



# 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: April 4, 2024  
Re: Monthly Report – February 2024

#### PERSONNEL

- No positions were posted.
- The written examination for the vacant Highway Equipment Operator (HLT-9) position was scheduled on February 27<sup>th</sup>.
- The third round of interviews for the vacant Chief of Police (A-13) position were held on February 15<sup>th</sup> with the final round scheduled on February 27<sup>th</sup>.
- The vacant Assistant Building Official (A-7) position was reposted to the public; interviews were scheduled on February 14<sup>th</sup>.
- Ashley Leary, Certified Police Officer, was rehired and sworn in to the Police Department on February 12<sup>th</sup>.
- The Town is accepting employment applications for Recruit and Certified Police Officers.

#### Overtime

Paid overtime during the month of February 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	11.9	\$ 703.61
Weekend Standby and Call-In	16.0	\$ 965.12
Road Maintenance	41.0	\$ 1,302.67
Grinding – Wood Chip Removal	3.0	\$ 154.71
Snow	350.6	\$ 19,283.85
<b>Totals</b>	<b>422.5</b>	<b>\$ 22,409.96</b>
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	143.5	\$ 7,032.00
<b>Totals</b>	<b>143.5</b>	<b>\$ 7,032.00</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	\$ 657.47
Patrol	726,993.00	670,622.37	710,781.00	655,742.64
Investigation	92,793.00	21,761.57	91,467.00	24,436.04
Traffic	5,006.00	1,383.80	5,006.00	3,163.48
Communication	175,681.00	112,101.73	183,778.00	108,074.22
Education/Training	146,205.00	75,885.49	142,800.00	80,993.00
Support Services	58,894.00	(5,393.69)	57,595.00	(8,732.44)
Animal Control	2,546.00	2,304.26	2,521.00	2,036.53
Total	\$ 1,216,858.00	\$ 878,665.53	\$ 1,202,495.00	\$ 866,370.94
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,834.00	\$ 22,456.82	\$ 29,834.00	\$ 18,456.38
Snow and Ice Control	133,578.00	77,046.84	1 33,578.00	29,356.49
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	20,356.34	34,486.00	19,950.39
Leaf Collection	35,972.00	34,937.93	35,972.00	31,459.41
Total	\$ 233,870.00	\$ 154,797.93	\$ 233,870.00	\$ 99,222.67
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 105,001.00	\$ 104,864.94	\$ 105,001.00	\$ 73,319.82
Cemeteries	17,109.00	354.65	17,109.00	2,617.38
Total	\$ 122,110.00	\$ 105,219.59	\$ 122,110.00	\$ 75,937.20

## **RISK MANAGEMENT**

### **2023-24 Blue Cross/Blue Shield Plan Year**

The seventh 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 January 2024 were \$1,243,836. 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 January, 2024**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	1,501,220	5,544,140	7,045,360
Actual Claims	1,351,923	5,556,420	6,908,343

## **FINANCE**

### **Accounting and Administration**

- Deputy Finance Director Lisa Rydecki and Finance Director Janet Murphy attended several meetings with the Town Manager and Department Heads that were held throughout the month to finalize the Town Manager's proposed budget.
- After receipt of the final proposed Town Manager Budget, Deputy Finance Director Lisa Rydecki and Finance Director Janet Murphy worked on finalizing the budget books for Council. The final drafts were sent to copy on February 27<sup>th</sup>, and Council received their books on March 1st.
- Work continued in the compilation of information for the Town Manager's budget submission letter and for the Budget Public Hearing in March.
- Our office continues to support all other grants that have been approved or are being submitted.

- Finance Director Janet Murphy attended planning meetings for the Wellness Fair that will be held in May and strategy meetings for labor contract negotiations.

The Town did not receive any grants 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)  
2/29/2024

	<u>Interest Earnings</u>		
	<u>Budget FY2023-24</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	1,704,507	\$62,079,566
Special Revenue Funds	48,000	24,398	762,980
Capital Projects Funds		40,790	1,181,061
Internal Service Fund	75,000	266,942	7,138,285
Trust and Agency Funds		32,668	1,538,148
<b>Total, Estimated by Fund</b>			<b>\$72,700,040</b>

#### **INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
2/29/2024

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	5.43	5.43	217,675	217,654	51,514,484
Bank North	2.07	2.07	940	1,003	579,857
TDBank (new)	2.83	2.84	26,524	28,286	11,981,996
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	6,652	7,096	3,296,653
Liberty Bank	4.60	4.60	19,011	20,247	5,327,050
<b>Total Outstanding Investments</b>					<b>\$72,700,040</b>

*Rates reflect average monthly yield, annualized*

#### **Assessor**

- February 1<sup>st</sup> was the start of the State of Connecticut M-25H Elderly and Disabled Homeowner Tax Credit filing period, with 2024 being the first year they will be handled exclusively by the Assessor's Office. There were 203 Tax Credit applications that were mailed, and to date 62 (31%) have been returned to the office and processed. In addition, 13 Veterans Tax Credit forms have been processed to date. This filing period will continue through May 15<sup>th</sup>.
- The 2023 Grand List Board of Assessment Appeals meeting was set for March 27<sup>th</sup>, with 19 appeal applications having been submitted. Of the 19 filed appeals, 14 of them will be going before the Board, with 5 appeals having been resolved in house. Out of the 14 appeals going before the Board, there are 8 motor vehicle appeals, 5 personal property appeals, and 1 real estate appeal.
- With the October 1, 2023 Grand List signed, work began on the October 1, 2024 Grand List. There were 173 permits automatically uploaded into the computer-assisted mass appraisal system, while 210 real estate properties were reviewed for overall accuracy. Eight certificates of completion have been received from the Building Department and are pending a prorated of the October 1, 2023 Grand List property assessment.

- The pending 2020 tax appeal for Express Kitchens Newington, LLC was withdrawn, bringing the number of actively pending cases from the 2020 town wide revaluation to 2, with 26 to date having been settled.
- Real Estate deeds were read and entered into the computer-assisted mass appraisal system through the end of February; 77 property transfers were completed.
- Overall, the office completed a total of 345 certificates of correction. Of the 345 completed, 260 were motor vehicle changes to the 2022 supplemental tax bills.

### **Revenue Collector**

- Collections for February on the 2022 Grand List amounted to \$4,576,947.44, and back tax collections were \$53,112.40 which included several properties which were sold and had more than a year of taxes delinquent. Included in the back tax amount was \$8,702.17 which was collected for suspended accounts.
- This year's total collections through February were 98.2% which was a little above last year's rate of 97% for the same time period. This year was leap year which helped increase our collections this month.
- February remained busy with telephone calls and taxpayers arriving at the Town Hall to pay their overdue motor vehicle taxes, due to either needing to register their cars or to purchase a new one. After the payments are processed with either their bank check or money order, a motor vehicle release is processed by staff the same day.
- Delinquent Notices for real estate were mailed to 532 taxpayers who missed paying their January installment. Notices were also sent to 134 businesses for unpaid taxes. Motor Vehicle and Supplemental Motor Vehicle bills were mailed to 2,880 delinquent taxpayers. The printing and mailing of all notices are done in-house by the staff.
- Taxpayers continue to call to have their motor vehicle accounts adjusted, or to dispute their tax bills.
- Taxpayers are calling daily to get copies of their tax information for the IRS or are just calling for the information. We are also assisting taxpayers as they call needing assistance to gain their tax information by using the website.

### **POLICE**

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

Abandoned MV 1	Fire Task Force Activation 0	MV Evading 15
Administrative 0	Fire Training 0	MV Fatal 1
Alarm Commercial BurgAlarm 45	Fire Trouble Alarm 0	MV Injury 11
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 79
Alarm Residential Burg Alarm 3	Fire Vehicle Fire 0	Neighbor 7
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 147
Animal Complaint 19	Fire Water Problem 0	Noise 20
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 3	Follow Up 43	Notification 0
Assault in Progress 1	Found Property 7	Open Door/Window 6
Assist Motorist 4	Gun 0	Other Archive 0
Assist Notification 0	Harassment 11	Parking Violation 19
Assist Other Agency 21	Hazard 14	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 0	HOPE Project 0	Pistol Permit 12
Breach of Peace/Disorderly 4	Identity Theft 6	Prisoner Care 17
Burglar Alarm 30	Illegal Dumping 0	Private Duty 0
Burglary 2	Impersonating Police 0	Property Found 2
Car Seat 2	Indecent Exposure 0	Property Lost 1

Check Welfare 46	Intoxicated 2	Prostitution 0
Check Welfare 911 45	Juvenile Complaint 7	Recovered Stolen MV 0
Check Welfare Other 5	K9 Assist 0	Rescue Call 0
Clear Lot 2	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 4	Risk Protection Order 3
Court Detail 17	Larceny 52	Robbery 1
Crest Call Out 1	Larceny from MV 7	Roll Call 1
Criminal Mischief 3	Lift Assist Only 2	
CSO 0	Liquor 0	Serve Subpoena 1
Customer Dispute 10	Local Traffic Authority 0	Serve Warrant 39
Dog Complaint 27	Location Check 481	Sexual Assault 1
Domestic 30	Location General 1	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 82
Drug 0	Lockout Building 0	State Pistol Permit – Tempo 0
DUI 2	Lockout MV 1	Stolen MV 5
EDP 12	Lost Property 5	Sudden Death 3
Escort/Transport 3	LTA 0	Suicide 0
Escort/Funeral 1	Meal 0	Suicide Attempt 0
Escort Other 0	Medical Alarm 18	Suspicious MV Unoccupied 11
Escort Retrieval 2	Medical Cardiac 3	Suspicious Report 113
Escort Tax 0	Medical Complaint 240	Test 1
Fingerprint 1	Medical Diabetic 3	Threatening 9
Fire Alarm Commercial Bldg 2	Medical Fall 10	Tobacco 0
Fire Alarm Residential 0	Medical Mutual 0	Tow 15
Fire CO Detector no sympt 2	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 0	Traffic Stop 310
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 7
Fire Hazmat 0	Medical Trauma 1	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 1	Training 0
Fire Other 6	Missing 4	Trespass 10
Fire Rescue 0	MV Abandoned 1	Unknown 0
Fire Special Detail 0	MV Assist 38	Water problem 4
Fire Stand By 0	MV Complaint 33	
Fire Structure Fire 0	MV Fire 0	
		<b>Total: 2,367</b>

**In January, the Detective Division Report:**

- Handled 33 investigations, 33 remain ongoing
- Served 27 warrants: 25 by Patrol officers, 2 by Detective Division

**Property Report February 2024:**

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	18	\$ 5,703
Vehicle Inventory	0	\$ 0
Stolen	92	\$ 79,608

Abandoned	0	\$ 0
Evidence	149	\$ 1,887
Found	7	\$ 0
Lost	1	\$ 10,000
Seized	13	\$ 20
Recovered	11	\$ 50,257
Impounded	7	\$ 730
Informational	8	\$ 0
Vehicle Inventory	1	\$ 0
<b>Total</b>	<b>307</b>	<b>\$ 148,205</b>

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

- On 2/3/24 at approximately 4:15 am, Officers responded to a residence on Saddle Hill Road for a reported carjacking that had just occurred. The victim reported the suspect approached him while he was walking from his house to his vehicle, a Toyota RAV-4 SUV, which was running to warm up in the driveway. The suspect was described as wearing a dark colored hooded sweatshirt and dark pants. The suspect pointed a black firearm at the victim and demanded his car keys. The victim provided his keys, and the suspect fled the scene in the victim's vehicle which was followed by a red sedan. Shortly after, the Toyota was used in the commission of several crimes in the neighboring towns to include armed robberies and burglaries. The Toyota was located two days later in Hartford. The case has been assigned to the Detective Division for follow-up investigation.
- On 2/5/24, a visiting nurse was providing medical care to an elderly female at her residence on Main Street. During the visit, the patient's adult son who has a history of mental health issues and violent tendencies informed the nurse that he was having suicidal ideations. The nurse offered to contact police to assist when the son became irate and threatened to kill the nurse. The son then entered the kitchen and armed himself with a large knife and attempted to stab the nurse. Fortunately, the nurse was able to disarm the son and held him down on the ground and contacted the Police. The son was arrested on several charges to include criminal attempt to commit assault in the first degree and reckless endangerment. He was detained on a \$100,000 bond and was presented to New Britain Superior Court on 2/6/24.
- On 2/10/24, a single vehicle traffic accident occurred on the Berlin Turnpike northbound at O'Neil Plaza. When officers arrived on scene, it was determined the vehicle was reported stolen to the West Hartford Police Department. The operator of the vehicle was found to have an arrest warrant out of Hartford PD for assault. A search of the operator and the vehicle revealed a stolen handgun and a large amount of narcotics and cash. The suspect was arrested for applicable motor vehicle, firearm, and narcotic charges and was detained on a \$200,000 bond. He was presented in New Britain Superior Court on 2/13/24.
- On 2/29/24 at approximately 6:15 pm, officers responded to a motor vehicle accident where a pick-up truck struck a pedestrian on the Berlin Turnpike southbound by Wren Kitchens. Upon arrival, officers located a critically injured female lying in the roadway. Life-saving measures were immediately initiated, and the female was transported to Hartford Hospital where she later succumbed to her injuries. A witness to the accident reported observing the pedestrian wearing all dark clothing attempt to cross the Berlin Turnpike outside of any crosswalk or traffic signal. The motorist remained on scene and was cooperative with the investigation. The accident is currently under investigation by the Mid-State Accident Reconstruction Team.

#### **In February, the 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 which helps the Police Officer Standards and Training Council assess police department's accreditation files.
- On February 1<sup>st</sup>, Lt. Aivano attended a meeting at the Newington EMS building to discuss a Mass Casualty Incident training scenario that may take place in 2025. This was the first of several meetings that will take place during the planning process for this incident. Other agencies in attendance included the Newington Emergency Medical Service, Newington Volunteer Fire Department, and the Capitol Region Council of Governments.

- On February 7<sup>th</sup>, Lt. Aivano and Sgt. Deane attended the United Against Hate Symposium at Central Connecticut State University. Attendees learned about the differences between hate crimes and hate incidents, and how to properly report a hate incident. The event was well-attended and will enhance the Department's relationship with the other represented agencies, which include the US Attorney's Office, CT State Police Hate Crimes Unit, CCSU Police, New Britain Police, and the New Britain State's Attorney.
- On February 8<sup>th</sup>, the Support Services Division met with members from the Information Technology Department to discuss plans to improve the technology in the Police Department's roll call room. The design includes measures to enhance a supervisor's ability to share videos on a screen for roll call training purposes.
- On February 12<sup>th</sup> and 13<sup>th</sup>, Lt. Aivano attended a Recruitment for Law Enforcement training class at the Wethersfield Police Department. The class centered around modern-day recruiting strategies that law enforcement agencies should be implementing through a variety of methods, including the use of social media and targeted advertisements on the internet.
- On February 15<sup>th</sup>, MPO Buggee, Sgt. Deane and Lt. Aivano met with the Director of Newington Public Schools Security and Residency to discuss recent changes to legislation regarding School Resource Officers. The SRO is now required to complete and submit "Form A" anytime he/she conducts an investigation or behavioral intervention of challenging behavior that escalates to violence or constitutes a crime, or conflict that escalates to violence or constitutes a crime. The understanding is that the SRO will complete and submit the form for review. The form will then be signed by the Chief of Police and scanned onto the "S" drive for tracking purposes.
- On February 15<sup>th</sup>, Sgt. Deane and Lt. Aivano met with managers from Moo-Yah Burgers to start planning for a bike event to be held this Spring. Our Bicycle Patrol Officers will be in attendance to provide demonstrations.
- On February 21<sup>st</sup>, Lt. Aivano attended an Accreditation meeting at the Connecticut Police Academy in Meriden to discuss upcoming changes to the State Accreditation program. It is important to stay up-to-date with the changes on how the State will be conducting their accreditation assessments in the future. This can lead to less confusion as well as increased efficiency. Lt. Aivano will be part of the assessment team for Meriden Police Department's upcoming Tier 3 accreditation assessment in March of 2024.
- On February 22<sup>nd</sup>, Lt. Perry, Sgt. Deane and Ofc. Backman attended the Special Olympics Law Enforcement Torch Run kickoff event at Foxwoods Resort and Casino. The Newington Police Department was also presented with an award for raising more than \$5,000.00 to support the Special Olympics last year.
- On February 22<sup>nd</sup>, Lt. Aivano represented the Newington Police Department at the Pistol Permit Review Board hearings conducted at Connecticut State Police headquarters in Middletown. Two applicants had previously been denied pistol permits, and the applicants were appealing our decision as the issuing authority. Both decisions were upheld by the Pistol Permit Review Board.
- On February 26<sup>th</sup>, Lt. Aivano and Lisa Mangene from the Records Division attended a virtual meeting with a representative from CARFAX for Police. This is an investigative search tool that the Department will begin utilizing in the near future. In exchange for use of the system, CARFAX asks the Department to share its accident reports by uploading them through their portal. Crash reports will be available for purchase online, and there will be a link to the service on the Police Department's website. CARFAX will then send a check each month for the reports that were purchased.
- On February 27<sup>th</sup>, Lt. Aivano, Sgt. Deane and Officer Bugbee conducted oral board interviews for entry level police officers. Originally, eleven candidates were scheduled to be interviewed that day. Ultimately, only four candidates showed up for the interview. Three candidates reported being sick, one candidate had car trouble, one candidate "no call-no showed", one candidate withdrew after being given a conditional offer of employment with another agency, and one candidate's child was sick. All four candidates who interviewed moved on to the polygraph phase. We are trying to fill as many seats as we can in New Britain PD's upcoming police academy, which is slated to begin on April 26, 2024.
- In-house training continues to be a priority of the Support Services Division. During the month of February, 2024, the Support Services Division held the following training sessions:
  - Firearm Skills (2/11/24)
  - Law Enforcement Active De-Escalation Strategies (2/24/24)
  - Defensive Tactics/Use of Force (2/26/24)

- Several members of the Department also attended outside training during the month of February. It is important for members to attend outside training and bring their knowledge back to share with their co-workers. These trainings included the following:
  - Recruiting for Law Enforcement
  - Use of Force Liability
  - Scene Reconstruction for Infant/Child Death
- 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.
- During the month of February, 2024, Officer Walker received thirty-three (33) requests for body worn camera video. The majority of these requests came from New Britain Superior Court.
- The School Resource Officer was asked to generate a monthly log of his activities beginning February, 2024. The following information was gleaned from Master Police Officer Buggee's monthly log from Newington High School. MPO Buggee reports having between six and eight students in his office every period of the day, with several others stopping by. The visits lead to lengthy conversations, advice given, as well as building camaraderie between students and police. MPO Buggee reportedly assisted two students with job applications and assisted another student with her resume/cover letter. MPO Buggee thwarted four altercations by mediating situations between students, preventing disruptions to the school environment. He also assisted in investigating a series of events that spanned between Newington, Berlin, Southington, and Wethersfield in which property of rival students was being vandalized. MPO Buggee served on one Threat Assessment meeting and one Youth Adult Council meeting, as well as one Juvenile Review Board. During the month of February, MPO Buggee investigated one fight between two females in the cafeteria and made one arrest, which was referred to the Juvenile Review Board. MPO Buggee assisted with two emergency committals at the high school which were conducted by staff clinicians. He also counseled two students about the dangers of drug abuse after they were caught with nicotine devices. Lastly, MPO Buggee reported helping a student with a situation involving a scan through Snap Chat.
- Recruitment and Selections remains ongoing for both entry level and certified police officers this month. The New Britain Police Department will also be hosting a satellite academy that is tentatively scheduled to begin on April 26, 2024. One entry-level police officer candidate is scheduled to be sworn in on March 18, 2024 and will be attending the New Britain Police Academy. There is also one other entry-level police candidate who passed the interview and polygraph examination. Currently, there are two certified police officers who are in the hiring process for our department.

#### **Police Department Overtime Report February 2024:**

OT January	\$ 119,866	2 pay periods (3 holiday)
OT February	\$ 69,391	2 pay periods (0 holidays)
	\$ 50,475	decrease

- Applications continued to be received, and testing continues for Police Officer vacancies. Total vacancies for the department currently are nine sworn and two nonsworn. One recruit will start in March, reducing this number to 8 sworn vacancies. One sworn officer is in backgrounds and one sworn officer is in the testing process. One potential recruit is in the testing process, and 12 applications are in review. One recruit is in the Academy.
- Administrative overtime of \$0. Admin. currently has two sworn positions vacant, but the Chief's position will be filled effective March 25<sup>th</sup>. The department will be welcoming Lt. Christopher Perry to the Chief's position. One Admin. Sergeant still vacant. The Administrative Assistant position is filled with a temporary hire, and the vacancy for the Chief's Secretary position is expected to get appointed in March.
- Patrol overtime of \$51,022, a decrease of \$37,468 from the previous month. Overtime included 2 pay periods, 0 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, radio project

meetings, serve warrants, assaults, prisoner watch, hospital prisoner watch, dog tracking, and other related duties. In February, Patrol has 3 police officer vacancies.

- Detective Division overtime of \$626, a decrease of \$5,142 from the previous month. Overtime included crime scene investigation. Currently has 2 positions funded/not filled.
- Traffic Division overtime of \$206, a decrease of \$69 over last month for traffic lights out.
- Communications' overtime of \$10,228 a decrease of \$5,657 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 \$4,358, a decrease of \$1,210 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: Recruiting for Law Enforcement, Firearms Skills and Drills, United Against Hate event, Use of Force Liability, Star Chase, Stop Sticks, and training for recruits and dispatchers.
- Support Services overtime of \$2,504, a decrease of \$1,300 from the previous month. Overtime included the radio project, RPO hearing, coverage for SRO out sick, and holiday dance coverage. Support currently has 2 sworn positions funded/not filled.
- Animal Control overtime of \$653, an increase of \$302 from the previous month. Overtime included a sick skunk. 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 February, 2024. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

<b>Code</b>	<b>Incident Type</b>	<b>February</b>	<b>8 Month Total</b>
<b>1</b>	<b>Fire</b>		
100	Fire, other	2	12
111	Building fire	3	10
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	0	6
114	Chimney or flue fire, confined to chimney	1	4
116	Fuel burner/boiler malfunction, fire	1	2
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	0	7
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	1	2
143	Grass Fire	0	0
150	Outside rubbish fire, other	0	4
151	Outside rubbish, trash or waste fire	0	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
	<b>Total</b>	<b>8</b>	<b>62</b>

<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (No Fire)</b>		
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	1	1
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>1</b>	<b>4</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	5
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	2
340	Search for lost person, other	0	0
350	Extrication, rescue, other	1	5
352	Extrication of victim(s) from vehicle	1	4
353	Removal of victim(s) from stalled elevator	1	2
356	High-angle rescue	0	1
360	Water & ice-related rescue, other	0	2
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	<b>Total</b>	<b>4</b>	<b>26</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, other	4	24
410	Combustible/flammable gas/liquid condition	1	4
411	Gasoline or other flammable liquid spill	0	6
412	Gas leak (natural gas or LPG)	1	13
413	Oil or other combustible liquid spill	0	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	0	9
440	Electrical wiring/equipment problem, other	5	22
441	Heat from short circuit (wiring), defective/worn	0	1
442	Overheated motor	0	1
443	Breakdown of light ballast	0	1
444	Power line down	2	21
445	Arcing, shorted electrical equipment	1	5
451	Biological hazard, confirmed or suspected	0	0

460	Accident, potential accident, other	0	1
463	Vehicle accident, general cleanup	1	8
	<b>Total</b>	<b>15</b>	<b>123</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	0	4
510	Person in distress, other	0	1
511	Lock-out	1	6
512	Ring or jewelry removal	0	0
520	Water problem, other	0	20
521	Water evacuation	0	16
522	Water or steam leak	1	4
531	Smoke or odor removal	2	16
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	6
552	Police matter	0	0
561	Unauthorized burning	2	4
571	Cover assignment, standby, move up	0	4
	<b>Total</b>	<b>7</b>	<b>81</b>
<b>6</b>	<b>Good Intent Call</b>		
600	Good intent call, other	9	42
611	Dispatched & cancelled en route	1	2
621	Wrong location	0	0
622	No incident found on arrival at dispatch	1	2
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	2	14
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	9
	<b>Total</b>	<b>15</b>	<b>77</b>
<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, other	7	40
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	21
731	Sprinkler activation due to malfunction	2	6
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	0	19
734	Heat detector activation due to malfunction	0	2
735	Alarm system sounded due to malfunction	4	17
736	CO detector activation due to malfunction	0	8
740	Unintentional transmission of alarm, other	2	17
741	Sprinkler activation, no fire	0	3
742	Extinguishing system activation	1	1
743	Smoke detector activation, no fire - unintentional	0	29
744	Detector Activation, no fire	0	9
745	Alarm system activation, no fire	5	44
746	Carbon monoxide detector activation, no CO	1	10
	<b>Total</b>	<b>25</b>	<b>230</b>
<b>8</b>	<b>Severe Weather &amp; Natural Disaster</b>		
800	Severe weather or natural disaster, other	0	1
812	Flood Assessment	0	2
813	Wind Storm, tornado/hurricane assessment	0	1
814	Lightning strike (no fire)	0	1
	<b>Total</b>	<b>0</b>	<b>5</b>
<b>9</b>	<b>Special Incident Type</b>		
900	Special type of incident, other	0	2
911	Citizen complaint	0	0
	<b>Total</b>	<b>0</b>	<b>2</b>
	<b>Total Calls</b>	<b>75</b>	<b>610</b>

#### **Fire Chief's Activities - February 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 Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff/upcoming events
- Had discussions with Chief Stegmaier over personnel issues
- Had discussions with Capt. Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Communicated with Fire Marshal to discuss new development in town
- Attended weekly State Radio meetings for new radio system
- Had discussions with Communications on new pager roll out
- Had discussions with Hermas on generator monitoring
- Attended monthly Board of Fire Commissioners meeting/Swearing in Ceremony
- Had tour of Firehouses with Town Council, Mayor, Town Manager
- Attended Multi Company drill on cold water rescue
- Had discussions with Dept. Inc. on Buffalo mechanical needs
- Had discussions with Dept. Inc. on boiler and new fire alarm at oldie

- Attended St. Patrick's Day Parade fundraiser
- Attended birthday drive by for 100 year old WW2 Veteran
- Met with Town Manager and Finance on Department Budgets
- Met with new Deputy Chief Giansanti about expectations of position, duties of position, issue 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. Carlone on Kalasky Room renovations
- Had discussions with Hermas on sale of old Engine 5
- Had discussions with Lt. Carlone 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
- Met with contractor for walk thru of Chapman Street for preliminary pricing for renovations

## **March 2024 Training Report**

### **Progress History**

- The Command Staff and firefighters of the West Hartford Fire Department have expressed their gratitude for the temporary use of our training tower. Firefighters and officers are now able to complete their required training while continuing to maintain their ISO rating.
  - 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 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.
- The digital fire training prop with laser extinguisher and weighted laser fire hose was ordered and delivered to Fire Headquarters last month. The equipment has exceeded our expectations, and we are planning to begin utilizing the prop this month.
  - Our plans will include inviting the Newington Town Council and Town Manager to training session with Training Division when the budget season is behind us.
- We received our new hose bed training prop this month and will utilizing it with our live burn training in May.
  - Our fire cadets will begin their training this month as they utilize the hose bed prop for various evolutions around packing different hose bed lay configurations and hose management at fire scenes.
- The Hose Management module for RedNMX has been installed and is operational. We will begin inputting data from the MDC as it becomes available.
  - Deputy Chief Stegmaier has been working with the MDC to begin testing of Newington Fire Hydrants this spring.
    - We introduced our Verisk representative to the MDC Engineers to foster a better relationship between these two organizations.

### **Plans**

- Preplan activity and training are in progress with specific businesses identified and sent to each company to begin the preplan process. This work is imperative to our ISO rating, and we are engaging all of our firehouses/companies in this effort.
  - 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 show 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 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 or efforts to improve our current rating.

- We are adding multiple drills in 2024 that will be conducted by certified training instructors and vendors and will include:
  - Quarterly HazMat Training (Chief Chandler) – Multiple Sessions – April 2024
  - “Our Building Department” (Douglas Jourdan) – The Newington Town Building Official has agreed to conduct two training sessions in April on the role of the Newington Building Department and its operations. New projects and where the FD can assist will be topics to be discussed.
  - CIRMA Sexual Harassment Training – Multiple Sessions – April/May 2024

#### **Drill Schedule**

<b>March</b>		
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
<b>April</b>		
Department Drill	Hazmat - Chief Jeff Chandler	04/08/2024
Officer Training	Hazmat Refresher/Work Orders	04/09/2024
Multi-Company Drill	Building Official – Company 2 & 4	04/15/2024
New Officer Candidate Training	Screwdrivers/NIMS/Command	04/17/2024
Multi-Company Drill	Building Official – Company 1 & 3	04/22/2024
<b>May</b>		
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
<b>June</b>		
Officer Training	Ladders	06/11/2024
Day Drill	Ladders	06/16/2024
Multi-Company Drill	Ladders – Company 1 & 4	06/17/2024
New Officer Candidate Training	Screwdrivers/Budget	06/19/2024
Multi-Company Drill	Ladders – Company 2 & 3	06/24/2024

#### **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

##### **Wolcott Fire School – March 5, 2024 through June 27, 2024 (1 Firefighter)**

- Ryan Rizzo
- Regional Fire School – Wolcott, 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 02/01/2024 to 02/29/2024
Newington Fire Department								
Inspection	2116	752	2117	23999	0310	2202	2113	Total
Types	Hofmann	Regina	Salonia	Sokolowski	Stegmaier	Zadrick	Zordan	Insp
Acceptance Testing	0	2	0	1	0	0	5	8
Administrative Tasks	0	0	0	0	0	0	0	0
Blasting - Witness/Follow -	0	0	0	0	0	0	0	0
Complaint/Referral	0	0	0	0	0	0	2	2
Construction/Site Inspection	0	0	0	0	0	0	0	0
Consultation	3	0	0	2	0	0	1	6
Documentation/Annual	0	1	0	0	0	0	0	1
Fire Drill - FMO On-site	1	0	0	0	0	0	3	4
Fire Investigation	0	0	0	0	0	0	0	0
FMO Callout - Code	0	0	0	0	2	0	0	2
Incident Response to	1	0	0	0	0	0	1	2
Inspection - Annual	8	0	2	0	0	1	0	11
Inspection - Certificate of	0	0	0	0	0	0	3	3
Inspection - Every 2 Years	0	0	0	0	0	0	0	0
Inspection - Every 3 years	0	3	3	6	0	2	1	15
Inspection for Liquor Permit	0	0	0	1	0	0	0	1
Notification to FMO	0	0	0	0	0	0	0	0
Permit Application	0	0	0	0	0	0	0	0
Plan Review	0	0	0	0	0	0	0	0
Re-Inspection	3	3	0	3	0	0	0	9
Safe Homes Taskforce	3	0	0	0	0	0	0	3
Special Event	0	0	0	0	0	0	0	0
Special Inspection	0	0	0	0	0	0	6	6
Total	19	9	5	13	2	3	22	73

As you can see above, we have recently added categories for Fire Investigations and FMO Callout – Code. This will allow a better snapshot to report when any staff are requested to a scene or incident.

### Projects:

#### Meadow Commons (Commercial)

- All buildings have sprinkler systems
- 3333 Berlin Turnpike (grocery store) has been inactive since the beginning of the year
- 3329 Unit B – Shake Shack – generally complete (fire alarm is live)
- 3329 Unit A – Sally's Pizza – construction plans received and being reviewed

#### Millyard Luxury Apartments (Meadow Commons – Residential)

- 98 Pane Road will be the first building to open – GC is looking for inspections/CO mid-March

#### Woodspring Suites (Hotel) – 712 Cedar Street

- Waiting for Electrical Equipment

Cedar Pointe – 550 Cedar Street

- Waiting for Electrical Equipment

**Call-outs:**

2/24/2024 – 59 Hunters Lane – Electrical Issue

2/25/2024 – 3420 Berlin Turnpike – Issue with Fire Alarm System

**Staffing:**

The Town Manager has approved the hiring of an Administrative Aide II. As of the date of this report, the job has not been posted.

2 members of the Newington Fire Department have become certified as Fire Code Inspectors, taking a privately offered training program and have inquired about being appointed within the Town of Newington. Discussion with Board of Fire Commissioners is forthcoming.

**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
- Administered written exam for vacant Operator I position
- Met with Engineering Department to discuss various projects and drainage concerns
- Met with Public Works group to discuss resident concerns
- Assisted Facilities Department with inspection of drainage pipes at Town Hall
- Met with consultant to discuss final Tier II reporting requirements for Highway Garage
- Attended 24-25 Budget Meeting
- Met with paving contractor to discuss upcoming pavement schedule
- Completed sanitation bids for upcoming refuse and recycling collection contracts
- Coordinated training for newly purchased video inspection camera

**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
- Repair catch basin at Senior Center
- Cleared waterways on Eighth Street and Groveland Terrace
- Crew completed drainage project at Parks and Grounds facility
- Employees attended an instructional meeting on video inspection camera
- Assisted outside vendor with hauling of wood chips at landfill
- Continued with curb pick up from damage during snow plowing operations
- Operators responded to two (2) snow/ice events for the month with a total of accumulation of 17.6"
- Crews came in after midnight to clean up Town Center after 2/13 snow storm
- One (1) after hour call in for the month
- Staff continued with the annual Target Solutions training
- Two (2) evictions for the month – 1 requiring storage

**Fleet Maintenance**

- Mechanics continued with preventive, winter seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Mechanics began annual spring services
- Police Mechanic completed the upfitting the final new patrol vehicle

- Assisted Highway Operators in snow plowing operations
- No after hour call ins for the month

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

- Scheduled 98 residential bulk items for collection for the month
- Scheduled 34 condominium bulk items for collection for the month
- Scheduled 7 condo/residential scrap metal items for collection for the month
- 6,777 tons of cumulative Municipal Solid Waste were collected from July to February
- 1,522 tons of cumulative recyclables were collected from July to February
- 75 mattresses/box springs were recycled for the month
- Two (2) televisions collected for the month
- Issued 15 permanent landfill permits and no temporary permits for the month

### **TOWN ENGINEER**

#### **Permits:**

- Reviewed 2 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 4 permits: 4 Excavation, 0 Driveways
- Reviewed 88 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 and projects 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, stone walls) throughout town.

**Engineering:**

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System)
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding state projects in Newington
- Coordinated with MDC regarding sewage service, water service, CWP, and road restoration
- Researched and provided 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 (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 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 (LOTICIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor improvements
- Town of Berlin & Newington (LOTICIP 2022): Complete Street project – Rowley Street & Episcopal Road Corridor improvements
- Public Works (supplemental LOTICIP 2023): Complete Street project – Garfield Street Corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTICIP 2024): Complete Street project – Garfield Street Corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$70K)
- Public Works: Eversource Rebate – EV charging stations (\$20K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase
- SS4A with CRCOG
- Locip for flooding projects thru CT. OPM
- STEAP Grant application for Mill Pond Dam pedestrian bridge
- WRDA 24 application for regional flooding associated with the Mill Brook/Piper Brook and Webster Brook watersheds.
- 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 February:**

- An application was submitted at 79 East Cedar Street to install drive-thru and menu boards
- An application was submitted at 3329 Berlin Turnpike - Meadow Commons for tenant fit-out
- A permit was issued at 170 Pane Road for alterations to interior
- A permit was issued at 296 New Britain Avenue for alterations to interior
- A permit was issued at 1433 Willard Avenue for interior renovations
- A permit was issued at 50 Fenn Road to replace underground fuel tanks
- A permit was issued at 36 Budney Road to replace commercial roof
- A permit was issued at 300 Hartford Avenue to install a monument sign

**Certificate of Occupancies issued in February:**

- A single-family residence at 55 Peckham Farm Drive
- A single-family residence at 65 Peckham Farm Drive
- A single-family residence at 197 Meadow Street
- Commercial construction at 236 West Hill Road
- Commercial construction at 2434 Berlin Turnpike, Unit 14
- Commercial construction at 12 A Fenn Road, Unit A

**These are the classes the inspectors took in February:**

D. Jourdan: None

K. Kilkenny: None

**Building Department inspection activity for the month of February was as follows:** The Inspectors completed a total of 204 Inspections. They were: Above Ceiling (2), CO (5), Electrical (20), Final (117), Footings (2), Foundations (5), Framing (5), Gas Line (10), Insulation (2), Mechanical (2), Plumbing (1), Pools (1), Rough (32).

The total number of Building/Renovation Permits issued/applied for the month of February was **174**, producing a total permit value of **\$4,526,017**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	24	1,828,273.00
DECKS	0	0.00
DEMOLITION	1	25,000.00
ELECTRICAL	63	713,441.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	199,999.00
GARAGE/SHED	0	0.00
MECHANICAL	27	257,293.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	575,000.00
PLUMBING	23	322,029.00
POOL	1	68,000.00
ROOFING/SIDING	26	474,354.00
SIGN	1	3,100.00
SOLAR	6	59,528.00
TENT	0	0.00
OTHER	0	0.00
<b>TOTAL</b>	<b>174</b>	<b>4,526,017.00</b>

The total Building income fees received in the month of February were **\$52,535.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,370.00, Zoning Citations \$150.00, Environmental \$240.00, Conservation \$0.00, Copies \$5.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$375.00, Engineering copies \$0.00. The other total income is \$2,140.00.

**Below is a comparison of the Permit Values for February 2024 and February 2023:**

	2024	2023
Value of Permits issued for February:	\$4,526,017.00	\$6,752,466.00
Fees for Permits issued for February:	\$52,535.00	\$76,671.00
Other Income Fees for February:	\$2,140.00	\$3,332.00
Building Permits issued for February:	174	195

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

2023-2024		2022-2023	
Value	Permit Fee	Value	Permit Fee
\$29,222,625	\$335,848	\$80,877,321	\$902,179

## **HUMAN SERVICES**

- We are very pleased to share that our full time Youth Program Coordinator position was filled effective 2/12/24 by Brett Manion. He brings a wealth of prior youth program experience and is enthusiastic about enhancing available programs for youth that will give them a feeling of connectivity and accomplishment and weave in important messaging regarding substance use and positive choices.
- Kayla Hendrickson was appointed Youth Services Coordinator, which is a position required by town charter that reports to the Human Services Director and is appointed by the Town Manager with recommendation from the Human Services Director to coordinate youth services, identify gaps and develop strategies to fill them.
- Spring 2024 SCORE program brochure was distributed via the Principals' e-Newsletter and Human Services Parent e-mail list. Registrations are coming in, and we anticipate an excellent outcome for participation in Spring programming.
- Planning for Summer 2024 Summer Youth Adventure schedule was started with Rik Huggard (continuing part-time), sharing past practices with new Program Coordinator Brett Manion.
- We have started planning for our annual volunteer recognition luncheon to be held on May 1<sup>st</sup>. We could not do what we do without the close to 200 volunteer hours provided monthly by our community. We are extremely appreciative of all of our volunteers.
- Adult casework stats saw another increase in cases going from 121 last month to 133, with service hours showing a slight reduction of 4 hours.

Two case examples:

Client is a 35 year old married female who is disabled. She, her husband, and their three minor children were previously living in an apartment in New Britain for four years. They were evicted on 1/25/24 for circumstances unrelated to payment. On 1/26/24, the family was ordered to vacate the residence and relocated to the Carrier Motel in Newington. Client, her husband and two of the children all receive SSI benefits, and client also receives TFA benefits for the third minor child. They have a combined household monthly income of \$3,702.50. Household incurred a variety of unexpected moving costs over the last 30 days totaling \$3,482. As a result, they are unable to afford the remainder of the month's rent at the motel. Household expenses ongoing will total \$2,597. Therefore, they will be able to afford their basic needs moving forward based on their income versus expenses. Household requested assistance with motel fee from 2/23/24 through 3/1/24 to bridge them to self-sufficiency (when they receive their next SSI payments on 3/1/24). Newington Human Services was able to assist with this expense in the amount of \$760, as it was a bridge to a solution.

In February, I received a call from an elderly woman, age 91, who is the grandparent of two adult females. The two young adult females reside with her in her home because their parents passed away. The elderly woman shared her concern for her own age and continued ability to financially care for these two females. In intake, it was disclosed that one of the two females was diagnosed with disabling conditions that would indicate a SSDI (Social Security Disability). Because she was disabled prior to age 22, she may access her parents' wage record, thus giving her a higher benefit rate than based on her limited employment history. An appointment for same was scheduled with SSA, and we assisted in gathering of medical records in preparation for this application. It appears the sibling is disabled as well; SSDI will be pursued for her as well. The family was registered as a family of three for our food bank and scheduled for SNAP application in an effort to provide some financial relief for elderly grandmother.

### *February 2024 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 3	11 0	58 0	62 0
<b>Youth &amp; Family Service Hours</b>	24.5	16.5	72.25	118

<b>JRB Cases :</b>	10	10	39	30
<b>JRB Hearings:</b>	2	2	9	7
<b>JRB Service Hours:</b>	18.5	18.5	60.25	150
<b>Positive Youth Development</b>	0	43	904	845
<b>Community Service</b>	3	2	11	4
<b># of Hours completed</b>	100	12	74	111
<b>Challenge Course: Adult</b>	0	0	0	0
<b>Youth (outside)</b>	0	0	60	101
<b>Information and Referral</b>	No longer reported-			
<b>Social Casework Cases</b>	133	121	968	466
<b>Under 55:</b>	34	30	261	111
<b>Under 55 Disabled:</b>	24	16	116	71
<b>Over 55:</b>	75	75	623	284
<b>Social Casework Service Hours</b>	203.75	207.75	1,265	1,130
<b>Food Bank Household Visits</b>	165	175	1,338	1,124
<b># Bags of Groceries Distributed</b>	1,469	1,553	9,921	11,996
<b>Mobile Truck</b>	156	265	3,176	1,431
<b>Special Needs</b>	14	15	64	83

### **SENIOR AND DISABLED CENTER**

- The Senior and Disabled Center was open daily from 8:30 am to 4:30 pm and was busy with daily activities and special February programs including American Sign Language, The British Invasion & American Answer: A Musical Journey, How to Stay on Your Feet in Ice and Snow, Paint & Sip, and much more.
- AARP Tax Preparation began on Thursday, February 8<sup>th</sup> and will continue every Thursday through April 11<sup>th</sup>. Appointment slots filled up quickly.
- The Central CT Health District presented on CT Wiz, a vaccine portal that is available for CT residents to print out their vaccination cards. Anyone who has been vaccinated in the last four years is listed in the portal.
- Mayor Jon Trister began a monthly drop-in *Talk to the Mayor* program which will occur every 3<sup>rd</sup> Wednesday of the month from 11:00 am to 1:00 pm. The Mayor had a steady stream of members dropping in on February 21<sup>st</sup>.
- Dance for Health, a 10-week intergenerational program with CCSU, began February 16<sup>th</sup> with 25 students and members participating.
- CCSU student Maddie began her internship at the Center. She will be involved in Dance for Health and will lead Coffee, Coloring and Conversation classes, help serve congregate lunch, co-facilitate Neurocize classes, and learn about all aspects of the Center.
- The volunteer gift shop sales were \$1,002 for the month of February. Coffee shop sales were \$636 for the month.
- The Trip Committee has planned a Winner, Winner Chicken Dinner trip in April and a Downeast Clambake trip in May. The Committee continues to plan out the rest of the year, and tickets will go on sale as trips are confirmed.
- 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 February, 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 February, the two DAR drivers (with subs as necessary) completed 679 trips for 2,546 miles and 315.15 hours.
- A new Benefits Eligibility Coordinator was hired. Maria Zayas will start on March 4<sup>th</sup>.
- 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 and Disabled Center.
- The Commission on Aging and Disability February meeting was canceled.

## **PARKS AND RECREATION**

### **Recreation Division**

- The Spring 2024 Program Guide was distributed to 13,500 Newington households at the end of February as an insert in the March issue of the Rare Reminder. This was the largest Spring Program Guide, consisting of 32 pages, offering our upcoming programs, events, and camps.
- The Creative Playtime Preschool Program organized a family night and invited all students and their families on Friday, February 23, 2024. We were delighted to have over 90 people join us for a pizza party and to mingle with other families in the preschool program. It was a wonderful evening, and we are eagerly anticipating our next family night!
- Registration for the Creative Playtime Preschool Program's 2024-2025 school year commenced on January 31, 2024 for current preschool families, February 7<sup>th</sup> for new families residing in Newington, and February 21<sup>st</sup> for new non-resident families. Due to the new kindergarten age requirement, we expect registration to surge toward the end of March as families learn whether their child has been accepted for early admission.
- More than 60 swimmers successfully completed our winter session of American Red Cross swim lessons, spanning from Preschool & Parent levels through Learn-to-Swim Level 6.
- The American Red Cross has launched its new Lifeguard Training Program. Our aquatic supervisors are diligently studying the new material and organizing additional training sessions for our current lifeguards.
- The search for food vendors is underway for our two June events at Mill Pond Park: Newington Goes Country on Thursday, June 13<sup>th</sup> and Food Truck Friday on Friday, June 14<sup>th</sup>. Currently, we have secured 12 food vendors for Newington Goes Country/Food Truck Friday. We also have 10 food trucks registered for the Life. Be In It. Extravaganza on Wednesday, July 17<sup>th</sup> through Saturday, July 20<sup>th</sup>.
- Applications have begun rolling in with 21 vendors processed for the Life. Be In It. Extravaganza vendor show on Saturday, July 20<sup>th</sup> at Mill Pond Park.
- The Department has confirmed performers for all 31 concerts of the Edythe and Harry Mandell 2024 Summer Concert Series.
- The Department successfully hosted the 34<sup>th</sup> Annual CRPA Entertainment Showcase at the Mortensen Community Center. The all-day event featured live performances by more than 70 bands and entertainers. Additionally, the event included more than 30 Expo booths, enhancing the experience.

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

- Staff has spent time cleaning up various fence lines this winter, including pruning back overhanging growth, clearing leaves, tree pruning, etc.
- Mulching completed at Clem Lemire parking lot beds
- Completed tree pruning and removal at Highway Garage

- Power washing all mowers ahead of winter maintenance
- Performed routine maintenance on batting cages at Clem Lemire
- Extensive tree pruning underway at West Meadow Cemetery
- Complete bathroom renovation at Clem Lemire concession building, including new paint and partitions
- Churchill Park bathrooms undergoing extensive cleaning and fresh paint
- Swing repair completed at Mill Pond Park playscape
- Significant snow event on Tuesday, February 13<sup>th</sup>
- Staff performed successful set up for the CRPA Entertainment Showcase, hosted at the Mortensen Community Center on Friday, February 16<sup>th</sup>; thanks to the Newington Senior and Disabled Center for sharing tables and chairs for the event
- Staff is completing Target Safety Training throughout the winter

Cemeteries: 5 Singles, 3 Double, 5 Ash, 9 Sales  
Overtime: 143.5 hours, \$7,032

### **Tree Warden**

- Parks staff pruned trees along road in West Meadow Cemetery
- Parks staff removed diseased trees in West Meadow Cemetery
- Parks staff removed a fallen tree next to the chapel at West Meadow Cemetery
- Parks staff removed trees behind storage barn for drainage project
- Parks staff pruned trees along sidewalk plowing route
- Parks staff continued pruning fence lines around town facilities
- Parks staff picked up branches at parks and town facilities
- Parks staff continued tree removal and pruning at Highway Garage
- Parks staff removed a broken hazardous tree on Boulevard Street

### **LIBRARY**

- The Friends of the Library had an extremely successful Winterfest event in January. They are now working hard to prepare for their spring book sale that will be held on May 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>. Donations are coming in and are sorted and boxed almost daily by the many dedicated volunteers.
- The library continues to have problems with difficult patrons whose behavior is challenging. This includes disruptive behavior in programs, angry outbursts with staff, unattended children at the library and patrons who have mental health issues. We are continuing to review our library policies to make sure they are in order and arrange for additional staff training. Next month, Kayla Hendrickson from Human Services will attend our monthly staff meeting to address these issues, the best way to handle them, when to contact Human Services and when to contact the Police. She will also provide additional resources and contact information.
- The Library Board of Trustees have begun planning for the 2024 Newington 5K Challenge Road Race that will be held on Sunday, May 19<sup>th</sup>. This is the 27<sup>th</sup> year of the race and is an important fundraiser for the Library Board.
- The Library Board received a grant from the Triumph Foundation to offer STEM programming for children and teens to assist in enhancing the library collection.
- The Children's Department staff offered 39 programs to 1,801 children and their caregivers. Staff continued with school visits from Ruth Chaffee and John Paterson students. The kids and teen winter reading programs "*Read Around the World*" started on February 3<sup>rd</sup> and will run until March 4<sup>th</sup>. A "*Taste of the World*" event was held to kick off the program that featured treats from around the globe where families came in to sample a variety of different flavors. Children's graphic novel author and illustrator Jarrett Krosoczka visited all 3<sup>rd</sup> and 4<sup>th</sup> graders in Newington on February 5<sup>th</sup> & 7<sup>th</sup> as part of the Annual John and Adella Sliva Young People's Literary Series. He wowed and entertained the students with his presentation which was funny and engaging. Students were able to ask questions at the end of the program and were also treated to a quick drawing demo. They were excited to have an author make an in-person visit--the first since the pandemic. This author event was made possible by an endowment by the daughters of John and Adella Sliva in memory of their parents.
- Teens were offered 4 programs during the month, and 37 teens participated. Programs included a *Teen Lunar New Year* program, a *Teen Candy Sushi* program, and a *Teen Paint Night*. The Teen

Winter Reading program kicked off on Saturday, February 3<sup>rd</sup>, and participation was at 26 at the end of the month, much improved from last year.

- Adults as always were given a fun variety of programs to choose from during the month of February. 13 programs were attended by 339 adults. The *Movies @ the Library* program featured the film *Indiana Jones and the Dial of Destiny*. *Page Turners*, an evening book discussion group met to talk about *Our Missing Hearts* by Celeste Ng and the daytime *Brown Bag It with a Book Discussion* talked about the book *The Aviator's Wife* by Melanie Benjamin. Highlights of other programs included *Daria and Sound Healing Meditation* and *Who Are Your People and Where are They Hiding*. The month was rounded out with *Grab & Go* coloring pages, puzzle packets, and *Spice It to Go* kits.
- Total circulation was 22,887. Circulation of digital materials was 3,471. Total number of people that entered the building was 10,553. 43 curbside service transactions were processed. Staff processed and pulled 1,417 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,050 reference questions during the month. Meeting room and study room space was used 172 times. Volunteers and staff delivered 191 items to our homebound patrons. Staff offered tech help 126 times to patrons. Online resources that were popular this month included *Value Line*, *Consumer Reports*, *PebbleGo Animal* and *PebbleGo Social Studies* databases.
- In technology news, Digital Services Librarian Michelle Patnode hosted a *Technology Drop-in Hour*, a new program offered to patrons this month. The program was very well attended and will become a series with staff and teens offering technology help to adults in the community. Assistant Director Karen Benner and Digital Services Librarian Michelle Patnode have been working closely with the IT and Facilities Departments to select a vendor for a new people counter system.
- In personnel news, Head of Reference Jennifer Hebert attended a webinar *What's Next in Reader's Advisory*, and Head of Children's Bailey Francis attended the annual *CLA Children's Section Workshop*. Community Services Department Head Michelle Royer and Circulation Supervisor Katie Cornell worked together to streamline the homebound delivery service.
- In facilities news, the alarm panel for coding in and out of the building was malfunctioning. The display screen consistently indicated "system trouble/failure to communicate", which created issues when coding in and out. Facilities did some troubleshooting and resolved the issue.

## **TOWN CLERK**

- There were 47 transfers during February, for a total of \$9,363,220.00 in sales. State conveyance tax was \$76,732.90; Town conveyance tax collected was \$22,244.30. There were two residential sales over \$400,000. There was one commercial sales: 63-79 East Cedar Street, from Newington Sovereign Bank Plaza LLC to Cedar Street LLC for \$2,000,000.00.
- There were 306 documents filed on the land records during the month: 78 mortgages, 4 liens, 98 releases, and 19 probate certificates. 80 of these documents were electronically submitted, for a total of \$8,832.00 in revenue.
- Staff certified 224 copies of vital records. Thirteen burial and 20 cremation permits were issued. Six Marriage Licenses were issued to couples.
- Six Notary Public commissions and eight Trade Name certificates were catalogued.
- Swore in one Patrol Officer on February 12, 2024 and Deputy Fire Chief on February 8, 2024.

<b>DATA SUMMARY - February 2024</b>				
	<u>February-23</u>	<u>February-24</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	320	306	3,015	2,908
Dog Licenses Sold	35	27	843	732
Game Licenses Sold	27	45	157	134
Vital Statistics				
Marriages	5	10	127	134
Death Certificates	29	23	264	248
Birth Certificates	8	18	193	175
Total General Fund Revenue	\$ 33,854.15	\$ 37,114.50	\$ 501,194.38	\$ 459,573.73
Town Document Preservation	\$ 1,042.00	\$ 926.00	\$ 9,963.00	\$ 9,301.00
State Document Preservation	\$ 2,160.00	\$ 2,032.00	\$ 19,688.00	\$ 18,312.00
State Treasurer (\$36 fee)	\$ 9,432.00	\$ 8,928.00	\$ 82,116.00	\$ 80,748.00
State Treasurer (\$127 fee)	\$ 3,048.00	\$ 2,921.00	\$ 32,131.00	\$ 28,321.00
State Treasurer (\$110 fee)	\$ 2,640.00	\$ 1,870.00	\$ 30,360.00	\$ 27,280.00
LoCIP	\$ 786.00	\$ 744.00	\$ 6,843.00	\$ 6,729.00
State Game Licenses	\$ 213.00	\$ 76.00	\$ 1,096.00	\$ 772.00
State Dog Licenses	\$ 317.00	\$ 252.00	\$ 5,853.50	\$ 5,508.00
Dog Licenses Surcharge	\$ 84.00	\$ 54.00	\$ 2,064.00	\$ 1,772.00
Marriage Surcharge	\$ 170.00	\$ 204.00	\$ 2,074.00	\$ 2,142.00
<b>Grand Total</b>	<b>\$ 53,746.15</b>	<b>\$ 55,121.50</b>	<b>\$ 693,382.88</b>	<b>\$ 640,458.73</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 February, the Department of Information Technology and GIS participated in, assisted, and/or were directly involved in:

- Completion of 113 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting
- Increased resiliency and security of access management deployment
- Resolved issue with Tax Collector and Assessor vendor
- Installed and configured accident reconstruction software for Police Department
- Developed and deployed fix for Microsoft Office licensing issue
- Worked on Microsoft OS issue hanging at logoff
- Architected solution for Library people counter with Facilities
- Continued work on MFA solution and testing
- Troubleshot issue with access control solution for events
- Worked with CAMA vendor to fix permit update process
- Installed updates on PD CAD training application
- Worked on project for PD scheduling application and integration into FME
- Worked on analog line issues in Town facilities
- Configured remote access for Animal Control
- Mobile device deployment for various positions at PD and Town offices
- 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 1/28/24:

**Discussions regarding:**

Partial Site Plan Acceptance and Bonding Request for 3313-3333 Berlin Turnpike (Meadow Commons – Commercial).

Partial Site Plan Acceptance and Bonding Request for 96-100 Pane Road (Residences at Newington - Residential).

**Conservation Commission** – Meeting scheduled for 2/28/24:

**Applications Tabled:**

**Application 2024-01:** To Modify Wetland Permit 2021-18 for the Construction of a 14' x 22' Building Addition within the URA (Upland Review Area) at 72 Welles Drive North.  
Applicant/Owner/Contact: Jason Deren.

**Application 2024-02:** For the Construction of a 48' x 60' Industrial Building and Drainage Infrastructure within the URA (Upland Review Area) at 161 Carr Avenue.  
Applicant/Owner/Contact: James Campbell.

**Zoning Board of Appeals –**

Variance Approved:

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

**Open Space Committee** - No meeting scheduled in February.

**Economic Development Commission** – No meeting held in February.

**Affordable Housing Monitoring Agency** - No scheduled meeting for February.

**Town Planner/Zoning Officer Activities:**

Issued 12 Zoning Permits for various projects in town.

Received 117 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: 4 zoning notice of violations, 1 zoning notice of voluntary compliance, 1 zoning citation, 1 zoning cease and desist order, and 5 blight notices of violation warnings.

Performed 1 c/o inspection and 1 wetland inspection.

Removed 28 illegal signs from the Town R/W.

The Zoning Enforcement Officer spent 1 full day in court for an open action for a violation of a stipulated judgement.

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.

2300 Berlin Turnpike  
2495 Berlin Turnpike  
180 Carr Avenue  
28 Costello Place  
56 Costello Road  
39 East Cedar Street  
50 Fenn Road  
111 Holmes Road  
38 Johnson Street  
105-206 Kitts Lane  
1170 Main Street  
719-725 New Britain Avenue  
311 Orchard Avenue  
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 February. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 109 work orders and tasks this month. We completed 29 preventative maintenance tasks, and the team responded to and completed 80 reactive work orders. Of the 80 reactive work orders, 26 were calls for service from outside the Facilities Department. 15 of those 26 service requests were handled/completed in less than one day from request.

### **Town Hall: (48 PM tasks and work orders completed)**

- Installed security cameras at our shop
- Built hood for RTU to prevent rain from getting into curbing and into building
- Multiple calls for heat, key fobs, physical keys, and paper deliveries
- Added 220 outlet for new copy machine
- Camera snaked drain lines, lines need to be jetted clear again
- FRP board added to walls of vestibule in Parks and Recreation entrance
- Fixed/replaced wires for S2 door to gym not working

### **Library: (15 PM tasks and work orders completed)**

- Planning started for adding people counter
- Exhaust fan for entire first floor down – New fan on order
  - New fan delivery scheduled for early March
  - Pre-Con meeting held, start date set for March 19<sup>th</sup>
- Added screen to gable vent and evicted the bird that got into the library
- Deep clean of radiators in Bio stacks
- Multiple ceiling tile replacements and paintings
- Alarm trouble fixed due to communications errors
- Lower parking lot lights fixed
  - Splice in ground wire found, changed ground box
- Finalized painting of basement areas added
- Painted hand rails and atrium lamp post bases
- Replaced bollard light on sidewalk

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

- Repaired/finished work left undone by previous carpenter in office
  - Fixed drywall painted walls
- Removed bad gfi outlet replaced with 20 amp plugs
- Replaced backup batteries for fire alarm
- Replaced damaged overhead door
- Multiple door adjustments and repairs
- Water heater yearly pm

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

- Multiple door lock issues repaired
- Planning for gable vent, soffit and trim repairs
- 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
  - New poles installed; Eversource to replace wires in early March
- Shut off water/turn back on water to cemetery during excavation for catch basin

**Historical Properties: (1 PM task and work orders completed)**

- Kellogg-Eddy
  - Turn off/on water for excavation
- Kelsey House: 0

**Senior and Disabled Center: (16 PM tasks and work orders completed)**

- 2 new exhaust fans for 4 bathrooms received, planning for install in January (weather permitting)
  - Scheduling and events have moved these installs to sometime in February (weather permitting)
  - Both fans installed and passed inspection
- Removed and replaced broken and/or sagging ceiling tiles
  - Secured speakers that were causing ceiling tiles to sag
- Moved outlet under kitchen hood per fire code
- Window project
  - Multiple meetings with contractor and architect
  - Multiple inspections of work
  - Separation from PCM started, waiting on separation letter from lawyer for review
- Fixed tear in roofing found during a routine building check
- Secured loose siding found during building check

**Police Department: (13 PM tasks and work orders completed)**

- Police Monument project - all materials for our (facilities) portion of the job are in waiting for Parks to pull the trigger and select a start date
- Used bucket truck to fix two spots where the gutters were leaking
- Multiple issues fixed with programming for HVAC
- Replaced old or stained ceiling tiles
- Vents above main entrance had birds living in them
  - Took vents down, added screening to prevent intrusion
- Painted all of the holding cells walls and benches, painted cell ceilings of three cells that had stains
- Administrative wing sink repair
- Added soap dispenser in break room on second floor

**Administrative Projects:**

- Solar wrapping up at senior center; all racking and connections have been completed, waiting for final building inspections and commissioning testing
  - Senior center not live yet, planned 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
- PTO issued final engineering testing conducted by Verogy
- Should be 100% in March
- 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
- Planning for addition of generator quick connects at both historical houses
  - Updating of panel at Kellogg-Eddy
- 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
- Canopy project meetings and reviews of plans and docs
  - Should be going out for bid soon

### **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 2/13 and 2/27 Town Council Meetings re: same
- Reviewed and commented on Town Council Rules of Procedures document
- Received RFP responses for Town Center Plan
- Attended CRCOG Municipal Services Committee
- Attended Senior Center Security Assessment walk-through
- Continued meetings regarding storm closing policy for town operations/employees
- Finalized and posted sanitation bids with Highway superintendent
- Filed Department of Labor Annual OSHA workers compensation reports
- Attended CIRMA Risk Advisory Committee
- Continued meetings re: Senior Center windows
- Connected Parks and Recreation with CRCOG equipment sharing trails grant team; attended meeting and reviewed potential need for Newington
- Attended internal HR meetings
- Reviewed IHHS lease and attended meeting re: same