



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 14, 2021  
Re: Monthly Report – January 2021

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#### **GENERAL ADMINISTRATION**

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on January 11th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

We are now approaching proposals for the Annual and Capital Budgets, with our revenues anticipated to be reduced due to financial hardship or lack of income, residents may not be able to pay their annual taxes, which could cause expenditures to rise in the particular areas of health and safety operations. I am proposing that the five surrounding Town Managers collaborate and focus our efforts on finding ways to economize our operations, and expand our service levels to overcome challenges through blending our resources. We had our first local regionalization meeting on January 14<sup>th</sup>.

On January 19<sup>th</sup>, I attended a meeting with our local Health District (CCHD) and the Emergency Management department to discuss our internal vaccine distribution plan. As instructed by the Department of Public Health, the highest risk and health care workers are to be vaccinated first. We met internally to discuss the requirements, process and necessary information needed to update our employees into the government vaccination database.

On January 20<sup>th</sup>, I attended the Wakeup Wednesday zoom meeting hosted by the Newington Chamber. I appeared as guest speaker to discuss all the good economic development news for 2021 and update everyone on the current projects in the community.

I met with NEMS on January 20<sup>th</sup> to discuss Town emergency plan renewal and questions surrounding AMR contract.

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Renata Bertotti, Town Planner schedules and leads this meeting. We focus on our pipeline and current projects, we want to avoid as much hurdles as possible and improve the communication between the departments.

I met with the Town Council leadership biweekly via zoom to keep them abreast of new information, updates on current projects and anticipated items for the future. It seems to be a more effective way of communicating than submitting weekly reports, it provides the opportunity to ask questions and receive feedback immediately.

To prepare for the Town Manager's proposed budget and anticipated financial challenges from the pandemic, I began scheduling department head budget meetings on January 27<sup>th</sup> through February 1<sup>st</sup>. Our goal is to reduce our budget while providing the same essential services.

Due to the most recent retirements and promotions, we had a few vacancies in departments. I participated in the recruitment process to fill these vacancies and realigned some of the positions and workload.

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

### **Overtime**

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	17.0	\$ 930.19
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,125.60
ROAD MAINTENANCE	1.2	\$ 56.03
TRAFFIC	4.5	\$ 216.54
SNOW	398.8	\$ 22,952.36
<b>TOTALS</b>	<b>441.5</b>	<b>\$ 25,280.72</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	176.0	\$ 8,800.00
<b>TOTALS</b>	<b>176.0</b>	<b>\$ 8,800.00</b>

	<b>20-21 Budget Overtime Appr.</b>	<b>Overtime Expended 20-21 YTD</b>	<b>19-20 Budget Overtime Appr.</b>	<b>Overtime Expended 19-20 YTD</b>
<b>POLICE DEPARTMENT</b>				
Administration	\$ 8,175.00	\$ 943.27	\$ 7,927.00	\$ 1,219.44
Patrol	685,889.00	432,718.67	655,308.00	484,407.00
Investigation	90,645.00	28,375.27	89,232.00	32,220.44
Communication	173,748.00	111,206.48	169,820.00	92,632.46
Education/Training	143,085.00	48,436.55	138,826.00	93,597.21
Support Services	60,413.00	14,082.64	59,255.00	8,427.17
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,511.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 1,163,466.00</b>	<b>\$ 635,762.88</b>	<b>\$ 1,121,879.00</b>	<b>\$ 712,503.72</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,085.00	\$ 47,741.68	\$ 28,085.00	\$ 9,848.76
Snow and Ice Control	165,297.00	33,713.71	165,297.00	58,901.19
Traffic	4,057.00	3,822.57	4,057.00	2,210.94
Vehicles and Equipment	32,822.00	29,989.32	32,822.00	13,773.85
Leaf Collection	<u>33,898.00</u>	<u>33,259.54</u>	<u>33,898.00</u>	<u>28,151.17</u>
<b>Total</b>	<b>\$ 264,159.00</b>	<b>\$ 148,526.82</b>	<b>\$ 264,159.00</b>	<b>\$ 112,885.91</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,839.00	\$ 67,701.72	\$ 84,839.00	\$ 67,638.09
Cemeteries	<u>16,445.00</u>	<u>3,654.65</u>	<u>16,445.00</u>	<u>6,153.30</u>
<b>Total</b>	<b>\$ 101,284.00</b>	<b>\$ 71,356.37</b>	<b>\$ 101,284.00</b>	<b>\$ 73,791.39</b>

## **PERSONNEL**

- The vacant Revenue Clerk (C-6) position was posted internally on January 21<sup>st</sup>, with a closing date of January 27<sup>th</sup>.
- Interviews took place on Friday, January 8<sup>th</sup> for the vacant Highway Equipment Operator II (HLT-13) position, it was offered to Jamie Goulet, he began his promotion on January 11<sup>th</sup>.
- The final interview for the vacant Highway Mechanic II took place on January 8<sup>th</sup>, the position was offered to Charlie Lugo, he began his position on January 19<sup>th</sup>.
- Two employees, Erik Lundin and John DiBiase were promoted from Highway Equipment Operator I's (HLT-9) to Highway Equipment Operator II (HLT-13).
- The final interviews for the vacant Groundskeeper (LT-10) position took place on January 11<sup>th</sup>, the position was offered to Sean Wearne, he began his position on January 19<sup>th</sup>.
- Testing (written) took place on January 10<sup>th</sup>, 2021 for the vacant Administrative Secretary II position in the Town Planner's department, the final interview was scheduled for later that day. The position was offered to Eva Greczkowski, she began her promotion on January 25<sup>th</sup>, 2021.
- Testing (written) took place on January 20<sup>th</sup>, 2021 for the vacant Administrative Secretary I (C-8) in the Parks and Recreation department.

## **RISK MANAGEMENT**

### **2020-21 Blue Cross/Blue Shield Plan Year**

The sixth 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 December 2020 were \$841,308. 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 December, 2020**

	Town	Board of Education	Total
Estimated Claims	1,579,932	4,197,642	<b>5,777,574</b>
Actual Claims	733,350	3,246,970	<b>3,980,321</b>

## **Accounting and Administration**

- The auditors supplied our office with the final copy of the audit for the fiscal year ending June 30<sup>th</sup>, 2020. Copies were forwarded to all required agencies for their records.
- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director, prepared analysis of the CIP and Operational Budget for the Town Manager's review and participated in departmental budget meetings the last week of January.
- Janet Murphy, Finance Director, continues 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 and the transfer of remaining funds taking place in February.
- Finance Department continued working with all departments in the preparation of their 2021-2022 fiscal year operating budgets which were due in our office by January 8<sup>th</sup>, 2021.
- Several year-end 2020 tax reporting tasks were completed during the month of January including generation of 1099s and W-2s.

The Town received grant payments from the State of Connecticut during this month for second installment of the ECS Grant in the amount of \$3,443,238. 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)

01/31/2021

	<u>Interest Earnings</u>		
	<u>Budget FY2020-21</u>	<u>Actual</u> <u>Year to Date</u>	<u>\$ Invested</u>
General Fund	\$300,000	\$39,759	\$39,402,726
Special Revenue Funds	48,000	913	742,012
Capital Projects Funds		689	1,094,388
Internal Service Fund	35,000	3,428	6,041,119
Trust and Agency Funds		1,273	1,110,044
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$48,390,289</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

01/31/2021

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	.15	.07	2,195	1,052	\$20,314,362
Bank North	.12	.12	119	119	561,096
TDBank (new)	.25	.25	2,299	2,292	10,827,609
Farmington Bank	.15	.15	1,007	1,074	8,451,390
Webster Bank	.10	.10	324	381	3,176,257
Liberty Bank	.15	.15	644	665	5,059,251
<b>Total Outstanding Investments</b>					<b>\$48,390,289</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

The month of January 2021 was spent by all staff members finalizing the October 1<sup>st</sup>, 2020 Grand List which was formally signed in front of the Town Clerk on Friday, January 29<sup>th</sup>, 2021.

The completion of this particular Grand List was even more complicated this year as the Town of Newington implemented the State mandated revaluation of all real property.

The final totals for the Grand List are shown below:

**Town of Newington**

**2020 Net Taxable Grand List (with Revaluation)**

**February 1, 2021**

<u>Category</u>	<u>2019 Grand List</u>	<u>2020 Grand List</u>	<u>Dollar Change</u>	<u>%</u> <u>Change</u>
Real Estate	2,256,364,870	2,360,076,490	103,711,620	4.60%
Personal Property	163,382,550	169,607,780	6,225,230	3.81%
Motor Vehicles	<u>237,501,404</u>	<u>245,810,126</u>	<u>8,308,722</u>	<u>3.50%</u>
Total	<b>\$2,657,248,824</b>	<b>\$2,775,494,396</b>	<b>118,245,572</b>	<b>4.45%</b>
Tax Exempt	402,117,470	416,960,650	14,843,180	3.69%

### PERSONAL PROPERTY EXEMPTIONS

	<u>2019 Grand List</u>	<u>2020 Grand List</u>	<u>Dollar Change</u>	<u>% Change</u>
Mfg. Exemption	97,322,410	91,951,820	-5,370,590	-5.52%
Solar Exemption	3,969,360	5,297,610	1,328,250	33.46%
Other Exemption	<u>7,393,870</u>	<u>7,471,900</u>	<u>78,030</u>	<u>1.06%</u>
<b>Total Exemptions</b>	<b>\$108,685,640</b>	<b>\$104,721,330</b>	<b>\$3,964,310</b>	<b>-3.65%</b>

### COMMENTARY ON THE OCTOBER 1, 2020 GRAND LIST (with Revaluation)

The October 1<sup>st</sup>, 2020 Revaluation Net Grand List for the Town of Newington totals **\$2,775,494,396** which is an increase of \$118,245,572 or 4.45%% from the 2019 Grand List total.

At the present mill rate of 39.28, this increase would generate an additional **\$4,644,686** in new tax revenue. **(HOWEVER, DUE TO REVALUATION, THIS NUMBER IS STRICTLY USED AS AN ILLUSTRATION AS THE FINAL MILL RATE FOR THE FY21-22 BUDGET TO BE DETERMINED BY THE TOWN COUNCIL WILL MOST LIKELY BE LESS THAN THE PRESENT MILL RATE.)**

This increase is primarily attributable to a significant increase in the registered Motor Vehicles and business Personal Property sections of the Grand List which increased \$8,308,722 and \$6,225,230 respectively. These totals are subject to further adjustments by the Board of Assessment Appeals, and any future court cases.

The **Real Estate** section of the 2020 Grand List totals **\$2,360,076,490** which is an increase of \$103,711,620 or 4.60% more than the 2019 Grand List. This increase was primarily attributable to the new revaluation assessments of all real property in town which were updated to reflect fair market value as of October 1<sup>st</sup>, 2020 from their previous basis of October 1<sup>st</sup>, 2015. Actual new growth in the Real Estate Grand List was only .20% as growth continues to be extremely sluggish due to the absence of any significant economic development projects for the third year in a row.

The **Personal Property** section of the 2020 Grand List totals **\$169,607,780** which is an increase of \$6,225,230 or 3.81% over the 2019 Grand List. The gross increase was actually only \$2,260,920 or .83% however this amount was increased by the reduction in the non-reimbursable State Manufacturing Machinery and Equipment exemption of -5,370,590.

The **Motor Vehicle** section of the 2020 Grand List totals **\$245,810,126** which is an increase of \$8,308,722 or 3.50% over the 2019 Grand List. Although the total number of motor vehicles being assessed was less than last year (-1,395), the average assessment of the vehicles on the list this year increased from \$8,324 to \$8,964 to reflect the increase in the cost of newer vehicles.

The **Tax-Exempt** portion of the 2020 Grand List totals **\$416,960,650** which represents 14.98% of the total Real Estate Grand List.

TOWN OF NEWINGTON									
TOP 25 ASSESSMENTS									
2020 GRAND LIST									
RANK		TAXPAYER	MAJOR TENANTS			TOTAL			
2019	2020					GROSS	EXEMPTION	NET	
1	1	CL&P COMPANY/EVERSOURCE	PUBLIC UTILITY PERSONAL PROPERTY			\$56,197,250	\$0	\$56,197,250	
2	2	MANDELL PROPERTIES	DATA MAIL & SUBSIDIARIES (HARTFORD AVE)			\$24,607,470	\$14,966,490	\$9,640,980	
3	3	IREIT NEWINGTON FAIR	SAM'S CLUB & LA FITNESS (BERLIN TPK)			\$23,150,610	\$0	\$23,150,610	
6	4	GKN AEROSPACE NEWINGTON LLC	AEROSPACE MFG (LOUIS ST)			\$22,285,800	\$17,938,680	\$4,347,120	
9	5	HAYES KAUFMAN NEWINGTON	STOP & SHOP (FENN RD) & STARBUCKS PLAZA & CVS (MAIN ST)			\$22,000,410	\$0	\$22,000,410	
7	6	TLG NEWINGTON LLC	STOP & SHOP & JOEY GARLIC PLAZA (KITTS LANE)			\$20,909,940	\$0	\$20,909,940	
8	7	BRIXMOR GA TURNPIKE PLAZA LLC	DICK'S & PRICE CHOPPER & CHILIS PLAZA (BERLIN TPK)			\$20,150,380	\$0	\$20,150,380	
4	8	NEWINGTON VF LLC	WALMART & STAPLES PLAZA (BERLIN TPK)			\$19,975,400	\$0	\$19,975,400	
5	9	NEWINGTON GROSS LLC	STEW LEONARDS PLAZA (BERLIN TPK)			\$19,529,360	\$0	\$19,529,360	
	10	EDAC TECHNOLOGIES CORPORATION	MANUFACTURER (RICHARD ST)			\$18,882,890	\$15,139,960	\$3,742,930	
11	11	RENO PROPERTIES & SUBSIDIARIES	MFG & REAL ESTATE HOLDINGS (PANE RD & ROCKWELL)			\$17,889,990	\$2,542,970	\$15,347,020	
10	12	SCELZA/CAMBRIDGE/BALDWIN	LANDMARK & CAMBRIDGE APARTMENTS			\$15,425,890	\$0	\$15,425,890	
17	13	SHELBOURNE NEWINGTON LLC	REAL ESTATE HOLDINGS (FORMER FAFNIR BLDG)			\$15,047,420	\$0	\$15,047,420	
13	14	TARGET CORPORATION #T1802	RETAIL BIG BOX (BERLIN TPK)			\$13,131,000	\$0	\$13,131,000	
16	15	CONNECTICUT NATURAL GAS	PUBLIC UTILITY PERSONAL PROPERTY			\$12,799,220	\$0	\$12,799,220	
18	16	NE FARMINGTON OWNER LLC	COURTYARD BY MARRIOTT (SOUTHEAST RD)			\$12,764,850	\$0	\$12,764,850	
14	17	LOWES HOME CENTERS INC #623	RETAIL BIG BOX (BERLIN TPK)			\$12,334,840	\$0	\$12,334,840	
12	18	BALF/TILCON	MINERAL QUARRY (HARTFORD AVE)			\$11,160,670	\$1,934,700	\$9,225,970	
15	19	FURNITURE EXECUTIVES NO 4 LP	RAYMOUR & FLANIGAN/BEST BUY (BERLIN TPK)			\$9,854,440	\$0	\$9,854,440	
	20	HTFD HOSPITAL (CEDAR MT COMMONS)	ELDERLY ASSISTED LIVING (JOHN H STEWART DR)			\$9,156,260	\$0	\$9,156,260	
	21	PRIME STORAGE NEWINGTON LLC	PUBLIC STORAGE FACILITY (ALUMNI ROAD)			\$8,322,030	\$0	\$8,322,030	
20	22	COHEN FAMILY PROPERTIES	GLOUCESTER & SALEM VILLAGE APARTMENTS			\$8,770,570	\$0	\$8,770,570	
19	23	SAPUTO DAIRY FOODS USA	DAIRY PRODUCTS MFG (MILK LANE)			\$7,280,960	\$6,790,220	\$490,740	
23	24	FENNWOODE DEVELOPMENT LLC	FENNWOODE APARTMENTS			\$7,078,440	\$0	\$7,078,440	
	25	BROWN DEVELOPMENT LLC	AMERICAN EAGLE/STARBUCKS/BASSETT/ (BERLIN TPK)			\$6,909,000	\$0	\$6,909,000	
		TOTALS:				\$415,615,090	\$59,313,020	\$356,302,070	
		% OF TOTAL GRAND LIST:						13.41%	

### Revenue Collector

- Collections for January on the 2019 Grand List amounted to \$27,161,219.52 and back tax collections were \$27,317.47. Included in the back-tax amount is \$1,512.45 which was collected for suspended accounts.
- This year's total collections through January was 92.2% which was a lower than last year's collections of 94.5%.
- The Town Council agreed to Governor Lamont's Executive Order to extend the last day for payment from February 1<sup>st</sup> until April 1<sup>st</sup> for taxpayers due to the pandemic and hardships taxpayers are experiencing. This does not apply to Bank/Escrow Companies/Mortgage Holders or Landlords. Landlords could only receive the extension if they had filed an application for the extension with the Revenue Collector which explains the decrease in the collection percentage in January.
- Real Estate reminder notices printed and processed in the Tax Office as soon as the Governor made his announcement and the Town granted the extension. It took over two weeks to complete this task and the notices were mailed to all non-escrowed taxpayers with the notation that Landlords needed to apply for the extension. This information was also on Newington's website, in the Rare Reminder twice, Hartford Courant and on social media.
- January was still an extremely busy month with taxpayers confused about the extension with constant telephone calls and emails.

### POLICE DEPARTMENT

Patrol Calls for January are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 7
Administrative 1	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 68	Fire Trouble Alarm 0	MV Injury 13
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 62
Alarm Residential Burg Alarm 12	Fire Vehicle Fire 0	Neighbor 8
ALTERED MENTAL STATUS 0	Fire Water Problem 0	Noise 12
Animal Complaint 10	Fireworks 2	Non-Collect Person 0
Arson/Fire Invest 0	Follow Up 42	Notification 0

Assault 2	Found Property 6	Open Door/Window 16
Assault in Progress 0	Gun 2	Other Archive 0
Assist Motorist 2	Harassment 6	Parking Violation 8
Assist Notification 0	Hazard 18	PD ASSIST FIRE DEPT 34
Assist Other Agency 32	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 0	Pistol Permit 103
Blighted Property 0	HOPE PROJECT 0	Prisoner Care 4
Bomb Threat 0	Illegal Dumping 0	Private Duty 0
Breach of Peace/Disorderly 9	Impersonating Police 0	Property Found 4
Burglar Alarm 0	Indecent Exposure 1	Property Lost 1
Burglary 13	Intoxicated 9	Prostitution 0
Car Seat 0	Juvenile Complaint 8	Recovered Stolen MV 2
Check Welfare 40	K9 Assist 0	Rescue Call 0
Check Welfare 911 31	Kidnapping 0	Residential Lockout 1
Check Welfare Other 4	Landlord/Tenant Dispute 2	Robbery 2
Clear Lot 3	Larceny 56	Roll Call 1
Construction 0	Larceny from MV 39	Serve Subpoena 0
Court Detail 13	Lift Assist Only 0	Serve Warrant 21
Criminal Mischief 7	Liquor 0	Sexual Assault 2
CSO 0	Local Traffic Authority 0	Shots Fired 1
Customer Dispute 23	Location Check 123	Specific Detail 59
Dog Complaint 18	Location General 1	State Pistol Permit – Tempo 0
Domestic 25	Location School 0	Stolen MV 6
Door Check 0	Lockout Building 0	Sudden Death 8
Drug 8	Lockout MV 0	Suicide 0
DUI 4	Lost Property 1	Suicide Attempt 0
EDP 19	LTA 0	Suspicious MV Unoccupied 22
Escort/Transport 1	Meal 0	Suspicious Report 144
Escort/Funeral 1	Medical Alarm 16	TEST 0
Escort Other 0	Medical Cardiac 5	Threatening 3
ESCORT RETRIEVAL 2	Medical Complaint 208	Tobacco 0
Escort Tax 0	Medical Diabetic 2	Tow 9
Fingerprint 5	Medical Fall 16	Town Ordinance Violation 0
Fire Alarm 0	Medical Mutual 0	Traffic Stop 140
Fire CO Detector no sympt 0	Medical Other 1	TRAFFIC STOP ATTEMPT 2
Fire CO Detector with sympt 0	Medical Respiratory 4	Traffic Survey 0
Fire Extrication 0	Medical Stand By 0	Training 0
Fire Hazmat 0	Medical Trauma 0	Trespass 4
Fire Mutual Aid Request 0	Medical Unresponsive 6	Unknown 138
Fire Other 0	Missing 1	Water problem 0
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 17	
Fire Stand By 0	MV Complaint 34	

Fire Structure Fire 0	MV Fire 0	<b>Total: 1,819</b>
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- In January, the Detective Division:
  - Handled 60 investigations, 60 remain ongoing.
  - Served 16 warrants; 16 by Patrol Officers.
- In January, the Animal Control Officers had the following activity:
  - 28 Calls – 18 Dog, 10 Animal, 0 Specific Detail, 0 Follow-ups, 0 Car Seat
  - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 1 Impounds – 1 redeemed, 0 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
  - 0 Infraction written
  - 37 Incoming Phone Calls
  - 4 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 20 Written Warnings
  - 5 Letters (No License/Barking/Littering)
- Breakdown of Calls
  - 510 –
    - 5 Combined Dog/Animal/Specific Detail/Check Welfare
    - 5 Delinquent Letters/ No License/Barking/Littering
    - 0 Infractions
    - 3 Written Warning
    - 15 Outbound Delinquent Dog License calls
    - 0 Dog bite- 0 dog vs human, 0 dog vs dog
    - 0 Dog/Cat Adoption
  - 511 –
    - 7 Combined Dog/Animal/Specific Detail/Check Welfare
    - 0 Delinquent Letters/ No License/Barking/Littering
    - 0 Infractions
    - 17 Written Warning
    - 22 Outbound Delinquent Dog License calls
    - 0 Dog bite- 0 dog vs human, 0 dog vs dog
    - 0 Dog/Cat Adoption
- Other:
  - 16 police assisted Animal/Dog Complaints
- Notable Cases/Events:
  - Making outbound phone calls to dog owners with delinquent dog licenses vs sending out a third letter or sending out written warnings. So far response has been better than letters and written warnings.
  - 2/4/2021: Emila's last week as ACO and moving over to dispatch training!
  - Deb will gradually take Monday/Wednesdays and keep Fridays during the month of February. In March, the schedule will be Monday/Wednesday/Friday and cover the on-call hours Sunday and Wednesday.
- In January, the School Resource Officer had the following activity:
  - SRO assisted Det. Kelliher on two different occasions on an alleged sexual assault report.
  - SRO participated in one mediation between NHS students who were not getting along with one another.
  - SRO assisted NHS School Social Worker with calling an NHS student's parent that had questions about a patrol case.
  - SRO participated in a Stay in Place drill at NHS. SRO Wagner conducted a check of his assigned area and found no notable deficiencies. SRO Wagner reported his findings during an after-action review meeting with school administrators.
  - SRO investigated one larceny of motor vehicle parts.



- SRO investigated four medical complaints.
- SRO helped find a student's vehicle's keys that were lost on school property.
- SRO investigated a possible threat to the school from a Snapchat post by an NHS juvenile student.
- In January, the Patrol Division had the following activity:
  - On 1/01/21, an officer conducted a traffic stop of a speeding motorist on Cedar Street. Upon contacting the operator, the officer detected the odor of Marijuana emanating from inside the vehicle. A search was conducted and the officer located 19 grams of Marijuana, a digital scale, and a loaded Smith & Wesson 9mm handgun with a large capacity magazine. It was later determined the operator was a convicted felon and did not have a valid pistol permit. The operator was arrested and charged with drug and weapon charges.
  - On 1/07/21, officers responded to a report of a shooting at a residence on Robbins Avenue. Witnesses reported hearing 3-4 gunshots and a vehicle fleeing the scene east on Robbins Avenue towards the Berlin Turnpike. This was the second reported shooting at this residence, the first occurring in August of 2020. No one was home at the time of the shooting. Evidence located at the scene revealed three bullet casings in the front yard and three bullet holes in the front of the house and garage. The location of the bullet casing shows the shooter was standing in the front yard at the time the weapon was fired. A suspect was developed in this incident and the motive appears to stem from an argument with residents at this home. The case is currently under investigation by the Detective Division.
  - On 1/10/21, dispatch received a 911 transfer from Hartford PD. The caller reported to HPD that she was located at 57 Church Street in Newington and she was suicidal and had just shot and killed her parents. The seriousness of this call initiated a large police response, which included mutual aid from neighboring agencies. As the incident developed, it was determined that the call was a hoax and the occupants were unharmed and unaware that the police had been called. This incident was determined to be a case of "swatting" which is an intentional act of forcing the police to respond to a serious incident in an attempt to inconvenience the residents at the target location. On 1/27/21, dispatch received a call from what was later determined to be the same text now VOIP phone number reporting a similar incident. The caller reported that his father had shot his mother and was now searching for him and his sister. Police arrived on scene and again determined the incident was a hoax and a second incident of "swatting". Both victim families have teenage sons residing in the home. These cases are currently being investigated by the Detective Division.
  - On 1/25/21, a female was dropping off a male passenger at his residence on Buena Vista Avenue. The female used an interior button to open the vehicle's rear hatch so the male passenger could retrieve a bag. As the male passenger began to exit the vehicle, a dark colored SUV pulled up behind the vehicle with no lights illuminated. The front seat passenger exited the SUV and approached the victim's vehicle. The male suspect was armed with a handgun and pointed it at the victim. The victim reentered the vehicle and the female drove away to avoid the suspect. In doing so, the victim's bag fell out of the back of the vehicle and was retrieved by the suspect. Approximately ½ hour later, the suspects in this robbery committed another robbery in New Britain. The NBPd and NPD are working together and have developed a suspect in these incidents.
  - On 1/27/21, an officer was driving through the lot of the Carrier Motor Lodge and performed a registration check of a vehicle parked in the area of room 115. NCIC revealed that the vehicle had been reported stolen, and was taken at gun point by three suspects. A perimeter was set up and the occupants were instructed to exit the room. After approximately 20 minutes, a male and female exited the room. The female was discovered to be in possession of Marijuana, and the male provided officers with inaccurate demographic information. A protective sweep of the room revealed the handle of a firearm hanging out from underneath the cover of an air conditioning unit. A search warrant was applied for and served on the room. During the search, officers located a firearm and the keys to the stolen vehicle. The suspects were arrested for drug and interfering with police violations and more charges will be forthcoming from evidence found during the service of the search warrant.
  - On 01/29/21, officers responded to the AT&T store located at 3243 Berlin Turnpike for a robbery in progress. Three masked black males knocked on the employee entrance door, which leads to an employee-only section of the store. An employee was in the back room and heard that knock and opened the door. As soon as the door was opened, the three suspects forced their way into the back room of the store and pistol whipped the employee. The suspects then assaulted a second employee who entered the back room to retrieve a phone for a customer. The suspects stole 48 Apple iPhones and fled the scene. The injured employee was treated and released at Hartford Hospital for a scalp laceration. The case is currently under investigation by the Detective Division.

## Property Report January 2021

<b>Category</b>	<b># of Counts</b>	<b>Property Value (\$)</b>
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 0
Damaged/Destroyed	34	\$ 14,307
Vehicle Inventory	0	\$ 0
Stolen	174	\$ 299,172
Abandoned	0	\$ 0
Evidence	121	\$ 1,072
Found	11	\$ 315
Lost	2	\$ 85
Seized	34	\$ 2,406
Recovered	15	\$ 40,398
Impounded	0	\$ 0
Informational	2	\$ 0
Towed	0	\$ 0
<b>Total</b>	<b>394</b>	<b>\$ 357,755</b>

- **Police Department Overtime January:**

- Comparison
  - OT December \$ 139,315 3 pay periods (two holidays)
  - OT January \$ 94,491 2 pay periods (two holiday)
  - \$ 44,824 decrease
- During January 2021, one officer from the Patrol Division has remained temporarily assigned to the Detective Division, serving as the property officer since the civilian property officer remains unfilled and a second officer has continued on light duty assisting in the Detective Division resulting in two vacancies in the Patrol Division. Additionally, there are two officer openings in the Patrol Division. These vacancies have an impact on patrol overtime since some patrol districts are left unstaffed which could be used to reduce overtime by covering officers who may take time off. Also, if the 105 (midnight) district officer's days off fall on Thursday, Friday or Saturday, that shift is covered with patrol overtime as well.
- Admin overtime. \$629, an increase of \$629 from the previous month. The overtime consisted solely of holiday pay.
- Patrol overtime. \$72,082, a decrease of \$16,192 from the previous month. Overtime included holiday pay of \$27,434, 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 domestic disputes, an unresponsive medical call, a juvenile incident, presentation of a warrant at GA15, officers called in early as a result of a serious motor vehicle accident and a supervisor call in for a report of a shooting.
- Detective Division overtime. \$5,699, a decrease of \$265 from the previous month. Overtime included holiday pay of \$3,011 and detectives investigating a shooting and an ongoing harassment case. Additionally, detectives were called out to process two burglary scenes and two untimely death scenes.
- Communications overtime. \$13,696, a decrease of \$15,603 from the previous month. Overtime included holiday pay of \$5,160, 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 was absent from work under the Family and Medical Leave Act (FMLA) for three of the four weeks covered by this report.
- Education overtime. \$184, a decrease of \$11,665 from the previous month. Overtime included a dispatcher conducting COLLECT recertification on overtime.

- Support Services overtime. \$2,201, a decrease of \$1,160 from the previous month. Overtime included holiday pay of \$1,857 and the filling of a half shift on a weekend in the Records Division as part of the town hall construction project.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of January 2021. 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:

	<b>January</b>	<b>7 Months Total</b>
<b><i>FIRES</i></b>		
<b>Structure Fire</b>	<b>2</b>	<b>15</b>
<b>Vehicle Fire</b>	<b>2</b>	<b>13</b>
<b>Exterior Fires</b>	<b>1</b>	<b>24</b>
<b>Other Fires</b>	<b>0</b>	<b>2</b>
<b><i>RESCUE CALLS</i></b>		
<b>Pressure Ruptures Explosion Overheat</b>	<b>0</b>	<b>4</b>
<b>Extrication</b>	<b>3</b>	<b>11</b>
<b>Other Rescue Calls</b>	<b>2</b>	<b>15</b>
<b><i>SERVICE CALLS</i></b>		
<b>Hazardous Condition Calls</b>	<b>3</b>	<b>95</b>
<b>Water Problem</b>	<b>6</b>	<b>23</b>
<b>Other Service Calls</b>	<b>5</b>	<b>47</b>
<b><i>OTHER</i></b>		
<b>Good Intent Calls</b>	<b>3</b>	<b>19</b>
<b>False Alarm/False Call</b>	<b>35</b>	<b>206</b>
<b>Severe Weather/Natural Disaster</b>	<b>0</b>	<b>7</b>
<b>Special Incident Calls</b>	<b>1</b>	<b>1</b>
<b>Mutual Aid/Standby</b>	<b>1</b>	<b>11</b>
<b>Totals</b>	<b>64</b>	<b>493</b>

**Training Summary for the month of January:** 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	Response Qualifications	14.0 hours
FSI-II	Classroom	8.0 hours
Driver Training	Road Time	4.0 hours
Haz-Mat Awareness	Certification 2 Members	32.0 hours
Haz-Mat Operational	Certification 2 Members	64.0 hours
FF-I	Certification 2 Members	212.0 hours
Driver Training	Orientation	6.0 hours
CO-2 Training	Cold Water Rescue	22.0 hours
CO-4 Training	SOP/SOG Review	14.0 hours
Cadet Training	Response Qualifications	37.5 hours
Officer Training	Session 2 of Development Series	74.5 hours
Officer Training	SOP/SOG Revision	16.0 hours
Multi Company Training	FMO Procedures 2&3	51.0 hours
Multi Company Training	FMO Procedures 1&4	40.0 hours
Cadet Training	Response Qualifications	22.0 hours

CO-1 Training	Rescue Equipment	18.0 hours
<b>Total Training</b>		<b>645.0 hours</b>

### **FIRE CHIEF**

Fire Response: 17 Incidents

- Chief Officer Meeting via Zoom
- Officer Training Via Zoom
- Command Staff Meeting via Zoom
- Commissioners Meeting Via Zoom
- Budget Meeting Via Zoom with Town Manager and Finance Director
- Budget Meeting with Officers
- AFG work shop via zoom
- Work on AFG Grant for 2020
- Communication Meetings
- Radio Study with Public Safety
- Weekly Meeting with Public Safety
- LEPC Meeting
- Facilities Study Meeting Via Town Council Meeting
- Task Force Chiefs Discussion
- Discussions about Truck 2 with Mike Chapman
- Discussions about Truck 2 with Town Manager and Commissioners
- Winter Storm Standby

### **FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of January, 2021.

INSPECTIONS	18
INSPECTION FOLLOW-UPS	18
PLAN REVIEWS	8
JOB SITE INSPECTIONS	2
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	10
COMPLAINTS	6
TANK REMOVALS	0
SAFE HOME INSPECTIONS	2
SAFE HOME FOLLOW-UPS	8
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

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

- January 5 Attended Economic Development Zoom Meeting
- January 12 Attended Economic Development Zoom Meeting
- January 19 Attended Economic Development Zoom Meeting
- January 21 Attended LEPC Meeting on Zoom
- January 26 Attended Economic Development Zoom Meeting

### **HIGHWAY DEPARTMENT**

Administration:

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Met with Sanitation contractors to discuss contract extensions
- Attended EOC and LEPC staff meeting
- Attended COVID-19 Zoom meetings
- Finalized hiring for open Mechanic II position
- Continued with all project planning and scheduling
- Attended Environmental Quality Commission meeting
- Attended budget review meeting with Town Manager

- Finalized the transition of sanitation/recycling administration services to bid awarded contractor

#### **Roadway Maintenance:**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed annual Christmas tree collection
- Crews continued to remove concrete barriers from several restaurants in Town which were used for outdoor dining during pandemic
- Continued with Town wide pot hole patching
- Removed vegetation/debris from waterways at Churchill Park and Middlebrook Road
- Completed the removal of wood chips at landfill with bid awarded contractor
- Removed snow from Municipal Parking Lot
- Personnel began on line Target Safety classes
- Performed training/maintenance with brush hog equipment at Highway facility
- Responded to four (4) snow/ice events for a total accumulation 20.2"
- Two (2) evictions scheduled for the month with only one (1) requiring storage

#### **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 snow plowing/snow removal
- One (1) after hour call in for cones/stop signs due to a motor vehicle accident

#### **Fleet Maintenance:**

- Continued to assist Highway Department in snow plowing operations
- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles
- Began upfitting of one new patrol vehicle
- Mechanics completed the upfitting of one Deputy Chiefs vehicle
- Responded to two (2) after hour call ins for Fire Department

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

- Scheduled 769 residential bulk items for collection for the month
- Scheduled 118 condominium bulk items for collection for the month
- Scheduled 32 condo/residential scrap metal items for collection for the month
- 4,629 tons of cumulative Municipal Solid Waste were collected from July through December
- 1283 tons of cumulative recyclables were collected from July through December
- 1126 mattresses/box springs were collected from July through December
- 202 televisions were collected from July through December
- Issued permanent 11 landfill permits and 1 temporary permit for the month

### **TOWN ENGINEER**

#### **Permits:**

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 0 excavation permits:
  - Excavation = 0
  - Driveways = 0
- Reviewed utility clearance notifications:
  - Routine: 58
  - Emergency: 2

**Meetings:** Represented the Town:

- CRCOG transportation committee meeting
- TON public works meeting (engineering, planning, highway, parks, facilities)
- TON public safety meeting (engineering, fire, police, EMS, IT)
- TON economic development meeting (engineering, planning, building, fire marshal, assessor)
- Town Council Meeting(s), as requested
- TON CIP, 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
- 890 Willard Avenue – Subdivision plan review
- 2414 Berlin Turnpike – Site plan review
- 324 Alumni Road – As Built survey review
- 2897 Berlin Turnpike (Firestone) – Site plan review
- 14 Fenn Road – Site plan review
- 712 Cedar Street – Site plan review
- 2530 Berlin Turnpike – Site plan review
- 50 Mill Street Ext – 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)

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

- Town Manager/Facilities: TON facilities evaluation by Owens - project coordination
- Town Manager: Pheasant Run – Drainage improvements – design and public outreach
- Town Manager – Library Parking Lot - Site improvement plan
- Town Manager: Pheasant Run – Drainage improvements plans
- Facilities: New municipal building (library parking lot) – project coordination
- Facilities: New municipal building – Eversource Energy Incentive
- Facilities: Solar Energy Projects - project coordination
- 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)
- Senior Center (STEAP 2020) – Window Replacement
- 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
- Planning: Streetscape (phase 6A) – Lowery / Constance Leigh Drive – conceptual design services
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- Parks: Vivian Street – project coordination
- Parks: Beacon Park – project coordination
- Public Works - Styles Avenue – Plan and profile

## **BUILDING DEPARTMENT**

- A Permit was issued for the Indian Hill Country Club to replace various ceiling tiles in the dining room, kitchen, hallway, bathroom, and banquet hall as a result of water damage from roof leaks. Replace entire suspended ceiling system in banquet bar area. HVAC contractor to replace insulation wrap around main trunks over banquet bar. Electrician to replace (4) recessed lights and (2) lights in banquet bar.
- The Church of Christ Congregational on 1075 Main Street is replacing the existing kitchen equipment with new appliances. An Electrical Permit was issued to rewire the basement kitchen to meet code. A Plumbing Permit was issued for a 3-bay sink, grease trap hand sinks and on demand hot water heater.
- An Electrical Application was applied for to provide new underground electrical service, and all wiring for power lighting and fire alarm/gas detection for new maintenance garage at 85B Faith Road.
- A Permit was issued for AT&T modifications on the tower on 605 Willard Avenue to add 3 antennas, remove 12 RRUS, install 9 new RRUs, add 1 surge arrestor with associated cables within existing wireless facility.
- A Mechanical Permit was issued for work at the Burlington Store on 3491 Berlin Turnpike. The Permit is for duct work, electric heaters, smoke detectors, unit heater, ductless split system, registers, grilles & 7 diffusers.
- A Mechanical Permit was issued for branching 1 1/4 gas line underground to green house, piping, furnace behind the garage at the Kellogg Eddy House at 169 Willard Avenue.
- There were 2 Certificates of Occupancy issued in January. One was for Catedral De Adoracao located at 155 Lowrey Place. The second was for a Single-Family Residence at 176 Griswoldville Avenue.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus. There are online classes. The classes taken by our inspectors were:
 

A. Hanke	-	DES-415 Resolving Wood Shear Wall Problems – January 14 <sup>th</sup> , 2021
K. Kilkenny	-	IBEW & NECA Continuing Education for Licensed Electricians - January 16 <sup>th</sup> , 2021
D. Jourdan	-	Updating Code Conforming Wood Design – January 14 <sup>th</sup> , 2021
	-	Choosing Construction Type Just Got Easier: Design Tools to Simplify – January 15 <sup>th</sup> , 2021
	-	Essentials for Wood Construction – January 15 <sup>th</sup> , 2021
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 140 Inspections. They were: CO (2), Electrical (12), Final (60), Footings (2), Framing (5), Gas Line (8), Insulation (5), Mechanical (2), Plumbing (1), Roofing (2), Rough (40), Siding (1).
- The total number of Building/Renovation Permits issued / applied for the month of January was 138 producing a total permit value of \$1,780,582.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	447,581.00
DECK	1	5,000.00
DEMOLITION	0	0.00
ELECTRICAL	48	377,380.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,275.00
GARAGE / SHED	1	15,000.00
MECHANICAL	25	314,609.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	220,000.00
PLUMBING	11	55,551.00
POOL	2	26,405.00
ROOFING / SIDING	15	213,701.00
SIGN	0	0.00
SOLAR	9	104,080.00
TENT	0	0.00
<b>TOTAL</b>	<b>138</b>	<b>\$1,780,582.00</b>

The total Building income fees received in the month of January was **\$21,836.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1055.00 Environmental \$300.00 Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$0.00 Driveway / Excavation \$50.00 Engineering copies \$0.00. The other total income is \$1705.00

Below is a comparison of the Permit Values for January 2021 and January 2020

2021	2020		
Value of Permits issued for January:	\$1,780,582.00	\$1,948,451.00	
Fees for Permits issued for January	\$21,836.00	\$18,745.00	
Other income Fees for January	\$1,705.00	\$1,270.00	
Building Permits Issued for January:	138	155	

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

2020-2021		2019-2020	
Value	Permit Fee	Value	Permit Fee
\$18,799,246.00	\$211,732.00	\$16,280,548.00	\$181,014.00

## **HUMAN SERVICES**

- Rik Huggard attended virtual trainings & webinars for "Trauma Informed Mentoring" & "Reporting for Best Practices". Also attending the Local Prevention Council and Connecticut Youth Service Association meetings. Keeping up to date on all prevention needs and data gathering for more accurate reporting for future grant requests.
- We are planning with JWMS guidance office and school administration how to move forward over the winter months and into the spring with the Adventure Builds Bridges group that was started during the 2019-2020 school year. Hybrid school sessions have been challenging to coordinate virtual presentations but the dialog remains open with the health teachers in both Middle Schools.
- Completed the Spring 2021 SCORE program brochure that has all COVID-19 aware youth programming and options for family day activities starting at the end of March 2021. They are being distributed from the middle schools through their Newsletters to parents and youth.



- In her role as Volunteer Coordinator Meskill maintained contact with older or compromised volunteers, and sent out thank you letters for all volunteers that assisted with holiday gift program.
- Juvenile Review Board did not officially meet, 4 cases remain open.
- Coordinator Meskill attended Zoom Hoarding Consultation Program for clinical providers led by Dr. Randy Frost. And monthly LIST and CYSA meetings.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 129 households and 168 received food from Food share Mobile. We received assistance with 238.75 volunteer hours. Additionally, all staff assists with the ongoing operation of the food bank. This is all coordinated by Pam Wassik.
- Karen Smith sent out all thank you notes to all those in the community who assisted with the Holiday Gift program via donating gifts, gift cards and monetary donations. Lisa Delude set up a spreadsheet to track donors annually.
- 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 worked with Emergency Manager Manke on several Safe Homes households, participated in vaccine protocol meetings and met initially with Diane Stone & Lisa Masten re Operation Outreach as assigned by TM Chapman to reach out to those under 65 in our community who may be isolated and disconnected as a result of ongoing COVID-19 Pandemic. LaBrecque also initiated presentation from Wheeler, our EAP provider on "Sustaining our Wellbeing during COVID-19" and collaborated with Heather Shonty to offer same to all town employees and followed up on two police referrals.

#### **January 2021 Statistics**

	<b>FY 20-21 Total This Month</b>	<b>FY 20-21 Total Last Month</b>	<b>FY 20-21 Cumulative Total YTD</b>	<b>FY 19-20 Cumulative Total YTD</b>
<b>Selected Programs</b>				
<b>Youth and Family Counseling Cases</b>	<b>8</b>	<b>9</b>	<b>66</b>	<b>95</b>
<b>Clinical presentations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Youth &amp; Family Service Hours</b>	<b>32</b>	<b>28.5</b>	<b>251</b>	<b>250</b>
<b>JRB cases hearings/pending hearing</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>
<b>JRB Service hours:</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>26</b>
<b>Positive Youth Development</b>	<b>0</b>	<b>13</b>	<b>288</b>	<b>1394</b>
<b>Community Service</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>7</b>
<b># of hours completed</b>	<b>0</b>	<b>25</b>	<b>30</b>	<b>128</b>
<b>Challenge Course: Adult</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>88</b>
<b>youth(outside)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>321</b>
<b>Information and Referral</b>	<b>400</b>	<b>617</b>	<b>4807</b>	<b>5691</b>

<b>Social Casework Cases</b>	<b>80</b>	<b>101</b>	<b>579</b>	<b>476</b>
<b>Under 55 =</b>	<b>22</b>	<b>31</b>	<b>157</b>	<b>172</b>
<b>Under 55 disabled =</b>	<b>12</b>	<b>8</b>	<b>76</b>	<b>86</b>
<b>Over 55 =</b>	<b>46</b>	<b>62</b>	<b>565</b>	<b>252</b>
<b>Social Casework Service Hours</b>	<b>175.25</b>	<b>143</b>	<b>942</b>	<b>657.25</b>
<b>Under 55=</b>	<b>47</b>	<b>44.5</b>	<b>255.5</b>	<b>106.75</b>
<b>Over 55 disabled and/or disabled</b>	<b>128.25</b>	<b>98.5</b>	<b>685.5</b>	<b>523.23</b>
<b>Food Bank Household visits</b>	<b>129</b>	<b>131</b>	<b>1364</b>	<b>1021</b>
<b># bags of groceries distributed</b>	<b>1400</b>	<b>1358</b>	<b>11587</b>	<b>4351</b>
<b>Mobile truck</b>	<b>168</b>	<b>163</b>	<b>1246</b>	<b>716</b>
<b>Clothing household visits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b># bags of clothes given</b>	<b>0* clothing closet ended</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Needs</b>	<b>15</b>	<b>20</b>	<b>76</b>	<b>80</b>

Case Example presented by Janine Pierson: Female age (37) and Male (44) are a married couple who moved to Newington from Illinois in January with their two minor sons (13, 11). The couple previously lived in Newington, but moved to Illinois for Male's work at the start of the pandemic in March 2020. Following Male's loss of employment over the summer, the family moved to New York, where Male secured employment for a brief time, but was unable to maintain this position due to high physical demand and his physical restrictions due to back pain. The family then decided to move back to Newington in order to be close to family. Female has been legally blind since childhood, and suffers from severe symptoms associated with muscular sclerosis. As a result, she receives Social Security benefits in the amount of \$714/mo. Currently, this is the only source of income for the family of four, as Male is still actively searching for employment opportunities. Caseworker has worked diligently to connect this family with as many resources as possible to help make ends meet while Male searches for employment. Caseworker registered household for monthly delivery of groceries through our foodbank, enrolled all members of household in state health insurance through Access Health CT, applied for SNAP and cash benefits through the Dept of Social Services, facilitated a redetermination of benefits with Social Security, explored affordable housing opportunities, provided employment and education resources, explored utility assistance programs, made appropriate referrals, and coordinated the submission of required documentation for state programs. Caseworker continues to work with this family towards receiving assistance through the programs in which they are eligible, as they also face multiple layers of barriers before.

#### **SENIOR AND DISABLED CENTER**

- Out of an abundance of caution and in accordance with CCHD recommendations, the decision was made to keep the Center closed to in-person programs and activities in January 2021 and until further notice. During the month, we held various virtual programming and planned ways to keep members engaged through high tech, low tech and no tech programs and communications.
- The arrival of vaccine in CT, available to older adults in January, dominated time and attention this month. Staff researched and developed up-to date registration information and began to disseminate to older adults. This was complicated by rapidly changing information and a cumbersome system. Staff assisted hundreds of people with information and assistance.
- Center staff attended several statewide and regional meetings including a tentative plan with the State and United Way to access the 211-registration system. That plan was put on indefinite hold at the end of the month.

- Staff also met with CCHD to plan and prepare for hosting on-site vaccination clinics beginning in February. These clinics will target residents who are not able to attend the larger mass clinics. Center staff will do outreach to schedule appointments.
- Staff met with CCSU Gerontology program to plan intergenerational opportunities for this semester including a virtual edition of the popular WISE program and remote student internship opportunities.
- The Center developed a three-month plan of programs and activities under the banner of “Moving Forward Together”. The plan includes no-tech programs like drive throughs and activity kits, low tech program (via conference call) and high-tech programs (via Zoom).
- The State Department of Aging and Disability Services provided an opportunity for senior centers to apply for CARES Act funding to reimburse COVID-19 related programs or supplies. The Center proposal for supplies for at-home program kits was approved.
- Stay Home. Stay Safe Bingo, offered each Tuesday and Thursday, Meditation Monday and, Boggle on Wednesdays were enjoyed by conference line. Game sheets are sent out ahead of time and participants call in to play.
- The American History Lecture Series, presented by Professor Jared Day, featured “The Coming of World War II, Part 3” and “Freedom’s Moment: WWII Part 1” via Zoom on January 5<sup>th</sup> and 19<sup>th</sup>.
- Hartford Healthcare presented a presentation about chronic back pain on January 27<sup>th</sup>. Held on Zoom, the program covered non-drug treatments and approaches to minimizing lower back pain.
- A 5-part Healthy Brain series started this month. Hartford Healthcare provided this virtual program with activities that challenge the brain while having fun.
- A special drive through program was held on January 15<sup>th</sup> to celebrate both National Hat Day and National Bagel Day. Staff and participants sported their finest headwear while staff distributed bagels and cream cheese.
- Move to Improve, an at-home fitness program, continued through the month. Staff follow up with participants and offer a monthly conference call to support, educate and motivate participants.
- The Daily Call Sheet program continues with three new volunteers trained and matched. This includes a student from out of state who is fluent in Mandarin and matched with a resident.
- The Volunteer Shopper program continued through the month of December. Volunteers purchased \$897 in groceries in 25 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 \$15,875 worth of groceries have been purchased through the program.
- Food services continues to be a priority. 61 individuals received a total of approximately 1,100 hot meals in the month of December. While several volunteers have returned, staff continue to deliver meals regularly. Additionally, staff sort and pack all meals to reduce the exposure in the kitchen.
- “Grab and go” meals are distributed every Wednesday to 50-60 people, replacing the daily congregate meal. Each week staff add puzzles, information, masks or other treats in the bags.
- Dial-A-Ride provided a total of 106 trips this month for 16 passengers. Service is still limited to non-urgent medical transportation. In addition, Dial-A-Ride delivered 50 congregate meals, 309 meals on wheels, 33 grocery orders, 55 food pantry orders and 10 program deliveries.

## **PARKS AND RECREATION**

### **Recreation Division**

- Applications are now being accepted for seasonal summer employment and interviews have begun. The Department is looking to hire Camp Counselors, Concessions’ Attendants, Lifeguards, Water Safety Instructors and seasonal Park Maintainers.
- Most winter programs have been cancelled due to COVID-19.
- Due to COVID-19, the Creative Playtime Preschool Program Open House was postponed. Families are able to make an appointment with the preschool director and visit the classroom.
- Staff has been communicating with facilitators to secure programs for the spring. Multiple new programs are being created, including Fit Lot free exercise programs and several new options for virtual fitness.

- Planning has begun for the July 17<sup>th</sup>, 2021 Life. Be in it. Extravaganza (events will begin on July 14<sup>th</sup>).
- Camp Sunrise Applications will soon be available online and accepted through Glastonbury Parks & Recreation beginning the first week in March. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.
- Press releases for upcoming programs and events have been sent out regularly, and the website and Facebook page have been updated on an ongoing basis.
- Adjustments were made to the fiscal year 2021-2022 budget.
- The Spring Program Guide will be mailed to residents at the end of February in the next edition of the Newington Life.

#### Parks and Grounds and Cemeteries

- Prepared basketball courts per Town Manager's request to provide residents with as many outdoor recreation options during relatively mild stretch of weather. New nets installed.
- Ongoing work on new greenhouse. New gas line and electric installed in coordinated effort with Facilities.
- Made good progress on addressing list of hazardous trees for removal or pruning.
- Removed overgrown brush/vines/vegetation from fence between John Paterson and neighbor to the south on Church Street.
- Removed Christmas décor following Three Kings day.
- Installation of new netting behind goals on synthetic field at Clem Lemire.
- Repaired or removed damaged curbing at schools following plowing.
- Only one notable snow storm requiring overtime snow removal.
- Cemeteries: 18 interments, 1 double, 4 single, 6 ash. 6 sales

#### LIBRARY

- The library building continued to be closed to the public for the month of January due to the COVID-19 pandemic. Same day curbside service, assistance by phone and email and virtual programming were being offered. A reduced number of people are working in the building at the same time in a team approach, working alternate days to make the work space safer during this time.
- Same day pick up for library curbside service Lucy-to-Go continued to be extremely popular and very much appreciated. Staff are constantly pulling items for patrons throughout the day in order to get them into our patrons' hands as quickly as possible. Staff has also done a great job recommending authors and books for patrons who don't know what to read next and helping patrons access the library's great digital collection. Staff also used the curbside service to deliver Grab n' Go craft kits, new library cards and tax forms. For the month of January there were 1,655 curbside pickups that allowed the library to check out 7,093 physical items to our patrons.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Jennifer Hebert attended a budget meeting with the Town Manager via Zoom to discuss the library's proposed 2021-2022 budget that was submitted it on January 8. The overall budget was a 6.52% decrease from the previous year due to two open full-time positions that will be unfunded next year.
- It's tax time again. The library has received 1040 forms and instruction booklets and that is it so far. The State of CT notified all libraries in January that they would not be sending any print tax forms this year. This is the first time the State has done this and many people especially older people are very unhappy about it. We have created a tax resource page on the library's website where people can download forms and instructions from home. There are also direct links to fill out forms online to have paper forms sent to your home or people can call the phone numbers listed and request them over the phone. We are giving out two 1040 forms and two instruction booklets per person that can be picked up via the curbside service. We will also print out up to ten pages free per person as well. And staff is happy to help assist patrons in any way we can to make this less stressful for them.
- The library will be working with the Town of Newington's 150 Anniversary Committee to offer a StoryWalk about the library's history which will be displayed at Mill Pond Park sometime in April. Children's Librarian Beth Mendelsohn is working with the committee on behalf of the library.
- Head of Reference Diane Durette, Reference Librarian Julie Bergman and Bette Kapij from Circulation are working on updating the Newington Information Packet and the Newington Organization List. Newington business and organizations are being contacted for updated information and statistics specific to Newington are being updated as well.

- The Friends of the Library began offering a new book sale service where people can email the Friends authors or genres they like and the Friends will prepare a bag of books for \$10 (the value of each bag \$10 and more) based on the request for them to pick up at the library. Orders need to be placed by Tuesday of each week and they can be picked up on Fridays between 12 noon – 2:00 p.m. These orders can be adult, teen or children's books. The Friends have also had a very successful Bakeless Bake Sale fundraiser that began in January and will run until the end of March.
- Head of Community Services Michelle Royer and Children's Librarian Baily Francis are working with selected staff to plan upcoming programs for March and April. The library is also collaborating with area towns to offer some joint virtual programming in an effort to save money and resources and offer a greater variety of programming to the people of our communities.
- The Children's staff offered 13 programs to 288 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, a live Zoom story time was held and another Turning Pages virtual program featuring a dance professional from the Ballet Theater Company who offered a movement-based storytelling experience featuring the story Frozen. Weekly Grab n'Go craft kits as well as a special Kindness Counts craft kit gave parents and children something fun to do together.
- Adults were offered 7 virtual programs to 84 participants. Programs included Page Turners, a virtual book discussion program on the book *Girls of a Tender Age* by Mary-Ann Tirone Smith, Beyond the Breed, a live Zoom program with the CT Humane Society, a Redefined READS: Make Your Own Literary Bookmarks program that featured video instructions as well as a DIY kit to do at home and several Grab n' Go coloring kits.
- Total circulation was 10,632. Circulation of digital materials was 2,539. 1,655 curbside service transactions were processed. Staff processed and pulled 2,285 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,342 reference questions during the month. Online databases that were popular this month included Learning Express, Valueline and Ancestry.com. Usage of the children's online databases PebbleGo Animal, Biography and Science was extremely high. These databases are purchased to support elementary and middle school curriculums.
- In technology news, the library had an upgrade to its ILS Sierra. Karen Benner worked with our consortium to insure everything went smoothly. Karen Benner, Digital Services Librarian Victoria Buttaro, Children's Librarian Sarah Riordan and Head of Community Services Michelle Royer continued to work to convert and prepare and upload pre-recorded library programs that will be shown on NCTV at predetermined times. The Reference desk got a new printer from IT (Hallelujah)! The old printer was constantly jamming and was at least 10+ years old.
- In personnel news, Lisa Masten and Karen Benner reviewed the applicants for the open part-time positions in Circulation and the substitute positions in the Circulation, Reference and Children's departments. Applicants selected to move forward in the process will be invited to take an online test in early February. Karen Benner and Jennifer Hebert are creating an online version of the print test in Survey Monkey for applicants to take. Staff is continuing to attend both external and internal meetings via Zoom. Staff is continuing to do a great job during this stressful time.
- In facilities news, staff continued to monitor the building for leaks due to the problems we had last month with leaks in the children's hallway due to snow and ice. Jennifer Hebert continued to contact their supervisor as needed.