



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: June 6, 2024
Re: Monthly Report – April 2024

PERSONNEL

- The vacant Administrative Clerk III (C-6) position was posted to the AFSCME union on April 4th, with a closing date of April 10th.
- The vacant part-time Administrative Secretary position at the Senior and Disabled Center was posted to the public on April 4th, with a closing date of April 19th.
- The vacant part-time Sanitation Clerk at the Highway Garage was posted to the public on April 4th, with a closing date of April 19th.
- The vacant Assessment Technician II (T-3) position was posted to the AFSCME union on April 17th, with a closing date of April 23rd. The position was posted to the public on April 25th, with a closing date of May 9th.
- A conditional offer was made to the finalist for the Highway Equipment Operator I (HLT-9) position.
- The vacant Lieutenant position was offered to Sergeant Ryan Deane, effective April 22, 2024.
- The vacant Assistant Town Engineer (T-8) position was offered to Christopher Stinson, with an effective date April 15th.
- The vacant Police Recruit Officer position was offered to Zuliana Cannon, with an effective date of April 22nd.
- Town Manager Search Subcommittee met throughout the month to begin discussions on the recruitment process for the Town Manager's position.
- The Town is accepting employment applications for Recruit and Certified Police Officers.

Overtime

Paid overtime during the month of April 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	104.0	\$ 5,901.79
Weekend Standby and Call-In	16.0	\$ 844.72
Milling - Overlays	39.5	\$ 201.39
Sweeping	2.0	\$ 108.04
Hazardous Waste Collection	7.5	\$ 386.78
Landfill	.5	\$ 27.01
Totals	169.5	\$ 7,469.73

PARKS AND GROUNDS DIVISION		Overtime Hours		Cost
General Grounds		70.0		\$ 3,360.00
Totals		70.0		\$ 3,360.00
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	\$ 1,314.94
Patrol	726,993.00	793,683.74	710,781.00	786,512.84
Investigation	92,793.00	29,952.78	91,467.00	30,001.50
Traffic	5,006.00	2,002.64	5,006.00	4,364.80
Communication	175,681.00	137,102.22	183,778.00	141,358.76
Education/Training	146,205.00	91,602.19	142,800.00	122,259.77
Support Services	58,894.00	7,969.82	57,595.00	(5,251.49)
Animal Control	2,546.00	3,510.86	2,521.00	1,145.55
Total	\$ 1,216,858.00	\$ 1,065,824.25	\$ 1,202,495.00	\$ 1,081,706.67
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 30,342.30	\$ 29,834.00	\$ 24,810.41
Snow and Ice Control	133,578.00	78,492.24	133,578.00	54,086.96
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	23,446.53	34,486.00	23,992.16
Leaf Collection	35,972.00	34,937.93	35,972.00	31,459.41
Total	\$ 233,870.00	\$ 167,219.00	\$ 233,870.00	\$ 134,348.94
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 108,390.04	\$ 105,001.00	\$ 85,266.36
Cemeteries	17,109.00	354.65	17,109.00	3,296.03
Total	\$ 122,110.00	\$ 108,744.69	\$ 122,110.00	\$ 88,562.39

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The ninth 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 March 2024 were \$1,102,954. 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 March, 2024

	Town	Board of Education	Total
Estimated Claims	1,930,140	7,128,180	9,058,320
Actual Claims	1,925,966	6,914,978	8,840,944

FINANCE

Accounting and Administration

- Budget review meetings continued with the Town Council during the month with final budget adoption taking place at the meeting on April 16th. Work on the final budget book has been started and should be finalized by the end of May.
- Finance Director Janet Murphy attended meetings regarding the finalization of our health benefits' renewal with Anthem Blue Cross/Blue Shield.

- Started preparations regarding contract labor negotiations with the AFSCME union. Also, attended additional meetings for the Health & Wellness Fair planned for May 14th.
- The Assessment Tech II position has been posted due to the announced retirement of Rick Wall in June. His experience and knowledge will truly be missed.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received the Educational Cost Share grant from the State of Connecticut in the amount of \$7,688,838 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)

4/30/2024

	Interest Earnings			
	Budget FY2023-24	Actual Year to Date	\$ Invested	
General Fund	\$250,000	2,184,878	\$64,503,648	
Special Revenue Funds	48,000	30,545	769,128	
Capital Projects Funds		51,065	1,191,336	
Internal Service Fund	75,000	330,405	7,501,850	
Trust and Agency Funds		40,909	1,546,389	
Total Estimated By Fund				\$75,512,351

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2024

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	5.42	5.43	220,870	236,740	54,215,906
Bank North	2.06	2.06	976	1,007	581,840
TDBank (new)	2.83	2.83	27,565	28,416	12,037,977
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	6,910	7,125	3,310,690
Liberty Bank	4.60	4.60	18,490	20,39	5,365,938
Total Outstanding Investments					\$75,512,351

Rates reflect average monthly yield, annualized

Assessor

- February 1st 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. 203 Tax Credit applications were mailed; and on April 15th, 84 reminder letters were sent out to anyone who had not yet filed. To date, 173 (855) have been returned to the office and processed. In addition, 28 Veterans Tax Credit forms have been processed to date. This filing period will continue through May 15th.
- On March 24th, 599 Income & Expense forms were mailed to the commercial property owners for completion; to date, 100 (17%) have been returned and processed. In the month of May, reminder letters will be sent to any owner who has not yet filed the Income & Expense.

- 90 Permits were entered into the computer-assisted mass appraisal system in the month of April, all of which were reviewed. In addition, a total of 113 properties were reviewed using permits, Nearmap and real estate listings. This brings the total number of properties reviewed for the 2024 Grand List year to 1,434.
- Real Estate deeds were read and entered into the computer-assisted mass appraisal system through the end of April, and 69 property transfers were completed.
- An appeal to Superior Court was made for Lowrey Place, LLC personal property account. We began work with Attorney Griffith on the documentation and next steps required for this case.
- Finally, the office completed a total of 113 certificates of correction. The focus for the month of May will be continuing to process Income & Expense forms, sending out homeowner's award letters, and preparing Personal Property for the 2024 Grand List.

Revenue Collector

- Revenue Collections for Real Estate, Personal Property, Motor Vehicle, and Supplemental Motor Vehicle taxes amounted to \$263,731.84. The back taxes collected were \$76,050.40, and we received \$6,079.47 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection on the 2022 Grand List is 99.2%, which is littler higher than last year's percentage of 98.7%.
- Delinquent states were sent to 2,797 taxpayers for outstanding real estate, personal property and motor vehicles.
- Retention Schedules were signed and authorized by the State for shredding of unnecessary documents, which was completed in April.
- Information continues to be updated daily for the upcoming 2023 Grand List tax bills which will be mailed at the end of June.
- The Tax Collector Demand Notices were mailed to taxpayers who have fallen way behind in their taxes and notified several taxpayers they would be on the Town's next Tax Sale.
- Central Connecticut Health District has been notified by the Tax Collector regarding several Salons, Restaurants, etc. who are delinquent on their taxes.

POLICE

Patrol Calls for April are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 11
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial BurgAlarm 47	Fire Trouble Alarm 0	MV Injury 14
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 85
Alarm Residential Burg Alarm 20	Fire Vehicle Fire 0	Neighbor 8
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 146
Animal Complaint 28	Fire Water Problem 0	Noise 18
Arson/Fire Invest 0	Fireworks 0	Non-Collect Person 0
Assault 0	Follow Up 25	Notification 0
Assault in Progress 0	Found Property 7	Open Door/Window 5
Assist Motorist 2	Gun 0	Other Archive 0
Assist Notification 0	Harassment 6	Parking Violation 4
Assist Other Agency 37	Hazard 18	PD Assist Fire Dept 34
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 2	HOPE Project 0	Pistol Permit 11
Breach of Peace/Disorderly 10	Identity Theft 10	Prisoner Care 8
Burglar Alarm 19	Illegal Dumping 0	Private Duty 0
Burglary 2	Impersonating Police 0	Property Found 1
Car Seat 1	Indecent Exposure 1	Property Lost 2

Check Welfare 48	Intoxicated 3	Prostitution 0
Check Welfare 911 33	Juvenile Complaint 12	Recovered Stolen MV 2
Check Welfare Other 12	K9 Assist 0	Rescue Call 0
Clear Lot 0	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 2	Risk Protection Order 8
Court Detail 23	Larceny 64	Robbery 0
Crest Call Out 0	Larceny from MV 6	Roll Call 0
Criminal Mischief 6	Lift Assist Only 3	
CSO 1	Liquor 0	Serve Subpoena 0
Customer Dispute 21	Local Traffic Authority 0	Serve Warrant 25
Dog Complaint 21	Location Check 398	Sexual Assault 1
Domestic 24	Location General 0	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 85
Drug 3	Lockout Building 1	State Pistol Permit – Tempo 0
DUI 3	Lockout MV 1	Stolen MV 2
EDP 22	Lost Property 2	Sudden Death 1
Escort/Transport 4	LTA 0	Suicide 0
Escort/Funeral 3	Meal 0	Suicide Attempt 1
Escort Other 0	Medical Alarm 21	Suspicious MV Unoccupied 17
Escort Retrieval 2	Medical Cardiac 1	Suspicious Report 184
Escort Tax 0	Medical Complaint 222	Test 0
Fingerprint 0	Medical Diabetic 0	Threatening 5
Fire Alarm Commercial Bldg 4	Medical Fall 4	Tobacco 0
Fire Alarm Residential 3	Medical Mutual 0	Tow 11
Fire CO Detector no sympt 0	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Stop 367
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 7
Fire Hazmat 0	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 0	Training 0
Fire Other 3	Missing 0	Trespass
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 41	Water problem 1
Fire Stand By 0	MV Complaint 37	
Fire Structure Fire 1	MV Fire 0	

Total: 2,348

In April, the Detective Division Report:

- Handled 42 investigations, 42 remain ongoing
- Served 36 warrants: 24 by Patrol officers, 12 by Detective Division

Property Report March 2024:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	12	\$ 5,432
Vehicle Inventory	0	\$ 0
Stolen	84	\$ 273,862
Abandoned	0	\$ 0
Evidence	69	\$ 12
Found	10	\$ 1
Lost	0	\$ 0
Seized	15	\$ 1,000
Recovered	11	\$ 108,308
Impounded	0	\$ 0
Informational	2	\$ 0
Vehicle Inventory	0	\$ 0
Total	203	\$ 388,615

In April, the Patrol Division report:

24-7466

- Officers responded to a residence on Saddle Hill Road on April 11, 2024 for a reported unresponsive male who was not breathing. Upon arrival, officers found the male was not breathing and did not have a pulse. Officers immediately began life saving measures to include CPR, rescue breathing, and deploying an AED. The care performed resulted in the male regaining a pulse and was transported to the hospital. An email has been received by the AMR Paramedic on scene, applauding the work of officers on scene in which he stated, "It is my professional opinion, had it not been for the incredible job done by the officers on-scene, our patient may not have arrived at the hospital breathing on his own, with strong pulses, and waking up. Your team gave our patient the fighting chance he needed."

24-8281

- On April 14, 2024, Officers responded to a residence on Moreland Avenue for an intoxicated male who was threatening suicide. It was further reported that the male was threatening to burn the house down and damaging property. The intoxicated male was sent to the hospital on an emergency committal due to his suicidal statements. Investigating officers determined that probable cause existed to apply for an arrest warrant for the threat the male made to burn down the house and the destruction of property. The arrest warrant was granted and served charging the male with 53a-62 Threatening in the Second Degree, and 53a-182 Disorderly Conduct.

24-8491

- On April 16, 2024, Officers were dispatched to a residence in Williamstown Court for the report of suicidal comments made by a 16-year-old who sent text messages that she took a large amount of medication. The call came in from a third party who we could not reach on call back. All attempts to contact the 16-year-old and her mother failed. Prepared Live was used but was unsuccessful. The child has a long history of suicidal behavior. Officers arrived on scene, and there was no answer at the door. Officer Shaw was checking the residence and was looking through a sliding glass door. He was able to view a small portion of a bedroom which was across the living room. It appeared there may be a person lying on the bed. Officers entered the home under exigent circumstances and found the child was lying on the bed and not responsive. The actions taken by Officer Shaw and Officer Gore on scene lead to the child receiving prompt medical attention. It is unknown what medication she took, but the paramedic believed this was a life-threatening event.

In April, 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 April 1st, Lt. Aivano met with the Assistant Library Director Karen Benner to discuss plans for an upcoming Library Staff meeting. The plan was to present a Run-Hide-Fight Active Shooter preparedness presentation to the staff, and to discuss some ongoing issues that staff members have been facing with disruptive guests.
- On April 3rd, Lt. Aivano, Sgt. Deane and Recruit Millea attended the Tunxis Community College Public Safety Career Fair. Many Tunxis Community College students were in attendance, and it provided the opportunity for students to connect with recruiters from various police departments in the State of Connecticut.
- On April 4th, a representative from Shea Electric came to Newington Police headquarters to assess the communications center in conjunction with the dispatch furniture console project. Shea Electric then provided a price quotation for the work, which will be added to the quote list for the project. We also spoke with representatives from Norcom, who other departments have used to assist with the installation process. The plan is to also have Norcom on-site to assist with the installation and to ensure our communication equipment is safely transferred onto the new furniture.
- On April 10th, Sgt. Deane and Officer Backman attended the Central Connecticut State University Criminal Justice Career Fair. It is important for the Department to recruit local students to the profession, and to foster a good relationship with the local university to continue to create opportunities for future employees.
- On April 17th, Lt. Aivano met with the Newington Public Library staff at their monthly meeting and held the Run-Hide-Fight active shooter presentation. The meeting lasted approximately one hour. The staff also had many questions about what to do in the event of a suspicious or unruly guest in the library. As a result of the meeting, the Patrol Division was asked to conduct walk-throughs at the library as part of their daily patrol activities.
- On April 18th, Lt. Aivano met with a complainant and a social worker from Intercommunity Health to assist with mediating an ongoing neighbor dispute. During the course of the meeting, we came up with a plan to speak with the other involved neighbor at his residence the following week. In between the two meetings, the complainant contacted us to report that things had been getting better with the neighbor and he wanted us to hold off on speaking with him. We will continue to work with the complainant to monitor the situation.
- On April 19th, Lt. Aivano had a meeting with a representative from NeoGov, the company that owns PowerDMS, which the Department uses for policy management. The representative went over some other software programs offered by the NeoGov Corporation which pertains to performance evaluations. The Department will continue to assess the need for these programs and determine if they will serve as a benefit to the organization. Lt. Aivano then attended a meeting regarding the existing radio system after several instances of interference had been detected sporadically. Marcus Communications had representatives in attendance, and we learned that there is intermittent interference being detected from an unidentified source located north of the Callahan Tower. As a remedy to this problem, Marcus Communication shut down one of the six channels which was experiencing the most interference with the understanding that the load would not strain the remaining channels. In the weeks since, the frequency with which the interference is being detected on the radio system has decreased.
- On April 27th, Lt. Aivano and Officer Backman participated in the DEA Drug Takeback event at Sam's Club in Newington. More than 115 pounds of prescription drugs were turned over to the DEA in Rocky Hill for destruction as a result of our efforts. The event occurs every six months, and the feedback from the public was very positive.
- In-house training continues to be a priority of the Support Services Division. During the month of April, 2024, the Support Services Division held the following in-house training sessions:
 - Spring Firearms Training (April 3rd)
 - Building Clearing/Simunition Training (April 29th)
- Several members of the Department also attended outside training during the month of April. 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:
 - Use of Force Analysis for Supervisors and Command
 - Recruit Stations Day & Firearms at CT Police Academy
 - Mid-Level Management Training

- During the month of April 2024, Officer Walker received twenty-seven (27) requests for body worn camera video. Officer Walker has been working diligently to keep up with the demand for videos, which come from both the public, the court, and private entities.
- The following information comes from School Resource Officer Buggee's monthly log from Newington High School. On 4/1/24, SRO Buggee responded to two female students engaging in a physical altercation in the hallway. High school administration pressed charges against both females, two juvenile summonses issued, and SRO Buggee worked closely with all involved to contain the social media outbreak that stemmed from the incident.
- On average, SRO Buggee has from 6 to 8 students in his office every period of the day, with several others stopping by throughout the day. These visits lead to lengthy conversations, advice given, decompression sessions, and camaraderie.
- Utilizing the service dog, "Benny," who was leant to the school environment by a teacher, SRO Buggee conducted walk-throughs with the dog and had several positive interactions with students throughout the building daily. The dog is beneficial each day several times throughout the four hours of its visit, including hallway interactions, classroom visits, and special requests.
- On 4/3/24, SRO Buggee was requested by a parent to attend a meeting with her daughter because she wanted to address concerns at the school involving the student's safety. On 4/4/24, SRO Buggee attended a Youth Adult Panel presentation of "Screenagers," provided to interested students and parents in the community. The event was hosted at the Newington High School, and community stakeholders were in attendance. SRO Buggee offered a Law Enforcement viewpoint and was available for a Q&A session afterward.
- SRO Buggee participated in a "Threat Assessment" meeting on 4/15/24 regarding a student posing a risk to the school environment. He also participated in two (2) Safety and Security meetings on 4/17/24 and 4/29/24 via Zoom. On 4/15/24, SRO Buggee participated in a mediation between four students to ensure the safety of one of the students involved. Also reviewed CCTV surveillance footage from an elementary school to assist another officer in identifying a vandalism suspect.
- On 4/22/24, SRO Buggee worked with two students and Assistant Principals in securing an agreement to have a mediation between the students. At his request, the mediation took place on 4/23/24 and was extremely successful. On 4/23/24, SRO Buggee assisted with providing a welcome session and a tour of the school for panel members, as Principal Tigno was nominated for "Principal of the Year" in Connecticut.
- On 4/18/24, SRO Buggee learned of an escalating issue between two female students. He was able to speak with them individually, and they were able to put their differences aside and move forward without resorting to physical violence. SRO Buggee provided insight on criminal justice in one of the classes, where the teacher asked if he could educate students on evidence collection, due process, the judicial system, and criminal procedure. On the evening of 4/26/24, SRO Buggee attended a "Family Game Night," hosted by the Youth Adult Council, which was held at the Newington High School.
- On 4/26/24, SRO Buggee learned of a fight that was going to occur between multiple students. He stayed with one "side" during a lunch period, while the other side was kept separately. SRO Buggee then called a meeting with two Assistant Principals and students to begin a school investigation, after which, he spoke with a parent who was concerned. On 4/30/24, SRO Buggee was requested by a parent to attend a meeting with his student's Assistant Principal regarding a situation between her and four other students.
- During the month of April, Animal Control Officer Sawallich impounded 10 dogs between Newington and Wethersfield. She redeemed 7 animals and sold 2 animals as pets during the month of April. ACO Sawallich investigated 75 complaints between Newington and Wethersfield during the month of April and issued one infraction.
- Recruitment and Selections remains ongoing for both entry level and certified police officers this month. During the month of April, a list of candidates was compiled and oral board interviews are scheduled to take place on May 9th, 2024. The goal is to continue to evaluate suitable candidates for employment as we attempt to get the Department back to full strength. This remains a priority for the Department's Command Staff.

Police Department Overtime Report April 2024

OT March	\$ 85,783	2 pay periods (0 holidays)
OT April	\$ 100,139	2 pay periods (1 holiday)
	\$ 14,356	increase

- Applications continued to be received, and testing continues for Police Officer vacancies. 2 certified officers were hired for May. Testing process for Dispatcher is ongoing.
- Administrative overtime of \$0. Admin. currently has one Sergeants' position vacant. The Secretary position has been filled.
- Patrol overtime of \$67,315, an increase of \$11,575 from the previous month. Overtime included 2 pay periods, 1 holiday (\$15,000), the filling of shifts for time off (vacation, sick, earned time) and for vacancies requiring overtime to fill them. Overtime was created when holding over to complete cases/reports and casework which included domestics, medical calls, sudden death, civil trial, CREST call out, Mid State Accident Reconstruction call outs, radio project meetings, hospital detail, Sergeants' meeting, serve warrants, assaults, and other related duties.
- Detective Division overtime of \$2,484, a decrease of \$2,595 from the previous month. Overtime included \$738 for holiday pay, crime scene investigation, evidence collection, and DEA assist,
- Traffic Division overtime of \$0, a decrease of \$618 over last month.
- Communications overtime of \$13,829, an increase of \$2,659 from the previous month. Overtime included 1 holiday (\$3,000), 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.
- Educational overtime of \$10,371, an increase of \$5,027 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes: collect certification, recruit training, and for Spring Firearms training.
- Support Services overtime of \$5,537, a decrease of \$2,287 from the previous month. Overtime included the radio project, Youth Adult Council meeting, RPO hearing, Special Olympics, Touch a Truck, software meeting, sergeants' meeting, career fair
- Animal Control overtime of \$603, no increase from the previous month. Overtime included a vet call, and late calls for animal pick ups. 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 April, 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	April	10 Month Total
Fire			
100	Fire, other	2	15
111	Building fire	0	14
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	2	9
114	Chimney or flue fire, confined to chimney	0	5
116	Fuel burner/boiler malfunction, fire	0	2
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	0	8
132	Road freight or transport vehicle fire	1	2
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	1	4
143	Grass Fire	0	0
150	Outside rubbish fire, other	1	7
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
	Total	7	81

2 Overpressure Rupture, Explosion, Overheat (No Fire)

200	Overpressure rupture, explosion, overheat	1	2
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	0	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
	Total	1	5

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	1	5
311	Medical assist, assist EMS crew	1	8
322	Motor vehicle accident with injuries	0	1
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0
324	Motor Vehicle Accident with no injuries	2	5
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	5
352	Extrication of victim(s) from vehicle	1	5
353	Removal of victim(s) from stalled elevator	0	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
	Total	5	34

4 Hazardous Condition (No Fire)

400	Hazardous condition, other	2	27
410	Combustible/flammable gas/liquid condition	0	4
411	Gasoline or other flammable liquid spill	0	6
412	Gas leak (natural gas or LPG)	0	14
413	Oil or other combustible liquid spill	2	8
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	2	25
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	0	24
445	Arcing, shorted electrical equipment	1	8
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1
463	Vehicle accident, general cleanup	0	9
Total		7	139

5 Service Call

500	Service Call, other	2	6
510	Person in distress, other	0	1
511	Lock-out	0	6
512	Ring or jewelry removal	0	0
520	Water problem, other	0	20
521	Water evacuation	0	16
522	Water or steam leak	0	5
531	Smoke or odor removal	0	19
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	6
552	Police matter	0	0
553	Public Service	0	1
561	Unauthorized burning	0	5
571	Cover assignment, standby, move up	3	10
Total		5	95

6 Good Intent Call

600	Good intent call, other	3	49
611	Dispatched & cancelled en route	0	4
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	2
631	Authorized controlled burning	0	3
641	Vicinity alarm (incident in other location)	0	2
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	0	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	3	13
672	Biological hazard investigation, none found	1	1
Total		7	92

7	False Alarm & False Call		
700	False alarm or false call, other	6	50
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	2	24
731	Sprinkler activation due to malfunction	0	6
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	2	22
734	Heat detector activation due to malfunction	0	2
735	Alarm system sounded due to malfunction	2	21
736	CO detector activation due to malfunction	0	11
740	Unintentional transmission of alarm, other	1	19
741	Sprinkler activation, no fire	1	4
742	Extinguishing system activation	0	1
743	Smoke detector activation, no fire - unintentional	2	33
744	Detector Activation, no fire	2	11
745	Alarm system activation, no fire	4	48
746	Carbon monoxide detector activation, no CO	0	13
	Total	22	269
8	Severe Weather & Natural Disaster		
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
	Total	0	5
9	Special Incident Type		
900	Special type of incident, other	1	3
911	Citizen complaint	0	0
	Total	1	3
	Total Calls	55	723

Fire Chief's Activities - April 2024

- Had discussions with Chief Regina and Captain Machado about training division activities
- Had discussions on training tower improvements with Training division
- 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 Deputy Chief Giansanti, Capt. Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Attended weekly State Radio meetings for new radio system
- Had discussions with Training on Wi-Fi for the training grounds
- Had discussions with Communications on new pager roll out
- Attended Monthly Board of Fire Commissioners meeting
- Had discussions with Dept. Inc. on Buffalo mechanical needs
- Had discussions on Maxim repairs on apparatus donated
- Had discussions with Department Inc. on boiler and new fire alarm at oldie
- Completed Kalasky Room Renovations
- Had discussions with Hermas on Sale of old Engine 5
- Had discussions with Apparatus division on new truck 1 specifications
- Had discussion with Safety division on possible new mobile physical testing
- Attended monthly Chiefs' meeting
- Attended Town Council Budget Meetings
- Attended Memorial Day Parade Committee meeting
- Had discussions with Safety on MSA issues/SCBA bottle replacement
- Had discussions with Lt. Muir on SCBA Mask name tags
- Assisted Department Inc. on ARPA Fund requests
- Attended camera meeting for firehouses
- Attended birthday drive by on Orchard Avenue
- Attended birthday drive by on Walsh Avenue
- Attended Stew Leonard's Touch a Truck Event
- Attended Department Drill on Hazmat-F500 Encapsulant
- Attended Multi Company Training with building official
- Attended Memorial Day Parade Safety meeting
- Attended Company 2 pre planning of 98 Pane Road truck placement and pre plan
- Attended Officer Gerry Lacasse's wake
- Had discussions about West Hill Road property for sale
- Had discussions with BAPS on walk-a-thon event
- Had discussions with IT on MDT power issues/batteries not staying charged
- Worked with State Region on radio reprogramming drop off/pick up location
- Work with Chiefs on ISO Review preparation

May 2024 Training Report

Progress History

- **Fire Officer I** - Tony Palazhi completed his practicals and passed his FOI certification.
- **Firefighter II** - Cassidy McNamara, Ryan West, Emma Sweeney, Pedro Villataro, Samuel Martinchek, Mya Lungu and Greg Jacques completed their practicals and passed their FF2 certification. The Newington Fire Department has seven (7) new Firefighter II certified firefighters!!!
- JPRs for SCBA awareness, following NFPA Standard 1001, were completed in our March multi-company drills. All firefighters and fire officers are required to complete these evaluations that cover the following topics:
 - Correctly dons and doffs PPE and SCBA
 - Checks facepiece seal and dons facepiece
 - Checks that the cylinder is full
 - Checks SCBA for damage and wearability
 - Checks high pressure hose, valve opening and gaskets
 - Tests operation of all alarms

- Activates air flow
- Checks and verifies all gauges are correct
- Manually activates PASS device to alarm mode
- Buddy breathes with a second firefighter
- The digital fire training prop with laser extinguisher and weighted laser fire hose was ordered and delivered to Fire Headquarters in February.
 - Officer training covered the use of this new prop, and a request was made to train the Fire Prevention Division on the use of these devices.
 - Our plans will include inviting the Newington Town Council and Town Manager to training session with the Training Division when the budget season is behind us.

Plans

- Preplan activities and training continue 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.
 - 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 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 Fire Department can assist will be topics to be discussed.
 - CIRMA Sexual Harassment Training – Multiple Sessions – April/May 2024

Drill Schedule

April		
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
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
June		
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)

- Cassidy McNamara, Ryan West, Emma Sweeney, Pedro Villataro, Samuel Martinchek, Mya Lungu, Greg Jacques – **ALL firefighters PASSED**
- 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 - **PASSED**
- 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 upcoming projects
- Met with consultant to discuss Composting permit at the Town's Transfer Station
- Met with various departments to discuss upcoming vehicle purchases
- Coordinated with bid awarded contractor for grinding of vegetation at Transfer Station
- Participated in oral interviews for vacant Operator One Position
- Coordinated with MDC for annual Hazardous Waste Collection
- Attended DEEP Solid Waste Advisory Committee meeting
- Attended AWPA meeting on Solid Waste and Recycling

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
- Cleared waterways on Francis Avenue

- Crews worked with bid awarded contractor to mill/overlay Halleran Drive, Ashland Avenue, Timber Lane, Bonair Avenue and Cambria Avenue
- Completed Town Wide street sweeping including all schools
- Began curbing and topsoil repairs to complete overlays
- No after hour call ins for the month
- One (1) eviction requiring storage for the month

Fleet Maintenance

- Mechanics continued with preventive, spring seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Mechanics continued Highway and Park's Department spring services
- Fire Department spring services were completed
- Police Mechanic completed with the upfitting of one new administrative vehicle
- Responded to three (3) after hour call ins for the month

Sanitation/Recycling/Landfill

- Scheduled 103 residential bulk items for collection for the month
- Scheduled 27 condominium bulk items for collection for the month
- Scheduled 38 condo/residential scrap metal items for collection for the month
- 8,406 tons of cumulative Municipal Solid Waste were collected from July to April
- 1,882 tons of cumulative recyclables were collected from July to April
- 170 mattresses/box springs were recycled for the month
- No televisions were collected for the month
- Issued 52 permanent landfill permits and 4 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 4 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 52 permits: 31 Excavations, 21 Driveways
- Reviewed 208 utility clearance notifications (routine and emergency)

Meetings:

Represented the Town/Department at:

- CRCOG Transportation Committee meeting
- Town of Newington 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 and 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
- 67 Pane Road – Site plan review
- 250 Cedarwood – Subdivision review
- Lot 17/479/101 Cedarwood – Subdivision review
- Kitts Lane – Concept plan

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 Town of Newington against lawsuits, as needed

Town Projects - 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
- Public Works: Retaining wall, Connecticut Avenue

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
- Public Works: Alumni Road, Maple Hill and Cedar Street – LoTCIP complete streets project
- Parks: ADA accessible route for new playground, Candlewyck Park.

Town Projects – Planning:

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Styles Avenue (plan and profile) – Design
- Police Department: assess Dowd Avenue (No Thru Trucks)
- Parks (Clem Lemire – Memorial Field) – Survey and drainage improvement
- Public Works/BOE: 490 Church Street to 534 Church Street Sidewalk Gap
- Planner: Main Street, Stoddard Avenue, Hartford Avenue-Streetscape North–Parking lot layouts
- Engineering: Camp Avenue reconstruction
- Flooding mitigation Connecticut Avenue at Brentwood
- Flooding mitigation Timber Lane/Badger Field
- Flooding mitigation North Main Street/Brookside area

Town Projects – Future:

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

Town Survey Project:

Town Project - other:

- 14 Hawley Street: Acquire excess DOT ROW for residential use

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 and 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
- CDS grant – Candlewyck playground, Holly Drive area

Town Project: Managed consultant projects:

- Public Works: inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street and 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 April:

- An application was submitted at 2661 Berlin Turnpike to build out the dispensary facility
- An application was submitted at 2929 Berlin Turnpike to remodel existing Bertucci's restaurant
- A permit was issued at 67 Pane Road to remodel for new tenant Sunbelt Rentals
- A permit was issued at 667-683 North Mountain Road to rebuild carport
- A permit was issued at USA Motel, 2611 Berlin Turnpike to complete new roof
- A permit was issued at 2903 Berlin Turnpike for roof
- A permit was issued at 3384 Berlin Turnpike to install a roof
- A permit was issued at Seventh Day Adventist Church, 580 Church Street, for a new roof

Certificate of Occupancies issued in April:

- Commercial occupancy at 3329 Berlin Turnpike
- Apartments/Residential occupancy at 98 Pane Road

These are the classes the inspectors took in April:

D. Jourdan: CBOA Combustion Technology class on 4/16/24

K. Kilkenny: Handicap Accessibility to EV Chargers on 4/16/24 - Rocky Hill 2 hrs
 NEC Article 517 – IAEI Connecticut Chapter - Health Care Facilities
 4/16/24 – Middletown 2 hrs

Building Department inspection activity for the month of April was as follows: The Inspectors completed a total of 223 Inspections. They were: A/C Install (1), Above Ceiling (1), Boiler (1), Electrical (28), Final (137), Footings (5), Foundations (3), Framing (2), Gas Line (4), Hot Water Heater (1), Insulation (3), Mechanical (2), Pools (1), Rough (31), Site Visits (1), Tanks (2).

The total number of Building/Renovation Permits issued/applied for the month of April was **178**, producing a total permit value of **\$5,127,452**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	18	2,439,693.00
DECKS	6	254,471.00
DEMOLITION	0	0.00
ELECTRICAL	51	784,089.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	2	28,500.00
MECHANICAL	34	387,805.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	133,376.00
POOL	1	4,500.00
ROOFING/SIDING	36	846,716.00
SIGN	3	10,500.00
SOLAR	11	237,802.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	178	\$5,127,452.00

The total Building income fees received in the month of April were **\$58,034.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,165.00, Environmental \$240.00, Conservation \$300.00, Copies \$33.00, Zoning Board of Appeals \$260.00, Driveway/Excavation \$3,050.00, Engineering copies \$84.00. The other total income is \$5,132.00.

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

	<u>2024</u>	<u>2023</u>
Value of Permits issued for April:	\$5,127,452.00	\$6,689,528.00
Fees for Permits issued for April:	\$58,034.00	\$75,442.00
Other Income Fees for April:	\$5,132.00	\$4,825.00
Building Permits Issued for April:	178	181

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

2023-2024		2022-2023	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$37,837,212	\$433,966	\$95,058,282	\$1,061,847

HUMAN SERVICES

- 5th grade health classes participated in their ALPS challenge program day at the Newington Challenge Course.
- Summer Youth Adventures' brochure was sent out and added into schools' newsletters.
- Facilitated 4 full day programs during the schools' April break.
- Coordinators Manion and Hendrickson represented Newington YSB at YSB Day at the Capital.
- Coordinator Manion completed overnight backpack instructor training with Outside Perspectives.
- One of our youth mentors had some difficulty on some of the SCORE outings; however, on one of the trips, he demonstrated that he has what it takes. We separated everyone in groups by mentors, and they had to stay together during the trip with their new formed group of younger youth participants. This mentor interacted with youth participants by playing name games and focusing on getting his group to unite as a team, thus ensuring they had a fun day. This youth mentor showed maturity by leading the group assigned to him, directing them to each activity and was not distracted by not being around his own friends. He took his responsibilities seriously, counting his group participants and making sure the whole group was together the entire time. He established that he has what it takes to be a great mentor. He needs to continue in these positive behaviors, not being influenced by other mentors or youth participants to fool around to grow his leadership skills and set a positive example for his younger youth participants. He was complimented from all staff directly about his performance during this trip and will be encouraged to continue on this leadership path.
- Youth Adult Council held a Family Game Night. 30 attended, 12 commission members attended and raised \$660 total to go towards the YAC Scholarship fund.
- YAC also sponsored a community presentation on Screenagers at the High School.
- Coordinators Hendrickson and Manion coordinated participation of 3 youth representatives from YAC in prevention project. They all created and submitted posters to statewide campaign for Prevention Week.
- Clinical Services Coordinator Hendrickson coordinated and attended training on Columbia Suicide Severity Rating Scale for Newington Public School Counselors. Coordinator Hendrickson attended three additional trainings on Suicide, SBIRT, and Vaping. She additionally met with potential resources: Newport Academy, High Focus Treatment Centers, and Hospital for Special Care, re: Autism.
- Coordinator Hendrickson facilitated three presentations for the Social-Emotional learning classes on stress vs anxiety at the high school. She also facilitated a weekly social skills group with Newington's Transition Academy students to help students and practice learned social skills.
- JRB held two hearings and followed 14 youth as part of their six-month requirement to complete agreement for restoration of justice to youth, community and those impacted by youths' actions.
- Coordinator Hendrickson attended two full day trainings on Advanced Restorative Justice which gave insight into how Newington's JRB team is working together, specifically identifying areas of success and areas for continued growth.
- Example of successful youth intervention: Female youth was referred to JRB team after she was involved in a fight at school. After some resistance and as a result of consistent engagement, she connected with and trusted Coordinator Hendrickson, meeting bi-weekly for mentoring support working to build self-esteem and process her role in the incident--her subsequent improvement in choices and identifying support that might assist her in continuing to move forward in a positive direction. She completed her JRB agreement, showed improvement in school academic performance, and will continue to work with Human Services as a mentor to other younger youth participants.
- The Food Bank served 154 households with 1,210 bags of food. Coordinator Wassik coordinated food and financial donations for the food bank, scheduled volunteers to provide food bank services, and ordered food from Foodshare that was needed. She also prepared for Annual Letter Carriers' Food Drive being held 5-11-24 scheduling a truck for pick up of food, and volunteers and staff to receive donations on the upcoming Saturday of Mothers Day weekend, and then unload and sort food on the following Monday.
- Director LaBrecque and Coordinator Wassik attended safe homes task force meeting. Director LaBrecque coordinated and recorded a 4-part training series for code official staff, safe homes task force members, and CERT volunteers agreeing to assist in remediation of identified homes with safe homes issues. The first part of this series was Hoarding 101, a presentation giving background information on Hoarding as a Mental Health diagnosis and strategies on working with persons with Hoarding. This was provided virtually by Dr. Christiana Bratiotis and was recorded and attended by several staff and volunteers.

- Human Services returned to a long-held practice of providing Community presentations focused on Wellness, known as our Wellness Wednesdays Series. We held the first returning Wellness Wednesday event on Wednesday April 3, 2024. Kelvin Young came in and did a sound healing session with 13 participants. This was very favorably received.
- We received assistance with 220.5 volunteer hours.
- We assisted 9 households with special assistance requests: 3 oil, 1 electricity and 5 rent.
- Adult casework services typically offered by caseworker Pierson are being offered by Financial Casework Coordinator Wassik & Director LaBrecque due to Caseworker Pierson leaving on maternity leave.

See case example: This case is a good example of how Human Services staff work together and collaborate with necessary outside referral sources and resources. In April, our Clinical Coordinator received a referral from a Social Worker/West Hartford Police Officer. The referral was regarding an elderly individual who moved into one of the Newington Motels on the Berlin Turnpike. The concern in question was for her capacity to care for herself and for her mental health status. A referral to PSE was made as well by this referral source. After consultation, it was determined that our Financial Casework Coordinator would take the lead in the follow-up of this case. She reached out to this elderly individual: introducing herself, offering our resources and inquiring as to how Newington Human Services might assist. FCC was concerned for her mental health. She spoke about witch craft, allegations against people who forced her out of her home (was foreclosed and ultimately, she was evicted from her home). Based on this concern, a Welfare Check was requested from Newington Police Department. FCC contacted West Hartford Police Department Records to request reports that might shed light on her Hx. Our Clinical Coordinator reached out to Director of Community Support Services at InterCommunity. Ryan M. of InterCommunity and our FCC coordinated an unannounced room visit at the motel. Upon meeting with this woman, both InterCommunity and Newington FCC noted some concerns for mental health, yet she was appropriately dressed, manicured, showered, room was clean, had access to food, medications, SSA and a pension (according to verbal report), transportation (adult son has a vehicle), room was paid to date as confirmed by motel, she was oriented to person, place and time, and noted that her adult son resided with her in her room. FCC again offered resources, and she refused and stated she did not need assistance. Both InterCommunity and Human Services gave business cards should she need/want future assistance. Human Services will reach out periodically to confirm continued safety in her living situation.

April 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	17 6	20 2	75 6	62 0
Youth & Family Service Hours	17.5	29	89.75	118
JRB cases: JRB hearings: JRB service hours:	14 2 22.5	11 4 28	53 11 82.75	30 7 150
Positive Youth Development	177	121	1,081	845
Community Service # of hours completed Challenge Course: Adult Youth (outside)	2 70	2 50 0 0	13 144 0 60	4 111 0 101

Information and Referral	No longer reported-			
Social Casework Cases	87	94	1,055	466
Under 55 =	27	25	288	111
Under 55 disabled =	9	14	125	71
Over 55 =	51	53	674	284
Social Casework Service Hours	128.25	173.5	1,393.25	1,130
Food Bank Household visits	154	161	1,492	1,124
# bags of groceries distributed	1,210	1,311	11,131	11,996
Mobile truck	219	251	3,395	1,431
Special Needs	9	7	73	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 April programs including Belly Dancing Demo/Class, Preserving and Utilizing Home Equity presentation, Tai Chi Sound Healing class, and Neurocize brain fitness class. Health programs included How to Make the Most of Your Doctor Appointments, Diabetes and Medicare Advantage Programs, Hepatitis C presentation and vaccination by the Central CT Health District, and a Weight Loss Medications presentation by the UConn Pharmacy students.
- AARP Tax Preparation appointments were taken through April 11th, and the program is closed until next year. The AARP Driver Safety Course was held on April 17th and will be scheduled again in June or July.
- CCSU Student Intern Maddie continued to facilitate the Corn Hole, Neurocize and Coffee, Coloring and Conversation programs as well as serve lunch and observe/help out in different areas of the Center.
- The Town-wide Art Show began on Wednesday, April 23rd and included works of art from the Newington Art League and the Newington Public Schools displayed throughout the building.
- The Dance for Health collaboration with CCSU ended on April 26th. All 10 classes were well attended, and the instructor was able to collect research data to show the benefits of participating in the program.
- The Community Renewal Team (CRT) received \$500,000 in funding from The State Unit on Aging which allowed for the Meals on Wheels and Congregate Lunch programs to continue with full service. There were 3 days of reduced meals before the additional funding kicked in. For those 3 days, Congregate meals were donated by private citizens and local businesses and Meals on Wheels dinner meals were provided using ARPA funds.
- The volunteer gift shop sales were \$773 for the month of April. Coffee shop sales were \$810 for the month.
- The Trip Committee planned out the rest of the year's trips, and tickets went on sale mid-April.
- 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 serves hot lunches to an average of 30 to 50 members daily.
- In April, Meals on Wheels volunteers delivered a hot, balanced meal to 52 households Monday through Friday. Recipients are eligible to receive weekend meals if requested. Volunteers deliver an average of 1,200 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.
- During the month of April, the two Dial A Ride drivers (with subs as necessary) completed 717 trips for 2,714 miles and 306 hours.
- Facilities:
 - The window project is on hold, and Facilities is taking measures to have it finished.
 - A Fire Inspection was performed, resulting in minor violations which were remedied immediately.

- The Commission on Aging and Disability met on April 3rd and welcomed new commissioner Lillian Brabner. The Commission set a date for the annual Volunteer Dinner on June 13th and formed a sub-committee to choose a Volunteer of the Year. Nomination forms will be available May 1st.
- The Acting Director attended the second of four LGBT training sessions through the CT Healthy Living Collective. In addition, she met with Christina Gray of the CT Age Well Collaborative to discuss the Daring Dialogue program which raises awareness of ageism and reduces bias.

PARKS AND RECREATION

Recreation Division

- Planning continues for the Department's two special events in June at Mill Pond Park: Newington Goes Country on June 13th and Food Truck Friday on June 14th.
- Planning continues for the events of the Life. Be in it. Extravaganza week at Mill Pond Park: July 17th - July 20th.
- The Department successfully hosted three weekend Youth AAU Basketball Tournaments on April 13th & 14th, April 20th & 21st, and April 27th & 28th at the Mortensen Community Center. All three weekends were a hit, with concessions taking in over \$1,800.00. Zero Gravity is set to return in May to host three more tournaments.
- The hiring process for Summer Camp RECreate has been completed. There were over 50 applications received with 15 positions available.
- Summer Camp RECreate and Leaders in Training materials have been ordered and received, allowing the camp to be prepared for the upcoming season.
- From the beginning of Camp RECreate registration on March 1st to now, there have been 388 children registered for camp. Take advantage of early bird pricing until Tuesday, May 14th.
- Registration for Summer Sunshine is now open, with limited slots available for the nine-week preschool program. Take advantage of early bird pricing until Tuesday, May 14th.
- Our Summer Aquatics training is underway, and we've recruited 10 new American Red Cross-certified lifeguards for the season. Hiring is still in progress.
- Spring swim lessons at Newington High School are ongoing, held on Monday and Wednesday evenings, with over 100 participants currently enrolled.

Parks, Grounds & Cemeteries Division:

- The spring season is underway, and the Parks and Grounds staff is in its busiest time of the year.
- Spring sports at Newington High School are at their midseason at the end of April, and youth sports are ramping up.
- Parks and Grounds staff are prepping ballfields daily at this time. Field painting is in full swing as well.
- Mowing is a daily maintenance task as staff keeps up with fields, schools, and government buildings.
- Parks and Grounds staff has committed at least one person to cemetery maintenance daily as we perform spring clean-up and see that all winter graves have been seeded ahead of warmer temperatures.
- Garbage cans have been steadily installed around town at parks, fields, and the center of town.
- Our seasonal beautification staff has started as they clean flowerbeds and have begun plantings.
- The Community Garden at Deming Young Farm was opened a few weeks earlier this year, as requested.
- Parks and Grounds staff took possession of our new field grooming machine, and our operators report that it is a wonderful addition to our procedures.
- During school spring break, Parks and Grounds staff were able to perform a thorough spring clean-up at all the schools.
- Parks and Grounds staff has nearly completed spring start-up on all irrigation systems and park facilities under our purview.
- Spring fertilizer applications have been made to athletic fields.

Cemeteries: 4 Singles, 2 Double, 9 Ash, 7 sales

Overtime: 70 hours, \$3,360

Tree Warden

- Parks staff picked up branches at all parks and town facilities
- Parks staff continued pruning at Center Cemetery
- Parks staff removed fallen tree at John Paterson School
- Parks staff pruned trees in courtyard at John Paterson School
- Parks staff pruned trees in courtyard at John Wallace School

LIBRARY

- The Library Board of Trustees are in the final phase of planning for the Newington Library 5K Challenge Road Race that will be held on Sunday, May 19, 2024. Registration is going well. In addition to the 5K road race, there will be a Little Readers Sprint for children ages 2 through 5 held at 9:45 am. There is a \$10 entry fee for kids; however, the fee is waived if they are with a parent or adult who is registered for the race. The proceeds from this race are used by the Library Board to make improvements to the building and furnishings, and insure the future of the library.
- The Friends of the Library will be having their spring Book Sale on May 3rd, 4th & 5th at the Newington Senior and Disabled Center. The Book Sale volunteers were very hard at work, sorting books, boxing them up and getting them ready to be brought over to the Senior and Disabled Center for the sale.
- The Town Council passed the 2024-2025 Town budget on April 16 with no reductions to the library budget as well as funding for a full-time Librarian I position beginning in January 2025. This position has been unfunded since April 2020.
- Lt. Derek Aivano from the Newington Police Department attended the April staff meeting to discuss safety concerns, and he showed a short video focused on an active shooter situation titled "Run, Hide, Fight". Staff was very appreciative of his time and knowledge of how to handle difficult situations with patrons.
- The library participated in the Passport to CT Libraries program that ran from April 1st to April 30th. To participate, people picked up a passport from their hometown library and visited as many libraries as they could that are listed in the passport by the end of the month. Each time they visited a library, they received a stamp in their passport and a small gift. Anyone who visited five or more libraries could hand in their passport by May 10th to be eligible to win one of two \$200 VISA gift cards. By the end of April, staff handed out 118 passports to Newington residents and stamped 294 passports from people visiting the library.
- The library began offering a new online programming service called *Virtual Author Talks*. This service is offered by Library Speakers Consortium. Patrons can enjoy a range of live virtual talks from best-selling, award winning authors several times a month which includes the opportunity to ask questions of the author! They register from the library's website and receive a link to participate in the program. Recordings of past programs are available on the library's website. Assistant Director Karen Benner worked with the Consortium to integrate it into the website and go live.
- The Children's Department staff offered 44 programs to 1,178 children and their caregivers. Staff welcomed students from Elizabeth Green Elementary School who visited the library throughout the month. Several staff also were present at Elizabeth Green Elementary School's Literacy Night and the *SEPTO Resource Fair*. *GFWC of Newington/Wethersfield* co-sponsored another *Teddy Bear Clinic* at the library where children brought in their much-loved stuff animals for some tender loving repairs. Head of Children's Services Bailey Francis hosted two special story times: an Autism Awareness storytime and a Ramadan storytime. Other highlights included *Junior Cookbook Club* that had our budding chefs learn making mini quiches, A *Block Party* where children played with Legos, keva planks and more and *Earth Day* and *Gross Out Grab & Go* kits. Regular story times and outreach to area daycares and preschools rounded out the month.
- Teens were offered 4 programs during the month, and 39 teens participated. Programs included the return of the popular *Nintendo Switch Game Night*, a discussion of the book *Today Tonight Tomorrow* by Rachael Lynn Solomon at the *Newington High School Book Club*, and two *Grab & Go* kits: *Teen Earth Day* and *Teen Bean Art*.
- Adults were given a variety of programs to choose from during the month of April. 24 programs were attended by 850 adults. The *Movies @ the Library* program featured the film *The Color Purple*, *Page Turners*, an evening book discussion group met to discuss *Still Life* by Louise Penny and the daytime *Brown Bag It with a Book Discussion* talked about the book *The Alice Network* by Kate Quinn. Highlights of other programs included *Pink Full Moon Sound Bowl Healing Meditation*, a very interesting

outdoor paint exhibit from Jane Zisk the founder of the *Connecticut Plein Air Society*, a gardening series that featured programs on *Protecting Our Pollinators: Bees & Butterflies*, *The History of Honeybees and Honey Tasting*, *Grow Your Own Garden* and the *Reopening of the Seed Library and Propagation Station* at the library. The month was completed with *Grab & Go* coloring pages and puzzle packets and *Spice It to Go* kits that featured the spice *Everything Bagel* spice.

- Total circulation was 22,547. Circulation of digital materials was 3,438. Total number of people that entered the building was 11,864. 27 curbside service transactions were processed. Staff processed and pulled 1,865 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 4,442 reference questions during the month. Meeting room and study room space were used 422 times. Volunteers and staff delivered 114 items to our homebound patrons. Staff offered technology help 187 times to patrons. Online resources that were popular this month included *Ancestry*, *Value Line*, *Consumer Reports*, and *PebbleGo Animal, Science and Social Studies* databases.
- In technology news, a new people counter was installed by the Facilities Department. We are working with the IT Department to install the software to be able to go live. This counter records the number of people who enter the building each day. Digital Services Librarian Michelle Patnode had a technology drop-in program assisted by several teens, and she had six Tech 4 U appointments.
- In personnel news, Library Director Lisa Masten returned from medical leave after being out 7 weeks. Assistant Director Karen Benner was in charge of library operations during the Director's absence. Yvonne Alston from Indelible Impressions held a workshop with staff about communication and empowering people to speak up. Head of Children's Services Bailey Francis and Children's Librarian Rebecca Cobb presented at the Connecticut Library Association Annual conference. Bailey and her co-presenters discussed tips and tricks from experience with Youth services and Rebecca and her co-presenters discussed school readiness for children. Several other staff attended the conference and gained some valuable information from the programs they attended.
- In facilities news, Facilities painted the hallway outside the Lienhard Room and the Children's Programming room. They also patched the cracks and painted the areas in the wall under the two windows in the Adult Biography section. The library cleaning service cleaned the carpets throughout the building towards the end of the month. The cleaning service continues to do a good job.

TOWN CLERK

- There were 66 transfers during April, for a total of \$29,162,100.00 in sales. State conveyance tax collected was \$85,590.75; Town conveyance tax collected was \$28,530.25.
- There were eight (8) residential sales over \$400,000.
- We had one (1) commercial sale for \$17,000,000.00 at 150, 162-192, 196-206 Kitts Lane from Trident Connecticut LLC to 172 Kitts LLC.
- There were 370 documents filed on the land records during April, including 105 mortgages, 85 releases, 20 probate certificates, and 32 liens. 88 of these documents were electronically recorded, bringing in revenue of \$9,747.00.
- Staff certified and issued 276 vital records (birth, marriage & death certificates). Two (2) burial and 17 cremation permits were issued. 13 marriage licenses were issued.
- Seven (7) Notary Public commissions, five (5) Liquor permits and five (5) Trade Name certificates were catalogued.
- During April, the Town Clerk's staff issued 23 Landfill permits for the Highway Department.
- On April 18th, the Town Clerk and Assistants attended the annual Spring Connecticut Town Clerk's Association (CTCA) Conference. State Elections Enforcement Commission presented topics including Citizens Election Program (CEP) and petitioning signatures; Secretary of the State Elections Division presented topics including a review of key Election dates, Nominating Petitions, the Election Management System (EMS), Absentee Ballot procedures and updates to the Connecticut Voter Registration System (CVRS); State Library spoke about Electronic Records Policy & Standards and Grants; Freedom of Information Director of Education & Communications Russell Blair presented updates, Legislative Updates.
- On April 19th, the Town Clerk attended the Municipal Clerks Institute for CT Town Clerks Continuing Education presented by Connecticut Town Clerks Association and The Office of

Continuing Education at Central Connecticut State University, "Workplace Essentials for Superheros".

- On April 22, 2024, Ryan Deane was sworn in as Lieutenant, and Police Officer Zuliana Cannon was also sworn in.

DATA SUMMARY - April 2024				
	April-23	April-24	FY22/23 to Date	FY23/24 to Date
Land Record Documents	271	370	3,675	3,556
Dog Licenses Sold	27	21	899	772
Game Licenses Sold	79	72	317	286
Vital Statistics				
Marriages	11	12	76	154
Death Certificates	37	35	378	318
Birth Certificates	18	19	252	196
Total General Fund Revenue	\$ 39,295.90	\$ 49,964.05	\$ 610,706.69	\$ 554,488.73
Town Document Preservation	\$ 860.00	\$ 1,146.00	\$ 11,906.00	\$ 11,360.00
State Document Preservation	\$ 1,848.00	\$ 2,280.00	\$ 23,904.00	\$ 22,440.00
State Treasurer (\$36 fee)	\$ 8,208.00	\$ 9,936.00	\$ 100,800.00	\$ 98,640.00
State Treasurer (\$127 fee)	\$ 1,651.00	\$ 3,556.00	\$ 38,354.00	\$ 34,671.00
State Treasurer (\$110 fee)	\$ 1,870.00	\$ 3,300.00	\$ 34,430.00	\$ 33,110.00
LoCIP	\$ 684.00	\$ 828.00	\$ 8,400.00	\$ 8,220.00
State Game Licenses	\$ 427.00	\$ 412.00	\$ 1,904.00	\$ 1,347.00
State Dog Licenses	\$ 206.00	\$ 208.50	\$ 6,284.50	\$ 5,914.50
Dog Licenses Surcharge	\$ 62.00	\$ 66.00	\$ 2,208.00	\$ 1,894.00
Marriage Surcharge	\$ 204.00	\$ 442.00	\$ 2,448.00	\$ 2,788.00
Grand Total	\$ 55,315.90	\$ 72,138.55	\$ 841,345.19	\$ 774,873.23

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

- Completion of 62 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting
- Completed training on handling of criminal justice information
- Tested and updated UPS management
- Replaced failed battery modules on 2 UPS
- Deployed new laptops in Highway Department
- Worked with CT State Police on CJIS network configuration
- Addressed issue with address table on Building Department permit software
- New Town phones deployed in Parks and Grounds' office
- Continued work on CAD2CAD interface for FD software
- Continued work on Town Hall Council Chambers Audio/Video issues
- Researched and switched Town MDT and Phone Cellular plan to reduce cost
- Configured MDT for SRO and implemented MFA for compliance

- Training computer for PD dispatch setup, configured, and tested
- Updated Town mobile VPN software to latest version
- Researched trouble with FD MDT not properly entering sleep state
- Continued work on PD traffic camera project
- Continued work on new GIS mapping portal for public access

PLANNING AND ZONING

Town Plan and Zoning Commission – Meeting Scheduled on 4/10/24

Applications Approved with Conditions:

Petition 1-24: Special Permit (Sec 6.2.5) for a freestanding business sign at 240 Pane Road in the PD Zone (Planned Development Zone). Applicant: Sign Pro Inc., Owner: SCHUCO USA LLLP, Contact: Kristine Braccidiferro.

Petition 5-24: Special Permit for an interior lot (Sec. 3.4.9) at 204-208 Church Street in the R-20 Zone (Residential Zone). Applicant and Owner: PAC Property Management LLC, Contact: Donald Pac Jr.

Petition 6-24: Re-Subdivision at 204-208 Church Street in the R-20 Zone (Residential Zone). Applicant and Owner: PAC Property Management LLC, Contact: Donald Pac Jr.

Partial Site Plan Acceptance and Bond Request for the Approved Petition 23-21 at 3333 Berlin Turnpike. (Partial Site Plan Acceptance and Bonding Request for 3313-3333 Berlin Turnpike [Meadow Commons – Commercial] Contact: Jaime Anderson).

Meeting Scheduled on 4/10/24:

Approved with Conditions:

Petition 7-24: Special Permit for the sale of alcoholic beverages (Sec. 6.6.2) for four (4) restaurants and a grocery store at 3313-3333 Berlin Turnpike In The PD Zone (Planned Development Zone) Applicant: Howard Grossman/Grossman Development Group, Owner: Meadow Commons Owner LLC, Contact: Jamie Anderson.

Applications Scheduled for Public Hearing 5/8/24

Petition 8-24: Special Permit (Sec. 3.13 & Sec 3.12A) for a restaurant (café/coffee shop) at 39 East Cedar Street in the B-TC Zone (Business-Town Center Zone) and Town Center Village Overlay District. Applicant: Dee A. Wiltshire and Owner: ROMA Properties IV LLC, Contact: James A. Wiltshire.

Conservation Commission – Meeting Scheduled for 4/16/24:

Applications Scheduled for Public Hearing 6/18/22:

Application 2024-03: REVISED - for the demolition of an existing garage and construction of 24 Ft by 40 Ft detached garage, 12 Ft by 12 Ft building addition and 40 Ft by 40 Ft paved driveway within the URA (Upland Review Area) at 54 Northwood Road, Applicant/Owner/Contact: Michael Campbell.

ZONING BOARD OF APPEALS – Meeting Scheduled for 4/4/24:

Application Tabled:

Petition 00-24-01: 311 Orchard Avenue, Requesting a Variance of Section 4.4.1 to reduce the Second Front Yard Setback of a Corner Lot from 30' to 10' for the Construction of a Single-Family Home. Applicant/Contact: William DeMilia, Owner: Frederick D'Aquila.

OPEN SPACE COMMITTEE – Meeting held on April 11.

ECONOMIC DEVELOPMENT COMMISSION – No meeting held in April.

AFFORDABLE HOUSING MONITORING AGENCY – No scheduled meeting for April.

TOWN PLANNER/ ZONING OFFICER ACTIVITIES:

Issued 30 Zoning Permits for various projects in town.

Received 167 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Performed 34 inspections for zoning and/or blight complaints. The following items were issued; 9 zoning notice of violations, 3 cease and desist orders, and 1 blight notice of violation warning.

Removed 78 illegal signs from the Town and/or State 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.

2495 Berlin Turnpike
2551 Berlin Turnpike
23 Brooks Edge Drive
719 Cedar Street
50 Chapman Street (rear)
56 Costello Road
252 Hartford Avenue
280 Hartford Avenue
103 Louis Street
124 Maple Hill Avenue
15 Quincy Lane
16 Quincy Lane
55 Willard Avenue

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of April. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 153 work orders and tasks this month. We completed 59 preventative maintenance tasks, and the team responded to and completed 94 reactive work orders. Of the 94 reactive work orders, 41 were calls for service from outside the Facilities Department. 52 of the 94 reactive work orders were handled/completed in less than 1 day from request.

Town Hall: (42 PM tasks and work orders completed)

- Replaced expired batteries for fire suppression in Clerk's vault
- Life Safety Inspection – Annual Full Sprinkler Inspection
- Multiple calls for key fobs, physical keys, and paper deliveries
- Removed Heat Mats from gym stairs
- Replaced button on Women's Room sink in locker room

- Assisted with Town shredding event
- Located and marked locally as well as marked location on AkitaBox floor plans, the location of all shut off valves for water supply

Library: (26 PM tasks and work orders completed)

- People Counter installed, tested and operational
- Exhaust fan for entire first floor down –
 - Fan Replaced
 - Balancing Company released to do testing and balance the system projected sometime in May/June
- Repaired cracks in wall around windows and painted
- Repainted entire hallway second floor
- Vestibule lighting repair
- Installed metal corner pieces to protect walls in the basement
- Door maintenance completed of all doors
- Periodic semiannual deep cleaning completed

Highway Garage: (9 PM tasks and work orders completed)

- Repaired 2-man doors and added door stops to properly hold the door open
- Cleaned main entrance doorway
- Life Safety Inspection – full sprinkler
- Repaired lighting in the Police bay of the Mechanics garage
- Man door full maintenance all doors
- Periodic semiannual deep cleaning completed

Grounds Maintenance: (9 PM tasks and work orders completed)

- Painted all window trim
- Fixed/replaced missing soffit and wrapped rake edge in metal
- 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
 - Delay caused by Eversource has been due to trouble obtaining permission from a resident to work on the driveway/back entrance to Parks garage
 - Eversource has run new power lines and is connected
 - Frontier and Cox working on transferring their utilities to new poles; once they are complete, Frontier will remove old poles – Completion sometime in May
- Repaired 3 sections of gutters
- Periodic semiannual deep cleaning completed

Historical Properties: (6 PM tasks and work orders completed)

- Kellogg-Eddy - 1
 - Main electrical panel upgrade completed
 - Multiple circuits added
 - Generator Quick Connect added to panel - Generator cord purchased, and system was tested
- Kelsey House - 5
 - Parts ordered for Generator quick connect – installed Generator Quick Connect, passed inspection, system tested
 - Filled cracks between foundation wall and hatchway
 - Cleaned gutters, changed light bulbs in basement

Senior & Disabled Center: (31 PM tasks and work orders completed)

- Repaired hose bib in garden
- Solar building test including generator testing to ensure system powers down in the event of power loss
- Concrete repaired new grated built and installed to the crawl space window well near the woodworking room
- Periodic semiannual deep cleaning completed
- Multiple drywall patches repaired and painted
- Added wall slat board and hooks for better storage
- Hung new television in pool room
- Periodic semiannual deep cleaning completed
- Life Safety Inspection - full sprinkler Inspection

Police Department: (22 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.
- Periodic semiannual deep cleaning completed
- Life Safety Inspection – full sprinkler inspection
- Repaired RTU Economizer that stopped working
- Replaced A/C unit at Callahan Antenna Shed
- Door maintenance of all doors
- Cleaned gutters
- Surge Suppression Unit investigation
 - Research completed - 2 quotes obtained, ordered new unit

Administrative Projects:

- Planning started for Parks Garage salt shed, plan to relocate on property
 - 2 of our on-call Architect firms to present proposals for feasibility study
 - Reviewed proposals and selected one firm and released to start studies
 - Firm released initial meetings at both locations completed – more in depth meetings planned for May
- Planning for next grant for our historical properties. Kellogg-Eddy needs siding repairs, painting (exterior), and stone wall/foundation slab repairs
- Generator upgrade/replacement for Senior and Disabled Center
 - Contractor released 10–12-month lead time
- Planning continued for HVAC RTU replacement at Police Department
 - Architect and engineer selected for HVAC replacement and roofing replacement
 - Multiple meetings on site for engineers
- Canopy project meetings and reviews of plans and documents
 - Opened up for public bid on 03/28
 - Reviewed multiple bids
 - Awarded contractor and working on Contract Documents
- Planning started for Silo demo at Parks and Grounds Garage
 - 2 quotes obtained, and environmental testing completed
- Solar at Senior Center passed final building inspection

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 April 9th and April 16th Town Council Meetings re: same
- Continued negotiation conversations with property owner, 28 Garfield Street, and lease negotiations with business owner
- Attended Council Budget Public Hearing and Special Meeting on April 2nd
- CRCOG Municipal Services Committee
- Continued meetings re: Town Center Plan RFP responses
- Attended Risk Management Week zoom training through CTPRIMA
- Attended team meeting to review applications for Fire Marshal's Office
- Attended Town Hall canopy meetings and pre-bid walk through
- Continued meetings and site walk throughs re: security needs for Town buildings
- Executed contracts for: leaf and grass removal extension, and sanitation bids
- Continued meetings for Library Renovations/Additions PBC