

# TOWN OF ROCKY HILL ANNUAL REPORT

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**2022 - 2023**

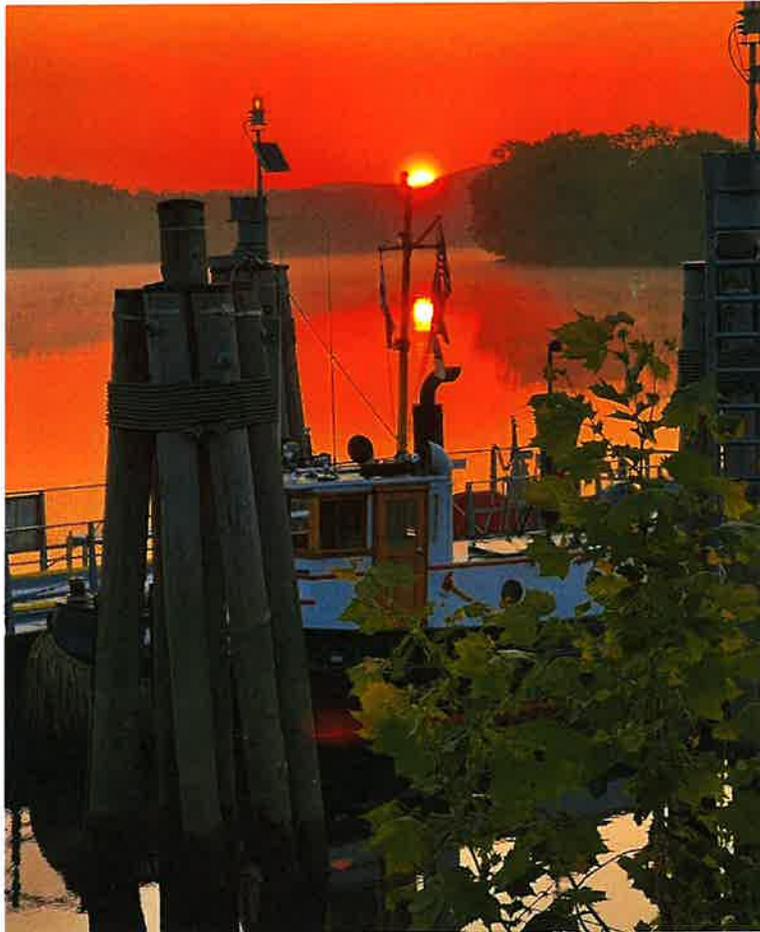


Photo courtesy of Barbara Robison



761 OLD MAIN STREET, ROCKY HILL, CT

# CONTACT INFORMATION

MAIN NUMBER: (860) 258-2700

## DEPARTMENT PHONE NUMBERS

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

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## **TOWN COUNCIL**

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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)**

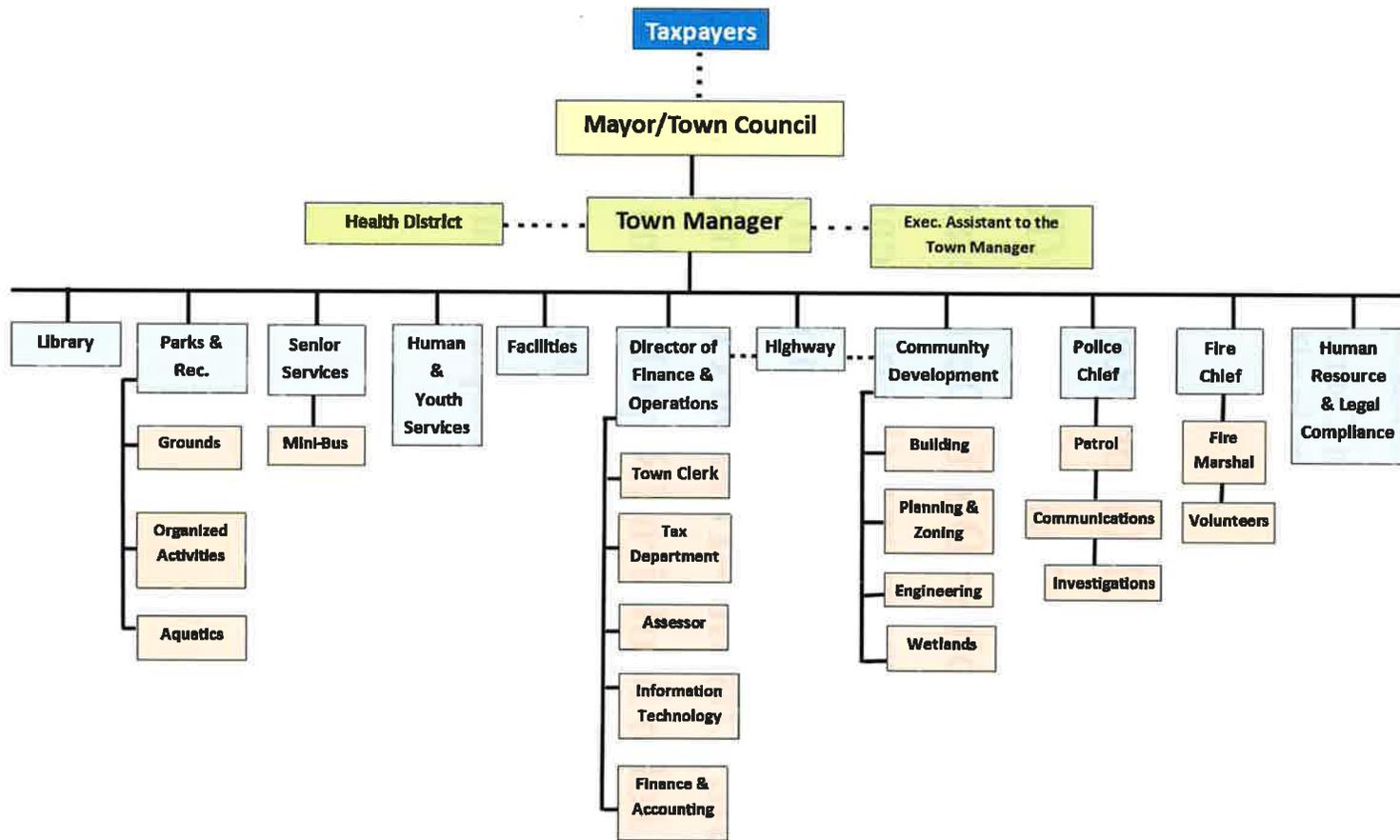
**Jeffrey Levine (Republican)**

**Miriam Lifshitz-Theroux (Democrat)**

**John Moleiro (Republican)**

**William O'Sullivan (Democrat)**

**Pankaj Prakash (Republican)**



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# MAYOR'S MESSAGE

LISA MAROTTA, MAYOR  
[LMAROTTA@ROCKYHILLCT.GOV](mailto:LMAROTTA@ROCKYHILLCT.GOV)  
(860) 258-2740

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Dear Rocky Hill Residents,

It is with great pleasure that we share this 2022-2023 Annual Report with you. In a year when economic uncertainty was felt across the nation, Rocky Hill continued to rise above the challenges of a post-pandemic economy. We were identified as a top suburb in Connecticut for young professionals and a champion of sustainability. We continued to attract new families and welcomed new business because of our competitive mill rate, nationally accredited community policing practices, strong schools and outstanding services. This would not be possible without the hard work and commitment of our Town Manager, Finance Director, dedicated departments, elected officials and a community of incredible volunteers who make Rocky Hill a desirable place to live, work and play.

The passage of the 2022 – 2027 Affordable Housing Plan, our Complete Streets Policy and the reactivation of the Fair Rent Commission, among many other actions, underscored our commitment to ensuring a safe, inclusive and thriving community for all. We celebrated the one-year anniversary of our successful Senior Center, a true model of excellence in the region, where we witness substantial growth in membership and programming. We also prioritized the success of our business community by becoming an official “division” of the Middlesex County Chamber of Commerce, the largest, most active chamber in Connecticut. And we focused on exploring the best uses for blighted and underdeveloped property along the river and in our industrial park.

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. I wish to express my sincerest gratitude to all of you. As with prior years, 2022-2023 showed us that there is no challenge we cannot overcome when we work together. On behalf of the entire Town Council, thank you for the opportunity to present this report.

Yours in partnership,



Mayor Lisa J. Marotta, Esq.

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# BOARDS & COMMISSIONS

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

## Board of Assessment Appeals

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 Committee

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

## Economic Development Subcommittee

Christopher Duff  
Allan Greenspan  
John Moleiro

## Finance Committee

Christopher Duff  
Allan Greenspan  
Jeffrey Levine

## Government Operations Committee

John Emmanuel  
Jeffrey Levine  
John Moleiro

## Insurance Committee

Kathy Alexander  
Nick Giuliano  
Gerry Luczak

## Land Acquisition & Farmland Preservation Committee

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

## Library Board

Susan Coogan  
Wendell Coogan  
Yvonne Krosky  
Jennifer Montalto  
Lynn Ptak  
Eliana Thomen

## Open Space & Conservation Committee

Todd Brown  
Mukesh Desai  
Sandra Kelly  
Mukesh Desai  
Drew O'Connor (ALT)  
Komal Patel (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

Dimple Desai  
Guy Drapeau (ALT)  
Alan Mordhorst  
Frank Morse  
Ronald Robbins (ALT)  
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

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

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# COMMUNITY DEVELOPMENT

*STEVE SOPELAK, DIRECTOR*

[SSOPELAK@ROCKYHILLCT.GOV](mailto:ssopelak@rockyhillct.gov)

*(860) 258-2766*

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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. Engineering also works closely with the Highway Department on capital improvement projects.

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

- In-house surveys, design plans, specifications and cost estimates for proposed capital improvement projects, which may include roadways, sidewalks, storm drainage, curbing, drainage culverts, bridges and traffic signals;
- Engineering design and surveying services to other departments in town for Planning & Zoning, Open Space & Conservation and Zoning Board of Appeals approval;
- 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;
- Review of building permits for engineering and wetlands compliance;

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## **COMMUNITY DEVELOPMENT** (continued from previous page)

- Reports requested by the Town Manager;
- Investigations of citizen complaints and recommends solutions;
- Construction inspection and project management of capital improvement projects;
- Administration of the current \$10,000,000 Road Referendum Project for pavement analysis, rehabilitation and reconstruction;
- Administration of the LOCIP grant that provides funding for repairs to existing sidewalks and to fill in gaps in the Town's sidewalk network;
- 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, (2022-23) the Engineering Division accomplished the following:

- Administration and inspection of year five of the \$10 Million Dollar Road Referendum project, which included milling and paving 3.16 miles of road, micro surfacing of 4.37 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;
- Issued and inspected 128 street excavation permits;
- Administration and inspection of the annual sidewalk repair program including 344 linear feet of new sidewalk and 1,436 linear feet of sidewalk repairs;
- Applied for and were awarded two grants for sidewalks along Century Hills Drive and a grant for sidewalks along Glastonbury Ave to connect the "Center" of Town to the Connecticut River. Awaiting Notice to Proceed to start design;
- State Representative Kerry Wood was able to secure \$500,000 of funding for a new culvert and access road into the Rocky Hill Industrial Park Phase II. Awaiting notice to proceed to start design;
- Performed over a dozen plan reviews for new/modified subdivisions or site plans including the Ames redevelopment;
- Performed construction inspections;
- Bid, awarded and contract administration for the demolition of the barn at 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 and Bike-Ped committee;
- Stormwater Management (MS4), in accordance with DEEP regulations, prepared the annual report, administered the funds for mapping, impaired water sampling, training, and public education;
- Issued and administered various wetland permits;

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## **COMMUNITY DEVELOPMENT** (continued from previous page)

- Investigated and acted on various wetland complaints;
- Provided information to the Connecticut Department of Transportation and attended planning meetings for their upcoming projects within the Town;
- Utility coordination on projects within the Town;
- Provided mutual aid engineering to our neighboring towns;
- The Director and two engineers are members of the New England Chapter of the American Public Works Association where the Director sits on the Executive Road, is Co-Chairman of the spring convention, Co-Chair of the Holiday Party and serves on the Finance Committee;
- The Director serves on 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. The purpose of this code is to establish minimum requirements to safeguard the public's safety, health and general welfare. The Building Official is hereby authorized and directed to enforce the provisions of this code. This code is the Building Code for all CT towns, cities, and boroughs and for all State agencies.

Staff includes the Chief Building Official, two Assistant Building Officials and a full-time Administrative Assistant.

The Building Department Division:

- Reviews all applications, construction plans and specifications for permits to ensure that the projects proposed comply with State-adopted building codes;
- Completes plan review with the Fire Marshal for all proposed work on commercial buildings;
- Researches and provides code related information to contractors and property owners;
- Verifies the proper licensure of tradesmen, architects, engineers, etc.;
- Confirms ownership and/or other status of the property involved;
- Communicates and coordinates with other Town regulatory departments, including but not limited to Zoning, Wetlands, Engineering, Health Department, MDC and Fire Marshal for code compliance on applications and for final inspections;
- Attends seminars and workshops for training to obtain the required Continued Education Credits to maintain Building Official license;
- Researches and provides information and documentation for Freedom of Information Act requests;
- Issues necessary notices or orders to ensure compliance with the State-adopted building code;
- Keeps official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued;
- Responds to emergency calls from the Police and Fire Departments that impact the structural integrity of any building or dwelling.

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## COMMUNITY DEVELOPMENT (continued from previous page)

### **Building Department Accomplishments**

This past fiscal year (2022-2023), the Building Division received, processed, reviewed and issued a total of 1,658 Permits. These permits included:

- 4 new single-family residences;
- 27 new commercial buildings;
- 674 total building permits (residential and commercial);
- 334 total electrical permits (residential and commercial);
- 131 total electrical solar permits (residential and commercial);
- 282 total mechanical permits (residential and commercial);
- 206 total plumbing permits (residential and commercial);
- 2,860 total number of inspections performed;
- \$989,866 total revenue received from all permit fees.

### **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, Zoning Board of Appeals and the Affordable Housing Committee (to be appointed). Staff has been assigned to assist the Fair Rent Commission with process improvement.

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

Planning Staff attends training sessions/webinars related to Fair Housing, Civil Right Compliance, Complete Streets and Affordable Housing. The Planning Staff also registers housing units and enforces the Town's Housing Code. Zoning Enforcement Staff enforces Town zoning regulations, subdivision regulations, Town ordinances related to blight, and assists with noise enforcement and unregistered/inoperable vehicles.

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.

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## COMMUNITY DEVELOPMENT (continued from previous page)

### Planning and Zoning Department Accomplishments

This past fiscal year (2022-2023), the Planning and Zoning Commission held twelve (12) regular meetings and two (2) special meetings.

- Officers: Dimple Desai, Chair; Victor Zarrilli, Vice Chair; Giuseppe Aglieco, Secretary;
- Adopted the 2022-2027 Affordable Housing Plan;
- Reviewed and approved the Town's first Affordable Housing application under Section 8-30g of the CT General Statutes;
- Proposed, presented and had accepted by Town Council Rocky Hill's Complete Streets Policy;
- Approved the first application using the Special Accommodations Regulation under ADA, Americans with Disabilities Act and FHA, Fair Housing Act;
- Modified zoning regulations to allow Outdoor Dining as an accessory use with a zoning permit;
- Updated regulations on what is a minor and major change to a project;
- Approved plans for the former Straska Farm, now known as the Rocky Hill Community Farm;
- Reviewed and approved three multi-family unit and/or mixed-use developments with affordable housing components;
- 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;
- Work with Human Services Department and Fair Rent Commission on process improvement, create bylaws and attend meetings.

Plan Implementation Committee held six (6) meetings. The Zoning Board of Appeals held five (5) regular meetings.

- The ZBA heard six (6) applications: Four applications were for setback variances, one was for a sign-related application and one for building height;
- Officers for the Board are Michelle Zak, Chair; Joseph Coelho, Vice Chair; and Tom Pugliese, Secretary.

# ECONOMIC DEVELOPMENT DIRECTOR – VACANT



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 1400 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.

Recent development activity that has occurred over the past year includes the approval of the redevelopment of the former Ames property into a mixed-use project consisting of 214 apartments and 21,000 sq. feet of retail/office, plus approval of an additional 247 apartment units. Rocky Hill saw the approval of six new food establishments and 137,000 sq. feet of commercial space.

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

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

Total commercial retail square footage: 1.87 million

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

Total flex industrial square footage: 2.52 million



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# ECONOMIC DEVELOPMENT (continued from previous page)

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

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

**Business Resources Directory**

Maintain and expand an on-line listing of available business resources with website links

**Business Directory**

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

**Marketing/Active Recruitment of Targeted Businesses**

Identify targeted business clusters and individual businesses.

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

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

**Business Visitations**

Visit local businesses and targets on a continuous basis

**Ongoing Activities**

Pursue the redevelopment and marketing of the former Ames corporate headquarters

Pursue development potential for Business Park 2

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

Review and provide comment on specific development applications.

Rocky Hill 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:**

<u>Employer</u>	<u>Product</u>	<u>Employees</u>
Henkel Corporation	Adhesives/Sealants Manuf. NA Headquarters	500
SYSCO Food Services	Food Distribution & warehouse	350
Veterans Home	Hospital & Residence Facility	335
Burriss Logistics	Refrigerated Warehouse & Distribution	300
AECOM Technical Services	Systems Engineering Consultant	234
Wal-Mart	Retail Store	208
CT 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	6.08%
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	10.86%
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

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

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



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



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



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

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



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# EMERGENCY MANAGEMENT

*MICHAEL GARRAHY, DIRECTOR*

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

*(860) 258-7603*

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

Rocky Hill is a community of 20,147 people and there are over 1,400 businesses with a major limited access highway running through the community.

The Town has five public schools and serves as corporate headquarters for several large nationwide companies. To help insure safety and security for the aforementioned categories, the Emergency Manager 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 event.

These drills and scenarios encompass the use of all departments: Fire, Police, Ambulance, Department of Public Works, Park & 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 a 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.

## Accomplishments

- Continue to review the Emergency Operations Plan for safe, effective and efficient mitigation procedures to emergencies;
- CALEA-Local Emergency Operations Plan exercise for certification of the Police Department;
- Creation of new Emergency Operation Center at Fire Headquarters;
- Met with local businesses with targeted hazards to support mitigation plans;
- Reviewed Emergency Plans for all local educational facilities;
- Investigated and documented flood damage during the summer of 2023;

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## EMERGENCY MANAGEMENT (continued from previous page)

- FEMA handouts available at Town Hall and quarterly forum meetings.

### Steps of Emergency Management

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



### Prevention

Actions are taken to avoid an incident or stopping an incident from occurring. We have deterrence operations and surveillance.

### Mitigation

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

### Preparedness

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

### Response

Actions carried out immediately before, during, and immediately after a hazard impact, which are aimed at saving lives, reducing economic losses and alleviating suffering. Response actions may include activating the Emergency Operations Center, evacuating threatened populations, opening shelters and providing mass care, emergency rescue and medical care, firefighting and urban search and rescue.

### Recovery

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



## BUILD A KIT

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

[www.ready.gov/kit](http://www.ready.gov/kit)

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# FACILITIES MANAGEMENT

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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, fire alarm system repairs and inspections. IT Department cabling and phone line repairs, project management of Building Improvement Plan Projects and Capital Improvement Plan projects.

## **Accomplishments in the Custodial Division**

- Budget preparation and administration;
- Green Cleaning program in Town Buildings to meet compliance requirements;
- Ordering of supplies for custodial staff as well as supplies for Covid-related issues;
- Painting projects throughout all Town buildings;
- Covid-19 cleaning and disinfecting;
- Daily cleaning (desks, floors, walls, windows and trash) of offices, staircases, lobbies, hallways and activity rooms;
- Washing, stripping and waxing of floors as needed;
- Unloading daily deliveries such as paper products, cleaning supplies, etc.;
- Accepting paper deliveries and dispersing to various departments;
- Gym floor maintenance including dust mopping 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;

(Continued on next page)

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

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

(Continued on next page)

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

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

### **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 2,032 work orders and P.M. work orders;
- Performs Town building assessments once a year using the facility maintenance engineering reports yearly;
- The building assessments also drive numerous projects that need to be project managed;
- Various overhead door repairs at Parks, Highway Garage, PD Sally Port and (3) Fire Houses;
- Maintains five generator sets and generator upgrades based on annual generator PM and inspections;
- Daily automation system rounds for Town Buildings;
- Regular routine filter changes in all HVAC equipment in all buildings quarterly;
- Perform boiler maintenance/cleaning in all buildings yearly;
- Perform coil cleaning and maintenance to all a/c package units and split systems;

(Continued on next page)

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

- Maintained fire systems, sprinkler systems, fire extinguisher maintenance systems, security systems, key metrics system and fob entry systems;
- Door hardware;
- Performed plumbing and drainage repairs;
- Maintained 44 overhead doors and needed repairs;
- Performed general carpentry, minor roof repairs and masonry maintenance;
- Performed furniture repairs, cubical builds and office renovations;
- Maintained five elevators;
- Supports the IT Department with cabling runs for data installs and troubleshooting existing copper runs;
- Maintained hazardous material compliances, once a year safety training renewals;
- Take continuing education classes for the State of Connecticut for trade licensing;
- Monthly testing and checks of five generator sets. Test consists of fluid checks, transfer of power, as well as inspecting components;
- Yearly test and repairs of emergency lights in all Town buildings;
- Fire alarm test and repairs;
- Testing and repair of Panic button system in Town Hall;
- Cleaned gutters in all Town buildings;
- Replaced numerous locksets in Town buildings.

### **Projects**

- Purchased a 40' storage container stored at Parks Garage;
- Transferred storage from Peri's place to 40' container (done in-house);
- Town Garage 1965 bays beam footing repair;
- Town Garage 1965 left hand bay's cleaning and painting of walls and ceiling;
- Town Garage 1965 building window replacement;
- Library 1967 area roof shingle repair;
- Town Hall copper gutter spout replacement;
- Installed a new roof and gutters at the Parks garage;
- Replaced a variable speed drive controller for a heating pump at Town Hall (done in-house);
- Fire House 3 tower door replacement;
- Fire House 1 brick repair and entire building brick sealing;
- Police Department main entrance exterior brick repair;
- Fire museum chimney brick repair;
- Firehouse #3 start of the HVAC mechanical equipment replacement through ARP funding;
- Reinsulated drain pipe above the ceiling at Firehouse #3 that was causing water damage (done in-house);

(Continued on next page)

## FACILITIES MANAGEMENT (continued from previous page)

- Daily automation rounds and the adjusting of the buildings' automation systems (done in-house);
- Assisted the library staff in picking out and setting up air purifiers and dehumidifiers for the building (done in-house);
- Installed a new tank fill at Firehouse #3;
- Installed new macerator for toilet in the Fire Museum (done in-house);
- Replaced two chiller pumps at the Police Department;
- Assisted Parks Department with turning water on to ensure no leaks (done in-house);
- Yearly radon and water testing for the pre-school;
- 25 work orders for toilet/ faucet repairs;
- 19 work orders for heating/ cooling issues;
- 7 work orders for drain issues;
- 11 work orders for keys, codes and locks (prior to new hire);
- Installed circuits for outlets, data drops, HDMI cabling and rewired lighting for EOC room at Town Hall (done in-house);
- Wired and installed time clocks on bathroom exhaust fans throughout Town buildings (done in-house);
- Wired outlets and data drops in newly built women's locker rooms (done in-house);
- Wired outlets in new women's room lockers (done in-house);
- Trenched and piped new circuit to gazebo outside Town Hall. Installed photo cell for light inside gazebo (done in-house);
- Ran 208v circuit and wired new AC/ heat split unit at Firehouse #2 tower radio room (done in-house);
- Piped circuit for exterior lighting for Firehouse #2 outside elevator (done in-house);
- Ran data cabling for new WiFi drops and installed routers (done in-house);
- Fed Town Hall computer room rack system with portable generators for Town Hall shut down of utility power and monitored (done in-house);
- Wired and installed commercial fans in highway garage with speed control switches (done in-house);
- Wired and installed 208v outlet for relocation of power washer at highway garage (done in-house);
- Wired and installed data and power under counter top in the reception area of the Senior/Parks office (done in-house);
- Ran power and data and assembled new cubicle area for relocation of the Town Senior Accountant/ Payroll into Town Managers area (done in-house) ;
- Painted highway garage upstairs break room (done in-house);
- Installed new flooring at highway garage upstairs break room (done in-house);

(Continued on next page)

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

- Replaced carpet in old Fire Marshal's office at Firehouse #3 (done in-house);
- Painted walls and replaced ceiling pads in old Fire Marshal's office at Firehouse #3 (done in-house);
- Moved Fire Marshal's office from Firehouse #3 to the Town Hall (done in-house);
- Moved the Emergency Management Director to Firehouse #3 (done in-house);
- Removed handicap chair lift at Firehouse #2 stairwell (done in-house);
- Repair and painted walls in stairwell at Firehouse #2 (done in-house);
- Repaired multiple roof leaks in Town buildings (done in-house);
- Installed new carpeting in two large therapy rooms for Human Services (done in-house);
- Painted all walls in two large therapy rooms for Human Services (done in-house).

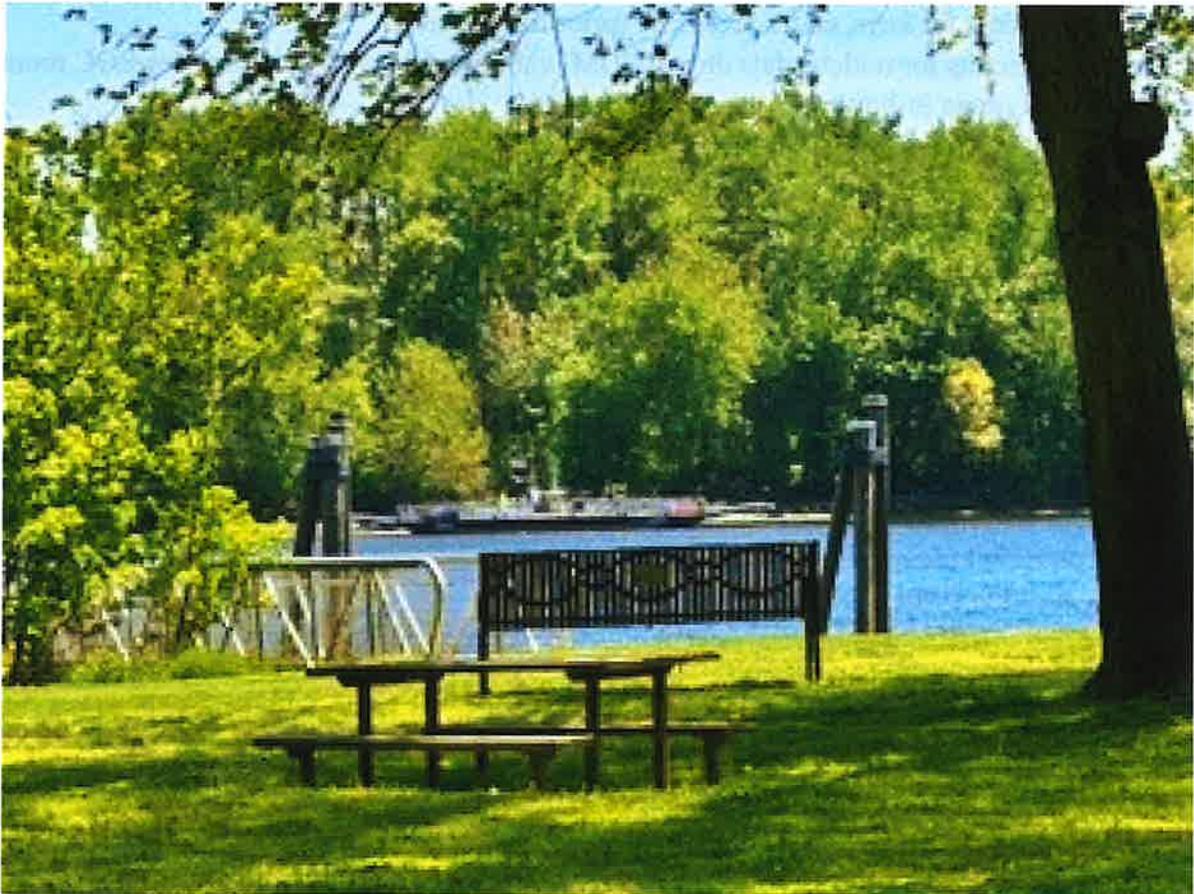


Photo courtesy of Barbara Robison

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# FINANCE DEPARTMENT

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

At the Town Council meeting on May 16, 2022, the Annual Budget for 2022-23 was adopted in the amount of \$92,250,398. The General Government budget was \$34,272,316; the Board of Education budget was \$49,775,897; and the Debt Retirement budget was \$8,202,185.

A mill rate of 34.52 was set to fund the budget. This mill rate is a 1.2% change over the prior fiscal year. A net taxable grand list for October 1, 2021 of \$2,286,850,170, a 1.82% increase over the previous year, and a tax collection rate of 99.38% were used as the basis for setting the mill rate. For the 2022-23 budget, \$450,000 of Unassigned Fund Balance was applied for Operating Costs.

For the fiscal year ending June 30, 2023, total revenues were \$92,922,550, and total expenditures and transfers out to other funds totaled \$91,942,592. The general fund unassigned fund balance at year-end was 5.78% of the total 2023 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 2023-24 town budget, \$410,000 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 2022-23 and will be doing the 2023-24 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, 2022. 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.



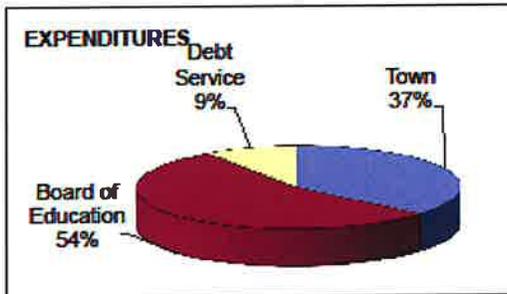
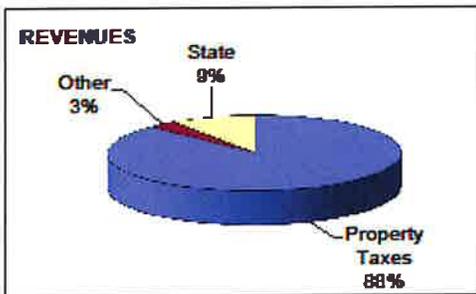
Photo courtesy of Barbara Robison

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# FINANCE DEPARTMENT (continued from previous page)

## STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2023

	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES:</b>			
Property Taxes	79,225,432	78,984,858	(240,578)
Licenses and Permits	588,200	1,009,884	443,484
Intergovernmental	8,218,279	8,417,573	199,294
Charges for Services	422,700	463,355	40,655
Investment Income	25,000	679,548	654,548
Other Revenue	588,238	690,785	124,547
<b>TOTAL REVENUES</b>	<b>89,023,849</b>	<b>90,245,801</b>	<b>1,221,952</b>
<b>EXPENDITURES:</b>			
General Government	3,109,627	3,023,055	86,572
Public Safety	8,820,377	8,781,665	38,712
Public Works	7,988,062	7,927,394	38,668
Health and Human Services	794,014	779,747	14,267
Parks, Recreation and Facilities	4,436,445	4,388,219	68,228
Library	1,071,488	1,081,644	9,622
Insurance	6,630,542	6,849,698	(19,154)
Miscellaneous	341,000	358,264	(17,264)
Capital Outlays	449,525	367,061	82,464
Board of Education	49,775,897	49,771,278	4,619
Debt Service	8,555,443	8,554,589	674
<b>TOTAL EXPENDITURES</b>	<b>91,950,398</b>	<b>91,642,562</b>	<b>307,808</b>
Excess (Deficiency) of Revenues over Expenditures	<b>(2,926,549)</b>	<b>(1,396,761)</b>	<b>1,529,758</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfer from Other Funds	3,226,749	2,678,749	
Use of Fund Balance		0	
Net Operating Transfers In (Out)	(300,000)	(300,000)	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>2,926,749</b>	<b>2,378,749</b>	
Revenue and Other Financing Sources over expenditures and other financing uses	<b>200</b>	<b>979,858</b>	
Fund Balance, June 30, 2022		5,859,554	
Encumbrances June 30, 2022		(1,110,499)	
Encumbrances June 30, 2023		875,289	
Fund Balance, June 30, 2023		<b>6,604,302</b>	



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# FIRE DEPARTMENT

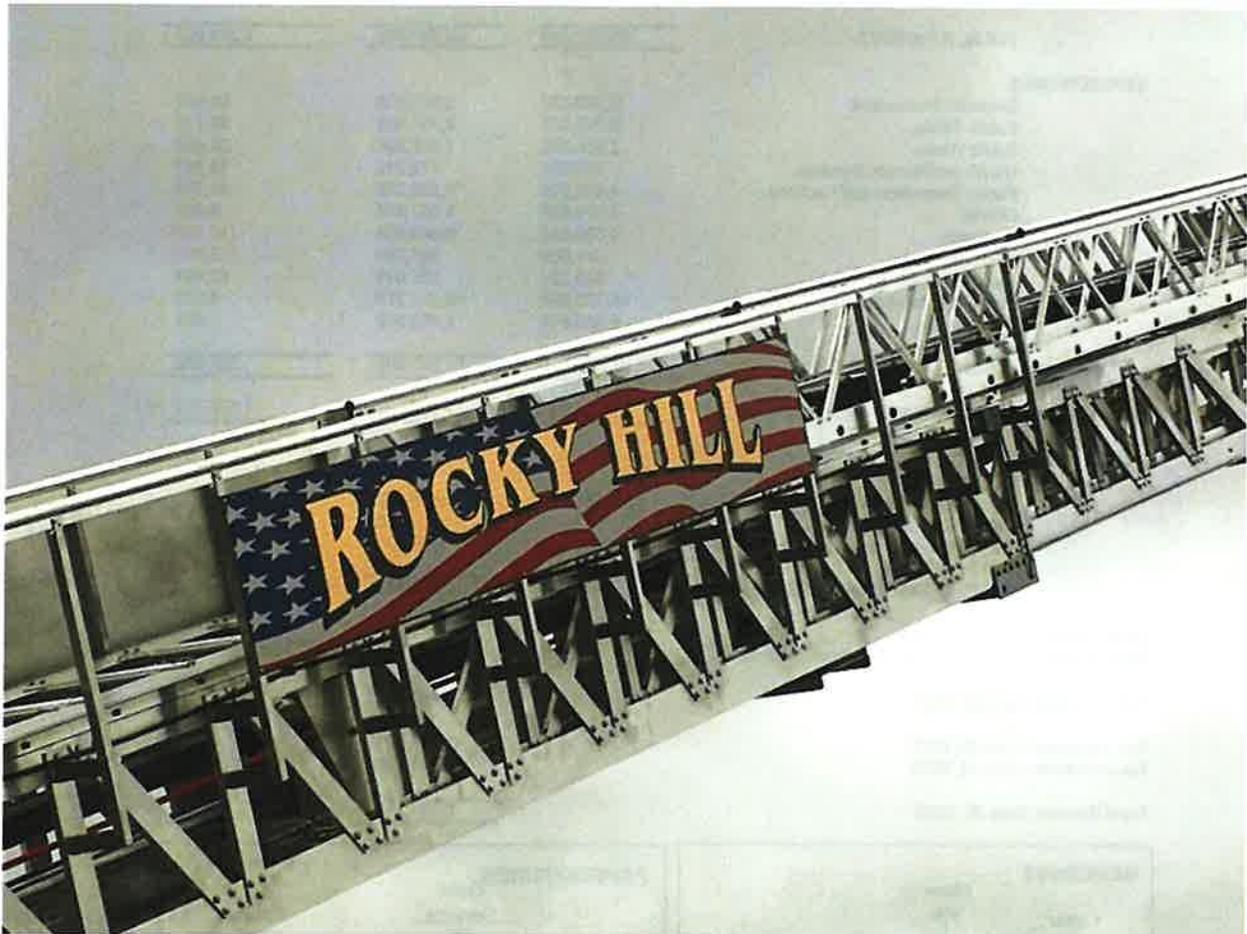
*MICHAEL P. GARRAHY, CHIEF*

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The Rocky Hill Fire Department has been in existence for more than 97 years and is an innovative and diverse organization of about 65 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 2023 calendar year, responding to 756 calls for assistance. This equates to a 15% increase over the calendar year 2022.

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

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 as we move forward and we are committed to the concept of safety-based management. We accomplish this through a progressive and aggressive training program coupled with an ever-present safety overview.

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

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

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**

- Developed a 'Safety & Support' company to proactively engage in all aspects of firefighter safety and well as supporting the community with unmanned aerial vehicles;
- Continued with our consultation agreement with Conn-OSHA to proactively 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 recertify annually on self-contained breathing apparatus;
- The Department has completed OSHA mandated refresher training for the Hazardous Materials Operations level;

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

- Blood borne pathogens, metering, level B protective suits, firefighter accountability and incident command training competencies have been completed by all personnel;
- All personnel have been trained, certified and are compliant for positions/rank, to the IS 100, 200, 300 and 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 state-of-the-art burn trailer and purpose-built natural gas props;
- Our marine procedures were updated and training was 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 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 291 building inspections for conformance with the life safety code;
  - The above building inspections generated 200 re-inspections;
  - A total of 12 fire investigations were conducted;
  - The Fire Marshal investigated 36 citizen complaints;
  - 100 building plans were submitted and reviewed for code compliance;
  - A total of 35 hours was dedicated to fire prevention activities;
  - A total of 91 hours was dedicated to in-service training hours.

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# HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT

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## **The Department of Human Resources, Legal Compliance and Risk Management**

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



The Department maintains an open-door policy across all levels and work groups. Through formal training—but most often through daily interactions with Town employees, Department 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. The

Department works with vendors to facilitate training on team-building, leadership skills, health and safety, and matters related to mental health and well-being. Many of these training sessions are sponsored free of charge by the Town's insurance providers. Department staff provide live training and guidelines to search committees on conducting and documenting objective recruitment and hiring activities, and addressing unconscious bias in applicant review and selection decisions. As an internal resource, the Department Director developed training on a wide variety of topics for both supervisory and non-supervisory employees.

The Fiscal Year presented opportunities for training beyond the Department's annual training requirements and topics. Those opportunities are highlighted as follows:

- Lunch & Learn Seminars were held on topics relating to coping with stress, communication skills, working as a team, time management and managing priorities;

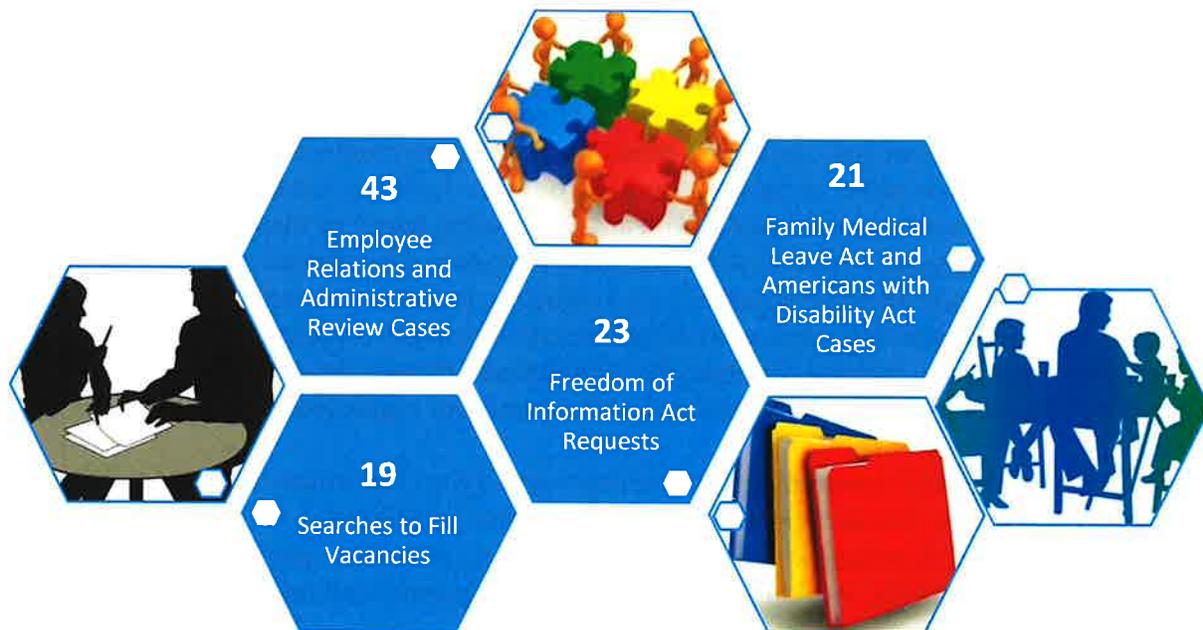
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## HUMAN RESOURCES, LEGAL COMPLIANCE & RISK MANAGEMENT (continued from previous page)

- The Department coordinated training regarding the Freedom of Information Act (FOIA) and Ethics for Boards and Commissions;
- The Department, in conjunction with the Board of Education, 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;
- The Department 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;
- The Department facilitated employees' use of the online training platform sponsored by the Town's Employee Assistance Program (EAP) provider;
- Employees from the Town and Board of Education were invited to attend individual meetings with their retirement plan account representative relative to their Defined Contribution Plans and Deferred Compensation Plans.

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

The following statistics reference some of the Department's key functions in fiscal year 2022 – 2023:



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

### **PERSONNEL TRANSACTIONS, RECRUITMENT AND HIRING PROCESS**

The Department ensures that personnel transactions such as hires, promotions, transfers, terminations, compensation decisions and other employment actions are aligned with the Municipal Employees Relations Act (MERA), the Connecticut Fair Employment Practices Act (CFEPA) and other state and federal laws, the municipality's classification system, and collective bargaining agreements. The Department facilitates training and procedures designed to address job vacancies through an objective evaluation and hiring process. Guidance materials developed by the Department are utilized across departments. As a testament to its partnership with departments, Department staff are invited by department heads and search committee chairs to monitor and assist with applicant interviews and evaluations. The Department helps departments balance interests in hiring the best qualified candidate with concerns for speedy outcomes—while ensuring compliance with applicable laws and best practices.

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

### **EMPLOYEE RELATIONS AND ADMINISTRATIVE REVIEW CASES**

The Department investigates internal complaints of discrimination, sexual harassment, hostile work environment, 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, the Department mediates employee conflicts through informal means with union representatives and supervisors. The Department Director represents the Town's interests and participates in pre-litigation proceedings, and attends hearings before 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.

### **LABOR RELATIONS, CONTRACT NEGOTIATIONS AND GRIEVANCES**

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

(Continued on next page)

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

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

### **WORKPLACE SAFETY AND OSHA COMPLIANCE**

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

Additionally, the Department administers the Town's random drug testing program and Zero Tolerance Drug and Alcohol Policy, 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.

The Department is also administers the Town's Employee Assistance Program (EAP).

### **COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT & FAMILY MEDICAL LEAVE ACT**

The Town is committed to *providing access to its programs and facilities, and is dedicated to assisting employees who are unable to work because of their own serious health condition or the serious health condition of a family member. The Department works across 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, the Department 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, the Department has adopted best practices in communicating with employees and health care providers. For each employee request, Department 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.*

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

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

### **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. The Department is often called upon when requests relate to records that contain information that may be confidential or private. The Department reviews such requests through the lens of statutory exceptions, exemptions and exclusions to balance public disclosure and individual privacy interests. The Department communicates frequently with FOIA Commission representatives to ensure compliance in this area and participates in hearings before the FOI Commission (FOIC).

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# HUMAN, YOUTH & SENIOR SERVICES DEPARTMENT

*MELISSA HICKS, DIRECTOR*

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*(860) 258-2799*

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The Town of Rocky Hill Human, Youth & Senior Services Department, directly and indirectly, provides all social services to Town residents. The Department is always moving forward with applying new ideas and concepts by expanding services, facilitating new groups and implementing specific programming. As a multifaceted department, we are committed to working together and providing Town residents with quality services and programs. Various assistance programs are available for financially disadvantaged citizens. Some examples are emergency basic needs (shelter, clothing, food, bills, etc.), ongoing food assistance, tax relief for elderly/disabled renters, energy assistance, holiday gift donations for children, holiday food baskets for families and fresh meals delivered for the holidays. Licensed professional staff offers crisis intervention and short-term counseling. A fully stocked food pantry assists 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. Examples of prosocial programming offered to school-aged residents are Girls Empowerment Group, Art Explorers and Cops & Kids. A Human Services Specialist provides information and assistance to elderly residents in applying for local and state assistance programs. The Department welcomes a new full-time Human Services Specialist to fill direct resident needs, 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

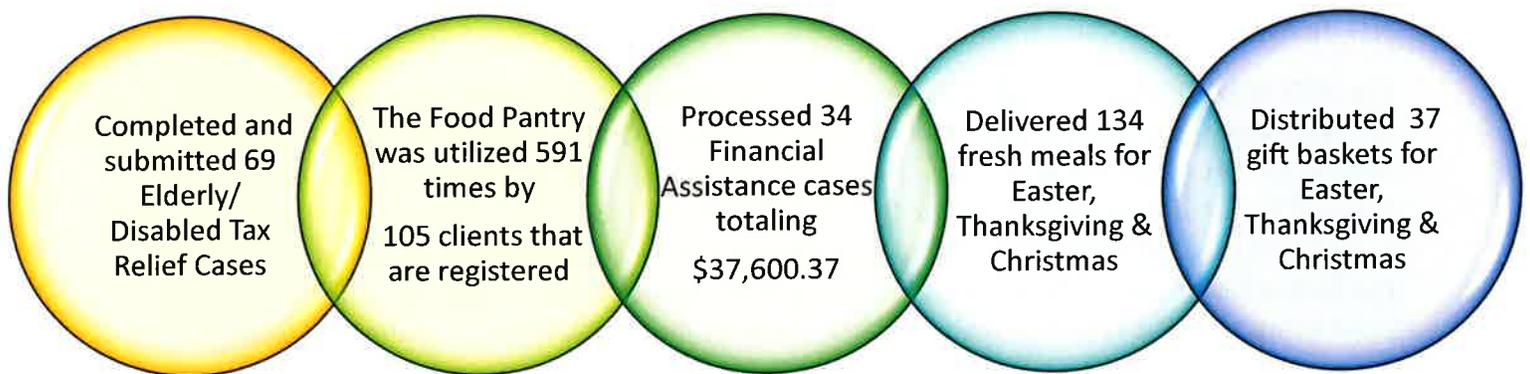
- We facilitated assistance with various local and state assistance programs for income/asset-eligible residents;
- We provided financial assistance to disadvantaged households to help with emergency basic needs such as utility payments, partial rent payments, fresh food, baby items, laundry, transportation, 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;
- The Department received numerous financial donations from residents, individuals, clubs, organizations, businesses and churches which helped us sustain the pantry and special needs account;

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

- Staff provided community response to support local emergency response departments with hoarding, homelessness and psychosocial evaluations;
- Home deliveries/assistance were made to residents who were homebound or unwell;
- Staff supported in-kind contributions to local charity event/s;
- HYSS staff facilitated Town Hall staff and residents with a project resulting in 300 boxes being mailed to deployed overseas military members.

### **HS PROGRAM STATISTICS**



### **RH YOUTH & FAMILY SERVICES BUREAU**

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

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

Trained 20 new youth members by attending a local Youth Leadership Conference at CCSU and continued to work with five seasoned members concerning enforcement, policy development, the environmental approach to prevention and provided positive alternatives to substance use and other risky behaviors. Twenty-eight positive youth development activities were provided for youth and their families in person.

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

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### **Prevention: Red Ribbon Awareness/Kindness Weeks**

A drug, alcohol and anti-bullying initiative at each of the schools was provided. Wall banners were signed and displayed at each school; ribbons & other giveaways were distributed by school staff and worn; and various prevention awareness activities took place at each school. Additionally, Vaping Awareness resources were shared with the school nurses at Griswold Middle School and Rocky Hill High School. A documentary series was purchased with DMHAS grant funding to share with all health teachers for use in their classrooms. Topics include: vaping, alcohol, marijuana and other substance use. Curricula to accompany the documentaries were provided for all school staff and parents via our social media platforms.

### **RH Juvenile Review/Diversion Board**

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

### **Resource Development**

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

### **Management and Administration**

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

A 4-town collaboration for the SOR Grant Program continued to offer awareness campaigns for opioids, heroin and prescription drug use/abuse. Recreational marijuana and vaping continued to be hot topics for the year. Collaborative prevention strategies were the focus of our work together with our partners from Newington, Wethersfield and Berlin.

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

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### **Research & Assessment**

A Needs Assessment was conducted with the Assistant Superintendent, Principals/Vice Principals, and staff from Rocky Hill High School, Griswold Middle School, Myrtle Stevens, Moser and West Hill Elementary School as well as the SROs from each school in August. The YS Coordinator summarized the results in identifying areas of need for the upcoming year. Projects and initiatives related to vaping, recreational marijuana use, internet safety, screen time addiction, underage alcohol use, youth empowerment, connectedness, kindness and mental health issues were discussed. Concerning topics discussed were related to depression/anxiety, bullying/mean behavior, juvenile justice/truancy, community service hours needed to graduate, and positive youth development activities. Programs were reviewed 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 in leadership and prevention efforts to advocate on behalf of Rocky Hill youth needs and issues. Our monthly speakers included representatives from Internet Safety Scott Driscoll, MADD, and Screenagers educational docu-series accompanied by student and parent discussions. Rocky Hill Youth 2 Youth Coalition students attended monthly in-person meetings at GMS to discuss important prevention topics followed by projects related to the various topics.

### **Direct Services**

Six-hundred 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, Wellness/Perkins Committees and PBIS (Positive Behavioral Intervention System) programs were offered as part of a collaboration with the Board of Education.

### **Other Services**

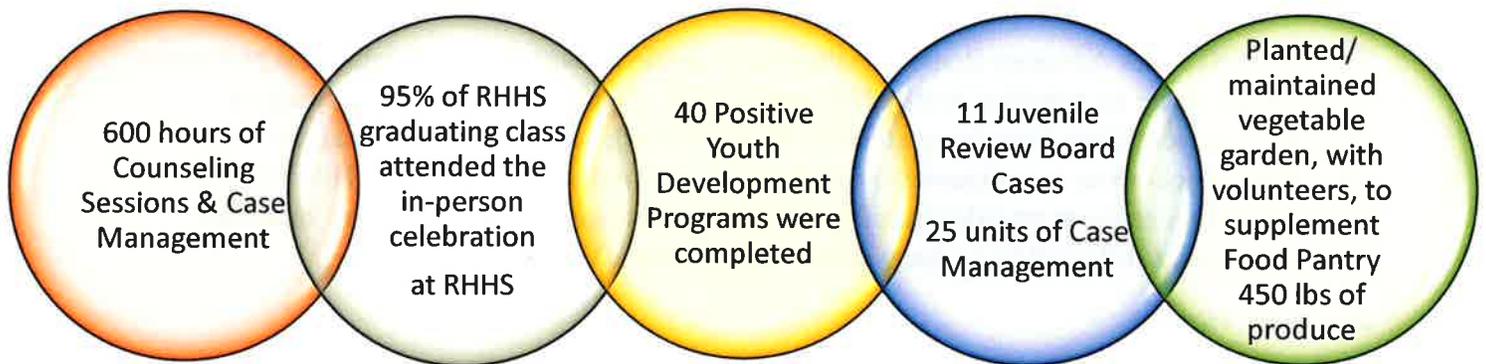
Additional programs were implemented this year to continue engaging students and families, as well as, addressing a wide variety of needs in our community. This included: Stressbusters, Art Explores, Girls Empowerment and Circus Arts for creative expression and peer connection for each of our Rocky Hill schools. YS staff continued to run existing programs such as the Intergenerational Garden Program with 15 participants, Cops & Kids Afterschool Programs with 30 participants, and Teen Adventure & Leadership collaborating with Empower Leadership with 20 student participants. Continued leadership opportunities were offered to students in the Youth 2 Youth Coalition, which consisted of the Governor's Prevention Partnership hosted a Youth Leadership Conference with five of our students in attendance. In working with Project

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

Graduation, it was reported that attendance by the graduating class of 2023 was 95%. There was also a continued focus to provide opportunities for youth to gain community service hours, as a part of their requirements for graduation. This included intergenerational events, participation in fundraisers and community events. The Human Youth, and Senior Services Department additionally assisted with mental health crises as they arose throughout summer camp, as well as on a referral basis. HYSS staff engaged in intervention, assessment, referrals and case management as a result of the mental health crises. As a part of this, HYSS staff prepared media education, public service announcements and Powerpoint presentations to spread awareness and information on the department.

### **YS PROGRAM STATISTICS**



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# INFORMATION TECHNOLOGY DEPARTMENT

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

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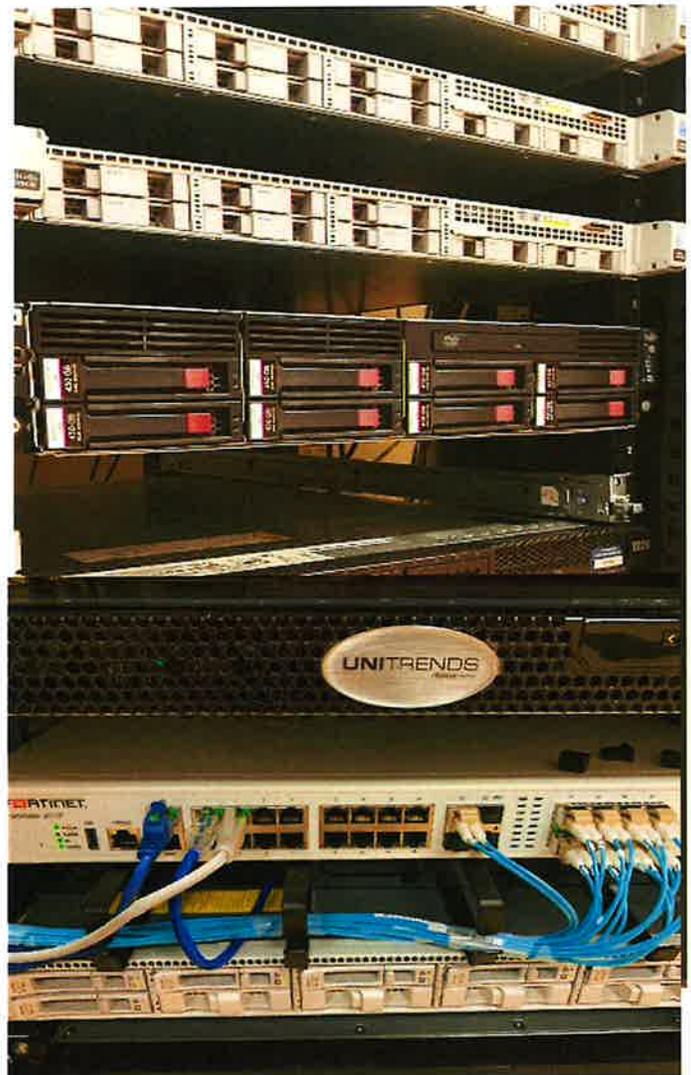
The **Information Technology Department** is responsible for setting the technology direction for Town government. The Department consists of four full-time positions which include a Director of Information Technology, two Information Technology Technicians and a Media Communications Coordinator. The Department also has 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 provide an increased level of secure service to all constituents.

## **IT Department Accomplishments**

- Implemented new data storage appliance;
- Started migration of older server operating systems to newer supported versions.

## **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.



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# CORA J. BELDEN LIBRARY

MARY HOGAN, LIBRARY DIRECTOR

(PRESENTLY MICHAEL MURPHY)

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(860) 258-7621

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## 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 educational programs for adults and children.

2022-23 was a busy year as the community continued to emerge from the pandemic, with more people visiting the library, participating in programs and checking out material (both physically and digitally). The library continued its services through a variety of avenues to ensure residents of all ages had access to books, lifelong learning materials, excellent programs and much more.

### Some highlights:

**Circulation:** During the past year, the library circulated a total of 199,531 items. Our circulation per capita was a healthy 9.63, leaving us well above the statewide average of 5.77 and median of 5.71.

**Programs and Events:** We hosted 851 programs and events with 23,224 attendees, 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:** Throughout the year, we consistently delivered a distinctive and outstanding service through personalized one-on-one technology assistance sessions, totaling 364 sessions. Additionally, we conducted numerous introductory technology classes, including "Introduction to AI," and offered innovative programs like VR demonstrations. These efforts aimed to keep the community abreast of the latest technology trends, ensuring they stay informed and engaged.

**New Collection:** We started a new collection called the 'Library of Things' which quickly became popular. It originally started with a few outdoor lawn games and a couple of mobile data hotspots, but grew to include metal detectors, a telescope, karaoke machine, an ice cream maker and more.

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

### 'Library of Things' Examples

**Telescope**



**Pickle Ball Set**



**Metal Detector**



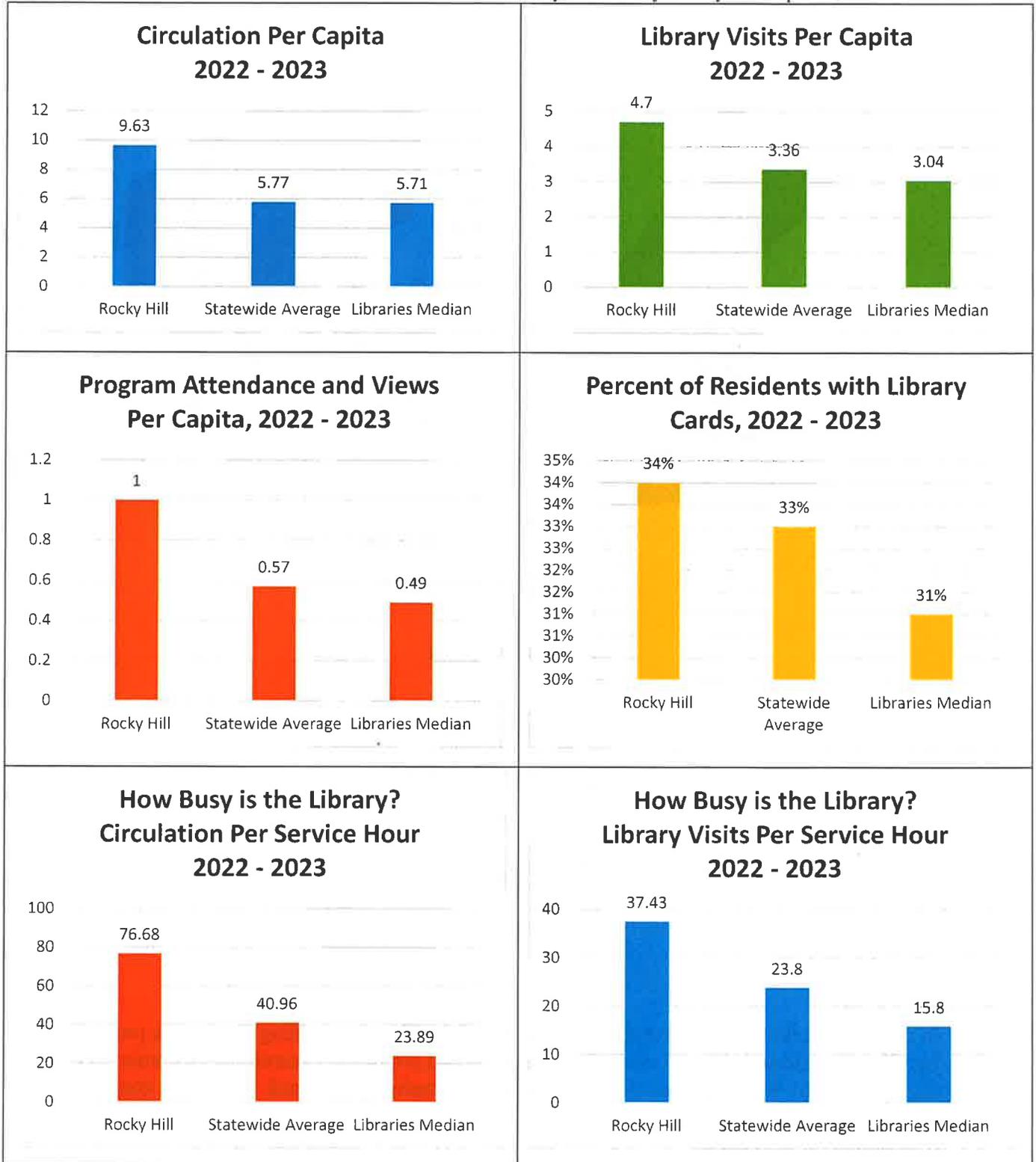
In conclusion, the past year continued the trend of the library providing innovative programming for all ages, offering relevant collection materials and providing exceptional customer service to the community. We are proud of what we have accomplished and look forward to continuing to serve the community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

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

Rocky Hill Cora J. Belden Library continued to outperform other libraries in Connecticut in 2022-2023.

Source: Connecticut State Library, Division of Library Development, 2024.



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



Cora J. Belden Library

## Cora J. Belden Library

33 Church St.  
Rocky Hill, Connecticut 06067 | 860-258-7621  
[www.rhctlibrary.org](http://www.rhctlibrary.org)

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# PARKS & RECREATION DEPARTMENT

*CRAIG A. BOWMAN, DIRECTOR*

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The **Parks and Recreation Department** consists of three divisions: Parks, Recreation and Aquatics. Full-time staff consists of one Director, one Crew Leader, one Aquatics /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;
- Over seeded all athletic ball fields at schools and parks;
- Refreshed playground surfacing at all playscapes, schools and playground maintenance. Equipment maintenance/repair, repair turfcats, repair lighting towers, tune-up and repair snow blowers, service of wide area mowers, backhoe, sand pros, Bobcat and park furniture benches/bleachers/picnic table repairs;
- Irrigation repairs, till and drag ball fields, winterize all irrigation systems;
- Set-up for Summer drive in movie series, Board of Education functions, Senior Picnics, Farmers Market, Memorial Day, Veterans Day, National Night Out, Summer Concerts, Fallfest, Terrier Tough, Columbus Day Tournament, 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.;

(Continued on next page)

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

- Installed boat and fire docks; removed and shrink-wrapped after season. Welded damaged docks during off-season;
- 120 highly maintained acres; 140 moderately maintained acres; 275 acres of open space;
- Maintained streetscape landscaping - weeding, mowing, pruning and garbage removal;
- Moved bleachers, mats and other equipment to and from the schools for assemblies, events and programs;
- Responded to over 160 tree calls;
- Installed banners at Main and Elm – spring, summer, fall and winter;
- Cleaned river bank at Ferry Park;
- Performed dam maintenance at Dividend Pond Trail;
- Replanted flower beds at Community Center;
- Attended safety training classes;
- Slice - seeded and over seeded Rocky Hill Dog Park;
- Laser graded baseball diamonds: High School Baseball, Vicino, DiMauro, Flanagan and Maxwell Softball;
- Trail cleanups;
- Hung Christmas lights at Main/Elm Street & Silas Deane Highway (74 Poles);
- ERP Connector Trails Cleanup;
- Prepped fields for summer rentals;
- RHHS Baseball field renovation to DuraEdge infield;
- Reinstate event trailer;
- Rebuilt pool desk;
- Prepped Elm Ridge Park for Griswold Middle School's Veterans Day Fun Run;
- Welded 128 banner arms for the 74 Silas Deane light poles in co-ordination with SGR Marketing;
- Removed Skate Park and Players Field Fencing;
- Assisted with tree removal along New Road fence line of Rocky Hill Community Farm;
- Terrier Tough: Built trenches and assisted with course setup layout;
- Rebuilt gazebo at ERP;
- Installed new field signs;
- Compressor House cleanup;
- Removed fencing around old ERP Skate Park and Players Field;
- Assisted with tree removal along RH Community Farm New Road frontage;
- Terrier Tough: setup and breakdown.

(Continued on next page)

## PARKS & RECREATION (continued from previous page)

### Accomplishments in the Recreation Division

- Budget preparation and administration;
- Summerscape:
  - Camp staff hiring and training;
    - 36 Staff for 2022 Season;
    - 34 Staff for 2023 Season;
      - 4 new hires were previous year participants of Counselor In Training Program;
    - Introduced “Stop the Bleed” Training 2022;
  - Summerscape Programs Offered – averaging about 20 youths a week (grades pre-k and k), 100 youths a week (grades 1-5 2022 season); and Counselor In Training Program;
    - Summerscape Partnered with Rocky Hill BOE to continue offering ½ day option to those students attending summer school;
  - Summerscape Teen Adventure Camp 2022 season– averaging 35 campers per week;
- Special Events – Hop Around the Hill, Drive-In Movie Series (3 Summer Movies and 1 Holiday Movie), Rocky Hill Farmers Market, Fall Fest, Summer Concert Series, National Night Out and Jolly Jamboree;
- Special Events – Winter Wonderland, Underwater Pictures with Santa, Decorate your House for the Holidays Contest;
- Liaison to Travel Soccer, Youth Football and Cheerleading, Little League, and Lacrosse regarding schedules, field maintenance, lighting schedules and tournaments;
- Liaison to Board of Education – Project Graduation, athletic events, band competition and choral concerts;
- Youth Basketball Programming:
  - Travel basketball ran with 95 participants across 9 total teams;
  - The Youth Recreational Basketball League continued into its second year after the end of the pandemic, with increases to participant numbers;
    - The restructured Dunkers Clinic for boys and girls in grades 1-2 was offered in its new format for the second year in a row and continues to grow. The program grew from 70 participants last season to 85 this season. Luke Granato, a local basketball talent originally from Rocky Hill, is now the Head Coach/Coordinator for the program;
    - The recreational league for boys and girls in grades 3-8 grew from 193 participants last season to 208 participants this season;
    - The High School Boy’s Rec. League ran with 50 total players and 5 teams;
- Camp Sunrise continues to run in Glastonbury and is offered to Rocky Hill families for individuals with special needs or disabilities. 11 kids were registered from Rocky Hill;



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

- Recreational Youth Fall Soccer League – hosted 289 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, as a convenient alternative or accommodation for many participants. This includes various yoga classes, including Yoga for Stress Relief, Gentle Yoga, Sweat and Surrender and evening and Saturday morning strength training classes;
- The Department continues to offer dozens of programs throughout the year, including yoga classes, strength training classes, American Sign Language, Aqua Zumba, Aquacise, ART-Ventures for Kids, Basketball Clinics, Capoeira, Cake/Cookie Decorating classes, coding classes, several different dance classes, Guitar Lessons, HIIT, Intro to Reiki, Intro to Stargazing, Jewelry Making, Karate, Mad Science, Music Together, POUND, Piano Lessons, Barre, Pilates, Kidscapades classes, Zumba, High Interval Training, Sewing, Strength Training, Table Tennis Lessons, Child and Adult Tennis Lessons, and Zumba;
- Due to increased interest in the Department’s Yoga program, another Yoga Instructor was hired to add a third offering for participants. The new instructor was introduced to the Yoga program and will eventually add her own classes to accommodate more participants;
- Weekly cyclo cross bike series;
- Participated in CT Trails Day;
- Assisted with the planning and execution for the Memorial Day Parade;
- Junior Terriers sports clinics:
  - A series of programs designed to incorporate Rocky Hill High School’s- Athletic Coaches to lead sports clinics unique to the sports they coach;
  - The program is designed to have support from current Varsity and Junior Varsity Athletes to volunteer their time in assisting the coaches and engaging with the youth;
  - Inaugural Junior Terrier offerings for 2022 included: Hoop Hill – Girls Basketball Clinic, Hoop Hill – Boys Basketball Clinic, Girls Softball Clinic, Performance Training Camp;
- Participated in and won the Four Town Walking Competition, headed up by CCHD;
- Ran a second year of the 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, Holiday House Decorating Contest;
    - Updated Winter Wonderland to utilize new Community/ Senior Center and increased the number of participants we were able to take;
    - Offered Under Water Pictures with Santa in conjunction with Police Department’s scuba staff;
    - Continued another year of the Holiday House Decorating Contest;

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

- Re-designed “Hop Around The Hill Event” to “Hop Around the Hill - Egg Hunt” (199 participants ages 12 and under for 2023). An organized and interactive egg hunt taking place inside the Community/ Senior Center;
  - Event includes multi-department collaboration and interactions with community youth;
- Admin support for Rocky Hill Education Foundation for Road Race and Harlem Wizards Basketball fundraiser;
- Moved Farmers Market to new location at Elm Ridge Park;
- Learning Tree Preschool participated in Cora J. Belden's Preschool Expo;
- Learning Tree Preschool offered Valentines Parents' Night Out on 2/10/23 with 22 participants;
- Replied to 183 Santa letters.



## **Accomplishments in the Aquatic Division**

- Oversaw overall operation of High School Pool and Dr. David W. Moser Memorial Pool;
- Budget preparation and administration;
- Attended CRPA Aquatics Section meetings;
- Attended CRPA trainings, some virtually, some in-person;
- Continued the Sea Cubs program, which continues to be run by Rocky Hill Swim Coach Lisa Cooney. This year’s program had 9 participants and 16 “buddies”;
- Continue to use just the exterior, direct entrance into the indoor pool, as per the preference of Board of Education;
- Continue to work closely with Board of Education to ensure smooth operation and proper building security while operating the indoor pool;
- Re-interviewed all returning summer seasonal staff to get an update on summer plans, listen to new ideas and look for potential new pool supervisors;
- Continued to implement and develop the digital check-in at pool entrances using the MyRec Membership and Point of Sale features;
- Annual Pool Unique Visits: Approximately total 30,000 visits:
  - Approximately 7,635 public swim visits;
  - Approximately 4,380 camper visits;
  - Approximately 7,110 swim lesson visits;
  - Approximately 5,948 Sea Lions Swim Team visits;
  - Approximately 4,400 High School Swim Team visits;
  - 200 Sea Cubs visits;
  - 55 Dog Daze visits;

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## PARKS & RECREATION (continued from previous page)

- Swim Lesson registration continues to be conducted exclusively online. The process has continued to be refined to be more efficient for users;
- Offered 123 swim lesson courses throughout the year. This amounted to 711 total swim lesson registrations;
- Coordinated Dog Day at the Pool;
- Offered two Lifeguarding and two Water Safety Instructor classes;
- Aquatics/Recreation Supervisor traveled to Maryland to attend the American Red Cross Water Safety Instructor Trainer (WSIT) Academy. This is a 5-day academy that trains Aquatics professionals in the implementation of Water Safety Instructor (WSI) classes. This enables the Aquatics/Recreation Supervisor to train and certify WSI's in-house, which allows the Department to offer the class for free to current Town Lifeguards, incentivizing more staff members to obtain the certification. This helps the Department to staff a roster of more WSI's and subsequently offer more swim lessons to meet the needs of the residents.
- Hosted several Scuba class rentals at indoor pool;
- Trained lifeguards and conducted in-service trainings to ensure all Aquatics staff had updated skills and certifications;
- Offered Blood Borne Pathogens training to all Aquatics staff;
- Installed new filters and filter media at both Town pools;
- Supervised Ferry Park Boat Launch, where we continued using a digital roster for Pass Holders and electronic means of payment for daily launch visitors;
- Expanded Boat Launch hours to include 5:00 – 7:00 p.m. on Saturdays and Sundays.



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# POLICE DEPARTMENT

*BRIAN P. KLETT, CHIEF*

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*(860) 258-2749*

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Established in 1938, the Rocky Hill Police Department has upheld a legacy of unwavering dedication to the community. Evolving from its inception with a lone officer, the Department has burgeoned into a robust force comprising 43 sworn officers and 14 civilian staff members across various roles.

The department operates seamlessly through four principal units:

### **Patrol / Communications:**

Under the leadership of an Operations Lieutenant, the Patrol Division has six sergeants and 22 officers. Equipped with cutting-edge technology, these officers undergo continuous training to swiftly respond to emergencies and conduct preliminary investigations into reported crimes. Additionally, the unit houses nine professional Public Safety Dispatchers who provide round-the-clock emergency 911 coverage, handling a substantial volume of 37,628 calls for service in 2023.

### **Investigations / Records:**

Led by a Detective Lieutenant, the Investigations Division comprises three detectives dedicated to criminal inquiries. Moreover, an officer is designated to the DEA Narcotics Task Force. Tasked with delving into intricate cases, these specialized detectives work closely with the Patrol Division, allowing patrol personnel to focus on routine duties. Supported by two dedicated Records Clerks, the division efficiently manages vital documentation under the supervision of the Detective Lieutenant.

### **Administration:**

Led by an Administrative Lieutenant, this division oversees crucial functions including budgetary management, recruitment, and support services. Assisted by a Technical Support Officer and a Training Sergeant, the Administrative Division plays a pivotal role in providing logistical and technical backing to all facets of the Rocky Hill Police Department, ensuring smooth operations and optimal performance.

Through relentless commitment and a steadfast pursuit of excellence, the Rocky Hill Police Department continues to uphold its proud tradition of safeguarding the community with integrity and distinction

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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; Summer Program;
- Toys for Tots Program;
- Youth Programing via SRO 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 22/23

Total police training hours	4,685
Total criminal arrests	404
Total medical calls	2234
Total motor vehicle accidents reported	413
Total motor vehicle infractions	1028
Total town tickets issued	145
Total alarms responded to	390
Total animal complaints investigated	260
Total criminal cases assigned	43
Total community service events	46
Total child car seats installed	35

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# DEPARTMENT OF PUBLIC WORKS

*JOE LENTINI, FIELD OPERATION & HIGHWAY  
SUPERINTENDENT*

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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;
- 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;
- 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;

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

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

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

### **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, Board of Education 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 has two full-time and three part-time employees that are responsible for the Town's Municipal Solid Waste, recycling, bulky waste, other permitted waste and operation of the transfer station. Duties include:

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

### **Municipal Solid Waste and Recycling**

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

### **Bulk Waste**

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

### **Transfer Station**

The Town operates a Transfer Station at the Highway Garage for residents to dispose of brush,

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

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.**

### Grass recycling – CT DEEP banned from disposal

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

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

### Sanitation Volumes

- 5,664 tons budgeted yearly for residential municipal solid waste;
- 500 tons of bulky waste (furniture, rugs, etc.) from Transfer station;
- 1,373 tons of recycling material; i.e. all material from curbside blue recycling bins (revenue source);
- 350 gallons of waste oil;
- 110 gallons of used cooking oil – recycled;
- 442,220 pounds of scrap metal (revenue source);
- 122 propane tanks;
- 822 tires;
- 79,000 lbs. of electronics;
- Shredded paper – 1,800 lbs.;
- 13,866 pounds of latex paint waste. We are a Paint Care Drop Off with no disposal costs;
- 1,533 mattresses. We are a Mattress Recycler with no disposal costs;
- 3,117 pounds of batteries;
- Recycled 84,080 pounds of miscellaneous electronic equipment (computers, printers, etc.) (Revenue source).



Received \$47,000 in revenue from the above revenue sources and from sale of assets.

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

### **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.



Photo courtesy of Barbara Robison

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# SENIOR SERVICES DEPARTMENT

*GINA CRISTALLI MARINO, DIRECTOR*

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*(860) 258-2786*

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

## SENIOR CENTER

- The mission of the Rocky Hill Senior Services Department is to promote well-being and enhance the quality of life for older adults of Rocky Hill, and to advocate for services that will encourage independence and promote participation in the community. The Center offers a variety of innovative and progressive programs and activities to meet the needs of our ever growing and changing population. The Rocky Hill Senior Center is recognized as a leader in the State for offering cutting edge programs and services. Designated by North Central Agency on Aging as a focal point in the community for the delivery of services to the elderly.
- **Lunch Program** – The Senior Services Department offers a hot lunch program to senior residents age 55 and over. Lunch is served Monday – Friday at noon and is catered by Mitchell’s Restaurant. Cost to residents is \$5.00 and non-residents is \$10.00. A total of 10,536 meals were served from July 2022 – June 2023.
- **The Compass** – The Senior Center newsletter expanded from 16 pages to 20 pages to accommodate the increase in programs and advertisers.
- **Membership** – Senior Center Membership continues to increase from a total of 1,402 members last fiscal year to 1,875 members this fiscal year. The addition of member photos and key tag assignments have been initiated in preparation for a swiping tracking system to assist with safety measures and statistics.
- **Fitness Center** – A comprehensive Senior Fitness Center program offers individualized and medically based exercises for older adults. Application packets include policies, procedures, a medical history questionnaire and a physician approval form. Membership numbers rose from 45 members to 66 members.



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## SENIOR SERVICES DEPARTMENT (continued from previous page)

- **The Café** – Volunteers serve complimentary coffee, tea, seasonal beverages and snacks Monday – Friday from 8:30 a.m. – 2:00 p.m. The establishment of the “Café Coffee Club” and daily donations from patrons have enabled the Cafe to cover all of the material and product expenses. Pastry donations from Big Y enhances the morning coffee experience with complimentary sweet treats.
- **Co-sponsorship Opportunities** – Co-sponsor opportunities have been designed to engage our local community and businesses. Donations include financial, product or professional services which result in collaboration with many local businesses and agencies. Community sponsorships have allowed the Center to offer a wider variety of educational programs, as well as offsetting expenses for all of our special event luncheons.
- **Gymnasium** – Due to the popularity of Pickleball, a Friday afternoon and Saturday morning drop in Pickleball Play was added. Increased gymnasium usage with the implementation of Chair Volleyball which compliments the existing indoor activities of Indoor Walking Track, Pickleball, Corn Hole and Table Tennis. Rocky Hill’s Corn Hole Team received numerous trophies at the very first Senior Center Tournament since Covid-19 in Bristol.
- **The Landing Gift Shop** – The Grand Opening & Ribbon Cutting was held on June 14, 2023. The name of the shop was selected from one of the many contest submissions. The 3-dimensional sign was created by a local artist. The Gift Shop came to fruition through the hard work of staff and volunteers and included the selection, purchase and layout of display units; the Creation of consignment application, interview and selection process of vendors; and implementation of tracking systems to include inventory, consigners’ reimbursement, Connecticut sales tax and distribution. The shop is operated and staffed by volunteers and is open for select hours Monday – Friday.
- **Health & Wellness Programs** – Individual appointments include Therapeutic Massage, Hearing Screening, Blood Pressure Check and Foot Care. Partnered with Central Connecticut Health District in providing Covid Booster Clinics, Flu Clinic and Diabetes Wellness Program. Partnered with Rocky Hill Ambulance Association to offer a monthly educational series titled “EMT to the Rescue”.



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## SENIOR SERVICES DEPARTMENT (continued from previous page)

- **Income Tax Assistance** – Continued to support and coordinate AARP Tax Assistance program which resulted in the submission of 250 volunteer completed returns.
- **Instructional Programs** – New programs include: Group Ukulele, Line Dance, Chocolate covered & cream cheese stuffed strawberries, Dragonfly Jewelry, Make Up for the Mature Women, Mozart and Mediterranean Style Cooking Demo.
- **Senior Center Participation** – During July 2022 – June 2023, MyRec reports recorded 8,671 registrations were collected for 519 programs resulting in 41,395 visitations.
- **Special Events Luncheons** – Special event luncheons typically sell out with 125 in attendance with an emphasis placed on offering culturally diverse and unique programs. We held 34 events with 3,368 registrations. Collaborated with the Human Services Department to offer Intergenerational programs, the Library and Police Department for various special events.
- **Training** – On May 17, 2023, Senior Services staff attended a virtual QPR Suicide Prevention Gatekeeper Program. Fitness Center Volunteers received First Aid, CPR & AED Training and our Police Department provided a comprehensive ALICE Training for our staff and senior center members.
- **Trips** – The Center shared a bus with the Wethersfield Senior Center for the ten trips that were offered and 248 seniors traveled locally in Connecticut as well as Boston, New York and Sicily.
- **Volunteer Program** – Our volunteers continue to be the heart and soul of our Senior Center. Volunteer opportunities are created for community members to make a positive impact and meaningful connections. The process includes an application, background check, interview and training for interested adults. Volunteers welcome and greet visitors, serve refreshments at the Café, set up and serve lunch, monitor the Fitness Center, lead Senior/Community Center tours, facilitate a wide variety of games, programs and instructional classes and assist with our many special events. Approximately 88 volunteers contributed an average a total of 165 hours per week. Our First Volunteer Appreciation Luncheon was held during National Volunteer Appreciation week on April 21, 2023 at a local retirement community and featured a delicious meal, entertainment, gift and a proclamation from our Mayor.

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## SENIOR SERVICES DEPARTMENT (continued from previous page)

- **Training** -- On May 17, 2023, Senior Services staff attended a virtual QPR Suicide Prevention Gatekeeper Program. Fitness Center Volunteers received First Aid, CPR & AED Training and our Police Department provided a comprehensive ALICE Training for our staff and senior center members.

### ELDERLY/DISABLED TRANSPORTATION

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

**Ridership** – Participation has increased from 8,363 rides from July 2021 – June 2022 to 10,157 rides during July 2022 – June 2023. The increase was mainly due to the increased activities at the Senior Center and our aging population.

**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 194 people participated in 12 Adventures.



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**TAX ASSESSOR**  
*STUART TOPLIFF, ASSESSOR*  
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*(860) 258-2722*

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

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**TAX COLLECTOR**  
*ELAINE MCKIM, TAX COLLECTOR*  
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*(860) 258-2717*

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

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

- **Number of 2022-23 Real Estate Tax Bills** **7,542**
- **Number of 2022-23 Personal Property** **1,355**
- **Number of 2022-23 Motor Vehicle Tax Bills** **17,893**
- **Number of 2022-23 Supplemental Motor Vehicle** **3,074**

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# TOWN CLERK

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

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

- **Land Records:** (Instruments recorded on the land records: 2,382) Land related documents includes warranty, quit claim, executor deeds, mortgages, release, assignments, financial statements, probate paperwork, property maps, federal/state/municipal and water district liens are an example of documents that are recorded in this office. Land records can be viewed and printed on-line at [www.searchiqs.com/ctrock](http://www.searchiqs.com/ctrock); Property and Subdivision Maps (81).
- **Vital Statistics:** Maintains and issues all births, marriages and deaths certificates as well as certifying these documents when requested. Issues marriage licenses for marriages that take place in the Town of Rocky Hill (57), issues burial permits and cremation permits (2,386).
- **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: 1,611) 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 the ballot. Ordering all ballots for both the State Primary held on August 9, 2022 and the State Election held on November 8, 2022. Issued 109 ballots for the Democrat Primary and received back 89 ballots. Issued 45 ballots for the Republican Primary and received back 31 ballots. Issued 1,239 ballots for the State Election held November 8, 2022 and received back 1,144.

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## TOWN CLERK (continued from previous page)

Applied for 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.

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.

Purchased On-Board which tracks both the elected and appointed members of all boards and commissions. This software is available on the Town's webpage and allows the user to run reports reflecting expiring terms, members currently on a particular board or commission and also members that served on different committees.



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# ROCKY HILL, CT

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

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

**Area** - 13.9 Square Miles

**Population** - Approximately 20,021

**Land Use**

Residential

Commercial and Industrial

Multi-family and Condominium

Open Space

**Form of Government**

Mayor, Council, Town Manager

**Town Hall**

761 Old Main Street

Rocky Hill, CT 06067

**2022-23 Tax Rate** – 34.52 mills; 32.46 (mv only)

**2021 Net Taxable Grand List**

\$2,286,850,170

**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