



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
Date: October 5th, 2024
Re: Monthly Report – August 2024

PERSONNEL

- The vacant Engineering Technician I (T-6) position was reposted to the public on August 28th, with a closing date of September 13th.
- The vacant part-time Administrative Secretary position at the Senior & Disabled Center was posted to the public on August 28th, with a closing date of September 13th.
- The written examination for the vacant Mason (HLT-15) position was scheduled on August 1st.
- Interviews for the Human Resources/Finance Staff Assistant (A-4) position was held on August 7th.
- Town Manager Jonathan Altshul began his position on August 12th.
- The vacant certified Police Officer position was offered to Daniel Pecoske, effective August 26th.
- Interviews for the vacant Assistant Building Official (A-7) position were scheduled on August 5th, a conditional offer was made.
- Interviews for the vacant dispatch positions were scheduled on August 21st, two conditional offers were made.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- The Town leadership met continuous throughout the month for AFSCME and Teamsters 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).

	24-25 Budget Overtime Appr.	Overtime Expended 24-25 YTD	23-24 Budget Overtime Appr.	Overtime Expended 23-24 YTD
POLICE DEPARTMENT				
Administration	\$ 5,500.00	\$ 0.00	\$ 8,740.00	\$ 0.00
Patrol	758,062.00	95,845.11	726,993.00	134,258.30
Investigation	93,826.00	4,785.96	92,793.00	1,896.81
Traffic	5,006.00	644.62	5,006.00	902.48
Communication	175,382.00	26,381.80	175,681.00	21,382.56
Education/Training	148,545.00	15,414.32	146,205.00	15,978.35
Support Services	65,033.00	9,273.05	58,894.00	3,967.14
Animal Control	5,295.00	2,014.22	2,546.00	125.68
Total	\$ 1,256,649.00	\$154,359.08	\$ 1,216,858.00	\$ 178,511.32
HIGHWAY DEPARTMENT				
Highway Operations	\$ 30,725.00	\$ 4,073.17	\$ 29,834.00	\$ 3,116.52
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	3,317.64	34,486.00	3,169.79
Leaf Collection	35,972.00	0.00	35,972.00	0.00
Total	\$ 240,087.00	\$ 7,390.81	\$ 233,870.00	\$ 6,286.31
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 30,303.81	\$ 105,001.00	\$ 32,977.15
Cemeteries	17,109.00	1,652.90	17,109.00	0.00
Total	\$ 122,110.00	\$ 31,956.71	\$ 122,110.00	\$ 32,977.15

RISK MANAGEMENT

2024-25 Blue Cross/Blue Shield Plan Year

The first month of the 2024-25 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2024-25 plan year were estimated at \$1,082,896. The total paid claims from the Health Benefits Fund for July 2024 were \$1,006,380. 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 July, 2024

	Town	Board of Education	Total
Estimated Claims	235,367	847,529	1,082,896
Actual Claims	362,527	643,853	1,006,380

FINANCE

Accounting and Administration

- All staff continue working on 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 2023-2024 fiscal year.

- All during the month have been doing various functions to close out and start the fiscal year. Included in this is such things as the closing of blanket purchase orders and preparing Munis for the fiscal year closing which will take place September 5th.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.
- Finance Director, Janet Murphy attended additional contract negotiations with the AFSCME Union and Teamster Union.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town did not receive any grant funding 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)
8/31/2024

	<u>Interest Earnings</u>		
	<u>Budget FY2024-25</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	361,961	\$47,265,038
Special Revenue Funds	48,000	6,840	808,763
Capital Projects Funds		11,099	1,214,905
Internal Service Fund	75,000	67,482	7,492,941
Trust and Agency Funds		10,043	2,216,106
Total, Estimated By Fund			\$58,997,753

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
8/31/2024

	<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	5.41	5.43	167,903	168,398	36,812,145
Bank North	2.07	2.06	1,015	1,014	585,859
TDBank (new)	2.84	2.83	29,901	28,682	12,806,455
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	7,202	7,186	3,339,173
Liberty Bank	5.13	5.13	23,111	23,013	5,454,121
Total Outstanding Investments					\$58,997,753

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 August.
- Additional Veteran Applications have been trickling in for 2025 Tax Bills; those received have already been entered; reminder letters to non-filers have been sent out. The filing period ends October 1, 2024.

- Preparation for personal property filing for the 2024 Grand List to verify & locate businesses; by field review, town clerk filings and state filings is in process.
- Preparation for the real estate grand list is well underway, with on-going review of building permits, listings and recorded deed/map changes in land records.
- The 10% penalty was applied to those accounts where the owner failed to file their 2023 income & expense report.
- To date there are 38 applications for the September session of the Board of Assessment Appeals, to be held on September 18, 2024.

Revenue Collector

- July Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$3,834,966.32. Prior year taxes collected amounted to \$61,404.78 and included in that amount is \$15,972.41 for suspended accounts.
- Taxpayers had until August 1s to either get their payments into us or to have their mail postmarked by U.S. Postal Service by August 1st to avoid a late penalty.
- Taxpayers also take advantage of using the tax payment drop box which is checked several times a day and they expressed frustration in using the U.S. Postal Service.
- Taxpayers expressed how pleased they are with the office open until 6:00 p.m. on Tuesdays for those individuals who wished to make their payments on their way home from work.
- This year we experienced exceptionally long lines with taxpayers coming in to make their payments as not having confidence in the U.S. Postal Service and wanted “Paid” stamped on their receipt.
- Delinquent notices were mailed to over 6,000 taxpayers who did not meet the August 1st deadline.

POLICE

Patrol Calls for August are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 11
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 60	Fire Trouble Alarm 0	MV Injury 11
Alarm Hold Up Alarm 1	Fire Veh Maintenance 0	MV Property Only 62
Alarm Residential Burg Alarm 18	Fire Vehicle Fire 0	Neighbor 13
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 187
Animal Complaint 28	Fire Water Problem 0	Noise 42
Arson/Fire Invest 0	Fireworks 2	Non Collect Person 0
Assault 2	Follow Up 33	Notification 0
Assault in Progress 0	Found Property 7	Open Door/Window 12
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 9	Parking Violation 14
Assist Other Agency 23	Hazard 32	PD Assist Fire Dept 56
Bad Check Insufficient Funds 1	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 3	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 19
Breach of Peace/Disorderly 10	Identity Theft 8	Prisoner Care 2
Burglar Alarm 0	Illegal Dumping 0	Private Duty 0
Burglary 15	Impersonating Police 0	Property Found 2
Car Seat 4	Indecent Exposure 0	Property Lost 1
Check Welfare 50	Intoxicated 8	Prostitution 0
Check Welfare 911 24	Juvenile Complaint 8	Recovered Stolen MV 1

Check Welfare Other 17	K9 Assist 0	Rescue Call 0
Clear Lot 1	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 1	Risk Protection Order 3
Court Detail 18	Larceny 48	Robbery 1
Crest Call Out 1	Larceny from MV 13	Roll Call 3
Criminal Mischief 3	Lift Assist Only 5	
CSO 1	Liquor 0	Serve Subpoena 0
Customer Dispute 14	Local Traffic Authority 0	Serve Warrant 36
Dog Complaint 30	Location Check 226	Sexual Assault 1
Domestic 24	Location General 0	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 78
Drug 2	Lockout Building 2	State Pistol Permit – Tempo 0
DUI 8	Lockout MV 1	Stolen MV 1
EDP 5	Lost Property 6	Sudden Death 6
Escort/Transport 1	LTA 0	Suicide 0
Escort/Funeral 4	Medical Alarm 24	Suicide Attempt 0
Escort Other 0	Medical Cardiac 2	Suspicious MV Unoccupied 12
Escort Retrieval 1	Medical Complaint 243	Suspicious Report 140
Escort Tax 0	Medical Diabetic 0	TEST 1
Fingerprint 0	Medical Fall 13	Threatening 3
Fire Alarm Commercial Bldg 11	Medical Other 0	Tobacco 0
Fire Alarm Residential 2	Medical Overdose 0	Tow 11
Fire CO Detector no sympt 3	Medical Respiratory 1	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Stand By 0	Traffic Stop 407
Fire Extrication 1	Medical Trauma 0	Traffic Stop Attempt 12
Fire Hazmat 1	Medical Unresponsive 0	Traffic Survey 0
Fire Mutual Aid Request 0	Midstate Accicent 0	Training 0
Fire Other 7	Missing 2	Trespass 2
Fire Rescue 0	MV Abandoned 2	Unknown 0
Fire Special Detail 0	MV Assist 33	Water problem 0
Fire Stand By 0	MV Complaint 39	
Fire Structure Fire 4	MV Fire 0	

Total: 2,320

In August, the Detective Division Report:

- Handled 43 investigations, 43 remain ongoing.
- Served 30 warrants: 29 by Patrol officers, 1 by Detective Division.

In August, the Patrol Division report:

- On August 7, 2024 Officer responded to Cube Smart, 26 Maselli Road for a report of a burglary from the storage units. The complainant reported that three masked males, one with a firearm were breaking into storage units and fled in a white pick-up truck. Upon further investigation it was determined that the suspects gained entry or attempted to gain entry into 14 individual storage units. The white pickup truck has been identified as being involved in multiple storage unit thefts and motorcycle thefts in neighboring towns. The detective unit processed the scene for evidence and patrol is following up on leads in the case.

- On August 9, 2024 Officers responded to 44 Wells Drive North for a medical complaint of a 12-year-old girl passing out. Upon officers' arrival they began to attend to the 12-year-old. The girl symptoms began to worsen and Newington Police Officers along with medical personnel began performing lifesaving interventions. Despite the valiant efforts of officers and medical personnel, the 12-year-old passed away at the hospital.
- On August 11, 2024 Officers responded to 112 Camp Avenue in regards to a noise complaint. Officers have responded to this location on multiple occasions regarding noise complaints and neighbor disputes. Officers have attempted multiple mediation attempts and included Inter-Community Health in order to resolve the disputes. On this date the complainant reported that Salvatore Presutti was playing music loudly in violation of the Town of Newington noise ordinance. Officer attempted to speak with Presutti who subsequently slammed the door on the officers and turned his music up louder. A decibel reader was utilized and determined the dBA was 61 dBA. Officers attempted to issue Presutti an infraction ticket for the violation of the noise ordinance which Presutti did not accept and proceeded to turn the music up louder to a measured level of 66.7 dBA. Presutti yelled profanities at the officers and recorded them on scene. An arrest warrant was applied for and granted for Presutti. Presutti turned himself into Newington Police on August 27, 2024 and was charged with disorderly conduct.
- On 8/29/2024 at 2049 hours Officers responded to Country Package Store, 256 Hartford Avenue for a report of an armed robbery. Two masked black males entered the store, one of which pointed a handgun at the clerk and demanded money. The suspects fled the store after taking money and alcohol. There were no injuries reported in the robbery. The suspects fled the store in a vehicle. Officers secured the crime scene until detectives arrived and were assigned the case.

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 August 1st, Lt. Aivano submitted a funding request to the Hometown Foundation in support of the Newington Police Department's K-9 program. The funding request will be reviewed during the month of September and we will receive notification in the near future.
- On August 12th and August 28th, Lt. Aivano and MPO Rinaldo met (virtually) with members of the Southern Connecticut State University Center of Excellence on Autism Spectrum Disorders. The purpose of the meeting was to discuss hosting a mock traffic stops event for drivers and passengers with autism spectrum disorder. We have scheduled the event for Saturday, October 5th, 2024 to be held at John Wallace Middle School. We also invited the Mid-State towns to participate in the event with us.
- On August 28th, members of the Command Staff attended the Newington Public Schools convocation, which was held at Newington High School.
- Officers are periodically scheduled for external training, and during the month of August, Detective Thibault attended the following course: Special Victims Investigator Course (August 14-15)
- During the month of August, 2024, the police department received twenty-two (22) 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 August, Animal Control Officer Sawallich impounded 10 dogs and 3 cats in Newington and Wethersfield. She redeemed 3 animals and sold 6 animals as pets during the month of August. ACO Sawallich investigated 65 complaints in Newington during the month of August.

Property Report August 2024:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$0
Counterfeited/Forged	2	\$200
Damaged/Destroyed	8	\$10,652
Vehicle Inventory	0	\$0
Stolen	93	\$62,054
Abandoned	0	\$0
Evidence	76	\$1,183
Found	5	\$1
Lost	6	\$1,550
Seized	4	\$0
Recovered	8	\$26,114
Impounded	0	\$0
Informational	8	\$2,000
Vehicle Inventory	0	\$0
Total	210	\$103,754

Police Department Overtime Report August 2024

OT July	\$75,696	2 pay periods (1 holiday)
OT August	\$78,423	2 pay periods (0 holidays)
	\$2,727	increase over July

- Applications continued to be received and testing continues for Police Officer vacancies. One out of state Certified Officer was hired in August. One recruit is attending the Police Academy. August finishes with 6 officer positions still vacant, and 2 dispatcher positions being filled with September start dates.
- Administrative overtime of \$0.
- Patrol overtime of \$50,244, an increase of \$4,644 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 deaths, untimely death, funeral coverage, Honor guard, juvenile complaint, oral board testing, RPO hearings, Larceny, subpoenas, search warrant, traffic detail, and other related duties.
- Detective Division overtime of \$3,844, an increase of \$2,903 from the previous month. Overtime included crime scene investigation, untimely death, sudden death, and burglary investigation.
- Traffic Division overtime of \$412, an increase of \$280 over last month, to set up portable stop signs for traffic light outages.
- Communications overtime of \$14,321 an increase of \$2,262 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 two dispatcher vacancies being filled in September and once fully trained will save in overtime costs.
- Educational overtime of \$7,738, an increase of \$63 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, Forensic Investigation plus photography, Special Victim Investigator, IN TIME schedule and overtime program.
- Support Services overtime of \$1,088 a decrease of \$7,096 from the previous month. Overtime included the radio project and juvenile review board hearings.
- Animal Control overtime of \$776, a decrease of \$461 from the previous month. Overtime included animal wellbeing, sick raccoon, abandoned dog, rabies testing with euthanasia. 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 August, 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	August	2 Month Total
1	Fire		
100	Fire, Other	1	1
111	Building fire	0	1
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	3	6
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	0	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	0	1
150	Outside rubbish fire, other	1	1
151	Outside rubbish, trash or waste fire	0	0
154	Dumpster or other outside trash receptacle	0	0
160	Special outside fire, other	0	1
162	Outside equipment fire	0	0
170	Cultivated vegetation, crop fire, other	0	0
	Total	5	12
2	Overpressure Rupture, Explosion, Overheat (No Fire)		
200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	1	1
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	2
3	Rescue & Emergency Medical Service Incident		

300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	0	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)	0	1
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	1
352	Extrication of victim(s) from vehicle	1	1
353	Removal of victim(s) from stalled elevator	0	0
356	High-angle rescue	0	0
360	Water & ice-related rescue, other	1	1
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	2	5
4	Hazardous Condition (No Fire)		
400	Hazardous condition, Other	1	2
410	Combustible/flammable gas/liquid condition	0	0
411	Gasoline or other flammable liquid spill	0	1
412	Gas leak (natural gas or LPG)	0	1
413	Oil or other combustible liquid spill	0	1
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	1	2
440	Electrical wiring/equipment problem, Other	5	8
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	6	10
445	Arcing, shorted electrical equipment	0	1
461	Building or structure weakened or collapsed	1	1
463	Vehicle accident, general cleanup	0	0
	Total	14	28
5	Service Call		
500	Service Call, other	1	4
510	Person in distress, other	0	1
511	Lock-out	0	2
512	Ring or jewelry removal	0	1
520	Water problem, Other	4	6
521	Water evacuation	3	3

522	Water or steam leak	0	0
531	Smoke or odor removal	1	1
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	2
552	Police matter	0	0
553	Public Service	0	1
561	Unauthorized burning	1	1
571	Cover assignment, standby, move up	2	2
	Total	13	24
6	Good Intent Call		
600	Good intent call, other	6	11
611	Dispatched & cancelled en route	2	5
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	0
631	Authorized controlled burning	1	1
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	1	1
652	Steam, vapor, fog or dust thought to be smoke	1	1
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	4	4
672	Biological hazard investigation, none found	0	0
	Total	15	23
7	False Alarm & False Call		
700	False alarm or false call, Other	4	14
710	Malicious, mischievous false call, other	1	3
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	2	3
731	Sprinkler activation due to malfunction	0	0
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	7	13
734	Heat detector activation due to malfunction	1	1
735	Alarm system sounded due to malfunction	3	3
736	CO detector activation due to malfunction	5	6
740	Unintentional transmission of alarm, other	3	6
741	Sprinkler activation, no fire	0	1
742	Extinguishing system activation	0	0

743	Smoke detector activation, no fire - unintentional	7	14
744	Detector Activation, no fire	2	3
745	Alarm system activation, no fire	6	6
746	Carbon monoxide detector activation, no CO	0	1
	Total	41	74
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	7	7
814	Lightning strike (no fire)	0	0
	Total	7	7
9	Special Incident Type		
900	Special type of incident, other	0	3
911	Citizen complaint	0	1
	Total	0	4
	Total Calls	98	179

Fire Chiefs Activities August 2024

- Discussions with Chief Regina and Captain Machado about training division activities
- Discussions on Training tower improvements with training division/Roof prop
- 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 Bi-weekly SDI meetings for new Motorola Accountability System
- Attend Monthly Board of Fire Commissioners meeting
- Discussions with Dept. Inc. on Buffalo mechanical needs/ Motor /Transmission restoration
- Discussions with Hermas on Sale of old Engine 5
- Review new Truck 1 specifications
- Meeting with new Town Manager Altshul
- Design new Chiefs Car and lighting package
- Discussion with TPZ and Town Planner on BESS proposal and recommendations
- Attend CPR/AED Training
- Attend meeting with Barcode vendor for inventory control
- Discussion with Janet, Joe, Lauren, and Jaimie on Roof Prop at tower
- Meeting with Joe at training tower on Roof prop location
- Attend National Night Out 2024
- Gather data and information for ISO review submission with Chiefs

- Attend meeting with Joe, PD, and Callahan Family to discuss Callahan Site
- Work with DOT and vendor on 3333 Berlin Tpke Traffic light Opticom testing schedule
- Work with Lauren and TM on Company 1 bay floor safety issue
- Discussions with safety on AED pad replacement
- Discussion with EMD Zordan on clean air masks
- Discussion with TM on space needs issue at Company 3 and Chapman Street with possible land available

August 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 Newington.
 - Two (2) firefighters, one from Berlin and one from Waterbury are attending.
- **Training Tower Updates-** Meeting with TON officials to be held on August 8, 2024. Discussions were held with TON officials and Newington Town Council. We expect the bid-waiver to be approved this month. Location of roof prop has been determined but will not be finalized until additional work is completed.

Plans

- **ISO** - We met with our ISO representative and began the discussions on a review of our current changes, additions, updates and improvements.
 - **ISO documentation submitted to Verisk (ISO) on Sunday, September 8, 2024.**

West Hartford Fire CPR/AED Training – COMPLETED!

Drill Schedule

June		
Officer Training	Ladders	06/11/2024
Day Drill	Ladders	06/16/2024
Multi-Company Drill	Ladders – Company 1 & 4	06/17/2024
New Officer Candidate Training	Screwdrivers/Budget	06/19/2024
Multi-Company Drill	Ladders – Company 2 & 3	06/24/2024
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 in 2024

FF1 Training –300 Hours

Hartford County Fire School - (3 Firefighters Signed Up)

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 Engineering Department to discuss various projects and drainage concerns
- Met with Public Works group to discuss upcoming projects
- Met with Parks Department to discuss drainage concerns at Clem Lemire
- Met with Facilities Department to continue discussions on Highway Facility feasibility study
- Met with group to discuss EVCS upgrades to Garfield St parking lot
- Met with contractor in preparation for crack sealing of roads
- Hosted multiple demonstrations in preparation for purchase of new Combo jet/vactor truck
- Coordinated with outside bid awarded contractor of the milling/paving of various Town roads
- Administered Operator I practical exam

Roadway Maintenance

Administration

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Transfer Station material processing
- Completed miscellaneous patching of various potholes and topsoil repairs
- Completed video inspection of drainage infrastructures at Carr Avenue and Edward Street
- Cleared debris from headwall on Edward Street
- Assisted outside bid awarded contractor during milling of various Town roads
- Crews continued with roadside mowing
- Patched Mountain Road
- Crews assisted outside bid awarded contractor of the paving of John Wallace Middle School
- Crews continued preparation work (saw cutting; replacing catch basins) for 24-25 Overlay Program
- 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
- Began upfitting on new police patrol vehicle
- Responded to three (3) after hour Call In(s) for the month

Sanitation/Recycling/Transfer Station

- 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
- 1874 tons of cumulative Municipal Solid Waste were collected from July through August
- 389 tons of cumulative recyclables were collected from July through August
- Mattresses/box spring quantities were not received from Vendor for the month
- Two (2) television(s) were collected for the month
- Issued 45 permanent Transfer Station permits and 6 temporary permits for the month

TOWN ENGINEER**Permits:**

- Reviewed 0 contractor license applications (bond/insurance/agreement)
- Reviewed and approved permits: 15
- Excavation: 1
- Driveways: 14
- Reviewed utility clearance notifications (routine & emergency): 230

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, now in close out phase
- 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
- Walsh/Main St back flow valves on Town Storm system.

Town Projects – Design:

- Public Works: Alumni Road & Cedar Street – Intersection improvement plan, fall construction
- 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 – construction in September 2024.
- 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.
- Public Works: Alumni Road, Maple Hill & Cedar Street – LoTCIP complete streets project
- Parks: ADA accessible route for new playground, Candlewyck Park.
- Cedarwood storm drainage – failed piping, priority.
- Culver/Cobblestone drainage - failed piping, priority.

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 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 August:

- An application was submitted for 2300 Berlin Turnpike for renovations to existing veterinarian hospital.
- An application was submitted for 123 Costello Road for wireless communication equipment installation.
- An application was submitted for 162-192 Kitts Lane for Halloween store during holiday season.
- An application was submitted for 3164 Berlin Turnpike for Halloween store during holiday season.
- A permit was issued at 2929 Berlin Turnpike to modify the sprinkler system.
- A permit was issued at 3329 Berlin Turnpike for tenant fit-out.
- A permit was issued at 50 Fenn Road for a new roof.
- A permit was issued at 596-600 North Mountain Road for a new roof.
- A permit was issued at 65 Louis Street for new signage.
- A permit was issued at 3025 Berlin Turnpike for new signage.
- A permit was issued at 67 Pane Road for new signage.
- A permit was issued at 2231 Berlin Turnpike for new signage.
- A permit was issued at 227-231 Pane Road for new signage.

Certificate of Occupancies issued in August:

Single Residence at 39 Robbins Avenue.

Residential rental apartments (92 units) at 96 Pane Road.

These are the classes the inspectors took in August:

D. Jourdan-none

K. Kilkenny-none

Building Department inspection activity for the month of August was as follows: The Inspectors completed a total of 205 Inspections. They were: A/C Install (4), Above Ceiling (5), Alarm (1), Decks (1), Electrical (24), Final (113), Footings (6), Foundations (3), Framing (3), Gas Line (10), Hot Water (1), Inspection-property (2), Insulation (6), Mechanical (5), Rebar (1), Rough (20).

The total number of Building/Renovation Permits issued/applied for the month of August was **186** producing a total permit value of **\$3,520,961**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	28	476,504.00
DECKS	3	71,375.00
DEMOLITION	0	0.00
ELECTRICAL	49	804,689.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	3	54,823.00
MECHANICAL	34	380,110.00
NEW COMMERCIAL	1	642,490.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	247,000.00
PLUMBING	15	112,625.00

POOL	2	55,256.00
ROOFING/SIDING	41	626,852.00
SIGN	5	31,180.00
SOLAR	2	14,938.00
TENT	2	3,119.00
OTHER	0	0.00
TOTAL	186	3,520,961.00

The total Building income fees received in the month of August were **\$40,496.00**

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 August 2024 and August 2023

	<u>2024</u>	<u>2023</u>
Value of Permits issued for August:	\$3,520,961.00	\$4,876,571.00
Fees for Permits issued for August:	\$40,496.00	\$55,864.00
Other income Fees for August:	\$1,463.00	\$1,723.00
Building Permits Issued for August:	186	232

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

<u>2024-2025</u>		<u>2023-2024</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$8,503,105	\$97,480	\$8,647,200	\$96,463

HUMAN SERVICES

- Fall SCORE Brochure completed and sent out.
- New pilot program: Girls Week: GET Together-Girls Empowering Themselves Together which was a huge success. The group was co-facilitated by Coordinators Hendrickson & Wassik. During this week-long group staff led participants in activities that helped to develop their self-esteem & build character. The week included: moving guest speaker on her personal story with bullying, volunteering opportunities at the Senior & Disabled Center Community Garden and Creative Art projects allowing participants to express themselves. Participants shared that this was a great experience & that they made new friends from the experience. This positive feed -back supports the continuation of this type of programming.
- Challenge Course was reinspected after tree fell last month. One cable had to be tightened but no other damage & challenge course is safe for continued operations.
- Mentoring Program continues- working with JRB & JRG graduates. We will plan to expand this service to a wider population in the Spring in order to offer services to a wider scope of youth who may benefit from weekly conversations, guidance & social interaction with an adult.
- Summer Youth Adventures wrapped up this month. It was touching to note the bittersweet reaction of one of our outstanding mentors: She grew & matured tremendously over the summer, doing an unbelievable job as a mentor & going above & beyond the expectations of her role.
- We continue to plan for the upcoming Holiday Food & Gift distribution. Letters of outreach went out to donors & sponsors- this community is incredibly responsive & supportive. Volunteer needs & shifts have been identified & volunteers have started committing to cover various shifts. We are so fortunate that volunteering for our holiday programs has become a significant part of many of our volunteers' personal traditions.

- We have a student from the Transition Academy interning with us in the Food Bank & a CCSU social work student- Kelly Wilson interning with us for the Academic Year 8-24 to 5-25.
- Social Casework case example: An elderly widow, who recently lost her husband was overwhelmed with grief & confusion over the details of her current financial state, ability to support herself with reduced income & continued medical coverage. Coordinator Wassik worked with her & her family-sister & adult son to offer emotional support & guidance re changes to SS & benefit programs due to her husband's passing ensuring that she was connected to all available resources
- Social Casework case example: Caseworker Tarantello worked with single mom & her 3yo son whose husband recently passed. Since the only household income was the husband's VA benefits- she currently has no income. Tarantello assisted in applications for VA & SS survivor's benefits- there is pw that needs to be provided to process these resources: death certificate verifying cause of death, bank statements etc. but it is anticipated that she will be eligible for income from both VA & SS. She has had multiple job interviews, returning for second interview at one company so is also hopeful that she will secure employment income. Newington Human Services assisted with payment of \$2200 rent as a bridge to ongoing income from VA, SS, & or Employment.

August 2024 Statistics

	FY 25 Total This Month	FY 25 Total Last Month	FY 24-25 Cumulative Total YTD	FY 23-24 Cumulative Total YTD
Selected Programs				
Youth & Family Counseling cases	10	11	21	
Clinical presentations	0	0	0	
Youth & Family Service Hours	13.75	12.25	26	
JRB cases :	14	14	28	
JRB hearings:	2	1	3	
JRB Service hours:	16.5	24.25	40.75	
Positive Youth Development	26	94	120	
Community Service	0	0	0	
# of hours completed	100	80	180	
Challenge Course: Adult	0	0	0	
youth(outside)	0	0	0	
Information and Referral	152	143	295	
Social Casework Cases	86	105	191	
Under 55 =	22	15	37	
Under 55 disabled =	10	13	23	
Over 55 =	54	77	131	
Social Casework Service Hours	142.85	146	288.85	

Food Bank Household visits	171	153	324	
# bags of groceries distributed	1392	1200	2592	
Mobile truck	304	288	592	
Special Needs	7	5	12	

SENIOR AND DISABLED CENTER: No Data Provided

PARKS AND RECREATION

RECREATION DIVISION:

- Preparation has begun for the Exercise the Right Choice (ERC) afterschool program, which will run on 15 Teacher Tuesdays throughout the school year for Newington Public Schools students in kindergarten through 4th grade. Several special guest performers have already been booked.
- The Edythe and Harry Mandell Summer Concert Series continued with five Saturday night concerts at the Municipal Parking Lot.
- The Men's Basketball League continued on Wednesdays throughout the month, with the regular season coming to a close. We're looking forward to the playoffs and crowning our Summer League champion.
- Continuing with the 2 weeks of Camp S'more for the third year in a row, we had a total attendance of 134 campers in kindergarten through 5th grade. Campers attended Camp S'more with fun daily activities including sports, a bowling field trip, swim lessons, and making s'mores.
- Planning has begun for the 2025 season of Camp RECreate, Camp S'more, and Leaders in Training (LIT) programs.
- Pool parties were held at both Churchill and Mill Pond Pools for 500 campers, featuring aquatic games and a DJ. Unfortunately, the senior swim party was canceled due to weather, but our senior swim community still came together to celebrate the end of the swim season with pizza and ice cream!
- The Churchill Pool concluded its season on Sunday, August 4th, while the Mill Pond Pool followed suit on Sunday, August 11th. Preparations for Summer 2025 are already underway.
- Creative Playtime Preschool held its first "Meet the Teacher" event on Tuesday, August 27th, from 6:00 to 7:30 p.m. We were delighted to welcome 25 families to the event. School officially commenced on Thursday, August 29th, with 37 students already enrolled. We continue to accept enrollments throughout the school year.
- The Fall Program Guide was published and directly mailed to over 13,500 households in town through the Rare Reminder, advertising our hundreds of upcoming programs, sports camps, afterschool programs, and upcoming events.

PARKS, GROUNDS & CEMETERIES DIVISION:

- Parks & Grounds staff had a dedicated pruning crew go around to all schools to clean up landscape beds and prune shrubs and trees for the start of the school year.
- Preparations for fall sports are underway and field painting has resumed with new field installations.
- Baseball field usage is beginning to increase for fall ball.
- Roadside mowing continued in August with regular schedule and several call-in requests.
- Pool season ended on schedule in mid-August.
- Cemetery pruning took place in section D of West Meadow Cemetery. Summer staff continued with string trimming in Center Cemetery.
- Parks & Grounds staff worked with Creative Playtime Preschool staff on preparation of the playscape.
- Eagle Park's new playscape was finished as the two cornhole courts were installed. The Department is looking forward to the Grand Opening of Eagle Park on Saturday, October 5th at 11:00 a.m.

- A tree was removed behind the Senior and Disabled Center. Additional pruning was done based on the Safety Assessment Report.
- Badger Field detention ditch was mowed and string trimmed. This is a practice we undertake once a month.

Cemeteries: 4 Singles, 4 Double, 3 Ash, 11 sales

Overtime: 154 hours, \$7,392

Tree Warden

- Parks staff picked up branches at all parks and town facilities after storm
- Completed tree removal at R.O.P.E.S course from last month's storm
- B&M Tree Service cleanup from fallen tree by Martin Kellogg Middle School
- Parks staff pruned High School property
- Parks staff removed fallen tree from storm at Dowd and Farmstead
- Parks staff pruned John Wallace Middle School property
- Park staff pruned Martin Kellogg Middle School property
- Parks staff pruned Senior Center property
- Parks staff removed storm damaged tree at Connecticut Avenue and Mountainview
- Parks staff pruned Paterson School property
- Parks staff pruned E. Green and Anna Reynolds School properties

LIBRARY

- The Read Renew Repeat Summer Reading programs were a big hit. All three reading programs had increased participation from the previous summer. The adult program had 986 adults registered, a 62% increase from the 2023. They read 5,858 books. For every book they read they received a ticket that could be entered into the weekly prize giveaways throughout the summer. 192 teens participated. For each book they checkout out from the library and read they could pick out a candy bar or a scratch ticket to win a prize. 572 scratch tickets were given out. Children's summer reading program had 509 children registered. The summer for the children's staff was a blur of Wheel Spins, prize tickets and stamping games boards. Families had a great time participating. All three programs had grand prizes that participants were eligible to win. The summer reading programs are funded by the Friends of the Library.
- The Friends of the Library are very busy accepting donations and planning for their Fall Book Sale. The book sale will be held at the Newington Senior and Disabled Center on October 25, 26, 27.
- The library added two new online services for Newington patrons. The first is *LOTE4KIDS*, an online database of digital books in World Languages, that allows kids to enjoy the magic of books in different languages. The second new database is *Educate Station*, an online service that provides quality educational content for homeschooling families and teachers.
- The Children's department staff offered 30 programs to 1,239 children and their caregivers. Archived views of previous online programs for the month of August were 106. The *Catch the Hatch* was very popular with many families who came each week to see the progress of the baby chicks who hatched in late July. They went back to the farm on August 12. The very next day, the department received a cage with caterpillars and chrysalises that were donated by a Rocky Hill patron. The Monarch butterflies will emerge in September. *The Kids & Teen Craft Fair* was full of creative ideas. There was a great variety of handmade items including fall décor, key chains, paintings body scrubs and more. It was wonderful to see how innovative the kids were with their displays and marketing of the merchandise. A *Virtual Reality Gameplay* was held for children ages 7 – 11 where kids had a fun-filled VR open play session. Other programs included *Robotics 101* with *The Childrens Museum*, *Pokemon Kids* where fellow *Pokemon* fans got to together to play games and trade cards, *Block Party*

with *Legos* and *Keva* planks and *Cookbook Club* where kids in grades 3 – 5 made mini waffles. Regular storytimes rounded out the month

- Teen programming was very busy for the month of August. Most of these programs were full. In total 9 programs were offered to 334 teens. Teens had their own *Virtual Reality Gameplay* open play session. The *Teen Building Challenge* was once again a huge hit. Teens were divided into groups, given supplies and had to collaborate and use their creativity to complete the challenges. Other programs included a *DYI Robot Grab & Go kit*, *Teen Needle Felting* where teens learned how to do needle felting to create adorable little frogs and *Teen Sharpie Art* that had them creating stained glass art out of common household products and sharpies.
- Adult programming was varied with 16 programs attended by 389 adults. Archived views of previous online programs for the month of August were 385. The adult summer reading finale was a big hit with participants. There was a special prize giveaway for those who attended. They were eligible to win the door prizes, enjoyed light refreshments and watched as the grand prize winners were announced. The new *Let's Talk*, a series program for adults who are learning English and want to practice speaking it in a comfortable group setting met in August with staff from Human Services that discussed the services they offer residents in town. This month's *Library Speakers Consortium Virtual Author Talks* featured authors Shelby Van Pelt author of *Remarkably Bright Creatures*, Irene Smith author of *The Golden Ticket* and Dr. Jennifer Levasseur author of *Behind the Scenes of the Space Station*. The library cohosted a *Virtual Music Trivia* night with the Beekly Community Library. Highlights of other programs included *Investing in Your Future: Retirement Calculation*, *Brown Bag It with a Book Discussion* that talked about the book *The Book of Lost Names* by Kristin Harmel, *Movies @ Your Library* featuring the 2018 Academy Award Best Picture film, *The Green Book*. and *Grab & Go* coloring pages and puzzle packets.
- Total circulation was 24,709. Circulation of digital materials was 3,966. Total number of people that entered the building was 10,873. 30 curbside service transactions were processed. Staff processed and pulled 2,005 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,534 reference questions during the month. Meeting room and study room space were used 298 times. Head of Community Services Michelle Royer and Business Manager notarized 48 documents for patrons. Volunteers and staff delivered 112 items to our homebound patrons. Staff offered technology help 128 times to patrons. Online resources that were popular this month included *Ancestry*, *Pronunciator*, *Value Line*, and *Consumer Reports*.
- In technology news, Digital Services Librarian Michelle Patnode and Head of Reference Jennifer Hebert hosted the program *Computer Basics 101*. She also had 1 Tech 4 U appointments as well as 3 on the spot tech help sessions. The library has a new service called *Flipster*. Patrons can download a wide variety of popular magazines to their device.
- In personnel news, Business Manager Karolyn McLain and Head of Reference Jennifer Hebert attended a webinar on *How to Complete the FY2024 Public Library Annual Report*. This annual report must be submitted to the CT State Library by October 1. This is one month earlier than in previous years. The library managers and supervisors participated in a professional development workshop to improve communications, collaboration and work better as a team which ultimately benefits the library staff and our patrons. Part-time Circulation Substitutes Kim Flaherty and Magdalena Day were trained and began working on the Circulation Desk in August. They are doing well and wonderful with patrons.
- In facilities news, there was a small leak in the mechanical room on the 2nd floor that was fixed and the water was cleaned up. Humidity in the library was extremely high during the month of August. Faculties came over to the library many times to monitor the levels and adjust the HVAC system. Jose one of the employees from Performance Environmental Services who has been assigned to clean the library for the past several years retired. He did a great job and will be missed.

TOWN CLERK

- There were 66 property transfers for a total \$12,726,900.00 in sales. State conveyance tax was \$99,051.75; Town conveyance tax was \$31,817.24.
- There were 334 documents filed on the land records during August including: 82 mortgages, 118 releases, 21 probate certificates, 8 liens and 7 Foreclosure Registrations.

- Eight residential properties conveyed for over \$400,000; one commercial property conveyed for \$500,000.00 – 456 New Britain Avenue, Lucy Motta to 456 New Britain Avenue LLC.
- The staff issued 277 certified copies of vital records, 18 burial permits, 17 cremation permits and issued 12 marriage licenses.
- Six Notary Public commissions, one Liquor permit & nine Trade Name certificates were recorded.
- The office issued 23 landfill passes on behalf of the Highway Department.
- Town Clerk swore in a Certified Police Officer on August 26, 2024.

DATA SUMMARY AUGUST 2024				
	<u>August-23</u>	<u>August-24</u>	<u>FY23/24 to Date</u>	<u>FY24/25 to Date</u>
Land Record Documents	451	334	864	738
Dog Licenses Sold	80	80	447	680
Game Licenses Sold	8	6	28	46
Vital Statistics				
Marriages	18	15	29	25
Death Certificates	25	41	54	73
Birth Certificates	16	22	42	37
Total General Fund Revenue	\$ 66,403.06	\$ 48,592.65	\$ 144,028.52	\$ 163,930.85
Town Document Preservation	\$ 1,382.00	\$ 1,018.00	\$ 2,738.00	\$ 2,312.00
State Document Preservation	\$ 2,680.00	\$ 2,000.00	\$ 5,136.00	\$ 4,392.00
State Treasurer (\$36 fee)	\$ 11,952.00	\$ 8,928.00	\$ 22,824.00	\$ 19,584.00
State Treasurer (\$127 fee)	\$ 4,191.00	\$ 3,175.00	\$ 9,271.00	\$ 7,493.00
State Treasurer (\$110 fee)	\$ 4,180.00	\$ 2,970.00	\$ 9,020.00	\$ 7,370.00
LoCIP	\$ 996.00	\$ 744.00	\$ 1,902.00	\$ 1,632.00
State Game Licenses	\$ 76.00	\$ 35.00	\$ 242.00	\$ 193.00
State Dog Licenses	\$ 574.00	\$ 586.50	\$ 2,875.50	\$ 4,220.50
Dog Licenses Surcharge	\$ 192.00	\$ 190.00	\$ 1,050.00	\$ 1,582.00
Marriage Surcharge	\$ 442.00	\$ 408.00	\$ 646.00	\$ 816.00
Grand Total	\$ 93,068.06	\$ 68,647.15	\$ 199,733.02	\$ 213,525.35

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

- Completion of 85 formal requests for service
- Annual external SSL security certificate renewal completed
- Updated FME with latest end of year processing
- Replaced failed security camera in PD cell
- Updated FME with new signature
- Continued design work on updating main PD UPS
- Created new web form for new Town committee
- CAMA update for Assessor's office

- Created phone solution for Human Services interns
- Upgraded cell phone for Facilities department
- Deployed new network infrastructure at Highway facility connecting several buildings
- Deployed Body Worn Camera transfer station for Fire Marshal Office
- Configured, tested, and deployed new laptop and ID card printer for NP
- Configured, tested, and deployed updated software for FD radio application
- Configured, tested, and replaced firewall HA pair at Town Hall and PD

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 August. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 149 work orders and tasks this month. We completed 44 preventative maintenance tasks and the team responded to and completed 101 reactive work orders. Of the 101 reactive work orders 63 were calls for service from outside the Facilities Department. 76 out of the 149 work orders were completed in 1 day or less from request.

Town Hall: (65 PM tasks and work orders completed)

- Life Safety Inspections: Kitchen Suppression system in the concession stand, clean agent fire suppression system in the Clerk's Vault.
- Fixed, researched, and planning for future fixes from multiple electrical issues following power outage in July
- Overhead doors for public counters – Released contractor to replace 2 motors that failed due to power loss
- Generator back up power demands and circuits – Added: Mini split in Main Electrical Room, NCTV Data Room Mini Split, Mini Split in Human Services Freezer Storage Room and one freezer, Basement Storage Cage Doors, Locker Rooms sink solenoids, IT closet lighting: to Generator Back up power
- Multiple smart/programed lighting system devices failed – Fixed gym lighting issues, replaced 2 bad drivers and one bad switch
- Multiple furniture/content manipulations for early and regular voting
- Multiple key fob requests
- Investigating Noise Complaint from Roof top units above

Library: (17 PM tasks and work orders completed)

- Cleaned supply vents for the HVAC system
- 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 pullies have been shipped, planning for a programing change with ECS to limit the speed of the drives
 - ECS reprogramed the drives that control the fan speed
- Replaced community room leaking faucet
- Admin office HVAC reported not working system was checked and repaired
- Time clocks had to be reset due to power loss

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

- Replaced traffic signal at Fenn and Holmes Rd
- Assisted Highway investigating an unknown pipe with our camera snake
- Added outlets in mechanical room and cleaned up messy wiring
- Released contractor for surveillance Camera upgrades
 - Subcontractor Started project and is almost 100% complete
 - Tim Assisted in Powering their equipment
 - Waiting for contractor to finish, waiting for some computer hardware to test the system and be 100% completed

Grounds Maintenance and West Meadow Chapel/Office: (10 PM tasks and work orders completed)

- Preventative door maintenance completed
- Preventative maintenance completed on the water heaters
- Plumbing checks utility room checks completed

Senior & Disabled Center: (28 PM tasks and work orders completed)

- Life Safety Inspection – Kitchen Suppression system
- Replaced Automatic Transfer Switch for the Generator
- Repaired plumbing under kitchen sinks down into and including crawl space
- Replaced Roof Hatch Safety Fence/gate
- Cleaned senior center sign that faces Cedar Street
- Replaced vinyl siding on rear (north east corner) of building

Police Department: (17 PM tasks and work orders completed)

- Police Monument project – waiting for Parks department and the PD to start this project
- Replaced an entire Electrical panel that serviced first floor outlets
- Repaired drywall and painted 2 offices in the detective division
- Repaired a desk and the molding of the desk
- Preventative maintenance tasks- door maintenance, plumbing checks

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 -Updated expected delivery date is now October 15th 2024.
 - Automatic Transfer Switch Replaced
- 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.
 - Final walkthrough punch list meeting completed; only outstanding item is we are waiting on some paperwork necessary for our grant closeout.
- **ADA Compliance Self Audit of Town Buildings**
 - Completed Senior and Disabled Center

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
- Attended meetings re: pending litigation
- Attended meetings re: union contract negotiations
- Reviewed fiber optic RFP and potential upgrades in town
- Attended annual inspection and Certificate of Occupancy inspection for Anna Reynolds School
- Meeting with Spark re: 690 Cedar Street
- Meetings to review new FD training prop
- Meetings to review cell tower(s)
- Meetings to review IHCC Lease
- John Wallace Middle School project meetings, draft and posts of three RFP/RFQ solicitations