



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: July 21, 2020  
Re: Monthly Report – May 2020

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#### GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on May 15th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been canceled and essential meetings are being held remotely.

Ongoing communications with Janet Murphy, Finance Director and Phoenix Advisors LLC to review and prepare items for our Bond conference call scheduled on May 6th.

On May 8th, I met with Tom Molloy, Highway Superintendent, and Gary Fuerstenberg, Town Engineer, to discuss the upcoming road budget and public resurfacing budget.

On May 11th, I participated in a Regional Parks & Recreation conference call with Charles Brown, Director of Health, at Central Connecticut Health District (CCHD) to discuss COVID-19 measures and the anticipated challenges of summer programs and activities.

On May 12th, I participated in a virtual meeting with State Officials to discuss Myra Cohen Way.

At the staff meeting scheduled on May 14th, Janet Murphy, Finance Director, gave a brief overview of the Town Council tentative 2020-2021 budget and discussed their proposed changes. To follow up on our previous meeting, I discussed the alternative 30% reduction plan and indicated that each plan will be reviewed and recommendations will be made. I have partnered with Charles Brown, Director of Health at Central Connecticut Health District, to provide health and safety recommendations for departments, based on their operations. As the state enters into phase 1, we will continue to modify our services, activities and programs based on the recommendation of CCHD. To increase staff morale during these challenging times, I partnered with Steve Parker and L&R Productions, to create a music video including all Town departments to show our community and employee support.

The State of the Town, sponsored by the Chamber of Commerce took place on May 20th. Due to COVID-19 restrictions, we were unable to present at the High School this year, alternatively, VisionPoint offered their facility to conduct the meeting virtually, using a Zoom webinar. My presentation displayed new businesses in Town, real estate investment expansion, the creation of new business districts, and solar zones. To address the pandemic crisis, I displayed all the restaurants in Newington to show how they are impacted, challenged and working hard to serve our community. In efforts to support our local restaurants, I created a community challenge for the first person who presents 60 receipts of restaurants in Newington will receive a \$250.00 award. To conclude my portions of the presentations, we premiered our official Town of Newington "We're gonna be alright" music video thanks to our staff, and NCTV staff.

At the staff meeting scheduled on May 21st, Janet Murphy, Finance Director, gave a brief overview of the Town Council adopted 2020-2021 budget and discussed the changes from my proposed budget, as well as the results of our bond conference call, an interest rate of 1.87%. As COVID-19 restrictions are continued, I discussed unexpected costs we are experiencing, such as the diesel fuel abundance. In anticipation of challenges we may face with the Town Hall move, I have asked each department head to provide a report to include benefits and advantages of going remote in their departments. I will evaluate these options to determine if it would be productive and beneficial to institute remote capabilities permanently. To conclude the staff meeting, I presented a video from the University of Texas 2014 graduation's commencement speaker, he defined 10 lessons that will help you change the world.

In my press release on May 22nd, I appointed Carol LaBrecque, Director of Human Services, as our appointed official to be the receiver of complaints that involve issues or concerns with COVID-19. It also states that the playgrounds will remain off limits until CCHD declares these areas safe, however the athletic fields can be assessed with proper social distancing, but no organized sports or sharing of equipment.

At the staff meeting scheduled on May 28th, I reviewed items from our previous meeting, update on COVID-19 and discussed upcoming events. The projected move in date for the Town Hall is mid-July, I advised everyone to prepare, as we only have 10 days to move in. Unfortunately, the facilities department was not included in the Town Hall project, therefore, we will have to create an alternative plan. After being here for 6 months, I have noticed that customer service is an area of opportunity for the Town of Newington. I provided examples, and corrective action, as we need to have good rapport with businesses and residents. To help prepare our staff for upward mobility, I announced that effective August 2020 we will begin training for AFSCME and lower level Administrative employees.

Throughout the month I had ongoing communications with AFSCME leadership to discuss COVID-19 and a possible one-year extension of the AFSCME collective bargaining agreement.

Overtime

Paid overtime during the month of May 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	22.0	\$ 1,188.63
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 898.96
ROAD MAINTENANCE	4.4	\$ 198.02
TRAFFIC	0.0	\$ -
LANDFILL-GRINDING	5.1	\$ 250.20
<b>TOTALS</b>	<b>51.5</b>	<b>\$ 2,535.81</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	130.0	\$ 5,859.00
<b>TOTALS</b>	<b>130.0</b>	<b>\$ 5,859.00</b>

<b>POLICE DEPARTMENT</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>
Administration	\$ 7,927.00	\$ 1,219.44	\$ 7,459.00	\$ 1,907.56
Patrol	655,308.00	643,322.72	619,839.00	860,348.13
Investigation	89,232.00	42,807.65	81,972.00	46,597.35
Communication	169,820.00	127,096.77	173,143.00	143,652.22
Education/Training	138,826.00	105,091.55	130,461.00	139,161.17
Support Services	59,255.00	14,156.38	36,306.00	25,426.99
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>

Total	\$ 1,121,879.00	\$ 933,694.51	\$ 1,050,622.00	\$1,217,093.42
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,085.00	\$ 16,621.72	\$ 27,142.00	\$ 20,184.68
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	21,253.17	32,016.00	20,442.97
Leaf Collection	<u>33,898.00</u>	<u>28,151.17</u>	<u>33,073.00</u>	<u>23,802.59</u>
Total	\$ 264,159.00	\$ 135,419.38	\$ 257,453.00	\$ 193,320.38
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,839.00	\$ 71,198.91	\$ 84,463.00	\$ 100,446.47
Cemeteries	<u>16,445.00</u>	<u>9,682.37</u>	<u>16,045.00</u>	<u>8,623.75</u>
Total	\$ 101,284.00	\$ 80,881.28	\$ 100,508.00	\$ 109,070.22

**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 Certified Police Officer position was offered to Melissa Rome, she began her position on May 4<sup>th</sup>.

**RISK MANAGEMENT**

2019-20 Blue Cross/Blue Shield Plan Year

The tenth 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 April 2020 were \$676,490. 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 April, 2020

	Town	Board of Education	Total
Estimated Claims	2,622,260	6,827,000	9,449,260
Actual Claims	1,450,473	5,056,416	6,506,889

**Accounting and Administration**

- Janet Murphy, Director of Finance, attended the Public Hearing on May 5th and the adoption of the budget on May 19th.
- Lisa Rydecki, Deputy Finance Director gathered the documents to submit our claim to FEMA for reimbursement of expenses related to the COVID-19 pandemic.
- Staff continued to work on preparing for the move to the new Town Hall by cleaning out filing cabinets and marking items for shredding.
- Our Accounts Payable Clerk continued 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 Payroll Clerk is preparing for the year end and the new fiscal year by reviewing salary changes and new insurance rates.
- A memo was sent out to all departments advising them that the last day to enter purchase orders for the 2019-20 fiscal year would be July 12th.

The Town did not receive from the State of Connecticut any grant payments during the month of May. 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)  
5/31/2020

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$473,670	\$40,018,384
Special Revenue Funds	27,000	41,452	740,318
Capital Projects Funds		15,736	1,093,400
Internal Service Fund	25,000	52,893	4,845,433
Trust and Agency Funds		13,258	1,097,017
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$47,794,552</b>

INVESTMENTS, BY INSTITUTION TYPE  
(Unaudited)  
5/31/2020

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	.75	.80	8,290	11,392	\$17,245,457
Bank North	.50	.50	119	115	560,277
TDBank (new)	.50	.50	2,291	2,217	10,824,978
Farmington Bank	.20	.20	1,734	1,793	10,940,879
Webster Bank	.50	.75	1,247	1,664	3,170,386
Liberty Bank	.50	.50	2,007	2,213	5,052,575
<b>Total Outstanding Investments</b>					<b>\$47,497,552</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through May 15.
- As a result of the Covid-19 pandemic, the governor issued an Executive Order suspending re-applications for the Elderly/Disabled Tax Relief benefits program. As per his order, all participants of this program that are presently receiving tax benefits and who were scheduled to come in during the normal re-filing period of February 1 to May 15, are now relieved from re-filing until 2022 and will automatically continue to receive the same benefit that they were receiving last year.
- In conjunction with this program, applications were also taken for the new Elderly/Disabled Tax Relief Monthly Tax Payment program which was adopted by the Town council earlier this year. This program will allow eligible participants of the Elderly/Disabled Tax Relief Program to pay their annual real property taxes in monthly installments without any interest. Screening of all applications was conducted this month and it was determined that 32 participants were approved and will be eligible to pay their taxes monthly beginning in July.
- Approximately 258 out of 492 (52%) of Income and Expense Reports for commercial property owners were received and entered into the database. As part of the same Executive order described above relating to the re-filing for the Elderly/Disabled Tax Relief program, the deadline for filing the Income & Expense Reports was extended out until August 15. Follow up letters will be mailed to the remaining owners who failed to file the required forms by that date. This information is required to be filed annually to the Assessor and this year especially will be critical in determining the new revaluation vales effective as of October 1, 2020.

- Preparation began for the balancing and creation of the Tax Billing file. The three files, Real Estate, Personal Property, and Motor Vehicles, were balanced by the Assessor and now will be re-checked for accuracy and final benefits applied before being sent to our vendor for printing and mailing of the tax bills scheduled for the first week of July.
- Finally, two meetings were held with the developer of the proposed assisted living development at the top of Cedar Mountain in an attempt to get the project moving.

**Revenue Collector**

- Revenue Collections for Real Estate, Personal Property, Motor Vehicle and Supplemental Motor Vehicle taxes amounted to \$167,084.22. The back taxes collected were \$17,111.54 and we received \$2,005.88 in suspended accounts which is included in the back-tax figure.
- Our current percentage of collection on the 2018 Grand List is 99% which is in line with last year's rate of 99%.
- The taxpayers were notified on their delinquent statements that their interest was decreased to .25% each month until June 30 per the Governor's Executive Order 7S & 7W which was adopted by the Town Council.
- Delinquent statements were sent to 2,389 taxpayers for outstanding real estate, personal property and motor vehicles.
- News Releases were sent to local papers regarding the COVID-19 Tax Relief Programs notifying taxpayers the grace period for taxes on the new 2019 Grand List has been extended 90 days with the exception of landlords who need to apply to the Revenue Collector for the extension per hardship with a form created by OPM and signed by the Collector. Otherwise their taxes will be due within the normal 30-day grace period.
- The Property Tax Relief Programs are also placed on the Town's website for notification for the taxpayers.
- Information continues to be updated for the new 2019 Grand List tax bills which will be mailed the first week of July.

**POLICE DEPARTMENT**

Patrol Calls for May are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	17
Alarm Commercial Burg Alarm	59	Fire Structure Fire	0	MV Complaint	47
Alarm Hold Up Alarm	2	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	24	Fire Training	1	MVA Evading	11
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	0	MVA Fatal	0
Animal Complaint	58	Fire Water Problem	0	MVA Injury	6
Arson/Fire Invest	1	Fire Vehicle	1	MVA Property Only	52
Assault	1	Fireworks	4	Neighbor	7
Assault in Progress	1	Follow Up	31	Noise	38
Assist Motorist	2	Found Property	8	Non-Collect Person	1
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	19	Harassment	6	Open Door/Window	35
Bad Check Insufficient Funds	1	Hazard	24	Parking Violation	5
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	35
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	9
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	0
Burglary	7	Illegal Dumping	2	Private Duty	0
Car Seat	0	Impersonating Police	0	Property Found	2
Check Welfare	45	Intoxicated	5	Property Lost	1
Check Welfare 911	46	Juvenile Complaint	12	Prostitution	0
Check Welfare Other	10	K9 Assist	0	Recovered Stolen MV	1
Clear Lot	7	Kidnapping	0	Rescue Call	0

Construction	0	Landlord / Tenant Dispute	4	Residential Lockout	2
Court Detail	6	Larceny	55	Robbery	0
Criminal Mischief	5	Larceny from MV	10	Roll Call	5
CSO	0	Lift Assist Only	2	Serve Subpoena	0
Customer Dispute	19	Liquor	0	Serve Warrant	5
Dog Complaint	38	Local Traffic Authority	0	Sexual Assault	1
Domestic	25	Location Check	207	Shots fired	0
Door Check	0	Location General	0	Specific Detail	108
Drug	5	Lockout Building	0	State Pistol Permit	0
DUI	3	Lockout MV	0	Stolen MV	5
EDP	12	Lost Property	3	Sudden Death	3
Escort / Transport	2	LTA	0	Suicide	0
Escort Funeral	0	Meal	0	Suicide Attempt	1
Escort Other	0	Medical Alarm	13	Suspicious MV Unoccupied	37
Escort Retrieval	1	Medical Cardiac	6	Suspicious Report	170
Escort Tax	0	Medical Complaint	132	TEST	1
Fingerprint	0	Medical Diabetic	1	Threatening	3
Fire Alarm	0	Medical Fall	34	Training	1
Fire CO Detectors no sympt	0	Medical Mutual	0	Tow	5
Fire CO Detector with sympt	0	Medical Other	0	Town Ordinance Violation	1
Fire Extrication	0	Medical Respiratory	4	Traffic Stop	41
Fire Hazmat	0	Medical Stand by	0	Trespass	14
Fire Mutual Aid Request	0	Medical Trauma	0	Unknown	106
Fire Other	1	Medical Unresponsive	8	Water problem	0
Fire Rescue	0	Missing	4	<b>Total</b>	<b>1,762</b>

- In May, the Detective Division:
  - Handled 42 investigations, 42 remain ongoing.
  - Served 3 warrants; 3 by Patrol Officers, 0 by the Detective Division.
- In May, the Animal Control Officers had the following activity:
  - 94 Calls – 38 Dog, 56 Animal
  - 1 Dog vs Dog Bites/1 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 3 Impounds – 0 redeemed, 3 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
  - 0 Infraction written
  - 91 Incoming Phone Calls
  - 4 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 0 Written Warnings
  - 5 Letters (No License/Barking/Littering)
- Breakdown of Calls
  - 510 –
    - 19 Combined Dog/Animal/Specific Detail/Check Welfare
    - 4 Delinquent Letters/Written Warnings/ No License/Barking/Littering
    - 0 Infractions
    - 0 Written Warning
    - 2 Dog bite- 1 dog vs human, 1 dog vs dog
    - 0 Dog/Cat Adoption
  - 511 –
    - 29 Combined Dog/Animal/Specific Detail/Check Welfare
    - 1 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:
  - 47 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
  - N/A
- In May, the Patrol Division had the following activity:
  - On May 3rd and May 4th, Patrol officers responded to a total of 3 burglaries of vacant homes in Town, during which copper pipes were stolen. All the homes were either listed for sale or under foreclosure. These cases are currently under investigation.
  - On May 22nd at 0747 hours, Patrol officers were detailed to Monro Muffler, located at 3334 Berlin Turnpike, for a burglary complaint. Dispatch informed responding units that forced entry had been made into the building, and the office was ransacked. Upon arrival, officers spoke with the store manager. He explained that it appeared the suspect(s) had entered the business by forcing entry through a garage bay door. Officers entered and searched the building and no suspects were located. It was determined that \$120.00 in cash was stolen from inside the business. Nothing else was taken. There are no suspects at this time and this case is currently under investigation.
  - On May 27th, Patrol officers responded to 2400 Berlin Turnpike, Happy Harry's Liquor Store, on a report of a burglary. Upon arrival, officers observed the front sliding door located on the west side of the building appeared to have been forced open. Officers entered the building to be sure no suspects were inside. The building was found to be unoccupied. By reviewing the video surveillance, officers learned that at approximately 0200 hours, a vehicle pulled up to the building and parked. An unknown male exited the vehicle, pried open the sliding door and entered the store. The male proceeded to steal numerous bottles of liquor and cigarettes before exiting the vehicle and fleeing the scene. Detective Division personnel responded to process the scene for physical evidence. This case is currently under investigation.
  - During the month of May, Field Training Officers assigned to Patrol, conducted field training with newly hired Police Officer Jeremy Cormier. Officer Cormier was hired as a certified Police Officer having prior experience with the Simsbury Police Department. Field Training Officers also conducted field training with newly hired Police Officer Melissa Rome. Officer Rome was hired as a certified Police Officer having prior experience with the Hartford Police Department.
  - During the month of May, Patrol Officers assisted Newington residents with multiple birthday parades that were done for numerous families throughout town. These events were an example of the excellent relationship the Newington Police Department shares with this community.

Property Report May 2020

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	1	\$ 2,000
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	4	\$ 375
Vehicle Inventory	0	\$ 0
Stolen	113	\$ 113,919
Abandoned	0	\$ 0
Evidence	75	\$ 0
Found	21	\$ 275
Lost	3	\$ 608
Seized	6	\$ 0
Recovered	45	\$ 4,648
Impounded	1	\$ 0
Informational	2	\$ 322
<b>Total</b>	<b>271</b>	<b>\$ 122,147</b>

- Police Department Overtime May:
  - Comparison

- OT April \$ 54,763 2 pay periods (two holidays)
- OT May \$ 33,858 2 pay periods (no holidays)
- \$ 20,905 decrease
- During May 2020, one officer was out on workers compensation for most of the month returning for four days in a light duty capacity. An 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. Two officers were hired in April and May of 2020, but have remained in the field training officer program for the entire month thereby having no impact on overtime.
- Admin overtime \$0.
- Patrol overtime. \$25,234 a decrease of \$14,269. Overtime included filling of shifts for time off (vacation, sick, earned time, military), holdovers for officers involved in casework, including an emotionally disturbed person investigation, arrest/use of force report and a sudden death investigation.
- Detective Division overtime. \$0, a decrease of \$2099.
- Communications overtime. \$6,752, a decrease of \$5,303. Overtime included 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 0000 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday.
- Education overtime. \$1,872, an increase of \$1,438. Overtime included pay for an officer completing COLLECT recertification and the filling of shifts for officers involved in ERT training.
- Support Services overtime. \$0, a decrease of \$671.

## **FIRE DEPARTMENT**

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

	May	11 Months Total
<b><i>FIRES</i></b>		
Structure Fire	2	27
Vehicle Fire	1	6
Exterior Fires	10	26
Other Fires	0	5
<b><i>RESCUE CALLS</i></b>		
Pressure Ruptures Explosion Overheat	2	9
Extrication	2	9
Other Rescue Calls	4	23
<b><i>SERVICE CALLS</i></b>		
Hazardous Condition Calls	9	104
Water Problem	1	16
Other Service Calls	8	65
<b><i>OTHER</i></b>		
Good Intent Calls	1	42
False Alarm/False Call	18	252
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2



<b>Mutual Aid/Standby</b>	<b>3</b>	<b>12</b>
<b>Totals</b>	<b>61</b>	<b>599</b>

**Training Summary for the month of May:**

CO-4 Training	Ladders	9.0 hours
Driver Training	Road	14.0 hours
CO-2 Training	Weekly Home Flash Card Quizzes	124.0 hours
CO-3 Training	Service 1	24.0 hours
Cadet Training	Suppression	18.0 hours
Cadet Training	Engine- 5	12.0 hours
Officer Training	Standards Review	24.0 hours
Cadet Training	Extrication Power Point	24.0 hours
Department Training	Target Assignments	159.0 hours
<b>Total Training</b>		<b>374.0 hours</b>

**FIRE CHIEF**

Fire Response: **14** 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.
- Continued participation in the weekly Department of Emergency Management and Homeland Security's conference calls and coordinated the Town's activities with the Region-3 office in Hartford.
- Coordinated the pick-up and distribution of the DEMHS PPE equipment to local businesses throughout Town.
- Reviewed plans for the traffic light replacement at Main and Dowd Streets for a fire apparatus traffic pre-emption system.
- Participated in numerous neighborhood parades to help our fire department family celebrate birthdays, anniversaries, and COVID-19 survival.
- Meet with the Chief Officers to review the Truck-2 replacement project, the annual memorial service and establishing a return to normal policy.
- Participated in an oral board interview with five candidates for the Assistant Fire Chiefs position in the Wethersfield.
- Attended a special staff meeting in the auditorium at town hall.
- Conducted the monthly command staff meeting via WebEx.
- Visited the gravesites of Firefighter Francis Kochanowicz, Jay Cole and Master Police Officer Peter Lavery in New Britain along with Deputy Chief Regina. Fresh flowers and memorial flags were presented.
- Hosted a private ceremony for the Newington Memorial Day Parade Committee to allow them to conduct their Annual Remembrance Ceremony recognizing the thirty town residents who gave their lives for freedom.

Mutual Aid Response:

- Deputy Chief Regina and a crew from Engine-2 were dispatched to a regional task force activation in Rocky Hill to assist with a commercial building collapse with trapped occupants on Evans Road.
- Assistant Chief Lapierre and a crew from Engine-2 were dispatched to a regional task force activation in Berlin to assist with large fire in a commercial structure on Christian Lane.
- Deputy Chief Regina and a crew from Engine-2 were dispatched to a regional task force activation in Berlin to provide assistance at the scene of an early morning fire in a residential structure on Worthington Ridge Road.
- Deputy Chief Regina and a crew from Engine-2 were dispatched to the Kensington firehouse to provide station coverage after a house exploded on Christian Lane in Berlin.
- A crew from Engine-2 was dispatched to Cromwell to provide station coverage with other task force units at the Coles Road station

## **FIRE MARSHAL**

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

INSPECTIONS	10
INSPECTION FOLLOW-UPS	14
PLAN REVIEWS	10
JOB SITE INSPECTIONS	21
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	0
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	2

### **Fire Marshal's Activities:**

- 5/1/2020 Meeting with Hartford Health Care Testing Facility
- 5/8/2020 Meeting with Manager at Shepard Steel
- 5/14/2020 Staff Meeting with Keith Chapman Town Manager
- 5/19/2020 Meeting with FMO Staff on implementing plan on Inspections
- 5/20/2020 Meeting with FMO Staff on Implementing plan on Inspections
- 5/21/2020 Staff Meeting with Keith Chapman Town Manager
- 5/28/2020 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 bi-annual vegetation grinding at the Town Transfer Station
- Coordinated the pickup, delivery, and placement of concrete blocks delivered and placed at various eating establishment to assist with outdoor seating efforts
- Attended several meetings at the Senior and Disabled Center to discuss upcoming parking lot upgrades
- Attended Department Head meetings
- Attended several staff meetings to address COVID-19
- Met with contractor to discuss installation of automated gate at entrance to Highway Garage

### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Replaced/repared storm water catch basins as needed on Wilson Avenue, Eddy Lane, Olive Street, Ct. Avenue, Roseleah Avenue, Cherry Hill Drive, Shepard Drive, Brookdale Avenue, Alumni Road, and Knollwood Road
- Performed roadside brush cutting on Starr Avenue
- Removed deteriorated sidewalks on Garvan Street
- Assist with hauling and placement of blocks at various location for reopening of local restaurants
- Assisted bid awarded contractor with vegetation grinding at Town Landfill
- No evictions scheduled for the month
- Responded to one (1) after hour call in for drainage collapse on Eckert Road

### **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

- Assisted mechanics with vehicle transporting and other duties as needed during split shift schedule

#### Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Mechanics completed spring services for all Parks and Highway equipment
- Assisted with the hauling and placement of blocks at various locations for the reopening of local restaurants
- Responded to one (1) after hour call for Parks mower #409

#### Sanitation/Recycling/Landfill

- Scheduled 944 residential bulk items for collection for the month
- Scheduled 89 condominium bulk items for collection for the month
- Scheduled 37 condo/residential scrap metal items for collection for the month
- 6919 tons of cumulative Municipal Solid Waste were collected from July through April
- 2026 tons of cumulative recyclables were collected from July through April
- 1514 mattresses/box springs were collected from July through April
- 278 televisions were collected from July through April
- Issued permanent 80 landfill permits and 18 temporary permits for the month

### **TOWN PLANNER**

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

##### TPZ Meeting on May 13, 2020:

- No final actions taken.

##### TPZ Meeting on May 27, 2020:

- No final actions taken.

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

##### TPZ Applications (approved, pending, and potential):

- May 18: Prepared final TPZ memo's for Petition #06-20, #09-20, #10-20, #16-20 and #17-20.
- May 21: Met with TPZ chairman re outdoor seating on Berlin Turnpike.
- May: Approved 10 requests for outdoor restaurant seating.

##### Economic Development-Related Project Activities:

- May: Finalized conceptual design and budget for New Britain Avenue Business District Streetscape project for possible State funding
- May: Finalized conceptual design and budget for Stoddard Avenue Business District Streetscape project for possible State funding.

##### Grant-Related Project Activities

- May 27: Submitted two grant proposals to Rep. Gary Turco.
- May 28: Attended COVID grant opportunity webinar.
- May: Continued administration of Residential Rehab Program.

##### Board and Commission Meetings:

- May 4: Prepared agenda and support documents for May 13, 2020 TPZ meeting.
- May 18: Prepared agenda and support documents for May 27, 2020 TPZ meeting.

##### CRCOG/Professional Development/Training:

- May 5: Attend PURA webinar.

##### Miscellaneous

- May 15: Met with Town Manager and Blight Officer re blight issues.
- May 21: Attended weekly Department Head meeting.
- May 28: Attended weekly Department Head meeting.
- May: Coordinated preparation of Affordable Housing Plan with consultant and Town Manager.

- May: Responded to approximately 41 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- May: Received and sent approximately 502 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 33 excavation permits:
  - Excavation = 8
  - Driveways = 25

### **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:
  - None
- 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 37 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
- 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 (AutoZone) – Site plan as-built review
- 2897 Berlin Turnpike (Firestone) – Site plan review

- 4 Hartford Avenue – Site plan review
- 550 Cedar Street – Site Plan 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 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
- Cambria-Garfield – Coordinated with Frontier to resolve damaged storm pipe (via utility pole)
- Pheasant Run – Initiated drainage improvement along Pheasant Run

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

- Economic Development: National Welding Site – engineering services
- 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
- Facilities: Senior Center Parking Lot Improvements - surveying and design services
- Facilities: New municipal building (main building) – review Downs Change Order Proposals and prepare grading plan for north loop road
- 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 traffic signal – design services
- Highway: Main Street Landfill – prepare as-built composite survey (construction service)
- Highway: Firehouse 4 – design services
- Highway: Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- Planning: Garfield Street Community Connectivity Project – design services
- Planning: Deming Farm Road – construction services
- Planning: New Britain Avenue Streetscape plan – conceptual design services
- Planning: Hartford Avenue and Stoddard Avenue Streetscape plan – conceptual design services
- Planning: Main Street sidewalk (south of landfill) – conceptual design services
- Planning: Cedar Street and Constance Leigh Drive (pedestrian/bicycle overpass) - conceptual design service
- Planning: Cedar Street and Maple Hill Avenue – pedestrian/bicycle overpass – conceptual design services
- Planning: Cedar Street and Mill Street Extension (pedestrian/bicycle overpass) – conceptual design 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.
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site

- 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

**BUILDING DEPARTMENT**

- One of our inspectors was called out for an after-hour emergency on May 8th. A vehicle hit a structure, Mojo’s Salon, located at 431 New Britain Avenue. A Building Permit was issued for the repairs.
- There were four permits pulled for tents for outdoor dining at restaurants. The locations are:
  - 3175 Berlin Turnpike – Wood N Tap
  - 150 Kitts Lane – Joey Garlics
  - 3025 Berlin Turnpike – TGI Fridays
  - 2513 Berlin Turnpike – Ruth Chris
- A tent permit was also applied for and is under review for a tent at 1050 Market Square – the Municipal Parking Lot.
- A Permit was issued for the Trek Store located at 1030 Main Street for interior remodel of existing store. New partitioned walls, fixture layout and lighting.
- There were 13 swimming pool applications in May. Four are under review and nine were already approved.
- There were no Certificates of Occupancy issued in May.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus.: There are online classes. Seminars done online were:
  - D. Jourdan
    - Fire Protection During Construction – May 1, 2020
    - Prescriptive Residential Wood Deck Construction Guide (DCA6- 2009 IRC version) – May 4, 2020
    - Prescriptive Residential Wood Deck Construction Guide (DCA6 – 2012 IRC version) -May12, 2020
    - Design for Code Acceptance No. 6 – Prescriptive Residential Deck Construction Guide – May 13, 2020.
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 124 Inspections. They were: Above Ceiling (1), Decks (1), Electrical (8), Final (62), Footings (6), Framing (5), Gas Line (1), Insulation (3), Pools (1), Rough (35), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of May was 196 producing a total permit value of \$2,926,170.00
- They are categorized as follows:

**TYPE OF PERMIT**

**# OF PERMITS VALUE OF PERMITS**

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	26	945,481.00
DECK	15	106,178.00
DEMOLITION	0	0.00
ELECTRICAL	48	419,507.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	8,442.00
GARAGE / SHED	0	0.00
MECHANICAL	39	563,258.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	6	26,790.00
POOL	13	88,274.00
ROOFING / SIDING	31	683,313.00
SIGN	1	9,000.00
SOLAR	8	60,717.00
TENT	6	15,210.00
<b>TOTAL</b>	<b>196</b>	<b>\$2,926,170.00</b>

The total Building income fees received in the month of May was **\$29,447.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$675.00 Environmental \$120.00 Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$1.00 Driveway / Excavation \$1250.00 Engineering copies \$40.00. The other total income is \$2486.00

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

	<u>2020</u>	<u>2019</u>
Value of Permits issued for May:	\$2,926,170.00	\$2,348,724.00
Fees for Permits issued for May:	\$29,447.00	\$21,371.00
Other income Fees for May:	\$2,486.00	\$3,415.50
Building Permits Issued for May:	196	186

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

<u>2019-2020</u>		<u>2018-2019</u>	
Value	Permit Fee	Value	Permit Fee
\$22,425,034.00	\$249,574.00	\$46,963,105.00	\$221,047.00

**HUMAN SERVICES**

- The majority of Positive Youth Development programs were suspended for the Spring due to Covid-19 pandemic and requirements for social distancing. Virtual programs and modifications to Summer Adventure Programs-small groups in person-outside following all safety protocols are being developed.
- High School LEAD leadership group met with Rik Huggard and staff via zoom throughout the month. These meetings will continue to maintain a source of contact and support for youth and to keep youth in vested in future programs.
- In her role as the 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 and completed her final evaluation for CCSU.
- Juvenile Review Board met via zoom re two new cases.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 158 households.
- All financial casework services continued, including 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.
- 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 200 hours of volunteer assistance in May.
- 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 Manager with weekly updates. LaBrecque also serve as the Town contact person to receive any complaints or questions re the implementation of Health & Safety requirements as phase 1 – reducing some of the restrictions was instituted.

**May 2020 Statistics**

	<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>Selected Programs</b>				
<b>Youth and Family Counseling Cases</b>	<b>6</b>	<b>10</b>	<b>135</b>	<b>154</b>
<b>Clinical presentations</b>	<b>0</b>	<b>0</b> <small>presentations/atte</small>	<b>0</b>	

		ndees		
<b>Youth &amp; Family Service Hours</b>	<b>29</b>	<b>33.5</b>	<b>384.5</b>	<b>597.25</b>
<b>JRB cases hearings/pending hearing</b>	<b>2/5</b>	<b>0/5</b>	<b>10</b>	<b>16</b>
<b>JRB Service hours:</b>	<b>2</b>	<b>2</b>	<b>38</b>	<b>34</b>
<b>Positive Youth Development</b>	<b>11</b>	<b>11</b>	<b>1642</b>	<b>2194</b>
<b>Community Service</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>13</b>
<b># of hours completed</b>	<b>20</b>	<b>20</b>	<b>208</b>	<b>199</b>
<b>Challenge Course: Adult youth(outside)</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>331</b>
		<b>0</b>	<b>321</b>	<b>378</b>
<b>Information and Referral</b>	<b>433</b>	<b>597</b>	<b>7352</b>	<b>7424</b>
<b>Social Casework Cases</b>	<b>105</b>	<b>82</b>	<b>803</b>	<b>802</b>
<b>Under 55 =</b>	<b>24</b>	<b>21</b>	<b>258</b>	<b>241</b>
<b>Under 55 disabled =</b>	<b>15</b>	<b>18</b>	<b>142</b>	<b>153</b>
<b>Over 55 =</b>	<b>66</b>	<b>43</b>	<b>579</b>	<b>408</b>
<b>Social Casework Service Hours</b>	<b>140.5</b>	<b>146.75</b>	<b>1175.75</b>	<b>1263.5</b>
<b>Under 55=</b>	<b>32.75</b>	<b>35.5</b>	<b>232</b>	<b>323.5</b>
<b>Over 55 disabled and/or disabled</b>	<b>107.75</b>	<b>92</b>	<b>916.5</b>	<b>939</b>
<b>Food Bank Household visits</b>	<b>145</b>	<b>150</b>	<b>1551</b>	<b>1315</b>
<b># bags of groceries distributed</b>	<b>1268</b>	<b>837</b>	<b>7740</b>	<b>5867</b>
<b>Mobile truck</b>	<b>161</b>	<b>154</b>	<b>1233</b>	<b>1244</b>
<b>Clothing household visits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>
<b># bags of clothes given</b>	<b>0*</b> clothing closet ended	<b>0</b>	<b>0</b>	<b>76</b>
<b>Special Needs</b>	<b>2</b>	<b>26</b>	<b>124</b>	<b>104</b>

\*Clothing closet ended

### **SENIOR AND DISABLED CENTER**

- The Senior and Disabled Center remained closed to the public through the entire month of May. All in-person regularly scheduled and special programs were canceled. Staff remained extremely busy developing programs and procedures to assist residents with needs including food and social connection.
- The Center held its Annual Volunteer Dinner on May 18 at 5:00 p.m. A team of 14 Senior Center, Town staff, and other volunteers delivered a total of 71 dinners from Italian Gourmet to participating volunteers. Director Dianne Stone, Commission Chair Karen Brecher, Mayor Beth DelBuono,



Representative Gary Turco, and Senator Matt Lesser presented a volunteer appreciation program broadcast live on NCTV.

- The Center was one of two sites in Connecticut to pilot the Aging Mastery Program® via Zoom. The 10-session classes began May 4th and ran on Tuesdays and Thursdays. Offered through the Connecticut Healthy Living Collective, this program of the National Council on Aging was funded by the Anthem Foundation. Representatives from both NCOA and Anthem Foundation sat in on several classes to observe as they consider future funding decisions.
- The Center is working to provide virtual program options to its members while the doors are closed. Several virtual programs were scheduled this month but not held due to lack of enrollment. Staff will continue to work with Senior Centers across the state to develop options and facilitate access. The Center is also developing content that will be recorded and shared via YouTube and on NCTV.
- Successful Zoom programs included a Spring Trivia Contest on May 8th and a Kindness Rocks painting group on May 22nd. In the latter program, supplies were delivered to member homes and then members painted and shared online.
- Telephone Bingo continued through the month of May. Up to 10 members are able to play via conference call. Telephone Bingo is offered each Tuesday and Thursday at 1:00 p.m. Participants receive a Bingo card and code to call in prior to the game. While there are no prizes, it is a valued opportunity.
- The Volunteer Shopper program continued through the month of May. There was a total of 54 Shopping trips this month. To date a total of \$4,691.53 worth of groceries have been purchased through the program. The Town fronts the cost of groceries and bills participants with no payment defaults to date.
- Congregate lunches to-go continued with a Wednesday distribution date. The Community Renewal Team drops 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 with a total of 1,225 meals provided. Participants got extra treats this month with hand-made masks and a card donated by Sue DeMaio on May 27th.
- Meals on Wheels continued to operate daily with some safety modifications. Center staff assumed responsibility for delivery of meals to 51 residents daily and a total of 1,009 meals. 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.
- Dial-A-Ride provided a total of 55 trips this month for 6 passengers. Service is limited to critical, non-urgent medical transportation, largely dialysis, for passengers with no other options.
- Staff attended various online webinars and meetings with national, state and local partners to learn and plan how to meet needs during the pandemic. Center Director Dianne Stone leads a bi-weekly Senior Center Professional forum with up to 95 participants.
- 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. Staff are exploring opportunities for telephone engagement with participants who are interested.
- The Center has increased its use of Facebook and Facebook live as ways to keep members engaged with regular posts.
- The Center continues to publish a monthly newsletter with resource information, activities and program announcements and distributed it through email, with meals and mailed on request.
- The Center itself continues to get some needed attention with the completion of the water access to the garden by the Facilities Department staff and a deep cleaning of the kitchen.

## **PARKS AND RECREATION**

### Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, May 6th; registration for non-residents began on Wednesday, May 13th.
- The Newington Parks and Recreation Department has begun a brand-new program to honor our Veterans and active military members. We received a generous donation of \$5,000.00 from Hinding Sports Builders of West Haven, to construct a 22-foot-long mobile memorial trailer that presents service members names, rank, and branch of the military. There are about 100 names registered thus far. The Parks staff built the frame and installed flags, patriotic bunting, turf grass and more. Plans are being made to have live and recorded music playing from the bed of the pickup truck that will tow the memorial trailer. A parade route around Newington will take place during the month of July, since the original plan of debuting the memorial at the Life. Be in it. Extravaganza will not be possible this year.
- Due to the COVID-19 virus, the Newington Parks and Recreation Department staff felt it was important to start the Kindness Counts program early this year to help promote positivity at a time when we need it most. Members of the community are encouraged to do acts of kindness for their neighbors, families, and friends and in return be recognized as outstanding, thoughtful Newington residents. This year, the Department introduced convenient online registration that has become quite popular. Presently, we have received almost 500 Kindness Counts nominations and we have delivered signs to 445 households in Newington. Plans are currently being made to offer some type of safe, socially distanced celebration honoring all of this year's nominees.
- The Newington Parks and Recreation Department staff has connected with a Yale master's degree graduate consultant, who is an expert in urban forestry. He is assisting the staff to train 14 seasonal staff on how to inventory every street tree in Newington. Data collection will include a photo, the species, the size, the condition, mapping location, home owner, and street address. The information will be downloaded into our MainTrac software. Summary reports will be written that will give the Town a tremendous amount of statistical knowledge. It will help us plan for future environmental decisions, encourage diversity in species, identify new planting locations, identify sidewalk destruction and repair needs, and much more. It is important when you manage millions of dollars' worth of tree assets, to identify what you have to begin with and its condition. Once completed after several months, the Parks trees will be inventoried and labeled. This is one of the most innovative and comprehensive projects ever undertaken by the Department, we are aware of only five towns and cities in the whole country that have conducted such an undertaking. In the future, tree complaints will be easily researched and tracked in the office and all its history will be at our finger tips, making it easier to serve our residents.
- Planning is underway for a new event. Starting on Thursday, June 11, we will be setting up picnic tables at the Municipal Parking Lot in the center of Newington for residents to enjoy their dinner while listening to soft musical entertainment from 4:30 to 9:00 p.m. Hopefully residents will patronize local restaurants and bring their food and family to enjoy the music. Seasonal staff is being hired and will be asked to work from 4:00 to 9:30 pm in order to set up and clean up after the event. We are planning to have the event run every Thursday, Friday & Saturday night from 4:30 to 9:00 pm (except Thursday and Friday, July 3 & 4). We will have 25 tables set up utilizing social distancing, and staff will be asked to clean tables with disinfectant after each group leaves, prior to the next group sitting down. There will also be a table with hand sanitizer for people to use. There will be a handwashing station as well as a portable toilet, and staff will be disinfecting the handles after each use. Masks will be required by all staff. This program will end on Saturday, August 1.
- Camp Sunrise (a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) will began on Monday, June 22. However, the Town of Newington (Parks & Recreation Department) will not be subsidizing campers to attend this year due to the COVID-19 virus.
- In order to help residents stay active and maintain their fitness, the Department will be offering some fitness and wellness classes virtually. Some of these classes include, Fun-n-Fitness, Tone Aerobics, Gentle Yoga, Beginner Yoga, Core Strength Training, Total Barre, and Tighten and Tone.
- A new program was added, titled "Online Band Lessons with Mr. Kelly." Brian Kelly, Director of the Newington Public Schools Music Program, inquired about teaming up with P&R to create this virtual

program. The program will be offered for 5 weeks. Participants get two half-hour sessions per week. The program will begin at the end of June.

- Planning has begun for a virtual camp that will be offered this summer instead of camp RECreate due to covid-19. 8 Staff members have been having daily zoom meetings to prepare.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Preschool registration for the 2019-2020 school year has been ongoing throughout the month.

#### Parks and Grounds and Cemeteries

The Department is in the process of starting a new program where all of Newington's Town trees will be inventoried. The services of a graduate of Yale's Forestry program have been secured to assist in the training of all staff for this project. Seasonal staff are being hired for this project and will be required to walk specified streets in town and identify trees belonging to the Town of Newington. Specific data will need to be collected and recorded by staff and then turned in to the Parks & Recreation/Parks & Grounds Department and put into a database for future needs. Some of the required data will be to identify the type, condition, circumference/diameter and longitude/latitude of trees. Staff will need to have a cell phone with unlimited minutes and data usage, as they will have to utilize information from the Internet for this project that will help them to identify the species of tree. All information that staff will need for this tree inventory program will be provided at the training on Wednesday, June 10 from 9:00 am until noon. From 1:00 to 4:30 pm, staff will go out and start the inventory process with a Department Administrative staff member's assistance. Staff will be required to wear an orange staff t-shirt (provided) to identify themselves in the Town neighborhoods, a safety orange or yellow vest (provided), and sneakers or comfortable shoes. Each route will have two (2) staff members working together. Additional assistance will be provided by Department Administrative staff as needed after the training on June 10. Anticipated completion date for the completion of this project is the end of July.

- In response to warmer weather, mowing frequency was increased significantly in May. Most days 2 mowers are operated during regular hours. Overtime mowing was initiated and increased our productivity.
- Grave opening frequency remains higher than average.
- New pool equipment installed at Churchill and Mill Pond: new controller and dry chlorine systems at Churchill and dry chlorine systems installed at Mill Pond.
- Final topdressing application made at Emmanuel Christian soccer fields.
- Irrigation at all town fields and grounds was charged, repairs made and systems started up.
- Baseball field prep work begun. In response to spring baseball being cancelled, field maintenance has been a low priority. Rumors of summer baseball being opened will ramp up work and expectations in June if restrictions are lifted.
- Memorial bench and tree installed at Legends field.
- Fertilizer applications made at ECA, Clem Lemire and high school athletic fields and library grounds.
- Pools at Churchill and Mill Pond were given a spring cleanup. Leaves and debris were completely cleared. Crack repair and new paint has been held off in response to advice of the health department to not open this summer.
- Tennis irrigation had extensive irrigation upgrades. All new electric valves installed (6). New nozzles and new sprinkler heads installed where needed. Irrigation line break was discovered and repaired.
- Community gardens were tilled, staked and opened with irrigation.
- Irrigation break discovered and repaired on southside HS softball field.
- Numerous times during May playgrounds and basketball courts had to be closed time and again when residents removed caution tape and damaged boards used to close rims.
- Installed US flags throughout center of Town on telephone poles. Prepped Veteran's section in West Meadow Cemetery with flowers and mulch for Memorial Day.
- Lighting at Volunteer field and Churchill softball was repaired/replaced.
- Cemeteries: 20 interments, 7 ash, 7 single depth, 6 double depth, 12 sales 3 disinterments.

#### Tree Warden

- Removed hazardous tree, Dewy Avenue, and remove wood
- Removed hazardous tree, Fredrick Street, and remove wood
- Picked up fallen branches from parks.

- Removed hazardous hanging branches, over Town sidewalks Centerwood Road
- Cleaned up fallen tree, Pheasant Run
- Removed stump Sequin Street.
- Removed reported hazards from tree Clarendon Terrace, tree on Elm Hill School property

## **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*, 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 canceled, 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 canceled 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 canceled 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 been 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* 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.