



# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

Keith Chapman  
Town Manager

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Keith Chapman, Town Manager  
Date: August 20, 2021  
Re: Monthly Report – April 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 April 12<sup>th</sup> in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

On April 5<sup>th</sup>, I attended the Swearing in Ceremony for Police Recruit Officer, Matheus Larangeira.

I attended the Joint Shared Services Subcommittee special meeting on April 5<sup>th</sup>, the Town and Board of Education compared facilities/maintenance responsibilities and their job descriptions to explore opportunities for shared services. The Finance Director and Business Manager gave an update on the Enterprise Resource Planning (ERP) Software.

The Town Council had their public hearing on April 6<sup>th</sup> for their Tentative Budget, they discussed changes and adjustments in the Town Manager's proposed budget.

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 April 8<sup>th</sup>, we will be meeting on the second Thursday of each month.

During the Town Council meeting on April 13<sup>th</sup>, I updated the Town Council on the following; the status of COVID-19 virus and the current actions being taken within the municipality, and the status of the Town Hall Renovation Project. The 150<sup>th</sup> Anniversary Steering Committee presented the events scheduled for the Town-wide Anniversary Celebration. Janet Murphy, Director of Finance, presented FY 2020-2021 transfer requests to complete some smaller improvement projects for the current Fiscal Year. Stephen Woods, Chairman of the Anna Reynolds School PBC, presented the recommendation to accept the qualification statement and proposal from Kaestle Boos Associates of New Britain.

On April 22<sup>nd</sup>, I attended a Solar Business meeting with the Chamber of Commerce and Verogy to discuss marketing for Solar Development and ways to promote solar energy as an alternative for businesses in the community.

On April 22<sup>nd</sup>, I met with the Executive Board of Newington Emergency Medical Services (NEMS) Committee to meet the new Board President, Gloria Oleson and discuss the future of NEMS.

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 April 27<sup>th</sup>, I attended a virtual meeting regarding Sustainable CT, they discussed how they are expanding its actions and action categories for 2021.

On April 27<sup>th</sup>, I attended a Staff Meeting- Reopening Plan- via ZOOM for an update on COVID-19, we discussed the logistics of reopening the Town Hall. We will continue to monitor the positivity rate and make modifications as needed.

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.

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.

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

#### **Overtime**

Paid overtime during the month of April 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	171.6	\$ 9,083.46
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,013.44
ROAD MAINTENANCE	1.0	\$ 1,039.68
TRAFFIC	4.0	\$ 352.88
SWEEPING	40.0	\$ 2,059.52
BEACON PARK PATHWAY	300.5	\$ 15,485.76
<b>TOTALS</b>	<b>537.1</b>	<b>\$ 27,882.78</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
<b>TOTALS</b>	<b>190.0</b>	<b>\$ 8,930.00</b>

<b>POLICE DEPARTMENT</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>
Administration	\$ 8,175.00	\$ 1,572.12	\$ 7,927.00	\$ 1,219.44
Patrol	685,889.00	611,362.55	655,308.00	618,087.31
Investigation	90,645.00	37,719.11	89,232.00	42,807.65
Communication	173,748.00	151,732.67	169,820.00	120,343.74
Education/Training	143,085.00	68,201.29	138,826.00	103,218.41
Support Services	60,413.00	-4,121.79	59,255.00	14,156.38
Animal Control	1,511.00	0.00	1,511.00	0.00
<b>Total</b>	<b>\$ 1,163,466.00</b>	<b>\$ 866,466.04</b>	<b>\$ 1,121,879.00</b>	<b>\$ 899,832.93</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,085.00	\$ 67,754.52	\$ 28,085.00	\$ 15,863.81
Snow and Ice Control	165,297.00	119,665.79	165,297.00	67,182.38
Traffic	4,057.00	4,015.04	4,057.00	2,210.94

Vehicles and Equipment	32,822.00	38,089.60	32,822.00	21,061.00
Leaf Collection	<u>33,898.00</u>	<u>33,259.54</u>	<u>33,898.00</u>	<u>28,151.17</u>
Total	\$ 264,159.00	\$ 262,784.49	\$ 264,159.00	\$ 134,469.30
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,839.00	\$ 104,327.32	\$ 84,839.00	\$ 71,198.91
Cemeteries	<u>16,445.00</u>	<u>4,824.49</u>	<u>16,445.00</u>	<u>9,249.20</u>
Total	\$ 101,284.00	\$ 109,151.81	\$ 101,284.00	\$ 80,448.20

### **PERSONNEL**

- The vacant Librarian II (T-3), Business Manager position was posted internally on April 21<sup>th</sup>, with a closing date of April 27<sup>th</sup>.
- Steven Alarmani, Highway Equipment Operator I (HLT-9) began his position with the Town of Newington on April 26<sup>th</sup>.
- Deborah Monde, part-time Animal Control Officer, was appointed to full-time with the Town of Newington and Wethersfield on April 4<sup>th</sup>. The full-time Animal Control Officer position is a new shared service between the Town of Newington and Wethersfield.

### **RISK MANAGEMENT**

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

The fifth 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 March 2021 were \$825,546. 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 March, 2021

	Town	Board of Education	<b>Total</b>
Estimated Claims	2,369,898	6,297,543	<b>8,8667,441</b>
Actual Claims	900,972	4,849,050	<b>5,750,022</b>

### **Accounting and Administration**

- Janet Murphy, Director of Finance, prepared analysis for the Town Council Budget meetings which she attended on April 6<sup>th</sup>, April 13<sup>th</sup> and also the adoption of the budget on April 20th.
- Janet Murphy, Finance Director continues working with Emergency Services to file the FEMA grant for the August 4<sup>th</sup> storm.
- Upon the adoption of the budget, Lisa Rydecki, Deputy Finance Director, began work on the adopted budget book. Also, during the month Lisa started the preparations for the Munis upgrade which will take place on May 6<sup>th</sup> and 7<sup>th</sup>.
- Work began during the months in all areas to start preparing for the fiscal year end.

The Town received from the State of Connecticut the final ECS Grant payment for the fiscal year in the amount of \$6,820,067 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)

4/30/2021

	Interest Earnings		\$ Invested
	Budget FY2020-21	Actual Year to Date	
General Fund	\$300,000	\$55,460	\$46,749,368
Special Revenue Funds	48,000	1,153	742,253
Capital Projects Funds		1,001	1,094,700
Internal Service Fund	35,000	5,216	6,439,675
Trust and Agency Funds		1,749	1,110,519
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$56,136,515</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

4/30/2021

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.12	.14	2.316	2.316	\$28,049,520
Bank North	.15	.25	69	119	561,511
TDBank (new)	.15	.25	1.335	2,299	10,832,320
Farmington Bank	.15	.15	1,074	1,146	8,454,551
Webster Bank	.10	.10	382	324	3,177,511
Liberty Bank	.15	.15	665	645	5,061,102
<b>Total Outstanding Investments</b>					<b>\$56,136,515</b>

*Rates reflect avg. monthly yield, annualized***Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through April 30, 2021.
- Refilling for the elderly tax relief benefits program were again suspended by a Governor's Executive order due to the Covid-19 virus. All present participants will be grandfathered in without re-filing and their benefits that were received last year will automatically be applied to the July 2021 tax bills. For any new applicants, financial information is being taken over the phone and applications are being completed and emailed to taxpayers by Assessor's staff.
- Income and Expense forms were prepared and mailed out to 500+/- owners of commercial real estate. The Assessor's office received 117 of those forms back during the month. Electronic forms have been placed on the Assessor website.
- Tax appeals arising from the 2020 Revaluation assessments started to be recorded with the Town Clerk. During the month of April, eight (8) commercial appeals were filed.
- During the month of April, all Assessor's Office staff members received their Covid-19 vaccinations and are not fully vaccinated.

**Revenue Collector**

- Revenue Collections for Real Estate, Personal Property, Motor Vehicles, and Supplemental Motor Vehicle taxes amounted to \$699,071.60. The back taxes collected were \$16,320.20 and we received \$2,204.70 in suspended accounts which is included in the back-tax figure.
- Our current percentage of collection on the 2019 Grand List is 98.7% which is extremely close to last year's percentage of 98.9%.
- Delinquent statements were sent to 3,397 taxpayers for outstanding real estate, personal property and motor vehicles.
- Daily we meet taxpayers at the entry door who have come to the Town Hall to pay their delinquent motor vehicles so they can make their payment immediately in order to register their car or purchase a

new one. Once we process the payment we then log into the Dept. of Motor Vehicle's system to release the taxpayer the same day.

- Information continues to be updated daily for the new 2020 Grand list tax bills which will be mailed at the end of June.

### **POLICE DEPARTMENT**

Patrol Calls for April are as follows:

Abandoned MV 1	Fire Task Force Activation 0	MV Evading 11
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 49	Fire Trouble Alarm 0	MV Injury 12
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 72
Alarm Residential Burg Alarm 28	Fire Vehicle Fire 0	Neighbor 13
ALTERED MENTAL STATUS 0	Fire Water Problem 0	Noise 18
Animal Complaint 14	Fireworks 1	Non-Collect Person 0
Arson/Fire Invest 0	Follow Up 34	Notification 0
Assault 1	Found Property 6	Open Door/Window 22
Assault in Progress 0	Gun 0	Other Archive 0
Assist Motorist 2	Harassment 7	Parking Violation 3
Assist Notification 2	Hazard 20	PD ASSIST FIRE DEPT 34
Assist Other Agency 20	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 0	Pistol Permit 93
Blighted Property 0	HOPE PROJECT 0	Prisoner Care 1
Bomb Threat 0	Illegal Dumping 1	Private Duty 0
Breach of Peace/Disorderly 9	Impersonating Police 0	Property Found 4
Burglar Alarm 1	Indecent Exposure 0	Property Lost 1
Burglary 22	Intoxicated 1	Prostitution 0
Car Seat 0	Juvenile Complaint 16	Recovered Stolen MV 0
Check Welfare 39	K9 Assist 0	Rescue Call 0
Check Welfare 911 41	Kidnapping 0	Residential Lockout 2
Check Welfare Other 9	Landlord/Tenant Dispute 2	Robbery 0
Clear Lot 6	Larceny 36	Roll Call 0
Construction 0	Larceny from MV 11	Serve Subpoena 0
Court Detail 14	Lift Assist Only 4	Serve Warrant 30
Criminal Mischief 10	Liquor 0	Sexual Assault 1
CSO 2	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 13	Location Check 187	Specific Detail 73
Dog Complaint 25	Location General 1	State Pistol Permit – Tempo 0
Domestic 27	Location School 0	Stolen MV 1
Door Check 0	Lockout Building 4	Sudden Death 3
Drug 3	Lockout MV 0	Suicide 0
DUI 4	Lost Property 10	Suicide Attempt 1
EDP 16	LTA 0	Suspicious MV Unoccupied 6
Escort/Transport 3	Meal 0	Suspicious Report 137
Escort/Funeral 5	Medical Alarm 9	TEST 2
Escort Other 0	Medical Cardiac 5	Threatening 4

ESCORT RETRIEVAL 0	Medical Complaint 196	Tobacco 0
Escort Tax 0	Medical Diabetic 0	Tow 10
Fingerprint 2	Medical Fall 14	Town Ordinance Violation 0
Fire Alarm 0	Medical Mutual 0	Traffic Stop 350
Fire CO Detector no sympt 0	Medical Other 0	Traffic Survey 9
Fire CO Detector with sympt 0	Medical Respiratory 3	Training 0
Fire Extrication 0	Medical Stand By 3	Trespass 5
Fire Hazmat 0	Medical Trauma 0	Unknown 119
Fire Mutual Aid Request 0	Medical Unresponsive 6	Water problem 0
Fire Other 1	Missing 4	
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 29	
Fire Stand By 0	MV Complaint 44	
Fire Structure Fire 0	MV Fire 0	<b>Total: 2,050</b>

- In April, the Detective Division:
  - Handled 44 investigations, 44 remain ongoing
  - Served 27 warrants; 20 by Patrol Officers, 7 by the Detective Division.
- In April, the Animal Control Officers had the following activity:
  - 38 Calls – 24 Dog, 14 Animal, 0 Specific Detail, 1 Follow-ups
  - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 4 Impounds – 3 redeemed, 1 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
  - 0 Infraction written
  - 64 Incoming Phone Calls
  - 0 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 24 Written Warnings
  - 4 Letters (No License/Barking/Littering)
- Other:
  - 26 police assisted Animal/Dog Complaints.
- In April, the Patrol Division had the following activity:
  - During the month of April, there was a dramatic reduction in the amount of larcenies involving items taken from within motor vehicles or mechanical parts stolen off of the vehicles themselves. Officers responded to sixty-eight (68) larceny from motor vehicle complaints in March, and only ten (10) in April. There was also only one (1) reported stolen vehicle during the month of April. Although these crimes continue to be a significant issue state-wide, it appears the Patrol Division's efforts to saturate neighborhoods and commercial areas, as well as initiating motor vehicle stops of suspicious vehicles during the evening and midnight shift, may be having a positive impact in reducing these types of crimes in Newington.
  - On 4/01/21, a Sergeant was working a distracted driving enforcement detail when he initiated a traffic stop due to the operator using a cellular device while driving. Upon approaching the vehicle, the Sergeant detected the odor of Marijuana and conducted a search of the interior compartment of the vehicle. The Sergeant located just under 80 grams of Marijuana. The operator was arrested for narcotic possession charges.
  - On 4/04/21, this agency received a BOLO from the Southington Police Department regarding a suspect wanted for a domestic assault, who currently was located in Newington. The suspect eluded Southington PD and a cell phone ping placed him in the area of Webster Street in Newington. SPD added that the suspect made comments referencing suicide by cop if police attempted to apprehend him. Officers responded to the area, but could not locate the vehicle. A few hours later, an officer on Fenn Road observed a vehicle matching the description of the vehicle broadcast by SPD occupied by a male matching the description of the suspect. Using safe tactics, the officer waited for back up units to respond to the area and then conducted a traffic stop of the vehicle. The suspect was taken into custody without incident and turned over to Southington Police.

- On 04/08/21, officers responded to the two CubeSmart locations on Costello Road and Maselli Road for a report that over 15 storage units had been burglarized. Renters discovered damage to the roll up garage doors on their units and most victims reported items were stolen. A vehicle was observed by one of the victims leaving the area but the investigation has not developed a suspect. These cases were suspended due to lack of investigative leads.
- On 4/15/21, the Hartford Police Department broadcast a BOLO for a bank robbery suspect who was currently being tracked by a GPS device located in the money he had just stolen. The suspect had utilized the Fastrack bus system to flee Hartford and was now tracking in the area of the Willard Avenue Bus Station. Newington officers arrived and initiated a search of the area. The suspect was located by Newington officers in the wooded area just south of Surrey Drive. The suspect was turned over to Hartford Police officers.
- During the overnight hours of 4/28/21, officers responded to King Donut, located at 289 Main Street, after a local resident reported she heard glass breaking and observed a male wearing a black hoodie running east on Hartford Avenue. Upon arrival to King Donut, officers located a broken window. It was later determined a plastic donation container was stolen from the counter just inside the broken window. A responding officer located a male walking on Hartford Avenue. The male did not exactly match the description of the suspect but did have fresh injury to his forearm. The male was cooperative with the investigation and denied his involvement. No evidence was located on the male and probable cause did not exist to arrest him, so he was allowed to leave. The total loss between the theft and damage was approximately \$2,000.00. The scene was processed by a detective and is currently under investigation by the Detective Division.
- On 4/29/21, Newington Police officers responded to a local residence for the report of a missing sixteen-year-old girl. The parents reported last seeing the girl while dropping her off to work at McDonalds the afternoon before. Investigation revealed that the female was having her parents drop her off at work, but then a male would pick her up shortly after and return her to McDonalds before he parents would return to pick her up. The female led her parents to believe she was working when in fact she hadn't worked in over a week. On the evening the female went missing, the parents responded to McDonalds to pick up the female but she wasn't there, and they were informed about their daughter's activities. Officer requested the call history of the female's cell phone, which was provided by her mother after checking her phone bill. Several numbers were listed and the investigating officer conducted several searches in attempts to obtain subscriber information. One number in particular exchanged calls with the female numerous times and when pinged, showed a proximity in the area of Prospect Street in Newington. Officers conducted a search of the area and located a vehicle registered to the phone subscriber's information located at a motel on the Berlin Turnpike. The missing female was located and returned to her family.

#### Property Report April 2021

<b>Category</b>	<b># of Counts</b>	<b>Property Value (\$)</b>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	30	\$ 19,365
Vehicle Inventory	0	\$ 0
Stolen	74	\$ 91,427
Abandoned	0	\$ 0
Evidence	88	\$ 0
Found	7	\$ 750
Lost	12	\$ 2,410
Seized	27	\$ 101
Recovered	9	\$ 1,497
Impounded	0	\$ 0
Informational	11	\$ 1,300
Towed	0	\$ 0
<b>Total</b>	<b>258</b>	<b>\$ 116,850</b>

- Police Department Overtime December:
  - Comparison
 

➤ OT March	\$ 58,671	2 pay periods (no holidays)
➤ OT April	\$ 107,928	2 pay periods (2 holidays)
	\$ 49,257	increase
- During April 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. A third officer is also out of work on medical leave. This has resulted in three officer vacancies. Additionally, there are three 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 \$0, the same as the previous month.
- Patrol overtime of \$72,602, an increase of \$26,442 from the previous month. Overtime included \$25,773 in holiday pay, the filling of shifts for time off (vacation, sick, earned time), 105 district days off (Thurs, Fri, Sat) and holdovers or scheduled overtimes for officers involved in casework related to evidence recovery, Newington EMS meeting, car breaks, robbery of a store, emotionally disturbed person, execution of search warrants, a motor vehicle inspection related to an accident investigation, having a search warrant signed at court, DUI arrest on holiday, accompanying a prisoner to the hospital, domestic dispute, motor vehicle accident with a DUI and Patrol Sergeants staying after shift to complete arrest paperwork.
- Detective Division overtime of \$3,347, an increase of \$2,438 from the previous month. Overtime included holiday pay of \$1,169, an after-hours callout for an untimely death, an after-hours callout for an untimely death on a holiday and an Internal Affairs investigation conducted after hours by supervisors.
- Communications overtime of \$16,029, an increase of \$5,596 from the previous month. Overtime included holiday pay of \$5,552, the 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 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday. There is also currently a dispatcher opening which creates additional overtime.
- Educational overtime of \$15,262, an increase of \$14,093 from the previous month. Overtime included holiday pay of \$1,316, coverage of shifts for officers receiving training at a two-week accident investigation course, an Advanced Roadside Impaired Driving Enforcement class, a Use of Force class, Field Training Officer School, Crisis Intervention Training (CIT) and Firearms and Less Lethal training. Also, Sergeant/Officers conducted EMS and CIT training on overtime as well as instructing a new recruit in firearms at the range.
- Support Services overtime of \$688, an increase of \$688 from the previous month. Overtime consisted of a supervisor working his scheduled shift on a holiday.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of April, 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>April</b>	<b>10 Months Total</b>
<b>FIRE</b>		
Structure Fire	<b>6</b>	<b>27</b>
Vehicle Fire	<b>2</b>	<b>16</b>
Exterior Fires	<b>7</b>	<b>35</b>
Other Fires	<b>0</b>	<b>3</b>
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	<b>1</b>	<b>8</b>
Extrication	<b>1</b>	<b>15</b>
Other Rescue Calls	<b>2</b>	<b>20</b>

<b>SERVICE CALLS</b>			
<b>Hazardous Condition Calls</b>	<b>15</b>	<b>121</b>	
<b>Water Problem</b>	<b>0</b>	<b>29</b>	
<b>Other Service Calls</b>	<b>7</b>	<b>62</b>	
<b>OTHER</b>			
<b>Good Intent Calls</b>	<b>4</b>	<b>29</b>	
<b>False Alarm/False Call</b>	<b>13</b>	<b>260</b>	
<b>Severe Weather/Natural Disaster</b>	<b>0</b>	<b>7</b>	
<b>Special Incident Calls</b>	<b>0</b>	<b>2</b>	
<b>Mutual Aid/Standby</b>	<b>1</b>	<b>15</b>	
<b>Totals</b>	<b>59</b>	<b>649</b>	

**Training Summary for the month of April:** 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.

<b>Category</b>	<b>Classes</b>	<b>Attendees</b>	<b>Hours</b>
AD20 SOP/SOG'S	1	1	2.5
AP20 - Pump Operations	2	4	5
AP40 – Pump Operator	5	5	32
BA01 – SCBA Inspection and Care	1	10	2.5
BC01 - General Building Construction	1	1	1.5
DT01- Driver Training – Cone Course	3	8	17
DT04 – Driver Training – Road Time	6	12	13
EM22 – CPR & AED Training	2	11	44
FA01 – Incident Reporting	1	1	4
FC01 – Live Fire Training	2	2	16
HL – Hose Line Advancement	2	27	60.75
HZ04 – Hazmat Refresher	1	1	8
IH02 – Officer Training	2	20	23
IH10 – Department Drill	1	37	259
IH14 – Company 4 Training	1	4	8
IH15 – Company 5 Training	1	10	7.5
RQ12 – Rescue Tools / Equipment Use	1	1	4
TFT – Task Force Training	1	1	2
TS – FSB Fleet Safe Backing	2	4	4
<b>Totals</b>	<b>36</b>	<b>160</b>	<b>516.25</b>

## **FIRE CHIEF**

Fire Response: **25** Incidents

- Chiefs Meeting
- Command Staff Meeting
- Commissioners Meeting
- All Staff Officer Meeting
- Safety Division Meeting
- Meet with EMS Chief
- Meeting with Chiefs with Representatives from Security Uniform on issues with delays on Uniforms and to look at new Class B Uniform Styles
- Meet with Dispatch Supervisor to correct dispatch issues
- Discussions with Chief Regina about training division activities
- Discussions with Chief Lapierre on Budget weekly
- Discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff
- Discussion with Chief Nesklada on apparatus and building projects
- Communication Meetings about new radio system

- Meet with Fire Marshal on building plans for New Hotel and Apartment building
- Discussions with Fire Marshal on vehicle replacement
- Bi-Weekly Meeting with Public Safety
- Work on Reorganizing upstairs
- Attend and complete Health and Safety Manager Class-NFA
- Attend and complete Incident Safety Officer Class-NFA

## **April 2021 Training Report**

### **Progress History**

April 1, 2021

- The rollout of our new online training program, Lexipol FireRescue1, was completed on March 28, 2021 with 124 members registered.
  - We determined that 22 members of the Department had not completed the required Sexual Harassment training and they were assigned the training and given 2 weeks to complete the class.
  - As of April 12, 2021, the Department is 100% compliant with this training.

April 13, 2021

- Our Officer training for April that was held at Fire Headquarters was focused on the use of Mayday and Urgent message calls. The attendees broke into groups and each team was responsible for sending and receiving the Mayday call.

April 17, 2021

- The Connecticut Fire Academy's maze trailer confidence training was held on Saturday, April 17, 2021. Attendees were given the opportunity to attempt the maze with the lights on and one on one instructions by the CT Fire Academy instructors.
  - Our cadets were allowed to participate in this great training simulator. We had enough instructors to oversee each cadet and some requested to attempt the maze multiple times.
  - Use of the CT Fire Academy maze trailer was offered to our Task Force 51 regional towns. None participated but had expressed interest in continuing these opportunities in the future.
  - Lunch was provided by Teresa McCall and the Newington Team from Neptune Cremation on the Berlin Turnpike.

April 27, 2021

- A request was made in early April for a complete list of Newington Fire Department certifications on file with the CT Fire Academy. The list was delivered on April 27, 2021 and will be used to document our member's certifications.

### **Plans**

- Online training is now being coordinated with our practical and officer training exercises.
- May is our "live" burn month and we had planned to use the new Rocky Hill burn trailer for this training. We were informed this week that the Rocky Hill trailer is not online yet.
- An online calendar, in conjunction with the Lexipol FireRescue1 online training program, will be developed for training dates, content and location. Lexipol will be releasing an online application in the upcoming months.
- Regionalized training with our Taskforce 51-member towns has become an encouraging topic of discussion between the towns. The Taskforce 51 towns met on Sunday, May 2, 2021 at a "meet and greet" for all of our new officers.

### **FIRE MARSHAL**

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

INSPECTIONS	29
INSPECTION FOLLOW-UPS	26
PLAN REVIEWS	3
JOB SITE INSPECTIONS	4
FIRE INVESTIGATIONS	7
FIRE ALARM TROUBLE	5
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	3
HAZ-MAT/HAZARDOUS CONDITION	0

**Fire Marshal Activity for April 2021**

- April 5, 2021 State Career Development Training on Zoom
- April 6, 2021 Attended Economic Development Meeting on Zoom
- April 8, 2021 IAAI Career Development Training on Zoom
- April 8, 2021 State Career Development Training on Zoom
- April 13, 2021 Attended Economic Development Meeting on Zoom
- April 14, 2021 State Career Development Training on Zoom
- April 14, 2021 Meeting with DMV concerning 260 Stamm Road
- April 15, 2021 State Career Development Training on Zoom
- April 20, 2021 Attended Economic Development Meeting on Zoom
- April 22, 2021 State Career Development Training on Zoom
- April 26, 2021 State Career Development Training on Zoom
- April 27, 2021 State Career Development Training on Zoom
- April 28, 2021 Attended Commissioners Meeting on Appointment of new Deputy Fire Marshal

**HIGHWAY DEPARTMENT**Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Continued with all project planning and scheduling
- Attended Environmental Quality Commission meeting
- Hosted annual MDC Hazardous Waste Collection
- Met with Tilcon to discuss spring paving schedule
- Coordinated with Laverio Construction to update sidewalk ramps in preparation of spring paving
- Attended SWM Advisory Committee Meeting
- Met with state DOT Traffic Division to discuss various traffic light issues

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Completed Town Wide Street Sweeping
- Continued with damaged curb pickup/removal and also began the replacement of curb and topsoil
- Two (2) evictions scheduled for the month - one (1) requiring storage
- Continued the reconstruction of Beacon Park Pathway
- Began road preparation for the Spring Overlay Program which includes Connecticut Ave (partial), Elliot Ln, Fennwood Cir, Holly Dr, Center Ct, Kimberley Rd, Olive St, Roseleah Ave, Thomas St., West Hartford Rd and West Hill Rd
- Assisted Board of Education with delivering concrete barriers for outdoor classroom

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Responded to one (1) after hour call in for traffic control due to an accident
- Provided traffic control for sidewalk contractor at various locations

Fleet Maintenance

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles
- Completed Fire Department spring services
- Mechanics continued with all remaining spring services
- Responded to two (2) after hour call in for the Newington Volunteer Ambulance and Highway Facilities
- Began upfitting of one (1) new patrol vehicle

Sanitation/Recycling/Landfill

- Scheduled 1212 residential bulk items for collection for the month
- Scheduled 86 condominium bulk items for collection for the month
- Scheduled 56 condo/residential scrap metal items for collection for the month
- 6542 tons of cumulative Municipal Solid Waste were collected from July through March
- 1874 tons of cumulative recyclables were collected from July through March
- 1603 mattresses/box springs were collected from July through March
- 274 televisions were collected from July through March
- Issued permanent 73 landfill permits and 17 temporary permits for the month

## **TOWN ENGINEER**

### **Permits:**

- Reviewed 10 contractor license applications (bond/insurance/agreement)
- Reviewed and approved excavation permits:
  - Excavation: 37
  - Driveways: 35
- Reviewed utility clearance notifications:
  - Routine: 132
  - 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
- 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:

1. 94 Holmes Road – Site plan review
2. 80 Fenn Road – Site plan modification review
3. 890 Willard Avenue – Subdivision plan review
4. 2414 Berlin Turnpike – Site plan review
5. 324 Alumni Road – As Built survey review
6. 2897 Berlin Turnpike (Firestone) – Site plan review
7. 14 Fenn Road – Site plan review
8. 16 Fenn Road – Site plan review
9. 712 Cedar Street – Site plan review
10. 2530 Berlin Turnpike – Site plan review
11. 50 Mill Street Ext – Site plan review
12. Deming Street – Peckham Farm subdivision – site plan and easement review
13. Deming – Culver Street – site plan review
14. 187 Costello Road – Site plan review
15. 359 Church Street – Subdivision concept review
16. 3333 Berlin Turnpike – Site plan review

**Public Works:** Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curb, sidewalks, traffic signals, street lights, dams, drainage, stonewalls) 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
- Facilities: Garfield Street Parking Lot - Site improvement plan
- 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 (LOTCIP 2018) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review
- Highway (LOTCIP 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
- Engineering: Main Street 2020 Community Connectivity Project – preliminary design services
- Planning: Elm Hill Business District Streetscape – 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
- BOE: softball field improvements
- Parks: Vivian Street – project coordination
- Parks: Beacon Park – project coordination
- Public Works - Styles Avenue – Plan and profile
- Public Works – John Stewart Drive – sidewalk plan
- Highway: East Cedar Street and Ellsworth Street – Detention pond boundary

**BUILDING DEPARTMENT**

- A Building Permit was issued to install a tent over an outdoor dining patio at Joey Garlics at 150 Kitts Lane.
- A Building Permit was issued for a new tenant at an existing pizza business at 995 Main Street. There were no renovations to the space.
- A Building Permit was issued for the installation of a batting cage in the gym at the Town Hall. A strut bar was installed with wall anchors to the wall 7 ft on one end and 3 ft on the opposite end.
- Target, 3265 Berlin Turnpike, has a permit for Arch. Work, limited to minor interior demolition and repair / replacement of finishes. Grocery pickup includes the reconfiguration of existing sales area including store fixture, wall, ceiling and floor finish updates.
- An application was applied for and under review for the removal of hot water storage tanks, fill in existing pit, add new hot water system at the Newington High School.
- Work is continuing at the Dick's Sporting Goods Store to be opening at 1603 Southeast Road. A Mechanical Application was submitted for the HVAC system.

- An Application was submitted for the Senior Center to replace (1) Trane 3-ton Heat Pump Split system, (1) Trane 10-ton RTU unit, (1) Trane 7.5-RTU unit, (3) Trane 3-Ton RTU units and (1) York 30-ton Chiller.
- All of the indoor Seminars that our Inspectors attend for their continuing education credit have been cancelled due to the Coronavirus. There are online classes available, the classes taken this month were:
  - D. Jourdan – Special Inspection for Wood Construction – April 8, 2021
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 203 Inspections. They were: A/C (2), CO (1), Electrical (20), Final (95), Footings (9), Framing (8), Gas Line (7), Insulation (4), Mechanical (4), Pools (1), Roofing (8), Rough (42), Site Visit (2).
- The total number of Building/Renovation Permits issued / applied for the month of April was 236 producing a total permit value of \$2,460,999.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	31	624,857.00
DECK	21	81,650.00
DEMOLITION	0	0.00
ELECTRICAL	53	191,964.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	8,560.00
GARAGE / SHED	4	38,844.00
MECHANICAL	48	610,356.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	28	193,179.00
POOL	3	17,707.00
ROOFING / SIDING	35	531,689.00
SIGN	2	1,000.00
SOLAR	7	157,693.00
TENT	2	3,500.00
<b>TOTAL</b>	<b>236</b>	<b>\$2,460,999.00</b>

The total Building income fees received in the month of April was **\$25,832.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$10,350.00 Environmental \$1080.00 Conservation \$3710.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$40.00 Driveway / Excavation \$5625.00 Engineering copies \$108.00. The other total income is \$20,913.00

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

	<u>2021</u>	<u>2020</u>
Value of Permits issued for April:	\$2,460,999.00	\$722,962.00
Fees for Permits issued for April	\$25,832.00	\$8,608.00
Other income Fees for April	\$20,913.00	\$2,801.00
Building Permits Issued for April:	236	94

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

<u>2020-2021</u>		<u>2019-2020</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$27,542,497.00	\$304,346.00	\$19,498,864.00	\$220,127.00

## **HUMAN SERVICES**

- Middle School SCORE programs have been able to restart this month. We have a variety of active outdoor programs and we're receiving great reviews from the youth and parents/guardians.
- April's 5th Grade Challenge program met at the middle schools and had their sessions outdoors.
- Newington Challenge Course staff and contractors had their facilitator refresher workshop on April 5<sup>th</sup>. We have started to receive program inquiries and scheduled groups for June and July.
- During the April school break we had High School Mentors participate in working with our SCORE groups and provided three days of programming for participants.
- The Juvenile Review Board did not meet- we received a referral for one case at the end of April which will be scheduled for a hearing in May.
- Director Carol Labrecque submitted a position requisition to fill the Clinical Services Coordinator vacancy and was advised that advertisement and the hiring process will be started this month.
- The Food Bank continues to meet the needs of the community by providing the following services: Grab & Go, delivery and wellness checks to 113 households and 180 households have received food from Foodshare Mobile. Numerous volunteers and staff assist with the ongoing operation of the food bank, this is all coordinated by Pam Wassik.
- Lisa Delude continued to fine-tuning administrative functions: updating forms, files, spreadsheets, thank-you acknowledgement to donors, group contact lists, volunteer database & organization of storage etc.
- Karen Smith continued to review case files, by pulling cases that were eligible for destruction >6 years since last activity, updating the computer data on ongoing cases and closed clinical cases. Also, Karen has started to plan our volunteer Recognition Celebration, which will be held in September this year.
- All financial casework services were completed by Pam Wassik, Janine Pierson, Karen Smith & Carol LaBrecque. Caseworkers assisted with numerous housing issues including inability to pay rent, upcoming evictions, and homelessness. There are not many solutions to housing needs particularly for those who would like to stay in Newington. A state /federal program: Unite-CT started in March -it has some major obstacles: Landlords must agree to participate, fill out paperwork and accept a 10% decrease in back rent owed and the program does not give timely status reports on eligibility for the grant. This has become a very time- consuming resource for caseworkers to assist our residents with. Additional casework services include; coordinating home health services, filing for conservators, and Medicare D selection.
- Director Carol LaBrecque and Emergency Management Director Manke followed up on several Safe Homes households and participated in vaccine protocol meetings. LaBrecque received three police referrals this month and coordinated services for some.

### **April 2021 Statistics**

<b>Selected Programs</b>	<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>Youth and Family Counseling Cases</b> Clinical presentations	2 0	10 0	87 0	129 0
<b>Youth &amp; Family Service Hours</b>	4	29	311.5	355.5
<b>JRB cases hearings/pending hearing</b> <b>JRB Service hours:</b>	0 0	4 1	9 9	8 36
<b>Positive Youth Development</b>	143	8	439	1631
<b>Community Service</b> <b># of hours completed</b> <b>Challenge Course: Adult youth(outside)</b>	1 22 0 0	1 0 0 0	7 52 12 0	11 188 88 321

<b>Information and Referral</b>	<b>267</b>	<b>350</b>	<b>5751</b>	<b>6919</b>
<b>Social Casework Cases</b>	<b>112</b>	<b>88</b>	<b>862</b>	<b>698</b>
<b>Under 55 =</b>	<b>34</b>	<b>29</b>	<b>241</b>	<b>234</b>
<b>Under 55 disabled =</b>	<b>12</b>	<b>9</b>	<b>108</b>	<b>127</b>
<b>Over 55 =</b>	<b>66</b>	<b>50</b>	<b>732</b>	<b>371</b>
<b>Social Casework Service Hours</b>	<b>198.5</b>	<b>157.5</b>	<b>1480.5</b>	<b>1035.25</b>
<b>Under 55=</b>	<b>40.25</b>	<b>44.25</b>	<b>388.5</b>	<b>199.25</b>
<b>Over 55 disabled and/or disabled</b>	<b>158.25</b>	<b>113.25</b>	<b>1091</b>	<b>808.75</b>
<b>Food Bank Household visits</b>	<b>113</b>	<b>135</b>	<b>1739</b>	<b>1406</b>
<b># bags of groceries distributed</b>	<b>1369</b>	<b>1625</b>	<b>16002</b>	<b>6472</b>
<b>Mobile truck</b>	<b>180</b>	<b>185</b>	<b>1808</b>	<b>1072</b>
<b>Special Needs</b>	<b>7</b>	<b>7</b>	<b>96</b>	<b>122</b>

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

- In accordance with Central Connecticut Health District (CCHD) recommendations, the Center remained closed to in-person programs and activities in April 2021 (with the exception of COVID-19 vaccine clinics and income tax appointments). During the month, the Center offered virtual and remote programming to keep members active and engaged through high tech, low tech and no tech programs and communications. Planning also began for a gradual reopening of in-person programs.
- The Center hosted three second shot COVID vaccination clinics on April 1, 9 and 16. In addition to the outreach and scheduling involved in first shot clinics, the Center scheduled and filled all available slots for second shots, fielding hundreds of phone calls. No shots were wasted. Residents who were able to get into a car but not manage the clinic were provided shots at the car. CCHD and CERT volunteers did a tremendous job in executing these clinics. The Center continues to aid with access to vaccines.
- The State of CT established a Homebound Vaccination Intake form online. People who are unable to get to a clinic (even with transportation provided) are eligible to apply. CCHD and the Senior and Disabled Center are screening those applications and CCHD will be delivering shots to people at home.
- The Center continued to implement its “Moving Forward Together” campaign with no-tech (drive-through, parade or program-by-kit), low tech (programs held via telephone) or high tech (programs held via Zoom or other online meeting service) programs and opportunities for people to stay safe, stay active and stay engaged.
- Zero Isolation, a 6-week class developed by Dr. Nick Nicholson from Quinnipiac College, began on April 8<sup>th</sup>. Offered in collaboration with AARP, this evidence-based program is led by a certified instructor (Barb Womer) assisted by trained navigators (CCSU interns) in a virtual setting.
- A new program, Walk Your Way to Wellness was introduced this month. Enrolled participants were given information and pedometers at a kickoff event on April 15<sup>th</sup> and asked to report their mileage walked each week with an initial goal of collectively walking across the state. That goal was expanded to walking across the country.
- The Statewide Virtual Senior Center presented “Water, Water Everywhere” on April 30<sup>th</sup> with a DEEP Ranger presenting sea creatures from the beach, a representative from Fisheries showcasing Connecticut’s vast recreational fishing options and former State Troubadour, Tom Callinan, performing sea shanties. Newington is a lead agency in this program which had more than 300 participants.
- The Center held an Arbor Day drive through event on April 29th with boxwood saplings, information sheets and adult coloring pages distributed to participants as they drove through.
- The Tax-Aide program continued through-out the month. Although challenging (especially on rainy days) the volunteers made the program work.
- The Daily Call sheet, with trained volunteers matched with residents for friendly phone conversations,

continues strong with 8 volunteers including two college students who plan to continue after the semester is over.

- The American History Lecture Series, presented by Professor Jared Day, featured “Keeping the Cold War Cold: Pt 3 Silent Sentry: The Presidency of Dwight Eisenhower, Pt 1.” via Zoom on April 13 and 27.
- Hartford Healthcare provided two virtual programs this month. Importance of Proper Posture on April 14<sup>th</sup> and Ending Loneliness: Finding a Meaningful Life on April 28<sup>th</sup>.
- Understanding Arthritis was presented on March 17 and Let’s Talk About the Brain on March 18<sup>th</sup>.
- 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 can call in to play.
- The Volunteer Shopper program continued through the month of April. Volunteers purchased \$711.00 in groceries in 17 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 \$19,687.00 worth of groceries have been purchased through the program.
- Food services continues to be a priority. 55 individuals received a total of approximately 1,050 hot meals in the month of April. Along with 13 volunteers, 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 132 trips this month for 28 passengers. Service is still limited to non-urgent medical transportation with planning to expand to pharmacy and hair appointments. In addition, Dial-A-Ride delivered 83 congregate meals, 186 meals on wheels, 17 grocery orders, 41 food pantry orders and 13 program deliveries.

## **PARKS AND RECREATION**

### Recreation Division:

- Registration for new gardeners interested in participating in our Community Gardens program began on April 1<sup>st</sup>. Returning gardeners had until March 26<sup>th</sup> to renew their gardening spot from last year. There are 110 garden plots available to residents.
- Registration for the 2021-2022 school year at our Creative Playtime Preschool is ongoing.
- The Summer Program Guide was completed and distributed to 13,000 Newington households during the week of April 27<sup>th</sup>.
- The Summer Pool Passes are now being sold for the 2021 outdoor pool season.
- Summer program registration for residents starts on May 5<sup>th</sup>.
- Camp RECreate information was distributed to 13,000 Newington households as an insert in the Newington Life. Program dates are Monday through Friday, June 21<sup>st</sup> through August 6<sup>th</sup>. Camp RECreate hours are 7:30 a.m. to 5:30 p.m. Discounted rates are available if children are registered by May 17<sup>th</sup>. A sibling discount is also being offered for families with more than one child enrolled.
- Camp S'More is being offered the week of August 9<sup>th</sup> through 13<sup>th</sup> (7:30 a.m. to 5:30 p.m.) for children entering Kindergarten through grade 4.
- New programs being offered and included in the Summer Program Guide are: Outdoor Yoga & Pickleball.
- The Kindness Counts Program has started up again to help bring positivity and optimism to Newington during COVID-19. Over 350 people have already been nominated for this program.

### Parks and Grounds and Cemeteries:

- Continued with leaf clean up throughout parks and school grounds.
- Field lines installed on all spring athletic fields.
- Ballfields preparation ahead of schedule.
- Spring startup of all irrigation systems underway.
- Cleaned and organized rear yard at shop in order to make room for Connex boxes which were moved from Cross St.

- Pool preparation began. Crack sealing completed.
- Pansies installed around center of town and Town Hall.
- Mini golf course assembled and installed at Mill Pond Park.
- Tuesday through Saturday work schedule began for Sean Wearne.
- Large and small mowing is now being performed daily.
- All field concession buildings have been cleaned, water on and ready for use.
- Daily ballfield preparations for games of youth organizations and schools underway.
- Cemetery clean-up has been ongoing, frequency of mowing has increased.
- Clean-up and preparation for 150<sup>th</sup> Anniversary History Walk.
- Staff trained to install new batting cage at Community Center.
- All ballfields fertilized and crabgrass preemergent applied.
- War Memorial moved from Police Department to northeast corner of Town Hall, paver bricks installed with new flagpoles.

## **LIBRARY**

- The big news this month was that the library opened its doors for in-person browsing on April 28<sup>th</sup>. The staff were thrilled to see our patrons walk through the front doors. They were happy to be able to pick out their own books. The inside of the library was reconfigured to encourage safe conditions and social distancing for staff and the public. Masks are required. No appointments are necessary to browse on the first floor. Due to the size of the children's department, appointments are required to browse in that department. Walk-ins are welcome, space permitting. In addition to browsing, there are several public computers available for 30-minutes of use for internet searching, printing, and online catalog and database searching. The public copier and FAX machine are also available. Leisure seating, meeting rooms and in-person programming are currently unavailable. As conditions improve, more services will be added. The library is open Monday – Thursday 10:00 a.m. – 7:00 p.m., Friday 10:00 a.m. – 5:00 p.m. and Saturday 9:30 a.m. – 1:00 p.m.
- Since the library did not reopen until the end of April, same day library curbside service *Lucy-to-Go* continued to be heavily used and very much appreciated. For the month of April, staff fulfilled 1,447 curbside pickups that allowed patrons to check out 10,846 physical items. Curbside service will continue to be offered to give patrons an alternate way to access materials even while the library is open. Curbside hours are now Monday – Thursday 1:00 – 6:00 p.m. and Friday 1:00 – 4:00 p.m.
- The library and the Friends of the Library participated in the 150<sup>th</sup> Anniversary History Walk on Saturday, April 24<sup>th</sup>. Library staff created and installed on the "History of the Library" StoryWalk® at Mill Pond Park. The Friends of the Library were on the front steps of the library as well, answering questions about the history of the library and handing out snacks that originated in 1939, the year the library opened. More than 130 people stopped by the library to talk to the Friends and enjoy the StoryWalk.
- Head of Community Services, Michelle Royer, hosted another Friends of the Library Facebook Live book sale with Deanna Reney from Karma's Closet. She also worked with the Friends who held an outdoor book sale by appointment on April 17<sup>th</sup>. More than 125 people made appointments to browse and purchase books by the bag at this event. The Friends have done a great job thinking outside the box to continue to fundraise for the library.
- The *2021 Newington Information Packet* is ready to be printed. This annual publication is produced by the library's reference staff and it offers residents, business and potential residents, current information and statistics about Newington. A digital format is available from the library's website and the print version will be available upon request at the library as soon as it is copied.
- The two new children's services, *Book Bundles* and *Pop-Up Picks* are doing well, 14 families used the online *Book Bundles* form to request a bundle of 10 children's books to be selected by librarians based on the subject matter listed on the request form. Three *Pop-Up Picks* were posted on Facebook. Topics included baseball, Minecraft and Transformers, all were claimed quickly.
- The Children's staff offered 18 programs to 439 children and their caregivers. In addition to regular digital story times and live *Zoom* together story times, *Tales to Tails*, a live virtual reading program, allows children to read to a dog via *Zoom*. New recordings of *Spring Forward Book* talks were posted on the website for grades 3 – 6. Children's staff recorded book talks for recently released books they are recommending for all the different age groups. More than 268 weekly *Grab n' Go* kits were given out to children in Pre-K – Grade 1 and Grade 2 – Grade 5. These kits have been extremely popular with children and give them a fun way to be creative and allows them to learn how to follow directions.

- Teens were offered 5 programs during the month of April, with 101 teens participating. Programs highlights include; *Teen Yoga*, a teen poetry *Grab n' Go*, a teen Zen garden *Grab n' Go* and a virtual book discussion, *After the Shot Drops*, with the Newington High School Book Club.
- Adults were presented 15 virtual programs to 487 participants. Virtual program selection this month included *ReDefined Reads: Book Fold Candle Holder*, *Thursday Page Turners*, a book discussion on the book *The Book of Longings* and *Culinary Delights with Chef Rob: Apple Pie Calzones*. The *Finding Your Roots Genealogy Series*, a multi-town collaboration four-part series concluded with *House History Parts 1 & 2*, each program held during the month of April. *Grab n' Go Coloring Pages* and *Grab n' Go Puzzle Packets* were also offered to adults.
- Total circulation was 14,049. Circulation of digital materials was 3,203. 1,447 curbside service transactions were processed. Staff processed and pulled 3,257 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,795 reference questions during the month. Online databases that were popular this month included *Consumer Reports*, *Valueline* and *Ancestry.com*. The children's online service *BookFlix* and the databases *PebbleGo: Animal* and *Biography* saw high usage.
- In technology news, a prerecorded program titled *Getting Started with Zoom* was posted on the library website. Digital Services Librarian Victoria Buttaro held several virtual *Tech 4 U* sessions with patrons who needed technology assistance. The new online database *Newsbank* provides archives of local and national newspapers in the US had 249 searches for the first month which is great for a new service.
- In facilities news, the building was prepared for reopening on April 28<sup>th</sup>. The staff moved the furniture and prepared to promote social distancing with PPE. Curbside shelves and tables were relocated to allow open space when patrons enter the building. Preparation has begun for carpet replacement on the first floor, which is funded by the Town. The cleaning service continues to be disappointing.