



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: September 21, 2022
Re: Monthly Report – August 2021

GENERAL ADMINISTRATION

As a result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on August 10th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Renata Bertotti, Town Planner, schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month with developers regarding 690 Cedar Street and Pane Road projects. I had an interview with Mark Jahne of Newington Life to discuss Economic Development projects in Newington.

On August 4th, I had a phone conversation with Collin Baker of marketing agency CGI Digital to finalize the video production schedule they are doing in Newington. We met continuously throughout the month.

On August 4th, I also attended the Special Meeting of the Town Council to discuss Newington High School roof repairs; Silktown Roofing will initially replace roof areas J and G.

I met with the Central CT Health District along with other Town Managers on August 6th to discuss the ongoing global COVID-19 pandemic and the actions being taken within the municipality currently and for the near future.

On August 6th, I attended an Adult Use Cannabis Zoom meeting with Town Planner Renata Bertotti to discuss Governor Ned Lamont's proposal to legalize adult-use of cannabis and the potential effects it could have on our community.

On August 10th, I had a Zoom staff meeting with Department heads to discuss COVID-19 and the actions being taken within the municipality. The following policies will be in place for all Town buildings, effective August 9, 2021: Masks required for all, regardless of vaccination status; town buildings will be open to the public by appointment only; COVID-19 screenings will continue to be required by anyone from the public who enters a Town building.

During the Town Council meeting on August 10th, I updated the Councilors on the status of COVID-19 and the actions being taken within the municipality. Charles Brown, Director of Health for the Central CT Health District, was also present to discuss town wide statistics and the effect of the emerging COVID-19 delta variant within the region. Eileen Francolino provided a report on behalf of the 150th Anniversary Steering Committee. Old Business also included a discussion regarding an Amendment to the Adopted Meeting Schedule to cancel the August 24th, 2021 regular Town Council meeting and an Amendment to the Simple Recycling Agreement. There was an introduction of the creation of a Permanent Municipal Building

Commission and of the Land Acquisition Fund. New Business discussed at the meeting included the Municipal Radio System Project--public safety and Mill Pond Pool Project, as well as Sustainable CT--optimizing equity--the adoption of a Statement on Equity.

On August 16th, I attended a Zoom meeting regarding proposed apartments at Russell Road and East Cedar Street.

On August 20th, I attended a CRGOC (Capital Region Council of Governments) Press Conference (via Zoom) on Request for Statewide Mask Mandate. CRCOG is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region.

I had a Zoom meeting on August 20th with Facilities regarding the current cleaning service we have for the Town and the level of service they are providing.

On August 25th, Kevin Maloney of the Connecticut Conference of Municipalities provided an update (via Zoom).

I had a meeting on August 27th with Department heads regarding COVID-19 to keep them apprised of the status of the pandemic in our municipality.

On August 31st, I had a public safety radio discussion with Paul Boutot to further determine our needs and start moving forward.

Throughout the month, I met with Union leadership to discuss issues and concerns. Ongoing meetings have been scheduled for next month.

Department head one-on-ones have been postponed and will be scheduled on an as-needed basis.

Overtime

Paid overtime during the month of August 2021 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	27.4	\$ 1,522.94
Weekend Standby and Call-in	16.0	\$ 754.08
Road Maintenance	15.6	\$ 523.20
Tropical Storm Henri	94.4	\$ 5,822.80
Totals	153.4	\$ 8,623.02
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	249.0	\$ 11,703.00
Totals	249.0	\$ 11,703.00

POLICE DEPARTMENT	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 314.42
Patrol	679,403.00	143,618.09	685,889.00	95,422.39
Investigation	90,645.00	400.87	90,645.00	5,545.29
Traffic	4,908.00	706.74		
Communication	173,748.00	18,717.21	173,748.00	17,792.06
Education/Training	143,085.00	13,622.40	143,085.00	3,631.52
Support Services	60,413.00	673.18	60,413.00	2,007.53
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$ 177,738.49	\$ 1,163,466.00	\$ 124,713.21
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 3,047.79	\$ 28,085.00	\$ 31,992.78
Snow and Ice Control	130,000.00	0.00	165,297.00	0.00
Traffic	0.00	0.00	4,057.00	2,221.93
Vehicles and Equipment	34,145.00	3,191.77	32,822.00	13,344.95
Leaf Collection	35,267.00	0.00	33,898.00	0.00
Total	\$ 228,629.00	\$ 6,239.56	\$ 264,159.00	\$ 47,559.66
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 37,277.23	\$ 84,839.00	\$ 34,116.45
Cemeteries	17,109.00	0.00	16,445.00	179.52
Total	\$ 105,466.00	\$ 37,277.23	\$ 101,284.00	\$ 34,295.97

PERSONNEL

- The vacant Administrative Secretary I (C-8) position was posted internally to the Union on August 4th, with a closing date of August 11th. The position was posted externally to the public on August 13th, with a closing date of August 23rd. Testing was scheduled for September 9th.
- To help address COVID-19 concerns with opening the Town doors, a temporary Front Desk/Building Attendant position was posted on August 18th, with a closing date of August 27th.
- Interviews for the vacant Clinical Services Coordinator position took place on August 5th.
- Interviews for the vacant part time Fire Marshal position took place on August 23rd & 25th. The position was offered to Robert Regina and John Hofmann.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The first month of the 2021-22 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2021-22 plan year were estimated at \$978,211. The total paid claims from the Health Benefits Fund for July 2021 were \$914,416. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

Cumulative Claims through July, 2021

	Town	Board of Education	Total
Estimated Claims	229,866	748,345	978,211
Actual Claims	153,910	760,506	914,416

ACCOUNTING AND ADMINISTRATION

- Janet Murphy, Director of Finance, attended Council meetings and Public Hearing for the Anna Reynolds School Project.
- Director of Finance and Deputy Finance Director began work on closing the fiscal year and preparing documents for our auditors.
- During the month, all staff did various functions to close out and start the fiscal year. Included in this are such things as the closing of blanket purchase orders and preparing MUNIS for the fiscal year closing which will take place September 10th.

- Our accounts payable vendor listing was cleaned out for inactive vendors. Information was sent out to the remaining vendors on our new address and getting them to sign up for ACH payments.
- Lisa Rydecki, Deputy Finance Director, completed the In-Kind schedules for the State Department of Education ED001 Forms.

The Town did not receive grant payments from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

8/31/2021

	Interest Earnings		\$ Invested
	Budget FY 2020-21	Actual Year to Date	
General Fund	\$300,000	\$13,355	\$36,547,938
Special Revenue Funds	48,000	563	741,674
Capital Projects Funds		294	1,094,014
Internal Service Fund	35,000	1,363	5,387,265
Trust and Agency Funds		401	1,103,179
Total, Estimated by Fund			\$44,874,070

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

08/31/2021

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.15	.20	1,606	2,905	\$16,809,867
Bank North	.12	.12	119	119	560,629
TDBank (new)	.50	.50	2,292	2,292	10,827,783
Farmington Bank	.25	.25	1,431	1,430	8,445,639
Webster Bank	.10	.10	751	897	3,174,282
Liberty Bank	.20	.30	831	1,302	5,055,870
Total Outstanding Investments					\$44,874,070

Rates reflect avg. monthly yield, annualized

Assessor:

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through August 30th.
- Preparation for the October 1, 2020 Grand List began with Personal Property field inspections starting to pick up any new accounts that opened for business since last year and removal of any businesses that closed.
- Ten (10) Personal Property accounts were selected for audit by our outside auditing firm.
- Work on the 2020 Revaluation shifted into high gear this month. The Residential revaluation appraiser met with the Assessor to review preliminary values for residential properties.
- Input of Income & Expense information continued to be added to the commercial revaluation database for the development of preliminary commercial values to be determined in the next 60 days.
- Per the revaluation contract, the revaluation company was responsible for the processing of all Data Mailers. Due to some miscommunication, the Assessor unexpectedly processed approximately 3,000 returned residential Data Mailers that were mailed out to select residential property owners in April 2020. The processing of these Data Mailers updated the current assessment information contained

in the revaluation database for residential properties to ensure accurate final valuations. As a result, the Assessor is negotiating a credit to the total revaluation contract price due to his completing a significant portion of their work.

Revenue Collector:

- August Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$9,274,677.67. Prior year taxes collected amounted to \$69,428.54, and included in that amount is \$3,121.65 for suspended accounts.
- This year's August collections on the current Grand List is 48%, which is lower than last year's rate of 54% due to Governor Lamont's Executive Order for an extension for taxpayers until October 1st.
- The end of September should be heavy with collections as we near the end of the extended 90-day grace period.
- Delinquent notices were mailed to 100 real estate taxpayers, 41 personal property owners and 1,035 motor vehicle taxpayers who are in arrears.
- Auditors were in and reviewed tax records to begin their annual evaluation of the Tax Office.

POLICE DEPARTMENT

Patrol Calls for August are as follows:

Abandoned MV 6	Fire Task Force Activation 0	MV Evading 14
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 66	Fire Trouble Alarm 0	MV Injury 16
Alarm Hold Up Alarm 2	Fire Vehicle Maintenance 0	MV Property Only 89
Alarm Residential Burg Alarm 22	Fire Vehicle Fire 1	Neighbor 10
Altered Mental Status 1	Fire Water Problem 0	Noise 14
Animal Complaint 12	Fireworks 5	Non Collect Person 0
Arson/Fire Invest 0	Follow Up 36	Notification 0
Assault 0	Found Property 14	Open Door/Window 33
Assault in Progress 0	Gun 2	Other Archive 0
Assist Motorist 0	Harassment 15	Parking Violation 8
Assist Notification 0	Hazard 36	PD Assist Fire Dept 37
Assist Other Agency 28	Hazmat 0	Personal Relief 1
Bad Check Insufficient Funds 0	Hold Up Alarm 1	Pistol Permit 24
Blighted Property 0	HOPE Project 0	Prisoner Care 4
Bomb Threat 0	Illegal Dumping 1	Private Duty 0
Breach of Peace/Disorderly 12	Impersonating Police 0	Property Found 0
Burglar Alarm 1	Indecent Exposure 0	Property Lost 5
Burglary 68	Intoxicated 2	Prostitution 0
Car Seat 1	Juvenile Complaint 18	Recovered Stolen MV 3
Check Welfare 70	K9 Assist 0	Rescue Call 0
Check Welfare 911 32	Kidnapping 0	Residential Lockout 4
Check Welfare Other 6	Landlord/Tenant Dispute 6	Robbery 1
Clear Lot 6	Larceny 51	Roll Call 3
Construction 0	Larceny from MV 29	Serve Subpoena 0
Court Detail 12	Lift Assist Only 13	Serve Warrant 24
Criminal Mischief 11	Liquor 1	Sexual Assault 0
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 23	Location Check 233	Specific Detail 89
Dog Complaint 26	Location General 0	State Pistol Permit – Tempo 0

Domestic 24	Location School 1	Stolen MV 3
Door Check 0	Lockout Building 1	Sudden Death 5
Drug 1	Lockout MV 1	Suicide 0
DUI 4	Lost Property 5	Suicide Attempt 0
EDP 22	LTA 0	Suspicious MV Unoccupied 10
Escort/Transport 5	Meal 0	Suspicious Report 148
Escort/Funeral 4	Medical Alarm 17	Test 5
Escort Other 0	Medical Cardiac 0	Threatening 1
Escort Retrieval 0	Medical Complaint 239	Tobacco 0
Escort Tax 0	Medical Diabetic 2	Tow 7
Fingerprint 0	Medical Fall 10	Town Ordinance Violation 0
Fire Alarm Commercial Bldg 11	Medical Mutual 0	Traffic Stop 136
Fire Alarm Residential 2	Medical Other 1	Traffic Stop Attempt 8
Fire CO Detector no sympt 1	Medical Respiratory 3	Traffic Survey 0
Fire CO Detector with sympt 0	Medical Stand By 3	Training 0
Fire Extrication 0	Medical Trauma 2	Trespass 10
Fire Hazmat 2	Medical Unresponsive 2	Unknown 47
Fire Mutual Aid Request 0	Missing 3	Water problem 0
Fire Other 17	MV Abandoned 1	
Fire Rescue 0	MV Assist 34	
Fire Special Detail 0	MV Complaint 39	
Fire Stand By 0	MV Fire 0	
Fire Structure Fire 2		Total: 2,087

- In August, the Detective Division Report:
 - Handled 48 investigations, 48 remain ongoing.
 - Served 20 warrants; 18 by Patrol officers, 2 by Detective Division.
- In August, the Animal Control Officers had the following activity:
 - 41 Total Calls: 27 Dog, 12 Animal, 1 Specific Detail, 1 Follow-ups, 24 Police Assisted – No ACO
 - 2 Total Bites: 0 Dog vs Dog Bites, 2 Dog vs Human, 0 Feral Cat vs Human
 - 5 Total Impounds: 5 Redeemed, 0 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 65 Incoming Phone Calls, 13 Letters (No License/Barking/Littering), 3 Written Warnings, 0 Outbound calls for Delinquent License, 0 Infractions, 0 ACO Call-Ins
- Notable Cases/Events:
 - Actively working with Postal Service. Several calls came in from mail carriers and educating dog owners, checking rabies status and dog license requirements. Post office provided a long list of dog owners that carriers have identified as problematic.
 - Actively working through the dog license delinquent list, and letters will be going out starting in September. After this date, the money stays in the Town vs. the State.
 - 8 Boulevard: Unable to track down dog. I forwarded the restraint order to the Simsbury ACO for their records. No further actions have been done.
 - 61 Summit: An appeal has been received by the State, and we are awaiting information on the appeal process and date for hearing. No further information has been received at this time.
 - 1 sudden death where 2 cats were left behind. Worked with both families to find rescues to take the cats.
 - CHS dump/found dog; after investigation, it was identified the person who “found” the dog actually owned it and knew CHS would take it in. Dog owner from Waterbury. Returned dog as all they

needed was boarding. They paid the full kennel bill to CT-K9 and paid to get the dog vaccinated for Rabies. Provided them with a list of kennels for future use.

- In August, the Patrol Division had the following activity:
 - On 8/9/21, Officers were dispatched to Dunkin Donuts on Main Street for a report of a robbery. Upon arrival, the officers learned that a tall, thin female wearing dark clothes was the suspect. The clerk reported she had been in the back room, and when she came out to the register area, she noticed the female behind the counter kneeling next to the register. The clerk reported when the suspect saw her, the suspect charged at her demanding money. The suspect backed the clerk into the back room and started throwing items from the shelves, one item striking the clerk in the face. The suspect then fled the scene in a black Nissan Altima. It was later determined the suspect took cash and change from the register area. Follow up with the owner of the vehicle revealed a suspect, and an arrest warrant is being drafted. This female was identified as a possible suspect in several other robberies and larcenies in the area.
 - On 8/14/21, an Officer conducted directed patrols in the Turnpike motels due to the prevalence of narcotic and prostitution activity at these locations. The officer located a female, who appeared to be unconscious, in the front passenger seat of a parked car in the lot of Grantmoor motel. The officer contacted the female, and she woke up. She was demonstrating the traits of someone under the influence of narcotics. In plain view within the vehicle, the officer noticed drug paraphernalia and narcotics. When confronted with the evidence, the female admitted to injecting heroin and fentanyl. The evidence was seized, and the female was subsequently arrested.
 - On 8/17/21, Officers responded to the Cube Smart Storage facility on Costello Road for reports of burglaries to multiple storage units. During the investigation, it was determined that approximately sixty (60) storage units had been burglarized. It appears as though the suspects used a car jack to force open the exterior garage door of the units and rummaged through the property inside. Investigation into these burglaries has been difficult due to the lack of cooperation from Cube Smart. They refused to provide the identification of the victims who rented the units, so it has been difficult determining what property has been stolen. Cube Smart is also forcing the officers to complete search warrants for surveillance video. This incident is still under investigation by the Patrol Division.
 - On 8/23/21, Officers were dispatched to Cortland Way for a report of an attempted burglary from a motor vehicle complaint. The complainant reported a Hispanic male was checking door handles of vehicles parked in driveways. As officers arrived, they located a male attempting to enter a vehicle. The suspect was detained, and multiple residents reported he was attempting to enter their vehicles. Once the suspect learned he was going to be arrested, he attempted to forcefully flee the custody of the police and destroy his identification. He was controlled and taken into custody. He was arrested for interfering with police, narcotic possession, and burglary charges.
 - On 8/24/21, an Officer was traveling northbound on the Berlin Turnpike and was notified by a motorist of an erratic operator in a white Chevy pickup truck. The officer located the vehicle and conducted a motor vehicle stop. The Officer discovered the Chevy was reported stolen by the New Britain Police Department. A high-risk traffic stop was conducted, and the operator was removed from the vehicle and taken into custody without incident. The operator was charged with larceny and motor vehicle violations.

Property Report August 2021

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	20	\$ 6,851
Vehicle Inventory	0	\$ 0
Stolen	148	\$ 196,492
Abandoned	0	\$ 0
Evidence	96	\$ 6,741
Found	5	\$ 0
Lost	17	\$ 9,753
Seized	14	\$ 1
Recovered	16	\$ 2,690
Impounded	0	\$ 0
Informational	3	\$ 600

Towed	0	\$ 0
Total	319	\$ 223,128

- Police Department Overtime August 2021

- OT July \$152,454 3 pay periods (one holiday)
- OT August \$ 86,613 2 pay periods (no holidays)
- \$ 65,841 decrease
- During August 2021, one officer from the Patrol Division has remained temporarily assigned to the Detective Division serving as the property officer since the civilian property officer position remains unfilled, and a second officer who was on light duty assisting in the Detective Division has been out on medical leave. This has resulted in two officer vacancies. Furthermore, for a few days of the pay periods covered in this report, a Patrol Sergeant and Officer were out on light duty, and for one week an Officer was out on light duty. Additionally, there are three officer openings in the Patrol Division. These vacancies have an impact on patrol overtime since some patrol districts are left unstaffed which could be used to reduce overtime by covering officers who may take time off. Also, if the 105 (midnight) district officer's days off fall on Thursday, Friday or Saturday, that shift is covered with patrol overtime as well.
- Administrative overtime of \$0, the same as the previous month.
- Patrol overtime of \$70,034, a decrease of \$49,573 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time), 105 district days off (Thursday, Friday, Saturday), and holdovers or scheduled overtimes for officers involved in casework related to domestic arrests, serving a search warrant out of town, serving PRAWN arrest warrants, recovery of stolen property in regard to a larceny case, traffic stop, trespassing case, supervisor completing paperwork after shift, and a burglary complaint.
- Detective Division overtime of \$291, a decrease of \$1,446 from the previous month. Overtime included a callout for a Detective to process a burglary.
- Traffic Division overtime of \$0, a decrease of \$707 from the previous month.
- Communications overtime of \$10,621, a decrease of \$5,541 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and filling of shifts on days and evenings when only one dispatcher is scheduled to ensure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000 hrs. to 0400 hrs. on the midnight shift on Thursday, Friday and Saturday. There is also currently a dispatcher opening which creates the additional overtime.
- Educational overtime of \$5,345, a decrease of \$8,544 from the previous month. Overtime included coverage of shifts for officers training with the Emergency Response Team and two supervisors attending an Internal Affairs' class. Additionally, a supervisor attended an FBI LEEDA training class for supervisors.
- Support Services overtime of \$322, a decrease of \$30 from the previous month. Overtime was related to a mental health evaluation of a supervisor pursuant to the Police Accountability Bill.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of August, 2021. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

Code	Incident Type	Count
1	Fire	
100	Fire, other	0
111	Building fire	0
113	Cooking fire, confined to container	1
131	Passenger vehicle fire	1
140	Natural vegetation fire, other	2
142	Brush or brush-and-grass mixture fire	2
150	Outside rubbish fire, other	1

	Total	7
3	Rescue & Emergency Medical Service Incident	
311	Medical assist, assist EMS crew	1
352	Extrication of victim(s) from vehicle	1
	Total	2
4	Hazardous Condition (No Fire)	
400	Hazardous condition, other	1
411	Gasoline or other flammable liquid spill	4
412	Gas leak (natural gas or LPG)	1
423	Refrigeration leak	0
424	Carbon monoxide incident	0
440	Electrical Wiring/Equipment Problem, other	1
441	Heat from short circuit (wiring), defective/worn	0
444	Power line down	6
445	Arcing, shorted electrical equipment	1
	Total	14
5	Service Call	
500	Service Call, other	0
511	Lock-Out	2
520	Water problem, other	1
521	Water evacuation	0
522	Water or steam leak	1
531	Smoke or odor removal	2
542	Animal rescue	0
550	Public service assistance, other	1
552	Police matter	0
571	Cover assignment, standby, moveup	0
	Total	7
6	Good Intent Call	
641	Vicinity alarm (incident in other location)	1
651	Smoke scare, odor of smoke	0
652	Steam, vapor, fog or dust thought to be smoke	0
671	HazMat release investigation w/no HazMat	0
	Total	1
7	False Alarm & False Call	
700	False alarm or false call, other	6
730	System malfunction, other	5
733	Smoke detector activation due to malfunction	5
735	Alarm system sounded due to malfunction	2

736	CO detector activation due to malfunction	2
740	Unintentional transmission of alarm, other	2
743	Smoke detector activation, no fire – unintentional	0
744	Detector activation, no fire – unintentional	1
746	Carbon monoxide detector activation, no CO	0
	Total	23
8	Severe Weather & Natural Disaster	
800	Severe weather or natural disaster, other	1
	Total	1
9	Special Incident Type	
911	Citizen complaint	0
	Total	0
	Total Calls	55

Fire Chief

Fire Responses - 30 Incidents

- Command Staff Meeting
- Chief's Meeting
- Safety Division Meeting
- Attended training session in Rocky Hill
- Attended Officer Training on Ventilation
- Met with EMS Chief
- Met with Dispatch Supervisor to correct dispatch issues
- Had discussions with Chief Regina about training division activities
- Had discussions with Chief Lapierre on Budget weekly
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff
- Had discussions with Chief Nesklada on apparatus and building projects
- Communication meetings about new radio system
- Zoom meeting for grant updates
- Attended Zoom meeting on COVID-19 Protocols
- Attended Monthly meeting for Public Safety Chiefs
- Prepared department for Tropical storms
- Attended a personnel meeting with members
- Looked over SOP/SOG's completed by committee
- Came up with ideas to submit to Chief Lapierre to send to grant writer

Training Report

Progress History

- Officer training for August was held at Fire Headquarters and was focused on the route that air/oxygen takes when it heads in to feed the fire and the route that fire, smoke or heat travels to leave the building (flow path). Captain Machado was lead instructor.

August 16, 2021 – August 26, 2021

- Our drills for all companies covered coordinated vertical ventilation, proper tool usage and the techniques in using tactical ventilation. The drills for all companies focused on the proper methods of cutting, sounding the roof for structural damage and working as a team when on a roof.
 - The drills were held at the Rocky Hill Fire Station #2 on New Britain Avenue. Captain Machado was lead instructor.

- The daytime drill was held on August 26, 2021 with Captain Eric Giansanti as lead instructor. We have agreed to train with Rocky Hill daytime firefighters to compensate for Rocky Hill's lack of daytime drills.

Plans

- Our new Fire Marshal will be conducting a Firehouse NFIRS training for all members including the importance of accurate reporting/narratives for courtrooms.
- September drills will be Forcible Entry with a Department drill on NFIRS.
- Online training and officer training will be coordinated with our practical training exercises.
- An online calendar, in conjunction with the Lexipol FireRescue1 online training program, will be developed for training dates, content and location. Lexipol will be releasing an online application in the coming months.
- All of our drills are distributed months in advance to each Company. Taskforce 51 (Berlin, Cromwell, Rocky Hill and Wethersfield) is now notified of our drill schedule.
- Scheduling demonstrations of ESO (Firehouse) and Alpine (RedNMX) software applications for Fire Department and Fire Marshal's Office.

Drill Schedule

Forcible Entry (Newington Training Grounds)

Officer Training – September 14th

Company Drills – September 20th and 27th

Daytime Drill – September 30th

Rope Rescue (Fire Headquarters/Cedar Mountain)

Officer Training – October 12th

Company Drills – October 18th and 25th

Daytime/Department Drill – October 30th (Cedar Mountain)

This drill will utilize the training and practical experience of our training officers and members who attended the OT and Company drills.

Advanced Extrication (Newington Training Grounds)

Officer Training – November 9th

Company Drills – November 15th and 22nd

Daytime Drill – November 25th

Classes

Category	Classes	Attendees	Hours
AP02 – Apparatus Check Procedures	1	1	3.5
AP20 – Pump Operations	1	14	35
AP50 – Aerial Operator	1	4	4
DT04 – Driver Training Road Time	5	11	8
HC20 – Handline Operations	2	17	40
IH01 – Multi Company Training	3	62	129
IH02 – Officer Training	1	16	8
IH12 – Company 2 Training	1	17	34
IH13 – Company 3 Training	1	16	24
IH14 – Company 4 Training	1	2	4
NFDREHAB - NFD Rehab Training	1	1	8.5
Totals	18	161	298

FIRE MARSHAL

During the month of August, the Fire Marshal's Office engaged in a total of 76 activities.

Executive Summary:

September 6, 2021 marked my second month as Fire Marshal. Over the past two months, this office has worked diligently to identify procedures and processes that impose unreasonable restrictions in production

and implement corrective actions to improve both the efficiency and effectiveness of this office's operations.

It is apparent that prior to my arrival, this office lacked a vision and leadership. It is my goal to not only provide this, but to increase the abilities of this office and the personnel assigned while maintaining a financially responsible budget.

I would be remiss if I did not commend the work of Deputy Fire Marshal Craig Stegmaier and Fire Code Inspector Meghan Manke, for their professionalism and hard-work, in the absence of a full-time Fire Marshal. Both of these individuals were able to ensure that all of the required tasks were completed and all customers, both internal and external, received exceptional service.

Major Projects:

- Firehouse Software: this office, previous to my appointment, inconsistently used the Firehouse Software database. While this program is extremely antiquated (see note below) it is a tool that can assist in planning and prioritizing inspections and activities. All members of the Fire Marshal's Office have started to use and input as much data as possible and have been using this program to document inspections.
- Record Retention: we have been working closely with the Town Clerk's Office to reduce the amount of information that is retained while ensuring compliance with the State of Connecticut Records' Retention Policies.
- Annual Inspections: I am currently in the process of evaluating and assigning inspection responsibilities to all of the inspectors. This project is expected to be completed by the end of September and will allow for improved time management and inspection completion.
- Standard Operating Procedures/Policies: development of Standard Operating Procedures is on-going. Upon my appointment, there were no official documents. Currently, 5 procedures have been developed and implemented with many more to come. This will ensure consistency in the way that any staff member represents this office and conducts business.
 - A-001: Customer Service Management
 - A-002: On-Call Coverage
 - A-003: Delegation of Authority
 - C-004: Blasting Operations
 - F-001: Fire Investigations

Updates:

- This office is collaborating with the Fire Department Executive Staff and Town Information Technology Department to evaluate and select a better Record Management System to replace Firehouse. This upgrade will improve the effectiveness of the Fire Marshal's Office greatly and allow for better reporting.
 - Note: once selected, this office will require a designated period of time to input all of the occupancy information. While there is some information in the Firehouse Software System, it has been set up incorrectly. By starting with a blank program, we can ensure that all critical information is entered correctly and all interested parties have access to it.

HIGHWAY DEPARTMENT

Administration:

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Continued with all project planning and scheduling
- Attended monthly Environmental Quality Commission meeting
- Attended Eversource storm preparedness seminar
- Attended EOC meeting in response to the prediction of tropical storm Henri
- Met with Town Manager to discuss various projects
- Attended MDC Hurricane Protocol meeting in preparation of Storm Henri
- Attended EOC for storm preparation
- Met with Town Engineer to discuss drainage project at Badger Field
- Coordinated with Laviero Construction to update sidewalk ramps to prepare for road paving
- Posted vacant Operator I position

Roadway Maintenance:

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Constructed parking spaces for walking trail located on Russell Road (CT Humane Society)
- Removed concrete blocks for outdoor dining at Rooster Company
- Relocated concrete blocks for outdoor learning at High School and Martin Kellogg School
- Completed repairs on bridge at North Main Street
- Patched Mill Pond Pathway
- Assisted facilities with removal of propane tank and stairs at the old Transition Academy
- Removal of sidewalks on Centerwood Road
- Repaired catch basin on pathway at High School softball field to prepare for paving project
- Catch basin repair was completed on Candlewyck Drive
- Crews cleaned catch basins as needed in preparation of Tropical Storm Henri
- Crews responded to downed trees and road closures during Tropical Storm Henri
- Crews continued preparation for next set of roads scheduled for overlays which included repair/replacement of catch basins as needed
- No evictions scheduled for the month
- Responded to two (2) after hour call ins for tree in roadway: Orchard Avenue and Richard Street

Fleet Maintenance:

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Continued upfitting new police vehicle
- Mechanics assisted Parks Department with roadside tree trimming

Sanitation/Recycling/Landfill:

- Scheduled 177 residential bulk items for collection for the month
- Scheduled 51 condominium bulk items for collection for the month
- Scheduled 51 condo/residential scrap metal items for collection for the month
- 787 tons of cumulative Municipal Solid Waste were collected for the month
- 204 tons of cumulative recyclables were collected for the month
- 140 mattresses/box springs were recycled for the month
- 11 televisions were collected for the month
- Issued 38 permanent landfill permits and 11 temporary permits for the month

TOWN ENGINEER**Permits:**

- Reviewed 3 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 22 permits: 12 Excavations; 10 Driveways
- Reviewed 127 utility clearance notifications: 116 Routine; 11 Emergency

Meetings:

Represented the Town/Department:

- CRCOG transportation committee meeting
- TON public works meeting (engineering, planning, highway, parks, facilities)
- TON public safety meeting (engineering, fire, police, EMS, IT)
- TON economic development meeting (engineering, planning, building, fire marshal, assessor)
- Town Council Meeting(s), as requested
- TON CIP/budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meetings with developers and engineers/architects, as requested
- Town Hall and Community Center Construction Project

- Meetings with residents/businesses

Site Plan Review: Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission.

Reviewed site plans:

- 94 Holmes Road: Site plan review
- 80 Fenn Road: Site plan modification review
- 890 Willard Avenue: Subdivision plan review
- 2414 Berlin Turnpike: Site plan review
- 324 Alumni Road: As Built survey review
- 2897 Berlin Turnpike (Firestone): Site plan review
- 14 Fenn Road: Site plan review
- 16 Fenn Road: Site plan review
- 712 Cedar Street: Site plan review
- 2530 Berlin Turnpike: Site plan review
- 50 Mill Street Ext: Site plan review
- Deming Street – Peckham Farm subdivision: Site plan and easement review
- 359 Church Street: Subdivision concept review
- 3333 Berlin Turnpike: Site plan review
- 285-293 Connecticut Avenue: Subdivision plan review
- 285 Willard Avenue: Plot plan review
- 129 Willard Avenue: Site plan review
- 135 Fenn Road: As Built plan review
- 248 Maple Hill Avenue: Plot plan review
- Culver Street: Preliminary stormwater management review meeting
- 84 Faith Road: Bond reduction field inspection
- 690 Cedar Street: Site plan review
- 203 Costello Road: Site plan review

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curbs, sidewalks, traffic signals, street lights, dams, drainage, stonewalls) throughout town.

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/Eversource (CL&P) regarding utility projects in Newington.
- Coordinated with CDOT regarding state projects in Newington.
- Coordinated with CDOT regarding local road initiatives: RRFB, crosswalks, horizontal curve signage, 2021 paving).
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants), sewage backups, and road restoration.
- Coordinated with PURA (Eversource and Frontier) for restoring underground service to the Deming Farm Road neighborhood (Newington Ridge Preserve development).
- Research and provide engineering data to Town Attorney to defend TON against lawsuits.

Engineering for Town project: Assisted Town departments with in-house projects:

- Town Manager/Facilities: TON facilities evaluation by Owens - project coordination
- Town Manager: Pheasant Run – Drainage improvements – design and public outreach
- Town Manager: prepared preliminary dog park layout – preliminary design
- Town Manager: prepared preliminary bus storage layout – preliminary design
- Facilities: Garfield Street Parking Lot - site improvement plan

- Facilities: Solar Energy Projects - project coordination
- Facilities: Senior Center window replacement – grant/project management
- Facilities: Senior Center – HVAC replacement – project management
- Highway: (LOTCIP 2018) – complete street project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review
- Highway: (LOTCIP 2020) – complete street project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Lane traffic signal – surveying and design services
- Highway: Design services - town facility paving preparation (FD5, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project – design services
- Engineering: Main Street 2020 Community Connectivity Project – preliminary design services
- Engineering: 261 Maple Hill Avenue – sidewalk improvement plan
- Planning: Elm Hill Business District Streetscape – New Britain Avenue – conceptual design services
- Planning: Streetscape (Phase 6A) – Lowrey/Constance Leigh Drive – conceptual design services
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- Public Works: Styles Avenue (plan and profile) – design services
- Public Works: John Stewart Drive (sidewalk plan) – design services
- Highway: East Cedar Street and Ellsworth Street – survey services
- Highway: Camp Avenue – pavement widening plan
- Highway: Timber Lane/Badger Field – storm drainage evaluation
- Highway: Fisk Drive – storm drainage evaluation
- Parks and Recreation: Clem Lemire Complex – soil borings for Legends Field lighting

BUILDING DEPARTMENT

- A Building Application was submitted for a 5,300 sq. ft. car wash to be located at 16 Fenn Road. The Application is under review.
- A Plumbing Application is under review for 16 Fenn Road to supply and install trench drains, run air lines to manifolds, run water piping to manifolds, supply and install one back flow and pressure reducer. Additionally, install one 15-gallon electric water heater, exhaust for water heaters, run PVC for reclaim, relocate gas lines per owner, install extra trench drain in mechanical room. Rough & trim 1/2 bath on second floor.
- A Plumbing Permit was issued to add (1) hand sink, (1) food prep sink and (1) 2-bay sink at the Square Peg Pizza located in Montana Nights Axe Throwing at 80 Fenn Road.
- An Electrical Permit was issued to add (5) receptacles, box for data and (6) pendant light fixtures at 80 Fenn Road for Square Peg Pizza.
- An Application was submitted and is under review for a new hotel. It will be a four-story slab-on-grade, wood framed building. It will be located at 712 Cedar Street and the name is Woodspring Suites.
- An Electrical Permit was issued for Craftbird Sandos and Tenders, 1044 Main Street, to wire a water heater, 6 outlets, and replace exit and emergency lights.
- A Certificate of Occupancy was issued for the maintenance garage with offices at the Southfield Apartments located at 90 Faith Road.
- All indoor Seminars our Inspectors attended for their continuing education credit were cancelled due to COVID-19. There are online classes.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 199 Inspections. They were: A/C (1), Alarm (1), Boiler (3), Chimney (1), CO (1), Deck (3), Electrical (8), Final (107), Footings (3), Foundation (2), Framing (7), Gas Line (20), Hood (1), Insulation (4), Mechanical (4), Plumbing (1), Pools (3), Roofing (2), Rough (25), Site Visit (2).

The total number of Building/Renovation Permits issued/applied for the month of August was **182** producing a total permit value of **\$8,316,561.00**

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS/ALTERATIONS	24	222,579.00
DECK	5	26,850.00
DEMOLITION	2	26,000.00
ELECTRICAL	42	222,490.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	0	0.00
MECHANICAL	41	338,931.00
NEW COMMERCIAL	2	6,825,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	22	55,651.00
POOL	4	64,200.00
ROOFING/SIDING	27	336,085.00
SIGN	2	19,200.00
SOLAR	11	179,575.00
TOTAL	182	\$8,316,561.00

The total Building income fees received in the month of August were: **\$93,724.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$8,395.00, Environmental \$480.00, Conservation \$900.00, Zoning Board of Appeals \$520.00, Copies, Books and Maps \$69.50, Driveway/Excavation \$1,125.00, Engineering copies \$0.00. The other total income is \$11,489.50.

Below is a comparison of the Permit Values for August 2021 and August 2020:

	<u>2021</u>	<u>2020</u>
Value of Permits issued for August:	\$8,316,561.00	\$4,456,999.00
Fees for Permits issued for August:	\$93,724.00	\$25,620.00
Other income Fees for August:	\$11,489.50	\$4,356.00
Building Permits Issued for August:	182	192

Total Value of Permits and Permit Fees for the Fiscal Year:

2021-2022		2020-2021	
Value	Permit Fee	Value	Permit Fee
\$10,654,145.00	\$122,027.00	\$7,204,504.00	\$55,687.00

HUMAN SERVICES

- Summer Youth Adventure Programs wrapped up after a very successful summer. Received much positive feedback from parents and youth that they were happy to have our summer programs return.
- Clinical Coordinator position filled; new person will be starting in September.
- Food Bank continued to meet the needs of the community providing services: Grab & Go, Delivery and wellness checks to those in need. Numerous volunteers and all staff assisted with the ongoing operation of the food bank. We had hoped to return to client choice this month but had to delay due to the increase in COVID-19 positivity rates.
- Decision was made to cancel in-person volunteer Recognition Celebration planned for September this year.
- Financial casework services experienced a significant increase in cases and service hours provided. Redeterminations continued with over 400 households anticipated to participate in the holiday programs. There were several complex cases with very high needs, mental health issues, requiring assistance on multiple fronts including: voluntary conservatorship, securing Mental Health treatment,

- assisting with applications for medical coverage, transportation, housing, etc. and referrals to protective services for additional support and resources. See two other case examples below:
- Caseworker assisted young married couple with three minor children, who reside in an apartment in Newington. Client is currently studying dentistry under a student visa at UCONN and receives a monthly stipend of \$1,083/month for his employment through the program. This is currently the only income for the family of five. In order to assist the family with expenses while completing his education, his mother had originally agreed to send him \$3,000 every six months. However, due to the impact of the COVID-19 pandemic, his mother became unable to continue this financial support. As a result, the household has not received any familial assistance since March 2021. The couple was able to afford their rent through the summer by using a combination of their tax return, stimulus payments, and his student stipend. The family also accessed our town's Food Bank and utilized school resources in order to make ends meet. However, in August 2021, client used household's remaining assets to make his payment toward fall tuition in order to maintain his full-time student status and keep his student visa in good standing. This left the family short on paying rent of \$1,450 for September. Newington Human Services assisted this household by paying half of one month's rent in order to alleviate some of the financial burden and to bridge him until his next stipend payment is received in September. Caseworker has also assisted household with completing an application for 3 months of future rent to be covered under the UniteCT program.
 - An elderly gentleman expressed a need for assistance with applying for unemployment for his wife. English is his second language, and he identified himself as being Portuguese. He was retired and was receiving SSA Retirement. His wife was not employed. They did not have access to a computer. He was then referred to the American Job Center for instructions as to how to use a computer and set up the unemployment claim.
 - Many needs & services were identified: including **needed food** - assisted with Food Bank and SNAP application, **needed Medicare B & D** - assisted with state Medicare Savings Program application which will pay for Medicare B premium and assisted in selecting and enrolling for Medicare D coverage effective 9/1/2021. Client was found not to be eligible for his selected Medicare D plan; caseworker interceded speaking with prescription plan customer service and escalation unit, ultimately securing requested coverage for this gentleman; **needed eye exam and prescription glasses** which Medicare does NOT pay for. Referred to Lens Crafters - One Sight program.

Statistics – August 2021

Selected Programs	FY 21-22 Total This Month	FY 20-21 Total Last Month	FY 21-22 Cumulative Total YTD	FY 20-21 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	1 0	1 0	2 0	21 0
Youth & Family Service Hours	2	3	5	58
JRB cases : JRB hearings: JRB Service Hours:	2 0 1	2 0 3	4 0 4	1 6
Positive Youth Development	129	350	479	104
Community Service # of hours completed Challenge Course: Adult Youth (outside)	1 25 0 73	1 80 0 0	2 105 0 73	2 0 0 0
Information and Referral	199	201	400	1,098

Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	92 16 15 61	82 28 13 41	174 44 28 102	140 31 27 82
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	174.75 24.5 150.25	119.75 29.5 90.25	294.25 58.5 240.5	249 53.75 194.25
Food Bank Household visits # bags of groceries distributed Mobile truck	133 1,631 179	126 1,510 307	259 3,141	301 3,306 445
Special Needs	10	3	13	18

SENIOR AND DISABLED CENTER

- The fluctuating COVID-19 infection rate made program planning and Center access challenging this month. With Newington in the orange and red alert levels, access to the facility was limited. A considerable amount of time was spent planning, re-planning and planning some more. The Center remains committed to providing programs, services and activities to the community to support staying safe, staying active and staying connected.
- The highlights of the month were an Olympics-themed Corn Hole Tournament on August 6th and the Center's annual pool party at Mill Pond Pool on August 10th. In addition to refreshments, music and swimming, participants enjoyed a mini aquatic exercise class conducted by Program Coordinator Barb Womer.
- A few programs were cancelled this month due to the rising infection rate. These included a presentation by the Beardsley Zoo and Matter of Balance (an eight week fall prevention program). Both will be rescheduled as soon as conditions allow.
- The Center held virtual programs via Zoom including the popular Neurocize class.
- Low tech weekly programs included Boggle, meditation and bingo which is held by telephone each Tuesday and on Thursdays when there is no in-person bingo.
- The Center's Giving Garden began harvesting produce for donation to the Newington Food Pantry.
- Nutrition programs continue to be an all-hands-on-deck priority. More than 50 individuals received a total of approximately 1,050 hot meals in the month of August through Meals-on-Wheels. Along with 14 volunteers, staff continue to deliver meals regularly. While the Center is in the red alert level, staff sort and pack meals for volunteers to deliver. The Center is actively recruiting volunteers for this program.
- The Center's plans to return to in-person dining were put on hold, and the weekly Grab & Go meal option was extended. In the meantime, many participants have expressed a preference for the Grab & Go option. Unfortunately, CRT cannot provide both options concurrently. It is not anticipated that this program will return to in-person at the Center until we are stabilized in the grey alert level.
- Dial-A-Ride provided a total of 178 trips this month for 15 passengers. Service was expanded to grocery shopping and Center activities. In addition, Dial-A-Ride delivered 46 congregate meals, 190 meals on wheels and 26 program deliveries.

PARKS AND RECREATION

Recreation Division:

- 8 lifeguards received their Water Safety Instructor certification from the American Red Cross.
- Camp S'more ran at the highest attendance yet; 118 campers attended Camp S'more with fun daily activities including sports, special guest entertainers, a field trip to Lessard Lanes, swim lessons, and roasting marshmallows (s'mores).
- The pools held multiple pool parties for campers, as well as senior citizens in collaboration with the Senior and Disabled Center.

- Programs ran for half the month of August before being canceled or rescheduled due to Newington being in the “red” zone for COVID-19 cases.
- The fall program guide was published and sent out to over 30,000 households in town, advertising our hundreds of upcoming programs and camps.

Parks, Grounds & Cemeteries Division:

- Mowing frequency remained high during the month of August.
- Edging/mulching cemetery beds underway.
- Pool season ended mid-month.
- Continued worked on Mill Pond Park restoration.
- Cleared overgrown brush and weeds from Newington Fire Department Company 5.
- Field painting to install fall season ballfields underway.
- Restored bocce courts at Churchill Park.
- Weeded and mulched beds at all schools in preparation for school openings.
- Weeded and mulched beds at the Newington Police Department.
- Deming Young Farm annual cut and hay project.
- Preparation for Tropical Storm Henri.
- Fertilized athletic fields.
- Prepared for fall plantings.
- Fresh sod installed at goal mouths on north side at Newington High School.
- Irrigation repaired at practice football field.
- Trimmed low hanging limbs on Pane Road, westbound lane, just east of Church Street.
- Prepared fall plantings at angel statue in West Meadow Cemetery for Cherish Our Children walk.

Cemeteries: 14 Interments; 0 single, 1 double, 13 ash; 8 sales

Overtime: 249 hours, \$11,703

LIBRARY

- The three summer reading programs concluded at the end of August. This year’s program was Tales and Tails, and the theme was an animal theme. The program was a hybrid model with online participation and activities and some in-person involvement whenever possible. Participants read and had chances to win prize giveaways based on the amount of reading they did. By the end of the summer, 289 children participated. Seventy-one teens were registered who submitted 331 book reviews and 482 adults actively reading and submitting prize giveaway tickets. The pandemic certainly impacted this program; but despite the ups and downs, we were pleased with the results overall. This program was completely funded by the Friends of the Library.
- As the month of August began, people were steadily entering the building, browsing, checking out books and using the other limited services that were being offered. As the month progressed, the Town of Newington’s COVID-19 rates increased. Unfortunately, the rate hit the red level causing the Town buildings, which included the library, to once again close to the public on August 23rd. The library immediately switched gears and began to offer an expanded curbside service, information assistance by phone and email and continued virtual programming. Curbside service was modified to offer immediate curbside service. Patrons could call to make arrangements or drive up to the library, and the curbside request was immediately processed and delivered. By the end of the month, the library had 523 curbside transactions.
- When the library closed in August, a staff member was scheduled in the lobby to be able to talk to patrons who came to the front door. The intent was to let patrons know about the current situation at the library and find out how we could assist them. Having this service helped to alleviate a lot of the frustration that patrons had who came to use the library and were not aware it was closed. It also was another way that we could serve the patrons who needed our help immediately with more urgent matters like photocopying, faxing and online forms.
- The library has new carpet on the first floor!! New carpeting was installed during a 2-week period this month. Staff worked with Town Facilities and IT to break down furniture and computers prior to the installation to prepare the areas that would need carpet under the furniture. Some of the furniture is going to be replaced with the ARPA grant money the library received from the federal government that is being administered by the CT State Library. Because of this, some of the furniture that was

dismantled and was in such bad shape was discarded. Temporary furniture is being used until the new technology furniture arrives.

- The Friends of the Library have been busy reorganizing and sorting donations from the July donation day. The August 22nd donation day that was to be held in the library parking lot was canceled due to the crazy weather from Hurricane Henri. They will be holding an outdoor book sale on Sunday, September 12th.
- The Library Board of Trustees continued to plan for the 24th running of the Newington Library 5K Challenge Road Race that will be held on Sunday, October 3rd. A virtual meeting was held on August 9th to discuss what needs to be done prior to the race and on race day. Online registration is open at raceentry.com. The paper race form was sent to past race participants. In tandem with the road race, another Ready, Set, Go Giveaway fundraiser is being held.
- The Children's staff offered 17 programs to 594 children and their caregivers. Several of the scheduled live outdoor programs were not held due to last minute performer cancellations or weather. Highlights of programs included the popular outdoor *Stories, Songs and Sunshine* story times, a morning program for all ages, Family Story time and Riverside Reptiles. The new StoryWalk, *Once Upon a Goat* by Dan Richards was installed outside for families to enjoy when visiting the library. *Grab & Go* Kits specific to different age groups as well as a special one titled "Get Ready for Kindergarten" was once again very popular. Summer reading wrapped up on August 27th. It was more challenging for children to get their reading activity sheet in to collect the final prizes because the library building closed the last week of the summer reading program. However, staff quickly figured out a system to make it work for all involved.
- Live teen summer reading program has been trickier this summer. Teens are more apt to view a program that is prerecorded than to attend a live program. In addition to the teen summer reading program, teens were offered a cooking program and *Grab & Go* craft kits. Three programs were attended by 38 teens. We did see more teens browsing the teen collection which was reflected in a 42% increase in the circulation of teen materials.
- Adults were presented 13 programs to 232 participants. This month, the library offered several live virtual programs that were well attended, very interesting and fun. Programs included *Music Trivia Night with Jeanette and Karolyn* and *Aromatherapy 101* with Kim Larkin where participants learned about the history of aromatherapy and then made scented pillows from home with kits provided by the library. Lisa Masten also hosted a live Summer Reading Finale with our seasonal extraordinaire Julia Mazur. Assistant Director Karen Benner hosted an outdoor evening book discussion on the novel *The Giver of Stars* by Jojo Moyes. Highlights of prerecorded virtual programming included *Foundations in Diversity* and *Culinary Delights: General Tso's Meatballs*. *Grab & Go* Coloring Pages and *Grab & Go* Puzzle Packets were also offered to adults.
- Joanne Cocola, Sarah Riordan and Rebecca Cobb from the Children's Department completed their big project of reorganizing picture books. Specific collections were identified, pulled, and spine labels and call numbers were changed. This was to make browsing easier for parents and children looking for books on specific topics.
- Staff is preparing for the Martha Hall Kelly virtual author event that will be held live via Zoom on Tuesday, September 14th. This is a collaborative event between the libraries in Newington, Wethersfield, Rocky Hill, Berlin and Cromwell. Assistant Director Karen Benner will be facilitating a virtual book discussion on the *Sunflower Sisters*, her newest novel, on September 2nd.
- Total circulation was 16,480. Circulation of digital materials was 2,929. Total number of people that entered the building prior to its closure on August 23rd was 4,900. A total of 523 curbside service transactions were processed. Staff processed and pulled 2,640 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,202 reference questions during the month. Online databases that were popular this month included *Reference Solutions*, *Valueline* and *Ancestry.com*. The children's online service *BookFlix* and the databases *PebbleGo: Animal* were popular
- In technology news, we are waiting for the 10 additional WiFi hotspots that were ordered last month from money received from the Hartford Foundation for Public Giving - Newington Community Fund. The grant will allow the library to expand this service to our patrons and to help patrons with access to technology and connectivity. Lisa Masten was interviewed by the Hartford Foundation for Public giving for this grant. The interview will be used as part of a promotional video about the Foundation's grants. This month's technology program *Word Essentials*, a prerecorded technology program titled *Get to Know Your iPhone*, was posted on the library website. Assistant Director Karen Benner, Head of Community Services Michelle Royer, Victoria Buttaro and the children's staff continued to record, edit and prepare videos for the library's YouTube Channel and NCTV.

- In personnel news, Allyson Bolton who works part-time in the Circulation department moved from her 16 hour/week position to the open 19 hour/week position. Some of her duties will be expanded in the new position. Asiya Haouchine moved from her part-time Circulation Substitute position into Allyson's former position. Several new library pages have been hired and trained, filling positions that had been open while the library was closed due to the pandemic. Head of Reference Michelle Royer attended several webinars. One was to learn about Tik Tok and the other was about customer service. Assistant Director Karen Benner attended a Zoom training session hosted by James Krupinski, and Library Director Lisa Masten and Karen Benner attended a brief follow up session. The intent of the training is to move responsibility for virtual public meetings to the various departments. Staff continues to do a great job during constantly changing circumstances.
- In facilities news, the new carpeting project on the first floor was almost completed in August. Cleaning continues to be fair. The cleaners are not doing all of the duties that are listed in the contract and are not spending enough time in the building. Director of Facilities Joe Salamone is aware of this and working on a solution. With the heavy rainstorms that we had in August, there were several leaks from the skylights and near the reference desk.

TOWN CLERK

No data provided.

INFORMATION TECHNOLOGY

No data provided.

TOWN PLANNER

No data provided.

FACILITIES

No data provided.