



MEMORANDUM

To: Town Council

From: Ray Carpentino, Town Manager

Date: 1/16/2025

Subject: Town Manager's Report

Copies: File

Planning & Zoning

- Planning and Zoning Commission approved a cannabis dispensary at 5 Waterchase Drive (aka 1625 Silas Deane Highway) and a school for special needs at 525 Brook Street.
- Working continues on a community interest survey related to the up-date to Plan of Conservation and Development.
- A Conditional Certificate of Zoning Compliance was issued for Building 9 at Kelson Row (the mixed-use building).
- Staff and Commission continues to work with Kelson Row owner's representatives on condenser unit locations and screening

Fire Marshal

- Work is on-going to digitize all Fire Marshal files into the Red NMX system software.
- 41 building inspections and 20 building re-inspections were conducted.
- 10 after hours call-outs performed

Senior Center/Services

- Senior Services ended 2024 with 2065 Resident Members and 472 Non-resident members from 34 surrounding towns.
- As of 1/1/25, non-resident annual membership fees have been raised from \$20 to \$25.

Human Services

- December's big events were primarily focused on holiday programs.
- Adopt-a-Family had 15 families successfully matched with adopters. This program was initiated in December 2016.
- Holiday Meal delivery delivered 75 dinners
- Staff continues to serve the homeless population as it continues to rise with increased need for resources (shelters, transportation, etc.).

Human Resources/Legal Compliance/Risk Management

- HR Department managed Part II of annual OSHA/Workplace Safety Mandated training across Town departments.
- Completed 4th Quarter Compliance activities relative to drug/alcohol use screening for safety-sensitive positions.
- Audited full-time employee compliance with state-mandated sexual harassment prevention training requirement.

- Coordinated with Labor Counsel the presentation of documentary evidence and executed strategy to ensure the Town prevailed in State Labor Board case.

Highway

- The Highway Department closed the year with a drainage repair on Toll Gate Road, a catch basin repair on Cold Spring Road and five snow/ice call outs.

Building Department

- Inspectors conducted plan reviews of applications for Building, Electrical, Mechanical, Plumbing, and Demolition permit issuance.
 - 102 Applications received for November 2024
 - 314 Permits were issued
- Staff is working on creating and updating Building handouts to educate contractors and home owners by defining the permitting process and outlining the needed information for specific projects.

Economic Development

Economic and Business Development Manager Alandra Maine has been:

- Working with a Berlin manufacturer looking to move to Rocky Hill to a property owner on Brook Street.
- Working a New Britain restaurant looking to move to Rocky Hill to a space on Cromwell Ave.
- Contacted a manufacturer looking to move their headquarters from Hartford to Rocky Hill.
- Updated several links that were previously outdated including Town Profile and Business Profile
- Working on up-date to the business directory.
- Working with EDC on business visitations.