



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: November 1, 2024
Re: Monthly Report – September 2024

PERSONNEL

- The vacant Equipment Mechanic II (HLT-17) position was posted to the AFSCME union on September 5th, with a closing date of September 12th. The position was posted to the public on September 16th, with a closing date of October 1st.
- The seasonal leaf collection program was posted to the public on September 26th, with an application deadline of October 11th.
- The part-time Dial-A-Ride Transportation Driver for the Senior & Disabled Center was reposted to the public on September 30th, with a closing date of October 14th.
- Interviews for the Human Resources/Finance Staff Assistant position (A-4) were scheduled on September 4th. The final interview with the Town Manager was scheduled on September 10th. A conditional offer was made.
- Interviews for the vacant Equipment Operator I (HLT-9) position were scheduled on September 5th; a conditional offer was made.
- The written examination for the promotional Lieutenant position took place on September 13th, the orals boards were scheduled on September 23rd. The Town hired Daigle Law Group, LLC to assist with the promotional process.
- The vacant Assistant Building Official (A-7) position was offered to Timothy Greene, effective September 16th.
- The vacant Public Safety Dispatcher position was offered to Morgan Stegmaier, effective September 16th and Miranda Gallagher, effective September 9th.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- The Town leadership met continuously throughout the month for AFSCME and Teamsters negotiations.

OVERTIME

Paid overtime during the month of September 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	24-25 Budget Overtime Appr.	Overtime Expended 24-25 YTD	23-24 Budget Overtime Appr.	Overtime Expended 23-24 YTD
Administration	\$ 5,500.00	\$ 0.00	\$ 8,740.00	\$ 0.00
Patrol	758,062.00	190,849.01	726,993.00	226,350.24
Investigation	93,826.00	9,203.27	92,793.00	3,556.50
Traffic	5,006.00	1,744.78	5,006.00	902.48
Communication	175,382.00	46,883.35	175,681.00	37,656.68
Education/Training	148,545.00	29,401.41	146,205.00	23,918.41
Support Services	65,033.00	11,464.65	58,894.00	7,113.03
Animal Control	<u>5,295.00</u>	<u>2,803.88</u>	<u>2,546.00</u>	<u>175.95</u>
Total	\$ 1,256,649.00	\$292,350.35	\$ 1,216,858.00	\$ 299,673.29
HIGHWAY DEPARTMENT				
Highway Operations	\$ 30,725.00	\$ 6,286.88	\$ 29,834.00	\$ 4,331.45
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	7,673.69	34,486.00	4,726.09
Leaf Collection	<u>35,972.00</u>	<u>797.16</u>	<u>35,972.00</u>	<u>0.00</u>
Total	\$ 240,087.00	\$ 14,757.73	\$ 233,870.00	\$ 9,057.54
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 39,861.41	\$ 105,001.00	\$ 42,605.38
Cemeteries	<u>17,109.00</u>	<u>2,049.28</u>	<u>17,109.00</u>	<u>0.00</u>
Total	\$ 122,110.00	\$ 41,910.69	\$ 122,110.00	\$ 42,605.38

RISK MANAGEMENT

2024-25 Blue Cross/Blue Shield Plan Year

The second 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 August 2024 were \$601,814. 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 August, 2024

	Town	Board of Education	Total
Estimated Claims	470,734	1,695,058	2,165,792
Actual Claims	463,112	1,145,081	1,608,193

FINANCE

Accounting and Administration

- Auditors were in house for the weeks of September 23rd and 30th. All staff member spent time gathering documents and answering their questions while they were here. We continue to give them additional information as requested and hope to have the draft of our report by the end of November.
- The 2023-24 fiscal year was closed in our account system on September 5th.

- The pension and OPEB census information was completed and the reports for the auditors were received in early September. Work still continues with the actuary to complete our valuation report which will determine the amount of contribution required for the next fiscal year.
- Finance Director, Janet Murphy attended additional contract negotiations with the AFSCME Union and Teamster Union.
- A new staff member who we will share with the Town Manager's office was hired, Gabriella Morales started working for us on September 30th.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received \$3,842,904 of Tiered Pilot Grant 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)

9/30/2024

		<u>Interest Earnings</u>		
		<u>Budget FY2024-25</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund		\$250,000	531,144	\$47,213,520
Special Revenue Funds		48,000	10,067	811,990
Capital Projects Funds			16,329	1,220,135
Internal Service Fund		75,000	100,666	7,740,825
Trust and Agency Funds			15,595	2,227,658
Total, Estimated by Fund				\$59,214,128

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2024

	<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	5.26	5.41	158,512	167,903	36,970,656
Bank North	2.01	2.07	956	1,015	586,814
TDBank (new)	2.77	2.84	28,762	29,901	12,835,217
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.51	2.57	6,814	7,202	3,345,987
Liberty Bank	5.04	5.13	21,334	23,111	5,475,454
Total Outstanding Investments					\$59,214,128

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 September.
- The filing period for Additional Veterans Exemptions has ended.
- The Board of Assessment Appeals met on September 18, 2024 – there were 50 appeal applications. There were 13 No shows (Dismissed, 2 Cancellations, 15 No Change and 20 Reductions. The total

reduction to the grand list by the Board of Assessment Appeals was \$61,190 in assessment; \$1,986 in tax revenue (32.46 Mill Rate).

- Inspections for reviewing/verifying business for listing of personal property accounts was ongoing through September. Personal property declaration forms were mailed to all personal property accounts currently in the database as of September 30, 2024. There were a total of 1,758 personal property declarations mailed out on September 30, 2024. The declarations are due by November 1, 2024.
- Property data verification for Commercial and Residential real estate; is an on-going process looking for changes, deletions and/or additions as of October 1, 2024. Staff reviews building permits, listing and sale data, aerial imagery and other data sources.
- The Assessor's office, in conjunction with IT, is working on reviewing and verifying property dimensions and acreage. This is a long-term project.

Revenue Collector

- September Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$587,865.44. Prior year taxes collected amounted to \$57,538.08 and included in that amount is \$8,155.96 for suspended accounts.
- This year's September collections on the current Grand List were 55.8% compared with 56.6% for September last year.
- Demand Notices were sent the first week of September for a grand total of 4,500 accounts with outstanding taxes. There are still 255 delinquent real estate accounts outstanding. Unpaid businesses are being contacted by the Tax Collector and staff directly regarding their outstanding taxes.
- The next step will be to place UCC 1 Liens on the business accounts.

POLICE

Patrol Calls for September are as follows:

Abandoned MV 1	Fire Task Force Activation 0	MV Evading 14
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 46	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 1	Fire Veh Maintenance 0	MV Property Only 80
Alarm Residential Burg Alarm 18	Fire Vehicle Fire 1	Neighbor 7
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 156
Animal Complaint 30	Fire Water Problem 0	Noise 29
Arson/Fire Invest 0	Fireworks 2	Non Collect Person 0
Assault 1	Follow Up 43	Notification 1
Assault in Progress 0	Found Property 7	Open Door/Window 7
Assist Motorist 0	Gun 0	Other Archive 0
Assist Notification 0	Harassment 5	Parking Violation 10
Assist Other Agency 28	Hazard 28	PD Assist Fire Dept 37
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 13
Breach of Peace/Disorderly 9	Identity Theft 7	Prisoner Care 9
Burglar Alarm 14	Illegal Dumping 2	Private Duty 0
Burglary 3	Impersonating Police 0	Property Found 1
Car Seat 3	Indecent Exposure 1	Property Lost 3
Check Welfare 52	Intoxicated 3	Prostitution 0
Check Welfare 911 35	Juvenile Complaint 18	Recovered Stolen MV 0
Check Welfare Other 8	K9 Assist 0	Rescue Call 0

Clear Lot 4	Kidnapping 0	Residential Lockout 2
Construction 0	Landlord/Tenant Dispute 2	Risk Protection Order 6
Court Detail 17	Larceny 61	Robbery 1
Crest Call Out 0	Larceny from MV 12	Roll Call 0
Criminal Mischief 7	Lift Assist Only 3	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 21	Local Traffic Authority 1	Serve Warrant 36
Dog Complaint 33	Location Check 240	Sexual Assault 3
Domestic 18	Location General 1	Shots Fired 0
Door Check 0	Location School 2	Specific Detail 82
Drug 8	Lockout Building 3	State Pistol Permit – Tempo 0
DUI 7	Lockout MV 4	Stolen MV 4
EDP 14	Lost Property 5	Sudden Death 4
Escort/Transport 4	LTA 0	Suicide 0
Escort/Funeral 3	Medical Alarm 21	Suicide Attempt 0
Escort Other 0	Medical Cardiac 0	Suspicious MV Unoccupied 21
Escort Retrieval 4	Medical Complaint 223	Suspicious Report 133
Escort Tax 0	Medical Diabetic 0	TEST 0
Fingerprint 0	Medical Fall 9	Threatening 0
Fire Alarm Commercial Bldg 7	Medical Other 0	Tobacco 0
Fire Alarm Residential 0	Medical Overdose 1	Tow 6
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 426
Fire Extrication 0	Medical Trauma 0	Traffic Stop Attempt 9
Fire Hazmat 1	Medical Unresponsive 1	Traffic Survey 0
Fire Mutual Aid Request 2	Midstate Accident 1	Training 0
Fire Other 7	Missing 8	Trespass 7
Fire Rescue 1	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 28	Water problem 0
Fire Stand By 0	MV Complaint 35	
Fire Structure Fire 2	MV Fire 0	

Total: 2,303

In September, the Detective Division Report:

- Handled 54 investigations, 54 remain ongoing.
- Served 37 warrants: 35 by Patrol officers, 2 by Detective Division.

In September, the Patrol Division report:

- On September 8th, 2024, at approximately 1530 hours, officers were dispatched to Dick's Sporting Goods located at 1603 Southeast Road, Newington CT 06111 for a report of a past tense shoplifting which would later be determined to be a robbery. A female suspect left the store with approximately \$3000.00 USD worth of Nike apparel. The female took out a pepper spray bottle and threatened to spray any employee who attempted to intervene and fled in a U-Haul van. Officers were able to identify Dana McCaster as the female who threatened to pepper spray employees and Christina Moreno as the operator of the U-Haul utilizing multiple investigative sources. Warrants were served

on Moreno and McCaster. Moreno was charged with Conspiracy to Commit Larceny in the 3rd degree. McCaster was charged with Robbery in the Second Degree and Larceny in the 3rd degree.

- On September 11, 2024 officers responded to a report that a student made a threat online to engage in a shooting at Martin Kellogg Middle School. Officers conducted a comprehensive investigation which positively identified the juvenile who made the threat online. Collaboration with Newington Public Schools ensured the safety of the school community. Precautions were put in place to ensure the threat was not one that could be carried out. The juvenile was subsequently arrested and charged with Disorderly Conduct and Threatening in the 1st Degree.
- On Wednesday, September 25th 2024 at approximately 1300 hours, Officer Evan Olsson was conducting a proactive patrol in the area of 3000 Berlin Turnpike, The Grantmoor Motor Lodge. Officer Olsson observed a black Jeep Grand Cherokee leaving the parking area with a tinted front windshield. Officer Olsson conducted a motor vehicle stop near the entrance to Walgreens, 2920 Berlin Turnpike for the equipment violation. The front seat passenger of the vehicle, Mariah Drescher was found to have an active arrest warrant and taken into custody a search incident to arrest found that Drescher was in possession of crack cocaine and Alprazolam and charged accordingly.
- The operator of the vehicle, Timothy McLaughlin was identified and Officer Olsson observed drug paraphernalia strewn about the vehicle. McLaughlin, a permitted gun owner was found to have a Glock 9mm handgun on his person. Two additional handguns, a Sig Sauer 9mm, and a Sig Sauer .380 cal. were located within the vehicle. A narcotic detection K9 conducted a sent search of the vehicle in which the K9 alerted to the presence of Narcotics. Drug packaging materials were located within the vehicle as well as crack cocaine, Alprazolam, and \$2460.00 in cash. The materials located within the vehicle was consistent with illegal narcotic sales. McLaughlin was charged with Possession of Controlled Substance with Intent to Sell Narcotics, and Possession of Drug Paraphernalia. The firearms were seized and a referral was made for a review of McLaughlin suitability to possess firearms.
- On September 29, 2024 at 1721 hours officers responded to 665 New Britain Avenue for a report of a motor vehicle crash where it was reported the vehicle crashed into the C&C Janitorial Building. Upon further investigation witness described a group of juveniles pushed the vehicle down the hill on John Street into the C&C building and fled on a scooter. Officers would later determine that the car was reported stolen. A short time later officers were informed that two juveniles on a scooter attempted to carjack a vehicle just over the line in New Britain. Responding officers located a scooter matching the description of the carjacking suspects. Officers attempted to stop the scooter which led officers on a brief pursuit. Officers were able to track the suspects to yards on Howard Street and John Street, where they were taken into custody. The juveniles were served with juvenile summons from New Britain Police for the carjacking incident which occurred in New Britain. Two juveniles were arrested and charged with offences occurring in Newington:

Juvenile #1

Interfering with Police, Engaging Police in Pursuit, Operating without a License, Larceny by Possession 3rd, Reckless Endangerment, Criminal Trover 2nd, and Evading Responsibility

Juvenile #2

Interfering with police, Larceny by Possession 3rd, Reckless Endangerment, Criminal Trover 2nd, Evading Responsibility

In September, 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 installation began with Xybix Systems, Inc. and Shea Electric coming in on September 25th and completing their work on September 27th. AT&T then came in to work on the 911 system, and Norcom will be coming in on October 9th and 10th to

complete the project. The following is a list of significant events that occurred in the Support Services Division this month:

- On September 3rd, Support Services personnel attended a meeting to discuss a request from Newington EMS in order for them to receive EMD data from American Medical Response. SPSD Garuti worked with NexGen to find out how it would be possible for Newington EMS to receive this information, and a possible solution was identified.
- On September 4th, Lt. Aivano met with retired Chief Joseph Dooley of Southern CT State University. They conducted a site visit at the Department of Transportation headquarters building ahead of the mock traffic stops for individuals with autism spectrum disorder event. Lt. Aivano also attended a web-based meeting for the event on September 5th and September 11th, where the site visit was discussed, as well as pre-planning for the event, which is scheduled for October 5th, 2024.
- On September 13th, Chief Perry and Lt. Aivano attended the National Forensic Science Week opening ceremony at the State of Connecticut Division of Scientific Services Forensic Laboratory in Meriden. Two representatives from Newington PD also attended the Connecticut Police Academy's first POST Career Fair.
- On September 16th, Lt. Aivano retrieved approximately 120 doses of Narcan from the State of Connecticut Department of Mental Health and Addiction Services. One box was given to Newington Emergency Medical Services and the rest were secured at Newington Police headquarters.
- On September 17th, members of the Newington Police Department participated in the Newington Police / Fire Golf Classic. This event took place at Indian Hill Country Club, and MPO Rinaldo assisted with coordinating the event.
- On September 24th, Lt. Aivano and Sgt. LaChance attended a meeting at New Britain Superior Court to discuss court discovery requests. The State's Attorney's Office switched to a platform for police departments to upload video which is going to cause more of a strain on resources due to the length of time it takes to download videos and upload them to court's platform. A solution is being worked on that will bridge our video platform with court's video platform, but it is still in the testing and evaluation phase.
- On September 26th, Lt. Aivano met with a professor from Southern CT State University at John Wallace Middle School to evaluate an alternative site for the mock traffic stops event. The final meeting for this event was on September 30th. The Berlin, Cromwell, and Rocky Hill Police Departments are also participating in this event.
- On September 27th, members of the Newington Police Department attended the Newington Senior and Disabled Center's annual Public Safety picnic. The event was attended by approximately 100 guests. Officer Bugbee provided a presentation on police response to individuals in crisis.
- On September 28th, Officer Corriveau attended a Touch-a-Truck event at the Hospital for Special Care. Officer Olsson attended a special car show event in Wethersfield that was held to benefit the Detective Robert Garten Memorial Fund.
- Officers are periodically scheduled for external training, and during the month of September, the following courses were attended:
 - Patrol Rifle Instructor (Sgt. D'Esposito, MPO Petlik: September 9th-11th)
 - Pistol Mounted Optic (MPO Petlik, Det. Thibault, Ofc. Bugbee Sept. 12th-13th)
- During the month of September, 2024, the police department received twenty-one (21) 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 September, Animal Control Officer Sawallich impounded 12 dogs and 3 cats in Newington and Wethersfield. She redeemed 5 animals and sold 9 animals as pets during the month of September. ACO Sawallich investigated 64 complaints in Newington during the month of September.
- School Resource Officer Bugbee provided his monthly activity log with the beginning of the 2024-2025 school year taking place. During the month of September, SRO Bugbee served on one Youth /Adult Council, and two Juvenile Review Board Sessions. He participated in a threat assessment on September 3rd, and had a meeting on September 5th regarding an incoming student with behavioral patterns that were of concern to the administration. SRO Bugbee conducted four investigations into lost property using surveillance footage. He assisted in the investigation of a student who was found in

possession of a vape device on September 6th. SRO Buggee assisted with teaching a class on modern government on September 10th, and two students came up to him after class expressing interest in a career in law enforcement.

- On September 10th, SRO Buggee met with social workers regarding students having mental health issues in and out of school. On September 11th, he helped rectify a computer issue in which a student was being denied lunch for the first week of school. During the month of September, SRO Buggee assisted in the planning of an event called “Run for Regan”, an event to raise money for a family of a 12-year-old girl who passed away unexpectedly.
- On 9/16/24 and 9/17/24, SRO Buggee’s entire days were spent piecing together the relationships of the students involved in school violence, which has been an ongoing issue between two warring factions of students. He attended several meetings with administration throughout the day, in addition to spending a great deal of time patrolling the hallways and school grounds in an effort to ensure the involved parties do not engage in fighting or violence. In addition, he spent two hours reviewing CCTV surveillance footage for a lost wallet that occurred on Saturday night on school grounds. On 9/18/24, his shift as SRO was filled so that he could attend 10 meetings with parents, students, administration, and the school superintendent with regards to the ongoing violence at the school.
- On 9/23/24, SRO Buggee attended a class for Government and assisted the teacher with fielding Law Enforcement questions from the students. During the last week, he met with various parents and social workers to improve the quality of life for the students impacted by the recent activities. Some of the students required constant escorts to and from the bathrooms every period to ensure their safety and to keep them accountable during these bathroom breaks.
- Property Report September 2024:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 1,044
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	7	\$ 12,610
Abandoned	0	\$ 0
Evidence	9	\$ 373
Found	0	\$ 0
Lost	1	\$ 2,500
Seized	7	\$ 100
Recovered	1	\$ 0
Impounded	0	\$ 0
Informational	1	\$ 0
Vehicle Inventory	0	\$ 0
Total	27	\$ 16,627

- Police Department Overtime Report September 2024

OT August	\$ 78,423	2 pay periods (0 holiday)
OT September	\$ 96,637	2 pay periods (0 holidays)
	\$ 18,214	increase over August

- Applications continued to be received and testing continues for Police Officer vacancies. September finishes with 7 officer positions vacant. Holiday pay is reflected in the overtime costs.
- Administrative overtime of \$0.
- Patrol overtime of \$64,674, an increase of \$14,430 from the previous month. Overtime included 2 pay periods with one holiday pay, 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, flooding, power

outages, missing person, burglary, CREST call out, Mid State Accident Reconstruction call out, DUI arrest, radio project meetings, serve warrants, hospital detail, sudden deaths, shoplifting arrest, search warrant, traffic detail, and other related duties.

- Detective Division overtime of \$4,417, an increase of \$573 from the previous month. Overtime included crime scene investigation, sexual assault investigation, armed robbery, and burglary investigation.
- Traffic Division overtime of \$893, an increase of \$484 over last month, wires down in Market Square
- Communications overtime of \$14,874 an increase of \$553 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. Two dispatcher vacancies have been filled in September.
- Educational overtime of \$9,441, an increase of \$1,702 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, K9 training, Mid State training, CREST training, Rifle Instruction class, Night Shoot training, less lethal, and red dot training.
- Support Services overtime of \$1,821 an increase of \$733 from the previous month. Overtime included the radio project, Meriden recruitment fair, and juvenile review board hearings
- Animal Control overtime of \$517, a decrease of \$251 from the previous month. Overtime included animal wellbeing, injured animals hit by car, roaming dog, and after hour impounds. 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 September, 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	September	3 Month Total
1	Fire		
100	Fire, Other	1	2
111	Building fire	1	2
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	2	8
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	1	1
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	3	3
143	Grass Fire	0	1
150	Outside rubbish fire, other	0	1
151	Outside rubbish, trash or waste fire	1	1
154	Dumpster or other outside trash receptacle	0	0
160	Special outside fire, other	1	2

162	Outside equipment fire	0	0
170	Cultivated vegetation, crop fire, other	0	0
	Total	10	22

2 Overpressure Rupture, Explosion, Overheat (No Fire)

200	Overpressure rupture, explosion, overheat	1	2
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	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	3

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	1	1
311	Medical assist, assist EMS crew	1	2
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	2
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	1
352	Extrication of victim(s) from vehicle	0	1
353	Removal of victim(s) from stalled elevator	0	0
356	High-angle rescue	0	0
360	Water & ice-related rescue, other	0	1
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	3	8

4 Hazardous Condition (No Fire)

400	Hazardous condition, Other	0	2
410	Combustible/flammable gas/liquid condition	0	0
411	Gasoline or other flammable liquid spill	1	2
412	Gas leak (natural gas or LPG)	4	5
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	0	2
440	Electrical wiring/equipment problem, Other	2	10
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	2	12
445	Arcing, shorted electrical equipment	0	1
460	Accident, potential accident, other	1	1
461	Building or structure weakened or collapsed	0	1
463	Vehicle accident, general cleanup	2	2
Total		12	40
5	Service Call		
500	Service Call, other	0	4
510	Person in distress, other	1	2
511	Lock-out	1	3
512	Ring or jewelry removal	0	1
520	Water problem, Other	0	6
521	Water evacuation	0	3
522	Water or steam leak	0	0
531	Smoke or odor removal	1	2
540	Animal problem, other	0	0
542	Animal rescue	0	0
550	Public service assistance, Other	0	0
551	Assist police or other governmental agency	0	2
552	Police matter	0	0
553	Public Service	0	1
561	Unauthorized burning	2	3
571	Cover assignment, standby, move up	2	4
Total		7	31
6	Good Intent Call		
600	Good intent call, other	3	14
611	Dispatched & cancelled en route	0	5
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	0
631	Authorized controlled burning	2	3
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	1
652	Steam, vapor, fog or dust thought to be smoke	0	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	0	4
672	Biological hazard investigation, none found	0	0
Total		5	28

7	False Alarm & False Call		
700	False alarm or false call, Other	6	20
710	Malicious, mischievous false call, other	1	4
711	Municipal alarm system, malicious false	1	1
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	4
731	Sprinkler activation due to malfunction	1	1
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	2	15
734	Heat detector activation due to malfunction	0	1
735	Alarm system sounded due to malfunction	2	5
736	CO detector activation due to malfunction	1	7
740	Unintentional transmission of alarm, other	1	7
741	Sprinkler activation, no fire	0	1
742	Extinguishing system activation	0	0
743	Smoke detector activation, no fire - unintentional	7	21
744	Detector Activation, no fire	1	4
745	Alarm system activation, no fire	1	7
746	Carbon monoxide detector activation, no CO	0	1
	Total	25	99
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	7
814	Lightning strike (no fire)	0	0
	Total	0	7
9	Special Incident Type		
900	Special type of incident, other	0	3
911	Citizen complaint	0	1
	Total	0	4
	Total Calls	63	242

Fire Chief's Activities September 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
- Review new Truck 1 specifications
- Attend Monthly Chiefs Meeting
- Attend Waterfall Festival
- Gather data and information for ISO review submission with Chiefs
- Work with Lauren on Company 1 bay floor safety issue
- Attend Lavery Ride
- Attend Department Picnic
- Attend and play in NFD / NPD Softball Game
- Attend Town Council Meeting for Training Prop Bid Waiver
- Attend meeting via zoom with Joe Salamone about Highway Garage Feasibility Study
- Attend Department Fire House Camera Project meeting
- Attend Hindu Festival Celebration at NPD
- Work with Chief Regina on Submission of ISO Paperwork for Review
- Attend Command Staff meeting with all Line and Staff Officers
- Meet with SCOTT and MES Representatives
- Attend Task Force Call Berlin

Chiefs Activities Car-2

- Prepare minutes from Command Staff meeting for distribution
- Chief's meeting
- Town council meeting roof prop bid waiver
- Extravaganza post event after action
- Statewide disaster meeting
- 9-11 ceremony
- Hindu festival attendance NPD
- Assist with Lavery memorial ride
- Monthly training NFIRS reporting
- Wake visitation Tim Costa
- Department picnic
- Chief and officers meeting
- Meeting with MES and Scott
- Senior picnic
- Waterfall Festival

October 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 Berling and one from Waterbury are attending.
 - **All of our firefighters/officers passed the practical.**
 - The written exams are scheduled by each participant and should be completed in the next month.
- **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.
 - The bid waiver was approved by the Town Council and a purchase order was issued to the vendor on October 1, 2024.
 - Delivery of the unit to the site is expected in April of 2025
 - Site work to open the space behind the Training Tower was started on October 18, 2024.

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.
 - Spoke to Verisk representative on October 18, 2024 regarding hose tests and ladder testing completed. She also added the hose clamps procured to meet the apparatus requirement.
- **CIRMA Sexual Harassment Prevention Training scheduled for two dates in December 2024.**
 - All members are required to attend.
 - Training must be completed in December and any member not attending is suspended until training is completed with CIRMA.

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 in training at CFA.)

Chiefs Activities Car-4

Submitted By: Deputy Chief Craig Stegmaier

Department Status

Regular Members: 96

Cadets: 12

Co#1= 26 Co#2= 27 Co#3= 25 Co#4= 13 Co#5= 12 HQ = 5

Promotions

None

New Members/Applications

(2) Applications in the process

Housekeeping

- Working on NFD Annual Report for FY 2023/2024
- NFIRS Reporting up to date.
- Developing new recruitment strategies

Completed & Upcoming Events/Community Engagement

- September 11th- Ceremony at Fire HQ and Jefferson House
- September 13th – 1st Responder Day at NHS Football Game
- September 14th – Hindu Festival “Raksha Bandhan” at NPD
- September 15th- Lavery Ride
- September 17th- NPD/NFD Golf Classic

- September 21st- NPD/NFD Picnic & Softball Game
- September 27th- Senior Center Luncheon
- September 28th- Waterfall Festival
- September 28th- Hospital of Special Care Autism Event
- October (Month)- Fire Prevention Month
 - Numerous School Visits Scheduled
 - October 8th- Fire Prevention Open House
- October 8th- Puerto Vallarta Bogies for the Brave Fundraiser fir NFD/NPD/NEMS
- November 8th Awards Night

Chiefs Activities Car-5

- Power washed Shed at Company 5
- Installed a new dishwasher at Company 4
- Division Staff developed a new Driver Qualification Program that will be implemented this coming month
- The new SEEK camera charging base installed started this month on Truck 1, Truck 2 and Ladder 3. Remaining will be in October.
- All back flow devices for the department had their annual test completed.
- The annual A/C pm service have been completed. Next year and going forward, this will be completed in May
- The last of the LED light fixture upgrade was completed at HQ
- All 3 Ladder companies had their pre-inspection work completed in preparation for their 5-year inspection.
- Various repairs have been done to all of the fleet by the Highway Dept. Hermis is still waiting for access to our computer system to complete the workorders.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with ongoing Landfill post closure requirements
- Completed all project planning and scheduling for paving program
- Met with Engineering Department to discuss various projects and drainage concerns
- Met with Public Works group to discuss upcoming projects
- Met with town staff to discuss parking lot lighting upgrades- Garfield St parking lot
- Met with Parks Department to discuss drainage concerns at Clem Lemire
- Met with Parks Department to discuss paving project at Mill Pond Park
- Met with the MDC to discuss upgrades to Carr Ave pump station
- Met with the MDC to discuss road paving program
- Attended zoom meeting to discuss flood mitigation assistance
- Held final interview for Operator I position.
- Completed evaluations for all AFSCME staff

Roadway Maintenance

- 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
- Swept all scheduled roads in preparation or paving
- Hauled material and supplies to Town Hall in preparation for parking lot lighting upgrades
- Assisted Facilities in cleaning of catch basin at Town Hall
- Assisted outside bid awarded contractor during milling/overlay program

- Completed restorations of roads paved during mill and overlay program
- Completed installation of curb on Stamm Rd and Boulevard
- Completed mowing of flood control at Piper Brook
- Began catch basin cleaning in preparation for 2025 road paving program
- No after hour call ins for the month
- Two (2) evictions scheduled for the month with one requiring storage

Fleet Maintenance

- Mechanics continued with preventive, spring seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Began upfitting of new police K-9 vehicle – temporary vehicle set up and entered into service until completed
- Fire Department fall services were started
- Mechanics began the servicing of leaf machines, vehicles and equipment
- Responded to one (1) after hour Call In(s) for the month

Sanitation/Recycling/Transfer Station

- Scheduled 111 residential bulk items for collection for the month
- Scheduled 22 condominium bulk items for collection for the month
- Scheduled 20 condo/residential scrap metal items for collection for the month
- 2718 tons of cumulative Municipal Solid Waste were collected from July through September
- 561.35 tons of cumulative recyclables were collected from July through September
- 162 mattresses/box springs were recycled for the month
- One (1) television(s) were collected for the month
- Issued 41 permanent Transfer Station permits and 21 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 1 contractor license applications (bond/insurance/agreement)
- Reviewed and approved permits: 16
- Excavation: 4
- Driveways: 12
- Reviewed utility clearance notifications (routine & emergency): 162

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
- Conservation Commission monthly meeting
- TON CIP/budget, 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 – anticipate CO Inspection in near future.
- 3333 Berlin Turnpike – CO inspection on going.
- 77-93 Pane Road – anticipate CO Inspection in near future
- 227 Pane Road – anticipate CO Inspection in near future
- 35-67-69 Culver Street – Site in early-stage construction
- Rock Hole Lane subdivision – site in early-stage construction
- 105 Cedarwood Lane – Re-subdivision review, created 101 Cedarwood
- 101 Cedarwood – under construction
- 65 Holmes Road – Site plan modification review
- 680 N. Mountain Road – Site plan review
- 60 Prospect Street – Site plan review
- 2176-2180 Berlin Turnpike – Site plan review
- 1170 Main Street – Site plan review (Keeney bldg)
- 2151 Berlin Turnpike – Complete
- Peckham Farm Drive subdivision - Plot plan review as needed
- 161 Carr Ave – under construction
- 79 East Cedar St – complete
- 200 Church Street – under construction
- 67 Pane Road – CO inspection on going
- 250 Cedarwood – subdivision review, on hold by owner
- Lot 17/479/101 Cedarwood – subdivision review, on hold by owner
- Kitts Lane – In front of Conservation Commission
- 280 Hartford Ave - In front of Conservation Commission

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 (LOTCIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue, now in close out phase
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvement
- 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.
- Carr Ave. drainage maintenance – early December
- Town Hall parking lot lighting project/EVCS conduit installation complete
- Mill Pond Bridge expected early December
- Alumni Road right in right out island early November

Town Projects – Design:

- 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 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 September:

- An application was submitted for 3384 Berlin Turnpike for a casual restaurant fit-out
- An application was submitted for 2180 Berlin Turnpike to demolish existing residential structure.
- An application was submitted for 218-240 Hartford Avenue to install new signage.
- A permit was issued at 719 North Mountain Road to install a pavilion on the patio.
- A permit was issued at 14 Fenn Road to renovate Starbucks.
- A permit was issued at 39-67 Maselli Road to install metal roof.
- A permit was issued at 3384 Berlin Turnpike to install new signage.
- A permit was issued at 2600 Berlin Turnpike to install new signage.
- A permit was issued at 3219-3221 Berlin Turnpike to install new signage.
- A permit was issued at 67 Pane Road to install new signage.

Certificate of Occupancies issued in September:

Single Residence at 25 Peckham Farm Road.

Commercial fit-out at 12 Fenn Road, Unit E.

These are the classes the inspectors took in September:

D. Jourdan: none

K. Kilkenny: none

T. Greene: none

Building Department inspection activity for the month of September was as follows: The Inspectors completed a total of 242 Inspections. They were: A/C Install (3), Above Ceiling (2), Boiler (2), Chimney (2), C.O. (4), Decks (1), Electrical (31), Final (134), Footings (5), Foundations (3), Framing (4), Gas Line

(11), Hot Water (2), Inspection-property (4), Insulation (3), Mechanical (4), Plumbing (1), Pools (1), Roofing (1), Rough (19), Site Visit (1), Solar (4).

The total number of Building/Renovation Permits issued/applied for the month of September was **203** producing a total permit value of **\$3,888,484**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS, VALUE OF PERMITS
ADDITIONS/ALTERATIONS	34 1,327,904.00
DECKS	6 69,879.00
DEMOLITION	1 20,000.00
ELECTRICAL	52 826,414.00
FENCE	0 0.00
FIRE SUPPRESSION/SPRINKLER	0 0.00
FOOTING/FOUNDATION	1 9,500.00
FUEL TANK	0 0.00
GARAGE/SHED	1 12,000.00
MECHANICAL	30 325,812.00
NEW COMMERCIAL	0 0.00
NEW MUNICIPAL	0 0.00
NEW RESIDENTIAL	0 0.00
PLUMBING	16 223,150.00
POOL	0 0.00
ROOFING/SIDING	49 959,091.00
SIGN	5 46,961.00
SOLAR	7 58,773.00
TENT	1 9,000.00
OTHER	0 0.00
TOTAL	203 3,888,484.00

The total Building income fees received in the month of September were **\$43,274.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$465.00, Environmental \$240.00, Conservation \$740.00, Copies \$116.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$725.00, Engineering copies \$0.00. The other total income is \$2286.00.

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

	<u>2024</u>	<u>2023</u>
Value of Permits issued for September:	\$3,888,484.00	\$6,453,283.00
Fees for Permits issued for September:	\$43,274.00	\$72,904.00
Other income Fees for September:	\$2,286.00	\$4,939.00
Building Permits Issued for September:	203	183

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>
\$12,391,589	\$140,754	\$15,100,483	\$169,367

HUMAN SERVICES

- Fall SCORE Brochure sent to schools & posted on Facebook.
- Before one of our ALP all day challenges at the Challenge course- Brett reviewed with the students what to expect from the challenge day & showed them the gear & belay climbing system. Both students & teacher responded that this was helpful information and helped to set their minds at ease in advance of the day. This process will be incorporated into the ongoing orientation routine.
- GFWC organized a food drive at Kitts Lane Stop & Shop for their National Day of Service on 9-28-24. Coordinator Wassik coordinated with them in this effort providing wish list, flyers, transportation to receive donations, coordinated volunteers for unload & attended the Saturday Food Drive. This was an awesome team effort resulting in 3 mail bins of food & \$100 in cash donations.
- 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.
- One of our JRB youth – who had an interest in gardening, completed his agreed upon community service hours at the Senior & Disabled Center. This required some vigilance in keeping our youth in attendance for scheduled hours but ultimately was a positive experience for both the youth & the center.
- 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. Both students provided assistance to the department & gained much knowledge in the process. Kelly met with numerous residents who were reviewed for continued use of the Food Bank & participation in the Holiday Program.
- Social Casework case example: 62-year-old veteran whose wife passed away in August was devastated by this loss and suffered a stroke less than two weeks after his wife passed. As a result, he was no longer able to return to work due to residual effects of the stroke. Caseworker Tarantello assisted him in applying for both Social Security early retirement & disability benefits as well as CT Paid Leave payments. Human Services assisted with two months' rent as a bridge to benefits which will allow him to be self-sustaining in the future.

September 2024 Statistics

Selected Programs	FY 25 Total This Month	FY 25 Total Last Month	FY 24-25 Cumulative Total YTD	FY 23-24 Cumulative Total YTD
Youth & Family Counseling cases Clinical presentations	11 0	10 0	32 0	
Youth & Family Service Hours	7.75	13.75	33.75	
JRB cases : JRB hearings: JRB Service hours:	14 0 9.25	14 2 16.5	42 3 50	
Positive Youth Development	40	26	160	
Community Service # of hours completed Challenge Course: Adult youth(outside)	0 0 0	0 100 0	0 180 0	

Information and Referral	162	152	457	
Social Casework Cases	91	86	282	
Under 55 =	15	22	37	
Under 55 disabled =	17	10	23	
Over 55 =	59	54	131	
Social Casework Service Hours	121.75	142.85	410.60	
Food Bank Household visits	156	171	480	
# bags of groceries distributed	1255	1392	3847	
Mobile truck	318	304	910	
Special Needs	3	7	15	

SENIOR AND DISABLED CENTER:

No data provided

PARKS AND RECREATION

Recreation Division:

- Registration for fall seasonal programs began on September 4, 2024 for Newington residents and on September 11, 2024 for non-residents.
- The Exercise the Right Choice (ERC) After-School Program began on September 10, 2024 for Newington Public Schools students in kindergarten through 4th grade. The after-school program will take place at the Mortensen Community Center on the 15 Teacher Tuesdays scheduled throughout the school year.
- The Summer Men's Basketball League concluded on September 11, 2024. The championship game was tightly contested, with South End winning by just one point.
- The Fall Adult Cornhole League began on September 19, 2024, consisting of 10 teams that meet every Thursday evening at Mill Pond Park.
- The indoor aquatics season at Newington High School began on Monday, September 23, 2024. Recreational swim is offered on Monday, Wednesday, and Friday evenings from 7:00 p.m. to 8:45 p.m. We are offering a tri-town pool pass, in collaboration with Rocky Hill Parks and Recreation and Wethersfield Parks and Recreation, to expand recreational swim options.
- The fall session of swim lessons began on Wednesday, September 25, 2024. All classes are full and we are currently teaching 65 participants across preschool/parent and level 1 through level 6 classes.
- The Parks and Recreation Department partnered with the Newington Swim Club to provide a swim clinic. This is the third year of the program and we are pleased to report that 27 participants have already registered.
- The Creative Playtime Preschool is planning its first field trip to Fair Weather Growers, scheduled for Friday, October 11, 2024. The students will be picking pumpkins.
- Planning has begun for the Newington Night of Lights event. This holiday special event, on Main Street, is scheduled to take place on Friday, December 6, 2024 at 6:00 p.m. This year is expected to be the biggest year yet with the addition of the Merry Market, where Newington small businesses can sell their handmade items, as well as the first ever Laser Light Show! Our sponsors, to date, are:

- The Flash Lady Photography - sponsoring the s'mores firepit
 - Final Cut Sports Barbershop – sponsoring the inflatable winter ball toss
 - Spring Brook Ice – donating 1,200 lbs. of ice for the ice sculpture
 - Turgeon Insurance Services – sponsoring the ice sculptor
 - Cedar Ridge Construction – sponsoring hay rides
 - Callahan's Bowl-O-Rama – sponsoring the Laser Light Show
 - Sports Construction – sponsoring the Laser Light Show

PARKS, GROUNDS & CEMETERIES DIVISION

- In conjunction with more favorable weather conditions, Parks & Grounds undertook several special projects and supported several special events.
- Regrading for improved surface drainage was completed at the Kelsey House exterior basement entrance, a project requested by the Facilities Department.
- In collaboration with the Engineering Department, several tasks were completed at the Mill Pond Bridge in anticipation of a new bridge, to be installed this winter. Trees and brush were removed in order to get the boom truck in place. In addition, an underground electrical conduit was placed under the path leading to the bridge. This will provide safe electricity for holiday lighting decorations.
- Following the electrical installation, a new bituminous path was installed on the west side of the pond as well as replacing the stone dust path that led from the Garfield Street parking lot to the waterfall.
- Mowing banks around Mill Pond with mini excavator was completed ahead of Water Lantern Festival.
- Parks staff used a hydro seeder to establish new turf at the banks of the pond.
- Parks staff removed several trees and plans to remove the stumps this upcoming month.
- Fertilizer applications were made on all town maintained athletic fields for the beginning of fall sports.
- Newington High School hosted two home football games and Parks & Grounds staff installed the field paint and provided event cleanup following both games.
- Landscaping work was completed in two recently expanded aisles in Section F at West Meadow Cemetery.
- New foundations have been added in Section F at West Meadow Cemetery.
- Parks staff continued with roadside mowing throughout the month
- Installed security camera at Churchill Park Can Shed.

Cemeteries: 3 Singles, 2 Double, 2 Ash, 3 sales

Overtime: 120 hours, \$5,760

LIBRARY

- The annual Library Board of Trustees meeting was held, at which new officers were elected. Diane Stamm as President, Kristopher Riley as Vice President, George Bernocco as Secretary, and LeeAnn Manke as Treasurer. After a brief business meeting and a short presentation by Library Director Lisa Masten, this year's honorees and Legacy Society inductee were recognized. Honorees included Outstanding Library Volunteers Patricia Mahoney and Lee Bradley, Outstanding Race Volunteer Rona Tramadeo, Outstanding Friend Volunteer Sheila Rowell, American Eagle Financial Credit Union and Newington Chamber of Commerce in the Race Recognition Category, Saputo USA in the Corporate Recognition Category and Hartford Foundation for Public Giving Newington Community Fund Advisory Committee in the Grant Recognition Category. Maureen Oliver was inducted into the Trustees Council of the Legacy Society for her generous bequest she left the library in her will.
- The Library Board of Trustees offered a Friday evening jazz concert at the library as part of the George G. Hanel Fine Arts Series. Lynn Roby Knapp and her 3-piece band entertained more than 100 people, performing jazz standards and American songbook favorites. The concert was made possible from a

bequest from Mr. George G. Hanel. The bequest was created to allow no fewer than two programs per year that are dedicated to the arts, and which will be free of admission charges to the public.

- The Friends of the Library are getting ready for their Fall Book Sale. The book sale will be held at the Newington Senior and Disabled Center on October 25, 26, 27. The Friends have also begun to plan for Winterfest 2025 that will be held on Friday, January 17, 2025.
- The Children's department staff offered 19 programs to 925 children and their caregivers. Archived views of previous online programs for the month of August were 129. The caterpillars and chrysalises in a cage that were donated by a Rocky Hill patron, emerged as beautiful Monarch butterflies in September. After a few days in the cage, they were released outside to fly free. Children loved to see the development from caterpillar to butterfly. *Mermaid Krystal* read a mermaid tale and brought a craft for children to make afterwards. *Cool-ology* was back to investigate Earth's very own satellite. Kids looked at the surface of the moon and then did some moon STEM activities. Highlights of other programs included *Baby Soft Play* for babies 6 – 12 months where babies played and explored in a soft play environment. *L'il Chefs*, a cooking program for kids ages 3 – 4 who listened to a story and created delicious dirt cups and *Movers and Shakers*, musical storytime for young children. Regular storytimes rounded out the month
- In August, 4 programs were offered to 151 teens. In addition to the open house visits, teens had a *Teen Pop-Up Crafternoon* making buttons, Perler beads and Shrinky Dinks. Teens also had a *Teen Game Day* where they played board games, card games and video games.
- Adult programming was varied with 21 programs attended by 408 adults. Archived views of previous online programs for the month of September were 213. Karen Lemieux, a LCSW Hospice Social Worker discussed deathbed visions and visits, an experience common to many people and families with loved ones who are near the end of life. This month's *Library Speakers Consortium Virtual Author Talks* featured authors Garrett Graff who spoke author of *The Only Plane in the Sky: An Oral History of 9/11*, Nate Klemp author of *Open: Living with an Expansive Mind in a Distracted World* and Liane Moriarty author of *Big Little Lies* who spoke about her new novel *Here One Moment*. Moriarty's *Here One Moment*. Local artist Shannon Sorenson held an evening adult coloring program with original coloring sheets she designed. Highlights of other programs included *Turning Up the Heat: The National Weather Service and You*, *Page Turners*, an evening book discussion that talked about the novel *Echo of Old Books* by Barbara Davis, *Brown Bag It with a Book Discussion* that talked about the book *Local Woman Missing* by Maria Kubica, *Movies @ Your Library* featuring the film, *The Long Game* and *Grab & Go* coloring pages and puzzle packets
- Total circulation was 20,785. Circulation of digital materials was 4,018. Total number of people that entered the building was 8,414. 22 curbside service transactions were processed. Staff processed and pulled 1,956 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,903 reference questions during the month. Meeting room and study room space were used 259 times. Head of Community Services Michelle Royer and Business Manager notarized 35 documents for patrons. Volunteers and staff delivered 97 items to our homebound patrons. Staff offered technology help 157 times to patrons. Online resources that were popular this month included *Ancestry.com*, *Value Line*, *Consumer Reports*, *PebbleGo Animal* and *Science* databases.
- In technology news, Digital Services Librarian Michelle Patnode hosted the program titled *Let's Learning Streaming* for patrons interested in getting started with online streaming. She also had 4 Tech 4 U appointments.
- In personnel news, Business Manager Karolyn McLain and Head of Reference Jennifer Hebert have been working hard to complete the Ct State Library *the FY2024 Public Library Annual Report* that is due on October 1. The Library Director, Assistant Library Director and the Business Manager met with Amy Dunn for a workshop to improve communications within the Administration department. The children's staff were present at the four elementary school and the two Middle school open houses during the month of September to talk about library services for parents and students.

- In facilities news, three lounge chairs located under the atrium and eight chairs located in the new book area on the 1st floor were replaced with new chairs. Several new tables were also added. A project to replace lighting in the Garfield Parking Lot began in mid-September and continued into October. Multiple parts of the lots were closed at the same time, which then created major parking issues for the library, impacting programming and meetings.

TOWN CLERK

- There were 76 property transfers for a total \$18,305,936.15 in sales. State conveyance tax was \$145,109.53; Town conveyance tax was \$45,207.34. There were 379 documents filed on the land records during September including: 106 mortgages, 115 releases, 26 probate certificates, 7 liens. Ten (10) Residential properties were sold for over \$400,000.
- The staff issued 243 certified copies of vital records, 15 burial permits, 12 cremation permits, and issued 9 Marriage licenses.
- Five Notary Public commissions and eleven Trade Name certificates were recorded.
- There were 107 electronically recorded documents generating \$13,736.50 in recording fees.
- Staff issued Transfer Station passes for 11 vehicles and 8 trucks.
- On September 19th, the Town Clerk and Assistants attended the annual Fall Connecticut Town Clerk's Association (CTCA) Conference. Secretary of the State candidates presented their view of the office going forward. Topics included a review of key Election dates, update to the Election Management System (EMS) and the Connecticut Voter Registration System (CVRS) new system should roll out in June 2024. Presentations by Homeland Security concerning marriage fraud; Legislative update on bills affecting Town Clerk's; Overview from the State Elections Enforcement Commission on filings and enforcement procedures; review from the Social Security Administration; and an update on revised Department of Public Health vital record processes.
- On September 20th, the Town Clerk attended the Municipal Clerks Institute for Connecticut Town Clerks presented by Josh Goldman, Senior Program, Center for Tech & Civic Life, "Combatting Election Misinformation in Connecticut & Shared Values and Shared Support".

DATA SUMMARY SEPTEMBER 2024				
	<u>September-23</u>	<u>September-24</u>	<u>FY23/24 to Date</u>	<u>FY24/25 to Date</u>
Land Record Documents	355	379	1,219	1,117
Dog Licenses Sold	59	53	506	733
Game Licenses Sold	5	7	33	53
Vital Statistics				
Marriages	19	14	45	67
Death Certificates	25	28	80	104
Birth Certificates	24	14	66	53
Total General Fund Revenue	\$ 50,251.51	\$ 65,788.24	\$ 194,280.03	\$ 229,719.09
Town Document Preservation	\$ 1,131.00	\$ 1,290.00	\$ 3,869.00	\$ 3,602.00
State Document Preservation	\$ 2,288.00	\$ 2,168.00	\$ 7,424.00	\$ 6,560.00
State Treasurer (\$36 fee)	\$ 10,044.00	\$ 9,648.00	\$ 32,868.00	\$ 29,232.00
State Treasurer (\$127 fee)	\$ 3,810.00	\$ 4,699.00	\$ 13,081.00	\$ 12,192.00
State Treasurer (\$110 fee)	\$ 3,080.00	\$ 5,280.00	\$ 12,100.00	\$ 12,650.00
LoCIP	\$ 837.00	\$ 804.00	\$ 2,739.00	\$ 2,436.00
State Game Licenses	\$ 78.00	\$ 111.00	\$ 320.00	\$ 304.00
State Dog Licenses	\$ 501.50	\$ 434.00	\$ 3,377.00	\$ 4,654.50
Dog Licenses Surcharge	\$ 152.00	\$ 138.00	\$ 1,202.00	\$ 1,720.00

Marriage Surcharge	\$ 306.00	\$ 306.00	\$ 952.00	\$ 1,122.00
Grand Total	\$ 72,479.01	\$ 90,666.24	\$ 272,212.03	\$ 304,191.59

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

- Completion of 71 formal requests for service
- Deployed workspace for new TM/Finance employee
- Continued work on Verint audio recording solution for PD/CAD
- Configured, tested, and deployed new workstations in Parks/Cemetery Office
- Continued work on PD traffic camera solution; Troubleshoot network connectivity
- Worked with Highway/Facilities on deployment of new security video solution
- Continued work and deployment of new PD time tracking and scheduling software
- Troubleshoot and deployed Wireless Access Points in remote buildings
- Deployed new WAP in some facilities
- Replaced network switch in Town Council A/V
- Moved dispatch operations to temporary location for dispatch furniture project
- Tested Nexgen/ESO interface for dispatch operations
- Equality application updated for Assessor CAMA solution
- Ipad configured for highway to close FD RedNMX tickets for vehicles
- New hire CivicPlus training performed
- Town Council A/V work continues
- Facilitated library email setup for subscriptions
- Updated GIS data layers including parcels, easements, address points
- Continued review of utility accounts

PLANNING AND ZONING

MEETING SCHEDULED ON 9/11/24:

Pre-Application Discussion:

Pre-Application Discussion For 56 Costello Road – Proposed Text Amendment to Zoning Regulations, Parking for “Indoor showrooms with retail sales” or “Retail stores, personal service shops”

Pre-Application Discussion for 77 Pane Rd - Signage

Applications Scheduled for Public Hearing 9/25/24:

Petition TPZ-24-16: Special Permit (Sec. 6.2.5) for a free-standing business sign at 227-231 Pane Road in the PD (Planned Development) Zone. Applicant/Contact: Matt Haskell, Owner: Pike Newington LLC.

MEETING SCHEDULED ON 9/25/24:

Approved With Conditions:

Petition TPZ-24-16: Special Permit (Sec. 6.2.5) for a free-standing business sign at 227-231 Pane Road in the PD (Planned Development) Zone. Applicant/Contact: Matt Haskell, Owner: Pike Newington LLC.

CONSERVATION COMMISSION –

MEETING SCHEDULED FOR 9/17/24:

PUBLIC HEARING CONT'D:

Application IW-24-13: To construct a 44-unit residential project and associated infrastructure within the URA (Upland Review Area) at 220 Kitts Lane, 226 Kitts Lane, 226 Kitts Lane Rear and 244 Kitts Lane. Applicant/Contact: Patrick Snow, Owners: 220 Kitts Lane LLC, 226 Kitts Lane LLC, Kitts Lane Small Parcel LLC, & Kitts Lane Large Parcel LLC.

AGENT APPROVALS:

APPROVED WITH CONDITIONS:

Application IW-24-16: Modification to Approved Application 2022-21 AA - to add footings to existing deck as well as rebuilding porch in the URA (Upland Review Area) at 70 Ponderosa Lane. Applicant/Contact: Kristap Pakers, Owner: Jason Wajert.

Application IW-24-18: to construct a 10' x 12' shed and erect a 21' round pool within the URA (Upland Review Area) at 105 Knollwood Rd. Applicant/Owner/Contact: Eddie Rodriguez.

ZONING BOARD OF APPEALS –

No meeting held in September.

OPEN SPACE COMMITTEE –

No meeting held in September.

ECONOMIC DEVELOPMENT COMMISSION –

Meeting held on September 04, 2024

AFFORDABLE HOUSING MONITORING AGENCY –

No scheduled meeting for August.

ZONING OFFICER ACTIVITIES:

Issued 22 Zoning Permits for various projects in town.

Received 104 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Performed 32 inspections for zoning and/or blight complaints. The following items were issued; 5 zoning notice of violations, 1 cease and desist order, 7 blight notice of violation warnings and 2 blight citations.

Performed 2 c/o inspections.

Closed 6 zoning violations and 14 blight violations.

Removed 139 illegal signs from the Town and/or State R/W.

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

- 2495 Berlin Turnpike
- 3277 Berlin Turnpike
- 3413 Berlin Turnpike
- 47 Eckert Rd
- 172 Hartford Ave
- 103 Louis St
- 175 Lowrey Pl
- 1998 Main St
- 719-749 New Britain Ave
- 76 Rowley St
- 41 West Hartford Ave
- 129 Willard Ave

FACILITIES

The following is snap shot of ongoing work and projects the Facilities Department is working on or completed in the month of September. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 112 work orders and tasks this month. We completed 32 preventative maintenance tasks and the team responded to and completed 77 reactive work orders. Of the 77 reactive work orders 42 were calls for service from outside the Facilities Department. 50 out of the 112 work orders were completed in 1 day or less from the service request.

Town Hall: (38 PM tasks and work orders completed)

- Installed permanent privacy curtains to Women's and Men's locker room showers
- Installed wall heater in the shop office
- Multiple door adjustments
- Multiple key fob requests
- Investigating Noise Complaint from Roof top units above Human Services
 - Added Noise canceling insulation above ceiling of Human services office
 - Called in Ferguson and Swan to investigate curbing and noise issues
- Lowered the hot water temperature in Preschool
- Pumped out silt and sand from drainage manhole
- Thermal scans of all electrical panels
- Multiple PMing tasks

Library: (12 PM tasks and work orders completed)

- Wasp's nest removed from above employee entrance
- Rebuilt decorative lighting (2) in Magazine room
- Removed outdated fire suppression system in the overnight drop box
- Cleaned roof and drains, leaves began piling up
- Repaired water leak on AHU #4
- Removed and discarded old furniture some of which was repurposed at other locations
- Multiple PMing tasks

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

- Replaced broken toilet seat
- Installed new Internet Access point (wifi) / updated model replaced older unit
- Replaced broken toilet paper dispenser
- Copy paper deliveries

- Multiple PM building checks

Grounds Maintenance and Mill Pond Park (9 PM tasks and work orders completed)

- Cattle barn/cold storage building had the upper hay door blow off in a wind storm, we closed up/boarded up the opening to prevent water and animal intrusion
- Another issue with newly installed overhead door. Came off the track again and spring let go. Contractor came back again and this time replace spring bar with more heavy-duty unit
- Copies of master keys made and given to clay per his request
- Monthly PMing checks – Emergency lighting and Fire extinguishers
- Laid conduit and pulled wire from the bus garage to the new bridge location

Senior & Disabled Center: (24 PM tasks and work orders completed)

- Replaced leaking faucet in the coffee shop
- Repaired holes in drywall in arts and crafts room
- Made foot clearance improvements to Roof access ladder
- Had both overhead fire doors serviced
- Repaired some baseboard trim
- Installed new model wireless access point to replace older unit
- Replaced site light by dumpster
- Multiple PMing tasks

Police Department: (18 PM tasks and work orders completed)

- Thermal Scans of Electrical panels
- Multiple furniture manipulations
- Fixed noise coming from RTU3 pulley
- Painted upper sections of walls in the workout room/gym
- Flushed and refilled freon in 7-ton unit that services locker rooms
- Multiple PMing tasks

Historical Houses (2 PM tasks and work orders completed)

Kellogg-Eddy (1)

- Added 2 site lights to the garage, to illuminate the driveway, parking, and entrance paths into the facility

Kelsey House (1)

- Fire Marshal Inspection Identified Extension cords in use that shouldn't be. We added plugs, lighting, and switches to keep the necessary light without the fire hazard

Administrative Projects:

- Coring samples taken for Engineer/Architects design of the PD roof
- Planning for next grant for our historical properties. Kellogg-Eddy needs siding repairs, painting (exterior), and stone wall/foundation slab repairs.
- SDC Generator Pre-Con Meeting, Job starting October 28th
- Site lighting in Market Square located on back of building being renovated was rerouted and old materials removed from area of the building renovation
- Electronically dogged additional entry doors to town hall
- Pedestrian bridge meetings and planning Prep work started
 - Sidewalk removed, conduit laid and wires pulled, sidewalk repaved
- 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.
 - Contractor Released, Job to start in November

- ADA Compliance Self Audit of Town Buildings
 - Completed Library and Highway Garage

ADMINISTRATIVE SERVICES

In addition to general day-to-day tasks, oversight of administrative tasks, claims processing, etc. the following is a snapshot of other work performed:

- Continued meetings re: new town EOC, and data collection for EOC project; met with On-call Architect, reviewed project scope and feasibility study
- Finalized Purchase & Sale agreement and Lease agreement for 28 Garfield Street and facilitated execution of both
- Walkthrough at OFI with Architect to review proposal for design services
- Attended CRCOG Municipal Services Committee
- Commenced overall review of all Town leases and contracts
- Attended Town Center walkthrough with Colliers
- Attended CT Assistant Town Manager quarterly update meeting
- Reviewed and updated storm closing guidance
- Reviewed and updated respiratory virus guidance
- Attended CT Public Risk Management Association Annual Legal Update
- Consulted PD on liability waivers for employee event
- Continued contract negotiations for services for John Wallace Middle School project
- Attended meetings re: union contract negotiations