in distress, other	0	1
511	Lock-out	0	5
512	Ring or jewelry removal	0	0
520	Water problem, other	4	20
521	Water evacuation	3	16
522	Water or steam leak	0	3
531	Smoke or odor removal	2	14
540	Animal problem, other	0	0
542	Animal rescue	0	0
550	Public service assistance, other	0	0
551	Assist police or other governmental agency	0	5
552	Police matter	0	0
561	Unauthorized burning	0	2
571	Cover assignment, standby, move up	0	4
	Total	9	74
6	Good Intent Call		
600	Good intent call, other	4	33
611	Dispatched & cancelled en route	0	1
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	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	6	12
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	7
	Total	12	62
7	False Alarm & False Call		
700	False alarm or false call, other	2	33
710	Malicious, mischievous false call, other	0	2
711	Municipal alarm system, malicious false	0	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	3	18
731	Sprinkler activation due to malfunction	2	4
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	2	19
734	Heat detector activation due to malfunction	0	2
735	Alarm system sounded due to malfunction	0	13
736	CO detector activation due to malfunction	1	8
740	Unintentional transmission of alarm, other	3	15
741	Sprinkler activation, no fire	2	3
743	Smoke detector activation, no fire - unintentional	7	29
744	Detector Activation, no fire	3	9
745	Alarm system activation, no fire	4	39
746	Carbon monoxide detector activation, no CO	2	9
Total		31	205

8 Severe Weather & Natural Disaster

800	Severe weather or natural disaster, other	0	1
812	Flood Assessment	1	2
813	Wind Storm, tornado/hurricane assessment	1	1
814	Lightning strike (no fire)	0	1
Total		2	5

9 Special Incident Type

900	Special type of incident, other	0	2
911	Citizen complaint	0	0
Total		0	2

Total Calls **89** **535**

Fire Chief's Activities - January 2024

- 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 regarding ongoing message board install
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff/upcoming events
- Had discussions with Chief Stegmaier over personnel issues
- Had discussion with Capt. Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Communicated with Fire Marshal to discuss new development in town
- Attended weekly state radio meetings for new radio system
- Had discussions with Communications on new pager roll out
- Had discussions with Hermas on generator monitoring
- Attended monthly Board of Fire Commissioners meeting
- Had discussions with Tim Lapierre on apparatus PM's and concerns
- Attended Command Staff meeting
- Attended Department drill on Cancer Prevention at NHS
- Had discussions with Dept. Inc. on Buffalo mechanical needs

- Met to discuss camera installs at firehouses for security
- Attended meeting with Blue Wing on pager asset tagging and engraving
- Met with Town Manager and Finance Director on Department budgets
- Met with oral panel Chiefs about Deputy Chief candidate testing evaluations
- Met with Commissioners to discuss Deputy Chief Appointment
- Met with new Deputy Chief Giansanti about expectations of position, duties of position, issued gear and equipment for new position
- Worked on design for messages on newly installed electronic message board with Chief Stegmaier
- Met with Lt. Muir and Lt. Carbone on Kalasky Room renovations
- Had discussions with Hermas on sale of old Engine 5
- Had discussions with Lt. Carbone on new work order design roll out on Alpine
- Had discussions with Apparatus Division on new truck 1 specifications
- Had discussion with Safety Division on possible new mobile physical testing

February 2024 Training Report

Progress History

- West Hartford Fire Department has identified two days per week as training days at the Newington Training Tower for “stretching” hose. NO live burns are planned at this time. West Hartford’s tower can no longer be used, and they requested the use of our facility. All materials needed by West Hartford Fire will be supplied by West Hartford Fire. It would be advisable, if the tower gets used for “live” burns with no progress on reconstruction of their tower, that we address a fee for use at that point in time.

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 are in progress with specific businesses identified and sent to each company to begin the preplan process.
 - Discussions were held with Sarah Chaffee at Verisk regarding a current list of buildings and hydrants that require flow testing for our ISO rating. Chief Trommer supplied the list provided during our last review.
 - The Metropolitan District has not tested our hydrants since 1996. The documentation we received from ISO still shows that date. The MDC has requested a \$500 dollar per hydrant charge. Verisk stated they would work with our department to do the testing on our own. This may be an issue with MDC.
 - We have requested the Hydrant module for Alpine RedNMX to better capture and maintain our hydrant information going forward.
 - As part of the preplan process, Training Lieutenant Patz will be photographing the exterior of businesses upon receiving permission from the business owners.
 - We received additional information from Verisk (ISO) on properties in Newington that are on their list. We will be working with them to correct discrepancies on the list. For example: National Welding and other properties that are no longer at these locations or businesses have vacated or new businesses are now occupying. All of these efforts are being done in conjunction with our efforts to improve our current rating.
 - 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.
 - Alpine has created a series of ISO reports that we will be installing at no cost to better capture the data currently being input into RedNMX for delivery to ISO when needed.

- 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
 - This drill was well received by our members as former East Hartford Fire Department Chief Oates delivered the cancer presentation. His passion for protecting the fire fighters and his message hit home in so many ways.
 - “Bailout” Kits (Chief Seney) – Multiple Sessions – February, 2024
 - Our first session on “bailouts” was again exciting, breathtaking and well received by the 20 or so members that attended.
 - Special thanks to Sergeant Ryan Deane for the use of the training room located next to the Newington Fire Training tower. This was our first time using this facility.
 - 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
April		
Department Drill	Hazmat - Chief Jeff Chandler	04/08/2024
Officer Training	Hazmat Refresher/Work Orders	04/09/2024
New Officer Candidate Training	Screwdrivers/NIMS/Command	04/17/2024
May		
Multi-Company Drill	Live Burn – Company 2 & 4	05/13/2024
Officer Training	Live Burn/Command	05/14/2024
New Officer Candidate Training	Live Burn/Incident Safety	05/15/2024
Day Drill	Live Burn	05/19/2024
Multi-Company Drill	Live Burn – Company 1 & 3	05/20/2024

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)

- Cassidy 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 – 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 installation of signage at Town Hall
- Met with contractor and town staff to discuss radio upgrades at Highway Garage
- Met with utilities to discuss the Town's long-term paving schedule
- Met with consultant to discuss Tier II reporting requirements for Highway Garage
- Attended 2024-2025 Budget Meeting
- Met with paving contractor to discuss upcoming pavement schedule
- Attended pre-storm Municipal HUB refresher training
- Reviewed and updated bids for upcoming contracts for refuse and recycling collections

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
- Removed/trimmed vegetation in flood control areas of Town
- Trimmed/removed branches where needed
- Assisted outside vendor with grinding of vegetation at landfill
- Completed Town annual Christmas tree collection
- Met with MDC to inspect ongoing drainage issues on Cambria Avenue
- Began curb clean up from damage during snow plowing operations
- Removed snow/ice on sidewalks where needed
- Operators responded to four (4) snow/ice events for the month with a total of accumulation of 15.2"
- No after hour call ins for the month
- Staff started annual Target Solutions training
- Four (4) evictions for the month: 1 requiring storage, 2 no storage required, and 1 postponed

Fleet Maintenance

- Mechanics continued with preventive, winter seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic continued with upfitting the final new patrol vehicle
- One (1) new small dump truck for Parks Department was completed and put online
- Assisted Highway Operators in snow plowing operations
- Mechanics responded to one (1) after hour call in for the month

Sanitation/Recycling/Landfill

- Scheduled 90 residential bulk items for collection for the month
- Scheduled 39 condominium bulk items for collection for the month
- Scheduled 30 condo/residential scrap metal items for collection for the month
- 6,081 tons of cumulative Municipal Solid Waste were collected from July to January
- 1,363 tons of cumulative recyclables were collected from July to January
- 84 mattresses/box springs were recycled for the month
- Three (2) televisions were collected for the month
- Issued 15 permanent landfill permits and no temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 13 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 6 permits: 6 Excavation and 0 Driveway permits
- Reviewed 106 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
- 161 Carr Avenue – Site plan review
- 79 East Cedar Street – Site plan review
- 200 Church Street – Site plan review

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curbs, sidewalks, traffic signals, street lights, dams, drainage, stonewalls) throughout town

Engineering:

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

Town Projects - Construction: (dormant for winter or in planning for spring/summer construction)

- Public Works (LOTCIP 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 & 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 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 Grant Applications:

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTCIP 2020): Complete Street Project - Maple Hill Avenue and Alumni corridor improvements
- Town of Berlin & Newington (LOTCIP 2022): Complete Street Project – Rowley Street & Episcopal Road corridor improvements
- Public Works (supplemental LOTCIP 2023): Complete Street Project – Garfield Street corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTCIP 2024): Complete Street Project – Garfield Street corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW settlement – EV charging stations grant (\$70K)
- Public Works: Eversource rebate – EV charging stations (\$20K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase
- SS4A with CRCOG
- Locip for flooding projects thru CT. OPM
- STEAP Grant application for Mill Pond Dam pedestrian bridge
- WRDA 24 application for regional flooding associated with the Mill Brook/Piper Brook and Webster Brook watersheds
- 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 January:**

- An application was submitted at 476 Fenn Road to reface existing canopy to include Citgo logos
- An application was submitted at 77 Pane Road to install a pre-fab swim trainer pool
- A permit was issued at 96-100 Pane Road to install an inground pool
- A permit was issued at 240 Pane Road to install illuminated signage “Steelwrist”

Certificate of Occupancy issued in January:

- A single-family residence at 50 Peckham Farm Drive

These are the classes the inspectors took in January:

D. Jourdan: None

K. Kilkenny: Seminar on Heat Pumps in Rocky Hill on January 16th for 2 hours
IAEI Meeting on Electrical Fittings in Middletown on January 23rd for 2 hours

Building Department inspection activity for the month of January was as follows: The Inspectors completed a total of 248 Inspections. They were: Above Ceiling (1), Boiler (2), C.O. (3), Electrical (32), Final (147), Footings (5), Framing (2), Gas Line (8), Hood (1), Insulation (5), Mechanical (5), Pools (1), Property Inspection (2), Rebar (2), Rough (29), Site Visit (2), Waterproof (1).

The total number of Building/Renovation Permits issued/applied for the month of January was **132** producing a total permit value of **\$1,769,109**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	19	255,217.00
DECKS	6	34,500.00
DEMOLITION	0	0.00
ELECTRICAL	46	724,729.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	2	51,847.00
MECHANICAL	23	190,171.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	9	56,400.00
POOL	2	175,000.00
ROOFING/SIDING	16	209,965.00
SIGN	2	11,000.00
SOLAR	7	60,280.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	132	1,769,109.00

The total Building income fees received in the month of January were **\$20,833.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$215.00, Environmental \$240.00, Conservation \$715.00, Copies \$45.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$575.00, Engineering copies \$18.00. The other total income is \$1,808.00.

Below is a comparison of the Permit Values for January 2024 and January 2023

	<u>2024</u>	<u>2023</u>
Value of Permits issued for January:	\$1,769,109.00	\$3,663,629.00
Fees for Permits issued for January:	\$20,833.00	\$41,723.00
Other income Fees for January:	\$1,808.00	\$1,851.00
Building Permits Issued for January:	132	169

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>
\$24,696,608	\$283,313	\$74,124,855	\$825,508

HUMAN SERVICES

- The major focus for January has been wrapping up the holiday program, sending thank you notes, etc.
- We are pleased to have secured a full time Youth Program Coordinator. Brett Manion will be starting on 2/12/2024.
- We reviewed reports used to coordinate the holiday food and gift program and have coordinated with MSC database to make changes/improvements.
- We received a request from DCF for mid-year data reporting (historically only reported out in July for the previous fiscal year). This required additional modifications to MSC and coordination with Dillinger to use their Google groups application.
- We have started planning for our annual recognition luncheon to be held in April.
- As can be seen in recorded adult casework stats, we saw a significant increase in cases going from 76 last month to 121 this month, and more than double the service hours from 94.25 last month to 207.75 this month.

See three case examples:

Caseworker received a referral from an employee of the Newington Housing Authority. She was concerned about an elderly male who is homebound. He was a resident in their complex. This elderly individual is wheelchair bound and is a double amputee. It appears he was in need of home care and has refused services in the past when offered. I was given the name of this individual. I phoned this individual and offered assistance with home care. He gave me permission to contact his medical practitioner to determine what services were already pursued and needed. I phoned his medical practitioner who confirmed the need and encouraged me to pursue home care assistance. A home visit was scheduled; and upon my arrival, the elderly individual was in distress--half his body was on the bed and half off. His lamp, pillow and comforter were on the ground. He had a contusion on his head that was actively bleeding. He appeared confused as he stated this was not his typical place where he lived. Dehydration was another concern. I excused myself and called 911. NEMS staff were very familiar with this elderly individual as he has called 911 multiple times for a lift assist. He was transported to the hospital. The referral source was contacted who contacted the elderly individual's family member/emergency contact person. Resources for home health care will be explored.

Client is a 28-year-old female who resides in an apartment with her 2-1/2 year old daughter. Client has a current protective order against her daughter's father due to DV. Her current rental obligation is \$1,500 per month. She has been out of work since October. She left her job at that time as they were unable to provide her with sufficient hours. Her child's father had been paying rent through December but is no longer doing so since she filed for protective order and he is out of home. She is also not receiving child support at this time. She currently receives WIC, SNAP, and Husky benefits. She had a job training orientation scheduled on 1/8/24 with DSS in order to find work and enroll in Care 4 Kids. She stated her family has assisted with utility payments and food for the month, but they are unable to help her pay rent. Newington Human Services paid her rent for the month of January in order to bridge her through completing the job training program in the hopes that by February she is on the path towards self-sufficiency. A total payment of \$1,500 paid through Ruth Miller fund.

Client is a 46-year-old unwed single mother of 3 minor daughters. She has a current mortgage of \$1,308.81 per month. She lost her job on 11/20/2023. She is in negotiations for a settlement with the company, which could take another 3 weeks at most to process. She has applied for unemployment benefits and will receive \$488 per week once her employer completes the verification process. She has been advised this could also take another 10 days to two weeks to be processed. In the meantime, she has zero income. She paid her mortgage for the month of December from savings, but she is unable to make her payment for the month of January. In order to bridge her until her settlement or unemployment benefits begin, Newington Human Services paid her mortgage for the month of January in the amount of \$1,308.81 through Ruth Miller.

January 2024 Statistics

Selected Programs	FY 23-24 Total this Month	FY 23-24 Total last Month	FY 23-24 Cumulative Total YTD	FY 22-23 Cumulative Total YTD
Youth & Family Counseling cases Clinical presentations	11 0	12 0	58 0	62 0
Youth & Family Service Hours	10	16.5	72.25	118
JRB cases: JRB hearings: JRB service hours:	9 1 13.25	9 3 16.75	39 9 60.25	30 7 150
Positive Youth Development	43	80	904	845
Community Service # of hours completed Challenge Course: Adult Youth (outside)	2 12 0 0	2 16 0 0	11 74 0 60	4 111 0 101
Information and Referral	No longer reported			
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	121 30 16 75	76 21 8 45	968 261 116 623	466 111 71 284
Social Casework Service Hours	207.75	94.25	1,265	1,130
Food Bank Household visits # bags of groceries distributed Mobile truck	175 1,553 265	123 1,048 222	1,338 9,921 3,176	1,124 11,996 1,431
Special Needs	15	7	64	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 January programs including the AARP Safe Driver class, Ten Tips to Manage Stress, the start of a 10-week Grief Support Group, a Memory workshop hosted by Avery Heights, and much more.
- We were fortunate to host the CT Attorney General for an Elder Justice Forum on January 25th. Attorney General William Tong presented on current scams, fraud, elder abuse, and neglect and exploitation to an audience of approximately 50 people.
- Advertising began for an intergenerational program with CCSU. Dance for Health--a 10-week program--will begin in February with CCSU students and members participating in dance. Registrants will be able to participate in a research project, if desired.
- The Center offered a free evening program on Social Security presented by the Council of Financial Educators. It was well attended by approximately 25 people.
- A CCSU student began an internship at the Center. She will be supervised by the Program Coordinator. Her goals include learning about all aspects of the Center, facilitating a program, and involvement in the Dance for Health program.

- The volunteer gift shop was restocked after the holidays, and sales were \$621 for the month of January. The coffee shop opened back up on Wednesdays. Volunteers are regularly scheduled Tuesday through Thursday each week with subs available, if needed. Coffee shop sales were \$584 for the month.
- The Trip Committee's Aqua Turf St. Patrick's Day event in March is sold out. A Winner, Winner Chicken Dinner trip is planned in April, and tickets have gone on sale. The Committee has planned a draft of trips for the remainder of the year and will finalize it soon.
- 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 January, volunteers delivered Meals on Wheels to 52 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 January, the two Dial A Ride drivers (with subs as necessary) completed 633 trips for 2,489 miles and 268.0 hours.
- Benefits Eligibility Coordinator Karen Halpert retired on January 2, 2024. Two temporary employees work on Fridays to help with workload. Candidates for the position were interviewed in hopes of hiring as soon as possible.
- Facilities: The window project is on hold, and Facilities is taking measures to have it finished.
- The Director continues a temporary assignment as the Acting Town Manager while the Town conducts a search for a new Town Manager. The Program Coordinator continues as Acting Director for the Senior Center.
- The Program Coordinator attended an LBGTQ Moveable Senior Center training on January 25th. The training was offered through the CT Healthy Living Collective.
- The Commission on Aging and Disabled held a meeting on January 3rd and received updates on Center operations.

PARKS AND RECREATION

Recreation Division

- The Youth Basketball program began the first week of January with 413 kids, 52 teams, and 80 volunteer coaches participating.
- Opening week of the Youth Basketball program was highlighted by the Jersey Mike's sub giveaway. All players and coaches were given a free Jersey Mike's sub after their game to celebrate the start of the new season.
- The Adult Basketball League, consisting of 6 teams, plays weekly on Wednesday nights at the Mortensen Community Center.
- Planning is underway for the Summer Concert Series. The Department will be hosting over 30 concerts between the Municipal Parking Lot and Mill Pond Park.
- All winter programming has begun and will continue to run until early March.
- The winter session of swimming lessons began at Newington High School on January 8th. This session is comprised of 18 classes, with four new instructors who recently completed the WSI class during the winter break.
- The Creative Playtime Preschool program conducted its first Open House for the 2024-2025 school year, attracting 15 new families to tour our facility. This marks a 200% increase compared to January 2023!
- The hiring process has begun for summer seasonal workers, including camp counselors and lifeguards. There are 10 full-time camp counselor positions open out of 75 positions, with applications being received by the Department daily. We have advertised job openings on our Facebook page, to Newington High School, and will be including an advertisement in the Spring Program Guide.

- Staff began editing the 2024 Spring Program Guide, which is to be published in February. Resident registration begins on February 28th, and non-resident registration begins on March 6th.

Parks, Grounds & Cemeteries Division:

- Parks staff spent the month pruning and removing street trees.
- Staff spent a few early days in the month wrapping up leaf removal around various grounds.
- Responded to the first snow events of the winter.
- Between snow events, staff cleaned all trucks to remove as much salt and debris as possible.
- Repaired damaged basketball post at Martin Kellogg.
- Christmas decorations were removed following Three Kings Day.
- Cleared several deteriorating trees at Highway Facility to remove hazards over parking.
- Cleared salt off sidewalks at Town Hall.
- Hauled cemetery fill off site to make room at Parks Facility.
- Winter maintenance on equipment is underway.
- Assembled new bleachers to be installed at Clem Lemire synthetic field, made possible by Saputo's generous donation.
- Staff cleared debris from Community Gardens.
- Time was dedicated to inspecting/repairing curbs throughout town that may have been damaged during snow removal.
- Parks staff has begun clearing back debris, shrubbery, and trees from various fence lines around town to improve safety and maintenance efficiency.

Cemeteries: 5 Single, 2 Double, 8 Ash, 1 sale

Overtime: 438 hours, \$21,024

Tree Warden:

- Parks staff removed a dead pine tree on Coburn Avenue; also pruned adjoining trees away from house.
- Parks staff pruned trees on Market Square.
- Parks staff planted a tree at Lucy Robbins Welles Library.
- Parks staff removed hazardous trees on Fenn Road.
- Parks staff removed a dead tree at the Kellogg Eddy House.
- Parks staff removed trees behind storage barn for drainage project.
- Parks staff pruned trees along sidewalk plowing route around town.
- Parks staff started pruning fence lines around all town facilities.
- Parks staff picked up branches at all parks and town facilities.
- Parks staff pruned baseball outfield fence line at Alumni Field.
- Parks staff started tree removal and pruning at highway garage.

LIBRARY

- The Friends of the Library had a very successful 2024 Winterfest on January 19th. This sold-out fundraiser offered an evening of wine, beer and spirit tasting, teacup and silent auctions, light refreshments and live music provided by The Skydogs. People had a lot of fun with the tastings, the auctions, the music, and mingling together. The Friends with the help of Head of Community Services Michelle Royer and a group of amazing volunteers did a great job of planning, organizing and putting on a great event. Prior to the Winterfest, the Friends held a Bonus Teacup Auction from January 3rd – 18th. Five baskets were on display in the library, and people could purchase teacup auction tickets to win. Over 300 Bonus Teacup Auction tickets were sold during this time.
- The library submitted its proposed 2024-2025 budget to the Town on January 3, 2024. Library Director Lisa Masten and Assistant Library Director Karen Benner met with the Town Manager and Finance Director to discuss the budget later in the month.
- Winter reading kicked off for adults on January 31st. This winter's theme is "Read Around the World". 212 adults registered either in person at the kickoff or online. This all-day drop-in kickoff and registration program offered light refreshments, a small gift, a chance to win the kickoff prize giveaway and a room

full of reading suggestions. The children and teen winter reading programs will begin on February 2nd. The winter reading programs are sponsored by the Friends of the Library.

- The federal IRS tax forms and instruction booklets have arrived. If patrons need special forms and instructions that the library does not have, staff helps them download or print out these forms from the IRS website. The State of CT does not send any tax forms at all. Staff has printed out the CT 1040 forms for patrons to take for free. Any instruction booklets for these forms will have to be downloaded.
- The children's staff held 45 programs that were attended by 1,187 children and their caregivers. Storytimes for 1 to 3 year olds and families resumed in January after a brief December hiatus. Staff was busy with school visits to the library with students from John Paterson Elementary School, Friday morning library visits from preschools as well as outreach to area preschools and daycares. Part-time Children's staff member Julia Mazur attended the Community Helper Fair at Ruth Chaffee Elementary School for kindergarteners. Each student had to ask Julia a question pertaining to her profession, and then she would stamp their sheet. She had flyers, books, and some freebies (stickers, bookmarks) for students. Highlights from other programs included a toddler fingerpainting class, a fun *LEGO* building program and *L'il Chefs*' participants made chocolate snowman pops.
- Teens were offered 8 programs that were attended by 179 teens. Teen Librarians Sarah Riordan and Jennifer Bassett went to John Wallace Middle School and spent the day giving book talks to 8th graders. This month's teens created interesting Shrinky Dinks, made no-sew campfire pillows and learned how to make yarn letters. The teens also had fun at another *Pokémon* Trading Card Game Night. It was very rewarding to hear and see the conversations and laughter flowing at each of these programs.
- Adults enjoyed 19 programs that were attended by 831 adults. Adults had an interesting array of programs to choose from this month. Dr. Richard Benfield presented a summary of his twenty years in snow leopard research including photos of this enigmatic animal. Dr. Stephanie Ward discussed women's pelvic health. Assistant Director Karen Benner and Head of Reference Jennifer Hebert talked about the most anticipated books that they are excited to read at their 2024 Book Tasting lunchtime program, and crafty adults learned how to paint winter scenes with librarian and artist Allyson Bolton. The *Movies @ the Library* program this month presented the film *My Big Fat Greek Wedding 3*. The lunchtime book discussion program, *Brown Bag It with a Book Discussion* featured the book *The Silent Patient Apothecary* by Alex Michaelides. The evening book discussion group met to discuss the novel *The Absolute Diary of a Part-time Indian* by Sherman Alexie. Popular *Grab & Go Kits* this month included coloring pages and puzzle packets and this month's *Spice It to Go* kit that included the spice ground chipotle powder.
- Total circulation was 22,091. Circulation of digital materials was 3,827. Total number of people that entered the building was 11,117. Staff processed and pulled 2,323 holds on the shelves to be processed for curbside pickups and interlibrary loans. Staff answered 2,952 reference questions during the month. Meeting room and study room space was used 271 times. Volunteers and staff delivered 126 items to our homebound patrons. Staff offered tech help 90 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Ancestry.com*, *Pebble Go Animal*, *Social Studies* and *Biographies* databases.
- In technology news, Digital Services Librarian Michelle Patnode offered a technology program titled *How to Use Your Google Calendar* as well as several one-on-one Tech 4 U appointments. IT staff worked with a vendor to determine the problem with the library's paging system (that had been down due to loud static) and fix the problem. We are very grateful to have it fixed.
- In personnel news, staff continued professional development training with Indelible Impressions, offering two sessions to discuss how to better communicate both with staff and patrons. Head of Collection Management Dorothy Russell held a very informative training session for all of the library book selectors to go over the recently updated Collection Development policy. Circulation Supervisor Katie Cornell and several circulation staff members have been working hard to clean up patron addresses that were incorrectly input in an effort to have accurate patron records that make it easier for searching and for a possible migration to a new system.
- In facilities news, the Town Facilities Department has done a great job repairing some areas of the building that were identified during the Library Board's annual building walk-thru. The holes in the walls in several areas in the basement as well as above an emergency exit sign were patched and painted. At the end of the month, furniture was moved, and painters were brought in to sand and paint the pillars and the area around the opening to the old building that were cracked and peeling. Several tiles were damaged in the Collection Management department due to a leak and were replaced with fresh new ones. The cleaning service continues to do a great job.

TOWN CLERK

- There were 65 property transfers in January, for a total of \$16,244,652.00 in sales. State conveyance tax collected was \$135,605.38; Town conveyance tax collected was \$40,611.71.
- There were six (6) residential sales over \$400,000. There were two commercial sales: 25 Holly Drive, from GR I Newington LLC to Holly Drive 25 LLC for \$1,325,000.00; 283 Pane Road from Komatsu America Corp to C N Wood Realty Newington LLC for \$1,354,100.00.
- There were 357 documents filed on the Land Records: 101 mortgages, 28 liens, 97 releases and 15 probate documents, and 81 of these documents were done electronically
- The staff issued a total 287 certified copies of vital records. 13 burial permits and 21 cremation permits were issued. Five marriage licenses were issued to couples.
- Staff catalogued 12 Notary Public commissions and 9 Trade Name certificates.
- The office issued 11 passes to the landfill station.
- Swore in one Certified Police Officer on January 2, 2024.
- The FY2024/25 budget was prepared and submitted.

<u>DATA SUMMARY JANUARY 2024</u>				
	<u>January-23</u>	<u>January-24</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	302	357	2683	2,602
Dog Licenses Sold	25	23	808	705
Game Licenses Sold	60	40	130	89
Vital Statistics				
Marriages	4	5	123	123
Death Certificates	33	37	235	225
Birth Certificates	11	16	176	156
Total General Fund Revenue	\$ 34,296.75	\$ 60,193.11	\$ 467,340.23	\$ 422,459.23
Town Document Preservation	\$ 951.00	\$ 1,167.00	\$ 8,921.00	\$ 8,375.00
State Document Preservation	\$ 2,032.00	\$ 2,240.00	\$ 17,528.00	\$ 16,280.00
State Treasurer (\$36 fee)	\$ 9,108.00	\$ 9,612.00	\$ 72,684.00	\$ 71,820.00
State Treasurer (\$127 fee)	\$ 2,540.00	\$ 2,921.00	\$ 29,083.00	\$ 25,400.00
State Treasurer (\$110 fee)	\$ 2,090.00	\$ 3,740.00	\$ 27,720.00	\$ 25,410.00
LoCIP	\$ 759.00	\$ 801.00	\$ 6,057.00	\$ 5,985.00
State Game Licenses	\$ 227.00	\$ 255.00	\$ 883.00	\$ 696.00
State Dog Licenses	\$ 223.00	\$ 231.00	\$ 5,536.50	\$ 5,256.00
Dog Licenses Surcharge	\$ 66.00	\$ 70.00	\$ 1,980.00	\$ 1,718.00
Marriage Surcharge	\$ 306.00	\$ 170.00	\$ 1,904.00	\$ 1,938.00
Grand Total	\$ 52,598.75	\$ 81,400.11	\$ 639,636.73	\$ 585,337.23

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

- Completion of 81 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting
- Installed, configured, and tested 7 new copiers for Emergency Operations
- Resolved issue with MUNIS user account replication when creating new users
- Upgraded Hyper-Converged Infrastructure software, firmware, and hypervisor
- Updated PD CAD software and records management system
- Updated CAD interface with AMR for EMS
- Security patched Citrix remote platform
- Expanded access to SOTS system for ROV
- Permit and CAMA interface issue resolved
- Configured remote access to HVAC system for Facilities Department
- Implemented video redaction for body worn and in car camera systems
- Troubleshoot issues with Bluetooth and outdoor audio connection with Parks and Recreation
- Troubleshoot audio/video issues with Library remote meeting platform
- Resolved issue with ID printer hanging on reboot or power loss
- Continued project of implementing multi-factor authentication
- 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 1/10/24

Approved with Conditions:

Petition 26-23: Special Permit (Sec. 3.4.7) To Convert A Pre-1920 Single Family Residential Dwelling At 202 Deming Street into Two Residential Units in the R-20 Zone, Applicant/Owner: Salvatore J. Visconti Jr. & Paula J. Visconti, Contact: Paula J. Visconti

Petition 27-23: Special Permit (Sec 3.13.0 And 3.13.7) And Site Plan for a Restaurant with an Accessory drive through at 79 East Cedar Street (AKA 63-79 East Cedar Street) in the B-TC Zone (Business Town Center Zone) and Town Center Village Overlay District. Applicant: Cedar Street LLC, Owner: Newington Sovereign Bank Plaza LLC, Contact: Cary Gagnon

Petition 31-23: Site Plan Modification for the construction of an outdoor dining patio and modification of parking and landscaping at 2929 Berlin Turnpike in the PD Zone (Planned Development Zone), Applicant: The BSC Group, Owner: Berlin Turnpike 2929 LLC, Contact: Francis Vacca

Approved:

Petition 30-23: Biennial Review of Balf Quarry Operations and site plan at the Balf Company, 301 Hartford Avenue, Applicant/Contact: Christopher J. Costello, 642 Black Rock Avenue, New Britain, CT, Owner: The Balf Company (Tilcon Connecticut, Inc.).

Meeting Scheduled on 1/24/24:

Approved with Conditions:

Petition 32-23: Special Permit (Sec. 6.16) for a Cannabis Hybrid Retailer at 2661 Berlin Turnpike (AKA 2657-2661 Berlin Turnpike) in the B-BT Zone (Business Berlin Turnpike Zone), Applicant: Chillax LLC, Owner: 2661 Berlin Turnpike Associates LLC, Contact: Michelle Bodian, Esq.

Conservation Commission – Meeting scheduled for 1/25/24:

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 - No meeting held in January.

APPLICATION CONTINUED TO FEBRUARY:

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 - No Meeting held in January.

Affordable Housing Monitoring Agency – No scheduled meeting for January.

Town Planner/Zoning Officer Activities:

Issued 12 Zoning Permits for various projects in town.

Received 131 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations, blight complaints, and property information.

Performed 26 inspections for zoning and/or blight complaints. The following items were issued; 8 zoning notices of violations, 3 blight notices of violations.

Performed 2 c/o inspections

Removed 21 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.

23 Brooks Edge Drive
180 Carr Avenue
174 Day Street
182-184 Day Street
2495 Berlin Turnpike
3168 Berlin Turnpike
3240 Berlin Turnpike
103 Louis Street

124 Maple Hill Avenue
231 Maple Hill Avenue
311 Orchard Avenue
156 Pane Road
451 Robbins Avenue

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of January. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 123 work orders and tasks this month. We completed 25 preventative maintenance tasks, and the team responded to and completed 98 reactive work orders. Of the 98 reactive work orders, 43 were calls for service from outside the Facilities Department. Of those 43 service requests, 22 were handled/completed in less than 1 day from request.

Town Hall: (34 PM tasks and work orders completed)

- Cove moldings were not adhered to the walls of the gymnasium; properly glued the molding to the walls
- HVAC heating units for the third floor
 - Ongoing: two of three units were down, replaced the board on one, waiting for compressor for the second
- Multiple calls for heat, key fobs, and paper deliveries
- Replaced damaged window tint on 3rd floor
- Multiple repairs to entry door in Parks and Grounds
 - Handle repaired, door closure adjusted, rocks and debris cleared from threshold
- Multiple calls for furniture moving, room set up adjustments
- Cleaned and organized the basement

Library: (22 PM tasks and work orders completed)

- Leak investigation ongoing
 - New leak in admin offices from lower roof
 - Replaced ceiling tiles
- Exhaust fan for entire first floor down – New fan on order
 - New fan delivery scheduled for early March
- Basement hallway
 - Put up and painted plywood to help protect wall
 - Scrapped and painted all other walls
- Basement stairwell
 - Scrapped loose water damaged plaster from walls
 - Patched plaster and painted
- Made new interior storm windows that have been missing in quiet study (3)
- Mounted two emergency exit signs to a mounting block to hide old holes from old style emergency exit signs

Highway Garage: (11 PM tasks and work orders completed)

- Installed new emergency exit sign above main entrance door
- Reconnected electrical outlet moved for overhead door project
- Roof leak investigation and fix
 - Removed and replaced flue cap and flashing
- 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.
 - Completed – one old door saved for replacement of another door with issues – scheduled sometime in January
 - Update – New scheduled door replacement sometime in February
- Multiple Preventative Maintenance tasks completed
 - Monthly Emergency lighting check, plumbing checks, building checks following storms

Grounds Maintenance: (13 PM tasks and work orders completed)

- Reattached gutter that came loose during a storm
- Fixed broken waterline
 - Pipe and check valve froze, replaced check valve assembly
- 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
 - Multiple meetings conducted in January plans underway
- Overhead door repaired after being hit by equipment

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

- Kellogg-Eddy
 - Underground service issues; we lost two out of three legs for power
 - Underground service replaced by Eversource
 - Fixed leaking condensation pump line
- Kelsey House - 0

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

- Two new exhaust fans for four bathrooms received, planning for install in January (weather permitting)
 - Scheduling and events have moved these installs to sometime in February (weather permitting)
- Removed and replaced all old-style emergency lights and signs
- Boxed in (trim piece added) HVAC plumbing in Jaime's Office
- Window project
 - Multiple meetings with contractor and architect
 - Multiple inspections of work
- Removed broken hand dryer in bathroom; replaced with paper towel dispenser
- Leak found in heating line in the TV lounge; repaired leak, cleaned up water
- Removed and replaced leaking zone valve

Police Department: (15 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
- Automatic door was sticking; adjustments and lubrication fixed door
- Multiple issues fixed with programming for HVAC
- Ceiling tiles: replaced old or stained

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

- Fire Marshal inspection of building: found some violations that are all the responsibility of the tenant NEMS – ongoing
- Garage bay heat reported not working
 - Multiple trips to work on unit; unit working now monitoring ongoing

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; plan 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
 - Eversource and Frontier working to replace poles and main service line sometime within the next 4 to 6 weeks
 - PTO submitted to Eversource on 12/20; 2 weeks for response (going on week 6)
- Planning started for Parks Garage salt shed; plan to relocate on property
 - Two of our on-call Architect firms to present proposals for feasibility study
- 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 to 12-month lead time
- Planning continued for HVAC RTU replacement at Police Department
- Planning for asphalt roof and flat roof replacement at Police Department
- Multiple meetings with canopy architect
- Town Hall Campus signage: completed

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
- Attended 1/9 and 1/16 Town Council Meetings re: same
- Reviewed and commented on Town Hazard Mitigation Plan
- Reviewed, commented on and posted RFP for Downtown Economic Development Plan consultant solicitation
- Mid-year review of claims
- Finalized budgets and budget narratives for FY 2024-2025 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 Ins.,
10920-Other Insurance, 10921-Surety Bond, 10922-Insurance Agent, 10925-Insurance Reserve
- Attended CRCOG Municipal Services Committee
- Drafted storm closing policy for town operations/employees
- Reviewed sanitation bids with Highway Superintendent
- Sat on second panel for Police Chief interviews
- Filed Bureau of Labor Statistics annual workers compensation reports
- Attended 1/26 CIRMA Annual Meeting