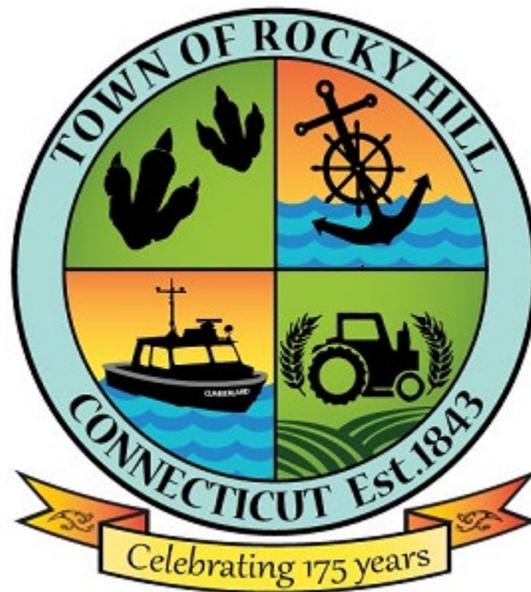


# TOWN OF ROCKY HILL ANNUAL REPORT

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**2017 – 2018**



761 OLD MAIN STREET, ROCKY HILL, CT



# **CONTACT INFORMATION**

MAIN NUMBER: (860) 258-2700

## **DEPARTMENT PHONE NUMBERS**

AMBULANCE (routine calls)	(860) 258-7613	LIBRARY	(860) 258-7621
ASSESSOR	(860) 258-2722	MAYOR	(860) 258-2740
BOARD OF EDUCATION	(860) 258-7701	PARKS & RECREATION	(860) 258-2772
BUILDING	(860) 258-2733	PLANNING & ZONING	(860) 258-2766
ECONOMIC DEVELOPMENT	(860) 258-7717	POLICE (non-emergency)	(860) 258-7640
ENGINEERING	(860) 258-2766	REGISTRAR OF VOTERS	(860) 258-2715
FACILITIES	(860) 258-2772	SENIOR COORDINATOR	(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
HUMAN SERVICES	(860) 258-2799	YOUTH SERVICES	(860) 258-2752

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# **TOWN COUNCIL**

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In November 2017, the Mayor and Town Council members were elected. The members listed below will be in office until the election of 2019.

**Joe Kochanek, Mayor (Democrat)**

**William O'Sullivan, Deputy Mayor (Democrat)**

**Edward Charamut (Republican)**

**Mukesh Desai (Democrat)**

**Christopher Duff (Democrat)**

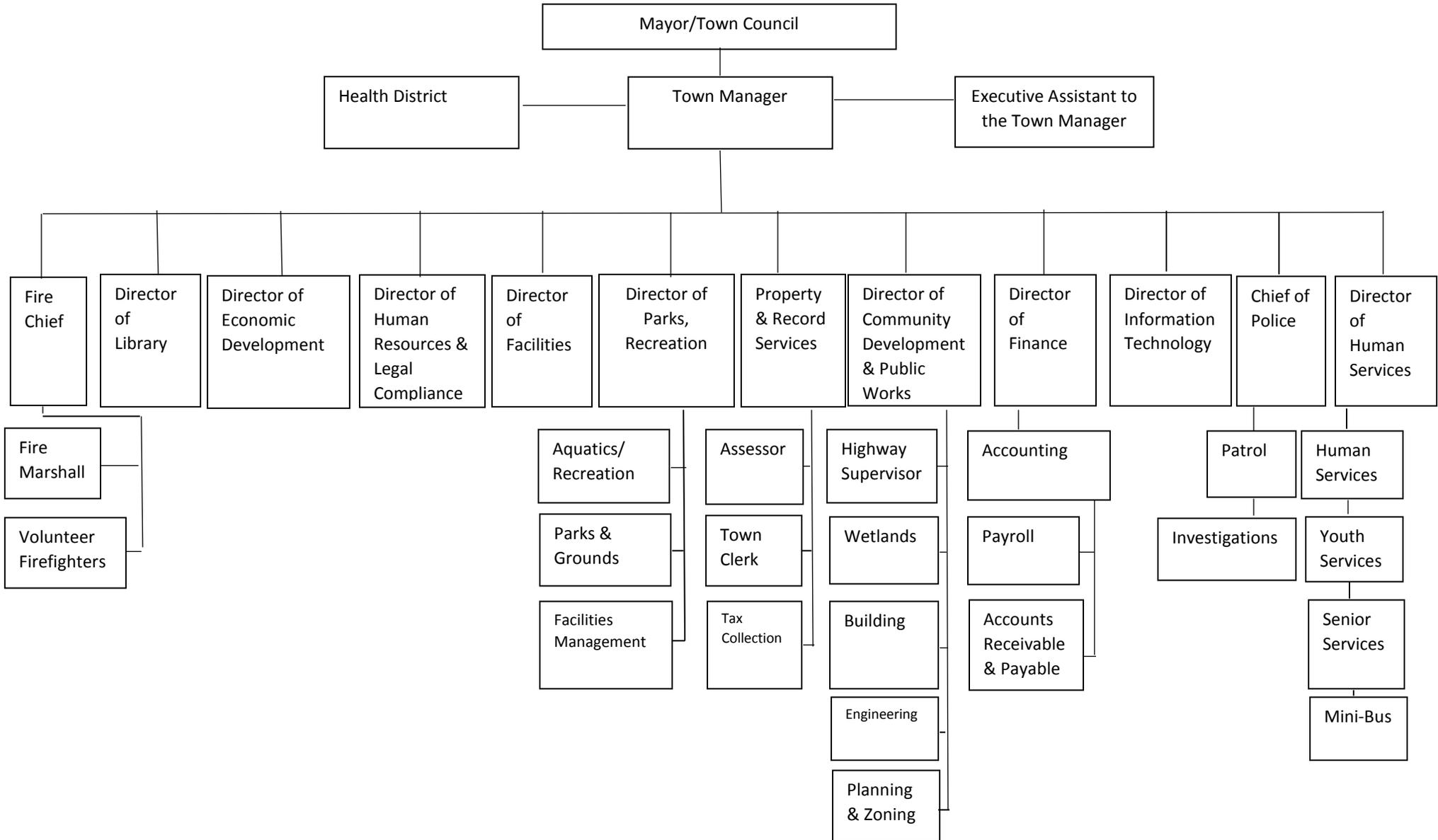
**John Emmanuel (Democrat)**

**Allan Greenspan (Republican)**

**Jeffrey Levine (Republican)**

**Miriam Theroux (Democrat)**

# ORGANIZATIONAL CHART



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# MAYOR'S MESSAGE

*JOE KOCHANЕК, MAYOR*  
[JKOCHANЕК@ROCKYHILLCT.GOV](mailto:JKOCHANЕК@ROCKYHILLCT.GOV)  
(860) 258-2740

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As the Mayor of the Town of Rocky Hill since May 2018, it is my pleasure to submit the Annual Report for 2017-2018. This report consists of a collaborative effort with the valuable contributions by the Town Departments and with the goal of keeping the citizens of the Town of Rocky Hill informed.

During Fiscal Year 2017-18, the Town continued to work to meet the community's needs and move our community in a positive direction, and continue to do so in the face of a challenging year. The Town continues to move forward with many projects including: completed the Rocky Hill High School renovate as new project; completed the updating of the police dispatch center and the upgrading of the jail cells project; continued paving and rebuilding our town roads; upgrading our fire apparatus and equipment; purchased a modular classroom for Stevens and one for West Hill Elementary Schools to address the increasing student enrollment at these schools; completed the rehabilitation of a second senior housing project; continued phasing in the installation of equipment for the air conditioning system at Griswold Middle School; and many others. In April 2018, old Moser School was demolished to make way for the construction of a new Moser Intermediate School for fourth and fifth graders with an opening date of September 2019.

As you read through this report, you will see the Town's efforts to continue to provide quality services for the benefit of our Rocky Hill community and the pride we take in our town. Our staff and our volunteers, including all our public servants, board members, commissioners and Town Councilors collectively work tirelessly in what we believe to be in the best interests of our community.

Every coming year presents us with significant challenges, but we will continue to focus on making Rocky Hill the best that it can be. I look forward to working collectively and with my fellow Town Council members and the Board of Education as we continue to achieve the goal of providing the level of services we as citizens deserve and expect.

Thank you for giving me the opportunity to serve as your Mayor. I look forward to continuing to serve you, my fellow citizens of the Town of Rocky Hill.

Sincerely,

Joe Kochanek, Mayor

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# BOARDS & COMMISSIONS

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

## **Board of Assessment Appeals**

Ken Goldberg  
Sharon Mounds  
Marti Stiglich

## **Board of Education**

Jennifer Allison  
Laurie Boske  
Dilip Desai  
Brian Dillon  
Barry Goldberg  
Kimberly Kehoe  
Maria Mennella  
Frank Morse  
Rene (Skip) Rivard

## **Economic Development Committee**

Cathy Carone  
Larrye DeBear  
Lisa Marotta  
Sharon Mounds  
Marti Stiglich  
Doris Vieira

## **Economic Development Subcommittee**

Mukesh Desai  
Jeffrey Levine  
William O'Sullivan

## **Finance Committee**

Christopher Duff  
Allan Greenspan  
William O'Sullivan

## **Government Operations Committee**

Mukesh Desai  
Jeffrey Levine  
Mimi Theroux

## **Insurance Committee**

Cindy Bennett  
Francis Palazzolo  
Dhilan Shah

## **Land Acquisition & Farmland Preservation Committee**

Edward Charamut  
Christopher Duff  
Sandra Kelly  
William O'Sullivan  
Fran Whelan

## **Library Board**

Cathy Carone  
Susan Coogan  
Wendell Coogan  
Laura Pentland  
Lynn Ptak  
Eliana Thomen

## **Open Space & Conservation Committee**

Todd Brown  
Ken Goldberg  
Sandra Kelly  
Lillian McKenzie  
Komal Patel (ALT)  
Tom Roybal  
Craig Reidienger (ALT)  
David Schweitzer  
Scott Stevens

## **Parks & Rec Advisory Board**

Ed Chiucarello  
Sandra Kelly  
Gina Marino  
Drew O'Connor  
Roseanna Sessa  
David Sevigny

## **Planning & Zoning Commission**

Nancy Brescia  
Dimple Desai  
Andrew Lanciotto  
Lisa Marotta (ALT)  
Alan Mordhorst  
Ronald Robbins (ALT)  
Philip Sylvestro  
Tejal Vallam (ALT)

## **Public Buildings Commission**

Bryan Addy  
Tom Beaudoin  
Robert Dibacco  
Salvatore Ganci  
Steve Longo  
Todd Marchand  
David O'Connor

## **Public Safety Committee**

Edward Charamut  
John Emmanuel  
Mimi Theroux

## **Redevelopment Agency**

Robert Britt  
Donald Francis  
Sean Hussey  
Ray Lawrence  
Tejal Vallam

## **Senior Liaison Committee**

Mukesh Desai  
John Emmanuel  
Allan Greenspan  
Toni Palazzolo  
Don Pitkin

## **Special Constables**

Frank Kelly  
Kim Ricci

## **Zoning Board of Appeals**

Philip Benoit  
John Bedlak (ALT)  
Joseph Coelho  
Guy Drapeau (ALT)  
Stephen Park  
Don Pitkin (ALT)  
Tom Pugliese  
Michelle Zak

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# COMMUNITY DEVELOPMENT

*JIM SOLLMI P.E, L.S., DIRECTOR*

[JSOLLMI@ROCKYHILLCT.GOV](mailto:JSOLLMI@ROCKYHILLCT.GOV)

(860) 258-2766

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The Community Development Department is comprised of the Engineering Department, Building Department, Planning Department, Code Enforcement, Wetlands and Health District. The Planning & Zoning Commission and Zoning Board of Appeals as well as the Open Space and Conservation Commission budgets have been included in the Planning budget and Engineering budget respectively. All department functions and staff are now under the supervision of the Director of Community Development Services.

**The Building Department**, a division of the Department of Public Safety, ensures that all Building construction conforms to the State Adopted Building Codes referenced in General Statutes Sec.29-252-1d.

Conformance with these codes provides safety for life and property through the promulgation of these codes.

## Accomplishments



The division employs a Building Official, a Mechanical Inspector, a full-time Building Inspector and a full-time Administrative Assistant.

The office has the legal obligation to provide services under the State of Connecticut Article One, Department of Construction Services. In accordance with Section 29-252-16, this code is the Building Code for all Towns, Cities and Boroughs, and for all State agencies. In accordance with Article 109, Chapter 541, Part 1a, each town, city or borough shall appoint an official to administer this Code, and this official shall be known as the Building Official.

The Building Official reviews all applications for permits to ensure that the plans proposed comply with state adopted codes; the plans and specifications have sufficient detail; and they are

[\(Continued on next page\)](#)

## COMMUNITY DEVELOPMENT (continued from previous page)

drawn to scale. In case of construction on virgin land, the Building Official insures that an A-2 survey is submitted showing accurately the distances from lot lines to buildings, including proposed finished grades and elevations. Additionally, the Building Official verifies the proper licensure of trades and/or agents, land surveyors, architects, engineers, etc. He confirms ownership and/or other status of the property involved.

In addition, the Building Department is responsible for enforcing the Code of the Town of Rocky Hill.

**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.

Staff includes the Town Engineer, who is a licensed professional engineer in the State of Connecticut; an Engineering Technician who 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 Wetland, ZBA and Planning and Zoning approvals;
- Performs reviews and issues reports and recommendations to the Planning and Zoning and Inland Wetlands and Watercourses Agencies of proposed developments by private developers for conformance with Town design standards, regulations and effects on public infrastructure and private property;
- Monthly review reports to the Planning and Zoning Committee, Inland Wetlands and Watercourses Agency, and Town Council. Provides recommendations at public and "show cause" hearings and conducts field reviews as Inland Wetlands Enforcement Agent and Administrative Officer;
- Attends and is the staff representative at the Inland Wetlands meetings;
- In conjunction with the Wetlands Division, 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 storm water pollution within the Town's network of catch basins, storm drains and streams;
- Reviews building permits for engineering and wetlands compliance;
- Prepares reports requested by the Town Manager;
- Investigates citizen complaints and recommends solutions;
- Conducts construction inspection and project management of capital improvement projects;

(Continued on next page)

## COMMUNITY DEVELOPMENT (continued from previous page)

- Administers the current \$10,000,000 Road Referendum Project for pavement analysis, rehabilitation and reconstruction;
- Administers the LOCIP grant that provides funding for repairs to existing sidewalks and to fill in gaps in the Town's sidewalk network;
- Conducts 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.

### Engineering Department Accomplishments

This past fiscal year, the Engineering Division accomplished the following:

- Administration and inspection of year five of the \$10 Million Dollar Road referendum project, which included 5.1 miles of mill and paving;
- Prepared plans and specifications, advertised, bid and award, administration and inspection of the On Call Drainage Preparation 2018 project in preparation of the referendum paving;
- Coordinated with the Highway Department for the design and construction survey of storm drainage repairs in preparation for the Town's paving program, which included Fernwood Drive and Courtney Drive;
- Prepared plans, specifications and application for a State of Connecticut LOTCIP grant for the pavement rehabilitation of Dividend Road which the Town received;
- Administration of the State of Connecticut LOTCIP grant for the pavement rehabilitation of Old Forge Road to close out the project;
- Administration and oversight of the design engineer and contractor for the replacement of the France Street culvert at the intersection of Farmstead Lane and Wynding Brook Drive to complete and close out the project;
- Administration and oversight of the design engineer and contractor for the Silas Deane Highway Streetscape Phase II project;
- Administration and oversight of the design engineer for the Silas Deane Highway Streetscape Phase III project;
- Provided requested information to the Connecticut Department of Transportation and attended planning meetings for their town-wide traffic signal upgrade program;
- Attended planning meetings for the Connecticut Department of Transportation Elm Street Bridge Replacement project;
- Provided engineering assistance to the Parks and Recreations Department for Barbara Surwilo Park and Maxwell Park;

(Continued on next page)

## COMMUNITY DEVELOPMENT (continued from previous page)

- Inspected and prepared the dam condition report required by DEEP for the Rose Hill detention pond dam;
- Issued and inspected over 185 street excavation permits;
- Performed a dozen plan reviews for new/modified subdivisions or site plans including the revised Moser School and CREC school plans;
- Performed construction inspections at three ongoing subdivisions under construction and the access road to the CREC school;
- Administration and inspection of the annual sidewalk repair program;
- Prepared and supervised the annual pavement marking painting program;
- Prepared agendas and provided recommendations to the Open Space and Conservation Commission;
- Stormwater Management (MS4), in accordance with DEEP regulations, prepared the annual report, administered the funds for mapping, impaired water sampling, training and public education;
- Attended MS4 workshops;
- Issued and administered various wetland permits;
- Investigated and acted on various wetland complaints;
- Provided input to Planning and Zoning for updates to the Subdivision and Zoning regulation;
- Representation at the CRCOG transportation committee;
- The Town Engineer served on the planning committee and attended the New England Chapter of the American Public Works Association spring convention;
- The Town Engineer serves on and is the chairman of the Safety Committee for Town Hall.

**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.

Working closely with the Director of Economic Development, 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 about the Town of Rocky Hill. Planning staff attends training sessions related to Fair Housing, Civil Right Compliance and related Small Cities Community Development Block Grants (CDBG) seminars. Zoning Enforcement Staff

(Continued on next page)

## COMMUNITY DEVELOPMENT (continued from previous page)

enforces Town Zoning Regulations, Town Ordinances related to Blight, and assists with noise enforcement and unregistered/inoperable vehicles. Planning Staff registers housing units and enforces the Town's recently adopted Housing Code.

The Planning and Zoning Commission 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.

The Planning Staff serves as Staff Advisor to the Rocky Hill Planning and Zoning Commission, Plan Implementation Committee as well as the Zoning Board of Appeals. The Planning and Zoning Commission held eleven (11) regular meetings and three (3) special meetings.

- Elected officers – Alan Mordhorst, Chairman; Vice Chairman, Nancy Mayeda-Brescia, Secretary, Philip Sylvestro;
- The comprehensive rewrite of the Sign Regulations were completed;
- Renewed one soil removal and/or fill permit;
- Reviewed several site plans/special permits, of interest: new Rocky Hill Intermediate School, several renovations/changes of use for existing structures (restaurants, gas stations, offices, personal service uses); former train station to a restaurant;
- Reviewed several miscellaneous issues, referrals to Town Council such as the purchase of development rights for the Backiel Farm, pre-applications for a banquet facility and a phased mixed use development, accessory apartments.

The Zoning Board of Appeals held five (5) regular meetings. The ZBA heard eleven (11) applications. Officers for the Board were elected: Joseph Coelho, Chairman, Michelle Zak, Vice Chairman; and Philip Benoit, Secretary.

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# ECONOMIC DEVELOPMENT

*RAY CARPENTINO, DIRECTOR*

[RCARPENTINO@ROCKYHILLCT.GOV](mailto:RCARPENTINO@ROCKYHILLCT.GOV)

(860) 258-7717

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**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 1,300 business establishments employing over 18,000 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 and SYSCO to Regus and Walmart. All of our businesses are located within our six 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 \$10,000,000 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.

Most recently, 2017-2019 saw the construction of a 55,000 square foot expansion of Simoniz USA, construction of a new Hampton Inn and Suites, the construction of a 52,000 square foot surgery center, approval of a 25,000 square foot addition to ARBURG, three new restaurants and approximately 35 new businesses.

*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.*

Rocky Hill is primarily residential with a 33% commercial tax base.

Residents and businesses benefit from Rocky Hill’s participation in the Hartford-West Hartford-East Hartford Metropolitan Statistical Area (MSA).

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



(Continued on next page)

# ECONOMIC DEVELOPMENT (continued from previous page)



**Rocky Hill  
Economic Development Commission  
2018-20 Work Plan**

Business Resources Directory  
Maintain and expand an on-line listing of available business resources with website links.

Business Directory  
Maintain an interactive on-line inventory of local businesses with webpage links.

Marketing/Active Recruitment of Targeted Businesses  
Identify targeted business clusters and individual businesses.

Create communication links with targets (phone, email, trade shows, conferences, etc.)

Maintain the Town's Economic Development Department website with current and pertinent data and industry news

Business Visitations  
Visit local businesses and targets on a continuous basis.

Ongoing Activities  
Pursue the redevelopment and marketing of the former Ames corporate headquarters;

Pursue development potential for Business Park 2;

Sponsor business assistance programs in cooperation with Rocky Hill Chamber of Commerce, regional entities, and state and federal agencies;

Review and provide comment on specific development applications.

*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	8.06%
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	14.59%
Professional, Scientific, and Technical Services	126	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%

Rocky Hill is primarily residential with a 33% commercial tax base. Residents and businesses benefit from Rocky Hill's participation in the Hartford-West Hartford-East Hartford Metropolitan Statistical Area (MSA).

Total commercial retail square footage: 1.87 million

Total commercial office square footage: 2.07 million

Total flex industrial square footage: 2.52 million

Lodging Establishments comprising 616 lodging rooms

**Sheraton Hotel:** 251    **Marriott Residence Inn:** 96    **Hampton Inn & Suites:** 90    **Holiday Inn Express:** 99  
**Howard Johnson's:** 32    **Super Eight:** 48

### Major employers include:

Employer	Product	Employees
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
Paychex	Financial Services/Payroll Processing	150
CT Lottery	State Lottery Headquarters	138
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

(Continued on next page)

# ECONOMIC DEVELOPMENT (continued from previous page)

## ON GOING PROJECTS

**Focused Marketing.** Beginning in 2017, the Economic Development Commission, with the aid of the CT Economic Resource Center (CERC), developed an industries and retail opportunities study to identify business sectors most likely to locate and thrive in Rocky Hill. Of the sectors identified, the Commission decided to focus efforts on advanced manufacturing, IT, medical and finance sectors. CERC then assisted the Commission in developing a Marketing Strategy to target the identified business sectors. The Commission is now in initial stages of implementing the Marketing Strategy. A new marketing logo was recently developed and announced this past February.

**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, is nearing the completion of Phase 2 and the start of Phase 3, a \$2.4 million segment of Silas Deane. 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. Shortly thereafter, in 2013, the Town entered into a Cooperative Agreement with the Department of Agriculture authorizing the State to partner with the Town to fund the purchase of development rights to targeted farms. It also allowed the State to apply for Federal funds for such acquisitions on behalf of the Town. As of May 2018, almost 393 acres of farmland (including an open space property on the CT River) has been preserved in perpetuity at a cost of \$7,670,920.00; of which \$4,503,887.00 was obligated Town referendum funds.



*A 2012 market analysis, performed by Susan J. Moses & Associates as a component of the Route 3 Corridor Study, projected that an additional 1,838,000 square feet of new development is possible by the year 2030. A Tapestry Segment demographic study indicates that more than a third of Rocky Hill's population is classified in the "In Style" segment with an additional 13% classified in the "Exurbanite" segment; indicators of a ripe retail market potential.*

**Silas Deane Highway Streetscape,** a multi-year, multi-million dollar revitalization project initiated by the Town in 2005, is nearing the completion of Phase 2 and the start of Phase 3, a \$2.4 million segment of Silas Deane. The overall project will provide direct vehicular and pedestrian safety improvements, create a sense of place and community and enhance the pedestrian experience.



**Commercial and Industrial Property Assessed Clean Energy (C-PACE)** is a program which allows commercial, industrial and multi-family property owners to access upfront funding for all energy improvement costs and to repay that investment through a benefit assessment charge on their property tax bill. C-PACE is administered by the CT Green Bank as part of the State's Energize Connecticut initiative. The Town Council approved a resolution to enter into the C-PACE program in 2013. There are currently three C-PACE projects underway in Rocky Hill.

**Solar Photovoltaic Project,** also referred to as "the solar farm," is a partnership between Tesla/SolarCity and the Town for the development of a solar photovoltaic project. Initiated in December 2013, the Town executed Purchase Power Agreements with Tesla/SolarCity to construct a 3.9 MW solar energy farm consisting of approximately 11,000 ground mounted solar panels on 15 acres of a Town-owned sand pit located on Old Forge Road. Tesla/SolarCity financed, constructed, operates and maintains the solar facility while paying an annual land lease payment to the Town for the 15 acres. In exchange, the Town is purchasing all the power produced by the solar facility to provide electricity to 15 municipal buildings at a significantly lower rate than provided by Eversource. It is anticipated the Town will reduce its energy costs by as much as \$150,000-\$300,000 per year for the next 20 years while adding an additional \$90,000 of annual lease payments.

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# FACILITIES MANAGEMENT

*PHILIP CYR, DIRECTOR*

[PCYR@ROCKYHILLCT.GOV](mailto:PCYR@ROCKYHILLCT.GOV)

*(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 Head Custodian, four full-time custodians and four part-time custodial staff.

The Custodial Services Division is responsible for cleaning and disinfecting Town buildings, which includes but is not limited to: Town Hall, Community/Senior Center, Library, Police Department/Human Services, Parks Garage, Highway Garage and Ferry Landing bathrooms. Custodial services include: interior and exterior window washing, carpet care, floor refinishing, painting, snow removal, light bulb replacement and trash 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. Thirteen buildings are operated and maintained. Services include: building operations, preventive maintenance, general repairs through Facilities Dude work orders and P.M. work order systems, small office and cubical renovations, HVAC and Electrical installations, IT Department cabling and phone line repairs support, project management of Building Improvement Plan Projects and Capital Improvement Plan projects.

## **Accomplishments in the Custodial Division**

- Green Cleaning program in Town Buildings to meet compliance requirements;
- Performed preventative maintenance items (daily, weekly and monthly);
- Painting projects throughout all Town buildings;
- Daily cleaning (desks, floors, walls, windows and trash) of offices, staircases, lobbies, hallways and activity rooms;
- Washing, stripping, waxing of floors as needed;
- Unloading daily deliveries such as paper products, cleaning supplies, etc.;
- Gym floor maintenance including dust mopping and wet mopping;
- Daily inspection/walkthroughs of interior and exterior of buildings, mechanical rooms and boiler rooms;
- Monthly checks of all fire extinguishers;
- 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;
- Painted life guard shack at Elm Ridge pool;

[\(Continued on next page\)](#)

## **FACILITIES MANAGEMENT (continued from previous page)**

- Shampooed all offices and hallway carpets in Town Hall, Community Center, Police, Library and Human Services;
- Snow removal;
- Replaced ceiling tiles when necessary;
- Assisted Facilities with installation and maintenance of minor plumbing and electrical work. Examples include vacuum cords, toilet plumbing, faucet installation, etc.;
- Coordinated window washing (interior and exterior);
- Painted/Renovated Library office to Computer Lab;
- Attended safety training classes such as asbestos training, Blood Borne Pathogen and Material Safety Data Sheets, CIRMA and ALICE training;
- Attend monthly custodial meetings;
- Provided courier services as needed;
- Assisted with the luncheon program for seniors;
- Maintained Highway and Parks bathrooms;
- Ferry Park Facility;
- Human Services food deliveries and cleaning.

### **Accomplishments in the Facilities Division**

- Monitor utility usage;
- Planned maintenance of all building systems;
- Building repair for all Town facilities;
- Cable installation (data/electrical);
- Maintained work order and preventative work order system;
- Monitored Capital Forecasting program;
- Completed 1,773 work orders and P.M. work orders;
- Duct cleaning at Police Department, 2<sup>nd</sup> phase east;
- Coordinated assessment walk through of all Town buildings and properties;
- Upgraded building fire alarm systems for Firehouses 1 and 3;
- Painting of door and frames at first floor PD;
- Painting Human Services outside entrance;
- Fire House 3 replacement of lobby and 2<sup>nd</sup> floor landing hallway fire doors and fire system door magnet holders;
- Fire House 3 Film replacement of meeting room windows;
- Fire House 3 window replacements;
- Fire House 3 overhead door rail beam repair on all 10 doors;
- Fire House 3 weather stripping replacement on all 10 overhead doors.
- Fire Museum painting of outside metal stairs north and south;
- Roof replacement of Community Center Gym;
- Roof replacement of PD old Sally Port roof;

(Continued on next page)

## FACILITIES MANAGEMENT (continued from previous page)

- Renovation of lower level rooms for Library staff work room;
- Renovation of Stepney Room old kitchen for toy storage;
- Renovation of old workroom in the upper level for new computer classroom;
- Replaced 40-gallon hot water heater in the Library;
- MDC mandate of vacuum breaker install on hose reels throughout Town buildings;
- Slone flush valve upgrades at Fire House 3;
- Installed 2x2 access panels and filter racks in two air handling units in attic at PD;
- Removed all patio pavers and repaired membrane PDF roof over east bay at Fire House 2;
- Roof patching Fire House 3 fire bay roof;
- Replaced 20 hp motor in AC2 rooftop unit at Town Hall. Rigged hoist to the roof;
- Gear box replacement in Stanley sliding door for main entrance at Library;
- Replaced bad circuit board for PD Dispatch main door, fob latch system;
- Various overhead door repairs at Parks, Highway Garage, PD Sally Port and (3) Fire Houses;
- Abatement of Fire House 3 generator muffler;
- Abatement of Fire House 3 2<sup>nd</sup> floor landing tile and mastic;
- Abatement of heating pipe fitting insulation at Library;
- Corrected compliance issues in all elevators due to elevator code changes;
- Guide shoes replacement at Library elevator;
- Replaced 90-foot trench grates on the west side of Highway garage;
- Generator upgrades based on annual generator PM and inspections;
- Glycol flush and replacement at Police Department chiller;
- Community Center breaker replacement of roof top A/C unit;
- 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.

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# FINANCE DEPARTMENT

*AGATA HERASIMOWICZ*

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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, 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, 2017, the Annual Budget for 2017-18 was adopted in the amount of \$74,259,993. The General Government budget was \$30,808,445; the Board of Education budget was \$40,484,976; and the Debt Retirement budget was \$2,966,572.

A mill rate of 31.6 was set to fund the budget. This mill rate is a 2% change over the prior fiscal year. A net taxable grand list for October 1, 2016 of \$2,061,647,020, a 1.38% increase over the previous year, and a tax collection rate of 99.23% were used as the basis for setting the mill rate. For the 2017-18 budget, \$159,731 were used from fund balance as a revenue source with \$1,114,769 unassigned fund balance being applied to the capital improvement budget.

For the fiscal year ending June 30, 2018, total revenues were \$73,260,874, and total expenditures and transfers out to other funds totaled \$73,181,013. The general fund unassigned fund balance at year-end was 6.24% of the total 2018 expenditures on a budgetary basis. The Town Council has passed a resolution targeting an undesignated fund balance at a 5% level of expenditures to provide resources to finance unforeseen emergencies and improve the Town's bond rating. Additionally, in February 2006, the Town Council passed a resolution that money in the undesignated fund balance from the preceding fiscal year that exceeds 6% of General Fund expenditures be applied to the capital improvement budget as determined by the Town Council. For the 2018-19 town budget, \$1,315,504 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 Blum, Shapiro & Company, P.C., of West Hartford, performed the 2017-18 and will be doing the 2018-19 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, 2018.

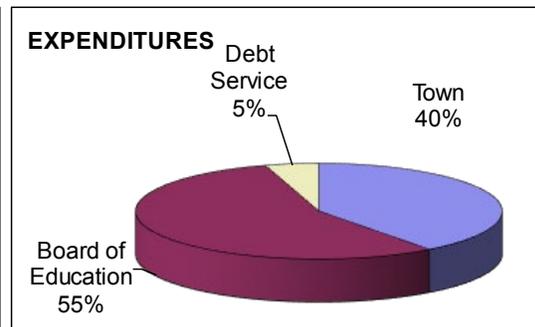
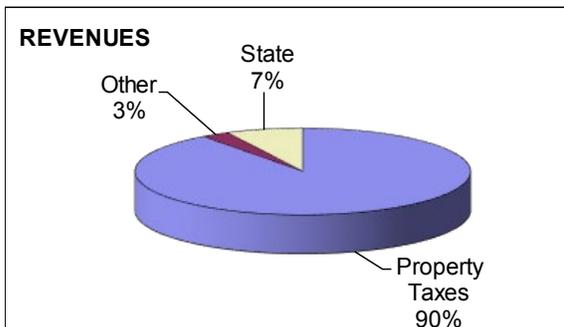
In 2017, S&P Rating's agency assigned its 'AA+' rating and stable outlook to Rocky Hill, and affirmed its 'AA+' rating, with a stable outlook, on the town's existing GO debt.

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

(Continued on next page)

**STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUES:</b>			
Property Taxes	65,618,724	65,847,448	228,724
Licenses and Permits	589,100	854,470	265,370
Intergovernmental	6,792,338	5,427,871	(1,364,467)
Charges for Services	394,000	495,581	101,581
Investment Income	200,000	163,106	(36,894)
Other Revenue	506,100	472,398	(33,702)
<b>TOTAL REVENUES</b>	<u>74,100,262</u>	<u>73,260,874</u>	<u>(839,388)</u>
<b>EXPENDITURES:</b>			
General Government	2,525,022	2,492,107	32,915
Public Safety	6,627,943	6,574,134	53,809
Public Works	6,612,053	6,587,320	24,733
Health and Human Services	626,089	585,186	40,903
Parks and Recreation	1,828,179	1,814,367	13,812
Facilities	2,095,756	1,912,310	183,446
Library	1,024,031	1,009,221	14,810
Insurance	6,357,749	6,116,296	241,453
Miscellaneous	343,000	130,528	212,472
Capital Outlays	1,840,423	1,579,806	260,617
Board of Education	40,273,661	40,273,661	0
Debt Service	3,430,672	3,430,662	10
<b>TOTAL EXPENDITURES</b>	<u>73,584,578</u>	<u>72,505,598</u>	<u>1,078,980</u>
Excess (Deficiency) of Revenues over Expenditures	<u>515,684</u>	<u>755,276</u>	<u>239,592</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Use of Fund Balance	159,731	0	
Net Operating Transfers In (Out)	(675,415)	(675,415)	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(515,684)</u>	<u>(675,415)</u>	
Revenue and Other Financing Sources over expenditures and other financing uses	<u>0</u>	79,861	
Fund Balance, June 30, 2017		6,184,655	
Encumbrances June 30, 2017		(112,956)	
Encumbrances June 30, 2018		(17,553)	
Fund Balance, June 30, 2018		<u>6,134,007</u>	



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# FIRE DEPARTMENT

*MICHAEL P. GARRAHY, CHIEF*

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The Rocky Hill Fire Department is an innovative and diverse department of about 75 dedicated individuals. 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.

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 eventful 2018. In January, the Department was selected to participate in the fourth phase of the federal level recruitment and retention grant which concentrates on firefighter health and safety. This was approved in part by the Connecticut Fire Chief's Association, which has managing authority over the grant.

In terms of requests for service, we have had one of our busiest years with a total call volume of 729, which is an increase of 7.5 % over the previous year.

As we progress forward, we are committed to the concept of safety-based management. We accomplish this through a progressive training program coupled with an ever-present safety overview. Whenever possible, we integrate new technologies and concepts to assist us with our mission.

## Highlights

- A web-based training system is utilized to assist members in completing their required OSHA and regulatory related firefighter core training topics;
- Rapid intervention, confined space rescue, firefighter safety and survival training were conducted utilizing both in-house and State Fire Academy Instructors;
- All firefighters completed a self-contained breathing apparatus confidence course at the RHFD training ground;
- The Department has completed OSHA mandated refresher training for the Hazardous Materials Operations level;

[\(Continued on next page\)](#)

## **FIRE DEPARTMENT (continued from previous page)**

- Blood borne 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 N.I.M.S. 700 and 800 levels as mandated by FEMA;
- All apparatus and equipment are maintained in accordance with NFPA standards and manufacturer's recommendations;
- 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;
- The Department has completed the live interior fire portion of the training ground. This allows us to train our members to more safely, effectively and efficiently address the many facets of structural firefighting;
- The Department employs an "asset dispatch" method of alarm transmission. This allows us to streamline our response and to more efficiently mitigate the incident while maintaining a high level of safety;
- The Department continues to utilize its Standards Committee consisting of representatives from each station and the staff. The Committee researches and tests equipment that the Department proposes to purchase. This allows us to procure the needed equipment at the most economical price;
- 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;
- Physical examinations are conducted on a yearly schedule for all members to maintain personnel at an operational readiness level;
- A new information management database was acquired and is being used;
- The Department maintains an aggressive respiratory protection program, which includes annual fit and competency testing for all personnel;
- The Department continues to support the community with fire prevention classes conducted from preschool through the middle school level. It attends and supports other community functions such as fire protection at bonfires, fire watches for large schools and public assembly venues, and rescue services for river events;
- The Department responded to 729 calls for assistance during the year;
- The Fire Marshal's Office continues to be extremely diligent in the activities including:
  - Performing 427 building inspections for conformance with the life safety code;
  - The above building inspections generated 185 re-inspections;
  - A total of 24 fire investigations were conducted;
  - The Fire Marshal investigated 58 citizen complaints;
  - 0 days were devoted to the required observance of blasting operations;
  - 81 building plans were submitted and reviewed for code compliance;
  - A total of 109 hours were dedicated to fire prevention activities.

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## **FIRE DEPARTMENT** (continued from previous page)



### **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

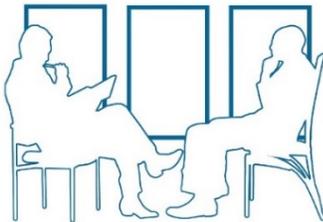
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# HUMAN RESOURCES AND LEGAL COMPLIANCE

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The Town of Rocky Hill re-established its personnel department in January of 2015, infusing into the unit responsibility for human resources best practices and related legal compliance matters. **The Department of Human Resources and Legal Compliance (HRLC)** partners with all other 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, HRLC 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.



HRLC maintains an open door policy across all levels and work groups. Through formal training—but most often through daily interactions with Town employees, HRLC staff apprise employees and supervisors alike of their rights, responsibilities and trends relative to a host of issues affecting the workplace, including performance management; promotion and career advancement; review of job descriptions in terms of the classification system; and continuing education and tuition reimbursement programs.

HRLC works with vendors to facilitate training on team-building, leadership skills, and health and safety matters. Many of these training sessions are sponsored free of charge by the Town’s insurance providers (Connecticut Interlocal Risk Management Association (CIRMA) and Anthem Blue-Cross Blue-Shield). HRLC staff provide 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 HRLC Director developed training on topics including sexual harassment prevention, harassment/hostile work environment, retaliation, and discrimination, which was rolled out to both supervisory and non-supervisory employees.

HRLC facilitates safety and OSHA-related training programs for employees across departments. HRLC partners with department Directors relative to OSHA mandated compliance plans, which are posted for public reference. Additionally, HRLC 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.



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# HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

The following statistics reference some of HRLC's key functions in fiscal year 2017-2018:



## 1. PERSONNEL TRANSACTIONS, RECRUITMENT AND HIRING PROCESS

HRLC ensures that personnel transactions such as hires, promotions, transfers, terminations, compensation decisions and other employment actions are aligned with the classification system and current union contracts, Municipal Employees Relations Act (MERA), Connecticut Fair Employment Practices Act (CFEPA), and other applicable state and federal laws. HRLC works closely with the Finance Department to update and standardize procedures and documentation associated with the employment process, including but not limited to offer letters, background checks, payroll authorizations and related documents, as well as contractually-obligated tuition reimbursements. The HRLC Director conducts exit interviews, participates in hearings regarding unemployment benefits before the Connecticut Department of Labor and proceedings before the Workers' Compensation Commission.



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## HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

HRLC facilitates training and procedures designed to address job vacancies through an objective evaluation and hiring process. Guidance materials developed by HRLC are utilized across departments. As a testament to its partnership with departments, HRLC staff are invited by department heads and search committee chairs to monitor and assist with applicant interviews and evaluations. HRLC helps departments balance interests in hiring the best qualified candidate with concerns for speedy outcomes—while ensuring compliance with applicable laws and best practices.

### 2. EMPLOYEE RELATIONS AND ADMINISTRATIVE REVIEW CASES

HRLC investigates internal complaints of discrimination, sexual harassment, hostile work environment, and retaliation, amongst other matters, as directed by the Town Manager. Investigation protocols and standards of review are directly aligned with state and federal oversight authorities' requirements and guidelines (i.e.,

Connecticut Commission on Human Rights & Opportunities (CHRO), and the Equal Employment Opportunities Commission (EEOC)). Administrative review/investigatory reports are submitted to the Town Manager for final decisions regarding disciplinary and other employment actions. Whenever possible, and if appropriate, HRLC mediates employee conflicts through informal means with union representatives and supervisors. The HRLC Director represents the Town's interests and participates in pre-litigation proceedings, and attends hearings before the CHRO and the Department of Labor.



### 3. LABOR RELATIONS, CONTRACT NEGOTIATIONS AND GRIEVANCES



HRLC 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. HRLC's labor relations work includes preparing successor contract proposals for negotiations, updating job descriptions and fielding questions from supervisors and union representatives regarding compensation and the classification system.

When informal conflict resolution cannot be achieved and grievances are filed, as directed by the Town Manager, the HRLC Director crafts response briefs and participates in arbitrations before Connecticut's State Labor Board of Mediation and Arbitration.

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## HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

### 4. 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*. HRLC works across departments and consults with supervisory and non-supervisory employees to ensure compliance with *the Americans with Disabilities Act (ADA) as amended by the ADA Amendment Act (2008), Section 504 of the Rehabilitation Act of 1973, as well as the Family Medical Leave Act (FMLA) and the Health Insurance Portability and Accountability Act (HIPAA) of 1996*.



*Through training and facilitating **interactive process** discussions, HRLC assists Directors, supervisors and employees in developing reasonable accommodations that balance the needs and rights of employees with the business interests of the municipal organization, thereby ensuring compliance with the ADA. With regard to FMLA, beyond minimal compliance, HRLC has adopted best practices in communicating with employees and health care providers. For each employee request, HRLC staff ensures the use of updated forms and standardized correspondence readily accepted by oversight authorities like the federal Department of Labor—which serves to mitigate potential liability for the Town. HRLC also administers the Town’s Zero Tolerance Drug and Alcohol Policy and related random drug testing program, and is the Town’s liaison with the Employee Assistance Program (EAP).*

### 5. 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 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. Otherwise, records must be provided within statutory timelines of four (4) days (to provide written acknowledgement of requests) and 20 business days (to provide responsive records). HRLC is often called upon when requests relate to records that contain information deemed to be confidential or private. HRLC reviews such requests through the lens of statutory exceptions, exemptions and exclusions to balance public disclosure and individual privacy interests. HRLC communicates frequently with FOIA Commission representatives to ensure compliance in this area and participates in hearings before the FOI Commission (FOIC).

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# HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

*MELISSA HICKS, DIRECTOR*

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The Town of Rocky Hill Human Youth & Senior Services Department directly and indirectly provides all social services to town residents. The Department is always moving forward with the implementation of new ideas and concepts such as expansion of services, new groups and specific programming. As a multifaceted department, we are committed to working together and providing Town residents with quality programs. Various assistance programs are available for financially disadvantaged citizens such as emergency basic needs (shelter, clothing, food, bills, etc.), tax relief for elderly/disabled renters, energy assistance and food assistance. Licensed professional staff offers crisis intervention and short term counseling. Two wheelchair accessible buses provide free transportation for elderly/disabled residents. Rocky Hill also offers an extended transportation program that assists residents with out-of-town medical appointments via a contracted company. A fully stocked food pantry provides assistance to families here in Rocky Hill and is staffed by our Food Pantry Coordinator and volunteers. The Youth Services Division offers youth and family therapy as well as a variety of positive youth development activities, and prevention and psychoeducation. Our Senior Center provides daily nutritional meals, socialization, physical activities and learning opportunities for all seniors in the surrounding area. A Municipal Agent for the Elderly provides information and assistance to elderly residents in applying for local and state assistance programs. Our Preschool Division offers in-house licensed preschool both morning and afternoons four days a week, as well as a seven-week summer camp for preschool aged children and various other programs both on and off our town campus. The staff of the Department consists of a Director, Administrative Assistant, Case Manager, Youth Services Coordinator, two Full Time Bus Drivers, Transportation/ Volunteer Coordinator, Elderly Services Coordinator/Municipal Agent for the Elderly, Food Pantry Coordinator/Part Time Driver, Preschool Teacher, Paraprofessionals and per diem employees.

## HUMAN SERVICES

- We continued to operate various local and state assistance programs for income/asset eligible residents;
- The non-perishable food pantry was utilized 720 times in 2018. We distributed food/gift baskets and gift cards for fresh food for the Easter, Thanksgiving and Christmas holidays;
- 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, etc.;

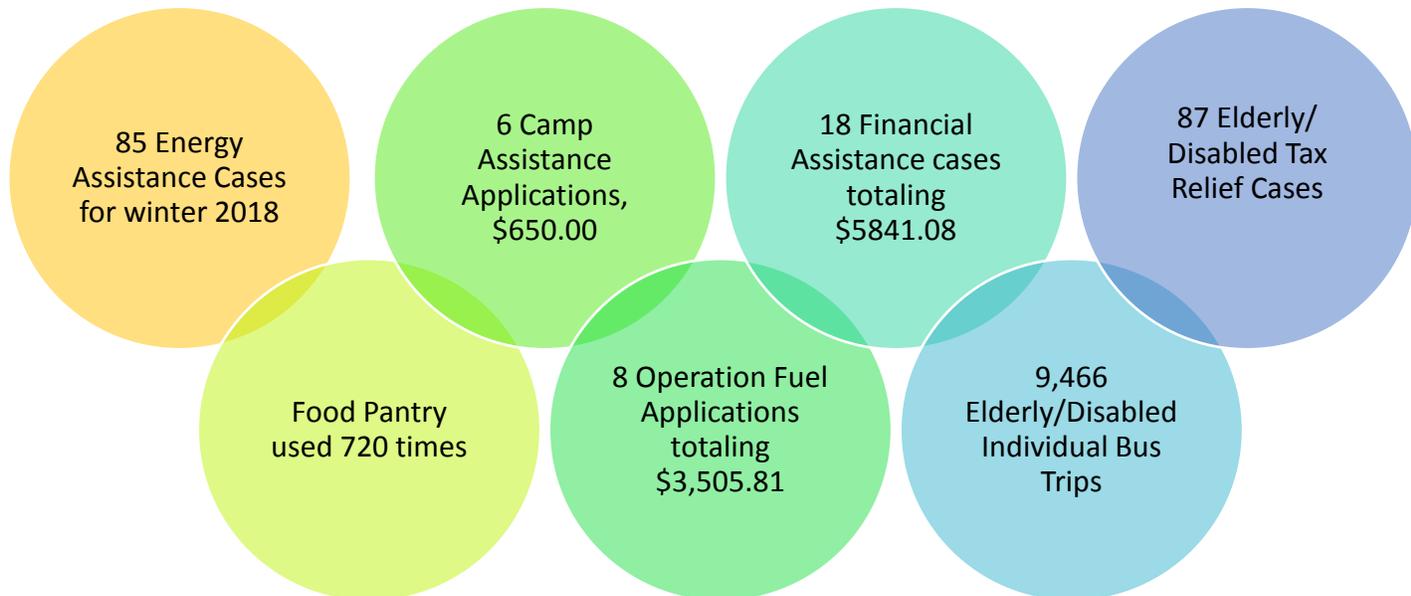
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## HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

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- We delivered meals to residents who were alone for the holidays of Easter, Thanksgiving and Christmas;
- We received approval for our tri-town transportation grant to expand medical transportation services (151 rides per month). Curtin Transportation, Inc. is our contractual provider;
- We received the 5310 grant from the state that covers 80% of the purchase price of a new mini-bus;
- We provided financial assistance to disadvantaged households to help pay for summer camp and Parks and Rec programs for their children. Funds were donated from the community and Youth Services;
- Youth Services Programming planted a community vegetable garden to supplement the food pantry with fresh vegetables for the summer of 2018;
- Numerous financial donations from clubs, organizations, businesses, churches, and residents have helped us sustain the pantry and special needs account;
- Volunteer Care Teams serviced more than 20 residents utilizing 16 volunteers clocking over 500 hours of services that included transportation, friendly visitation, grocery shopping and errands.

### HUMAN SERVICES PROGRAM STATISTICS



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## HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

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### YOUTH & FAMILY SERVICES

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

**The RH Youth 2 Youth Coalition** trained six new executive youth members by attending a Youth-to-Youth International Leadership Conference at Bryant University and continues to work with 20 seasoned at-large members with regard to enforcement, policy development, the environmental approach to prevention and provided positive alternatives to substance use. Twenty positive youth development activities were provided for youth.

**Red Ribbon Awareness Week** is a drug, alcohol and anti-bullying initiative at each of the schools. Banners were signed and displayed; ribbons were distributed and worn; and various prevention awareness activities took place at each school. Four assembly programs were provided for the schools.

**RH Juvenile Review Board** program diverted nine youth from the court system for first time minor offenses. As part of a statewide YSB Diversion Program, our YSB received many more referrals this past year as the court diverted minor offenses directly to our YSB. An attendance board of professionals has been added at each school to curtail truancy at its onset and has made a significantly positive impact thus far. An annual Conference was attended by 50% of the JRB Board

#### **Resource Development**

The Coalition Facebook page continues to be updated with the assistance of the Youth Services Advisory Board members. The students created a youth-to-youth Instagram account. It was developed by students and mentored by adult Coalition members.

#### **Management and Administration**

RHYSB membership continued on the CYSA Board (CT Youth Services Association), the State Department of Education Results Based Accountability (RBA) program, CASAC (Capital Area Substance Abuse Council) and TTSAC/CAPP Boards annually. The YSB Coordinator attended various professional development trainings including several new prevention initiatives. An STR grant continued the awareness campaign for opioids, heroin, and prescription drug use/abuse. The legalization of recreational marijuana and vaping will be hot topics for the next year or two.

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## **HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT**

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### **Research & Assessment**

A verbal needs assessment was conducted with the Assistant Superintendent and Principals of Rocky Hill High School, Griswold Middle School, Myrtle Stevens and West Hill Elementary School. The results were summarized by YSC in identifying areas of need for the upcoming year. Projects and initiatives related to internet safety, underage drinking, vaping, legalization of recreational marijuana and other prevention related to “screen time” addiction, mental health as it relates to depression/anxiety, anti-bullying, community service, juvenile justice and positive youth development activities were reviewed.

### **Youth Advocacy, Management & Administration**

Attendance at the Youth Service Bureau Day at the Capitol introduced youth to the Capitol and our local government officials. The Youth Services Advisory Board members were trained monthly by prevention specialist guest speakers in an effort to advocate on behalf of Rocky Hill youth needs and issues. Our monthly speakers included representatives from CASAC, CAPP, MADD, GPP and AA. Rocky Hill Youth 2 Youth Coalition students attended monthly CT Youth Forum meetings to advocate on behalf of their peers to discuss important topics that impact their lives.

### **Direct Service**

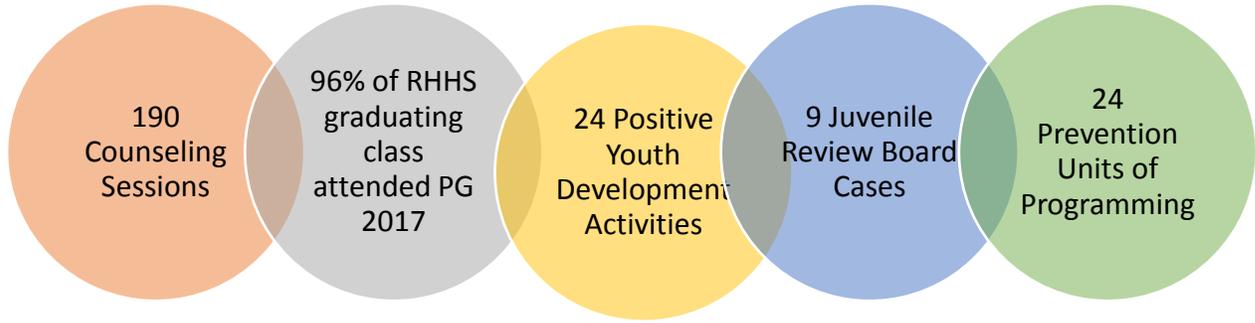
Throughout the year, 190 units (measurements of time spent on counseling, paperwork, clinical notes, consultations, charting, etc.) of counseling/case management sessions were provided for individuals, parents, families and groups. Licensed staff were a part of TIP (Targeted Intervention Process) at RHHS and GMS, attendance meetings were attended at each school, Wellness Initiatives and PBIS (Positive Behavioral Intervention System) programs were offered as part of a collaboration with the BOE. Other services provided include: Community Service Referrals; Crisis Resource Team; Campership fundraising; RHHS Project Graduation (96% attendance); Youth Employment Service (YES) training/RH Intergenerational Garden Program (14 participants); Cops & Kids Afterschool/Programs (40 participants); RHHS/GMS Mentoring Group (10 participants); Teen Support Groups; CASAC Youth Leadership Conference; Media Education/Public Service Announcements/Power Point Presentations; and Website Development.

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# HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

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## YOUTH SERVICES PROGRAM STATISTICS



## SENIOR SERVICES

The Rocky Hill Senior Center Department provides programs for the direct benefit of our senior/boomer residents. The Senior Center is located within the Town Hall Community Center. The programs that are offered through the Senior Center include a daily lunch program; monthly newsletter; quarterly brochure; educational, motivational and informational seminars; Rocky Hill Serenaders; monthly book club; Senior Lounge with computers; hands-on classes; Wii Bowling; Knitters Group; various exercise programs; day, evening and weekend bus trips; art classes; weekly bingo games and card groups; Paint Night; Lunch & Learn; AARP Drivers Safety & Tax Aide; nursing services; and other special events. **Spring through fall outdoor activities include shuffleboard, bocce & walking.**

- Served 5,000 meals - 5 days-a-week lunch program and all special events;
- Distribute a monthly Senior Newsletter “Pivotal Press;”
- Started a monthly book club;
- Rocky Hill Serenaders (choral group) went out to various assisted living and nursing homes to entertain the residents, as well as performed at senior center special events;
- The senior lounge offered computers, puzzles, magazines, chairs with ottomans and card tables for seniors to visit, relax and unwind and a place for our Mahjong Players;
- Woodcarving classes were offered hands on knowledge for the beginners to the advance carvers;
- Expanded the Wii Bowlers by joining the CT Senior Wii Bowling League – competes with 12 senior centers and a yearly tournament held at Bristol Senior Center;

(Continued on next page)

## **HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT**

(continued from previous page)

- The Knitter and Crochet Group made lap blankets, socks, mittens, scarves and hats for various local charities and the cancer and neonatal units in the area hospitals;
- Various exercise programs were offered, which included Senior Fitness, T'ai Chi/Qi Gong, Pilates for Boomers, Boomers Boot Camp, Zumba Gold, Chair Yoga and Daily Walk Track;
- Bus trips taken included day, evening and weekend trips to Bingo, restaurants, Wii tournaments, dinner and a show, casinos and more;
- Weekly Scrabble, Hollywood Cards, Setback, LCR, Bingo, Bridge and Mahjong were offered;
- Paint nights with laughter, fun and refreshments were scheduled. Seniors channeled their inner artists and enjoyed a night out with friends. Monthly Arts & Crafts;
- Monthly educational and informational presentations were done on insurance, finance, medical, healthy eating, motivational and inspirational topics and disaster preparedness through the Lunch & Learn Program and our (2) Senior Clubs;
- An Annual AARP Driver Safety Program was offered that accommodates 20-25 residents;
- AARP Tax Aide helped seniors file their taxes - Senior Center staff took all calls to set up appointments on tax aide and worked closely with the Coordinator from AARP. Volunteers saw 475 people at the library and at the Veterans Home;
- Monthly Foot Care, Hearing Clinics, Weekly Blood Pressure checks and medication reviews were done at the senior center;
- A Welcome Back Brunch, Kick off to Summer Picnic, Annual Volunteer Awards Luncheon/Bingo, End of Summer Picnic, Holiday luncheons with entertainment, Senior Picnics, Special Events Luncheons and Older American Brunch/Bingo were all held;
- Senior Center staff facilitated speakers for the two clubs at the center - Stepney & RH Seniors;
- Created emergency contact forms for all seniors that participant at the center; they're updated yearly and passed out the File of Life.

### **PRESCHOOL / TEEN SERVICES**

#### **Kids Korner**

Kids Korner is a preschool Educational State Licensed program that helps children get ready for kindergarten by providing structured activities for academic and social growth by using developmentally appropriate practices. Kids Korner runs in accordance with the school year on Mondays, Tuesdays, Thursdays and Fridays. Kids Korner registered 14 three and four-year-old participants for the school year.

(Continued on next page)

## HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

(continued from previous page)

The program is run by one head teacher and three part-time paraprofessionals who report to the Early Childhood Development Coordinator. The ECDC is responsible for staff meetings, mandated reporting training, updating of staff and parent handbooks, contracts vouchers, overseeing of curriculum and advertising.

- Staff is Child Care and CPR and first-aid trained;
- Program helps to recognize individual learning styles;
- Teaches positive coping skills;
- Diversified Holiday activities;
- Offers teacher and student centered activities;
- Appropriate age-related science and math projects;
- Yearly parent/teacher conferences;
- End of year graduation and celebration.

### **Bright Beginnings**

Bright Beginnings is a language-based preschool program composed of children with special needs and typically developing peer models. Program goals enable teachers to encourage the development of each child as an individual in a caring, supportive and fun-filled environment using developmentally appropriate practices.

Bright Beginnings is run by the Board of Education and the Human Services Department. The program facilitates services for children in the Birth to Three (registered by the Board of Education) program and typically developing peer models registered through the Human Services Department. In the 2017-18 session, Human Services registered 36 typical children. The Early Childhood Development Coordinator is responsible for all payments and contracts, and four part-time paraprofessionals.

- Application intake;
- Contract information;
- Payment plan;
- Monthly payment assessment;
- Hire/Oversee 4 part-time Paras;

(Continued on next page)

## **HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT**

(continued from previous page)

- Provides substitute Paras.

### **Kids Kamp**

Kids Kamp is a weekly program for children three to six years of age. Participants have fun and learn through age appropriate themed activities. Daily programming includes arts & crafts, indoor and outdoor games, stories, songs, music and movement. Kids Kamp runs for seven weeks from the end of June through the second week of August. In the 2018 summer session, Kids Kamp registered 40 to 50 preschoolers daily.

Kids Kamp is operated by a Director and an Assistant Director, five to six counselors and eight to ten counselors-in-training (CIT's). All staff reports to the Early Childhood Development Coordinator. ECDC is responsible for staff meetings, mandated reporting training, updating of parent, staff and volunteer (CIT) handbooks, overseeing themes and curriculum and advertising.

- Staff is Child Care and CPR and first aid trained;
- All staff and volunteers attend blood borne pathogens and Mandated Reported training;
- Appropriate age-related science and math projects;
- Weekly themed activities;
- Age appropriate music and art;
- Daily indoor and outdoor activities (weather permitting) to promote refining gross motor skill abilities.

### **Kangaroo Kids**

Kangaroo Kids is a program developed to introduce children 2 and 3 years of age and their parent /guardian to the classroom environment. It is an hour long class with age appropriate activities for preschoolers. Kangaroo Kids runs for three sessions starting in September and ending the end of May. The 2017 -18 sessions were to capacity with 10 to 12 participants in each. Short stories, rhymes and songs, music & movement and age appropriate art projects are incorporated into the hour long curriculum. Kangaroo Kids is overseen by the Early Childhood Development Coordinator and run by a preschool teacher.

- Staff is Childcare and CPR and First Aid Trained.

### **Teen Division**

(Continued on next page)

## **HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT**

(continued from previous page)

Teen Scene is a weekly teen program for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Teen Scene runs from the third week in September through the second week of May. The program includes on-site and off-site special events. Teen Scene is a safe, drug-free environment for kids to interact with friends. This is a nine-month, twice a month program that serves registered participants, along with drop in participants from GMS students in the 2018. Our program is overseen by the Early Childhood Development Coordinator along with assistance from the Youth Services Coordinator, other departmental staff and Y2Y members for some off-site and on-site activities.

- Bi Monthly drop-in program for Middle School aged children;
- Teen Scene yearly pass program;
- Make Your Own Tacos and Movie Night;
- Snack shack;
- Off-site trips: Laser Quest, Bowl-O-Rama, Nomads Outdoor Adventure Park, Lyman Orchards, Terris Theatre in Chester CT to see the musical “A Connecticut Christmas Carol,” Flight (Trampoline Park) and Rock Climbing
- Game/ Pizza nights;
- Holiday Dance;
- Basketball;
- Inflatables from boppers;
- End of year Teen Scene/Youth Kindness Luau Bash.

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# INFORMATION TECHNOLOGY DEPARTMENT

*JOHN NOWAKOWSKI, DIRECTOR OF IT*  
[JNOWAKOWSKI@ROCKYHILLCT.GOV](mailto:JNOWAKOWSKI@ROCKYHILLCT.GOV)  
(860)258-7649

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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 two part-time Media Room Operators. Responsibilities include technology planning, system design, implementation and support. The overall goal of the Technology Department is to provide the technology tools and systems necessary to drive efficiency into the organization with an eye towards cost savings while providing an increased level of service to all constituents.

## **IT Department Accomplishments**

- Implemented improved file sharing for all departments under a consolidated drive;
- Implemented new Active Directory group standards to streamline change requests;
- Upgraded VMware infrastructure to version 6.5;
- Continued Windows 10 rollout for Police mobile units;
- Developed computer imaging standard to improve deployment of new computers;
- Upgraded Symantec anti-virus software to version 14 MP1.

## **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, managing Community Channel 16 and three Town electronic signs. In the past 12 months, the IT Department has responded to and completed over 800 separate helpdesk requests for service.



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# CORA J. BELDEN LIBRARY

*MARY HOGAN, DIRECTOR*

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The Cora J. Belden Library serves as the public library for the residents of Rocky Hill. The library consists of a Director, an Assistant Director, Reference Librarians, a Children’s Librarian, and five Library Assistants, as well as several part-time substitutes. The library is a center within our diverse community where residents of all ages can come to read, learn, connect, work and study. 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 technology classes for adults.

In the past year, the library has focused on expanding our community outreach by partnering with other organizations and local businesses. We hosted programs featuring speakers from Hartford Hospital, professors from Central Connecticut State University, Master Wildlife Conservationists from the Department of Energy and Environmental Protection, and the Small Business Administration. These partnerships enabled the library to provide a wide range of lectures and presentations for people of all ages. Talks focused on health and wellness, science and technology, cooking, literacy and current events.

## Performance Measurements:

Borrowers	9,103
Circulation	242,239
Visitors	172,070
Reference	25,473
Questions	
Hours Open	2709
Program	29,251
Attendance	
Computer Sessions	21,946

## Accomplishments of the Library:

### General

- Provided discount passes to more than 27 local museums, parks and attractions. Checked out more than 931 passes to individuals;
- Provided 24/7 access to multiple online databases, including Hoopla, Overdrive, Niche Academy, AtoZ Databases, Ancestry and Lynda.com. Available for free to residents with library cards;



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## CORA J. BELDEN LIBRARY (continued from previous page)

- Added new wireless printing at the library, available through Princh;
- Residents checked out 17,767 online items, including e-books and videos;
- Added 5,402 new items to the library collections;
- Distributed a monthly e-mail newsletter to more than 1,800 people per month;
- The Friends of the Cora J. Belden Library held two semi-annual used book sales to help raise funds for library programs and technology.

### Adult Services

- Held more than 30 programs per month for adults that focused on life-long learning, technology training and health and wellness. Programs included: travel talks on Cambodia and hiking the Appalachian Trail, poetry and novel writing workshops, local history presentations on the Civilian Conservation Corps camps, live concerts, Tai Chi demonstrations and food presentations featuring chocolate and omelets;
- Partnered with local organizations like Hartford Healthcare Group, Greater Hartford Polish Society, Small Business Association and local business owners to feature presentations on Polish culture, brain health, a traditional British afternoon tea, financing small business startups and health and wellness talks;
- Hosted the third annual 5K Run/Walk library fundraiser that brought in over 200 registered participants;
- Librarians provided weekly technology classes on Windows 10, streaming TV, Microsoft Office, Google, library databases, and social media;
- Worked with SCORE volunteers to provide small business counseling once a month;
- Offered weekly career counseling sessions with a local volunteer expert;
- Offered weekly English Language Learning Classes to residents;
- Held a monthly Mystery Book Discussion group;
- Featured local artists and photographers in monthly displays on the library's gallery wall;
- Held monthly adult crafting programs that taught adults beading, felting, and stitching techniques;
- Provided off-site technology training and classes to residents at the Lodge at Cold Springs and the State Veterans Home, including training on iPads and Facebook;



Participants in the Solar Eclipse event at the Veteran's Memorial Amphitheater, August 2017

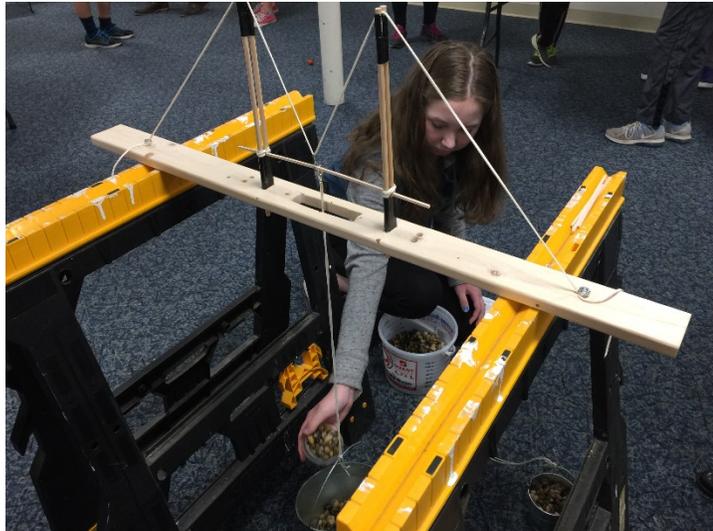
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## CORA J. BELDEN LIBRARY (continued from previous page)

- On average, assisted 50 people per month through individualized, one-on-one training and technology help with devices, including Kindles, iPads, cell phones and software such as Windows 10, Photoshop and email.

### Teen Services

- Recruited more than 50 teen volunteers who completed more than 556 volunteer hours. Our “Volunteens” were able to use their hours towards school requirements;
- Collaborated with art educators at Rocky Hill High School to hold an annual student competition to design the artwork used on the Summer Reading backpack prizes. Two winners were selected for the Children’s and Teen’s prizes;
- Celebrated National Engineers Week with women scientists and engineers from WTS-CT (Advancing Women in Transportation) and local companies including AECOM;
- Held monthly Makerspace events that averaged 25 participants and introduced people to new technology including a 3-D printer, Raspberry Pis, Makey Makeys, Arduino, Sparkduino robot and paper circuits. This program focuses on fostering learning in the STEM disciplines;
- Partnered with art educators at Rocky Hill High School, Griswold Middle School, Stevens and West Hill Elementary Schools, and with the Friends of Cora J. Belden Library to host an annual “Youth Art Month” reception that featured students’ artwork displayed at the library. The event also featured a live concert with the strings students. 694 people attended;
- Librarians and volunteer career experts provided a career workshop for Parks and Recreation summer camp counselors in training.



Celebrating National Engineers Week with women scientists from AECOM and WTS-CT

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## **CORA J. BELDEN LIBRARY (continued from previous page)**

### **Services for Children and Families**

- Provided a range of ongoing educational, STEAM, and literacy programs for children and families from birth to grade 5. Programs included: Playgroups, story times, LEGO Free Play, Books and Babies, Kids Get Cooking, Toddler Time, Music and Movement, Crafternoon, Google Computer Science classes, Finch Robotics and LEGO WeDo;
- Expanded the children's Art Start programs to include two sessions to meet popular demand;
- Coordinated a Book Buddies reading program that paired readers in Grades 3 and up with listeners in Grades K-2. Had over 100 registered participants.

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# PARKS & RECREATION DEPARTMENT

*CRAIG A. BOWMAN, DIRECTOR*

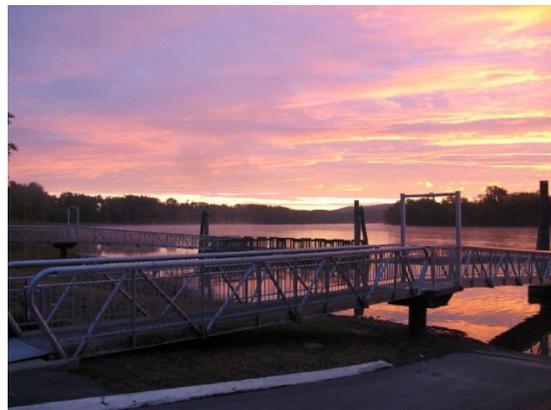
[CBOWMAN@ROCKYHILLCT.GOV](mailto:CBOWMAN@ROCKYHILLCT.GOV)

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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 Director/Recreation Supervisor, one Recreation Supervisor, five 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 counselors, 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**

- Clean-up of Quarry Park;
- 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;
- Preventative maintenance program on all fields and facilities;
- Irrigation repairs, till and drag ball fields, winterize all irrigation systems;
- Tennis court repairs – crack repaired both Maxwell Park and Rocky Hill High School courts;
- Maintained Dog Park;

[\(Continued on next page\)](#)

## PARKS & RECREATION DEPARTMENT (continued from previous page)

- 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 big gang mowers, backhoe, sandpros, Bobcat and park furniture benches/bleachers/picnic table repairs;
- Set up for Terrier Tough competition for High School;
- Set-up for Band Backer Competition, Travel Soccer Tournament, Winter Wonderland, Summer Concerts, Fallfest, Summer Movie Series, Car Show, Board of Education functions, Senior Picnics, Lions Club Carnival, Memorial Day and Veteran’s Day, two road races and Cow Chip Bingo;
- Elm Ridge pool – prepare pool for season including getting pumps started, filling the pool to check for leaks, etc.;
- Installed 15 docks and six ramps before boating season. Removed and shrink-wrapped after season;
- 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;
- 150 tree calls;
- Assisted Project Graduation;
- Cleaned river bank at Ferry Park;
- Performed dam maintenance at Dividend Pond Trail;
- Replanted flower beds at Community Center;
- Overseeded Aux 1, Aux 2 Soccer Field at High School and lower field at West Hill School;
- Installed banners at Main and Elm – spring, summer, fall and winter;
- Repaired Sunny Crest Soccer Field;
- Added clay and re-leveled RHHS baseball diamond;



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## PARKS & RECREATION DEPARTMENT (continued from previous page)

- Assisted in planning process for new preschool playground at West Hill School and playground addition at Stevens School;
- Assisted in planning phase for Surwilo Park Open Space scheduled to open in Fall 2019;
- Replanted front of Stevens School;
- Attended safety training classes;
- Replaced bulbs at Maxwell Tennis and Deck Hockey courts;
- Cleaned shoreline at 45 Meadow Road property;
- Removed 9 dangerous trees at 45 Meadow Road;
- Addressed beaver damage at Dividend Pond Trail including meeting with a trapper and removed any dangerous trees that were damaged by beavers;
- Installed stone at Town Hall landscaping areas;
- Helped install new scoreboard at McVicar Field;
- Helped the Police Department remove their submerged boat from Ferry Park docks on Connecticut River;
- Removed four pine trees at High School tennis court to help them ready for their tennis court renovation;
- Removed playground equipment from old Moser School;
- Planted around new gazebo at Elm Ridge Park;
- Removed archery net from Stevens School and re-installed said net at Griswold Middle School;
- Removed basketball court from Stevens School;
- Installed camera pole on Goff Brook Road by MDC;
- Installed seven new trees at Center Cemetery for ATB (America the Beautiful grant);
- Made raised beds for the back of Kennedy House;
- Helped solicit quotes for RHHS softball field renovation;
- Made stencils and painted “No Fishing on Docks” for Ferry Park;
- Finished installing new 5 – 12 year old playground at Elm Ridge Park;
- Drained high school pool down 4 feet to prepare for tile work;
- Worked with Toro on purchase of new wide area mower;
- Graded and installed top soil at 55 Riverview Road (Shipyard Park);
- Shut off water at Moser School fields for contractors;
- Installed stone pathway at Esther Road;
- Helped Police Department make targets for rifle training;
- Assembled and installed new benches at Miracle Field;

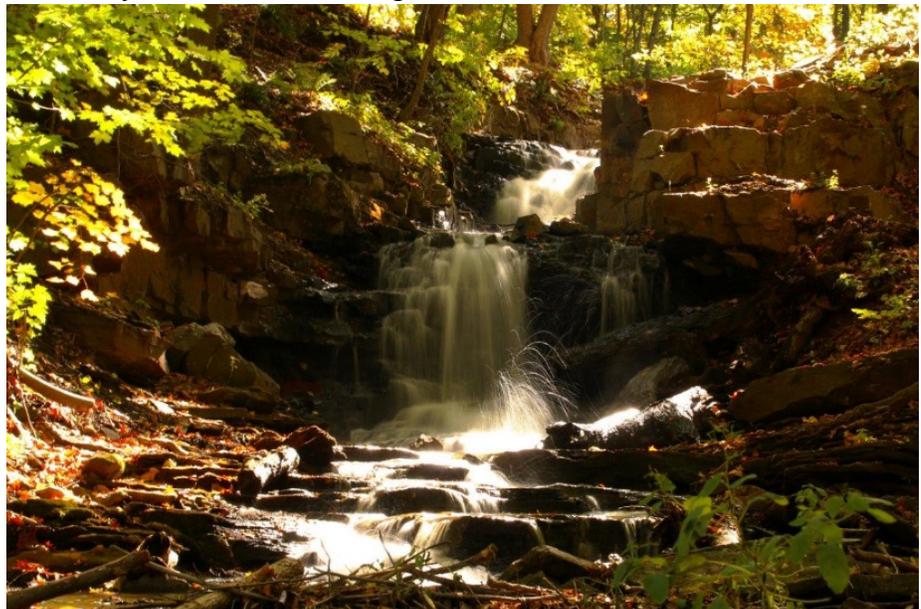


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## PARKS & RECREATION DEPARTMENT (continued from previous page)

### Accomplishments in the Recreation Division

- Budget preparation and administration;
- Summerscape - averaging 150 youth a week;
- Teen Adventure Camp - 40 campers per week;
- Special Events - Summer Concert Series, Movie Series, Fallfest and Food Truck Festival, Bunny Breakfast Bonanza, Fishing Derby, Winter Wonderland, Decorate Your House Contest and Car Show;
- 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 - 400 participants with weekly in-town and out-of-town games;
- Special Needs Programming – Sea Cubs Swim Club, Summer Knights, Sidekicks Soccer, Camp Sunrise, inclusive kickball and Challenger Day;
- Travel basketball league - 90 participants;
- Fall soccer - 325 participants;
- Hosted American Cancer Society Bark for Life at Dog Park;
- Youth Programs – April and August vacation camps, soccer camps, Skyhawks sports camps, piano lessons, dance, guitar lessons, dodgeball, Counselor in Training programs, youth cooking class, babysitter training, lacrosse league, Stepping Stones Theater, summer art camp, tennis lessons, karate and Capoeira;
- Adult programs – softball league, drop-in basketball, adult theatre, British Soccer camps, fitness classes, strength training, Pilates, tennis lessons, health wellness workshops, yoga, spinning and Reiki workshops;
- Adult Theater - One production, five performances;



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## **PARKS & RECREATION DEPARTMENT (continued from previous page)**

- Weekly cyclo cross bike series;
- NYC Trips;
- Coordinated bussing for Camp Sunrise program;
- Participated in CT Trails Day, Ferry Park;
- Tree Warden Association committee member-coordination of newsletter, websites, workshops and annual meeting;
- Instituted a walking wellness program for employees of Town and Board of Education;
- Participated in planning and implementation of numerous 175<sup>th</sup> anniversary events.
- Participated in CT Trails Day, Ferry Park;
- Tree Warden Association committee member-coordination of newsletter, websites, workshops and annual meeting;
- Instituted a walking wellness program for employees of Town and Board of Education;
- Participated in planning and implementation of numerous 175<sup>th</sup> anniversary events.

### **Accomplishments in the Aquatic Division**



- Supervised High School Pool and Dr. David W. Moser Memorial Pool;
- Budget preparation and administration;
- Offered winter-only Sea Lions Swim Team with 79 swimmers;
- Spring and summer children's swim lessons held with 325 participants;
- Pool Attendance: 4,400 indoors/ 6,550 outdoors;
- Offered free swim for 200 campers a week for 7 weeks;
- Coordinated Dog Day at the Pool, held vacation swims and pool float nights;
- Attended CRPA Aquatics Section meetings;

[\(Continued on next page\)](#)

## **PARKS & RECREATION DEPARTMENT** (continued from previous page)

- Offered Water Safety Instructor Aide and Lifeguarding classes;
- Liaison to Board of Education for aquatic events and programs;
- Hosted Scuba classes at indoor pool;
- Supervised Ferry Park Boat Launch;
- Taught Red Cross Lifeguarding Instructor Course;
- Trained lifeguards and conducted in-service trainings;
- Sea Lions Swim Team banquets;
- Offered Blood Bourne Pathogens training to lifeguards and Kids Kamp staff;
- Attended CRPA trainings;
- Offered Lifeguarding Instructor Review Courses.

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# POLICE DEPARTMENT

*MICHAEL CUSTER, CHIEF*

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The Rocky Hill Police Department was organized in 1938 and has been serving the community with pride and distinction ever since. The Department began operations with a single officer and has grown to an organization of 38 sworn and 14 civilian personnel. The Department is organized into four main units:



## **Patrol**

The Patrol division is commanded by an Operations Lieutenant. There are six Sergeants and 18 Officers assigned to this division. This division provides 24/7 police service to the community. Officers are highly trained and work with the latest technology in law enforcement. Patrol personnel are first responders to medical emergencies and conduct initial investigations of all reported crimes.

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## **POLICE DEPARTMENT (continued from previous page)**

### **Investigations**

The Investigations division is commanded by a Detective Lieutenant. There are four Detectives, one Youth Officer and two School Resource Officers assigned to this Division. In addition, an officer is assigned to the DEA Task Force. Detectives are specialized investigators who assist the Patrol division in case investigation. Detectives are assigned non-routine and complex cases in an effort to free up Patrol personnel. The Youth Officer is responsible for the investigation of crimes involving juveniles and the School Resource Officers are assigned to the four public schools.

### **Administration**

The Administrative division is commanded by a Support Service Lieutenant. This unit includes an Accreditation Officer, a Technical Support Officer and Records Bureau personnel. The Administrative division is entrusted with providing logistical and technical support to all units of the Rocky Hill Police Department.

### **Communications**

The Public Safety Dispatch Center is commanded by the Investigations Lieutenant. There are nine full-time Civilian Communications Dispatchers assigned to this unit. The Communications Center provides 24/7 emergency-911 coverage to the community. It also provides dispatching for all police, fire and ambulance calls for service. The communications center handled 32,067 calls for service in FY 2017/2018.

### **Community Service Programs**

The Rocky Hill Police Department offers a number of community service programs to the public that are available upon request. All of these services are carried out by police personnel who have received specialized training in each area of expertise. The following services are available:

- Child Car Seat Inspection & Installation;
- Cops & Tots Reading Program;
- Crime Prevention Awareness;
- Police Cadets, Post 121;
- Police Internship for College Students;
- Police Ride Along Program;
- Project Kid Care;
- Toys for Tots Program;
- Youth Life Skills Program.

[\(Continued on next page\)](#)

## **POLICE DEPARTMENT (continued from previous page)**

### **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.

### **Accomplishments and Activities for FY Year 2017/2018**

Total police training hours	3,675
Total criminal arrests	311
Total medical calls	3,013
Total motor vehicle accidents reported	530
Total motor vehicle infractions issued	1,510
Total town tickets issued	103
Total alarms responded to	731
Total animal complaints investigated	403
Total criminal cases assigned	89
Total community service events	92
Total child car seats installed	19

Added a Mobile Command Post to the police fleet.

Applied for National CALEA accreditation status.

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# DEPARTMENT OF PUBLIC WORKS

*JOE LENTINI, FIELD OPERATION & HIGHWAY*

*SUPERINTENDENT*

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The **Department of Public Works**' main responsibilities are to clean, maintain and repair all public streets and ways including all street signs, both regulatory and warning; to remove snow and/or ice from all town streets and all Town and School properties; to maintain and operate storm drains and culverts; to assist the Sanitation Department in the operation of the Transfer Station; and to operate a central repair facility for Town and school vehicles and heavy equipment. Projects routinely undertaken include storm drainage and catch basin repairs, culvert maintenance, parking lot construction, roadside mowing and street widening, reclamation and resurfacing. Other services provided by the Highway Department include spring sweeping of all Town street and parking areas, yearly catch-basin cleaning, curbside brush pickup, annual collection of discarded Christmas trees, fall curbside collection of loose leaves, grading of the Meadow roads and monitoring all street lights and State's traffic signals. Please visit our website [rockyhillct.gov](http://rockyhillct.gov) and click on Public Works Department and fill out an online request form to report any winter damage or street light outage. Please include pole number in request form.

## **Accomplishments**

- 29 snow and ice callouts, 50.5 inches of snow, 960 tons of salt and 2,500 gallons of liquid calcium was placed on Town roads during snow events;
- Drainage work performed: None;
- Fifteen complete rebuilds for catch basins;
- Tree trim throughout Town;
- Clean out swales and culverts;
- Town-wide roadside mowing;
- Pot hole repair throughout Town;
- Replace 140 catch basin tops;
- Repair, curb and cut back top soil numerous streets throughout the Town;
- Saw, cut, remove and prepare driveway aprons for newly paved roads;
- Backfilling of curb with loam & seed on Falcon ridge and surrounding location for newly paved roads;
- Grade The Meadows gravel road;
- Crack seal Town roads;
- Town-wide brush & leaf removal;
- Adjust all manholes and water boxes on all streets that were paved. Clean all streets after contractor's work was completed;
- Transfer Station maintenance and hauling of brush, grass, plastic and bulky waste;
- Curb repair and replacement for Town schools and parks;
- Duty Man responses for all emergency calls, 24 hours a day.

(Continued on next page)

## DEPARTMENT OF PUBLIC WORKS (continued from previous page)

### **Sanitation:** Joe Lentini, Recycling Coordinator

Solid Waste collection is performed under contract weekly for trash and bi-weekly for recycling and textiles. The Town operates a Transfer Station at the Highway Garage for residents for disposal of brush, furniture, rugs, computers, TV's, electronics, appliances, metal, paint, tires, 20 lb. empty propane tanks, fluorescent bulbs, ballasts, batteries and grease. Please refer to the Town Website [www.rockyhillct.gov](http://www.rockyhillct.gov) and click on Public Works Department for the latest information on the Transfer Station, curbside pickup and other services. You can also use the online service request form to schedule a bulky waste pickup or replace a damaged container.

### **Sanitation Disposals**

- 6,000 tons budgeted yearly for residential municipal solid waste;
- 750 tons of bulky waste (furniture, rugs, etc.);
- 1,641 tons of recycling material; i.e. all material from curbside blue recycling bins (revenue source);
- 1,200 gallons of waste oil;
- 675 lbs. used cooking oil – recycled;
- 210.33 tons of scrap metal (revenue source);
- 331 propane tanks;
- 326 tires;
- 1,657 pounds of fluorescent bulbs;
- 466 pounds of ballasts;
- 5,563 gallons of latex paint waste. We are a Paint Care Drop Off with no disposal costs;
- 1,404 mattresses. We are a Mattress Recycler with no disposal costs;
- 1,034 pounds of batteries;
- Recycled 57.45 tons of miscellaneous electronic equipment (computers, printers, etc.) (revenue source).



Received \$42,990 revenue from the above revenue sources and \$30,878 from sale of assets.

### **Solid Waste Disposal**

Loose leaves, which the Town collects every autumn, are composted in an area in the industrial park. Once they are fully composted, the leaves are brought to a site located on Old Forge Road. Residents can take mulch for their personal use at no charge. The Town collected approximately 5,490 cubic yard of leaves from curbside. Residents are reminded not to put yard waste in trash

(Continued on next page)

## DEPARTMENT OF PUBLIC WORKS (continued from previous page)

collection containers. All yard waste can be brought to the Transfer Station located at the Highway Garage for disposal during the year.

### GRASSCYCLING – 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.

### RECYCLING

Recyclables are collected bi-weekly in your blue cart placed at the curb and includes clear/colored glass bottles & jars, clean food and beverage containers, aluminum foil and foil backed tins, aseptic packaging including milk and juice boxes and containers, plastic #1 thru #7 & #10, corrugated cardboard, newspaper, magazines, catalogs, cereal boxes, shoe boxes, pasta boxes, etc., shredded paper, junk mail, manila folders, mixed paper products. Also, #1 and #2 plastic food and laundry product containers can all be placed loosely in the blue recycling bin, which are collected bi-weekly at the curbside. Pink bag is used for textiles. Recycling helps reduce the per ton costs of trash disposal. **No Styrofoam of any type is collected.**

### 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 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.

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# OFFICE OF PROPERTY & RECORDS

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*SANDRA WIELEBA, TOWN CLERK*  
[SWIELEBA@ROCKYHILLCT.GOV](mailto:SWIELEBA@ROCKYHILLCT.GOV)  
(860) 258-2705

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The **Town Clerk's** office is responsible for recording and filing all public documents. As the Registrar of Vital Statistics, the Clerk's office maintains record of all births, marriages and deaths. Residents may obtain various licenses such as marriage, sporting and dogs. The Clerk is an integral part of all elections, primaries and referendums.

- **Land Records:** (Instruments recorded in land records: 2,685) Recording and filing of official documents and lists, including land and property deeds, property maps and other land record instruments including mortgages, releases, assignments, financing statements, federal/state/municipal and water district liens. Visit land records on-line at [www.rockyhillct.gov/resolution](http://www.rockyhillct.gov/resolution); Property and Subdivision Maps (196);
- **Vital Statistics:** (Certified copies of vital statistics: 1,159) Maintains records of all civil unions, births, marriages and deaths. Issues marriage licenses (46), burial and cremation permits (2,638), certified copies of vital statistics, etc.;
- **Recordings:** Records agendas and minutes of all meetings of Town boards and commissions. Records discharge papers for veterans residing in town;
- **Licenses:** (Dog Licenses issued: 1,454) Issues licenses for dogs, hunting, fishing, trapping, pheasant stamps, duck stamps, vendor permits and liquor licenses;
- **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.

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*STUART TOPLIFF, ASSESSOR*  
[STOPLIFF@ROCKYHILLCT.GOV](mailto:STOPLIFF@ROCKYHILLCT.GOV)  
(860) 258-2722

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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, 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 every five (5) years as mandated by the State of Connecticut. We are currently in year one (1) of the previous revaluation. Our next revaluation is scheduled for October 1, 2023.  
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**OFFICE OF PROPERTY & RECORDS** (continued from previous page)

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*ELAINE MCKIM, TAX COLLECTOR*  
[EMCKIM@ROCKYHILLCT.GOV](mailto:EMCKIM@ROCKYHILLCT.GOV)  
*(860) 258-2717*

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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 2017-18 Real Estate Tax Bills** **7,396**
- **Number of 2017-18 Personal Property** **1,254**
- **Number of 2017-18 Motor Vehicle Tax Bills** **19,135**
- **Number of 2017-18 Supplemental Motor Vehicle** **3,393**

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# ROCKY HILL, CT

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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 20,021

**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

**2017-18 Tax Rate** – 31.6 mills

**2018 Net Taxable Grand List**

\$2,061,647,020

**State Representative**

Kerry Wood (D) 860-240-8585 (Starting January 2019)

**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