



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: June 16, 2021
Re: Monthly Report – February 2021

GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on February 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.

During the first week of February, I met with the remaining department heads to discuss their department budget and CIP.

On February 3rd, Renata Bertotti, Town Planner and I met with a potential developer to discuss opportunities along properties located on the Berlin Turnpike. On February 4th, we met to discuss Styles Ave/ Henry Road.

Sustainable Connecticut is a voluntary certification program that recognizes municipalities for their sustainable actions, allowing them to earn points towards their certification, while providing opportunities for grant funding to promote the natural environment. On February 5th, I attended a virtual meeting regarding Sustainable CT, they discussed how they are expanding its actions and action categories for 2021.

After analyzing the Long-Range Capital Improvement Plan with the Public Works team, I noticed that we have not been following the plan as outlined and needs to be reformatted to fit our needs. We met periodically throughout the month to identify our pain-points and needs, our goal was to create a plan that we could realistically follow.

On February 11th, I attended CCM's webinar "The Nuts and Bolts of Being a Supervisor", this workshop provides solid skills to help you maximize your role as a supervisor, plus provides fresh ideas to motivate you and your team. You'll learn how to provide meaningful praise, enhance your communication skills, and keep top performers at their maximum level without burning out. Hands-on training will help you learn the key to success for; motivating and praising, delivering criticism and discipline, working under pressure and meeting tight deadlines, organizing people, projects, and schedules and training new employees.

As mentioned during the budget meetings, my goal is to economize our operations, and expand our service levels through blending our resources by the four surrounding Towns; Berlin, Wethersfield, Rocky Hill, and Cromwell. The Town Manager's met again this month on February 11th, we will be meeting on the second Thursday of each month,

On February 19th, I met with Paul Zito from New England Radio Consultants LLC (NERC), who is completing a Town-wide Radio infrastructure assessment.

On February 23rd, I attended a meeting with our local Health District (CCHD) and the Emergency Management department for an update on the vaccination plan, we discussed the logistics of planning a vaccine clinic in Town.

Throughout the month, I met with Union leadership to discuss issues and concerns. Ongoing meetings have been scheduled for next month.

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 more effective way of communicating than submitting weekly reports, it provides the opportunity to ask questions and receive feedback immediately.

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 February 2021 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	8.5	\$ 475.28
WEEKEND STAND-BY AND CALL-IN	14.0	\$ 900.48
ROAD MAINTENANCE	0.0	\$ -
SNOW	1440.0	\$ 67,122.41
TOTALS	1462.5	\$ 68,498.17
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	633.0	\$ 28,245.00
TOTALS	633.0	\$ 28,245.00

	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	\$ 1,572.12	\$ 7,927.00	\$ 1,219.44
Patrol	685,889.00	492,600.36	655,308.00	542,468.26
Investigation	90,645.00	33,463.60	89,232.00	38,831.92
Communication	173,748.00	125,270.78	169,820.00	100,069.31
Education/Training	143,085.00	51,769.45	138,826.00	95,392.58
Support Services	60,413.00	-4,809.58	59,255.00	11,321.23
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	\$ 699,866.73	\$ 1,121,879.00	\$ 789,302.74
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 48,661.52	\$ 28,085.00	\$ 11,906.79
Snow and Ice Control	165,297.00	115,886.80	165,297.00	66,349.79
Traffic	4,057.00	3,822.57	4,057.00	2,210.94

Vehicles and Equipment	32,822.00	30,719.47	32,822.00	15,083.21
Leaf Collection	33,898.00	33,259.54	33,898.00	28,151.17
Total	\$ 264,159.00	\$ 232,349.90	\$ 264,159.00	\$ 123,701.90
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 97,490.71	\$ 84,839.00	\$ 70,610.80
Cemeteries	16,445.00	4,435.07	16,445.00	7,559.85
Total	\$ 101,284.00	\$ 101,925.78	\$ 101,284.00	\$ 78,170.65

PERSONNEL

- The vacant Revenue Clerk (C-6) position was posted externally on February 5th, with a closing date of February 19th.
- Testing (practical) took place on February 17th for the vacant Highway Equipment Operator I, interviews will be scheduled in the first week of March.
- The vacant Administrative Secretary I (C-8) position was offered to Samuel Lostocco, he began his position on February 15th, 2021.
- Meghan Manke, Administrative Aide I (A-1) was promoted to Administrative Aide II (A-4) in the Fire Marshals office, she began her promotion on February 12th, 2021.
- Cindy Roberts-Diaz, Administrative Secretary II (C-9), retired on December 31st, 2020 from the Town of Newington after 24 years of service.
- Gary Beaulieu, Senior Public Safety Dispatcher, retired on February 5th, 2021 from the Town of Newington after 20 years of service.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The seventh 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 January 2021 were \$399,631. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows.

Cumulative Claims through January, 2021

	Town	Board of Education	Total
Estimated Claims	1,843,254	4,898,089	6,741,343
Actual Claims	861,034	3,518,918	4,379,952

Accounting and Administration

- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director put together all of the departmental CIP request for the Town Manager's review. Meetings were held during the month to review these requests with departmental heads.
- 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. Funds were transferred to the new account at the end of February.
- Tasks associated with the 2021-22 budget were undertaken by Janet Murphy and Lisa Rydecki during the month in order to meet the March 1st, submission deadline to the Town Council.
- Work continued in the compilation of information for the Town Managers budget submission letter and for the Budget Public Hearing in March.
- Lisa Rydecki began work on the CIP budget book for the Council including meetings to revise the equipment reserve information.

The Town did not receive any grant payments from the State of Connecticut during this month. 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)
02/28/2021

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2020-21</u>	<u>Actual Year to Date</u>	
General Fund	\$300,000	\$44,934	\$40,192,095
Special Revenue Funds	48,000	998	742,098
Capital Projects Funds		799	1,094,497
Internal Service Fund	35,000	4,039	6,111,205
Trust and Agency Funds		1,439	1,110,209
TOTAL, ESTIMATED BY FUND			\$49,250,104

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
02/28/2021

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	.14	.15	2,115	2,195	\$21,170,026
Bank North	.12	.12	108	119	561,323
TDBank (new)	.25	.25	2,077	2,299	10,829,686
Farmington Bank	.15	.15	973	1,007	8,452,363
Webster Bank	.10	.10	292	324	3,176,873
Liberty Bank	.15	.15	582	645	5,059,833
Total Outstanding Investments					\$49,250,104

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of February.
- As a result of the recently completed 2020 revaluation, appointments for 118 appeals to the Board of Assessment Appeals to be held in March were scheduled by the Assessor's office. Due to the continuation of the COVID-19 pandemic, all appeals are planned to be heard remotely by Zoom meeting or telephone conversation with the BAA.
- With the tremendous assistance of the Town Clerk, all properties under appeal were sent individual email links for their respective appointments. Of the 118 appeals, 114 were Real Estate, 3 were Personal Property and 1 was a Motor Vehicle appeal.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut and the Town of Newington commenced during the month. This will be an ongoing program as new applications will be taken through May 15th, 2021. For anyone currently on the program, due to the continuing COVID-19 pandemic, as a public safety precaution to eliminate the need for elderly applicants to come in and re-file for their benefit, existing application data that is already on file will be rolled to the new year per the direction of an Executive Order issued by the Governor.
- All required reports for the 2020 Grand List were submitted to the State of Connecticut.

Revenue Collector

- Collections for February on the 2019 Grand List amounted to \$4,110,401.43 and back tax collections were \$4,886.93. Included in the back-tax amount is \$2,360.66 which was collected for suspended accounts.
- This year's total collections through February were 96.07% which is lower than the 98.4% collected in February 2020. The decrease is primarily due to the extension granted to taxpayers for the second installment of Real Estate and Personal property taxes. The extension also applied to the Supplemental Motor Vehicle tax bills which would normally be paid during the month of January as well.
- February remained busy with telephone calls and taxpayers arriving at the Town Hall to pay their overdue motor vehicle taxes due to either needing to register their cars, or to purchase a new one. After the payments are processed with either their bank check or money order, a motor vehicle release is processed by staff the same day.
- Delinquent Notices were mailed only to taxpayers who did not pay their July installment for real estate and personal property. Time was also taken to identify the taxpayers who were still delinquent on their earlier motor vehicle taxes.
- Taxpayers continue to call to have their motor vehicle accounts adjusted, or dispute their tax bills.
- Taxpayers are calling daily to get copies of their tax information for the IRS or are just calling for the information. We are also assisting taxpayers as they call needing help to gain their tax information by using the website.

POLICE DEPARTMENT

Patrol Calls for February are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 9
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 51	Fire Trouble Alarm 0	MV Injury 6
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 69
Alarm Residential Burg Alarm 10	Fire Vehicle Fire 0	Neighbor 10
ALTERED MENTAL STATUS 1	Fire Water Problem 0	Noise 9
Animal Complaint 8	Fireworks 1	Non-Collect Person 0
Arson/Fire Invest 0	Follow Up 20	Notification 0
Assault 1	Found Property 7	Open Door/Window 11
Assault in Progress 0	Gun 0	Other Archive 0
Assist Motorist 3	Harassment 4	Parking Violation 13
Assist Notification 0	Hazard 30	PD ASSIST FIRE DEPT 33
Assist Other Agency 26	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 1	Pistol Permit 8
Blighted Property 0	HOPE PROJECT 0	Prisoner Care 2
Bomb Threat 0	Illegal Dumping 0	Private Duty 0
Breach of Peace/Disorderly 3	Impersonating Police 0	Property Found 3
Burglar Alarm 1	Indecent Exposure 0	Property Lost 0
Burglary 2	Intoxicated 3	Prostitution 1
Car Seat 0	Juvenile Complaint 4	Recovered Stolen MV 3
Check Welfare 44	K9 Assist 0	Rescue Call 0
Check Welfare 911 44	Kidnapping 0	Residential Lockout 1
Check Welfare Other 7	Landlord/Tenant Dispute 3	Robbery 1
Clear Lot 0	Larceny 46	Roll Call 0
Construction 0	Larceny from MV 40	Serve Subpoena 0
Court Detail 10	Lift Assist Only 1	Serve Warrant 16

Criminal Mischief 4	Liquor 0	Sexual Assault 3
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 7	Location Check 278	Specific Detail 57
Dog Complaint 9	Location General 1	State Pistol Permit – Tempo 0
Domestic 23	Location School 0	Stolen MV 7
Door Check 0	Lockout Building 3	Sudden Death 4
Drug 10	Lockout MV 0	Suicide 0
DUI 7	Lost Property 2	Suicide Attempt 1
EDP 19	LTA 0	Suspicious MV Unoccupied 8
Escort/Transport 1	Meal 0	Suspicious Report 126
Escort/Funeral 2	Medical Alarm 7	TEST 1
Escort Other 0	Medical Cardiac 2	Threatening 4
ESCORT RETRIEVAL 1	Medical Complaint 179	Tobacco 0
Escort Tax 0	Medical Diabetic 1	Tow 22
Fingerprint 1	Medical Fall 20	Town Ordinance Violation 0
Fire Alarm Commercial Bldg 2	Medical Mutual 0	Traffic Stop 122
Fire Alarm Residential 0	Medical Other 0	TRAFFIC STOP ATTEMPT 2
Fire CO Detector no sympt 0	Medical Respiratory 1	Traffic Survey 0
Fire CO Detector with sympt 0	Medical Stand By 0	Training 0
Fire Extrication 0	Medical Trauma 0	Trespass 8
Fire Hazmat 0	Medical Unresponsive 1	Unknown 95
Fire Mutual Aid Request 0	Missing 6	Water problem 1
Fire Other 0	MV Abandoned 0	
Fire Rescue 0	MV Assist 40	
Fire Special Detail 0	MV Complaint 20	
Fire Stand By 0	MV Fire 0	
Fire Structure Fire 0		Total: 1,678

- In February, the Detective Division Report:
 - Handled 45 investigations, 45 remain ongoing.
 - Served 12 warrants; 11 by Patrol officers, 1 by Detective Division.
- In February, the Animal Control Officers had the following activity:
 - 17 Total Calls: 9 Dog, 8 Animal, 0 Specific Detail, 0 Follow-ups, 0 Car Seat
 - 0 Total Bites: 0 Dog vs. Dog Bites, 0 Dog vs. Human, 0 Feral Cat vs. Human
 - 1 Total Impounds: 1 Redeemed, 2 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA
 - 43 Incoming Phone Calls
 - 10 Letters (No License/Barking/Littering)
 - 0 Written Warnings
 - 10 Outbound calls for Delinquent License
 - 0 Infractions
 - 0 Wethersfield Mutual Aid Calls (not all these calls are easily identified in CAD)
- Other:
 - 13 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.
 - Wildlife is beginning to make their presence known as Spring approaches.

- Deb working on getting into River Run in Berlin along with reaching out to West Hartford and Wethersfield. This will give us a fair amount of space and the goal is to separate ourselves from CT K9.
- In February, the School Resource Officer had the following activity:
 - During the month of February, SRO Rinaldo had eight student contacts and two parent contacts.
 - SRO assisted in three patrol incidents.
 - SRO participated in school review board.
 - SRO had contact with a school social worker regarding an incident.
 - SRO investigated two 911 hang-ups.
 - SRO had contact with a teacher regarding a student and his vulgar language.
 - SRO took part in a School lockdown drill. SRO identified a potential problem SRO advised how to correctly handle the drill next time and advised administrative staff of the issue.
- In February, the Patrol Division had the following activity:
 - During the month of February, the Town experienced an increase in larcenies involving items taken from within motor vehicles, or mechanical parts stolen off of the vehicles themselves. Officers responded to forty (40) larceny from motor vehicle complaints. Officers also responded to seven (7) stolen motor vehicle complaints. One of the larcenies resulted in the arrest of four individuals, which will be detailed in a later entry.
 - On 2/04/21, officers responded to an undisclosed location on the Berlin Turnpike for a reported stabbing. Upon arrival, officers determined a male subject had been stabbed by a female, who was later determined to be his girlfriend. The victim was transported to the hospital and the female was taken into custody. A search warrant was executed on the location and a knife was recovered at the scene and seized as evidence. The female was charged with Assault in the 1st Degree along with other domestic related charges.
 - On 2/07/21, officers responded to a reported armed robbery at the Gas Man gas station located at 476 Fenn Road. Upon arrival, the victim reported a black male robbed him at gunpoint. The victim stated he and a co-worker were counting the money in the registers at shift change when the suspect entered the store, displayed a silver handgun, and demanded money. The suspect slapped the victim in the head, which encouraged the victim to hand over the money from the drawer. The suspect also demanded cigarettes, which the victim provided. The suspect then fled the scene in a white Chevy Traverse SUV. Moments later, a witness reported observing a white SUV crash into the median at Fenn Road and Ella Grasso Blvd. The vehicle left a piece of the front bumper at the scene and fled south on Fenn Road. It was later determined the vehicle was stolen out of New Britain and the occupants had been involved in several other robberies throughout Connecticut. The case was assigned to the Detective Division and is currently under investigation. Detectives have developed a suspect and an arrest warrant has been submitted to GA-15 for review.
 - On 2/11/21, at approximately 12:30 a.m., a resident contacted NPD and reported she observed four or five suspicious individuals peering into vehicles on Eagle Drive. Due to the barrage of motor vehicle burglaries and car thefts over the last year and the difficulty in apprehending these suspects, all available officers responded to the area. Upon arrival, officers located the group on Thornton Drive, who promptly engaged officers in foot pursuits. A perimeter was set up and a K-9 was requested from a neighboring town. Ultimately, four individuals (three adults and one juvenile) were located and arrested for burglary and conspiracy charges.
 - On 2/22/21, an officer conducted a motor vehicle stop for a misuse of registration plate violation. Upon approaching the vehicle, the officer observed the occupants making furtive movements. As the officer contacted the operator, he noticed the occupants appeared nervous. The officer instructed the operator to exit the vehicle, at which time he noticed drug paraphernalia in plain view. A search was conducted, which revealed Fentanyl, Crack Cocaine, controlled medication, drug paraphernalia, indicating the sale of narcotics, and a 12-inch knife. The operator was arrested for narcotics and weapon charges.

Property Report February 2021

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	13	\$ 6,701
Vehicle Inventory	0	\$ 0

Stolen	138	\$ 390,239
Abandoned	0	\$ 0
Evidence	124	\$ 30
Found	11	\$ 300
Lost	2	\$ 100
Seized	26	\$ 1
Recovered	26	\$ 81,536
Impounded	0	\$ 0
Informational	5	\$ 149
Towed	0	\$ 0
Total	345	\$ 479,056

- Police Department Overtime February 2021

- OT January \$ 94,491 2 pay periods (two holidays)
- OT February \$ 84,853 2 pay periods (one holiday)
\$ 9,638 decrease
- During February 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.
- Administrative overtime** of \$629, the same as the previous month. The overtime consisted solely of holiday pay for one supervisor.
- Patrol overtime** of \$59,882, a decrease of \$12,200 from the previous month. Overtime included holiday pay of \$13,572, 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 domestic dispute, a domestic stabbing incident, motor vehicle accident, sudden death, Sergeant reviewing paperwork and evidence related to car breaks, SWAT team members assisting Meriden Police with a possible barricaded suspect, a Sergeant's meeting with the Chief and command staff, officer conducting a cell phone extraction at the digital forensics laboratory in Manchester, an officer attending a DUI per se hearing and the testing of new less lethal shotguns at the range.
- Detective Division overtime** of \$5,088, a decrease of \$611 from the previous month. Overtime included holiday pay of \$3,039, detectives investigating a harassment complaint and after hour call outs for a robbery and two untimely deaths.
- Communications overtime** of \$14,064, an increase of \$368 from the previous month. Overtime included holiday pay of \$1,885, 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.
- Educational overtime** of \$3,333, an increase of \$3,149 from the previous month. Overtime included holiday pay of 1,564 for three officers who conducted on line Police One training related to antibias, implicit bias, body worn cameras and interacting with the mentally ill (Feb 14 training day for midnight shift personnel which fell on Feb 15 holiday) Additionally, an officer and a sergeant conducted Midstate Accident Reconstruction Training on overtime and a shift was filled on overtime for a sergeant who received Draeger instructor training for the intoxilyzer.
- Support Services overtime** of \$1,857, a decrease of \$344 from the previous month. Overtime consisted solely of holiday pay of \$1,857 for three members of the Support Services Division.

FIRE DEPARTMENT

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

	February	8 Months Total
<i>FIRES</i>		

Structure Fire	3	18
Vehicle Fire	0	13
Exterior Fires	0	24
Other Fires	0	2
RESCUE CALLS		
Pressure, Ruptures, Explosion, Overheat	2	6
Extrication	0	11
Other Rescue Calls	0	15
SERVICE CALLS		
Hazardous Condition Calls	6	101
Water Problem	5	28
Other Service Calls	3	50
OTHER		
Good Intent Calls	1	20
False Alarm/False Call	32	238
Severe Weather/Natural Disaster	0	7
Special Incident Calls	1	2
Mutual Aid/Standby	2	13
Totals	55	548

Training Summary for the month of February: 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	4.0 hours
Diver Training	Recertification	3.0 hours
Haz-Mat Awareness	Certification 2 Members	32.0 hours
Haz-Mat Operational	Certification 2 Members	64.0 hours
Cadet Training	Winter Hydrant Access	37.5 hours
Officer Training	Session 3 of Development Series	77.0 hours
Officer Training	SOP/SOG Revision	14.0 hours
Multi Company Training	Hording 2&4	48.0 hours
Multi Company Training	Hording 1&3	40.0 hours
Cadet Training	Building Construction	22.0 hours
CO-1 Training	Cold Weather Ops	18.0 hours
Leadership Training		2.0 hours
Cadet Training	SCBA	32.0 hours
Multi Company Training	Physical Wellbeing	1.5 hours
Total Training		395.0 hours

FIRE CHIEF

Fire Response: **20** Incidents

- Command Staff Meeting via Zoom
- Commissioners Meeting Via Zoom
- Design Appreciation Jacket for members
- Meet with Safety Division
- Budget Meeting Via Zoom with Town Manager and Finance Director
- Work on and submit AFG Grant for Radio System
- Work on and submit AFG Grant for Ladder Truck
- Communication Meetings
- Public Safety Meeting with Town Manager on Radio System with Marcus

- Bi-Weekly Meeting with Public Safety
- Deputy Chief Interview with Board of Fire Commissioners
- Meet with and go over Roles and Responsibilities with new Deputy Chief

Fire Marshal's Activities:

- February 2 Attended Economic Development Zoom Meeting
- February 4 Meeting on the Budget with Town Manager
- February 4 Meeting with Renata and the Zoning Team to discuss the Henry Street & Styles Avenue
- February 9 Attended Economic Development Zoom Meeting
- February 11 Attended Webinar on Supervisor Training
- February 11 Attended CCM Training
- February 12 Attended Monthly Office Staff Meeting
- February 16 Attended Economic Development Zoom Meeting
- February 23 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 finalize contract extensions
- Attended CIP review with Town Manager
- Attended COVID-19 Zoom meetings
- Continued with all project planning and scheduling
- Administered Equipment Operator I practical exam
- Attended Environmental Quality Commission meeting
- Attended meeting with MDC regarding Sewer Backup Prevention and Reporting Program
- Met with representative from the Mattress Recycling Council to discuss mattress recycling program

Roadway Maintenance:

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Began damaged curb pickup/removal
- Removed vegetation/debris from waterways where needed
- Crews completed snow removal from various locations
- Assisted Traffic Division with replacement/repair of signs
- Saw cut in preparation to repair frost heave on Day St
- Personnel continued with on line Target Safety classes
- No evictions scheduled for the month
- Called out for six (6) snow/ice events for a total accumulation of 28.9"

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

Fleet Maintenance:

- Continued to assist Highway Department in snow plowing operations
- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles
- Worked with Parks Department in scheduling annual services of equipment/vehicles
- Mechanics began spring services on Highway vehicles and equipment
- Responded to one (1) after hour call in for Fire Department

Sanitation/Recycling/Landfill:

- Scheduled 429 residential bulk items for collection for the month
- Scheduled 38 condominium bulk items for collection for the month
- Scheduled 13 condo/residential scrap metal items for collection for the month
- 5265 tons of cumulative Municipal Solid Waste were collected from July through January
- 1489 tons of cumulative recyclables were collected from July through January
- 1289 mattresses/box springs were collected from July through January
- 225 televisions were collected from July through January
- Issued permanent 5 landfill permits and 1 temporary permit for the month

TOWN ENGINEER**Permits:**

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 1 excavation permits:
 - Excavation = 1
 - Driveways = 0
- Reviewed utility clearance notifications:
 - Routine: 41
 - 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/budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meetings with developers and engineers/architects, as requested (3333 Berlin Turnpike, 690 Cedar Street)
- 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
- 16 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 state projects in Newington
- Coordinated with CDOT regarding local road initiatives: RRFB, crosswalks, horizontal curve signage, 2021 paving)
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants), sewage backups, and road restoration

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
- Facilities: Senior Center – HVAC Replacement – 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
- Planning: Streetscape (phase 6A) – Lowery / Constance Leigh Drive – conceptual design services
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- BOE: Beacon-Church crosswalk
- Parks: Vivian Street – project coordination
- Parks: Beacon Park – project coordination
- Public Works - Styles Avenue – Plan and profile
- Public Works – John Stewart Drive – sidewalk plan

BUILDING DEPARTMENT

- A Plumbing Permit was issued for John Paterson School to remove the existing cement lined domestic hot water storage tank and install one Lochinvar AWN 400mbh water heater & two Lochinvar SBT119 storage tanks.
- A Mechanical Permit was issued for the Southfield Apartments to Install (2) gas fired Furnaces, (2) Condensers, (2) electric unit heaters, (2) bathroom fans, (1) garage fan, and (4) gas fired unit heaters.
- A Building Application was applied for and is under review for the Marriott Courtyard located at 1583 Southeast Road. They are going to demo the gazebo structure on the back patio, add a gas line for the new gas fire pit, replace the building signage, relocate the fitness room, resurface the pool deck, remove the existing jacuzzi tubs at the guestrooms where they exist and replace them with a kitchenette with a sink and replace light fixtures.
- A Building Permit was issued for a temporary showroom for previewing retail store wares and a temporary sign for Wren Kitchens to be located at 2631 Berlin Turnpike.
- An Application was applied for Smoothie King Juice Bar for Interior renovations for a new counter, new rest room, and new prep kitchen. It will be located at 3117 Berlin Turnpike.

- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus. There are online classes.
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 123 Inspections. They were: Above Ceiling (2), Electrical (11), Final (53), Footings (1), Framing (8), Gas Line (5), Insulation (7), Roofing (2), Rough (31), Siding (1), Site Visit (2).
- The total number of Building/Renovation Permits issued / applied for the month of February was 136 producing a total permit value of \$1,542,980.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	16	438,287.00
DECK	3	38,000.00
DEMOLITION	0	0.00
ELECTRICAL	35	306,515.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	2,800.00
GARAGE / SHED	1	15,000.00
MECHANICAL	30	292,267.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	22	164,225.00
POOL	4	43,400.00
ROOFING / SIDING	8	93,220.00
SIGN	2	46,850.00
SOLAR	14	102,416.00
TENT	0	0.00
TOTAL	136	\$1,542,980.00

The total Building income fees received in the month of February was **\$15,473.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$420.00 Environmental \$240.00 Conservation \$200.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$17.00 Driveway / Excavation \$100.00 Engineering copies \$12.00. The other total income is \$1249.00

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

	<u>2021</u>	<u>2020</u>
Value of Permits issued for February:	\$1,542,980.00	\$1,362,883.00
Fees for Permits issued for February	\$15,473.00	\$16,781.00
Other income Fees for February	\$1249	\$678.00
Building Permits Issued for February:	136	137

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

<u>2020-2021</u>		<u>2019-2020</u>	
Value	Permit Fee	Value	Permit Fee
\$20,342,226.00	\$227,205.00	\$17,643,431.00	\$197,795.00

HUMAN SERVICES

- Spring 2021 SCORE program brochures were distributed via the Middle Schools Principal's e-Newsletter and we distributed to our parent email list. We have been experiencing a consistent registration process and many calls and emails for information. We anticipate an excellent outcome for registrations.
- We worked out a schedule and plan with JWMS Guidance and Principal to begin our Adventure Builds Bridges program on March 19th, 2021.
- With the snow and ice melting at the Outdoor Center and Challenge Course we have begun preparations for an active Spring schedule with Newington Youth.
- Juvenile Review Board met, 4 cases that remain open will be contacted- cases to be dismissed as they have gotten in no further trouble- exception made due to COVID-19.
- Coordinator Meskill attended Zoom Self-care in light of COVID-19 presentation, CYSA & LIST meetings.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 127 households and 107 received food from Foodshare Mobile. We received assistance with 185.25 volunteer hours. Additionally, all staff assists with the ongoing operation of the food bank. This is all coordinated by Pam Wassik.
- Lisa Delude, new to the department continues to prove herself as a motivated staff member. Reviewing Sdrive: updating and reorganizing existing folders, forms etc. and updated group contact lists.
- Karen Smith reviewed case files, pulling those cases that were eligible for destruction less than 6 years since last activity and updating computer data on ongoing cases.
- 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.
 - Case Example: Married couple who rent a home in Newington. They reside with their 16-year-old daughter. Father is disabled and lives with a host of medical conditions which affect his cognitive functioning (CPE, dementia, TBI), stemming from a career as a professional boxer. In addition to his ongoing medical conditions, he is also struggling with persistent side effects following COVID-19 illness. Due to the severity of his medical conditions, his wife has been unable to return to work, as he cannot be left alone. As a result, the household has fallen behind in bills and financial concerns have arisen. Caseworker has assisted wife with obtaining Husky health insurance at no cost to her, since the household has had a sudden decrease in income. Caseworker has assisted household in applying for and obtaining SNAP benefits, as well as registering household for Foodbank and Open-Air Market. Caseworker has coded their Eversource account for winter protection, preventing discontinuation of service for nonpayment prior to May 1st. Caseworker has referred family to the Connect Energy Assistance program, and assessed for future eligibility for Operation fuel and other potential assistance programs regarding utilities. Caseworker has also completed application/referral to Community First Choice in order to explore homecare options for husband which would allow wife to return to work. Caseworker intends to assist household in completing application for Unite CT for rental assistance upon program open date. Due to educational concerns for daughter, Caseworker will schedule meeting with human services clinician and the high school regarding her current status as well as to discuss any potential assistance which might be available to her. Her daughter experienced past sexual assault trauma which is impacting her current functioning; will confirm that therapy is in place and being utilized and continue to support this family in their multiple needs.
- 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 regarding Operation Outreach as assigned by TM Chapman. Our goal is to reach out to those under 65 in our community who may be isolated and disconnected as a result of ongoing COVID-19 Pandemic.

February 2021 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	8	75	95
Clinical presentations	0	0	0	0
Youth & Family Service Hours	27.5	32	278.5	250
JRB cases hearings/pending hearing	4-carry over	0	5	7
JRB Service hours:	1	0	8	26
Positive Youth Development	0	0	288	1394
Community Service	0	0	5	7
# of hours completed	0	0	30	128
Challenge Course: Adult	0	0	12	88
youth(outside)	0	0	0	321
Information and Referral	327	400	5134	5691
Social Casework Cases	83	80	662	476
Under 55 =	21	22	178	172
Under 55 disabled =	11	12	87	86
Over 55 =	51	46	616	252
Social Casework Service Hours	182.5	175.25	1124.5	657.25
Under 55=	48.5	47	304	106.75
Over 55 disabled and/or disabled	134	128.25	819.5	523.23
Food Bank Household visits	127	129	1491	1021
# bags of groceries distributed	1421	1200	13008	4351
Mobile truck	197	168	1443	716
Special Needs	6	15	82	80

SENIOR AND DISABLED CENTER

- Out of an abundance of caution and in accordance with CCHD recommendations, the Center remained closed to in-person programs and activities in February 2021 (with the exception of COVID-19 vaccine clinics and income tax appointments). 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.
- COVID-19 vaccinations continued to dominate attention this month with the first clinics held at the Center on February 26th (rescheduled from February 18th due to inclement weather) and February 27th with 80 people scheduled per day. Center staff did extensive outreach to ensure that these limited

spots were offered to people who were not likely able to attend other clinics. This included meals-on-wheels recipients, Dial-A-Ride passengers and the oldest of members. The clinics were staffed by CCHD and CERT with incredible efficiency and safety.

- Outreach and scheduling continued for the clinics in March. While the age eligibility continued to expand, priority was given to residents 75+ and/or those unable to access clinics. Staff continued to provide information and assistance to hundreds of residents with accessing clinics.
- As part of the Moving Forward Together initiative, a special newsletter was mailed to all resident members. This included an invitation to access one of six different at-home program kits funded by the CARES Act. They included: Paint by Number, Bird Feeder Kit, Organic Seed Starting Kit, Terrarium Kit, Cookie Decorating Kit, Journaling Kit.
- Go Red for Women - Heart Health Awareness Drive-Thru Event - Friday, February 5th at 1:30 p.m. (29 participants)
- A drive-through event was held on February 5th to celebrate Go Red for Women, the American Heart Association's campaign for women's heart health. Designed to increase awareness and empower women to take charge of their heart health; participants were encouraged to wear red and pick up a Free Go Red treat bag.
- The American History Lecture Series, presented by Professor Jared Day, featured "Freedom's Moment: World War II Parts two and three" via Zoom on February 9th and 23rd.
- Marist College student Ying Lan presented an interactive Origami class on February 10th. Materials were provided to a sold-out group for this Zoom based program.
- The Statewide Virtual Senior Center's feature this month was "CT Science Center Presents: Unlock Ancient Stories with DNA" on February 26th. Guided by CT Science Center educators, this interactive program explored how DNA can be used to uncover stories of people who lived hundreds or thousands of years ago! This was a collaborative program of the CT Healthy Living Collective and the CT Association of Senior Center Personnel with support by AARP CT.
- Hartford Healthcare provided several programs this month including Heart Healthy Behaviors; How to Fall Safely and; Staying on Your Feet in Ice and Snow.
- 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 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. 58 individuals received a total of approximately 1,050 hot meals in the month of February. 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 27 passengers. Service is still limited to non-urgent medical transportation. In addition, Dial-A-Ride delivered 70 congregate meals, 163 meals on wheels, 23 grocery orders, 49 food pantry orders and 24 program deliveries.

PARKS AND RECREATION

Recreation Division

- The spring 2021 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- Registration for the 2021-2022 school year at Creative Playtime Preschool began on February 2nd for current families, February 9th for new families, and February 23rd for non-resident families.
- Planning for summer programs is underway.
- Interviews for summer positions are ongoing.

- Over 85% of summer Aquatics staff members expressed their interest in returning for the upcoming summer season. The Aquatics Director will be returning for her 5th year.
- A lifeguard class is being planned and scheduled for May 2021. Up to 10 participants will be able to take the class. The class will be taught by a seasoned Aquatics veteran, who has been with NPR for 8 years.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training.
- The Department secured tens of thousands of dollars in Public/Private Partnerships for the Motorcycle Madness event. Sponsors include Geico of Newington, Trantolo & Trantolo LLC, CycleFish, Brookfield Indian Motorcycle, West Hill Automotive, and TJ's On Cedar.
- Staff will be attending the CRPA Entertainment Showcase to look for high-level musicians and entertainers to bring to Newington's Summer Concert Series, camp program, after-school program, and more.

Parks and Grounds and Cemeteries

- February 1st brought major snow storm that was followed by three weeks of snow events. Repeated work was put into snow and ice removal
- Large loader was used to push back plow piles at schools and fire houses.
- Sidewalks throughout town required repeated salt treatments.
- Finishing touches on greenhouse, gas line installed from meter, power hook up by Facilities and plantings underway.
- Continued work on safety nets at Clem Lemire synthetic field when weather permitted.
- Trees removed from near path in Beacon Park as requested by Engineering in preparation for new path.
- Cemetery expansion in Section F began with new foundations installed by Laviero.
- New brackets installed on telephone poles on Main St for Welcome to Newington flags that will be hung in March.
- Cemeteries; 18 interments, 1 double, 3 single, 0 ash. 3 sales

LIBRARY

- While the library building continued to be closed to the public due to the COVID-19 pandemic, staff continued to work hard offering same day curbside service, assistance by phone and email and virtual programming. Everyone has been striving to assist patrons as quickly and as efficiently as possible during these very unusual times.
- 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 also used the curbside service to deliver Grab n' Go craft kits, new library cards and tax forms. For the month of February there were 1,625 curbside pickups that allowed the library to check out 7,475 physical items to our patrons.
- The library continues to work 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.
- The Friends of the Library continued to offer a book sale service where people emailed the Friends authors or genres they like and the Friends prepared 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 on Fridays. The Friends are currently preparing for an outdoor book sale in April.
- Former Library Board of Trustee and a longtime supporter of the library Marie Dowling passed away from complications from COVID-19 in February. Marie was a trustee for 39 years and one of the library's staunchest advocates during her tenure. Even when she moved to Texas she continued to support the library through her membership to the Friends of the Library. Her kindness, wisdom and passion about those people and things that she loved will be missed.
- The Grab n' Go kits for kids, teens and adults are very popular. Kids can reserve and pick up craft kits on a weekly basis. This past month an additional Grab n' Go kit – the Winter Nature Journal – that encouraged children to go outside and study nature, was offered last minute, with very little publicity and the kits were gone within a few days. Teens can reserve and pick up Grab n' Go craft kits twice a month. Adults have several options as well. Twice a month adult coloring pages packets can be picked

up. ReDefined READS craft kits, that offer adults all the materials needed to make a craft from old books, are available usually on a monthly basis. And new this month were Grab n' Go Puzzle packets. Twice a month, adults can reserve and pick up packets of a variety of fun and challenging puzzles like word search, crossword and adult dot-to-dot. On the first day, all of the packets were gone and we had to recopy more to meet the demand.

- The Children's staff offered 18 programs to 445 children and their caregivers. Children could view regular programs like the weekly digital story times, Sewing with Miss Sarah, Simple Science @ Home, the Virtual Cookbook Club and pick up Grab n' Go craft kits. The live Zoom story time had more online participation. A new reading program was introduced to parents of preschool children called 1000 Books before Kindergarten, a self-paced program encourages families to explore the world of books, get prizes, grow as readers, and have fun together. And finally, the kids' winter reading program "Reading Rules" continued, with kids participating online from the library's website.
- Teens were offered 4 programs during the month of February with 54 teens participating. Program included Chinese New Year and "UnValentine" Grab n' Go kits, a virtual book discussion with the Newington High School Book Club to discuss the book the Symptoms of Being Human and the continuation of the teen winter reading program "Reading Rules."
- Adults were offered 12 virtual programs to 287 participants. Highlights of programs included Working from Your Home Office, the Thursday Page Turners, a book discussion on the book A Gentleman in Moscow, a technology program, Streaming at Home, Pet Savvy with the CT Humane Society, ReDefined READS – Literary Blooms, and several virtual one-on-one tech help appointments. And, more than 200 adults were actively participating in the adult winter reading program "Reading Rules."
- Total circulation was 10,938. Circulation of digital materials was 3,463. 1,625 curbside service transactions were processed. Staff processed and pulled 3,413 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,560 reference questions during the month. Online databases that were popular this month included Universal Class, 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 as a non-profit was able to set up a Canva Pro account for free. Canva is a great online service for graphics and backgrounds. Karen Benner, Digital Services Librarian Victoria Buttar, 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. Staff has been creating short video clips to promote library programs like the winter reading programs and the upcoming live Disney trivia night that were posted on the library's social media accounts.
- In personnel news, Karen Benner and Business Manager Jennifer Hebert worked hard coordinating and organizing the information and the interviews for the open part-time positions in Circulation and the substitute positions in the Circulation, Reference and Children's departments. Interviews for the Circulation and Reference positions were held in February. Interview for the Children's substitute position will be held in March. Final decisions on all positions will be made in March as well. Library Director continued working on a joint project with the Senior Center and Human Services. Staff is continuing to attend both external and internal meetings via Zoom. Staff is working hard to provide the best service possible.
- In facilities news, there was another substantial leak in the adult fiction stacks that caused several ceiling tiles to fall apart due to the water dripping from the leak. Luckily, it happened when staff was working and was able to pull the books in the area and put plastic over the shelves. Shawn from Facilities came in right away to look at the leak and help us clean up the mess. Paul Boutot, Director of Facilities worked on getting the roof fixed. Snow and ice on the roof delayed repairs. The cleaning service continues to be average.