



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 26, 2022  
Re: Monthly Report – September 2021

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#### **GENERAL ADMINISTRATION**

As a result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on September 10<sup>th</sup> 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, including a meeting on September 9<sup>th</sup> regarding the Keeney Manufacturing building on Main Street.

I held a Zoom meeting on September 1<sup>st</sup> for all Department heads. I discussed the severity of COVID-19 and the fact that I do not believe it will go away any time in the near future. Because we are not able to have meetings in person, this may be contributing to some of our current issues. Regarding Economic Development, a total of \$300 million of development is currently being looked at right now, with a possibility of an additional \$50-\$70 more. Everything at the local level is moving forward, whereas there are challenges at the state and federal level. We need additional support for building inspections in order to get additional developments. These developments do not include residential, new neighborhoods. We will have upward of \$9-\$10 million additional income if everything works out (after tax abatement). In the next 18 to 24 months, we're on a tight budget. Little growth in the budget next year. All of the buildings (Town Hall, Senior and Disabled Center, Highway, etc.) have been approved for solar (zrecs), which should reduce operational costs. Regarding the budget, we do not have a lot of surplus at the end of the year. It seems that many of our challenges are attributed to COVID-19—stress, vaccinations, masks—the whole combination. Economic development could be impacted by the mask mandate. Some of our employees are lacking customer service which could be due to COVID-19 and the stressful toll it is taking on everyone. One-on-one department head meetings will resume next month.

Each month, the surrounding Town Managers and I meet and discuss ways to regionalize some of our operations. We met on September 9<sup>th</sup> this month.

I attended two Public Hearings that took place on September 14<sup>th</sup>: one regarding Permanent Municipal Building Commission Ordinance, and the other regarding a Land Acquisition Fund Ordinance.

During the Town Council meeting on September 14<sup>th</sup>, I updated the Councilors on the status of COVID-19 and the actions being taken within the municipality. Eileen Francolino provided a report on behalf of the 150<sup>th</sup> Anniversary Steering Committee. The Creation of a Permanent Municipal Building Committee was adopted, as well as a Land Acquisition Fund Amendment. We also had a discussion regarding

Panhandling Ordinance Language. Regarding New Business, we introduced new Fire Marshal Douglas (DJ) Zordan and Facilities Director Joseph Salamone. We also had a discussion regarding Virtual Meeting Standards for Boards, Committees and Commissions' Booklet.

On September 20<sup>th</sup>, I met regarding Sustainable CT--optimizing equity with Renata, Patty Foley and others.

On September 22<sup>nd</sup>, I held a Department Head Staff meeting where I provided an update on Town Council items from the latest meeting. The election is right around the corner, so I advised staff members not to approach any candidates at this point, and I should be made aware if Councilor or candidate contacts you. After the election, we will schedule orientation so Council members will go through orientation like they used to. They will be told their role and how to carry it out. I would like Department heads to attend orientation to better understand what we are telling Council members. Regarding Economic Development, I am very appreciative of staff who have been working on projects. The Dog Park, being built over the winter, will be open for all dogs--big and small--and will be open from sunrise to sunset. I provided staff with a solar update. We are currently transitioning into solar as the alternative energy source for our buildings. We have secured zrecs for John Paterson, Newington High School, Elizabeth Green, John Wallace, Parks and Grounds, Highway, Senior and Disabled Center, and Firehouse #2 and #3. Solar will save \$6 million. The Town Hall building will be the first to get solar. We reviewed the CGI video, and they will be filming at the beginning of October. I introduced a retirement incentive. Although we need the positions, we need to save money.

A Special Town Council meeting was held on September 22<sup>nd</sup> to discuss a Regional Petition on Crime as residents and business owners remain concerned about the safety of our communities. We also discussed the Municipal Dog Park to be built in the area of Constance Leigh Drive and John H. Stewart Drive.

A free, public shredding event was held on September 24<sup>th</sup> for residents to shred sensitive, confidential documents.

On September 27<sup>th</sup>, the CFO of the Metropolitan District Commission held a virtual meeting to provide an update to the budget Presentation that was presented during the Town Budget Workshop on September 22<sup>nd</sup>.

On September 27<sup>th</sup>, I attended a Zoom meeting with the MDC to provide an update to the Budget Presentation that was presented during the Town Budget Workshop on September 22<sup>nd</sup>.

During the Town Council meeting on September 28<sup>th</sup>, I updated the Councilors on the status of COVID-19 and the actions being taken within the municipality. The Town Council was presented with a Municipal Dog Park proposal during the September 22<sup>nd</sup> Special meeting. Upon consultation with the Town Attorney, he has determined that a referral to the Town Plan and Zoning Commission for their report on the proposal will be required. A continuing discussion took place regarding the creation of a Permanent Municipal Building Commission. Also, a discussion was held regarding guidelines for Virtual Meeting Standards for the Boards, Committees and Commissions' Booklet. As far as New Business, we received an update from Sonya Richmond of Sonick Group relative to the grant writing services being provided to the Town of Newington. A current assessment update developed from discussions and submissions from various departments was shared.

CCM's Board of Directors approved the formation of a Task Force on Violence Prevention, Recidivism and Community Relations in order to focus on public safety issues that impact communities throughout Connecticut. The meeting was held on September 28<sup>th</sup>. While violent crime is well below historical levels, the recent increase has municipalities reimagining how best to address the situation by searching for innovative and collaborative strategies. The Task Force will consider recommending legislative policy proposals for the 2022 legislative session as well as discussing best practices that have been implemented by municipalities throughout Connecticut and the country.

On September 30<sup>th</sup>, I had a discussion with the Board of Education, Highway and Facilities regarding the bus yard.

I met with the Town Council leadership biweekly via zoom to keep them abreast of new information, updates on current projects and anticipated items for the future.

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

#### **Overtime**

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

<b>HIGHWAY DEPARTMENT</b>		<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment		77.2	\$ 4,215.04
Weekend Standby and Call-In		16.0	\$ 804.00
Road Maintenance		4.0	\$ 274.24
Milling for Overlays		65.2	\$ 3,278.44
<b>Totals</b>		<b>162.4</b>	<b>\$ 8,571.72</b>
<b>PARKS AND GROUNDS DIVISION</b>		<b>Overtime Hours</b>	<b>Cost</b>
General Grounds		140.0	\$ 6,650.00
<b>Totals</b>		<b>140.0</b>	<b>\$ 6,650.00</b>

<b>POLICE DEPARTMENT</b>	<b>21-22 Budget Overtime Appr.</b>	<b>Overtime Expended 21-22 YTD</b>	<b>20-21 Budget Overtime Appr.</b>	<b>Overtime Expended 20-21 YTD</b>
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 314.42
Patrol	679,403.00	213,026.13	685,889.00	157,292.53
Investigation	90,645.00	4,621.63	90,645.00	12,262.04
Traffic	4,908.00	1,524.74		
Communication	173,748.00	32,725.62	173,748.00	33,862.88
Education/Training	143,085.00	29,061.03	143,085.00	4,260.37
Support Services	60,413.00	5,279.63	60,413.00	3,642.88
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$ 286,238.78	\$ 1,163,466.00	\$ 211,635.12
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,217.00	\$ 8,593.34	\$ 28,085.00	\$ 35,939.78
Snow and Ice Control	130,000.00	0.00	165,297.00	0.00
Traffic	0.00	0.00	4,057.00	2,498.69
Vehicles and Equipment	34,145.00	7,291.49	32,822.00	15,769.19
Leaf Collection	35,267.00	0.00	33,898.00	0.00
Total	\$ 228,629.00	\$ 15,884.83	\$ 264,159.00	\$ 54,207.66
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 88,357.00	\$ 45,007.93	\$ 84,839.00	\$ 38,083.46
Cemeteries	17,109.00	531.23	16,445.00	179.52
Total	\$ 105,466.00	\$ 45,539.16	\$ 101,284.00	\$ 38,262.98

#### **PERSONNEL**

- I conducted an interview on September 15<sup>th</sup> for a new Certified Police Officer, Juan Pagan.
- I conducted an interview on September 22<sup>nd</sup> for a new Certified Police Officer, Maria Teles.
- The vacant Clinical Services Coordinator position was offered to Ann McAdams; she will start her position on September 27<sup>th</sup>.
- Testing for the vacant Administrative Secretary I (C-8) position was scheduled for September 9<sup>th</sup>. The position was offered to Melissa Miller, who is currently working part-time in the Recreation Department. She will begin her position on September 20<sup>th</sup>.
- The written examination for the vacant Highway Operator I (HLT-9) took place on September 9<sup>th</sup>; those who passed were scheduled to move forward with the practical examination on October 6<sup>th</sup>.

- The vacant Certified Police Officer positions were offered to Juan Pagan and Maria Teles; they both start their positions in October.

## **RISK MANAGEMENT**

### **2021-22 Blue Cross/Blue Shield Plan Year**

The second 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 August 2021 were \$669,984. 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 August, 2021**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	457,732	1,496,690	1,954,422
Actual Claims	137,417	1,446,842	1,584,259

## **ACCOUNTING AND ADMINISTRATION**

- Janet Murphy, Finance Director, completed the list of eligible projects under the American Rescue Plan Act funding. A list of the potential projects was submitted to the Council at their October 12<sup>th</sup> meeting.
- Director of Finance and Deputy Finance Director continued working on the workpapers for the auditors who will be on-site for two weeks starting October 4<sup>th</sup>.
- Budget meetings with the MDC were started. After they put their suggested budgets through the internal process, there will be another meeting with the member Towns to discuss the final proposed budget.
- A purchase order has been entered for the move to install MUNIS employee self-service. This will allow more automation of the HR and payroll features. We will be starting work on preparing for this, and the installation should take place at the beginning of 2022.
- Requested census data from our actuaries for Pension and OPEB fund evaluation was completed.

The Town received \$3,735,022.95 for Pilot programs 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)  
09/30/2021

	<u>Interest Earnings</u>		
	<u>Budget FY2021-22</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$10,751.56	\$39,294,228
Special Revenue Funds	42,000	187	713,171
Capital Projects Funds		271	1,095,048
Internal Service Fund	5,000	1,494	6,186,421
Trust and Agency Funds		345	1,171,071
<b>Total, Estimated by Fund</b>			<b>\$48,459,939</b>

### INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

09/30/2021

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.09	.10	1,489	1,675	\$20,298,386
Bank North	.10	.15	46	72	561,842
TDBank (new)	.10	.15	896	1,388	10,898,708
Farmington Bank	.10	.10	695	741	8,458,803
Webster Bank	.05	.05	235	243	3,178,796
Liberty Bank	.10	.10	443	402	5,063,404
<b>Total Outstanding Investments</b>					<b>\$48,459,939</b>

*Rates reflect avg. monthly yield, annualized*

### **Assessor**

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through the end of September, 2021.
- The elderly tax relief program was completed, and all required filings were done with the State of Connecticut in a timely manner.
- Income and Expense information from owners of income-producing properties was input into the computer-assisted mass appraisal system. Approximately 78% of the reports were returned and have been entered into the revaluation system. Penalty notices will be sent out to the remaining property owners in the hope of receiving their data which is essential in a revaluation year.
- All Personal Property accounts were visited to determine taxable status as of October 1, 2021. Personal Property declarations were made available to all business owners in Newington through our internet site and by direct mailing. Each of the three forms are customized to the type of business the taxpayer does: General Business, Leased, Loaned and Rented Equipment and Manufacturing.
- Printed declaration forms were created and mailed to all owners of business personal property both local and out of town by our vendor Quality Data Service. Total number of forms printed and mailed was 1,546.
- Lastly, the Assessor began building permit inspections to all properties that had secured a building permit during the last year to determine the value of the improvements that were done to the property. There were approximately 750 permits that required an inspection.

### **Revenue Collector**

- September Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$564,691.76. Collected taxes from prior years amounted to \$62,416.67. Included in that amount was \$4,222.50 in suspense accounts.
- This year's September collections on the current Grand list was 55.8% compared to 54% for September last year. Last year, Governor Lamont granted an extension until October 1<sup>st</sup> which explains the difference between this year and last.
- This year, an unusual amount of motor vehicle tax bills were added when taxpayers realized their vehicles were unregistered and had not received a July tax bill.
- Delinquent Notices were sent the first week in September for 3,806 accounts for outstanding July taxes.
- The tax payment drop box was moved to the west side of the Town Hall near the main entrance. Taxpayers needed to become reacquainted with the new location of the drop box, as well as the new main entrance where the Revenue Office is located.
- Safety measures are followed with taxpayers entering the building as well with the staff.

### **POLICE DEPARTMENT**

Patrol Calls for September are as follows:

Abandoned MV 1	Fire Task Force Activation 1	MV Evading 20
Administrative 0	Fire Training 0	MV Fatal 1

Alarm Commercial Burg Alarm 56	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 80
Alarm Residential Burg Alarm 29	Fire Vehicle Fire 3	Neighbor 10
Altered Mental Status 1	Fire Water Problem 19	Noise 17
Animal Complaint 13	Fireworks 3	Non Collect Person 0
Arson/Fire Invest 0	Follow Up 29	Notification 0
Assault 1	Found Property 8	Open Door/Window 20
Assault in Progress 0	Gun 0	Other Archive 0
Assist Motorist 4	Harassment 2	Parking Violation 5
Assist Notification 0	Hazard 39	PD Assist Fire Dept. 56
Assist Other Agency 30	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 3	Pistol Permit 28
Blighted Property 0	HOPE Project 0	Prisoner Care 2
Bomb Threat 1	Illegal Dumping 0	Private Duty 0
Breach of Peace/Disorderly 8	Impersonating Police 0	Property Found 3
Burglar Alarm 1	Indecent Exposure 0	Property Lost 1
Burglary 3	Intoxicated 2	Prostitution 1
Car Seat 3	Juvenile Complaint 12	Recovered Stolen MV 1
Check Welfare 46	K9 Assist 0	Rescue Call 0
Check Welfare 911 31	Kidnapping 0	Residential Lockout 3
Check Welfare Other 12	Landlord/Tenant Dispute 1	Robbery 1
Clear Lot 6	Larceny 44	Roll Call 2
Construction 0	Larceny from MV 30	Serve Subpoena 0
Court Detail 15	Lift Assist Only 15	Serve Warrant 38
Criminal Mischief 4	Liquor 0	Sexual Assault 5
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 16	Location Check 82	Specific Detail 83
Dog Complaint 27	Location General 0	State Pistol Permit – Tempo 0
Domestic 31	Location School 0	Stolen MV 9
Door Check 0	Lockout Building 0	Sudden Death 5
Drug 2	Lockout MV 1	Suicide 1
DUI 4	Lost Property 8	Suicide Attempt 1
EDP 27	LTA 0	Suspicious MV Unoccupied 13
Escort/Transport 4	Meal 0	Suspicious Report 150
Escort/Funeral 2	Medical Alarm 11	Test 5
Escort Other 0	Medical Cardiac 3	Threatening 1
Escort Retrieval 1	Medical Complaint 227	Tobacco 0
Escort Tax 0	Medical Diabetic 0	Tow 2
Fingerprint 0	Medical Fall 22	Town Ordinance Violation 0
Fire Alarm Commercial Bldg 17	Medical Mutual 0	Traffic Stop 132
Fire Alarm Residential 8	Medical Other 1	Traffic Stop Attempt 8
Fire CO Detector no sympt 2	Medical Respiratory 4	Traffic Survey 0
Fire CO Detector with sympt 0	Medical Stand By 5	Training 0
Fire Extrication 0	Medical Trauma 0	Trespass 5

Fire Hazmat 5	Medical Unresponsive 4	Unknown 0
Fire Mutual Aid Request 3	Missing 2	Water problem 0
Fire Other 21	MV Abandoned 0	
Fire Rescue 0	MV Assist 26	
Fire Special Detail 1	MV Complaint 67	
Fire Stand By 0	MV Fire 0	<b>Total: 1,836</b>

- In September, the Detective Division Report:
  - Handled 43 investigations, 43 remain ongoing.
  - Served 32 warrants; 29 by Patrol officers, 3 by Detective Division.
- In September, the Animal Control Officers had the following activity:
  - 41 Total Calls: 27 Dog, 13 Animal, 1 Specific Detail, 0 Follow-ups, 27 Police Assisted – No ACO
  - 1 Total Bite: 1 Dog vs. Dog Bite, 0 Dog vs. Human, 0 Feral Cat vs. Human
  - 4 Total Impounds: 3 Redeemed, 1 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 1 CHS Animal Dump
  - 68 Incoming Phone Calls, 21 Letters (No License/Barking/Littering), 4 Written Warnings, 35 Delinquent License Letters, 0 Infractions, 1 ACO Call-In – 21-16226: 9/10/21
- 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.
  - 34 residences identified with aggressive dogs.
  - Actively working through the dog license delinquent list: 1,422 dogs currently licensed, 301 delinquent from last year – letters to be sent, 105 written warning follow-ups
  - 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.
  - CHS dump/found dog: dog's owner was found with use of Facebook. Warning written for no license/no proof of rabies.
- In September, the Patrol Division had the following activity:
  - In the early morning hours of 9/07/21, Officers responded to Hoffman Gun Center, located on the Berlin Turnpike, for an active burglary alarm. Upon arrival, officers discovered a vehicle had backed through the metal front entry doors and was parked inside the main vestibule. The officers conducted an interior search, and no suspects were located in the building. CCTV showed a heavy-set male entered the parking lot in a Nissan Rogue SUV. The suspect circled the lot a few times and then backed the vehicle through the front entry/exit doors and continued backing the vehicle down the entrance vestibule and through a second set of glass doors into the business. The suspect exited the vehicle and broke a display case and took six semi-automatic handguns. The suspect returned to the vehicle but was unable to exit the building due to debris and damaged property blocking the hallway preventing his escape. The suspect exited the vehicle and fled the area on foot, dropping one of the handguns in the process. The Detective Division was requested to process the scene. Through investigation and physical evidence left at the scene, they were able to identify, locate and interview the suspect. A confession was obtained, and the case remains under investigation with charges pending.
  - On 9/07/21, Newington PD was contacted by another police agency requesting a welfare check on a female, who reported to family members that she was being held against her will and forced into prostitution at a motel on the Berlin Turnpike. The female reported her captors were in possession of drugs and a firearm. The motel was surrounded and three parties, including the victim, were located in one of the rooms. The occupants of the room were separated and interviewed. The victim was relocated from the scene and transported to Newington PD for a more extensive interview in a safe place. The suspect's vehicle was seized, but there was no probable cause at the time for an arrest, and the two other occupants were released from the scene. The victim was ultimately interviewed and transported to the hospital for an evaluation. The victim reported that prior to arriving at the Newington motel, she had been forced into prostitution for the past several weeks against her will. The case is currently under investigation by the Detective Division.
  - In the afternoon of 9/07/21, Patrol Officers responded to a serious motor vehicle accident at the intersection of Willard Avenue and Louis Street. Upon arrival, officers discovered a collision occurred between a pickup truck and a moped. The operator of the moped sustained life-

threatening injuries as a result of the crash. Officers, along with citizens who witnessed the accident, performed immediate medical care, but the man ultimately succumbed to his injuries at a local hospital. The Mid-State Accident Reconstruction Team was requested to process the scene and investigate the accident. The cause of the crash remains under investigation.

- On 9/22/21, during the school day at the high school, SRO Wagner was notified by school administrators of a suspicious Snap Chat post detailing a photo of a bomb with a threat of a detonation in a locker within the school. Members of the Newington Police Department, Newington Volunteer Fire Department and the CT State Police Bomb Squad responded to evacuate and search the school. Utilizing bomb detection dogs and a physical search by law enforcement and Newington PD security, no device was located, and the students were allowed to re-enter the facility. An investigation was initiated into the threat, and the case is currently being handled by the Detective Division.
- During the month of September on eight (8) separate occasions, officers have attempted to conduct traffic stops on vehicles. However, in these instances, the operator failed to stop and fled the area in a reckless manner. Due to the Newington PD pursuit policy, officers are prohibited from pursuing these vehicles for moving violations, equipment violations, or registration non-compliance. Of the eight occurrences, only one operator was identified and arrested for motor vehicle charges. Newington PD officers have experienced twenty-four (24) of these incidents in the last three months. This is becoming a hazardous trend and is extremely dangerous for all involved individuals, including the motoring public.

#### Property Report September 2021

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 1
Damaged/Destroyed	18	\$ 4,519
Vehicle Inventory	0	\$ 0
Stolen	111	\$ 260,437
Abandoned	0	\$ 0
Evidence	102	\$ 2,295
Found	6	\$ 205
Lost	5	\$ 1,110
Seized	3	\$ 1
Recovered	21	\$ 101,672
Impounded	0	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
<b>Total</b>	<b>268</b>	<b>\$ 370,240</b>

#### • Police Department Overtime September 2021

OT August	\$ 86,613	2 pay periods (no holidays)
OT September	\$108,500	2 pay periods (one holiday)
	\$ 21,887	increase

- During September 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 has been on light duty assisting in the Detective Division. This has resulted in two officer vacancies. 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 \$69,408, a decrease of \$626 from the previous month. Overtime included holiday pay of \$14,320, 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 a domestic violence investigation, serving a search warrant at Hartford Hospital, supervisor completing paperwork after shift, burglary investigation, stolen motor vehicle

arrest, prisoner detail, breach of peace, fatal motor vehicle accident in Newington and follow-up investigation the next day, two Midstate Accident Reconstruction Squad callouts in Wethersfield, a detail for the first day of school at John Paterson Elementary School and responding to a subpoena from the State's Attorney's Office.

- Detective Division overtime of \$4,221, an increase of \$3,930 from the previous month. Overtime included holiday pay of \$1,195 for a supervisor working a scheduled holiday, and a detective called out on the holiday to process a suicide, as well as callouts or holdovers for Detective personnel processing a burglary, untimely death, fatal motor vehicle accident, executing a search warrant out of town, internal affairs investigation and the investigation of a burglary involving the theft of firearms.
- Traffic Division overtime of \$818, an increase of \$818 from the previous month. The equipment operator was called out to deploy stop signs and cones for Hurricane Henri on 8/22/2021 and also to deploy cones for a fatal motor vehicle accident.
- Communications overtime of \$14,008, an increase of \$3,387 from the previous month. Overtime included holiday pay of \$2,772, 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 additional overtime.
- Educational overtime of \$15,439, an increase of \$10,094 from the previous month. Overtime included coverage of shifts for officers training with the Emergency Response Team, attending recertification classes, instructing in firearms at the New Britain Police Academy, Officer Survival training at the Manchester Bushido Jiu-Jitsu Academy, instructing in Emergency Medical Response (EMR) at Newington PD and attending training as part of the Midstate Accident Reconstruction Squad.
- Support Services overtime of \$4,606, an increase of \$4,284 from the previous month. Overtime included holiday pay of \$703 for a supervisor working a scheduled holiday, officers participating in a Veteran Affairs Color Guard detail and the activation of the Emergency Operations Center (EOC) for hurricane Henri on 8/22/2021. Additionally, personnel conducted surveillance related to an ongoing town wide rash of car burglaries. This overtime related to the car burglaries is reimbursed by the State of CT OPM.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of September, 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:

<b>Code</b>	<b>Incident Type</b>	<b>September</b>	<b>3 month total</b>
1	<b>Fire</b>		
100	Fire, other	1	2
111	Building fire	1	3
113	Cooking fire, confined to container	0	3
131	Passenger vehicle fire	1	2
140	Natural vegetation fire, other	0	2
142	Brush or brush and grass mixture fire	1	3
150	Outside rubbish fire, other	1	2
154	Dumpster or other outside trash receptacle	1	1
	<b>Total</b>	<b>6</b>	<b>18</b>
2	<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
200	Overpressure rupture, explosion, overheat	1	1

	<b>Total</b>	<b>1</b>	<b>1</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	1	1
311	Medical assist, assist EMS crew	0	1
324	Motor Vehicle Accident with no injuries	1	1
352	Extrication of victim(s) from vehicle	0	1
	<b>Total</b>	<b>2</b>	<b>4</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, other	4	9
411	Gasoline or other flammable liquid spill	3	7
412	Gas leak (natural gas or LPG)	1	4
413	Oil or other combustible liquid spill	1	1
423	Refrigeration leak	0	1
424	Carbon monoxide incident	0	2
440	Electrical wiring/equipment problem, other	1	4
441	Heat from short circuit (wiring), defective/worn	0	1
444	Power line down	6	19
445	Arching, shorted electrical equipment	0	3
463	Vehicle accident, general cleanup	1	1
	<b>Total</b>	<b>17</b>	<b>52</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	3	5
511	Lock-out	1	3
520	Water problem, other	12	19
521	Water evacuation	5	8
522	Water or steam leak	2	4
531	Smoke or odor removal	1	6
542	Animal rescue	0	1
550	Public service assistance, other	0	2
551	Assist police or other governmental agency	3	3
552	Police matter	0	1
561	Unauthorized burning	2	2
571	Cover assignment, standby, move up	4	5
	<b>Total</b>	<b>33</b>	<b>59</b>
<b>6</b>	<b>Good Intent Call</b>		
631	Authorized controlled burning	1	1
641	Vicinity alarm (incident in other location)	1	2
651	Smoke scare, odor of smoke	0	2
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	0	1
	<b>Total</b>	<b>2</b>	<b>7</b>

<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, other	7	21
710	Malicious, mischievous false call, other	1	1
730	System malfunction, other	4	14
733	Smoke detector activation due to malfunction	3	10
735	Alarm system sounded due to malfunction	0	6
736	CO detector activation due to malfunction	1	5
740	Unintentional transmission of alarm, other	3	5
743	Smoke detector activation, no fire - unintentional	2	6
744	Detector activation, no fire - unintentional	1	5
745	Alarm system activation, no fire	3	3
746	Carbon monoxide detector activation, no CO	1	3
	<b>Total</b>	<b>26</b>	<b>79</b>
<b>8</b>	<b>Severe Weather &amp; Natural Disaster</b>		
800	Severe weather or natural disaster, other	1	2
	<b>Total</b>	<b>1</b>	<b>2</b>
<b>9</b>	<b>Special Incident Type</b>		
911	Citizen complaint	0	1
	<b>Total</b>	<b>0</b>	<b>1</b>
	<b>Total Calls</b>	<b>88</b>	<b>223</b>

### Fire Chief

Fire Responses - **28** Incidents

### **Training Report - Progress History**

September 14, 2021

- Officer training for September was held at Fire Headquarters and was focused on our new East Coast Rescue Solutions forcible entry door simulator. This new door design has the capability to add easily obtainable 1x2 and 2x2 wood blocks that can then be forced through the use of conventional means. This door can be forced top to bottom with no restrictions and has been engineered to flex like real metal doors. Captain Pedro Machado was lead instructor for Officer training.

September 20, 2021 – September 27, 2021 – September 30, 2021

- Drills for all companies were held at our fire training grounds. Our drills for all companies provided our department with the repetition required to become proficient in forcible entry. Technique, teamwork and the proper tools required for forcible entry were discussed and demonstrated throughout this important training. Captain Machado was the lead instructor for Company drills. The daytime drill was held on September 30, 2021 with Captain Eric Giansanti as the lead instructor. We continue to train with Rocky Hill daytime firefighters to compensate for Rocky Hill's lack of daytime drills. This offer to assist in daytime training has been extended to the Berlin and Wethersfield Fire Departments.

### **Plans**

- Scheduled for November: Our new Fire Marshal will be conducting a Firehouse NFIRS training for all members including the importance of accurate reporting/narratives for courtrooms.
- 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. Alpine demonstration to be held on Monday, October 4, 2021.

### Drill Schedule

#### Rope Rescue (Fire Headquarters/Cedar Mountain)

Officer Training: October 12<sup>th</sup>

Company Drills: October 18<sup>th</sup> and 25<sup>th</sup>

#### Daytime/Department Drill: October 30<sup>th</sup> (Cedar Mountain)

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

#### NFIRS Reporting (Fire Headquarters)

Officer Training: November 9<sup>th</sup>

Company Drills: November 15<sup>th</sup> and 22<sup>nd</sup>

Daytime Drill: November 25<sup>th</sup>

### Classes

Category	Classes	Attendees	Hours
DT04 - Driver Training Road Time	1	2	2
FC21 – Ladders	1	1	3
IH01 - Multi Company Training	3	70	60
IH02 - Officer Training	1	16	12
IH12 - Company 2 Training	2	31	56
IH15 - Company 5 Training	2	30	60
<b>Totals</b>	<b>10</b>	<b>150</b>	<b>193</b>

#### FF1 Training – 300 Hours

Hartford County Fire School - August 21, 2021 through December 14, 2021 (4 Firefighters)

- Alexa Toro, Alex Giansanti, Adam Nadeau, Jacob Gionfriddo
- CT Fire Academy - Windsor Locks, CT - Nights and weekend

Middlesex County Fire School - October 13, 2021 through March 30, 2022 (2 Firefighters)

- Adriana Bryant, Jonathan Rodriguez
- Cromwell Fire Department - Cromwell, CT - Nights and weekend

#### FF2 Training – 96 Hours

Town of Farmington Fire Department - September 7, 2021 through October 26, 2021 (6 Firefighters)

- Jordan Stergakis, Tym Sullivan, Kevin Ziegler, Joanna Cistulli, Josecarlo Rodriguez, Jessica English
- Southwest Fire Station - Farmington, CT - Nights

### FIRE MARSHAL

During the month of September, the Fire Marshal's Office has engaged in a total of 77 activities.

#### Executive Summary:

With the onboarding of new personnel complete (DFM Regina, FI Hofmann, FI Salonia), the Fire Marshal's Office is working diligently to bring the current record management system (FIREHOUSE) to a status of useful while maintaining the highest level of customer service and ensuring any required/requested inspections are completed. Deputy Fire Marshal Bob Regina and Fire Inspector John Hofmann bring an extensive background of IT-related experience and have been tremendous in manipulating the data in the office and Firehouse Software.

#### Upcoming Events:

- Monday, October 18, 2021 - Annual Meeting of the BALF Town Committee
  - Note: TPZ meeting 10/13/2021 - TPZ conducted Biennial Review of Balf Quarry Operations and approved the Special Permit which allows Balf/Tilcon to continue operations.

**Major Projects:**

- Firehouse Software Replacement - attended a virtual demonstration with Fire Department Chief Officers for Alpine/RedNMX. This is one of the two options being evaluated for the replacement of the current record management system.
- Annual Inspections - Inspectable properties have been classified based on the occupancy of the building.
  - FM Zordan: Assembly and Business Occupancies (To be assisted by Fire Inspectors) along with any other inspections that arise and are time sensitive.
  - DFM Stegmaier: Mercantile, Storage and Healthcare Occupancies. DFM Stegmaier is also assisting the Fire Marshal on Plan Reviews.
  - DFM Regina: Daycare and Industrial Occupancies. DFM Regina will also be responsible for the town's hazardous material program which we will be evaluating in the near future.
  - FCI Manke: Educational and Residential Occupancies. FCI Manke will also continue to represent the Fire Marshal's Office on the Town of Newington Safe Homes Taskforce.
  - FCI Hofmann and FCI Salonia: Primarily these staff members will be responsible for inspecting the business occupancies but will perform other duties as assigned by the Fire Marshal.
- Standard Operation Procedures/Policies - development of Standard Operating Procedures is on-going. This office currently has the following procedures in the development phase:
  - A-004: Notification of FMO
  - A-005: Uniforms
  - A-007: Staff Scheduling
  - C-001: Annual Inspections
  - F-002: Collection of Physical Evidence

**Building Projects****Woodspring Suites Hotel - 712 Cedar Street**

- I have been in contact with the designer regarding the location of fire hydrants. This office has requested hydrants to be located on the Southeast Corner and the Northwest Entrance to the parking lot from the access road. They are researching the options and will provide an answer back to me. We are hoping to add a hydrant off the fire sprinkler line coming from Cedar Street for the hydrant on the Southeast corner, and hopefully they will connect to the existing water line on Myra Cohen for the hydrant at the Northwest Entrance.

**Culver Street Apartments - Culver/Deming**

- The developer has added two hydrants to the utility plan. The north section will have a hydrant opposite each front door. The south section will have a total of 3 hydrants installed in the islands on the opposite side of the road (as discussed).
- The emergency access gate will be a paved entrance. The gate will not be locked which will eliminate the need for a knox box.

**Garden Apartments - 690 Cedar Street**

- The developer has provided an application for modification regarding the elimination of the turn-arounds. This was for a cursory review. We have provided our recommendations regarding the form completion. We have engaged in a discussion regarding hydrant locations, and they will be providing a drawing indicating the proposed hydrant locations.

**DataMail - 240 Hartford Avenue**

- Datamail has installed an FM-200 system in their server room. This system is connected to the main fire alarm; however, in the event that the FM-200 system activates, the panel in the server room has to be reset before you can reset the main panel.

**Fenn Road Plaza - 12 Fenn Road**

- We have received and approved the plans for this building. Currently, the owner is planning for an assembly (restaurant) in Unit 100, and the remainder of the spaces (4) will be fit out once a tenant is secured.

**Proposed Convenience Store and Fueling Station - 4 Hartford Avenue**

- Currently reviewing this project

Finally, as part of an informational meeting with the Town Planner, the Fire Marshal attended a walkthrough of CTPharma located in Rocky Hill. CTPharma is a medical marijuana growing facility and distributor. As a result of this meeting and tour, the Planning and Zoning Commission approved "The Adult Use Cannabis Sales" in B-BT Zone and "Cultivation" in the I Zone. At the next meeting, it is likely that more zones will be added.

## **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
- Met with Town Manager to discuss various projects
- Met with BOE to discuss future projects
- Met with Town Engineer to discuss various drainage issues
- Administered written exam for Operator I vacancy
- Coordinated with Tilcon in preparing for milling and paving program

### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Completed repairs on bridge at North Main Street
- Crews worked with bid awarded contractor to complete the milling of various town roads
- Bid awarded contractor started the fall road paving program
- Repaired drainage pipe on Rosewood Drive and Reservoir Road
- Cleaned out basin (jet rod) in Municipal Parking Lot
- Cleaned waterways of vegetation and debris on Mountain Road, Robbins Avenue and Willard Avenue
- Prepared Beacon Park Path for paving
- Repaired catch basins on Reservoir Road, Patriot Lane and Alumni Road
- Cleared downed trees and debris from several roads due to storm Henri
- Patched Stamm Road due to flooding from storm Henri
- No evictions scheduled for the month
- Cleared tree from roadway on Cedar Ridge
- Equipment Operator III assisted the Town of Avon with practical exam for position vacancy
- Responded to one (1) after hours' call in for removal of deceased deer in roadway

### **Fleet Maintenance**

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Completed upfitting of one new police vehicle and began a new one
- Mechanic began preparing equipment for the Annual Leaf Collection Program
- Fall services were started for Fire Department apparatus
- Assisted Parks Department as needed
- Participated in oral board for the Town of West Hartford
- Responded to one (1) after hours' call in for Parks Department

### **Sanitation/Recycling/Landfill**

- Scheduled 258 residential bulk items for collection for the month
- Scheduled 91 condominium bulk items for collection for the month
- Scheduled 58 condo/residential scrap metal items for collection for the month
- 1,575 tons of cumulative Municipal Solid Waste were collected July through August
- 407 tons of cumulative recyclables were collected July through August
- 123 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 1 contractor license application (bond/insurance/agreement)
- Reviewed and approved 14 permits: 7 Excavations; 7 Driveways
- Reviewed 101 utility clearance notifications: 88 Routine; 13 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, as requested
- 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 Extension: 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: Site plan review
- 84 Faith Road: As Built plan review
- 690 Cedar Street: Site plan review
- 187 Costello Road: 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 CDOT drainage and 2022 paving
- Coordinated with MDC regarding 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: Pheasant Run - Drainage improvements - design and public outreach
- Town Manager: Dog Park layout - design and cost estimate
- Town Manager: Alumni Road bus storage layout - preliminary design and cost estimate
- Town Manager: Alumni Road and Cedar Street - Intersection reconfiguration plan
- Town Manager: Future Transportation Center (Alumni Road) - Conceptual Plan
- Town Manager: Timber Lane/Badger Field - Storm drainage evaluation
- Facilities: Garfield Street Parking Lot - Site improvement plan
- 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, coordinate easements
- Highway (LOTCIP 2020): Complete Street Project - Maple Hill Avenue - grant application
- Highway: Kelsey Street and Christian Lane traffic signal - surveying and design
- Highway: Design services - town facility paving preparation (FD5, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project - design
- Engineering: Main Street 2020 Community Connectivity Project - preliminary design
- Engineering: 261 Maple Hill Avenue - Sidewalk improvement plan - design
- Engineering: Theodore Street sidewalk removal - project coordination
- Planning: Elm Hill Business District Streetscape - New Britain Avenue - conceptual design
- Planning: North End Business District Streetscape - Hartford-Stoddard Avenue - conceptual design
- Planning: Streetscape (phase 6A) - Lowrey/Constance Leigh Drive - conceptual design
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- BOE: John Paterson School expanded parking - survey and site plan
- Public Works: Styles Avenue (plan and profile) - design
- Public Works: John Stewart Drive (sidewalk plan) - design and easement coordination
- Highway: East Cedar Street and Ellsworth Street - survey
- Highway: Camp Avenue - Pavement widening plan - preliminary design
- Highway: Fisk Drive - Storm drainage evaluation
- Highway: Deming Street - line striping plan - design
- Parks: Clem Lemire Complex - Legends Field lighting - design

## **BUILDING DEPARTMENT**

- A Permit was issued for a seasonal Halloween shop located at 3067 Berlin Turnpike. They are open and will be selling Halloween decorations and costumes.
- There were 3 Permits issued for Cumberland Farms located at 724 Cedar Street. A Mechanical Permit to install an air handler, condenser, and ductwork; a Mechanical Permit for refrigeration units and condensers, total of 4; an ice maker, display case, and frozen drink machine. Also, a Plumbing Permit for a new coffee/beverage station - filtered water lines to new equipment, booster pump, expansion tank, water filters, floor drain and a hand wash sink.
- Craftbird Sandos and Tenders is opened for business. It is located at 1044 Main Street.
- An Application was received for a new gas station/convenience store to be built at 4 Hartford Avenue.
- All indoor Seminars our Inspectors attend for their continuing education credits were cancelled due to COVID-19. There are online classes. These are the classes the inspectors took in September:

K. Kilkenny: Questions & Answers from the Office of the State Building Inspector –  
 September 9, 2021  
 IRC Chapter Update Session 1 - September 15, 2021  
 Swimming Pools Part 3 - September 21, 2021  
 IRC Chapter Update Session 2 - September 22, 2021

A. Hanke: Heavy Timber Design - September 9, 2021  
 Swimming Pools Part 3 - September 21, 2021  
 2018 International Residential Code Changes Related to Wood Construction -  
 September 23, 2021

- Building Department activity for the month of September was as follows: The Inspectors completed a total of 196 Inspections. They were: A/C (2), Above Ceiling (5), Alarm (2), Boiler (1), Chimney (3), CO (1), Code Inspection (1), Deck (2), Electrical (10), Final (96), Footings (4), Foundation (1), Framing (5), Gas Line (19), Insulation (7), Mechanical (3), Plumbing (1), Pools (3), Rebar (2), Roofing (2), Rough (23), Siding (1), Site Visit (1), Work without permits (1).
- The total number of Building/Renovation Permits issued/applied for the month of September was **191** producing a total permit value of **\$4,253,233.00**.
- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	29	421,649.00
CHANGE OF USE	1	1.00
DECK	4	35,398.00
DEMOLITION	0	0.00
ELECTRICAL	40	570,581.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	3,600.00
GARAGE/SHED	6	68,000.00
MECHANICAL	39	428,729.00
NEW COMMERCIAL	2	1,945,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	26,783.00
POOL	1	14,000.00
ROOFING/SIDING	42	669,880.00
SIGN	1	3,000.00
SOLAR	5	66,612.00
<b>Total</b>	<b>191</b>	<b>\$4,253,233.00</b>

- The total Building income fees received in the month of September were **\$48,740.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$7,770.00, Environmental \$300.00, Conservation \$1,200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$6.50, Driveway/Excavation \$850.00, Engineering copies \$6.00. The other total income is \$10,132.50.
- Below is a comparison of the Permit Values for September 2021 and September 2020.

	<u>2021</u>	<u>2020</u>
Value of Permits issued for September:	\$4,253,233.00	\$2,845,465.00
Fees for Permits issued for September	\$48,740.00	\$57,269.00
Other income Fees for September	\$10,132.50	\$3,960.00
Building Permits Issued for September:	191	216

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

2021-2022	2020-2021
Value	Permit Fee
\$14,907,378.00	\$170,767.00
\$10,049,969.00	\$112,956.00

## **HUMAN SERVICES**

- We are very happy to have had the first outside, on school grounds classroom sessions for the 5th grade SUCCESS/Adventure Learning Program (ALPS). We were also able to facilitate an outdoor challenge day. We are utilizing current school district, CHD and CDC COVID-19 guidelines for all youth programming.
- On September 29<sup>th</sup>, we opened up our Fall 2021 SCORE program schedule with an afternoon on the challenge course. Most of the registrants are with us for all of the days we have scheduled for the fall season. We are hoping to extend and expand our programs into mid-November and December as the COVID-19 numbers diminish.
- Youth Services Coordinator Rik Huggard has begun reconnecting with the high school Psychologist and the special education department to start our sessions with identified special needs' students.
- The High School Adventure Club began this month with their first program on the challenge course, and they are planning on having at least one activity per month.
- Newington Challenge Course is off to a strong start to the Fall 2021 season with modified programs designed to incorporate COVID-19 health and safety guidelines.
- Food Bank calls for September taken by Rik Huggard: 3 food bank Grab & Go and Dial-A-Ride deliveries scheduled by phone. One call taken to coordinate food bank donations. Three calls taken for information and referral of services to Human Services staff or senior center.
- JRB held 1 hearing regarding one youth who got into a physical altercation at a park in a neighboring town.
- Clinical Coordinator Ann McAdams started 9/27/21; she is starting multiple outreach efforts.
- 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 assist with the ongoing operation of the food bank.
- Plans were started to create a department video that summarizes our services and extends our gratitude to all of our volunteers.
- Financial casework services experienced a significant increase in cases and service hours provided. We have met 240 households thus far, updating their income & enrolling them in the Holiday Basket Program. There were several complex cases with very high needs, mental health issues, requiring assistance on multiple fronts including voluntary conservatorship, securing MH treatment, assisting with applications for medical coverage, transportation, housing, etc. and referrals to protective services for additional support and resources.

### *September 2021 Statistics*

<b>Selected Programs</b>	<b>FY 21-22 Total This Month</b>	<b>FY 20-21 Total Last Month</b>	<b>FY 21-22 Cumulative Total YTD</b>	<b>FY 20-21 Cumulative Total YTD</b>
Youth and Family Counseling Cases Clinical presentations	2 0	1 0	4 0	31 0
Youth & Family Service Hours	4	2	5	96
JRB cases: JRB hearings: JRB Service hours:	1 1 4	2 0 1	5 1 8	1 1 6
Positive Youth Development	77	129	556	163
Community Service # of hours completed Challenge Course: Adult Youth (outside)	1 0 0 68	1 25 0 73	3 105 0 141	2 0 0 0
Information and Referral	168	199	568	1,403

Social Casework Cases	73	92	247	221
Under 55 =	16	16	60	48
Under 55 disabled =	13	15	41	41
Over 55 =	44	61	146	132
Social Casework Service Hours	140.25	174.75	434.5	366.25
Under 55 =	26.5	24.5	85	75
Over 55 disabled and/or disabled	113.75	150.25	354.25	290.25
Food Bank Household visits	105	133	364	463
# bags of groceries distributed	1,300	1,631	4,441	5,102
Mobile truck	170	179	647	629
Special Needs	2	10	15	27

### **SENIOR AND DISABLED CENTER**

- COVID-19 case numbers in Newington fluctuated between the yellow and orange statuses throughout the month of October. This meant that we needed to continually reassess and revise plans for room use, organization, capacity and program offerings based on virus numbers, information and directives from the Town EMD and CCHD.
- A highlight of the month was the start of a Walking Challenge. Concurrent with the CCHD walking challenge, members were encouraged to enroll, walk and report their mileage or time walked with a collective goal of walking across Connecticut. That goal was met in the first week, so the goal was expanded to a walk across the country.
- In anticipation of periods of time with no in-person programs and based on the success of last year's CARES Act funded at-home program kits, the Center began to plan for the purchase of materials for a second round of program-at-home kits. The fall-themed kits will include: papier mache pumpkin painting, wreath making, mandalas, greeting card kits and an indoor seed-starting kit.
- The Center created space under the pavilion in the backyard to use as an outdoor classroom. With the acquisition of propane heaters, this space will be used to provide some group programs. By the end of the month, a coffee talk, tea and trivia and chair aerobics were offered.
- Through a partnership with CCSU's Gerontology program, a new series of WISE (Working Intergenerationally: Senior/Student Exchange) began this month. The WISE program was developed to provide opportunities for students and older adults to discuss topics of mutual interest. The program consists of three sessions and is being held via Zoom.
- The Center held virtual programs via Zoom including the popular Neurocize class. A Matter of Balance, intended to be in-person was offered virtually but ultimately cancelled as not enough people wanted to participate via Zoom.
- 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 is having a great season with tremendous yield. All produce is organic and is donated to the food pantry. In addition to food, the garden includes a pollinator garden and cut flowers to liven up the Center and are brought to the pantry.
- Almost 50 individuals received a total of approximately 950 hot meals in the month of September 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.
- Additionally, the Center provides grab-and-go meals to 50-60 people per month as part of the Older Americans Act congregate meal program. Each person received 5 frozen meals, 5 fruits, 5 snacks and 5 dairy products, provided by CRT and packed by Center staff. Included in the lunches are take-home activities and information.
- Dial-A-Ride provided a total of 106 trips this month for 32 passengers. In addition, Dial-A-Ride delivered 51 congregate meals, 177 meals on wheels and 13 program deliveries.

## **PARKS AND RECREATION**

### **Recreation Division:**

Registration for residents and non-residents began for the fall seasonal programs.

- The 2021-2022 school year for the Creative Playtime Preschool Program began welcoming 35 students into the program.
- The Water Lantern Festival was held at Mill Pond Park, welcoming thousands of people from around the country. The event included music, food trucks, corn hole, and thousands of water lanterns being released into the pond. Train rides and a beer garden were run by the Parks and Recreation Department, as well as the greatly successful Mill Pond Park Snack Shack.
- Most programs were able to begin both in person and online. A handful of programs were canceled due to COVID-19 concerns.
- Swim lessons began at Newington High School.
- Concerts are being held every Saturday and Sunday in the Market Square Municipal Parking Lot.
- LiveBarn final installations were completed at the Clem Lemire Sports Complex. Subscriptions for the service using our Department Code npr1-8666 has begun.
- Badminton and pickleball open play nights have been a huge success seeing 50 plus participants each night.
- The Department introduced a brand-new Co-ed Adult Volleyball League. The league consists of 6 teams, each playing a best of three series every Wednesday.
- The fall Cornhole League has begun, consisting of 16 teams that meet every Thursday evening.
- Plans are underway for the Newington Night of Lights, scheduled to take place on Saturday, December 4, 2021. The Department is actively searching for sponsors for this wonderful event.

### **Parks, Grounds & Cemeteries:**

- Final closing protocols for swimming pools performed.
- Aeration, over-seeding and fertilization at Emmanuel Christian fields.
- Removed tree at 106 Lamplighter Lane.
- Field maintenance and painting work has increased with the fall sports season.
- Angel statue at West Meadow Cemetery enhanced and planted with mums for fall.
- New playscape at Beacon Park completed with new bocce courts.
- New softball field renovations at Newington High School.
- Full field prep and painting for two high school football games.
- Mowing of schools, government grounds and fields still in high frequency.
- Set up and take down for Water Lantern Festival.
- Roadside mowing still in progress, but not as frequent.
- Removed dead trees near bus parking, cleared area around brook and bridge.
- Set up for Cherish Our Children walk, including setting up chairs and tents.
- Repaired damaged well, water valve and well cover at Deming Young.
- Installed new drain line in West Meadow Cemetery to accompany cemetery expansion in Section F.
- Weeding at Town Hall and Lucy Robbins Welles Library.
- Helped Soccer Club of Newington install new shed at north side fields.
- Began repairs in Beechwood Park: fence, sandbox, equipment.
- Brought in pots from center of Town of Newington; removed dangerous limb at Martin Kellogg.

Cemeteries: 3 single depth, 3 double depth, 4 ash remains (including 1 niche wall interment), sales: 7 (including 1 niche wall)

Overtime: 140 hours, \$6,650

## **LIBRARY**

- The COVID-19 pandemic has been a roller coaster ride with library operations. The library building was closed to the public due to the increased COVID-19 positivity rate in Newington that put the town in the red level on August 23<sup>rd</sup>. Curbside service, information assistance by phone, email and virtual programming were offered. As September began and the COVID-19 rate remained high, additional services were offered to try to give the best user experience for our patrons. Outdoor browsing of new adult, teen and children's books, new large print, new DVDs, Blu-Ray DVDs and music CDs was added. Items were put on carts and brought outside for patrons to browse during specified hours. A

staff person was set up outside to check out materials and to answer questions. Patrons could also make appointments to use one of the several public computers that were available inside for one hour. They needed to fill out a COVID-19 screening form and wear a mask when they went inside. Library staff also printed forms, photocopied and/or faxed for patrons upon request at no charge. On September 13<sup>th</sup>, the library was able to open its doors again for limited browsing due to the reduced COVID-19 rate. Patrons were able to browse, pick-up reserved items, check out materials, photocopy, fax and get assistance from staff. Patrons could also use several public computers for one hour by appointment. Seating and study space were not available. Patrons needed to fill out a COVID-19 screening form and wear a mask to enter the building. A staff person was scheduled to be in the lobby to collect the forms and direct people. Limited browsing continued through the end of the month. Staff did a wonderful job of thinking outside the box to offer the best service possible under challenging circumstances to our patrons.

- The Friends of the Library had an outdoor event on Sunday, September 12<sup>th</sup>. Friends, volunteers and the Boy Scouts' hard work made this fundraiser successful. The Friends also had another outdoor donation day on Sunday, September 26<sup>th</sup> from 9:00 am to 12:00 pm. People could drive up and drop off their donation into the bins provided. People were thrilled to be able to donate their books this way. They will be holding another outdoor book sale on Sunday, October 24<sup>th</sup>.
- The Library Board of Trustees held its annual meeting via Zoom on September 13<sup>th</sup>. The Library Director gave a visual presentation of a year in the library and highlighted the many things the staff has been doing to adjust and offer new services during the pandemic. In this meeting, officers were elected: Diane Stamm, President; Maureen Lyons O'Connor, Vice President; LeeAnn Manke, Treasurer; and Iris Larsson, Secretary. The Board also recognized Anna Eddy for all of her hard work over the year with the Dining Partner Program and Library Road Race,
- The Library Board of Trustees continued planning for the 24<sup>th</sup> running of the Newington Library 5K Challenge Road Race that will be held on Sunday, October 3<sup>rd</sup>. A second virtual meeting was held on September 19<sup>th</sup> to discuss what needs to be done prior to the race and on race day. Online registration is open at [raceentry.com](http://raceentry.com). A big boost to the race was that Bill Rodgers, 4-time Boston Marathon and NYC Marathon winner and former Newington resident agreed to participate in the race. Mr. Rodgers ran the race in 1998 and was an honorary chair for several years when the race began. His mother was a big library user and he was more than happy to support this long running race and support the library. In tandem with the road race, another Ready, Set Go Giveaway fundraiser is being held.
- A new display case is now housed in the library holding Bill Rodgers' memorabilia that was donated to the library by former State Senator Paul Doyle. Because Bill Rodgers has supported the race and the library over the years and is also an accomplished author, the library was asked if we wanted to permanently display these items. In the display case are several autographed clothing items, running shoes, a program from the 1976 Olympics, an autographed copy of his book *Marathon Man*, as well as pictures of Bill Rodgers signing his book at his 2013 library program and of him running the 1998 library road race.
- Most of the library programming continues to be virtual. With full in-person school starting in September and COVID-19 rates still fluctuating, programming is lighter and attendance is unpredictable. The Children's staff offered 14 programs to 296 children and their caregivers. Highlights of programs included the popular outdoor *Stories, Songs and Sunshine* story times, a morning program for all ages, an outdoor evening *Family Story* time and the ever-popular *Grab & Go* kits for kids. Teen programming included a Newington High School virtual book discussion on the book *The Cosmoknights* by Hanna Templar, and a shared Culinary Delights' cooking program.
- Adults were presented 14 programs to 447 participants. Adult programmers continued to collaborate with area libraries, offering a wide variety of virtual programming. Live collaborative virtual programming included *Simple Pasta Sauces* presented by the Baking Coach, *Eat This Not That* with registered dietician Jill Patterson, *COVID Update with Central Health District*, *Virtual Author Visit with Libby Copeland*, author of *Lost Family* and *Page Turners Book Discussion* of Martha Hall Kelley's new book *Sunflower Sisters*. Highlights of prerecorded virtual programming included *Moving from Bravery to Safe Space with Yvonne Alston* and *Culinary Delights with Chef Rob: Churro Muffin*. *Grab n' Go Coloring Pages* and *Grab n' Go Puzzle Packets* were also offered to adults.
- The much-anticipated virtual author event with Martha Hall Kelly was held live via Zoom on Tuesday, September 14<sup>th</sup>. This was a collaborative event between the libraries in Newington, Wethersfield, Rocky Hill, Berlin and Cromwell. Assistant Director Karen Benner and Jeanette Francini hosted this program to 105 very attentive participants. The author was engaging and gave a fascinating presentation of the origins of her first book *Lilac Girls* which was based on a true story. This experience led her to write the next two books in the series including her newest novel *The Sunflower Sisters*.

- Total circulation was 12,038. Circulation of digital materials was 2,897. Total number of people that entered the building from September 13<sup>th</sup> when the library reopened until the end of the month was 3,103. Also, 896 curbside service transactions were processed. Staff processed and pulled 2,189 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,219 reference questions during the month. Online databases that were popular this month included *Newsbank*, *Valueline* and *Ancestry.com*. The children's online service *BookFlix* and the databases *PebbleGo: Science* were popular.
- In technology news, the 10 additional WiFi hotspots that were purchased from funds received from the Hartford Foundation for Public Giving-Newington Community Fund came in. There was a problem with the delivery because the hotspots were not uniform and appeared to be refurbished, not new as promised. We are working with the vendor to correct the problem. This month's technology program was a prerecorded program titled *Learn About Hoopla*. Assistant Director Karen Benner, Head of Community Services Michelle Royer, Victoria Buttarro and the children's staff continued to record, edit and prepare videos for the library's YouTube Channel and NCTV.
- In personnel news, Head of Community Services Michelle Royer and Business Manager Karolyn McLain began offering Notary Services. Head of Reference Jennifer Hebert attended the webinar Less Ostrich, More Owl: Five Steps to Quickly Improve Your Library's Ability to Respond to a Sudden Disaster. Community Services Michelle Royer has begun doing some outreach to Middlewoods of Newington, dropping off new books for the patrons to read. Staff continues to do a great job during constantly changing circumstances. Library Director Lisa Masten was interviewed and filmed for a short video by the Hartford Foundation for Public Giving that will be used for promotional purposes to discuss and promote the recent grant the library received from Hartford Foundation for Public Giving-Newington Community Fund.
- In facilities news, the first floor carpeting project was completed towards the end of the month. The final phase of the project was the carpeting of the stairs and adding the new rubber edging. The rubber edging had been backordered. Everything looks great. We are still waiting for the technology furniture that will be installed in three areas on the first floor. This furniture will be funded by ARPA grant money the library received from the federal government that is being administered by the CT State Library. Temporary furniture is in its place until the new furniture arrives. Cleaning continues to be fair. Business Manager Karolyn McLain and Director of Facilities Joe Salamone are working with the cleaning service to try to get consistent cleaning. Karolyn McLain is spending an inordinate amount of time on follow-up each day, much more than she should have to.

#### **TOWN CLERK**

No data provided.

#### **INFORMATION TECHNOLOGY**

No data provided.

#### **TOWN PLANNER**

No data provided.

#### **FACILITIES**

No data provided.