



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: September 4, 2020
Re: Monthly Report – June 2020

GENERAL ADMINISTRATION

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

Department head one-on-ones have continued throughout the month.

Within the last few months, it was discovered the Facilities Department was not included in the Town Hall project. On June 1st, I met with Town and BOE staff to discuss possible sharing of space at the bus garage for Town maintenance staff (Facilities).

On June 1st, I appeared on Newington Community Television (NCTV) Channel 14 "Talk to the Mayor", hosted by Steve Parker. This month's focus was a follow up on COVID-19 and around the Town table discussion with Mayor DelBuono, Chief Clark, Bill DeMaio, Principle Tigno, Bob Newbold and Charlie Brown.

On June 3rd, I met with representatives from Res Solar to discuss potential installations at the Town Hall, several schools, and other Town properties.

On June 4th, I met with Emergency Operations Center department heads to discuss and prepare for the upcoming protests scheduled in the Town Center.

Since my return to Newington, I have made it a priority to visit Newington's historical buildings. On June 8th, I toured the Kellogg-Eddy House & Museum to view the infrastructure updates that have occurred since my departure in 2001.

On June 11th, I met with our Community and Leisure Services department heads to discuss COVID-19 measures for programs and activities going into phase two, to ensure compliance with CDC, state, and local guidelines. In my press release on June 12th, it summarized our current programs and activities for Parks and Recreation, Senior and Disabled Center, Lucy Robbins Welles Library, and Human Services. In partnership with CCHD, we will continue to monitor the spread of COVID-19 and make modifications as we see fit to ensure the health safety of our employees and community.

At the staff meeting scheduled on June 11th, I reviewed items from the previous Town Council meeting, health update on COVID-19 and reviewed two Administrative Letters. At the request of AFSCME leadership, I announced that the Park Grounds and Highway Department will resume their normal work schedule.

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In efforts to promote economic development, the Town Assessor and I met with a developer on June 17th to discuss potential opportunities near Cedar Mountain.

At the staff meeting scheduled on June 25th, I reviewed items from the previous Town Council meeting, gave a health update on COVID-19, recapped economic development activity, discussed potential bus locations, reviewed Administrative Letter #5, and announced the retirement of Lieutenant Michael Morgan. Due to the protests and demonstrations worldwide, I wanted to address a major topic of racism, discrimination and equal opportunity. I scheduled guest speaker to attend the staff meeting, he spoke about his own experience and pivotal points that impacted him. This issue has taken on a new importance, it is my goal to understand and learn from this day forward.

Since my return to Newington as its Town Manager, I noticed economic development is viewed somewhat differently than I, while serving the Town as the Town Manager in the 1990's. To promote the Town, I crafted a letter dated June 23rd, to all appropriate Town staff, Town Boards and Commissions, and the Chamber of Commerce, communicating the concept of working as a team, streamlining processes and understanding that we must be concerned about Grand List growth, reutilization of aging properties, working collaboratively as agencies representing the Town, and follow-up on any and all leads are critical for the Town's future, all must be working in unison.

On June 25th, I participated in a virtual coffee hour with members from the Senior and Disabled Center.

On June 26th, I arranged for an Emergency Radio Consultant, to meet with three primary users of the Town's emergency radio system to commence a discussion as a team in outlining, inventorying, planning and implementing a process to update and modernize our current emergency radio systems.

On June 30th, I responded to residential concerns regarding the blast at Balf Quarry.

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 June 2020 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	58.0	\$ 3,080.30
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 781.88
ROAD MAINTENANCE	35.2	\$ 2,137.80
TRAFFIC	0.0	\$ -
TOTALS	109.2	\$ 5,999.98
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	289.0	\$ 7,290.00
TOTALS	289.0	\$ 7,290.00

POLICE DEPARTMENT	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD
Administration	\$ 7,927.00	\$ 1,602.88	\$ 7,459.00	\$ 1,907.56
Patrol	655,308.00	707,956.56	619,839.00	963,692.85
Investigation	89,232.00	47,527.10	81,972.00	49,031.38
Communication	169,820.00	143,725.60	173,143.00	161,125.46
Education/Training	138,826.00	115,697.03	130,461.00	139,336.03

Support Services	59,255.00	16,437.93	36,306.00	33,307.65
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	\$1,032,947.10	\$ 1,050,622.00	\$1,348,400.93
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 20,124.31	\$ 27,142.00	\$ 21,104.31
Snow and Ice Control	165,297.00	67,182.38	161,264.00	126,472.56
Traffic	4,057.00	2,394.92	3,958.00	3,219.86
Vehicles and Equipment	32,822.00	24,809.42	32,016.00	25,500.92
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	\$ 142,662.20	\$ 257,453.00	\$ 200,100.24
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 87,656.54	\$ 84,463.00	\$ 116,680.34
Cemeteries	<u>16,445.00</u>	<u>10,760.68</u>	<u>16,045.00</u>	<u>10,254.23</u>
Total	\$ 101,284.00	\$ 98,417.22	\$ 100,508.00	\$ 126,934.57

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.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The eleventh 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 May 2020 were \$623,096. 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	2,884,486	7,509,700	10,394,186
Actual Claims	1,618,368	5,511,618	7,129,986

Accounting and Administration

- Janet Murphy, Director of Finance, attended the training for the Municipal CRF program and submitting of claims not covered by FEMA.
- Lisa Rydecki, Deputy Finance Director started the submission to FEMA for reimbursement of expenses related to the COVID-19 pandemic paid by June 30th.
- Staff continued to work on preparing for the move to the new Town Hall by cleaning out filing cabinets, packing and marking items for shredding or storage.
- 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, new insurance rates and review of employee's accrual time.

The Town did receive the Municipal Projects Aid Grant and the final installment of the Mashantucket Pequot Grand payments from the State of Connecticut during this month in the amount of \$1,365,802 and \$54,974

respectively. 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)
6/30/2020

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$482,204	\$36,920,747
Special Revenue Funds	27,000	42,245	741,111
Capital Projects Funds		16,057	1,093,720
Internal Service Fund	25,000	54,313	8,009,247
Trust and Agency Funds		13,511	1,097,270
TOTAL, ESTIMATED BY FUND			\$47,862,095

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
6/30/2020

	<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	.75	4,925	8,290	\$16,805,356
Bank North	.50	.50	115	119	560,391
TDBank (new)	.50	.50	2,218	2,291	10,827,198
Farmington Bank	.30	.30	1,900	1,734	8,442,779
Webster Bank	.10	.5	1,001	1,247	3,172,634
Liberty Bank	.30	.50	1,163	2,007	5,053,737
Total Outstanding Investments					\$44,862,095

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.
- Files for tax bills for Real Estate, Personal Property and Motor Vehicles were finalized, balanced and sent to our vendor, Quality Data, for printing and mailing. All files were confirmed balanced by the vendor and the bills were printed and mailed out on July 3, 2020.
- The Elderly Homeowner Tax Relief program was completed by the end of June. All reports associated with this program were filed with the State of Connecticut. This year, 479 elderly taxpayers participated in this program and were granted a total of \$294,533 in tax relief. Additionally, there were 484 taxpayers that were granted a total of \$236,980 in additional tax relief through the Town of Newington's Local Elderly Tax Relief Program.
- Income and Expense forms for owners of incoming producing commercial property which were sent out back in April were due back to the Assessor's office by June 1st. To date, 63% of the forms have been returned and the data logged into our revaluation file. Final notices will be sent out to the remaining property owners who have failed to comply advising them that a 10% assessment penalty will be added to their property assessment if they fail to file the report by September 1st.

Revenue Collector

- June Revenue Collections for Real Estate, Personal Property, Motor Vehicle and Supplemental Motor Vehicle taxes amounted to \$175,891.05. The Supplemental Motor Vehicles collected were \$12,745.47 and \$17,770.10 was collected in back taxes. Included in that amount is \$4,590.19 for suspended accounts.

- This year's June collections on the current Grant List were 99% which is the same as last year's 99% rate.
- The new 2019 Grand List tax bills were loaded on the Town's website which was available to taxpayers for viewing and where payments could also be made.
- For everyone's safety, a Payment Dropbox has been installed in the island across from the Police Department for payments to discourage taxpayers from entering the Town Hall. Tax payments are being accepted in the office by appointment.
- Legal Notices were placed in the Hartford Courant per CT State Statute. News Releases were also placed in the newspaper as well as our website to continue to update taxpayers.
- Approximately 30 landlords completed an application with the Tax Collector for the extended grace period for payment of their taxes per Governor Lamont's Executive Order.
- The Tax Collector submitted the M-1 Report for the 2019 Grand List which is filed with the State of Connecticut by July 1st, as well as additional State Reports.

POLICE DEPARTMENT

Patrol Calls for June are as follows:

Abandoned MV	0	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	30
Alarm Commercial Burg Alarm	56	Fire Structure Fire	0	MV Complaint	62
Alarm Hold Up Alarm	2	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	19	Fire Training	0	MVA Evading	13
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	0	MVA Fatal	0
Animal Complaint	50	Fire Water Problem	0	MVA Injury	11
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	55
Assault	4	Fireworks	37	Neighbor	14
Assault in Progress	0	Follow Up	34	Noise	32
Assist Motorist	1	Found Property	14	Non-Collect Person	3
Assist Notification	1	Gun	0	Notification	0
Assist Other Agency	30	Harassment	14	Open Door/Window	33
Bad Check Insufficient Funds	0	Hazard	35	Parking Violation	8
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	40
Bomb Threat	1	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	21	Homicide	0	Pistol Permit	0
Burglar Alarm	1	HOPE PROJECT	0	Prisoner Care	0
Burglary	6	Illegal Dumping	4	Private Duty	0
Car Seat	0	Impersonating Police	0	Property Found	3
Check Welfare	67	Intoxicated	8	Property Lost	1
Check Welfare 911	46	Juvenile Complaint	13	Prostitution	0
Check Welfare Other	9	K9 Assist	0	Recovered Stolen MV	4
Clear Lot	19	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	3	Residential Lockout	2
Court Detail	9	Larceny	47	Robbery	1
Criminal Mischief	12	Larceny from MV	22	Roll Call	1
CSO	0	Lift Assist Only	5	Serve Subpoena	0
Customer Dispute	19	Liquor	0	Serve Warrant	9
Dog Complaint	41	Local Traffic Authority	0	Sexual Assault	1
Domestic	38	Location Check	220	Shots fired	0
Door Check	0	Location General	0	Specific Detail	94
Drug	9	Lockout Building	4	State Pistol Permit	0
DUI	1	Lockout MV	2	Stolen MV	5
EDP	18	Lost Property	7	Sudden Death	7
Escort / Transport	4	LTA	0	Suicide	0
Escort Funeral	3	Meal	0	Suicide Attempt	0

Escort Other	0	Medical Alarm	24	Suspicious MV Unoccupied	17
Escort Retrieval	2	Medical Cardiac	8	Suspicious Report	167
Escort Tax	0	Medical Complaint	170	TEST	0
Fingerprint	0	Medical Diabetic	1	Threatening	5
Fire Alarm	1	Medical Fall	24	Training	0
Fire CO Detectors no sympt	0	Medical Mutual	0	Tow	6
Fire CO Detector with sympt	0	Medical Other	0	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	6	Traffic Stop	102
Fire Hazmat	0	Medical Stand by	3	Trespass	12
Fire Mutual Aid Request	0	Medical Trauma	1	Unknown	95
Fire Other	0	Medical Unresponsive	5	Water problem	0
Fire Rescue	0	Missing	2	Total	2,034

- In June, the Detective Division:
 - Handled 50 investigations, 50 remain ongoing.
 - Served 5 warrants; 5 by Patrol Officers, 0 by the Detective Division.
- In June, the Animal Control Officers had the following activity:
 - 93 Calls – 40 Dog, 50 Animal, 3 Specific Detail
 - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 4 Impounds – 2 redeemed, 2 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
 - 0 Infraction written
 - 131 Incoming Phone Calls
 - 7 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 1 Written Warnings
 - 1 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 36 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
 - 1 Dog/Cat Adoption
 - 511 –
 - 22 Combined Dog/Animal/Specific Detail/Check Welfare
 - 0 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 1 Written Warning
 - 0 Dog bite- 0 dog vs human, 0 dog vs dog
 - 0 Dog/Cat Adoption
- Other:
 - 45 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - N/A
- In June, the Patrol Division had the following activity:
 - On June 4th, a “Black Lives Matter” protest rally was held at the Center Green. The rally resulted in the mobilization of most of the Police Department. A large number of people attended. The group decided to march down Main Street before returning to the Center. This resulted in the closure of several streets during the march. Traffic was diverted from the center area until the rally ended and the attendees dispersed. The protest rally was generally peaceful and no arrests were made.

- During the month of June, twenty-three vehicles were broken into and items were stolen from them. Most of the break-ins occurred during the late-night hours. The majority of the vehicles were unlocked. In addition, five vehicles were stolen.
- During late June, Patrol Officers responded to a local motel for a violent domestic dispute. The victim sustained facial injuries that required treatment at a local hospital. The assailant fled from the scene and was later arrested.
- On June 30th, at approximately 3:00 a.m., Patrol Officers responded to an armed robbery at the 7-11 store on Willard Avenue. Upon arrival, officers were informed that the suspect was a black male armed with a handgun. The suspect pointed the handgun at the clerk and demanded that the clerk load up a medium sized duffle bag with cigarettes. The suspect fled the store before the officers arrived. The clerk was not injured. The robbery is under investigation.

Property Report June 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 600
Damaged/Destroyed	9	\$ 5,302
Vehicle Inventory	0	\$ 0
Stolen	91	\$ 184,137
Abandoned	3	\$ 0
Evidence	82	\$ 13
Found	12	\$ 0
Lost	10	\$ 8,205
Seized	11	\$ 500
Recovered	21	\$ 33,276
Impounded	0	\$ 0
Informational	0	\$ 0
Total	240	\$ 232,033

- Police Department Overtime June:

- Comparison
 - OT May \$ 33,858 2 pay periods (no holidays)
 - OT June \$ 70,490 2 pay periods (one holiday)
 - \$ 36,632 increase
- During June 2020, one officer was out on workers compensation. An officer from the Patrol Division has remained temporarily assigned to the Detective Division serving as the property officer and another officer has continued on light duty assisting in the Detective Division, resulting in three vacancies in the Patrol Division. Additionally, there are two officer openings. 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 to fill previous openings but have remained in the field training officer program for this period thereby having no impact on overtime.
- Admin overtime \$383, an increase from the previous month. Overtime included administrative personnel working a public protest on 6/4/2020.
- Patrol overtime. \$48,561, an increase of \$23,327. Overtime included \$11,706 in holiday pay, filling of shifts for time off (vacation, sick, earned time), entire Patrol Division staffing of a public protest on 6/4/20, holdovers for officers involved in casework, including a motor vehicle accident with injuries, domestic arrests, escorting a juvenile to CT Children's Medical Center, a suspicious motor vehicle, larceny from a motor vehicle and the submission of related evidence, a prisoner detail at Hartford Hospital and related booking, a car parade for the Newington Chamber of Commerce and an officer obtaining a COVID-19 test.
- Detective Division overtime. \$3,257, an increase of \$3,257. Overtime included \$671 in holiday pay and Detective Division staffing of a public protest on 6/4/20.
- Communications overtime. \$10,664, an increase of \$3,912. Overtime included \$1,919 in holiday pay, filling of shifts for time off, and filling of shifts on days and evenings when only one dispatcher is scheduled to ensure two dispatchers are present on all day/evening shifts. Additionally, a

second dispatcher is staffed on overtime from 0000 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday.

- o Education overtime. \$5,344, an increase of \$3,472. Overtime included a dispatcher on overtime conducting COLLECT training, filling of shifts for two dispatchers receiving training as Communications Training Officers (CTO), filling of shifts for officers involved in ERT training, firearms training, use of force liability and recertification training.
- o Support Services overtime. \$2,281, an increase of \$2,281. Overtime included \$671 in holiday pay and staffing of Support Services personnel at a public protest on 6/4/20.

FIRE DEPARTMENT

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

	June	12 Months Total
<i>FIRES</i>		
Structure Fire	2	29
Vehicle Fire	1	7
Exterior Fires	7	33
Other Fires	1	6
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	0	9
Extrication	0	9
Other Rescue Calls	3	26
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	13	117
Water Problem	1	17
Other Service Calls	3	68
<i>OTHER</i>		
Good Intent Calls	2	44
False Alarm/False Call	28	280
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	0	12
Totals	61	660

Training Summary for the month of June: Please be advised that due to the restrictions caused by the COVID_19 Virus, most training is being completed through various online training platforms.

CO-1 Training	SCBA	10.0 hours
Driver Training	Road	24.0 hours
CO-2 Training	Weekly Home Flash Card Quizzes	124.0 hours
CO-3 Training	Preplan/Area survey	11.0 hours
Cadet Training	Hydrants	60.0 hours
Driver Training	Pump Operations	11.0 hours
CO-1 Training	Rescue Jacks/Structs and Cribbing	8.0 hours
Multi Company Training	1&3 CORE Burn	72.0 hours
Multi Company Training	2&3 CORE Burn	92.0 hours
Total Training		412.0 hours

FIRE CHIEF

Fire Response: 21 Incidents

- Attended several special staff meetings at Town Hall to review and prepare incident action plans for the “Black Lives Matter” rally in the Town center.
- Continued participation in the weekly DEMHS Conference Calls and coordinated the Town’s distribution of personal protective equipment to local businesses throughout Town.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #1 on Main Street.
- Attended a memorial service for retired Co. #4 Fire Lieutenant and Newington Police Officer Robert Christensen at Newington Memorial.
- Attended the monthly company drill at the training tower: Live fire training.
- Attended a meeting with Town staff and a communications consultant to review the Town’s public safety radio system and to develop plans for the replacement of the aging equipment.
- Conducted the monthly command staff meeting at fire headquarters.

FIRE MARSHAL

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

INSPECTIONS	18
INSPECTION FOLLOW-UPS	63
PLAN REVIEWS	19
JOB SITE INSPECTIONS	16
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	11
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	2
SAFE HOME FOLLOW-UPS	3
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	4

Fire Marshal’s Activities:

- 6/1/2020 EOC Department Head Meeting with Town Manager
- 6/4/2020 EOC Department Head Meeting with Town Manager
- 6/4/2020 Weekly Leadership Staff Meeting with Town Manager
- 6/11/2020 Weekly Leadership Staff Meeting with Town Manager
- 6/15/2020 Meeting on Balf Blasting with Meghan and Town Manager
- 6/25/2020 Weekly Leadership Staff Meeting with Town Manager
- 6/25/2020 Meeting on Economic Development with Town Manager

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Met with EOC team to discuss and plan for Black Lives Matter Protest
- Along with Parks and Grounds, composed full staffing COVID-19 policy guidelines
- Attended Department Head meetings
- Attended several meetings with Tilcon to discuss upcoming paving projects
- Attended several meetings for Senior and Disabled Center parking lot upgrades
- Continued with all construction project planning and scheduling
- Coordinated with MDC to video and assess drainage lines on Allandale and Goodale Drive

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing

- Continued with Town wide pot hole patching
- Loaded all trailers for the recycling of wood chips generated at landfill as a result of brush grinding
- Continued with repairing/replacing/installing storm water catch basins and line repairs in preparation for milling and paving projects, along with other structure failures at various locations
- Investigated and excavated for electrical conduit failure at Senior and Disabled Center
- Began lighting/sidewalk work in preparation for Senior and Disabled Center parking lot upgrades
- Constructed bituminous ramp for Parks and Grounds at Mill Pond Park
- Excavated electrical trench at Highway Dept. in preparation of electric entrance gate installation
- Assisted Traffic Division with line striping/painting
- No evictions scheduled for the month

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Installed new NO PARKING signs on Hollow Tree Lane
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Painted lines at Municipal Parking lot

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Responded to one (1) after hours call for service
- Prepared and delivered vehicles/equipment to auction

Sanitation/Recycling/Landfill

- Scheduled 1213 residential bulk items for collection for the month
- Scheduled 151 condominium bulk items for collection for the month
- Scheduled 79 condo/residential scrap metal items for collection for the month
- 7288 tons of cumulative Municipal Solid Waste were collected from July through May
- 2241 tons of cumulative recyclables were collected from July through May
- 1682 mattresses/box springs were collected from July through May
- 315 televisions were collected from July through May
- Issued permanent 68 landfill permits and 18 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting on June 10, 2020:

- Voted to Withdraw Petition #06-20: Subdivision Amendment (Sec. 3.7: Drainage and Storm Water Improvements) regarding LID in Residential Subdivisions. TPZ, applicant.
- Voted to Withdraw Petition #09-20: Zoning Text Amendment (Sec. 6.15) regarding LID Stormwater Management at Existing Developments. TPZ, applicant.
- Voted to Approve Petition #16-20: Special Permit (Sec. 6.11: Service, Sale, Repair, Rental or Storage of Motor Vehicles) for a Gas Station/Convenience Store at 4 Hartford Avenue. Diyala LLC, applicant.
- Voted to Approve, with conditions, Petition #17-20: Site Plan Approval (Gas Station/Convenience Store) at 4 Hartford Avenue. Diyala LLC, applicant.
- Voted to Approve Petition #18-20: Fireworks Tent Sale (Section 3.23.1.B) at 3164 Berlin Turnpike. Phantom Fireworks Eastern Region LLC, applicant; Newington VF LLC, owner; Joshua Nielsen, 59 East Street, Vernon CT, contact.

TPZ Meeting on June 24, 2020:

- No final actions taken.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- June 2: Prepared TPZ review memo's for Petition #06-20, 09-20, 10-20, 16-20, 17-20, and 18-20.
- June 16: Prepared TPZ review memo's for Petition #10-20, 20-20, 21-20 and 23-20.
- June: Approved 2 requests for outdoor restaurant seating.

Economic Development-Related Project Activities:

- June 30: Meeting with Town Manager re National Welding property.

Grant-Related Project Activities

- June: Met with consultant to develop Affordable Housing Plan
- June: Continued administration of Residential Rehab (“Small Cities”) Program.

Board and Commission Meetings:

- June 2: Prepared agenda and support documents for June 10, 2020 TPZ meeting.
- June 16: Prepared agenda and support documents for June 24, 2020 TPZ meeting.

CRCOG/Professional Development/Training:

- June 2: Attend PURA webinar.
- June 9: Attended Racism in Land Use webinar.
- June 26: Attended Siting Renewable Energy Facilities webinar.
- June 30: Attended Small Cell webinar.

Miscellaneous

- June 4: Attended weekly Department Head (“Leadership”) meeting.
- June 11: Attended weekly Leadership meeting.
- June 18: Staff meeting re possible solar power farm on Town property.
- June 19: Meeting at Styles Avenue with staff re parking problem.
- June 25: Attended weekly Leadership meeting.
- June 26: Attended monthly Economic Development team meeting.
- June 26: Staff meeting with Town Manager re Styles Avenue parking problem.
- June: Responded to approximately 23 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- June: Received and sent approximately 356 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 70 excavation permits:
 - Excavation = 17
 - Driveways = 53

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:
 - Four
- Commission Administered applications:

- None
- Agent Administered Applications:
 - Four
- 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 35 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
- 2897 Berlin Turnpike (Firestone) – Site plan review
- 4 Hartford Avenue – Site plan review
- 550 Cedar Street – Site Plan review
- Fenn Road – Tilson/MCI/Verizon – Fiber optic layout 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:

- 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 Lane 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)
- Highway: Cheney Street & Alandale Lane – survey and design services
- 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
- Parks & Recreation: Garfield Street – evaluate new sidewalk ramp to play enclosure
- Parks & Recreation: Garfield Street – design services (Mill Pond Park Pool base drawing)
- 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

- There were 12 swimming pool applications in June. Four are under review and eight were already approved.
- In the fiscal year 2018 – 2019 there were 13 pool permits. In the fiscal year 2019-2020 there were 45 pool permits or applications. Of them, 36 were approved or applied for from January – June 2020.
- There’s an Application under review for the office building at 55 East Cedar Street for a 660-sf addition to the back of the building consisting of 2 stories with a side porch.
- A Building Permit was issued for a tenant fit out on an existing stand-alone building for a new retail showroom space at 2631 Berlin Turnpike. They also applied for a temporary display room in a shipping container to advertise from the location in the parking lot while the renovation is being conducted. This Application is still under review.
- An Application was applied for and is under review for the Stop & Shop on 206 Kitts Lane for eight (8) 18” x 24” on line parking signs for on line pick-up on concrete bases.
- There were no Certificates of Occupancy issued in June.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus. There are online classes.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 165 Inspections. They were: Electrical (10), Final (66), Footings (17), Foundation (2), Framing (6), Gas Line (4), Mechanical (2), Plumbing (1), Pools (11), Rebar (1), Roofing (1), Rough (40), Slab (4).
- The total number of Building/Renovation Permits issued / applied for the month of June was 195 producing a total permit value of \$3,631,942.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	31	2,389,166.00

DECK	6	39,800.00
DEMOLITION	0	0.00
ELECTRICAL	56	306,206.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	10,549.00
GARAGE / SHED	1	3,800.00
MECHANICAL	30	183,575.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	15	59,931.00
POOL	12	52,607.00
ROOFING / SIDING	27	504,796.00
SIGN	3	9,000.00
SOLAR	10	72,512.00
TENT	0	0.00
TOTAL	195	\$3,631,942.00

The total Building income fees received in the month of June was **\$40,974.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) (Applications/Publications) \$1300.00 Environmental \$540.00 Conservation \$1230.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$24.00 Driveway / Excavation \$2875.00 Engineering copies \$115.00. The other total income is \$6344.00

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

	<u>2020</u>	<u>2019</u>
Value of Permits issued for June:	\$3,631,942.00	\$3,481,836.00
Fees for Permits issued for June:	\$40,974.00	\$40,153.00
Other income Fees for June:	\$6,344.00	\$2,578.50
Building Permits Issued for June:	195	180

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>
\$26,056,977.00	\$290,548.00	\$50,444,941.00	\$261,200.00

HUMAN SERVICES

- High School LEAD (leadership group) met with Rik Huggard and staff via zoom throughout the month. These meetings will continue in order to maintain a source of contact and support for youth and to keep youth in vested in future programs.
- Summer Youth Adventure program was developed & will be offered to two youth groups of 10 members plus one staff person. Adventure based activities and craft projects will be explored at the challenge course and outdoor kayaking trips are planned.
- In her role as Volunteer Coordinator Meskill maintained contact with older or compromised volunteers that are not currently volunteering in an abundance of caution due to the Coronavirus.

- Coordinator Meskill and staff provided graduation celebration for social work student Emily Adamowicz who completed her intern experience for CCSU.
- Juvenile Review Board conducted phone intake and closing for two different cases.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 142 households.
- All financial casework services continued- doing phone interviews and 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. Clients continued to have difficulty initiating unemployment benefits.
- 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 186 hours of volunteer assistance in June.
- USDA's What We Eat in America estimates that an average meal is 1.2 lbs. of food. We distributed 1662 bags of food estimated at 8 pounds each for 13,296 pounds of food or 10637 meals during the month of June. We have had much positive feedback with the food that families are provided with. We additionally provided those households that have children with an end of school/summer gift (left over from last year's Christmas gift distribution)
- 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.
- Director LaBrecque coordinated speaker presentation on Hoarding-introducing speaker who is living with hoarding disorder and has since done numerous presentations and support groups. Coordinators Wassik & Meskill & Caseworker Pierson attended via zoom.

June 2020 Statistics

	FY 19-20 Total This Month	FY 19-20 Total Last Month	FY 19-20 Cumulative Total YTD	FY 18-19 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases	13	6	148	173
Clinical presentations	0	0 <small>presentations/attendees</small>	0	
Youth & Family Service Hours	39	29	384.5	645.75
JRB cases hearings/pending hearing	0/5	2/5	10	17
JRB Service hours:	4	2	42	35.5
Positive Youth Development	11	11	1653	2582
Community Service	0	1	11	13
# of hours completed	0	20	208	199
Challenge Course: Adult youth(outside)	0	0	88	383
		0	321	378
Information and Referral	466	433	7818	7996
Social Casework Cases	86	105	889	866
Under 55 =	24	24	282	258
Under 55 disabled =	20	15	162	164
Over 55 =	42	66	621	444
Social Casework Service Hours	141	140.5	1316.75	1385.5
Under 55=	40.75	32.75	272.75	358.5
Over 55 disabled and/or disabled	100.25	107.75	1016.75	1026
Food Bank Household visits	142	145	1693	1697
# bags of groceries distributed	1662	1268	9402	7559
Mobile truck	157	161	1390	1619

Clothing household visits # bags of clothes given	0 0* clothing closet ended	0	0	60 76
Special Needs	8	2	132	104

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Center remained closed to the public through the month of June. All in-person regularly scheduled and special programs were cancelled.
- During the month, we attempted various virtual programming and planned ways to keep members engaged through the use of technology, Facebook and Facebook Live, phone calls, a modified newsletter and materials distributed with to-go congregate and Meals on Wheels.
- The Center's annual membership year ends at the end of June. The Commission on Aging and Disability authorized a waiver of the membership dues for the 2020-2021 year. Renewal forms were sent to members.
- The Center issued a weekly robocall to resident members every Friday to provide a check-in, updates and a reminder that the Center staff were available for assistance.
- The Aging Mastery Program wrapped up in June. As one of the first sites to offer the program virtually via zoom, program funders (Anthem Foundation), and developers (NCOA) sat in on several classes.
- Telephone Bingo continued through the month of June. It is offered each Tuesday and Thursday and played using the Town's conference bridge line to up to 10 participants. Participants receive a Bingo card and code to call in prior to the game. While there are no prizes, it is a valued opportunity and helps to alleviate social isolation.
- The Center is continuing to develop 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. Center staff are working with senior centers across the state to develop options and facilitate access to a shared calendar of program options.
- The American History Lecture Series was offered on June 12 and June 19 with 7-10 people attending via zoom. Professor Jared Day presented "Woodrow Wilson: Twentieth Century Idealist and Visionary. Fees were waived for this program.
- A virtual Coffee Hour was held via Zoom with Town Manager Keith Chapman on June 25th.
- Crafts with Karen, a new monthly program featuring Center staff Karen Halpert was held via Zoom on June 26th. Materials were delivered to 10 participants who engaged in creating Mandala cards and sharing poetry.
- Center Director Dianne Stone and Program Coordinator Jaime Trevethan were elected President and 2nd Vice President of the Connecticut Association of Senior Center Personnel at the June 23 Annual Meeting. This is a role that Ms. Stone has held in the past and is the 2nd term for Ms. Trevethan. In this role, Ms. Stone is working with a group of colleagues to assist the State with developing guidance for senior centers and Ms. Trevethan is leading an effort to create a statewide activity guide for senior center participants.
- Dial-A-Ride provided a total of 61 trips this month for 14 passengers. Service is limited to critical, non-urgent medical transportation, largely dialysis, for passengers with no other options. In addition, Dial-A-Ride delivered 83 congregate meals, 567 meals on wheels, 42 grocery orders, 67 food pantry orders and 39 program deliveries.
- The Volunteer Shopper program continued through the month of June. Seven volunteers purchased \$1,850 in groceries in 42 trips. These groceries are purchased by the volunteers with gift cards provided by the Center and recipients are billed following delivery. To date a total of \$6,550 worth of groceries have been purchased through the program.
- Carolyn Elsner, part time clerical assistant, resigned and her last day was June 27th. Additionally, Congregate Meal Site Coordinator Mark Neistat worked through the end of June and will be off until the program returns on site.

- The Center's Giving Garden began to harvest crops for donation to the Food Pantry. The work of the garden, usually done by a team of volunteers, is essentially being done by four dedicated people who work mostly alone.
- The Center continued to see attention with work beginning on the parking lot replacement. This will include ADA compliant sidewalks and improve mobility around the Center.

PARKS AND RECREATION

Recreation Division

- The Life. Be In It. Extravaganza events have been cancelled due to the COVID-19 pandemic.
- Several outdoor sports' camps are being held while maintaining social distancing and proper safety protocols.
- The Municipal Parking Lot was home to live musical entertainment on Friday and Saturday evenings in June.
- Approximately 2,500 street and non-street trees were inventoried during the tree inventory project conducted by staff members.

Parks and Grounds and Cemeteries

- Increased mowing frequency continued during the first half of June. Overtime mowing continued as we began to add roadside mowing to our work schedule.
- Baseball field preparation was ramped up in response to unforeseen opening in Phase 2 of CT coronavirus plans. Alumni, Badger, Mill Pond and all fields at Clem Lemire were prepared and opened.
- Legends field renovation was completed with sod installed June 13.
- Cemetery remained busier than normal, with burials just slowing down at the end of June to pre-COVID averages.
- Upon late notice Churchill pool complex cleaned, prepped and opened on July 1.
- The installation of new irrigation system at Emmanuel Christian Academy was completed in mid-June.
- Cleaned and mowed at NHS in conjunction with graduation.
- Tree work included Sequin Street grinding.
- Staff returned to full schedule on June 15 and 5 summer staff members were added. Neighborhood circles are now being mowed daily.
- Sensory garden fountain was repaired.
- Volleyball, all tennis and pickleball courts, basketball courts and playgrounds have been reopened.
- Daily game day field preparations now on schedule.
- Spraying of weeds throughout Town has been performed almost daily during overtime.
- Staff gardener is back on work schedule and flower installation has increased.
- We had 18 interments (9 ash, 5 single & 4 double). There were 4 sales this month.

LIBRARY

- The library building was closed to the public for the third month. Staff continued to offer phone and email assistance and the two book drops were open 24/7 and emptied 5 days a week. Staff continued working staggered and rotating schedules to minimize the number of people in the building at the same time.
- The big news was that the library curbside service Lucy-to-Go resumed on June 1st and the library hours were increased to Monday – Thursday 10:00 a.m. – 7:00 p.m. and Friday 10: a.m. – 5:00 p.m. Curbside service is available Monday - Thursday 10:00 a.m. – 1:00 p.m. and 4:00 – 6:00 p.m. There were some changes made to the procedures. The service is now next day service. Patrons call the library to schedule a pick-up for materials that are on hold for them or to request that staff pull some materials for them. Staff fills out a form, processed the items for the patrons and has them ready for the pick-up time and date requested. Staff is also running the holds reports multiple times a day to pull any items that are in that the patrons have requested online through the library catalog. The goal is to get the library materials to the patrons as quickly as we can. This service is contactless. Patrons call when they arrive to pick-up materials at the scheduled time and a staff person brings it out and places it on a table for the person to pick up after the staff person reenters the building. It is working out well and

patrons are very grateful to be able to access library materials again. Staff did 1,286 curbside deliveries in June.

- Staff began offering more virtual library programming for all ages. The children's department had digital storytimes, and pre-recorded storytimes by the children's librarians. They recorded book talks for the new Nutmeg nominee books that had more than 360 views. They also offered a Virtual Cookbook Club and Simple Science @ Home. Virtual programs were offered to teens and adults. Two Gentle Yoga programs were held for teens and for adults. Adults also learned about healthy cooking with Calin McBee, how to make a trinket box from an old book and how to write an effective resume.
- Head of Community Services Michelle Royer and Assistant Director Karen Benner are working with several Town departments including the Newington Senior and Disabled Center, Parks & Recreation and Newington Chamber of Commerce to offer joint programming throughout the summer. Most of the programs will be prerecorded and will be available from multiple websites. They are also working with NCTV to have some of these programs shown from this station at designated dates and times.
- Grab & Go kits became available for kids, teens and adults in June. These kits include the supplies and instructions to make your own craft at home. Each week kids could register and pick up that week's themed kit. 183 kids Grab & Go kits were given out. Kids and parents loved them. Teens were offered their own kits each week that were more age appropriate. Adults were able to get their own kit with everything they needed to make their own trinket box from an old book.
- "Imagine Your Story" summer reading programs kicked off in June. Due to the COVID-19 virus, the programs this year are all online. The children and adult summer reading format had to be modified to be online only. The adult program kicked off on June 18. Adults could register online or by phone. Reading tickets can be submitted online. If they want, adults can call and we will do it for them. At least 25% of last year's participants do not have computers so we are happy to help them participate. By the end of June 200 adults had registered. This number is down but that was expected. The children and teen summer reading programs kicked off on Saturday, June 20 with a virtual program featuring Jester Jim. Once registered kids download the summer reading activity log to participate. Teens submit forms for each book read to participate. By June 30, 153 children and 48 teens had registered.
- The Friends of the Library held its annual meeting via Zoom on June 17. Kim Radda was elected President, Sheila Rowell, Vice President, Mary Ellen Procko, Secretary and Brian Wood, Treasurer.
- Staff is continuing to prepare for the eventual reopening of the library building. The plexiglass has started to arrive and we are trying to purchase other PPE supplies we will when the public is back in the building. Seating and public space will be set up differently to abide by Governor Lamont's Reopening Plans for libraries that were released on June 15.
- Total circulation was 12,514. Circulation of digital materials was 3,540, an increase of 29%. We are continuing to increase the digital collection for Newington patrons. 1,286 curbside service transactions were processed. Staff answered 1,601 reference questions during the month. Usage of online databases was high. Popular online databases included Ancestry.com, Valueline, and Morningstar.
- In personnel news, Zoom was used for staff meetings and department meetings. Staff also attended consortium meetings via Zoom. Karen Benner and Michelle Royer worked with Digital Services Librarian Jennifer Hebert to upload videos to the library's YouTube page so links can be used on the library website. They are also working with NCTV to make some of these videos available on Channel 14. Lisa Masten and Karen Benner continued with the weekly leadership meetings held by the Town Manager.
- In facilities news, Maintenance Technician Dave Brown continues to paint and refurbish some areas in the building while it is closed. The library had a flood in the basement due to a broken pipe from the new irrigation system. Thanks to Shawn Brennan and Tim Bodine from the Town Facilities Department and Steve Tofeldt from Parks & Grounds, the situation was handled quickly and efficiently so there was little damage.
- Finally, the library has a great staff. The operations of the library due to the virus has changed. While we have always strived to offer the best customer service, it is more challenging to meet the needs while the building is closed. People have stepped up. They are thinking outside the box. They are collaborating and looking for ways to offer great service differently. Everyone's normal job has changed and staff has adjusted taken on different responsibilities for the good of the library and the good of the Town. While this current situation is stressful. The way everyone is working and supporting each other is so gratifying.