



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Keith Chapman, Town Manager  
Date: June 5, 2020  
Re: Monthly Report – April 2020

---

#### GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency in Newington, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely. Many challenges and new information have surfaced from COVID-19. I, as the Town Manager/Public Safety Director/Chief Executive Officer have determined for the health and safety of the Highway and Park Grounds staff, an Alternative Work schedule to be implemented, effective April 5, 2020, and will remain in effect until the President of the United States and Governor of Connecticut declare the pandemic crisis has ended for Connecticut. Additionally, each department head has been authorized to determine who, what, when and where their staff members are to work. Independently, they have created working schedules that meets their employee's safety needs as well as the needs for Newington's community.

On April 1<sup>st</sup>, I held a teleconference with Janet Murphy, Finance Director and Phoenix Advisors LLC to review and prepare items for our Bond conference call scheduled on May 6<sup>th</sup>.

On April 8<sup>th</sup>, I met with Tom Molloy, Highway Superintendent, and Gary Fuerstenberg, Town Engineer, to re-evaluate sidewalks and road conditions located near Garvan Street, as well as other areas in Town.

As requested by AFSCME leadership, negotiations have been postponed until further notice due to COVID-19.

The Town Council Meeting scheduled for April 7, 2020 was cancelled due to COVID-19 attendance limitations. To comply with the CDC social distancing guidelines, and to help reduce the spread of COVID-19, the Town Council Meeting scheduled for April 14<sup>th</sup> was conducted virtually using a Zoom webinar. These virtual meetings have been a learning curve and an adjustment. I am appreciative of the staff who have helped us coordinate this virtual transition.

On April 14<sup>th</sup>, in accordance with the Executive Order 7C and 7S, Newington Town Council revised the Budget Meetings and Public Hearing schedule, as well as elected to implement both municipal tax assistance programs in efforts to help those residents affected by the COVID-19 pandemic. The Special Town Council Meeting scheduled on April 25, 2020 reviewed the remaining departmental budgets.

At Staff Meeting scheduled on April 27 2020, I discussed the financial impact of the Coronavirus to the Town of Newington. With the elected tax assistance programs, I anticipate some challenges that we may face during these uncertain times. In diligence, I have asked each department head to formulate an alternative 30% reduction plan to their operating budget. As new information is released, I will continue to re-evaluate and will delay institution a plan until it is deemed necessary.

Phone: (860) 665-8510 Fax: (860) 665-8507  
[townmanager@newingtonct.gov](mailto:townmanager@newingtonct.gov)  
[www.newingtonct.gov](http://www.newingtonct.gov)

On April 27<sup>th</sup>, the Mayor, Minority and Majority leader, IT and I met at VisionPoint to discuss audio/visual for the new Town Hall Building.

Ongoing communications with Joe Herzog, from Indian Hill Country Club continue. We have been reviewing the current contract, assessing current conditions of the course, along with the roof and HVAC replacement of the Club House.

Overtime

Paid overtime during the month of April 2020 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	37.5	\$ 1,922.94
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 772.88
ROAD MAINTENANCE	3.2	\$ 157.15
TRAFFIC	0.0	\$ -
SNOW/ICE	4.0	\$ 220.68
<b>TOTALS</b>	<b>60.7</b>	<b>\$ 3,073.65</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
CEMETERY	4.0	\$ 160.00
<b>TOTALS</b>	<b>4.0</b>	<b>\$ 160.00</b>

	<b>19-20 Budget Overtime Appr.</b>	<b>Overtime Expended 19-20 YTD</b>	<b>18-19 Budget Overtime Appr.</b>	<b>Overtime Expended 18-19 YTD</b>
<b>POLICE DEPARTMENT</b>				
Administration	\$ 7,927.00	\$	\$ 7,459.00	\$ 1,907.56
Patrol	655,308.00	618,087.31	619,839.00	785,574.83
Investigation	89,232.00	42,807.65	81,972.00	45,562.65
Communication	169,820.00	120,343.74	173,143.00	130,183.45
Education/Training	138,826.00	103,218.41	130,461.00	137,507.26
Support Services	59,255.00	14,156.38	36,306.00	20,520.34
Animal Control	1,511.00	0.00	1,442.00	0.00
Total	\$ 1,121,879.00	\$ 899,832.93	\$ 1,050,622.00	\$1,121,256.09
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,085.00	\$ 15,863.81	\$ 27,142.00	\$ 14,784.38
Snow and Ice Control	165,297.00	67,182.38	161,264.00	126,472.56
Traffic	4,057.00	2,210.94	3,958.00	2,417.58
Vehicles and Equipment	32,822.00	21,061.00	32,016.00	17,552.84
Leaf Collection	33,898.00	28,151.17	33,073.00	23,802.59
Total	\$ 264,159.00	\$	\$	\$ 185,029.95
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$	\$	\$ 84,463.00	\$
Cemeteries	16,445.00	9,249.29	16,045.00	8,623.75
Total	\$ 101,284.00	\$ 80,448.20	\$ 100,508.00	\$

**PERSONNEL**

- As the result of COVID-19 and the anticipated financial impact, we have decided to withhold from filling any current vacant positions during these uncertain times.
- The Police Officer position was offered to Jeremy Cormier, he began his position on April 20, 2020.

## **RISK MANAGEMENT**

### 2019-20 Blue Cross/Blue Shield Plan Year

The ninth month of the 2019-20 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2019-20 plan year were estimated at \$944,926. The total paid claims from the Health Benefits Fund for March 2020 were \$934,947. 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.

	<u>Cumulative Claims through March, 2020</u>		
	Town	Board of Education	Total
Estimated Claims	2,360,034	6,144,330	8,504,334
Actual Claims	1,272,721	4,557,679	5,830,400

## **INFORMATION TECHNOLOGY**

The Town's Information Technology team consists of Mr. Paul G. Boutot-CGCIO, Chief Information Officer, Mr. John Bolduc, Network Administrator/Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/Application Specialists.

During the course of the month they participated, assisted and/or were directly involved in:

- Completing 90 formal work orders.
- Reviewing and testing of Zoom Meeting/Webinar system to accommodate virtual Town Hall meetings to accommodate social distancing during the pandemic (Coronavirus COVID-19).
- Configuration, setup and training of staff requiring remote network access to accommodate social distancing.
- Configuration and training of staff on use of the Town's telephone conference call system to accommodate social distancing and telephonic meetings.
- Upgrading the Town's Hyper-converged infrastructure hardware and software to their latest supported versions.
- Finalizing the uninterruptable power supply (UPS) hardware specifications for the new Town Hall communication rooms and racks.
- Upgrading the Fire Department's Record Management System to accommodate the setup and configuration of a Fire Marshal "Inspection" component.
- Working with the Town and Board of Education telephone vendor on the migration, setup and deployment plan of telephone services in the new Town Hall.
- Working with the Revenue Collector's line of business vendor to update their application to the latest supported release.
- Meeting with outside telecommunication companies (Cox, AT&T, Frontier) to arrange for the move of various communication services (fiber, copper, coaxial cable) to accommodate the move into the new Town Hall and Community Center.
- Configuring, troubleshooting and testing remote telephone services to accommodate off-site/remote workers.
- Configuring and deploying multiple software package upgrades.
- Upgrading the Town's wireless infrastructure to the latest supported version.
- Upgrading the Town's multi-factor solution to the latest supported version.
- Setup and configuration of a Town YouTube Channel to accommodate real-time streaming of Town Council and Board/Commission Meetings.
- Produce and distribute Public Service Announcement video.
- Attending departmental, staff, regional and building meetings as needed or required.

**Accounting and Administration**

- Janet Murphy, Director of Finance, prepared analysis for the Town Council Budget meeting which she attended on April 24th. The Public Hearing is scheduled for May 5th with anticipated adoption of the budget on May 19th.
- Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Finance Director participated in virtual training regarding FEMA reimbursement for the COVID-19 pandemic.
- Staff worked on preparing for the move to the new Town Hall but starting to clean out filing cabinets and marking items for shredding.
- Our Accounts Payable Clerk began work on cleaning up our vendor listing. We will be sending out information to the remaining vendors on our new address and getting them to sign up for ACH payments.

The Town received from the State of Connecticut a portion of the remainder of the Educational Cost Share grant in the amount of \$6,682,728 during the month of April. 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)  
4/30/2020

	Interest Earnings		\$ Invested
	Budget FY2019-20	Actual Year to Date	
General Fund	\$250,000	\$462,347	\$46,500,498
Special Revenue Funds	27,000	40,166	739,032
Capital Projects Funds		15,211	1,092,874
Internal Service Fund	25,000	50,622	4,722,797
Trust and Agency Funds		12,977	1,090,964
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$54,146,165</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
4/30/2020

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.87	1.87	11,392	16,632	\$23,606,991
Bank North	1.27	1.27	115	476	560,158
TDBank (new)	.50	1.50	2,213	9,554	10,818,917
Farmington Bank	.20	1.50	1,793	9,096	10,939,145
Webster Bank	.75	1.55	1,664	2,982	3,170,386
Liberty Bank	.50	1.87	2,213	6,784	5,050,568
<b>Total Outstanding Investments</b>					<b>\$54,146,165</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through April 30, 2020.
- Refilling for the elderly tax relief benefits program were suspended by a Governor's Executive order due to the COVID-19 virus. All present participants will be grandfathered in without re-filing and their benefits that were received last year will automatically be applied to the July 2020 tax bills. For any new

applicants, financial information is being taken over the phone and applications are being completed and emailed to taxpayers by Assessor's staff.

- Income and Expense forms were prepared and mailed out to 500+/- owners of commercial real estate. The Assessor's office received 109 of those forms back during the month. Electronic forms have been placed on the Assessor website. Due date for these forms were extended by a Governor's Executive Order from June 1, 2020 to August 15, 2020 again due to the COVID-19 virus.
- Completed updating the personal Property Leased Equipment database from changes that were reported to the Assessor last winter. The updated database will be the source of the 2020 Grand List Leased Equipment reports that will be mailed along with the regular Personal Property Declaration schedules this fall.
- As part of the 2020 Revaluation, approximately 3,900 Residential Data Mailers were sent out only to those homeowners that failed to respond to a similar request back in 2015 at the time of the last revaluation. The use of these Data Mailers will eliminate the need for an extremely expensive and labor-intensive door to door canvass by out of town revaluation personnel which now would have been made more complicated by the COVID-19 virus. In addition to promoting public health and safety, the Data Mailers are an attempt to instill public confidence in the process by getting the public involved with the data accuracy phase of the project.

### **Revenue Collector**

- April Revenue Collections for Real Estate, Personal Property, Motor Vehicle and Supplemental Motor Vehicle taxes amounted to \$161,335.02. The back taxes collected were \$43,819.73 and we received \$1,449.26 in suspended accounts which is included in the back-tax figure.
- Our current percentage of collection on the 2018 Grand List is 98.9% which is in line with last year's rate of 98.8%.
- Online payments are used frequently by taxpayers since the Town Hall is closed to the public. Daily telephone calls are answered regarding assisting taxpayers to make those payments and to also help them with the information they need for the IRS.
- Delinquent notices were sent to 225 Real Estate, 62 Personal Property, and 2,300 motor vehicle taxpayers.
- Daily, accounts are being updated for the 2019 Grand List.
- Due to the Governor's COVID-19 Executive Order, there are complications within the tax system. All of the staff in the Tax Office have been working on the changes for the 2019 Grand List, and applying corrections to several delinquent accounts per the Executive Order as a result of the acceptance of the Town of Newington to participate in both programs. Several virtual meetings have taken place with the Revenue Collector, Tax Collectors throughout the State, and the Office of Policy and Management for the interpretation and implementation of this program. This has been a very time-consuming process but will allow us to offer some assistance to the taxpayers during this crisis.

### **TOWN CLERK**

- There were 50 property transfers during April for a total of \$9,043,922.16 in sales. State conveyance tax collected was \$75,222.99; Town tax collected was \$21,572.66
- There were two (2) residential property sales over \$300,000. One Commercial property for \$300,000 at 3066 Berlin Turnpike from Sphinx Shriners AAONMS to Scottish Rite Foundation of Hartford Inc. One Commercial property for \$2.1 Million at 124 Costello Road from MKU, LLC to Kovnick at Hartford LLC.
- There were 297 documents filed on the land records: 103 mortgages, 85 releases and 10 probate documents. Eighty-eight documents were electronically recorded and generated \$11,461 in revenue.
- Staff issued 46 burial permits and 27 cremation permits; 142 certified copies of vital records were issued.
- Four Notary Public commissions were catalogued and four Trade Name certificates were filed.
- The office issued a total of 10 passes to the landfill.
- On May 4, 2020 the Town Clerk swore in a new Police Officer

	DATA SUMMARY		April 2020	
	April-19	April-20	FY18/19 to Date	FY19/20 to Date
Land Record Documents	378	297	3,668	3,843
Dog Licenses Sold	14	4	698	703
Game Licenses Sold	54	2	200	118
Vital Statistics				
Marriages	5	5	115	121
Death Certificates	30	41	193	229
Birth Certificates	24	15	209	206
Total General Fund Revenue	\$ 39,331.75	\$ 33,332.66	\$ 378,747.62	\$ 430,472.31
Town Document Preservation	\$ 1,289.00	\$ 875.00	\$ 11,643.00	\$ 10,467.00
State Document Preservation	\$ 2,296.00	\$ 1,136.00	\$ 21,784.00	\$ 16,376.00
State Treasurer (\$36 fee)	\$ 10,260.00	\$ 5,076.00	\$ 97,380.00	\$ 73,116.00
State Treasurer (\$127 fee)	\$ 4,699.00	\$ 1,905.00	\$ 33,909.00	\$ 13,716.00
State Treasurer (\$110 fee)	\$ 4,730.00	\$ 4,950.00	\$ 37,510.00	\$ 47,410.00
LoCIP	\$ 855.00	\$ 423.00	\$ 8,115.00	\$ 6,093.00
State Game Licenses	\$ 711.00	\$ 8.00	\$ 3,379.00	\$ 1,959.00
State Dog Licenses	\$ 123.50	\$ 35.00	\$ 5,575.50	\$ 5,210.00
Dog Licenses Surcharge	\$ 34.00	\$ 16.00	\$ 1,710.00	\$ 1,764.00
Marriage Surcharge	\$ 170.00	\$ 102.00	\$ 1,972.00	\$ 2,618.00
<b>Grand Total</b>	<b>\$64,499.25</b>	<b>\$47,848.66</b>	<b>\$601,725.12</b>	<b>\$609,201.31</b>

## POLICE DEPARTMENT

Patrol Calls for April are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	16
Alarm Commercial Burg Alarm	60	Fire Structure Fire	3	MV Complaint	35
Alarm Hold Up Alarm	0	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	19	Fire Training	0	MVA Evading	7
ALTERED MENTAL STATUS	1	Fire Trouble Alarm	0	MVA Fatal	0
Animal Complaint	45	Fire Water Problem	0	MVA Injury	5
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	32
Assault	2	Fireworks	0	Neighbor	12
Assault in Progress	0	Follow Up	45	Noise	22
Assist Motorist	0	Found Property	9	Non-Collect Person	0
Assist Notification	1	Gun	0	Notification	0
Assist Other Agency	13	Harassment	6	Open Door/Window	39
Bad Check Insufficient Funds	1	Hazard	41	Parking Violation	4
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	38
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	13	Homicide	0	Pistol Permit	38
Burglar Alarm	3	HOPE PROJECT	0	Prisoner Care	3
Burglary	1	Illegal Dumping	2	Private Duty	0
Car Seat	0	Impersonating Police	1	Property Found	2
Check Welfare	33	Intoxicated	5	Property Lost	0
Check Welfare 911	35	Juvenile Complaint	6	Prostitution	0
Check Welfare Other	7	K9 Assist	0	Recovered Stolen MV	4

Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	4	Residential Lockout	0
Court Detail	2	Larceny	51	Robbery	4
Criminal Mischief	6	Larceny from MV	22	Roll Call	0
CSO	2	Lift Assist Only	2	Serve Subpoena	0
Customer Dispute	24	Liquor	0	Serve Warrant	1
Dog Complaint	46	Local Traffic Authority	0	Sexual Assault	0
Domestic	25	Location Check	185	Shots fired	1
Door Check	0	Location General	0	Specific Detail	64
Drug	2	Lockout Building	2	State Pistol Permit	0
DUI	2	Lockout MV	0	Stolen MV	8
EDP	12	Lost Property	5	Sudden Death	4
Escort / Transport	6	LTA	0	Suicide	0
Escort Funeral	0	Meal	0	Suicide Attempt	1
Escort Other	0	Medical Alarm	13	Suspicious MV Unoccupied	23
Escort Retrieval	2	Medical Cardiac	6	Suspicious Report	103
Escort Tax	0	Medical Complaint	138	TEST	1
Fingerprint	0	Medical Diabetic	1	Threatening	4
Fire Alarm	1	Medical Fall	32	Tobacco	0
Fire CO Detectors no sympt	0	Medical Mutual	0	Tow	6
Fire CO Detector with sympt	0	Medical Other	1	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	14	Traffic Stop	10
Fire Hazmat	0	Medical Stand by	0	Trespass	9
Fire Mutual Aid Request	0	Medical Trauma	0	Unknown	79
Fire Other	0	Medical Unresponsive	4	Water problem	0
Fire Rescue	0	Missing	3	<b>Total</b>	<b>1,540</b>

- In April, the Detective Division:
  - Handled 41 investigations, 41 remain ongoing.
- In April, the Animal Control Officers had the following activity:
  - 92 Calls – 47 Dog, 45 Animal
  - 1 Dog vs Dog Bites/1 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 5 Impounds – 5 redeemed, 0 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 1 DOA
  - 1 Infraction written
  - 83 Incoming Phone Calls
  - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 0 Written Warnings
  - 2 Letters (No License/Barking/Littering)
- Breakdown of Calls
  - 510 –
    - 15 Combined Dog/Animal/Specific Detail/Check Welfare
    - 0 Delinquent Letters/Written Warnings/ No License/Barking/Littering
    - 1 Infractions
    - 0 Written Warning
    - 2 Dog bite- 1 dog vs human, 1 dog vs dog
    - 0 Dog/Cat Adoption
  - 511 –
    - 28 Combined Dog/Animal/Specific Detail/Check Welfare
    - 0 Delinquent Letters/Written Warnings/ No License/Barking/Littering
    - 0 Infractions
    - 0 Written Warning
    - 0 Dog bite- 0 dog vs human, 0 dog vs dog

- 0 Dog/Cat Adoption
- Other:
  - 49 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
  - 511 is finished with training and will begin her independent shifts (Sunday's and Friday's 8 am – 4 pm) starting May 3<sup>rd</sup>.
- In April, the Patrol Division had the following activity:
  - On April 8th a victim of a domestic violence incident came to the Newington Police Department and Patrol Officers were assigned to investigate. Officers spoke with the victim and could see she had fresh bruising and swelling on her face and neck. The victim explained that she was involved in an incident with her son's father, she was hit repeatedly, and she was now seeking help and medical attention. An ambulance arrived on scene to evaluate the victim's injuries and determined that she should go to the hospital for treatment. Officers met with the victim at the hospital and she provided a statement about what occurred.

The victim explained that on April 7th at about 10:00 pm she went out for the night with her friend. Her son's father, Willie Jones of Plainville, stayed at her home with their 1-year old son and the victim's 9-year-old son. The victim said she started to receive text messages from Jones telling her to be home by 1:30 a.m. and that if she didn't return in time, he was going to leave the house with their 1-year old son. The victim arrived home shortly after receiving the text and she could tell Jones was furious. He began punching her in the head and continued to punch her in the face and head until she fell to the ground. She explained that Jones began kicking her in the face and ribs, which caused her to lose consciousness from the pain. The victim woke up in the bathroom and Jones picked her up by her throat and pushed her against the sink. He choked her but would stop just before she would pass out from lack of oxygen. The victim also told officers that during this time Jones forced her to perform a sexual act on him. Soon after, the attack on the victim ended and Jones left the room. Shortly thereafter Jones came into the victim's bedroom, slapped the victim, and took her car keys. He then left the area in the victim's vehicle. The victim explained that during the assault Jones told her it will be worse next time because he will kill her, but first he would kill her 9-year-old son and would kill her if she contacted police.

With the assistance of the Plainville Police Department, Jones was located and taken into custody by Newington Police. He was charged with Assault in the Second Degree, Strangulation in the Second Degree, Reckless Endangerment in the First Degree, Disorderly Conduct, Risk of Injury to a Minor, Unlawful Restraint in the First Degree, Larceny in the Fourth Degree, Sexual Assault in the First Degree, Robbery in the Third Degree, and Threatening in the Second Degree. Jones was detained on \$250,000 bond.

- On April 18th Patrol Officers responded to a residential address on a domestic-related incident. It was reported to officers that the complainant's ex-boyfriend was intoxicated and not welcome at the home. It was also reported that there was a verbal altercation and the male threatened to burn the house down. Investigation revealed that this threat was made in Hartford earlier in the day. Upon arrival Officers learned the male subject was in the garage and he could be heard yelling. Officers attempted to establish verbal contact with him, however he did not respond and did not come out of the garage. Officers also tried to make telephone contact with the male, but he would not stay on the phone and eventually his phone went straight to voicemail. After further attempts to negotiate, Officers were able to open one of the garage doors and a while later the male came out. He was defiant, confrontational, and non-compliant with verbal commands as he quickly walked towards Officers. He was reaching in the area of his waistband and refusing to put his hands up when instructed to do so. While Officers were attempting to diffuse the situation, the male turned and walked away from them towards the home. The male was then taken to the ground and handcuffed. He continued to be belligerent on scene and in the ambulance. It was determined that

this individual needed a psychological evaluation and he was transported to an area hospital for treatment.

- On April 25th Patrol Officers responded to multiple calls for service involving stolen motor vehicles. One of those incidents involved the use of physical force against the victim. At approximately 6:30 a.m. Newington Police received a report that a female resident had driven her vehicle to check her mail box at her condominium complex. When she got out of her vehicle to go to her mail box, she saw an unknown male get dropped off by another vehicle and start making his way toward her vehicle. She ran back to the vehicle and a physical struggle occurred between the victim and the suspect as he attempted to steal her running car. The victim was knocked to the ground and the suspect drove away in her vehicle. The victim was not injured and declined medical attention. The stolen vehicle was later located, unoccupied, and was processed for physical evidence before being returned to the owner. This investigation has since been transferred to the Detective Division for follow up.
- During the month of April, Patrol Officers assisted Newington Schools with multiple teacher parades that were done for all students of our elementary and middle schools. These events were an example of the excellent relationship the Newington Police Department shares with the Newington Schools.

Property Report April 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 737
Damaged/Destroyed	4	\$ 610
Vehicle Inventory	0	\$ 0
Stolen	75	\$ 185,606
Abandoned	0	\$ 0
Evidence	60	\$ 2,967
Found	31	\$ 1,926
Lost	1	\$ 50
Seized	6	\$ 0
Recovered	15	\$ 75,303
Impounded	2	\$ 0
Informational	6	\$ 0
<b>Total</b>	<b>201</b>	<b>\$ 267,199</b>

**In April, the Community Service Officer (CSO):**

- Due to the COVID-19 Pandemic, normal CSO activities have been limited. The CSO coordinated the Police Department's involvement with escorting several Newington Schools Teachers' parades, which took place during April.
- The CSO also coordinated weekly readings to Newington children via Facebook Live.
- Police Department Overtime April:
  - Comparison
 

> OT March	\$55,762	2 pay periods (no holiday)
> OT April	\$54,763	2 pay periods (two holidays)
	\$ 999 decrease	
  - During April 2020, one officer was out on workers' compensation, one officer from the Patrol Division was temporarily assigned to the Detective Division serving as the property officer, another officer was on light duty assisting in the Detective Division and there were three officer openings, resulting in six vacant positions. These vacancies have an impact on overtime since some patrol districts are left unstaffed, which could be used to reduce overtime by covering officers who may take time off.
  - Admin overtime \$0.

- Patrol overtime. \$39,503, an increase of \$3,388. Overtime included \$22,982 in holiday pay, filling of shifts for time off, filling of shifts for officers who were possibly exposed to COVID-19, holdovers for officers involved in casework including domestic disputes, missing persons, a larceny from motor vehicles investigation involving a canine officer response, a prisoner detail at a hospital, an emotionally disturbed person and completing a first report of injury.
- Detective Division overtime. \$2,099, an increase of \$223. Overtime included \$1,140 in holiday pay, responding to a serious motor vehicle accident and untimely death on a holiday, crime scene processing and a suicide investigation.
- Communications overtime. \$12,055, an increase of \$3,838. Overtime included \$4,491 in holiday pay, filling of shifts for time off, and filling of shifts on days and evenings when only one dispatcher is scheduled to insure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday.
- Education overtime. \$434, a decrease of \$6,957. Overtime included dispatcher pay for a senior public safety dispatcher conducting training of a dispatcher.
- Support Services overtime. \$671, a decrease of \$1,492. Overtime consisted of \$671 in holiday pay.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of April, 2020. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	April	10 Months Total
<i>FIRES</i>		
Structure Fire	4	25
Vehicle Fire	0	5
Exterior Fires	0	15
Other Fires	1	6
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	0	7
Extrication	0	7
Other Rescue Calls	1	17
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	3	94
Water Problem	0	15
Other Service Calls	11	59
<i>OTHER</i>		
Good Intent Calls	4	41
False Alarm/False Call	21	233
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	1	9
Totals	46	536

### **Training Summary for the month of April:**

CO-4 Training	Attack Lines	14.0 hours
Driver Training	Road	14.0 hours
CO-2 Training	Weekly Home Flash Card Quizzes	124.0 hours
CO-3 Training	SOP/SOG review through Target Safety	21.0 hours
Cadet Training	Suppression and basement fires	25.0 hours

Cadet Training	Size up	42.0 hours
Officer Training	Standards Review	24.0 hours
Cadet Training	Truck Operations	24.0 hours
Department Training	Building Size up	175.0 hours
Target Safety Training	Building Construction	57.0 hours
<b>Total Training</b>		<b>520.5 hours</b>

**FIRE CHIEF**

Fire Response: **22** Incidents

- Participated in the weekly Department of Emergency Management and Homeland Security's conference calls, coordinated the Town's activities with the Region-3 office in Hartford and distributed PPE equipment to the Public Works, Human Services and Senior and Disabled Center staff.
- Participated in a Capital Region Fire Chiefs Association phone meeting to review the Statewide Fire Rescue Deployment Plan, COVID-19 response guild-lines, PPE, firefighter safety and staffing continuity concerns.
- Responded along with a crew from Engine-2 to a regional task force activation to assist with a residential structure fire in Rocky Hill.
- Met with a representative from the Jefferson House to review their emergency pandemic plan and to identify available resources and assistance from Town, Regional and State agencies.
- Conducted numerous meeting with the chief officers to review emergency planning, personnel issues and budget concerns.
- Participated along with the command staff in a special Town Council meeting to review the annual department and capital improvement budgets.
- Attended a special staff meeting at Town Hall to review a request for departments to prepare an alternate 2020-2021 budget as a result of the ongoing pandemic.
- Distributed PPE (face masks) to small businesses throughout Town as part of a DEMHS program.
- Met with Town staff and representatives from Hartford Healthcare to review plans for a drive through COVID-19 testing site on Patricia Genova Drive.

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of April, 2020.

INSPECTIONS	0
INSPECTION FOLLOW-UPS	10
PLAN REVIEWS	10
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	12
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	3
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

**Fire Marshal's Activities:**

- 4/27/2020 Staff Meeting with Keith Chapman Town Manager

**HIGHWAY DEPARTMENT**

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Coordinated A-B shifts for Highway Personnel due to COVID-19
- Coordinated online sexual harassment training for all department employees
- Met with Town Engineer to discuss upcoming projects
- Discussed sewer and water failures and permanent pavement restoration with the MDC

- Coordinated the repair of concrete curbing at the Municipal Parking Lot
- Attended several staff meetings to address COVID-19

#### Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Repaired rutting/muddy areas at Bus Garage parking area
- Completed town wide curbing and top soil repairs
- Completed town wide street sweeping
- Repaired/replaced several storm water catch basin structures
- Cleaned and painted all leaf collection boxes
- Relocated/transported radio tower backup generator and fuel tanks
- Repaired ruptured drainage line on Reservoir Road
- Continued with Town wide pot hole patching
- Paved a portion of Mill Pond Pathway

#### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Repainted parking spaces at Municipal Parking Lot

#### Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Completed Fire Department Apparatus Spring Services
- Mechanics continued with spring services for all Parks and Highway equipment
- Responded to one (1) after hour call in for Fire Department apparatus repairs

#### Sanitation/Recycling/Landfill

- Scheduled 832 residential bulk items for collection for the month
- Scheduled 110 condominium bulk items for collection for the month
- Scheduled 42 condo/residential scrap metal items for collection for the month
- 6150 tons of cumulative Municipal Solid Waste were collected from July through March
- 1811 tons of cumulative recyclables were collected from July through March
- 1356 mattresses/box springs were collected from July through March
- 240 televisions were collected from July through March
- Issued 57 permanent landfill permits and 10 temporary permits for the month

### **TOWN PLANNER**

#### **Town Plan and Zoning Commission Actions:**

##### TPZ Meeting on April 8, 2020:

- Approved Petition #04-20: Special Permit (Sec. 3.2.1: Church or Place of Worship) at 155 Lowrey Place. Renato Almeida, applicant.
- Issued an Unfavorable Report on Petition #08-20: Sec. 8-24 Referral of Proposed Sale of Town-Owned Property at 88 Stamm Road.
- Issued a Favorable Report on Petition #14-20: Sec. 8-24 Referral of Proposed Re-Alignment of Robbins Avenue.

##### TPZ Meeting on April 22, 2020:

- Approved, with conditions, Petition #11-20: Special Permit (Sec. 6.11: Service, Sale, Repair, Rental or Storage of Motor Vehicles) at 2897 Berlin Turnpike ("Firestone Complete Auto Care Center").
- Approved, with conditions, Petition #12-20: Site Plan Approval at 2897 Berlin Turnpike ("Firestone Complete Auto Care Center").
- Approved Petition #15-20: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Tent Sale at 3440 Berlin Turnpike ("PC Richard & Son").

#### **Town Planner Activities:**

TPZ Applications (approved, pending, and potential):

- April 13: Prepared final TPZ memo's for Petitions 11-20, 12-20, 13-20 and 15-20.
- April: Processed Petitions 04-20, 07-20, 08-20, 11-20 through 17-20.

Economic Development-Related Project Activities:

- April: Met with staff to design New Britain Avenue Business District Streetscape project for possible State funding.
- April: Met with staff to design Stoddard Avenue Business District Streetscape project for possible State funding.

Grant-Related Project Activities

- April: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- April 13: Prepared agenda for TPZ meeting on April 22, 2020.

CRCOG/Professional Development/Training:

- None.

Miscellaneous

- April: Responded to approximately 12 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- April: Received and sent approximately 536 emails from citizens, local business, applicants, town staff, state staff and elected/appointed officials.

**TOWN ENGINEER**

**Permits:**

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 26 excavation permits:
  - Excavation = 4
  - Driveways = 22

**Meetings:** Represented the Town:

- CRCOG transportation committee meeting
- TON Public Works meeting
- TON department head staff meeting
- TON Inter-Department coordination meeting (engineering, planning, building)
- Town Council Meeting(s), as requested
- TON CIP, 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
- Town Hall Construction Project
- Meetings with residents/businesses

**Conservation (Inland Wetland) Commission:**

- Inland Wetland Applications received:
  - Two
- Commission Administered applications:
  - One
- Agent Administered Applications:
  - Two
- Provided guidance to residents/applicants for preparing applications.

- Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
- Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 11 zoning applications to determine the presence of wetlands and/or Conservation easements.

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

Reviewed site plans:

- 94 Holmes Road – Site plan review
- 80 Fenn Road – Site plan modification review
- 135 Fenn Road – Site plan review
- 84 Faith Road – Site plan review
- 890 Willard Avenue – Subdivision plan review
- 68 Deming Street – preliminary subdivision plan review
- 2414 Berlin Turnpike – Site plan review
- 324 Alumni Road – As Built survey review
- 55 East Robbins Avenue – Subdivision plan review
- 3443 Berlin Turnpike – Site plan as-built review

**Public Works:** Assessed, investigated and inspected roads, parking lots, bridges, curb, sidewalks, traffic signals, dams, drainage, stone wall and other infrastructure issues 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 CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
- Assisted Deming Farm HOA and developer
- Coordinated with MDC/CNG/ Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding projects in Newington
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants)
- Coordinated with CDOT regarding transfer of Myra Cohen Way to Town of Newington
- Coordinated with CDOT regarding flooding on SR176 (Main Street) near Dowd (requested CDOT re-design culvert beneath Main Street)
- Coordinated road/drainage restoration with Eversource for GHCCRP
- Coordinated with MDC regarding restoration of Old Farms Drive
- Reviewed CDOT Drainage Study for Main Street crossing south of Dowd Street
- Coordinated ROW and safety violations at Tavener Circle & West Hill Road (290 West Hill Road)
- Cambria-Garfield – Coordinated with Frontier to resolve damaged storm pipe (via utility pole)
- Cambria-Garfield – Initiated drainage improvement along Pheasant Run

**Engineering for Town Project:** Assisted Town Departments with in-house projects:

- Economic Development: National Welding Site – engineering services
- Town Manager: Myra Cohen Way – Engineering Services (Right of Way Acceptance)
- Town Manager/Facilities/BOE: Diesel fuel release remediation – engineering/environmental services for redeveloping site
- Facilities: New municipal building (library parking lot) – project coordination
- Facilities: TON facilities evaluation by Owens - project coordination
- Facilities: Eversource Energy Incentive Project (PD, SC, LIB) - project coordination
- Highway (LOTICIP 2018) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – public meetings, surveying, traffic counts, and design services

- Highway (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Road – design services - Traffic signal survey
- Highway: Main Street Landfill – prepare as-built composite survey (construction service)
- Planning: Garfield Street Community Connectivity Project – design services
- Planning: Deming Farm Road – construction services
- Park & Recreation: 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system
- Park & Recreation: Clem Lemire Park – AARP Adult exercise and child playscape layout – surveying and design services and construction services.
- Highway: Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- Facilities: Senior Center Parking lot layout – site ADA improvements - surveying and design services
- BOE: Newington High School (parking lot expansion) – survey and design services
- BOE: Kellogg Middle School (drainage) – consulting services
- BOE: Patterson Elementary School (pavement resurfacing) – survey and design services
- BOE: Kellogg Middle School – Fiber optic locations
- Facilities: New municipal building (main building) – reviewed Downes Change Order Proposals and prepare grading plan for north loop road

### **BUILDING DEPARTMENT**

- The gas station at 60 Walsh Avenue has a permit to install an emergency stop button for gas pumps.
- An Electrical Permit was issued for lighting in the sales floor, back room with track lighting around perimeter, power to sign, and outlets for the skate shop, back room office and the front register for Pure Hockey 1603 Southeast Road.
- An Electrical Permit was issued to the town to install a 100-amp service & transfer switch off the pre-existing meter at 99 Cedarwood Lane.
- McDonald’s received a Plumbing Permit to remove and replace the bathroom fixtures.
- The new Daycare being built at 395 Willard Avenue was issued a Plumbing Permit for a fire sprinkler system.
- A Building Permit was approved for Hartford Hospital, 181 Patricia Genova Drive, to install temporary tents and trailer to create a COVID-19 drive thru testing site. Also, an Electrical Permit was approved to install temporary power and network cable to the COVID-19 drive thru testing trailer.
- There were no Certificates of Occupancy issued in April.
- There were no Seminars attended by our Inspectors for their continuing education credit. All indoor classes were cancelled due to the Coronavirus.: There are online classes so the inspectors can continue with their education credit.
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 91 Inspections. They were: Electrical (3), Final (37), Footings (11), Foundation (2), Framing (2), Gas Line (4), Insulation (2), Rough (30).
- The total number of Building/Renovation Permits issued / applied for the month of April was **94** producing a total permit value of **\$722,962.00**
- They are categorized as follows:

<b>TYPE OF PERMIT</b>	<b># OF PERMITS</b>	<b>VALUE OF PERMITS</b>
ADDITIONS /ALTERATIONS	14	183,112.00
DECK	5	30,300.00
DEMOLITION	0	0.00
ELECTRICAL	33	151,034.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	4,392.00
GARAGE / SHED	0	0.00
MECHANICAL	8	69,405.00
NEW COMMERCIAL	0	0.00

NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	4	54,500.00
POOL	8	60,710.00
ROOFING / SIDING	12	93,982.00
SIGN	2	6,344.00
SOLAR	6	49,183.00
TENT	1	20,000.00
<b>TOTAL</b>	<b>94</b>	<b>\$722,962.00</b>

The total Building income fees received in the month of April was **\$8,608.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$735.00 Environmental \$300.00 Conservation \$400.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$0.00 Driveway / Excavation \$1050.00 Engineering copies \$56.00. The other total income is \$2801.00

Below is a comparison of the Permit Values for April 2020 and April 2019:

	<u>2020</u>	<u>2019</u>
Value of Permits issued for April:	\$722,962.00	\$6,356,181.00
Fees for Permits issued for April:	\$8,608.00	\$16,018.00
Other income Fees for April:	\$2,801.00	\$10,654.50
Building Permits Issued for April:	94	188

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

<u>2019-2020</u>		<u>2018-2019</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$19,498,864.00	\$220,127.00	\$44,614,381.00	\$199,676.00

### **HUMAN SERVICES**

- The majority of Positive Youth Development programs were suspended for April due to Covid-19 pandemic and requirements for social distancing. Virtual programs and modifications to future in-person programs were explored.
- High School Summer & SCORE Mentors met with Rik Huggard and staff via zoom. These meetings will continue in order to maintain a source of contact and support for youth and to keep youth vested in future programs.
- In her role as Volunteer Coordinator, Meskill screened and registered several new and able-bodied volunteers to assist in food distribution to meet the more labor-intensive distribution methods required as a result of the pandemic.
- Coordinator Meskill maintained phone contact with social work student Emily Adamowicz who was suspended from on-site internship hours due to Covid-19 pandemic.
- Juvenile Review Board did not meet this month as we did behind the scenes work including getting approval to modify use of JRB grant funds and securing two laptop computers so that virtual hearings and support programs could be developed.
- Again, due to onset of Covid-19 pandemic- service delivery methods for the food bank were modified. As of 3-16-20 no in person services were provided. We provided no-contact pick up of food and delivery to those who were isolating or had transportation issues. This modified system was much more labor-intensive: requiring coordination of volunteer schedules- staggered to allow for necessary social distancing, coordination of donations, sorting of food received, packing of pre- packed food to be distributed, documenting volunteer hours & monitoring food supply and storage issues, etc. Pam Wassik & Rik Huggard were the lead staff for this project with support from all other staff and volunteers and did an amazing job meeting the needs of the community. Food sufficient for over 5500 meals was distributed in April.

- All financial casework services continued- doing phone interviews, referrals and receiving necessary documentation by email, text, or snail mail. We heard from many households whose income was reduced as a result of this health crisis and the closing down of many non-essential businesses. This included folks who were employed & pending unemployment benefits, were self- employed and unclear as to their eligibility for unemployment benefits and folks who were previously helped by family whose income was now reduced affecting their ability to support or assist our identified resident. Additionally, we fielded many questions re stimulus payments and the process for same and utility and eviction moratoriums. All of the individuals we worked with were tangentially impacted by the current health crisis through a combination of issues such as anxiety, income stream, access to needs, isolation, loneliness, etc.
- Existing and new volunteers stepped forward and fulfilled the many tasks involved in pre-packing food for households to supplement their food supply for the month. All best practices for social distancing were followed. We received over 250 hours of volunteer assistance in April.
- In preparation for possible staff absences due to sickness or quarantine- cross training in each other's job tasks and responsibilities was instituted.
- Letters of appreciation were sent out to all volunteers to be followed up by PowerPoint slide show of pictures of our volunteers in action.
- Director LaBrecque continued to serve as the Liaison for the Central CT Health District and the town - meeting with the CCHD director and providing the Town with weekly updates.

#### April 2020 Statistics

<b>Selected Programs</b>	<b>FY 19-20 Total This Month</b>	<b>FY 19-20 Total Last Month</b>	<b>FY 19-20 Cumulative Total YTD</b>	<b>FY 18-19 Cumulative Total YTD</b>
<b>Youth and Family Counseling Cases Clinical presentations</b>	10 0	12 0 <small>presentations/attendees</small>	129 0	136
<b>Youth &amp; Family Service Hours</b>	33.5	34.5	355.5	388
<b>JRB cases hearings/pending hearing JRB Service hours:</b>	0/5 2	0/5 4	8/16 36	16 34
<b>Positive Youth Development</b>	11	73	1631	2006
<b>Community Service # of hours completed Challenge Course: Adult youth(outside)</b>	1 20 0	1 25 0 0	11 188 88 321	12 174 319 288
<b>Information and Referral</b>	597	300	6919	6822
<b>Social Casework Cases Under 55 = Under 55 disabled = Over 55 =</b>	82 21 18 43	82 25 14 43	698 234 127 371	736 217 143 376
<b>Social Casework Service Hours Under 55= Over 55 disabled and/or disabled</b>	146.75 35.25 111.5	127.5 35.5 92	1035.25 199.25 808.75	1022.75 245.5 776.25

<b>Food Bank Household visits</b>	150	147	1406	1315
<b># bags of groceries distributed</b>	837	691	6472	5867
<b>Mobile truck</b>	154	111	1072	1244
<b>Clothing household visits</b>	0	0	0	60
<b># bags of clothes given</b>	0* clothing closet ended	0	0	76
<b>Special Needs</b>	26	12	122	89

\*Clothing closet ended

### **SENIOR AND DISABLED CENTER**

- The Center remained closed to the public through the entire month of April. All in-person regularly scheduled and special programs were cancelled. Staff remained extremely busy developing programs and procedures to assist residents with needs including food and social connection.
- Center staff continued to make outreach calls to residents. While many report that they are doing o.k. there are many who are isolated and appreciate the conversation.
- A weekly robocall is sent to over 1000 members every Friday. The call, recorded by Center Director Dianne Stone, is a weekly check in and reminds residents that the Center and Town are here to help with any needs. The calls have been warmly received.
- The Center has increased use of Facebook and Facebook live as ways to keep members engaged with regular posts.
- A modified newsletter with resource information, activities and program announcements was developed and distributed through email, with meals and mailed on request.
- Telephone Bingo began the week of March 30 and was offered each Tuesday and Thursday. Up to 10 people played each session via conference call with cards delivered to the doorstep. Telephone Bingo is offered each Tuesday and Thursday at 1:00 p.m.
- The Volunteer Shopper program continued through the month of April. An initial group of six volunteers applied and were vetted to become Volunteer Shoppers. The program provided \$2,240 worth of groceries in 61 shopping trips in April.
- Congregate lunches to-go continued with a Wednesday distribution date. The Community Renewal Team dropped boxes of food to provide each participant with five lunches including a frozen dinner, dairy, fruit and snack. Center staff sorted, bagged and distributed these meals to up to 65 older adults each week.
- Meals on Wheels continued to operate daily with some safety modifications. Center staff assumed responsibility for delivery of meals to 49 residents daily. These meals are bagged and dropped at the door of the resident. While there is no contact, staff provide a wellness check with each delivery.
- The Giving Garden is moving forward this season with the assistance of current and new volunteers. The garden provides fresh produce to the Food Pantry, something expected to be in greater demand.
- The Center began planning remote programming to be offered in the coming months, mostly using the Zoom platform. This included staff learning how to use the platform and reaching out to various speakers and community partners to create a schedule of programs for May. The Center is also collaborating with other communities for program ideas and cross-promotion.
- The Center also participated in a meeting with staff from Human Services, Parks and Recreation and the Library to discuss programming through the spring and summer.
- Dial-A-Ride continues to offer very limited transportation for critical, non-urgent medical services (predominantly dialysis). The drivers are spending more time making food deliveries including meals on wheels, congregating grab and go meals, and deliveries for the Food Pantry.

- While the facility is closed, the Facilities Department has been able to complete several projects including overseeing a changeover for all lighting, installation of new bulletin boards and installation of new water fountains. The Facilities Department also began a project to provide better access to water for irrigation in the garden.

## **PARKS AND RECREATION**

### Recreation Division

- Spring programs have been suspended due to COVID-19. Programs will reconvene if and when local and federal government deem it safe. Some programs have been part of a trial phase of virtual programming. If necessary and possible, most summer programs will be offered virtually.
- Park Rangers: The Emergency Park Ranger Program is continuing to patrol all parks and school grounds in order to encourage social distancing, no large gatherings, and no activity on playgrounds, courts, fields, etc. Two rangers patrol weekdays from 3:30 to 7:30pm and weekends from 10:00am to 4:00pm.
- Registration for new gardeners interested in participating in our Community Gardens program began on April 1<sup>st</sup>. Returning gardeners had until March 27<sup>th</sup> to renew their gardening spot from last year. There is a total of 110 garden spots available to residents.
- Registration for the 2019-2020 school year at our Creative Playtime Preschool is ongoing.
- The Summer Program Guide was completed and distributed to 13,000 Newington households during the week of April 27.
- The Summer Pool Pass Early Bird date has been extended due to COVID-19. As of right now, the date has been moved to June 1<sup>st</sup>.
- Summer program registration for residents starts on May 6<sup>th</sup>.
- Camp RecReate information was distributed to 13,000 Newington households as an insert in the Rare Reminder. Program dates are Monday through Friday, June 22 through August 7 (no program on July 3). Camp RECreate hours are 7:30 am to 5:30 pm. Discounted rates are available if children are registered by June 4<sup>th</sup>. A sibling discount is also being offered for families with more than one child enrolled.
- Camp S'More is being offered the week of August 10 through 14 (7:30 to 5:30) for children entering Kindergarten through grade 4.
- New programs being offered and included in the Summer Program Guide are: Walk with Ease for Adults, Don King Sr. Youth Summer Outdoor Basketball League, and Soccer Club of Newington Goalkeeper Academy.
- The CCHD Walking Competition has been modified to encourage social distancing while continuing to encourage residents to stay active and healthy.
- Though the Creative Playtime Preschool Program is currently suspended due to COVID-19 the Preschool staff and Recreation Supervisor have collaborated every week to supply families with a weekly curriculum that can be used to continue to educate the students and encourage healthy learning.
- The Kindness Counts Program was started early to help bring positivity and optimism to Newington during COVID-19. Over 350 people have already been nominated for this program.

### Parks and Grounds and Cemeteries

- Deep tine, core aerate, verticut, overseed and topdress soccer fields at Emmanuel Christian Academy
- Increasing mowing frequency around Town of Newington
- Cut trench for electricity hook up at new pump station at ECA
- Took forestry attachment on Bobcat to Indian Hill Rd right of way and then cleared back brush at ECA
- Mulched at library, municipal parking lot, ambulance, firehouses
- Mowed neighborhood circles
- Park security: closed basketball courts, tennis courts, playgrounds
- Began installation of new chlorine equipment at pools
- Cemetery cleanup is ongoing
- Storm cleanup: pick up sticks in all parks, clear down tree on 7<sup>th</sup> St
- Veteran's memorial trailer is about 90% complete
- Cleaned up gardens behind senior center
- Installed 200-day lilies at municipal lot

- Cemeteries: 14 interments, 1 ash, 11 single depth, 2 double depth, 2 sales

#### Tree Warden

- Removed hazardous tree, Main and Brookside
- Removed hazardous tree, 137 Barn Hill
- Picked up fallen branches from parks
- Removed limb at library
- Removed uprooted tree on Seventh Street
- Removed posted tree on Sequin Street

#### LIBRARY

- April was the first full month that the library building was closed to the public. Initially when the library building was closed in March, we continued to offer curbside service as well as staff assistance by phone and email during regular hours. When curbside service was shut down towards the end of March due to safety concerns, staff continued to be available by phone or email during these same hours. On April 6, we temporarily changed library hours to Monday – Friday 9 am – 5 pm with no nights and weekends. This was not an easy decision but with scheduling restrictions due to the AFSCME contract and not enough staff to cover the regular library hours we had to make changes. This is certainly not an ideal situation but a live person is always available to answer the phone help and emails are answered promptly. Since the library has been closed we have kept both book drops open and are processing the returns after a 3 day quarantine of materials.
- Besides assisting patrons by phone or online and returning and shelving returned materials, staff are working on projects that are difficult to accomplish when the building is open, such as weeding cleaning, and shifting collections. In addition, they are working on collection development, creating virtual programming, planning for the summer month and participating in some virtual professional development opportunities.
- The library began offering several new services and collections in response to the closure of the library building. Newington residents can now apply online from the library's website for temporary library cards. This card can be used to access the library's digital materials and most of the library's online databases. In fact, Circulation Supervisor Susan Schneider took it one step further with the temporary card and worked with the vendors to make sure the temporary card number worked with multiple formats and more of our online services than was previously going to be available.
- The children's staff began offering online story times. The staff takes turns filming all ages story times that are posted once a week on the library's website. They have also have been adding library webpages with information for parents and children to help them with their online learning and to offer some fun and entertainment. They are still working with the schools to assist them with online learning for the students. This has included directing students to many of the library's online digital materials.
- The library added two new online streaming services in April. The first was *Qello* which offers the world's largest collection of full-length concerts and music documentaries streamed on demand to just about any digital device. The second streaming service was *IndieFlix* which offers access to pop culture favorites, box office hits, award-winning feature films, documentaries, and shorts. In both cases, all you need to access these services is a Newington library card. New webpages were added to the library's website, as well, that offered links to new services and things to do from home.
- Several other vendors reached out to libraries to offer access to their products that the library normally does not have subscription to, at no additional cost. These can be used by our patrons who have a valid library card. These services included *Hoopla Bonus*, an additional collection of streaming materials that include ebooks, audiobooks and movies that do not count against a patron's monthly *Hoopla* limit; [Ancestry.com](http://Ancestry.com), an online genealogy service that is allowing remote access for a limited time; *TeenBookCloud* and *AudioBookCloud*, two online ebook and audiobook services for teens and patrons of all ages being offered by *Tumblebooks* and the State Library's *researchIT One Search*, online service is being made available to all Connecticut residents with or without a library card for a limited time.
- While all in-person programming has been cancelled, staff is working on adding virtual programming for our patrons. Using *YouTube TV*, *Facebook Live* and *Zoom*, they will be recording new programming or offering live programming in May and through the summer months. They are working on the logistics of doing this and making them available.
- The Library Board of Trustees cancelled its annual fundraiser, the *Newington Library 5K Challenge Road Race* that was to be held on Sunday, May 17, 2020. It has been rescheduled to Sunday, October 4, 2020. The Friends of the Lucy Robbins Welles Library cancelled their annual spring book sale that

was to be held on April 24, 25 and 26 at the Newington Senior in Disabled Center. The book sale, one of the Friends' major fundraisers, has not be rescheduled.

- Traditional circulation will not be the same for a long while. Circulation of digital materials was 4,679. The use of digital audiobooks increased 63.1%, ebooks use increased 39% and streaming movies use increase 130%. Staff answered 739 reference questions during the month. There was a significant jump in the usage of many online databases including *Universal Class*, *Creativebug*, [Ancestry.com](http://Ancestry.com) and *Consumer Reports*.
- In personnel news, the library staff are amazing people. Their ability to change and think outside the box to adjust to this new situation makes me incredibly proud.
- In facilities news, Maintenance Technician Dave Brown has continued to work on a lot of projects from a list created when the Library Board did its annual building walk-thru in November. He has been able to do some painting, fix ceiling tiles, and make some small repairs around the building. With the Community Room not in use, staff has created a quarantine area for returned books that need to sit for 3 days before they are handled. Plexiglass shields have been ordered for the public service desks and Business Manager, Lynn Caley is working on ordering other PPE for staff as well as cleaning supplies.