



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: August 18, 2021
Re: Monthly Report – May 2021

GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on May 12th 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 May 3rd, I attended a Blight Determination meeting with the Assistant Town Planner/Zoning Enforcement Officer, Finance Director and Town Assessor.

The Economic Development Team and I have been focused on growing the grand list. As a team, we with met with a developer on May 10th to discuss opportunities for Cedar Mountain.

During the Town Council meeting on May 11th, I updated the Town Council on the following; the status of the COVID-19 virus and the actions being taken within the municipality and the status of the Town Hall renovation project. Eileen Francolino, Chairperson of the 150th Anniversary Steering Committee, presented an update of events taking place for the Town-wide Anniversary Celebration. The Town Council scheduled a Public Hearing for the drafted Newington Affordable Housing Plan. Theresa Avey, Chairperson of the Economic Development Commission, presented their proposal to involve the local businesses and residents in the beautification of the Town. The Town proposed to move forward with their first two solar installations for the Town Hall and John Paterson Elementary School. The projects will be handled through a Power Purchase Agreement with Verogy, the Town is engaging with an Owner Representative, Titan Energy of Hartford, CT, to manage each project installation. I am in the process of finalizing a Youth Mentoring Program with the City of Hartford (Board of Education), this program will assist students with workplace skills and professional development, hoping to increase their opportunities in future career endeavors.

During the Town Council meeting on May 25th, I updated the Town Council on the following; the status of the COVID-19 virus and current actions being taken within the municipality. The Town Council approved the Newington Affordable Housing plan. The Town Council authorized the Town Manager to execute the Solar Power Purchase Agreement (SPPA) and the Solar Energy Consulting Agreement. The contract for the Youth Mentoring program was approved, with an anticipated start date in July.

On May 26th, I attended a staff meeting with the Grounds Department to discuss strategies and communication between the department and administration. The goal is to raise employee morale while increasing productivity.

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

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

Overtime

Paid overtime during the month of May 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	27.1	\$ 1,445.82
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 500.08
ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	2.3	\$ 10.68
MILLING/PAVING	123.3	\$ 6,031.11
LANDFILL - GRINDING	2.0	\$ 96.24
HAZARDOUS WASTE COLLECTION	8.0	\$ 384.97
BOARD OF ED – BLOCKS FOR SCHOOLS	13.5	\$ 684.07
TOTALS	192.2	\$ 9,252.97
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
TOTALS	213.0	\$ 9,585.00

	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	669,807.37	655,308.00	643,322.72
Investigation	90,645.00	38,296.15	89,232.00	42,807.65
Communication	173,748.00	164,211.94	169,820.00	127,096.77
Education/Training	143,085.00	80,483.85	138,826.00	105,091.55
Support Services	60,413.00	-3,837.46	59,255.00	14,156.38
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	\$ 950,533.97	\$ 1,121,879.00	\$ 933,694.51
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 75,502.87	\$ 28,085.00	\$ 16,621.72
Snow and Ice Control	165,297.00	120,776.79	165,297.00	67,182.38
Traffic	4,057.00	4,207.51	4,057.00	2,210.94
Vehicles and Equipment	32,822.00	39,308.40	32,822.00	21,253.17
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	\$ 273,055.11	\$ 264,159.00	\$ 135,419.38
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 116,588.48	\$ 84,839.00	\$ 71,198.91
Cemeteries	<u>16,445.00</u>	<u>4,824.49</u>	<u>16,445.00</u>	<u>9,682.37</u>
Total	\$ 101,284.00	\$ 121,412.97	\$ 101,284.00	\$ 80,881.28

PERSONNEL

- The vacant Librarian II (T-3), Business Manager position was posted externally on May 5th, with a closing date of May 20th. Testing (written) took place on May 24th.
- The vacant Clinical Services Coordinator (A-7) position was posted externally on May 6th, with a closing date of May 20th.
- The vacant Fire Marshal (A-9) position was posted externally on May 7th, with a closing date of May 17th. Oral panel interviews were scheduled on May 26th.
- The vacant Part-Time Dial-A-Ride Transportation Driver for the Senior and Disable Center was posted externally on May 11th, with a closing date of May 24th.
- The vacant Director of Facilities Management (A-9) position was posted externally on May 17th, with a closing date of June 4th.
- The vacant Librarian III (T-5) position was offered to Jennifer-Rose Hebert, she began her position on May 10th.
- The vacant Revenue Clerk (C-6) position was offered to Joann Caires, she began her position on May 3rd.
- Dianne Durette, Head of the Reference Department in the Lucy Robbins Welles Library, retired on May 7th, 2021 from the Town of Newington after 40 years of service.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The tenth 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 April 2021 were \$791,821. 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.

	<u>Cumulative Claims through April, 2021</u>		
	Town	Board of Education	Total
Estimated Claims	2,633,220	6,997,270	9,630,490
Actual Claims	1,073,293	5,468,549	6,541,842

Accounting and Administration

- Janet Murphy, Finance Director completed the filing of the FEMA grant for the August 4th storm. It is in the process of being reviewed by FEMA at this point.
- Lisa Rydecki, Deputy Finance Director, continues working on putting together the adopted budget book. Also, during the month Lisa started completed work with IT of the Munis upgrade which took place on May 6th and 7th. Training for our staff on the upgrades was held May 27th.
- Work began during the months in all areas to start preparing for the fiscal year end.
- The Payroll Clerk is preparing for the year end and the new fiscal year by reviewing salary changes and new insurance rates.
- A memo was sent out to all departments advising them that the last day to enter purchase orders for the 2020-21 fiscal year would be June 14th.
- Evaluation of several grant opportunities were done during the month.

The Town did not receive from the State of Connecticut any grant payments 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)
05/31/2021

	<u>Interest Earnings</u>		
	<u>Budget FY2020-21</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$300,000	\$59,274	\$40,229,993
Special Revenue Funds	48,000	1,197	742,297
Capital Projects Funds		1,053	1,094,751
Internal Service Fund	35,000	5,526	6,150,561
Trust and Agency Funds		1,865	1,110,635
TOTAL, ESTIMATED BY FUND			\$49,328,237

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
05/31/2021

	<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	.0012	.12	993	2,136	\$21,237,898
Bank North	.15	.15	72	69	561,583
TDBank (new)	.15	.15	1,380	1,335	10,833,700
Farmington Bank	.15	.15	973	1,042	8,455,524
Webster Bank	.10	.10	324	313	3,177,834
Liberty Bank	.14	.15	596	624	5,061,698
Total Outstanding Investments					\$49,328,237

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through May 15, 2021.
- As a result of the Covid-19 pandemic, the governor issued an Executive Order suspending re-applications for the Elderly/Disabled Tax Relief benefits program. As per his order, all participants of this program that are presently receiving tax benefits and who were scheduled to come in during the normal re-filing period of February 1 to May 15, are now relieved from re-filing until 2023 and will automatically continue to receive the same benefit that they were receiving last year. In conjunction with this program, applications were also taken for the new Elderly/Disabled Tax Relief Monthly Tax Payment program which was adopted by the Town Council earlier this year. This program will allow eligible participants of the Elderly/Disabled Tax Relief Program to pay their annual real property taxes in monthly installments without any interest. Screening of all applications was conducted this month and it was determined that 32 participants were approved and will be eligible to pay their taxes monthly beginning in July.
- Approximately 321 out of 501 (64%) of Income and Expense Reports for commercial property owners were received and entered into the database.
- To date, 31 commercial property tax appeals were filed in the Superior Court as a result of the recently completed 2020 Revaluation.
- Preparation began for the balancing and creation of the Tax Billing file. The three files, (Real Estate, Personal Property and Motor Vehicles) were balanced by the Assessor and now will be re-checked for accuracy and final benefits applied before being sent to our vendor for printing and mailing of the tax bills scheduled for the first week of July.

- Finally, on Monday, May 10, 2021 the Assessor's office resumed full staffing as all 4 employees received the Covid-19 vaccination and were thus permitted to return to normal in-office work hours.

Revenue Collector

- Revenue Collections for Real Estate, Personal Property, Motor Vehicles, and Supplemental Motor Vehicle taxes amounted to \$311,227.18. The back taxes collected were \$44,927.67 and we received \$5,676.64 in suspended accounts which is included in the back-tax figure.
- Our current percentage of collection on the 2019 Grand list is 99.1% which is the same as last year's 99.1%.
- Delinquent statements were sent to taxpayers for outstanding real estate, personal property and motor vehicle taxes.
- Information continues to be updated for the upcoming 2020 Grand List tax bills which will be mailed at the end of June.
- The tax system was changed over to a newer system this month.
- Staff continues to attend Zoom courses for recertification requirements mandated by the State of Connecticut.

POLICE DEPARTMENT

- Police Department Overtime May 2021

OT April	\$ 107,928	2 pay periods (2 holidays)
OT May	\$ 84,068	2 pay periods (no holidays)
	\$ 23,860	decrease

- During May 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 \$58,445, a decrease of \$14,157 from the previous month. Overtime included 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 driving under the influence (DUI) per se hearings, domestic disputes, fraud, missing persons, juveniles, a stolen vehicle, obtaining a search warrant from court and the subsequent execution, a prisoner detail and a supervisor reviewing arrest paperwork after his shift.
- Detective Division overtime of \$577, a decrease of \$2,770 from the previous month. Overtime included two after hours callouts for a burglary and an untimely death.
- Communications overtime of \$12,479, a decrease of \$3550 from the previous month. Overtime included 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 insure two dispatchers are present on all day / evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday. There is also currently a dispatcher opening which creates additional overtime.
- Educational overtime of \$12,283, a decrease of \$2,979 from the previous month. Overtime included coverage of shifts for officers receiving instruction in crisis intervention training (CIT), firearms and less lethal training, the police engagement program, Emergency Response Team (ERT) training, basic crash investigation, NexGen training, Officer Survival Training hosted by the Manchester Jiu Jitsu Academy, attendance at the FBI LLEDA supervisor leadership institute and a School Resource Officer (SRO) training program. Also, an officer conducted CIT zoom training on overtime.
- Support Services overtime of \$284, a decrease of \$404 from the previous month. Overtime consisted of the School Resource Officer working at the Newington High School junior class picnic.

FIRE DEPARTMENT

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

	May	9 Months Total
<i>FIRES</i>		
Structure Fire	7	34
Vehicle Fire	0	16
Exterior Fires	5	40
Other Fires	1	4
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	0	8
Extrication	0	15
Other Rescue Calls	2	22
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	9	130
Water Problem	4	33
Other Service Calls	6	68
<i>OTHER</i>		
Good Intent Calls	2	31
False Alarm/False Call	18	278
Severe Weather/Natural Disaster	0	7
Special Incident Calls	2	4
Mutual Aid/Standby	0	15
Totals	56	705

Training Summary for the month of May: 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.

Category	Classes	Attendees	Hours
AD20 SOP/SOG'S	1	2	3
AP40 – Pump Operator	1	1	8
CORE-BURN Core Competency – Live Burn	2	49	105.37
DT04 – Driver Training – Road Time	1	2	2
DT20 – DMV Driving Exam	1	8	20
FC01 – Live Fire Training	1	31	62
HT – Hoarding	1	1	4
IH01 - Multi Company Training	1	2	7
IH02 – Officer Training	2	20	23
IH10 – Department Drill	1	37	259
IH14 – Company 4 Training	1	19	23.75
IH15 – Company 4 Training	1	4	8
TSFFREHAB-1 Firefighter Rehab Module	2	2	16

Progress

May 11, 2021

- Our Officer training for May was held at Fire Headquarters and was focused on the use of 360 size ups, officer and company responsibilities, and apparatus placement. Captain Collin Whalen was the lead instructor.

May 17, 2021 – May 24, 2021

- The drill for Company 1 and Company 3 was our first live burn drill utilizing Lieutenant Tim Jones as the lead instructor.
 - We have changed the start time of our drills to 6:30 PM. This gives the instructors time to go over the expectations, tower and burn room instructions, and all necessary safety precautions. The drill started promptly at 7:00 PM.
 - Instructors were given assignments and for the first time; critiqued the officers and crews as they completed each evolution.
- Company 2 and Company 4 completed their live burn drill the following Monday. The overall response from the Companies attending these restructured drills has been positive.

Plans

- Online training will be coordinated with our practical training exercises.
- June is our rescue drill month and we have planned for multiple vehicles to be used at our training tower.
- 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.
- We have scheduled a hoarding drill with Instructor and former NVFD member Tim Klett for our Department Drill in July.

FIRE CHIEF

Fire Response: **22** Incidents

- Chiefs Meeting
- Command Staff Meeting
- Commissioners Meeting
- Safety Division Meeting
- Meet with EMS Chief
- Meeting with Firematic
- Meeting with Shipman's Fire Equipment
- 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
- Discussions with Fire Marshal on vehicle replacement
- Bi-Weekly Meeting with Public Safety
- Work on Reorganizing upstairs
- Attend Vets Memorial Day Event at Company with Honor Guard
- Performed Memorial Day Remembrance with Department Personnel
- Truck 2 Committee meeting
- Attend Live Burn Session
- Zoom Meeting to discuss Task Force 51 Responses

Fire Marshal's Activities:

INSPECTIONS	12
INSPECTION FOLLOW-UPS	4
PLAN REVIEWS	14
JOB SITE INSPECTIONS	3
FIRE INVESTIGATORS	12
FIRE ALARM TROUBLE	6
COMPLAINTS	6
TANK REMOVALS	0

SAFE HOME FOLLOW-UPS	3
HAZ-MAT/HAZARDOUS CONDITION	5
BLASTINGS	0

Fire Marshal Activity for May 2021

- Performed food truck inspections at NHS for Junior Prom celebration on May 14, 2021
- Fire Marshal Guy Pelletier resigned from his position, effective May 14, 2021. Deputy Fire Marshal Craig Stegmaier was appointed as Acting Fire Marshal
- Meghan Manke coordinated and attended the monthly meeting for the CT Hoarding Working Group
- Press release regarding recent fires, distributed on May 23, 2021
- FMO staff attended weekly Economic Development meetings
- Stegmaier attended planning meetings with the Project Graduation Committee to coordinate adherence to the Connecticut State Fire Safety Code
- Inspected area in Police Station with Facilities Director, Paul Boutot; requested to have sprinkler heads turned up so that drop ceiling would not have to be installed

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 annual EPR meeting with Eversource
- Attended Town Council Meeting
- Met with Town Girl Scout troop to discuss the Town's recycling program and Transfer Station

Roadway Maintenance:

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Continued with the replacement of curb and topsoil along with driveway apron repairs
- One (1) eviction scheduled for the month – no storage
- Continued with 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 Bid Awarded contractor in the milling and overlay of the above-mentioned roads
- Delivered concrete blocks to Ruth Chaffee School for outdoor learning program
- Trimmed tree branches on Mountain Road
- Cleaned waterway on Grandview Drive
- Assisted Bid Awarded Contractor in grinding vegetation at Town Landfill
- One (1) after hour call in – tree across road on Nathan Hale Drive

Traffic Division:

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Provided traffic control for Bid Awarded contractor for milling, paving and sidewalk repair

Fleet Maintenance:

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles
- Continued with Highway and Parks Department spring/seasonal services
- Assisted Fire Department with annual pump testing
- Began upfitting of one (1) new patrol vehicle

Sanitation/Recycling/Landfill

- Scheduled 1021 residential bulk items for collection for the month
- Scheduled 109 condominium bulk items for collection for the month

- Scheduled 51 condo/residential scrap metal items for collection for the month
- 7305 tons of cumulative Municipal Solid Waste were collected from July through April
- 2076 tons of cumulative recyclables were collected from July through April
- 1866 mattresses/box springs were collected from July through April
- 304 televisions were collected from July through April
- Issued permanent 52 landfill permits and 9 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 9 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 154 excavation permits:
 - Excavation = 115
 - Driveways = 39
- Reviewed utility clearance notifications:
 - Routine:142
 - Emergency: 6

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:

- 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
- Deming Street – Peckham Farm subdivision – site plan and easement review
- Deming – Culver Street – site plan review
- 187 Costello Road – Site plan review
- 359 Church Street – Subdivision concept review
- 3333 Berlin Turnpike – Site plan review
- 285-293 Connecticut Avenue – Subdivision plan review

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curb, sidewalks, traffic signals, street lights, dams, drainage, stonewalls) 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: 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
- 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 – design services
- BOE: softball field improvements – preliminary design services
- Public Works - Styles Avenue (plan and profile) – design services
- Public Works – John Stewart Drive (sidewalk plan) – design services
- Highway: East Cedar Street and Ellsworth Street – survey services
- Highway - West Hartford Road pavement marking plan (bike lanes) – design services

BUILDING DEPARTMENT

- An Application was applied for and is under review to remove a partition wall for a fit-out for a liquor store at 28B Fenn Road.
- An Application is under review for 556 New Britain Avenue for painting & installation of 2 shampoo sinks.
- An Application was applied for to remove a wall between stores to build a 10' x 10' office within. Also, add a roll up door at 103 Lowrey Place
- A Permit was issued for a new single-family residence to be located at 35 Moreland Avenue.
- An Application was submitted for a new single-family residence to be located at 48 Fairfield Avenue.
- An Application was applied for and is under review to build walls and all related items as needed for a fit out of a new Square Peg Pizzeria. It will be located inside Montana Nights Axe Throwing located at 80 Fenn Road.
- 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 –
 - Design Considerations of Wood Frame Structures for Permanence – May 11, 2021
 - Solutions for Durability Related Issues - May 11, 2021
 - Structural Condition Assessment of In-Service Wood – May 11, 2021

- Building Department activity for the month of May was as follows: The Inspectors completed a total of 207 Inspections. They were: Above Ceiling (2) A/C (1), Apt Inspection (2), Boiler (1), CO (2), Deck (1), Electrical (6), Final (104), Footings (8), Framing (7), Gas Line (11), Insulation (2), Mechanical (7), Plumbing (1), Pools (4), Property Inspection (1), Roofing (2), Rough (42), Sign (1), Site Visit (2).
- The total number of Building/Renovation Permits issued / applied for the month of May was **211** producing a total permit value of **\$2,549,759.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	31	556,016.00
DECK	6	49,962.00
DEMOLITION	1	15,000.00
ELECTRICAL	50	503,435.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	6,212.00
GARAGE / SHED	0	0.00
MECHANICAL	48	500,880.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	502,500.00
PLUMBING	30	44,528.00
POOL	9	83,830.00
ROOFING / SIDING	24	245,920.00
SIGN	2	6,500.00
SOLAR	6	34,976.00
TENT	0	0.00
TOTAL	211	\$2,549,759.00

The total Building income fees received in the month of May was **\$30,528.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,355.00 Environmental \$240.00 Conservation \$0.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$19.50 Driveway / Excavation \$8275.00 Engineering copies \$28.00. The other total income is \$10,177.50

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

	<u>2021</u>	<u>2020</u>
Value of Permits issued for May:	\$2,549,759.00	\$2,926,170.00
Fees for Permits issued for May:	\$30,528.00	\$29,447.00
Other income Fees for May:	\$10,177.50	\$2,486.00
Building Permits Issued for May:	211	196

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>
\$30,092,256.00	\$334,874.00	\$22,425,034.00	\$249,574.00

HUMAN SERVICES

- Middle School SCORE programs have been very successful this month. We have a variety of active outdoor programs and we're receiving great reviews from the youth and parents/guardians.
- The Food Bank continues to meet the needs of the community by providing services such as: Grab & Go, delivery and wellness checks to 113 households. 190 individuals received food from the

Foodshare Mobile. Numerous volunteers and staff assist with the ongoing operation of the food bank, coordinated by Pam Wassik.

- Lisa Delude has started to review end of the year accounts in preparation for the end of FY21.
- Karen Smith continued to review case files- pulling those cases that were eligible for destruction >6 years since last activity and updating computer data on ongoing cases and closed clinical cases. Karen has also started planning 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 included coordinating home health services, filing for conservators, and Medicare D selection. Park & Recreation Subsidy applications-certification of limited income households for discount with many P & R programs also continues.
- Director LaBrecque and Emergency Management Director Manke coordinated services offered to five households impacted by house fires.

May 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	2	2	89	135
Clinical presentations	0	0	0	0
Youth & Family Service Hours	4	4	315.5	384.5
JRB cases hearings/pending hearing	2	0	11	10
JRB Service hours:	3	0	12	38
Positive Youth Development	108	143	547	1642
Community Service	1	1	8	11
# of hours completed	0	22	52	208
Challenge Course: Adult	0	0	12	88
youth(outside)	0	0	0	321
Information and Referral	198	267	5949	7352
Social Casework Cases	99	112	961	803
Under 55 =	35	34	276	258
Under 55 disabled =	18	12	126	142
Over 55 =	46	66	778	579
Social Casework Service Hours	160.25	198.5	1640.75	1175.75
Under 55=	43.25	40.25	431.75	232
Over 55 disabled and/or disabled	117	158.25	1208	916.5

Food Bank Household visits	113	113	1852	1551
# bags of groceries distributed	1439	1369	19293	7740
Mobile truck	190	180	1998	1233
Special Needs	9	4	109	124

SENIOR AND DISABLED CENTER

- After 14 months of being closed to in-person programs and activities (with the exception of COVID-19 vaccine clinics and income tax appointments) the Center, in alignment with the Town and the guidance of Central Connecticut Health District (CCHD) began a gradual reopening. As of May 14th, select individual in-person activities became available by appointment only and with social distancing, screening, masks and capacity limits. This included: computer room, fitness room, woodshop and pool room in addition to Footcare services and expanded Dial-A-Ride.
- In addition to preparing the facility for re-opening, planning for HVAC replacement and facility painting (started May 14th) took place. This included renovations in the hallways to remove warped paneling and finish recessed areas that were uncovered. All rooms are being cleaned and organized.
- The Center held its annual Volunteer Appreciation Dinner on May 27th. This year's theme was adopted from the national Older Americans' Month theme "Communities of Strength". All volunteers who were active in 2019-2021 were invited to the virtual event, 58 people received a chicken dinner (delivered by SDC/Town/BOE staff and friends) and a customized exercise band. They were asked to tune into a special program aired on NCTV with remarks by Commission on Aging and Disability Chair Karen Brecher, Mayor Beth DelBuono, Rep. Gary Turco and Center Director Dianne Stone.
- 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.
- "Walk Your Way to Wellness" continued strongly with 21 walkers participating on a weekly basis. Participants reported their mileage each week with an initial goal of collectively walking across the state. That goal was expanded to walking across the country and they expect to reach California by the beginning of June.
- Zero Isolation, a 6-week class developed to help participants increase their social integration through learning, networking, reminiscing and discussion. Offered in collaboration with AARP, this evidence-based program out of Quinnipiac College is led by a certified instructor (Barb Womer) assisted by trained navigators (CCSU interns) in a virtual setting.
- The Statewide Virtual Senior Center presented "Telling our Stories" in celebration of Older Americans Month. Featuring Cindy Eastman author of "Flip-Flops After 50: And Other Thoughts on Aging I Remembered to Write Down" shared excerpts from her book and discussed the phenomenology of writing, the program provided an interactive activity for storytelling. Center Director Dianne Stone was invited to co-present a workshop on the development of the Virtual Senior Center for the National Council on Aging Age+Action Conference.
- The drive through event this month was a celebration of Older Americans' Month on May 19th. Participants received a goodie bag and an opportunity to share their thoughts on the resilience and strength that they have built through successes, failures, joys and sorrows.
- Crafts with Karen returned this month with Karen Halpert leading a virtual class creating garden stepping stones and matching cards.
- Neurocize, a virtual, interactive class that uses fun activities to stimulate different parts of the brain was held on May 27th.
- The Daily Call sheet, trained volunteers were matched with residents for friendly phone conversations, with 8 active volunteers and two pending training. This is program will continue post-pandemic.
- The American History Lecture Series, presented by Professor Jared Day, featured "Silent Sentry: The Presidency of Dwight Eisenhower, Pt 2 and Essential Greatness: The Life and Presidency of JFK, Pt." via Zoom on May 11th and 25th.
- Hartford Healthcare provided two virtual programs this month. "Let's Talk about the Brain" on May 14th and "The Best Gift is You: Putting Yourself First" on May 26th.

- 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 throughout the month of May. Volunteers purchased \$585.00 in groceries in 15 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 \$20,272.00 worth of groceries has been purchased through the program. This program will be phased out once Dial-A-Ride resumes shopping as a destination.
- Food services continues to be a priority, 57 individuals received a total of 1,050 hot meals in the month of May, 13 volunteers and staff continue to deliver meals regularly. Additionally, volunteers were slowly brought back into the building to help sort and pack meals.
- “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 69 trips this month for 19 passengers. Service was expanded to pharmacy and hair appointments with very few requests. In addition, Dial-A-Ride delivered 66 congregate meals, 383 meals on wheels, 15 grocery orders, 34 food pantry orders and 22 program deliveries.

RECREATION DIVISION

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, May 5th; registration for non-residents began on Wednesday, May 12th.
- The Newington Parks and Recreation Department has continued the program to honor our Veterans and active military members. We received a generous donation of \$5,000.00 from Hinding Sports Builders of West Haven, to construct a 22-foot-long mobile memorial trailer that presents service members names and branch of the military. There are about 100 names registered thus far. The Parks staff built the frame and installed flags, patriotic bunting, turf grass and more. The Department will be debuting the memorial at the Life. Be in it. Extravaganza on Saturday, July 17, 2021.
- The Newington Parks and Recreation Department staff has started the Kindness Counts program for the third consecutive year to help promote positivity at a time when we need it most. Members of the community are encouraged to do acts of kindness for their neighbors, families, and friends and in return be recognized as outstanding, thoughtful Newington residents. This year, the Department carried on the convenient online registration that has become quite popular. Presently, we have received almost 500 Kindness Counts nominations and we have delivered signs to 445 households in Newington. Plans are currently being made to celebrate all Kindness Counts award winners on Thursday night, July 15, 2021 of the Life. Be in it. Extravaganza.
- Planning is underway for the second year of the downtown concert series. Starting on Saturday, June 24th, we will be setting up picnic tables at the Municipal Parking Lot in the center of Newington for residents to enjoy their dinner while listening to soft musical entertainment from 5:30 PM to 8:30 PM. We are planning to have the event run every Saturday night from 5:30 PM to 8:30 PM until Labor Day weekend.
- Camp Sunrise a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) will begin on Monday, June 21st.
- The Department is planning a new adult Pickleball program that will take place on Tuesday evenings from 7:00 PM to 8:30 PM at the Mortensen Community Center. Full details will be in our Summer brochure.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Preschool registration for the 2021-2022 school year has been ongoing throughout the month.

PARKS, GROUNDS & CEMETERIES DIVISION

- Daily ballfield preparation underway as spring sports have begun
- Daily mowing around Town in progress

- Pool preparation continues with June 1st as target date. Both pools painted, new drain covers installed, filters now operational
- New memorial bench installed at Mill Pond
- New poles installed at the corner of Garfield St. and Willard Ave. for purpose of hanging promotional banners
- Community gardens were tilled, staked and opened
- Tree work performed above new paths at Beacon Park in coordination with the Highway Dept.
- Parks & Recreation hosted national lacrosse tournament on Memorial Day weekend
- Cemetery work increased in preparation for Memorial Day weekend
- Constructed a new American Flag flower bed at Town Hall and Cedar St.
- Built new war memorial that was moved from Police Department to Town Hall
- Installed American flags on Main St., Market Square, and Constance Leigh Dr.
- Cleaned up numerous flower beds around Town and installed new plantings
- Roadside mowing begun and ongoing
- New planters ready to be installed at center of Town and Town Hall
- Cemeteries: 12 interments, 1 double, 0 single, 11 ash. 11 sales

LIBRARY

- May was the first full month the library has been open since March of 2020. Everything is going well, patrons were happy to be able to come into the library and browse. Masks were required, no appointments were necessary to browse on the first floor. Due to the size of the children's department, appointments were required to browse in this department, although walk-ins were welcomed, space permitting. Several public computers were available for 60-minutes use of time for internet searching, printing, online catalog and database searching. The public copier and FAX machine were also available. Leisure seating, meeting rooms and in-person programming are currently unavailable. 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. Curbside service dropped quite a bit so we extended curbside pickup hours to match our browsing hours.
- The Friends of the Library had another successful outdoor book sale on May 1st. The book sale offered a great selection on non-fiction and media for people of all ages. People made appointments for specific time slots. They purchased a Friends bag for \$10 and allowed to fill up the bag with as many items as they wanted or could fit. The next outdoor book sale is in June.
- The Library Board of Trustees have begun planning for the 24th running of the Newington Library 5K Challenge Road Race. This library race is the Board's annual fundraiser. Due to the COVID pandemic, the race was cancelled last year. Normally the race is held in May but the Board felt it was prudent to wait until the fall to hold this type of event. Tilcon graciously agreed to become the new Platinum sponsor. They replace Keeney Manufacturing which was sold this past year and is no longer in business in Newington. Online registration is open at raceentry.com.
- The StoryWalk has been moved from Mill Pond Park to the library lawn along the perimeter of the lawn. We were asked to move it because of grounds maintenance. The next StoryWalk will be put up in June.
- Staff have been very busy preparing for summer programming. The three summer reading programs for kids, teens and adults will kick off in June and run through August. This year's theme is Tails and Tales, a pet theme. Most of the summer programming will be virtual but there will be some outside programs offered weather permitting. Outdoor programs include Teen Yoga, a Kids Outdoor Painting Class, some story times and a Redefined READS program for adults.
- The library also has several author events coming up in the next few months. Local author and Newington resident Diane Young Rodney will be reading from her debut novel, Russell: "The Kid Nobody Wants to Be Around", a children's book which focuses on friendship and empathy. This program will be held outdoors on July 10th. The library in collaboration with libraries in Wethersfield, Rocky Hill, Berlin and Cromwell will be hosting a live virtual event with Martha Hall Kelly, author of the NYT bestseller "Lilac Girls" and the recently released best seller "Sunflower Sisters" on September 14.

We are thrilled to be able to offer this program to our patrons and plan on hosting a book discussion on her latest book at the end of the summer prior to the program.

- The Children's staff offered 11 programs to 275 children and their caregivers. In addition to regular digital story times and live Zoom together story times, children enjoyed a virtual Magic 101 program and virtual Culinary Delights. More than 229 weekly Grab n' Go kits were given out to children in Pre-K – Grade 1 and Grade 2 – Grade 5. Children's staff were busy preparing the 2022 CT Nutmeg nominee books for children to read this summer and preparing the summer reading program that will kick off in June. Staff recorded nutmeg book talks and summer reading videos that were given to the schools to show before school ended.
- Teens were offered 3 programs during the month of May. Programs highlights included Teen Mystery Book Giveaway, a teen Grab n' Go, and a virtual Culinary Delight program. Teen librarian Jennifer Bassett was also very busy preparing promotional materials for the teen summer reading and the 2022 CT Nutmeg nominees release.
- Adults were presented with 9 virtual programs, we had 302 participants. The highlights of this month included Virtual Classic TV Trivia Night with Jeanette and Karolyn, Thursday Page Turners, a book discussion on the book "A Tree Grows in Brooklyn" and Culinary Delights with Chef Rob. A two-part virtual gardening series, a multi-town collaboration, began with Backyard Composting hosted by Masters Gardeners and Composters Tricia and Pere Halvordson from the UCONN Extension Center. Grab n' Go Coloring Pages and Grab n' Go Puzzle Packets were also offered to adults.
- Total circulation was 13,464. Circulation of digital materials was 2,987. 211 curbside service transactions were processed. Staff processed and pulled 1,949 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,713 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 saw high usage.
- In technology news, a prerecorded technology program titled Introduction to Facebook was posted on the library website. Digital Services Librarian Victoria Buttaro held several virtual Tech 4 U sessions with patrons who needed technology assistance. Assistant Director Karen Benner, Head of Community Services Michelle Royer, Victoria Buttaro and the children's staff continued to record, edit and prepare videos for the library's YouTube Channel and NCTV.
- In facilities news, several times the cleaning service failed to code out properly leaving the library disarmed overnight. Cleaning continues to be fair. Parks and Grounds did a great job cleaning up the gardens around the library sign on the front lawn. Thanks to Clay and Victor for taking care of this.