



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

Jonathan Altshul
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Johnathan Altshul, Town Manager, (on behalf of Jaime Trevethan)
Date: October 13, 2023
Re: Monthly Report – July 2023

PERSONNEL

- The vacant Engineering Technician I (T-6) position was posted to the public on July 2nd, with a closing date of July 17th. The position was reposted to the public on July 31st.
- The vacant Mason (HLT-15) position was posted to the public on July 2nd, with a closing date of July 17th.
- The vacant Equipment Operator I (HLT-9) position was posted to the public on July 2nd, with a closing date of July 17th.
- The vacant Assistant Building Official (A-7) position was posted to the public on July 2nd, with a closing date of July 17th.
- The Fire Inspector (per diem) position was posted to the public on July 2nd, with a closing date of July 17th.
- The Human Resources/Finance Staff Assistant (A-4) position was posted to the public on July 11th, with a closing date of July 26th.
- The written examination for the vacant Equipment Operator I (HLT-9) position was scheduled on July 31st.
- The vacant Assessment Technician II position was offered to Briana Brumaghim, she began her position on July 22nd.
- The vacant certified Police Officer position was offered to Daniel Pekoske, effective in August.
- The part-time Library Circulation Substitute position was offered to Kimberley Flaherty and Magdalena Day effective August 5th.
- The Town Council met periodically throughout the month for the Town Manager vacancy; interviews were scheduled on July 15th and July 18th. On July 30th the Town Council appointed Jonathan Altshul as Town Manager effective August 12th.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- The Town leadership met continuously throughout the month for AFSCME negotiations.

OVERTIME

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

POLICE DEPARTMENT	23-24 Budget Overtime Appr.	Overtime Expended 23-24 YTD	23-24 Budget Overtime Appr.	Overtime Expended 22-23 YTD
Administration	\$ 5,500.00	\$ 0.00	\$ 8,740.00	\$ 0.00
Patrol	758,062.00	45,600.20	726,993.00	61,444.10
Investigation	93,826.00	941.44	92,793.00	454.68
Traffic	5,006.00	232.06	5,006.00	902.48
Communication	175,382.00	12,059.83	175,681.00	9,822.00
Education/Training	148,545.00	7,675.78	146,205.00	6,744.54
Support Services	65,033.00	8,184.04	58,894.00	577.90
Animal Control	5,295.00	1,237.48	2,546.00	0.00
Total	\$ 1,256,649.00	\$ 75,930.83	\$ 1,216,858.00	\$ 79,945.70
HIGHWAY DEPARTMENT				
Highway Operations	\$ 30,725.00	\$ 944.01	\$ 29,834.00	\$ 1,553.18
Snow and Ice Control	137,519.00	0.00	133,578.00	0.00
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	35,871.00	1,532.06	34,486.00	1,369.37
Leaf Collection	35,972.00	0.00	35,972.00	0.00
Total	\$ 240,087.00	\$ 2,476.07	\$ 233,870.00	\$ 2,922.55
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 18,545.76	\$ 105,001.00	\$ 21,366.65
Cemeteries	17,109.00	448.53	17,109.00	0.00
Total	\$ 122,110.00	\$ 18,994.29	\$ 122,110.00	\$ 21,366.65

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The 2023-24 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2023-24 plan year were estimated at \$2,573,520 for the Town and \$9,504,240 for the Board of Education. The total paid claims from the Health Benefits Fund for 2023-24 were \$2,739,152 for the Town and \$ 9,236,004 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2023-24 Settlement Report.

The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through June, 2024

	Town	Board of Education	Total
Estimated Claims	2,573,520	9,504,240	12,077,760
Actual Claims	2,739,152	9,236,004	11,975,156

FINANCE

Accounting and Administration

- All staff continue working on preparing for the closing of the fiscal year and preparing documents for the auditors who will be coming in September to complete audit field work.
- Accounts Payable Clerk continues to run dual year payables and reviewed account balances to close out the 2022-2023 fiscal year.
- Data gathering for the Actuaries so they can complete their reporting on our Pension and OPEB funds was started during the month and all information should be submitted to them by the middle of August.
- Actuarially Determined Contribution payments were made to the Town's Defined Benefit Pension plans and Other Post-Employment Benefits trust accounts.
- Janet Murphy, Finance Director continues working with Debt book to compile the list for both the Town and BOE IT leases for compliance in the FY 2023 audit.
- Attended several meetings with the new Town Manager regarding ongoing projects and issues.

The Town did not receive any grants from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

7/31/2023

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2022-23</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$194,530	\$52,833,505
Special Revenue Funds	48,000	3,008	741,590
Capital Projects Funds		5,017	1,145,288
Internal Service Fund	75,000	31,862	7,352,633
Trust and Agency Funds		4,091	1,509,571
Total Estimated By Fund			\$63,582,587

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

7/31/2023

	<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	5.18	5.13	187,414	196,191	42,784,826
Bank North	2.07	2.07	996	962	572,973
TDBank (new)	2.84	2.84	27,967	27,002	11,788,177
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.50	2.50	6,661	6,408	3,248,262
Liberty Bank	3.70	3.56	15,470	14,859	5,188,349

Total Outstanding Investments						\$63,582,587
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Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of July.
- Tax bills were mailed out at the end of June 2023. All staff were occupied for the month on the telephone, emails and at the counter – answering questions from taxpayers and making adjustments to motor vehicle assessments due to sale, total loss or moved locations.
- Owners of income producing properties continued to file the annual Income and Expense forms as the due date for filing was June 1, 2023. The reports were analyzed and input into the CAMA system to be used for valuation purposes at the next revaluation in 2025.
- State reporting was completed for Additional Veterans and Homeowners Tax Credits for 2023 Tax bills. Additional Veteran Applications have been trickling in for 2024 Tax Bills; those received have already been entered; reminder letters to non-filers have been sent out. The filing period ends October 1, 2023.
- Deputy Assessor Carol Are good has retired from her part time position, and a new full-time deputy will be starting August 14, 2023.

Revenue Collector

- July Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$54,390,810.68. Prior year taxes collected amounted to \$115,130.54 and included in that amount is \$10,924.49 for suspended accounts.
- This year's July collections was 53.9% which was higher than last year's figure of 47%. The "MyCT Home" program helped several taxpayers brought their accounts up to date. This was a program we kept informing taxpayers of over and over and insisted they apply. Some taxpayers were reluctant thinking it was a loan, which it was not. I'm thankful that many took advantage of the opportunity to file an application to see if they qualified. This is a program which did not have to be paid back to the government.
- It was nice to hear from taxpayers thanking us for the extra assistance, we give them in person and over the telephone.
- The tax payment drop box is used daily and taxpayers let us know how helpful it is for them. The payment box was extremely full each day and is emptied several times a day.
- Taxpayers are still confused as to where the main entrance is for the Town Hall. It was not unusual for taxpayers to be coming in the entrance on the east side of the building.
- Legal Notices and News Releases were placed in several newspapers, online, and on social media giving taxpayers updated information.
- This year so many taxpayers were unprepared and came in to pay without their tax bills, which meant we had to spend extra time searching for their information, and then they questioned their bills. It was not unusual for a taxpayer to be opening their mail in front of us. We had an excessive amount of cash payments this year which took the time away from staff because it slows down the process.

POLICE

Patrol Calls for July are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 15
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial BurgAlarm 67	Fire Trouble Alarm 0	MV Injury 12
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 80
Alarm Residential Burg Alarm 18	Fire Vehicle Fire 1	Neighbor 10
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 239

Animal Complaint 37	Fire Water Problem 0	Noise 16
Arson/Fire Invest 0	Fireworks 16	Non Collect Person 0
Assault 1	Follow Up 23	Notification 0
Assault in Progress 0	Found Property 6	Open Door/Window 9
Assist Motorist 6	Gun 0	Other Archive 0
Assist Notification 0	Harassment 20	Parking Violation 9
Assist Other Agency 23	Hazard 28	PD Assist Fire Dept 39
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 1	Personal Relief 0
Bomb Threat 0	Hope Project 0	Pistol Permit 8
Breach of Peace/Disorderly 8	Identity Theft 10	Prisoner Care 10
Burglar Alarm 0	Illegal Dumping 3	Private Duty 0
Burglary 4	Impersonating Police 0	Property Found 1
Car Seat 1	Indecent Exposure 1	Property Lost 1
Check Welfare 59	Intoxicated 2	Prostitution 0
Check Welfare 911 31	Juvenile Complaint 17	Recovered Stolen MV 1
Check Welfare Other 11	K9 Assist 0	Rescue Call 0
Clear Lot 2	Kidnapping 0	Residential Lockout 0
Construction 0	Landlord/Tenant Dispute 8	Risk Protection Order 14
Court Detail 23	Larceny 34	Robbery 0
Crest Call Out 2	Larceny from MV 7	Roll Call 0
Criminal Mischief 7	Lift Assist Only 3	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 24	Local Traffic Authority 0	Serve Warrant 35
Dog Complaint 54	Location Check 336	Sexual Assault 2
Domestic 33	Location General 0	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 86
Drug 1	Lockout Building 4	State Pistol Permit – Tempo 0
DUI 6	Lockout MV 2	Stolen MV 4
EDP 16	Lost Property 3	Sudden Death 4
Escort/Transport 2	LTA 0	Suicide 0
Escort/Funeral 3	Medical Alarm 19	Suicide Attempt 0
Escort Other 0	Medical Cardiac 2	Suspicious MV Unoccupied 14
Escort Retrieval 5	Medical Complaint 261	Suspicious Report 135
Escort Tax 0	Medical Diabetic 0	Test 4
Fingerprint 0	Medical Fall 8	Threatening 5
Fire Alarm Commercial Bldg 9	Medical Other 1	Tobacco 0
Fire Alarm Residential 2	Medical Overdose 1	Tow 12
Fire CO Detector no sympt 0	Medical Respiratory 0	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Stand By 0	Traffic Stop 363
Fire Extrication 0	Medical Trauma 1	Traffic Stop Attempt 8
Fire Hazmat 0	Medical Unresponsive 1	Traffic Survey 0
Fire Mutual Aid Request 0	Midstate Accident 1	Training 0
Fire Other 9	Missing 5	Trespass 11
Fire Rescue 0	MV Abandoned 0	Unknown 0

Fire Special Detail 0	MV Assist 35	Water problem 2
Fire Stand By 0	MV Complaint 52	
Fire Structure Fire 2	MV Fire 0	

Total: 2,531

In July, the Detective Division Report:

- Handled 34 investigations, 34 remain ongoing.
- Served 33 warrants: 32 by Patrol officers, 1 by Detective Division.

Property Report July 2024:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	28	\$ 20,428
Vehicle Inventory	0	\$ 0
Stolen	59	\$ 269,183
Abandoned	0	\$ 0
Evidence	128	\$ 922
Found	6	\$ 0
Lost	2	\$ 1,001
Seized	8	\$ 27
Recovered	5	\$ 36,811
Impounded	0	\$ 0
Informational	3	\$ 0
Vehicle Inventory	0	\$ 0
Total	239	\$ 328,372

In July, the Patrol Division report:

- On July 13, 2024 Officers responded to a complaint of a verbal altercation between roommates which occurred at 193 Hillcrest Avenue. Officers investigated the report and established probable cause that Jose Colon Gonzalez had threatened his roommate during the argument by approaching an area where his handgun was stored and stated to the roommate, "Don't come back or I'll kill you." Officers responded to the residence and were able to make contact with Gonzalez and take him into custody without incident. Gonzalez was charged with Disorderly Conduct and Threatening in the 1st Degree. A risk protection order was applied for and granted at New Britain Superior Court. 17 Firearms were seized along with a large amount of ammunition.
- On July 20, 2024 at 2242 hours officers responded to 118 Stoddard Avenue for a report of an unconscious female that possibly intentionally overdosed on medication. Upon officers' arrival they attempted to provide medical attention to the female. They observed a large kitchen knife in close proximity to the female as well as self-inflicted superficial wounds to the female's arm. The female's mother, Ingrid Polanco ran into the room and grabbed ahold of the female preventing officers from caring for the female. Polanco continued to refuse the officers request to move away from the female and had to be physically removed in order to provide care. Polanco kicked, punched and bit officers resulting in officers sustaining minor injuries including bites that punctured skin through the officer's uniform shirt. Polanco was subsequently arrested and charged with Assault on Public Safety and Interfering with Police. Aide was rendered to the female who was transported to a local hospital for treatment.
- On July 21, 2024 officers responded to the area of Spruce Street for a report that two suspects had just entered a vehicle and stole the garage door opener out of the vehicle. The suspects would later be identified as 15 and 16 years of age. It was further reported that the suspects were running northbound on Maple Hill Avenue. Multiple Newington Police Officers responded to the scene in an effort to apprehend

the suspects. The suspects were reported to be hiding in bushes on Maple Hill Avenue at Packards Way. Officers approached the bushes and the two suspects engaged the officers in foot pursuit heading east on Cedar Street. The two suspects were caught a short time later and taken into custody. Both juveniles were charged with Burglary in the 3rd Degree, Conspiracy to Commit Burglary in the 3rd Degree, and Interfering with Police.

In July, the Support Services report:

- The Support Services Division continues to play a large role in the operations of the Police Department in the areas of recruitment, hiring, training, accreditation, records, communications, public information, and community engagement.
- Throughout the month, the Support Services Division has been working on the communications console furniture project with various vendors and town departments to include the Facilities Department and Information Technology Department. The project is progressing and installation is scheduled for late September, 2024. The following is a list of significant events that occurred in the Support Services Division this month:
 - On July 1st and 2nd, Chief Perry and Lt. Aivano met with two pistol permit applicants whose applications were in question due to suitability. The purpose of these meeting was to sit down with the applicants and discuss several issues that were brought to light during the background investigation.
 - On July 15th, Lt. Aivano and Sgt. D'Esposito conducted a tour of the police department with a group from the Newington Special Education Parent Teacher Organization (SEPTO). This relationship began through the Linked- Autism Safety project and we have conducted several events now with Newington SEPTO. We are scheduled to have a meeting on August 12th to discuss hosting a mock traffic stop event designed to be attended by members of the neurodiverse community.
 - On July 22nd, Lt. Aivano met with the Director of the Facilities Department to discuss adding a row of lockers to the women's locker room. Currently, there are a small number of un-used lockers and we would like to take a proactive approach to making sure there are enough lockers for future female employees. Lt. Aivano also requested a quote from Steele Solutions on July 25th to see what it would cost to add a row of five lockers. The addition of lockers should not require any changes or expansion to the building itself; however, there would need to be some electrical work to facilitate the receptacles in each locker.
 - On July 25th, Lt. Aivano and Sgt. D'Esposito met with Jared and Benji Buchanan, two brothers who conduct suicide awareness and prevention training designed for police officers. The Buchanan brothers' father was an East Hartford Police Officer for more than 20 years, and he tragically ended his own life at the East Hartford Police Department several years ago. As part of their healing process, the brothers conduct training for police officers to teach about this subject matter. We are looking to host a training session with them on September 19th, 2024.
 - On July 25th, Chief Perry and Lt. Aivano met with Dispatcher Candidate Miranda Gallagher. Her background investigation was completed and she was subsequently scheduled for a Town Manager interview. We are also conducting a background investigation for a 9th dispatcher candidate to be added to the communications division.
 - In-house training continues to be a priority of the Support Services Division. During the month of July, 2024, the Support Services Division held the following in-house training sessions:
 - Patrol Rifle Skill Builder (July 3rd)
 - Building Clearing (July 15th)
 - Officers are also scheduled for external training, and during the month of July, Detective Gore attended the following course:
 - Sirchie Forensic Investigation Plus Photography (July 22nd – 26th)
 - During the month of July, 2024, the police department received eighteen (18) requests for body worn camera video. These requests are typically submitted by the court system, while a few come from private entities such as law firms or citizens.
 - During the month of July, Animal Control Officer Sawallich impounded 8 dogs and 1 cat in Newington and Wethersfield. She redeemed 4 animals and sold 2 animals as pets during the month of July. ACO Sawallich investigated 95 complaints in Newington during the month of July.

Police Department Overtime Report July 2024

OT June	\$75,696	2 pay periods (1 holiday)
OT July	\$101,836	2 pay periods (1 holiday)
	\$26,143	Decrease over June

- 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. July finishes with 5 officer positions still vacant, and 2 dispatcher positions currently in backgrounds.
- Administrative overtime of \$0.
- Patrol overtime of \$45,600, a decrease of \$8,459 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, motor vehicle accidents, CREST call out, Mid State Accident Reconstruction call out, DUI arrest, radio project meetings, serve warrants, hospital detail, sudden death, missing person, untimely death, subpoenas, search warrant, video review, traffic detail, and other related duties.
- Detective Division overtime of \$941, a decrease of \$414 from the previous month. Overtime included crime scene investigation for a burglary.
- Traffic Division overtime of \$232, an increase of \$26 over last month, to help with flooding.
- Communications overtime of \$12,059 a decrease of \$7,913 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 are currently two vacancies in this division.
- Educational overtime of \$7,675, a decrease of \$12,492 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, recertification training, Mid State training, recruit training, Pistol mounted optics training, Search and Seizure training, and MSAR training.
- Support Services overtime of \$8,184 an increase of \$2,358 from the previous month. Overtime included the radio project and coverage at the Extravaganza.
- Animal Control overtime of \$1,237, an increase of \$795 from the previous month. Overtime included animal wellbeing, stray dog, found dog, sick raccoon, groundhog, a dog bite, and court prep on animal neglect. 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 July, 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:

Code	Incident Type	July	1 Month Total
1	Fire		
100	Fire, Other	0	0
111	Building fire	1	1
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	3	3

114	Chimney or flue fire, confined to chimney	0	0
116	Fuel burner/boiler malfunction, fire	0	0
123	Fire in portable building, fixed location	0	0
130	Mobile property (vehicle) fire, other	0	0
131	Passenger vehicle fire	1	1
132	Road freight or transport vehicle fire	0	0
140	Natural vegetation fire, other	0	0
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	0	0
143	Grass Fire	1	1
150	Outside rubbish fire, other	0	0
151	Outside rubbish, trash or waste fire	0	0
154	Dumpster or other outside trash receptacle	0	0
160	Special outside fire, other	1	1
162	Outside equipment fire	0	0
170	Cultivated vegetation, crop fire, other	0	0
Total		7	7

2 Overpressure Rupture, Explosion, Overheat (No Fire)

200	Overpressure rupture, explosion, overheat	1	1
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	0	0
221	Overpressure rupture of air or gas	0	0
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	0
Total		1	1

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	1	1
322	Motor vehicle accident with injuries	0	0
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0
324	Motor Vehicle Accident with no injuries	0	0
331	Lock-in (if lock out, use 511)	1	1
340	Search for lost person, other	0	0
350	Extrication, rescue, other	1	1
352	Extrication of victim(s) from vehicle	0	0
353	Removal of victim(s) from stalled elevator	0	0
356	High-angle rescue	0	0
360	Water & ice-related rescue, other	0	0
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
Total		3	3

4	Hazardous Condition (No Fire)		
400	Hazardous condition, Other	1	1
410	Combustible/flammable gas/liquid condition	0	0
411	Gasoline or other flammable liquid spill	1	1
412	Gas leak (natural gas or LPG)	1	1
413	Oil or other combustible liquid spill	1	1
420	Toxic condition, other	0	0
421	Chemical hazard (no spill or leak)	1	1
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	1
440	Electrical wiring/equipment problem, Other	3	3
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	0	0
443	Breakdown of light ballast	0	0
444	Power line down	4	4
445	Arcing, shorted electrical equipment	1	1
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	0
463	Vehicle accident, general cleanup	0	0
Total		14	14
5	Service Call		
500	Service Call, other	3	3
510	Person in distress, other	1	1
511	Lock-out	3	3
512	Ring or jewelry removal	1	1
520	Water problem, Other	2	2
521	Water evacuation	0	0
522	Water or steam leak	0	0
531	Smoke or odor removal	0	0
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	1
552	Police matter	0	0
553	Public Service	1	1
561	Unauthorized burning	0	0
571	Cover assignment, standby, move up	0	0
Total		12	12
6	Good Intent Call		

600	Good intent call, other	5	5
611	Dispatched & cancelled en route	2	2
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	0
631	Authorized controlled burning	0	0
641	Vicinity alarm (incident in other location)	0	0
650	Steam, other gas mistaken for smoke, other	0	0
651	Smoke scare, odor of smoke	0	0
652	Steam, vapor, fog or dust thought to be smoke	0	0
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	0
672	Biological hazard investigation, none found	0	0
Total		7	7

7 False Alarm & False Call

700	False alarm or false call, Other	10	10
710	Malicious, mischievous false call, other	2	2
711	Municipal alarm system, malicious false	0	0
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	1
731	Sprinkler activation due to malfunction	0	0
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	6	6
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	0	0
736	CO detector activation due to malfunction	1	1
740	Unintentional transmission of alarm, other	3	3
741	Sprinkler activation, no fire	1	1
742	Extinguishing system activation	0	0
743	Smoke detector activation, no fire - unintentional	7	7
744	Detector Activation, no fire	1	1
745	Alarm system activation, no fire	0	0
746	Carbon monoxide detector activation, no CO	1	1
Total		33	33

8 Severe Weather & Natural Disaster

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

9	Special Incident Type		
900	Special type of incident, other	4	4
911	Citizen complaint	1	1
	Total	5	5
	 Total Calls	 82	 82

July 2024 Training Report

Progress History

Fire Service Instructor I (FSI) – We are hosting a FSI class in the Kalasky Room on August 24th and 31st, September 7th, 14th, 21st and 28th. The class size is 18 and 16 firefighters from our department have signed up. Berlin Fire requested and was allocated the remaining 2 seats.

- **Training Tower** – A meeting was held with Chief Perry regarding the former impound lot at our training grounds. Chief Perry has no plans for this area. I also met with the Rob Hillman and Hermas Lavoie regarding our plans to install the roof prop. As no final location on the training grounds has been finalized; we will move forward with having the existing pole structure, fencing from the impound lot and other cleanup completed to better understand our available space.
 - Building permits for our CIP approved roof prop were submitted the week of July 8th.
 - Paperwork requesting a bid waiver for the roof prop was submitted to Lauren Rhines for submission to the Newington Town Council.
 - The manufacturer/vendor holds the patent on this training prop.
 - I did inquire with the CT Fire Academy about their purchase of the same brand of roof prop. I was told that they purchased their prop as a sole source vendor.
 - The Wethersfield Fire Department has purchased 25 sheets of ½" sheetrock and 25 sheets of ¾" plywood for the new roof prop.
 - This material was delivered a week ago.

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. I have contacted her and am awaiting a callback to confirm our meeting date.

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

West Hartford Summer Camp – We are working with West Hartford Fire on their upcoming summer camp at our training tower.

National Guard – The National Guard is scheduled to train on vehicle extrication at our training tower on July 23rd. They are supplying the vehicles; our training officers will be assisting and Rescue 1 and/or the Tac will be onsite for equipment needs. Their original plans were to perform a live burn but their SCBA is over 10 years old and cannot be used on our grounds.

Drill Schedule

July		
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
August		
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
September		
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
October		
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
November		
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

Category	Classes
AP20 - Pump Operations	6
AP40 – Pump Operator	1
DT04 – Driver Training – Road Time	4
DT11 – Driver Safety	1

HZ03 – HazMat Operational	1
IH01 – Multi-Company Training	3
IH02 – Officer Training	2
IH13 – Company 3 Training	1
IH15 – Company 5 Training	3
RQ12 – Rescue Tools/Equipment Use	1
	Hours
	430.5
	Attendees
	188

Classes in 2024

FF1 Training –300 Hours

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

- Ryan Rizzo
- Regional Fire School – Wolcott, CT – Nights and weekends
 - Awaiting test results

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 for upcoming paving program
- Met with consultant to discuss Leaf Composting permit
- Met with Engineering Department to discuss various projects and drainage concerns
- Met with Public Works group to discuss upcoming projects
- Met with Facilities Dept and Architect to discuss feasibility study for Highway facility upgrades
- Met with various departments to discuss upcoming vehicle purchases
- Coordinated Gridsmart camera upgrades for traffic signal at Richard St and Church St
- Coordinated with outside bid awarded contractor of the milling of John Wallace parking lot
- Attended pavement preservation demonstration in Wethersfield
- Administered Operator I written exam

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
- Patched Mill Pond pathway following IT installation of underground wiring.
- Completed video inspection of drainage infrastructures at Maple Hill Avenue, Cedarwood Lane, and Indian Hill
- Assisted outside bid awarded contractor during milling of John Wallace School parking lot
- Crews continued with roadside mowing
- Cleared vegetating at Carr Avenue pump station in preparation for drainage improvements
- Crews continued preparation work (saw cutting; replacing catch basins) for 24-25 Overlay Program
- Assisted Facilities Dept. in hauling materials to Senior Center
- Responded to one (1) after hour call in(s) 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
- Assisted Parks Department with the Annual Extravaganza event
- Responded to one (1) after hour Call In(s) for the month

Sanitation/Recycling/Landfill

- Scheduled 128 residential bulk items for collection for the month
- Scheduled 27 condominium bulk items for collection for the month
- Scheduled 49 condo/residential scrap metal items for collection for the month
- 949 tons of cumulative Municipal Solid Waste were collected for the month of July
- 203 tons of cumulative recyclables were collected for the month of July
- 173 Mattresses/box spring quantities were collected and delivered to vendor for the month
- Two (2) television(s) were collected for the month
- Issued 59 permanent landfill permits and 13 temporary permits for the month
- Completed Transfer Station Quarterly reporting for DEEP.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- contractor license applications (bond/insurance/agreement)
- Reviewed and approved permits: 29
 - Excavation: 17
 - Driveways: 12
- 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 (LOTCP 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 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 & 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 & 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 July:

- An application was submitted for 50 Fenn Road for new signage.
- A permit was issued at 3025-3095 Berlin Turnpike to remodel the restaurant.
- A permit was issued at 24 Fenn Road for a roof at a commercial property.
- A permit was issued at 1181 Main Street for a roof at CVS property
- A permit was issued at 36 Budney Road for a roof at a commercial property.
- A permit was issued at Bel-Air Manor for a roof.
- A permit was issued at 39 East Cedar Street for signage.
- A permit was issued at 3313-3333 Berlin Turnpike for signage.

Certificate of Occupancies issued in July:

Single Residence at 35 Peckham Farm Drive
Car wash at 16 Fenn Road

These are the classes the inspectors took in July:

D. Jourdan: none

K. Kilkenny: none

Building Department inspection activity for the month of July was as follows: The Inspectors completed a total of 243 Inspections. They were: A/C Install (3), Above Ceiling (2), C.O. (4), Decks (1), Electrical (37), Final (129), Footings (3), Foundations (7), Framing (7), Gas Line (3), Hot Water (1), Inspection-property (2), Insulation (6), Mechanical (5), Plumbing (1), Pools (1), Rough (28), Site Visits (3).

The total number of Building/Renovation Permits issued/applied for the month of July was **233** producing a total permit value of **\$4,982,144**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS, VALUE OF PERMITS
ADDITIONS/ALTERATIONS	18 655,273.00
DECKS	1 18,900.00
DEMOLITION	2 33,500.00
ELECTRICAL	73 1,126,028.00
FENCE	0 0.00
FIRE SUPPRESSION/SPRINKLER	0 0.00
FOOTING/FOUNDATION	0 0.00
FUEL TANK	1 1,705.00
GARAGE/SHED	0 0.00
MECHANICAL	57 609,446.00
NEW COMMERCIAL	0 0.00
NEW MUNICIPAL	0 0.00

NEW RESIDENTIAL	1	238,673.00
PLUMBING	18	107,656.00
POOL	6	55,563.00
ROOFING/SIDING	46	2,027,400.00
SIGN	3	10,998.00
SOLAR	7	97,002.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	233	4,982,144.00

The total Building income fees received in the month of July were **\$56,984.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1690.00, Environmental \$240.00, Conservation \$1190.00, Copies \$18.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$1575.00, Engineering copies \$.00. The other total income is \$5,271.00.

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

	<u>2024</u>	<u>2023</u>
Value of Permits issued for July:	\$4,982,144.00	\$3,770,629.00
Fees for Permits issued for July:	\$56,984.00	\$40,599.00
Other income Fees for July:	\$5,271.00	\$2,502.00
Building Permits Issued for July:	233	185

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

2024-2025		2023-2024	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$4,982,144	\$56,984	\$3,770,629	\$40,599

HUMAN SERVICES

- Summer Youth Adventures started this month! Off to a great start!
- Held two Wellness Wednesday events – Drum Circle and Breathing/Mindfulness
- Held a staff and mentor training to prepare everyone for Summer Youth Adventures
- A mentor who has been a participant in the program for many years. Mentor turned 16 this year & was not prepared to be a mentor last summer. This year, this mentor has started off and has been continuing to do an awesome job. On the first day, mentor took initiative and decided to take attendance on all the participants arriving and then continued throughout the day when we boarded the vans, got off, etc. Mentor then demonstrated great mentoring qualities by not only being with peers, but being with the younger participants. Mentor helped clean up and model for the younger participants, made sure that sunscreen/bug spray was applied and reapplied, and also stayed in the water and played with the participants. This mentor has shown much growth is off to a great start and has shown everyone how much a year of maturity can help prepare a young adolescent to become the mentor/leader they want to be!
- Clinical Coordinator attended training for SMART Recovery Substance Use Group Facilitator training.
- Successful clinical intervention with middle school youth presenting with- withdrawing from previously enjoyed activities & friendships- successfully connected with individual counseling & equine therapy.
- 2 Successful JRB completions who have both moved on to work with P&R as summer program staff.

- Worked with complex case with homeless woman with traumatic history of domestic violence & mental health issues. Assisted in securing housing through sec 8 & applied for SNAP benefits for her. An example of an unusual success story with housing.
- Currently we have all volunteer positions & needs met.
- Started receiving donations for Back to School Supply distribution.

June 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	15	16 0	106 6	62 0
Youth & Family Service Hours	21.25	21.25	153. 5	118
JRB cases : JRB hearings: JRB Service hours:	14 1 24.5	14 3 26	81 15 133.25	30 7 150
Positive Youth Development	63	87	1231	845
Community Service # of hours completed Challenge Course: Adult youth(outside)	0 80 0 0	0 80 0 0	13 224 0 60	4 111 0 101
Information and Referral	No longer reported-			
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	103 24 16 63	118 32 21 65	1276 344 162 802	466 111 71 284
Social Casework Service Hours	147.50	133.75	1674.5	1130
Food Bank Household visits # bags of groceries distributed Mobile truck	159 1256 262	160 1389 405	1811 13776 4062	1124 11996 1431
Special Needs	4	8	85	83

SENIOR AND DISABLED CENTER

No Data Provided

PARKS AND RECREATION

RECREATION DIVISION:

- The 42nd Annual Life. Be in it. Extravaganza took place during the third week of July and attracted a record number of visitors. This year's event featured four days of carnival rides, food trucks, concerts, fun activities, and entertainers. The fireworks show was an incredible display and drew the largest crowd in the event's 42-year history.
- The carnival was opened exclusively for the Camp RECreate campers from 10:00 a.m. - 2:00 p.m. on Thursday, July 18th. 456 campers were in attendance and were allowed to come back, free of charge in the evening with their wristbands, to enjoy the carnival with their family and friends.
- The weather conditions were finally favorable for the RE/MAX Hot Air Balloon to take flight on Friday of this year's Life. Be in it. Extravaganza. Seeing the balloon in the air was a spectacular sight for all attendees.
- The Craft Beer and Cocktail Tasting event on Friday of the Life. Be in it. Extravaganza was a success. We were thrilled to welcome over 300 guests, making it our largest fireworks fundraiser to date. The guests could sample 50 different flavors of craft beer and cocktail drinks.
- The Summer Adult Cornhole League ran every Thursday, at Mill Pond Park, during the Edythe and Harry Mandell Concert Series.
- Various sports, music, culinary, and art camps were offered throughout the summer.
- Group, semi-private, and private swimming lessons were held Monday-Friday, at both Churchill and Mill Pond Pools, for children ages 6 months to adult.
- Our Summer Sunshine camp, for children ages 3-5 years old, began on Monday, June 17th and has been full, with 30 participants, each of the nine weeks. We had a variety of special guests such as magicians, clowns, music shows, and trips down the Tiki Water Slide.
- Mill Pond Pool hosted birthday parties, every weekend in July, which consisted of music, organized games, and accommodated at least 30 patrons at each event. Birthday parties are held on Saturdays, throughout the summer, from 10:45 a.m. - 12:45 p.m. Patrons have the option to reserve the wading pool only, main pool only, or both pools.

PARKS, GROUNDS & CEMETERIES DIVISION:

- Staff removed the guardrail and old junipers from the northside parking lot at Newington High School; to be replaced with a new fence.
- Summer baseball/softball seasons are winding down which will give a brief reprieve before fall ball.
- Life. Be in it. Extravaganza week was another success. Parks and Grounds staff, once again, provided support for the event.
- Mini excavator was used to mow around Mill Pond prior to the Life. Be in it. Extravaganza.
- Staff discovered mice damage in the irrigation pump station at Emmanuel Christian fields and made repair.
- Staff painted the new asphalt chess and checkerboard at Eagle Park.
- Finish grading and seeding for drainage project between the maintenance shop and Kellogg Eddy House.
- Pruning of shrubs in West Meadow Cemetery continues.
- Staff has begun pruning and landscaping at schools.

Cemeteries: 5 Singles, 3 Double, 7 Ash, 11 sales

Overtime: 903 hours, \$43,347

Tree Warden:

- Parks staff picked up branches at all parks and town facilities after storm
- Emergency removal of storm damaged trees at R.O.P.E.S course
- B&M Tree Service clean up from fallen tree by Hopkins Drive
- Parks staff started school pruning

LIBRARY

- The three summer reading programs “Read Renew Repeat” are going strong. Interest is high and everyone is having a lot of fun reading and participating in the many activities related to each program. It is so much fun to watch kids exploring the library for the treasure hunt, seeing the teens scratch tickets to win prizes as they complete their sheets and watching the adults fill out their tickets after they complete their books for the weekly drawings. Thanks to a grant from the *Triumph Group Foundation STEM Grant*, the staff was able to offer additional science-based programming and take-home kits related to the conservation theme of the summer reading programs. By the end of the month, there was 486 children registered. The teen program had 167 teens signed up. Adults had 855 adults registered, a 41% increase from the previous year. The summer reading programs are funded by the Friends of the Library.
- The Friends of the Library had a Pop-Up Children’s Book Sale throughout the month of July. Gently used children’s books were on sale on a cart outside the Children’s Department. It was very popular with parents and children alike.
- Girl Scout Troop 10502 donated an adorable bookshelf in the shape of a tree. It is located in the Board Book section and has given the staff more room to shelve toddler books.
- The *Library Speakers Consortium Virtual Author Talks* program that offers several live virtual author talks each month had a special Virtual K-12 Grades Summer Series in July. There were two programs for kids in grades K – 6 and 2 programs for teens in grades 5 – 12. For kids, the virtual author talks featured Katie DiCamillo who talked about her book *Mercy Watson to the Rescue* and Max Batiellier who spoke about his book series *The Last Kids on Earth*. Teens had virtual author visits from Elizabeth Acevedo who spoke about her bestselling novel *Poet X* and author and illustrator Dan Santat who discussed his graphic memoir *A First Time for Everything*.
- The Children’s department staff offered 35 programs to 959 children and their caregivers. Archived views of previous online programs for the month of July were 20. The big news in the department was the hatching of the baby chicks at the library. The eggs arrived on July 5 and by the third week of July over several days 5 chicks hatched – Lilac, Sunflower, Chrysanthemum, Poppy and Daffodil. Children loved to visit the chicks and see how they are doing. The chicks will be at the library until August 12. The *Bluey Palooza* program attracted quite the crowd with over 90 people gathered to meet and dance with Bluey and play the famous Bluey game of *Keepy Uppity*. The *Children’s Museum* was back with their *Insect Investigators* program, bringing a tarantula, cockroaches, a stick bug and other creepy crawlers that children could touch then if they were interested. *Talewise* presented *The Adventures of the Lost Treasure Show*, an interactive program full experiments all about chemical reactions and physical explosions. Other programs included a visit from local author Alison Collins who read her book *Firefly Night, Birds of Prey* with a visit from live owls, *Storytime Yoga* and regular storytimes. A limited supply of *UConn 4-H Earth Agent Activity Kits* were given to children between the ages of 7 – 12 that allow kids to explore physical and biological sciences. July’s kits included *Nature Scavenger Hunt & “Bug Hut” Build, Beet Bots and Food Web Board Game*.
- Teen programming for the month of July was very busy with registration for most of the programs full. When possible, a second program was offered for certain programs to waitlisted teens. In total 11 programs were offered to 227 teens. Full-time Teen Librarian Sarah Riordan and Part-time Teen Librarian Jennifer Basset have done a great job offering fun, creative, interactive programs. *Horizon Wings* presented the *Secret Lives of Owls* that included 4 types of live owls. Teens were very engaged

and asked the presenter a lot of questions. The second annual *LEGO Challenge* took place. Teens were broken into teams and were given challenges to create with LEGOs. The *Connecticut Humane Society* offered a program on pet professions for teens. Other programs included two *Mario Kart Tournaments*, *Teen Metal Stamping*, *Teen Science Heroes: Actions and Reactions*, *Teen Rockin' Harmonica* and a *Grab & Go Kit* that featured a Blooming Rock kit.

- Adult programming was varied with 22 programs attended by 298 adults. Archived views of previous online programs for the month of July were 863. new program was offered titled Let's Talk, a series program that for adults who are learning English and want to practice speaking it in a comfortable group setting. The daytime *Brown Bag It with a Book Discussion* talked about the book *The Glass House* by Emily St. John Mandel. The *Movies @ Your Library* program showed the 1976 Academy Award Best Picture film, *Kramer vs. Kramer*. Several crafty programs were offered in July. Adults made their own plastic yarn and learned how to crochet with it. They also learned how to make Cala Lily bouquets from old book pages. Highlights of other programs included *Investing in Your Future*, *Books & Bites* and *Grab & Go* coloring pages and puzzle packets.
- Total circulation was 26,519, a 6% increase from the previous year. Circulation of digital materials was 3,964. Total number of people that entered the building was 11,645. 20 curbside service transactions were processed. Staff processed and pulled 2,101 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 4,298 reference questions during the month. Meeting room and study room space were used 277 times. Head of Community Services Michelle Royer and Business Manager notarized 42 documents for patrons. Volunteers and staff delivered 95 items to our homebound patrons. Staff offered technology help 178 times to patrons. Online resources that were popular this month included *Ancestry*, *Value Line*, and *Consumer Reports*.
- In technology news, Digital Services Librarian Michelle Patnode and Teen Librarian hosted the program *Learn How to Use Libby* and *Hoopla*. She also had 6 Tech 4 U appointments as well as 4 on the spot tech help sessions. *Niche Academy* training modules are being assigned to staff to use for in-house training. Connecticut State Library webinars continue to be popular with staff as a means of professional development.
- In personnel news, Children's Librarian Bailey Francis attended the Connecticut Library Association's Intellectual Freedom meeting. Library Director Lisa was on an interview panel at the Wethersfield Library for a full-time department manager position. Interviews were held for two open Circulation Substitute positions. Kim Flaherty and Magdelena Day were hired. All staff were asked to submit a listing on their individual duties and the amount of time spent on each to their supervisors which was in turn given to the library director. This was done in an effort to evaluate current services and to possibly streamline what is being done in anticipation of offering new services to meet the needs of the community.
- In facilities news, Parks & Ground put up temporary fencing along the side lawn from the Garfield lot up to the library building the week of the Extravaganza to prevent people from parking on the lawn. We had to have extra cleaning done in the men's bathroom after the handicap stall toilet was deliberately clogged. The frame READ print in this bathroom was also knocked off the wall causing it to break. The humidity levels in the library were high due to the hot humid weather. Facilities had to adjust the A/C units to try address it. The cleaning service continues to do a good job.

TOWN CLERK

- There were 82 property transfers for a total of \$37,185,314.00 in sales. State conveyance tax was \$283,061.96; Town conveyance was \$92,963.30.
- There were 14 residential sales over \$400,000. We had two (3) commercial sales; for \$975,000.00 at 30 Elmwood Court from Civitello Properties LLC to Lincoln Realty LLC; \$1,100,000 at 220, 226, 244, 226 Kitts Lane 220 Kitts Lane LLC/226 Kitts Lane LLC/Kitts Lane Small Parcel LLC, Kitts Lane Large Parcel LLC to Kitts Lane Apartments LLC; \$16,676,000.00 at 240 Church Street from Newington Huskies SNF PropCo LLC to 240 Church LLC.

- A total of 404 documents were filed on the land records including: 119 mortgages, 36 liens, 95 releases, 15 probate certificates.
- Fourteen Notary Public commissions and one Trade Name certificate were recorded.
- Staff issued 280 certified copies of vital records; 1 burial permit and 11 cremation permits were issued. Twelve Marriage Licenses were issued to couples.
- There were 103 electronically recorded documents for a total revenue of \$11,128.00.
- The office issued 29 land fill permits for the Sanitation Department.
- Office and Vault shelving was installed July 15-19, 2024, from approved ARPA funds.

DATA SUMMARY JULY 2024				
	<u>July-23</u>	<u>July-24</u>	<u>FY 23/24 to Date</u>	<u>July-24</u>
Land Record Documents	413	404	413	404
Dog Licenses Sold	367	597	367	597
Game Licenses Sold	20	40	20	40
Vital Statistics				
Marriages	10	10	10	10
Death Certificates	28	28	28	28
Birth Certificates	22	22	22	22
Total General Fund Revenue	\$ 77,625.46	\$ 115,338.20	\$ 77,625.46	\$ 115,338.20
Town Document Preservation	\$ 1,356.00	\$ 1,294.00	\$ 1,356.00	\$ 1,294.00
State Document Preservation	\$ 2,456.00	\$ 2,392.00	\$ 2,456.00	\$ 2,392.00
State Treasurer (\$36 fee)	\$ 10,872.00	\$ 10,656.00	\$ 10,872.00	\$ 10,656.00
State Treasurer (\$127 fee)	\$ 5,080.00	\$ 4,318.00	\$ 5,080.00	\$ 4,318.00
State Treasurer (\$110 fee)	\$ 4,840.00	\$ 4,400.00	\$ 4,840.00	\$ 4,400.00
LoCIP	\$ 906.00	\$ 888.00	\$ 906.00	\$ 888.00
State Game Licenses	\$ 166.00	\$ 158.00	\$ 166.00	\$ 158.00
State Dog Licenses	\$ 2,301.50	\$ 3,634.00	\$ 2,301.50	\$ 3,634.00
Dog Licenses Surcharge	\$ 858.00	\$ 1,392.00	\$ 858.00	\$ 1,392.00
Marriage Surcharge	\$ 204.00	\$ 408.00	\$ 204.00	\$ 408.00
Grand Total	\$ 106,664.96	\$ 144,848.20	\$ 106,664.96	\$ 144,848.20

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

- Internal and external security certificates deployed
- Created shared calendars for FD
- Hardware/Software renewals completed
- Upgraded edge network equipment to latest firmware version
- Configured, tested, and deployed new time scheduling software at PD
- Internal security audit of Town firewall and remove deprecated policies
- New POS solution for Parks setup and deployed for Extravaganza
- Supported Human Services move to conference room during construction
- Continued work with A/V vendor on Council Chambers technology
- Updated NetScaler and Assessor CAMA system to latest releases

- PD software solution updated
- Continued design work on Mill Pond fiber optic deployment

PLANNING AND ZONING: No Data Provided

FACILITIES

The following is snap shot of ongoing work and projects the Facilities Department is working on or completed in the month of July. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 140 work orders and tasks this month. We completed 38 preventative maintenance tasks and the team responded to and completed 102 reactive work orders. Of the 102 reactive work orders 68 were calls for service from outside the Facilities Department. 59 out of the 140 work orders were completed in 1 day or less.

Town Hall: (50 PM tasks and work orders completed)

- Life Safety Inspection performed – quarterly Sprinkler system and visual Fire Alarm
- Moved fire alarm horn/strobe device within the Clerks vault from wall to ceiling due to new shelving being installed
- Fixed, researched, and planning for future fixes from multiple electrical issues following power outage
 - Overhead doors for public counters
 - Generator back up power demands and circuits
 - Multiple smart/programed lighting system devices failed
- Multiple furniture manipulations
- Multiple key fob requests

Library: (23 PM tasks and work orders completed)

- Several electrical outlets in study area were not working and 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
 - Changes to pulley and motor planned/contractor released scheduled sometime this summer
 - New pulleys have been shipped, planning for a programing change with ECS to limit the speed of the drives
- Repair cabinet doors in reference desk
- Life Safety inspection – visual Fire Alarm
- Replaced exhaust fan motor in women's bathroom
- 2 RTU's failed and had to be adjusted and reset following power outage

Highway Garage: (16 PM tasks and work orders completed)

- Life Safety Inspections – quarterly sprinkler and visual fire alarm
- Replaced missing light fixture on outside corner of police training building
- Updated/replaced all break room electrical outlets to 20amp outlets
- Repaired phone line to dog pound/police training building for the alarm
- Released contractor for surveillance Camera upgrades
 - Subcontractor Started project and is almost 100% complete

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

- Life Safety Inspection – visual fire alarm

- Installed New Overhead door, residential sized overhead door to the blade sharpening area of main building.
- Reported A/C issues/not working. Fix was to reset system and power
- Repaired leak in break room sink
- Fixed running urinal
- Mill Pond Park (1)
 - Town Electrician checked installation of A-frame power outlets for extravaganza
- Church Hill Park (1)
 - Completed the install of conduit by pulling the wires necessary to power the new scoreboard

Historical Properties: (5 PM tasks and work orders completed)

- Kellogg-Eddy - 3
 - Boiler Computer Boards were fried from last month's power outage event/Storm Replaced Boards and got boiler working again
 - Completed Fire Marshal's inspection
- Kelsey House – 2
 - Repaired leak in exterior hose bib – replaced vacuum breaker
 - Completed Fire Marshal's inspection

Senior & Disabled Center: (15 PM tasks and work orders completed)

- Life Safety Inspections – quarterly sprinkler and visual fire alarm
- Reprogramed the Chiller controls to start the pumps earlier in the morning for staff comfort
- Repaired roof leak and replaced ceiling tile in Computer room
- Obtained a quote for kitchen plumbing issue's – reviewing quote contractor to be released in July
 - Contractor released waiting on schedule
- Fixed hole in exterior wall of gym
- Multiple content manipulations for window project, including moving 2 entire offices
- Contractor released for Plumbing piping fix/repairs in Kitchen waiting on schedule

Police Department: (20 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.
- Changed over entire building to GOJO soap dispensers
- Installed protective wall board (FRP) to the walls of the work out gym, will paint remaining upper walls sometime in August.
- High humidity issues on first floor. Ground HVAC unit was short cycling short term fix deployed with long term fix coming following cooling season
- Hung hooks in chief's office
- Multiple copy paper requests

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 occupants 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
 - New switch gear has been received, planning ongoing for installation July/august.

- 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
 - Project started, piers/footings poured, waiting on steel delivery
- 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
 - 3 Quotes received and one no bid. Planning ongoing, plan to release contractor soon.
- Meetings scheduled for pre-con mobilization for new contractor taking over Senior Center Window Project – July
 - Project restarted and completed abatement and upper windows.

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: EOC project
- Continued negotiation conversations with property owner, 28 Garfield Street, and lease negotiations with business owner
- Review of Ordinance and meet with Council Subcommittee on Permanent Municipal Building Committee Ordinance
- Continued meetings for Library Renovations/Additions PBC
- Attended meetings re: pending litigation
- Attended meetings re: union contract negotiations
- Started review of all town leases
- Inspection of ropes course due to loss
- John Wallace Middle School project meetings, draft and posts of three RFP/RFQ solicitations