



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: January 22nd, 2025
Re: Monthly Report – December 2024

I am pleased to provide Council with the Monthly Report for the month of November. Please do not hesitate to contact me with any questions or concerns.

Sincerely,
Jonathan

TOWN MANAGER

The Town Manager's Office had a productive month of December. Some highlights of our departmental accomplishments are summarized below:

- Approved 2024-2028 AFSCME Contract and awarded retroactive pay increases to members
- Developed draft ordinance for new Fire Department Facilities Building Committee
- Continued negotiations with Anthony Properties for closing on 690 Cedar Street (former National Welding site)
- Attended Connecticut Conference of Municipalities Annual Conference
- Coordinated with properties owners adjacent to Budney Road stub about the potential sale of that land
- Conducted one-on-one meetings with department heads and IT regarding website redesign and held meetings with CivicPlus about redesign process
- Participated in mandatory mediation regarding a Newington Volunteer Fire Department personnel matter
- Reached settlement with Conn-OSHA regarding recent health inspection. Only minor violations were discovered and all were (or will soon be) easily rectified
- Began preliminary staff-level discussions regarding 2025-2026 budget and CIP
- Finalized 2022-2023 Annual Report
- Coordinated holiday party for all Town Staff

PERSONNEL-TMO

- The vacant Librarian I (T-2) position was posted internally to the AFSCME union on December 18th, with a closing date of December 27th. The position was posted to the public on December 30th, with a closing date of January 15th.
- The vacant Assistant Town Manager (A-12) position was offered to Lauren Rhines, Director of Administrative Services, effective January 2, 2025.
- Alexander Clifford was appointed to the position of Certified Officer, effective December 30th.
- Officer Christopher Cappiello was promoted to the rank of Police Sergeant, effective December 30th.
- 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.
- We partnered with Wheeler Clinic to provide harassment training for recent hires and supplemental training on December 10th. This training is an important opportunity to reinforce our commitment to a respectful, inclusive, and safe workplace for everyone.

ADMINISTRATIVE SERVICES-TMO

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
- Attended Town Council Meetings; drafted FD Building Committee Resolution
- Attended CCM Annual Convention
- Attended Mandatory Mediation conference for liability suit
- RFP for Police Department HVAC/Roof Project process, meetings, and contract award
- Continued overall review of all Town leases and contracts
- Conn-Osha informal hearing to review inspection reports / findings
- Attended meetings re: pending litigation
- Attended meetings re: union contract negotiations
- Attended CRCOG Municipal Services meeting
- Attended DEMHS Region 3 Annual Meeting
- Attended PMBC Ordinance review meeting, finalized draft to send to town attorney
- TMO staff held Employee Holiday Luncheon for all town staff
- Attended CTCMA meeting

OVERTIME

POLICE DEPARTMENT	24-25 Approved Overtime Budget	Overtime Expended 24-25 YTD 11/30/24	23-24 Approved Overtime Budget	Overtime Expended 23-24 YTD 11/30/23
Administration	\$ 5,500.00	\$ 1,403.40	\$ 8,740.00	\$ 0.00
Patrol	758,062.00	405,742.42	726,993.00	531,108.04
Investigation	93,826.00	19,844.50	92,793.00	15,356.62
Traffic	5,006.00	1,951.06	5,006.00	902.48
Communication	175,382.00	88,362.44	175,681.00	85,986.92
Education/Training	148,545.00	73,874.12	146,205.00	61,358.01
Support Services	65,033.00	46,782.31	58,894.00	10,478.84
Animal Control	5,295.00	4,370.26	2,546.00	2,597.51
Total	\$ 1,256,649.00	\$642,330.51	\$ 1,216,858.00	\$ 707,797.42
HIGHWAY DEPARTMENT				
Highway Operations	\$ 30,725.00	\$ 9,590.14	\$ 29,834.00	16,346.82
Snow and Ice Control	137,519.00	12,746.45	133,578.00	3,764.75
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	35,871.00	25,549.18	34,486.00	18,031.46
Leaf Collection	35,972.00	34,907.60	35,972.00	34,833.55
Total	\$ 240,087.00	\$ 82,793.37	\$ 233,870.00	\$ 72,976.58
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 56,847.08	\$ 105,001.00	\$ 66,494.86
Cemeteries	17,109.00	2,503.20	17,109.00	0.00
Total	\$ 122,110.00	\$ 59,350.28	\$ 122,110.00	\$ 66,494.86

RISK MANAGEMENT-TMO

2024-25 Blue Cross/Blue Shield Plan Year

The fifth month of the 2024-25 plan year produced a combined paid claim total that was higher 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 November 2024 were \$1,200,906. 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 November, 2024

	Town	Board of Education	Total
Estimated Claims	1,176,835	4,237,645	5,414,480
Actual Claims	1,179,517	3,209,610	4,389,127

BUILDING DEPARTMENT

Applications and Permits Issued in December:

- An application was submitted for a tenant fit-out for a chiropractic office at 3313 Berlin Turnpike
- An application was submitted to demolish the former Presidents House on the west side of the main hospital at 181 Patricia M. Genova Drive.
- A permit was issued to renovate an office at 172 Kelsey Street.
- A permit was issued to build an office space at 161 Carr Avenue.
- A permit was issued to demolish a carport, apartment building and farm house at 184-200 Patricia M. Genova Drive.
- A permit was issued for a new roof for the industrial property at 156 Pane Road.
- A permit was issued at 465 Willard Avenue for a sign for Dutch Point Credit Union.
- A permit was issued at 3105 Berlin Turnpike for a sign for Ollie's Bargain Outlet store.
- A permit was issued at 56 Budney Road for a monument sign and a building sign.
- A permit was issued at 2929 Berlin Turnpike for a sign for Casadoro Italian Kitchen.

Certificate of Occupancies issued in December:

- Commercial remodel at 2929 Berlin Turnpike, Casadoro Ristorante.
- Commercial construction at 712 Cedar Street, WoodSpring Suites.
- Single family residence at 57 Harding Avenue.

These are the classes the inspectors took in December:

D. Jourdan - None

K. Kilkenny - 12/10/24 IAEI – Eaton Bussman Seminar 2hrs

12/17/24 Rocky Hill Inspectors Meeting - Zoning To Deck Handouts - 2hrs

T. Greene – 12/31/24 AWC - Answering your deck questions: Panel discussion with Pros 1 hr

12/17/24 Rocky Hill ABO meeting - Discussion: Zoning to Deck Handouts 2 hrs

12/10/24 CFMA- ICC Non-Structural Plan Review 6 hrs

Building Department inspection activity for the month of December was as follows: The Inspectors completed a total of 167 Inspections. They were: A/C Install (2), Above Ceiling (3), Boiler (1), Chimney (1), Certificate of Occupancies (3), Deck (1) Electrical (25), Exterior Walls (2), Final (91), Footings (3), Foundations (1), Framing (2), Gas Line (5), Insulation (3), Mechanical (1), Pools (1), Rebar (1), Rough (19), Slab (1), Solar (1).

The total number of Building/Renovation Permits issued/applied for the month of December was 143 producing a total permit value of **\$2,453,628**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS, VALUE OF PERMITS	
ADDITIONS/ALTERATIONS	24	655,152.00
DECKS	1	28,275.00
DEMOLITION	2	117,000.00
ELECTRICAL	45	535,831.00
FENCE	0	0.00

FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	2,000.00
GARAGE/SHED	0	0.00
MECHANICAL	30	359,476.00
NEW COMMERCIAL	1	298,500.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	15	82,188.00
POOL	0	0.00
ROOFING/SIDING	15	249,586.00
SIGN	4	69,687.00
SOLAR	5	55,933.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	143	2,453,628.00

The total Building income fees received in the month of December were **\$25,538.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$210.00, Environmental \$0.00, Conservation \$0.00, Copies \$15.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$175.00, Engineering copies \$.00. The other total income is \$400.00.

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

	<u>2024</u>	<u>2023</u>
Value of Permits issued for December:	\$2,453,628.00	\$2,745,637.00
Fees for Permits issued for December:	\$25,538.00	\$32,572.00
Other income Fees for December:	\$400.00	\$.00
Building Permits Issued for December:	143	163

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>
\$27,483,959	\$309,034	\$22,927,499	\$262,480

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

FINANCE

Accounting and Administration

- Continued working with the auditors to get our audit released. We were able to get all the information submitted by the end of December.
- Deputy Finance Director, Lisa Rydecki, received the CIP submissions from the department heads and summarized that information for the meetings between the Town Manager and the Department Heads.
- Finance Department is working with all departments in the preparation of their 2025-2026 fiscal year operating budgets which are due in our office by January 3, 2025. This also included our office completing all of the budgets that our office is responsible for.
- Both Accounts Payable and Payroll are working on their year-end reporting in anticipation of the processing of W-2s and 1099s in January.
- Our office continues to support all other grants that have been approved or are being submitted.
- Actuarial estimates for both Pension and OPEB have been received and included in the budget requests.

- Finance Director, Janet Murphy worked on contract negotiations with the Teamster Union. Our next meetings with them will be in January.

The Town received the Mashantucket Pequot grant from the State of Connecticut in the amount of \$54,975 during this month. The Town had the following interest rates for the month 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)

12/31/2024

	<u>Interest Earnings</u>		
	<u>Budget FY2024-25</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	1,040,521	\$47,948,810
Special Revenue Funds	48,000	18,992	820,915
Capital Projects Funds		30,700	1,234,506
Internal Service Fund	75,000	193,467	7,842,737
Trust and Agency Funds		30,608	1,989,158
TOTAL, ESTIMATED BY FUND			\$59,836,126

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/2024

	<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	4.66	4.82	162,536	163,117	41,188,592
Bank North	1.69	1.74	838	830	589,352
TDBank (new)	2.34	2.46	22,396	25,626	9,156,904
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.19	2.28	6,194	6,222	3,364,961
Liberty Bank	4.39	4.60	18,851	20,368	5,536,317
Total Outstanding Investments					\$59,836,126

Rates reflect avg. monthly yield, annualized

Assessor

- The focus in the month of December for the Assessor's Office was finalizing the Real Estate Grand list, processing Personal Property Declarations and implementing the new MSRP pricing guidelines for the Motor Vehicle Grand List. We also added Interim Assessor Larry LaBarbera to our staff, he is a welcome addition with over 30 years of Assessment experience.
- In September 1,780 Personal Property Declarations were sent to all of the known businesses with a situs in Newington. To date 1,200 have been received back to be processed, a 67% return rate. The

first week in December, notices were sent out to any business that had failed to file a declaration for the November 1st deadline. As of the end of December 973 Declarations have been processed, and the department is on schedule to finalize the Personal Property Grand List by the end of January.

- During first week of December, we received the 2024 Motor Vehicle Grand List file from the DMV. This year is the implementation of several new legislative changes in the way the Motor Vehicle Grand List is processed. The first of these changes is the Motor Vehicles will no longer be valued using JD Power fair market value, instead they will be valued from the original MSRP and a set depreciation schedule based on vehicle age. In addition; personal use utility trailers are no longer subject to property taxes. The process of applying an MSRP to all vehicles began in December and will continue into January. By the end of January, the impact of these legislative changes will be available.
- The 2023 Motor Vehicle Supplemental was finalized and the tax bills will be sent out by the Tax Collector the first week of January. We are expecting this to cause higher traffic in our office from mid to late January.
- The December 10th pre-trial hearing for the Lowrey Place LLC personal property Superior Court case was cancelled, as both parties have determined that an agreement can be made. Coordination with Attorney Griffith was ongoing in December to get the agreement finalized.
- Real estate deeds were read and entered into the computer assisted mass appraisal system through the end of December, 109 property transfers were completed.
- Finally, the office completed a total of 65 certificates of correction.

Revenue Collector

- Collections for December on the 2023 Grand List amounted to \$7,587,688.07 and back tax collections were \$40,437.56. Included in the back tax amount was \$7,765.13 which was collected for suspended accounts.
- This year's total collections through December were 62% which is similar to what was collected in December 2023.
- Delinquent Notices were mailed for current and back tax delinquent accounts for the 2022 and 2023 Grand List totaling 5,744 tax bills.
- The staff was extremely busy daily updating tax accounts prior to finalizing the file for the mailing of the January 2025 SMV tax bills so information could be as accurate as possible.
- There were 4,478 Supplemental Motor Vehicle tax bills mailed at the end of December for individuals who registered cars after October 1, 2023. These new tax bills were placed online as soon as the information was available.
- Legal Notices were published for the second installment on Real Estate, Personal Property and the Supplemental Motor Vehicle taxes.
- Press Releases were also placed in the Rare Reminder, as well as on Newington's website and social media to remind taxpayers of their second installments due in January.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of December, 2025. 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	December	6 Month Total
	Fire		
100	Fire, Other	0	4
111	Building fire	0	5
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	1	14
114	Chimney or flue fire, confined to chimney	1	1
116	Fuel burner/boiler malfunction, fire	0	0
123	Fire in portable building, fixed location	0	0
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	1	3
132	Road freight or transport vehicle fire	0	0
138	Off-road vehicle or heavy equipment fire	0	1
140	Natural vegetation fire, other	0	6
141	Forest, woods or wildland fire	0	1
142	Brush or brush-and grass mixture fire	0	12
143	Grass Fire	1	3
150	Outside rubbish fire, other	1	3
151	Outside rubbish, trash or waste fire	1	3
154	Dumpster or other outside trash receptacle	0	1
160	Special outside fire, other	0	3
162	Outside equipment fire	0	0
170	Cultivated vegetation, crop fire, other	0	1
	Total	6	63

2

	Overpressure Rupture, Explosion, Overheat (No Fire)		
200	Overpressure rupture, explosion, overheat	1	4
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	1
	Total	1	6

3

	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	3

311	Medical assist, assist EMS crew	0	4
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	2
352	Extrication of victim(s) from vehicle	1	3
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	1	14

4 Hazardous Condition (No Fire)

400	Hazardous condition, Other	5	15
410	Combustible/flammable gas/liquid condition	0	1
411	Gasoline or other flammable liquid spill	1	6
412	Gas leak (natural gas or LPG)	0	7
413	Oil or other combustible liquid spill	0	1
420	Toxic condition, other	0	1
421	Chemical hazard (no spill or leak)	1	3
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	1	6
440	Electrical wiring/equipment problem, Other	1	18
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	1	3
443	Breakdown of light ballast	0	0
444	Power line down	1	15
445	Arcing, shorted electrical equipment	1	2
460	Accident, potential accident, other	0	1
461	Building or structure weakened or collapsed	0	1
463	Vehicle accident, general cleanup	1	6
	Total	13	86

5 Service Call

500	Service Call, other	1	6
510	Person in distress, other	0	2
511	Lock-out	1	6

512	Ring or jewelry removal	0	1
520	Water problem, Other	2	9
521	Water evacuation	0	3
522	Water or steam leak	1	1
531	Smoke or odor removal	5	14
540	Animal problem, other	0	0
542	Animal rescue	0	1
550	Public service assistance, Other	0	1
551	Assist police or other governmental agency	2	4
552	Police matter	0	0
553	Public Service	0	1
561	Unauthorized burning	2	24
571	Cover assignment, standby, move up	2	15
	Total	16	88

6 Good Intent Call

600	Good intent call, other	5	30
611	Dispatched & cancelled en route	1	8
621	Wrong location	0	0
622	No Incident found on arrival at dispatch		1
631	Authorized controlled burning	0	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	2	5
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	1	5
672	Biological hazard investigation, none found	0	0
	Total	9	53

7 False Alarm & False Call

700	False alarm or false call, Other	4	34
710	Malicious, mischievous false call, other	0	7
711	Municipal alarm system, malicious false	0	1
714	Central station, malicious false alarm	2	5
715	Local alarm system,	0	0
721	Bomb Scare – no bomb	0	0
730	System malfunction, Other	5	10
731	Sprinkler activation due to malfunction	0	1
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	0	19

734	Heat detector activation due to malfunction	0	2
735	Alarm system sounded due to malfunction	0	7
736	CO detector activation due to malfunction	3	12
740	Unintentional transmission of alarm, other	1	9
741	Sprinkler activation, no fire	0	1
742	Extinguishing system activation	0	0
743	Smoke detector activation, no fire - unintentional	7	40
744	Detector Activation, no fire	0	6
745	Alarm system activation, no fire	7	26
746	Carbon monoxide detector activation, no CO	1	5
	Total	30	185
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	4
911	Citizen complaint	0	1
	Total	0	5
	Total Calls	76	507

Fire Chiefs Activities December 2024

- Discussions with Chief Regina and Captain Machado about training division activities
- Work with Chief Regina on site work contractor for 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 on apparatus and building projects
- Discussions with Assistant Chief Lapierre on budget purchases and policies
- Discussions with Chief Lapierre on AFG Grant submission and letters to Senators for support
- Attend Town Council meeting on Fire Department Building Committee Resolution
- Discussions with Town Manager on Company 1 floor
- Work with MES and Chief Lapierre to ensure SCBA SEMS upgrades were completed
- Attend Company Christmas parties
- Attend weekly State Radio meetings for new radio system
- Attend Monthly Board of Fire Commissioners meeting

- Attend Monthly Chiefs Meeting
- Complete CJIS Security Training
- Work with CSU on FD radio transition to new radio system mobiles/portables
- Attend Testing for State Certification for Health and Safety at CFA
- Attend Testing for State Certification for Incident Safety Officer in Wolcott
- Meet with Town Manager Altshul over West Hill Road property
- Work with Hermas on Generator monitoring installs- testing
- Discussions with Hermas on new Chief Vehicle order
- Attend in person Sexual Harassment training for the department
- Complete Blood borne Pathogens Online Training
- Complete Health and Safety Online Training
- Attend MPO Lavery Memorial Service
- Meet with Chiefs to discuss operating budget for the department
- Discussions with Hermas on electrical issues with Chief's vehicles
- Work with CSU on camera install at Company 1
- Meet with BOFC on approval of CIP Budget

Car 2 Fire Chiefs Activities December 2024

- Complete all CIP requests for Chief and Commissioners approval.
- Complete Command Staff meeting minutes for distribution
- Zoom meeting with grant writer to complete this year's application
- Meeting with Town Manager on building committee resolution.
- Correspondence to Captains on Night of Lights plans.
- Correspondence to Chris Bagdis for updated quote for gear washers.
- Attendance at HCFS FF1 graduation ceremony, members received challenge coins.
- Reply to Julia/Sonya on grant application questions
- Complete CJIS yearly renewal
- Attendance at Town Council meeting for building committee resolution.
- Attendance at Town Wide sexual harassment training.
- Worked with Grant writer to finalize Grant.
- Grant submitted December 19th
- Attendance at Peter Lavery memorial service
- Budget meeting with chiefs for operating budget
- Operating budget preparation for chief and commissioner review.

Car 3 Fire Chiefs Activities December 2024

January 2025 Training Report

Progress History

- **Training Tower Updates**
 - Concrete footings and pad are scheduled to be installed this month.
 - Electrical piping will be installed at same time.
- **ISO**
 - **No further information on ISO rating available at this point in time.**
 - Working with representative on response areas in preparation for firehouse committee formation by Newington Fire Commission.

Plans

- **CIRMA Sexual Harassment Prevention.**
 - NVFD December class offered to Town of Newington (TON).
 - Two employees attended December class.
 - Certifications for TON employees were sent to TON HR
 - **2nd make-up date is Wednesday, January 8, 2025 @ Westbrook Fire Department**

Drill Schedule - Posted in RedNMX for January – June 2025

January		
Officer Training	CSI	01/07/2025
Multi-Company Drill	Ice Water Refresher	01/13/2025
Officer Training	Saputo – Walk Thru/Pre-Plan	01/14/2025
Department Drill	HazMat Refresher – “HazMat Guys”	01/20/2025
New Officer Candidate Training		01/22/2025
Multi-Company Drill	Ice Water Refresher	01/27/2025
February		
Multi-Company Drill	Ice Water Rescue – 2 Sessions	02/08/2025
Officer Training	Anna Reynolds – Walk Thru/Pre-Plan	02/11/2025
Multi-Company Drill	Electrical Safety – “Eversource”	02/17/2025
New Officer Candidate Training		02/19/2025
Multi-Company Drill	Electrical Safety – “Eversource”	02/24/2025
March		
Officer Training	SCBA	03/11/2025
Department Drill	Bailout – “Back to Basics Training”	03/15/2025
New Officer Candidate Training		03/19/2025
Multi-Company Drill (Day Drill)	SCBA	03/23/2025
Multi-Company Drill	SCBA	03/24/2025
Multi-Company Drill	SCBA	03/31/2025

CT Fire Academy Classes - 2025

CT Fire Academy - Incident Safety Officer (ISO) Course – Hosted by Newington Fire Department

- Nights: February 24th/26th, March 3rd/5th
- Days: March 8th
- Open to ALL CT firefighters

CT Fire Academy – Fire Officer I (FOI) Course – Kalasky Room

- April 1st through June 11th

CT Fire Academy Certifications – 2024 - All Students Passed Practical/Written Examinations

Firefighter I (FF I)

- Ryan Rizzo
- Cody Depamphilis
- Alex Kotenko
- John Taylor

Firefighter II (FF II)

- Ryan West
- Emma Sweeney
- Kassidy McNamara
- Pedro Villatoro
- Mya Lungu
- Zach Blanchard
- Greg Jacques
- Sam Martinchek

Health and Safety Officer (HSO)

- Chief Jeffrey Trommer

Incident Safety Officer (ISO)

- Chief Jeffrey Trommer
- Sal Garofalo

Fire Service Instructor I (FSI I)

- Kassidy McNamara
- Jay Lapierre
- Kevin Ziegler
- Christopher Ferri

Fire Service Instructor II (FSI II)

- Tony Palazh
- Geoff Anderson

Car 4 Fire Chiefs Activities December 2024**Department Status**

Regular Members: 97

Cadets: 12

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

Promotions

None to Report

New Members/Applications

(6) Applications in the process

Housekeeping

- NFIRS Reporting up to date.
- Developing new recruitment strategies
- Autism Wrap removed from E1

Car 5 Fire Chiefs Activities December 2024

- The final parts for the SCBA upgrades have been installed on December 17th. This completes the upgrades for all SCBAs.

- The following repairs and services were done in the follow stations:
Company 1- All closers for the Kalaski Room have finally been adjusted for proper working, Engine 1 shore line was repaired, Company 2 – The leaking hose reel was repaired, Parking lot lights were repaired, a second issue arose from that repair and the electrician is looking into proper dry box for underground connections, Quotes were requested for hot water heater replacement. It is showing signs of wear and rust. Company 3 – Quotes were requested for hot water heater replacement. It is showing signs of wear and rust. Company 4 – No issues repaired at this time. Past roof leak repairs are being monitored. Company 5 – the door looking system was malfunctioning but has been repaired.
- Various repairs have been done to all of the fleet by the Highway Dept. Hermis has been given access to the software for the work orders but has not had time to complete all the closed work orders.
- Multiple quotes have been requested and are being requested for the renovations to the Chapman Street station. A meeting was held with the Architect Jenni Morgenthau, Joe Salamone and I to discuss potential design plans and engineering. Several other concerns were brought up by Mr. Salome but were addressed by myself and Ms. Morgenthau. The next steps were also addressed such as additional meetings with the engineers and a rep from the Historical Society to address any concerns they may have.

FIRE MARSHAL

Inspections by Inspector and Type								
Newington Fire Department								
Inspection	2020	2116	1023	23999	0310	2202	2113	Total
Types	Carlson	Hofmann	Muir	Sokolowski	Stegmaier	Zadrick	Zordan	Insp
Acceptance Testing	0	0	0	0	0	1	4	5
Administrative Tasks	0	0	0	0	0	0	0	0
Blasting - Witness/Follow-	0	0	0	0	0	0	0	0
Building	0	0	0	0	0	0	0	0
Complaint/Referral	0	1	0	0	0	0	0	1
Complex - Landlord	0	0	0	0	0	0	0	0
Construction/Site Inspection	0	0	0	0	0	0	0	0
Consultation	0	0	0	4	0	1	0	5
Documentation/Annual	0	2	0	0	0	0	0	2
Existing - Assembly (A1/A2)	0	1	0	0	0	1	0	2
Existing - Assembly (A3)	0	0	0	0	0	0	0	0
Existing - Assembly (A4/A5)	0	0	0	0	0	0	0	0
Existing - Educational	0	0	0	0	0	0	0	0
Fire Drill - FMO On-site	0	0	0	0	0	0	1	1
Fire Investigation	0	0	0	1	0	0	0	1
FMO Callout - Code	0	1	0	0	1	0	1	3
Incident Response to	0	0	0	0	0	0	0	0
Inspection - Annual	2	2	0	1	0	1	0	6
Inspection - Certificate of	0	0	0	0	0	0	1	1
Inspection - Dwelling Unit	0	68	0	0	0	0	0	68
Inspection - Every 2 Years	1	0	0	0	0	0	0	1
Inspection - Every 3 years	5	2	1	2	0	2	0	12
Inspection for Liquor Permit	0	0	0	0	0	0	0	0
Knox Box Inspection	0	1	0	0	0	0	0	1
Notification to FMO	0	0	0	0	0	0	0	0
Occupant Load	0	0	0	0	0	0	0	0
Permit Application	0	0	0	0	0	0	0	0
Plan Review	0	0	0	0	0	0	6	6
Re-Inspection	3	0	0	8	0	0	0	11
Safe Homes Taskforce	0	0	0	0	0	0	0	0
Special Event	1	0	0	0	0	0	0	1
Special Inspection	0	0	1	0	0	0	1	2
Vacant Building	2	0	2	0	0	0	0	4
Total	14	78	4	16	1	6	14	133

Office Updates:

- No major updates on staffing. Looking forward to having Fire Inspector Tym Sullivan starting on a regular basis now that he has completed Recruit School.
- Training - Fire Marshal Zordan and Fire Inspector Sokolowski have been accepted into a Fire Investigation program at the National Fire Academy in Emmitsburg, Maryland. This is a 10-day training program and is very competitive to be allowed admission. There is no cost for the training, travel or lodging. There is a meal plan that will have to be purchased, but that is accounted for within our current operating budget.
- Radios – the Fire Marshal’s Office have received our cache of new radios. Fire Marshal staff will be transitioned from CAR numbers (i.e., Fire Marshal is CAR 90) to FM numbers. This will be completed by the end of January.
- With the implementation of the new radio system, at the request of the Fire Department, the Fire Marshal’s Office will no longer be operating on Fire Ops 1 (Fire Main). FMO staff will now be directed to communicate with dispatch on Fire Marshal. The appropriate changes will be made in dispatch as well.
- CleanSpace Respirators - have been received and training has been scheduled. These respirators will be used when needed while conducting fire investigations as a cancer reduction effort. A formal policy will be implemented.

Budget:

- No significant budgetary purchases were made in the month of December.
- The proposed budget for FY 2025/2026 was emailed to the commission for review. The Town Manager has indicated that he would like the Fire Marshal’s Office to start billing for inspections. Staff have been researching surrounding jurisdictions and will make a full presentation on this topic in February.

Events:

- Please see the attached report for Call-outs and Investigations.

Inspection History			Date Range: From 12/1/2024 to 1/31/2025						
Newington Fire Department			Inspection Type: CALL, INVSTG, NOTIFY						
			Inspection All Status Types						
Insp#	Date	Type	Status	Address	Address Type	Name	# Vio	Length	
3224	12/09/2024	Fire Investigation	Inspection Closed	200 BUENA VISTA AVE	Residential - Single/Two		0	2.00	
3263	12/11/2024	FMO Callout - Code Enforcement	Activity Complete	2929 BERLIN TPKE	Assembly	Casadoro Ristorante & Pizzeria	0	0.50	
3542	12/23/2024	FMO Callout - Code Enforcement	Activity Complete	549 CEDAR ST	Factory/Industrial	BRYKA (Other Electronic)	0	0.75	
3669	12/24/2024	FMO Callout - Code Enforcement	Inspection Closed			New ington Business	0	0.00	
3670	12/24/2024	FMO Callout - Code Enforcement	Inspection Closed	475 WILLARD AVE		New ington Business	0	0.37	
3667	12/25/2024	FMO Callout - Code Enforcement	Inspection Closed	3260 BERLIN TPKE	Assembly	PLAZA AZTECA	0	0.25	
				Total Inspections: 6		Total Length of Inspections: 3.87			

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with ongoing Landfill post closure requirements
- Met with Engineering Department to discuss various projects and drainage concerns
- Met with Public Works group to discuss upcoming projects
- Met with CT DOT to discuss outstanding concerns and long-term projects
- Continued discussion with CONN OSHA regarding site inspection
- CIP and General Budget requests submitted
- Met with paving contractor to discuss 2025 Paving Program
- Met with consultant to discuss Tier II Reporting for Highway Facility
- Met with consultant and Town Engineer to discuss MS-4 Permit

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Transfer Station material processing
- Completed miscellaneous patching of various potholes
- Cleaned various catch basins throughout Town
- Cleaned catch basins on Old Farm Drive and Saddle Hill Road in preparation for repair
- Completed video inspection of drainage infrastructures at Maple Hill and Walsh Avenues and Winslow Drive
- Cleaned out manhole of vegetative debris on Church Street
- Picked up damaged curbing where needed
- Crews cleaned leaf equipment in preparation of seasonal storage
- Four (4) call ins for snow/ice for a total accumulation of 4.0" for the month
- Placed sand barrels throughout Town
- No after hour call in(s) for the month
- Three (3) evictions scheduled for the month - 2 canceled and 1 required no storage

Fleet Maintenance

- Mechanics continued with preventive, snow seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Completed upfitting of new police K-9 vehicle
- Police Mechanic continued upfitting of other patrol vehicles
- Continue to assist Contractor with the installation of new mobile radios
- Continued the repair/maintenance of snow control equipment
- Assisted Highway Operators when needed for snow/ice control
- One (1) after hour call in(s) for the month

Sanitation/Recycling/Transfer Station

- Scheduled 88 residential bulk items for collection for the month
- Scheduled 29 condominium bulk items for collection for the month
- Scheduled 13 condo/residential scrap metal items for collection for the month
- 5212 tons of cumulative Municipal Solid Waste were collected from July through December
- 1113 tons of cumulative recyclables were collected from July through November
- 110 mattresses/box springs were recycled for the month
- Five (5) television(s) were collected for the month
- Issued 17 permanent Transfer Station permits and 3 temporary permits for the month

HUMAN SERVICES

- 5th Grade Challenge Day was held inside. Facilitators all provided feedback for the next time we need to be indoors
- New shed installed and started to move some things into it to prepare for a challenge course day outside
- Held two full day programs for SCORE during winter break
- Ski & Snowboard Club is being prepared for based on expressed youth interest.
- Example of a positive experience with Mentee who is working with Program Coordinator Manion- his mother identified that he was depressed and consulted with pediatrician who recommended therapy. Mom reached out to Mentor-Manion requesting assistance in this process. Youth was

referred to clinical coordinator Hendrickson & continued with mentor relationship as an ongoing support & motivator in making healthy choices. This confirms that the Mentor/Mentee relationship is recognized, valued and creates a safe space to share issues & receive guidance towards a healthy ongoing journey.

- The department worked with 8 mentees this month.
- One JRB youth closed their case successfully- following all recommendations made by the board & maintaining contact with Newington Human Services/YSB for 6 months prior to closing.
 - This case involved a youth in residential group home who inappropriately used a staff members credit card. This required coordination with DCF, relocation to the youth to a foster parent/guardian, and ongoing JRB case management – providing assistance with resume creation & job search, therapy, community service & monthly check-in sessions .By the end of his restoration period, youth reported at closing meeting that he had secured positive employment, was participating in internships for school, made high honors, and has regained a positive and fulfilling social life including a girlfriend. Student completed MDFT counseling services. Student, foster parent, and DCF all report that he is doing remarkably well & they attribute that to his engagement & perseverance & his positive participation with JRB-restorative justice model.
- Coordinator Wassik experienced an extremely high volume of donations from the community: businesses, houses of worship, private individuals, & civic organizations. Newington community is extremely responsive to the need of its vulnerable residents. While all of these donations are very much appreciated – it does create issues of space & storage, coordination of additional volunteers to receive sort & shelve donations - although in the scope of things that is a good problem to have.
- Our Holiday Food & Gift Distribution was supported by every component of the community: including residents, businesses, houses of worship, civic organization, schools, scouts, Town Hall individual staff & departments. We served 726 individuals through the Holiday program- they were all extremely grateful for this service.
- Social Casework case example:
 - **Clients are 50 & 58yo** married couple who reside in a home they own with their two children. Household was referred to Human Services by our Safe Homes Task Force, as well as the Fire Marshall's office. There had been prior concerns for hoarding which have been attended to and the situation is almost resolved as a result. Wife is employed full time. Unfortunately, she incurred an injury while at work. She has been out of work on FMLA since this date. Since she did not have any accrued sick time, she has been unpaid for the duration of this absence. She was denied worker's comp as well as short term disability, but she is pending CT Paid Leave application. Husband is employed full time. As a result, the household has fallen behind on the mortgage payments. Once her CT Paid Leave begins, household will be able to afford ongoing monthly expenses. Newington Human Services provided assistance towards back mortgage in order to bridge them until benefits begin.
 - **Client was a 68yo widow.** Her husband passed away in the fall following a brief illness. At the time, they were affording their bills on both of their disability payments. When he passed away, his disability payment stopped. She has since been granted widow's benefits which will begin in January. Her husband also did not have life insurance at the time of his death, resulting in her paying out of pocket for all services. Therefore, she fell behind on rent. She receives section 8 and she will be able to afford her ongoing expenses as of January 1. However, she was unable to pay what was past due and in order to avoid eviction proceedings- Newington Human Services assisted to bring her rental balance current and allow her to pay from January forward independently.

December2024 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 6	53 6	47 0
Youth & Family Service Hours	14	13.5	72.25	62.25
JRB cases : JRB hearings: JRB Service hours: New Cases	11 0 18.5 0	10 2 18 2	77 5 107 2	30 8 47
Positive Youth Development	105	36	475	861
Adult to Youth Mentoring: Cases sessions Service hours	8 5 4	6 8 12.25	14 13 16.25	
Community Service # of hours completed Challenge Course: Adult youth(outside)	1 20 0 0	1 50 0 0	2 251 47 0	9 62 0 60
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	53 16 9 28	53 7 8 38	474 78 53 252	847 231 100 548
Social Casework Service Hours	79.25	81.75	675.6	1057.25
Food Bank Household visits # bags of groceries distributed Mobile truck	144 1124 155	508 2513 161	1302 8824 1680	1163 8368 2911
Special Needs	14	8	41	49

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 December, the Department of Information Technology and GIS participated, assisted, and/or were directly involved in the completion of 75 formal requests for service. In addition, the department worked on the following projects:

- Continued work on Verint audio recording solution for Town radio solution
- Virtual Server OS updated with security and software patches
- Bodycam end user permissions reviewed with PD staff
- PD Booking camera configuration and licensing
- Hyperconverged infrastructure VM environment optimization
- Single sign-on authentication for Police time tracking application completed
- Power management settings change for Fire MDT to optimize battery life of devices
- Troubleshoot and resolved powering issue with Library public PC
- Prepared and deployed MDT for Animal Control
- Added PD floorplan to access control system for management
- Ran DB routine to clean up addresses for Revenue/Tax Collector
- Moved and replace library children's office computer equipment for new furniture
- Install, configured, tested, and implemented PD eticket system
- iPad deployed to Highway to aid in completing mechanic work orders for FD
- Assorted website updates as requested by departments
- Continued testing Town implementation of MS365 with email migration
- Continued maintenance of Town GIS datasets and applications
- Continued with Town website update project

LIBRARY

- The Friends of the Library are deep into Winterfest 2025 preparations. This annual sold-out fundraiser is an evening of fun and entertainment but requires a lot of work seeking donations, organizing the vendors and making sure that all aspects necessary to have this event are in order. The planning committee and Head of Community Services Michelle Royer are doing a great job. This event will be held at the library on Friday January 17, 2025.
- The library is completing its proposed 2025-2026 budget for submission to the Town on January 2, 2025.
- The Library Board of Trustees presented an afterhours holiday concert on December 6. *The Sugartones*, a vocal trio entertained attendees **with dynamic arrangements of traditional holiday favorites, as well as a healthy dose of comedy**. It was a very enjoyable evening. The cultural events offered as part of the *George G. Hanel Fine Arts Series* are made possible thanks to an endowment to the library by Mr. George G. Hanel.
- The Children's department staff offered 20 programs to 573 children and their caregivers. Archived views of previous online programs for the month of December were 87. School visits continued with students in grades K - 2 from John Paterson Students coming to the library to learn about the library and to check out books. The popular *Winter Wonderland Workshop* featured winter-themed crafts for families to make together. The second annual *Winter Craft Fair* was held on December 14. Kids and teens vendors were in the in the Community Room selling their handmade crafts. Families and patron had a lot of fun shopping and supporting their children! Highlights of other programs included *Baby*

Soft Play, Story and Art for kids ages 2 - 4, *Social Emotional Learning Story Time*, *Cookbook Club* for kids in grades 3 – 5 who made pancakes in a jar to give as a gift to someone special and *A Family Noon Year's Eve Celebration* for kids ages 3 – 6.

- In December, 5 programs were offered to 100 teens. Archived views of previous online programs for the month were 19. The *Teen Cookbook Club* saw teens making recipe jars of dry layered ingredients then decorating the jar and a gift bag. Teens had their own *Winter Craft Night* creating holiday cards and festive seasonal crafts. The very popular *Teen Lego Challenge* was back. Teens worked in teams to design the most creative and impressive Lego builds. Crafty teen vendors also participated in the *Winter Craft Fair* helping to make the annual event a success.
- Adult were offered 25 programs attended by 512 adults. Archived views of previous online programs for the month of December were 865. *Let's Talk*, that encourages people that are learning English to practice in a comfortable setting, offered conversation, puzzles and desserts to the adults and families who came. *Books & Bites: Book Talks by Librarians* program had Librarians Jennifer Hebert, Joan Quasnitschka, and Julie Bergman recommending cozy winter reads of all genres. Another *ReDefined Reads* program for crafty patrons was offered. This time, patrons created festive works of art with framed rolled paper trees. Crafty adults were also able to create upcycled ornaments and colorful landscapes with diamond painting during the month. This month's *Library Speakers Consortium Virtual Author Talks* featured *On Pulse-Pounding*, *Family Driven Mysteries: A Conversation with Laura Dave* and *Unearthed: Exploring the Smithsonian National Gem Collection with Dr. Jeffrey Post*. Highlights of other programs included *Page Turners*, an evening book discussion talked about the novel *Lady Tan's Circle of Women* by Lisa See. *Brown Bag It with a Book Discussion* that featured book was *The Dutch House* by Ann Patchett. *Grab & Go* coloring pages and puzzle packets and *Spice It to Go* rounded out the month. December's spice was ground allspice with a recipe for Sweet and Salty Nuts,
- Total circulation was 21,234. Circulation of digital materials was 3,993. Total number of people that entered the building was 8,071. 22 curbside service transactions were processed. Staff processed and pulled 1,735 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,733 reference questions during the month. Meeting room and study room space were used 297 times. Head of Community Services Michelle Royer and Business Manager Karolyn McLain notarized 26 documents for patrons. Volunteers and staff delivered 139 items to our homebound patrons. Staff offered technology help 145 times to patrons. Online resources that were popular this month included *A to Z Database*, *Value Line*, *Consumer Reports*, *PebbleGo Animal* and *Social Studies* databases and the *PebbleGo Next Social Science* database.
- In technology news, Digital Services Librarian Michelle Patnode held a *Technology Buying Guide* program for holiday shoppers as well as *Morning Tech Talk*, a program where patrons were encouraged to come and discuss new and relevant technology topics. She also offered Tech Hel @ Lucy, one-on-one tech help session with interested patrons.
- In personnel news, Assistant Director Karen Benner continued to oversee the Circulation Desk while Circulation Supervisor Katie Cornell is out on maternity leave. Testing for the open Circulation Part-time Substitute that was posted in November was held in December. Interviews for this position will be January.
- In facilities news, the Children's Office had a makeover this past month. In November this office was emptied out and the walls were repaired and repainted. New office furniture that helped redesign the space was delivered in early December. There were a few pieces that were backordered but the main workspace was delivered. The space and furniture now allow for each of the five people who work in this space to have a desk and a computer for the first time. Staff are very happy with their new workspace. This project was made possible by ARPA funds and the assistance of the Town IT and Facilities departments. Carpets were cleaned in several areas in the library that were missed last month. Staff are preparing for the redesign of the Reference Office that is next on the list of things to do.

PARKS AND RECREATION

RECREATION DIVISION:

- The Department held Newington's Night of Lights Holiday Spectacular on Friday, December 6, 2024. This event had thousands of people in attendance despite the cold weather. Spectators came from all around the state, to celebrate the arrival of Santa Claus. This event included a fire truck parade, refreshments, a bonfire with s'mores, an ice sculpture, Chicken Flinger game, Penguin "whack a mole", train rides, a hay wagon ride, a video game trailer, Big Daddy's Racing, clowns, magicians, stilt walkers, a tree lighting ceremony, a carol sing with Newington schools, and an appearance by Santa Claus. Also featured at this event was the first ever Laser Light Show that lit up Main Street with cheerful colors and songs! In addition, for the first time, a Merry Market consisting of 14 local small businesses sold their wares during the event.
- The Department collected over 40 letters to Santa. Each child received a personal response from Santa.
- On Wednesday, December 18, 2024, students from the Creative Playtime Preschool Program enjoyed a special visit from Santa Claus! The children were thrilled to meet Santa and hear stories about his home at the North Pole.
- Creative Playtime Preschool proudly participated in PJ Day for the Kids, an event supporting children battling cancer at Connecticut Children's. We joined schools and businesses across the state to honor young patients who must wear pajamas for extended periods during treatment. With an initial fundraising goal of \$250.00, we exceeded expectations by raising \$269.00. The children were excited to learn how their efforts could make a difference!
- The first week of youth basketball practices was held from December 16 - 20, 2024. We're excited to kick off the new season, which will feature 50 teams and 440 players.
- Winter P.E. Camp was held at Ruth Chaffee School from December 26 - 27 and 30 - 31, 2024, with a total of 43 students registered.
- Seven new American Red Cross lifeguards were certified by the Department at the Newington High School indoor pool.
- Preparations are underway for Summer 2025 at both Churchill and Mill Pond Pools.
- Summer camp preparations have begun. Four weeks, out of nine weeks, of field trips have been scheduled. Prior to advertising the hiring of summer camp counselors, we have already received four applications.

PARKS, GROUNDS & CEMETERIES DIVISION:

- Parks staff built and decorated the holiday hay ride for the Night of Lights special event.
- Parks staff that assisted Highway with town-wide street leaf cleanup wrapped up for the season and returned to our team.
- Parks staff completed leaf collection at parks and government buildings in the middle of December.
- Parks staff assisted the Town Manager's Office staff with set up of administrative "Jolly Jamboree" party in the Mortensen Community Center Gymnasium.
- Seymour Park playscape is nearing completion. Remaining work includes pouring the rubber surfacing in the spring.
- Parks staff completed various tasks around West Meadow Cemetery including picking up old décor, filling graves that settled after a dry autumn, and tree work.

Cemeteries: 1 Single, 1 Double, 4 Ash, 4 sales

Overtime: 78 hours, \$3,744

TREE WARDEN:

- B&M Tree Service removed a group of hazardous trees on Kimberly Road.
- Parks crew removed hazardous trees along west side of Kimberly Road
- Parks crew removed dead trees at OFI Property
- Parks crew started pruning trees in West Meadow Cemetery
- Parks crew picked up sticks and branches at parks after heavy winds
- Parks crew removed a dead tree on Golf Road.

PLANNING AND ZONING

TOWN PLAN AND ZONING COMMISSION –

MEETING SCHEDULED ON 12/11/24:

Approved With Conditions:

Request for Bond Reduction for 96-100 Pane Road (residential development) for the approved Petition 23-21 at 3333 Berlin Turnpike. Applicant/Contact: Scott Nielsen Owner: Residences at Newington LLP.

Discussion:

TPZ By-Laws

CONSERVATION COMMISSION –

MEETING SCHEDULED FOR 12/17/24:

PUBLIC HEARING CONTINUED:

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, Owner: Kitts Lane Apartments LLC.

ZONING BOARD OF APPEALS –

MEETING SCHEDULED FOR 12/05/24:

Meeting was held to set the regular meeting dates for 2025

OPEN SPACE COMMITTEE –

- No Meeting Held in December.

ECONOMIC DEVELOPMENT COMMISSION –

- Meeting held on December 04.

AFFORDABLE HOUSING MONITORING AGENCY –

- No scheduled meeting for November.

ZONING OFFICER ACTIVITIES:

- Issued 15 Zoning Permits for various projects in town.
- Received 73 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight and zoning complaints, and property information.
- Performed 19 inspections for zoning complaints and 12 for blight complaints. The following items were issued;
- 5 zoning notice of violation
- 1 notice of blight warning
- Closed 10 zoning violations and 4 blight violations.
- Performed 2 c/o inspections and coordinated the posting of site bonds
- Attended Town Center Master Plan events
- Removed 32 illegal signs from the Town and/or State R/W and 770 for the year
- Attended annual CAZEO meeting in furtherance of maintaining CZEO certification
- 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.

- 56 Budney Rd
- 36 Chapman St
- 81 Edward St
- 16-18 Eighth St
- 65 Lantern Hill
- 1133 Main St
- 156 Pane Rd
- 43 Putnam St (rear)
- 210 Superior Ave
- 120-126 Willard Ave

POLICE

Patrol Calls for December are as follows:

Abandoned MV 1	Fire Task Force Activation 0	MV Complaint 39
Administrative 1	Fire Training 0	MV Evading 19
Alarm Commercial Burg Alarm 81	Fire Trouble Alarm 0	MV Fire 0
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Fatal 0
Alarm Residential Burg Alarm 17	Fire Vehicle Fire 0	MV Injury 16
Altered Mental Status 0	Fire Veh Fire Near Stru 0	MV Property Only 86
Animal Complaint 15	Fire Water Problem 0	Neighbor 8
Arson/Fire Invest 0	Fireworks 0	No Pol Actual Call Type 200

Assault 1	Follow Up 37	Noise 12
Assault in Progress 1	Found Property 7	Non Collect Person 0
Assist Motorist 0	Gun 0	Notification 0
Assist Notification 0	Harassment 8	Open Door/Window 2
Assist Other Agency 19	Hazard 12	Other Archive 0
Bad Check Insufficient Funds 0	Hazmat 0	Parking Violation 117
Blighted Property 0	Hold Up Alarm 1	PD Assist Fire Dept 48
Bomb Threat 0	Hope Project 0	PD Vehicle Maintenance 0
Breach of Peace/Disorderly 7	Identity Theft 4	Personal Relief 0
Burglar Alarm 22	Illegal Dumping 3	Pistol Permit 18
Burglary 5	Impersonating Police 0	Prisoner Care 6
Car Seat 5	Indecent Exposure 1	Private Duty 0
Check Welfare 44	Intoxicated 2	Property Found 0
Check Welfare 911 32	Juvenile Complaint 12	Property Lost 0
Check Welfare Other 10	K9 Assist 4	Prostitution 0
Clear Lot 1	K9 Narcotics 9	Recovered Stolen MV 1
Construction 0	K9 Track 3	Rescue Call 0
Court Detail 22	Kidnapping 0	Residential Lockout 4
Crest Call Out 0	Landlord/Tenant Dispute 9	Risk Protection Order 4
Criminal Mischief 11	Larceny 58	Robbery 3
CSO 0	Larceny from MV 9	Roll Call 3
Customer Dispute 15	Lift Assist Only 0	Serve Subpoena 0
Dog Complaint 26	Liquor 0	Serve Warrant 39
Domestic 32	Local Traffic Authority 2	Sexual Assault 2
Door Check 1	Location Check 194	Shots Fired 0
Drug 4	Location General 1	Specific Detail 90
DUI 3	Location School 0	State Pistol Permit – Tempo 0
EDP 10	Lockout Building 2	Stolen MV 5
Escort/Transport 4	Lockout MV 0	Sudden Death 6
Escort/Funeral 1	Lost Property 3	Suicide 0
Escort Other 0	LTA 0	Suicide Attempt 0
Escort Retrieval 2	Medical Alarm 8	Suspicious MV Unoccupied 19
Escort Tax 0	Medical Cardiac 0	Suspicious Report 118
Fingerprint 0	Medical Complaint 216	Test 9
Fire Alarm Commercial Bldg 0	Medical Diabetic 0	Threatening 3
Fire Alarm Residential 0	Medical Fall 7	Tobacco 0
Fire CO Detector no sympt 0	Medical Other 0	Tow 8
Fire CO Detector with sympt 0	Medical Overdose 0	Town Ordinance Violation 1
Fire Extrication 1	Medical Respiratory 0	Traffic Stop 265
Fire Hazmat 1	Medical Stand By 0	Traffic Stop Attempt 8
Fire Mutual Aid Request 0	Medical Trauma 0	Traffic Survey 0
Fire Other 3	Medical Unresponsive 0	Training 0
Fire Rescue 0	Midstate Accident 1	Trespass 14

Fire Special Detail 0
Fire Stand By 0
Fire Structure Fire 1

Missing 4
MV Abandoned 1
MV Assist 38

Unknown 0
Water problem 0

Total: 2,230

In December, the Detective Division Report:

During the month of December, 2024, the Detective Division saw the assignment of Sergeant Rodriguez as the new division supervisor. During his career at the Newington Police Department, Sergeant Rodriguez spent several years as a narcotics investigator assigned to the DEA Hartford Regional Office Task Force, as well as the 4-year Detective Rotator prior to his promotion to the rank of Sergeant. We are confident he will excel in his new position. Aside from his supervisory duties, Sergeant Rodriguez will be assigned to the FBI Northern Connecticut Gangs Task Force on a part-time basis. This relationship with our federal law enforcement partners will act as a force multiplier for violent crime investigations and enhance our investigative capabilities with other organizations in the region.

The Newington Police Department also entered into an agreement with the DEA- Hartford Regional Office to assign a new task force officer to the unit. Officer Pagan was selected for the position and will be starting in January, 2025.

We also signed a memorandum of understanding with Homeland Security Investigations in order to be reimbursed for any overtime expenses incurred as a result of any joint HSI/Newington cases. Occasionally our organization will be contacted by HSI to assist with an investigation. This is not a task force assignment; rather, any member of the Newington Police Department who works on a case with HSI is eligible for overtime reimbursement. Developing a relationship with HSI is another force multiplier for the Newington Police Department as we grow continue to grow relationships with our law enforcement partners.

During the month of December, 2024, the Detective Division fielded 35 new cases. The Detectives wrote 64 reports during the month of December. The Department served 36 warrants this month; 32 by Patrol and 4 by the Detective Division.

Property Report December 2024:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	11	\$ 19,808
Vehicle Inventory	0	\$ 0
Stolen	92	\$ 869,311
Abandoned	0	\$ 0
Evidence	156	\$ 7,297
Found	12	\$ 275
Lost	5	\$ 180
Seized	65	\$ 3,295
Recovered	18	\$ 13,667
Impounded	0	\$ 0
Informational	21	\$ 0

Vehicle Inventory	0	\$ 0
Total	380	\$ 913,833

In December, the Patrol Division report:

- On 12/15/2024 at 10:38 pm Officers responded to an undisclosed location in Newington, CT for a report of 18-year-old Brian Misztal at the location in violation of court issued protective order. The protective order prohibits Misztal from contacting the 15-year-old resident of the undisclosed location. Upon officers' arrival they observed Misztal parked in his vehicle in front of the undisclosed location. Misztal resisted officers' multiple commands to exit his vehicle. A Newington Police Officer entered the passenger side of the vehicle to take Misztal into custody at which time Misztal engaged in a physical altercation with the officer and drove off striking a Newington Police Cruiser and coming to a stop after striking a tree with the Newington officer still inside the vehicle. Misztal was subsequently taken into custody and charged with violation of C.G.S. sections 53a-223* Violation of Protective Order, 53-21 Risk of Injury to a Child, 53a-63 Reckless Endangerment, 14-222 Reckless Driving, 53a-167a Interfering with an Officer, 21a-279a Possession of Marijuana, 30-89(b)(1) Possession of alcohol by a minor and 53a-97 Custodial Interference 1st degree.
- On 12/24/24 at approximately 3:29 am Officers were proactively patrolling residential areas of town. Officers observed a suspicious vehicle loitering in a Bradford Commons 1570 Williard Avenue. Officers attempted to stop the vehicle but the vehicle failed to stop and fled the area. Officers returned to the parking lot to check for signs of car break-ins and observed the suspicious vehicle had returned to the parking lot. Officers were then able to stop the vehicle.
- The vehicle was found to be occupied by Michael Torres (age 24), Chastity Casiano (37), and Chereca Cruz (age 43). During the investigation Torres physically resisted Officers which resulted in a discovery of a handgun on his person. During a subsequent search of the vehicle narcotics to include crack cocaine were located. All three occupants were arrested.

Torres was taken into custody and was charged with:

53a-217 Criminal Possession of a Firearm
29-36(a) Illegal Alteration of Firearm Identification
21a-278(b1a*) Possession of Narcotics with Intent to Sell
53a-167a Interfering with an Officer
29-35(a)(1) Carrying a Pistol without a Permit
21a-279(a)(1) Possession of a Controlled Substance 1st offense
53a-173 Failure to Appear in the Second Degree

Casiano was taken into custody and charged with:

53a-173 Failure to Appear in the Second Degree
53a-172 Failure to Appear in the First Degree (2 counts)
21a-279(a)(1) Possession of a Controlled Substance 1st offense
21a-267(a) Use of Drug Paraphernalia
53a-130 Criminal Impersonation

Cruz was taken into custody and charged with:

21a-279(a)(1) Possession of a Controlled Substance 1st Offense
21a-267(a) Use of Drug Paraphernalia
29-38 Illegal Possession of a Weapon in a Motor Vehicle

14-147(c) Improper Use of Marker Plates
14-223(b)** Engaging Police in a Pursuit
14-215 Illegal Operation while License/Registration is Suspended

- On 12/25/2024 at 7:56 pm officers responded to Cumberland Farms, 724 Cedar Street for a report of a robbery. The suspect in this case later identified as Dylan Martin entered the Cumberland farms and implied to the clerk that he possessed a knife and demanded money. The suspect fled the store on foot towards the CT Fastrack. A perimeter was established and a K9 track was initiated with K9 Ray. Martin was located walking on the Fastrack and engaged officers in foot pursuit. Martin was caught and taken into custody after a short pursuit. Martin was charged with CGS 53a-135 for Robbery in the Second Degree CGS 53a-125b Larceny in the Sixth Degree, CGS 53a-167a Interfering with Police
- On 12/29/2024 Officers responded to Lowe's Home Improvement for a report of robbery in which the suspect had fled the store. Officers were able to obtain information that Scott Tenney was responsible for the robbery. Loss Prevention employees reported that Tenney attempted to exit the store with unpaid merchandise and when confronted by loss prevention Tenney pushed a loss prevention employee then reached into his waistband making the loss prevention employee believe Tenney was in possession of a weapon. Officers were able to locate a vehicle associated with Tenney in the Panera Bread parking lot and attempted to make contact with Tenney. Tenney failed to stop for officers and fled in the vehicle eluding stop sticks and a StarChase deployment attempt. Officers were able to detain a person accompanying Tenney who reported that he believed Tenney to be in possession of a firearm and a female in Tenney's vehicle may have been held against her will. Information was shared with local law enforcement partners including the Connecticut State Police. Connecticut State Police located the vehicle in New Britain. Tenney engaged Troopers and New Britain Officers in a vehicle pursuit which entered Farmington. Tenney's vehicle became disable in Farmington where he was detained by Troopers and Farmington Officers. Newington Officers responded to Farmington and placed Tenney under arrest. Tenney was charged with CGS 53a-135: Robbery in the Second Degree, 53a-107: Criminal Trespass in the First Degree, 53a-125b: Larceny in the Sixth Degree, 14-215: Operation of a Motor Vehicle while Suspended and 53a-125a: Larceny in the Fifth Degree.

In December, 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.
- Lieutenant Amalfi along with multiple Officers took part in "Stuff a Cruiser" at Walmart. This year raised the most toys compared to any other year.
- Lieutenant Amalfi and Sergeant D'Esposito took part in SAFER training which is a wellness program to teach officers how to better take care of their mental and physical health.
- The command staff attended CPCA training by Daigle Law Group located at the Aqua Turf in Southington.
- Lieutenant Amalfi has continued meetings with vendors regarding adding more lockers to the women's locker room.

- Lieutenant Amalfi continues to work on OSHA compliance. This month the Police Department is now in compliance with all found violations.
- Chief Perry and Lieutenant Amalfi met with representatives from court to discuss GPS monitoring of domestic violence offenders and how that will affect the Police Department.
- The Police Department participated in the Lavery Ceremony which occurs every December 30th in memory of fallen Master Police Officer Peter Lavery
- Community Services has continued to engage with the community through the use of Facebook, Twitter, and Atlas One.
- Alexander Clifford was hired as a Certified Officer from the Hartford Police Department.
- Christopher Cappiello was promoted to the rank of Sergeant. Sergeant Cappiello was assigned as a Patrol Sergeant.
- Sergeant LaChance is actively involved several days a week in coordination with the radio project. Sergeant LaChance is the project manager for the entire town. The Police Department has started receiving their radios.
- Sergeant LaChance is actively involved several days a week in coordination with implementing the License Plate Reader System.
- Lieutenant Amalfi met with IT to learn how to make changes to the police department website. Changes that were made include, adding a Facebook link, adding a Atlas One link and adding a parking ban notification.
- Officer Casasanta and K-9 Ray continue to supplement patrol.
- In the month of December, the Police Department had 23 body camera video requests.
- Master Police Officer Buggee, who is our School Resource Officer, attended one session of the Juvenile Review Board and one session of the Youth Adult Council.
- Animal Control Officer Sawallich impounded one dog this month and investigated 40 complaints.

Police Department Overtime Report December 2024

OT November	\$	116,290	2 pay periods (1 holiday)
OT December	\$	113,536	2 pay periods (1 holiday \$21,800)
	\$	2,754	decreases over November

- Applications continued to be received and testing continues for Police Officer vacancies. December finishes with 4 officer positions vacant. One recruit is in the New Britain Police Academy (Officer Cascone) and one at POST academy (Officer Addamo). 2 Certified Officers are in Field Training (Officer Clifford and Officer Pekoske).
- Administrative overtime of \$0.
- Patrol overtime of \$65,029, a decrease of \$4,732 from the previous month. Overtime included 2 pay periods with one holiday pay (\$16,000), the filling of shifts for time off (vacation, sick, earned time, and FMLA) and for vacancies requiring overtime to fill them. Overtime was created for holding over to complete cases/reports and casework which included; domestics, motor vehicle accidents, MV theft, Canine search warrant, surveillance, Narcotics investigation and arrests, meeting with LPR vendor, CREST call out, prisoner detail, Mid-State accident reconstruction call out, sudden deaths investigation, Drug arrest debriefing, special detail, radio project meetings, serve warrants, subpoenas, RPO hearings, and other related duties.

- Detective Division overtime of \$1,615, a decrease of \$2,006 from the previous month. Overtime included crime scene investigation, burglary processing, sudden death investigation, and search warrants for investigation.
- Traffic Division overtime of \$0.
- Communications overtime of \$14,474 an increase of \$1,693 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. Currently 1 dispatcher on FMLA requiring overtime costs, Training of 1 new dispatcher continued through the month. Overtime for Holiday pay (\$2,000).
- Educational overtime of \$17,344, an increase of \$3,435 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, mandatory Fall firearms training, First line supervisor training, K9 training, Mid State training, CREST training.
- Support Services overtime of \$14,220 a decrease of \$1,765 from the previous month. Overtime included Holiday pay (\$3,800), CREST coverage at road race, Radio project, Peer Support, LPR Project, Stuff a Cruiser, the radio project, and Juvenile Review Board mtg.
- Animal Control overtime of \$854, an increase of \$621 from the previous month. Overtime included roaming dog and a dog bite. Overtime costs are split with Wethersfield as well as the salary.

SENIOR AND DISABLED CENTER

- The Center was open daily from 8:30am – 4:30pm and was busy with daily activities and special December programs including: A Jazzy Holiday social, Golden Years Financial Topics, Front Line Perspective: Sensory Changes in Aging, pickleball clinics, Lunch & Learn: Coping with Holiday Stress, Holiday Music Bingo, various holiday card and craft classes, and much more.
- The Center partnered with the Central CT Health District to hold a Matter of Balance Class informational Session.
- In September, Community Renewal Team (CRT) announced major cuts to the elderly nutrition program effective November 1, 2024. These continued cuts significantly affected our Meals on Wheels clients and those who utilize our daily congregate lunch program at the senior center. Based on our current participation in both programs, plan to replace approximately 306 meals per week for the foreseeable future. The cuts are due to reductions in state and federal funding as well as the end of ARPA funding. The Town Council previously allocated \$88,000 in ARPA and budgetary funding in anticipation of potential cuts to the nutrition program. This funding will cover shortages for approximately six months. The staff is committed to continuing to serve meals without any service reductions and is planning to seek sponsorships and donations to supplement the Council funding. Staff is also working with affected senior centers across the state to share resources and ideas.
- The volunteer gift shop sales were \$1,524 for the month of December. Coffee shop sales were \$1,175 for the month.
- All of the Center's ARPA funds have been encumbered, as per federal requirements. Purchase orders are in place for the various projects, and staff is in the process of purchasing for and scheduling the projects. These will begin immediately and progress through the next two fiscal years. The projects meet the funding requirements for Senior Centers, and have been reviewed by the Commission, approved by the Town Council, State Unit on Aging and other State agencies. :
- The Trip Committee is planning for 2025 trips. All trips for the remainder of 2024 are sold out.

- We continue to offer weekly telephone-based programs such as Boggle, mediation, and bingo. When possible, we provide speaker programs and lectures in a hybrid format via Zoom. The weekly robocalls to members with updates about the Center, the community, and other important information remain popular.
- The in-person congregate lunch program operates Monday – Friday. A crew of 4-5 volunteers serve hot lunches to an average of 30-50 members daily.
- In December, Meals on Wheels volunteers delivered a hot, balanced meal to an average of 62 clients Monday through Friday. Recipients are eligible to receive weekend meals if requested. Volunteers deliver an average of 1,200 meals per month. There are currently 23 Meals on Wheels drivers who volunteer weekly or on-call. Meals are provided along four routes, with an average of 13 deliveries per route each day.
- During the month of December, the two DAR drivers (with subs as necessary) completed 561 trips for 2,538 miles and 281.75 hours.
- Facilities:
 - Facilities and the Center continued addressing the recommendations for improvement that were made as a result of a site assessment in January.
- The Director met with the Commission on Aging and Disability on December 4. Topics of discussion included the CRT/nutrition program shortage, center operations, fundraising and programming.

TOWN CLERK

- There were 64 property transfers during the month for a total of \$10,810,213.87 in sales. State conveyance tax collected was \$78,961.60; Town conveyance tax collected was \$26,320.53.
- There were eight residential sales each over \$400,000. There were no commercial sales.
- There were 332 documents filed on the Land Records during December: 6 liens, 94 mortgages, 103 releases and 27 probate documents. Ninety-nine of these documents were electronically recorded bringing in revenue of \$12,375.00.
- Staff certified and issued 209 copies of vital records. Eleven burial and 19 cremation permits were issued. Eleven Marriage Licenses were issued to couples.
- Five Trade Name certificates, five Liquor permits and three Notary Public commissions were catalogued. Staff issued 11 passes to the landfill station on behalf of the Highway Department.
- Held Oath of Office on December 17, 2024 for newly appointed Justice of Peace taken office on January 6, 2025.
- The Town Clerk swore-in one (1) Certified Police Officer on December 18, 2024. The Assistant Town Clerk swore-in one (1) Certified Police Officer & swore-in one (1) promotion to Sergeant on December 30, 2024.

<u>DATA SUMMARY DECEMBER 2024</u>				
	<u>December-23</u>	<u>December-24</u>	<u>FY23/24 to</u> <u>Date</u>	<u>FY24/25 to</u> <u>Date</u>
Land Record Documents	295	332	2,245	2,173
Dog Licenses Sold	22	28	682	823
Game Licenses Sold	8	4	49	70
Vital Statistics				
Marriages	15	10	120	129
Death Certificates	30	19	186	196
Birth Certificates	20	11	135	121

Total General Fund Revenue	\$ 54,018.29	\$ 44,473.93	\$ 362,266.12	\$ 460,650.15
Town Document Preservation	\$ 957.00	\$ 1,121.00	\$ 7,208.00	\$ 7,148.00
State Document Preservation	\$ 2,032.00	\$ 2,032.00	\$ 14,040.00	\$ 12,912.00
State Treasurer (\$36 fee)	\$ 8,964.00	\$ 9,108.00	\$ 62,208.00	\$ 56,160.00
State Treasurer (\$127 fee)	\$ 2,540.00	\$ 4,699.00	\$ 22,479.00	\$ 23,749.00
State Treasurer (\$110 fee)	\$ 2,200.00	\$ 3,960.00	\$ 21,670.00	\$ 25,960.00
LoCIP	\$ 747.00	\$ 759.00	\$ 5,184.00	\$ 4,680.00
State Game Licenses	\$ 36.00	\$ 80.00	\$ 441.00	\$ 568.00
State Dog Licenses	\$ 227.00	\$ 303.00	\$ 5,025.00	\$ 5,503.50
Dog Licenses Surcharge	\$ 60.00	\$ 108.00	\$ 1,648.00	\$ 2,000.00
Marriage Surcharge	\$ 204.00	\$ 374.00	\$ 1,768.00	\$ 2,040.00
Grand Total	\$ 71,985.29	\$ 67,017.93	\$ 503,937.12	\$ 601,370.65

TOWN ENGINEER

Permits:

- Reviewed 0 contractor license applications (bond/insurance/agreement)
- Reviewed and approved permits: 1
 - Excavation: 1
 - Driveways: 0
- Reviewed utility clearance notifications (routine & emergency): 101

Meetings:

Represented the Town/Department at:

- CROCOG transportation committee monthly 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, and other Town departments 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 – Held As Built inspection, developer will bond for minor site issues.
- 3333 Berlin Turnpike – As Built inspection complete, final in spring for punch list items
- 77-93 Pane Road – As Built inspection complete, developer to post a bond, final in spring for punch list items
- 227 Pane Road – As Built inspection complete, final in spring for punch list items
- 35-67-69 Culver Street –Project in early-stage construction, permit for first building in process
- Rock Hole Lane subdivision – Initial site work on going, expect winter shut down
- 101 Cedarwood – under construction

- 65 Holmes Road – Site plan modification review
- 680 N. Mountain Road – Site plan review
- 60 Prospect Street – Site plan review, drainage approved, project idle.
- 2176-2180 Berlin Turnpike – Site plan review, project idle
- 1170 Main Street – Site plan review (Keeney bldg), revisions pending per developer.
- Peckham Farm Drive subdivision - Plot plan review as needed
- 161 Carr Ave – under construction, site monitoring
- 200 Church Street – under construction
- 67 Pane Road – CO inspection complete, punch list items outstanding, review in spring.
- 250 Cedarwood – subdivision review, on hold by owner.
- Kitts Lane – Before Conservation Commission – public hearing in progress
- 280 Hartford Ave. – approved by CC, moved to TPZ.

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
- Public Works: Camp Avenue – PIM's held, expect to mill and overlay 2025.

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 installed, now monitoring.
- Carr Ave. drainage maintenance – mid January, after Xmas tree collections
- Town Hall parking lot lighting project/EVCS conduit installation complete, new lights installed.
- Mill Pond Bridge installed, opened to the public 12/23/24, minor items remaining.
- Alumni Road right in right out island mid-January, DOT ROW permit pending.

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

- Planning: Garfield Street mill and overlay. Items 4-7 will be bid as one project spring 2025.
- 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, public input.
- Planning: North End Business District Streetscape – Hartford-Stoddard Ave – survey for final design
- Public Works: drainage improvements: Parker Street neighborhood
- 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.
- Public Works: LOTCIP 2020/2024 Complete Street Project - Maple Hill and Alumni Road, rescope, updated costs, PD complete, revised application to CRCOG December
- Public Works: Basswood sidewalks

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, meetings held, TC to decide issue
- 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:

- Parks Garage for Facilities feasibility study

Town Project - other:

- 14 Hawley Street: Acquire excess DOT ROW for residential use. Unlikely to move forward at this time.

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 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 (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)