

TOWN OF ROCKY HILL ANNUAL REPORT

2018 – 2019



Rocky Hill

Make new history here.



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

TABLE OF CONTENTS

MAYOR AND TOWN COUNCIL	3
ORGANIZATIONAL CHART	4
TOWN MANAGER'S MESSAGE	5
BOARDS & COMMISSIONS	6
COMMUNITY DEVELOPMENT	7
ECONOMIC DEVELOPMENT	12
FACILITIES MANAGEMENT	15
FINANCE DEPARTMENT	18
FIRE DEPARTMENT	20
HUMAN RESOURCES & LEGAL COMPLIANCE	23
HUMAN, YOUTH & SENIOR SERVICES	28
INFORMATION TECHNOLOGY	34
CORA J. BELDEN LIBRARY	35
PARKS & RECREATION	37
POLICE DEPARTMENT	42
DEPARTMENT OF PUBLIC WORKS	44
TAX ASSESSOR	47
TAX COLLECTOR	47
TOWN CLERK	48
TOWN INFORMATION	49

TOWN COUNCIL

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)

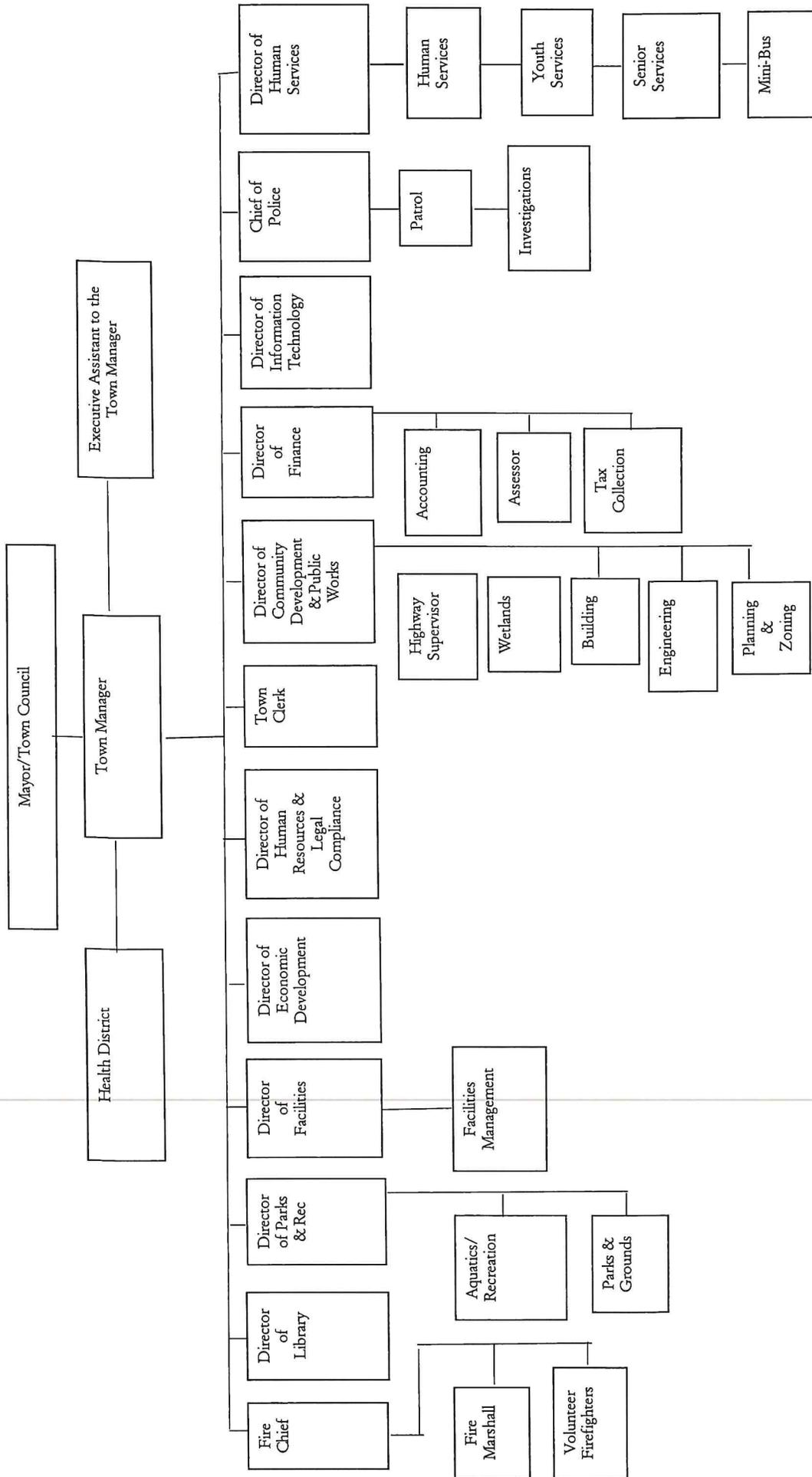
John Emmanuel (Democrat)

Allan Greenspan (Republican)

Jeffrey Levine (Republican)

Miriam Theroux (Democrat)

ORGANIZATIONAL CHART



TOWN MANAGER'S MESSAGE

JOHN MEHR, TOWN MANAGER

JMEHR@ROCKYHILLCT.GOV

(860) 258-2720

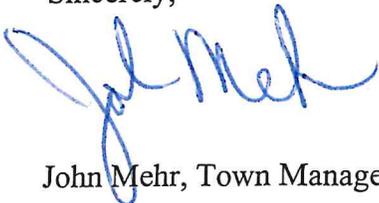
As the Town Manager of the Town of Rocky Hill, it is my pleasure to submit the Annual Report for 2018-2019. This report results from the collaborative efforts and valuable contributions of Town Departments, and is presented with the goal of informing the citizens of the Town of Rocky Hill.

During Fiscal Year 2018-2019, the Town continued to work to meet the community's needs and to move the community in a positive direction. The Town of Rocky Hill continues moving forward with many projects including: the construction of a new Moser Intermediate School for fourth and fifth graders with an opening date in September 2019; the completion of the installation of the air conditioning system at Griswold Middle School; the paving and rebuilding of our Town roads; the continuation of the Silas Deane Streetscape project; and the upgrading and redesigning of the Community Senior Center with a construction start date in the Spring 2020.

Reading 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 the Town staff takes in the Town. Our staff and our volunteers, including all our public servants, board members, commissioners and Town Councilors, collectively work tirelessly in what is believed to be in the best interest of the community.

Each year presents significant challenges, but we will continue to focus on keeping Rocky Hill the best that it can be. I look forward to working collectively with the members of the Town Council, the members of the Board of Education, and Town staff as we continue to achieve the goal of providing the level of services that is deserved and is expected by the citizens of Rocky Hill.

Sincerely,



John Mehr, Town Manager

BOARDS & COMMISSIONS

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

Board of Assessment Appeals

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

COMMUNITY DEVELOPMENT

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

JSOLLMI@ROCKYHILLCT.GOV

(860)258-2766

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 is a division of the Department of Public Safety and ensures that all building construction conforms to the State Adopted Building Codes referenced in General Statutes Sec.29-252-1d. The purpose of this code is to establish minimum requirements to safeguard the public's safety, health, and general welfare. The Building Official is hereby authorized and directed to enforce the provisions of this code. This code is the Building Code for all towns, cities and boroughs, and for all State agencies.

Accomplishments



Staff includes the Building Official, an Assistant Building Official, a Mechanical Inspector and a full-time Administrative Assistant. The Building Division:

- Regulates the design, construction and use of buildings or structures to be erected;
- Regulates the alteration of buildings or structures already erected;
- 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 drawn to scale;
- Verifies the proper licensure of tradesmen, land surveyors, architects, engineers, etc.;
- Confirms ownership and/or other status of the property involved;
- Issues necessary notices or orders to ensure compliance with this code;

(Continued on next page)

COMMUNITY DEVELOPMENT (continued from previous page)

- Makes the required inspections for all issued building, electrical, mechanical and plumbing permits;
- Issues necessary notices or orders to ensure compliance with this code;
- Keeps official records of applications received, permits and certificates issued, fees collected, reports of inspections; and notices and orders issued;
- Responds to emergency calls from the Police and Fire Departments that impacts the structural integrity of any building or dwelling.

The Engineering Department provides engineering services for all Town Departments, Boards, Commissions and Committee, 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;

(Continued on next page)

COMMUNITY DEVELOPMENT (continued from previous page)

- Conducts construction inspection and project management of capital improvement projects;
- 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 miles of mill and paving;
- Prepared plans and specifications, advertised, bid and award, administration and inspection of the On Call Drainage Preparation 2019 project in preparation of the referendum paving;
- Coordinated with the Highway Department for the survey, design and construction of storm drainage repairs in preparation for the Town's paving program, which included Fernwood Drive and Courtney Drive;
- Town was awarded State of Connecticut LOTCIP grant for the pavement rehabilitation of Dividend Road, prepared final plans and specifications, bid and awarded contract for the construction of the project to commence in the spring of 2020;
- Administration and oversight of the consulting engineers inspector and construction 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;
- Issued and inspected over 175 street excavation permits;
- Attended project meetings for ongoing Moser School and CREC school projects;
- Administration and inspection of the annual sidewalk repair program;

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COMMUNITY DEVELOPMENT (continued from previous page)

- Performed over 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;
- Issued and administered various wetland permits;
- Investigated and acted on various wetland complaints;
- 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;
- Town Engineer provided mutual aid engineering review to the Town of Wethersfield while their engineer was out on a leave of absence.

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 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 Housing Code.

The Planning and Zoning Commission is the primary agency responsible for overseeing

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COMMUNITY DEVELOPMENT (continued from previous page)

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;
- Review and approval of several miscellaneous Zoning Regulations for clarification;
- Preparation and approval of Keeping of Animal/Poultry Zoning Regulations;
- The comprehensive rewrite of the Sign Regulations was approved;
- Draft of the Subdivision Regulations completed and reviewed;
- Renewed one soil removal and/or fill permit;
- Reviewed several site plans/special permits, of interest: new Moser School, several renovations and rebuilds of existing businesses (restaurants and gas/convenience stations), Business/building expansions;
- Reviewed several miscellaneous issues, referrals to Town Council for the new Moser School, pre-application to allow a medical marijuana producer use in a BP-2 Zone;
- Staff reviewed four (4) Housing Code complaints.

The Zoning Board of Appeals held seven (7) regular meetings. The ZBA heard six (6) applications. Officers for the Board were elected: Joseph Coelho, Chairman, Michelle Zak, Vice Chairman; and Philip Benoit, Secretary.

ECONOMIC DEVELOPMENT

RAY CARPENTINO, DIRECTOR

RCARPENTINO@ROCKYHILLCT.GOV

(860) 258-7717



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



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ECONOMIC DEVELOPMENT (continued from previous page)



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

**Rocky Hill
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 Business Establishments by Type

Accommodation and Food Services	59	6.06%
Administrative and Support and Waste Management and Remediation Services	44	4.52%
Agriculture, Forestry, Fishing and Hunting	2	0.21%
Arts, Sports, Entertainment, and Recreation	18	1.85%
Banking, Finance and Insurance	69	7.09%
Construction	69	7.09%
Education	22	2.26%
Health Care and Social Services	106	10.89%
Information	23	2.36%
Manufacturing - Chemical, Fuel, Paper, Plastic, Wood	10	1.03%
Manufacturing - Electronics, Furniture, Machinery, Metal, Transportation, Misc.	14	1.44%
Manufacturing - Processed Food, Textiles, Clothing	1	0.1%
Other Services - Repair, Personal Care, Laundry, Religious, etc.	142	14.50%
Professional, Scientific, and Technical Services	125	12.85%
Public Administration	80	8.17%
Real Estate and Rentals	46	4.73%
Retail: Hobby, Media, General Merchandise	35	3.6%
Retail: Home, Food, Automobiles, Personal Care	70	7.16%
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
Burris 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

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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.

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.

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.



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.



FACILITIES MANAGEMENT

PHILIP CYR, DIRECTOR

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 include but are not limited to: Town Hall, Community/Senior Center, Library, Police Department/Human Services, Kennedy House, 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. Seventeen building structures are operated and maintained. Services include: building operations, preventive maintenance, general repairs through Facility Dude work orders and P.M. work order systems, small office and cubical renovations, HVAC and electrical installations, generator inspections, security systems which includes electronically and keys and locks management, fire alarm system repairs and inspections. 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

- Budget preparation and administration;
- Green Cleaning program in Town Buildings to meet compliance requirements;
- 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;
- Performed preventative maintenance items (daily, weekly and monthly);

(Continued on next page)

FACILITIES MANAGEMENT (continued from previous page)

- Snow removal;
- Shampooed all offices and hallway carpets in Town Hall, Community Center, Police, Library and Human Services;
- Replaced ceiling tiles when necessary;
- Assisted Facilities with installation and maintenance of minor plumbing and electrical work. Ex. Vacuum cords, toilet plumbing, faucet installation, etc.;
- Coordinated window washing (interior and exterior);
- 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;
- Disabling and removal of old computers to the transfer station from IT area;
- Repair sheet rock in vestibule at Community Center horse entrance;
- Assemble new lockers for custodial staff;
- Sanded, prepped, primed and painted new Facilities Directors office;
- Built partition wall in facilities area;
- Scraped, painted gazebo shell and floor;
- Patched, sanded, washed and painted Community Center stage floor;
- Scrubbed mold off of the exterior of P.D's north side back door and window sills;
- Cleaned and organized the town vault located in Human Services area;
- Cut out and caulked 4 sinks and back splashes in bathrooms at Library;
- Primed and painted window sills at Library to protect bare spots;
- Scraped and painted new door and existing employee double doors at Library;
- Specialty cleaning and waxing of Ambulance watch room floor at FH3 building;
- Specialty cleaning and shampooing rugs in Ambulance staff area.

Accomplishments in the Facilities Division

- Budget preparation and administration;
- 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 1976 work orders and P.M. work orders;

(Continued on next page)

FACILITIES MANAGEMENT (continued from previous page)

- Coordinated Town buildings assessment walk through of all properties;
- Various overhead door repairs at Parks, Highway Garage, PD Sally Port and (3) Fire Houses;
- Generator upgrades based on annual generator PM and inspections;
- 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 ac package units and split systems;
- Duct cleaning of the 2nd floor Town Hall phase 1;
- Cleaning of ducts and ceiling registers on the east side first and second floors at P.D and Human Services;
- Completed lobby floor repair and new carpet install at P.D.;
- Repair of the overhead door rails due to rust at Fire House 3 and Ambulance bays ceiling in preparation of bay painting;
- Dry wall patching of the Fire House 3 and Ambulance bays ceiling in preparation of bay painting;
- Replacement of several windows due to seal compromise of double sashed windows at Fire House 3 and Ambulance bays;
- Painting of walls and ceilings at Fire House 3 and Ambulance bays, overhead doors frames, outside doors, and safety mullions around the perimeter of the building;
- Fire House 3 completion of the elevator modernization;
- Fire House 2 side wall repair and brick sealing;
- Fire House 1 Fire alarm system upgrade;
- Installation of an energy efficient split AC unit at the Town Garage break room, upstairs rest quarters and mechanics office;
- Town Garage Fire alarm system upgrade;
- All windows on the east side have been replaced (9 windows on the lower level and 21 windows on the upper level);
- Installed new window treatments for the new windows at the Library;
- Installed a new replacement outside door on the rear side of the Library;
- Painted new door and the employee entrance doors at the Library;
- Installed fob system for the Library employee entries;
- Installed landscaping rock in 2 ac condenser pens at the Library and P.D. chiller and generator pen;
- Replaced 3-1500 watt parking lot fixtures with 2-284 watt LED fixtures at Ferry Park;
- Replaced 2-1500 watt parking lot fixtures with 2 -284 watt LED fixtures at upper Elm Ridge Parking lot;
- Made repairs to the Academy Hall chimney;
- Built new office for the Facilities Director;
- Town Hall elevator power unit replaced;
- Town Hall second floor AC 2 duct and box cleaning was done.

FINANCE DEPARTMENT

JOHN MEHR, DIRECTOR

JMEHR@ROCKYHILLCT.GOV

(860) 258-2720

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 7, 2018, the Annual Budget for 2018-19 was adopted in the amount of \$77,441,333. The General Government budget was \$31,143,659; the Board of Education budget was \$42,321,729; and the Debt Retirement budget was \$3,975,945.

A mill rate of 32.4 was set to fund the budget. This mill rate is a 2.5% change over the prior fiscal year. A net taxable grand list for October 1, 2017 of \$2,094,054,395, a 1.53% increase over the previous year, and a tax collection rate of 99.35% were used as the basis for setting the mill rate. For the 2018-19 budget, \$1,315,504 of Unassigned Fund Balance was applied to the Capital Improvement Budget.

For the fiscal year ending June 30, 2019, total revenues were \$76,792,169, and total expenditures and transfers out to other funds totaled \$77,281,363. The general fund unassigned fund balance at year-end was 6.62% of the total 2019 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 2019-20 town budget, \$275,000 of unassigned fund balance was applied to the capital improvement budget.

FINANCIAL STATEMENTS

The Town Charter requires that the Town's financial records be audited annually by an independent certified public accountant appointed by the Town Council. The audited financial statements must also be filed with the State of Connecticut Office of Policy and Management. The accounting firm of Blum, Shapiro & Company, P.C., of West Hartford, performed the 2018-19 and will be doing the 2019-20 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.

FIRE DEPARTMENT

MICHAEL P. GARRAHY, CHIEF

MGARRAHY@ROCKYHILLCT.GOV

(860) 258-7603

The Rocky Hill Fire Department is an innovative and diverse department of about 72 dedicated individuals. Our membership consists of Town residents who commit to volunteer to protect the citizens of Rocky Hill.

We value the history and the traditions of our department, an organization built upon the strong foundation created by our past leadership. Without them, we could not tackle the challenges of the future.



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

The Rocky Hill Fire Department had a very busy 2019, responding to 672 calls for assistance. We also continued 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.

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FIRE DEPARTMENT (continued from previous page)

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;
- 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;
- 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;

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FIRE DEPARTMENT (continued from previous page)

- Physical examinations are conducted on a yearly schedule for all members to maintain personnel at an operational readiness level;
- The Fire Marshal's Office continues to be extremely diligent in the activities including:
 - Performing 399 building inspections for conformance with the life safety code;
 - The above building inspections generated 210 re-inspections;
 - A total of 20 fire investigations were conducted;
 - The Fire Marshal investigated 46 citizen complaints;
 - 0 days were devoted to the required observance of blasting operations;
 - 76 building plans were submitted and reviewed for code compliance;
 - A total of 156 hours were dedicated to fire prevention activities;
 - A total of 203 hours were dedicated to Emergency Management;
 - A total of 88 hours were dedicated to in-service training hours.

HUMAN RESOURCES AND LEGAL COMPLIANCE

DANA MCGEE, DIRECTOR

DMCGEE@ROCKYHILLCT.GOV

(860) 258-2700

The **Department of Human Resources and Legal Compliance (HRLC)** partners with municipal departments to align the municipal organization's most valuable resources—*its employees*—with organizational values and goals, while fostering an environment where employees are provided with training and professional development opportunities and prepared for career advancement. In its Legal Compliance role, 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. For a comprehensive list of Department functions, please view the Human Resources & Legal Compliance Department Overview PowerPoint on the Department's home webpage.

In Fiscal Year 2018 – 2019, in its Risk Management leadership role, HRLC garnered recognition for the Town: On January 25, 2019, the Town received the **2019 Excellence in Risk Management Achievement Award** for “*New and Innovative Risk Management Initiatives*” in the areas of: applicant selection/hiring procedures; web-based portals for workplace Safety Committee/OSHA Compliance/Workers' Compensation information; and employee/supervisor



training—all of which are geared toward building a culture of risk mitigation. 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 live training and guidelines to search committees on conducting and documenting objective recruitment and hiring activities, and addressing unconscious bias in applicant review and selection decisions. As an internal resource, the 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.

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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 2018-2019:



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 Municipal Employees Relations Act (MERA), the Connecticut Fair Employment Practices Act (CFEPA) and other state and federal laws, the municipality's classification system, and collective bargaining agreements. 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. *HRLC's search process was recognized as an innovative best practice by risk management and underwriting professionals at CIRMA.*



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

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HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

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)). 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, Department of Labor, and federal and state courts. Early intervention and informal efforts to resolve employee relations issues result in cost savings for the Town by decreasing the number of claims filed. *This HRLC function has been deemed a best practice area—the Town ranks amongst the lowest in CIRMA's municipal insurance pool relative to Public Officials' Liability claims.*

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 conducts research and prepares proposals for labor contract negotiations, tentative agreements, memoranda of understanding, and new and updated job descriptions. HRLC staff field questions from supervisors and union representatives regarding compensation, the classification system, performance management, promotions and transfers.



When informal conflict resolution cannot be achieved and grievances are filed, 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.

4. WORKPLACE SAFETY AND OSHA COMPLIANCE

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)



In FY '18-'19, HRLC was assigned responsibility administering workers' compensation matters. The HRLC Director attends Workers' Compensation Commission hearings, while the Human Resources Assistant coordinates workers' compensation matter intake, is the liaison with the Town's preferred provider, and facilitates light duty/return-to-work plans. *The workers' compensation function was one of the areas recognized for its low claims pattern and low frequency and severity rates by CIRMA's Excellence in Risk Management Award.*

Additionally, HRLC administers the Town's random drug testing program and Zero Tolerance Drug and Alcohol Policy, and is the Town's liaison with the Employee Assistance Program (EAP).

5. 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 well as the Family Medical Leave Act (FMLA), and the Health Insurance Portability and Accountability Act (HIPAA).*



Through training and facilitating interactive process discussions, HRLC assists Directors, supervisors and employees with 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 the federal Department of Labor—which serves to mitigate potential liability for the Town.

The HRLC Director serves as the ADA Coordinator for the Town in partnership with the Director of Human, Youth & Senior Services. HRLC works with local organizations including the Americans with Disabilities Act of Coalition of Connecticut (ADACC) and the New England ADA Center. The Department also works closely with other internal departments to conduct updates of Civil Rights policies and provide guidance regarding the same.

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HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

6. 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. HRLC is often called upon when requests relate to records that contain information that may 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).

Overall the risk management lens that HRLC applies through its various functions has garnered measureable results for the Town. *CIRMA's risk management and underwriting representatives reported that the Town's Workers' Compensation, Liability-Auto-Property, and Public Officials claims (includes unfair employment practice claims) have been amongst the lowest in its municipal insurance pool, trending downward over the last five (5) years.*

HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

MELISSA HICKS, DIRECTOR

MHICKS@ROCKYHILLCT.GOV

(860) 258-2799

The Town of Rocky Hill Human Youth & Senior Services Department directly and indirectly provides all social services to town residents. The 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. Some examples are emergency basic needs (shelter, clothing, food, bills, etc.), regular food assistance, tax relief for elderly/disabled renters, energy assistance, holiday gift donations for children, holiday food baskets for families and fresh meals delivered for the holidays. Licensed professional staff offers crisis intervention and short term counseling. 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, prevention education 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. The staff of the Department consists of a Director, Administrative Assistant, Clerical 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, subcontracted program instructors and volunteers.

HUMAN SERVICES

- We continue to operate various local and state assistance programs for income/asset eligible residents;
- We provided financial assistance to disadvantaged households to help with emergency basic needs such as utility payments, partial rent payments, fresh food, baby items, laundry, transportation, etc.;
- The non-perishable food pantry was utilized 686 times in 2019. We distributed multiple food/gift baskets with gift cards for fresh food for the Easter, Thanksgiving and Christmas holidays;
- We delivered meals to residents who were alone for the holidays for Easter, Thanksgiving and Christmas;

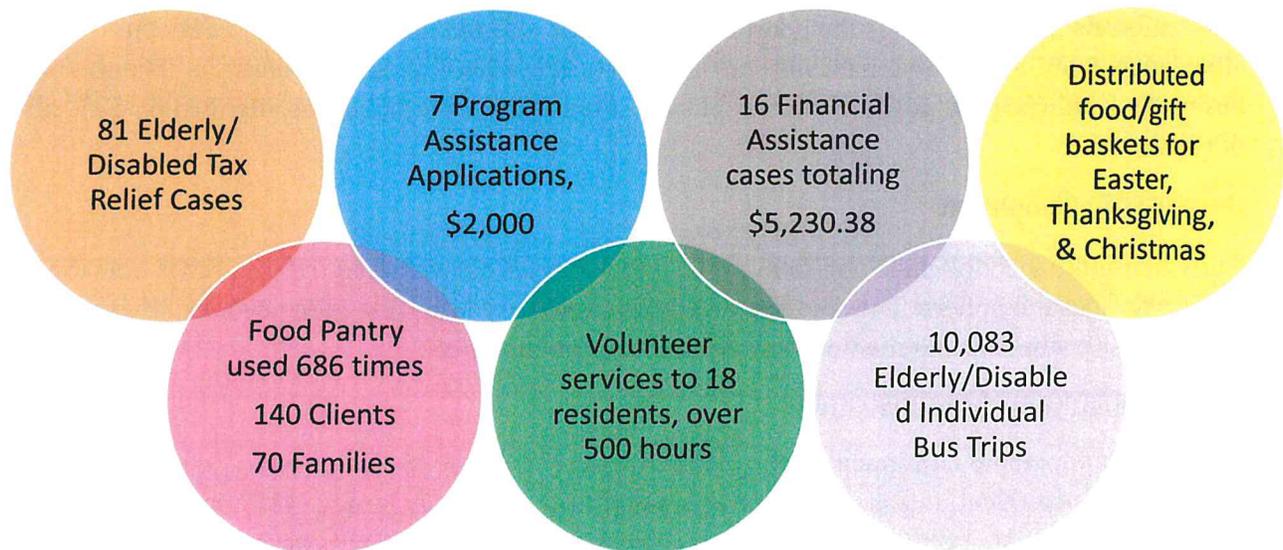
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HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

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- 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 2019;
- 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 18 residents utilizing 13 volunteers with over 500 hours of services for transportation, friendly visitation, grocery shopping and errands.

HS PROGRAM STATISTICS



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)

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

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 five 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 and other risky behaviors. 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 multiple 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, AMPLIFY (replaced 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 continue to be hot topics for the next year or two.

Research & Assessment

A verbal needs assessment was conducted with the Assistant Superintendent and Principals of Rocky Hill High School, Griswold Middle School, Myrtle Stevens, Moser, and West Hill

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HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

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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, youth empowerment & connectedness, mental health issues as they relate 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, 195 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 events; RHHS Project Graduation (95% attendance); Youth Employment Service (YES) training/RH Intergenerational Garden Program (12 participants); Cops & Kids Afterschool/Programs (44 participants); Teen Adventure & Leadership; LEAD & Y2Y Youth Leadership Conference; Media Education/Public Service Announcements/Power Point Presentations and Website Development.

Teen Division

Teen Scene is a bi-weekly teen program for 6th, 7th and 8th grade students. 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 students to interact with friends. This is a nine-month twice a month program that served registered participants, along with drop in participants from GMS students. 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 onsite activities.

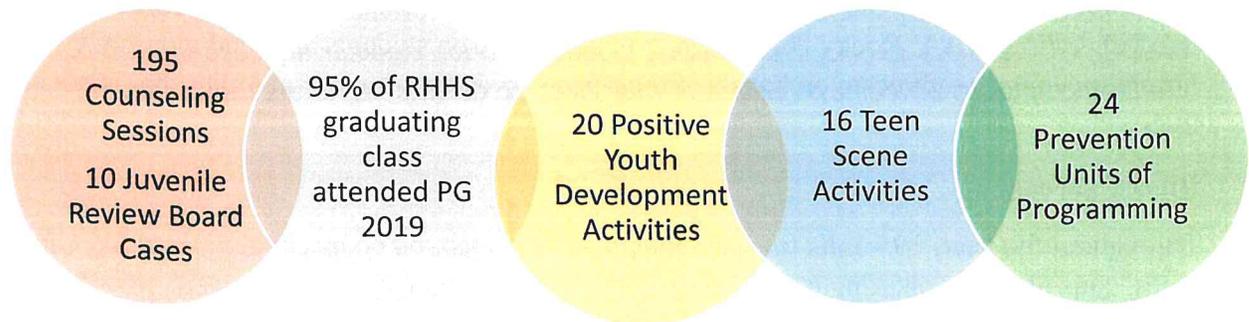
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HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

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- Bi Monthly drop-in program for Middle School aged children;
- Teen Scene yearly pass program; Woodcarving classes were offered hands on knowledge for the beginners to the advance carvers
- Make your own tacos and movie night; Game/ Pizza nights;
- Snack shack; Holiday Dance; Karaoke;
- Off-site trips: Laser Quest, Bowl-O-Rama, Nomads Outdoor Adventure Park, Lyman
- Basketball; Team Building activities;
- End of year Teen Scene/ Youth Kindness celebration.

YS 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; Mahjong, Bridge Group; 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 6000 meals - 5 days-a-week lunch program and all special events;
- Distribute a monthly Senior Newsletter "Pivotal Press";
- 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;

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HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

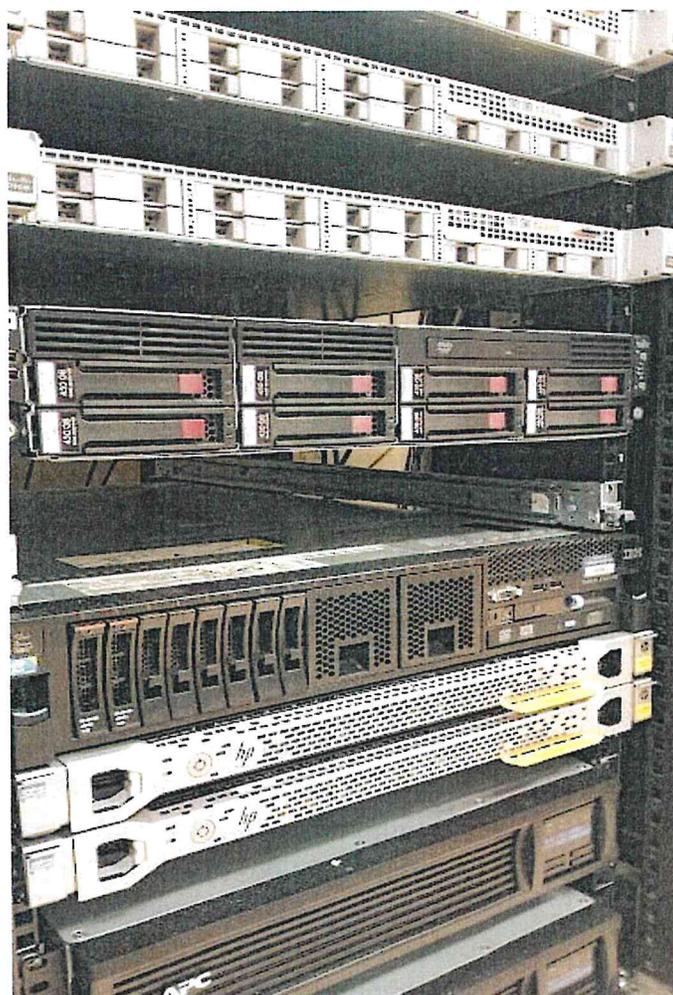
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- The senior lounge offered computers, puzzles, magazines, chairs with ottomans and card tables for seniors to visit, relax and unwind and a place for our Mahjong Players;
- Woodcarving classes offered hands on knowledge for beginners to advanced carvers;
- 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;
- 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;
- Offered exercise programs including Senior Fitness, T'ai Chi/Qi Gong, Pilates for Boomers, Boomers Boot Camp, Zumba Gold, Chair Yoga, and daily Walk Track;
- Bus trips increased with day, evening and weekend trips to popular tourist landmarks in CT, MA, NY & PA. restaurants, Wii tournaments, dinner and a show, casinos, summer theater 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 525 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 special event luncheons with entertainment, Senior Picnics, and Older American Brunch/Bingo were all held;
- Staff facilitated speakers for the two clubs at the center – Stepney & RH Seniors;
- Annual senior fundraising projects to benefit food pantry;
- Emergency contact forms for all seniors that participate at the center; they've updated yearly and passed out the File of Life;
- Membership to Senior Center increased;
- The Municipal Agent for the Elderly had an increase with seniors asking for help in applying for assistance with state and federal programs.

INFORMATION TECHNOLOGY DEPARTMENT

JOHN NOWAKOWSKI, DIRECTOR OF IT
JNOWAKOWSKI@ROCKYHILLCT.GOV
(860)258-7649

The **Information Technology Department** is responsible for setting the technology direction for Town Government. The Department consists of four full time positions which include a Director of Information Technology, two Information Technology Technicians and a Media Communications Coordinator. The Department also has 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

- Continued Windows 10 rollout for the entire organization;
- Started server migration to Windows Server 2019;
- Updated our mail server to Exchange Server 2016;
- Implemented new endpoint security utilizing Carbon Black Defense.

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.

CORA J. BELDEN LIBRARY

MARY HOGAN, DIRECTOR

MHOGAN@ROCKYHILLCT.GOV

(860) 258-7621

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 staff. 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.



During 2019, the library reached an important milestone. Library service began in Rocky Hill (when Rocky Hill was just a village or “parish” of Wethersfield) 225 years ago in 1794 at a meeting held at the home of Dr. Calvin Chapin, pastor of what is now the Rocky Hill Congregational Church, then known as the Third Congregational Church of Wethersfield. The library began with a collection of 87 books, costing \$88.89 plus horse hire to bring the books from New Haven. The collection was equally divided among history, theology, poetry and fiction. There were 68 subscribers, including 4 women, each of whom paid the equivalent of about \$1.50 to join. In addition to the fee, each prospective member was screened by a committee. The library continued to play an important role in the community as it went through several iterations and was located in several locations throughout the community – including a former barroom! The library's first permanent home was built on Church Street 120 years ago. This was located on Church Street across from the Congregational Church. And then 42 years ago, in 1967, the current building was dedicated.

The library has continually evolved over the past 225 years into what the community needs it to be while still holding true to its original purpose of connecting people with thoughts and ideas. The library still has a strong focus on books but the books come in many different formats and now total over 500,000 physical and digital items. From the original 68 subscribers, the library now has more than 9,000 cardholders. With more than 550 on-site programs, free WiFi services and an extensive collection of printed books, periodicals, media and cloud-based eBooks, the Cora J. Belden Library serves as a life-long learning center for the Rocky Hill community.

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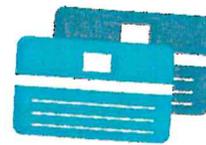
CORA J. BELDEN LIBRARY (continued from previous page)

CORA J. BELDEN LIBRARY · BY THE NUMBERS · 2018-2019



170,806

VISITORS TO THE LIBRARY



1,261
NEW CARDS
THIS YEAR

9,281

ACTIVE CARDHOLDERS



259,830

ITEMS CHECKED OUT
(PRINT, MEDIA, AUDIO)



21,777

COMPUTER SESSIONS



26,655

INQUIRIES MADE TO
LIBRARY STAFF



35,306

PEOPLE ATTENDED A
PROGRAM OR EVENT



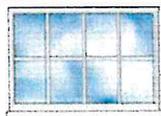
560

EARLY LITERARY, KIDS, TEEN &
ADULT PROGRAMS HELD



1,000 plus

PEOPLE LIKE OR FOLLOW
US ON SOCIAL MEDIA



Cora J. Belden Library

Cora J. Belden Library

33 Church St.
Rocky Hill, CT 06067 | 860-258-7621
www.rockyhillct.gov/library

PARKS & RECREATION DEPARTMENT

CRAIG A. BOWMAN, DIRECTOR

CBOWMAN@ROCKYHILLCT.GOV

(860) 258-7664

The **Parks and Recreation Department** consists of three divisions: Parks, Recreation and Aquatics. Full-time staff consists of one Director, one Crew Leader, one Aquatics 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;
- 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;
- 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;

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PARKS & RECREATION DEPARTMENT (continued from previous page)

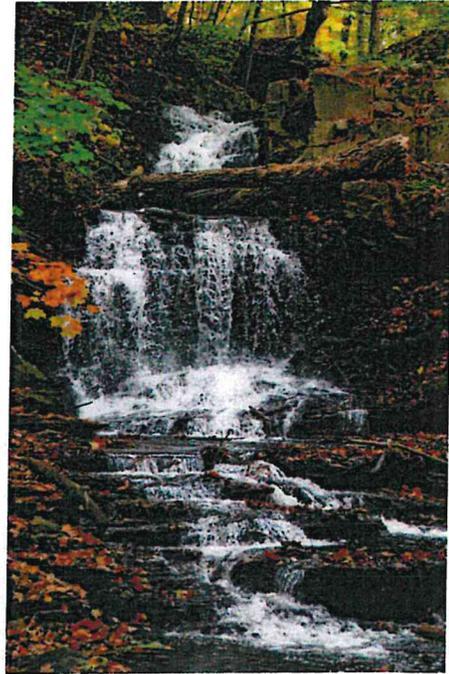
- Refreshed playground surfacing at all playscapes, schools and playground maintenance. Equipment maintenance/repair, repair turfcats, repair lighting towers, tune-up and repair snow blowers, service of big gang mowers, backhoe, sandpros, Bobcat and park furniture benches/bleachers/picnic table repairs;
- Set up for Terrier Tough competition for High School;
- 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;
- 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;



(Continued on next page)

PARKS & RECREATION DEPARTMENT (continued from previous page)

- Maintained dog park;
- 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;
- Snow removal operations;
- Replaced bulbs at Maxwell Tennis and Deck Hockey courts.



Accomplishments in the Recreation Division

- Budget preparation and administration;
- Summerscape - averaging 150 youth a week;
- Teen Adventure Camp - 40 campers per week;

(Continued on next page)

PARKS & RECREATION DEPARTMENT (continued from previous page)

- 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;
 - Special Needs Programming – Sea Cubs Swim Club, Summer Knights, Sidekicks Soccer, Camp Sunrise, inclusive kickball and Challenger Day;
 - Youth basketball - 400 participants with weekly in-town and out-of-town games;
 - 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;
 - 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;



(Continued on next page)

PARKS & RECREATION DEPARTMENT (continued from previous page)

- Participated in planning and implementation of numerous 175th 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;
- 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 Borne Pathogens training to lifeguards and Kids Kamp staff;
- Attended CRPA trainings;
- Offered Lifeguarding Instructor Review Courses.



POLICE DEPARTMENT

MICHAEL D. CUSTER, CHIEF

MCUSTER@ROCKYHILLCT.GOV

(860) 258-7636

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.

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 Administrative 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 34,831 calls for service in FY 2018/2019.

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POLICE DEPARTMENT (continued from previous page)

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.

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 2018/2019

Total police training hours	3,732
Total criminal arrests	258
Total medical calls	3,127
Total motor vehicle accidents reported	618
Total motor vehicle infractions issued	872
Total town tickets issued	95
Total alarms responded to	535
Total animal complaints investigated	515
Total criminal cases assigned	196
Total community service events	56
Total child car seats installed	18

DEPARTMENT OF PUBLIC WORKS

JOE LENTINI, FIELD OPERATION & HIGHWAY

SUPERINTENDENT

JLENTINI@ROCKYHILLCT.GOV

(860) 258-7709

The **Department of Public Works'** 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 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

- 19 snow and ice callouts, 22 inches of snow, 700 tons of salt and 3,500 gallons of liquid calcium was placed on Town roads during snow events;
- Drainage work performed: Woodfield Crossing, Westerly Terrace;
- Fourteen complete rebuilds for catch basins;
- Tree trim throughout Town;
- Clean out swales and culverts;
- Town-wide roadside mowing;
- Pothole repair throughout Town;
- Replace 125 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;
- Overlay Asphalt: Upper Old Main, Cold Spring Road & Bayberry Lane;
- 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;

(Continued on next page)

DEPARTMENT OF PUBLIC WORKS (continued from previous page)

- Curb repair and replacement for Town schools and parks;
- Duty Man responses for all emergency calls, 24 hours a day.

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 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;
- 644 tons of bulky waste (furniture, rugs, etc.);
- 1,561 tons of recycling material; i.e. all material from curbside blue recycling bins (revenue source);
- 2,290 gallons of waste oil;
- 400 lbs. used cooking oil – recycled;
- 210.33 tons of scrap metal (revenue source);
- 0 propane tanks;
- 671 tires;
- 1,657 pounds of fluorescent bulbs;
- Shredded paper – 7,500 lbs.;
- 11,126 gallons of latex paint waste. We are a Paint Care Drop Off with no disposal costs;
- 1,384 mattresses. We are a Mattress Recycler with no disposal costs;
- 1,044 pounds of batteries;
- Recycled 58 tons of miscellaneous electronic equipment (computers, printers, etc.) (revenue source).



Received \$35,906 revenue from the above revenue sources and \$8,633 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
(Continued on next page)

DEPARTMENT OF PUBLIC WORKS (continued from previous page)

8,132 cubic yard of leaves from curbside. Residents are reminded not to put yard waste in trash collection containers. All yard waste can be brought to the Transfer Station located at the Highway Garage for disposal during the year.

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.

TAX ASSESSOR

STUART TOPLIFF, ASSESSOR

STOPLIFF@ROCKYHILLCT.GOV

(860) 258-2722

The **Assessor's** office is responsible compiling the Grand List. This is achieved by discovering, listing and valuing all taxable and tax exempt property located within the Town of Rocky Hill. The Assessor's office administers a variety of exemption programs for the blind, elderly, disabled, veterans, manufacturers, and 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 two (2) of the previous revaluation. Our next revaluation is scheduled for October 1, 2023.

TAX COLLECTOR

ELAINE MCKIM, TAX COLLECTOR

EMCKIM@ROCKYHILLCT.GOV

(860) 258-2717

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

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

- **Number of 2018-19 Real Estate Tax Bills** 7,400
- **Number of 2018-19 Personal Property** 1,286
- **Number of 2018-19 Motor Vehicle Tax Bills** 19,059
- **Number of 2018-19 Supplemental Motor Vehicle** 3,382

TOWN CLERK

SANDRA WIELEBA, TOWN CLERK

SWIELEBA@ROCKYHILLCT.GOV

(860) 258-2705

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

- **Land Records:** (Instruments recorded on the land records: 2,746) Land related documents includes warranty, quit claim, executor deeds, mortgages, release, assignments, financial statements, probate paperwork, property maps, federal/state/municipal and water district liens are an example of documents that are recorded in this office. Land records can be viewed and printed from our on-line at www.rockyhillct.gov/resolution; Property and Subdivision Maps (145).
- **Vital Statistics:** (Certified copies of vital statistics: 1,239) Maintains and issues all civil unions, births, marriages and deaths certificates as well as certifying these documents when requested. Issues marriage licenses for marriages that take place in the Town of Rocky Hill (45), issues burial permits and cremation permits (3,139).
- **Maintains:** Files agendas and minutes of all meetings of Town boards and commissions. Records discharge papers for veterans residing in town.
- **Licenses:** (Dog Licenses issued: 1,393) Issues licenses for dogs, hunting, fishing, trapping, pheasant stamps, duck stamps, and vendor permits.
- **Request for Public Records:** Answers in a timely fashion and provides certified and non-certified copies of minutes, land records, reports, trade names, dog listings, elected/appointed officials, etc.

Every year the #1 dog tag is given to the 'Top Dog' and is drawn from the licenses renewed in June. 2019's Top Dog, Mika, is a beautiful Rottweiler with rich black and brown fur that accentuates her bright brown eyes.



ROCKY HILL, CT

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

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

Area - 13.9 Square Miles

Population - Approximately 20,021

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

2018-19 Tax Rate – 32.4 mills

2019 Net Taxable Grand List

\$2,235,060,668

State Representative

Kerry Wood (D) 860-240-8585

State Senator

Matthew Lesser (D) 860-240-8600

U.S. Congressman

John Larson (D) 860-278-8888

U.S. Senators

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

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

