

TOWN OF ROCKY HILL ANNUAL REPORT

2021 – 2022



761 OLD MAIN STREET, ROCKY HILL, CT



Cover Photo by B. Robison

CONTACT INFORMATION

MAIN NUMBER: (860) 258-2700

DEPARTMENT PHONE NUMBERS

AMBULANCE (routine calls)	(860) 258-7613	HUMAN SERVICES	(860) 258-2799
ASSESSOR	(860) 258-2722	LIBRARY	(860) 258-7621
BOARD OF EDUCATION	(860) 258-7701	MAYOR	(860) 258-2740
BUILDING	(860) 258-2733	PARKS & RECREATION	(860) 258-2772
ECONOMIC DEVELOPMENT	(860) 258-7717	PLANNING & ZONING	(860) 258-2766
EMERGENCY MANAGEMENT	(860) 258-7694	POLICE (non-emergency)	(860) 258-7640
ENGINEERING	(860) 258-2766	REGISTRAR OF VOTERS	(860) 258-2715
FACILITIES	(860) 258-2772	SENIOR SERVICES	(860) 258-2786
FINANCE	(860) 258-2716	TAX COLLECTOR	(860) 258-2717
FIRE	(860) 258-7603	TOWN CLERK	(860) 258-2705
HEALTH DISTRICT	(860) 258-2770	TOWN MANAGER'S OFFICE	(860) 258-2700
HIGHWAY/SANITATION	(860) 258-7709	VITAL STATISTICS	(860) 258-2705
HUMAN RESOURCES	(860) 258-7651	YOUTH SERVICES	(860) 258-2752

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TOWN COUNCIL

In November 2021, the Mayor and Town Council members were elected. The members listed below will be in office until the election of 2023.

Lisa Marotta, Mayor (Republican)

Edward Charamut, Deputy Mayor (Republican)

Christopher Duff (Democrat)

Allan Greenspan (Republican)

Jeffrey Levine (Republican)

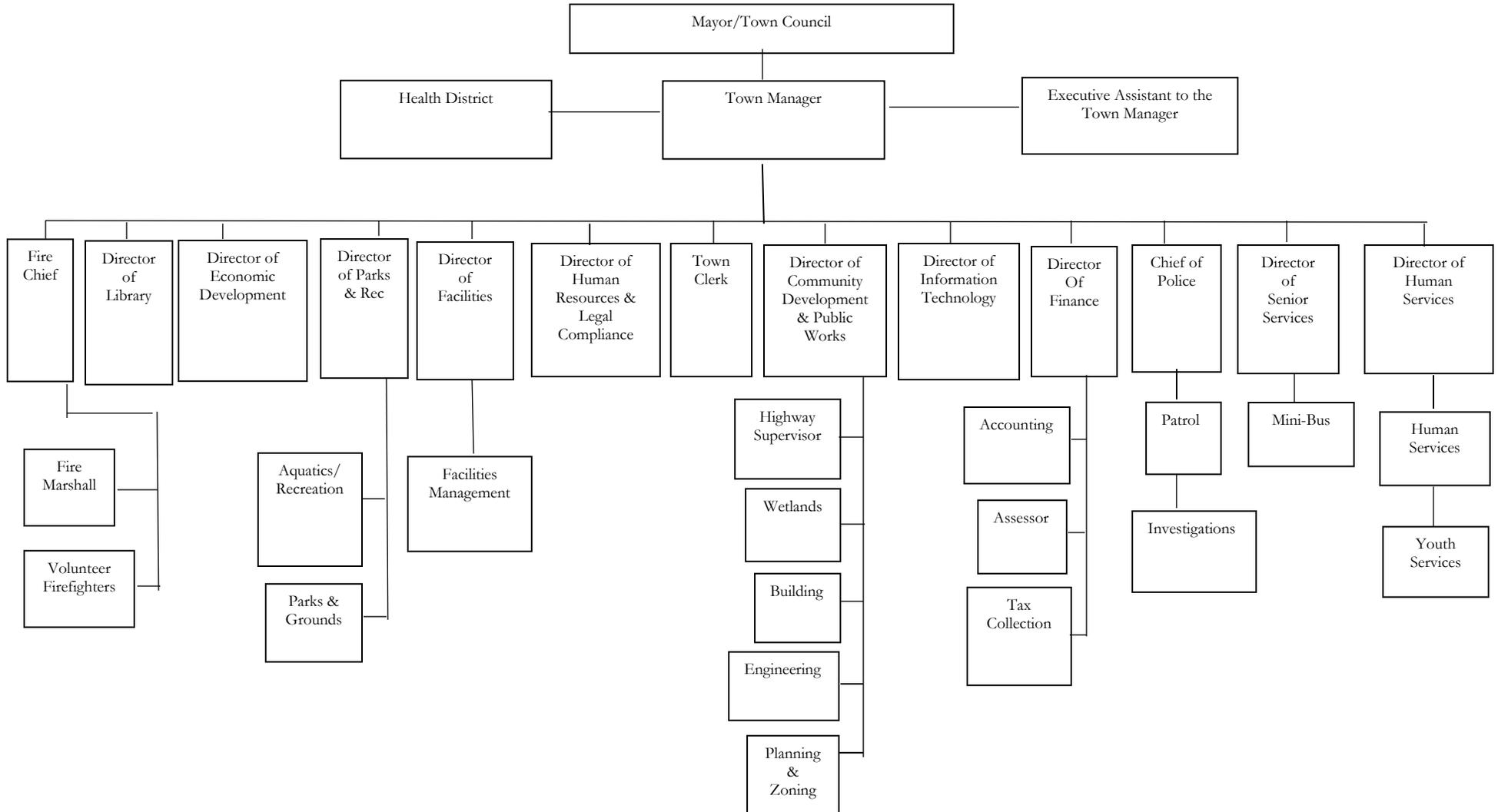
John Moleiro (Republican)

Bill O'Sullivan (Democrat)

Pankaj Pankash (Republican)

Miriam Theroux (Democrat)

ORGANIZATIONAL CHART



MAYOR'S MESSAGE

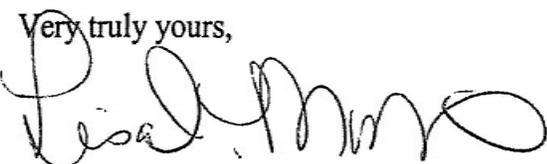
LISA MAROTTA, MAYOR
LMAROTTA@ROCKYHILLCT.GOV
(860) 258-2740

Dear Rocky Hill Residents,

It is with great pleasure that we share this 2021-2022 Annual Report with you. In contrast to many communities in our state, Rocky Hill was identified as the fastest-growing community in Greater Hartford! From our excellent school system to our outstanding Parks & Rec Department, reasonable taxes, and nationally accredited community policing practices, we continued to attract new families and welcome successful businesses to our wonderful town. This would not be possible without the hard work and commitment of our Town Manager, dedicated departments, elected officials, and a community of incredible volunteers who make Rocky Hill a desirable place to live, work, and play.

Rocky Hill has continued to grow exponentially over the past year in a variety of ways, both agriculturally and commercially. The Town purchased 84.5 acres of farmland formerly known as Straska Farm for the purpose of open space and farmland preservation. Ultimately, this land will be used to house an agricultural education facility as well as to provide a community garden space for our residents. We also completed a multi-year, multi-million dollar revitalization project on Silas Deane Highway. Not only will the project provide direct vehicular and pedestrian safety improvements, but it will also establish a gateway to the government center and the historical Rocky Hill Ferry. Additionally, the Town has made major strides in redeveloping the old AMES property by partnering with Belfonti Companies to construct a mixed-use residential and commercial property which will include 213 residential units, 5,000 square feet of office space and 15,000 square feet of retail. This new property, known as Kelson Row, should help revitalize the downtown area and strengthen the entire Rocky Hill community. Furthermore, the Town has continued to minimize tax increases, without jeopardizing the quality services folks have come to expect from Rocky Hill, mindful of the financial stressors families and businesses have had to endure.

As Mayor of Rocky Hill, I understand the importance of a community-driven agenda. I am honored to serve you and look forward to the ongoing success of one of the best municipalities in Connecticut – ours. As we look back on fiscal year 2021-2022, I wish to express my sincerest gratitude for our emergency first responders, our teachers and administrators, and every essential worker who prioritized community to ensure our success. As we embark now on the next fiscal year, let us remember that there is no challenge we cannot overcome together. On behalf of the entire Town Council, thank you for the opportunity to serve you.

Very truly yours,

Lisa J. Marotta, Mayor

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

Guy Drapeau
Sharon Mounds
Marti Stiglich

Board of Education

Jennifer Boran-Morfea
Laurie Boske
Dilip Desai
Brian Dillon
Barry Goldberg
Kimberly Kehoe
Maria Mennella
Carin Roybai
Jennifer Simboski-Allison

Economic Development Commission

Cathy Carone
Amitabh Khanna
Marti Stiglich
Doris Viera
Dawn Whelan-Satagaj
Bryan Wosczyzna

Economic Development Subcommittee

Christopher Duff
Allan Greenspan
John Moleiro

Finance Committee

Christopher Duff
Allan Greenspan
Jeffrey Levine

Government Operations Committee

John Emmanuel
Jeffrey Levine
John Moleiro

Insurance Committee

Kathy Alexander
Nick Giuliano
Fran Palazzolo

Land Acquisition & Farmland Preservation Committee

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

Library Board

Susan Coogan
Wendell Coogan
Yvonne Krosky
Jennifer Montalto
Eliana Thomen
Geraldine Yoo

Open Space & Conservation Commission

Todd Brown
Mukesh Desai
Sandra Kelly
Mukesh Desai
Marnie Liska (ALT)
Drew O'Connor (ALT)
Craig Reidienger (ALT)
David Schweitzer
Scott Stevens
Francis Whelan
Michelle Zak

Parks & Rec Advisory Board

Katie Margiotta
Gina Marino
Maria Morse
Drew O'Connor
Roseanna Sessa
David Sevigny

Planning & Zoning Commission

Giuseppe Aglieco (ALT)
Dimple Desai
Guy Drapeau (ALT)
Nancy-Mayeda Brescia
Alan Mordhorst
Ronald Robbins
Thomas Roybal
Philip Sylvestro
Victor Zarilli (ALT)

Public Buildings Commission

Bryan Addy
Jason Bates
Gerard Beaudoin
Salvatore Ganci
Steve Longo
Todd Marchand
David O'Connor

Public Safety Committee

Edward Charamut
John Emmanuel
Pankaj Prakash

Redevelopment Agency

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

Senior Liaison Committee

Edward Charamut
Allan Greenspan
Mimi Theroux

Special Constables

Frank Kelly
Kim Ricci

Zoning Board of Appeals

Joseph Coelho
Greg Faulkner
Elaine Motta
Tom Pugliese
Dhilan Shah (ALT)
Fran Whelan (ALT)
Michelle Zak

COMMUNITY DEVELOPMENT

STEPHEN D. SOPELAK P.E, DIRECTOR

SSOPELAK@ROCKYHILLCT.GOV

(860) 258-7672

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

ENGINEERING DEPARTMENT

The Engineering Department provides engineering services for all Town Departments, Boards, Commissions and Committees, and assists the general public in resolving engineering problems including drainage, erosion, sidewalks, wetlands, highways and street lighting.

Staff includes the Civil Engineer/Inspection Coordinator, who is a certified Engineer in Training 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 Planning & Zoning, Open Space & Conservation and Zoning Board of Appeals approval;
- Review preparation and issues reports and recommendations to the Planning & Zoning Commission and Open Space & Conservation Commission for proposed developments by private developers for conformance with Town design standards, regulations and effects on public infrastructure and private property;
- Monthly review reports to the Planning & Zoning Commission, Open Space & Conservation Commission and Town Council. Provides recommendations at public and "show cause" hearings and conducts field reviews as Inland Wetlands Enforcement Agent and Administrative Officer;
- Attendance, and is the staff representative at the Open Space & Conservation Commission 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 stormwater pollution within the Town's network of catch basins, storm drains and streams;

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COMMUNITY DEVELOPMENT (continued from previous page)

- Review of building permits for engineering and wetlands compliance;
- Reports requested by the Town Manager;
- Investigations of citizen complaints and recommends solutions;
- Construction inspection and project management of capital improvement projects;
- Administration of the current \$10,000,000 Road Referendum Project for pavement analysis, rehabilitation and reconstruction;
- Administration of the LOCIP grant that provides funding for repairs to existing sidewalks and to fill in gaps in the Town's sidewalk network;
- 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 milling and paving 2.88 miles of road, micro surfacing of 3.70 miles of road, and milling and paving eight parking lots equivalent to 14.75 miles of road;
- Coordinated with the Highway Department for the survey, design and construction of storm drainage repairs in preparation for the Town's paving program;
- Designed sidewalks for installation along Elm Street from Gilbert Avenue to Elm Ridge Drive, which is being funded by a LOTCIP Complete Streets grant;
- Administration and oversight of the consulting engineer's inspector and construction contractor for the Silas Deane Highway Streetscape Phase III project which was completed;
- Issued and inspected 169 street excavation permits;
- Administration and inspection of the annual sidewalk repair program;
- Performed over a dozen plan reviews for new/modified subdivisions or site plans including the Ames redevelopment;
- Performed construction inspections at ongoing subdivisions;
- Provided technical assistance to other Town departments related to Straska Farm;
- Prepared and supervised the annual pavement marking painting program;
- Prepared agendas and provided recommendations to the Open Space and Conservation Commission;
- Representation at the CRCOG transportation committee;

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COMMUNITY DEVELOPMENT (continued from previous page)

- 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;
- The Director is a member of the New England Chapter of the American Public Works Association where he serves as the Co-Chairman of the spring convention;
- The Director serves on and is the Chairman of the Safety Committee for Town Hall.

BUILDING DEPARTMENT

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

Staff includes the Building Official, two Assistant Building Officials 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, plans and specifications for permits to ensure that the proposed projects comply with state-adopted building codes;
- Completes plan review with the Fire Marshal for all proposed work on commercial buildings;
- Verifies the proper licensure of tradesmen, architects, engineers, etc.;
- Confirms ownership and/or other status of the property involved;
- Communicates and coordinates with other regulatory departments, including but not limited to, Zoning, Wetlands, Engineering, Health, MDC and Fire Marshal for code compliance on applications;
- Makes the required inspections for all issued building, demolition, electrical, mechanical and plumbing permits;
- Researches and provides information and documentation for Freedom of Information Act requests.
- Keeps official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued;

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COMMUNITY DEVELOPMENT (continued from previous page)

- Issues necessary notices or orders to ensure compliance with this code;
- Responds to emergency calls from the Police and Fire Departments that impact the structural integrity of any building or dwelling.

Building Department Accomplishments

This past fiscal year (2021-2022), the Building Division received, reviewed and issued a total of 1702 permits. These permits included:

- 2 new single-family residences;
- 6 private garages;
- 6 residential demolitions;
- 453 residential additions/alterations;
- 23 residential swimming pools;
- 2 commercial demolitions;
- 162 commercial additions/alterations;
- 66 residential and commercial solar projects;
- 363 residential and commercial electrical permits;
- 384 residential and commercial mechanical permits;
- 235 residential and commercial plumbing permits.

The total revenue received from all permit fees equaled \$604,231.67.

Planning and Zoning

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

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

Planning Staff attends training sessions related to Fair Housing, Civil Right Compliance and related Small Cities Community Development Block Grants (CDBG) seminars. The Planning Staff also registers housing units and enforces the Town’s Housing Code. Zoning Enforcement Staff enforces Town Zoning Regulations, Town Ordinances related to Blight, and assists with noise enforcement and unregistered/inoperable vehicles.

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COMMUNITY DEVELOPMENT (continued from previous page)

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

Planning and Zoning Department Accomplishments

The Planning and Zoning Commission held eleven (11) regular meetings and two (2) special meetings.

- Elected officers – Dimple Desai, Chairman; Victor Zarrilli, Vice Chairman; Giuseppe Aglieco, Secretary;
- Modified Accessory Apartment requirements and off-street parking requirements in accordance with Public Act 21-29;
- Began work on the Draft Rocky Hill 2022-2027 Affordable Housing Plan;
- Approved Kelson Row, a mixed-use community consisting of 213 apartments, of which 22 units will be rented as affordable units (93 one-bedroom and 120 two-bedroom), 12,853 s.f. of retail space, 11,067 s.f. of office/ retail/ restaurant space and amenities located at 2418 Main Street (former Ames Headquarters);
- Reviewed several site plans/ special permits of interest; numerous renovations and rebuilds of existing businesses, new restaurants and businesses in existing shopping plazas, as well as new locations;
- Reviewed several miscellaneous issues and referrals to Town Council;
- Staff prepared a draft Complete Streets Policy for review with the Plan Implementation Committee;
- Staff reviewed several Housing Code complaints with the Town Attorney's involvement when necessary.

The Zoning Board of Appeals held six (6) regular meetings.

- The ZBA heard five (5) applications;
- Officers for the Board were elected: Michelle Zak, Chairperson; Joseph Coelho, Vice Chairman; and Tom Pugliese, 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 1,400 business establishments employing over 14,000 people. Our location within both central Connecticut and New England places residents and businesses within 500 miles of one third of the U.S. economy and two thirds of the Canadian economy. Our employment base consists of diverse industries and service establishments from Henkel North America, ARBURG Inc., MTU Aerospace, PDQ, Simoniz and SYSCO to McDonald's and Walmart. All of our businesses are located within our eight business parks and two commercial corridors.

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

Most notably, Simoniz completed the purchase of a 36,000 square foot building former American Rental building, the opening of the new Trinity Health Urgent Care, the acquisition of two brownfield grants for the former Straska farm and the expansion of CT Pharmaceutical Solutions.

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 2021-22 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 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

Rocky Hill Business Establishments

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	14.59%
Professional, Scientific, and Technical Services	125	12.85%
Public Administration	60	6.17%
Real Estate and Rentals	46	4.73%
Retail: Hobby, Media, General Merchandise	35	3.6%
Retail: Home, Food, Automobiles, Personal Care	70	7.19%
Transportation and Warehousing: Couriers and Messengers, Warehousing and Storage	4	0.41%
Transportation and Warehousing: Private and Public Transportation, Oil and Gas Pipelines, Sightseeing	8	0.82%
Unclassified	3	0.31%
Utility Services: Power, Gas, Steam, Water, and Sewage	2	0.21%
Wholesalers	41	4.21%

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ECONOMIC DEVELOPMENT (continued from previous page)

ON GOING PROJECTS

Business Development Incentive Policy. To encourage long-term investment in Rocky Hill, the Town Council has provided tax abatements to businesses that want to locate within the community or expand their operations. These abatements are structured as to fix assessment and tax revenue at their current values and abate a specific percentage of the increase in assessed value. This program is helpful in attracting new industry and keeping existing businesses. Starting in winter of 2018 to present, the Economic Development Commission and their staff developed a market strategy focused on advanced manufacturing, IT services medical service and retail.

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. Construction has been delayed due to State review requirements, environmental remediation issues and COVID-19; however, the Town expects the environmental clean-up to be well underway by 4Q 2023. Town leaders and citizens have contributed to this project to assure that it comes to fruition.



Silas Deane Highway Streetscape, a multi-year, multi-million dollar revitalization project initiated by the Town in 2005. Phase 3 was funded by an 80%/20% federal grant and was completed in June 2021. The overall project will provide direct vehicular and pedestrian safety improvements, create a sense of place and community and enhance the pedestrian experience.



Straska Farm. In November of 2019, voters approved a \$7.2 million referendum to purchase 84.5 acres of farmland known as Straska Farm for the purpose of open space and farmland preservation. In 2021, the Town received a \$500K State STEAP Grant and an \$837K State Brownfield Remediation Grant to remediate the 84.5 acre farm and construct an agricultural education facility and community gardens.



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.

Renovations. The Town has received a number of STEAP Grants and a Connecticut Main Street Investment Grant totaling \$2.1 million to assist with storefront improvements for businesses located on the Silas Deane Highway and for the Silas Deane Streetscape. Most recently, the State Bond Commission approved a \$400K grant to assist in upgrades to Elm Ridge Park and for development of a master plan and \$500K towards the redevelopment of the former Ames property and historic Center Green expansion.

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 12,000 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. All of the solar power generated will be utilized by the Town and is projected to reduce its annual utility costs for electricity by as much as \$200,000 per year. The land lease payments from Solar City will generate \$90,000 of revenue per year. The solar project is complete and electricity production started April 4, 2018.



EMERGENCY MANAGEMENT

STEPHEN PENDL, DIRECTOR

SPENDL@ROCKYHILLCT.GOV

(860)258-7694

The office of Emergency Management is a full-time position held by the Director himself. This position oversees the emergency preparedness and planning for large scale events that may occur in our community. Working with all department heads as resources, we share the responsibilities in mitigating any emergencies that may arise. We accomplish this through the use of our Local Emergency Operations Plan.

ROCKY HILL

Rocky Hill is a community of 20,147 people that has a 60% base of homeowners and 30% base of renters. There are over 1,400 businesses with two major State thoroughfares that run through the community. The Town has five public schools, two technical schools and serves as corporate headquarters for several large nationwide companies. To help ensure safety and security for the aforementioned categories, the Emergency Management Department continually reviews the Town-wide response plan for emergencies that may occur. Exercises are held annually to apply and practice the procedures and test the resiliency of the plan in large scale events. These drills and scenarios encompass the use of all departments; Fire, Police, Ambulance, Department of Public Works, Parks & Recreation, Community/ Senior Center, Human Services, Information & Technology, Building & Grounds as well as the administrative support from Human Resources, Finance and the Town Manager. These exercises are designed to address such events as natural disasters, large scale outages, public safety & security events, and community emergencies and community dispensaries to test the capabilities of Town-wide response in the event that any of these situations arises. The Town is supported by State resources with a Region #3 County Coordinator to assist as necessary.



MISSION STATEMENT

“To assist Rocky Hill Emergency Management and first responder agencies in disaster, crisis and emergency response and promote safety education, emergency and disaster preparedness in our community.”

HOW TO APPLY

**Who can become a C.E.R.T. member and are any special skills needed?
How do I apply?**

Any resident(s) 18 years or older and there are no special skills required. We welcome all groups from neighborhood watch, community organization, place of worship, school staff, workplace employees and other groups that may have an interest. Again, there are no special skills required, just the willingness to learn the skills necessary to survive a disaster and complete the required FEMA training classes. All residents are encouraged to fill out applications on the Emergency Management page on the Town’s website, call 860-258-7694 or e-mail: spendl@rockyhillct.gov to become a team member. Once you are on the team, certification training will be provided at no cost to the individual participants.

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EMERGENCY MANAGEMENT (continued from previous page)

Accomplishments

- COVID-19 test kits and mask distribution dispensing events in December 2021 and January 2022;
- CALEA – Local Emergency Operations Plan exercise for certification of the Police Department;
- Creation of Citizen Emergency Response Team (CERT) Fall 2022 – Winter 2023;
- Creation of New Emergency Operation Center – 2022;
- Public Forum training events for Emergency Preparedness in our Community – Spring/Fall 2022;
- Partial activation of the Emergency Operation Center (EOC) for February 2022 Nor’ Easter;
- Emergency Operation Center review with all Directors and participating staff – September 2022;
- FEMA handouts available at Town Hall and quarterly forum meetings;
- FEMA Basic Academy Certified – 2022, Advanced Certified – 2023.



Steps of Emergency Management

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

Prevention

Actions taken to avoid an incident include stopping an incident from occurring, deterrence operations and surveillance.

Mitigation

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

Preparedness

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

(Continued on next page)

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 General Craft's person/carpenter, one Head Custodian, five full-time custodians and three part-time custodial staff.

The Custodial Services Division is responsible for cleaning and disinfecting Town buildings, which include but are not limited to: Town Hall, Community/Senior Center, Library, Police Department, Kennedy House, Parks Garage, Highway Garage 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. Nineteen 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 electronic 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;
- Ordering of supplies for custodial staff as well as supplies for COVID-19-related issues;
- Painting projects throughout all Town buildings;
- COVID-19 cleaning and disinfecting;
- Daily cleaning (desks, floors, walls, windows and trash) of offices, staircases, lobbies, hallways and activity rooms;
- Washing, stripping, waxing of floors as needed;
- Unloading daily deliveries such as paper products, cleaning supplies, etc.;
- Accepting paper deliveries and dispersing to various departments;
- Gym floor maintenance including dust mopping and wet mopping;
- Hanging of Christmas wreaths, holiday decorations and lobby Christmas tree;
- Daily inspection/walkthroughs of interior and exterior of buildings, mechanical rooms and boiler rooms;
- Monthly checks of all fire extinguishers;

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FACILITIES MANAGEMENT (continued from previous page)

- Work closely with Directors/staff on special request set ups for programs and events. Coordinated with Town Hall, Parks & Recreation and Board of Education setting up, staffing and corresponding with their nightly events;
- Performed preventative maintenance items (daily, weekly and monthly);
- Snow removal;
- Shampooed all offices and hallway carpets in Town Hall, Community Center, Police Department, Library and Human Services;
- Assisted Facilities with installation and maintenance of minor plumbing and electrical work. Ex. Vacuum cords, toilet plumbing, faucet installation, etc.;
- Coordinated window washing (interior and exterior) of all Town buildings;
- Attended safety training classes, such as asbestos training, Blood Borne Pathogen and Material Safety Data Sheets, CIRMA and ALICE training;
- Attend monthly custodial meetings;
- Provided courier services as needed (mail pickup and delivery);
- Delivery of packets and HR documents to elected officials and Legal Counsel;
- Assisted with the luncheon program for seniors including daily pick up of the meals;
- Maintained Highway and Parks bathrooms;
- Opening and maintaining Ferry Park Facility;
- Assist Human Services' food deliveries such as delivery of boxes of school supplies to schools and deliveries of excess food from food pantry to shelter in Middletown;
- Assisted Human Services by escorting a family and belongings to Union Place bus station;
- Food pick up for various departments for training sessions and functions;
- Disabling and removal of old computers to the transfer station from IT;
- Assemble carts and TV stands for IT Department;
- Transporting of the Skyjack lift where needed;
- Supporting elections set up and breakdown;
- Maintains Town Hall fountain;
- Bank of America and Dutch Point Credit union runs for Finance Department;
- Chair assembly for various offices;
- Picture/plaque hanging for various offices and buildings;
- Amazing Grace Food Panty runs for Human Services;
- BOE and Town departments vault runs for files;
- Coordinated with exterminator for pest control (i.e. ants, spiders, and mice);
- Painting jobs at various Town buildings;
- Furniture moves in various departments;
- Removal of furniture to transfer station;
- Assembly of new furniture when needed;
- Regluing of carpets, carpet squares, vinyl tiles;
- Delivery of Parks Department's camp supplies to RHHS;
- Installation of door stops at the Community/Senior Center;
- Repaired hand rail at Ferry Landing bathrooms;

(Continued on next page)

FACILITIES MANAGEMENT (continued from previous page)

- Watering of exterior and interior flowers in Town Hall complex;
- Various vacuum repairs;
- Assisting in the cleaning of the Fire House when needed;
- Supporting the Community Center project when needed;
- Repairs to Library ceiling;
- Adjusted shelves at Police Records Department on a records storage system;
- Ordering and installation of various signage plaques;
- Drying and repairs of carpet squares in Library after pit flood;
- Repaired raised brick outside of horseshoe entrance (trip hazard);
- Moved tax assistant equipment from the Library to Senior Center;
- Assisted the Emergency Management Director move COVID-19 supplies from Town Hall to Fire Houses;
- Rehung the Hall of Fame plaques to the Community/Senior Center hallway;
- Added additional storage racks to Town vault and reorganized entire room;
- Hung pool stick holder and assembled foosball table at the Community/Senior Center;
- Assisted in moving of Sergeant's office from the first floor of Police Department to the second floor and also installed overhead cabinets when move was complete;
- Moved large mirror from old women's locker room to new women's locker room;
- Laid carpet squares and attached cove base in new Sergeant's area;
- Make Coffee and hot water daily for the Senior Center;
- Picking up supplies for the Senior Center;
- Assembled five picnic tables and placed them around Senior Center;
- Painted shelving, ceiling and walls at Academy Hall;
- Repaired handicap rail at Academy Hall;
- Built shed behind Kennedy House for Human Services;
- Repaired Town Hall fountain pump.

Accomplishments in the Facilities Division

(Routine)

- Budget preparation and administration;
- Monitor utility usages;
- Planned maintenance of all building systems mostly mechanical and electrical;
- Building repair for all Town facilities;
- Cable installation (data/electrical);
- Maintained work order and preventative work order system;
- Monitored Capital Forecasting program;
- Generated 1,838 work orders and preventative maintenance work orders;
- Performs Town building assessments once a year using the facility maintenance engineering reports yearly;

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FACILITIES MANAGEMENT (continued from previous page)

- The building assessments also drive numerous projects that need to be project managed;
- Various overhead door repairs at Parks, Highway Garage, PD Sally Port and (3) Fire Houses;
- Generator upgrades based on annual generator PM and inspections;
- Daily automation system rounds for Town buildings;
- Regular routine filter changes in all HVAC equipment in all buildings quarterly;
- Perform boiler maintenance/cleaning in all buildings yearly;
- Perform coil cleaning and maintenance to all A/C package units and split systems;
- Performs plumbing and drainage repairs;
- Maintained fire systems, sprinkler systems, fire extinguisher maintenance systems, security systems, key metrics system, fob entry systems;
- Door hardware;
- Maintains 44 overhead doors and needed repairs;
- Performed general carpentry, miner roof repairs, masonry maintenance;
- Perform furniture repairs, cubical builds and office renovations;
- Maintains five elevators;
- Supports the IT Department with cabling runs for data installs and troubleshooting existing copper runs;
- Maintains hazardous material compliances, once a year safety training renewals;
- Cleaned gutters in all Town buildings;
- Replaced numerous locksets in Town buildings.

(Projects)

- The overall support of the Community/ Senior Center project and department contact for the needs of the construction General Contractor;
- Fire House #3 upper roof replacement;
- Fire House #3 removal of old generator;
- Fire House #3 removal and brick replacement of old louvers in old generator room;
- Fire House #3 data cabling of wireless router in bays;
- Fire House #3 meeting room wiring of new projector screen;
- Fire House #3 piping and wiring of a new gear dryer;
- Changed out circulator pumps in boiler room at Fire House #1;
- Installed a booster pump in the Fire Chief's office to maintain radiant heat;
- Piped and wired all new GFCI's to a lower location in Ambulance bays;
- Installed 16 shelving units for the new Community/Senior Center;
- Moved the senior staff and materials and kitchen equipment to the new Community/Senior Center;

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FACILITIES MANAGEMENT (continued from previous page)

- The building assessments also drives numerous projects that need to be project managed;
- Moved the Parks Department personnel, some furniture and their equipment to the new Community/Senior Center;
- Removed stored material and equipment out of a leased 40' storage container to the new Community/Senior Center;
- Renovated the old Parks Department space (painting, cubical arranging) for the Human Services Department;
- Moved the Human Services Department to the old Parks Department in Town Hall;
- Wired and installed three power and data outlets and mounted three monitors for the new EOC office;
- Reconnect existing Community/Senior Center bathrooms' power and emergency call buttons;
- Ran circuits for handicap door openers in the new bathrooms at the Community/Senior Center;
- Wired and installed multiple outlets for the BOE's new break area;
- 17 lockset repair/replacement at various Town buildings;
- 13 toilet repairs at various Town buildings;
- 17 keys or fob's issued or replaced;
- 17 building temperature complaints resolved;
- Library window replacement on the south side of the lower level;
- Library south side lower level brick wall was repointed and sealed;
- Supported the installation of Smart Lockers outside of the Library;
- Supported the install of the modular conference room and cell phone booth at the Library;
- Removed the main counter and set up a mobile counter system and other equipment move alterations;
- Project managed the rerouting of the sanitation line for the existing Community/Senior Center bathrooms due to the existing sanitation line crushed during construction of the new slab work for the new addition;
- Project managed the replacement of VAV box controllers for the Town Hall and Police Department through ARP funding;
- Oversaw the corrective installation of the recessed lighting that were failing by falling out of the ceiling in the new Community/Senior Center;
- Installed a sink basin for hand washing at the coffee bar in the new Community/Senior Center;
- Managed the replacement of the tile flooring in the multipurpose rooms due to bad choice of flooring by the architecture team for the new Community/Senior Center;
- Replaced seven single pain windows with new double pain insulated windows at Channel 14;

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FACILITIES MANAGEMENT (continued from previous page)

- Painted, ran data cabling drops and installed power to support Sergeant's staff move to the old Human Services Department at the Police Department;
- Installed a separation wall and new doors from the hallway in the Sergeant's old area for a new women's locker room due to room constraints because of staffing in old women's locker room;
- Minor plumbing fixture renovation in new women's locker room bathroom;
- Outside water spigot replacement at Police Department;
- Repaired broken underground wire that fed the horseshoe lights in front of ramp entrance at Police Department;
- Replaced electronic door strike in main door off of lobby entrance at Police Department;
- Piped and wired three circuits for GFCI outlets outside of Highway Department for trucks' crank case heaters to be plugged into for cold weather;
- Piped and ran data wire for new camera system at the Highway Garage;
- Developed presentation for the use of ARP funding to upgrade three HVAC systems at Fire House #3;
- Hired an engineering firm to develop designs for the replacement of the three HVAC systems at Fire House #3;
- Changed out circulator pumps in the Channel 14 building;
- Upgraded the Academy Hall electrical service;
- Installed a Fire System at Academy Hall.

FINANCE DEPARTMENT

MONA MCKIM, DIRECTOR

MMCKIM@ROCKYHILLCT.GOV

(860) 258-7711

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

At the Town Council meeting on June 21, 2021, the Annual Budget for 2021-22 was adopted in the amount of \$88,656,902. The General Government budget was \$32,409,716; the Board of Education budget was \$48,205,761; and the Debt Retirement budget was \$8,041,425.

A mill rate of 34.1 was set to fund the budget. This mill rate is a 1.5% change over the prior fiscal year. A net taxable grand list for October 1, 2020 of \$2,245,940,669 a 0.58% increase over the previous year, and a tax collection rate of 99.72% were used as the basis for setting the mill rate. For the 2021-22 budget, \$750,000 of Unassigned Fund Balance was applied to the Capital Improvement Budget and \$382,021 for Operating Costs.

For the fiscal year ending June 30, 2022, total revenues were \$85,812,751, and total expenditures and transfers out to other funds totaled \$88,281,722. The general fund unassigned fund balance at year-end was 5.83% of the total 2021 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 2022-23 town budget, \$450,000 of unassigned fund balance was applied to the capital improvement budget.

FINANCIAL STATEMENTS

The Town Charter requires that the Town's financial records be audited annually by an independent certified public accountant appointed by the Town Council. The audited financial statements must also be filed with the State of Connecticut Office of Policy and Management. The accounting firm of Clifton Larson Allen LLP of West Hartford, performed the 2021-22 and will be doing the 2022-23 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

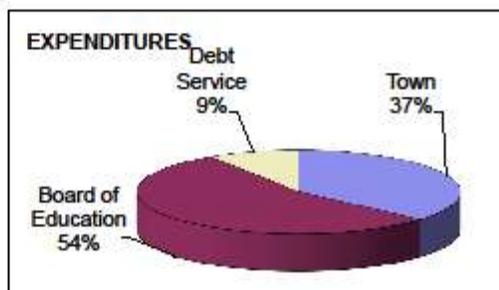
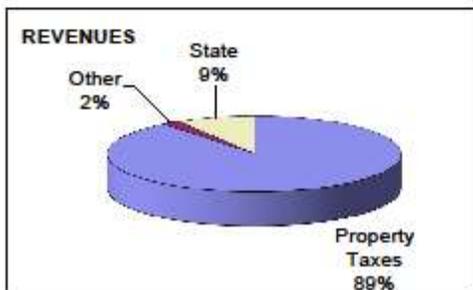
The Finance Department received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the Town of Rocky Hill Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2021.

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.

**STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES
FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022**

	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Property Taxes	77,060,906	76,664,404	(396,502)
Licenses and Permits	566,200	612,437	46,237
Intergovernmental	7,382,621	7,411,864	29,243
Charges for Services	471,500	476,372	4,872
Investment Income	122,000	30,560	(91,440)
Other Revenue	514,238	617,114	102,876
TOTAL REVENUES	86,117,465	85,812,751	(304,714)
EXPENDITURES:			
General Government	2,953,235	2,901,712	51,523
Public Safety	7,943,895	7,899,578	44,317
Public Works	8,094,388	8,054,966	39,422
Health and Human Services	701,170	662,455	38,715
Parks, Recreation and Facilities	4,260,550	4,220,392	40,158
Library	1,069,523	1,069,462	61
Insurance	5,884,228	5,884,051	177
Miscellaneous	327,000	326,511	489
Capital Outlays	892,727	732,495	160,232
Board of Education	47,263,503	47,263,503	0
Debt Service	7,929,425	7,929,339	86
TOTAL EXPENDITURES	87,319,644	86,944,464	375,180
Excess (Deficiency) of Revenues over Expenditures	(1,202,179)	(1,131,713)	70,466
OTHER FINANCING SOURCES (USES):			
Transfer from Other Funds	1,407,416	1,407,416	
Use of Fund Balance		0	
Net Operating Transfers In (Out)	(1,337,258)	(1,337,258)	
TOTAL OTHER FINANCING SOURCES (USES)	70,158	70,158	
Revenue and Other Financing Sources over expenditures and other financing uses	(1,132,021)	(1,061,555)	
Fund Balance, June 30, 2021		7,077,210	
Encumbrances June 30, 2021		(1,021,260)	
Encumbrances June 30, 2022		865,159	
Fund Balance, June 30, 2022		5,859,554	



FIRE DEPARTMENT

MICHAEL P. GARRAHY, CHIEF

MGARRAHY@ROCKYHILLCT.GOV

(860) 258-7603

The Rocky Hill Fire Department has been in existence for more than 95 years and is an innovative and diverse organization of about 60 dedicated individuals. Our membership consists of Town residents who commit to volunteer and protect the citizens of Rocky Hill. We value the history and the traditions of our department, an organization built upon the strong foundation created by our past leadership. Without them, we could not tackle the challenges of the future.



Our Mission statement:

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

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FIRE DEPARTMENT (continued from previous page)

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

The Rocky Hill Fire Department had a very busy 2022 calendar year, responding to 658 calls for assistance. This equates to almost 12,000 hours that our volunteers unselfishly dedicated to mitigating incidents where our services were requested.

To prepare for the variety of incidents which we are called to, our team accumulated about 6,000 hours of training. This includes online CORE courses, hands-on practical training and classroom training.

Additionally, we have developed and implemented an officer's training program to educate our current and future leadership.

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

Whenever possible, we integrate new technologies and concepts to assist us with our mission, this is most evident with the Department's drone program.

The Fire Department's drone program is a Town-wide asset with the goal of creating a safer workplace for all first responders. We found that using this technology for a variety of purposes including search and rescue, monitoring incident progression, as well as evaluating situational awareness, has allowed us to be more efficient on the fire ground.

Furthermore, various other Town departments have begun to utilize this asset for mapping, site evaluation and incident investigation. We are especially proud of the interdepartmental cooperation with the Police Department and the use of the drone for traffic investigations.

Highlights

- Continued with our consultation agreement with Conn-OSHA to pro-actively review the Department's policies and procedures for compliance and effectiveness;
- Rapid intervention, confined space rescue, firefighter safety and survival training were conducted utilizing both in-house and external 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;

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FIRE DEPARTMENT (continued from previous page)

- All personnel have been trained, certified and are compliant for positions/rank, to the IS 100, 200, 300 and NIMS 700 and 800 levels as mandated by FEMA;
- All apparatus and equipment are maintained in accordance with NFPA standards and manufacturer's recommendations;
- All fire personnel have completed multiple evolutions of live-fire training in our new state-of-the-art burn trailer and purpose-built natural gas props;
- Our marine procedures were updated and training held for all operators highlighting safe operation and crew expectations while operating on the Connecticut River;
- Improved battery-operated extrication tools have replaced many of the traditional hydraulic tools, increasing speed and efficiency when at rescue evolutions. Training specific to hybrid and battery-operated vehicles has been increased due to the inherent hazards posed to firefighters;
- Safety protocols have been implemented and trained on when operating on I-91 [limited access highway] because of the volume of department responses and increased driver distraction potential;
- A synthetic foam alternative has replaced traditional firefighting foam due to personnel and environmental concerns with PFAS based encapsulants. Focused training and increased use have allowed our department to extinguish fires more quickly and reduce personnel exposure time in hazardous environments;
- A multi-disciplinary training committee has been formed creating a method for the membership to provide meaningful feedback about the content and quality of training received;
- We have increased the use of external subject matter experts to provide targeted and practical training skills, ensuring department readiness for emerging trends and best practices;
- The Department has updated the training division and individual fire station's training resource libraries to maintain compliance with the requirements of the Insurance Service Organization;
- Rocky Hill's fire protection program has been reviewed by ISO and the Town continues to maintain an Insurance Service Organization rating of Class 3;
- The Department maintains an aggressive respiratory protection program, which includes annual fit and competency testing for all personnel;
- Physical examinations are conducted on a yearly schedule for all members to maintain personnel at an operational readiness level;
- The Fire Marshal's Office continues to be extremely diligent in the activities including:
 - Performing 199 building inspections for conformance with the life safety code;
 - The above building inspections generated 25 re-inspections;
 - A total of 20 fire investigations were conducted;
 - The Fire Marshal investigated 44 citizen complaints;
 - 0 days were devoted to the required observance of blasting operations;
 - 59 building plans were submitted and reviewed for code compliance;
 - A total of 44 hours was dedicated to fire prevention activities;
 - A total of 76.5 hours was dedicated to in-service training hours.

HUMAN RESOURCES AND LEGAL COMPLIANCE

DANA MCGEE, DIRECTOR

DMCGEE@ROCKYHILLCT.GOV

(860) 258-7651

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 HRLC Department Overview PowerPoint on the Department's home webpage.



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. 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 a wide variety of topics, which was rolled out to both supervisory and non-supervisory employees.

Fiscal Year 2021 – 2022 brought several opportunities for training beyond HRLC's annual training requirements and topics. Those opportunities are highlighted as follows:

- HRLC partnered with OneDigital to develop a series of employee focused seminars to introduce the new High Deductible Health Plan and Health Savings Account to one collective bargaining group (Fraternal Order of Police). A second series of seminars was developed to help employees transition to a new health insurance provider.
- Three Lunch & Learn Seminars were held on topics relating to coping with stress, communication skills, working as a team, time management and managing priorities.
- Through the Town's insurance provider, Cyber Security training was offered to all employees in two sessions.

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HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

- HRLC coordinated training regarding the Freedom of Information Act (FOIA) and Ethics for Boards and Commissions.
- HRLC, in conjunction with the BOE, facilitated annually mandated OSHA training for Facilities, Parks and Public Works staff. Topics included Asbestos Awareness, Hearing Conservation, Bloodborne Pathogens, Hazard Communication, Lock out Tag out, Confined Space, Tickborne Illnesses, Respiratory Silica, Ladder Safety, Preventing Sprains & Strains, and Slips, Trips & Falls.
- HRLC and the Police Department provided Active Assailant training to Town staff utilizing ALICE Training principles that are recognized as best practices by various federal agencies including the Department of Justice.
- HRLC facilitated employees' use of the online training platform sponsored by the Town's Employee Assistance Program (EAP) provider.
- Employees from the Town and BOE were invited to attend individual meetings with their retirement plan account representative relative to their Defined Contribution Plans and Deferred Compensation Plans.

The COVID-19 pandemic, which began in Fiscal Year 2019 – 2020, continued to affect the workplace in Fiscal Year 2021 – 2022. Municipalities and employers across the state had to shift priorities from “business as usual” to keeping employees safe from the spread of COVID-19. The Governor’s Office continued to issue and repeal several Executive Orders which often shifted the responsibility for decision-making to the municipalities, such as mask mandates. Departments continued to work together, using collective resources to create a safe place for everyone – residents, vendors and employees. A surge of cases occurred during the winter months and HRLC, in consultation with the Town Manager, assisted department heads with creative strategies to mitigate the impact on schedules. HRLC continued to distribute employee communications regarding latest guidance and best practices from federal, state and local authorities relative to COVID-19.



Ordinance No. 288-21, forming the **Commission on Inclusion and Innovation** (Commission) was unanimously adopted by the Town Council on April 19, 2021. The Town Council charged the Commission with promoting productive dialogues amongst the diverse facets of Rocky Hill; facilitating community-wide education programs that build awareness; basing goals and priorities on community input, data analytics and facts; and modeling best practices in navigating difficult conversations. During Fiscal Year 2021 – 2022, the Town Council assigned HRLC as support staff to the Commission.

Responding to a community-wide *Call to Serve*, Town residents and business representatives participated in an application process, and the Rocky Hill Town Council appointed members in January 2022. Members of the Commission formed an Executive Committee, adopted bylaws and empaneled two subcommittees: The Community Conversations Committee, and the Data Gathering, Research and Analysis Committee. The Commission completed orientation and [\(Continued on next page\)](#)

HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

training sessions, on various topics, as follows:

- Freedom of Information Act through the CT Freedom of Information Commission;
- Discrimination, Harassment, and the Americans with Disabilities Act;
- Facilitating Difficult Conversations through the Department of Justice’s Community Relations Service;
- Team Building.

The following statistics reference some of HRLC’s key functions in fiscal year 2021 – 2022:



PERSONNEL TRANSACTIONS, RECRUITMENT AND HIRING PROCESS

HRLC ensures that personnel transactions such as hires, promotions, transfers, terminations, compensation decisions and other employment actions are aligned with the 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 administers the employment process, facilitating key activities and drafting associated documents, including job postings, applicant correspondence, interview questions, offer letters,

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HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

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.

The labor market remains challenging as a residual effect from COVID-19. HRLC continues to utilize best practices while applying creativity in recruitment efforts.

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.

In fiscal year 2021 – 2022, HRLC saw an increase in the amount of cases as compared to fiscal year 2020 – 2021.

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.

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

HUMAN RESOURCES & LEGAL COMPLIANCE (continued from previous page)

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.

HRLC administers the Town's workers' compensation program. 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 is continuously recognized for its low claims pattern and low frequency and severity rates by CIRMA. HRLC continues to work with public safety leadership regarding the new Post Traumatic Stress Disorder laws surrounding workers compensation.

Additionally, HRLC administers the Town's random drug testing program and Zero Tolerance Drug and Alcohol Policy, and the United States Department of Transportation's Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse, an online database giving employers access to information about CDL driver drug and alcohol program violations. HRLC is also the Town's liaison with the Employee Assistance Program (EAP).

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT & FAMILY MEDICAL LEAVE ACT

The Town is committed to *providing access to its programs and facilities, and is dedicated to assisting employees who are unable to work because of their own serious health condition or the serious health condition of a family member. 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).*

*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 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)

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).

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 the expansion of services, new groups and specific programming. As a multifaceted department, we are committed to working together and providing Town residents with quality services and programs. Various assistance programs are available for financially disadvantaged citizens. Some examples are emergency basic needs (shelter, clothing, food, bills, etc.), ongoing food assistance, tax relief for elderly/disabled renters, energy assistance, holiday gift donations for children, holiday food baskets for families and fresh meals delivered for the holidays. Licensed professional staff offers crisis intervention and short-term counseling. A fully stocked food pantry provides assistance to families in Rocky Hill and is staffed by our Food Pantry Coordinator and volunteers. The Youth Services Division offers youth and family therapy, a variety of positive youth development activities, a juvenile review board, prevention education and psychoeducation. A Human Services Specialist provides information and assistance to elderly residents in applying for local and State assistance programs. The department welcomes on two new full-time positions to fill direct resident need programming and services. The staff of the Department consists of a Director, Administrative Assistant, Human Services Specialist, Youth Services Coordinator, Youth Services Specialist, Food Pantry Coordinator and volunteers.

HUMAN AND SENIOR SERVICES

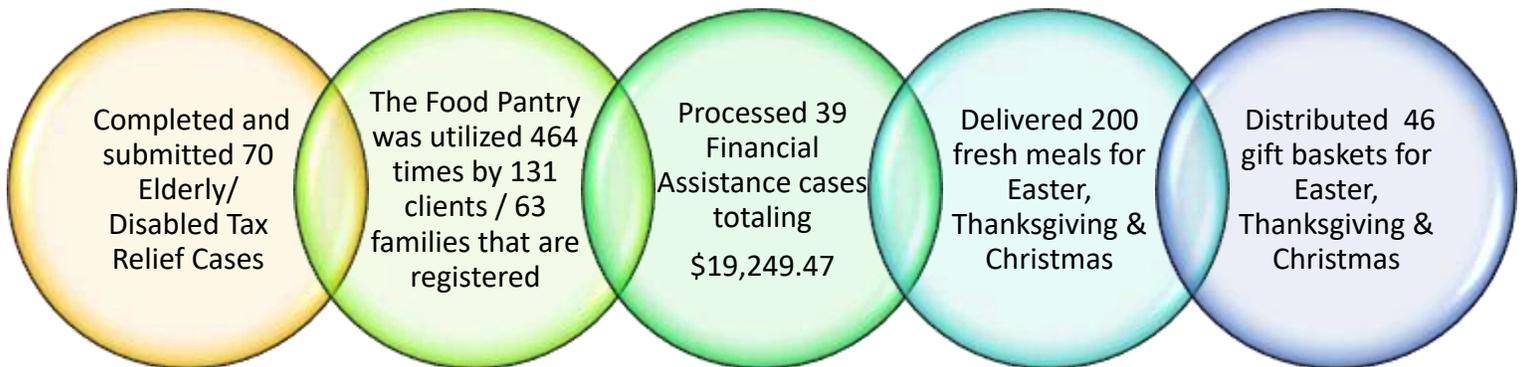
- We facilitated assistance with various local and State assistance programs for income/asset-eligible residents;
- We provided financial assistance to disadvantaged households to help with emergency basic needs such as utility payments, partial rent payments, fresh food, baby items, laundry, transportation,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

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

- Home deliveries/assistance were made to residents who are homebound or unwell;
- Staff supported in-kind contributions to local charity events;
- Facilitated Town staff-wide project resulting in 95 boxes being mailed to deployed overseas military members.

HS PROGRAM STATISTICS



RH YOUTH & FAMILY SERVICES BUREAU

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

The RH Youth to Youth Coalition: Youth Services Advisory Board/Local Prevention Council trained ten new youth members by attending a virtual Youth-to-Youth International Leadership Conference and continued to work with ten seasoned members with regard to enforcement, policy development, the environmental approach to prevention and provided positive alternatives to substance use and other risky behaviors. Twenty-four positive youth development activities were provided for youth and their families both virtually and in person.

PREVENTION: Red Ribbon Awareness/Kindness Weeks, a drug, alcohol and anti-bullying

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

initiative at each of the schools was provided. Wall banners were signed and displayed at each school; ribbons & other giveaways were distributed by school staff and worn; and various prevention awareness activities took place at each school. Additionally, a Vaping Awareness campaign was shared with the school nurses at Griswold Middle School and Rocky Hill High School. Virtual informational seminars were provided for all school staff and parents via our social media platforms.

RH Juvenile Review Board program diverted multiple youth from the court system for first time minor offenses. We were able to meet in person monthly. As part of a statewide YSB Restorative Justice and Diversion Program, our YSB received many more referrals this past year as the court diverted minor offenses directly to our YSB. We received a mini grant to offset the cost of pro-social solutions for the diverted youth. An attendance/truancy board of professionals has been added at each school to curtail truancy at the onset and has made a significant positive impact thus far. Annual JRB trainings were attended virtually by 70% of the JRB Board.

Resource Development

The RH Human/Youth/Senior Services Department Facebook page continues to be updated with the assistance of the Youth Services Advisory Board members. The students created an interactive Youth-to-Youth Instagram page to stay in touch with one another as well as other youth they met at the leadership conference. We are hoping to create an Instagram page in the new year in an effort to effectively communicate and share programs with more youth.

Management and Administration

RHYSB membership continued virtually on the CYSA Board (CT Youth Services Association), the State Department of Children & Families Results Based Accountability (RBA) program, AMPLIFY, TTSAC and CAPP Boards with monthly training and support. Amplify/DMHAS provided some continued prevention grant funding. The YSB Coordinator attended various professional development trainings including several new prevention initiatives virtually.

A four-town collaboration for the SOR Grant Program continued to offer awareness campaigns for opioids, heroin and prescription drug use/abuse. The legalization of recreational marijuana and vaping continued to be hot topics for the year. Think tanks for prevention strategies were the focus of our work together with our partners from Newington, Wethersfield and Berlin.

Research & Assessment

A Needs Assessment was conducted with the Assistant Superintendent and Principals from Rocky Hill High School, Griswold Middle School, Myrtle Stevens, Moser and West Hill

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

Elementary School at GMS in August. 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, screen time addiction, youth empowerment, connectedness, kindness and mental health issues were discussed. Concerning topics related to depression/anxiety, anti-bullying, community service hours needed to graduate, juvenile justice/truancy and positive youth development activities were reviewed and various online platforms and in-person collaborations were offered to rebuild staff and student connection.

Youth Advocacy, Management & Administration

The Youth Services Advisory Board members were trained monthly by virtual prevention specialist guest speakers in an effort to advocate on behalf of Rocky Hill youth needs and issues. Our monthly speakers included representatives from AMPLIFY, CAPP, MADD, GPP, educational docu-series accompanied by virtual panel discussions, and Alicia Farrell, Ph.D. Rocky Hill Youth 2 Youth Coalition students attended monthly in person meetings and virtual CT Youth Forum meetings to advocate on behalf of their peers to discuss important topics that impact their lives.

Direct Services

~500 hours were spent on counseling, reports, grant evaluation, data entry, clinical notes, consultations, research, etc. Counseling & case management sessions were provided for individuals, parents, families and groups. Licensed staff were a part of TIP (Targeted Intervention Process) in person at RHHS and GMS, attendance meetings were attended at each school upon request, Wellness Initiatives and PBIS (Positive Behavioral Intervention System) programs were offered as part of a collaboration with the Board of Education.

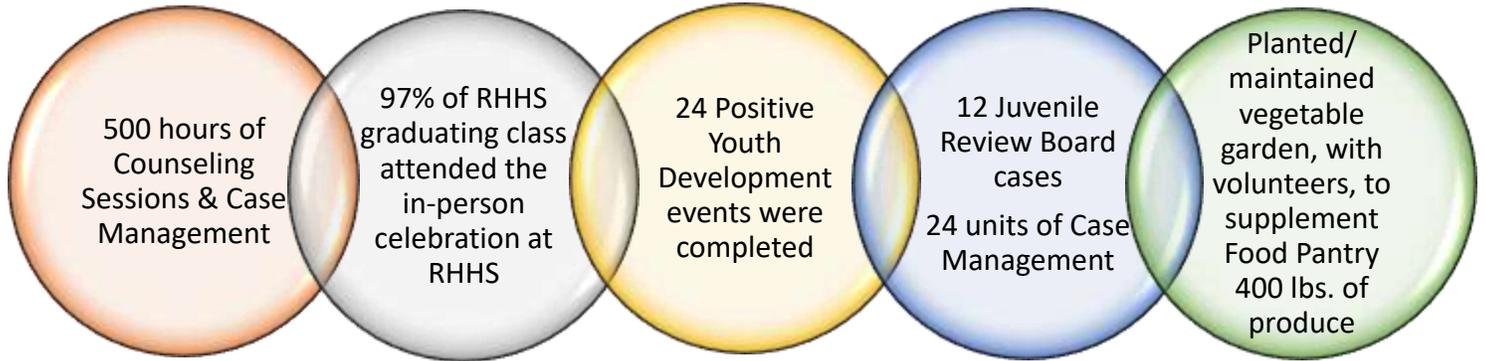
Other Services:

Additional programs were created this year (post pandemic) to re-engage students and families with mental health and other issues: Stressbusters, Art Explores, and Circus Arts for creative expression and peer connection for each of our Rocky Hill schools, Community Service Referrals; Crisis Resource Teams; Campership fundraising events; RHHS Project Graduation (97% attendance); RH Intergenerational Garden Program (ten participants); Cops & Kids Afterschool Programs (30 students) held at Griswold Middle School; Summer Cops & Kids, Teen Adventure & Leadership met outdoors collaborating with Empower Leadership (20 students participated), RH Y2Y Youth Leadership Conference online; Media Education/Public Service Announcements/Power Point Presentations and Website Development.

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

YS PROGRAM STATISTICS



INFORMATION TECHNOLOGY DEPARTMENT

JOHN NOWAKOWSKI, DIRECTOR OF IT

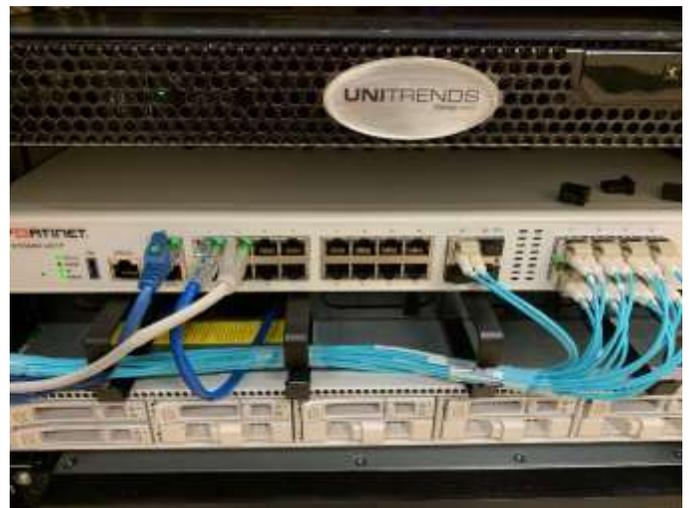
JNOWAKOWSKI@ROCKYHILLCT.GOV

(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 a part-time Media Room Operator. 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

- Replaced end of life firewalls with newer models;
- Implemented new security zones for improved network segmentation;
- Revamped internal routing and firewall policies to align with new security zones;
- Implemented on premise backup to work with existing cloud backup.



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 500 separate helpdesk requests for service.

CORA J. BELDEN LIBRARY

MARY HOGAN, DIRECTOR

MHOGAN@ROCKYHILLCT.GOV

(860) 258-7621

READ. LEARN. DISCOVER.

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 Library Assistants, as well as several part-time staff. The mission of the library is to encourage life-long learning through access to important resources like books, electronic materials, newspapers, magazines, computers, free Wi-Fi, literacy classes for children and babies, and technology classes for adults and children.

2021-22 was a period of almost continual change for the library, as improved community health conditions allowed for a return to pre-pandemic levels of service. The library continued its services through a variety of avenues to ensure residents of all ages had access to books, magazines, lifelong learning materials and much more.

Some highlights:

Circulation: During the past year, the library circulated a total of 206,152 items, an increase of 7.6% from the previous year (a large increase due to the fact that COVID-19 impacted services in 2020/2021). The increase also reflects our commitment to providing a wide range of materials for all ages and interests.

Programs and events: We hosted 783 programs and events, including author talks, workshops and children's story times. These events not only promote literacy and lifelong learning but also bring the community together and foster a love of reading.

Technology: The library continues to invest in technology to meet the changing needs of our patrons. We added LinkedIn Learning as well as many more technology classes and one on one help. We also expanded our digital collection offering eBooks, audiobooks and additional online resources.

Facilities: The library improved the overall functionality of the building and services. A grant from the Town Council allowed us to install a meeting pod as well as a telephone booth. This allowed people to find quiet and private places to study, participate in job interviews and telehealth calls, and much more. We also were able to install a locker system with funding from Institute of Museum and Library Services. We received many positive comments and feedback from patrons, who appreciated the improvements and were impressed by the modern, welcoming atmosphere.

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CORA J. BELDEN LIBRARY (continued from previous page)

Meeting/Study Pod



Telephone Booth



Pickup Lockers



This locker project was made possible in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the Connecticut State Library.

In conclusion, the past year was one of growth, progress and achievement for the Cora J. Belden Library. We are proud of what we have accomplished and look forward to continuing to serve the community in the years to come.

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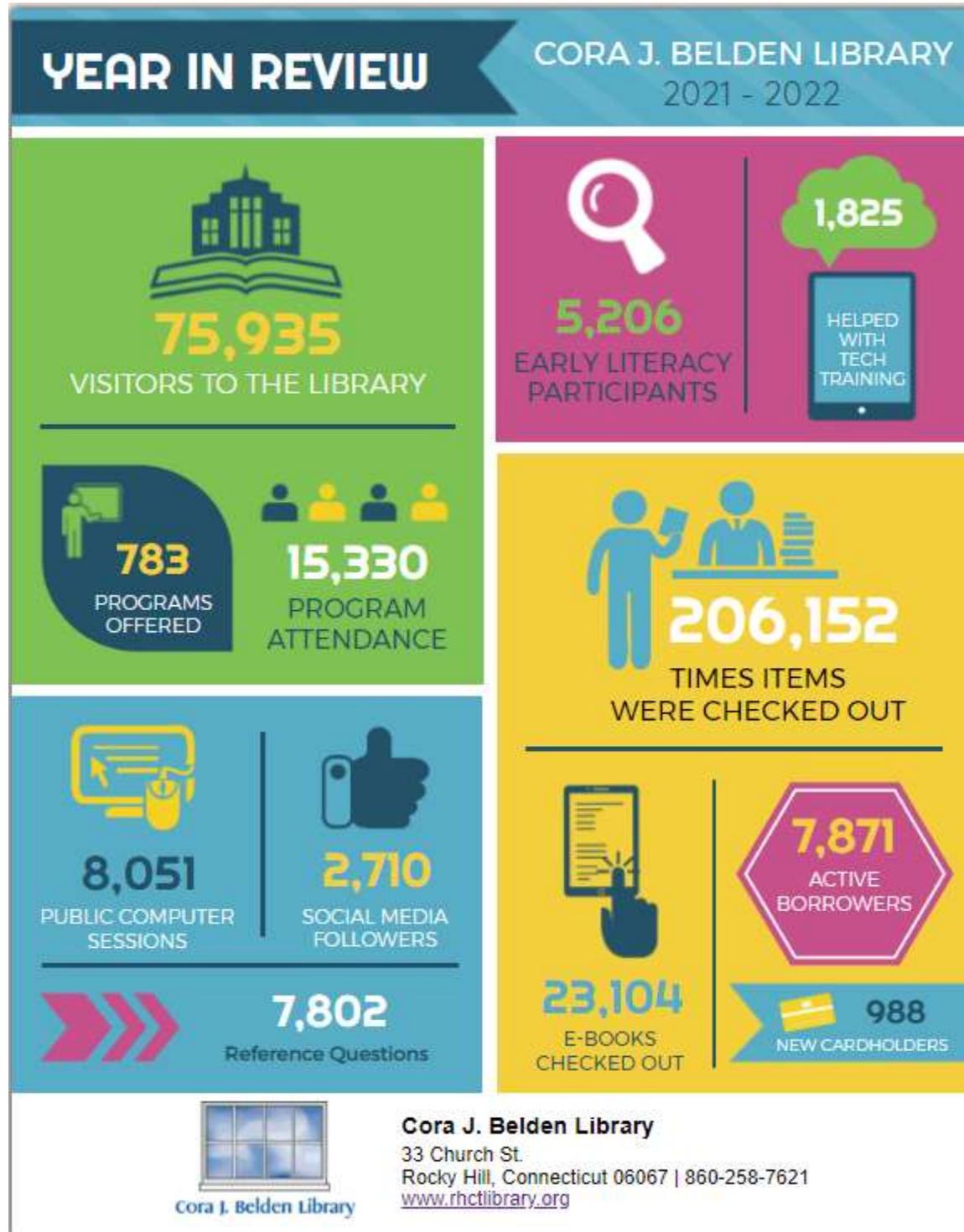
CORA J. BELDEN LIBRARY (continued from previous page)

Rocky Hill Cora J. Belden Library continued to outperform other libraries in Connecticut in 2021-2022.



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CORA J. BELDEN LIBRARY (continued from previous page)



PARKS & RECREATION DEPARTMENT

CRAIG A. BOWMAN, DIRECTOR

CBOWMAN@ROCKYHILLCT.GOV

(860) 258-7664

The **Parks and Recreation Department** consists of three divisions: Parks, Recreation and Aquatics. Full-time staff consists of one Director, one Crew Leader, one Aquatics /Recreation Supervisor, one Recreation Supervisor, six Park Maintainers and one Administrative Assistant/Office Manager. In addition, the Department also consists of various part-time seasonal staff including: parks maintainers, clerical staff, lifeguards, camp 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

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

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PARKS & RECREATION (continued from previous page)

- 120 highly maintained acres; 140 moderately maintained acres; 275 acres of open space;
- Maintained streetscape landscaping - weeding, mowing, pruning and garbage removal;
- Sand blast and paint outdoor pool at Elm Ridge Park;
- Moved bleachers, mats and other equipment to and from the schools for assemblies, events and programs;
- Responded to over 160 tree calls;
- Installed banners at Main and Elm – spring, summer, fall and winter;
- Cleaned river bank at Ferry Park;
- Performed dam maintenance at Dividend Pond Trail;
- Replanted flower beds at Community Center;
- Attended safety training classes;
- Slice – seeded and overseeded Rocky Hill Dog Park;
- Laser graded baseball diamonds: High School Baseball, Vicino, DiMauro and Maxwell Softball;
- Assisted with two COVID-19 vaccination clinics at Elm Ridge Park;
- Trail cleanups;
- Assisted with Drive-thru Flu Clinics;
- Hung Christmas lights at Main/Elm Street & Silas Deane Highway (74 Poles);
- Mask & COVID-19 test kit distribution at Elm Ridge Park;
- Purchased Brush Hog;
- ERP Connector Trails;
- Purchased a new truck (Truck 12);
- Added Pickleball lines at Maxwell Park – additional Pickleball lines now at four courts;
- Batting Cages at Griswold Middle School – assisted with site work for new batting cages;
- Prepped fields for summer rentals;
- Assisted with Dividend Pond Trails parklet project with GHRA;
- DiMauro Baseball field renovation to DuraEdge infield;
- Built an event trailer;
- Rebuilt pool desk;
- Installed fuel Covault tank at Parks Garage;
- Met with Architect to discuss Elm Ridge Park’s Conceptual Master Plan;
- Ordered field name signs from Biz Wiz;
- Prepped Elm Ridge Park for Griswold Middle School’s Veterans Day Fun Run.



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PARKS & RECREATION (continued from previous page)

Accomplishments in the Recreation Division

- Budget preparation and administration;
- Re-introduced Summerscape after COVID-19 shutdown – averaging 20 youths a week (grades pre-K and K), 120 youths a week (grades 1-8 2021 season);
- Teen Adventure Camp was re-introduced for the 2022 season – averaging 40 campers per week;
- Special Events – Drive-In Movie Series (3 Summer Movies and 1 Holiday Movie), Rocky Hill Farmers Market, Fall Fest, Summer Concerts, National Night Out and Jolly Jamboree;
- Liaison to Travel Soccer, Youth Football and Cheerleading, Little League, and Lacrosse regarding schedules, field maintenance, lighting schedules and tournaments;
- Liaison to Board of Education – Project Graduation, athletic events, band competition and choral concerts;
- Youth Basketball Programming:
 - Travel basketball ran with 93 participants. This was the first season in two years that had no COVID-19 restrictions or adjustments needed;
 - The Youth Recreational Basketball League started back up after not running for two years, due to COVID-19;
 - The Dunkers Clinic (grades 1-2) was reimaged and modified to be a true clinic, rather than simply structured games. In its return, the program saw 70 participants;
 - Grades 3-8 recreational league had 193 participants;
 - The High School Boy’s Rec. League ran with 55 total players and 6 teams;
- Re-introduced Camp Sunrise;
- Recreational Youth Fall Soccer League- hosted 285 participants across divisions ranging from Pre-School through Grade 6;
- Youth and Adult Programs – The Department continues to use Zoom to offer a virtual option for many of its fitness classes. This includes various yoga classes, including Guided Imagery with Sound Meditation, Gentle Yoga, Slow Flow Yoga, Sweat and Surrender, evening and Saturday morning Strength Training classes, Piano Lessons, Kidscapades classes, Zumba, High Interval Training, Core Strength Training, Pilates, Tighten and Tone, and Barre classes;
- Reintroduced many programs back into the community that were not able to run during COVID-19. This includes Little Layups Basketball Clinics, Tennis Lessons for all ages at the Rocky Hill Tennis and Fitness Center, Skyhawks sports camps, Karate, Capoeira, Guitar Lessons and Dance Classes;
- Weekly cyclo cross bike series;



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PARKS & RECREATION (continued from previous page)

- Participated in CT Trails Day;
- Assisted with the planning and execution for the Memorial Day Parade;
- Camp staff hiring and training;
- Launched the Junior Terriers sports clinics:
 - A series of programs designed to incorporate Rocky Hill High School’s athletic coaches to lead sports clinics unique to the sports they coach;
 - The program was designed to have support from current Varsity and Junior Varsity athletes to volunteer their time in assisting the coaches and engaging with the youth;
 - Inaugural Junior Terrier offerings for 2021 included: Hoop Hill – Girls Basketball Clinic, Hoop Hill – Boys Basketball Clinic, Ice Hockey Camp and Performance Training Camp;
- Community/Senior Center Grand Opening October 2021;
- Participated in and won the Four Town Walking Competition, headed up by CCHD;
- Re-branded Preschool Program. Learning Tree Preschool replaced Kids Korner;
- Introduced E-Sports Tournaments – Mario Kart;
- Re-designed, re-branded and introduced new holiday event series under title of the “Jolly Jamboree”;
 - Designed to encompass a multitude of holiday event offerings including: Holiday Drive-In Movie, Winter Wonderland, Under Water Pictures with Santa and Holiday House Decorating Contest;
 - Updated Winter Wonderland to utilize new Community/ Senior Center;
 - Introduced Under Water Pictures with Santa in conjunction with Police Department’s Scuba staff;
 - Updated Holiday House Decorating and incorporated Facebook voting;
- Re-designed and re-branded former “Bunny Breakfast Bonanza” into the “Hop Around The Hill Event” – an organized and interactive egg hunt taking place at Elm Ridge Park;
- Admin for Rocky Hill Education Foundation Road Race;
- Summerscape Day Camp was the recipient of the Connecticut State Department of Education – Summer Enrichment Grant receiving \$44,503 in funds to further enhance our camp environment;
 - Assisted in offsetting significant payroll expenses;
 - Assisted in enhancing daily activities offered through the camp environment;
 - Provided 40 enrollment scholarships for those attending ½ day summer school at the Moser School to attend Summerscape Day Camp in the afternoons;
- Recreation Supervisor attained ALICE Instructor certification to expand ability to educate and provide awareness to Parks & Recreation Staff in conjunction with ALICE Instructor staff from Police Department;
- Introduced spirits tent and attraction bracelets at annual Fall Fest event.



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PARKS & RECREATION (continued from previous page)

Accomplishments in the Aquatic Division

- Oversaw overall operation of High School Pool and Dr. David W. Moser Memorial Pool;
- Budget preparation and administration;
- Attended CRPA Aquatics Section meetings;
- Attended CRPA trainings, some virtually, some in-person;
- Reintroduced normal pool operations that we hadn't seen since pre-COVID-19. This includes, but is not limited to, no occupancy restrictions, no additional cleanings and sanitations beyond normal operations, no decreased swim lesson participant caps, no swim lesson PPE requirements, no decreased cap on Sea Lions Swim Team participation and no mask requirements for staff or patrons;
- Reintroduced Sea Cubs program;
- Continue to use just the exterior, direct entrance into the indoor pool, as per the preference of BOE;
- Continue to work closely with BOE to ensure smooth operation and proper building security while operating the indoor pool;
- Re-interviewed all returning summer seasonal staff to get an update on summer plans, listen to new ideas and look for potential new pool supervisors;
- Introduced digital check-in at pool entrances using the MyRec Membership and Point of Sale features;
- Annual Pool Attendance: Approximately 1,600 indoors, approximately 4,300 outdoors;
- All swim lesson registration moved to on-line registration;
- Offered 113 swim lesson courses throughout the year. This amounted to 913 total swim lesson registrations;
- Coordinated Dog Day at the Pool;
- Offered four Lifeguarding and two Water Safety Instructor classes;
- Hosted several Scuba classes at indoor pool;
- Trained lifeguards and conducted in-service trainings to ensure all Aquatics staff had updated skills and certifications;
- Offered Blood Bourne Pathogens training to all Aquatics staff;
- Updated the chlorine feeder for the wading pool at Elm Ridge Park Pool;
- Supervised Ferry Park Boat Launch, where we implemented a digital roster for Pass Holders and electronic means of payment for daily launch visitors;
- Expanded Boat Launch hours to include Thursday evenings.



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 41 sworn officers 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 22 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 three detectives, two school resource officers and a training sergeant assigned to this Division. In addition, an officer is assigned to the DEA Narcotics 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 training sergeant coordinates training for all Department personnel and the school resource officers work in the four public schools.

Administration

The Administrative Division is commanded by a Support Service Lieutenant. This unit includes an accreditation manager and a technical support officer. Records Bureau personnel report to the Detective Lieutenant. The Administrative Division is entrusted with providing logistical and technical support to all units of the Rocky Hill Police Department.

Communications

The Support Service Lieutenant commands the Public Safety Dispatch Center. 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 46,366 calls for service in FY 2021/2022.

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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 2021/2022

Total police training hours	3,302
Total criminal arrests	233
Total medical calls	703
Total motor vehicle accidents reported	441
Total motor vehicle infractions issued	791
Total town tickets issued	102
Total alarms responded to	222
Total animal complaints investigated	365
Total criminal cases assigned	52
Total community service events	59
Total child car seats installed	43

DEPARTMENT OF PUBLIC WORKS

*JOE LENTINI, FIELD OPERATION & HIGHWAY
SUPERINTENDENT*

JLENTINI@ROCKYHILLCT.GOV

(860) 258-2766

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

HIGHWAY DEPARTMENT

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



DUTIES INCLUDE:

- Removal of snow and/or ice from all Town streets, school parking lots and public parking lots;
- Spring sweeping of all Town streets, school parking lots and public parking lots;
- Repair of winter snow removal damage to streets, curbs, aprons and mailboxes struck by a Town plow;
- Maintenance, repair/replacement and operation of 49 miles of storm drains, 2,200 catch basins and 169 culverts on Town streets, schools and public parking lots;
- Parking lot construction and pavement widening/narrowing;

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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

- Pavement preservation and repairs including crack sealing and pavement preparation for the yearly mill and pave operations;
- Inspection and replacement of non-compliant signs to meet MUTCD requirements;
- Select open space and roadside mowing and maintenance;
- Grading of The Meadow roads;
- Monitoring all streetlights and State traffic signals;
- Support services to all Town agencies;
- Duty Man responses to all emergency calls, 24 hours a day.

Accomplishments

- During snow and ice events throughout the winter season, the Highway Department maintains safe passage for all residents and emergency personnel and vehicles by plowing snow and salting all roads;
- Pothole repairs throughout Town all year;
- Crack seal Town roads;
- With paving box, the highway crew will repair uneven roads, fill larger areas without asphalt, and repair damaged parking areas;
- In preparation for the annual paving project the highway crew repairs valve boxes and catch basins;
- Replacement and repair of numerous catch basin tops, including complete rebuilds of catch basins;
- Clean out swales and culverts throughout the entire Town;
- Repair driveway aprons for newly paved roads that have been damaged by milling;
- Adjust all manholes and water boxes on all streets that have been newly paved. Clean all streets after the contractor's work was completed;
- Topsoil and seed any locations the received new curb;
- Grade The Meadows gravel road;
- Tree trim throughout Town;
- Town-wide roadside mowing;
- Litter removal on all Town roads;

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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

- Place barricades, portable stop signs and cones for police activities, Town events and emergencies;
- Clean, maintain and inspect all highway equipment daily;
- Training.

FLEET MAINTENANCE DEPARTMENT

The Fleet Maintenance Department is staffed by four mechanics. They are responsible for the maintenance and repair of 200 Town vehicles and equipment, with the exception of the Fire Department fleet. These include cars, vans, pick-ups and motorcycles for the Police Department, Highway Department, Parks Department, BOE and Town Hall staff. It also includes equipment such as loaders, backhoes, skid steers, pavers, leaf vacuums, dump trucks and other small equipment used in the daily maintenance of the Town roads.

Duties include:

- The operation of a central repair facility for Town and school vehicles and heavy equipment;
- Procurement, maintenance and repair of all Town-owned vehicles and equipment.

SANITATION:

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

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

Municipal Solid Waste and Recycling

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

Bulk Waste

The Town of Rocky Hill provides bulk waste pick-up of large items for homeowners of residential homes and condominiums. Homeowners may request pick-up of large items that cannot be collected as part of the automated trash collection system. These items can be collected by scheduling a pick-up via phone call.

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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

Transfer Station

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

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.*

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

Sanitation Volumes

- 6,000 tons budgeted yearly for residential municipal solid waste;
- 800 tons of bulky waste (furniture, rugs, etc.);
- 72,924 units of recycling material; i.e. all material from curbside blue recycling bins (revenue source);
- 755 gallons of waste oil;
- 125 gallons of used cooking oil – recycled;
- 491,830 pounds of scrap metal (revenue source);
- 105 propane tanks;
- 715 tires;
- 758 lbs. of fluorescent bulbs;
- Shredded paper – 1,600 lbs.;
- 8,211 pounds of latex paint waste. We are a Paint Care Drop Off with no disposal costs;
- 1,942 mattresses. We are a Mattress Recycler with no disposal costs;
- 1,266 pounds of batteries;
- Recycled 87,235 pounds of miscellaneous electronic equipment (computers, printers, etc.) (Revenue source).



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DEPARTMENT OF PUBLIC WORKS (continued from previous page)

Received \$8,566.50 revenue from the above revenue sources and \$45,387.02 from sale of assets.

Sanitary Sewer Service

Rocky Hill is one of eight-member communities in the Metropolitan District Commission (MDC) which provides both water and sewer service. The other communities are Hartford, Newington, Wethersfield, Windsor, Bloomfield, East Hartford and West Hartford. The sewer service charge includes funding for the Town's share of the MDC Sewer use. The annual charge also includes the cost of a regional household hazardous waste collection program that is held in each of the eight-member communities once a year.

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

SENIOR SERVICES DEPARTMENT

GINA CRISTALLI MARINO, DIRECTOR

GMARINO@ROCKYHILLCT.GOV

(860) 258-2786

The Senior Services Department is responsible for the management of the Senior Center and Elderly/Disabled Mini Bus Transportation. The staff consists of a Director, two part-time Clerical Assistants, Transportation/Volunteer Coordinator, two full-time bus drivers, a part-time driver, subcontracted program instructors and volunteers.

SENIOR CENTER

The mission of the Rocky Hill Senior Center is to promote well-being and enhance the quality of life for older adults of Rocky Hill, and to advocate for services that will encourage independence and promote participation in the community. After 40+ years of successfully serving the community in various facilities, the new Senior/Community Center opened on October 2, 2021. The Center offers a variety of innovative and progressive programs and activities to meet the needs of our ever growing and changing population. The Rocky Hill Senior Center is recognized as a leader in the State for offering cutting edge programs and services.

During the COVID-19 shut down and construction of the new Senior/ Community Center, virtual and outdoor programming became the focus for the summer months. Outdoor concerts, Grab & Go's, Take & Create Projects, pickleball and golf lessons, Zumba Gold and Aquacize classes were all well attended. Eight individual Grab & Go's were held with nearly 700 seniors driving through our parking lot.

- **Lunch Program** – The Senior Services Department offers a hot lunch program to senior residents age 55 and over. Lunch is served Monday – Friday at noon and is catered by Mitchell's Restaurant. The daily attendance continues to grow with the addition of fresh fruit (partially subsidized by Westside Market) and a vegetarian meal option. A total of 7,216 meals were served from October 2021 – June 2022.
- **The Compass** – The Senior Center newsletter, formally *The Pivotal Press*, was renamed by our members who participated in a contest. The winning name was *The Compass*, which is a reflection of the new building, a “nod to the nautical,” and a publication designed to lead the way into the future. It boasts a fresh new format with a more professional look. In an effort for efficiency and to streamline the document, it is produced every two months with an increased number of pages to reflect the additional programs and services.
- **MyRec** – All programs and services are now available for registration on-line using the MyRec software program, which is consistent with Parks & Recreation and building reservations for the Town.

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SENIOR SERVICES DEPARTMENT (continued from previous page)



- **Logo** – Commissioned the design of a Senior/ Community Center logo for marketing and publicity purposes which ties in nicely with *The Compass*.
- **Membership** – A Membership campaign increased the existing membership of 321 residents to 1,402 seniors. Formalized membership process with a new application that is now inputted into the MyRec database. A non-resident membership fee was implemented to allow area seniors to participate in our programs and services while helping to increase the Department’s revenue.
- **Fitness Center** – A comprehensive Senior Fitness Center program was designed to offer individualized and medically based exercises for older adults. Application packets includes policies, procedures, medical history questionnaire and physician approval form. An open house was held on November 10, 2021 which attracted 45 people.
- **The Café** – Volunteers serve complimentary coffee, tea, seasonal beverages and snacks Monday – Friday from 8:30 a.m. – 2:00 p.m. The establishment of the “Café Coffee Club” has raised \$3,828 in donations covering many of the supply costs.
- **Co-sponsorship Opportunities** – Created co-sponsor opportunities to engage local community and businesses. Donations include financial, product or professional services which resulted in partnering with 14 local businesses and \$3,672 collected in fees.
- **Gymnasium** – Increased gymnasium usage with the implementation of senior sports including indoor walking track, pickleball, corn hole and table tennis sessions. Secured the donation of four ping pong tables to allow us the ability to offer a popular table tennis program.
- **Grand Opening** – Assisted in the planning and execution of the Senior/ Community Center grand opening & ribbon cutting which included guest speakers, breakfast, promotional gifts and entertainment. This event attracted nearly 200 people.
- **Game Room Opening** – Secured the donation of a billiard and foosball table to create a relaxed and inviting atmosphere for seniors. Lessons were offered to introduce members to the game of billiards.
- **Health & Wellness Programs** – Individual appointments for Massage and Hearing Screening have been added to the existing Healthy Choices Wellness Check and Foot Care. Partnered with Central Connecticut Health District in providing two COVID-19 booster clinics and a flu clinic.

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SENIOR SERVICES DEPARTMENT (continued from previous page)

- **Program Diversity** – Emphasis on offering culturally diverse and unique programs which included: The Life of Aretha Franklin, Celtic Fest, Holi Festival of Colors, Hot Fudge & Fiddles, Inside the Ukraine, Klezmer & Kugel and Passover Seder. Partnered with the Library to offer an evening Summer Solstice Beach Party. Collaborated with the Human Services Department to offer intergenerational programs that included jukebox bingo, Holi Festival of Colors and the Snowball Holiday Celebration.
- **Volunteer Program** – Created volunteer opportunities for community members to make a positive impact and meaningful connections. The process includes an application, background check, interview and training for interested adults. Volunteers welcome and greet visitors, serve refreshments at the Café, set up and serve lunch, monitor the Fitness Center, lead Senior/Community Center tours, facilitate a wide variety of games, programs and instructional classes, and assist with our many special events. Approximately 48 volunteers contributed an average of 165 hours per week. The Mayor honored our volunteers at a Town Council meeting with the *You Rock Award!*

ELDERLY/DISABLED TRANSPORTATION

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

- **Ridership** – Participation doubled from 4,023 rides throughout July 2020 to June 2021 to 8,363 from July 2021 to June 2022. The drastic increase was mainly due to the October opening of the new Senior/ Community Center.
- **Adventures in Dining** – Monthly opportunity for residents to explore local dining options while enjoying the company of fellow diners. The popularity of this program often required a second bus as well as inviting members to drive on their own. A total of 131 people participated in nine adventures.

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 certain commercial motor vehicles, as well as numerous State reports that determine PILOT received by the Town of Rocky Hill. The Assessor's office also conducts a revaluation every five (5) years and inspect each property every ten (10) years as mandated by the Connecticut General Statutes. We are currently in year five (5) 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 2021-22 Real Estate Tax Bills** **7,541**
- **Number of 2021-22 Personal Property** **1,330**
- **Number of 2021-22 Motor Vehicle Tax Bills** **18,001**
- **Number of 2021-22 Supplemental Motor Vehicle** **3296**

TOWN CLERK

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

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

- **Land Records:** (Instruments recorded on the land records: 3,128) 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.searchiqs.com/ctrock; Property and Subdivision Maps (69).
- **Vital Statistics:** Maintains and issues all birth, marriage and death certificates as well as certifying these documents when requested. Issues marriage licenses for marriages that take place in the Town of Rocky Hill (42); issues burial permits and cremation permits (3,010).
- **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: 1,108) Issues licenses for dogs, hunting, fishing, trapping, pheasant stamps, duck stamps and vendor permits.
- **Request for Public Records:** Answers in a timely fashion and provides certified and non-certified copies of minutes, land records, reports, trade names, dog listings, elected/appointed officials, etc.
- **Elections:** Responsible for mailing and receiving applications requesting an absentee ballot and issues ballots. Preparing the ballot for Municipal Elections and ordering all ballots used in all elections. Issued 801 ballots and received back 745 prior to the election held on November 2, 2021.

Applied and received a \$7,500 grant from the State of Connecticut Historic Documents Preservation Program. The grant was used to purchase three shelves for storing land record books. The shelves move on a roller system which saves space and allows easy access to more volumes.

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TOWN CLERK (continued from previous page)

Through my vendor IQS, I am able to provide a free new tool to help property owners protect one of their most valuable assets. With Fraud Alert, you can sign up to receive alerts whenever a document, such as a deed or mortgage, is recorded under your name. Documents can be viewed online or at the Clerk's Office. You can sign up now at <https://searchiqs.com/fraudalert/?CC=CTROCK>.

Minutes for boards and commissions can be viewed through General Code, the vendor for the Town's Charter and Code. This new link under Public Documents Minutes allows the user to view, print and search minutes for a particular board and commission or a particular action taken by that board.

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 20,147

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

2021-22 Tax Rate – 34.1 mills

2020 Net Taxable Grand List
\$2,245,940,669

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