



Jonathan Altshul  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jonathan Altshul, Town Manager, (on behalf of Jaime Trevethan)  
Date: October 7th, 2024  
Re: Monthly Report – May 2024

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#### **PERSONNEL**

- The vacant Town Manager position was posted to the public on May 1<sup>st</sup>, with a first review on May 17<sup>th</sup>. The Town Manager Search Subcommittee met periodically throughout the month.
- The vacant Assessment Technician II (T-3) position was posted externally to the public on May 7<sup>th</sup>, with a closing date of May 21<sup>st</sup>.
- The vacant part-time Library Substitute position in the Circulation Department was posted to the public on May 23<sup>rd</sup>, with a closing date of June 7<sup>th</sup>.
- Oral panel interviews for the part-time Sanitation Clerk were scheduled on May 9<sup>th</sup>, the final interview was scheduled on May 14<sup>th</sup>, a conditional offer was made.
- Interviews for the vacant Fire Marshal Administrative Aide II were scheduled on May 21<sup>st</sup>.
- We had two new hires in May, Spencer Pryzbek, Highway Equipment Operator I (HLT-9) and Evan Olsson, Certified Police Officer, they began their position on May 13<sup>th</sup>.
- Officer Eric Chapdelaine was promoted to Sergeant on May 20<sup>th</sup>.
- After 13 years of service, Richard (Rick) Wall, Assessment Technician II, submitted his retirement notice for June 14<sup>th</sup>.
- The Town is accepting employment applications for Recruit and Certified Police Officers.

#### **OVERTIME**

Paid overtime during the month of May 2024 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e., road projects).

	<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	\$ 1,314.94
Patrol	726,993.00	853,584.35	710,781.00	836,024.89
Investigation	92,793.00	35,350.60	91,467.00	32,456.50
Traffic	5,006.00	3,128.59	5,006.00	4,364.80
Communication	175,681.00	157,477.54	183,778.00	158,276.96
Education/Training	146,205.00	117,335.96	142,800.00	135,534.53
Support Services	58,894.00	22,865.17	57,595.00	(1,725.38)
Animal Control	2,546.00	4,558.23	2,521.00	1,145.55
Total	\$ 1,216,858.00	\$1,194,300.44	\$ 1,202,495.00	\$1,167,392.79
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,834.00	\$ 39,683.43	\$ 29,834.00	\$ 28,031.51
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	31,375.24	34,486.00	27,346.23
Leaf Collection	35,972.00	34,937.93	35,972.00	31,459.41
Total	\$ 233,870.00	\$ 184,488.84	\$ 233,870.00	\$ 140,924.11
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 105,001.00	\$ 126,820.97	\$ 105,001.00	\$ 94,574.83
Cemeteries	17,109.00	354.65	17,109.00	3,670.81
Total	\$ 122,110.00	\$ 127,175.62	\$ 122,110.00	\$ 98,245.64

## **RISK MANAGEMENT**

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

The tenth month of the 2023-24 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2023-24 plan year were estimated at \$1,006,480. The total paid claims from the Health Benefits Fund for April 2024 were \$ 909,574. 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 April, 2024**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	2,144,600	7,920,200	10,064,800
Actual Claims	2,060,909	7,689,609	9,750,518

## **FINANCE**

### **Accounting and Administration**

- Work on the final budget books have been completed and sent to the printers. We should have the copies back for distribution in June.
- Finance Director, Janet Murphy attended meetings regarding the planning on the contract negotiations with the AFSCME Union.

- The Assessment Tech II position interviews were held due to the announced retirement of Rick Wall in June. His final day will be June 14<sup>th</sup> and all of his experience and knowledge will truly be missed. Final interviews for this position will take place at the start of June.
- The office prepares for the fiscal year end with review of open purchase orders and updating of salary schedules and benefits.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received the Adult Education grant from the State of Connecticut in the amount of \$19,153 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)

5/31/2024

	<u>Interest Earnings</u>		
	<u>Budget FY2023-24</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	2,430,478	\$54,941,668
Special Revenue Funds	48,000	34,343	772,926
Capital Projects Funds		57,526	1,197,797
Internal Service Fund	75,000	369,981	7,628,083
Trust and Agency Funds		45,382	1,550,863
<b>Total Estimated By Fund</b>			<b>\$66,091,337</b>

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

(Unaudited)

5/31/2024

	<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	5.42	5.42	241,319	220,870	44,736,303
Bank North	2.06	2.06	1,010	976	582,850
TDBank (new)	2.83	2.83	28,549	27,565	12,066,527
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	7,156	6,910	3,317,845
Liberty Bank	4.60	4.60	21,874	18,490	5,387,812
<b>Total Outstanding Investments</b>					<b>\$66,091,337</b>

*Rates reflect avg. 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. 203 Tax Credit applications were mailed, on April 15<sup>th</sup>, 84 reminder letters were sent out to anyone who had not yet filed. In addition to the reminder letters, phone calls were made as the May 15<sup>th</sup> deadline approached to ensure that anyone who had not yet filed was provided the opportunity to file. Overall; 220 applications were processed with an 89% (196) approval rate, and the total benefits granted was \$235,724.63.

- We continue to accept the Veterans Tax Credit applications until October 1<sup>st</sup>, to date 33 have been received and processed. Reminder letters were sent to all Veterans who have not applied for this program on May 17<sup>th</sup>.
- On March 24<sup>th</sup> 559 income & expense forms were mailed to the commercial property owners for completion, to date 495 (83%) have been returned and are continuing to be processed. The deadline to submit the 2023 Income & Expense report is June 1<sup>st</sup>. After that time, there will be a 10% penalty added to the Real Estate of those who failed to file.
- To date, 281 Personal Property welcome packets have been sent to newly registered and discovered businesses. A canvass of the Town for businesses discovery and list accuracy was started with approximately 10% of the Town covered. In addition, a reorganization of the Personal Property files was started.
- 200 permits were imported into the computer assisted mass appraisal system in the month of May, all of which were reviewed. In addition, a total of 89 properties were reviewed using permits, Near map and real estate listings. This brings the total number of properties reviewed for the 2024 Grand List year to 1,522.
- Real estate deeds were read and entered into the computer assisted mass appraisal system through the end of April, 90 property transfers were completed.
- Finally, the office completed a total of 73 certificates of correction. The focus for the month of June will be continuing to process I & E forms, preparing Personal Property for the 2024 Grand List, and finalizing the 2023 Grand List in order for the Tax Collector to send out tax bills.

### **Revenue Collector**

- Revenue Collections for Real Estate, Personal Property, Motor Vehicle, and Supplemental Motor Vehicle taxes amounted to \$173,175.28. The back taxes collected were \$39,136.17 and we received \$4,601.43 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection for May on the 2022 Grand List is 99% the same as last year's percentage at May, 2023.
- Delinquent statements were sent to taxpayers for outstanding real estate, personal property and motor vehicle taxes amounting to 1,950 for the 2020 GL.
- Information continues to be updated for the upcoming 2023 Grand List tax bills which will be mailed at the end of June.
- We are communicating frequently with our software vendor as we get ready for the 2023 GL tax bills for July 1<sup>st</sup>.

### **POLICE**

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

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 12
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial BurgAlarm 44	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 83
Alarm Residential Burg Alarm 17	Fire Vehicle Fire 1	Neighbor 10
ALTERED MENTAL STATUS 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 166
Animal Complaint 34	Fire Water Problem 0	Noise 24
Arson/Fire Invest 0	Fireworks 2	Non Collect Person 0
Assault 4	Follow Up 38	Notification 0
Assault in Progress 0	Found Property 5	Open Door/Window 6
Assist Motorist 1	Gun 0	Other Archive 0
Assist Notification 0	Harassment 7	Parking Violation 7
Assist Other Agency 28	Hazard 22	PD ASSIST FIRE DEPT 35

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 21
Breach of Peace/Disorderly 13	IDENTITY THEFT 7	Prisoner Care 4
Burglar Alarm 18	Illegal Dumping 2	Private Duty 0
Burglary 2	Impersonating Police 0	Property Found 3
Car Seat 2	Indecent Exposure 1	Property Lost 1
Check Welfare 47	Intoxicated 7	Prostitution 0
Check Welfare 911 39	Juvenile Complaint 17	Recovered Stolen MV 2
Check Welfare Other 10	K9 Assist 0	Rescue Call 0
Clear Lot 2	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 3	Risk Protection Order 14
Court Detail 21	Larceny 53	Robbery 0
CREST CALL OUT 3	Larceny from MV 7	Roll Call 0
Criminal Mischief 6	Lift Assist Only 6	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 16	Local Traffic Authority 0	Serve Warrant 39
Dog Complaint 34	Location Check 438	Sexual Assault 1
Domestic 31	Location General 0	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 95
Drug 7	Lockout Building 3	State Pistol Permit – Tempo 0
DUI 5	Lockout MV 1	Stolen MV 3
EDP 15	Lost Property 4	Sudden Death 8
Escort/Transport 3	LTA 0	Suicide 0
Escort/Funeral 4	Meal 0	Suicide Attempt 1
Escort Other 0	Medical Alarm 18	Suspicious MV Unoccupied 17
Escort Retrieval 4	Medical Cardiac 3	Suspicious Report 144
Escort Tax 0	Medical Complaint 264	TEST 0
Fingerprint 0	Medical Diabetic 2	Threatening 4
Fire Alarm Commercial Bldg 9	Medical Fall 12	Tobacco 0
Fire Alarm Residential 1	Medical Mutual 0	Tow 12
Fire CO Detector no sympt 2	Medical Other 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Stop 520
Fire Extrication 1	Medical Stand By 2	Traffic Stop Attempt 10
Fire Hazmat 2	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 1	Medical Unresponsive 1	Training 0
Fire Other 5	Missing 1	Trespass 14
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 33	Water problem 0
Fire Stand By 0	MV Complaint 34	
Fire Structure Fire 1	MV Fire 0	
		<b>Total: 2,699</b>

In May, the Detective Division Report:

- Handled 36 investigations, 36 remain ongoing.

- Served 43 warrants: 38 by Patrol officers, 5 by Detective Division.

Property Report May 2024:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	10	\$ 21,930
Abandoned	0	\$ 0
Evidence	5	\$ 210
Found	0	\$ 0
Lost	0	\$ 0
Seized	6	\$ 0
Recovered	0	\$ 0
Impounded	0	\$ 0
Informational	12	\$ 800
Vehicle Inventory	0	\$ 0
<b>Total</b>	<b>33</b>	<b>\$ 22,940</b>

In May, the Patrol Division report:

**24-00011411**

On Tuesday May 21, 2024 at approximately 12:00 pm Newington Police Officers were notified by a concerned party that Michael Jamal Elliott 32, of New Haven CT may be in route to a residence at Country Side Condos, Webster Court, Newington in violation of an active protective order. Officers responded to the area in an effort to confirm the report and determined that Elliott was alone inside the residence. Information was obtained that Elliott may be armed with a handgun and communication with Elliott was established. Elliott refused multiple requests to exit the residence. As a result of Elliot's refusal to exit the residence and the belief that he was armed the Capital Region Emergency Response Team (CREST) responded to the scene and was able to convince Elliott to peacefully surrender at 4:30 pm. Elliot was unarmed when taken into custody and no one was injured during the incident. Elliot was arrested and charged with violation of Connecticut General Statutes 53a-223 Violation of a Protective Order, 53a-107 Criminal Trespass 1<sup>st</sup> Degree, 53a-181 Breach of Peace 2<sup>nd</sup> Degree, and 53a-167a Interfering with an Officer.

**24-00011939**

On Monday May 27<sup>th</sup>, 2024 at approximately 9:30pm, Newington Police Officers responded to the area of Richard Street and Willard Avenue for a report of a motor vehicle accident involving a pedestrian. The pedestrian was transported by ambulance to a local hospital to be treated for serious injuries. The operator of the vehicle remained on scene and cooperated with police. The Mid-State Accident Reconstruction Squad is currently investigating the crash.

In May, the Support Services report:

The Support Services Division continues to progress towards achieving State Tier II Accreditation. The assessment of written directives is slated for June of 2024. A self-assessment of the Department's existing written directives was completed, and the directives were compared 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 in which helps the Police Officer Standards and Training Council assess police department's accreditation files.

On May 3<sup>rd</sup>, Lt. Aivano and Ofc. Douglas participated in the Newington High School Prom Promise event for the Junior class. Lt. Aivano provided a presentation on the dangers of driving while intoxicated. The presentation was followed by a mock accident demonstration involving Police, Fire, and EMS personnel, along with Life Star's helicopter.

On May 3<sup>rd</sup>, Lt. Aivano had an online meeting with Peter Gall from Norcom Communications regarding the Dispatch console furniture project. Norcom is going to provide services to assist with moving dispatch operations upstairs to the roll call room while the new dispatch console furniture is being installed. Norcom will then assist with relocating dispatch back to its original location. Later that morning, Lt. Aivano and Michael Gribauskas participated in training on how to update the Police Department's website. This training was conducted by Scott Hoagland from the Information Technology Department.

On May 9<sup>th</sup>, Lt. Aivano attended a Zoom-based meeting held the Connecticut Municipal UAV Task Force regarding legislation that was being discussed. The legislation pertained to banning Chinese and Russian-made drones that were being used by municipalities. The legislation did not pass during this session; however, it is anticipated that another attempt will be made in upcoming legislative sessions.

On May 10<sup>th</sup>, Lt. Aivano, Ofc. Gore, and Ofc. Douglas participated in the Newington High School Prom Promise event for the Senior class. Lt. Aivano provided a presentation on the dangers of driving while intoxicated. The presentation was followed by a mock accident demonstration involving Police, Fire, and EMS personnel, along with Life Star's helicopter. After the mock collision/extrication, Lt. Aivano, Ofc. Douglas and Ofc. Gore conducted a demonstration on the Standardized Field Sobriety Tests (SFST's) for the students.

On May 10<sup>th</sup>, Lt. Aivano attended a webinar held by the National Tactical Officers Association (NTOA) regarding why police officers are dying of heart attacks at higher rates than civilians. The webinar was led by a cardiologist who also happens to be a Lieutenant in Travis County, Texas. The webinar gave insight as to how officers can conduct proactive screening through their primary care physicians to monitor for warning signs of heart attack. This information was discussed with other officers, who were encouraged to be proactive about their heart health.

On May 13<sup>th</sup>, Lt. Aivano began conducting an assessment into the Western Connecticut State University's Tier II Accreditation. Lt. Aivano is part of a State Accreditation Assessment Team made up of law enforcement and accreditation professionals from around the state. The assessment involves an evaluation of the Department's written directives to see if they meet the State of Connecticut Police Officer Standards and Training Councils standards. Typically, each assessment team member is assigned 2-3 chapters to review, and the team meets three times; once at the beginning, once mid-way through the assessment, and once at the end of the assessment.

On May 15<sup>th</sup>, Lt. Aivano provided a tour of the police department to a group of Newington Cub Scouts. At the conclusion of the tour, we held a question-and-answer session and handed out Newington PD gifts to the scouts.

On May 16<sup>th</sup>, Lt. Aivano met with the Director of Facilities and the Director of Information Technology regarding the Newington Police Dispatch console furniture project. During the meeting we discussed the need to confirm measurements taken by the company, and a number of other questions were raised about the impact that the furniture may have on electricity, communications, hardware and software. As a result of this meeting, a follow-up meeting was planned so that all stakeholders could be present to discuss any potential concerns ahead of finalizing the order of furniture.

On May 17<sup>th</sup>, Chief Perry and Lt. Aivano met with Deputy Fire Chief Craig Stegmaier to start planning for a picnic and softball game between the Police and Fire Departments. The plan is to hold the picnic during the early fall months at Churchill Park and to have a cookout as well. The purpose of this event is to enhance the relationship between the Police Department and the Fire Department.

On May 21<sup>st</sup>, Lt. Aivano conducted a security assessment at Emmanuel Christian Church on New Britain Avenue. The church was seeking a grant and in order for the application to be submitted, a security assessment needed to be completed. Several suggestions were made on how to safeguard or improve infrastructure.

On May 21<sup>st</sup>, Lt. Aivano assisted the Patrol Division on a critical incident call in which a potentially armed subject was believed to have been inside a condo on Webster Court in violation of a protective order. Lt. Aivano utilized the Department's drone to conduct overwatch operations on the condo's porch and reporting back any intelligence to the command post. The CREST tactical team was activated and the suspect was later taken into custody without incident.

On May 23<sup>rd</sup>, Lt. Aivano met with the accreditation assessment team to conduct an "Exit Meeting" for Western Connecticut State University's assessment.

On May 30<sup>th</sup>, Lt. Aivano hosted a meeting in the Dispatch center which was attended by Chief Perry, the head of Facilities, the head of Information Technology, a representative from Norcom Communications, the owner of Shea Electrical, and the sales representative from Xybix. The purpose of the meeting was to get all of the stakeholders in one room to answer any pending questions or concerns about moving forward with ordering the materials necessary for this project. The project is moving forward and we should have the equipment ordered in the upcoming weeks.

In-house training continues to be a priority of the Support Services Division. During the month of May, 2024, the Support Services Division held the following in-house training sessions:

- Star Chase / High Risk Stops (May 6th),
- OC / Baton / Handcuffing (May 25th).

All of the Sergeants attended a leadership development training class on May 22<sup>nd</sup>, 2024 at Central Connecticut State University. The course was taught by Paul Butler, a renowned speaker who is highly regarded in the law enforcement industry. The training was offered at no-cost by the CCSU Police Department.

During the month of May, 2024, the police department received thirty-one (31) requests for body worn camera video. Officer Walker had been working diligently to keep up with the demand for videos, which come from both the public, the court, and private entities. He has since been promoted to the rank of Detective.

The following information highlights some of School Resource Officer Buggee's activities at Newington High School during the month of May. SRO Buggee reported serving on one Youth Adult Council panel meeting and two Juvenile Review Board sessions during this month. He continues to have a steady flow of students in-and-out of his office in between periods, which fosters good relationships between the police and the youth at the high school.

On May 1<sup>st</sup>, SRO Buggee participated in a safety and security meeting to discuss safety ideas and considerations for the high school. He was also involved in a meeting between an Assistant Principal and two male students because the two males were going to fight. The meeting was held to prevent the situation from escalating to a fight.

On May 3<sup>rd</sup> and May 10<sup>th</sup>, SRO Buggee attended the prom events for the junior and senior classes. On May 6<sup>th</sup>, he had two meetings with parents, administration and students regarding an on-going bullying



situation. On May 7<sup>th</sup>, SRO Buggee assisted in the separation and mediation of two sets of female students who were involved in escalating altercations. The issues did not rise to physical violence, but required time to mediate the situation.

On May 8<sup>th</sup>, SRO Buggee was asked to partake in a mental health class and to be a guest presenter to officer a law enforcement perspective on mental health, addiction, and other topics. On May 13<sup>th</sup>, he was asked to attend a government class and provide insight into how law enforcement interacts with society. SRO Buggee reportedly educated students on the law and provided information to dissolve misconceptions about the role police play in society.

On May 28<sup>th</sup>, SRO Buggee investigated an assault that occurred between two male students in a classroom. The investigation led to one of the students being arrested for Assault 3<sup>rd</sup> Degree and Breach of Peace. Shortly after, a fight broke out between 4-6 students, causing a serious disruption to the school environment. SRO Buggee also taught a class to help educate students on substance abuse that same day.

During the month of May, Animal Control Officer Sawallich impounded 4 dogs and 10 cats in Newington. She redeemed 1 animal and sold 11 animals as pets during the month of May. ACO Sawallich investigated 71 complaints in Newington during the month of May.

Recruitment and Selections remains a priority for the Support Services Division and is ongoing for both entry level and certified police officers. A list of candidates was compiled and oral board interviews took place on May 9<sup>th</sup>, 2024. It appears that one of these candidates will be hired and sent to the CT Policy Academy, along with three other entry level recruits, during the month of July, 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 May 2024**

OT April	\$100,139	2 pay periods (0 holiday)
OT May	\$127,419	3 pay periods (0 holiday)
	\$27,280	increase (1 extra pay period in May)

Applications continued to be received and testing continues for Police Officer vacancies. Currently 2 Certified Officers from out of State, are going through the hiring process. Additionally, 3 entry level police applicants are in the background process. Two candidates for Dispatcher are also in the background process. The 4-year detective rotator, Ofc Eric Chapdelaine, was promoted to Patrol Sergeant, and Support Services Officer Derrick Walker was promoted to the Permanent Detective position in May.

Administrative overtime of \$0. Admin. currently has one Sergeants position vacant. The Secretary position has been filled.

Patrol overtime of \$59,900, a decrease of \$7,415 from the previous month. Overtime included 2 pay periods, 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, Late calls, stolen motor vehicle, sudden death, DUI's, 3 CREST call outs, Drone call out, Mid State Accident Reconstruction call out, radio project meetings, hospital detail, serve warrants, Parade detail, and other related duties.

Detective Division overtime of \$4,397, an increase of \$1,913 from the previous month. Overtime included crime scene investigation, death investigation, sudden death investigation, parade detail, and evidence collection.

Traffic Division overtime of \$1,125, an increase of \$1,125 over last month, 5 K race road set up and parade set up/take down.

Communications overtime of \$20,374 an increase of \$6,545 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time). Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday when the dispatch 3 shift jumper is not scheduled to work. There is currently one vacancy in this division.

Educational overtime of \$25,733, an increase of \$15,362 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, recertification training, recruit training, Spring Firearms training, CCSU Leadership training, Force Science Methods of Instruction, Search and Seizure class, Controlling Larger Combatants for Female Enforcers, Crime Scene Procedures, and OC/Baton/Handcuffing training.

Support Services overtime of \$14,894, an increase of \$9,357 from the previous month. Overtime included the radio project, youth adult council meeting, RPO hearing, safety meeting at the High School, Jr. Prom and Sr. Prom coverage, career day, bike safety for the public, Juvenile Review Board hearing, and trespass investigation.

Animal Control overtime of \$1,046, an increase of \$443 from the previous month. Overtime included a vet call, dog bite, dog neglect, animal call out, raccoon bite, and late calls for animal pickups. 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 May, 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>May</b>	<b>11 Month Total</b>
	<b>Fire</b>		
100	Fire, Other	3	18
111	Building fire	0	14
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	2	11
114	Chimney or flue fire, confined to chimney	0	5
116	Fuel burner/boiler malfunction, fire	0	2
123	Fire in portable building, fixed location	1	1
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	1	9
132	Road freight or transport vehicle fire	0	2
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	1	1
142	Brush or brush-and grass mixture fire	0	4
143	Grass Fire	0	0
150	Outside rubbish fire, other	2	9
151	Outside rubbish, trash or waste fire	0	3

154	Dumpster or other outside trash receptacle	0	1
160	Special outside fire, other	1	3
162	Outside equipment fire	0	2
170	Cultivated vegetation, crop fire, other	0	1
	<b>Total</b>	<b>11</b>	<b>92</b>
<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (No Fire)</b>		
200	Overpressure rupture, explosion, overheat	0	2
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	1	2
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>6</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	0	5
311	Medical assist, assist EMS crew	2	10
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	5
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	5
352	Extrication of victim(s) from vehicle	2	7
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	1	1
	<b>Total</b>	<b>5</b>	<b>39</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, Other	4	31
410	Combustible/flammable gas/liquid condition	0	4
411	Gasoline or other flammable liquid spill	1	7
412	Gas leak (natural gas or LPG)	1	15
413	Oil or other combustible liquid spill	1	9
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	1	26
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	0	8
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1
463	Vehicle accident, general cleanup	0	9
	<b>Total</b>	<b>8</b>	<b>147</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	0	6
510	Person in distress, other	0	1
511	Lock-out	1	7
512	Ring or jewelry removal	0	0
520	Water problem, Other	1	21
521	Water evacuation	0	16
522	Water or steam leak	0	5
531	Smoke or odor removal	1	20
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	7
552	Police matter	0	0
553	Public Service	0	1
561	Unauthorized burning	0	5
571	Cover assignment, standby, move up	1	11
	<b>Total</b>	<b>5</b>	<b>100</b>
<b>6</b>	<b>Good Intent Call</b>		
600	Good intent call, other	3	52
611	Dispatched & cancelled en route	0	4
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	1	3
631	Authorized controlled burning	1	4
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	1	15
652	Steam, vapor, fog or dust thought to be smoke	1	4
653	Smoke from barbecue, tar kettle	0	0
661	EMS call, party transported by non-fire	0	0
671	HazMat release investigation w/no HazMat	0	13
672	Biological hazard investigation, none found	0	1
	<b>Total</b>	<b>7</b>	<b>99</b>

<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, Other	3	53
710	Malicious, mischievous false call, other	1	3
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	1	25
731	Sprinkler activation due to malfunction	0	6
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	1	23
734	Heat detector activation due to malfunction	2	4
735	Alarm system sounded due to malfunction	3	24
736	CO detector activation due to malfunction	4	15
740	Unintentional transmission of alarm, other	2	21
741	Sprinkler activation, no fire	0	4
742	Extinguishing system activation	0	1
743	Smoke detector activation, no fire - unintentional	3	36
744	Detector Activation, no fire	3	14
745	Alarm system activation, no fire	4	52
746	Carbon monoxide detector activation, no CO	0	13
	<b>Total</b>	<b>27</b>	<b>296</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	1	4
911	Citizen complaint	0	0
	<b>Total</b>	<b>1</b>	<b>4</b>
	<b>Total Calls</b>	<b>65</b>	<b>788</b>

#### **Fire Chief's Activities- May 2024**

- Discussions with Chief Regina and Captain Machado about training division activities
- Discussions on Training tower improvements with training division

- Discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff/ Upcoming events
- Discussions with Chief Stegmaier over personnel issues
- Discussion with Deputy Chief Giansanti, Capt. Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Communicate with Fire Marshal to discuss new development in town
- Attend weekly State Radio meetings for new radio system
- Attend Monthly Board of Fire Commissioners meeting
- Attend Multi Company Training Live Burn Multiple times
- Discussions with Dept. Inc. on Buffalo mechanical needs
- Attend spring cleanup at Fire Museum/ picnic
- Discussions on Maxim repairs on apparatus donated
- Discussions with Dept. Inc. on boiler and new fire alarm /security camera install
- Complete Kalasky Room Renovations
- Discussions with Hermas on Sale of old Engine 5
- Discussions with apparatus division on new Truck 1 specifications
- Meet with Berlin for Automatic Aid discussions
- Attend monthly Chief's meeting
- Attend meeting with Chief Perry for interagency discussions
- Attend Company 3 Pasta Dinner
- Attend Assistant Chief Promotional Process Panel for West Hartford Fire (3 Candidates)
- Attend Meeting with MES and SEEK Rep for new thermal imagers, order thru ARPA Funding
- Attend Memorial Day parade committee meeting
- Attend and participate in Memorial Day Parade and Ceremony at Town Hall
- Discussions with Lt. Muir on SCBA Mask name tags
- Meet with Flooring contractor for pricing for Company 1 and 2 flooring
- Attend public hearing on EOC Discussions
- Work with Town Manager on West Hill Rd property/ Department Space needs document
- Finalize department end of year budget items
- Attend Newington Little League Softball game for plaque presentation for sponsorship
- Attend Chamber of Commerce Event for Public Safety of the Year Award recipient for department
- Meeting with contractors to discuss department security camera install
- Attend Veteran Firefighters meeting

## **May 2024 Training Report**

### **Progress History**

- **Fire Service Instructor I (FSI)** – We are hosting a FSI class in the Kalasky Room on August 24<sup>th</sup> and 31<sup>st</sup>, September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>. The class size is 18 and 15 firefighters from our ranks have signed up so far. The remaining seats will be offered to our TaskForce towns.
- **Training Tower Updates-** The Wethersfield Fire Department has purchased 25 sheets of ½” sheetrock and 25 sheets of ¾” plywood for the new roof prop.
- We submitted a purchase order against the Training Tower budget for a second storage container to house this material. The unit was delivered and the building material will be delivered and stored in the coming weeks.

## Plans

- ISO - 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 contacted our ISO representative after receiving fire hydrant testing updates from the MDC. The MDC worked with our representative to identify and provide the flow testing information needed.
- All hydrant information has been entered in to RedNMX for reporting purposes.
- We will be meeting with our ISO representative beginning in July to move forward on discussions around resubmitting our updated data.

**West Hartford Fire CPR/AED Training** – We are working with West Hartford to begin our training and recertifications on our AED/CPR in September.

## Drill Schedule

<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
<b>July</b>		
Officer Training	Mayday/RIT	07/09/2024
Multi-Company Drill	Mayday/RIT – Company 1 & 3	07/15/2024
New Officer Candidate Training	Screwdrivers	07/17/2024
Day Drill	Mayday/RIT	07/21/2024
Multi-Company Drill	Mayday/RIT – Company 2 & 4	07/22/2024
<b>August</b>		
Officer Training	Ropes	08/13/2024
Day Drill	Ropes	08/18/2024
Multi-Company Drill	Ropes – Company 1 & 4	08/19/2024
New Officer Candidate Training	Screwdrivers	08/21/2024
Multi-Company Drill	Ropes – Company 2 & 3	08/26/2024
<b>September</b>		
Officer Training	Flash Fire/Building Construction	09/10/2024
Multi-Company Drill	Flash Fire/Building Construction	09/16/2024
New Officer Candidate Training	Screwdrivers	09/18/2024
Multi-Company Drill	Flash Fire/Building Construction	09/23/2024
Department Drill	Flash Fire Trailer	09/28/2024
<b>October</b>		
Officer Training	Extrication & Airbags	10/08/2024
New Officer Candidate Training	Screwdrivers	10/16/2024
Day Drill	Extrication & Airbags	10/20/2024
Multi-Company Drill	Extrication & Airbags	10/21/2024
Multi-Company Drill	Extrication & Airbags	10/28/2024
<b>November</b>		
Officer Training	Forcible Entry/Disoriented	11/12/2024
Day Drill	Forcible Entry/Disoriented	11/17/2024

Multi-Company Drill	Forcible Entry/Disoriented	11/18/2024
New Officer Candidate Training	Screwdrivers	11/20/2024
Multi-Company Drill	Forcible Entry/Disoriented	11/25/2024

## **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
- Alex Kotenko passed his practical and certification exams.

#### **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 – April 1, 2024 through May 29, 2024 (2 Firefighters)**

- James Lapierre, Gary Chow
- CT Fire Academy – Windsor Locks, CT
- Jay Lapierre and Gary Chow passed their practical and certification exams.

## **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 Facilities Director and Architect to discuss renovations to highway facility
- Met with various departments to discuss upcoming vehicle purchases
- Met with the MDC to discuss upgrades to pump station on Tremont St.
- Met with BOE to discuss upgrades to Transportation parking lot and John Wallace school
- Met with paving contractor to discuss project at John Wallace school
- Met with contractor to discuss design for engineered retaining wall on Connecticut Avenue
- Met with town manager's office to discuss position vacancies in Highway department
- Interviewed candidates for vacant sanitation Clerk position
- Attended debris management and monitoring seminar

### **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 began preparation work (saw cutting; replacing catch basins) for 24-25 Overlay Program
- Completed repairs of curbing and topsoil damaged due to winter snow plowing operations
- Placed concrete blocks at local restaurant for outdoor dining
- Catch basin repairs completed at multiple locations
- Constructed Atlas block concrete retaining wall on Connecticut Avenue



- Completed ADA access parking space at Eagle Park
- Completed roadside mowing where needed
- Began curbing and topsoil repairs to complete Overlay Program
- Responded to two (2) after hour call ins for the month
- No evictions scheduled for the month

#### **Fleet Maintenance**

- Mechanics continued with preventive, spring seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Mechanics completed Highway and Park's Department spring services
- Responded to three (3) after hour Call Ins for the month

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

- Scheduled 156 residential bulk items for collection for the month
- Scheduled 42 condominium bulk items for collection for the month
- Scheduled 31 condo/residential scrap metal items for collection for the month
- 9405 tons of cumulative Municipal Solid Waste were collected from July to May
- 2088 tons of cumulative recyclables were collected from July to May
- Mattresses/box spring quantities were not received from Vendor for the month
- Eight (8) televisions were collected for the month
- Issued 85 permanent landfill permits and 22 temporary permits for the month

#### **TOWN ENGINEER**

##### **Permits:**

- Reviewed 12 contractor license applications (bond/insurance/agreement)
- Reviewed and approved permits: 25
- Excavation: 05
- Driveways: 20
- Reviewed utility clearance notifications (routine & emergency): 181

##### **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 bldg)
- 2151 Berlin Turnpike – Site plan review
- Peckham Farm Drive subdivision - Plot plan review as needed
- 161 Carr Ave – site plan review
- 79 East Cedar St – 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, curb, sidewalks, traffic signals, street lights, dams, drainage, stonewalls) throughout town.

**Engineering:**

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

**Town Projects - Construction:**

- Public Works (LOTICIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Public Works: Annual sidewalk replacement program
- Public Works: Annual mill and overlay program
- Public Works: Annual sidewalk grinding program
- Public Works: Retaining wall, CT. Ave.

**Town Projects – Design:**

- Public Works: Alumni Road & Cedar Street – Intersection improvement plan, spring construction
- Public Works: Garfield Street Parking Lot: Site improvement plan
- Public Works: Gilbert/Fisk Drive – Storm drainage evaluation
- Public Works: Brookside Avenue – Storm drainage evaluation
- Public Works: drainage improvements: Pheasant Run – Ridgeway intersection improvement
- Planning: Garfield Street 2018 Community Connectivity Project – preliminary design
- Planning: Garfield Street EVCS grant Project – preliminary design
- Planning: Garfield Street Town Hall parking area reconstruction project – preliminary design
- Public Works: 1936-1940 Main Street – Sidewalk Improvement plan – design
- Planning (CT Urban Funding Grant): Elm Hill Business District Streetscape – New Britain Ave – conceptual design

- Planning: North End Business District Streetscape – Hartford-Stoddard Ave – 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 & 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 Truck)
- Parks (Clem Lemire – Memorial Field) – survey and drainage improvement
- Public Works/BOE: 490 Church Street to 534 Church Street Sidewalk Gap
- Planner: Main Street, Stoddard Avenue, Hartford Avenue-Streetscape North–Parking lot layouts
- Engineering: Camp Avenue reconstruction.
- Flooding mitigation Ct. Ave 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: Ct. Ave. detention pond improvements

#### **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 (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 CROCOG 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 & 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 May:**

- An application was submitted at 161 Carr Avenue for a 12x12 addition.
- A permit was issued at 30 Fenn Road for new signage.
- A permit was issued at 50 Fenn Road for new siding at gas station.
- A permit was issued at 50 Fenn Road for new signage to change name from Mobil to Shell.
- A permit was issued at 205 Kelsey Street for a tent.
- A permit was issued at 3440 Berlin Turnpike to P.C. Richards for a tent.

**Certificate of Occupancies issued in May:**

None.

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

D. Jourdan- 5/22/24 Rocky Hill State Seminar – Energy Code, 8 hours

K. Kilkenn - 5/21/24 Rocky Hill Inspectors Meeting – Flex gas piping, 2 hours  
 5/22/24 Rocky Hill State Seminar – Energy Code, 8 hours  
 5/30/24 Middletown IAEI – NEC review, 2 hours

**Building Department inspection activity for the month of May was as follows:** The Inspectors completed a total of 220 Inspections. They were: A/C Install (1), Above Ceiling (5), CO (3), Electrical (38), Final (106), Footings (8), Foundations (4), Framing (3), Gas Line (5), Insulation (5), Mechanical (6), Plumbing (1), Pools (2), Property Inspection (3), Rough (30).

The total number of Building/Renovation Permits issued/applied for the month of MAY was **211** producing a total permit value of **\$4,231,593.**

They are categorized as follows:

<b>TYPE OF PERMIT</b>	<b># OF PERMITS, VALUE OF PERMITS</b>	
ADDITIONS/ALTERATIONS	29	445,719.00
DECKS	3	43,750.00
DEMOLITION	2	35,000.00
ELECTRICAL	59	1,536,500.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00

GARAGE/SHED	0	0.00
MECHANICAL	50	509,846.00
NEW COMMERCIAL	1	276,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	500,000.00
PLUMBING	14	172,608.00
POOL	2	51,350.00
ROOFING/SIDING	43	574,818.00
SIGN	2	21,975.00
SOLAR	3	60,027.00
TENT	2	4,000.00
OTHER	0	0.00
<b>TOTAL</b>	<b>211</b>	<b>4,231,593.00</b>

The total Building income fees received in the month of May were **\$48,320.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$410.00, Environmental \$300.00, Conservation \$500.00, Copies \$20.00, Zoning Board of Appeals \$260.00, Driveway/Excavation \$1,025.00, Engineering copies \$0.00. The other total income is \$2,515.00.

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

	<u>2024</u>	<u>2023</u>
Value of Permits issued for May:	\$4,231,593.00	\$4,967,532.00
Fees for Permits issued for May:	\$48,320.00	\$58,562.00
Other income Fees for May:	\$2,515.00	\$5,490.00
Building Permits Issued for May:	211	234

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

<u>2023-2024</u>		<u>2022-2023</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$42,068,805	\$482,286	\$100,025,814	\$1,120,409

**HUMAN SERVICES**

- 5<sup>th</sup> 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 school's newsletter
- Facilitated 4 full day programs during the schools April's break.
- Coordinator Manion & 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 & 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 encourage to continue on this leadership path.

- YAC 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.
- Coordinator Hendrickson & Manion coordinated participation of 3 youth representatives from YAC in prevention project. They all created & 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 addition trainings on Suicide, SBIRT, & Vaping. She additionally met with potential resources: Newport Academy, High Focus Treatment Centers, & 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.
- Coordinator Hendricks
- 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 & those impacted by youth's actions.
- Coordinator Hendrickson attended two full day training- 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 subsequential improvement in choices & 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 1210 bags of food. Coordinator Wassik coordinated food & 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 pickup of food & volunteers & staff to receive donations on the upcoming Saturday of Mother's Day Weekend and then unload & sort food on the following Monday.
- Director LaBrecque & Coordinator Wassik attended safe homes task force meeting. Director LaBrecque coordinated & recorded a 4-part training series for code official staff, safe homes task force members, & 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 MH diagnosis & strategies on working with persons with Hoarding. This was provided virtually by Dr. Christiana Bratiotis & was recorded and attended by several staff & 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 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 & 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 & 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 card should she need/want future assistance. Human Services will reach out periodically to confirm continued safety in her living situation.

#### May 2024 Statistics

	<b>FY 23-24 Total Month</b>	<b>This Total Last Month</b>	<b>FY 23-24 Cumulative Total YTD</b>	<b>FY 22-23 Cumulative Total YTD</b>
<b>Selected Programs</b>				
<b>Youth &amp; Family Counseling cases Clinical presentations</b>	17 6	20 2	75 6	62 0
<b>Youth &amp; Family Service Hours</b>	17.5	29	89.75	118
<b>JRB cases:</b>	14	11	53	30
<b>JRB hearings:</b>	2	4	11	7
<b>JRB Service hours:</b>	22.5	28	82.75	150
<b>Positive Youth Development</b>	177	121	1081	845
<b>Community Service # Of hours completed</b>	2 70	2 50	13 144	4 111
<b>Challenge Course: Adult youth(outside)</b>		0 0	0 60	0 101
<b>Information and Referral</b>	No longer reported-			

<b>Social Casework Cases</b>	87	94	1055	466
<b>Under 55 =</b>	27	25	288	111
<b>Under 55 disabled =</b>	9	14	125	71
<b>Over 55 =</b>	51	53	674	284
<b>Social Casework Service Hours</b>	128.25	173.5	1393.25	1130
<b>Food Bank Household visits</b>	154	161	1492	1124
<b># Bags of groceries distributed</b>	1210	1311	11131	11996
<b>Mobile truck</b>	219	251	3395	1431
<b>Special Needs</b>	9	7	73	83

### **SENIOR AND DISABLED CENTER**

- The Center was open daily from 8:30am – 4:30pm and was busy with daily activities and special May programs including Coffee & Conversation with the new Chief of Police, 12 Tips to Manage Anxiety, Makeup for Mature Women, Scams and Fraud by Bank of America, and Zentangle.
- May is Older Americans Month and this year's theme was *Powered by Connection*. The Center celebrated with an Afternoon of Connection which included music by The Boomers and refreshments. Approximately 70 members attended and enjoyed singing and dancing.
- The Giving Garden is in full swing. Volunteers prepared the beds and planted vegetables and herbs. Flowers are blooming making for a lovely space for members to enjoy.
- The volunteer gift shop sales were \$768 for the month of May. Coffee shop sales were \$887 for the month.
- The Trip Committee continues to sell tickets for planned trips. The Downeast Clambake Trip to Maine was sold out and a good time was had by all.
- We continue to offer weekly telephone-based programs such as Boggle, mediation, 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 – Friday. A crew of 4-5 volunteers serve hot lunches to an average of 30-50 members daily.
- In May, Meals on Wheels volunteers delivered a hot, balanced meal to 62 clients 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 May, the two DAR drivers (with subs as necessary) completed 667 trips for 2,715 miles and 314 hours.
- Facilities:
  - The window project will resume in June. Facilities hired a new contractor to finish the job.
  - A new AED was installed with signage pointing to it's location near the Main Office.
  - Facilities and the Center began addressing the recommendations for improvement that were made as a result of a site assessment in January.



- The Commission on Aging and Disability met on May 1<sup>st</sup>. A sub committee was formed to pick the Volunteer of the Year. Commissioners Edward Noivo, Lilian Barber, and Mark Frantz set a date of May 29<sup>th</sup> to meet, go over nominations, and make a final choice.
- The Main Office secretary went out on FMLA and a temporary, part-time replacement was hired to help with office tasks. Former staff member, Denise Haas, has been a welcome addition.
- The Acting Director attended a Mental Health Update virtual presentation which was facilitated by NAMI.

## **PARKS AND RECREATION**

### **RECREATION DIVISION:**

- On Saturday, May 18, 2024, the Department hosted the Grand Opening of the state-of-the-art Saputo-sponsored Scoreboard at the Clem Lemire Recreation Complex. Saputo donated \$50,000.00 for the scoreboard and three sets of bleachers. The event was highlighted by a food giveaway from local favorites: Rockin' Chicken, Jersey Mike's Subs, Tropical Smoothie Café, and Elm Hill Pizza.
- Registration reached its maximum, with 30 teams, for the Adult Summer Cornhole League. The league runs on Thursday nights, starting June 6, 2024 at Mill Pond Park, in conjunction with the Summer Concert Series.
- The Mortensen Community Center (MCC) Concessions Stand was recertified by the Board of Health for the upcoming calendar year.
- The Mill Pond Park Snack Shack was also recertified and opened for the season, for the Memorial Day Parade, on Saturday, May 25, 2024.
- The Department successfully hosted the final three-weekend Youth AAU Basketball Tournaments on May 4-5, May 11-12, and May 18-19, 2024 at the Mortensen Community Center. All three weekends were a hit. We are hoping Zero Gravity returns in the future for more tournaments.
- Training has begun for over 200 of our seasonal staff: counselors, lifeguards, and concessions workers.
- Counselors and lifeguards have all been certified in First Aid, CPR and AED by Department staff.
- The Creative Playtime Preschool students rode on the Newington Parks and Recreation train in the Memorial Day Parade, alongside the patriotic-themed float that was built by the Department staff.
- Plans have been finalized for the June events at Mill Pond Park: Newington Goes Country on Thursday, June 13, 2024 and Food Truck Friday on Friday, June 14, 2024. We have 25 food trucks scheduled to attend both events. Over 3,000 people have indicated their interest in the events on Facebook.
- The Creative Playtime Preschool staff finalized the yearbooks for the 2023-2024 school year. Each student in the program will receive a yearbook during the last week of school.
- Plans are underway for the Creative Playtime Preschool Graduation on Wednesday, June 5, 2024 which will be held in the Mortensen Community Center Gymnasium at 6:00 p.m.
- The Camp RECreate numbers are at an all-time high with 538 participants registered. Grades 2 and 3 of Camp RECreate has been filled to capacity, as has the wait list.
- Camp RECreate has hired 78 staff members with the possibility of adding more substitute counselors. Camp training has begun.
- There are 50 vendor applications in the categories of Arts & Crafts, Civic/Non-Profit, and Businesses for the Life. Be in it. Extravaganza Vendor Show on Saturday, July 20, 2024.

## **PARKS, GROUNDS & CEMETERIES DIVISION:**

- As May winds down, high school sports have drawn to a close but youth sports continue to provide lots of daily ballfield preparation work for Parks & Grounds.
- Field prep and painting continue on a daily basis.
- Mowing, as is the case every May and June, is at the forefront of our attention.
- Pool maintenance and preparation ramped up during May with cleaning, filling cracks and painting.
- Parks & Grounds has been adding summer staff to assist with trimming and clean up.
- Garbage collection around town and throughout our parks and athletic field system is a daily job that our staff is dedicated to.
- Parks & Grounds continues to look for a part-time cemetery worker to shoulder a portion of the daily maintenance in our cemeteries. In the meantime, our staff has supplemented the mowing.
- Street flags have been installed ahead of the Memorial Day weekend and parade.
- Irrigation systems throughout town have been charged and spring maintenance performed.
- Fresh mulch installed at Town Hall campus.

Cemeteries: 7 Singles, 3 Double, 5 Ash, 13 sales

Overtime: 302 hours, \$14,496

### **Tree Warden:**

- Parks staff picked up branches at all parks and town facilities
- Hazardous tree removal at Center Cemetery-B&M Tree Service
- Removal of large fallen tree at Martin Kellogg Field, private tree fell onto town property-B&M Tree Service
- Pruned three large trees and Center Cemetery-B&M Tree Service

## **LIBRARY**

- The library was very busy in May with two major fundraisers and summer reading school visits.
- The Friends of the Library had a very successful spring book sale on May 3, 4 & 5 at the Newington Senior & Disabled Center. The book sale volunteers did a great job getting everything ready and worked very hard over the three days of the sale to ensure things went smoothly. A special thanks to Boy Scout Troop 347 and their parents for helping move the books over to the Senior Center on the Thursday before the sale and helping to clean up at the end of the sale and the staff at the Newington and Disabled Center for once again allowing the Friends to use their building for the book sale. The fall book sale will be held on October 25 – 27.
- The Library Board of Trustees held its annual fundraiser the Newington Library 5K Challenge Road Race on Sunday, May 19, 2024. This was the 27<sup>th</sup> year of the library road race. Registration was high with 327 people registered. Michael Stamm was the winner of the race with a time of 16:37. For the second year, The Little Readers Sprint, a short race for children between the ages of 2 – 5 was 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. This year 27 Little Sprinters participated. Saputo USA once again was the Title Sponsor. The proceeds from this race are used by the Library Board to make improvements to the building, furnishings and insure the future of the library.
- The library had its last Sunday opening on May 19<sup>th</sup>. It is open 25 Sundays beginning in mid-November until mid-May. The library will reopen on Sundays in November 2024.

- The library participated in the Passport to CT Libraries program that ran from April 1 – April 30. This year the library gave out 191 passports to Newington residents. Staff stamped 437 passports from visiting patrons. 63 passports were turned in to the library to be entered to win the prizes, of which 49 had more than 5 stamps. 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 5 or more libraries and handed in their passport by May 10 was eligible to win one of two \$200 VISA gift cards.
- The Children's department staff offered 29 programs to 2,273 children and their caregivers. The last of the class visits from Elizabeth Green Elementary School students who learned about the library about the it and its resources were completed. Staff was very busy towards the end of the May visiting all the elementary schools to promote summer reading. There was a great variety of programming offered throughout the month including *Wormy Wednesday* at which kids learned about worms and interacted with live ones, *Sing and Sign with Ms. Janine LeMendola*, a program that offered music with sign language, *Teddy Bear Breakfast* in which kids brought their favorite teddy bear, listened to a story and made teddy shaped pancakes and *Art Exploration* where kids ages 2 -5 listened to a story, played and created age-appropriate art. Regular story times and outreach to area daycares and preschools rounded out the month.
- Teens were offered 3 programs during the month and 53 teens participated. Programs included the return of the popular *May the 4<sup>th</sup> Be with You*, a Star Wars themed Grab & Go, *Teen Movie Night* that featured the film *The Tiger's Apprentice* and a *Teen Pop Up* program that had teens making Diamond Painted Stickers.
- Adults has a wide selection of programs to choose from. 23 programs were attended by 1,993 adults. *Page Turners*, an evening book discussion group met to discuss *The Soul of an Octopus* by Sy Montgomery. The daytime *Brown Bag It with a Book Discussion* talked about the book *Behold the Dreamers* by Imbolo Mbue. The new *Library Speakers Consortium Virtual Author Talks* program that offers 2 -3 live virtual author talks each month featured Douglas Brunt, author of *Ghosts of Manhattan*, Nina Simon, author of *Mother-Daughter Murder Night* and Rebecca F. Kuang, author of *Yellowface*. Highlights of other programs included *Brain Fitness with Livewell*, *Virtual Trivia Night*, and *Culinary Delights* that featured the recipe for Hummingbird Cake. The month was completed with *Grab & Go* coloring pages and puzzle packets and *Spice It to Go* kits that featured the spice Bay Leaves.
- Total circulation was 16,120. Circulation of digital materials was 3,675. Total number of people that entered the building was 19,621. 22 curbside service transactions were processed. Staff processed and pulled 1,766 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,019 reference questions during the month. Meeting room and study room space were used 398 times. Volunteers and staff delivered 75 items to our homebound patrons. Staff offered technology help 108 times to patrons. Online resources that were popular this month included *Ancestry*, *Value Line*, *Consumer Reports*, *AtoZ Databases* and *PebbleGo Animal, Science* and *Social Studies* databases.
- In technology news, Digital Services Librarian Michelle Patnode hosted a *Let's Learn Instagram* program and she had 6 Tech 4 U appointments, as well as, 4 on the spot sessions. The People Counter project is almost complete. IT prepared a server for the software and staff is learning how to use it. It should be fully functional in June.
- In personnel news, staff are encouraged to pursue professional development opportunities to learn and share ideas and information. Several staff took advantage of free webinars offered by the CT State Library as part of their professional development. Topics included Keeping Staff Motivated and Happy: Supervision and HR Basics, The Change Factor: Unravel Drama Shift Dynamics and Thrive and It's Not about Math: Understanding Budgeting and Financial Reporting. Other staff are

actively participating in meetings and roundtables to become more engaged in the profession. Circulation Supervisor Katie Cornell attended a virtual LCI Circulation Supervisors' Roundtable and discussed ways to clean up patron records in anticipation of an eventual merger to a new ILS. Head of Collection Management Dorothy Russel attended two meetings, one for the CLA Technical Services Section and the other for the LCI Bibliographic Services Committee. In addition, department heads are looking at Niche Academy, to use for staff training.

- In facilities news, the Town Facilities department power washed the library building on either side of the front entrance and steps and it looks amazing. They continue to be very responsive to work orders that staff puts in with any building issues. Parks and Grounds weeded and mulched the grounds around the library. The cleaning service continues to do a good job.

## **TOWN CLERK**

- There were 66 property transfers during the month of May for a total of \$18,871,000.00 in sales. State conveyance tax collected was \$180,307.50; Town conveyance tax collected totaled \$46,727.50.
- There were seven (7) residential sales over \$400,000.
- We had one (1) commercial sale; for \$8,025,000.00 at 240 Pane Road from Schuco USA LLLP to 240 Pane Road LLC.
- In May there were 324 documents filed on the land records: 113 mortgages, 91 releases, 6 liens and 22 probate documents. 86 were electronically recorded bringing in revenue of \$9,953.
- Staff certified 268 copies of vital records (birth, marriage & death certificates); 15 cremation and 26 burial permits were issued. Six marriage licenses were issued.
- During May the Town Clerk's staff issued 32 Land Fill permits for the Highway Dept.
- Six Notary Public commissions were filed, five Trade Name certificates and six Liquor permits were catalogued.
- 2,313 dog license renewal notices were mailed at the end of the month for the June renewal period.
- Swore-in two (2) Certified Police Officers & two (2) promotions.

<b><u>DATA SUMMARY May 2024</u></b>				
	<u>May-23</u>	<u>May-24</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	386	324	4,061	3,880
Dog Licenses Sold	6	6	905	778
Game Licenses Sold	50	51	367	337
Vital Statistics				
Marriages	4	19	159	175
Death Certificates	25	35	393	354
Birth Certificates	22	31	275	249
Total General Fund Revenue	\$ 52,514.40	\$ 65,612.30	\$ 663,221.09	\$ 620,101.03
Town Document Preservation	\$ 1,197.00	\$ 1,101.00	\$ 13,103.00	\$ 12,461.00
State Document Preservation	\$ 2,352.00	\$ 1,976.00	\$ 26,256.00	\$ 24,416.00
State Treasurer (\$36 fee)	\$ 10,404.00	\$ 8,892.00	\$ 111,204.00	\$ 107,532.00
State Treasurer (\$127 fee)	\$ 2,794.00	\$ 4,318.00	\$ 41,148.00	\$ 38,989.00
State Treasurer (\$110 fee)	\$ 3,520.00	\$ 3,960.00	\$ 37,950.00	\$ 37,070.00
LoCIP	\$ 867.00	\$ 741.00	\$ 9,267.00	\$ 8,961.00
State Game Licenses	\$ 223.00	\$ 254.00	\$ 2,127.00	\$ 1,601.00

State Dog Licenses	\$ 55.00	\$ 74.00	\$ 6,339.50	\$ 5,988.50
Dog Licenses Surcharge	\$ 20.00	\$ 16.00	\$ 2,228.00	\$ 1,910.00
Marriage Surcharge	\$ 238.00	\$ 204.00	\$ 2,686.00	\$ 2,992.00
<b>Grand Total</b>	<b>\$ 74,184.40</b>	<b>\$ 87,148.30</b>	<b>\$ 915,529.59</b>	<b>\$ 862,021.53</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 May, the Department of Information Technology and GIS participated, assisted, and/or were directly involved in:

- Completion of 86 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting
- Audio recording servers setup for Town radio project
- Servers patched and updated
- Server backup and security software updated and tested
- Setup and calibrated new people counter at library
- Investigated and worked with FD software vendor on solution to power drain on MDT
- Continued troubleshooting and setup of PD traffic camera solution
- Investigated and resolved WiFi connectivity issues for Library training laptops
- Assisted PD with social media access
- Setup credit card readers, including ApplePay/Android, for Parks and Recreation
- Continued work on Town Hall Council Chambers Audio/Video issues
- Performed website maintenance training for PD
- Investigated existing conduit paths at Mill Pond Park for utility planning
- Account setup and maintenance for new hires and retirees
- Added road drainage network to Town online interactive mapping solution
- Worked with Town vendor to access MS-4 mapping data
- Continued review of utility accounts

## **PLANNING AND ZONING**

### **TOWN PLAN AND ZONING COMMISSION –**

#### **APPLICATIONS APPROVED WITH CONDITIONS:**

Petition 8-24: Special Permit (Sec. 3.13 & Sec 3.12A) For A Restaurant (Cafe/Coffee Shop) At 39 East Cedar St. 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.

#### **MEETING SCHEDULED ON 05/22/24:**

#### **FAVORABLE REFERRAL APPROVED:**

Petition TPZ-24-10: CGS Section 8-24 Referral- Purchase OfProperty Located At 28 Garfield St

#### **APPLICATIONS SCHEDULED FOR PUBLIC HEARING 06/12/24**

Petition 24-9: Special Permit (Sec 3.4.4) for a Home Occupation, as a Personal Trainer, at 303 Walsh Ave. in the R12 Zone (Residential Zone) Owners: William Ratcliffe & Danielle Leshinsky.  
Applicant/Contact: Danielle Leshinsky

#### **CONSERVATION COMMISSION –**

##### **MEETING SCHEDULED FOR 5/13/24:**

##### **APPROVED WITH CONDITIONS:**

Application IW-24-6AA: For the construction of 10 replacement decks within the URA. (Upland Review Area) at 388-442 Churchill Dr. Applicant: Imagineers LLC, Owner: Churchill Bridge Assoc. 2, Contact: Dave Kurtz.

##### **AGENT APPROVAL:**

Application IW24-5: For The Installation Of Onsite Monitoring Wells And Limited Brush Clearing Within In The (URA) Upland Review Area At 549 Cedar Street. Applicant: Textron, Inc., Owner: SKRG Realty, Contact: Greg Simpson.

##### **APPLICATION SCHEDULED FOR PUBLIC HEARING 6/18/24:**

Application 2024-03: 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 05/02/24:**

##### **PETITION 00-24-01 WAS GRANTED AS REVISED BELOW:**

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 (on the Meadow Street side) from 30' to 15' for the construction of a single-family home. Applicant/Contact: William DeMilia, Owner: Frederick D'Aquila.

#### **OPEN SPACE COMMITTEE –**

No meeting held in May.

#### **ECONOMIC DEVELOPMENT COMMISSION –**

Meeting held on May 01, 2024

#### **AFFORDABLE HOUSING MONITORING AGENCY –**

No scheduled meeting for April.

#### **TOWN PLANNER/ ZONING OFFICER ACTIVITIES:**

Issued 39 Zoning Permits for various projects in town.

Received 198 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Performed 46 inspections for zoning and/or blight complaints. The following items were issued; 7 zoning notice of violations and 16 blight notice of violation warning.

Removed 92 illegal signs from the Town and/or State R/W.

Spoke with realtors/potential developers, owners, and/or potential tenants for the following properties. Typically, we discussed allowable uses and the permitting process for their potential projects.

112 Ashland Avenue  
2929 Berlin Turnpike  
3413 Berlin Turnpike  
84 Connecticut Avenue  
56 East Cedar Street  
228 Kelsey Street  
103-175 Lowrey Place  
1665 Main Street  
124 Maple Hill Avenue  
80 Walsh Avenue

## **FACILITIES**

The following is snap shot of ongoing work and projects the Facilities Department is working on or completed in the month of May. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 168 work orders and tasks this month. We completed 68 preventative maintenance tasks and the team responded to and completed 95 reactive work orders. Of the 94 reactive work orders 54 were calls for service from outside the Facilities Department. 83 out of 168 work orders we completed in 1 day or less.

### **Town Hall: (49 PM tasks and work orders completed)**

- Completed semiannual deep cleaning of Municipal Center. Wax hard floors and shampooed rugs
- Waxed floors in IT offices
- Waxed floors in Human Services offices
- Multiple furniture manipulations
- Added shelving to wall in plan room
- Changed HVAC filters on all fan coil units
- Completed yearly preventative maintenance on all folding partition walls
- Multiple key fob requests

### **Library: (18 PM tasks and work orders completed)**

- Electrical outlet repaired
- Exhaust fan for entire first floor down –
  - Fan Replaced
  - Balancing Company Released to do testing and balance the system projected sometime in May/June
  - Balancing completed and report just received, review report and take action in June/July
- Changed back up batteries on fire alarm panel
- Repaired lock on Library Street sign
- Completed HVAC A/C tune up
- Multiple lighting issues resolved light base in parking lot fixed, magazine room light, 2 wall pack exterior lights replaced, added lighting to basement mechanical room.
- Power washed brick entrance

### **Highway Garage: (19 PM tasks and work orders completed)**

- Installed life safety AED in breakroom
- Repaired broken wood trim in main office
- Replaced broken door handle to break room
- Completed HVAC A/C tune up
- Released contractor for surveillance Camera upgrades

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

- Repaired gutter downspouts on long (cold storage) building (5)
- Repaired man door on long (cold storage) building
- Investigation into power issues continues
  - Eversource Engineers are working on a solution
  - Frontier has deemed poles to be unsafe and wants to replace them asap we are trying to coordinate both solutions at once
  - 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
  - Delayed 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.
  - Still waiting for COX and Frontier to complete their work
- New weather stripping added to glass entry door
- Replaced broken lighting in silo barn
- Mill Pond Park
  - Pump out water from conduit running from Garfield Street to the concession stand. Pull string added.
  - Rewire for new pump and filter location in the pump house
- Church Hill Park
  - Replaced breakers in electrical box for softball field lighting

**Historical Properties: (7 PM tasks and work orders completed)**

- Kellogg-Eddy - 5
  - Replaced broken glass on site light in driveway
  - Repaired GFI in basement
  - HVAC A/C tune up completed
  - Gutters cleaned
- Kelsey House - 2
  - Gutter cleaning
  - HVAC A/C tune up

**Senior & Disabled Center: (34 PM tasks and work orders completed)**

- Replaced broken tstat on fan coil unit #2
- Replaced broken motor on fan coil unit #1
- Programing for HVAC chiller updated and corrected
- Chiller started, Roof top unit's A/C tune ups
- Repaired 2 doors following event
- Power washed vinyl fencing around dumpster
- Call for aid alarms updated and additional notifiers added to office
- Cleaned roof and gutters

**Police Department: (23 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.
- Installed new 2x4' LED lights in storage area above dispatch
- Converted 2<sup>nd</sup> floor to foaming soap dispensers, will do 1<sup>st</sup> floor when old product runs out
- Fixed lock on locker in Men's locker room
- HVAC A/C tune up
- Multiple copy paper requests



- Cleaned Gutters
- Surge Suppression Unit investigation
  - Research completed 2 quotes obtained ordered new Unit
  - Installed new surge suppression unit

**NEMS: 2 work orders completed:**

- Repaired ceiling tile grid in garage space and hung new ceiling tiles.
- Replaced interior ceiling tiles with past water damage from prior to fixing the roof 2 years ago

**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.
    - In Depth Meetings with building occupant completed, discussed daily operations, work flow and wish lists for needs and wants to incorporate into design
- 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 Sept/Nov '24
- 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 ongoing
- Canopy project meetings and reviews of plans and docs
  - Opened up for public Bid on 03/28
  - Reviewed multiple Bids
  - Awarded contractor and working on Contract Doc's
  - Contracts signed, documents received, pre-con meeting scheduled
- Planning started for Silo demo at parks and grounds garage
  - 2 quotes obtained and environmental testing completed
  - 2 additional quotes requested from 2 contractors on a state environmental demo contract
- Meetings scheduled for pre-con mobilization for new contractor taking over Senior Center Window Project - June

**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 5/14 and 5/28 Town Council Meetings re: same  
Presented at 5/28 Public Hearing re: same
- Continued negotiation conversations with property owner, 28 Garfield Street, and lease negotiations with business owner
- Attended area Assistant Town Manager meeting
- Attended CRCOG Municipal Services Committee
- Continued meetings re: Town Center Plan RFP responses
- Attended interviews of potential consultant for Town Center Plan RFP
- Executed contract for Town Hall canopy project
- Held organizational meeting for John Wallace Middle School PBC
- Finalized and posted Revaluation RFP

- Reviewed IHCC lease and attended meetings re: same
- Continued meetings for Library Renovations/Additions PBC
- Attended meetings re: pending litigation
- Attended meetings re: union contract negotiations
- Attended 2-day training *Conducting Risk Assessments for Critical Community Assets*
- Attended CRCOG National Incident Overview course