

TOWN OF ROCKY HILL ANNUAL REPORT

2023 – 2024



761 OLD MAIN STREET, ROCKY HILL, CT

CONTACT INFORMATION

MAIN NUMBER: (860) 258-2700

DEPARTMENT PHONE NUMBERS

AMBULANCE (routine calls)	(860) 258-7613	HUMAN SERVICES	(860) 258-2799
ASSESSOR	(860) 258-2722	LIBRARY	(860) 258-7621
BOARD OF EDUCATION	(860) 258-7701	MAYOR	(860) 258-2740
BUILDING	(860) 258-2733	PARKS & RECREATION	(860) 258-2772
ECONOMIC DEVELOPMENT	(860) 258-7717	PLANNING & ZONING	(860) 258-2766
EMERGENCY MANAGEMENT	(860) 258-7694	POLICE (non-emergency)	(860) 258-7640
ENGINEERING	(860) 258-2766	REGISTRAR OF VOTERS	(860) 258-2715
FACILITIES	(860) 258-2772	SENIOR SERVICES	(860) 258-2786
FINANCE	(860) 258-2716	TAX COLLECTOR	(860) 258-2717
FIRE	(860) 258-7603	TOWN CLERK	(860) 258-2705
HEALTH DISTRICT	(860) 258-2770	TOWN MANAGER'S OFFICE	(860) 258-2700
HIGHWAY/SANITATION	(860) 258-7709	VITAL STATISTICS	(860) 258-2705
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TOWN COUNCIL

In November 2023, the Mayor and Town Council members were elected. The members listed below will be in office until the election of 2025.

Lisa Marotta, Mayor (Republican)

Allan Greenspan, Deputy Mayor (Republican)

John Emmanuel (Democrat)

Jeffrey Levine (Republican)

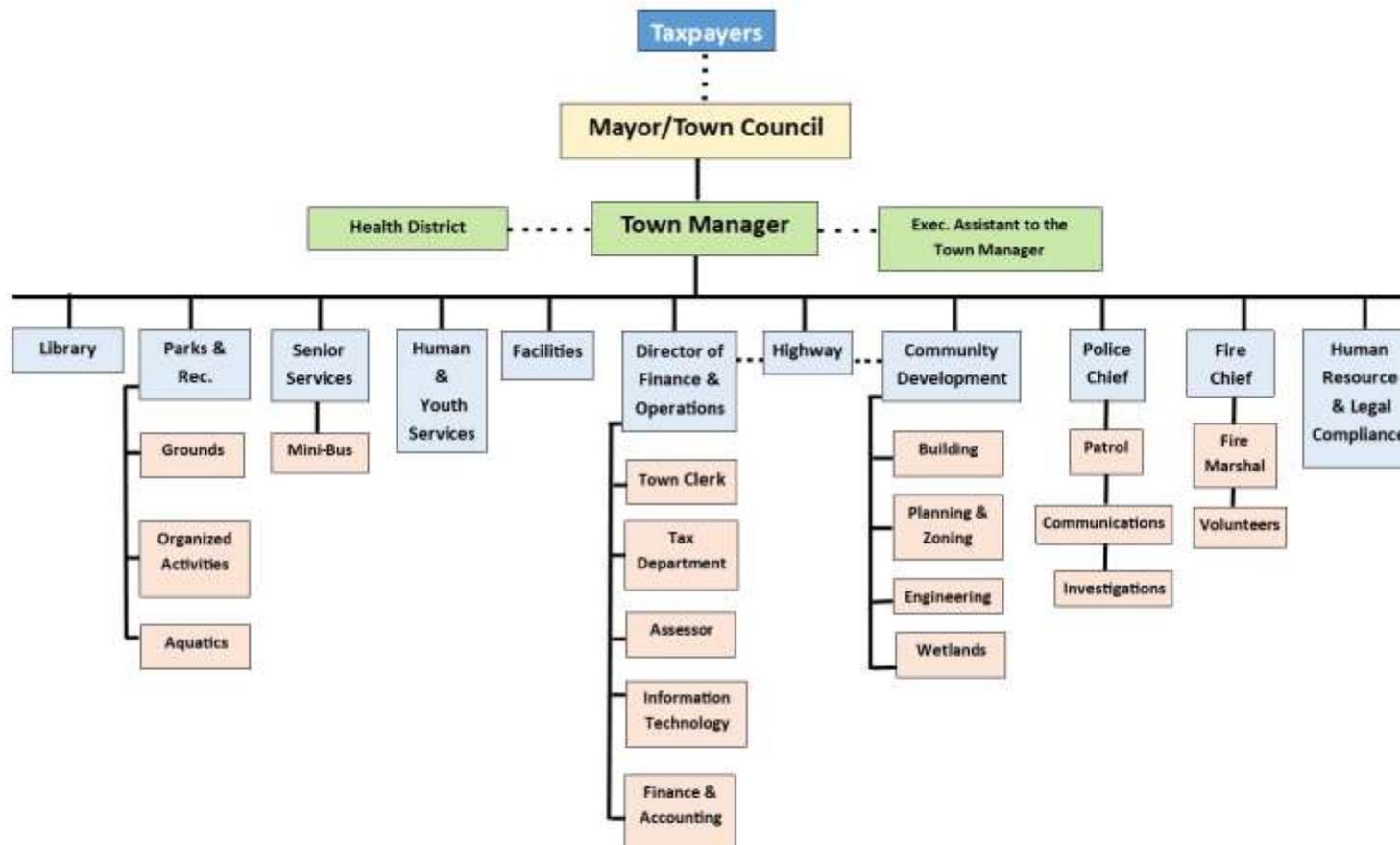
William O'Sullivan (Democrat)

Pankaj Prakash (Republican)

David Sevigny (Republican)

Miriam Lifshitz-Theroux (Democrat)

Francis Whelan, III (Republican)



MAYOR'S MESSAGE

LISA MAROTTA, MAYOR
LMAROTTA@ROCKYHILLCT.GOV
(860) 258-2740

Fellow Residents,

Fiscal Year 2023–2024 was a year defined by impact, collaboration and strategic vision. We made meaningful progress on long-term goals while delivering projects and programs that benefit our community today. I'm proud to share highlights of the incredible work done across all sectors of town made possible by our Town Manager, Finance Director, directors and their departments, elected officials and a community of incredible volunteers.

Economic Development, Redevelopment & Revitalization

This year, we laid the foundation for sustained growth and opportunity. The Town created an *Affordable Housing Committee* to guide advocacy, oversight and updates to our 2022–2027 Affordable Housing Plan.

We reaffirmed our commitment to redevelopment and revitalization through key projects:

- Environmental assessment work began for the scenic riverfront property at 35–55 Evans Road;
- Redevelopment planning was initiated for Rocky Hill Community Farm preserving and transforming valuable open space.

In partnership with the Middlesex County Chamber of Commerce Economic Development Consortium, we explored new avenues for smart growth and business development.

At the Community/Senior Center, we celebrated the opening of *The Landing*—a unique, senior-run gift shop that embodies the power of multigenerational engagement.

Savings, Infrastructure & Sustainability

Our focus on infrastructure, energy efficiency, and sustainability continued with major strides:

- A town-wide energy conservation project will bring \$2.4 million in lighting and mechanical upgrades, funded in part by Eversource incentives and long-term energy savings;
- The Griswold Middle School Roof Project moved forward with a construction bid award, supported by \$1.8 million in Town funding and a projected 42.14% state reimbursement.

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MAYOR'S MESSAGE (continued from previous page)

We secured grants to enhance housing and agriculture:

- A \$2 million Small Cities grant will support rehabilitation at Willow Road Housing Authority;
- A barn on Rocky Hill Community Farm to support agricultural education is underway thanks to DECD funding.

Recreation facilities also saw growth:

- Six new pickleball courts were approved for Elm Ridge Park;
- Planning began for a youth cricket field at Maxwell Park.

We joined the Sustainable CT Community Building Resilience Workshop, positioning our town to better align planning, budgeting and conservation efforts.

In a big step toward environmental leadership, we launched a food scraps drop-off program at the Transfer Station, turning organic waste into clean energy.

Taxes & Affordability

In 2023, the Town conducted a required property revaluation, which allowed us to lower the mill rate despite a competitive housing market.

To promote fairness and affordability:

- New ordinances standardized the valuation of personal property;
- We expanded property tax relief for 100% disabled veterans, tripling the benefit limit;
- Two new ordinances were passed to support our farmers:
 - An additional exemption for farm machinery;
 - A new exemption for farm buildings.

Public Safety

Public safety remained a top priority:

- 50 license plate reader cameras were installed at 31 locations with ARPA funding, improving community security;
- We welcomed Police Chief Brian Klett and named Fire Chief Mike Garrahy as our new Emergency Management Director.

Together with the Town of Wethersfield, we were awarded a federal Safe Streets for All (SS4A) grant to begin comprehensive planning for the Silas Deane Highway corridor. This includes traffic studies, public engagement and design planning to increase safety and support future business development.

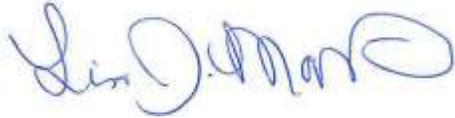
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MAYOR'S MESSAGE (continued from previous page)

Looking Ahead

As we move forward, we do so with clarity of purpose and confidence in our path. Rocky Hill remains a vibrant, resilient, and future-ready community – thanks to the dedication, collaboration and hard work of so many across our town.

Yours in partnership,

A handwritten signature in blue ink, appearing to read "Lisa J. Marotta". The signature is fluid and cursive, with a large, stylized initial "L" and "M".

Mayor Lisa J. Marotta

BOARDS & COMMISSIONS

All meetings are held at Town Hall except the Library Board (Library) and the Housing Authority (Elderly Housing Complex).

Board of Assessment Appeals

Kathy Alexander
Guy Drapeau
Marti Stiglich

Board of Education

Jennifer Boran-Morfea
Brian Clemens
Dilip Desai
Sean Gavin
Jessica Loffredo
Maria Mennella
Nancy Rolfe
Steven Slattery
Amber Tucker

Economic Development Committee

Cathy Carone
John Roderick
Marti Stiglich
Doris Viera
Dawn Whelan-Satagaj
Bryan Wosczyzna

Economic Development

Subcommittee

Christopher Duff
Allan Greenspan
John Moleiro

Finance Committee

Christopher Duff
Allan Greenspan
Jeffrey Levine

Government Operations Committee

John Emmanuel
Jeffrey Levine
John Moleiro

Insurance Committee

Kathy Alexander
Nick Giuliano
Gerry Luczak

Land Acquisition & Farmland Preservation Committee

Brian Clemens
Edward Charamut
Christopher Duff
John Moleiro
Sandra Kelly
Fran Whelan

Library Board

Susan Coogan
Wendell Coogan
Yvonne Krosky
Jennifer Montalto
Shital Patel
Geraldine Yoo

Open Space & Conservation

Todd Brown
Melissa Kaplan (ALT)
Sandra Kelly
Leslie Kerz (ALT)
Jodi O'Connor
Tino Sampaio (ALT)
David Schweitzer
Scott Stevens
Francis Whelan
Michelle Zak

Parks & Rec Advisory Board

Laurie Boske
Edward Chiucarello
Katie Magiotta
Drew O'Connor
Pranav Patel
David Sevigny

Planning & Zoning Commission

Giuseppe Aglieco
Dimple Desai
Sean Hussey (ALT)
Stephen Lecco (ALT)
Nancy Mayeda-Brescia (ALT)
Alan Mordhorst
Ronald Robbins
Victor Zarilli

Public Buildings Commission

Bryan Addy
Gerard Beaudoin
Salvatore Ganci
Steve Longo
Todd Marchand
Frank Morse
David O'Connor

Public Safety Committee

Edward Charamut
John Emmanuel
Pankaj Prakash

Redevelopment Agency

Marc Beliveau
Robert Britt
Patrick Dawson
Donald Francis
Raymond Lawrence
Tejal Vallam

Senior Liaison Committee

Edward Charamut
Allan Greenspan
Mimi Theroux

Special Constables

Frank Kelly
Kim Ricci

Zoning Board of Appeals

Jon Beaty (ALT)
Joseph Hamann (ALT)
Elaine Motta
Tom Pugliese
John Roderick
Allan Smith
Fran Whelan (ALT)
Michelle Zak

COMMUNITY DEVELOPMENT

STEVE SOPELAK, DIRECTOR

SSOPELAK@ROCKYHILLCT.GOV

(860) 258-2766

The Community Development Services Department is comprised of the Engineering & Wetlands Department, Building Department and Planning & Zoning Department. The Planning & Zoning Commission and Zoning Board of Appeals, as well as the Open Space and Conservation Commission (which serves as the Inland Wetland and Watercourse agency) budgets, have been included in the Planning budget and Engineering budget respectively. All department functions and staff are under the supervision of the Director of Public Works and Community Development Services, who also serves as the Town Engineer and Legal Traffic Authority.

ENGINEERING DEPARTMENT

The Engineering Department provides engineering services for all Town Departments, Boards, Commissions, and Committees, and assists the general public in resolving engineering problems including drainage, erosion, sidewalks, wetlands, highways and street lighting. Engineering also works closely with the Highway Department on capital improvement projects.

Staff includes the Civil Engineer/Inspection Coordinator, who is a certified Engineer in Training in the State of Connecticut; an Environmental Specialist/Land Surveyor who is a licensed Land Surveyor in the State of Connecticut and serves as the Wetlands Agent; a part-time Construction Inspector; and a shared Administrative Assistant. The Engineering Division provides:

- In-house surveys, design plans, specifications and cost estimates for proposed capital improvement projects, which may include roadways, sidewalks, storm drainage, curbing, drainage culverts, bridges and traffic signals;
- Engineering design and surveying services to other departments in town for Planning & Zoning, Open Space & Conservation and Zoning Board of Appeals approval;
- Provides reports and recommendations to the Planning & Zoning Commission and Open Space & Conservation Commission for proposed developments by private developers for conformance with Town design standards, regulations and effects on public infrastructure and private property;
- Provides recommendations at public meetings and "show cause" hearings and conducts field reviews as Inland Wetlands Enforcement Agent and Administrative Officer;
- Is the staff representative for the Open Space & Conservation Commission and attends their meetings;
- In conjunction with the Wetlands agent, administration and implementation of the Town's Stormwater Management Plan (MS4) (federally mandated), which includes provisions for public education, detection, remediation and prevention of illicit discharges which cause stormwater pollution within the Town's network of catch basins, storm drains and streams, coordination of mandated testing and public outreach education;
- Review of building permits for engineering and wetlands compliance;

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COMMUNITY DEVELOPMENT (continued from previous page)

- Reports requested by the Town Manager;
- Investigations of citizen complaints and recommends solutions;
- Construction inspection and project management of capital improvement projects;
- Administration of the current \$10,000,000 Road Referendum Project for pavement analysis, rehabilitation and reconstruction;
- Administration of the LOCIP grant that provides funding for repairs to existing sidewalks and to fill in gaps in the Town's sidewalk network;
- Administration of various grants used for capital improvement projects;
- Construction inspection of new developments that will become part of the Town's infrastructure;
- Issuance and inspection of all street excavations issued to private contractors through a permit process;
- Provides staff representation for the Farmland Preservation and Land Acquisition, Plan Implementation, Sustainable Rocky Hill and Capital Improvement committees.

Engineering Department Accomplishments

This past fiscal year, (2023-24) the Engineering Division accomplished the following:

- Administration and inspection of year five of the \$10 Million Dollar Road Referendum project, which included milling and paving 3.00 miles of road, and milling and paving two parking lots equivalent to .65 miles of road;
- Coordinated with the Highway Department for the survey, design and construction of storm drainage repairs in preparation for the Town's paving program;
- Issued and inspected 102 street excavation permits;
- Together with the Town of Wethersfield, applied for and awarded a \$781,000 SS4A grant for a corridor study along Silas Deane Highway from Parsonage Street north to the Hartford town line. Rocky Hill portion is 20%, Wethersfield is taking the lead;
- Administration of \$500,000 STEAP grant for the design and construction of sidewalks on Century Hills Drive (Phase I). Awaiting DECD/DOT review;
- Administration of \$685,000 LOTCIP grant for the design and construction of sidewalks on Century Hills Drive (Phase II). Awaiting CRCOG review;
- Administration of \$594,800 LOTCIP grant for the design and construction of sidewalks for Elm Street from Gilbert Avenue to Elm Ridge Drive. Awaiting CT DOT review;
- Administration of \$967,200 LOTCIP grant for the design and construction of sidewalks along Glastonbury Ave to connect the "center" of Town to the Connecticut River. Awaiting CRCOG review;
- Administration of \$500,000 Urban Action grant for a new culvert and access road into the Rocky Hill Industrial Park Phase II. Project was bid, awarded and consultant has begun design;
- Administration of \$500,000 Urban Action grant modification and enhancement to Veterans Green and the adjacent Dividend Road;
- Administration of \$200,000 DECD Brownfield grant for remediation at 35-55 Evans Road;

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COMMUNITY DEVELOPMENT (continued from previous page)

- Administration of \$837,830 DECD Brownfield grant for remediation at 374 New Britain Ave, Rocky Hill Community Farm. Remediation complete, barn constructed, soil contaminant monitoring ongoing;
- Coordinated a preliminary study and design of Community Gardens by UConn students at 374 New Britain Ave;
- State Senator Matt Lessor obtained a \$250,000 grant for design of a new culvert over Little Brook on Beach Road, which continually floods, trapping a dozen residents;
- Performed over a dozen plan reviews for new/modified subdivisions or site plans;
- Prepared and supervised the annual pavement marking painting program;
- Prepared agendas, attended meetings and provided recommendations to the Open Space and Conservation Commission and Sustainable Rocky Hill committee;
- Representation at the CRCOG Transportation and Bike-Ped committee;
- Stormwater Management (MS4), in accordance with DEEP regulations, prepared the annual report, administered the funds for mapping, impaired water sampling, training, and public education;
- Issued and administered various wetland permits;
- Investigated and acted on various wetland complaints;
- Provided information to the Connecticut Department of Transportation and attended planning meetings for their upcoming projects within the Town;
- Utility coordination on projects within the Town;
- Provided mutual aid engineering to our neighboring towns;
- The Director and two engineers are members of the New England Chapter of the American Public Works Association where the Director sits on the Executive Board, is Co-Chairman of the spring convention, and serves on the Finance Committee, Audit Committee, Membership Committee, Summer Conference Committee and will be co-chair of the National Snow and Ice conference if Hartford is selected to host;
- The Director and Surveyor are members of Connecticut Association of Land Surveyors where the Surveyor is a past President and board member.

BUILDING DEPARTMENT

The Building Department is a division of the Department of Public Safety and ensures that all building construction conforms to the State Adopted Building Codes referenced in General Statutes Sec.29-252. The purpose of this code is to establish minimum requirements to safeguard the public's safety, health and general welfare. The Building Official is hereby authorized and directed to enforce the provisions of this code. This code is the Building Code for all CT towns, cities, and boroughs and for all State agencies.

Staff, who all hold Connecticut BO/ABO certifications, include the Chief Building Official who is a licensed general contractor, two state certified Assistant Building Officials, one licensed electrician and one licensed plumber and HVAC technician and a full-time Administrative Assistant who is also the second person in Connecticut to be certified as a Permit Technician.

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COMMUNITY DEVELOPMENT (continued from previous page)

The Building Department Division:

- Reviews all applications, construction plans and specifications for permits to ensure that the projects proposed comply with State-adopted building codes;
- Performs rough and final inspections of all permitted projects and issues Certificate of Approval or Certificate of Occupancy documents to close the permit;
- Completes plan review with the Fire Marshal for all proposed work on commercial buildings;
- Researches and provides code related information to contractors and property owners;
- Verifies the proper licensure of tradesmen, architects, engineers, etc.;
- Confirms ownership and/or other status of the property involved;
- Communicates and coordinates with other Town regulatory departments, including but not limited to Zoning, Wetlands, Engineering, Health Department, MDC and Fire Marshal for code compliance on applications and for final inspections;
- Attends seminars and workshops for training to obtain the required Continued Education Credits to maintain Building Official licenses;
- The Building Official founded, obtained State accreditation and hosts monthly meetings for the Capital Region Group of Building Officials to earn CEU's;
- The Administrative Assistant is a founding member of the state recognized Permit Technician Association of Connecticut and is the Vice President;
- Researches and provides information and documentation for Freedom of Information Act requests;
- Issues necessary notices or orders to ensure compliance with the State-adopted building code;
- Keeps official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued;
- Responds to emergency calls from the Police and Fire Departments that impact the structural integrity of any building or dwelling.

Building Department Accomplishments

This past fiscal year (2023-2024), the Building Division received, processed, reviewed and issued a total of 1,605 permits. These permits included:

- 2 new single-family residences;
- 4 new commercial buildings;
- 603 total building permits (residential and commercial);
- 407 total electrical permits (residential and commercial);
- 79 total electrical solar permits (residential and commercial);
- 294 total mechanical permits (residential and commercial);
- 222 total plumbing permits (residential and commercial);
- 3,127 total number of inspections performed;
- \$790,795.50 total revenue received from all permit fees.

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COMMUNITY DEVELOPMENT (continued from previous page)

Planning and Zoning

Planning and Zoning activities take place on two levels, the Planning and Zoning Commission (PZC) and the Planning Division of the Department of Community Development Services. The Planning and Zoning Commission consists of eight members – five regular members and three alternate members. The Town Council appoints the Commission members for two-year terms. The Commission’s staff includes the Town Planner/ZEO and Asst. Planner/ Zoning Enforcement Officer. The staff serves as Staff Advisor to the Rocky Hill Planning and Zoning Commission, Zoning Board of Appeals.

The Planning and Zoning Commission, advised by the Town Planner, is the primary agency responsible for overseeing development within the Town. The Commission, prior to construction, must approve all new development. During the review period, the Commission may request modifications to the development plans to ensure compliance with Town regulations and the Plan of Conservation and Development. The Commission functions in a representative role on behalf of the public.

Using a multidisciplinary approach, the Planning Staff meets regularly with potential developers, attorneys and the general public to educate them on the processes, regulations, Plan of Conservation and Development and the Town of Rocky Hill as a whole.

- Planning staff serves as the staff representative on the Plan Implementation Committee. The Affordable Housing Committee has been assigned to assist the Fair Rent Commission with their process and has received approval by that Commission on a formal complaint process;
- Zoning Enforcement Staff enforces Town zoning regulations, subdivision regulations, Town ordinances related to blight, and assists with noise enforcement and unregistered/inoperable vehicles on private property;
- The Planning Staff enforces the Town’s Housing Code;
- Planning Staff reviews Building Permit applications for zoning compliance;
- Planning Staff serves on the Town Staff Safety Committee;
- Planning Staff attends training sessions/webinars related to Fair Housing, Civil Right Compliance, Complete Streets and Affordable Housing;
- The Assistant Planner/Zoning Enforcement Officer is now mandated by the State to be certified by CAZEO (CT Association of Zoning Enforcement Officials), requiring mandatory CEUs and classes.

Planning and Zoning Department Accomplishments

Land use Commissions, specifically, Planning and Zoning Commissions and Zoning Boards of Appeals are now mandated by the State to participate in specific training courses while serving. There are to be four (4) hours of training of which, one (1) must be about affordable housing. Staff forwards training opportunities to Commission/Board members throughout the year. Staff retains the certificates.

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COMMUNITY DEVELOPMENT (continued from previous page)

This past fiscal year (2023-2024), the **Planning and Zoning Commission** held eleven (11) regular meetings.

- Officers: Dimple Desai, Chair; Victor Zarrilli, Vice Chair; Giuseppe Aglieco, Secretary;
- Reviewed and approved the Town's 2nd Affordable Housing application under Section 8-30g of the CT General Statutes for 96 units with 29 affordable;
- Reviewed and approved several modifications to Kelson Row Plans (changes of use to add units, landscaping, streetscape, modifications to parks, construction sequence);
- Modified zoning regulations:
 - require EV charging stations and/or infrastructure;
 - modify parking requirements for multifamily housing per State law;
 - allow family child care homes and group child care homes as of right per State law;
 - allow for Adult Use Cannabis retail use in a RC_ regional commercial zone;
 - modifications to several sections for conformance to State law to remove the word "character," so as to not be discriminatory or perceived as such;
- Reviewed several site plans/special permits of interest; numerous renovations and rebuilds of existing businesses, conversion of former train station into two residences, pickleball courts at Elm Ridge Park, pre-application for possible multifamily development and regulation change for property in the OP- Office Park Zone, and zone change from a C to RC zone;
- RFP for the Plan of Conservation and Development Update. Determined that the update will be done in house.

Plan Implementation Committee held five (5) meetings.

The **Zoning Board of Appeals** held six (6) regular meetings. Officers for the Board are Michelle Zak, Chair; Joseph Coelho, Vice Chair; and Tom Pugliese, Secretary.

The **Affordable Housing Committee** held three (3) meetings focusing on increasing knowledge base for affordable housing opportunities, set up a Town Council presentation by the CT Housing Finance Authority, and suggested a housing forum for the public.

Staff worked with Human Services Department and **Fair Rent Commission** on approving a formal complaint process.

Planning Staff help facilitate the **Rocky Hill Community Resilience Workshop** in August 2024, a gathering of municipal and State representatives, utilizes, businesses and other community leaders. The findings will be incorporated into the Plan of Conservation and Development Update.

ECONOMIC DEVELOPMENT

*ALANDRA MAINE, ECONOMIC & BUSINESS
DEVELOPMENT MANAGER*
AMAINE@ROCKYHILLCT.GOV
(860) 384-8624

Historically, the Department consisted of the Economic Development Director who received administrative assistance from the Town Manager's Office and provided customer service support for the Town Manager's office, research and analysis of public policy issues and legislative proposals affecting the Town, as well as tasks assigned by the Town Manager. The Director was the liaison with State and Federal resources, local and regional businesses, and local and regional Chambers of Commerce and other economic development entities. The Economic Director initiated new projects and programs that focused on increasing the commercial tax base and wealth of the Town. Responsibilities included analyzing tax incentive packages for the Town, coordinating the acquisition of farmland and open space properties (and the development rights thereof), collaborated with the Town Manager, Finance Department and Community Development Services Staff to partner with potential business prospects to implement revitalization strategies throughout Town and to seek grants. The Director was Staff to the Economic Development Commission, the Redevelopment Agency, the Economic Development Subcommittee, and other committees and subcommittees as assigned by the Town Manager.

In November 2022, the Director position became vacant. The 2024-25 budget froze the filling of the full-time Director position and appropriated \$50,000 for a part-time position. In October 2024, the part-time position of Economic and Business Development Manager was filled to cover 19 hours per week.

Under general supervision of the Town Manager, the Economic and Business Development Manager assists and advises the Town Manager and the Economic Development Commission on matters relating to the promotion and development of the economic resources of the Town and for coordinating services and programs related to the economic development of the Town. The overall objective to serve as a liaison between the business community and Town government, as well as state, federal and regional entities, building relationships to maintain and strengthen Rocky Hill's business environment and quality of life.



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ECONOMIC DEVELOPMENT (continued from previous page)

Rocky Hill Economic Development, cultivating long-term economic growth by fostering a clear & business-positive environment that encourages a growing, sustainable & diverse tax base...

ABOUT ROCKY HILL

Rocky Hill is a suburban community of 21,000 residents located along the banks of the CT River in central Connecticut. We are located just two hours from both Boston and New York City and eight miles south of Hartford. Access is provided directly from Interstate 91 while Bradley International Airport is a twenty-minute drive. While Rocky Hill is primarily a residential community, we are home to 1,400 business establishments employing over 14,000 people. Our location within both central Connecticut and New England places residents and businesses within 500 miles of one third of the U.S. economy and two thirds of the Canadian economy. Our employment base consists of diverse industries and service establishments from Henkel North America, ARBURG Inc., MTU Aerospace, PDQ, Simoniz and SYSCO to McDonald's and Walmart. All of our businesses are located within our eight business parks and two commercial corridors.

Town leaders and citizens are focused on the global economy and “community” building. Municipal plans and zoning laws have been revised allowing advanced manufacturing and mixed use/affordable housing. Citizens voted to dedicate \$17.2 million for farmland preservation. Economic development efforts are concentrated on attracting and retaining advanced manufacturing, IT, medical and finance institutions while prioritizing the revitalization of our town center.

From corporate office parks to Dinosaur State Park and historic Ferry Park along the CT River, Rocky Hill continues to accommodate growth and community reinvestment without sacrificing our small-town atmosphere. Through prudent management, we maintain a low tax rate and a commitment to business while maintaining an exemplary education system and a high quality of life.

Total commercial retail square footage: 1.87 million

Total commercial office square footage: 2.07 million (with approximately 713,000 square feet of Class A office space).

Total flex industrial square footage: 2.52 million

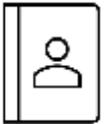
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ECONOMIC DEVELOPMENT (continued from previous page)

Rocky Hill Economic Development, cultivating long-term economic growth by fostering a clear & business-positive environment that encourages a growing, sustainable & diverse tax base...

ECONOMIC DEVELOPMENT COMMISSION WORK PLAN

- Plan of Conservation & Development
 - Discuss & finalize priorities/initiatives;
 - Work with PZC, Planning Department and planning consultant.
- Business Resources Directory
 - Maintain and expand an online listing of available business resources with website links.
- Business Directory
 - Maintain an interactive online inventory of local businesses with webpage links;
 - Create communication links with businesses (phone, email, etc.).
- Increase Rocky Hill's Online Presence
 - Maintain the Town's Economic Development Department website and social media with current and pertinent data and industry news.
- Business Visitations
 - Visit local businesses on a routine basis.
- Initiate an Arts & Culture Movement
 - Work with Historical Society, Parks & Rec, and nonprofits to create new town events, art structures, etc.



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ECONOMIC DEVELOPMENT (continued from previous page)

Rocky Hill Economic Development, cultivating long-term economic growth by fostering a clear & business-positive environment that encourages a growing, sustainable & diverse tax base...

ON GOING PROJECTS

CT Foundry Property: a brownfield site, now called River’s Edge, will be a mixed-use project consisting of 77 condominium units and 8,000 square feet of retail/office & restaurant, located along the banks of the CT River. The owners of the development have been working with the CT Department of Transportation, the Genesee and Wyoming Railroad and the State Department of Energy and Environment regarding environmental cleanup and issues associated with the railroad crossing. It is anticipated that construction may start by the summer of 2019. Town leaders and citizens have contributed to this project to assure that it comes to fruition.



Silas Deane Highway Streetscape: a multi-year, multi-million-dollar revitalization project initiated by the Town in 2005. Phase 3, a \$2.4 million segment of Silas Deane was completed in 2022. The overall project will provide direct vehicular and pedestrian safety improvements, create a sense of place and community and enhance the pedestrian experience.



Farmland and Open Space Preservation was officially prioritized in 2012 when voters approved a referendum to bond \$10 million for the purchase of farmland and open space property or their development rights. In 2019, voters approved an additional \$7.2 million to purchase and redevelop the former 84 Straska farm property. Almost 400 acres of farmland (including an open space property on the CT River) will be preserved in perpetuity by 2021.



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ECONOMIC DEVELOPMENT (continued from previous page)

Rocky Hill Economic Development, cultivating long-term economic growth by fostering a clear & business-positive environment that encourages a growing, sustainable & diverse tax base...

Rocky Hill Business Establishments by Type

Accommodation and Food Services	59	6.06%
Administrative and Support and Waste Management and Remediation Services	44	4.52%
Agriculture, Forestry, Fishing and Hunting	2	0.21%
Arts, Sports, Entertainment, and Recreation	18	1.85%
Banking, Finance and Insurance	69	7.09%
Construction	69	7.09%
Education	22	2.26%
Health Care and Social Services	106	10.89%
Information	23	2.36%
Manufacturing - Chemical, Fuel, Paper, Plastic, Wood	10	1.03%
Manufacturing - Electronics, Furniture, Machinery, Metal, Transportation, Misc.	14	1.44%
Manufacturing - Processed Food, Textiles, Clothing	1	0.1%
Other Services - Repair, Personal Care, Laundry, Religious, etc.	142	14.56%
Professional, Scientific, and Technical Services	125	12.85%
Public Administration	60	6.17%
Real Estate and Rentals	46	4.73%
Retail: Hobby, Media, General Merchandise	35	3.6%
Retail: Home, Food, Automobiles, Personal Care	70	7.19%
Transportation and Warehousing: Couriers and Messengers, Warehousing and Storage	4	0.41%
Transportation and Warehousing: Private and Public Transportation, Oil and Gas Pipelines, Sightseeing	8	0.82%
Unclassified	3	0.31%
Utility Services: Power, Gas, Steam, Water, and Sewage	2	0.21%
Wholesalers	41	4.21%

Major employers include:

<u>Employer</u>	<u>Product</u>	<u>Employees</u>
Henkel Corporation	Adhesives/Sealants Manuf. NA Headquarters	500
SYSCO Food Services	Food Distribution & Warehouse	350
Veterans Home	Hospital & Residence Facility	335
Burriss Logistics	Refrigerated Warehouse & Distribution	300
AECOM Technical Services	Systems Engineering Consultant	234
Wal-Mart	Retail Store	208
CT Housing Finance Authority	State - Housing Financing	129
Nu Motion	Medical Mobility Devices-Assembly & Distribution	110
URS Corporation	Civil Engineering	105
Liberty Mutual	Insurance	102

EMERGENCY MANAGEMENT

MICHAEL GARRAHY, DIRECTOR

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(860) 258-7603

The office of Emergency Management is a function of the Fire Department with the Fire Chief serving as the Director. This position oversees the emergency preparedness and planning for large-scale events that may occur in our community. Working with all Department Heads as resources, we share the responsibilities in mitigating any emergencies that may arise. We accomplish this through the use of our Local Emergency Operations Plan.

Rocky Hill is a community of about 20,150 people that has a 60% base of homeowners and 30% base of renters. There are over 1,400 businesses with a major state thoroughfare that run through the community. The town has five public schools and serves as corporate headquarters for several large nationwide companies.

To help ensure safety and security for the aforementioned categories, the Emergency Management Department continually reviews the town-wide response plan for emergencies that may occur.

Exercises are held annually to apply and practice the procedures and test the resiliency of the plan in large-scale events. These drills and scenarios encompass the use of all departments: Fire, Police, Ambulance, Department of Public Works, Parks & Recreation, Community/Senior Center, Human Services, Information & Technology, Building & Grounds, as well as the administrative support from Human Resources, Finance and the Town Manager. The exercises are designed to address such events as natural disasters, large-scale outages, public safety & security events, and community emergencies and community dispensaries to test the capabilities of town-wide response in the event that any of these situations arise.

The Town is supported by state resources with a Region #3 County Coordinator to assist as necessary.

Accomplishments

- Continue to review the Emergency Operations Plan for safe, effective, and efficient mitigation procedures to emergencies;
- CALEA – Local Emergency Operations Plan exercise for Certification of the Police Department;
- Creation of New Emergency Operations Center at Fire Headquarters;
- Met with local businesses with targeted hazards to create mitigation plans;
- Reviewed Emergency Plans for all local educational facilities.

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EMERGENCY MANAGEMENT (continued from previous page)

Steps of Emergency Management

Prevention, mitigation, preparedness, response and recovery are the five steps of Emergency Management.

Prevention

Actions taken to avoid an incident. Stopping an incident from occurring. Deterrence operations and surveillance.

Mitigation

Refers to measures that prevent an emergency, reduce the chance of an emergency happening or reduce the damaging effects of unavoidable emergencies. Typical mitigation measures include establishing building codes and zoning requirements, installing shutters and constructing barriers such as levees.

Preparedness

Activities increase a community's ability to respond when a disaster occurs. Typical preparedness measures include developing mutual aid agreements and memorandums of understanding, training for both response personnel and concerned citizens, conducting disaster exercises to reinforce training and test capabilities and presenting all-hazards education campaigns.

Response

Actions carried out immediately before, during, and immediately after a hazard impact, which are aimed at saving lives, reducing economic losses and alleviating suffering.

Response actions may include activating the Emergency Operations Center, evacuating threatened populations, opening shelters and providing mass care, emergency rescue and medical care, firefighting and urban search and rescue.

Recovery

Actions taken to return a community to normal or near-normal conditions, including the restoration of basic services and the repair of physical, social and economic damages. Typical recovery actions include debris cleanup, financial assistance to individuals and governments, rebuilding of roads, bridges, and key facilities and sustained mass care for displaced human and animal populations.



BUILD A KIT

Get emergency supplies together before a disaster happens. During a disaster, you and your family will need specific items, including cash and supplies. Your emergency kit will be unique to you. Consider items your family may need such as medications and infant supplies, and remember to pack for your pet!

www.ready.gov/kit



FACILITIES MANAGEMENT

PHILIP CYR, DIRECTOR

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(860)258-7669

The **Facilities Department** consist of two divisions: Facilities and Custodial Services. Full-time staff consists of one Director, one Facilities Assistant/HVAC Tech, one Multi-Trade Mechanic/Electrician, one General Craft's person/carpenter, one Head Custodian, five full-time custodians and four part-time custodial staff.

The Custodial Services Division is responsible for cleaning and disinfecting Town buildings, which include but are not limited to: Town Hall, Community/Senior Center, Library, Police Department, Kennedy House, Parks Garage, Highway Garage, Ferry Landing bathrooms and Community Barn. Custodial services include interior and exterior window washing, carpet care, floor refinishing, painting, snow removal, light bulb replacement, trash removal and recycling material removal. Additional support services provided by the custodial staff include: setup, breakdown and cleaning for special events, and assisting the Facilities Department with light maintenance repairs and some project work.

The Facilities Division provides support services for all Town buildings. Twenty building structures are operated and maintained. Services include: building operations, preventive maintenance, general repairs through Facility Dude work orders and P.M. work order systems, small office and cubical renovations, HVAC and electrical installations, generator inspections, security systems, fire alarm system repairs and inspections. IT Department cabling and phone line repairs, project management of Building Improvement Plan Projects and Capital Improvement Plan projects.

Accomplishments in the Custodial Division

- Budget preparation and administration;
- Green Cleaning program in Town Buildings to meet compliance requirements;
- Ordering of supplies for custodial staff as well as supplies for Covid-related issues;
- Painting projects throughout all Town buildings;
- Covid-19 cleaning and disinfecting;
- Daily cleaning (desks, floors, walls, windows and trash) of offices, staircases, lobbies, hallways and activity rooms;
- Washing, stripping and waxing of floors as needed;
- Unloading daily deliveries such as paper products, cleaning supplies, etc.;
- Accepting paper deliveries and dispersing to various departments;
- Gym floor maintenance including dust mopping, wet mopping and clearcoat refinishing;
- Hanging of Christmas wreaths, holiday decorations and lobby Christmas tree;
- Daily inspection/walkthroughs of interior and exterior of buildings, mechanical rooms and boiler rooms;
- Monthly checks of all fire extinguishers;

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FACILITIES MANAGEMENT (continued from previous page)

- Work closely with Directors/staff on special request set-ups for programs and events. Coordinated with Town Hall, Parks & Recreation and Board of Education setting up, staffing and corresponding with their nightly events;
- Performed preventative maintenance items (daily, weekly and monthly);
- Snow removal;
- Shampooed all offices and hallway carpets in Town Hall, Community Center, Police, Library and Human Services;
- Assisted Facilities with installation and maintenance of minor plumbing and electrical work. Ex. Vacuum cords, toilet plumbing, faucet installation, etc.;
- Coordinated window washing (interior and exterior) of all Town buildings;
- Attended safety training classes, such as asbestos training, Blood Borne Pathogen and Material Safety Data Sheets, CIRMA and ALICE training;
- Attended monthly custodial meetings;
- Provided courier services as needed (mail pickup and delivery);
- Delivery of packets and HR documents to elected officials and Legal Counsel;
- Assisted with the luncheon program for seniors including daily pick up of the meals;
- Maintained Highway and Parks bathrooms;
- Opening and maintaining Ferry Park Facility;
- Assisted Human Services food deliveries such as delivery of boxes of school supplies to schools and deliveries of excess food from food pantry to shelter in Middletown;
- Food pick up for various departments for training sessions and functions;
- Disabling and removal of old computers to the transfer station from IT
- Supporting elections set-up and breakdown;
- Maintains Town Hall fountain;
- Bank of America and Dutch Point Credit union runs for Finance Department;
- Chair assembly for various offices;
- Amazing Grace Food Panty runs for Human Services;
- BOE and Town departments vault runs for files;
- Coordinated with exterminator for pest control (i.e. ants, spiders, and mice);
- Various painting jobs at various Town buildings;
- Furniture moves in various departments;
- Removal of furniture to transfer station;
- Assembly of new furniture when needed;
- Delivery of camp supplies to RHHS;
- Watering of exterior and interior flowers in Town Hall complex;
- Various vacuum repairs;
- Assisting in the cleaning of the Fire House when needed;
- Make Coffee and hot water daily for the Senior Center;
- Picking up supplies for the Senior Center;
- Completion of regular work orders and P.M. work orders;
- Dump runs;

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FACILITIES MANAGEMENT (continued from previous page)

- Servicing of cleaning equipment and minor snow equipment repairs;
- Covering multiple buildings due to low staffing;
- Picking up senior lunch;
- Assisting in serving senior lunch;
- Daily setting up and breaking down Senior and Parks and Rec events;
- Picking up various supplies for Town parties;
- Hanging signage, pictures, bulletin boards and other various items in Town Hall offices;
- Organize material at the P.D. vault;
- Assisted in the removal of items for Shred-It;
- Delivery of packets to legal counsel;
- Assisted Elm Ridge pool by painting and supplying cleaning chemicals to building.

Projects

- Sealing of windows due to bees
- Moving shelving units for the Library
- Building of shelving for various departments
- Assist Library with lend a Paw Day
- Completion of equipment safety line painting per Custodial ClearGov goals.
- Ordering of nameplates and other various signage
- Installation of safety chain in closets for table storage
- Assisted in moving emergency management items out of storage to FH 3
- Moving of office signage for P.D. administrative offices
- Removal of IT items for the Library
- Silicone cove base of room 1 for ants
- Installed new AED signage in community center

Accomplishments in the Facilities Division

Routine

- Budget preparation and administration;
- Monitor utility usages;
- Planned maintenance of all building systems, mostly mechanical and electrical;
- Building repair for all Town facilities;
- Cable installation (data/electrical);
- Maintained work order and preventative work order system;
- Monitored Capital Forecasting program;
- Generated 1,843 work orders and P.M. work orders;

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FACILITIES MANAGEMENT (continued from previous page)

- Performs Town building assessments once a year using the facility maintenance engineering reports yearly;
- The building assessments also drive numerous projects that need to be project managed;
- Various overhead door repairs at Parks, Highway Garage, PD Sally Port and (3) Fire Houses;
- Maintains five generator sets and generator upgrades based on annual generator PM and inspections;
- Daily automation system rounds for Town Buildings;
- Regular routine filter changes in all HVAC equipment in all buildings quarterly;
- Perform boiler maintenance/cleaning in all buildings yearly;
- Perform coil cleaning and maintenance to all a/c package units and split systems;
- Maintained fire systems, sprinkler systems, fire extinguisher maintenance systems, security systems, key metrics system and fob entry systems;
- Door hardware;
- Performed plumbing and drainage repairs;
- Maintained 44 overhead doors and needed repairs;
- Performed general carpentry, minor roof repairs and masonry maintenance;
- Performed furniture repairs, cubical builds and office renovations;
- Maintained five elevators;
- Supports the IT Department with cabling runs for data installs and troubleshooting existing copper runs;
- Maintained hazardous material compliances, once a year safety training renewals;
- Take continuing education classes for the State of Connecticut for trade licensing;
- Monthly testing and checks of five generator sets. Test consists of fluid checks, transfer of power, as well as inspecting components;
- Yearly test and repairs of emergency lights in all Town buildings;
- Fire alarm test and repairs;
- Testing and repair of Panic button system in Town Hall;
- Cleaned gutters in all Town buildings;
- Replaced numerous locksets in Town buildings.

Projects

- At Highway Garage – repair and replace rusted irons at the bay door apron;
- At Channel 14 – replace exterior door;
- At Channel 14 – repair and paint wall around new door;
- At Channel 14 – replaced half the roof over studio portion;
- At Library – installed carpet in office area;
- At Library – painted office area;

(Continued on next page)

FACILITIES MANAGEMENT (continued from previous page)

- At P.D. – painted Chiefs office;
- At P.D. – installed new carpet in Chiefs office;
- Town Hall buildings successfully project managed fire extinguisher inspection and follow up repairs;
- Ran circuits for food warmer and fridge in Community Center kitchen;
- Wired new dishwasher in Community Center kitchen;
- Install 2 outlets for ice maker in Community Center kitchen;
- Repaired damaged wires in Police Mobile Response Unit;
- Ran circuits for relocation of Police motorcycles in Sally Port;
- Piped in and wired a 15,000 lb. lift at the Highway garage;
- Demolished old 8” recess cans in Council Chambers and installed new fixtures with 0-10v smart dimming with new power modules;
- Ran 4 new cat5 data cables from Town Hall I.T. room to Academy Hall. Installed multiple data drops at desired locations as well as server and router;
- Maintained and serviced all pole lights on the Silas Deane Highway (fixtures and outlets);
- Wired and installed 120v support as well as data in the newly configured Human Services Area;
- Piped in # phase 60a circuit for newly purchased Cascade System for the Fire Department at Company 3;
- Hook up water line and drain line for new dishwasher in Senior Center;
- Hook up water and drain line for new ice machine in Senior Center;
- Filter and belts on all Town HVAC units;
- Annual maintenance on selected boilers and pumps;
- Daily checking and adjusting of building automation system;
- 25 plumbing-related work orders including toilet and faucet repairs and unclogging drains;
- Ran weekly building trends per automation PM;
- Adjusted occupancy schedule for Town buildings to optimize energy efficiencies;
- Assisted Parks Department with turning water on to Ferry Park bathrooms and making sure there are no leaks;
- Yearly radon and water testing for the preschool program;
- Nine issues found through the PM process;
- Eleven documented heating/cooling complaints;
- Completed daily building checks during arctic cold spells;
- Met with, planned with, presented to Town Council with RLE/Eversource \$2.4 million dollar energy efficiency project package and secured the funding for the project;
- Amphitheater stage LED lighting fixture replacement;
- Fire House museum exterior brick pointing;
- Replaced Parks Garage hanging unit heaters;

FINANCE DEPARTMENT

MONA MCKIM, DIRECTOR

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(860) 258-2712

The **Department of Finance** is responsible for the processing of payrolls, the payment of vendor bills, the day-to-day maintenance of the general ledgers of the various funds of the Town and the processing of non-tax revenue. The Director of Finance & Operations, who serves as the Chief Financial Officer, manages the Department and is responsible for budgeting, financial planning, financial report preparation, pre-audit of all cash disbursements and supervision of the Town's annual independent financial audit.

At the Town Council meeting on May 15, 2023, the Annual Budget for 2023-24 was adopted in the amount of \$95,238,306. The General Government budget was \$35,454,200; the Board of Education budget was \$51,659,153; and the Debt Retirement budget was \$8,124,953.

A mill rate of 35.92 for Real Property and Personal Property and a mill rate of 32.46 for Motor Vehicles were set to fund the budget. A net taxable grand list for October 1, 2022 of \$2,307,047,264 a 0.88% increase over the previous year, and a tax collection rate of 99.35% were used as the basis for setting the mill rate. For the 2023-24 budget, \$410,000 of Unassigned Fund Balance was applied for Operating Costs.

For the fiscal year ending June 30, 2024, total revenues were \$95,025,743, and total expenditures and transfers out to other funds totaled \$93,829,019. The general fund unassigned fund balance at year-end was 7.08% of the total 2024 expenditures on a budgetary basis. The Town Council has passed a resolution targeting an undesignated fund balance at a 10% level of expenditures to provide resources to finance unforeseen emergencies and improve the Town's bond rating. Additionally, in June 2024, the Town Council passed a resolution that money in the undesignated fund balance from the preceding fiscal year that exceeds 10% of General Fund expenditures be applied to the capital improvement budget as determined by the Town Council. For the 2024-25 Town budget, \$450,000 of unassigned fund balance was applied to the capital improvement budget.

FINANCIAL STATEMENTS

The Town Charter requires that the Town's financial records be audited annually by an independent certified public accountant appointed by the Town Council. The audited financial statements must also be filed with the State of Connecticut Office of Policy and Management. The accounting firm of Clifton Larson Allen LLP of West Hartford, performed the 2023-24 and will be doing the 2024-25 financial audits. Copies of the Town's audited financial statements are available for public inspection in the Town Library and in the Town Clerk's office.

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FINANCE DEPARTMENT (continued from previous page)

ACCOMPLISHMENTS

The Finance Department received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the Town of Rocky Hill Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2024 and the Distinguished Budget Presentation Award for Fiscal Year ended June 30, 2024.

S&P Rating's agency assigned its 'AA+' rating and stable outlook to Rocky Hill, and affirmed its 'AA+' rating, with a stable outlook, on the town's existing GO debt.

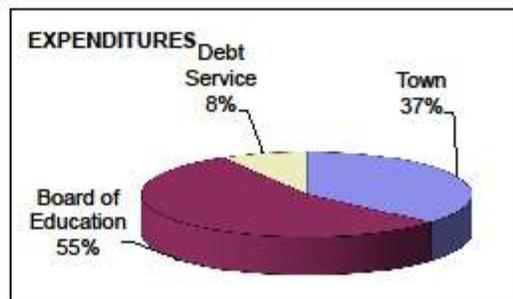
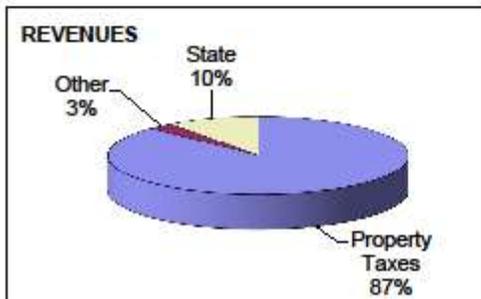
The Finance Department continues to make accomplishments on streamlining processes such as an on-line attendance system, on-line purchasing, electronic vendor payments, on-line record retention and on-line budget processing.

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FINANCE DEPARTMENT (continued from previous page)

STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2024

	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Property Taxes	82,725,819	81,903,371	(822,448)
Licenses and Permits	662,700	798,733	136,033
Intergovernmental	8,851,887	9,307,690	455,803
Charges for Services	450,000	462,011	12,011
Investment Income	300,000	758,324	458,324
Other Revenue	607,900	599,827	(8,073)
TOTAL REVENUES	93,598,306	93,829,956	231,650
EXPENDITURES:			
General Government	3,881,426	3,717,174	164,252
Public Safety	9,245,743	9,093,383	152,360
Public Works	8,161,464	8,149,674	11,790
Health and Human Services	872,460	830,153	42,307
Parks, Recreation and Facilities	3,819,345	3,894,737	124,608
Library	1,165,938	1,032,073	133,865
Insurance	7,377,928	7,056,805	321,123
Miscellaneous	65,000	59,394	5,606
Capital Outlays	664,896	514,826	150,070
Board of Education	51,534,153	51,409,723	124,430
Debt Service	8,124,953	7,946,077	178,876
TOTAL EXPENDITURES	94,913,306	93,504,019	1,409,287
Excess (Deficiency) of Revenues over Expenditures	(1,315,000)	325,937	1,640,937
OTHER FINANCING SOURCES (USES):			
Transfer from Other Funds		1,195,787	
Use of Fund Balance		0	
Net Operating Transfers In (Out)		(325,000)	
TOTAL OTHER FINANCING SOURCES (USES)		870,787	
Revenue and Other Financing Sources over expenditures and other financing uses		1,196,724	
Fund Balance, June 30, 2023		6,604,302	
Encumbrances June 30, 2023		(875,289)	
Encumbrances June 30, 2024		1,046,346	
Fund Balance, June 30, 2024		7,972,083	



FIRE DEPARTMENT

MICHAEL P. GARRAHY, CHIEF

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(860) 258-7603

The Rocky Hill Fire Department has been in existence for more than 98 years and is an innovative and diverse organization of about 70 dedicated individuals. Our membership consists of Town residents who commit to volunteer and protect the citizens of Rocky Hill. We value the history and the traditions of our department, an organization built upon the strong foundation created by our past leadership. Without them, we could not tackle the challenges of the future.



Our Mission Statement:

The Rocky Hill Fire Department is committed to providing for the safety and welfare of our community through the preservation of life, property and the environment. We accomplish our mission with professionalism, integrity and dignity by maintaining a constant state of readiness.

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FIRE DEPARTMENT (continued from previous page)

As a department, we respect our past, see many present possibilities and are looking forward to the challenges of the future. We are committed to providing the citizens of Rocky Hill the best service possible not only because it's our job, but also our privilege.

The Rocky Hill Fire Department had a very busy 2024 calendar year, responding to 823 calls for assistance. This equates to a 10% increase over the calendar year 2023.

To prepare for the variety of incidents which we are called to, our team accumulated about 5,600 hours of training. This includes online CORE courses, hands-on practical training and classroom training.

Our members' welfare continues to be our priority and as we move forward and we are committed to the concept of safety-based management. We accomplish this through a progressive and aggressive training program coupled with an ever-present safety overview.

Whenever possible, we integrate new technologies and concepts to assist us with our mission. This is most evident with the Department's drone program. The Fire Department's drone program is now a region-wide asset with the goal of creating a safer workplace for all first responders. We continue our very important partnership with the Rocky Hill Police Department to use this technology for a variety of purposes including search and rescue, monitoring incident progression, as well as evaluating situational awareness. This has allowed us to be more efficient on the fireground. The drone unit has also proven to be a vital asset in accident reconstruction and documentation.

Highlights

- Continued with our consultation agreement with Conn-OSHA to proactively review the Department's policies and procedures for compliance and effectiveness;
- Through dynamic and focused recruitment activities, the Department not only replaced membership lost through attrition, but also increased our roster by 10%;
- Rapid intervention, confined space rescue, firefighter safety and survival training were conducted utilizing both in-house and external instructors;
- All firefighters recertify annually on self-contained breathing apparatus;
- The Department has completed OSHA mandated refresher training for the Hazardous Materials Operations level;
- Bloodborne pathogens, metering, level B protective suits, firefighter accountability and incident command training competencies have been completed by all personnel;
- All personnel have been trained, certified and are compliant for positions/rank, to the IS 100, 200, 300 and NIMS 700 and 800 levels as mandated by FEMA;
- All apparatus and equipment are maintained in accordance with NFPA standards and manufacturers' recommendations;
- All fire personnel have completed multiple evolutions of live-fire training in our state-of-the-art burn trailer and purpose-built natural gas props;

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FIRE DEPARTMENT (continued from previous page)

- Improved battery-operated extrication tools have replaced many of the traditional hydraulic tools increasing speed and efficiency when at rescue evolutions. Training specific to hybrid and battery-operated vehicles has been increased due to the inherent hazards posed to firefighters;
- Safety protocols have been implemented and trained on when operating on I-91 [limited access highway] because of the volume of department responses and increased driver distraction potential;
- We have increased the use of external subject matter experts to provide targeted and practical training skills, ensuring department readiness for emerging trends and best practices;
- The Department has updated the training division and individual fire stations' training resource libraries to maintain compliance with the requirements of the Insurance Service Organization;
- Rocky Hill's fire protection program has been reviewed by ISO and the Town continues to maintain an Insurance Service Organization rating of Class 3;
- The Department maintains an aggressive respiratory protection program, which includes annual fit and competency testing for all personnel;
- Physical examinations are conducted on a yearly schedule for all members to maintain personnel at an operational readiness level.

Apparatus Schedule

Station #1, 739 Old Main Street

- Truck-1, 100' Sutphen Aerial;
- Engine-1, 1500 GPM [gallons per minute] Rescue Pumper;
- Utility-1, Support Vehicle;
- Fire Police Unit 25.

Station #2, 52 New Britain Avenue

- Truck-2, 95' Sutphen Aerial Platform;
- Engine-2, 1500 GPM Rescue Pumper;
- Utility-2, Support Vehicle.

Station #3, 3050 Main Street

- Engine-3, 1500 GPM Pumper;
- Rescue-3, Heavy Rescue Truck;
- Utility-3, Support Vehicle;
- Fire Police Unit 24.

HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT

DANA MCGEE, DIRECTOR

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(860) 258-7651

The Department of Human Resources, Legal Compliance and Risk Management (Department) partners with municipal departments to align the municipal organization's most valuable resources – *its employees* – with organizational values and goals, while fostering an environment where employees are provided with training and professional development opportunities and prepared for career advancement. In its Legal Compliance role, the Department ensures compliance with employment and labor laws, as well as workplace health and safety regulations, by working across departments to develop practical approaches to personnel systems, including but not limited to recruitment and selection, performance and training, compensation and classification, and labor relations. Regarding Risk Management, the Town's Insurance Carrier underwriters have recognized the Department's risk management functions as best practices and attributed organizational practices for the low rate of public officials' liability matters. The Department provides administrative review and support for compliance programs regulated by the Connecticut Occupational Safety & Health Administration, coordinates mandatory safety training and Town Safety Committee activities, and maintains related written compliance plans.



The Department maintains an open-door policy across all levels and work groups. Through formal training—but most often through daily interactions - - Department staff apprise employees and supervisors alike of trends relative to a host of issues affecting the workplace, including performance management; career advancement; review of job descriptions in terms of the classification system; and continuing education and tuition reimbursement programs. The Department works with vendors to facilitate training on team building, leadership skills, health and safety, and matters related to mental health and well-being. Many of these training sessions are sponsored free of charge by the Town's current insurance provider. Employee training topics include communication skills, customer service, conflict resolution, time management, and team building. Department staff provide live training and guidelines to search committees on conducting and documenting objective recruitment and hiring activities, and addressing unconscious bias in applicant review and selection decisions. As an internal resource, the Department Director develops customized training modules relevant to each department on a variety of topics.

The Fiscal Year presented opportunities for training beyond the Department's annual training topics. For instance, the Department spearheaded the municipal organization's first Leadership Development Program, which is designed to enhance management skills and support succession and business continuity plans. Additionally, the Department facilitated a Strategic Planning [\(Continued on next page\)](#)

HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT (continued from previous page)

Session for Department Directors to support the Town Manager’s goals of more explicitly aligning business goals and objectives across the municipal organization. The Department continues to facilitate employees’ use of online training platforms sponsored by the Town’s Employee Assistance Program (EAP) provider and the Connecticut Conference of Municipalities (CCM).

The Department continued in its role as staff support for the **Commission on Inclusion and Innovation**, which was empaneled by the Town Council after its unanimous adoption of Ordinance No. 288-21. Town Council charged the Commission with promoting productive dialogues amongst the diverse facets of Rocky Hill; facilitating community-wide education programs that build awareness; basing goals and priorities on community input, data analytics and facts; and modeling best practices in navigating difficult conversations.

ACTIVITY INDICATORS

The following statistics reference some of the Department’s key functions in fiscal year 2023-2024:



PERSONNEL TRANSACTIONS, RECRUITMENT AND HIRING PROCESS

The Department ensures that personnel transactions such as hires, promotions, transfers, terminations, compensation decisions and other employment actions are aligned with the Municipal Employees Relations Act (MERA), the Connecticut Fair Employment Practices Act (CFEPA) and other state and federal laws, the municipality’s classification system and collective bargaining agreements. The Department facilitates training and procedures designed to address job vacancies through an objective evaluation and hiring process. Guidance materials developed by the Department are utilized across departments. Department staff monitor and assist with
(Continued on next page)

HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT (continued from previous page)

applicant interviews and evaluations. The Department helps departments balance the need for speedy outcomes with the goal of hiring the best qualified candidate—while ensuring hiring decisions are based on principles of merit and fairness.

The Department administers the employment process, facilitating key activities and drafting associated documents, including job postings, applicant correspondence, interview questions, offer letters, background checks, payroll authorizations and other pre-employment related activities such as medical assessments. The Department also facilitates tuition reimbursements, conducts exit interviews, monitors unemployment benefits claim and participates in hearings regarding the same before the Connecticut Department of Labor.

EMPLOYEE RELATIONS AND ADMINISTRATIVE REVIEW CASES

The Department investigates internal complaints of discrimination, sexual harassment, hostile work environment, retaliation, and other allegations of misconduct, amongst other matters. Investigation protocols and standards of review are directly aligned with state and federal oversight authorities' requirements and guidelines, as well as applicable state and federal court decisions. Whenever possible, and if appropriate, the Department mediates employee conflicts through informal means with union representatives and supervisors. The Department Director represents the Town's interests and participates in pre-litigation proceedings, and attends hearings before multiple administrative bodies, federal and state courts. Early intervention and informal efforts to resolve employee relations issues result in cost savings for the Town by decreasing the number of claims filed and mitigating financial loss if cases are filed with external tribunals.

LABOR RELATIONS, CONTRACT NEGOTIATIONS AND GRIEVANCES

The Department values its relationships with union leaders and employee representatives. The Department strives to cultivate collegial, joint problem-solving efforts, which lead to improvements in personnel systems and increased morale and productivity across departments. In representing the Town's interests in collective bargaining activities, the Department conducts research and prepares proposals for labor contract negotiations, tentative agreements, memoranda of understanding, and new and updated job descriptions. Department staff field questions from supervisors and union representatives regarding compensation, the classification system, performance management, promotions and transfers.

When informal conflict resolution cannot be achieved and grievances are filed, the Department Director prepares response briefs for the Town Manager's review and participates in arbitrations before Connecticut's State Labor Board of Mediation and Arbitration.

WORKPLACE SAFETY AND OSHA COMPLIANCE

The Department facilitates safety and OSHA-related training programs for employees across
(Continued on next page)

HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT (continued from previous page)

departments. The Department partners with department Directors relative to OSHA mandated compliance plans, which are posted for public reference. Additionally, the Department coordinates the activities of the Town's Safety Committee, which is comprised of employee representatives across departments and titles, and includes Board of Education representatives. The Department administers the Town's workers' compensation program. The Department Director attends Workers' Compensation Commission hearings, while the Human Resources Assistant coordinates workers' compensation matter intake, is the liaison with the Town's preferred provider, and facilitates light duty/return-to-work plans. The workers' compensation function is continuously recognized for its low claims pattern and low frequency and severity rates by CIRMA.

Additionally, the Department administers the Town's random drug testing program and Zero Tolerance Drug and Alcohol Policy, as well as the United States Department of Transportation's Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse, which gives employers access to information about CDL driver drug and alcohol program violations. The Department administers the Town's Employee Assistance Program (EAP).

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT & FAMILY MEDICAL LEAVE ACT

The Town is committed to *providing access to its programs and facilities, and is dedicated to assisting employees who are unable to work because of their own serious health condition or the serious health condition of a family member.* The Department works across the organization with supervisory and non-supervisory employees to ensure compliance with *the Americans with Disabilities Act (ADA), as well as the Family Medical Leave Act (FMLA).* Through training and facilitating **interactive process** discussions, the Department assists Directors, supervisors and employees with developing reasonable accommodations that ensure compliance with the ADA. With regard to FMLA, beyond minimal compliance, the Department has adopted best practices in communicating with employees and health care providers. Department staff use current forms, and protocols readily accepted by the federal Department of Labor—which serves to mitigate potential liability for the Town.

The Department Director serves as the ADA Coordinator for Town. The Department works with local organizations including the Americans with Disabilities Act of Coalition of Connecticut (ADACC) and the New England ADA Center. The Department also provides guidance on Civil Rights policies.

FREEDOM OF INFORMATION ACT REQUESTS

The goal of the Town of Rocky Hill is to courteously and promptly provide requested information in compliance with the Connecticut Freedom of Information Act (FOIA), which grants public access to all public records maintained or kept on file by the municipality except
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HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT (continued from previous page)

those records free from disclosure under the FOIA. Most public records are readily available for inspection upon request during regular business hours, such as those maintained by the office of the Town Clerk and other municipal offices. The Department is often called upon when requests relate to records that contain information that may be confidential or private. The Department reviews such requests through the lens of statutory exceptions, exemptions and exclusions to balance public disclosure and individual privacy interests. The Department communicates frequently with FOIA Commission representatives to ensure compliance in this area and participates in hearings before the FOI Commission (FOIC).

HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

MELISSA HICKS, DIRECTOR

MHICKS@ROCKYHILLCT.GOV

(860) 258-2799

The Town of Rocky Hill Human, Youth & Senior Services Department, directly and indirectly, provides all social services to Town residents. The staff of the Department consists of a Director, Office Manager, Human Services Specialist, Youth Services Coordinator, Youth Services Specialist, Youth Services Intern, Food Pantry Coordinator and volunteers. The Department is always moving forward with applying new ideas and concepts by expanding services, facilitating new groups and implementing specific programming. As a multifaceted department, we are committed to working together and providing Town residents with quality services and programs. Various assistance programs are available for financially disadvantaged citizens; some examples are emergency basic needs (shelter, clothing, food, bills, etc.), ongoing food assistance, tax relief for elderly/disabled renters, energy assistance, holiday gift donations for children, holiday food baskets for families and fresh meals delivered for the holidays. Licensed professional staff offers crisis intervention and short-term counseling. A Human Services Specialist provides information and assistance to elderly residents in applying for local and state programs; she recently completed her CHOICES Counselor certification which allows her to assist residents with Medicare questions and changes. The Youth Services Division offers youth and family therapy, a variety of positive youth development activities, a juvenile review board, prevention education and psychoeducation. A fully stocked food pantry assists families in Rocky Hill and is staffed by our Food Pantry Coordinator and volunteers.

HUMAN AND SENIOR SERVICES

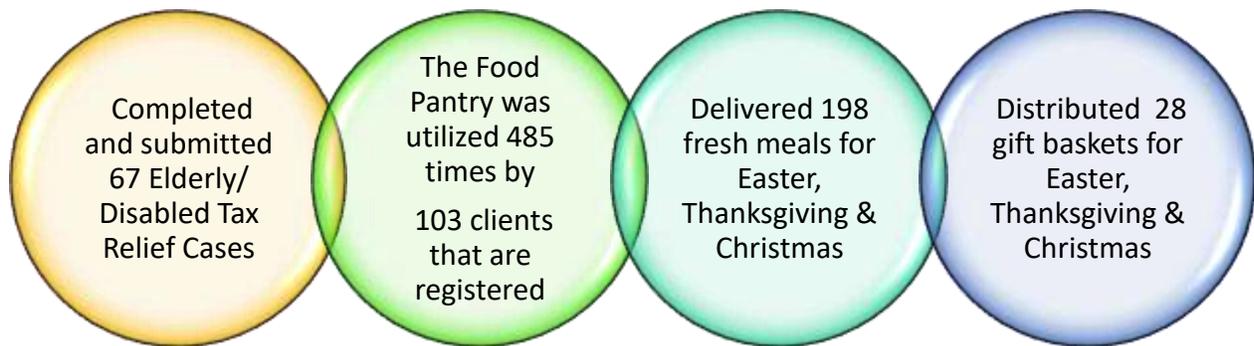
- We facilitated assistance with various local and state assistance programs for residents;
- We provided financial assistance to disadvantaged households to help with emergency basic needs such as utility payments, partial rent payments, fresh food, baby items, laundry, transportation, emergency lodging, etc.;
- The non-perishable food pantry was utilized in serving multiple individuals and families. We distributed numerous food/gift baskets with gift cards for fresh food for the Easter, Thanksgiving and Christmas holidays;
- We provided meals to residents who were alone for the holidays; Easter, Thanksgiving and Christmas;
- The Department received abundant financial donations from residents, individuals, clubs, organizations, businesses and churches which helped us sustain the pantry and special needs account;
- Staff provided community response to support local emergency response departments with hoarding, homelessness and psychosocial evaluations;
- Home deliveries/assistance were made to residents who were homebound or unwell;

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HUMAN, YOUTH & SENIOR SERVICES (continued from previous page)

- Staff supported in-kind contributions to local charity event/s;
- Staff collaborated with Parks & Rec and volunteered at Hop Around the Hill, Summerscape, Fall Fest and Winter Wonderland;
- Staff researched and implemented a new community wide initiative, Prevention Palooza, to spread awareness on opioid and substance abuse prevention over the summer.

HS PROGRAM STATISTICS



YOUTH SERVICES

Rocky Hill Youth Services, a division of the Human Services Department, addresses the social, emotional and developmental needs of Rocky Hill youth and their families. Youth Services is mandated by the CT State Statute 10-19m to deliver the Administrative Core Unit (ACU) functions set forth by the State Department of Children & Families and Connecticut Youth Services Association, which include: Management & Administration, Community Involvement, Resource & Youth Engagement, Research & Youth Development, Youth Advocacy and Mental Health Direct Services.

The RH Youth to Youth Coalition/Teen Council: Youth Services Advisory Board/Local Prevention Council

Trained 25 new youth members by attending a local two-day Youth Leadership Summit and continued to work with four seasoned members concerning enforcement, policy development, the environmental approach to prevention and provided positive alternatives to substance use and other risky behaviors. Sixty positive youth development sessions were provided for youth and their families in person.

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HUMAN, YOUTH & SENIOR SERVICES (continued from previous page)

Prevention: Red Ribbon Awareness/Kindness Weeks

A drug, alcohol and anti-bullying initiative at each of the schools was provided. Wall banners were signed and displayed at each school; ribbons & other giveaways were distributed by school staff and worn; and various prevention awareness activities took place at each school.

Additionally, Vaping Awareness resources were shared with the school nurses at Griswold Middle School and Rocky Hill High School. A documentary series was purchased with DMHAS grant funding to share with all health teachers for use in their classrooms as well as a hybrid presentation for parents. Topics include: vaping, alcohol, marijuana and other substance use and the impact of social media on a young developing brain. Curricula to accompany the documentaries were provided for all school staff and parents via our social media platforms.

RH Juvenile Review/Diversion Board

The JRB program diverted multiple youths from the court system for minor offenses. As part of a statewide Youth Services Restorative Justice and Diversion Program, our YSB received more referrals this past year as the court diverted minor offenses directly to the Rocky Hill YSB. We received a mini-grant to offset the cost of pro-social solutions for the diverted youth. An attendance/truancy board of professionals has been added at each school to curtail truancy at the onset and has made a significant positive impact thus far. Updated JRB trainings were attended as part of the CYSA Annual Conference breakout series.

Resource Development

The Rocky Hill Human, Youth and Senior Services Department's Facebook/Instagram pages continue to be updated with new programs/fliers/photos sharing the programs and Department initiatives. Our YS staff created monthly posts highlighting collaborative programs and events throughout the year.

Management and Administration

Our membership continued virtually on the CYSA Board (CT Youth Services Association), the State Department of Children & Families Results Based Accountability (RBA) program, AMPLIFY Regional Prevention Board, TTSAC, CT Central Health District and CT Association Prevention Professionals with monthly/annual training and support. Amplify/DMHAS provided some continued prevention grant funding. The YS Coordinator and Specialist attended various professional development trainings both virtually and in-person.

A four-town CT Central Health District collaboration for the SOR Grant Program continued to offer awareness campaigns for opioids, heroin and prescription drug prevention. Recreational marijuana and vaping continued to be hot topics for the year. Collaborative prevention strategies were the focus of our work together with our partners from Newington, Wethersfield and Berlin.

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HUMAN, YOUTH & SENIOR SERVICES (continued from previous page)

A Youth-Adult Conference was offered for staff and families from all four towns with a keynote performance as well as breakout sessions with pertinent experts in the field of prevention. One hundred and ten people were in attendance.

Research & Assessment

A needs assessment was conducted with the Assistant Superintendent, Principals/Vice Principals, and staff from Rocky Hill High School, Griswold Middle School, Myrtle Stevens, Moser and West Hill Elementary Schools as well as the SROs from each school in August. The YS Coordinator summarized the results in identifying areas of need for the upcoming year. Projects and initiatives related to vaping, recreational marijuana use, internet safety, screen time addiction, underage alcohol use, youth empowerment, connectedness and engagement, kindness and mental health issues were discussed. Concerning topics discussed related to depression/anxiety, bullying/mean behavior, youth engagement and connection per the recommendations of the 119k Commission, juvenile justice: diversion/truancy, community service hours needed to graduate, and positive youth development activities for all youth. Programs were reviewed and more collaborations were offered to reconnect staff and students working together.

Youth Advocacy, Management & Administration

The Youth Services Advisory Board members trained monthly in leadership and prevention efforts to advocate on behalf of Rocky Hill youth needs and issues. Our monthly speakers included representatives from Internet Safety Scott Driscoll, Aron Golub: The Blind Guy an inspirational speaker for RHHS & GMS, MADD, AMPLIFY and Screenagers educational docu-series accompanied by student and parent discussions. Rocky Hill Youth to Youth Coalition students attended monthly meetings at GMS to discuss important prevention topics followed by community projects related to the various topics.

Direct Services

Seven-hundred hours were spent on counseling, reports, grant evaluation, data entry, clinical notes, consultations, research and case management. Counseling & case management sessions were provided for individuals, parents, families and groups. Licensed staff were a part of TIP (Targeted Intervention Process) at RHHS, Wellness/Perkins Committees and PBIS (Positive Behavioral Intervention System) programs were offered as part of a collaboration with the Board of Education and the schools.

Other Services

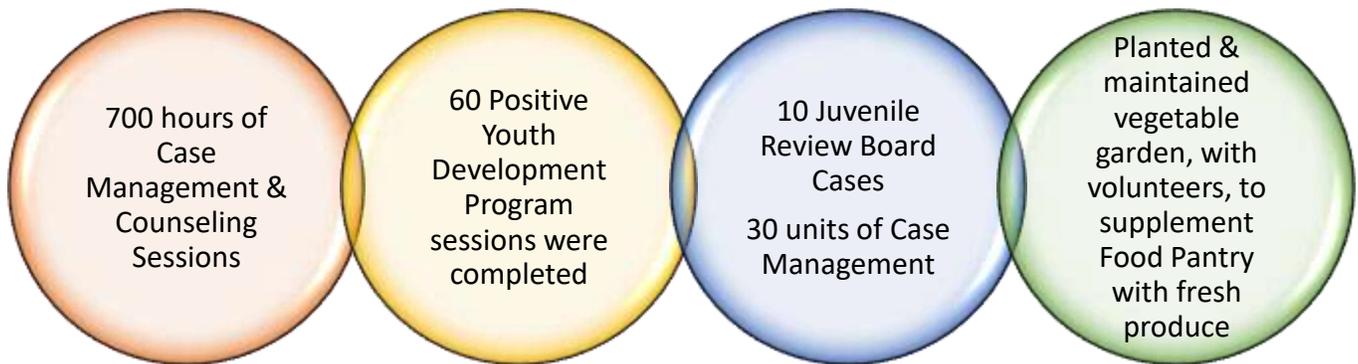
Additional programs were implemented to continue to engage students and families, as well as
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HUMAN, YOUTH & SENIOR SERVICES (continued from previous page)

addressing a wide variety of needs in our community. This included: Boys Connect for youth leadership and a sensory extension at Summerscape Summer Camp for youth who required a quieter space. Youth Services staff continued to run existing programs such as; Intergenerational Food Pantry Garden Program with 12 student participants, Equine Experiential Program with 6-7 students in each session, Cops & Kids Afterschool Program with 20 participants, Girls Empowerment with 25 students and a Teen Team building and Leadership development collaboration with Empower Leadership with 30 student participants. RHHS Project Graduation Class of 2024 had 96% participation for this prevention program. There was also a continued focus to provide opportunities for youth to gain community service hours, as a part of their requirements for graduation. This included intergenerational events, participation in fundraisers and community events.

The Human, Youth and Senior Services Department additionally assisted with mental health crises as they arose throughout summer camp, as well as on a referral basis. HYSS staff engaged in intervention, assessment, referrals and case management as a result of the mental health crises. As a part of this, HYSS staff prepared media education, public service announcements and power point presentations to spread awareness and information regarding the department.

YS PROGRAM STATISTICS



INFORMATION TECHNOLOGY DEPARTMENT

JOHN NOWAKOWSKI, DIRECTOR OF IT

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(860)258-7649

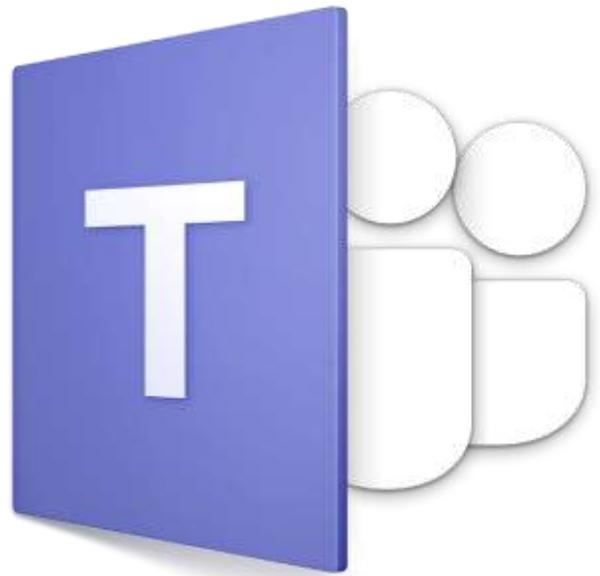
The **Information Technology Department** is responsible for setting the technology direction for Town Government. The Department consists of four full-time positions which include a Director of Information Technology, two Information Technology Technicians and a Media Communications Coordinator. The Department also has a part-time Media Room Operator. Responsibilities include technology planning, system design, and implementation and support for on-premises and cloud-based systems. The overall goal of the Technology Department is to provide the technology tools and systems necessary to provide an increased level of secure service to all constituents.

IT Department Accomplishments

- Implemented new Microsoft 365 tenant for email and collaboration;
- Started migration of email from on-premises email server to Microsoft 365 cloud-based services;
- Started wired and wireless network upgrades;
- Started migration from Windows 10 to Windows 11.

Additional Information

- In addition to the above project work, the IT Department also has responsibility for server and network security, technology training, break/fix work, posting content to the Town website and managing Community Channel 16 and three Town electronic signs. In the past 12 months, the IT Department has responded to and completed over 550 separate helpdesk requests for service.



CORA J. BELDEN LIBRARY

MARY HOGAN, LIBRARY DIRECTOR

(PRESENTLY MICHAEL MURPHY)

MMURPHY@ROCKYHILLCT.GOV

(860) 258-7621

READ. LEARN. DISCOVER.

The Rocky Hill Cora J. Belden Library serves as the public library for the residents of Rocky Hill. The library consists of a Director, Reference Librarians, a Children's Librarian and Library Technicians, as well as several part-time staff. The mission of the library is to encourage life-long learning through access to important resources like books, electronic materials, newspapers, magazines, computers, free Wi-Fi, literacy classes for children and babies, and educational programs for adults, teens and children.

2023-24 was another very busy year with more people visiting the library, participating in programs and checking out material both physically and digitally. The library continued its services through a variety of avenues to ensure residents of all ages had access to books, lifelong learning materials, excellent programs and much more.

Some highlights:

Library Visits: Visits to the library continued to increase, with an estimated 106,800 visits registered on our door counter, averaging 5.2 visits per resident. This is around a 9,400 increase over the previous fiscal year.

Circulation: During the past year, the library circulated a total of 204,554 items. Our circulation per capita was a healthy 9.9, leaving us again well above the statewide average of 6.0 and median of 6.3.

Programs and Events: We hosted 769 programs and events with 23,192 attendees across all ages, averaging just over 30 participants per program. This includes author talks, workshops and lectures, children's story times, technology classes and one-on-one tech assistance, ESOL and job assistance, outreach events in the community and more. These events promote literacy, provide educational and lifelong learning opportunities, and promote cultural enrichment, strengthening connections among local residents and fostering a sense of community.

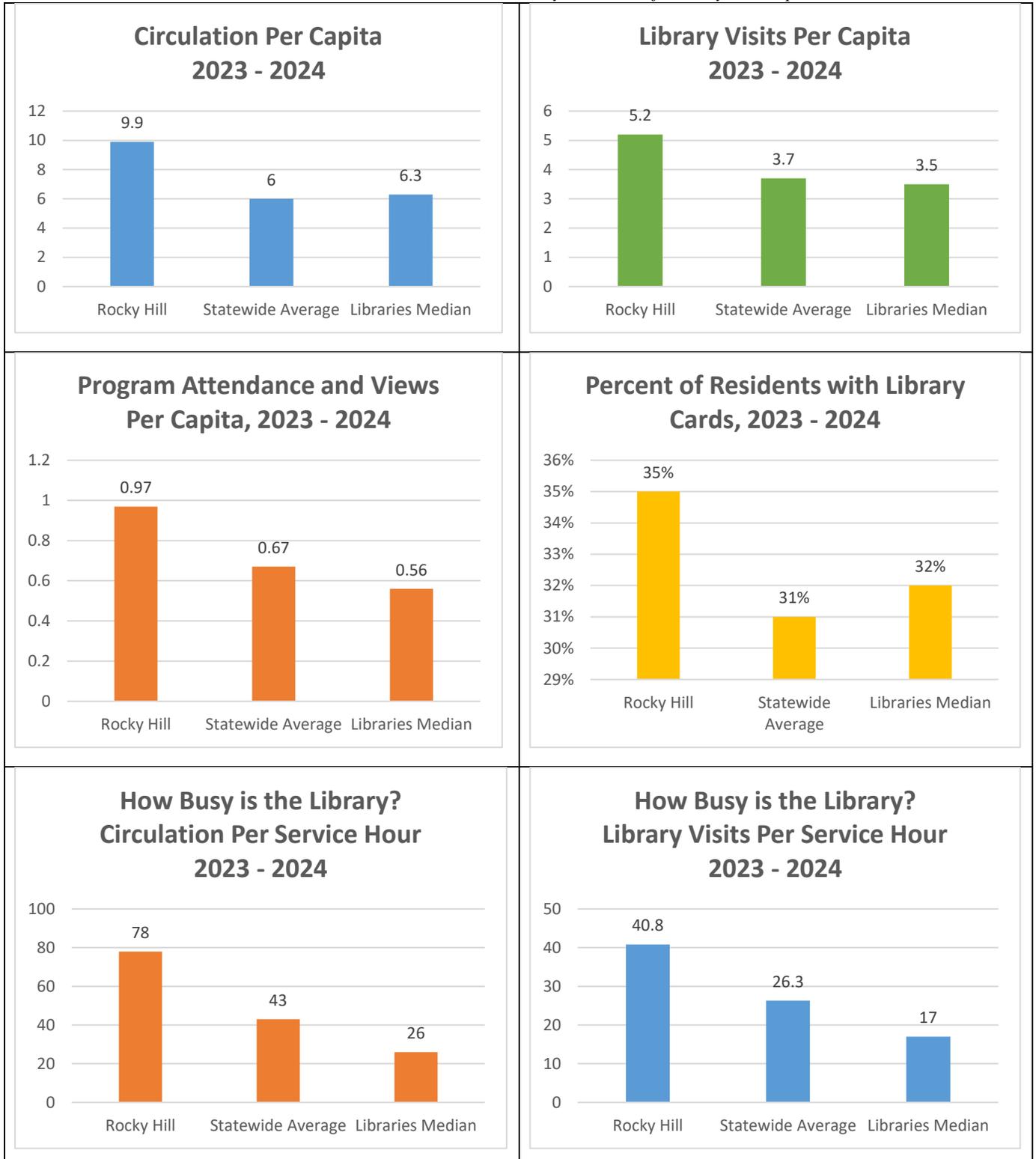
In conclusion, the past year continued the trend of the library providing innovative programming for all ages, offering relevant collection materials and providing exceptional customer service to the community. We are proud of what we have accomplished and look forward to continuing to serve the community in the years to come.

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CORA J. BELDEN LIBRARY (continued from previous page)

Rocky Hill Cora J. Belden Library continued to outperform other libraries in Connecticut in 2023-2024.

Source: Connecticut State Library, Division of Library Development, 2025.



CORA J. BELDEN LIBRARY (continued from previous page)



PARKS & RECREATION DEPARTMENT

CRAIG A. BOWMAN, DIRECTOR

CBOWMAN@ROCKYHILLCT.GOV

(860) 258-7664

The **Parks and Recreation Department** consists of three divisions: Parks, Recreation and Aquatics. Full-time staff consists of one Director, one Crew Leader, one Aquatics /Recreation Supervisor, one Recreation Supervisor, six Park Maintainers and one Administrative Assistant/Office Manager. In addition, the Department also consists of various part-time seasonal staff including: parks maintainers, clerical staff, lifeguards, camp staff, program specialists, sports league coordinators, referees, boat launch attendants and specialty instructors. The Parks & Recreation Department's responsibilities include park development, park maintenance, recreation programming, aquatic programming, as well as creating special events for the community. The Department plays a strong role in assisting many community groups in their events and programs by providing technical assistance, event set up and break down, and many other types of services. The Director also serves as the Tree Warden. The Department has a Parks and Recreation Advisory Board, which is a committee comprised of six members serving in an advisory capacity.

Accomplishments in the Parks Division

- Budget preparation, administration;
- Maintain Parks Garage to OSHA compliance;
- Town-wide mowing, trash pick-up, pruning shrubs and trees, stump grinding, leaf pick-up and High School athletic event clean-up;
- Ball field preparation of 19 fields;
- Snow removal operations;
- Over seeded all athletic ball fields at schools and parks;
- Refreshed playground surfacing at all playscapes, schools, and playground maintenance. Equipment maintenance/repair, repair turfcats, repair lighting towers, tune-up and repair snow blowers, service of wide area mowers, backhoe, sand pros, Bobcat and park furniture benches/bleachers/picnic table repairs;
- Irrigation repairs, till and drag ball fields, winterize all irrigation systems;
- Set-up for Summer drive-in movie series, Board of Education functions, Senior Picnics, Farmers Market, Memorial Day, Veterans Day, National Night Out, Summer Concerts, Fallfest, Terrier Tough, Columbus Day Tournament and Bandbackers Competition;
- Preventative maintenance program on all fields and facilities;
- Elm Ridge pool – prepare pool for season including getting pumps started, filling the pool to check for leaks, etc.;
- Installed boat and fire docks; removed and shrink-wrapped after season. Welded damaged docks during off-season;

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PARKS & RECREATION (continued from previous page)

- 120 highly maintained acres; 140 moderately maintained acres; 275 acres of open space;
- Maintained streetscape landscaping - weeding, mowing, pruning and garbage removal;
- Moved bleachers, mats and other equipment to and from the schools for assemblies, events and programs;
- Responded to over 160 tree calls;
- Installed banners at Main and Elm – spring, summer, fall and winter;
- Cleaned river bank at Ferry Park;
- Performed dam maintenance at Dividend Pond Trail;
- Replanted flower beds at Community Center;
- Attended safety training classes;
- Slice - seeded and over seeded Rocky Hill Dog Park;
- Laser graded baseball diamonds: High School Baseball, Vicino, DiMauro, Flanagan and Maxwell Softball;
- Trail cleanups;
- Hung Christmas lights at Main/Elm Street & Silas Deane Highway (74 poles);
- ERP Connector Trails Cleanup;
- Prepped fields for summer rentals;
- RHHS baseball field renovation to DuraEdge infield;
- Reinstate event trailer;
- Rebuilt pool desk;
- Prepped Elm Ridge Park for Griswold Middle School’s Veterans Day Fun Run;
- Welded 128 banner arms for the 74 Silas Deane light poles in coordination with SGR Marketing;
- Assisted with tree removal along New Road fence line of Rocky Hill Community Farm;
- Terrier Tough: Built trenches and assisted with course setup layout;
- Compressor House cleanup;
- Removed fencing around old ERP Skate Park and Players Field;
- Assisted with tree removal along RH Community Farm/ New Road frontage;
- Terrier Tough: setup and breakdown;
- Assisted with taking all leaves from Brilliant Park for composting;
- Staff assistance with LaFesta ItaliAmerica on 9/30/23;
- Garage Auction;
- Over seeding Moser Fields;
- Pilot program for Big Bubba Trash Barrels at Elm Ridge Park;
- Participated in Lend-A-Paw on 10/5/23. High School Students raked and mulched;
- Paths widened at Dividend Pond Trails (by Pleasant Valley);
- Eagle Scout Project – install water bars on the White Trail and widen some trails at Quarry Park;
- New way finding signs at Center Cemetery;
- Collaborated with Girl Scouts for their Silver Award project by putting QR codes on all trail maps;

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PARKS & RECREATION (continued from previous page)

- Public Art Space at Quarry Park called “Graffiti Arches”;
- Racial slurs removed at Quarry Park;
- Hinding Tennis awarded Pickleball contract;
- Trees removed at Community Farm;
- LED lighting at Maxwell Park & Rocky Hill High School completed;
- Changed porta potty vendor from United Site Services to Clean Restrooms;
- Brilliant Park sign installed;
- Rocky Hill High School – new drainage lines for Softball Field.

Accomplishments in the Recreation Division

- Budget preparation and administration;
- Summerscape:
 - Camp staff hiring and training:
 - 34 Staff for 2023 Season;
 - 34 Staff for 2024 Season;
 - 2023, Summerscape Pre-School Camp was merged into Summerscape Day Camp;
 - Summerscape Programs Offered– averaging 130 youths a week (grades 1-5 2023 season) and Counselor In Training Program:
 - Summerscape partnered with Rocky Hill BOE to continue offering ½ day option to those students attending summer school;
 - Summerscape Teen Adventure Camp 2023 season – averaging 35 campers per week;
- Special Events – Hop Around the Hill, Rocky Hill Farmers Market, Fall Fest, Summer Concert Series, National Night Out and Jolly Jamboree;
- Special Events – Winter Wonderland, Underwater Pictures with Santa, Decorate Your House for the Holidays Contest;
- Liaison to Travel Soccer, Youth Football and Cheerleading, Little League, and Lacrosse regarding schedules, field maintenance, lighting schedules and tournaments;
- Liaison to Board of Education - Project Graduation, athletic events, band competition and choral concerts;
- Youth Basketball Programming:
 - The Youth Recreational Basketball Program continues to be a popular offering for Rocky Hill youth, providing an affordable organized sport for the winter season:
 - The restructured Dunkers Clinic for boys and girls in grades 1-2 was offered in its new format for the third year in a row. The program saw 82 participants this season. Luke Granato, a local basketball talent originally from Rocky Hill, continues to be the Head Coach/Coordinator for the program;
 - The recreational league for boys and girls in grades 3-8 grew from 208 participants last season to 211 participants this season;
 - The High School Boy’s Rec. League ran with 49 total players and 5 teams;



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PARKS & RECREATION (continued from previous page)

- Camp Sunrise continues to run in Glastonbury and is offered to Rocky Hill families for individuals with special needs or disabilities. Ten kids were registered from Rocky Hill;
- Recreational Youth Fall Soccer League – hosted 268 participants across divisions ranging from Pre-School through Grade 6;
- Stepping Stone Youth Theatre continued offering programs during the winter and spring months;
- Youth and Adult Programs – the Department continues to use Zoom to offer a virtual option for some of its fitness classes as a convenient alternative or accommodation for many participants. This includes various yoga classes, including Yoga for Stress Relief, Vinyasa Flow with Sound Healing, and evening and Saturday morning Strength Training classes;
- The Department continues to offer dozens of programs throughout the year, including yoga classes, strength training classes, Adult Drop-In Basketball, American Sign Language, ART-Ventures for Kids, Basketball Clinics, BWORKZ – Bollywood Inspired Dance Workout, Cake/Cookie Decorating classes, Chess Club, Circuit Training, Capoeira, coding classes, several different dance classes, Guitar Lessons, Incrediflix, Intro to Reiki, Intro to Stargazing, Jewelry Making, Karate, Mad Science, Music Together, Piano Lessons, POUND, Pilates, Kidscapades classes, Zumba, High Interval Training, Sewing, Strength Training, Child and Adult Tennis Lessons and Zumba;
- The Department’s Yoga program continues to grow rapidly with registration numbers steadily increasing from season-to-season;
- Weekly cyclo cross bike series;
- Participated in CT Trails Day;
- Assisted with the planning and execution for the Memorial Day Parade;
- Junior Terriers sports clinics:
 - A series of programs designed to incorporate Rocky Hill High School’s-Athletic Coaches to lead sports clinics unique to the sports they coach;
 - The program is designed to have support from current Varsity and Junior Varsity Athletes to volunteer their time in assisting the Coaches and engaging with the youth;
 - Junior Terrier offerings for 2023 included: Hoop Hill- Girls Basketball Clinic, Hoop Hill- Boys Basketball Clinic, Performance Training Camp;
- Participated in and won the Four-Town Walking Competition, headed up by CCHD;
- Ran a third year of the new holiday event series under title of the “Jolly Jamboree”;
 - Designed to encompass a multitude of holiday event offerings including Winter Wonderland, Underwater Pictures with Santa and Holiday House Decorating Contest:
 - Continue to utilize new Community/ Senior Center for Winter Wonderland and increase the number of participants we are able to take;



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PARKS & RECREATION (continued from previous page)

- Offered Underwater Pictures with Santa in conjunction with Police Department's Scuba staff;
- Continued another year of the Holiday House Decorating Contest;
- “Hop Around The Hill Event” (240 participants ages 12 and under for 2024) – an organized and interactive egg hunt taking place inside the Community/ Senior Center;
 - Event includes multi-department collaboration and interactions with community youth;
- Administrative support for Rocky Hill Education Foundation for Road Race, North Pole Express and Harlem Wizards Basketball fundraiser;
- Eight weekly Farmers Market at Elm Ridge Park;
- Learning Tree Preschool participated in Cora J. Belden's Preschool Expo;
- Replied to 244 Santa letters;
- First inaugural “Rock Star” Recognition awards;
- P&R presentation to Town Council, explaining key staff members and a general overview of the day-to-day operations;
- Inaugural Juneteenth Celebration at the Community Center;
- Added more Pickleball court lines to the Community Center gym.

Accomplishments in the Aquatic Division

- Oversaw overall operation of High School Pool and Dr. David W. Moser Memorial Pool;
- Budget preparation and administration;
- Attended CRPA Aquatics Section meetings;
- Attended CRPA trainings: some virtually, some in-person;
- Continued the Sea Cubs program, which continues to be run by Rocky Hill Swim Coach Lisa Cooney. This year's program had 14 participants and 17 “buddies”;
- Continue to use just the exterior, direct entrance into the indoor pool, as per the preference of BOE;
- Continue to work closely with BOE to ensure smooth operation and proper building security while operating the indoor pool;
- Re-interviewed all returning summer seasonal staff to get an update on summer plans, listen to new ideas and look for potential new pool supervisors;
- Continued to refine the digital check-in at pool entrances using the MyRec Membership and Point of Sale features;
- Annual Pool Unique Visits: Approximately 33,436 total visits
 - Approximately 8,355 public swim visits;
 - Approximately 5,325 camper visits;
 - Approximately 8,360 swim lesson visits;
 - Approximately 6,670 Sea Lions Swim Team visits;
 - Approximately 4,400 High School Swim Team visits;
 - 248 Sea Cubs visits;
 - 78 Dog Days visits;

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PARKS & RECREATION (continued from previous page)

- Swim Lesson registration continues to be conducted exclusively online. The process has continued to be refined to be more efficient for user;
- Offered 130 swim lesson courses throughout the year. This amounted to 836 total swim lesson registrations;
- Coordinated Dog Day at the Pool;
- Offered one Lifeguarding (8 enrollees) and two Water Safety Instructor (11 total enrollees) classes;
- Hosted several Scuba class rentals at indoor pool;
- Using our five in-house Lifeguard Instructors with assistance from our Aquatics Supervisors: updated all Lifeguards to the new American Red Cross r.24 Lifeguarding standards, as required by the American Red Cross. The last time ARC released a new Lifeguard program was in 2017. The program update required all Lifeguards to learn some new skills and learn new techniques for conducting previously learned skills. All Lifeguards were required to pass the new Lifeguard written test and in-person skills session to ensure everyone was trained to the new ARC standards;
- Conducted in-service trainings throughout the year to ensure all Aquatics staff continue to review and polish skills;
- Offered Blood Bourne Pathogens and Staff Manual training to all Aquatics staff;
- Decommissioned the existing liquid acid feeder for the indoor pool and installed a Pulsar powder acid feeder. This type of acid feeder works in tandem with our Pulsar chlorine feeder while providing a safer option that eliminates the need for liquid chemicals. This helps prevent major accidents from happening while also protecting our Aquatics Facility Operators and Staff that maintain the filling of these feeders;
- Completely drained and re-grouted the indoor pool, replacing pool tiles as needed. This preventative maintenance must be done periodically to maintain the integrity of the pool infrastructure;
- Reconfigured and replaced most of the drain piping and shutoff valves for the indoor pool to meet modern day safety standards;
- Supervised Ferry Park Boat Launch, where we continued using a digital roster for pass holders and electronic means of payment for daily launch visitors.

POLICE DEPARTMENT

BRIAN P. KLETT, CHIEF
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(860) 258-2749

Rocky Hill Police Department

From its humble beginnings with a single officer, the Rocky Hill Police Department has grown into a dedicated and professional force, now comprising of 42 sworn officers and 13 civilian staff members serving in various capacities.

The department operates efficiently through four primary divisions:

Patrol & Communications

Supervised by an (1) Operations Lieutenant, the Patrol Division consists of six (6) sergeants, twenty-two (22) patrol officers, and three (3) School Resource Officers (SROs). These officers are equipped with advanced technology and receive continuous training to respond swiftly to emergencies, conduct preliminary investigations, and provide essential public safety services.

The Communications Unit includes nine (9) professional Public Safety Dispatchers who ensure 24/7 emergency and routine dispatch coverage. In 2024, the dispatch center answered 24,784 total calls, including 8,527 emergency 911 calls.

Investigations & Records

The Investigations Division, led by a (1) Detective Lieutenant, includes three (3) detectives dedicated to complex criminal investigations. Additionally, one (1) patrol officer is assigned to the DEA Narcotics Task Force, working on specialized drug enforcement cases. These detectives collaborate closely with the Patrol Division, allowing patrol officers to focus on proactive policing and community engagement.

Supporting this division are two (2) Records Clerks, who manage critical documentation and administrative records for the department.

Administration

Overseen by the (1) Chief of Police and (1) Administrative Lieutenant, this division handles essential operations such as budget management, recruitment and support services. The division also includes:

- (1) Chief's Executive Secretary;
- (1) Technical Support Officer ensuring technological efficiency;
- (1) Training Sergeant overseeing officer development and education; and
- (1) Accreditation Officer ensuring compliance with professional policing standards.

Together this team provides the logistical and operational support necessary to maintain the department's efficiency and effectiveness.

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POLICE DEPARTMENT (continued from previous page)

Through its unwavering commitment to public safety and excellence, the Rocky Hill Police Department remains dedicated to protecting and serving the community with integrity and distinction.

Community Service Programs

The Rocky Hill Police Department offers a variety of community service programs, all conducted by trained personnel with specialized expertise. These programs are available upon request and include:

National Night Out;
Drug Take Back Program;
Child Car Seat Inspection & Installation – Ensuring proper safety seat installation;
Cops & Tots Reading Program – Strengthening community bonds through literacy initiatives;
Crime Prevention Awareness – Educating residents on crime prevention strategies;
Police Cadets – Post 121 – Providing young individuals insight into law enforcement careers;
Police Internship Program – Offering college students hands-on experience in law enforcement;
Police Ride-Along Program – Allowing civilians to observe police operations firsthand;
Project Kid Care & Summer Programs – Enhancing youth safety and engagement;
Toys for Tots Program – Assisting families in need during the holiday season;
Youth Engagement through the SRO Program – Supporting student development and safety initiatives.

By fostering community partnerships and proactive policing efforts, the Rocky Hill Police Department continues to strengthen its connection with residents and enhance public safety.

A Police-Community Partnership

The Rocky Hill Police Department is committed to community policing and has forged a police-community partnership based on courtesy, professionalism and respect. The Rocky Hill Police Department welcomes visitors and extends an open invitation to the public to stop by and meet members of the Department. Tours of Police Headquarters are gladly given by appointment.

Activities for FY 24/25

Total police training hours	3,713
Total criminal arrests	275
Total medical calls	3928
Total motor vehicle accidents reported	411
Total motor vehicle infractions	310
Total town tickets issued	69
Total alarms responded to	598
Total animal complaints investigated	245
Total criminal cases assigned	687
Total community service events	73
Total child car seats installed	18

DEPARTMENT OF PUBLIC WORKS

*JOE LENTINI, FIELD OPERATION & HIGHWAY
SUPERINTENDENT*

JLENTINI@ROCKYHILLCT.GOV

(860) 258-7709

The Department of Public Works provides a broad spectrum of services to the Rocky Hill community, focused primarily on the maintenance, repair and construction of the Town infrastructure. It is comprised of three departments: Highways (Road Maintenance), Fleet Maintenance (Town Garage) and Sanitation.

HIGHWAY DEPARTMENT

The Highway Department operates from the Town Garage located at 59 Old Forge Road and is staffed by 10 maintainers and 1 crew leader. The primary responsibility of the Highway Department is to maintain, repair and keep clear all 65 miles of Town-owned streets, public parking lots, schools and firehouses. The operation includes sweeping, plowing, storm drainage and street signs. In addition, they perform yearly curbside brush pickup, fall curbside leaf collection and Christmas tree pick-up.



DUTIES INCLUDE:

- Maintain safe passage during snow and ice events on town streets, BOE, parking lots and Town parking lots;
- Sweeping of all Town streets, school parking lots and public parking lots;
- Repair curbs, aprons and mailboxes struck by a Town plow;
- Maintenance, repair/replacement and operation of 49 miles of storm drains, 2,200 catch basins and all culverts on Town streets, schools and public parking lots;
- Parking lot construction and pavement widening/narrowing;
- Pavement preservation and repairs including crack sealing and mill and pave operations;
- Inspection and replacement of non-compliant signs to meet MUTCD requirements;
- Select open space and roadside mowing and maintenance;

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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

- Grading of The Meadow roads;
- Monitoring all streetlights and State traffic signals.
- Support services to all Town agencies;
- Duty man responses to all emergency calls, 24 hours a day.

Accomplishments

- During snow and ice events throughout the winter season, the Highway Department maintains safe passage for all residents and emergency personnel and vehicles by plowing snow and salting all roads;
- Pothole repairs throughout Town all year;
- Crack seal Town roads;
- Asphalt pave Town properties and roads;
- Replacement and repair of numerous catch basin tops, including complete rebuilds of catch basins;
- Clean out swales and culverts throughout the entire town;
- Repair driveway aprons for newly paved roads that have been damaged by milling;
- Adjust all manholes and water boxes on all streets that have been newly paved. Clean all streets after the contractor's work was completed;
- Topsoil and seed any locations the received new curb;
- Grade The Meadows gravel road;
- Tree trim throughout town;
- Town-wide roadside mowing;
- Litter removal on all Town roads
- Place barricades, portable stop signs and cones for police activities, town events and emergencies;
- Clean, maintain, and inspect all highway equipment daily;
- Training.

FLEET MAINTENANCE DEPARTMENT

The Fleet Maintenance Department is staffed by four mechanics. They are responsible for the

(Continued on next page)

DEPARTMENT OF PUBLIC WORKS (continued from previous page)

maintenance and repair of 200 Town vehicles and equipment, with the exception of the Fire Department fleet. These include cars, vans, pick-ups and motorcycles for the Police Department, Highway Department, Parks Department, BOE, and Town Hall Staff. It also includes equipment such as loaders, backhoes, skid steers, pavers, leaf vacuums, dump trucks and other small equipment used in the daily maintenance of the Town roads.

Duties include:

- The operation of a central repair facility for Town vehicles and heavy equipment including: Police, BOE, Parks & Rec, Facilities and Public Works.

SANITATION:

The Sanitation Department has two full-time and four part-time employees that are responsible for the Town's Municipal Solid Waste, recycling, bulky waste, other permitted waste and operation of the transfer station. Duties include:

- Collection and disposal of municipal solid waste and recyclables (Trash Away);
- Transfer Station operation and maintenance;
- Hauling of brush, grass, plastic and bulky waste;
- Assisting the Highway Department with winter snow removal on Town-owned sidewalks.

Municipal Solid Waste and Recycling

Municipal solid waste and recycling collection is under contract with Trash-Away. Trash is collected weekly and recycling is bi-weekly.

Bulk Waste

The Town of Rocky Hill provides bulk waste pick-up of large items for homeowners of residential homes and condominiums. Homeowners may request pick-up of large items that are not accepted as part of the automated trash collection program. These items will be collected by scheduling a pick-up via phone call to Public Works.

Transfer Station

The Town operates a Transfer Station at the Highway Garage for residents to dispose of brush, furniture, rugs, computers, TVs, electronics, appliances, metal, paint, car tires, 20 lb. empty propane tanks, fluorescent bulbs, batteries, engine oil, etc... **No Styrofoam of any type is collected.**

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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

Grass recycling – CT DEEP banned from disposal

Grass is not accepted as a recyclable. Leaving grass clippings on the lawn returns valuable nutrients to the soil, allowing you to reduce the amount of chemical fertilizer you need to apply. It is also against the law to dispose of grass in the trash.*

*Residents are reminded not to put yard waste in trash collection containers. All yard waste can be brought to the Transfer Station located at the Highway Garage for disposal during the year.

Sanitation Volumes

- 5,409 tons budgeted yearly for residential municipal solid waste;
- 579 tons of bulky waste (furniture, rugs, etc.) from Transfer station;
- 1,391 tons of recycling material; i.e. all material from curbside blue recycling bins (revenue source);
- 425 gallons of waste oil;
- 80 gallons. used cooking oil – recycled;
- 194 tons of scrap metal (revenue source);
- Zero propane tanks;
- 882 tires;
- 83,271 lbs. of electronics;
- Shredded paper – 4,200 lbs.;
- 13,000 pounds of latex paint waste. We are a Paint Care Drop Off with no disposal costs;
- 1,659 mattresses. We are a Mattress Recycler with no disposal costs;
- 6,314 lbs. of batteries;
- Food scrapes 3,060 lbs. delivered to Quantum Bio Power, Southington, CT



Received \$ Revenue from the above revenue sources and from sale of assets.

Sanitary Sewer Service

Rocky Hill is one of eight-member communities in the Metropolitan District Commission (MDC) which provides both water and sewer service. The other communities are Hartford, Newington, Wethersfield, Windsor, Bloomfield, East Hartford, and West Hartford. The

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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

sewer service charge includes funding for the Town's share of the MDC Sewer use. The annual charge also includes the cost of a regional household hazardous waste collection program that is held in each of the eight-member communities once a year.

Ratepayers fund water service, while sewer costs are part of each town's tax levy.

SENIOR SERVICES DEPARTMENT

GINA CRISTALLI MARINO, DIRECTOR

GMARINO@ROCKYHILLCT.GOV

(860) 258-2786



The Senior Services Department is responsible for the management of the Senior Center and Elderly/Disabled Mini Bus Transportation. The staff consists of a Director, a Full-Time Administrative Assistant, two Part-Time Clerical Assistants, Transportation Coordinator, two Full-Time Bus Drivers, a Part Time Driver, Subcontracted Program Instructors and Volunteers.

SENIOR CENTER

The mission of the Rocky Hill Senior Services Department is to promote well-being and enhance the quality of life for older adults of Rocky Hill, and to advocate for services that will encourage independence and promote participation in the community. The Center offers a variety of innovative and progressive programs and activities to meet the needs of our ever growing and changing population. The Rocky Hill Senior Center is recognized as a leader in the State for offering cutting edge programs and services. The Center is designated by North Central Agency on Aging as a focal point in the community for the delivery of services to the elderly.

Lunch Program – The Senior Services Department offers a hot lunch program to senior residents age 55 and over. Lunch is served Monday – Friday at noon and is catered by Mitchell’s Restaurant. Cost to residents is \$5.00 and non-residents is \$10.00. A total of 11,564 meals were served from July 2023 – June 2024.

The Compass – The Senior Center newsletter is a 20-page comprehensive bi-monthly brochure that highlights programs and services available to seniors in Rocky Hill.

Membership – Senior Center Membership increased from a total of 1,875 members last fiscal year to 2,307 members this fiscal year. The addition of member photos and key tag assignments have been initiated in preparation for a swiping tracking system to assist with safety measures and statistics.

Fitness Center – A comprehensive Senior Fitness Center program offers individualized and medically based exercises for older adults. Application packets include policies, procedures, a medical history questionnaire and a physician approval form. During the past year, membership numbers rose from 66 members to 81members.

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SENIOR SERVICES DEPARTMENT (continued from previous page)

The Café – Volunteers serve complimentary coffee, tea, seasonal beverages and snacks Monday – Friday from 8:30 a.m. – 2:00 p.m. The establishment of the “Café Coffee Club” and daily donations from patrons have enabled the Cafe to cover all of its material and product expenses. Pastry donations from Big Y and West Side Market enhance the morning coffee experience with complimentary sweet treats.



Co-sponsorship Opportunities – Co-sponsor opportunities have been designed to engage our local community and businesses. Donations include financial, product or professional services, which result in collaboration with many local businesses and agencies. Community sponsorships have allowed the Center to offer a wider variety of educational programs, as well as offsetting expenses for all of our special event luncheons.

Gymnasium – Due to the popularity of Pickleball, a Friday afternoon and Saturday morning “drop in” Pickleball Play was added. Gymnasium usage has increased with the implementation of Chair Volleyball, which further compliments the existing indoor activities of Indoor Walking Track, Pickleball, Corn Hole and Table Tennis. Rocky Hill’s Corn Hole Team “*Braggin ‘n’ Baggin*” has come in first place at the last two Senior Center State Tournaments in Bristol.

The Landing Gift Shop – The Grand Opening & Ribbon Cutting was held on June 14, 2023. The name of the shop was selected from one of the many contest submissions. The 3-dimensional sign was created by a local artist. The Gift Shop came to fruition through the hard work of staff and volunteers and included the selection, purchase and layout of display units; the creation of consignment application, interview and selection process of vendors; and implementation of tracking systems to include inventory, consigners’ reimbursement, Connecticut sales tax and distribution. The shop is operated and staffed by volunteers and is open for select hours Monday – Friday. In its first year of operation, 30 vendors participated which resulted in sales totaling \$9,890.



Educational Programs – A wide variety of topics were planned to attract seniors with different interests. The following programs were held: 100 Treasures of the World’s Top Museums and (Continued on next page)

SENIOR SERVICES DEPARTMENT (continued from previous page)

Libraries, A Life Well Lived is a Life Well Planned, Adult Bullying, Atlas One, Bushnell To Go, Climbing Mount Kilimanjaro, Downsizing 101, Embracing Positivity in Retirement, End of Life Planning, History of Husky Hoops and Self Defense for Women.

Health & Wellness Programs – Individual appointments include Therapeutic Massage, Hearing Screening, Blood Pressure Check and Foot Care. We've partnered with Central Connecticut Health District in providing Covid Booster Clinics, Flu Clinic, HEP C Screening & Presentation and Diabetes Wellness Program. Various service providers presented workshops on Biomarker Testing: Helping Cancer Patients, Blue Zones, Overdose Education and Narcan Training, Healthy & Easy Snack Foods Cooking Demonstration, Hospice 101, Livewell with Chronic Conditions, Mediterranean Style Diet Cooking Demonstration. Dental Hygiene students from Goodwin College presented a program on Oral Health.

Income Tax Assistance – Continued to support and coordinate AARP Tax Assistance program, which resulted in the submission of 250 volunteer completed returns.

Instructional Programs – New programs include: Arthritis Exercise, Connecting Through Art, Cookie Decorating, Craft P.H.D., Introduction to Jazz Dance, Share Your Story, Sing for Fun, Wonder of Watercolor and Zentangle. We added several SilverSneakers exercise classes, which are free for various Medicare insurance plans.

Senior Center Participation – During July 2023 – June 2024, MyRec reports recorded 9,778 registrations were collected for 514 programs resulting in 48,582 visitations.



Special Events & Luncheons – Special Event Luncheons typically sell out with 125 in attendance with an emphasis placed on offering culturally diverse and unique programs. We held 38 events with 4,025 registrations. Collaborated with the Human Services Department to offer Intergenerational programs, the Library and Police Department for various special events. Glen Campbell-I'll Be Me, Magic of Schubert, Meet the Author: The Witch of Wethersfield, Nutcracker Dance & Holiday Magical Performance.

Trips – The Center shared a bus with the Wethersfield Senior Center for the ten trips that were offered and 373 seniors traveled locally in Connecticut as well as Boston, New York and Sicily, Italy.

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SENIOR SERVICES DEPARTMENT (continued from previous page)

Volunteer Program – Our volunteers continue to be the heart and soul of our Senior Center. Volunteer opportunities are created for community members to make a positive impact and meaningful connections. The process includes an application, background check, interview and training for interested adults. Volunteers welcome and greet visitors, serve refreshments at the Café, set up and serve lunch, monitor the Fitness Center, lead Senior/Community Center tours, facilitate a wide variety of games, programs and instructional classes and assist with our many special events. Approximately 108 volunteers contributed an average total of 165 hours per week. Our Second Volunteer Appreciation Luncheon was held during National Volunteer Appreciation week on April 19, 2024 at a local retirement community and featured a delicious meal, entertainment and gift.



ELDERLY/DISABLED TRANSPORTATION

Rocky Hill's Mini-Bus transportation services are available to residents age 60 and older, or to any adult with a disability. Three wheelchair accessible buses provide free transportation to elderly/disabled residents to medical appointments, grocery stores, banks, hairdressers/barbers and other local errands. In addition, Rocky Hill also offers an extended transportation program that provides residents with rides to out-of-town medical appointments. Ambassador Transportation is contracted to provide this service. This State grant is shared with the Towns of Newington and Wethersfield. The Town of Rocky Hill is allocated 154 medical rides per month through the grant.

Ridership – Participation continues to remain strong with 10,093 rides from July 2023 – June 2024. The expanded medical rides provided through DAR Tri-Town grant rose from 1,915 last fiscal year to 1,947 this fiscal year.

Adventures in Dining – Monthly opportunity for residents to explore local dining options while enjoying the company of fellow diners. The popularity of this program often required a second bus as well as inviting members to drive on their own. A total of 237 people participated in 12 adventures.

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SENIOR SERVICES DEPARTMENT (continued from previous page)

Transportation Membership-

Transportation client's information is now being entered in MyRec to streamline and assist us in managing those using our transportation services.

Mini-Bus Transportation for Elderly & Disabled Residents Brochure- A new, revised tri-fold brochure was designed and printed outlining our transportation services, policies and procedures.



TAX ASSESSOR

STUART TOPLIFF, ASSESSOR
STOPLIFF@ROCKYHILLCT.GOV

The **Assessor's** office is responsible compiling the Grand List. This is achieved by discovering, listing and valuing all taxable and tax-exempt property located within the Town of Rocky Hill. The Assessor's office administers a variety of exemption programs for the blind, elderly, disabled, veterans, manufacturers and certain commercial motor vehicles, as well as numerous state reports that determine PILOT received by the Town of Rocky Hill. The Assessor's office also conducts a revaluation at least once every five (5) years and inspect each property once every ten (10) years as mandated by the Connecticut General Statutes. We are currently in year one (2) of the previous revaluation. Our next revaluation is scheduled for October 1, 2028.

TAX COLLECTOR

ELAINE MCKIM, TAX COLLECTOR
EMCKIM@ROCKYHILLCT.GOV
(860) 258-2717

The **Tax Collector's** office is responsible for the collection of all real estate, personal property and motor vehicle taxes levied by the Town of Rocky Hill. Collection efforts are governed by state statute and local policy, prescribed by the Town Council. The Collector's office administers delinquent collection with the assistance of attorneys, State Marshal and collection agency.

On-line tax payments are now accepted on the Town website.

- **Number of 2023-24 Real Estate Tax Bills** 7,544
- **Number of 2023-24 Personal Property** 1,336
- **Number of 2023-24 Motor Vehicle Tax Bills** 18,459
- **Number of 2023-24 Supplemental Motor Vehicle** 2,926

TOWN CLERK

SANDRA WIELEBA, TOWN CLERK
SWIELEBA@ROCKYHILLCT.GOV
(860) 258-2705

The Town Clerk is a full-time official appointed by the Town Manager. The Town Clerk is often referred to as the keeper of records and has a variety of responsibilities in this role. As Town Clerk, my office is responsible for recording all documents that relate to property located in the Town of Rocky Hill as well as maps and surveys. This office maintains minutes for all boards and commissions, election results, liquor licenses, notary public and Justice of the Peace signature cards, and historic documents pertaining to the Town. The Town Clerk and her staff also serve as the Registrar of Vital Statistics and in this role they issue and certify birth, marriage and death records and issue burial permits. This office sells sports licenses and issues dog licenses per State Statute. The Town Clerk is an integral part of all elections, primaries and referendums. In this role, the Town Clerk certifies the results from every election, primary and/or referendum and issues absentee ballots so that every vote will count.

- **Land Records:** (Instruments recorded on the land records: (2,094) Land related documents includes warranty, quit claim, executor deeds, mortgages, release, assignments, financial statements, probate paperwork, property maps, federal/state/municipal and water district liens are an example of documents that are recorded in this office. Land records can be viewed and printed on-line at www.searchiqs.com/ctrock; Property and Subdivision Maps (48).
- **Vital Statistics:** Maintains and issues all births, marriages and deaths certificates, as well as certifying these documents when requested. Issues marriage licenses for marriages that take place in the Town of Rocky Hill (47), issues burial permits and cremation permits (2,056) and certified vital records (1,761).
- **Maintains:** Files agendas and minutes of all meetings of Town boards and commissions. Records discharge papers for veterans residing in town.
- **Licenses:** (Dog Licenses issued (1,349) Issues licenses for dogs, hunting, fishing, trapping, pheasant stamps, duck stamps and vendor permits.
- **Request for Public Records:** Answers in a timely fashion and provides certified and non-certified copies of minutes, land records, reports, trade names, dog listings, elected/appointed officials, etc.
- **Elections:** Responsible for mailing and receiving applications requesting an absentee ballot and ordering and preparing the ballot used in Municipal Elections after the lottery for the placement of the candidates on the ballot. Issued 529 ballots for the Municipal Election held on November 7, 2023 and 451 ballots were returned for this election.

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TOWN CLERK (continued from previous page)

Applied for and received an \$8,000 grant from the State of Connecticut Historic Documents Preservation Program. The grant was used to purchase three shelves for storing land record books. The shelves move on a roller system, which saves space and allows easy access to more volumes.

- Attended Advisory Committee for the Historic Documents Preservation Program meetings in which I am a member on the board;
- Attended ZOOM meetings with the Secretary of the State concerning election procedures, new State Statutes and proposed bills that effect elections and my office;
- Working with Sextons of cemeteries in town and indexing plot, lot and grave location information based upon the burial permits in Clerk's possession and the records kept by the Sexton. This will be an ongoing goal;
- Maintaining OnBoard software for members on all boards and commissions. Appointments and resignation must be updated in this program on an ongoing basis;
- Updating General Code with minutes received; this will be an ongoing process.



ROCKY HILL, CT

Rocky Hill was settled in 1650 as part of Wethersfield, and was incorporated as a separate town in 1843. Located along the west bank of the beautiful Connecticut River, eight miles south of Hartford, Rocky Hill is a thriving community with a rich heritage. We strive to preserve our small town charm while encouraging new development. We are committed to fiscal accountability, responsive government and the highest level of service to the community. The Town's leaders, in partnership with our schools, public library and other municipal departments, make Rocky Hill a great place to live, work and visit.

The Town is traversed by State Routes 3, 99 and 160 and Interstate 91.

Area - 13.9 Square Miles

Population - Approximately 20,705

Land Use

Residential

Commercial and Industrial

Multi-family and Condominium

Open Space

Form of Government

Mayor, Council, Town Manager

Town Hall

761 Old Main Street

Rocky Hill, CT 06067

2023-24 Tax Rate – 35.92 mills; 32.46 (mv only)

2022 Net Taxable Grand List

\$2,307,047,264

State Representative

Kerry Wood (D) 860-240-8585

State Senator

Matthew Lesser (D) 860-240-8600

U.S. Congressman

John Larson (D) 860-278-8888

U.S. Senators

Richard Blumenthal (D) Senate Office 202-224-2823 or State Office 860-258-6940

Christopher Murphy (D) Senate Office 202-224-4041 or State Office 860-549-8463