



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: February 25th, 2025
Re: Monthly Report – January 2025

I am pleased to provide Council with the Monthly Report for the month of January. 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 January. Some highlights of our departmental accomplishments are summarized below:

- Conducted informal hearing with CT-OSHA regarding safety findings from recent inspection and reached settlement agreement
- Participated in on-going discussions regarding the proposed Cultural District, including editing the proposed ordinance and resolution
- Discussed redesign of departmental website proposals and 2025-2026 budget and CIP requests during one-on-one meetings with Department Heads
- Discussed ongoing website redesign on multiple occasions and proposed broadband project with IT Director
- With Finance Department, conducted multiple discussions regarding 2025-2026 budget development
- Along with Town Planner, met with owners of Olympia Diner
- Participated in ongoing discussions with Anthony Properties representatives and Newington's legal team to close on 690 Cedar St/1 Myra Cohen Way (former National Welding site)
- Participated in NCTV *Talk to the Mayor* segment regarding economic development in Newington
- Multiple discussions with Sonya Richmond regarding grant opportunities, including STEAP funding for parks projects and/or animal control facility to comply with new state requirements
- Continued discussions with Teamsters, AFSCME and Police Union officials regarding various personnel matters
- Participated in ongoing discussions with Colliers and the Town Planner regarding Town Center Study & discussed the study at a January 29 Rotary Club lunch at Indian Hills Country Club
- Conducted two final interviews with police officer candidates

- Assumed responsibility as staff liaison for Town Pools Project Building Committee and held first meeting since referendum

PERSONNEL-TMO

- The vacant Highway Equipment Mechanic (HLT-17) position was posted externally on January 6th, with a closing date of January 20th.
- To help with winter storm operations, a temporary Maintainer Snow Shoveler position was posted to the public on January 21st, with a closing date of February 5th.
- The vacant part-time Administrative Secretary position at the Senior & Disabled Center was offered to Diane Little, effective January 13th.
- Interviews for the vacant Library Substitute position were held on January 9th, the position was offered to Jill Levin.
- Interviews for Recruit Police Officers were held on January 31st.
- 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.

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:

- Police Department HVAC/Roof Project agreement finalized
- Locked-in fuel rate for all Town vehicles for 12 months
- Reviewed EOC plans / updated conceptual plans for project
- Attended OSHA meetings and updated OSHA on reconciliation and abatement of Town projects
- Updated Respiratory Protection Policy per OSHA standards
- Finalized TMO budget numbers and updated TMO budget narratives
- Out to RFP for Benefits Consultant
- Out to RFP For JWMS commissioning agent
- Attended CIRMA Annual 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	489,019.63	726,993.00	619,599.38
Investigation	93,826.00	23,237.86	92,793.00	21,134.41
Traffic	5,006.00	2,234.34	5,006.00	1,177.52
Communication	175,382.00	105,992.91	175,681.00	101,872.55
Education/Training	148,545.00	81,895.13	146,205.00	66,926.61
Support Services	65,033.00	27,710.20	58,894.00	(7,898.67)
Animal Control	<u>5,295.00</u>	<u>2,304.27</u>	<u>2,546.00</u>	<u>1,650.68</u>
Total	\$ 1,256,649.00	\$ 733,797.74	\$ 1,216,858.00	\$ 804,462.48
HIGHWAY DEPARTMENT				
Highway Operations	\$ 30,725.00	\$ 10,824.50	\$ 29,834.00	18,597.98
Snow and Ice Control	137,519.00	20,859.81	133,578.00	50,447.55
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	35,871.00	26,751.11	34,486.00	18,959.82
Leaf Collection	<u>35,972.00</u>	<u>34,907.60</u>	<u>35,972.00</u>	<u>34,937.93</u>
Total	\$ 240,087.00	\$ 93,343.02	\$ 233,870.00	\$ 122,943.28
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 58,991.80	\$ 105,001.00	\$ 92,732.82
Cemeteries	<u>17,109.00</u>	<u>2,879.21</u>	<u>17,109.00</u>	<u>354.65</u>
Total	\$ 122,110.00	\$ 61,871.01	\$ 122,110.00	\$ 93,087.47

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 December 2024 were \$1,096,666. 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 December, 2024

	Town	Board of Education	Total
Estimated Claims	1,412,202	5,085,174	6,497,376

Actual Claims	1,490,327	3,995,466	5,485,793
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BUILDING DEPARTMENT

Applications and Permits Issued in January:

- An application was submitted at 196 Kitts Lane for interior alteration.
- An application was submitted at 287 Main Street for interior alteration.
- An application was submitted at 2-12 East Cedar Street for a new roof.
- A permit was issued at 27 Garfield Street for exterior renovation.
- A permit was issued at 416 Hartford Avenue for a new roof.
- A permit was issued for a free-standing sign at 56 Budney Road.
- A permit was issued at 2300 Berlin Turnpike for interior renovations and dog kennels for the veterinary hospital.
- A permit was issued at 3313 Berlin Turnpike for interior renovations.
- A permit was issued at 3164 Berlin Turnpike for interior renovations.
- A permit was issued at 2384 Berlin Turnpike for a new building sign.

Certificate of Occupancies issued in January:

- Commercial remodel at 3025 Berlin Turnpike.
- Commercial construction at 77 Pane Road.

These are the classes the inspectors took in January:

D. Jourdan - None

K. Kilkenny - 1/21/25 Rocky Hill Inspector Meeting – Deck Code and Construction 2 HRS
1/28/25 IAEI Inspector Meeting 6PM ESS SYSTEMS 2 HRS

T. Greene - 1/14/25 AWC American Wood Council – Online Course Essential Code Compliance in Light Wood Frame Construction 1.5 Credits
1/21/25 Rocky Hill ABO Monthly Meeting - Decks Handout 2.0 Credits

Building Department inspection activity for the month of January was as follows: The Inspectors completed a total of 225 Inspections. They were: A/C Install (1), Alarm (3), Chimney (2), Certificate of Occupancies (3), Electrical (40), Exterior Walls (1), Final (127), Footings (1), Foundations (1), Framing (5), Gas Line (4), Hood (1), Water Heater (1), Insulation (3), Mechanical (4), Roofing (2), Rough (22), Solar (3), Waterproofing (1).

The total number of Building/Renovation Permits issued/applied for the month of January was 128 producing a total permit value of **\$3,349,826.**

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS, VALUE OF PERMITS	
ADDITIONS/ALTERATIONS	29	1,684,929.00
DECKS	1	35,000.00

DEMOLITION	0	0.00
ELECTRICAL	25	661,405.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	3,695.00
GARAGE/SHED	0	0.00
MECHANICAL	28	451,701.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	61,775.00
POOL	0	0.00
ROOFING/SIDING	24	436,330.00
SIGN	3	8,471.00
SOLAR	1	6,520.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	128	3,349,826.00

The total Building income fees received in the month of January were **\$37,527.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$810.00, Environmental \$0.00, Conservation \$0.00, Copies \$17.50, Zoning Board of Appeals \$40.00, Driveway/Excavation \$250.00, Engineering copies \$.00. The other total income is \$1,117.50.

Below is a comparison of the Permit Values for January 2025 and January 2024

	<u>2025</u>	<u>2024</u>
Value of Permits issued for January:	\$3,349,826.00	\$1,769,109.00
Fees for Permits issued for January:	\$37,527.00	\$20,833.00
Other income Fees for January:	\$1,117.50	\$1,808.00
Building Permits Issued for January:	128	132

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>
\$30,833,785	\$346,561	\$24,696,608	\$283,313

FACILITIES

The following is snap shot of ongoing work and projects the Facilities Department is working on or completed in the month of January. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 138 work orders and tasks this month. We completed 42 preventative maintenance tasks and the team responded to and completed 92 reactive work orders. Of the 92 reactive work orders 62 were calls for service from outside the Facilities Department. 64 out of the 138 work orders were completed in 1 day or less from the creation of the work order.

Town Hall: (59 PM tasks and work orders completed)

- Replaced power supply board in S2 door access cabinet
- Multiple key fob requests
- Multiple work orders for 28 Garfield Street
 - HVAC adjustments and tune up
 - Replaced failed site lighting with LED
- Repaired drywall in ROV closet
- Finished Lock out Tag out Procedures
- Life safety inspections fire extinguishers, Fire Alarm, and Sprinkler system
- Replaced UPS for HVAC controls
- Multiple HVAC adjustment requests
- Periodic deep cleaning done for community center

Library: (19 PM tasks and work orders completed)

- Multiple HVAC heat adjustments
- Added swing gate to emergency exit stairwell
- Added disconnect switch to exhaust fan in the attic
- Replaced manual switches with motion sensors for emergency exit stairwells
- Finished Lock out tag out procedures
- Life safety inspections fire extinguishers and fire alarm
- Fixed garbage disposal in community room kitchenette

Highway Garage: (14 PM tasks and work orders completed)

- Changed electrical outlet to GFI and added outlet cover that was missing
- Repaired garage lighting issue
- Life safety inspections fire extinguishers, fire alarm, and sprinkler system
- Finished Lock out tag out procedures
- Added eye wash station near wash bay
- Replaced toilet flush valve

Grounds Maintenance and West Meadow Cemetery office/chapel (7 PM tasks and work orders completed)

- Life safety inspections fire extinguishers and fire alarm
- Finished Lock out tag out procedures
- Built proper railing system for mezzanine above sign shop with removable sections for access per OSHA violation
- Added two exterior electrical outlets near cold storage barn
- Finished Lock out tag out procedures

Senior & Disabled Center: (17 PM tasks and work orders completed)

- Painting of trim work and window sills completed
- Life safety inspections fire extinguishers, fire alarm, and sprinkler system
- Multiple issues with door sensor turned out to be cause by direct sunlight causing the issue
- Numerous HVAC adjustments and system checks
- Finished Lock out tag out procedures
- Repaired leak in main sewer line

Police Department: (22 PM tasks and work orders completed)

- Life safety inspections fire extinguishers, fire alarm, and sprinkler system

- Finished lock out tag out procedures
- Women's locker room remodel
 - Removed and repurposed countertop to 2 new locations to make room for new lockers coming soon
- Rebuilt 2 electrical panels
- Reprogrammed staff entry door

Kellogg-Eddy (1) Kelsey House (0)

- Burglar alarm at 5 am on New Year's Day from garage
 - Had vender adjust sensitivity for the garage motion sensor

Administrative Projects:

- Multiple meetings with Architects and MEP engineers for PD HVAC and roofing project
 - **Reviewing submittals**
 - **On site meeting held with GC**
- Planning for next grant for our historical properties. Kellogg-Eddy needs siding repairs, painting (exterior), and stone wall/foundation slab repairs. Ongoing
 - **site visit in December by contractor to get a budget number**
- Working on MDC water notices (ongoing)
- Town Hall Canopy Project
 - Held a punch list walk through and have a list of items to be completed sometime in December
 - Some items have been corrected; weather has prevented us from completing the punch list of items. (Spring)
- Multiple meetings with MEP engineers and Architects for feasibility Studies of Highway and Parks garages
- Completed most OSHA violations with a few remaining items - ACM lists for older buildings
 - Working with TRC (environmental company) to complete (ongoing)
- Multiple EOC planning and design meetings
- Town building lease evaluations

FINANCE

Accounting and Administration

- Deputy Finance Director, Lisa Rydecki, and Finance Director, Janet Murphy received the departmental operation budget requests. Analysis was completed on what was submitted and meetings held with Department Heads and the Town Manager during the month.
- Both Accounts Payable and Payroll completed work on their year-end processing of W-2s and 1099s in January.
- Meetings were held for health insurance renewal cost and anticipated Pension/OPEB contributions for the 2025-2026 fiscal year.
- Finance Director, Janet Murphy worked on contract negotiations with the Teamsters Union during the month and presented to Council for approval mid-year budget transfers.
- Responses to our RFP for Medical Insurance Agent of Record were received back and interviews will be scheduled with the three respondents.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received the Education Cost Sharing Grant from the State of Connecticut in the amount of \$4,180,060 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)

1/31/2025

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2024-25</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	1,202,990	\$52,120,757
Special Revenue Funds	48,000	21,624	823,547
Capital Projects Funds		34,954	1,238,760
Internal Service Fund	75,000	221,083	8,040,935
Trust and Agency Funds		34,762	1,993,312
TOTAL, ESTIMATED BY FUND			\$64,217,311

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

1/31/2025

	<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	4.45	4.66	156,353	162,536	45,525,004
Bank North	1.66	1.69	826	838	590,178
TDBank (new)	2.22	2.34	17,110	22,396	9,174,014
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.13	2.19	6,027	6,194	3,370,988
Liberty Bank	4.24	4.39	20,810	18,851	5,557,127
Total Outstanding Investments					\$64,217,311

Rates reflect avg. monthly yield, annualized

Assessor

- In the month of January, the Assessor's Office worked on finalizing the Grand list. The October 1, 2024 Grand List totals of all property in the Town of Newington, pursuant to Section 12-62 of the Connecticut General Statutes, subject to hearings of the Board of Assessment Appeal are as follows:

<p style="text-align: center;"><i>Town of Newington</i> 2024 Net Taxable Grand List</p>				
Category	2023 Grand List	2024 Grand List	Change \$	Change %
<i>Real Estate</i>	\$ 2,351,653,310	\$ 2,367,428,286	\$ 15,774,976	0.67%
<i>Personal Property</i>	\$ 215,238,750	\$ 230,046,809	\$ 14,808,059	6.88%
<i>Motor Vehicles</i>	\$ 330,552,703	\$ 292,407,635	\$ (38,145,068)	-11.54%
<i>Total</i>	\$ 2,897,444,763	\$ 2,889,882,730	\$ (7,562,033)	-0.26%
<i>Tax Exempt Real Estate</i>	\$ 421,498,900	\$ 410,246,760	\$ (11,252,140)	-2.67%
<i>Tax Exempt Personal Property</i>	\$ 118,190,020	\$ 100,710,977	\$ (17,479,043)	-14.79%

- The Motor Vehicle section of the 2024 Grand List totals \$292,407,635 which is a decrease of \$38,145,068 or -11.54% compared to the 2023 Grand List. The average assessment of passenger motor vehicle decreased from \$11,526 for the 2023 Grand List to \$10,389 for the 2024 Grand List. The primary reason for this reduction is a change in state statutes mandating that MSRP less depreciation be used to value motor vehicles. In addition, snowmobiles, all-terrain vehicles and personal use trailers are no longer taxable.
- The Personal Property portion of the 2024 Grand List totals \$230,046,809 which is an increase of \$14,808,059 or 6.88% over the 2023 Grand List. In September of 2024 1,679 Declarations of Personal Property were sent out to businesses withing Newington. Of the 1,679 that were sent, we received 1,235 back which is an impressive 75% return rate.
- The Real Estate portion of the 2024 Grand List totals \$2,367,428,286 which is an increase of \$15,774,976 or 0.671% more than the 2023 Grand List.
- In addition to finalizing the 2024 Grand List, the mailing was prepared for the February 1st start of the State of Connecticut M-25H Elderly and Disabled Homeowner Tax Credit filing period. 178 Homeowner renewal applications were sent in addition to 63 Applications sent to potential first-time filers.
- The Lowrey Place LLC Superior court case was finalized, and the Certificate of Correction was completed in compliance with the agreement between both parties.
- Real estate deeds were read and entered into the computer assisted mass appraisal system through the end of December, 79 property transfers were completed.
- The office completed a total of 80 certificates of correction. The focus for the month of February will be sending out Assessment Notices, organizing the Board of Assessment Appeals and rolling over our systems to the 2025 Grand List.

Revenue Collector

- Collections for January on the 2023 Grand List amounted to \$34,670,691.48 and back tax collections were \$29,850.80. Included in the bac tax amount was \$3,468.16 which was collected for suspended accounts.
- This year's total collections through January were 93.5% which is a little lower for the same period last year which was also 94%. This year taxpayers gained extra days to make payments since February 1st was on a weekend, which is usually the last day to pay before interest is due.
- 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.
- January was an extremely busy month with the second installment payments coming in for the Personal Property and Real Estate taxes as well as for the Supplemental Motor Vehicle tax bills.
- 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 web-site and its social media to remind taxpayers of their tax obligations.

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	January	7 Month Total
	Fire		
100	Fire, Other	1	5
111	Building fire	1	6
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	2	16
114	Chimney or flue fire, confined to chimney	0	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	2	5
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	0	3
150	Outside rubbish fire, other	0	3
151	Outside rubbish, trash or waste fire	0	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	69
2	Overpressure Rupture, Explosion, Overheat (No Fire)		
200	Overpressure rupture, explosion, overheat	0	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	0	6

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	1	4
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	0	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	15

4 Hazardous Condition (No Fire)

400	Hazardous condition, Other	1	16
410	Combustible/flammable gas/liquid condition	0	1
411	Gasoline or other flammable liquid spill	1	7
412	Gas leak (natural gas or LPG)	1	8
413	Oil or other combustible liquid spill	0	1
420	Toxic condition, other	0	1
421	Chemical hazard (no spill or leak)	0	3
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	2	8
440	Electrical wiring/equipment problem, Other	2	20
441	Heat from short circuit (wiring), defective/worn	0	0
442	Overheated motor	0	3
443	Breakdown of light ballast	0	0
444	Power line down	1	16
445	Arcing, shorted electrical equipment	1	3
460	Accident, potential accident, other	0	1

461	Building or structure weakened or collapsed	1	2
463	Vehicle accident, general cleanup	0	6
	Total	10	96
5	Service Call		
500	Service Call, other	0	6
510	Person in distress, other	1	3
511	Lock-out	0	6
512	Ring or jewelry removal	0	1
520	Water problem, Other	0	9
521	Water evacuation	2	5
522	Water or steam leak	0	1
531	Smoke or odor removal	2	16
540	Animal problem, other	0	0
542	Animal rescue	0	1
550	Public service assistance, Other	2	3
551	Assist police or other governmental agency	1	5
552	Police matter	0	0
553	Public Service	0	1
561	Unauthorized burning	0	24
571	Cover assignment, standby, move up	0	15
	Total	8	96
6	Good Intent Call		
600	Good intent call, other	4	34
611	Dispatched & cancelled en route	1	9
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	1	2
631	Authorized controlled burning	1	4
641	Vicinity alarm (incident in other location)	1	1
650	Steam, other gas mistaken for smoke, other	0	0
651	Smoke scare, odor of smoke	0	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	2	7
672	Biological hazard investigation, none found	0	0
	Total	10	63
7	False Alarm & False Call		
700	False alarm or false call, Other	5	39

710	Malicious, mischievous false call, other	0	7
711	Municipal alarm system, malicious false	1	2
714	Central station, malicious false alarm	1	6
715	Local alarm system,	0	0
721	Bomb Scare – no bomb	0	0
730	System malfunction, Other	2	12
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	1	3
735	Alarm system sounded due to malfunction	1	8
736	CO detector activation due to malfunction	1	13
740	Unintentional transmission of alarm, other	1	10
741	Sprinkler activation, no fire	2	3
742	Extinguishing system activation	0	0
743	Smoke detector activation, no fire - unintentional	4	44
744	Detector Activation, no fire	4	10
745	Alarm system activation, no fire	1	27
746	Carbon monoxide detector activation, no CO	1	6
	Total	25	210
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	1	2
	Total	1	6
	Total Calls	61	568

Fire Chiefs Activities January 2025

- 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
- Discussions with Town Manager on Company 1 floor
- Work with MES, SCOTT, and Lt. Carlone on SEMS integration to MDT and SDI
- Attend weekly State Radio meetings for new radio system
- Attend Monthly Board of Fire Commissioners meeting
- Attend Monthly Chiefs Meeting
- Work with CSU on FD radio issues and improvements
- Meet with Town Manager Altshul over West Hill Road property
- Meet with Town Manager Altshul and Janet on Pay per call
- Work with CSU on camera install at Company 1,2,5
- Attend Officer Training Ice Water Rescue OPS
- Attend Multi Company training on Ice Water Rescue
- Attend Saputo Walk Thru of Facility
- Attend Department Drill – Hazmat Guys
- Attend Budget Meeting with Town Manager and Finance Director
- Attend meeting with IT Director for FD IT needs
- Attend meeting with Architect, Structural engineer, electrical engineer, Plumbing and heating engineer for Chapman Street Project
- Attend meeting to discuss Company 1 floor replacement with contractors
- Attend Meeting with Firematic on new Engine 2 Specifications review
- Meet with Safety over concerns in division
- Attend Task Force 51 Chiefs meeting in Berlin
- Complete Statewide Survey for CT Fire Departments
- Meet with Chief Stegmaier on public safety day
- Review site plans for Taco John's

Car 2 Fire Chiefs Activities January 2025

- Operating budget finalization
- Operating budget narrative updates for 2025/26 budget submission.
- Final budget review and submission to Finance.
- Wake visitation Commissioner Manise.
- Email to Tim Wall on pension update thoughts.
- Chief's meeting
- Clean space training session
- Task Force meeting Berlin.
- Call with Tim Wall on pension increase ideas
- Multi company training attendance.
- Fire Rescue1 blood borne pathogens course.
- Officer Training attendance Saputo walkthrough
- Stew Leonard's press conference for Red Cross fundraising efforts.
- Haz mat department drill attendance
- Budget meeting with TM and Finance
- Fire Rescue 1 Academy health and safety assignment.
- Prepare for command staff meeting.
- Attendance at EOC meeting for Chief Trommer.

- Command Staff meeting.

Car 3 Fire Chiefs Activities January 2024

February 2025 Training Report

Progress History

- **Training Tower Updates**
 - Concrete footings and pad are scheduled to be installed this month.
 - Range was in use by New Britain PD and we were unable to get the footings and pad in place. Weather permitting, we'll try again soon.
 - 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.
- **Pre-Plans**
 - Completed walk-through of Saputo and uploaded data to RedNMX
 - Anna Reynolds scheduled for February 11, 2025.
 - Training Division will be scheduling additional walk-throughs based on our ISO data.
 - A minimum of two pre-plans will be scheduled each month.

Plans

- **CIRMA Sexual Harassment Prevention.**
 - 95 Members attended and completed this required training.
 - Remaining members are on LOA and will be require to attend in-person when they return.
 - We are working on scheduling 3 new members.

Drill Schedule - Posted in RedNMX for January – June 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
April		
Officer Training	Pre-Plan	04/08/2025
Multi-Company Drill (Day Drill)	Live Burn	04/13/2025
New Officer Candidate Training	Pre-Plan	04/16/2025

Multi-Company Drill	Live-Burn	04/21/2025
Multi-Company Drill	Live-Burn	04/28/2025

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

Car 4 Fire Chiefs Activities January 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

Marc Fox to Apparatus/Building Division

New Members/Applications

(8) Applications in the process

Housekeeping

- NFIRS Reporting up to date.
- Developing new recruitment strategies
- Upcoming Events:
 - - March 13th ‘spring into Volunteering’ at Library
 - -April 2nd- NHS Career Fair
 - -April 19th- Cadet Easter Egg Hunt
 - -May 4th- Cadet Open House
 - - June 7th Public Safety Day @ Town Hall

Resignations:

Sal Garofalo- Resigned as Captain of Safety Division

Anthony Carlson- Resigned from Safety Division

Tym Sullivan- Resigned from Safety Division

Car 5 Fire Chiefs Activities January 2025

- We met with the Architect, Jenni Morganthau, and Joe Salamone at Chapman Street to review the plans for the renovations.
- All E-Draulic tools and accessories completed their annual test and all passed. One of the RAMS had a small hydraulic oil leak and will be scheduled for repair.
- Met with the Firematic Rep. Mark Hanrhatti to discuss the final changes to the new Engine 2 in preparation for production this coming month. August is still the projected delivery date.
- The remaining parts for new Hazmat Fan finally came in and was numbered and delivered to TAC 2
- Posted for the replacement Staff Lieutenant for the division.

- Reviewed all “Open” and “On Hold” work orders. Cleared and cleaned up all finished work orders. Had ANOTHER discussion with the mechanic about filling out the work orders when completed.
- Met with the Engineers at Chapman Street to discuss options and preparations for design and renovations.
- Completed the Inventory List for the new Engine 2 and submitted it to Chief Trommer for review.
- The following repairs and services were done in the follow stations:
Company 1- Exterior lighting was checked and repaired, floor contractors came in to measure the floor to submit proposals, Service tech came to repair the stove in the kitchen of the Kalaski room. Parts had to be ordered.
Company 2 –Parking lot lights were repaired, a short was found where the outlet for the Christmas tree outlet was added.
Company 3 – No issues were repaired or reported.
Company 4 – No new issues reported at this time. Past roof leak repairs are confirmed repaired after a month-long monitoring.
Company 5 – No issues were repaired or reported.
Chapman Street – Heating unit was not working. Had it serviced.
- Various repairs have been done to all of the fleet by the Highway Dept. Hermis has been getting better at filling out completed work orders.

FIRE MARSHAL

Inspections by Inspector and Type										Time Period From 01/01/2025 to 01/31/2025	
Newington Fire Department											
Inspection	2020	2116	1023	23999	0310	2010	2202	2113		Total	
Types	Carlson	Hofmann	Muir	Sokolows	Stegmaier	Sullivan	Zadrack	Zordan		Insp	
Acceptance Testing	0	0	0	0	0	0	0	2		2	
Administrative Tasks	0	0	0	0	0	0	0	0		0	
Blasting - Witness/Follow-Building	0	0	0	0	0	0	0	0		0	
Complaint/Referral	0	1	0	0	0	0	0	0		1	
Complex - Landlord	0	0	0	0	0	0	0	0		0	
Construction/Site Inspection	0	2	0	0	0	0	0	0		2	
Consultation	1	1	0	1	0	0	1	0		4	
Documentation/Annual	8	0	0	0	0	4	1	0		13	
Existing - Assembly (A1/A2)	0	1	0	0	0	0	1	0		2	
Existing - Assembly (A3)	0	0	0	0	0	0	0	0		0	
Existing - Assembly (A4/A5)	0	0	0	0	0	0	0	0		0	
Existing - Educational	0	0	0	0	0	0	0	0		0	
Fire Drill - FMO On-site	0	0	0	0	0	0	0	0		0	
Fire Investigation	1	0	0	0	0	0	0	1		2	
FMO Callout - Code	0	0	0	0	0	0	0	1		1	
Incident Response to	0	0	0	0	0	0	0	0		0	
Inspection - Annual	0	8	0	0	0	0	1	0		9	
Inspection - Certificate of	0	0	0	0	0	0	0	3		3	
Inspection - Dwelling Unit	0	55	0	0	0	0	0	0		55	
Inspection - Every 2 Years	0	0	0	0	0	0	0	0		0	
Inspection - Every 3 years	5	0	0	1	0	5	6	4		21	
Inspection for Liquor Permit	0	0	0	0	0	0	0	0		0	
Knox Box Inspection	0	0	0	0	0	1	0	0		1	
Notification to FMO	0	0	0	0	0	0	0	0		0	
Occupant Load	0	0	0	0	0	0	0	0		0	
Permit Application	0	0	0	0	0	0	0	0		0	
Plan Review	1	0	0	0	0	0	0	8		9	
Re-Inspection	4	0	0	3	0	0	0	1		8	
Safe Homes Taskforce	0	5	0	0	0	0	0	0		5	
Special Event	0	0	0	0	0	0	0	0		0	
Special Inspection	0	0	0	0	0	0	0	0		0	
Vacant Building	0	1	0	0	0	0	0	0		1	
Total	20	74	0	5	0	10	10	20		139	

Office Updates:

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.

Staff

- The three new per diem staff are working out well. We are working on the following initiatives above and beyond inspections:
 - Knox Box Inspections and Maintenance
 - Assembly Occupant Loads
 - Residential Summary Sheets

Budget:

- No significant budgetary purchases were made in the month of January. The proposed budget for 25/26 was presented to the Town Manager and we are awaiting presentation to the Town Council. The Town Manager has notified me that he was cutting the proposed part-time position. This is obviously disappointing and will have an effect on the number of inspections that the FMO staff will be able to complete.

Events

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

Inspection History			Date Range: From 01/01/2025 to 01/31/2025					
Newington Fire Department			Inspection Type: CALL, INVEST, VCTRY					
			Inspection All Status Types					
Insp#	Date	Type	Status	Address	Address Type	Name	# Vio	Length
3755	01/11/2025	Fire Investigation	Activity Complete	260 STAMM RD UNIT 1-3	Storage	JERZEY SAWDLOWSKI -	0	1.17
3776	01/19/2025	Fire Investigation	Activity Complete	94 SCHOOL HOUSE RD			0	21.50
3777	01/20/2025	FMO Callout - Code Enforcement	Activity Complete	2660 BERLIN TPKE	Residential - Hotel, Motel	Residential Hotel - Carrier	0	0.00
3903	01/24/2025	Fire Investigation	Activity Complete	145 STARR AVE			0	0.00
				Total Inspections: 4		Total Length of Inspections: 22.67		

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 drainage concerns on Main St

- Met with consultant to discuss upgrades for pavement management
- Met with facilities director of VA hospital to discuss upcoming project
- Met with town staff to discuss EOC building updates
- Attended DEEP Solid Waste meeting
- Continued discussion with CONN OSHA regarding site inspection

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
- Repaired catch basins on Old Farm Drive and Saddle Hill Road
- Completed annual Christmas tree collection
- Cleared vegetation from Piper Brook (Hartford Avenue side)
- Completed tree/vegetation trimming on plow routes with boom mower
- Completed drainage improvement on Carr Avenue
- Equipment operators completed material handling training at the Transfer Station
- Two (2) Equipment Operator I's completed CT DEEP Transfer Station/Landfill course
- Crews patched significant area of Senior Center Parking area
- Four (4) call ins for snow/ice for a total accumulation of 7.2" for the month
- No after hour call in(s) for the month
- No evictions scheduled for the month

Fleet Maintenance

- Mechanics continued with preventive, snow seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic continued upfitting of other patrol vehicles
- 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 115 residential bulk items for collection for the month
- Scheduled 15 condominium bulk items for collection for the month
- Scheduled 11 condo/residential scrap metal items for collection for the month
- 6022 tons of cumulative Municipal Solid Waste were collected from July through January
- 1297 tons of cumulative recyclables were collected from July through January
- 74 mattresses/box springs were recycled for the month
- Two (2) television(s) were collected for the month
- Issued 25 permanent Transfer Station permits and 1 temporary permit for the month

HUMAN SERVICES

- SCORE Brochure sent out to families and schools. All after school programs are free due to Youth Services Grant and are full with waiting lists.
- 5th Grade Challenge Day was held inside as a full day at the Town Hall Gym. Positive feedback from teachers and facilitators that the day went smoothly with schedule outlining the day's activities.

- Ski & Snowboard Club started at Mount Southington with a total of 9 students- very favorable response from participants.
- Adventure Club at NHS participated in outing to Central Rock Gym in collaboration with Human Services- we had 10 youth participate.
- Youth Leadership Coalition began, had 8 sign up, 5 attended. Already started planning for February activities and service projects.
- *Impact of youth programs: During the first Ski & Snowboard Club outing one youth in particular showed amazing personal growth. There was one sophomore, AG, that was extremely bashful and uncomfortable at the beginning of the outing. Staff: Brett & Kate observed that she wasn't interacting with other students. In the car ride she didn't speak to anyone and while putting gear on in the lodge, she was distanced physically from everyone else. Staff reached out, encouraging her to come hang out with everyone else but she wanted to stay away. When she got ready to ski, she continued to isolate, not joining in or interacting with other youth. When the group met back up to eat, she stayed away from the table and didn't want to eat anything when asked (she brought her own snacks and insisted on eating only those). Kate was talking to two other girls who are fairly new to the sport. One girl was switching from snowboarding to skis so Kate offered to go with them and asked AG to join them. AG did, however, she split off and did her own thing once at the top of the mountain.*
Towards the end of the night, Kate and Brett were in the lodge alone with AG who took off her gear already but again was not sitting at our table. Brett asked her if she wanted something to eat and she said she was all set. After a few more minutes, Kate and Brett asked her to come sit with us, and she did. She started opening up and visiting about her weekends skiing up north with her family and how her snow outfit and some of her gear came from decades of her family use. The other two girls who were new to the sport came in, and joined the conversation with her. You could see her becoming more comfortable in this social engagement. On the ride home, AG was talking to everyone in the car the entire time. She asked the group if anyone has allergies and offered to bake cookies for everyone on next outing. They all got so excited and she left with the biggest smile on her face! An amazing example of social emotional learning through actions as opposed to lecture.
- Newington Human Services collaborated with Wethersfield Youth, Senior, and Social Services for a QPR: Question, Persuade, Refer with 11 participants on 1/15/2025. Participants were comprised of parents, community members, and professionals. *One individual shared that this was a powerful and impactful training for her after her daughter's friend died by suicide. She shared, "I want to know better so I can be there for others in my life – recognize the signs and offer support."*
- Clinical Coordinator Hendricks received a referral from Newington High School to connect a student with counseling services as struggling at school with her attendance. Upon meeting with student and parent, community providers were identified – however, they currently have waitlists. Hendricks will provide interim counseling until there is space with the community provider, allowing for continuous supports & a warm hand-off when she is ready to transition to community provider.
- Staff closed 1 JRB case this month: *This student was referred for a fight that happened at school between her and another student. She identified struggling with supports at the time of the incident. Her JRB agreement included engaging in individual counseling supports and re-engaging with track & field at school. She also would meet with JRB case management. At the time of closing, student was continuing to engage in therapy on an individual basis, reported she was doing well in school, and has continued with track and field, including indoor and outdoor. Parent and student reflected on the support offered through JRB process and both indicated that it was a positive experience. The student*

shared the biggest strengths of the JRB were supporting the student's "positive changes which resulted in feeling better."

- Social Casework case example:
 - *Household of 3, Mother-disabled, father-disabled, & minor child with limited income & struggling to meet monthly expenses. Assisted with Operation Fuel/MDC-\$400 & coded Eversource account for 50% Low Income Discount Rate & scheduled them for use of the foodbank. Case example of assistance that can promote financial stability.*
 - *Client is a 37yo single mother (never married) who resides with her two daughters (18 & 8). She pays \$310rent/section 8. She fell behind as the household lost SNAP benefits following a temporary enrollment in community college. Verification of school dis-enrollment was needed to restart SNAP eligibility and she struggled to meet all the demands of the application deadline. This resulted in the household being without SNAP for a period of two months and subsequently falling behind on rent. She is presently employed and earns \$1708.44/mo and she also receives \$604 in child support per month. She was behind \$576 for partial Oct, Nov and full Dec rent. Moving forward, she will be able to afford HH expenses. It would be a hardship for her to catch up on back rental payment- Newington Human Services paid rental arrearage via RM Fund.*

January 2025 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/# attendees	11 1/11	11 6	64 7/11	58 0
Youth & Family Service Hours	20.75	14	93	72.25
JRB cases :	9	11	86	39
JRB hearings:	1	0	6	9
JRB Service hours:	17.5	18.5	124.5	60.25
New Cases	1	0	3	
Positive Youth Development	66	105	541	904
Adult to Youth Mentoring:				
Cases	5	8	19	
sessions	9	5	22	
Service hours	15	4	31.25	

Community Service # of hours completed Challenge Course: Adult youth(outside)	0 0 0	1 20 0 0	2 251 47 0	11 74 0 609
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	94 20 15 58	53 16 9 28	568 98 68 310	968 261 116 623
Social Casework Service Hours	146.5	79.25	822.1	1265
Food Bank Household visits # bags of groceries distributed Mobile truck	174 1362 222	144 1124 155	1476 10186 1902	1338 9921 3176
Special Needs	17	14	58	64

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 January, the Department of Information Technology and GIS participated, assisted, and/or were directly involved in the completion of 94 formal requests for service. In addition, the department worked on the following projects:

- Continued work on audio recording solution for Town radio solution
- Relicensed public safety mugshot application
- Hyperconverged infrastructure components were updated to latest version
- Assisted Finance with calendar year W2 and 1099 reports
- Additional CAD license obtained and installed in Engineering
- Worked with PD to archive video associated with investigations
- Data bridge updated for Assessor field card website
- Public Safety Dispatch/Records solution updated
- Troubleshoot alarm issues at Fire Company 1 and 2
- Provided website training for Town and Public Safety offices
- Researched and created new Instagram account to be deployed in February

- Setup MFA for NPD and Animal Control Facebook pages
- Reviewed and tested PD floor plan for door access control
- Created tool that correlates mobile devices with end users in MS365
- Troubleshoot and resolved issue with PD logging into Time Tracking application
- Researched and corrected wiring issue at the library
- 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
- Continued review of emergency communications infrastructure and backup analog lines

LIBRARY

- The Friends of the Library had another very successful Winterfest on January 17. This sold-out fundraiser offered an evening of wine, beer and spirits tasting, teacup and silent auctions, light refreshments and live music provided by The Boomers. People had a lot of fun with the tastings, the auctions, the music and mingling together. The Friends with the help of Head of Community Services Michelle Royer and a group of amazing volunteers did a great job of planning, organizing and putting on a great event. Prior to the Winterfest, the Friends held a Bonus Teacup Auction from January 2 -16. Five baskets were on display in the library and people could purchase teacup auction tickets to win.
- The library submitted its proposed 2025-2026 budget to the Town on January 2, 2025. Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Karolyn McLain met with the Town Manager and Finance Director to discuss the budget on January 15th.
- Winter reading kicked off for adults on January 28. The theme for adults is “Let Books Light Up Your World.” 227 adults registered either in person at the kickoff or online that day. This all-day drop-in kickoff and registration program offered light refreshments, a small gift, a chance to win the kickoff prize giveaway and a room full of reading suggestions. The children and teen winter reading programs kicked off on Friday, January 31 with an afterhours glow in the dark miniature golf tournament. The theme for their winter reading program is Glow @ the Library.
- The federal IRS tax forms and instructions booklets have arrived. If patrons need special forms and instructions that the library does not have, staff helps them download or print out these forms from the IRS website. The State of CT does not send any tax forms at all. Staff has printed out the CT 1040 forms for patrons to take for free. Any instruction booklets for these forms will have to be downloaded by the patrons. There is an instruction booklet for patrons to look at in the library if they would like.
- The Library Board of Trustees continues to work towards a possible expansion of the library. The Board’s Facility and Site Committee is working to finalize conceptual drawings and give them to the Library Addition and Renovation Committee for input.
- The Children’s department staff offered 57 programs to 1,404 children and their caregivers. Archived views of previous online programs for the month of January were 170. In addition to winter reading kickoff, school visits continued with students from John Paterson Students. Outreach visits to area preschools and daycares and Friday morning preschool visits to the library resumed in January. The *L’il Chefs* program has preschoolers ages 3 - 4 making snowmen out of mozzarella sticks. Kids in grades K – 2 made rice pancakes at this month’s *Junior Cookbook Club*. Highlights of other programs included *Baby Soft Play* for babies ages 6 – 24 months, *Pokemon Kids*, an afternoon of *Pokemon* games and card trading for kids in grades 2 – 5 and *Little Yogi*, a yoga storytime for kids in grades 2 – 5.
- In December, 6 programs were offered to 96 teens. Archived views of previous online programs for the month were 17. In addition, to winter reading kickoff, teens enjoyed a fun *Teen Pokeman Trading*

Game Night. They also had two *Grab & Go* kits offered during the month. The first kit was a money eating robot kit and then second kit was a teen puzzle packet kit.

- Adult were offered 23 programs attended by 826 adults. Archived views of previous online programs for the month of January were 1,315. Adults learned about ways to avoid injuries and get back to an active lifestyle at a *Sports Medicine Management* Program. A panel of real estate experts spoke to interested adults about hot topics and recent events in real estate. Another *Virtual Trivia Night* program offered a lively competition between the participants to see who see who knew the most about class tv trivia. This month's *Library Speakers Consortium Virtual Author Talks* featured *The Magic of Found Family: In Conversation with Author TJ Klune*, *Notes on Modern Irrationality with Bestselling Author Amanda Montell* and *An Inside Look at Working with a Literary Agent: A Conversation with Seth Fishman*
Highlights of other programs included *Brown Bag it With a Movie* where the film *Twisters* was shown, *Page Turners*, an evening book discussion that talked about the novel *Transcendent Kingdom* by Yaa Gyasi and *Brown Bag It with a Book Discussion* that featured book was *Winter Garden* by Kristin Hannah. *Grab & Go* coloring pages and puzzle packets and *Spice It to Go* rounded out the month. January spice was ground allspice with a recipe for Sweet and Salty Nuts,
- Total circulation was 22,686. Circulation of digital materials was 4,640. Total number of people that entered the building 9,535. 22 curbside service transactions were processed. Staff processed and pulled 2,988 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,356 reference questions during the month. Meeting room and study room space were used 294 times. Head of Community Services Michelle Royer and Business Manager Karolyn McLain notarized 45 documents for patrons. Volunteers and staff delivered 168 items to our homebound patrons. Staff offered technology help 145 times to patrons. Online resources that were popular this month included *Ancestry.com*, *Value Line*, *Consumer Reports*, *PebbleGo Science* database and the *PebbleGo Next Social Science* database.
- In technology news, Digital Services Librarian Michelle Patnode and Teen Librarian Sarah Riordan hosted an *Intro to HTML* program for teens and adults. Michelle also held a *How to Use Your Google Calendar* program, another *Morning Tech Talk* program where patrons were encouraged to come and discuss new and relevant technology topics as well as 8 *Tech Help @ Lucy*, one-on-one tech help sessions.
- In personnel news, Assistant Director Karen Benner continued to oversee the Circulation Desk while Circulation Supervisor Katie Cornell is out on maternity leave. Bette Kapij who works full-time in the Circulation department has done a wonderful job assisting Karen and keeping the desk running smoothly Jill Levin was hired for the open Circulation Part-time Substitute. She will begin in February.
- In facilities news, the new overhead bins that were backordered for the children's office were installed, completing the redesign of the children's office. Staff who work in the reference office organized, cleaned out their desks and temporarily moved into the Lienhard Meeting Room in preparation of the redesign of the reference office. The Town IT and Facilities departments once again helped move the computers and removed the old furniture. The office will be painted and receive new carpet in February. The carpet had not been replaced since 1988. The new furniture will arrive in March. Mold and mildew were found along the back wall that houses the biography section. Staff noticed the problem along the wall and on some of the books on the top shelves. This problem was reported to Joe Salomone, the Director of Facilities, who immediately had the are tested. There was some mold and mildew found and the area that will be remediated in the coming weeks. There were several factors that were believed to cause this problem including that books shelves run along an exterior wall where moisture can come in, the books are shelved on the top shelf, right below the heating and cooling vent so there is not good air flow in these areas and the HVAC is not able to handle a lot of humidity that can encourage the growth of mold/mildew.

PARKS AND RECREATION

RECREATION DIVISION:

- The Youth Basketball Program kicked off in the first week of January, featuring 440 players, 50 teams, and 86 dedicated volunteer coaches.
- Opening week of the Youth Basketball Program was highlighted by the Jersey Mike's sub giveaway. All players and coaches received a free sub after their game, at the Mortensen Community Center, to celebrate the start of the season.
- The Adult Basketball League, consisting of seven teams, began its Winter 2025 season on January 8, 2025. Games are held weekly on Wednesday nights at the Mortensen Community Center.
- Planning is underway for the Summer Concert Series, with the Department set to host 20 concerts at the Municipal Parking Lot and Mill Pond Park.
- All winter programs are now underway and will continue through early March.
- The winter session of swimming lessons at Newington High School began on January 8, 2025, consisting of 18 classes.
- The Creative Playtime Preschool Program held its first Open House for the 2025-2026 school year, welcoming 10 new families for a tour of the facility. Registration for current families opened on Wednesday, January 29, 2025.
- Creative Playtime Preschool is preparing to host its first-ever Preschool Prom on Friday, February 7, 2025. Planning and preparations are currently in progress.
- The hiring process has begun for summer seasonal workers, including camp counselors and lifeguards. We have advertised job openings on our Facebook page, to Newington High School, and will be including an advertisement in the Spring Program Guide.
- Recreation Supervisors began editing the 2025 Spring Program Guide, which is to be published in February. Resident registration begins on Wednesday, February 26, 2025 and non-resident registration begins on Wednesday, March 5, 2025.

PARKS, GROUNDS & CEMETERIES DIVISION:

- Heavy equipment was used to reclaim park boundaries at several parks and schools.
- Extensive tree pruning was completed from our ongoing list.
- New flooring installed at Chester's concession stand on the northside fields at Newington High School.
- Staff worked with the Board of Education Facilities Department to assist in the installation of a new scoreboard at Alumni Baseball Field.
- Staff removed two diseased trees and stumps at West Meadow Cemetery.
- Plowed and salted all Town government parking spaces and sidewalks.
- Online computer training was administered to the staff this month.

Cemeteries: 6 Singles, 1 Double, 3 Ash, 3 sales

Overtime: 266 hours, \$16,500

TREE WARDEN:

- Parks crew pruned trees along road around Section F at West Meadow Cemetery.
- Parks crew removed pine tree and pruned several others for installation of new scoreboard at NHS Alumni Baseball Field

- Parks crew removed several diseased maple trees in Section D at West Meadow Cemetery.
- Parks crew picked up sticks and branches at all parks.
- Parks crews removed hazardous trees at Company 5 Firehouse on Maple Hill Avenue.
- Parks crews removed hazardous trees at Mill Pond Falls.
- Parks crews removed trees growing into building and roof at Chapman Street Firehouse to facilitate future repairs.

PLANNING AND ZONING

TOWN PLAN AND ZONING COMMISSION –

MEETING SCHEDULED ON 1/8/25:

Discussion:

TPZ-24-23 Pre Application – 266 Kitts Lane – Request for a permit for a 100’ tall flagpole.

- Meeting scheduled on 1/22/25:
- ***Cancelled***

CONSERVATION COMMISSION –

- Meeting scheduled for 1/21/25:

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.

New Business:

Application IW-25-1: Modification to Condition #14 of Approved Application 2018-06 at 550 Cedar St. Applicant: Dakota Partners, Inc, Owner: DPI LLC, Contact: Deborah Brancato.

ZONING BOARD OF APPEALS –

Meeting scheduled for 1/16/25:

Cancelled due to no applications being filed.

OPEN SPACE COMMITTEE –

- Meeting held on January 09.

ECONOMIC DEVELOPMENT COMMISSION –

- Meeting held on January 07.

AFFORDABLE HOUSING MONITORING AGENCY –

- Meeting held on January 22.

ZONING OFFICER ACTIVITIES:

- Issued **19** 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 14 inspections for zoning complaints and 12 for blight complaints. The following items were issued
- 6 zoning notices of violation
- Closed 2 zoning violations and 6 blight violations.
- Performed 2 c/o inspections and coordinated the posting of site bonds
- Gave annual Blight presentation to Town Council
- Removed 23 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.
- 67 Barn Hill Ln
- 3050 Berlin Turnpike
- 3164 Berlin Turnpike
- 719 Cedar St
- 30 Elmwood Ct
- 847 Main St
- 25 Market Sq
- 81 Market Sq
- 115 Pane Rd
- 29 Spur Ln
- 269 West Hill Rd
- 295 West Hill Rd
- 1125 Willard Ave

POLICE

Patrol Calls for January are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Complaint 30
Administrative 0	Fire Training 0	MV Evading 18
Alarm Commercial Burg Alarm 84	Fire Trouble Alarm 0	MV Fire 0
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Fatal 0
Alarm Residential Burg Alarm 8	Fire Vehicle Fire 1	MV Injury 14
ALTERED MENTAL STATUS 0	Fire Veh Fire Near Stru 1	MV Property Only 79
Animal Complaint 13	Fire Water Problem 1	Neighbor 6
Arson/Fire Invest 0	Fireworks 2	No Pol Actual Call Type 153
Assault 1	Follow Up 70	Noise 14

Assault in Progress 0	Found Property 4	Non Collect Person 0
Assist Motorist 9	Gun 0	Notification 0
Assist Notification 0	Harassment 10	Open Door/Window 6
Assist Other Agency 24	Hazard 32	Other Archive 0
Bad Check Insufficient Funds 0	Hazmat 0	Parking Violation 28
Blighted Property 0	Hold Up Alarm 0	PD ASSIST FIRE DEPT 41
Bomb Threat 0	HOPE PROJECT 0	PD Vehicle Maintenance 0
Breach of Peace/Disorderly 19	IDENTITY THEFT 6	Personal Relief 0
Burglar Alarm 8	Illegal Dumping 1	Pistol Permit 23
Burglary 3	Impersonating Police 0	Prisoner Care 10
Car Seat 3	Indecent Exposure 0	Private Duty 0
Check Welfare 59	Intoxicated 7	Property Found 3
Check Welfare 911 45	Juvenile Complaint 10	Property Lost 0
Check Welfare Other 5	K9 Assist 1	Prostitution 0
Clear Lot 0	K9 Narcotics 13	Recovered Stolen MV 3
Construction 0	K9 Track 0	Rescue Call 0
Court Detail 20	Kidnapping 0	Residential Lockout 0
CREST CALL OUT 1	Landlord/Tenant Dispute 6	Risk Protection Order 2
Criminal Mischief 3	Larceny 57	Robbery 1
CSO 0	Larceny from MV 11	Roll Call 3
Customer Dispute 15	Lift Assist Only 1	Serve Subpoena 0
Dog Complaint 19	Liquor 0	Serve Warrant 51
Domestic 25	Local Traffic Authority 4	Sexual Assault 4
Door Check 0	Location Check 201	Shots Fired 0
Drug 5	Location General 0	Specific Detail 94
DUI 2	Location School 0	State Pistol Permit – Tempo 0
EDP 11	Lockout Building 3	Stolen MV 8
Escort/Transport 5	Lockout MV 0	Sudden Death 4
Escort/Funeral 0	Lost Property 7	Suicide 0
Escort Other 0	LTA 0	Suicide Attempt 0
ESCORT RETRIEVAL 4	Medical Alarm 16	Suspicious MV Unoccupied 34
Escort Tax 0	Medical Cardiac 0	Suspicious Report 119
Fingerprint 0	Medical Complaint 297	TEST 0
Fire Alarm Commercial Bldg 1	Medical Diabetic 0	Threatening 7
Fire Alarm Residential 1	Medical Fall 6	Tobacco 0
Fire CO Detector no sympt 1	Medical Other 0	Tow 20
Fire CO Detector with sympt 0	MEDICAL OVERDOSE 0	Town Ordinance Violation 0
Fire Extrication 0	Medical Respiratory 0	Traffic Stop 390
Fire Hazmat 0	Medical Stand By 0	Traffic Stop Attempt 10
Fire Mutual Aid Request 0	Medical Trauma 0	Traffic Survey 0
Fire Other 1	Medical Unresponsive 0	Training 0
Fire Rescue 1	MIDSTATE ACCIDENT 0	Trespass 2
Fire Special Detail 0	Missing 6	Unknown 0

Fire Stand By 0
Fire Structure Fire 1

MV Abandoned 1
MV Assist 30

Water problem 1

Total: 2,384

In January, the Detective Division Report:

The Detective Division submitted 93 case management sheets and typed 64 reports during the month of January, 2025. The case load consisted of the following:

- Asset Forfeiture: 2
- Assist Other Agency: 2
- Crime Scene Processing: 5
- Death Investigation: 1
- Juvenile Complaint: 1
- Larceny: 3
- Narcotics Investigation: 3
- PD Assist: 51
- Property Disposal: 19
- Robbery: 1
- Serve Arrest Warrant: 4
- Sex Offender Registry Compliance: 1

The Department served 60 warrants this month; 55 by Patrol and 5 by the Detective Division. Detective Pagan joined the Detective Division in January and he is currently going through the credentialling process for the DEA Task Force Officer position. In the meantime, he has been participating in narcotics investigations and was assigned a fraud case.

Property Report January 2025:

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 2,996
Damaged/Destroyed	12	\$ 6,569
Vehicle Inventory	0	\$ 0
Stolen	106	\$ 300,824
Abandoned	0	\$ 0
Evidence	113	\$ 1,422
Found	6	\$ 0
Lost	4	\$ 1,700
Seized	25	\$ 7
Recovered	25	\$ 45,070
Impounded	0	\$ 0
Informational	8	\$ 1,200
Vehicle Inventory	0	\$ 0
Total	301	\$ 359,788

In January, the Patrol Division report:

- On January 8, 2025 at 6:35 am officers responded to a residence on Main Street in Newington in response to a complaint from the resident who was away on vacation that they observed a male inside the residence through their video surveillance. Upon officers' arrival they determined that a door to the residence was forcefully opened and the home was burglarized. The investigation determined that Anthony Ayala who had been involved in a dating relationship with the resident had broken into the residence. An arrest warrant was approved and Anthony Ayala was arrested. On January 8, 2025 at 4:34 pm Newington Police received a second call that the house was burglarized again and probable cause was determined that Ayala was responsible and a second arrest warrant was applied for and approved. Ayala was taken into custody on January 9, 2025 and charged with Burglary in the 1st degree, Criminal Mischief in the 2nd degree, and Criminal Trespass in the 2nd degree. Ayala was taken into custody again on January 28, 2025 and charged with Burglary in the 1st degree, Criminal Mischief in the 2nd degree, and Criminal Trespass in the 2nd degree for the incident at 4:34pm
- On January 13, 2025 at 9:50 pm officers conducting routine patrol of the Grantmoor Motor Lodge observed a blue Subaru Outback without a registration plate. The alert officers were aware of a previous stolen vehicle report involving a blue Subaru Outback. Officers were able to detain the occupants and determined that the Subaru was listed as a stolen vehicle. Officers further located a CT marker plate that was listed as stolen inside the vehicle. A search would later uncover that the driver, Gabriella Burwood and the passenger Shannon Wright possessed cocaine and narcotic paraphernalia. Burwood was charged with Larceny in the 3rd degree, Larceny in the 6th degree, Possession of Controlled Substance 2nd Offense, and Use of Drug Paraphernalia. Wright was charged with Use of Drug Paraphernalia and Possession of Narcotics 1st Offense.
- On January 18, 2025 officers conducted a motor vehicle stop on Robbins Avenue after observing a misused marker plate affixed to the vehicle. K9 Ray performed a free air sniff of the vehicle and alerted on the presence of narcotics within the vehicle. A subsequent search uncovered 2.3 grams of crack cocaine and drug paraphernalia. The operator of the vehicle, Michal Stasiak was arrested and charged with Possession of Controlled Substance, Use of Drug Paraphernalia, Improper use of Marker Plate, and Illegal Operation of a Motor Vehicle while Under Suspension. The investigation continued and it was later determined that the Stasiak was contracted to perform car detailing services and did not have permission to operate the vehicle from the vehicle owner. An arrest warrant was submitted and Stasiak was arrested and charged with Use of Motor Vehicle without Owner's permission.

In January, 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.
- Sergeant LaChance was transferred to Support Services. Sergeant LaChance will be assisting with accreditation, body worn cameras, and video requests.
- The command staff took part in clean space training. This training is to introduce new respirators to the police department.
- The command staff attended the monthly Capitol Region Chiefs of Police meeting in West Hartford.

- Lieutenant Amalfi and Sergeant D'Esposito conducted oral boards for eleven Police Officer candidates.
- The Support Service Division readied the Newington Police Department for electronic paperwork submission to court. At this time, court is not ready for the Police Department to submit electronic paperwork.
- Lieutenant Amalfi has continued meetings with vendors regarding adding more lockers to the women's locker room. The locker installation is now scheduled for April 1st.
- Lieutenant Amalfi assisted the Newington Fire Marshal's Office in training for their newly purchased body worn cameras.
- Sergeant D'Esposito and Sergeant LaChance conducted an oral board with a Certified Officer from the Hartford Police Department.
- A student from the Central Connecticut University started an internship at the Newington Police Department. This student is a Newington native who will be applying for police officer jobs this spring.
- Chief Perry and Lieutenant Amalfi met with the Town Manager and other department personnel on the use of town controlled social media pages.
- Community Services has continued to engage with the community through the use of Facebook and Atlas One.
- 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.
- Sergeant LaChance is actively involved several days a week in coordination with implementing the License Plate Reader System. This month he met with Vulcan Security at their location in South Windsor.
- Sergeant LaChance made changes to the police department's website. Sergeant LaChance corrected a web link that wasn't working on the Animal Control Page. He also updated the Animal Control and Detective Division directory. Sergeant LaChance updated the history page of the police department and also added the 2024 crime statistics.
- Officer Casasanta and K-9 Ray continue to supplement patrol.
- In the month of January, the Police Department had 33 body camera video requests from court and 11 Freedom of Information body worn camera video request from civilians.
- Master Police Officer Buggee who is our School Resource Officer attended two sessions of the Juvenile Review Board and one session of the Youth Adult Council.
- Animal Control Officer Sawallich impounded one dog, two cats, and investigated 32 complaints.

Police Department Overtime Report January 2025

OT December	\$ 113,536	2 pay periods (1 holiday)
OT January	\$117,344	2 pay periods (2 holidays \$36,962)
	\$3,808	increase over December

- Applications continued to be received and testing continues for Police Officer vacancies. January finishes with 6 officer positions vacant. One recruit is in the New Britain Police Academy (Officer Cascone) and one graduated from POST academy (Officer Addamo). 1 Certified Officer is in Field Training (Officer Clifford).

- Administrative overtime of \$0.
- Patrol overtime of \$83,276, an increase of \$18,247 from the previous month. Overtime included 2 pay periods with two holiday pays (\$28,877), 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, surveillance, medical calls, Breach of Peace, Fire Assist, MV Stop with a gun, Larceny calls, missing juvenile, sexual assault, Narcotics investigation and arrests, special details, serve warrants, subpoenas, RPO hearings, and other related duties.
- Detective Division overtime of \$3,393, an increase of \$1,778 from the previous month. Overtime included \$525 for Holiday armed robbery investigation, crime scene investigation, burglary processing, and search warrants for investigation.
- Traffic Division overtime of \$283, an increase of \$283 for stop signs.
- Communications overtime of \$17,629 an increase of \$3,155 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and costs for 2 holidays (\$6,500). Overtime for scheduled vacancies 0000hr to 0400hr on the midnight shift on Thursday, Friday and Saturday has been drastically reduced now that the 9th dispatcher is off training and filling these vacancies. Currently all dispatchers are on the schedule working and anticipate additional savings in overtime next month.
- Educational overtime of \$8,020, a decrease of \$9,324 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 \$4,536 a decrease of \$9,684 from the previous month. Overtime included Holiday pay (\$1,060), K9 narcotics stop, the radio project, and Juvenile Review Board mtg.
- Animal Control overtime of \$207, a decrease of \$647 from the previous month. Overtime included a roaming dog. 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 January programs including: a memory workshop held throughout the month, Living Well – How to Stay Resilient, The Wonders of Artificial Intelligence, Restorative Rest: The Science of Sleep Hygiene, and Cancer Conversations, among many others.
- The Central CT Health District held a walk-in flu vaccine clinic on January 24.
- The “Cupid Crew” returned on January 31 to make Valentine’s Day cards to be delivered to members of the community.
- 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. The staff is committed to continuing to serve meals without any service reductions and is planning to seek sponsorships and donations to supplement Council and ARPA funding allocated to cover the programs. From November 1, 2024 – January 28, 2025 we replaced:
 - 1,184 in-person congregate meals and
 - 2,016 Meals on Wheels meals
 For a total cost of \$25,228.
- The volunteer gift shop sales were \$898 for the month of January. Coffee shop sales were \$1,091 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. So far, there are trips planned to: A St. Patrick's Day Celebration at Aqua Turf, an Elvis tribute show at Villa Louisa, Waitress the musical at the Majestic Theater, and a Summer Breeze trip to Amarante's Sea Cliff in New Haven. More to follow.
- 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 January, 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 January, the two DAR drivers (with subs as necessary) completed 521 trips for 2,381 miles and 266.75 hours.
- Facilities:
 - A water main break in the parking lot forced the Center to close at 1:00 p.m. on December and remain closed on January 2. Since the break was on Town property, the Town hired a contractor to complete the repair, which was done without incident.
- The Director met with the Commission on Aging and Disability on January 8. Topics of discussion included the CRT/nutrition program shortage, center operations, fundraising and programming.

TOWN CLERK

- There were 59 property transfers in January for a total of \$9,295,300.00 in sales. State conveyance tax collected was \$67,177.25; Town conveyance tax collected was \$22,400.75.
- There were four (4) residential sales over \$400,000.00. There was one commercial sale: 2327-2335 Berlin Turnpike, from Martha T. Pac to Kenneth J. Shepard, Jr. for \$400,000.00.
- There were 359 documents filed on the Land Records: 111 mortgages, 30 liens, 81 releases and 16 probate documents, and 93 of these documents were electronically.
- The staff issued a total 235 certified copies of vital records. Ten burial permits and 21 cremation permits were issued. Fifteen Marriage Licenses were issued to couples.
- Staff catalogued nine Notary Public commissions and three Trade Name certificates.
- The office issued nineteen passes to the landfill station.
- The FY2025/26 budget was prepared and submitted.

<u>DATA SUMMARY JANUARY 2025</u>				
	<u>January-24</u>	<u>January-25</u>	<u>FY23/24 to Date</u>	<u>FY24/25 to Date</u>
Land Record Documents	357	359	2,602	2,532

Dog Licenses Sold	23	22	705	845
Game Licenses Sold	40	48	89	118
Vital Statistics				
Marriages	5	25	123	158
Death Certificates	37	43	225	237
Birth Certificates	16	16	156	135
Total General Fund Revenue	\$ 60,193.11	\$ 41,332.65	\$ 422,459.23	\$ 501,982.80
Town Document Preservation	\$ 1,167.00	\$ 1,337.00	\$ 8,375.00	\$ 8,483.00
State Document Preservation	\$ 2,240.00	\$ 2,592.00	\$ 16,280.00	\$ 15,504.00
State Treasurer (\$36 fee)	\$ 9,612.00	\$ 9,684.00	\$ 71,820.00	\$ 65,772.00
State Treasurer (\$127 fee)	\$ 2,921.00	\$ 3,302.00	\$ 25,400.00	\$ 27,051.00
State Treasurer (\$110 fee)	\$ 3,740.00	\$ 3,520.00	\$ 25,410.00	\$ 29,480.00
LoCIP	\$ 801.00	\$ 807.00	\$ 5,985.00	\$ 5,481.00
State Game Licenses	\$ 255.00	\$ 91.00	\$ 696.00	\$ 659.00
State Dog Licenses	\$ 231.00	\$ 204.00	\$ 5,256.00	\$ 5,707.50
Dog Licenses Surcharge	\$ 70.00	\$ 48.00	\$ 1,718.00	\$ 2,048.00
Marriage Surcharge	\$ 170.00	\$ 510.00	\$ 1,938.00	\$ 2,550.00
Grand Total	\$ 81,400.11	\$ 63,427.65	\$ 585,337.23	\$ 664,718.30

TOWN ENGINEER

Permits:

- Reviewed 9 contractor license applications (bond/insurance/agreement)
- Reviewed and approved permits: 2
 - Excavation: 2
 - Driveways: 0
- Reviewed utility clearance notifications (routine & emergency): 111

Meetings:

Represented the Town/Department at:

- CRCOG 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. Application voluntarily withdrawn and new application submitted to allow the Public Hearing process to continue as plans are revised per commission discussions.
- 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 – completed
- 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 constructed, gate removed. Some remedial work required in spring with favorable weather.

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, survey 90%, design to follow.
- 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.
- Senior Center – Proposed replacement of the sanitary sewer lateral, result of failure of existing in January, repairs made, camera inspection pending.

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, about 60% complete.
- Facilities – Survey of old firehouse #3 at 2 Chapman Street.

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 LOTICIP 2023): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTICIP 2024): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street)
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$70k)
- Public Works: Eversource Rebate – EV charging stations (\$20k)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase
- SS4A with CRCOG
- Locip for flooding projects thru CT. OPM
- STEAP Grant application for Mill Pond Dam Pedestrian Bridge
- WRDA 24 application for regional flooding associated with the Mill Brook/Piper Brook and Webster Brook watersheds.
- RAISE grant via CRCOG with Wethersfield and Berlin.
- CDS grant – Candlewyck playground, Holly Drive area.

Town project: Managed consultant projects:

- Public Works: inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street & Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)