



MEMORANDUM

To: Town Council
From: Ray Carpentino, Town Manager
Date: 2/18/2025
Subject: Town Manager's Report
Copies: File

2025 STEAP Grant

- STEAP Grant applications are due 2/20/25. After soliciting Department Head input on priority projects, it was decided that an application should be submitted to replace the underground diesel (4,000 gallons) and gasoline (10,000 gallons) fuel tanks located at the Highway Garage. The two tanks were installed in 1999, with a maximum life estimated to 2029. The replacement of the tanks is included in our CIP. The cost for this project is still being analyzed but is expected to approach the \$700,000 range.

This year, the State is increasing the maximum grant award to \$1MM. Even though the program recommends municipalities provide a 20% matching funds, we are considering submitting our proposal without a match.

Community Development

- Staff and Finance & Operations Director met with "Journey Home" to see if we could partner with them to take discarded furniture from our bulk pick up (and out of waste stream) and donate to those who are in need. This would go towards Sustainable CT initiatives. We are posting their information on the website. They are looking to add Rocky Hill to the list of towns served on their website.

Planning & Zoning

- Currently reviewing a Special Permit/Site Plan Application to combine properties and reconfigure gas pumps and the building into a relocated retail convenience store and gas station for properties located at 2720 and 2736 Main Street.
- Currently reviewing a Site Plan proposal for a 3120 square foot commercial building for property located at 17 Laurel Road.
- The PZC continues to review and discuss the up-date to the Plan of Conservation & Development.

Senior Center/Services

- AARP Income Tax Preparation appointments began on 2/3 with 22 appointments scheduled per day for a total of 11 days. There are only 2 days left with any openings.
- All Senior Services staff participated in First Aid/CPR/AED training in January. All participants received Red Cross Certification.

Human Services

- Collaborations this month included planning for Hop Around the , Keynote speakers for CRPA, CCHD for Opioid initiatives and Walk this May, the Police Department for state

reporting protocol, the Fire Department for Boys group mentoring, Veterans Assistance Programming for service animal training and the Commission on Inclusion & Innovation for collaborative efforts.

- There continues to be a challenge for securing programming space in the Community Center and Town Hall.
- Staff continues to serve the homeless population as it continues to rise with increased need for resources (shelters, transportation, etc.).

Tax Collector

- We have been receiving weekly payments from Taxserv, the collection agency we hired for delinquent tax payments. Total collected to date is \$266,829.
- The Department continues to be challenged collecting payments from taxpayers who are unwilling to pay. Staff have called some taxpayers to remind them that their payments have not been received, which usually prompts them to act quickly.

Building Department

- Inspectors conducted plan reviews of applications for Building, Electrical, Mechanical, Plumbing, and Demolition permit issuance.
 - 141 Applications reviewed for January
 - 112 Permits were issued
 - 286 Inspections were performed
- Building Official is working with OpenGov (Permit Software Co.) to design and resolve application issues to improve services for applicants and staff.

Facilities

- Completed the Fire House 2 roof replacement project.
- Completed the Fire House 2 roof top AC unit replacement.
- Completed the Fire House 3 task list generated by volunteer staff for preparation of a state OSHA inspection.

Economic Development

- Manager Alandra Maine is working with a donut shop owner (not Dunkin) for a location in Rocky Hill.
- Manager Maine toured Kelson Row. 62 units are occupied.
- Manager Maine is working with Parks & Rec on a new event called "Make Music Day". She will be working to get the business community involved. Make Music Day is an all-day event where people gather to make music. Local businesses participate and host live music in various locations. This will help create an arts + culture movement in town. Make Music Day will be Saturday, June 21, 2025 .