



MEMORANDUM

To: Town Council
From: Ray Carpentino, Town Manager
Date: 12/15/2025
Subject: Town Manager's Report
Copies: File

Highway

- The Highway crew continues leaf removal operations throughout Town.
- Century Hills Drive Phase I sidewalk project required 28 trees be removed along the path of the new sidewalk. The Highway Crew did a tremendous job removing all the trees safely.
- The Highway crew cleared and grubbed brush and trees at the Dividend Pond dam for the installation of a new fence, fine graded the area and added process to the driveway and parking lot.

Beach Road Culvert Update

- The wetlands were flagged and surveyed and borings were performed in mid-November. This data is being used to create a preliminary design. The project schedule predicts 30% design plans for review at the end of December.

Old Forge Culvert

- The preliminary design (30%) has been completed. A meeting between AI Engineering, the CTDOT liaison overseeing the project, and Weston/Sampson, the Town's design consultant, are arranging a meeting to discuss potential revisions.

Kelson Row

- On December 17th, the Planning & Zoning Commission will be reviewing a Site Plan modification request for Building 9 at Kelson Row, reducing the approved retail square footage by more than half to allow up to 5500 sqft of medical office space.
- Also, on December 17th, the Planning & Zoning Commission will be reviewing a Special Permit request to renovate the vacant Mobil gas station located at 940 Cromwell Avenue into a convenience store/gas station

Century Hill Phase II

Staff is in the process of design modifications and cost estimate modifications for review by CTDOT and CRCOG. We are planning to bid the project spring '26 if CTDOT grants approval.

Minutes

As a result of the loss of JoAnn, the Council's Clerk, we are working with CivicPlus, the company hosting the Town's website, to implement an automated process to prepare minutes and integrate agendas and agenda packages. Staff is currently being trained.