



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

James Krupienski
Acting Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James Krupienski, Acting Town Manager
Date: September 13, 2023
Re: Monthly Report – June 2023

GENERAL ADMINISTRATION

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Town Planner Paul Dickson schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month.

On June 1st, I met with Daphne Miller of Bluewing for an Internal Project call and Equipment Asset discussion. We met throughout the month for Internal Project calls.

A Regular Meeting of the Town Council was held on June 13th. Old Business discussed included the ARPA Fund Allocations and discussion of the easement for egress ramp at 1042 Main Street. New Business discussed was as follows: Departmental Transfers & Surplus Funds for Pension Funds; Suspense List; Departmental Fees Update, Chapter 225–Cemetery; Placement of Coverage–Property, Casualty, Liability Insurance and Workers Compensation; TPZ Referral of Sale of Town Land–21 Timothy Street; and Update to the Classification & Pay Plan.

On June 14th, I met with Joe Salamone, John Kubachka, DJ Zordan, Doug Jourdan, Rob Hillman and members of the Parks' staff for a review of the barn at the Deming Young Farm at 282 Church Street.

I met with Dr. Maureen Brummett and others on June 15th to discuss Fiber Optic Cabling at the Bus Garage.

I met with DJ Zordan and Heather Shonty on June 19th regarding the Community Emergency Response Team (CERT).

On June 20th, I met with DJ Zordan regarding the Safe Homes Task Force.

I attended the Senior and Disabled Center Volunteer Dinner on June 22nd where volunteers were celebrated.

A Regular Meeting of the Town Council was held on June 27th. Old Business discussed included the Departmental Transfers & Surplus Funds for Pension Funds; Suspense List; Departmental Fees Update, Chapter 225–Cemetery. Also discussed under Old Business was Placement of Coverage–Property, Casualty, Liability Insurance and Workers Compensation; TPZ Referral of Sale of Town Land–21 Timothy Street; and Update to the Classification & Pay Plan. New Business discussed: ARPA Funds Request – Emergency Management; and the Disbanding of Inactive Committees.

At the Department head staff meeting held on June 28th, I provided an overview of the Town Council's agenda from the previous June meetings. We also discussed current open positions and upcoming interviews/offers/promotions/new hires. Employee evaluations are due on July 7th, and Department Head evaluations are postponed to July 21st. On July 3rd, we will be having an employee breakfast to celebrate our summer kickoff and welcome our new Town Manager, Thomas Hutka.

A Special Meeting of the Town Council was held on June 28th where members and others went into Executive Session to discuss Pending Litigation against the Town of Newington: M. Manke v Town of Newington, et al.

Throughout the month, I met with Union leadership and ongoing one-on-one department heads to discuss issues and concerns.

I met with the Town Council leadership biweekly to keep them abreast of new information, updates on current projects and anticipated items for the future.

Overtime

Paid overtime during the month of June 2023 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e., road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	90.7	\$ 5,065.26
Weekend Standby and Call-In	20.0	\$ 1,008.56
Road Maintenance	6.7	\$ 474.22
Landfill – Grinding	8.8	\$ 440.43
High School Parking Lot	236.0	\$ 12,353.93
Totals	362.2	\$ 19,342.40
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	317.4	\$ 15,076.00
Totals	317.4	\$ 15,076.00

POLICE DEPARTMENT	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
Administration	\$ 8,547.00	\$ 1,314.94	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	934,925.13	679,403.00	1,037,813.58
Investigation	91,467.00	39,793.41	90,645.00	37,072.57
Traffic	5,006.00	5,466.02	4,908.00	6,007.82
Communication	183,778.00	179,035.61	173,748.00	179,888.95
Education/Training	142,800.00	164,671.11	143,085.00	127,644.48
Support Services	57,595.00	6,698.94	60,413.00	1,826.10
Animal Control	2,521.00	1,018.27	1,511.00	173.01
Total	\$ 1,202,495.00	\$1,332,923.43	\$ 1,161,888.00	\$ 1,390,426.51
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 33,060.80	\$ 29,217.00	\$ 26,103.62
Snow and Ice Control	133,578.00	54,086.96	130,000.00	116,743.39
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	32,917.82	34,145.00	23,423.35
Leaf Collection	35,972.00	31,459.41	35,267.00	34,902.41
Total	\$ 233,870.00	\$ 151,524.99	\$ 228,629.00	\$ 201,172.77
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 120,391.75	\$ 88,357.00	\$ 138,274.17
Cemeteries	17,109.00	4,405.17	17,109.00	2,677.63
Total	\$ 122,110.00	\$ 124,796.92	\$ 105,466.00	\$ 140,951.80

PERSONNEL

- The Highway Seasonal Maintainer position was posted externally on June 2nd, with a closing date of June 16th.
- The vacant part-time Library Technician position was posted externally on June 21st, with a closing date of July 6th.
- The Groundskeeper II LT-13 (two vacancies) position was posted internally to the Grounds Department on June 22nd, with a closing date of June 29, 2023.
- The written examination for the Groundskeeper III LT-14 was held on June 14th. Interviews with the Town Manager were scheduled on June 19th. Steven Winiarski and Brendan Volz, Groundskeeper I LT-10 were promoted to Groundskeeper III LT-14 effective June 26, 2023.
- Interviews for the vacant Deputy Assessor were scheduled on June 14th. Interviews with the Town Manager were scheduled on June 20th. A conditional offer was made on June 21st.
- Oral panel interviews for the vacant Clinical Services Coordinator were scheduled on June 20th. Interviews with the Town Manager were scheduled on June 21st, and a conditional offer was made.
- Interviews for the vacant Assistant Building Official were scheduled on June 27th.
- A conditional offer was made for the vacant Administrative Assistant to Police Chief A-5 position.
- Joshua Smith, certified Police Officer, was sworn in at the Newington Police Department on June 26th.
- The vacant Librarian I (T-2) position was offered to Sarah Riordan, part-time Library Technician, effective July 10th.
- The vacant Police Lieutenant position was offered to Derek Aviano, effective June 18, 2023.
- The vacant Equipment Mechanic HLT-17 position was offered to Nathan Spencer, effective July 10th.
- The Town is accepting employment applications for Recruit and Certified Police Officers.
- After 18 years of service, Master Police Officer Jeffrey Wagner retired from the Newington Police Department on June 13th.

RISK MANAGEMENT

2022-23 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2022-23 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2022-23 plan year were estimated at \$987,990. The total paid claims from the Health Benefits Fund for May 2023 were \$1,006,870. 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 May, 2023

	Town	Board of Education	Total
Estimated Claims	2,359,060	8,508,830	10,867,890
Actual Claims	1,735,985	7,693,041	9,429,026

FINANCE

- Auditors came onsite to begin audit work for the fiscal year ending 6/30/23. The office worked on preparing these preliminary documents for them and answering all questions.
- Janet Murphy and Lisa Rydecki will continue working on preparing for the closing of the fiscal year and preparing documents for the auditors who will be coming back in July and for the final visit in September.
- The Payroll Clerk updated all of the salary charts and amounts to prepare for the new fiscal year.
- Accounts Payable Clerk prepared to run dual year payables and reviewed account balances to close out the 2021-2022 fiscal year.
- Evaluation of several grant opportunities were done during the month.
- Finance Director Janet Murphy continues working with Debt book to compile the list for both the Town and BOE leases, debt for compliance in the FY 2023 audit.
- Work began during the month in all areas to start preparing for the fiscal year end.

The Town received the Mashantucket Pequot and Municipal Grants-in-Aid from the State of Connecticut during this month in the amount of \$54,974.67 and \$1,785,740 respectively. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

6/30/2023

	<u>Interest Earnings</u>		
	<u>Budget FY 2022-23</u>	<u>Actual</u> <u>Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$1,725,140	\$52,703,765
Special Revenue Funds	48,000	24,762	722,786
Capital Projects Funds		42,390	1,140,271
Internal Service Fund	5,000	258,729	7,242,002
Trust and Agency Funds		33,724	1,535,255
Total, Estimated by Fund			\$63,344,079

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

6/30/2023

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	5.13	5.07	196,191	220,448	42,597,413
Bank North	2.07	2.07	962	992	571,977
TDBank (new)	2.84	2.76	27,002	27,068	11,760,210
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.50	2.50	6,408	6,476	3,241,600
Liberty Bank	3.56	3.52	14,859	15,081	5,172,879
Total Outstanding Investments					\$63,344,079

*Rates reflect average. monthly yield, annualized***Assessor**

- Files for tax bills for Real Estate, Personal Property and Motor Vehicles were finalized, balanced and sent to our vendor, Quality Data, for printing and mailing. All files were confirmed balanced by the vendor, and the bills were printed and mailed out on June 30, 2023.
- Real estate deeds were read and entered in the computer-assisted mass appraisal system through the end of June.
- Eva Greczkowski attended UConn Assessors School Course 2B.
- Income and Expense forms for owners of incoming producing commercial property which were sent out in April were due back to the Assessor's office by June 1. Final notices have been sent out, advising them that a 10% assessment penalty will be added to their property assessment, pending non-receipt of the income & expense report.
- The Elderly Homeowner Tax Relief program was completed by the end of June. All reports associated with this program were filed with the State of Connecticut. This year, 413 elderly taxpayers participated in this program and were granted a total of \$245,253.97 in tax relief. Additionally, there were 413 taxpayers that were granted a total of \$245,253.97 in additional tax relief through the Town of Newington's Local Elderly Tax Relief program.

Revenue Collector

- June Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$26,104.69. Collections were lower due to several court cases decreasing assessments which resulted in excessive amounts of taxes being lowered.
- The Supplemental Motor Vehicles collected were \$6,927.66 and \$16,026.99 was collected back taxes, again reducing taxes paid due to the court cases (and included in that amount was \$17,452.68 for suspended accounts). Pre-collections for the 2022 Grand List amounted to \$671,590.91.
- This year's June collections on the current 2021 Grand List ended with a 99.1% collection rate, which is close to last year's amount of 99.2%.
- Delinquent taxpayers continue to pay their overdue taxes so they can register their vehicles before the new bills are due. They also request an immediate motor vehicle release. This process takes extra time since we are not directly linked with the Department of Motor Vehicles. Separately, we need to go to a computer to log into the DMV system, locate the taxpayer's personal information and then release the delinquent taxpayer. Almost every taxpayer paying a delinquent bill needs to have this done since they are going to register an existing or new car on the same day.
- At the end of June, the 2022 Grand List tax bills were mailed and also were placed online making information available for those taxpayers wanting to make payments early.
- Over 100 Real Estate Liens were recorded with the Town Clerk's office for unpaid 2021 GL taxes required by CT State Statute.
- Legal Notices were placed in the Hartford Courant per CT State Statute. Press Releases were placed in the Rare Reminder and social media to inform taxpayers of the July 1st due date for taxes.
- The Revenue Collector submitted the M-1 Report for the 2022 Grand List which is filed with the State of Connecticut by July 1st, as well as additional State mandated reports.

POLICE

Patrol Calls for June are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 12
Administrative 0	Fire Training 0	MV Fatal 0
Alarm CommercialBurgAlarm 46	Fire Trouble Alarm 0	MV Injury 1
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 75
Alarm Residential Burg Alarm 20	Fire Vehicle Fire 0	Neighbor 11
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 125
Animal Complaint 13	Fire Water Problem 0	Noise 21
Arson/Fire Invest 0	Fireworks 4	Non Collect Person 0
Assault 1	Follow Up 31	Notification 0
Assault in Progress 0	Found Property 11	Open Door/Window 1
Assist Motorist 4	Gun 1	Other Archive 0
Assist Notification 0	Harassment 10	Parking Violation 13
Assist Other Agency 34	Hazard 44	PD Assist Fire Dept 26
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 1	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 10
Breach of Peace/Disorderly 4	Identity Theft 36	Prisoner Care 12
Burglar Alarm 10	Illegal Dumping 3	Private Duty 0
Burglary 1	Impersonating Police 0	Property Found 2
Car Seat 2	Indecent Exposure 0	Property Lost 0
Check Welfare 58	Intoxicated 3	Prostitution 0
Check Welfare 911 43	Juvenile Complaint 15	Recovered Stolen MV 0
Check Welfare Other 5	K9 Assist 0	Rescue Call 0
Clear Lot 4	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 2	Risk Protection Order 7
Court Detail 22	Larceny 67	Robbery 0
Criminal Mischief 5	Larceny from MV 15	Roll Call 4
CSO 0	Lift Assist Only 4	Serve Subpoena 0
Customer Dispute 15	Liquor 0	Serve Warrant 31
Dog Complaint 29	Local Traffic Authority 0	Sexual Assault 0
Domestic 27	Location Check 337	Shots Fired 0
Door Check 36	Location General 0	Specific Detail 106
Drug 2	Location School 0	State Pistol Permit – Tempo 0
DUI 4	Lockout Building 3	Stolen MV 9
EDP 18	Lockout MV 1	Sudden Death 3
Escort/Transport 2	Lost Property 2	Suicide 0
Escort/Funeral 0	LTA 0	Suicide Attempt 0
Escort Other 0	Meal 0	Suspicious MV Unoccupied 13
Escort Retrieval 0	Medical Alarm 20	Suspicious Report 147
Escort Tax 0	Medical Cardiac 1	Test 0
Fingerprint 2	Medical Complaint 263	Threatening 0
Fire Alarm Commercial Bldg 3	Medical Diabetic 1	Tobacco 0
	Medical Fall 11	

Fire Alarm Residential 0	Medical Mutual 0	Tow 7
Fire CO Detector no sympt 1	Medical Other 1	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 3	Traffic Stop 414
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 11
Fire Hazmat 3	Medical Trauma 0	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 2	Training 0
Fire Other 4	Missing 6	Trespass 12
Fire Rescue 0	MV Abandoned 1	Unknown 0
Fire Special Detail 0	MV Assist 26	Water problem 0
Fire Stand By 0	MV Complaint 51	
Fire Structure Fire 2	MV Fire 0	

Total: 2,472

- In June, the Detective Division Report:
 - Handled 67 investigations: 67 remain ongoing
 - Served 32 warrants: 27 by Patrol officers, 5 by Detective Division
- In June, the Patrol Division Report:
 - On 6/19/23, at approximately 3:15 pm, a Patrol Officer was conducting a proactive “hot spot” location check at the Grantmoor Motor Lodge. As the Officer entered the parking lot, he observed a male and female sitting in a parked vehicle. Upon seeing the Officer, the male operator began to drive out of the lot. The Officer followed the vehicle and noted the vehicle displayed a paper Texas Buyer registration tag affixed to the rear of the vehicle. This type of plate is commonly misused by vehicle owners looking to circumvent the proper CT vehicle registration procedures. The Officer conducted a traffic stop of the vehicle; and upon making contact with the operator, determined the vehicle was not properly registered or insured. The female passenger was found to have Fentanyl and drug paraphernalia in her possession and was wanted on an active arrest warrant. The male was charged with motor vehicle crimes, and the female was charged with drug possession and sale charges. \$769 was located with the narcotics, which was seized as proceeds of narcotic sales.
 - On 6/20/23, Officers responded to a residence on Meadow Street for a reported residential burglary. Officers arrived on scene and met with the complainant, who was a probate court-appointed conservator for the house. The previous owner had passed away, and the decedent’s estate was currently in Probate. The complainant reported he arrived at the residence and noticed forced entry damage on doors to the house and garage. It was also determined that a firearms safe had been removed from a closet. A State of Connecticut firearms database noted that the decedent was the registered owner of two firearms, which were now unaccounted for. The Detective Division was requested to process the scene for forensic evidence. The case is currently under investigation by the Patrol Division.
 - On 6/29/23, at approximately 4:00 am, a Patrol Officer initiated a traffic stop on a suspected drunk driver. The Officer noted the driver was exhibiting suspicious behavior and appeared to be intoxicated. The Officer developed probable cause to arrest the operator for driving under the influence. An inventory search of the vehicle was conducted, at which time the Officers located over 44 grams of Cocaine, 5 ounces of Marijuana, numerous unmarked pills which were identified as Morphine, THC in the form of oils and waxes, and Psilocybin mushrooms. The narcotics discovered were more than that allowed for recreational purposes and were packaged for sale. The Officer also located \$1,689 in cash, which was also seized as proceeds from narcotic sales. The operator was arrested for applicable motor vehicle and narcotics charges.
 - Over the month of June, the Newington Police Department has received 37 fraudulent Department of Labor unemployment benefit complaints. This is a Statewide issue where suspects are applying for unemployment benefits in the victim’s names in attempts to defraud the Department of Labor. Most cases are prevented when the human resources department within the victims’ organization inquires with the employee about their employment status. The Town of Newington has experienced this issue within several of our departments. It is nearly impossible to identify the suspect in these cases, but the Department of Labor has an investigative unit which follows up after Newington PD forwards the case reports to them for review.

- In June, Support Services report:
 - With the promotion of Lieutenant Aivano, the Support Services Division is now staffed with one Lieutenant, one Sergeant, and one Officer. The Support Services Division will continue to assume all of its current responsibilities with the added responsibility of accreditation. During the month of June 2023, the Connecticut Police Officer Standards and Training Council conducted an accreditation assessment for the Department's endeavor to achieve Tier I accreditation. This assessment consisted of a file review of the Department's written directives, as well as an on-site assessment of Police Headquarters. In preparation for the on-site assessment, various storage areas of the Department were re-organized. In September of 2023, POST will have a meeting to determine if the Department achieved Tier I Accreditation. The Support Services Division continues to utilize PowerDMS to disseminate new or revised policies and to assist with the ongoing accreditation process. The Support Services Division is now working towards achieving State Tier II accreditation, with an assessment set to take place in June of 2024.
 - The Support Services Division continues to be active with recruiting candidates and scheduling applicants for employment. This includes the administration of written and oral board testing. The Support Services Division has attracted numerous certified police and dispatch applicants. Sergeant Deane and Officer Bugbee are currently researching innovative recruiting methods such as virtual reality and artificial intelligence.
 - Sergeant Deane directed the Animal Control Officer hiring process, and a conditional offer of employment was given to a candidate with a potential start date in July, 2023. Sergeant Deane is continuing talks with the Capitol Region Council of Governments on the potential grant award to facilitate a second Animal Control Officer.
 - With the vacant Animal Control Officer position, Sergeant Deane serves as the ACO and facilitated numerous adoptions during the month of June.
 - Heather Fitzsimons completed her CTO Training on June 4, 2023. She is currently assigned to the day shift and is performing competently.
 - Officer Matthew Shaw graduated from the New Britain Police Academy on June 8, 2023. Sergeant Deane represented the Support Services Division and attended the graduation ceremony. Officer Shaw began his Field Training on June 9, 2023. The Support Services Division continues to support the training mandates and equipment needs of the recruits, including firearms and practical skills' days. There are three other recruits in the police academy who are scheduled to graduate in July.
 - The hiring process is ongoing to fill the vacancy caused by the retirement of Dispatcher Lacasse. On June 12, 2023, Sergeant Deane and SPSD Garuti held oral board interviews for the position.
 - During the week of June 12th through June 16th, five members of the Patrol Division and three members of the Detective Division attended recertification training at the Wethersfield Police Department.
 - The Department created an Instagram page, which will be used to help keep the community informed and to recruit applicants for employment. We also continue to utilize Facebook, Twitter and Atlas One to engage with the community. The Support Services Division oversees the social media content that is posted.
 - The Support Services Division, with the assistance of Officer Chapdelaine, made final preparations for the National Night Out event, which is being held on August 1, 2023. Sergeant Deane partnered with the Newington Rotary Club during the month of June to prepare for this event.
 - Members of the Newington Police Department participated in the Special Olympics Law Enforcement Torch Run on June 1, 2023. Officer Backman conducted preparations for the Department's involvement in the Torch Run, and Sergeant Deane assisted with traffic control during the event.
 - Sergeant Deane remains actively involved as the Police Department's liaison for the new radio system project. On June 21, 2023, the R56 cut over took place. Sergeant Deane previously put provisions in place to ensure the communications' equipment remained operational during the R56 installation. The project is slated to continue for at least the next year. Sergeant Deane attended weekly radio committee and subcommittee meetings during the month of June as part of this process.
 - On June 21st, Sergeant Deane attended the Public Safety Committee meeting. The topic covered during this meeting was Active Threats and How to Secure the Facilities.
 - On June 22nd, H.O. Penn held their Centennial Celebration. Members of various public safety organizations were in attendance. Officer Chapdelaine represented the Newington Police Department at the event.
 - James M. Smith was sworn in as a Newington Police Officer on June 26, 2023. Officer Smith comes to the Newington Police Department as a Certified Police Officer who is originally from the City of

Norfolk, Virginia. Officer Smith's comparative certification was approved by the Police Officer Standards and Training Council, and he will begin the training requirements on July 10, 2023.

- Officer Walker continues to assist the Patrol Division with Risk Protection Order Applications and service. During the month of June 2023, Officer Walker was the co-affiant on eight Risk Protection Order Applications, and he helped serve three of them.

- Property Report June 2023:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	15	\$ 5,765
Vehicle Inventory	0	\$ 0
Stolen	139	\$ 894,227
Abandoned	0	\$ 0
Evidence	63	\$ 1,889
Found	21	\$ 92
Lost	2	\$ 0
Seized	30	\$ 40,879
Recovered	20	\$ 36,371
Impounded	0	\$ 0
Informational	9	\$ 0
Towed	0	\$ 0
Total	299	\$ 979,223

- Police Department Overtime Report - June 2023

OT May	\$ 85,682	2 pay periods (0 holidays)
OT June	\$165,650	3 pay periods (1 holiday \$14,800)
	\$ 79,968	increase

- Administrative overtime of \$0.
- Patrol overtime of \$98,899, an increase of \$49,387 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and four (4) recruits that are in the Academy creating vacancies and overtime to fill them. Overtime was created when holding over to complete cases/reports and casework which included completion of applications for Risk Protection Orders (RPO's), RPO hearings, Hoffman Gun burglary, prisoner detail, accidents, search warrants, domestic cases, court hearings, 3 Midstate call outs, fire calls, criminal mischief subpoenas, and other related duties.
- Detective Division overtime of \$7,335, an increase of \$4,881 from the previous month. Overtime included the Hoffman Gun burglary investigation and a sudden death.
- Traffic Division overtime of \$1,100, an increase of \$1,100 from the previous month for coverage at the car show and for painting lines in parking lots.
- Communications overtime of \$20,758, a decrease of \$3,841 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, there is one vacancy and one new hire in training which creates overtime.
- Educational overtime of \$29,135, an increase of \$15,861 from the previous month. Overtime included the coverage of shifts for Officers attending the following training or classes; Spring Firearms Training, Child Seat Recertification, Basic Photography Class, COLLECT Recertification, Midstate Training, FTO Training, New Dispatcher Training, and recertification.
- Support Services overtime of \$8,423, an increase of \$4,898 from the previous month. Overtime included overtime required for an Active Shooter Presentation, School Resource Officer coverage during absences, and coverage for a Town Council meeting.
- Animal Control overtime of \$0.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of June, 2023. 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	June	12 Month Total
1	Fire		
100	Fire, other	0	9
111	Building fire	0	16
112	Fires in structure other than in a building	0	2
113	Cooking fire, confined to container	0	10
114	Chimney or flue fire, confined to chimney	0	3
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	0	6
140	Natural vegetation fire, other	0	12
141	Forest, woods or wildland fire	1	1
142	Brush or brush-and grass mixture fire	2	16
143	Grass fire	0	4
150	Outside rubbish fire, other	0	2
151	Outside rubbish, trash or waste fire	1	4
154	Dumpster or other outside trash receptacle	0	2
160	Special outside fire, other	0	1
162	Outside equipment fire	0	1
170	Cultivated vegetation, crop fire, other	0	2
Total		4	93
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	0	1
211	Overpressure rupture of steam pipe	0	0
212	Overpressure rupture of steam boiler	0	2
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	3
Total		0	7
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	0	12
322	Motor vehicle accident with injuries	0	2
323	Motor vehicle/pedestrian accident (MV Ped)	0	1
324	Motor vehicle accident with no injuries	0	4
340	Search for lost person, other	0	1
350	Extrication, rescue, other	0	5

352	Extrication of victim(s) from vehicle	0	1
353	Removal of victim(s) from stalled elevator	0	1
362	Ice rescue	0	0
381	Rescue or EMS standby	0	2
Total		0	30

4 Hazardous Condition (no fire)

400	Hazardous condition, other	1	21
410	Combustible/flammable gas/liquid condition	0	4
411	Gasoline or other flammable liquid spill	2	6
412	Gas leak (natural gas or LPG)	1	21
413	Oil or other combustible liquid spill	1	6
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	2
423	Refrigeration leak	1	1
424	Carbon monoxide incident	1	7
440	Electrical wiring/equipment problem, other	3	30
441	Heat from short circuit (wiring), defective/worn	0	3
442	Overheated motor	2	3
444	Power line down	2	30
445	Arcing, shorted electrical equipment	0	4
451	Biological hazard, confirmed or suspected	0	2
460	Accident, potential accident, other	0	4
463	Vehicle accident, general cleanup	0	20
Total		14	164

5 Service Call

500	Service Call, other	1	13
510	Person in distress, other	0	1
511	Lock-out	0	10
512	Ring or jewelry removal	0	1
520	Water problem, other	0	25
521	Water evacuation	0	0
522	Water or steam leak	1	22
531	Smoke or odor removal	1	20
540	Animal problem, other	0	1
542	Animal rescue	0	4
550	Public service assistance, other	2	4
551	Assist police or other governmental agency	0	6
552	Police matter	0	0
561	Unauthorized burning	0	9
571	Cover assignment, standby, move up	0	22
Total		5	138

6	Good Intent Call		
600	Good intent call, other	1	45
611	Dispatched & cancelled en route	1	11
621	Wrong location	0	1
622	No Incident found on arrival at dispatch	0	1
631	Authorized controlled burning	0	6
641	Vicinity alarm (incident in other location)	0	0
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	0	8
652	Steam, vapor, fog or dust thought to be smoke	0	1
653	Smoke from barbecue, tar kettle	0	1
661	EMS call, party transported by non-fire	0	2
671	HazMat release investigation w/no HazMat	1	10
	Total	3	87
7	False Alarm & False Call		
700	False alarm or false call, other	2	39
710	Malicious, mischievous false call, other	0	1
711	Municipal alarm system, malicious false alarm	0	1
714	Central station, malicious false alarm	0	1
715	Local alarm system	0	1
721	Bomb Scare – no bomb	0	1
730	System malfunction, other	3	21
731	Sprinkler activation due to malfunction	0	7
732	Extinguishing system activation due to malfunction	0	1
733	Smoke detector activation due to malfunction	0	15
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	0	20
736	CO detector activation due to malfunction	0	17
740	Unintentional transmission of alarm, other	0	28
741	Sprinkler activation, no fire	0	8
743	Smoke detector activation, no fire - unintentional	2	36
744	Detector activation, no fire	1	9
745	Alarm system activation, no fire	4	48
746	Carbon monoxide detector activation, no CO	1	8
	Total	13	262
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	0
	Total	0	0
9	Special Incident Type		
900	Special type of incident, other	0	1
911	Citizen complaint	0	0
	Total	0	1

Fire Chief

Fire Responses: 35 Incidents

- Had discussions with Chief Regina about training division activities
- Had discussions on Tablet and Alpine RedNMX Software with Chief Regina
- Had discussions with Chief Lapierre on Budget weekly/Quartermaster issues
- Had discussions with Chief Lapierre on Safer Grant Award/Electronic Sign
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with staff/upcoming events
- Had discussions with Chief Stegmaier over personnel issues
- Had discussions with Chief Nesklada on apparatus and building projects
- Met with Martin Ball on reports for reimbursement for State Limited Access Highways
- Communicated with Fire Marshal to discuss new development in town
- Attended Board of Fire Commissioners' meeting
- Attended Town Council meeting Executive session
- Had monthly Command Staff meeting
- Attended Memorial Day after action meeting
- Attended weekly State Radio meetings for new radio system
- Attended Autism fundraising events
- Met with IT staff over MDT roll out and computers
- Had discussions with IT staff on Chief cell phone replacement
- Attended new Truck 2 in service ceremony
- Had discussions with Dept. Inc. on Fiber install
- Worked with Lt. Carbone on SDI setup
- Worked with Lt. Carbone on new Knox box setup
- Attended Hartford County Chiefs' Meeting at Farmington Club
- Attended Fire Watch for Meadow Commons for (3) Days
- Assisted with Cromwell FD for CP8 setup for Travelers Golf Tournament
- Attended monthly Department training - Hazmat
- Attended Mock Prom Extrication with Life Star Landing
- Attended NHS Project Graduation Bonfire standby
- Attended Car Show at Market Square and open house at Oldie
- Attended Department Awards Night at Farmington Club
- Worked with Wethersfield Fire on setup of CP8 for fireworks at cove
- Worked with Chief Staff on end of year budget Purchase Orders
- Worked on list for Department Class B boots

June 2023 Training Report**Progress History**

- A thorough scene size-up is critical in effectively identifying the presence of a potential hazardous materials related incident. Personnel must recognize signs that indicate a hazardous materials related life-safety or health risk is present.
- The Emergency Response Guidebook 202016 (or ERG 2020) is a guidebook for use by first responders to assist in safely conducting operations on an incident involving dangerous goods or hazardous materials. Our firefighters are trained to use this guidebook and to understand and recognize additional resources that are available in a hazardous material incident.

Plans

- We have scheduled the State Maze trailer for SCBA training this spring and are planning additional drills to continue the attendance growth we have encountered over the past year.
- EVOC training, driver training and other ISO specific drills are being added to our already busy schedule.
- Pre-plan walk throughs of the many construction sites in town are being scheduled for our officer and company training.
- Firefighter Mental Health training with Wheeler Clinic is scheduled for September.

Drill Schedule

July		
Officer Training	Confined Space - Refresher	6/11/2023
Multi-Company Drill	Confined Space - Refresher	6/17/2023
New Officer Candidate Training		6/19/2023
Multi-Company Day Drill	Confined Space - Refresher	6/23/2023
Multi-Company Drill	Confined Space - Refresher	6/24/2023
August		
Officer Training	Confined Space	8/8/2023
Multi-Company Drill	Confined Space	8/16/2023
New Officer Candidate Training		8/20/2023
Multi-Company Day Drill	Confined Space	8/20/2023
Multi-Company Drill	Confined Space	8/21/2023
September		
Officer Training	Walkthrough	9/12/2023
New Officer Candidate Training		9/20/2023
Multi-Company Drill	Maze Trailer – Co1 and Co4	9/23/2023
Multi-Company Day Drill	Maze Trailer – Co2 and Co3	9/23/2023
Multi-Company Drill	Mental Health – Wheeler Clinic	9/25/2023

Classes

Category	Classes
AP20 - Pump Operations	7
AP50 – Aerial Operator	1
DT04 – Driver Training – Road Time	13
DT10 – Driver Recertification	1
IH01 – Multi-Company Training	3
IH02 – Officer Training	2
IH12 – Company 2 Training	1
ST70 – Command Staff Training	2
	Hours
	308.98
	Attendees
	164

FIRE MARSHAL

Code Enforcement Activity:

Inspections by Inspector and Type

Time Period From 06/01/2023 to 06/30/2023

Newington Fire Department

Inspection Types	2116	752	2117	2302	0310	2202	2113	Total Insp
	Hofmann	Regina	Salonia	Sokolowski	Stegmaier	Zadrick	Zordan	
Acceptance Testing	0	0	0	0	0	0	0	0
Blasting - Witness/Follow-	0	0	0	0	0	0	0	0
Construction/Site Inspection	0	0	0	0	0	0	1	1
Consultation	0	0	0	0	0	0	2	2
Documentation/Annual	0	0	0	0	0	0	1	1
Fire Investigation	0	0	0	0	0	0	0	0
FMO Callout - Code	0	0	0	0	0	0	0	0
Inspection - Annual	5	0	0	0	0	1	2	8
Inspection - Certificate of	1	0	0	0	0	0	0	1
Inspection - Every 2 Years	0	0	0	0	0	0	3	3
Inspection - Every 3 years	1	5	0	9	0	6	10	31
Inspection for Liquor Permit	0	0	0	0	0	0	0	0
Permit Application	0	0	0	0	0	0	0	0
Plan Review	1	0	0	0	0	0	1	2
Re-Inspection	1	0	0	4	0	0	2	7
SPECIAL INSPECTION	0	0	0	0	0	0	3	3
Weekend On-Call Coverage	0	0	0	0	0	0	0	0
Total	9	5	0	13	0	7	25	59

- Alpine/RedNMX: We continue to work with Alpine to make adjustments and additions to improve efficiency. As you can see from the table above, we will be integrating reports from the software to ensure accuracy and required information are being presented.
- Meadow Commons: A fire watch was implemented until an acceptable water supply (hydrants) is brought into the site. Fire Department personnel are on site from 7 am to 5 pm while contractors are working. It is expected to last until the end of July.
- The Safe Homes Taskforce has been active and will be resuming regular meetings. Dispatch will be notified of any safety concerns relating to life safety/fire suppression operations and will make notes in the CAD.
- Plan Reviews: The Fire Marshal's Office currently has 146 open projects according to the Town of Newington permitting system. We will be working to close out any completed projects and integrate the plan reviews into Alpine for accurate record keeping purposes.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with ongoing Landfill post closure requirements
- Continued with all project planning and scheduling
- Met with Engineering Department to discuss various projects
- Met with Public Works group to discuss various issues
- Met with Facilities Department to discuss various projects
- Attended Department staff meeting
- Attended Safety Committee meeting
- Met with Contractor to discuss milling of Eagle Park Path

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes
- Completed vegetation grinding at the Town Transfer Station
- Continued repair of catch basins on various roads in preparation of upcoming overlay program
- Widened a portion of Theodore Street to match exiting contour of the road

- Added new catch basin and drainage on Stuart Street
- Crews paved pathway at Eagle Park
- Repaved north parking lot at High School
- Installed concrete barriers to local restaurant for outdoor dining
- Completed roadside mowing to alleviate line of sight issues
- No after hour call ins
- No evictions scheduled for the month

Fleet Maintenance

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic continued upfitting of police vehicles
- Assisted the Parks and Grounds Department in preparation for Extravaganza
- No after hour call ins

Sanitation/Recycling/Landfill

- Scheduled 184 residential bulk items for collection for the month
- Scheduled 29 condominium bulk items for collection for the month
- Scheduled 37 condo/residential scrap metal items for collection for the month
- 9,940 tons of cumulative Municipal Solid Waste were collected from July to June
- 2,295 tons of cumulative recyclables were collected from July to June
- 132 mattresses/box springs were recycled for the month
- Two (3) televisions were collected for the month
- Issued 49 permanent landfill permits and 12 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 8 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 36 permits: Excavation - 10; Driveways - 26
- Reviewed 268 utility clearance notifications (Routine & Emergency)

Meetings: Represented the Town/Department at

- CRCOG transportation committee meeting
- TON public works meeting (engineering, planning, highway, parks, facilities)
- TON public safety meeting (engineering, fire, police, EMS, IT)
- TON economic development meeting (engineering, planning, building, fire marshal, assessor)
- Town Council meeting(s), as requested
- TON CIP/budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meeting(s) with residents, businesses, developers and engineers/architects, as requested

Site Plan Review: Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission.

Reviewed site plans:

- 712 Cedar Street – Site plan review
- 3333 Berlin Turnpike – Site plan review
- 77-93 Pane Road – Site plan review
- 227 Pane Road – Site plan review
- 35-67-69 Culver Street – Site plan review
- 249 Day Street – Site plan
- 165 Stamm Road – Site plan review

- Rock Hole Lane subdivision – Site plan and easement review
- 105 Cedarwood Lane – Re-subdivision review
- 65 Holmes Road – Site plan modification review
- 680 N. Mountain Road – Site plan
- 46-48 Commerce Court – Site plan review
- 60 Prospect Street – Site plan review
- 2176-2180 Berlin Turnpike – Site plan review
- 1170 Main Street – Site plan review (Keeney building)

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curbs, 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
- Parks: Mill Pond Park and Churchill Park - Dam Inspections
- Myra Cohen Way: Process address change requests

Town Projects - Construction:

- BOE: John Paterson School expanded parking lot – Construction support and As-Built plan
- Public Works (LOT CIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- Facilities: Senior Center Window replacement
- Public Works: 1537-1551 Willard Avenue – Sidewalk improvements
- Additional topo survey and adjustment to the design of the sidewalk at 22 Robbins due to grade

Town Projects – Design:

- Public Works: Theodore Street widening
- Public Works: Alumni Road and Cedar Street – Intersection improvement plan
- Public Works: Garfield Street Parking Lot - Site improvement plan
- Public Works: Design services - town facility paving preparation (FD5)
- Public Works: Deming Street – Line striping plan
- Public Works: Gilbert/Fisk Drive – Storm drainage evaluation
- Public Works: Brookside Avenue – Storm drainage evaluation
- Public Works: drainage improvements: Pheasant Run – Ridgeway intersection improvement
- Planning: Garfield Street 2018 Community Connectivity Project – preliminary design
- Public Works: 261-271 Maple Hill Avenue – Sidewalk repair – design
- Public Works: 201-261 Maple Hill Avenue – Sidewalk (gap) improvement – design
- Public Works: 1936-1940 Main Street – Sidewalk improvement plan - design
- Planning (CT Urban Funding Grant): Elm Hill Business District Streetscape – New Britain Avenue – conceptual design
- Planning: North End Business District Streetscape – Hartford-Stoddard Avenue – conceptual design
- Public Works: drainage improvements - Parker Avenue neighborhood
- Public Works: assess sidewalk improvements at 67 Robbins Avenue
- Public Works: bike lanes on Audubon Avenue and Walsh Avenue
- Public Works: Streetscape (phase 6A) – Lowrey Place & Constance Leigh Drive
- Replacement of the pedestrian bridge over Mill Pond dam

Town Projects – Planning:

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Styles Avenue (plan and profile) – design
- Police Department: assess Dowd Street (No Thru Trucks)
- 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
- Camp Avenue reconstruction
- Flooding mitigation Connecticut Avenue 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

Town Survey Project:

- Town Manager/Planning: 174 Francis – survey property line on Francis Avenue
- Public Works: East Cedar Street and Ellsworth Street – survey property line
- Fire Department: 1485 Main Street – Firehouse #1 HQ - Location survey for new sign

Town Grant Applications:

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTCIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin and Newington (LOTCIP 2022): Complete Street Project – Rowley Street and Episcopal Road corridor improvements
- Public Works (supplemental LOTCIP 2023): Complete Street Project – Garfield Street corridor improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works (LOTCIP 2024): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn Road Complete Street
- Public Works: CTDEEP VW Settlement – EV charging stations grant (\$100K)
- Public Works: Eversource Rebate – EV charging stations (\$75K)
- NCRS Watershed Program – Preliminary Investigation Feasibility Report phase
- SS4A with CRCOG
- Locip for flooding projects thru CT OPM

Town Project: Managed consultant projects

- Public Works: Inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street & Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)
- Public Works: Camp Avenue – Pavement widening assessment (GM2)
- Public Works (LOTCIP 2018): Complete Street Project - owners representative (VHB)

BUILDING DEPARTMENT**Applications and Permits Issued in June:**

- An application was submitted for an interior tenant improvement at Cava Restaurante at 3323 Berlin Turnpike
- An application was submitted for the commercial space at 712 Cedar Street for four wall signs, two directional signs and one monument sign

- A permit was issued for an illuminated wall sign and an illuminated freestanding sign at 275 Richard Street
- A permit was issued for an illuminated "Shake Shack" sign at 3329 Berlin Turnpike
- A permit was issued to replace roof at Church of Emmanuel Baptist at 569 Maple Hill Avenue
- A permit was issued to construct a single-family home at 85 Peckham Farm Drive
- A permit was issued to construct a single-family home at 90 Peckham Farm Drive

Certificate of Occupancies issued in June:

Single-family residence at 5 Peckham Farm Drive

These are the classes the inspectors took in June:

D. Jourdan:	none	
K. Kilkenny:	June 13 th - CBOA – Animal Hoarding/Right of Entry	6 Hours Training
	June 20 th - Rocky Hill IRC Round Table Discussion	2 Hours
	June 27 th - Middletown IAEI – Exhaust System Installation	2 Hours
A. Hanke:	June 13 th - CBOA – Animal Hoarding/Right of Entry	6 Hours Training
	June 20 th - Rocky Hill IRC Round Table Discussion	2 Hours

Building Department inspection activity for the month of June was as follows: The Inspectors completed a total of 279 Inspections. They were: Above Ceiling (2), Alarm (2), Chimney (1), CO (1), Drainage (1), Electrical (32), Final (150), Footings (8), Foundations (1), Framing (8), Gas Line (6), Insulation (9), Mechanical (9), Pools (5), Roofing (7), Rough (36), Waterproofing (1).

The total number of Building/Renovation Permits issued/applied for the month of June was **219**, producing a total permit value of **\$5,171,670**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	25	845,110.00
DECKS	3	25,500.00
DEMOLITION	0	0.00
ELECTRICAL	65	1,535,156.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	0	0.00
MECHANICAL	31	420,046.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	473,000.00
PLUMBING	29	215,131.00
POOL	5	43,441.00
ROOFING/SIDING	28	978,327.00
SIGN	3	138,063.00
SOLAR	28	497,896.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	219	5,171,670.00

The total Building income fees received in the month of June were **\$58,868.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$340.00, Environmental \$180.00, Conservation \$400.00, Copies, Books and Maps \$11.00, Zoning Board of Appeals \$0.00, Driveway/Excavation \$1,360.00, Engineering copies \$75.00. The other total income is \$2,366.00.

Below is a comparison of the Permit Values for June 2023 and June 2022:

	<u>2023</u>	<u>2022</u>
Value of Permits issued for June:	\$5,171,670.00	\$23,569,483.00
Fees for Permits issued for June:	\$58,868.00	\$261,811.00
Other Income Fees for June:	\$2,366.00	\$2,983.00
Building Permits issued for June:	219	225

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

2022-2023		2021-2022	
Value	Permit Fee	Value	Permit Fee
\$105,197,484	\$1,179,277	\$64,096,201.70	\$729,779

HUMAN SERVICES

- We finished our Middle School SCORE programs this month and look forward to Summer Youth Adventures 2023.
- June's 5th Grade Challenge program met at the Newington Challenge Course to wrap up another school year. We have collaborated with the health teachers in both middle schools and created the schedule for the 2023-2024 school year.
- Newington Challenge Course had a very active month with programming from the Newington High School, both Middle Schools, SCORE and Ruth Chaffee 4th grade.
- Our High School mentors have been selected and trained for the summer of 2023. Juvenile Review Board had one referral on June 23, 2023. We have taken time to call the parents and put together intake paperwork to be completed by the parents and the youth involved with the referral.
- We continue to fine tune the My Senior Center database to meet database needs for all programs: Youth Program registrations, DCF data reporting, Financial Casework Client notes, Clinical Client notes, Registration & recording of Food Bank and Holiday gift programs, Volunteer Program - contact information and hours donated, and Financial Donations and creating reports for facilitation of various programs.
- Food Bank continued to meet the needs of many in the community. Most recipients are now shopping at the foodbank, selecting their own food items; some folks receive pre-packed distributions which are delivered or picked up. Numerous volunteers and all staff assist with the ongoing operation of the food bank which is coordinated by Pam Wassik.
- We received several cases requiring social services support as a result of a safe homes issue such as hoarding, mold, hot water, etc.
- We additionally assisted several households with medical assistance issues relating to the fact that the children were in a temporary alternative guardianship arrangement which required coordination with probate court and Access Health CT.
- We interviewed for the Clinical Coordinator position and hope to fill that position as soon as possible. Contractual therapists served 10 cases, and our part time social worker has fielded numerous clinical questions and situations. We dealt with one case that required coordination of multiple referrals due to a combination of therapeutic and financial needs for a great grandmother caring for her great grandchild.

June 2023 Statistics

Selected Programs	FY 22-23 Total This Month	FY 22-23 Total Last Month	FY 22-23 Cumulative Total YTD	FY 21-22 Cumulative Total YTD
Youth & Family counseling cases Clinical presentations	10 0	13 0	111 0	89 2
Youth & Family service hours	18	17.75	199.75	327.25

JRB cases	4	4	44	23
JRB hearings	0	0	7	3
JRB service hours	6	19	194	72
 Positive Youth Development	 385	 78	 1,694	 1,764
 Community Service	 0	 0	 5	 7
# of hours completed	0	0	176	152
Challenge Course: Adult	0	0	0	48
Youth (outside)	0	36	149	341
 Information and Referral	 No longer reported			
 Social Casework Cases	 93	 91	 849	 886
Under 55	32	29	221	198
Under 55 disabled	8	16	122	166
Over 55	53	46	506	519
 Social Casework Service Hours	 181.25	 141.75	 1,813.25	 1,841.75
 Food Bank Household visits	 155	 136	 1,534	 1,474
# bags of groceries distributed	2,210	1,887	15,483	16,075
Mobile truck	275	267	1,803	2,488
 Special Needs	 12	 3	 101	 86

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center remains open and has achieved or exceeded pre-pandemic participation levels for many activities. In addition to daily activities such as lunch, the fitness room, etc., members enjoyed numerous special programs such as a presentation about good sleep and brain power, a beekeeping presentation, an information session about alternatives to cable television, a discussion with local author Chick Pritchard, a European history lecture, and more.
- The Center held its annual Volunteer Appreciation Dinner on June 22nd. Nearly 90 volunteers were in attendance. The AARP Tax-Aide volunteers were honored as the 2023 Volunteers of the Year.
- Presenters included Deputy Mayor Budrejko, State Reps Farrar and Turco, Commission on Aging and Disabled Chair Karen Brecher, and Center Director Jaime Trevethan.
- The Center was officially designated as a founding member of the newly revamped LGBTQ+ Movable Senior Center initiative in conjunction with the CT Healthy Living Collective. Staff training for the initiative is complete; program planning is in progress.
- The IT Department installed four new PCs for members and educational use in the computer room. Jefferson House (Hartford Healthcare) donated the PCs.
- The volunteer-run Gift Shop and Coffee Shops continued to operate successfully in June. The coffee shop served breakfast and light lunch each Tuesday through Thursday. Coffee Shop sales for the month were \$879.25. The Coffee Shop will be open on Mondays in July and August. June Gift Shop sales were \$757.00.
- Staff is focusing on outreach strategies to increase community awareness of the Center. Currently, the staff focuses on outreach to those living in senior housing communities in Town, creating informational packets to distribute to the housing sites and follow-up visits to discuss our offerings.
- The Center received notice of a \$50,000 grant award for NCOA grant funding for COVID and flu vaccine awareness, appointment assistance, transportation, and vaccine availability for homebound residents. Staff is working with the Central CT Health District and the towns of Rocky Hill, Berlin, and Wethersfield to create and administer the program. In June, the planning committee outlined the goals

associated with the project and identified criteria for general and targeted outreach, including older adults, those with significant financial needs, transportation needs, homebound individuals, those without internet access, and individuals who are homeless or lack a permanent address.

- Bus trip planning and sales continued through June.
- The Committee is planning day trips into the fall and winter, including a trip to Encore Boston Harbor on October 8th and November 5th, and the All-American Variety Show on November 14th, among others.
- With COVID still among us, we recognize that not everyone can return in person, and some folks still feel more comfortable at home. Therefore, we offer weekly telephone-based programs such as Boggle, meditation, and bingo. When possible, we provide speaker programs and lectures in a hybrid format via Zoom. The Social Call Sheet program remains popular, as do the weekly robocalls to members with updates about the Center, the community, and other important information.
- The in-person congregate lunch program operates Monday through Friday. A crew of 4 to 5 volunteers serves hot lunches to an average of 40 to 50 members daily.
- The program has grown approximately 60% since resuming post-pandemic in April 2022.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In June, volunteers and staff delivered Meals on Wheels to approximately 60 to 64 residents daily, Monday through Friday. An average of 1,200 hot meals are delivered per month. There are currently 25 Meals on Wheels' drivers who volunteer weekly, monthly or on-call. Meals are provided along four routes, with an average of 15 deliveries per route each day.
- Dial A Ride is open for all regular in-town services. In June, the two DAR drivers (with subs as necessary) completed 684 trips for 2,695 miles over 269 hours.
- Social work and energy/renter's assistance programs are in full swing, with Social Worker Teri Snyder and Benefits Eligibility Coordinator Karen Halpert adapting to the clients' varying needs by meeting in person, remotely, or over the phone as requested. They continue to monitor energy costs throughout the year and work closely with state and other organizations to offer whatever assistance is available.
- Facilities:
 - Facilities and Center staff held meetings for the window replacement and solar installation projects. The contractors will install solar panels starting the week of July 17th, and the window project is scheduled to begin with remediation and other prep in mid-August.
 - Animals (most likely groundhogs and chipmunks) have continued to damage the Giving Garden, eating several crops despite layered preventative measures. We have been informed that this is a common problem in the region this year due to an increased population of these creatures. With input from parks, gardening organizations and pest control professionals, staff and volunteers continue to research solutions.
- The Director attended meetings with Town Staff, including various planning meetings with department heads throughout July.
- The Commission on Aging and Disabled held a monthly meeting on June 7th to receive updates about the Center's operation.
- The Director participated in the CT Association of Senior Center Professionals (CASC) annual conference on June 2nd and was elected to her fifth term as CASC Vice President.
- The Director participated in various meetings as an advisory committee member to the CT Healthy Living Collective and an advisory member of the LGBTQ+ Movable Senior Center planning committee.
- The Director attended a Time Management 101 training as part of the CCM CCMO Certification program.
- The Director participated in a Safe Homes Taskforce meeting on June 20th.

PARKS AND RECREATION

Recreation Division:

- The 2023 Summer Concert Series kicked off with Thursday night concerts at Mill Pond Park and Sunday concerts at the Municipal Parking Lot.
- Our Summer Outdoor Cornhole League began playing on Thursday nights at Mill Pond Park.
- Newington Goes Country was held on Thursday, June 8th with food trucks, a petting zoo, mechanical bull riding, cornhole, trackless train rides and a concert featuring Southern Voice. We had 23 food vendors attending the Newington Goes Country event which is a 91% increase from last year (12 attended last year).

- Food Truck Friday was held on Friday, June 9th with 23 food trucks, train rides, a beer and wine garden and concert by Cover 2 Cover. Food Truck Friday had a 43% vendor increase this year with a total of 23 food vendors attending (16 participated last year).
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED usage at trainings held throughout the month. These trainings were held at Wethersfield High School due to the pool repairs being made at Newington High School.
- All new seasonal summer staff was certified in First Aid, CPR, AED and Injectable Medication Administration.
- Comprehensive staff training was held throughout the month for all seasonal employees (Lifeguards, Summer Sunshine & Summer Camp staff, Concessions Attendants, Cashiers).
- The 2022-2023 Creative Playtime Preschool Program graduation ceremony was held at Mill Pond Park with 150 guests in attendance. We had 18 students graduate from preschool and heading off to kindergarten. This ceremony included a train ride with all of the graduating students and concluded with an ice cream social in our classroom.
- Mill Pond Pool and Churchill Pool opened for the season on Saturday, June 17th. Swim lessons at both facilities began on Monday, June 19th.
- The Leaders in Training (LIT) camp began on Monday, June 26th with 27 LITs accepted following their application process. The LIT Camp has had a change in curriculum and schedule to allow children to gain the best experience for future jobs.
- Summer Camp RECreate began its first week on Monday, June 19th with "Marvelous Magic Week" as the theme week. The field trips for June were to Flaming Farm, and our special guest was Animal Embassy.

Parks, Grounds & Cemeteries Division:

- Routine mowing of all Town facilities continued, including athletic fields, roadsides, and government buildings
- Completed pool painting, passed Health Department inspections, and pools were opened on time
- Field preparations for all spring sports continued, especially high school playoffs
- Prepared over 10 soccer fields for the Soccer Club of Newington end-of-season tournament.
- New pickleball court installed at Eagle Park
- New synthetic, multi-purpose field replacement underway at Clem Lemire
- Parks and Grounds participated in event set up for Newington Goes Country and Food Truck Friday, including hay rides, train rides and beer garden
- Staff trimmed all markers in Center Cemetery ahead of July 4th weekend
- Completed regrading of Churchill softball field
- Field painting continues
- Flower pots and flower beds have been completely installed, and routine maintenance and watering is ongoing
- Parks & Grounds received delivery of new Swozi field painting machine, and several staff participated in training
- Cleaned fence line at Mary Welles Park to address vines that were encroaching on neighboring property
- Brush clearing at Bob Stanley Nature Trail took place this month
- Parks & Grounds staff assisted with a Girl Scout project that installed a new sign (located next to Volunteer Field) for the trail that connects Clem Lemire to Churchill Park

Cemeteries: 5 Singles, 0 Double, 6 Ash, 13 Sales
 Overtime: 317.4 hours, \$15,076

Tree Warden:

- Pruned Mill Pond pathway
- Removed fallen tree at Clem Lemire
- Removed large split tree at Eagle Park (B&M Tree Service)
- Removed dead tree on Walnut Street (B&M Tree Service)

LIBRARY

- Summer Reading “Find Your Voice” has begun. Children, teens and adults each have their own summer reading program that offer activities and incentives for everyone to read. The adult summer reading program kicked off on June 6th and will run through August 11th. 225 adults stopped by to register on kickoff day. Everyone who registered that day was eligible to win the kickoff prize giveaway. Children and teens kicked off on June 16th with an afterhours kickoff & registration program that featured Italian Ice, glitter tattoos, crafts, an indoor obstacle course and access to all kinds of great books to check out. *The Petting Zoo* and the *Foam Party* that were scheduled for outdoors that night were rescheduled due to the rain. More than 410 people attended this event. By the end of the month, 445 adults, 329 children and 67 teens had registered for their respective programs. The summer reading programs are funded by the Friends of the Library.
- The Friends of the Library held their annual meeting on June 14th. During the business part of the meeting, officers were elected: Nora Bassell, President; Sheila Rowell, Vice President; Mary Wood, Treasurer; and JoAnn Cromwell, Secretary. In addition, Certificates of Appreciation were given out, and the Friend of the Year Award was presented to Mary Ellen Procko. After the business meeting, the Connecticut Humane Society presented a fun program titled *Beyond the Breed: Exploring DNA in Dogs*.
- The Library Board of Trustees is gearing up for its 2-part program *Jim Lenn’s Music Tour of the 60s and 70s* as part of the *George G. Hanel Fine Arts Series*. The first program will be held on Monday, July 24th, titled *The Rise and Fall of Dovie Modean*. Jim Lenn presents an inside look of four young men and their five-year journey to make it in the Southern California music scene during the 60s and 70s. The second program will be held on July 31st, titled *The Ovation Guitar – A Connecticut-built Guitar & Music*. Jim Lenn explores the role of the Ovation Guitar built in New Hartford, CT. The George G. Hanel Fine Arts Series is made possible by an endowment in memory of George G. Hanel.
- Head of Community Services Michelle Royer hosted a new program for all ages for our ever-growing population of multi-language learners to welcome them to the library and to offer access to resources. In addition to library staff, Elizabeth Hanlon who runs a Multi-Language Learners Book Discussion Group at the West Hartford Public Library, Elsa Batista from Newington Public Schools and M & T Bank who have staff available who speak 11 languages participated. Several other volunteers who speak multiple languages attended as well. During the evening, attendees were offered opportunities to learn about the library, get a library card, speak to the many volunteers, make crafts and play some outdoor games. The next program will be held on July 12th.
- Michelle Royer and Business Manager Karolyn McLain also held our first *Special Friends* program since the pandemic. This program is for adults with special needs who come to the library to socialize, eat their lunch and do fun activities. In June, they colored special coloring pages and watched the movie *Jurassic Park*.
- The children’s staff held 16 programs that were attended by 838 children and their caregivers. Llamas rode the elevator and visited the children in the programming room. Kids enjoyed a fun story and got to meet and pet their new furry friends. *Cool-ology* was back with *Gross But Cool Science*. Kids learned how to make polymer slime and conducted more gross science experiments. Other programs included *Storytime Yoga* programs for babies, toddlers and elementary age children, *Three Little Pigs Builders Club*, *Babies Love Art*, *PJ Music* and *Art Exploration*. The new StoryWalk on the side library lawn is up. June’s StoryWalk is *Be You!* by Peter Reynolds.
- Teens were offered 5 programs that were attended by 212 teens. Programs included the *Teen Fantasy Lit Loot Box*, a chance to receive a box that contains one fantasy book that teens got to keep as well as a few treats, *Teen Movie Night* with a showing of the movie *The Super Mario Bros. Movie* and a *Teen Lotus Lantern* program hosted by *Korean Spirit and Culture Promotion Project*. *Teen Grab and Go* for June was a Bee Friendly Garden kit.
- Adults were presented with 20 programs that were attended by 569 adults. Makeup Artist Joby Rogers hosted two fun and informative, in-person makeup sessions for women over 40. Both sessions were full, and Joby used members from the audience to demonstrate different techniques. A new program titled *Stitching Time* kicked off in June. People brought their own knitting, crochet, embroidery or cross stitch projects and stitched away with fellow stitchers. Highlights of other programs include *Damsel in Distress*—a program to equip, educate and empower women to be safe, *A Summer Paint Night* with library staff and artist Allyson Bolton, *Movies @ the Library* program that featured the film *A Man Called Otto*, *Brown Bag It with a Book Discussion* with a discussion of the book *The Mystery of Mrs. Christie* by Marie Benedict and *Books and Bites: Book Talks by Librarians*. The month was rounded out with *Grab & Go* color pages and puzzle packets.

- Total circulation was 23,064. Circulation of digital materials was 3,007. Total number of people that entered the building was 11,661. 35 curbside service transactions were processed. Staff processed and pulled 1,941 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,741 reference questions during the month. Meeting room and study room space was used 261 times. Volunteers and staff delivered 115 items to our homebound patrons. Staff offered tech help 170 times to patrons. Online databases that were popular this month included *Value Line*, *Weiss Financial*, *Consumer Reports*, *PebbleGo Animal* and *PebbleGo Science* databases.
- In technology news, the Town IT Department rolled out the new patron computers for the library. This is the final phase of the distribution of new computers for the library. The IT staff did a great job getting this project done. Patrons are happy with the new computers. Karen Benner and Digital Services Librarian attended an Assistive Technology Conference to look at technology available to help assist patrons to have a better experience in the library. Michelle Patnode presented a technology program titled *Using Instagram*.
- In personnel news, Library Director Lisa Masten and Assistant Director Karen Benner met with Yvonne Alston from *Indelible Impressions* to review the results of individual and group focus groups. This is all part of the library's DEI staff training. Sarah Riordan, a part-time Children's Librarian, was hired as the new Teen Librarian. We are beyond thrilled to have Sarah in this position. She will begin her new job on July 10th. Sarah's part-time Children's position was posted at the end of the month and will close on July 6th. Lisa Masten was on vacation for several weeks, and Karen Benner did a great job managing the staff and the operations.
- In facilities news, there were air temperature balancing issues especially when the weather began to get warmer. Facilities was right on top of it to adjust temperatures if needed. Meeting room requests from outside groups continue to increase. Study rooms are in constant use, and many days there are no free rooms to use. The cleaning service continues to do a great job.

TOWN CLERK

- There were 76 property transfers during the month of June, for a total of \$17,522,939.23 in sales. State conveyance tax collected was \$135,002.04; Town conveyance tax collected was \$43,807.35.
- There were ten (10) residential sales over \$400,000.
- There was one commercial sale for \$770,000 at 451 New Britain Avenue from Newington 451 LLC to 451 New Britain Avenue Realty LLC.
- There were 514 documents filed on the land records: 104 mortgages, 149 liens, 108 releases, 23 probate documents. 88 documents were electronically recorded for \$9,427.00 in Revenue.
- Staff certified 184 copies of vital records, and issued 14 burial permits and 13 cremation permits.
- June is "dog license renewal month"; 1,545 dog licenses and 2 kennel licenses were issued to residents.
- Four liquor permits were put on record, and seven notary public commissions were catalogued.
- The office issued 42 dump passes on behalf of the Highway Department.
- Elizabeth Thompson, Assistant Town Clerk, passed the Certified Connecticut Town Clerk exam on June 6, 2023.
- Swore in one Police Officer on June 26, 2023.

DATA SUMMARY - June 2023				
	<u>June-22</u>	<u>June-23</u>	<u>FY 21/22 to Date</u>	<u>FY 22/23 to Date</u>
Land Record Documents	543	514	5,618	4,575
Dog Licenses Sold	1,341	1,547	2,140	2,452
Game Licenses Sold	21	25	208	392
Vital Statistics				
Marriages	26	15	216	185
Death Certificates	32	31	421	423
Birth Certificates	18	18	266	293

Total General Fund Revenue	\$ 226,326.22	\$ 63,026.25	\$ 983,283.49	\$ 726,247.34
Town Document Preservation	1,463.00	1,204.00	19,715.00	14,307.00
State Document Preservation	2,416.00	2,336.00	28,968.00	28,592.00
State Treasurer (\$36 fee)	10,764.00	10,440.00	128,772.00	121,644.00
State Treasurer (\$127 fee)	5,334.00	3,937.00	97,790.00	45,085.00
State Treasurer (\$110 fee)	6,160.00	3,630.00	96,580.00	41,580.00
LoCIP	897.00	870.00	10,731.00	10,137.00
State Game Licenses	91.00	105.00	2,068.00	2,232.00
State Dog Licenses	7,284.00	8,449.00	12,770.00	14,788.50
Dog Licenses Surcharge	2,960.00	3,450.00	4,936.00	5,678.00
Marriage Surcharge	170.00	204.00	3,638.00	2,890.00
Grand Total	\$ 263,865.22	\$ 97,651.25	\$ 1,389,251.49	\$ 1,013,180.84

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

- Completion of over 79 requests for service
- Continued work on the computer implementation, deploying and troubleshooting computers in the Library, Senior Center, and Fire Department
- Finished software deployment configuration for Library and Senior Center public applications
- Migrated Police Department storage to network attached storage
- Procured and installed new 12u rack and installed UPS for dispatch battery backup
- Updated backup appliance, remote support, Apex, and Deep Security software
- New iPhones procured and deployed for FD chiefs
- Setup, tested, and deployed point-of-sale solution for Parks and Recreation events
- Configured and deployed technology equipment for Pool opening
- Worked with AMR to troubleshoot and resolve issues with CAD interchange for NPD
- Installed, configured, and tested updated Firehouse CAD transfer service for NVFD
- Updated SSL certificates for NetMotion, LogRhythm, WinMagic, and HVAC
- Managed planned power shutdown at PD MDF for Radio project R56 compliance
- Setup and configured Frontier Fiber connection for Mill Pond Park to support upcoming Parks and Recreation festivals
- Created new user accounts for new hires and disabled accounts for employee attrition
- Continued work on the Public Safety CLRMS radio solution
- Continued work on PD traffic camera solution with the Police Department
- Zoom meeting account management and YouTube streaming setup
- Continued site surveys for the upcoming fiber optic deployment and updates at select Town sites

PLANNING AND ZONING

Town Commission Actions/Activities:

Town Plan and Zoning Commission –

Meeting Scheduled for 6/14/23:

Applications Approved:

At the meeting held on 6/14/23, the Town Plan and Zoning Commission approved the following applications:

Petition 08-23: Zoning Regulation Text Amendment Pertaining to (Sec. 6.16) Adult-use Cannabis Cultivation and Sale and Medical Marijuana Dispensary and Production, (Section 6.16.6) Sign and Exterior Display Requirements, applicant: Newington TPZ, Contact: Paul Dickson. **WITH AN EFFECTIVE DATE OF 6/28/23.**

Petition 10-23: Special Permit (Sec 6.2.5) for a Double-Sided Halo Lit Freestanding Sign at 275 Richard Street, Applicant & Contact: Kristine Braccidiferro, Owner: EDAC Technologies LLC.

Meeting Scheduled for 6/28/23:

At the meeting held on 6/28/23, the Town Plan and Zoning Commission discussed the following pre-applications:

Pre-Application Discussion for 79 East Cedar Street
Pre-Application Discussion for 156 Pane Road
Pre-Application Discussion for 85 Kitts Lane

Conservation Commission - Meeting Scheduled for 6/20/23: Cancelled.

Zoning Board of Appeals –

Meeting Scheduled for 6/1/23

Applications Denied:

At the meeting held on 6/1/23, the Zoning Board of Appeals denied the following applications:

Petition 00-23-02: 154 Pheasant Run (R-12 zone), Newington: Requesting a variance of 6' (six feet) from section 4.5 (Table A) of the zoning regulations to reduce the required 35' (thirty-five foot) front yard setback to 29' (twenty-nine feet) to allow for the addition of a 21' (twenty-one foot) x 8' (eight foot) covered front porch. Applicant/Contact/Owner: David Gimler and Latoya McGregor-Gimler.

Petition 00-23-03: 107 Cambria Avenue (R-12 zone), Newington: Requesting a variance of 12' (twelve feet) from section 4.5 (Table A) of the zoning regulations to reduce the required 35' (thirty-five foot) front yard setback to 23' (twenty-three feet) to allow for the addition of a 27' (twenty-seven foot) x 6' (six foot) covered front porch. Applicant/Contact/Owner: Devindra Nepal.

Open Space Committee – No scheduled meeting for June.

Economic Development Commission – Meeting scheduled for June 7th was cancelled due to lack of quorum.

Affordable Housing Monitoring Agency – No scheduled meeting for June.

Town Planner/Zoning Officer Activities:

Issued 40 Zoning Permits for various projects in town.

Received 51 questions and/or complaints (via emails, phone calls, Civic Plus, in-person, etc.) about zoning regulations, blight complaints, and property information.

Inspected 25 properties for Blight and/or Zoning Complaints and sent 11 Notices of Blight Violation and 13 Notice of Zoning Violation letters. The majority of the blight notices were for tall grass.

Removed 87 illegal signs from the Town R/W.

Worked with Town Attorney to process documents to remediate 261 Maple Hill Avenue. Current court date set for July 24th.

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

136 Day Street
79 East Cedar Street
85 Kitts Lane
155 Lowrey Place
156 Pane Road
357 Richard Street

FACILITIES

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of June. 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 43 preventative maintenance tasks, and the team responded to and completed 69 reactive work orders. Of the 69 reactive work orders, 32 were calls for service from outside the Facilities Department.

Town Hall: (31 PM tasks and work orders completed)

- S2 access for 2 doors: 1 in Tax office, 1 in Town Manager's office (completed)
- Multiple Recycling trips with old computers for IT
- Switched motor for air handler in ROV office
- DOAS #2 lockout, investigation, and repairs/reprogramming
- Received multiple calls for copy paper, paper towels, A/C adjustments, and new key fobs due to uptick in Parks' activities for summer
- Exterior window cleaning completed

Library: (13 PM tasks and work orders completed)

- Received several calls for A/C, copy paper
- Replaced faulty Disconnect and added high pressure cut out for RTU #3
- Set up new cabinet 2nd floor children's area
- Made trips to dump with discarded items; i.e., whiteboards, cabinet
- Added locations of all emergency lighting onto floor plan of AkitaBox for tracking purposes

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

- Generator swap completed in May; several revisits to adjust piping
- Changed ceiling fan switch from dimmable to on/off
- Hoop house cover replacement planning continued; received quotes from two vendors; Released contractor and ordered structure; *ordered slightly bigger hoop house a properly fit current set up. Materials are on order awaiting expected delivery date.*
- Testing of five sprinkler heads ongoing; still waiting for results of the testing
- Repaired faulty wiring to the fuel storage tank overflow alarm
- Periodic cleaning completed

- Added locations of all emergency lighting onto floor plan of AkitaBox for tracking purposes

Grounds Maintenance: (12 PM tasks and work orders completed)

- Responded to calls for no A/C
- Responded to sewer back up, cleared blockage, flushed lines, cleaned mess
- Added locations of all emergency lighting onto floor plan of AkitaBox for tracking purposes
- Routine maintenance tasks

Historical Properties: (3 PM tasks and work orders completed)

- Young House and Barn
 - Had meeting to discuss barn and overgrowth of surrounding brush
- Kellogg-Eddy Roof Project continues
 - Roofing/Construction is completed
 - Working on grant closeout paperwork continued
- Kelsey House
 - Helped with window that was painted shut
 - Checked reported issues with dehumidifier in basement

Senior & Disabled Center: (23 PM tasks and work orders completed)

- Wood Shop vacuum system for saws was gone through, cleaned, and hooked up
- Leaking pipe in ceiling associated with chiller; pipe repaired; system fixed
- Received multiple calls for copy paper, more A/C
- Had multiple generator, solar meetings
- Window project contractor released
 - Had multiple meetings

Police Department: (13 PM tasks and work orders completed)

- Had multiple planning meetings for Police Monument project; all materials for our (Facilities) portion of the job are in waiting for Parks to pull the trigger and select a start date
- Had multiple meetings on data room remodel project continued
- Attended radio project meetings
- Radio Grounding R56 report work started; shutdown completed

Administrative Projects:

- Attended multiple solar meetings with Verogy, trying to push these locations to going live Parks garage, Town Hall, FD3; should all be going live in May. Awaiting final proposals for Senior Center and FD #2. Scope of work and PPA's have to be adjusted based on new plans.
- Generator & solar review at Senior Center continued; plans submitted to Building Department
- Radio project planning and meetings continued
- Continued: Highway camera system upgrade planning. Multiple meetings with IT. Combining projects with building connectivity upgrades for IT Department.
- Planning started for Parks Garage salt shed; plan to relocate on property
- Planning for next grant for our historical properties. Kellogg-Eddy needs siding repairs, painting (exterior), and stone wall/foundation repairs.
- Main Street electrical upgrade planning has started; work to be done this summer.
- Work continues with Lauren, TM's office, and Ben to update town-owned building leases.

ADMINISTRATIVE SERVICES

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

- Finalized 2023-2024 Insurance placement for coverage
- June 6th - Standing Insurance Committee
- Reviewed and updated entire fleet database
- Reviewed security concerns for some town departments
- June 20th - conducted second phase of CIRMA Pre-Osha walk through inspections
- June 21st - Employee Health & Safety Committee
- Started timeline for review and revision to Employee Health & Safety Manual