



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: May 12, 2021
Re: Monthly Report – November 2020

GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on November 13th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

Our Emergency Management Director (Meghan Manke) hosted a meeting on November 3rd, 2020, to regroup and reevaluate our current status with COVID-19. We discussed the following information to determine the Town's next steps going forward: emergency response, prevention, and mitigation.

On November 9th, Heather Shonty, HR Specialist/Executive Assistant and I met with an inner-city High School to continue our discussions on the pilot mentoring program. We have scheduled meetings throughout the month to explore the logistics and planning.

The Veterans Day ceremony was cancelled due to COVID-19, instead we collaborated with Steve Parker, and Newington's American Legion Post 117 to produce a virtual ceremony, it included a montage of clips honoring all of those who served. This video was played throughout the day on November 11th, 2020 (Veterans Day) on Newington Community Television (NCTV). A big thank you to everyone who participated and made this possible.

After careful consideration and consultation with our Director of Health, Charlie Brown, I decided to modify our COVID-19 precautions and guidelines. On November 12th, I scheduled an EOC department head staff meeting to discuss the following changes due to the spread of COVID-19; for the next three days we will be operating on a skeleton crew with one person in the office, meaning non-essential folks will work remotely to help limit the amount of people in the building. We met periodically throughout the month to discuss how we can still provide essential services and not reduce the level of service, while ensuring the health and safety of our staff. A zoom meeting was scheduled for Sunday, November 29th to reevaluate the data provided by Governor Ned Lamont. Due to the newly reported data on cases, deaths and test in Newington, I have directed staff to operate on skeleton crew until further notice.

On November 18th, Heather Shonty, HR Specialist/Executive Assistant, and I participated in interviews for the Town Planner position.

The Town Assessor and I continually met with potential developers to discuss economic development opportunities.

Staff meetings have continued to be scheduled on an as-needed basis.

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Ongoing communications with solar representatives.

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

Overtime

Paid overtime during the month of November 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	116.9	\$ 6,223.58
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 932.44
ROAD MAINTENANCE	12.0	\$ 735.40
TRAFFIC	4.0	\$ 251.60
LEAVES	1227.9	\$ 33,495.97
LANDFILL	6.5	\$ 288.53
TOTALS	1383.3	\$ 41,927.52
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	250.0	\$ 11,850.00
TOTALS	250.0	\$ 11,850.00

	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD
POLICE DEPARTMENT				
Administration	\$ 8,175.00	\$ 314.42	\$ 7,927.00	\$ 605.93
Patrol	685,889.00	271,794.57	655,308.00	310,607.47
Investigation	90,645.00	17,869.10	89,232.00	14,208.18
Communication	173,748.00	68,211.43	169,820.00	65,493.91
Education/Training	143,085.00	36,403.55	138,826.00	52,216.75
Support Services	60,413.00	8,519.99	59,255.00	20,898.48
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,511.00</u>	<u>0.00</u>
Total	\$ 1,163,466.00	\$ 403,113.06	\$ 1,121,879.00	\$ 464,030.72
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 43,153.63	\$ 28,085.00	\$ 7,647.15
Snow and Ice Control	165,297.00	0.00	165,297.00	2,395.12
Traffic	4,057.00	2,868.23	4,057.00	1,534.76
Vehicles and Equipment	32,822.00	24,960.72	32,822.00	11,192.37
Leaf Collection	<u>33,898.00</u>	<u>19,207.80</u>	<u>33,898.00</u>	<u>23,861.11</u>
Total	\$ 264,159.00	\$ 90,190.38	\$ 264,159.00	\$ 46,630.51
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 52,183.46	\$ 84,839.00	\$ 43,701.74
Cemeteries	<u>16,445.00</u>	<u>2,846.97</u>	<u>16,445.00</u>	<u>5,863.68</u>
Total	\$ 101,284.00	\$ 55,030.43	\$ 101,284.00	\$ 49,565.42

PERSONNEL

- Dorothy Russell was promoted to Librarian III (Head of Circulation and Collection), she began her position on November 9th.

- Jennifer- Rose Hebert was promoted to Librarian II (Business Manager), she began her position on November 16th.
- Testing and interviews were completed throughout the month for vacant Librarian I (Information Technology) and Librarian II (Circulation Supervisor) positions.
- The vacant Equipment Operator III position was offered to Michael Costardo, he began his position on November 19th.
- The (2) vacant Groundskeeper I position was posted to the public on November 2nd, with a closing date of November 16th. Brandon Volz, Equipment Operator I transferred to the Grounds Department as a Groundskeeper I.
- The Equipment Operator I position was posted to the public on November 4th, with a closing date of November 18th.
- The vacant Administrative Secretary position was posted internally on November 19th, with a closing date of November 25th.
- The vacant Equipment Operator II position was posted internally on November 23rd, with a closing date of December 2nd.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The fourth month of the 2020-21 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2020-21 plan year were estimated at \$963,049. The total paid claims from the Health Benefits Fund for October 2020 were \$901,612. 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.

Claims through October, 2020

	Town	Board of Education	Total
Estimated Claims	1,053,288	2,798,908	3,852,196
Actual Claims	412,131	2,176,972	2,589,103

Accounting and Administration

- The auditors submitted the first draft of the audit of the 2019-2020 fiscal year including the federal and state single audits. Director of Finance and Deputy Finance Director reviewed the statements and replied with questions/corrections.
- Janet Murphy, Finance Director is working with the Insurance and Benefit Administrator on the transfer of our HSA banking from Benefit Wallet to HSA Bank. Several meetings were attended regarding the new bank starting January 1st, 2021 and the transfer of remaining funds taking place in February.
- Due to the fact that the tax office was shut down the week prior to Thanksgiving, our office took care of the receipt of all deposits. We also processed the remote deposit of checks for tax payments and some other departments in their absence.
- Finance is working with the Benefit Coordinator for moving the Town’s HSA accounts from Benefit Wallet to HSA Bank as of January 1st, 2021.
- Although not part of the contract negotiation with the union, the Town Manager agreed to make retro payment back to July 1st, 2020. Our Payroll Clerk processed these retro payments and the agreed pay increase in the November 19th payroll.

The Town received grant payments from the State of Connecticut during this month for Pilot Payments including \$14,719 for State Owned Property and \$1,939,870 for Tax Exempt Property. 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)

11/30/2020

	Interest Earnings		\$ Invested
	Budget FY2020-21	Actual Year to Date	
General Fund	\$300,000	\$29,294	\$36,168,989
Special Revenue Funds	48,000	755	741,854
Capital Projects Funds		503	1,094,201
Internal Service Fund	35,000	2,416	5,772,178
Trust and Agency Funds		923	1,109,693
TOTAL, ESTIMATED BY FUND			\$44,886,915

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2020

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.07	.10	977	939	\$16,812,902
Bank North	.12	.12	115	119	560,977
TDBank (new)	.25	.25	2,219	2,292	10,830,512
Farmington Bank	.18	.25	1,073	1,212	8,449,309
Webster Bank	.10	.10	461	560	3,175,876
Liberty Bank	.15	.19	603	644	5,057,339
Total Outstanding Investments					\$44,886,915

Rates reflect avg. monthly yield, annualized

Assessor

- All Real Estate building improvement permits were inspected for inclusion on the 2020 Grand List.
- Real Estate deeds were read and entered in the computer assisted mass appraisal system through October 22nd, 2020.
- Approximately 1,500 Personal Property declarations sent out the last week in September 2020 were returned to the Assessor's office by mail. To date, approximately 60% of the declarations have been processed. Any remaining declarations that have not filed will be assessed and penalized for failure to file sometime in January.
- Work continued on the 2018 Supplemental Motor Vehicle file for the billing period as of January 1st, 2021. This year there were 4,049 vehicles on the list which was a significant reduction of 893 vehicles from the 2018 Supplemental List.
- Final review of the 2020 Revaluation values were completed by the Assessor in consultation with the Project Manager from our revaluation consultant eQuality Valuations. Preliminary indications show a slight increase in residential values of approximately 5% while commercial & industrial values rose approximately 15%. Final valuation result notices are scheduled to be printed and mailed out to property owners beginning in the second week of December.
- Finally, due to the COVID-19 pandemic, staffing levels in the Assessor's office were reduced to one individual in the office while the three remaining office staff worked remotely from home.
- Furthermore, during the second and third weeks of November, due to the closing of the Tax Office as a result of all staff members quarantining at home, the Assessor provided office and telephone coverage and collected multiple tax payments from taxpayers who insisted on paying their taxes in person and thus were forced to meet him in the parking lot outside of the Town Hall, as well as collecting payments

sent in by mail. All payments received were immediately sealed in payment envelopes and transferred to the Finance Office for security reasons prior to the payments being processed.

Revenue Collector

- Collections for November on the 2019 Grand List amounted to \$731,611.61 and back taxes collections totaled \$26,160.38 which includes \$2,601.55 for suspense collections.
- This year’s total collections through November were 56% which is in line with last year’s figure of 56%.
- Delinquent statements were mailed on November 5th to 244 real estate taxpayers, 2,911 for motor vehicles and 152 for personal property tax bills.
- Preparation is under way for the Supplemental Motor Vehicle bills. Real Estate property transfers have been sent the second installment bill for their payment or for them to pass along to their escrow company for payment in January. The Supplemental Motor Vehicle tax bills will be mailed at the end of December since changes are still being made in the Tax Office and Assessor’s Office before final steps are taken for balancing and submission to the software company for printing and mailing.

POLICE DEPARTMENT

Patrol Calls for November are as follows:

Abandoned MV 2	Fire Task Force Activation 0	MV Evading 19
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 56	Fire Trouble Alarm 2	MV Injury 10
Alarm Hold Up Alarm 0	Fire Veh Maintenance 0	MV Property Only 67
Alarm Residential Burg Alarm 25	Fire Vehicle Fire 0	Neighbor 6
ALTERED MENTAL STATUS 2	Fire Water Problem 0	Noise 20
Animal Complaint 13	Fireworks 0	Non Collect Person 0
Arson/Fire Invest 0	Follow Up 36	Notification 0
Assault 6	Found Property 5	Open Door/Window 19
Assault in Progress 0	Gun 0	Other Archive 0
Assist Motorist 4	Harassment 7	Parking Violation 7
Assist Notification 0	Hazard 41	PD ASSIST FIRE DEPT 34
Assist Other Agency 29	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 0	Pistol Permit 0
Blighted Property 0	HOPE PROJECT 0	Prisoner Care 10
Bomb Threat 0	Illegal Dumping 1	Private Duty 0
Breach of Peace/Disorderly 14	Impersonating Police 0	Property Found 4
Burglar Alarm 3	Indecent Exposure 0	Property Lost 2
Burglary 8	Intoxicated 4	Prostitution 0
Car Seat 0	Juvenile Complaint 20	Recovered Stolen MV 5
Check Welfare 29	K9 Assist 0	Rescue Call 0
Check Welfare 911 22	Kidnapping 0	Residential Lockout 1
Check Welfare Other 9	Landlord/Tenant Dispute 2	Robbery 1
Clear Lot 16	Larceny 43	Roll Call 2
Construction 0	Larceny from MV 36	Serve Subpoena 0
Court Detail 10	Lift Assist Only 7	Serve Warrant 15
Criminal Mischief 8	Liquor 0	Sexual Assault 1
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 16	Location Check 164	Specific Detail 68

Dog Complaint 25	Location General 1	State Pistol Permit – Tempo 0
Domestic 27	Location School 0	Stolen MV 3
Door Check 0	Lockout Building 3	Sudden Death 1
Drug 5	Lockout MV 0	Suicide 0
DUI 5	Lost Property 0	Suicide Attempt 1
EDP 26	LTA 0	Suspicious MV Unoccupied 15
Escort/Transport 3	Meal 0	Suspicious Report 158
Escort/Funeral 1	Medical Alarm 16	TEST 0
Escort Other 0	Medical Cardiac 13	Threatening 0
ESCORT RETRIEVAL 4	Medical Complaint 155	Tobacco 0
Escort Tax 0	Medical Diabetic 4	Tow 6
Fingerprint 4	Medical Fall 33	Town Ordinance Violation 1
Fire Alarm 0	Medical Mutual 0	Traffic Stop 179
Fire CO Detector no sympt 0	Medical Other 3	Traffic Survey 0
Fire CO Detector with sympt 0	Medical Respiratory 12	Training 0
Fire Extrication 0	Medical Stand By 0	Trespass 12
Fire Hazmat 0	Medical Trauma 1	Unknown 128
Fire Mutual Aid Request 0	Medical Unresponsive 4	Water problem 0
Fire Other 0	Missing 3	
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 34	
Fire Stand By 0	MV Complaint 61	
Fire Structure Fire 0	MV Fire 0	Total: 1,878

- In November, the Detective Division:
 - Handled 56 investigations, 38 remain ongoing; 16 have been closed by investigative methods; 2 have been suspended.
 - Served 14 warrants; 13 by Patrol Officers, 1 by the Detective Division.
- In November, the CSO Report:
 - Completed child safety seat inspections.
 - Participated in Oral Boards for certified officers.
 - Began the COVID-19 Stuff a Cruiser 2020 preparations. This year gift cards were requested in an effort to eliminate safety and health concerns. A gift card mailbox, along with a gift donation box, were placed in the lobby to collect for Human Services for their gift distribution program.
 - Finalized Gimme a Break (Light) design and had it approved by the Police Community Council. This initiative will be rolled out mid-month.
- In November, the Animal Control Officers had the following activity:
 - 37 Calls – 24 Dog, 13 Animal, 0 Specific Detail, 0 Follow-ups, 0 Car Seat
 - 1 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 5 Impounds – 5 redeemed, 0 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
 - 0 Infraction written
 - 116 Incoming Phone Calls
 - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 1 Written Warnings
 - 55 Letters (No License/Barking/Littering)
- Breakdown of Calls
510 –

- 12 Combined Dog/Animal/Specific Detail/Check Welfare
 - 25 Delinquent Letters/ No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warning
 - 0 Dog bite- 0 dog vs human, 0 dog vs dog
 - 0 Dog/Cat Adoption
- 511 –
- 8 Combined Dog/Animal/Specific Detail/Check Welfare
 - 30 Delinquent Letters/ No License/Barking/Littering
 - 0 Infractions
 - 1 Written Warning
 - 1 Dog bite- 1 dog vs human, 0 dog vs dog
 - 0 Dog/Cat Adoption
- Other:
 - 17 police assisted Animal/Dog Complaints.
 - In November, the Patrol Division had the following activity:
 - During the month of November, the Newington PD responded to eight (8) juvenile complaints, and eighteen (18) total complaints going back to October. All of these complaints involve juveniles riding their bicycles in the roadway causing a significant traffic issue and a safety concern for the juveniles. On 11/19/20, the Newington PD received one of these complaints and officers responded to the area of Constance Leigh Drive and Lowrey Place. Officers arrived on scene and observed a group of juveniles riding their bicycles on Lowrey Place in the roadway. The officers were met by offensive gestures and profanity from the juveniles. The officer instructed the riders to stop, at which time one rider disregarded the instruction and continued to ride erratically and almost struck the rear of a vehicle stopped at the intersection of Lowrey Place and Main Street. The majority of the riders crossed Main Street against the red light creating a traffic hazard and proceeded westbound into the neighborhood behind CVS. Officers identified some of the riders and made arrests for interfering with police and traffic violations. The bicycles were seized as evidence. This continues to be an ongoing issue.
 - On 11/20/20, an officer conducted a motor vehicle stop on the Berlin Turnpike for an equipment violation. Upon contacting the operator, the officer identified the odor of Marijuana emanating from the vehicle. The officer conducted a search of the vehicle and located 25 grams of Marijuana. The operator was charged with motor vehicle and drug charges.
 - On 11/20/20, an officer responded to a residence in town for a larceny complaint. The victim reported she wrote five checks out to pay bills and mailed them at the Wethersfield Post Office. The victim was later notified that her Eversource account was past due. She checked her banking statements and discovered that one of the checks she had written to pay her Eversource electricity bill had not been received, and had in fact been cashed to a fictitious name in the amount of \$4,800.00. This process is known as check “washing”. No suspect information was developed. Several Newington residents have experienced this type of larceny in recent months. The postal inspector, who covers Newington, is aware and involved in these investigations.
 - On 11/21/20, officers responded to the Friendly’s restaurant for a customer dispute. Upon arrival, officers located a Friendly’s employee suffering significant injury she sustained from an assault. Investigation revealed that a male and female made an online order and when they arrived to pick up the order, they discovered an error had been made. As Friendly’s employees tried to rectify the error, the couple became violent and both the male and female customer physically assaulted a female employee. The couple fled prior to police arrival but were located a short distance from the scene by a responding officer. The male and female suspects were subsequently arrested for assault and breach of peace.

Property Report November 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	13	\$ 5,498
Vehicle Inventory	0	\$ 0
Stolen	143	\$ 164,151

Abandoned	1	\$ 0
Evidence	52	\$ 1
Found	5	\$ 20
Lost	4	\$ 78
Seized	16	\$ 0
Recovered	12	\$ 22,608
Impounded	2	\$ 0
Informational	14	\$ 0
Towed	0	\$ 0
Total	262	\$ 192,356

- Police Department Overtime November:

- Comparison
 - OT October \$ 104,572 2 pay periods (one holidays)
 - OT November \$ 87,117 2 pay periods (one holiday)
 - \$ 17,455 decrease
- During November 2020, one officer was on light duty assigned to the Patrol Division. Another 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 patrol overtime since some patrol districts are left unstaffed which could be used to reduce overtime by covering officers who may take time off. Also, if the 105 (midnight) district officer's days off fall on Thursday, Friday or Saturday that shift is covered with patrol overtime.
- Admin overtime \$0, the same as the previous month.
- Patrol overtime. \$60,128, a decrease of \$5,769 from the previous month. Overtime included holiday pay of \$12,272, filling of shifts for time off (vacation, sick, earned time), 105 district days off (Thurs, Fri, Sat), and holdovers for officers involved in casework related to a stolen motor vehicle, domestic dispute, traffic stop arrest, serving an arrest warrant, hold overs for Sergeants reviewing paperwork, a Mid-State Accident Reconstruction Team callout in Newington on 10/24/20 and subsequent vehicle inspections, a DUI arrest, a Berlin Turnpike Traffic enforcement detail and a commercial burglar alarm call. Additionally, a sergeant was assigned to poling locations on election day, a supervisor responded after hours to an employee COVID notification and a funeral motorcycle escort was conducted in Manchester.
- Detective Division overtime. \$1,739, a decrease of \$2,129 from the previous month. Overtime included holiday pay of \$1,162 and detectives called out after hours to process the scene of an untimely death and two burglaries (one on a holiday).
- Communications overtime. \$16,872, a decrease of \$604 from the previous month. Overtime included holiday pay of \$2,021, filling of shifts for time off (vacation, sick, earned time) and filling of shifts on days and evenings when only one dispatcher is scheduled to ensure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000 hours to 0400 hours on the midnight shift on Thursday, Friday and Saturday. Also, shifts have been filled on overtime to cover a dispatcher who has been absent from work under the Family and Medical Leave Act (FMLA).
- Education overtime. \$6,820, a decrease of \$18,503 from the previous month. Overtime included the covering of shifts for officers assigned to the following training; Field Training Officer class, low light firearms training, Crisis Intervention Training (CIT), Emergency Response Team (ERT) Training, Mid State Accident Reconstruction Team training, Celebrite Mobile Forensics Training and a dispatcher receiving AFIS training. Additionally, an officer conducted Crisis Intervention Training (CIT) on overtime.
- Support Services overtime. \$1,558, a decrease of \$1,988 from the previous month. Overtime included holiday pay of \$688 and two officers who filled the shift of the School Resource Officer who took a day off.

FIRE DEPARTMENT

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

	November	5 Months Total
<i>FIRES</i>		
Structure Fire	3	12
Vehicle Fire	1	8
Exterior Fires	5	22
Other Fires	0	2
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	0	4
Extrication	1	8
Other Rescue Calls	0	13
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	15	88
Water Problem	3	8
Other Service Calls	7	40
<i>OTHER</i>		
Good Intent Calls	3	12
False Alarm/False Call	26	163
Severe Weather/Natural Disaster	0	7
Special Incident Calls	0	0
Mutual Aid/Standby	0	8
Totals	64	395

Training Summary for the month of November: Please be advised that due to the restrictions caused by the COVID-19 Virus some training is being completed through various online training platforms. Social distancing protocols are in effect for all hands-on sessions.

Cadet Training- Ventilation	50.0 hours
Department Training- Air Bags	148.0 hours
CO-2 Training- Aerial Operations	10.0 hours
Multi CO Training- Air Bags 3&4	88.0 hours
Multi CO Training- Air Bags 1&2	60.0 hours
Firefighter Instructor II Certification	288.0 hours
Driving Training- Cone Course	4.0 hours
Fire Officer 1 Certification	96.0 hours
Officer Training- North East Concepts	88.0 hours
Total Training	932.0 hours

FIRE CHIEF

Fire Response: **25** Incidents

- November 3rd - notified of Chief's Appointment
- November 12th - Sworn in as Chief
- Meet with Safety Captain Regina to discuss division
- November 15th -Send out letter for department feedback
- November 15th attend Town Manager COVID Zoom Meeting
- November 16th attend Officer Training zoom

- November 17th COVID Command Staff Zoom Meeting
- Paint and Install floor in Chiefs office
- Speak with Tim Lapierre about Deputy Chief Vehicle installs
- November 23rd Attend Task Force Meeting in Rocky Hill
- November 24th Command Staff Meeting
- November 29th Attend Town Manager COVID Zoom Meeting
- November 30th send out discussion to revise CIP budget submitted for 2021/2022

FIRE MARSHAL

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

INSPECTIONS	16
INSPECTION FOLLOW-UPS	13
PLAN REVIEWS	8
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	8
FIRE ALARM TROUBLE	9
COMPLAINTS	5
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	2
BLASTINGS	0

HIGHWAY DEPARTMENT

Administration:

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Interviewed all applicants for seasonal leaf collection
- Scheduled the repaving of a portion of defective bituminous pavement on Pane Road
- Attended EOC staff meeting, several COVID-19 Zoom meetings
- Attended monthly Public Works team meeting
- Coordinated annual hearing test for all Highway and Parks Employees
- Continued with all project planning and scheduling
- Administered Operator III position vacancy practical exam
- Attended Environmental Quality Commission meeting

Roadway Maintenance:

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Crews began Annual Leaf Collection Program with the assistance of Parks and Grounds crew and seasonal employees
- Two (2) after hour call ins (branches in roadway and assist Police Department)
- 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
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Assisted Highway crews in Annual Leaf Collection Program
- Two (2) after hour call ins for traffic control due to down branches and a traffic light out

Fleet Maintenance:

- Mechanics assisted and supported the annual leaf collection program in maintaining equipment availability and filling in for leaf crews as needed
- Completed services on all snow fighting equipment for the Highway and Parks Departments

- Continued with vehicle equipment installations and removal for Police Department fleet
- Continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 989 residential bulk items for collection for the month
- Scheduled 121 condominium bulk items for collection for the month
- Scheduled 43 condo/residential scrap metal items for collection for the month
- 3,132 tons of cumulative Municipal Solid Waste were collected from July through October
- 841 tons of cumulative recyclables were collected from July through October
- 768 mattresses/box springs were collected from July through October
- 140 televisions were collected from July through October
- Issued permanent 31 landfill permits and 11 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 11 excavation permits:
 - Excavation = 9 (14 locations)
 - Driveways = 2

Meetings: Represented the Town:

- CRCOG transportation committee meeting
- TON Public Works meeting
- TON economic development meeting
- TON Inter-Department coordination meeting (engineering, planning, highway, parks, facilities, building, fire marshal, economic development)
- Town Council Meeting(s), as requested
- TON CIP, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meetings with developers and engineers/architects, as requested
- Town Hall and Community Center Construction Project
- Meetings with residents/businesses

Site Plan Review: Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission 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 (Peckham Subdivision) – 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 – Cedar Pointe - 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 annual CTDEEP and NRCS inspection of portions of Piper/Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/ Eversource (CL&P) regarding utility projects in Newington.
- Coordinated with CDOT regarding 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 with CDOT regarding flooding on Stamm Road due to culvert beneath SR174 (New Britain Avenue) near Stamm Road (requested CDOT evaluate Webster Brook hydraulics at culvert).

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

- Town Manager/Facilities: TON facilities evaluation by Owens - project coordination
- Facilities: New municipal building (library parking lot) – project coordination
- Facilities: Eversource Energy Incentive Project (PD, SC, LIB) - project coordination
- Facilities: Solar Energy Projects - project coordination
- Facilities: Senior Center Parking Lot Improvements - surveying and design services
- Facilities: Senior Center Window replacement – grant/project management
- Highway (LOTICIP 2018) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review
- Highway (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Lane traffic signal – surveying and design services
- Highway: Design services - town facility paving preparation (FD5, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project – design services
- Planning: Main Street 2020 Community Connectivity Project – preliminary design services
- Planning: Elm Hill Business District Streetscape plan – New Britain Ave – conceptual design services
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- TMO: Pheasant Run – Drainage improvements - drainage study and preliminary design
- TMO: Firehouse #3 – Sketches and calcs for land acquisition
- Planning: Streetscape (phase 6A) – Lowery Drive – conceptual design services

BUILDING DEPARTMENT

- A Building Permit was issued for the addition of 2 concrete pads to receive 4 silos & extend building hall-way to accommodate silos at Saputo, 100 Milk Lane.
- An Electrical Permit was issued to install (2) new digital menu-boards (1 in each drive thru lane) and (2) pre-sell units (1 in each drive thru lane) at McDonalds, 2355 Berlin Turnpike.
- An Electrical Permit was issued to install a studio lighting grid for curtains and lighting at the Newington Town Hall.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to COVID-19. There are online classes.
- Building Department activity for the month of November was as follows: The Inspectors completed a total of 195 Inspections. They were: A/C Installation (3), Boiler (3), Decks (1), Electrical (6), Final (82), Footings (8), Foundation (7), Framing (9), Gas Line (9), Insulation (12), Mechanical (2), Plumbing (1), Roofing (2), Rough (48), Site Visit (1), Slab (1).
- The total number of Building/Renovation Permits issued/applied for the month of November was 175 producing a total permit value of \$1,831,698.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	21	634,889.00
DECK	8	12,880.00

DEMOLITION	0	0.00
ELECTRICAL	58	448,249.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	0	0.00
MECHANICAL	36	230,118.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	13	0.00
POOL	0	55,200.00
ROOFING / SIDING	25	234,376.00
SIGN	2	23,000.00
SOLAR	12	192,986.00
TENT	0	0.00
TOTAL	175	\$1,831,698.00

The total Building income fees received in the month of November was **\$19,499.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$765.00 Environmental \$120.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$0.00 Driveway / Excavation \$1100.00 Engineering copies \$16.00. The other total income is \$2001.00

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

	<u>2020</u>	<u>2019</u>
Value of Permits issued for November:	\$1,831,698.00	\$3,245,291.00
Fees for Permits issued for November:	\$19,499.00	\$36,628.00
Other income Fees for November:	\$2,001.00	\$3,227.50
Building Permits Issued for November:	175	175

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

<u>2020-2021</u>		<u>2019-2020</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$14,555,106.00	\$161,072.00	\$11,477,078.00	\$128,889.00

HUMAN SERVICES

- Fall SCORE programs continued this month with a full schedule. Attendance has been consistent and the weather was not a factor for scheduling. The second school year with the “Discovery Tuesday’s” program that runs during the half-day, professional development days continues to be a great success. We are looking forward to facilitating it from February 2021 through the end of May 2021.
- The Newington Challenge Course has had a very active November and plans to continue outdoor ropes course programs as long as weather permits.
- We are developing a collaboration with the 9th grade special education team at Newington High School. We facilitated one in-class session and one day at Newington Challenge Course. Our plan is to continue with more in-class sessions and additional outdoor experiences.
- The High School Vocational Prep class met one day in-class this month. We are currently planning for the class sessions of the winter/spring 2021 semester.

- In her role as Volunteer Coordinator, Meskill maintained contact with older or compromised volunteers, recruited and scheduled volunteers for November food prep and distribution and scheduled volunteers for the December gift program as well.
- Juvenile Review Board did not officially meet, 4 cases remain open.
- Coordinator Meskill attended a 4-hour Student Review Board meeting with the high school and also attended a School Perkin's grant meeting.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 125 households and an additional 370 household for a drive-by Thanksgiving food distribution. Volunteers contributed 194 hours of service and all staff assisted in completing the various tasks of the food bank. This was all coordinated by Pam Wassik.
- Karen Smith continues to match sponsors with specific households requesting their holiday gift items. We anticipate close to 1000 individuals/400 households will have their holiday brightened by the efforts of this program and the community as a whole. We are focusing the distribution on gift cards this year due to COVID-19 related health & safety modifications.
- 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. Caseworkers assisted with numerous housing issues including inability to pay rent, upcoming evictions, and homelessness. Non-COVID-19 related issues presented as well, such as referrals for home health services, need for conservators, and Medicare D selection.
- Director LaBrecque continued to serve as the Liaison for the Central CT Health District and the town by meeting with the CCHD director and providing the town manager with updates. LaBrecque also served as the town contact person to receive any complaints or questions regarding the implementation of Health & Safety requirements recommended by the state. There were several complaints received this past month. Director LaBrecque spoke with various businesses, reminding them of safety protocol instituted by the governor.

November 2020 Statistics

	FY 20-21 Total This Month	FY 20-21 Total Last Month	FY 20-21 Cumulative Total YTD	FY 19-20 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases	9	9	49	64
Clinical presentations	0	0	0	0
Youth & Family Service Hours	41	41	178	189
JRB cases hearings/pending hearing	0	0	1	4
JRB Service hours:	0	1	7	20
Positive Youth Development	43	69	275	1224
Community Service	1	1	4	5
# of hours completed	25	5	30	90
Challenge Course: Adult	12	0	12	88
youth(outside)	0	0	0	321
Information and Referral	1599	788	3790	4266
Social Casework Cases	89	88	398	342
Under 55 =	26	30	104	138
Under 55 disabled =	8	7	56	64
Over 55 =	53	51	236	174
Social Casework Service Hours	120.25	137.25	623.75	502.75
Under 55=	42.5	46.5	164	81.5
Over 55 disabled and/or disabled	77.75	90.75	458.75	394

Food Bank Household visits	495	146	1104	743
# bags of groceries distributed	2094	1633	8829	3106
Mobile truck	95	191	915	537
Clothing household visits	0	0	0	0
# bags of clothes given	0* clothing closet ended	0	0	0
Special Needs	10	4	41	62

SENIOR AND DISABLED CENTER

- In consultation with the CCHD, the Center will remain closed through the remainder of the year with that decision reviewed at the end of December. Staff continue to provide essential services, especially food, as well as addressing the social isolation and lack of physical activity among members. The Center is offers high tech (virtual), low tech (telephone) and no tech (in person, mail etc.) opportunities for members. Additionally, the Center is using various means including Facebook, email, phone calls, newsletters, and materials distributed in meals and by mail to keep members informed.
- The Center held its Adult Trick or Treat drive through event on November 5th. With staff in costume and 4 stations with games and treats, participants (most either in costume or with a decorated car) enjoyed the program. Thanks to Parks and Recreation for the loan of holiday inflatables.
- The Center held a Veteran’s Appreciation Grab and Go Luncheon on November 11th. Veteran members participating were given a delicious meal, a small flag and eternal gratitude.
- A Thanksgiving Treat Drive Through event was held on November 23rd. Plans were scaled back due to a staffing shortage created by COVID-19 quarantines but participants still enjoyed treats including cakes made by Newington High School Culinary program, activity books and a Thanksgiving decoration.
- In addition to Stay Home, Stay Safe Bingo, offered each Tuesday and Thursday, and Meditation Monday, Boggle by conference line was introduced this month. Game sheets are sent out ahead of time and participants call in to play.
- The Live Well with Diabetes program is being offered as a telephone workshop titled Active Living with Diabetes during the pandemic. This six-week workshop began on November 16th with 6 participants.
- A virtual presentation titled Planning for Future Care Needs & Asset Protection During COVID-19 was provided by Attorney Allaire. The presentation was recorded so that it can be made available to members who want to watch it at their leisure on our YouTube channel.
- Move to Improve continues to enroll participants and has increased to 45 in total. Staff followed up with each participant twice after enrolling and will offer a monthly conference call to support, educate and motivate participants
- The Daily Call Sheet program continues with the original set of 4 volunteers calling 6 participants. Staff called recipients for feedback and all participants are enjoying the calls from the volunteers. Two volunteers and three recipients are on a waiting list for the program. Part Time Program Coordinator Barbara Womer will organize a volunteer training in December so that recipients can begin receiving calls as soon as possible.
- The American History Lecture Series with Professor Jared Day was offered November 3rd and 17th with 12 people attending via zoom.
- The Volunteer Shopper program continued through the month of October. Five volunteers purchased \$1,360 in groceries in 27 trips. These groceries are purchased by the volunteers with gift cards provided by the Center and recipients are billed following delivery (by Dial-A-Ride) in a contactless and anonymous system. To date a total of \$14,979 worth of groceries have been purchased through the program.
- Food services continues to be a priority. 58 individuals received a total of approximately 1,075 meals in the month of November. There was a total of 72 Meals on Wheels routes in November (4 routes per business day) and volunteers delivered 41 of the routes with staff delivering the remaining 31 routes

- “Grab and go” meals are distributed once a week, usually Wednesdays, replacing the daily congregate meal. Because of Veteran’s Day (CRT not open) and the Thanksgiving holidays, the schedule was modified two of the weeks. While staff adjusted, this and staffing shortages were challenging to manage.
- Dial-A-Ride provided a total of 184 trips this month for 19 passengers. Service is still limited to non-urgent medical transportation. In addition, Dial-A-Ride delivered 57 congregate meals, 481 meals on wheels, 27 grocery orders, 48 food pantry orders and 33 program deliveries.

PARKS AND RECREATION

Recreation Division

- The Winter Program Guide was distributed to approximately 13,000 Newington residents as an insert in the November issue of the Newington Life. Most winter programs will begin the first week of January.
- New programs in the Winter Program Guide are: Youth Online Coding Classes, Pickleball for Adults, Full Body Refresh and High Interval Training classes for Adults.
- Several programs were shortened or cancelled, including the youth basketball program for children in Kindergarten through grade 12.
- Bill DeBlasio was awarded the Volunteer of the Year Award through the CRPA. Due to COVID-19, the Recreation staff was unable to attend the CRPA’s annual educational institute. The Department looks forward to attending next year.
- Virtual fitness programs continue to be a major success and gain a big following.
- Sign language was offered virtually for children and adults for the first time.
- The Recreation staff planned the first ever Kindness Counts for Kids program and also opened up the Holiday House Decoration Contest for registration.
- The Veterans Memorial Trailer visited all 4 elementary schools and both middle schools. Teachers planned educational activities around the trailer outside for the day.
- The Veterans Memorial Trailer was parked at the Town Green for display on Veterans Day.
- The *How Can I Help You* project was introduced to give back to local non-profit groups and encourage recycling.

Parks and Grounds and Cemeteries

- 4-man crew from Parks now with Highway Department for Town leaf pick up.
- Thorough cleaning of woods a Brookside Road/flood way, final mowing of season.
- Completed final mowing at all schools.
- Community gardens and Deming Young Farm cleaned up for the season.
- Began leaf clean up at schools and public grounds.
- Leaf clean up being performed daily during last two weeks of the month.
- Veterans trailer visited schools in recognition of Veterans Day and then displayed on Center Green.
- Completed installation of Christmas lights in center of town.
- Winterization of all irrigation systems completed.
- Performed thorough fall clean up at Kelsey House.
- Old drain pipe under Churchill pool had new pipe liner installed in hopes of fixing leak.
- We had 15 interments, 2 double graves, 8 single and 5 ash. There were 2 grave sales.

LIBRARY

- The library building opened its doors to in-person browsing by appointment on October 26th! Patrons were able to browse by appointment Monday through Saturday at designated times. Curbside service continued to be offered each day during designated times as well. Patrons were thrilled to be able to browse on their own and pick out the books they wanted. With a few exceptions, everyone wore masks and used hand sanitizer. We continued with curbside service opposite the times that browsing was offered. Unfortunately, due to the increase in COVID-19 infections in Newington and under the recommendation of the Central Connecticut District Health Director and the Town Manager, we had to close the library building to the public and suspend in-person browsing by appointment on November 9th. Curbside service, assistance by phone and email and virtual programming continued to be

available. We also reduced the number of people in the building each day to a skeleton crew. The days the building was open in November, 195 people visited the library during their scheduled time.

- When the building closed again, we revamped the library curbside service Lucy-to-Go in an effort to get library materials more quickly to our patrons. Hours for curbside were extended and we changed from next day pickup to same day pickup. Curbside service is now offered each day, all day, until 30 minutes before closing. Patrons can pick up their items within two hours from the time they call to schedule a pickup. Whether it is a reserved item that became available or an item requested that day, patrons could now choose to pick it up on the same day. Despite the deep disappointment caused by the building be closed again, patrons were extremely grateful that we were offering same day pickup. Staff did a great job, reprioritizing workloads, revamping procedures to make sure we could offer same day service with the limited number of employees in the building each day. For the month of November there were 1,228 curbside pickups that allowed the library to check out 8,318 physical items to our patrons.
- The budget instructions for the 2021-2022 were issued to all Town Department Heads in late November. The Town Manager is instructing all departments to present a 0% increase budget to him by January 8th. Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Jennifer Hebert have begun reviewing the numbers to be able to prepare next year's budget.
- The Friends of the Library had a Facebook Live Book Sale with host Deanna Reney from Karma's Closet. People could watch to see what books were available to sell and people could make arrangements to buy them. Children's books are the most popular. They are planning on having a December Facebook Live sale as well.
- Virtual programs for children offered 16 programs to 283 children and their caregivers. In addition to regular programs like the weekly digital story times, *Sewing with Miss Sarah*, *Simple Science @ Home*, and *the Virtual Cookbook Club*, staff offered Pajama Yoga with Beth Agdish and several Grab and Go craft projects kits available through curbside pickup. Grab and Go craft kits are extremely popular and give parents and children something fun to do together. Kits are, themed to specific stories or seasons of holidays. Staff also recorded, "Books We Are Thankful For" book talks for 3rd and 4th graders and sent them to the schools for students to view.
- Teens and Adults were offered 11 virtual programs to 343 participants. Teen programs included *Sew Simple for Teens* and *Teen Grab & Go: Comic Book Edition kits*. Highlights of adult programs included two live Zoom programs: *Work and Home Life Balance* with Calin McBee, *Paint for Fun* that taught people to paint (paint kits were provided to participants prior to the program), a prerecorded program with author Jeff Benedict who recently released his new book *Dynasty* about the New England Patriots, and a live virtual book discussion on the bestseller *This Tender Land* by William Krueger. Adults also had their own Grab & Go kits that included two separate packets of adult coloring pages and a ReDefined READS kit that contained supplies to make rolled paper art boxes. An instructional video was recorded and available from the library's website to show people how to make the boxes from home.
- Karen Benner, Children's Librarian Sarah Riordan, Business Manager Jennifer Hebert and Head of Community Services Michelle Royer have been working hard to record, edit, and upload videos to our YouTube Channel to make available from the library website and give some of them to NCTV to be shown at designated times.
- Total circulation was 11,372. Circulation of digital materials was 3,054 with a 65% increase in the number of eBooks downloaded and a 207% increasing in the number of movies streamed. 1,228 curbside service transactions were processed. Staff processed pulled 2,979 holds on shelf to be processed for curbside pickups and interlibrary loans to be on shelf to process. Staff answered 3,553 reference questions during the month. Usage of online databases remained high. Popular online databases included Ancestry.com, eLearning Express and Universal Class. Usage of the children's online databases PebbleGo and PebbleGo Next was up in almost every category as well as with BookFlix and Tumblebooks online reading services.
- In facilities news, we are continuing to look at staff work space to determine if there are ways we can shift or move things to offer a more socially distanced space. The cleaning service continues to be problematic. Some days are fine but many other days are not. Jennifer Hebert continued to contact their supervisor, but there has been little improvement overall.