



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Town Manager's Office
Date: June 6, 2024
Re: Monthly Report – March 2024

PERSONNEL

- The vacant Administrative Secretary II (C-9) position was posted to the AFSCME union on March 13th, with a closing date of March 19th.
- The vacant HVAM Technician/Mechanic/Maintenance (LT-17) position was posted to the AFSCME union on March 21st, with a closing date of March 27th.
- The Administrative Aide II (A-5) position was posted to the public on March 25th, with a closing date of April 12th.
- Interviews for the Civil Engineer Internship Program were scheduled on March 6th and March 12th.
- Interviews for the vacant Administrative Secretary III (C-10) in the Police Department were scheduled on March 11th. The position was offered to Michael Gribauskas, and he began his position on April 1st.
- Interviews for the vacant Assistant Town Engineer (T-8) were scheduled on March 11th. A conditional offer was made on March 12th.
- The practical examination for the vacant Highway Equipment Operator I (HLT-9) took place on March 13th.
- The vacant Eligibility Program Coordinator (A- 1) position was offered to Maria Zayas; she started her position on March 4th.
- The vacant Police Recruit Officer position was offered to Dylan Millea, with an effective date of March 18th.
- Lieutenant Perry was promoted to Chief of Police (A-13) on March 25th.
- Town Manager Search Subcommittee met throughout the month to begin discussions on the recruitment process for the Town Manager's position.
- The Town is accepting employment applications for Recruit and Certified Police Officers.

Overtime

Paid overtime during the month of March 2024 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	13.9	\$ 829.47
Weekend Standby and Call-In	20.0	\$ 1,181.20
Road Maintenance	20.0	\$ 1,250.56
Milling - Overlays	2.2	\$ 123.95
Halleran Drive – C/Basin Road Prep	48.7	\$ 2,704.28

POLICE DEPARTMENT	23-24 Budget Overtime Appr.	Overtime Expended 23-24 YTD	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD
Administration	\$ 8,740.00	\$ 0.00	\$ 8,547.00	\$ 1,314.94
Patrol	726,993.00	726,362.70	710,781.00	711,380.25
Investigation	92,793.00	27,467.86	91,467.00	27,223.23
Traffic	5,006.00	2,002.64	5,006.00	3,630.66
Communication	175,681.00	123,271.94	183,778.00	125,112.41
Education/Training	146,205.00	81,230.25	142,800.00	94,289.81
Support Services	58,894.00	2,431.52	57,595.00	(6,381.87)
Animal Control	2,546.00	2,907.56	2,521.00	2,036.53
Total	\$ 1,216,858.00	\$ 965,674.47	\$ 1,202,495.00	\$ 958,605.96
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 27,003.17	\$ 29,834.00	\$ 20,924.07
Snow and Ice Control	133,578.00	78,492.24	133,578.00	53,080.85
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	20,716.15	34,486.00	21,478.08
Leaf Collection	35,972.00	34,937.93	35,972.00	31,459.41
Total	\$ 233,870.00	\$ 161,149.49	\$ 233,870.00	\$ 126,942.41
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 107,330.19	\$ 105,001.00	\$ 83,194.12
Cemeteries	17,109.00	354.65	17,109.00	2,617.38
Total	\$ 122,110.00	\$ 107,684.84	\$ 122,110.00	\$ 85,811.50
Totals		104.8		\$ 6,089.46
PARKS AND GROUNDS DIVISION		Overtime Hours		Cost
General Grounds		33.5		\$ 1,608.00
Totals		33.5		\$ 1,608.00

RISK MANAGEMENT

2023-24 Blue Cross/Blue Shield Plan Year

The eighth month of the 2023-24 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2023-24 plan year were estimated at \$1,006,480. The total paid claims from the Health Benefits Fund for February 2024 were \$829,647. 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 February, 2024

	Town	Board of Education	Total
Estimated Claims	1,715,680	6,336,160	8,051,840
Actual Claims	1,545,774	6,192,216	7,737,990

FINANCE

Accounting and Administration

- Final copies of the budget books were given to Council members on March 1st to give them time to review information prior to the first budget meeting on March 12th. CIP budget books were given to the Council members on March 12th.
- Work continued in the compilation of information for the Town Manager's budget submission letter and for the Budget Public Hearing on March 12th.
- Finance Director Janet Murphy attended meetings regarding contract labor negotiations with the AFSCME union. Also, attended additional meetings for the Health & Wellness Fair planned for May 14th.

- Budget review meetings continued with the Town Council during the month with meetings held March 12th, March 23rd and March 26th. Final budget meeting will be April 16th.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received the Mashantucket Pequot grant from the State of Connecticut in the amount of \$54,975 during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

3/31/2024

	<u>Interest Earnings</u>		
	<u>Budget FY 2023-24</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$250,000	1,951,222	\$61,802,746
Special Revenue Funds	48,000	27,630	766,213
Capital Projects Funds		46,211	1,186,483
Internal Service Fund	75,000	301,030	7,750,883
Trust and Agency Funds		36,897	1,542,377
Total, Estimated by Fund			\$73,048,702

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

3/31/2024

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	5.43	5.43	236,740	217,675	51,806,199
Bank North	2.06	2.07	1,007	940	580,864
TDBank (new)	2.83	2.83	28,416	26,524	12,010,413
Farmington Bank	.00	.00	0	0	0
Webster Bank	2.57	2.57	7,125	6,652	3,303,779
Liberty Bank	4.60	4.60	20,397	19,011	5,347,447
Total Outstanding Investments					\$73,048,702

Rates reflect average monthly yield, annualized

Assessor

- February 1st was the start of the State of Connecticut M-25H Elderly and Disabled Homeowner Tax Credit filing period, with 2024 being the first year they will be handled exclusively by the Assessor's Office. 203 Tax Credit applications were mailed; and to date, 86 (42%) have been returned to the office and processed. In addition, 13 Veteran Tax Credit forms have been processed to date. This filing period will continue through May 15th.
- The Board of Assessment Appeals held a meeting on March 27th to hear appeals of the 2023 Grand List and the 2022 Supplemental Motor Vehicle Grand List. The meetings were held in Town Hall Conference Room 201A at 4:00 pm. Notices were sent to all appellants by mail on March 28, 2024. The following table summarizes the financial implications of their deliberations based on the 2022 Mill Rate:

Assessment Reductions on the 2023 Grand List	\$60,940
Assessment Reductions on the 2022 MV Grand List	\$ 2,000
Current Motor Vehicle Mill Rate	0.03246
Tax Loss @ 32.46 Mills due to BAA Actions	\$2,403.03
Number of Appeals	19
Number of Withdrawn/Failed to Show	7
Accounts with Changes	2
Accounts with No Changes	10

- The 2023 Income and Expense mailing list was completed, and the form with instructions was updated to complete the mailing. On March 24th, a total of 599 forms were mailed to the commercial property owners for completion. Going into the 2025 town wide Real Estate Revaluation, it will be important to get the most accurate information possible from the Town's income producing properties.
- Danielle attended IAAO 501 Personal Property Auditing. She passed the class and will be able to assist the office in developing a personal property auditing program and reduce the need to hire an outside company to do audits.
- 126 permits were entered into the computer-assisted mass appraisal system in the month of March, all of which were reviewed. In addition, a total of 202 properties were reviewed using permits, Nearmap and real estate listings.
- Real Estate deeds were read and entered into the computer-assisted mass appraisal system through the end of February. 75 property transfers were completed.
- Finally, the office completed a total of 198 certificates of correction. The focus of the month of April will be processing the I & E forms, sending out notices to unfiled Homeowner's applicants, and continuing to complete real estate inspections.

Revenue Collector

- March Revenue Collections for Real Estate, Personal Property and Motor Vehicles amounted to \$243,633.11. The Supplemental Motor Vehicles collected were \$55,585.69, and \$71,703.42 was collected for prior year taxes. Included in that amount was \$6,223.98 for suspended accounts.
- This year's March collections on the current Grand List was 98% which is in line with last year's collections for the same time period which was also 98%.
- Delinquent Notices were sent to 2,681 taxpayers for the current 2022 Grand List. This amount included 256 for real estate, and the balance was for Motor Vehicles and Personal Property tax bills.
- UCC 1 Liens were filed with the CT Secretary of State's office for business that are in arrears on all of our 104 outstanding personal property taxpayers.
- A retention application was submitted with the State for approval to dispose of old files and information pertaining to taxes for our shredding day in April.
- Daily assistance is still provided to taxpayers who need to locate their IRS information or have difficulty using a computer.

POLICE

Patrol Calls for March are as follows:

Abandoned MV 0	Fire Task Force Activation 1	MV Evading 14
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial BurgAlarm 44	Fire Trouble Alarm 0	MV Injury 13
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 74
Alarm Residential Burg Alarm 13	Fire Vehicle Fire 2	Neighbor 13
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 107
Animal Complaint 27	Fire Water Problem 0	Noise 20
Arson/Fire Invest 0	Fireworks 1	Non Collect Person 0
Assault 3	Follow Up 38	Notification 0
Assault in Progress 0	Found Property 7	Open Door/Window 4
Assist Motorist 2	Gun 0	Other Archive 0
Assist Notification 0	Harassment 10	Parking Violation 24

Assist Other Agency 33	Hazard 19	PD Assist Fire Dept 38
Bad Check Insufficient Funds 0	Hazmat 0	PD Vehicle Maintenance 0
Blighted Property 0	Hold Up Alarm 0	Personal Relief 0
Bomb Threat 0	HOPE Project 0	Pistol Permit 20
Breach of Peace/Disorderly 8	Identity Theft 7	Prisoner Care 8
Burglar Alarm 22	Illegal Dumping 0	Private Duty 0
Burglary 4	Impersonating Police 0	Property Found 2
Car Seat 1	Indecent Exposure 0	Property Lost 0
Check Welfare 52	Intoxicated 0	Prostitution 0
Check Welfare 911 30	Juvenile Complaint 11	Recovered Stolen MV 1
Check Welfare Other 5	K9 Assist 0	Rescue Call 0
Clear Lot 3	Kidnapping 0	Residential Lockout 1
Construction 0	Landlord/Tenant Dispute 3	Risk Protection Order 3
Court Detail 25	Larceny 49	Robbery 0
Crest Call Out 0	Larceny from MV 19	Roll Call 0
Criminal Mischief 4	Lift Assist Only 4	
CSO 0	Liquor 0	Serve Subpoena 0
Customer Dispute 13	Local Traffic Authority 0	Serve Warrant 48
Dog Complaint 23	Location Check 375	Sexual Assault 1
Domestic 32	Location General 0	Shots Fired 0
Door Check 0	Location School 0	Specific Detail 95
Drug 9	Lockout Building 2	State Pistol Permit – Tempo 0
DUI 4	Lockout MV 0	Stolen MV 3
EDP 14	Lost Property 5	Sudden Death 5
Escort/Transport 1	LTA 0	Suicide 0
Escort/Funeral 7	Meal 0	Suicide Attempt 1
Escort Other 0	Medical Alarm 30	Suspicious MV Unoccupied 17
Escort Retrieval 3	Medical Cardiac 2	Suspicious Report 128
Escort Tax 0	Medical Complaint 280	Test 1
Fingerprint 0	Medical Diabetic 2	Threatening 15
Fire Alarm Commercial Bldg 3	Medical Fall 9	Tobacco 0
Fire Alarm Residential 2	Medical Mutual 0	Tow 4
Fire CO Detector no sympt 5	Medical Other 1	Town Ordinance Violation 0
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Stop 327
Fire Extrication 0	Medical Stand By 0	Traffic Stop Attempt 13
Fire Hazmat 2	Medical Trauma	Traffic Survey 0
Fire Mutual Aid Request 0	Medical Unresponsive 1	Training 0
Fire Other 3	Missing 5	Trespass 3
Fire Rescue 0	MV Abandoned 0	Unknown 0
Fire Special Detail 0	MV Assist 21	Water problem 4
Fire Stand By 0	MV Complaint 50	
Fire Structure Fire 1	MV Fire 0	
		Total: 2,360

In March, the Detective Division Report:

- Handled 39 investigations, 39 remain ongoing
- Served 56 warrants: 49 by Patrol officers, 7 by Detective Division

Property Report March 2024:

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	12	\$ 7,525
Vehicle Inventory	0	\$ 0
Stolen	97	\$ 152,883
Abandoned	0	\$ 0
Evidence	110	\$ 3,038
Found	6	\$ 75
Lost	3	\$ 1,100
Seized	9	\$ 1
Recovered	13	\$ 52,254
Impounded	0	\$ 0
Informational	2	\$ 27
Vehicle Inventory	1	\$ 1,200
Total	253	\$ 218,103

In March, the Patrol Division Report:

- On 3/1/24, New Britain PD was investigating a homicide which occurred in their town and put out a bulletin to neighboring agencies detailing the identity of the suspect and a description of the suspect vehicle. On 3/2/24, while searching area hotels, a Newington Police Officer located the vehicle parked at the Grantmoor Motor Lodge. Newington PD initiated an investigation into the location of the vehicle's operator and learned the suspect was staying in room 117. A perimeter was set up, and New Britain PD was notified of the developments. New Britain PD and Newington PD collaborated to devise a plan to safely contact the suspect and take him into custody. Officers from both agencies surveilled the room until the suspect eventually exited. He was taken into custody without incident and transported to New Britain PD.
- On 3/9/24, Officers were dispatched to the parking lot of the VA hospital located at 555 Willard Avenue after receiving a 911 call from a victim reporting he was shot during an attempted robbery in Mill Pond Park. Officers arrived on scene and located a male who sustained a gunshot wound to his hand. The victim reported he was walking in the park when he was approached by a male suspect wearing a ski-mask who presented a handgun and demanded his money and car keys. The victim reported the suspect displayed a firearm, and a struggle over the gun ensued at which time he was shot. The victim was transported to the hospital, and a search of the park was initiated. The Detective Division was requested to assist in the investigation. While interviewing the victim at the hospital, several inconsistencies were discovered in his account. Also, there was no evidence located in the park to support a shooting had occurred. After confronting the victim with the inconsistencies, he confessed that he had accidentally shot himself while manipulating his own firearm at his residence in New Britain and fabricated the story to avoid getting in trouble. Newington PD drafted an arrest warrant for falsely reporting an incident and interfering with police. The warrant was signed on 4/5/24 and is currently on file while we attempt to locate him.
- On 3/13/24 at 0315 hours, Newington PD received a burglar alarm from the Cloud 9 Smoke Shop located at 451 New Britain Avenue. Upon arrival, Officers noted the glass on the front door had been smashed, and it appeared a burglary had been committed. It should be noted that this location was subject to a similar burglary on 2/18/24. The Detective Division was requested to process the scene. A canvas of the area developed a witness who reported observing a group of Hispanic "kids" in the area of Maple Hill Avenue around the time of the burglary. Information sharing with other law enforcement agencies has developed a possible suspect in the case. The Patrol Division continues to investigate this burglary.

In March, the Support Services report:

- The Support Services Division continues to progress towards achieving State Tier II Accreditation and building Proofs for Tier I Accreditation for the next assessment slated for June of 2024. This is being done by conducting a self-assessment of the Department's existing written directives and comparing them to the State standards. Adjustments to written directives are being made as needed. The Support Services Division Commander joined an Accreditation Assessment Team made up of law enforcement accreditation professionals from around the state. This is a voluntary role which helps the Police Officer Standards and Training Council assess police department's accreditation files.
- During the month of March, 2024, Lt. Aivano served as an assessor for the Meriden Police Department's Tier III accreditation assessment. This consisted of a review of Meriden PD's written directives as they relate to the State Tier III accreditation standards, along with a virtual meeting with Meriden PD's Chief and Deputy Chief to discuss the findings of our team's assessment.
- On March 4th, Lt. Aivano met with a resident from Camp Avenue regarding ongoing neighbor disputes that have not been resolved. The police department has responded to numerous complaints involving this individual and his neighbor. In the past, specially trained officers have attempted to mediate the situation, which has not resolved the issues. Lt. Aivano has come up with several ideas on how to change the approach to respond to these complaints and hopes to work with a social worker from Intercommunity to try and improve the situation.
- On March 6th, Lt. Aivano and Chief Perry met with several members of the Muslim Coalition of Connecticut at NPD Headquarters. The members brought in pizza and cake as a show of their support for the Newington Police Department. Lt. Aivano and Chief Perry took the members on a tour of the police department and held a question-and-answer session to help educate them on police operations.
- On March 7th, Lt. Aivano and Sgt. Deane participated in the "Read Across America" initiative by reading to students at Ruth Chaffee Elementary School.
- On March 13th, Lt. Aivano and Dispatcher Garuti joined the head of the Facilities Department and the Information Technology Department to meet (remotely) with a representative of Xybix Systems, Inc. regarding the communications center console furniture project. The meeting was productive because, after a review of the renderings, some concerns were raised regarding the placement of the consoles. Adjustments were made, and the project is progressing.
- On March 14th, Chief Perry, Lt. Aivano and Sgt. Deane attended the Connecticut Police Chiefs Association annual conference at the Aqua Turf, where guest speaker Gordon Graham provided a full day of risk management training. There were some great takeaways from the training which can be implemented at the police department moving forward.
- On March 15th, Chief Perry and Lt. Aivano met with representatives from Temple Vallabhdam in preparation for their upcoming Festival of Colors celebration. They anticipated that this would be a well-attended event with several hundred attendees. Unfortunately, the parking lot at John Wallace Middle School was already allocated to an event taking place at the school that day, so we spent much of the meeting coming up with ideas on where to have attendees park for the event.
- On March 16th, Chief Perry and Lt. Aivano attended the "Taste of Ramadan" event hosted by the Muslim Coalition of Connecticut. The event was held at Newington High School. We learned about Ramadan and had great conversations with many members of the community. We observed a call to prayer and then had dinner with the attendees. This was a well-attended community event, and we are hoping to grow our relationship with the MCCT moving forward.
- From March 18th to March 20th, Chief Perry, Lt. Aivano and Sgt. Deane attended the FBI National Academy Associates 2024 Regional Command College. The training consisted of presentations from the FBI's Public Information Office, guest speakers who talked about leadership development, the FBI-New Haven SWAT Team Senior Leader, and the Chief State's Attorney who spoke about bail reform. The training also served as an opportunity to network with police leaders from all over the state, and to explore the possibility of applying to the FBI National Academy in Quantico, Virginia.
- On March 18th, Recruit Dylan Millea was sworn in as Newington's newest police officer. Recruit Millea hails from Hamden, CT and is a recent graduate of the University of Connecticut. Recruit Millea majored in economics and played intramural hockey at UConn. Recruit Millea has several family members in public safety, and he will be attending the upcoming New Britain Police Academy in late April.

- On March 21st, Chief Perry and Lt. Aivano had a meeting in preparation for the United Against Hate symposium, which was scheduled to be held on Thursday, March 28th at Temple Sinai in Newington. We met (remotely) with Assistant US Attorney Anastasia King from the Department of Justice. The event is held as part of an initiative to help educate the public about recognizing and reporting hate crimes. The event also served as a question-and-answer session with attendees, and to strengthen police/community relationships.
- On March 22nd, 2024, Lt. Aivano, Sgt. Deane and Officer Cappiello conducted oral board interviews for entry level police officers. Of the seven candidates who were interviewed, four moved on to the polygraph phase. One of these candidates is in the background investigation phase of our hiring process. We are trying to fill as many seats as we can in New Britain PD's upcoming police academy, which is slated to begin on April 26th, 2024.
- On March 26th, Lt. Aivano, Sgt. Deane and Recruit Millea attended the Newington High School Career Fair. This is an annual event that we attend in an effort to bolster student interest in a career in law enforcement, and it particularly serves as an opportunity for us to recruit homegrown talent to the Newington Police Department. The event was well-attended, and we are looking forward to returning next year.
- On March 26th, Lt. Aivano attended an accreditation assessment meeting with his assessment team along with the Chief and Deputy Chief of the Meriden Police Department. This was considered to be an "exit" meeting where we discussed any issues that were detected during the accreditation assessment.
- On March 28th, Chief Perry, Lt. Aivano and Sgt. Deane attended the United Against Hate symposium at Temple Sinai in Newington. Members of the discussion panel included Chief Perry, the West Hartford Assistant Police Chief, a Sergeant from the CT State Police Hate Crimes Investigations Unit, a Trooper from the same unit, the Assistant Special Agent in Charge of the FBI-New Haven Office, along with the US Attorney for the District of Connecticut and other members of the Department of Justice. Chief Perry provided a case study which highlighted the importance of police documentation of incidents which could later be utilized by the federal government to prove or disprove hate crime allegations.
- In-house training continues to be a priority of the Support Services Division. During the month of March, 2024, the Support Services Division held the following in-house training sessions:
 - Spring Firearms Training (March 8th)
 - Law Enforcement Active De-Escalation Strategies (LEADS March 21st and March 25th)
- Several members of the Department also attended outside training during the month of February. It is important for members to attend outside training and bring their knowledge back to share with their co-workers. These trainings included the following:
 - Lethality Assessment Program Train the Trainer
 - Methods of Instruction
 - Professional Public Information Officer Training
 - Chief State's Attorney Risk Protection Order/Weapons Law Training initiative
- Lt. Aivano continues to work with retired Wethersfield Police Lieutenant Kevin Dillon to schedule a total of six (6) training sessions related to de-escalation and use of force analysis to satisfy the COPS Grant, which was awarded to the Newington Police Department in 2023. Four training sessions for Law Enforcement Active De-Escalation Strategies training (8-hour class) have taken place with the goal of all sworn personnel completing the course. All supervisory and command staff are scheduled to attend the use of force analysis training in April and June of 2024.
- During the month of March, 2024, Officer Walker received twenty-two (22) requests for body worn camera video. Officer Walker has been working diligently to keep up with the demand for videos, which come from both the public, the court, and private entities.
- The following information comes from School Resource Officer Buggee's monthly log from Newington High School. On the first day of the month, SRO Buggee de-escalated a possible physical altercation between a group of students. He continues to have between 6-8 students in his office every period of the day, with the visits leading to lengthy conversations, advice being provided, and camaraderie being built between students and police. SRO Buggee continues to have access to "Benny", a service dog who was lent to the school environment by a teacher. Benny is used for classroom visits, hallway interactions, and special requests.
- During the month of March, SRO Buggee has participated in the organization of a Hartford County Regional School Resource Officer group consisting of officers from Rocky Hill, Wethersfield, West Hartford, Newington and Berlin. The plan is for the officers to meet on a monthly basis to discuss trends, share information, and improve relations and communication between school resource officers in the area. SRO Buggee also served on the Youth Adult Council and Juvenile Review Board throughout the month, as is part of his duties.

- SRO Buggee assisted in the safe facilitation of transport to a juvenile who was in crisis. He employed good de-escalation practices and ensured the protection of the juvenile, who was sent to the hospital for an evaluation. On March 6th, a student was found with a THC vape pen. SRO Buggee issued a written warning for the student's first offense. On March 11th and March 13th, SRO Buggee attended threat assessments to discuss whether student's action required further examination to determine if they posed a threat to the school community.
- On March 12th, there was a disturbance in the high school cafeteria between three students. As a result of the incident, SRO Buggee spent the rest of his day speaking to parents to ensure the ongoing safety of the school. On March 18th, two females were found to be in possession of THC cartridges after a search was conducted by school administration. Two written warnings were issued for their first offenses.
- On March 19th, SRO Buggee investigated a missing juvenile complaint. With the assistance of the Patrol Division, the student in question was located. On March 20th, a student was found to be in possession of a THC cartridge after a search was conducted by school administration. A written warning was issued for the first offense. On March 20th, SRO Buggee assisted two students whose mother was arrested the night before. He collaborated with a school counselor and a social worker.
- On March 25th, SRO Buggee was requested by parents and administrators to attend a meeting involving six juveniles who were involved in a large online bullying investigation that resulted in the suspension of several students.
- SRO Buggee attended the Newington High School Career Fair on March 26th. On March 27th, SRO Buggee was interviewed for the yearbook, he spoke with four parents about their students, he assisted two females and four males having difficulty, he supervised the pep rally, and escorted a female student from a volatile situation where he arranged to have her parent pick her up.
- Finally, on March 28th, SRO Buggee intervened in a tumultuous situation involving two female students who were on the brink of fighting. He spent much of his time that day trying to keep them separated from one another, which included escorting them from class to every destination. During lunch time, a serious assault occurred between two females in an isolated area of the school. A misdemeanor summons was issued for the incident, which he described as a brutal attack. A video of the incident was disseminated throughout the student body via social media. Efforts were made to obtain the video and track the sources in order to prevent further dissemination.
- Recruitment and Selections remains ongoing for both entry level and certified police officers this month. The Detective Division is actively conducting three police officer candidate background investigations; two certified officers and one entry-level officer. The goal is to continue to evaluate suitable candidates for employment as we attempt to get the Department back to full strength. This remains a priority for the Department's Command Staff.

Police Department Overtime Report March 2024:

OT February	\$ 69,391	2 pay periods (0 holidays)
OT March	<u>\$ 85,783</u>	2 pay periods (0 holidays)
	\$ 16,392	increase

- Applications continued to be received, and testing continues for Police Officer vacancies. We currently have 2 going to the New Britain Academy in April, one in the Academy, and possibly 2 certified officers being hired shortly.
- Administrative overtime of \$0. Admin. currently has one Sergeant's position vacant. Lieutenant Perry was promoted to Chief on March 25th, and the Secretary position is being filled April 1st.
- Patrol overtime of \$55,740, an increase of \$4,718 from the previous month. Overtime included 2 pay periods, 1 holiday (\$15,000), the filling of shifts for time off (vacation, sick, earned time) and for vacancies requiring overtime to fill them. Overtime was created when holding over to complete cases/reports and casework which included domestics, Mid State Accident Reconstruction call outs, radio project meetings, fatal pedestrian accident, liquor store detail, gun investigation with a juvenile, hospital detail, gunshot victim, St Patricks' Day Honor Guard at the parade, DUI arrest, sudden death, larceny, participation at the Taste of Ramadan, serve warrants, assaults, hospital prisoner watch, and other related duties.
- Detective Division overtime of \$5,079, an increase of \$5,079 from the previous month. Overtime included \$3,300 for holiday pay, crime scene investigation, evidence collection, agency assist in a robbery.

- Traffic Division overtime of \$618, an increase of \$412 over last month for power outage.
- Communications overtime of \$11,170, an increase of \$942 from the previous month. Overtime included 1 holiday (\$1,800), 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. Dispatcher that was in training resigned, and now there is one vacancy in dispatch. We are actively reviewing applications to fill this position.
- Educational overtime of \$5,344, an increase of \$986 from the previous month. Overtime included the coverage of shifts for officers attending the following training or classes, Professional Public Information Officer Training, Lethality Assessment program Train the Trainer.
- Support Services overtime of \$7,824, an increase of \$5,320 from the previous month. Overtime included holiday pay \$2,000, the radio project, RPO hearing, Juvenile Review Board hearing, Youth Council Meeting.
- Animal Control overtime of \$603, a decrease of \$50 from the previous month. Overtime included a sick skunk. Overtime costs are split with Wethersfield as well as the salary.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of March, 2024. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

Code	Incident Type	March	9 Month Total
1	Fire		
100	Fire, other	1	13
111	Building fire	4	14
112	Fires in structure other than in a building	0	0
113	Cooking fire, confined to container	1	7
114	Chimney or flue fire, confined to chimney	1	5
116	Fuel burner/boiler malfunction, fire	0	2
130	Mobile property (vehicle) fire, other	0	2
131	Passenger vehicle fire	1	8
132	Road freight or transport vehicle fire	1	1
140	Natural vegetation fire, other	0	4
141	Forest, woods or wildland fire	0	0
142	Brush or brush-and grass mixture fire	1	3
143	Grass Fire	0	0
150	Outside rubbish fire, other	2	6
151	Outside rubbish, trash or waste fire	0	3
154	Dumpster or other outside trash receptacle	0	1
160	Special outside fire, other	0	2
162	Outside equipment fire	0	2
170	Cultivated vegetation, crop fire, other	0	1
	Total	12	74
2	Overpressure Rupture, Explosion, Overheat (No Fire)		
200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	0

212	Overpressure rupture of steam boiler	0	1
221	Overpressure rupture of air or gas	0	1
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	1
	Total	0	4
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	4
311	Medical assist, assist EMS crew	2	7
322	Motor vehicle accident with injuries	0	1
323	Motor Vehicle/pedestrian accident (MV Ped)	0	0
324	Motor Vehicle accident with no injuries	1	3
340	Search for lost person, other	0	0
350	Extrication, rescue, other	0	5
352	Extrication of victim(s) from vehicle	0	4
353	Removal of victim(s) from stalled elevator	0	2
356	High-angle rescue	0	1
360	Water & ice-related rescue, other	0	2
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	3	29
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	1	25
410	Combustible/flammable gas/liquid condition	0	4
411	Gasoline or other flammable liquid spill	0	6
412	Gas leak (natural gas or LPG)	1	14
413	Oil or other combustible liquid spill	0	6
420	Toxic condition, other	0	0
421	Chemical hazard (no spill or leak)	0	1
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	9
440	Electrical wiring/equipment problem, other	1	23
441	Heat from short circuit (wiring), defective/worn	0	1
442	Overheated motor	0	1
443	Breakdown of light ballast	0	1
444	Power line down	3	24
445	Arcing, shorted electrical equipment	2	7
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	1
463	Vehicle accident, general cleanup	1	9
	Total	9	132

5	Service Call		
500	Service Call, other	0	4
510	Person in distress, other	0	1
511	Lock-out	0	6
512	Ring or jewelry removal	0	0
520	Water problem, other	0	20
521	Water evacuation	0	16
522	Water or steam leak	1	5
531	Smoke or odor removal	3	19
540	Animal problem, other	0	0
542	Animal rescue	0	0
550	Public service assistance, other	0	0
551	Assist police or other governmental agency	0	6
552	Police matter	0	0
553	Public Service	1	1
561	Unauthorized burning	1	5
571	Cover assignment, standby, move up	3	7
	Total	9	90
6	Good Intent Call		
600	Good intent call, other	4	46
611	Dispatched & cancelled en route	2	4
621	Wrong location	0	0
622	No Incident found on arrival at dispatch	0	2
631	Authorized controlled burning	0	3
641	Vicinity alarm (incident in other location)	1	2
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	0	14
652	Steam, vapor, fog or dust thought to be smoke	0	3
653	Smoke from barbecue, tar kettle	0	0
661	EMS call, party transported by non-fire	0	0
671	HazMat release investigation w/no HazMat	1	10
	Total	8	85
7	False Alarm & False Call		
700	False alarm or false call, other	4	44
710	Malicious, mischievous false call, other	0	2
711	Municipal alarm system, malicious false	0	2
714	Central station, malicious false alarm	0	0
715	Local alarm system	0	0
721	Bomb Scare – no bomb	0	0
730	System malfunction, other	1	22
731	Sprinkler activation due to malfunction	0	6
732	Extinguishing system activation due to malfunction	0	0
733	Smoke detector activation due to malfunction	1	20

734	Heat detector activation due to malfunction	0	2
735	Alarm system sounded due to malfunction	2	19
736	CO detector activation due to malfunction	3	11
740	Unintentional transmission of alarm, other	1	18
741	Sprinkler activation, no fire	0	3
742	Extinguishing system activation	0	1
743	Smoke detector activation, no fire - unintentional	2	31
744	Detector Activation, no fire	0	9
745	Alarm system activation, no fire	0	44
746	Carbon monoxide detector activation, no CO	3	13
	Total	17	247
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	1
812	Flood Assessment	0	2
813	Wind Storm, tornado/hurricane assessment	0	1
814	Lightning strike (no fire)	0	1
	Total	0	5
9	Special Incident Type		
900	Special type of incident, other	0	2
911	Citizen complaint	0	0
	Total	0	2
	Total Calls	58	668

Fire Chief's Activities - March 2024

- Had discussions with Chief Regina and Captain Machado about training division activities
- Had discussions on Training Tower improvements with training division
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff/upcoming events
- Had discussions with Chief Stegmaier over personnel issues
- Had discussion with Deputy Chief Giansanti, Capt. Valvo, Lt. Muir, Lt. Castro on apparatus and building projects
- Communicated with Fire Marshal to discuss new development in town
- Attended weekly State Radio meetings for new radio system
- Had discussions with Communications on new pager roll out
- Attended monthly Board of Fire Commissioners meeting
- Attended Multi Company Training on SCBA
- Attended Officer training on new work orders
- Had discussions with Department Inc. on Buffalo mechanical needs
- Had discussions on Maxim repairs on apparatus donated
- Had discussions with Department Inc. on boiler and new fire alarm at oldie
- Completed Kalasky Room Renovations
- Had discussions with Hermas on sale of old Engine 5
- Had discussions with Apparatus division on new truck 1 specifications
- Had discussion with Safety division on possible new mobile physical testing
- Met with contractor for walk thru of Chapman Street for preliminary pricing for renovations

- Attended monthly Chiefs' meeting
- Attended Command Staff meeting
- Attended Fred Callahan wake and Honor Guard
- Attended Julie Giansanti wake
- Attended Company 5 Easter egg hunt
- Attended Company 1 Easter party
- Attended meeting with MES and SEEK rep for new thermal imagers
- Attended Memorial Day Parade Committee meeting
- Attended Callahan Site Connectivity meeting with Blue Wing, IT, and Sgt. LaChance
- Had discussions with Safety division on safety concerns
- Had discussions with Chief Lapierre on grants and new dry cleaners
- Had discussions with cleaner for Kalasky Room
- Attended dinner at Company 2 after Easter flower sale
- Had discussions with Lt. Muir on SCBA Mask name tags
- Met with West Hartford Fire about summer programs

April 2024 Training Report

Progress History

- **Fire Officer I** - Tony Palazhi completed his practicals and passed his FOI certification.
- **Firefighter II** - Kassidy McNamara, Ryan West, Emma Sweeney, Pedro Villataro, Samuel Martinchek, Mya Lungu and Greg Jacques completed their practicals and passed their FF2 certification. The Newington Fire Department has seven (7) new Firefighter II certified firefighters!!!
- JPRs for SCBA awareness, following NFPA Standard 1001, were completed in our March multi-company drills. All firefighters and fire officers are required to complete these evaluations that cover the following topics.
 - Correctly dons and doffs PPE and SCBA
 - Checks facepiece seal and dons facepiece
 - Checks that the cylinder is full
 - Checks SCBA for damage and wearability
 - Checks high pressure hose, valve opening and gaskets
 - Tests operation of all alarms
 - Activates air flow
 - Checks and verifies all gauges are correct
 - Manually activates PASS device to alarm mode
 - Buddy breathes with a second firefighter
- The digital fire training prop with laser extinguisher and weighted laser fire hose was ordered and delivered to Fire Headquarters in February.
 - Officer training covered the use of this new prop, and a request was made to train the Fire Prevention division on the use of these devices.
 - Our plans will include inviting the Newington Town Council and Town Manager to training session when the budget season is behind us.

Plans

- Preplan activities and training continue with specific businesses identified and sent to each company to begin the preplan process. This work is imperative to our ISO rating, and we are engaging all of our firehouses/companies in this effort.
 - We received additional information from Verisk (ISO) on properties in Newington that are on their list. We will be working with them to correct discrepancies on the list. For example, National Welding and other properties that are no longer at these locations, or businesses have vacated or new businesses are now occupying. All of these efforts are being done in conjunction with efforts to improve our current rating.
- We are adding multiple drills in 2024 that will be conducted by certified training instructors and vendors and will include:
 - Quarterly HazMat Training (Chief Chandler) – Multiple Sessions – April 2024

- “Our Building Department” (Douglas Jourdan) – The Newington Town Building Official has agreed to conduct two training sessions in April on the role of the Newington Building Department and its operations. New projects and where the Fire Department can assist will be topics to be discussed.
- CIRMA Sexual Harassment Training – Multiple Sessions – April/May 2024

Drill Schedule

April		
Department Drill	Hazmat - Chief Jeff Chandler	04/08/2024
Officer Training	Hazmat Refresher/Work Orders	04/09/2024
Multi-Company Drill	Building Official – Company 2 & 4	04/15/2024
New Officer Candidate Training	Screwdrivers/NIMS/Command	04/17/2024
Multi-Company Drill	Building Official – Company 1 & 3	04/22/2024
May		
Multi-Company Drill	Live Burn – Company 2 & 4	05/13/2024
Officer Training	Live Burn/Command	05/14/2024
New Officer Candidate Training	Live Burn/Incident Safety	05/15/2024
Day Drill	Live Burn	05/19/2024
Multi-Company Drill	Live Burn – Company 1 & 3	05/20/2024
June		
Officer Training	Ladders	06/11/2024
Day Drill	Ladders	06/16/2024
Multi-Company Drill	Ladders – Company 1 & 4	06/17/2024
New Officer Candidate Training	Screwdrivers/Budget	06/19/2024
Multi-Company Drill	Ladders – Company 2 & 3	06/24/2024

Classes in 2024:

FF1 Training – 300 Hours

Hartford County Fire School – January 6, 2024 through May 7, 2024 (3 Firefighters)

- Daryl Oulette, Olekander Kotenko, Julianna Belanger
- CT Fire Academy – Windsor Locks, CT - Nights and weekends

Wolcott Fire School – March 5, 2024 through June 27, 2024 (1 Firefighter)

- Ryan Rizzo
- Regional Fire School – Wolcott, CT – Nights and weekends

FF2 Training

Hartford County Fire School – January 23, 2024 through April 2, 2024 (7 Firefighters)

- Cassidy McNamara, Ryan West, Emma Sweeney, Pedro Villataro, Samuel Martinchek, Mya Lungu, Greg Jacques – **ALL FIREFIGHTERS PASSED**
- CT Fire Academy – Windsor Locks, CT – Nights and weekends

FF2 Training

Hartford County Fire School – April 1, 2024 through May 29, 2024 (2 Firefighters)

- James Lapierre, Gary Chow
- CT Fire Academy – Windsor Locks, CT

Fire Officer I Training

CT Fire Academy – January 20, 2024 through March 16, 2024 (1 Firefighter)

- Tony Palazhi - **PASSED**
- CT Fire Academy – Colchester, CT

Fire Instructor II Training

CT Fire Academy – March 23, 2024 through May 18, 2024 (2 Firefighters)

- Tony Palazhi, Geoffrey Anderson
- CT Fire Academy – Gales Ferry, CT

FIRE MARSHAL

Inspections by Inspector and Type

Time Period From 03/01/2024 to 03/31/2024

Newington Fire Department								
Inspection Types	2116 Hofmann	752 Regina	2117 Salonia	23999 Sokolowski	0310 Stegmaier	2202 Zadrick	2113 Zordan	Total Insp
Acceptance Testing	2	0	0	0	0	0	4	6
Administrative Tasks	0	3	0	0	0	0	0	3
Blasting - Witness/Follow-	0	0	0	0	0	0	0	0
Complaint/Referral	0	0	0	0	0	0	0	0
Construction/Site Inspection	0	2	0	0	0	0	0	2
Consultation	0	0	0	1	0	0	4	5
Documentation/Annual	0	1	0	0	0	0	0	1
Fire Drill - FMO On-site	1	1	0	0	0	0	1	3
Fire Investigation	0	0	1	1	0	0	0	2
FMO Callout - Code	0	1	0	0	0	0	0	1
Incident Response to	0	0	0	0	0	0	0	0
Inspection - Annual	3	4	1	0	0	3	2	13
Inspection - Certificate of	0	0	0	0	0	0	3	3
Inspection - Dwelling Unit	0	0	0	0	0	0	0	0
Inspection - Every 2 Years	0	0	1	0	0	0	0	1
Inspection - Every 3 years	2	4	3	7	0	5	2	23
Inspection for Liquor Permit	0	0	0	1	0	0	0	1
Notification to FMO	0	0	0	0	0	0	0	0
Permit Application	0	0	0	0	0	0	0	0
Plan Review	0	0	0	0	0	0	6	6
Re-Inspection	6	0	0	4	0	0	0	10
Safe Homes Taskforce	4	0	0	0	0	0	0	4
Special Event	0	0	0	0	0	0	0	0
Special Inspection	0	0	0	0	0	0	0	0
Total	18	16	6	14	0	8	22	84

Projects:

A comprehensive update of major projects is attached.

Staff:

An Administrative Aide II job has been posted and will close on April 12, 2024.

One member of the fire marshal's staff suffered a minor injury while conducting an inspection. The appropriate paperwork was filed with the Town's insurance carrier.

Building Project Updates for Newington Fire

3329 Berlin Turnpike – Sally's Pizza and Shake Shack

- Building (overall)
 - Sprinkler System is in service
 - Fire Alarm System is in service
 - Sprinkler and Fire Alarm controls are located in the mechanical room on the C/D (Northwest) corner of the building
- Sally's Pizza
 - A permit application has been submitted for this project; however, there are a few issues that need to be addressed prior to the building permit being issued. The space still has a dirt floor but is protected by Sprinkler and Fire Alarm.
- Shake Shack
 - The tenant fit-out for this space is complete.
 - Hood suppression system (Ansul) has been inspected and accepted.
 - There are some small punch-list items that have to be done, but generally the Fire Marshal's office is done with the space. The developer has to meet additional criteria for Building/Planning and Zoning prior to be given approval to open.

98 Pane Road – Millyard Luxury Apartments (Building 1 behind Meadow Commons)

- Fire Marshal's office did fire alarm acceptance testing and system has been placed into service. Contractors may be putting system on test while working/cleaning, however, any alarms received by dispatch will be live. Main panel located in electrical room on second floor – annunciator panel located at main entrance.
- Fire Marshal's office also did final walk-through of Building 1 and gave approval to Building to issue CO. There are still outstanding items for Building/Planning and Zoning which will have to be addressed prior to allowing occupancy.
- Fire Marshal's office will notify FD when building is allowed to be occupied by residents. At this time, Property Management Staff are on-site and allowed to give tours to prospective tenants.
- Knox Box has been installed, and several keys and access fobs have been supplied. Knox Box is located adjacent to the main entrance door (Southeast corner of building).

28 Costello Place – Double C Construction (formerly vacant)

- This building will be undergoing significant demolition on the interior. It is currently set up for multiple tenant spaces and will be converted back to a small office space with a large warehouse.
- Fire Marshal's office did inquire with new owner if the FD would be able to conduct training evolutions prior to the demolition work being performed and the owner was amenable.
- Information was forwarded to Deputy Chief Regina.

12D Fenn Road – Haven Hot Chicken

- Fire Alarm System and Kitchen Suppression System (Ansul) have been inspected and accepted. Code for Fire Alarm will be loaded into RedNMx in the event of alarm activation.
- As of 3/25: approval to open was issued by Fire Marshal's office. Building/Health still have outstanding items.

30C Fenn Road – F-45 Training

- Space was completed – fire alarm was inspected and accepted. Certificate of Occupancy issued by Building Department.
- Fire Alarm is common to the entire building and is located in an electrical room in the rear of the building.

730 North Mountain Road – Portuguese Club

- A partial Certificate of Occupancy has been issued for this building. The FMO is complete; however, some equipment still needs to be installed in the lower kitchen for the Health Department to approve. They are allowed to open and hold events in the upper space and use the upper kitchen.
- Fire Alarm and Sprinkler System have been installed, tested and accepted.
- Real estate key box was going to be installed on the building next to the upper kitchen entrance – D side (West). Dispatch has been provided with the code if access is needed.
- Main Fire Alarm panel is in the upper-level kitchen. Annunciator panel is located inside the main entrance.

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
- Administered practical exam for vacant Operator I positions
- Met with Engineering Department to discuss various projects and drainage concerns
- Met with Public Works group to discuss upcoming projects
- Met with the MDC to discuss road repairs for spring road paving schedule
- Met with consultant to discuss SPCC plan for Highway garage

- Met with various departments to discuss upcoming vehicle purchases
- Attended 24-25 CIP Budget Meeting
- Attended DEEP SWAC meeting
- Attended bid opening for Sanitation contracts
- Met with paving contractor to discuss upcoming road pavement schedule
- Attended sanitation bids' opening

Roadway Maintenance

- Continued with litter pickup/graffiti removal town wide
- Highway operators continued with Landfill material processing
- Completed miscellaneous patching of various potholes and topsoil repairs
- Cleared waterways on Connecticut Avenue and Bushy Hill Drive
- Assisted Facilities with cleaning of catch basins at Town Hall
- Assisted the town of East Hartford with Vac All of catch basins
- Began town wide street sweeping
- Completed video camera inspection of drainage pipes on Brook Street and at Clem Lemire
- Worked with outside bid awarded contractor with milling in preparation of spring overlays
- Continued with curb pick up from damage during snow plowing operations
- One (1) after hour call in for the month
- No evictions for the month

Fleet Maintenance

- Mechanics continued with preventive, winter seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Mechanics continued Highway and Park's Department spring services
- Fire Department spring services were started
- Police Mechanic continued with the upfitting of one new administrative vehicle
- Street sweeper services began for our annual street sweeping program
- No after hour call ins for the month

Sanitation/Recycling/Landfill

- Scheduled 120 residential bulk items for collection for the month
- Scheduled 21 condominium bulk items for collection for the month
- Scheduled 17 condo/residential scrap metal items for collection for the month
- 7,537 tons of cumulative municipal solid waste were collected from July to March
- 1,692 tons of cumulative recyclables were collected from July to March
- 111 mattresses/box springs were recycled for the month
- Four (4) televisions collected for the month
- Issued 24 permanent landfill permits and 5 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 4 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 10 permits: 7 Excavations, 3 Driveways
- Reviewed 164 utility clearance notifications (routine and emergency)

Meetings:

Represented the Town/Department at:

- CRCOG Transportation Committee meeting
- Town of Newington Economic Development meeting (engineering, planning, building, fire marshal, assessor)
- Town Council meeting(s), as requested
- Town of Newington CIP/Budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested

- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meeting(s) with residents, businesses, developers and engineers/architects, as requested

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

Reviewed site plans and projects that are still ongoing:

- 712 Cedar Street – Site plan review
- 3333 Berlin Turnpike – Site plan review
- 77-93 Pane Road – Site plan review
- 227 Pane Road – Site plan review
- 35-67-69 Culver Street – Site plan review
- Rock Hole Lane subdivision – Site plan and easement review
- 105 Cedarwood Lane – Re-subdivision review
- 65 Holmes Road – Site plan modification review
- 680 N. Mountain Road – Site plan
- 60 Prospect Street – Site plan review
- 2176-2180 Berlin Turnpike – Site plan review
- 1170 Main Street – Site plan review (Keeney building)
- 2151 Berlin Turnpike – Site plan review
- Peckham Farm Drive subdivision - Plot plan review as needed
- 161 Carr Avenue – Site plan review
- 79 East Cedar Street – Site plan review
- 200 Church Street – Site plan review
- 67 Pane Road – Site plan review
- 250 Cedarwood – Subdivision review
- Lot 17/479/101 Cedarwood – Subdivision review
- Kitts Lane – Concept plan

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, 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 Town of Newington against lawsuits, as needed.

Town Projects - Construction:

- Public Works (LOTICIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue
- 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
- Public Works: Retaining wall on Connecticut Avenue

Town Projects – Design:

- Public Works: Alumni Road and Cedar Street – Intersection improvement plan, summer construction
- Public Works: Garfield Street parking lot: Site improvement 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
- Planning: Garfield Street EVCS grant Project – Preliminary design
- Planning: Garfield Street Town Hall parking area reconstruction project – Preliminary design
- Public Works: 1936-1940 Main Street – sidewalk improvement plan - Design
- Planning (CT Urban Funding Grant): Elm Hill Business District Streetscape – New Britain Avenue – Conceptual design
- Planning: North End Business District Streetscape – Hartford-Stoddard Avenue – Conceptual design
- Public Works: drainage improvements: Parker Avenue neighborhood
- Replacement of the pedestrian bridge over Mill Pond dam
- West Meadow Cemetery drainage improvements
- Public Works: Alumni Road, Maple Hill and Cedar Street – LoTCIP complete streets project
- Parks: ADA accessible route for new playground, Candlewyck Park

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 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
- Engineering: 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
- Public Works: Main Street culvert to Mill Pond drainage and culvert improvements
- Public Works: Timber Lane drainage and culvert improvements
- Public Works: Connecticut Avenue detention pond improvements

Town Survey Project:

Town Project - Other: 14 Hawley Street: Acquire excess DOT ROW for residential use

Town Grant Applications:

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTICIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Town of Berlin & Newington (LOTICIP 2022): Complete Street Project – Rowley Street and 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 and Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)
- Public Works: Camp Avenue – Pavement widening assessment (GM2)

BUILDING DEPARTMENT

Applications and Permits Issued in March:

- A permit was issued at 407 Alumni Road to remove non-load bearing partition walls
- A permit was issued at 79 East Cedar Street to remodel building to accommodate Dunkin location
- A permit was issued at 679 Willard Avenue to install new sump pump
- A permit was issued at Puerta Vallarta, 2385 Berlin Turnpike, to remove and replace entire roof
- A permit was issued to replace signage at the Newington VF at 3164 Berlin Turnpike
- A permit was issued to install non-illuminated signage at 550 Cedar Street
- A permit was issued to install signage at the Brixmor GA Turnpike Plaza at 2985-3017 Berlin Turnpike

Certificate of Occupancies issued in March:

- Commercial occupancy at 22-44 Fenn Road, Hartford Healthcare Rehabilitation Network
- Commercial occupancy at 730 North Mountain Road, Portuguese Club
- Commercial occupancy at 12 Fenn Road - Unit D, Haven Hot Chicken

These are the classes the inspectors took in March:

D. Jourdan:	3/21/24	Bolton	2021 IBC Means of Egress	6 hrs
K. Kilkenny:	3/7/24	IAEI Middletown	Kidde Smoke Alarms & Variable Speed Drives	2 hrs
	3/19/24	Rocky Hill	Wall Bracing & Egress Windows	2 hrs
	3/23/24	Wallingford NECA & Local 90	Cont. Education for Electricians	4 hrs

Building Department inspection activity for the month of March was as follows: The Inspectors completed a total of 170 Inspections. They were: A/C Install (1), Above Ceiling (4), Alarm (1), Boiler (1), C.O. (3), Electrical (18), Final (95), Footings (1), Foundations (1), Framing (6), Gas Line (5), Hood (1), Inspection-property (2), Insulation (7), Mechanical (2), Plumbing (1), Rough (19), Site Visits (2).

The total number of Building/Renovation Permits issued/applied for the month of March was **164** producing a total permit value of **\$3,487,135.**

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	20	1,398,521.00
DECKS	3	185,750.00
DEMOLITION	0	0.00
ELECTRICAL	47	678,270.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	2	23,900.00
MECHANICAL	30	361,056.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	13	86,200.00
POOL	3	57,256.00
ROOFING/SIDING	31	455,881.00
SIGN	3	24,900.00
SOLAR	12	215,401.00
TENT	0	0.00
OTHER	0	0.00
TOTAL	164	3,487,135.00

The total Building income fees received in the month of March were **\$40,084.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$315.00, Environmental \$60.00, Conservation \$0.00, Copies \$33.50, Zoning Board of Appeals \$260.00, Driveway/Excavation \$3,775.00, Engineering copies \$0.00. The other total income is \$4,443.50.

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

	<u>2024</u>	<u>2023</u>
Value of Permits issued for March:	\$3,487,135.00	\$7,491,433.00
Fees for Permits issued for March:	\$40,084.00	\$84,226.00
Other income Fees for March:	\$4,443.50	\$3,332.00
Building Permits Issued for March:	164	220

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

2023-2024		2022-2023	
Value	Permit Fee	Value	Permit Fee
\$32,709,760	\$375,932	\$88,368,754	\$986,405

HUMAN SERVICES

- Youth Program Coordinator Manion hit the ground running in meeting contract youth staff, working with former Coordinator Huggard to learn the background and existing protocols of youth programs, meeting the youth and quickly establishing rapport with same, updating our database for required data reporting to DCF due 4/26/24, and facilitating one ALP program and two SCORE programs along with contract staff at the challenge course and two additional SCORE trips. Planning for Summer 2024 Summer Youth Adventure schedule was started with Rik Huggard (continuing part-time) sharing past practices with new Program Coordinator Manion.
- **One of our program mentors provided outstanding assistance to our programs:** One teen mentor, a former SCORE participant, has grown tremendously in the first month of her role as a mentor. At first, this mentor was just happy to be part of the program and acted as a participant with the middle school students. Beginning every trip, the staff made sure that everyone introduced themselves and that the mentors stated that they were mentors. By the fourth trip, the staff saw the maturity that had developed in this mentor. During this trip, the mentor was very patient with one of the middle schoolers who was struggling to get moving on a hike. She stayed with the younger youth and kept encouraging the student to continue the hike. Staff members all acknowledged this mentor's growth, patience and maturity. Staff shared these observations with mentor's mother; both mentor and mom were pleased to receive this positive recognition of mentor's performance.
- Coordinators Hendrickson and Manion represented the department at the Newington High School Career Fair. They shared information with students about Human Services, possible related careers, and program, volunteer, and mentoring opportunities.
- Youth Services Coordinator Hendrickson attended six continuing education webinars required for her licensure; facilitated QPR training for Newington School's counseling staff, and a MH101 training for library staff with a focus on how to recognize potential Mental Health issues of patrons and how to interact in ways to avoid escalation of negative responses by patrons.
- Coordinator Hendrickson and Social Worker Smith supervised our student intern, Dewayne Mitchell of CCSU. He is nearing the completion of his year-long internship with us and has shown much growth and competence. He facilitated a pro-social group with NHS students addressing how to communicate feelings, ways to treat friends with kindness, and manage conflict within a peer group. There were some group challenges which our student was able to respond to, change direction with group, offer support to all group members, and then process same in supervision.
- We continued preparing for our annual volunteer recognition luncheon to be held on May 1st. We will be highlighting the efforts of NHS students who coordinated Stuff a High School donating close to 500 gifts for young people in our community; Turkey Trot organizers who gathered to Walk/Run/Bike and collect food and cash donations in excess of \$5,000; a good-bye to longtime volunteer who was integral in the formation of a weekend backpack program whose mission was to supplement family food supplies on the weekends when the children did not have the benefit of free/reduced lunches, and last but not least, five volunteers who have contributed an outstanding number of hours and organizational skills to the food bank.
- We received assistance with 154.5 volunteer hours.
- We assisted seven households with special assistance requests: five oil and two rent.
- Adult casework services typically offered by caseworker Pierson are being offered by Financial Casework Coordinator Wassik and Director LaBrecque due to Caseworker Pierson out on maternity leave.

See case example: *75-year-old elderly woman was involved in an automobile accident a few years ago which has compromised her physical health and ability to complete her Activities of Daily Living. On top of her physical limitations and pain, she also experienced an incident with her adult son who resided with her in her apartment. A serious physical altercation occurred in her home between her medical provider and her adult son. As a result, he was arrested in her presence. The department received a referral and Newington Police Report and reached out to her, as we had worked with her for years. Social Worker Wassik discussed her emotional/counseling, food and home care needs. She expressed*

her emotional pain over the incarceration of her adult son. Social Worker conducted a home visit as a wellness check and completed an application to pursue home care. Social Worker assisted her in extensive interview with a Social Worker from CCC answering many background questions. Her physical needs for assistance were assessed, and it was determined that her application for homecare looked favorable. The CCC Social Worker sent in her application and explained that the Department of Social Services will follow up and will request a number of documents for this application. This elderly woman withdrew her application for assistance several times in the past but was able to agree to follow through this time with the combined support of Human Services Social worker and CCC worker. Human Services Social Worker will assist her in obtaining documentation required for this application. The department will continue to offer ongoing support as she deals with the trauma of her son being incarcerated.

March 2024 Statistics

Selected Programs	FY 23-24 Total This Month	FY 23-24 Total Last Month	FY 23-24 Cumulative Total YTD	FY 22-23 Cumulative Total YTD
Youth & Family Counseling Cases	20	12	58	62
Clinical Presentations	2	3	0	0
Youth & Family Service Hours	29	24.5	72.25	118
JRB Cases:	11	10	39	30
JRB Hearings:	4	2	9	7
JRB Service Hours:	28	18.5	60.25	150
Positive Youth Development	121	0	904	845
Community Service	2	3	11	4
# of Hours Completed	50	100	74	111
Challenge Course: Adult	0	0	0	0
Youth (outside)	0	0	60	101
Information and Referral	No longer reported			
Social Casework Cases	94	133	968	466
Under 55 =	25	34	261	111
Under 55 Disabled =	14	24	116	71
Over 55 =	53	75	623	284
Social Casework Service Hours	173.5	203.75	1,265	1,130
Food Bank Household Visits	161	165	1,338	1,124
# Bags of Groceries Distributed	1,311	1,469	9,921	11,996
Mobile Truck	251	156	3,176	1,431
Special Needs	7	14	64	83

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center was open daily from 8:30 am to 4:30 pm and was busy with daily activities and special March programs including Aging in Place: How to Remain in Your Home, Shopping with the Dietician, LiveWell Brain Fitness, Move Your Mind, and a spring card making class.
- AARP Tax Preparation has been fully booked with appointments. Additional appointment slots were added to accommodate the demand.
- The Hartford Marathon Foundation presented on How to Walk a 5K with the goal of walking in the Lucy Robbins Welles Library Road Race in May.
- Reporter Mark Jahne of Newington Life visited the Center and spoke to staff and members with the intent of writing an article for a future publication.
- CCSU Student Intern Maddie has facilitated the Corn Hole, Neurocize and Coffee, Coloring and Conversation programs as well as serving lunch and spending time in each of the departments.
- The Center was notified by the Community Renewal Team (CRT) that funding has been severely decreased and will result in cutbacks to the Meals on Wheels' and Congregate Lunch programs. The Center is committed to continuing to provide the same level of service and began the process of securing funding and donations, including requesting the use of ARPA funding from the Town and Senior Center.
- The volunteer gift shop sales were \$935 for the month of March. Coffee shop sales were \$553 for the month.
- Winner, Winner Chicken Dinner and Downeast Clambake trips are sold out. The Committee continues to plan out the rest of the year, and tickets will go on sale as trips are confirmed.
- We continue to 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 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 through Friday. A crew of 4 to 5 volunteers serve hot lunches to an average of 30 to 50 members daily.
- Those who cannot participate in the congregate lunch program due to health concerns or lack of transportation have been offered the option of receiving Meals on Wheels. In February, volunteers delivered Meals on Wheels to 52 households Monday through Friday. Recipients are eligible to receive weekend meals if requested. Volunteers deliver an average of 1,200 hot 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.
- Dial A Ride is open for all regular in-town services. In March, the two Dial A Ride drivers (with subs as necessary) completed 707 trips for 2,912 miles and 306.25 hours.
- Maria Zayas, Eligibility Program Coordinator, began employment on March 4th. She attended online trainings for the Energy Assistance and Rent Rebate programs. Previous Coordinator Karen Halpert provided additional training.
- Facilities:
 - The window project is on hold, and Facilities is taking measures to have it finished.
- The Director and Program Coordinator were granted extensions in their roles as Acting Town Manager and Acting Senior Center Director, respectively.
- The Commission on Aging and Disability met in March and welcomed new commissioner Edward Noivo.

PARKS AND RECREATION

Recreation Division

- The Youth Basketball Program concluded on Saturday, March 2nd with Championship Saturday. The highlight of the weekend was the Free Throw Contest, in which 39 Newington Youth Basketball players participated. Two players emerged as winners of the grand prize, each receiving a Paige Bueckers' autographed basketball.
- The Men's Basketball League ended on Wednesday, March 6th with Thomas House Painting emerging as the champions.

- The Department hosted two weekend Men's Volleyball Tournaments on Saturday, March 9th and Saturday, March 30th, at the Mortensen Community Center. Both events were successful, and we anticipate more organizations will seek to utilize our facilities in the future.
- Spring swim lessons began on March 13th, with sessions scheduled for Monday and Wednesday nights. Over 60 participants are currently enrolled for the spring session.
- The Department has initiated the hiring process for lifeguards for the 2024 summer season. We have extended offers for 8 new guard positions and will be organizing another lifeguard training opportunity at the beginning of April.
- The Creative Playtime Preschool Program is currently accepting registrations for the 2024-2025 school year. Monthly Open Houses have attracted 15 new families to tour our preschool classroom. We plan to continue offering these events throughout the spring and summer.
- Planning is underway for Summer Sunshine, our camp program catering to preschool-aged children. We are in the process of hiring staff and scheduling special events for the upcoming summer program.
- Preparations are in full swing for the June special events at Mill Pond Park. Thursday, June 13th will feature Newington Goes Country, followed by Food Truck Friday on June 14th. Currently, we have secured 16 food vendors for each event.
- Plans are in motion for the 42nd Anniversary of the Life. Be in it. Extravaganza, scheduled for Saturday, July 20th. Events will take place Wednesday, July 17th through Saturday, July 20th at Mill Pond Park.
- The Department has planned 32 concerts for the upcoming summer season. The concert locations will be split between Mill Pond Park and the Municipal Parking Lot.
- Recreation Supervisors attended the Newington High School Career Fair to inspire future professionals on the field of Parks and Recreation, while also introducing to them the upcoming seasonal positions we have available.
- Preparations have begun for the 2024 Summer Program Guide. Recreation Supervisors are contacting program instructors to finalize details in the Guide. This Program Guide will be 32 pages long.

Parks, Grounds & Cemeteries Division

- Parks & Grounds staff completed renovation of bathrooms at Clem Lemire's concession building.
- Tree work in West Meadow Cemetery was completed, and spring cleanup is underway.
- The Goosinator continues to be used to disperse Canadian geese from the parks.
- With winter appearing to wind down, plow trucks and sanders are gradually being cleaned for the season and stored.
- Annual spring cemetery decoration clean-up began, as scheduled, on March 15th. Decorations are labeled and placed on the shelf at the Parks facility and can be collected by families.
- The Library grounds' cleanup was completed in mid-March. Pruning of the arborvitae will be completed later this spring.
- Preparation for spring field painting is underway.
- Trash barrels have been placed within parks this month, and porta potties were installed just before April; ready for spring sports and pavilion rentals.
- Nets on batting cages at all ballfields were installed this month.
- Town Hall, Library, and Police Department spring cleanup and first mowing are complete.
- High School ballfields are ready for season openers. Outfield fence at varsity softball field has been installed.

Cemeteries: 10 Singles, 3 Doubles, 3 Ash, 1 Disinterment, 15 sales

Overtime: 33.5 hours, \$1,608

Tree Warden

- Parks staff pruned trees along road in West Meadow Cemetery.
- Parks staff removed failing trees in West Meadow Cemetery.
- Parks staff removed fallen tree on right-of-way behind 114 Candlewyck Drive.
- Parks staff removed hazardous branches at Center Cemetery.
- Parks staff picked up branches at all parks and town facilities.
- Parks staff continued tree removal at Highway garage.
- B&M Tree Service removed failing trees on the corner of Kenlock Street and Main Street.

LIBRARY

- The Library Board of Trustees continued planning for its annual fundraiser, the Newington Library 5K Challenge Road Race that will be held on Sunday, May 19, 2024. Online registration opened in February, and the paper registration forms have been printed and are now available at the library to be downloaded from the library's website. The proceeds from this race are used by the Library Board to make improvements to the building, furnishings and insure the future of the library.
- The Friends of the Library were very busy preparing for their spring book sale that will be held on May 3rd, 4th & 5th at the Newington Senior and Disabled Center. The Book Sale volunteers do an amazing job sorting and organizing all of the donations to prepare for this 3-day sale.
- Kayla Hendrickson from the Human Services Department attended our monthly staff meeting. Kayla gave a presentation on mental health to staff members and led a discussion to address the staff's questions and concerns. This was an extremely informative and useful session where staff was able to talk freely about their experiences and received guidance and tools to assist with some of the challenging situations they are dealing with.
- The Children's Department staff offered 36 programs to 1,019 children and their caregivers. Staff continued with school visits from Ruth Chaffee students. Staff loves to greet the children as they enter the library. The students visit the library before it opens and enjoy having the place to themselves. They especially enjoy being able to pick out a book and check it out themselves. Teens were offered four programs during the month, and 29 teens participated. Programs included a *Teen Pokemon Trading Card Game Night*, *Pom Pom Cactus Grab and Go*, and a *Newington High School Book Club Discussion*.
- Adults were given a variety of programs to choose from during the month of March. Nineteen programs were attended by 414 adults. The *Movies @ the Library* program featured the film *My Sailor, My Love*, *Page Turners*, an evening book discussion group met to discuss *The Reading List* by Sara Nisha Adams, and the daytime *Brown Bag It with a Book Discussion* talked about the book *Deacon King Kong* by James McBride. Highlights of other programs included *A Proper Pairing: Great Britain's Famous Chocolatiers and Tea Pioneers*, a *Virtual Disney Trivia Night*, a *Critter Crochet program* and *The Good, the Bad, and the Ugly of Solar and Your Energy Bill* program. The month was rounded out with *Grab & Go* coloring pages and puzzle packets and *Spice It to Go* kits.
- Total circulation was 23,110. Circulation of digital materials was 3,595. Total number of people that entered the building was 10,181. There were 37 curbside service transactions processed. Staff processed and pulled 1,766 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,824 reference questions during the month. Meeting room and study room space were used 164 times. Volunteers and staff delivered 121 items to our homebound patrons. Staff offered tech help 229 times to patrons. Online resources that were popular this month included *A-Z World Travel*, *Ancestry*, *Value Line*, *Consumer Reports*, and *PebbleGo Animal* databases.
- In technology news, Teen Librarian Sarah Riordan and Digital Services Librarian Michelle Patnode joined forces to host *HTML Coding 101*, a new program offered to teens and adults this month. A new vendor for the people counting system was selected, and an upgrade to our self-check system was placed.
- In personnel news, two library pages and a substitute librarian turned in their resignations. All of these staff members moved to full-time positions in their respective fields. Assistant Director Karen Benner, Head of Community Services Michelle Royer, Head of Reference Jennifer Hebert and Business Manager Karolyn McLain attended the *State of the Town* address held at the Newington Senior and Disabled Center.
- In facilities news, new study tables were delivered for the Quiet Reference Area. HVAC work was done in the first-floor mechanical room to replace a broken exhaust fan. The project was smooth and completed within a few days with minimal disruption to staff and library operations.

TOWN CLERK

- There were 50 transfers during March, for a total of \$11,609,659.00 in sales. State conveyance tax collected was \$88,959.74; Town conveyance tax collected was \$28,924.15.
- There were eight (8) residential sales over \$400,000. One Residential sale of \$812,459.00.

- There were 278 documents filed on the land records during March, including 77 mortgages, 85 releases, 18 probate certificates and 6 liens. 94 of these documents were electronically recorded, bringing in revenue of \$8,581.00.
- Staff certified and issued 328 vital records (birth, marriage, and death certificates). Twenty-four burial and 18 cremation permits were issued. Six marriage licenses were issued.
- Fifteen Notary Public commissions, two liquor permits, and nine trade name certificates were catalogued.
- During March, the Town Clerk's staff issued 16 landfill permits for the Highway Department.
- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record auditor must carefully examine the land record indexes noting in writing any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library, which was completed at the end of the month.
- We issued 130 absentee ballots for the Democratic Party and 91 absentee ballots for the Republican Party in the month of March for the Primary being held on April 2, 2024.
- Swore in Chief of Police Christopher Perry on March 25, 2024.

DATA SUMMARY - March 2024				
	<u>March-23</u>	<u>March-24</u>	<u>FY22/23 to Date</u>	<u>FY23/24 to Date</u>
Land Record Documents	389	278	3,404	3,186
Dog Licenses Sold	29	18	872	750
Game Licenses Sold	81	80	238	214
Vital Statistics				
Marriages	7	7	142	137
Death Certificates	35	33	339	282
Birth Certificates	26	22	233	196
Total General Fund Revenue	\$ 70,216.41	\$ 44,950.95	\$ 571,410.79	\$ 504,524.68
Town Document Preservation	\$ 1,083.00	\$ 913.00	\$ 11,046.00	\$ 10,214.00
State Document Preservation	\$ 2,368.00	\$ 1,848.00	\$ 22,056.00	\$ 20,160.00
State Treasurer (\$36 fee)	\$ 10,476.00	\$ 7,956.00	\$ 92,592.00	\$ 88,704.00
State Treasurer (\$127 fee)	\$ 4,572.00	\$ 2,794.00	\$ 36,703.00	\$ 31,115.00
State Treasurer (\$110 fee)	\$ 2,200.00	\$ 2,530.00	\$ 32,560.00	\$ 29,810.00
LoCIP	\$ 873.00	\$ 663.00	\$ 7,716.00	\$ 7,392.00
State Game Licenses	\$ 381.00	\$ 163.00	\$ 1,477.00	\$ 935.00
State Dog Licenses	\$ 225.00	\$ 198.00	\$ 6,078.50	\$ 5,706.00
Dog Licenses Surcharge	\$ 82.00	\$ 56.00	\$ 2,146.00	\$ 1,828.00
Marriage Surcharge	\$ 170.00	\$ 204.00	\$ 2,244.00	\$ 2,346.00
GRAND TOTAL	\$ 92,646.41	\$ 62,275.95	\$ 786,029.29	\$ 702,734.68

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

- Completion of 88 formal requests for service
- Continued work on the computer implementation, deploying and troubleshooting
- Replaced faulty printer in Town Clerk's Office with new print device
- Installed and configured new copier for Finance, Town Manager, and Copy Room
- Modified RequestTracker configuration
- Configured, tested and deployed spare dispatch PC for resiliency
- Continued work on Police Department traffic camera project bringing on cellular based camera solution
- Migrated Town wireless authentication solution and upgraded to latest software version
- Upgraded Town wireless monitoring solution to latest software version
- Upgraded Town firewall to latest firmware version for security mitigation
- Upgraded firewall logging and management appliances to latest firmware version
- Deep dive and resolved issue with Public Library RFID tracking software
- Configured MDT for SRO and implemented MFA for compliance
- Assessor CAMA system update and creation of procedure for future updates
- Performed MUNIS import test with candidate PD scheduling software
- Worked with Tax Collection software vendor to fix website issue
- Worked with Town A/V vendor to correct setup in Helen Nelson and Council Chambers
- Continued work on new GIS mapping portal for public access
- Setup and tested Town Hall Multi-purpose room for Town Council hybrid meeting
- Configured laptops for Registrar of Voters to use for early voting

PLANNING AND ZONING

Town Plan and Zoning Commission – Meeting scheduled on 3/13/24:

Applications Continued to Next Meeting:

Petition 2-24: Site Plan Approval for Construction of a 3,000 Square Foot Contractor's Garage and Office in the Industrial Zone (I Zone) at 161 Carr Avenue. Applicant/Owner/Contact: James Campbell

Petition 4-24: Site Plan Modification at 67 Pane Road for a Contractor's Equipment Sale/Service use in the PD Zone (Planned Development Zone). Applicant: BSC Group Inc., Owner: Pane Road 67 LLC, Contact: Frank Vacca

Meeting Scheduled for 3/27/24:

APPROVED WITH CONDITIONS:

Petition 2-24: Site Plan Approval for Construction of a 3,000 Square Foot Contractor's Garage and Office in the Industrial Zone (I Zone) at 161 Carr Avenue Applicant/Owner/Contact: James Campbell.

Petition 4-24: Site Plan Approval for Modifications at 67 Pane Road in the PD Zone (Planned Development Zone). Applicant: BSC Group Inc., Owner: Pane Road 67 LLC, Contact: Frank Vacca.

Partial Site Plan Acceptance and Bond Request for the Approved Petition 23-21 at 3333 Berlin Turnpike. (Partial Site Plan Acceptance and Bonding Request for 96-100 Pane Road - Residences at Newington - Residential).

APPLICATIONS SCHEDULED FOR PUBLIC HEARING 4/10/24

Petition 1-24: Special Permit (Sec 6.2.5) for a Free Standing Business Sign at 240 Pane Rd in the PD Zone (Planned Development Zone). Applicant: Sign Pro Inc., Owner: SCHUCO USA LLLP, Contact: Kristine Braccidiferro.

Petition 3-24: Re-Subdivision at 250 Cedarwood Lane and 2295 Berlin Turnpike in the R-20 Zone (Residential Zone) and the B-BT Zone (Business-Berlin Turnpike Zone). Applicant: Raymond Fairez, Owner: Thomas A. Leith, Contact: Raymond Fairez.

Petition 5-24: Special Permit for a Rear Lot (Sec. 3.4.9) at 204-208 Church St. in the R-20 Zone (Residential Zone). Applicant and Owner: PAC Property Management LLC, Contact: Donald Pac Jr.

Petition 6-24: Re-Subdivision at 204-208 Church Street in the R-20 Zone (Residential Zone). Applicant and Owner: PAC Property Management LLC, Contact: Donald Pac Jr.

CONSERVATION COMMISSION – Meeting Scheduled for 3/19/24:

APPLICATIONS APPROVED WITH CONDITIONS:

Application 2024-01: To Modify Wetland Permit 2021-18 for the Construction of a 14' X 22' Building Addition within the URA (Upland Review Area) at 72 Welles Drive North. Applicant/Owner/Contact: Jason Deren.

Application 2024-02: For the Construction of a 48' X 60' Industrial Building and Drainage Infrastructure within the URA (Upland Review Area) at 161 Carr Avenue. Applicant/Owner/Contact: James Campbell.

ZONING BOARD OF APPEALS – Meeting Scheduled for 3/7/24: Meeting held for election of officers and minutes approval.

OPEN SPACE COMMITTEE – No meeting scheduled in March.

ECONOMIC DEVELOPMENT COMMISSION – No meeting held in February.

AFFORDABLE HOUSING MONITORING AGENCY – No scheduled meeting for February.

TOWN PLANNER/ ZONING OFFICER ACTIVITIES:

Issued **18** Zoning Permits for various projects in town.

Received 101 questions and/or complaints (via emails, phone calls, Civic Plus, in-person etc.) about zoning regulations, blight complaints, and property information.

Performed 30 inspections for zoning and/or blight complaints. The following items were issued; 7 zoning notice of violations and 1 blight notice of violation warning.

Performed 1 wetland inspection.

Removed 70 illegal signs from the Town R/W.

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.

2300 Berlin Turnpike
2640 Berlin Turnpike
3384 Berlin Turnpike
241 Cedar Street
28 Costello Place
156 Dewey Avenue
30 Elmwood Court
15 Highland Street
705 North Mountain Road
311 Orchard Avenue

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of March. AkitaBox allows us to quantify our preventative maintenance tasks as well as work order requests. We completed a total of 127 work orders and tasks this month. We completed 30 preventative maintenance tasks, and the team responded to and completed 92 reactive work orders. Of the 92 reactive work orders, 33 were calls for service from outside the Facilities Department. 50 of the 92 reactive work orders were handled/completed in less than 1 day from request.

Town Hall: (41 PM tasks and work orders completed)

- Multiple calls for room set up for different events/meetings
- Replaced burner induction motor on RTU-1
- Multiple calls for heat, key fobs, physical keys, and paper deliveries
- Multiple door adjustments to closures and to locking mechanisms
- Built stairs at shop for easy access to storage
- Drainage lines jetted and cleaned
- Added missing trim to vestibule doors in Parks and Recreation entrance

Library: (21 PM tasks and work orders completed)

- Planning continued for adding people counter; multiple meetings; products ordered
- Exhaust fan for entire first floor down –
 - Fan replaced
 - Balancing of new system required and being worked on, to be completed sometime in April
- Took apart old furniture and discarded to make room for new pieces of furniture
- Brick repointed around second floor window facing Cedar Street
- Missing window locks replaced
- Another gable vent blocked off and birds evicted
- Fixed door to overnight book drop box
- Replaced three window blinds in the three study rooms

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

- Repaired reconnected down spout to gutter
- Assisted Highway Department with our camera snake
- Replaced backup batteries for fire alarm
- Multiple heating requests
- Multiple door adjustments and repairs
- Completed yearly preventative maintenance of 30 overhead doors

Grounds Maintenance: (9 PM tasks and work orders completed)

- Completed yearly preventative maintenance of 16 overhead doors
- Completed window trim replacement of rotted window trim
 - Will need to paint new trim when weather gets a little warmer
- Investigation into power issues continues
 - Eversource engineers are working on a solution
 - Frontier has deemed poles to be unsafe and wants to replace them as soon as possible; we are trying to coordinate both solutions at once
 - Ongoing – Eversource engineers still looking into the solution
 - Multiple meetings conducted in January plans underway
 - New poles installed; Eversource to replace wires in early March
 - **Delay caused by Eversource has been due to trouble obtaining permission from a resident to work on the driveway/back entrance to Parks garage**
- Put screens over three large gable vents on main building and evicted birds

Historical Properties: (13 PM tasks and work orders completed)

- Kellogg-Eddy - 13
 - Main electrical panel upgrade completed
 - Multiple circuits added
 - Generator Quick Connect added to panel
 - Repaired and installed broken storm window, added weather stripping to basement door
 - Moved HVAC equipment to store at shop
 - Exterior window trim repaired
- Kelsey House 0
 - Parts ordered for Generator Quick Connect

Senior and Disabled Center: (18 PM tasks and work orders completed)

- Added correct key tumblers to back door locks
- Added two wall pack lights to walkway between Senior Center and Housing Authority building
- Investigated grounding options for radio project
- Hung window blinds in the gym
- Added wall slat board and hooks for better storage
- Multiple requests for paper/HVAC adjustments

Police Department: (11 PM tasks and work orders completed)

- 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
- Rewired irrigation box that was disconnected for drainage project
- Multiple calls for paper
- Ceiling tiles - replaced old or stained
- Added FRP board to custodian's slop sink in the closet
- Painted all of the holding cells walls and benches, painted cell ceilings of three cells that had stains
- Painted ceilings of three holding cells

Administrative Projects:

- Solar wrapping up at Senior Center; all racking and connections have been completed; waiting for final building inspections and commissioning testing
 - Senior Center not live yet, planned to go live in January
 - Investigation started into power supply issues to the building; power is dropping when large equipment turns on; Verogy believes the lines feeding the building are undersized
 - Eversource and Frontier working to replace poles and main service line sometime within the next 4-6 weeks
 - PTO submitted to Eversource on 12/20--2 weeks for response--going on week 6
 - PTO issued final engineering testing conducted by Verogy
 - Should be 100% in March
 - **Final inspection by town Building Department scheduled for April 2nd**
- Planning started for Parks garage salt shed; plan to relocate on property
 - Two of our on-call architect firms to present proposals for feasibility study
 - **Reviewed proposals and selected one firm and released to start studies**
- Planning for next grant for our historical properties; Kellogg-Eddy needs siding repairs, painting (exterior), and stone wall/foundation slab repairs
- Generator upgrade/replacement for Senior and Disabled Center
 - Contractor released 10 to 12-month lead time
- Planning continued for HVAC RTU replacement at Police Department
 - Architect and engineer selected for HVAC replacement and roofing replacement
- Canopy project meetings and reviews of plans and documents
 - Opened up for public bid on 3/28
- Planning started for silo demo at Parks and Grounds garage

ADMINISTRATIVE SERVICES

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

- Continued meetings re: new town EOC, and data collection for EOC project
 - Attended 3/26 Town Council Meeting re: same
- Attended 3/12 Town Council Meeting and Public Hearing re: Budget
- Toured DOT Operations Center
- Organized Town Council Rules of Procedures meetings and revised document
 - Attended 3/26 Town Council meeting re: same
- Attended CRCOG Municipal Services Committee
- Received sanitation bids
- Continued meetings re: senior center windows
- Attended Town Hall canopy meetings and pre-bid walk through
- Attended Annual State of the Town
- Reviewed and scored Town Center Plan RFP responses
- Continued meetings re: security needs for Town buildings
- Attended CONPELRA Managing Mental Health Risk training
- Attended CTCMA meeting
- Organized new meeting for Library Renovations/Additions PBC