



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: December 2, 2021
Re: Monthly Report – June 2021

GENERAL ADMINISTRATION

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

To follow up on our previous meeting, the Grounds Department formed a three-person committee to meet with Administration on a biweekly basis. The first meeting was held on June 1st, along with Grounds Supervisor, Clay Pedigo, and Recreation Superintendent, Bill DeMaio. The second meeting was held on June 29th.

On June 3rd, I attended a meeting with Bulkeley High School for the Leadership and Public Pathway advisory, we discussed partnerships for work-based learning and internships for their students as well as their advisory boards interests.

At the previous Town Council meeting, the Youth Mentoring Program agreement was approved. On June 4th, I met with participating department heads to finalize the selected students and review expectations of the program.

During the Town Council meeting on June 8th, I updated the Councilors on the following; the status of the COVID-19 virus and the actions being taken within the municipality. 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 authorized an amendment to the Refuse & Recycling contract for bulk waste collection, residents will now be responsible for paying for bulky waste removal. The letter of agreement between the Town and Nutmeg Independent Public Safety Union (NIPSEAU) was approved to handle sick and vacation leave balances. A public hearing was approved and scheduled for June 22nd to consider the proposed ordinance amendment, Chapter 58, Funds, Article IX, Town Technology Fund and to consider the application for the Connecticut Neighborhood Assistance Act Tax Credit Program at Victory Gardens.

On June 9th, I attended a Blight Determination meeting with the Assistant Town Planner/Zoning Enforcement Officer, Finance Director and Town Assessor.

On June 10th, I met with Bulkeley's Administration to discuss orientation and potential start dates for the Youth Mentoring Program. Due to the upcoming holiday, we are aiming to start after the 4th of July. Additionally, I attended the CT Department of Transportation (DOT) meeting to discuss the proposed project at the intersection of Fenn Road and Ella Grasso Blvd.

On June 17th, I met with DOWNES Construction and Joe Harpie, Chairman of the Town Hall Renovations Project Building Committee to follow-up on outstanding items.

During the Town Council meeting on June 22nd, I updated the Councilors on the following; the status of the COVID-19 virus and the actions being taken within the municipality. The Town Council approved the ordinance

amendment, Chapter 58, Funds, Article IX, Town Technology Fund and application for the Connecticut Neighborhood Assistance Act Tax Credit Program at Victory Gardens. The contract with Sonick Group, grant writer services, was approved. Through grant funding, the Town Council approved the Town Manager to execute the purchase of a new Ambulance for the Newington Volunteer Ambulance Corporation.

At the department head staffing meeting scheduled on June 23rd, I introduced the students from our Youth Mentoring Program, they had orientation in the morning and will officially start on July 7th. I shared that CCM announced their open enrollment to become a Certified Connecticut Municipal Official (CCMO), which is a 36-credit course that focuses on development in areas of; Community Development, Organizational Development, and Personnel Development. This course is a great for professional development, I encouraged everyone to participate. If the positivity rate continues to decrease, the Municipal Administrative Training (MAT) program may resume in August.

To keep the department heads updated, I reviewed the agenda from the previous Town Council meeting.

Due to the most recent retirements and promotions, we had a few vacancies in departments. I participated in the recruitment process for the Fire Marshal position on June 7th and Director of Facilities Management position on June 18th.

The Town Assessor and I met with developers to follow up on current projects in Newington.

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 June 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	16.0	\$ 779.12
WEEKEND STAND-BY AND CALL-IN	26.7	\$ 1,424.73
ROAD MAINTENANCE	19.2	\$ 1,176.40
TRAFFIC	9.5	\$ 457.14
LANDFILL – CHIP REMOVAL	2.5	\$ 120.30
SWEEPING	6.0	\$ 309.64
TOTALS	79.9	\$ 4,267.33
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	289.0	\$ 7,290.00
TOTALS	268.0	\$ 7,290.00

POLICE DEPARTMENT	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD
Administration	\$ 8,175.00	\$ 1,572.12	\$ 7,927.00	\$ 1,602.88

Patrol	685,889.00	779,919.87	655,308.00	714,277.48
Investigation	90,645.00	40,478.44	89,232.00	47,637.46
Communication	173,748.00	182,278.76	169,820.00	145,246.18
Education/Training	143,085.00	96,948.21	138,826.00	115,980.20
Support Services	60,413.00	-1,693.70	59,255.00	16,437.93
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	\$ 1,099,503.70	\$ 1,121,879.00	\$ 1,041,182.13
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 79,205.95	\$ 28,085.00	\$ 20,397.17
Snow and Ice Control	165,297.00	120,776.79	165,297.00	67,182.38
Traffic	4,057.00	4,664.63	4,057.00	2,399.64
Vehicles and Equipment	32,822.00	41,192.35	32,822.00	25,108.67
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	\$ 279,099.26	\$ 264,159.00	\$ 143,239.03
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 141,06.92	\$ 84,839.00	\$ 88,710.22
Cemeteries	<u>16,445.00</u>	<u>5,170.10</u>	<u>16,445.00</u>	<u>10,760.68</u>
Total	\$ 101,284.00	\$ 146,232.02	\$ 101,284.00	\$ 99,470.90

PERSONNEL

- The vacant Seasonal Highway Maintainer position was posted externally on June 8th, with a closing date of June 30th.
- The Part-Time Dial-A-Ride Transportation Driver for the Senior and Disabled Center application deadline was extended to June 11th.
- The Clinical Services Coordinator (A-7) application deadline was extended to June 25th.
- The vacant Highway Equipment Operator I (HLT-9) position was posted internally on June 24th, with a closing date of June 30th.
- The vacant Librarian II (T-3) Business Manager position was offered to Karolyn McLain, she began her position on June 7th.
- Final interviews for the vacant Fire Marshal (A-9) position took place on June 7th with the Town Manager, Keith Chapman.
- Final interviews for the vacant Director of Facilities Management (A-9) took place on June 18th with the Town Manager, Keith Chapman.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2020-21 plan year produced a combined paid claim total that was higher 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 May 2021 were \$1,043,413. 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 May, 2021

	Town	Board of Education	Total
Estimated Claims	2,896,542	7,696,997	10,593,539
Actual Claims	1,152,309	6,432,947	7,585,856

Accounting and Administration

- Janet Murphy, Finance Director completed the filing to receive the first half of the American Rescue Plan Act funding. The Finance Director also sat in on several training sessions while reviewing the Munis Financial System with the Board of Education.

- Lisa Rydecki, Deputy Finance Director, continues working on preparing for the closing of the fiscal year and preparing documents for the auditors who will be coming at the end of July.
- The Payroll Clerk updated all of the salary charts and amounts to prepare for the new fiscal year. She also made several special payrolls runs due to Union agreements.
- Accounts Payable Clerk prepared to run dual year payables and reviewed account balances to close out the 2020-2021 fiscal year.
- Evaluation of several grant opportunities were done during the month.

The Town did receive from the State of Connecticut Municipal Grants in Aid grant payment in the amount of \$1,365,802 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)
06/30/2021

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2020-21</u>	<u>Actual Year to Date</u>	
General Fund	\$300,000	\$62,612	\$39,650,248
Special Revenue Funds	48,000	1,227	742,326
Capital Projects Funds		1,079	1,094,777
Internal Service Fund	35,000	5,689	6,288,781
Trust and Agency Funds		1,987	1,170,757
TOTAL, ESTIMATED BY FUND			\$48,946,889

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
06/30/2021

	<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	.03	.0012	497	993	\$20,793,369
Bank North	.15	.15	69	72	561,652
TDBank (new)	.15	.15	1,336	1,380	10,895,036
Farmington Bank	.15	.15	1,147	973	8,456,671
Webster Bank	.05	.10	240	324	3,178,075
Liberty Bank	.10	.14	388	596	5,062,086
Total Outstanding Investments					\$48,946,889

Rates reflect avg. monthly yield, annualized

Assessor

- Files for tax fills for Real Estate, Personal Property and Motor Vehicles were finalized, balanced and sent to our vendor, Quality Data for printing and mailing. All files were confirmed balanced by the vendor and the bills were printed and mailed out on June 30, 2021.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.
- The Elderly Homeowner Tax Relief program was completed by the end of June. All reports associated with this program were filed with the State of Connecticut. This year, 499 elderly taxpayers participated in this program and were granted a total of \$308,426.79 in tax relief. Additionally, there were 499 taxpayers that were granted a total of \$249,997.43 in additional tax relief through the Town of Newington's local Elderly Tax Relief program. In total, these 499 elderly taxpayers were granted \$558,424.22 in property tax relief.

- Income and Expense forms for owners of incoming producing commercial property which were sent out back in April were due back to the Assessor's office by June 1st. To date, 77% of the forms have been returned and the data logged into our revaluation file. Final notices will be sent out to the remaining property owners who have failed to comply advising them that a 10% assessment penalty will be added to their property assessment if they fail to file the report by September 1st.

Revenue Collector

- June Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$119,615.93. The Supplemental Motor Vehicle collected were \$14,514.65 and \$29,085.88 was collected in back taxes and included in that amount was \$6,457.93 for suspended accounts. Pre-collections for the 2020 Grand List amounted to \$243,173.61.
- This year's June collections on the current 2019 Grand List ended with a 99.1% collection rate which is a tiny bit lower than last year's rate of 99.3%. Considering Covid-19 affecting so many people this year, we did well.
- Delinquent taxpayers continue to pay their overdue taxes so they can register their vehicles before the new bills are due. They also request an immediate motor vehicle release. This process takes extra time since we are not directly linked with the Dept. of Motor Vehicles. Separately, we need to go to a computer to log into the DMV system, locate the taxpayer's personal information and then release the delinquent taxpayer. Almost every taxpayer paying a delinquent bill needs to have this done since they are going to register a car on the same day. Unfortunately, this takes time away from us being able to assist other taxpayers. We have had requests and comments about other towns having one late evening. This would be an asset for our taxpayers since the Motor Vehicle Dept. is open late on Thursday evenings.
- The new 2020 Grand list tax bills were loaded into the Town's website as soon as the tax bill information was loaded into the tax system, which then made it accessible for taxpayers to make payments before receiving the printed tax bills.
- Legal Notices were placed in the Hartford Courant per CT State Statute. Press Releases were also placed in the Rare Reminder and Hartford Courant notifying taxpayers taxes are due.
- The Tax Office is open to the public for collections, and taxpayers are eager to come in to see the new Town Hall.
- The Revenue Collector submitted the M-1 Report for the 2018 Grand list which is filed with the State of Connecticut by July 1st, as well as additional State mandated reports.

POLICE DEPARTMENT

Patrol Calls for June are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 12
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 62	Fire Trouble Alarm 1	MV Injury 15
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 81
Alarm Residential Burg Alarm 22	Fire Vehicle Fire 1	Neighbor 8
ALTERED MENTAL STATUS 0	Fire Water Problem 0	Noise 28
Animal Complaint 25	Fireworks 11	Non-Collect Person 0
Arson/Fire Invest 0	Follow Up 24	Notification 0
Assault 0	Found Property 15	Open Door/Window 8
Assault in Progress 0	Gun 1	Other Archive 0
Assist Motorist 4	Harassment 9	Parking Violation 4
Assist Notification 0	Hazard 21	PD ASSIST FIRE DEPT 33
Assist Other Agency 25	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 0	Pistol Permit 39
Blighted Property 0	HOPE PROJECT 0	Prisoner Care 4
Bomb Threat 0	Illegal Dumping 3	Private Duty 0
Breach of Peace/Disorderly 6	Impersonating Police 0	Property Found 1
Burglar Alarm 0	Indecent Exposure 0	Property Lost 5
Burglary 6	Intoxicated 1	Prostitution 0

Car Seat 3	Juvenile Complaint 12	Recovered Stolen MV 1
Check Welfare 64	K9 Assist 0	Rescue Call 0
Check Welfare 911 29	Kidnapping 0	Residential Lockout 3
Check Welfare Other 16	Landlord/Tenant Dispute 1	Robbery 0
Clear Lot 7	Larceny 70	Roll Call 1
Construction 0	Larceny from MV 40	Serve Subpoena 0
Court Detail 10	Lift Assist Only 10	Serve Warrant 23
Criminal Mischief 12	Liquor 0	Sexual Assault 3
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 18	Location Check 70	Specific Detail 101
Dog Complaint 29	Location General 0	State Pistol Permit – Tempo 0
Domestic 39	Location School 0	Stolen MV 8
Door Check 0	Lockout Building 0	Sudden Death 4
Drug 3	Lockout MV 0	Suicide 0
DUI 1	Lost Property 3	Suicide Attempt 0
EDP 18	LTA 0	Suspicious MV Unoccupied 6
Escort/Transport 5	Meal 0	Suspicious Report 144
Escort/Funeral 3	Medical Alarm 6	TEST 1
Escort Other 0	Medical Cardiac 4	Threatening 2
ESCORT RETRIEVAL 2	Medical Complaint 192	Tobacco 0
Escort Tax 0	Medical Diabetic 2	Tow 12
Fingerprint 2	Medical Fall 10	Town Ordinance Violation 0
Fire Alarm 0	Medical Mutual 0	Traffic Stop 4
Fire CO Detector no sympt 0	Medical Other 0	Traffic Survey 0
Fire CO Detector with sympt 0	Medical Respiratory 3	Training 0
Fire Extrication 0	Medical Stand By 0	Trespass 10
Fire Hazmat 2	Medical Trauma 0	Unknown 119
Fire Mutual Aid Request 0	Medical Unresponsive 1	Water problem 0
Fire Other 0	Missing 4	
Fire Rescue 0	MV Abandoned 1	
Fire Special Detail 0	MV Assist 39	
Fire Stand By 0	MV Complaint 54	
Fire Structure Fire 0	MV Fire 0	Total: 1,889

- In June, the Detective Division Report:
 - Handled 44 investigations, 44 remain ongoing.
 - Served 21 warrants; 17 by Patrol officers, 4 by Detective Division.
- In June, the Animal Control Officers had the following activity:
 - 54 Total Calls: 29 Dog, 25 Animal, 0 Specific Detail, 0 Follow-ups, 0 Car Seat
 - 2 Total Bites: 2 Dog vs. Dog Bites, 0 Dog vs. Human, 0 Feral Cat vs. Human
 - 5 Total Impounds: 3 Redeemed, 2 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 2 CHS Animal Dumps
 - 93 Incoming Phone Calls
 - 1 Letters (No License/Barking/Littering)
 - 0 Written Warnings
 - 0 Outbound calls for Delinquent License

- 0 Infractions
- 0 Wethersfield Mutual Aid Calls (not all these calls are easily identified in CAD)
- Other:
 - 34 Police Assisted Animal/Dog Complaints
- Notable Cases/Events:
 - Currently in Dog License renewal.
 - 79 Thornton Road – No update.
 - Maintain targeted patrols of Church Street for violations of littering, no license or rabies. July will be very focused patrols for licenses.
 - Black Bear returned and was later struck by vehicle.
 - Working a case that crossed both Newington and Wethersfield. Dog at 8 Boulevard killed a dog in Wethersfield that was on a restraint order in Newington. To date, this dog has severely injured 3 dogs and killed one.
- In June, the Patrol Division had the following activity:
 - On 6/4/21, which was a Friday night, an officer was conducting traffic enforcement on the Berlin Turnpike in an effort to combat the weekend traffic issues we are currently experiencing. The officer observed a vehicle with an after-market muffler, which was creating excessive noise. The vehicle also had illegal purple lights along the undercarriage. The officer conducted a traffic stop and immediately detected the odor of Marijuana emanating from inside the vehicle. A search was conducted and both the operator and passenger were found to be in possession of Marijuana. The operator was charged with possession of Marijuana and motor vehicle charges and the passenger was charged with possession of Marijuana. Over 14 grams of Marijuana was seized.
 - On 6/07/21, officers responded to a residence on Garvan Street for a report of an untimely death. Upon arrival, officers located a 16-year-old deceased male in his bed. Through investigation, it was revealed that the male currently resides with his mother in Georgia but was staying with his father in Newington for part of his summer break. There was nothing physically present at the scene or on the body that assisted in identifying the cause of death. The detectives were called to the scene to process and didn't locate any evidence of drug use or foul play. The only notable detail is that the male received his second Pfizer COVID-19 vaccine four days prior to his death. The autopsy was unremarkable and we are currently waiting for toxicology results. The case remains under investigation with the Detective Division.
 - On 6/16/21, officers responded to Walmart for a criminal mischief complaint. The complainant reported she parked her vehicle in the lot and went inside to shop. When she returned to her vehicle, she noticed someone scratched the words "too close" into the side of her car. A review of CCTV identified a suspect who was later located and interviewed. The suspect admitted to damaging the victim's car with a key because she felt the victim parked too close to her vehicle. The suspect was arrested for criminal mischief.
 - On 6/22/21, Asplundh Tree Experts reported they were the victim of a burglary from their trucks, which were parked in a lot on Maple Hill Avenue. The company is renting this space to park their vehicles while working in town. The complainant reported Asplundh is doing power line work and have expensive copper and electronic components on the trucks. They have been experiencing a rash of burglaries of these trucks across the state, and they were victimized here in Newington sometime overnight. The loss was reported at approximately \$6,000. This incident is currently under investigation, and an arrest was made in July of a similar theft from an Asplundh truck.
 - On 6/24/21, officers received a BOLO from Berlin PD reporting a vehicle fled from a traffic stop in their town and was last seen headed into Newington on the Berlin Turnpike. Officers responded to the area and observed the vehicle driving erratically but didn't attempt to initiate a traffic stop and instead decided to get officers in the area to try to monitor its activities. An officer observed the vehicle pull into a local condominium complex and he contacted the driver at a residence after being granted access by the homeowner. The operator was arrested and found to be in possession of narcotics. He was charged with narcotics and motor vehicle charges and his information was forwarded to Berlin PD, who will be filing an arrest warrant for their charges.

Property Report June 2021

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	1	\$ 30,000
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	19	\$ 10,229
Vehicle Inventory	0	\$ 0
Stolen	137	\$ 135,407

Abandoned	0	\$ 0
Evidence	85	\$ 2
Found	8	\$ 510
Lost	5	\$ 1,300
Seized	17	\$ 105
Recovered	22	\$ 55,708
Impounded	0	\$ 0
Informational	19	\$ 10,000
Towed	0	\$ 0
Total	313	\$ 243,261

- Police Department Overtime June 2021

- OT May \$ 84,068 2 pay periods (no holidays)
- OT June \$ 103,831 2 pay periods (one holiday)
- \$ 19,763 increase
- During June 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 has returned from medical leave but is also on light duty assisting in the Detective Division. 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 \$76,523, an increase of \$18,078 from the previous month. Overtime included holiday pay of \$12,801, 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 prisoner care, a house fire, Newington High School prom security detail, traffic enforcement detail on the Berlin Turnpike, a verbal domestic-police escort, larceny, Midstate Accident Reconstruction Squad callout for Rocky Hill accident, DUI per se hearing, juvenile Department of Children Families case, domestic, domestic with a use of force and the processing of a burglary scene.
- Detective Division overtime of \$688, an increase of \$111 from the previous month. Overtime included holiday pay for one employee.
- Communications overtime of \$12,243, a decrease of \$236 from the previous month. Overtime included holiday pay of \$2,211, 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 and a dispatcher was held over due to a power outage.
- Educational overtime of \$12,233, a decrease of \$50 from the previous month. Overtime included coverage of shifts for officers receiving instruction in Officer Survival Manchester, Bushido Jiu-Jitsu Academy, Car Seat Installation, Firearms and Less Lethal, Advanced Crash Investigation, Vehicle Counter Ambush, Midstate Accident Reconstruction Squad Training and Explosive Breaching Training.

FIRE DEPARTMENT

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

	June	12 Months Total
<i>FIRES</i>		
Structure Fire	1	17
Vehicle Fire	1	16
Exterior Fires	8	48
Other Fires	0	4
<i>RESCUE CALLS</i>		

Pressure Overheat	0	8
Ruptures	0	15
Explosion	1	23
Extrication		
Other Rescue Calls		
SERVICE CALLS		
Hazardous Condition Calls	8	138
Water Problem	0	33
Other Service Calls	6	74
OTHER		
Good Intent Calls	1	32
False Alarm/False Call	25	303
Severe Weather/Natural Disaster	0	7
Special Incident Calls	1	5
Mutual Aid/Standby	1	16
Totals	53	758

Training Summary for the month of June: 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 Pump Operations	2	9	20.5
AP40 – Pump Operator	1	5	7.15
BA01 - SCBA Inspection, Care and Cleaning	1	14	28
DT04 – Driver Training – Road Time	1	2	2
HOSE – Hose Testing	1	16	48
HZ04 – Hazmat Refresher	1	1	8
IH02 – Officer Training	2	20	52.25
IH11 – Company 1 Training	1	14	21
IH14 – Company 4 Training	1	3	6
RQ07 – Vehicle Extrication	3	64	144
Totals	13	124	336.90

FIRE CHIEF

Fire Response: **22** Incidents

- Chiefs Meeting
- Command Staff Meeting
- Commissioners Meeting
- Safety Division Meeting
- Meet with EMS Chief
- Discussions with Firematic over specifications for new Truck 2
- Meet With other Chiefs to discuss Company officer Results
- Meet with Board of Fire Commissioners about Line Officer Positions
- Make Phone calls to all Line Officers on appointments
- 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
- Bi-Weekly Meeting with Public Safety
- Work on Reorganizing upstairs
- Zoom Meeting to discuss Task Force 51 Responses

- Rescue Training
- Meet with Paul Boutot and other Public Safety Chiefs about new dispatch consoles

June 2021 Training Report

Progress History

June 8, 2021

- Our Officer training for June was held at Fire Headquarters and was focused on safety and the responsibilities of our officers and companies at motor vehicle accidents. Captain Erik Lundin was the lead instructor.

June 21, 2021 – June 28, 2021

- The drills for All companies focused on vehicle accident management, vehicle extrication and stabilization and safety concerns at motor vehicle accidents. Erik Lundin was the lead instructor for both of these drills.
- 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.
- The day time drill was held on June 24, 2021 with Captain Eric Giansanti as lead instructor.

Plans

- Online training will be coordinated with our practical training exercises.
- July is our hose load month and will be held at the respective companies.
- 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 coming months.
- We have scheduled a hoarding drill with Instructor and former NVFD member Tim Klett for our Department Drill in July.

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of June of 2021.

INSPECTIONS	11
INSEPTION FOLLOW-UPS	8
PLAN REVIEWS	16
SITE INSPECTIONS	22
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	6
COMPLAINTS	4
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	9
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	9

Fire Marshal's Office Activities - June 2021

Stegmaier –

4 Inspections/Follow Ups
14 Plan Reviews
9 Site Inspections
2 Fire Investigations
2 Alarm Troubles
4 Complaints
2 Blasts

Manke –

15 Inspections/Follow Ups
2 Plan Reviews
13 Site Inspection
2 Fire Investigations
4 Alarm Trouble
10 Safe Home Inspections/Follow Ups
7 Blasts

Training:

- Manke instructed 'Severe Hoarding: Municipal Response' program to incoming Fire Code Inspectors at certification class in Rocky Hill on June 21, 2021
- Stegmaier and Manke attended CT IAAI Seminar 'Investigating Fatal Motor Vehicle Fires: Accident or Not?' on June 23, 2021

Key Incidents:

- Investigated a fire in a green trash receptacle on June 16, 2021.
- Received and inspected 1 new Safe Home case during the month
- Investigated brush fire and open burning complaints throughout the month

Other FMO Activities:

- Attended Troop 347/1347 Annual Flag Retirement Ceremony at Churchill Park
- Attended planning meetings for Parks & Recreation's Motorcycle Madness Event
- Reviewed and issued blasting permits
- Reviewed plans and inspected annual car show on Market Square
- Reviewed plans and inspected NHS 'Project Graduation'
- Attended quarterly LEPC meeting
- Inspected food trucks for Parks & Recreation events at Mill Pond Park – June 10-12
- Oversaw blasting activities on the Pickens Farm development
- Attended weekly Economic Development meetings
- Assisted with Knox box installs and key swaps
- Performed final CO Inspection for new town hall project
- Updated and submitted inspection database numbers
- Attending planning meeting for Extravaganza event

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 monthly Environmental Quality Commission meeting
- Attended meeting with State of Connecticut DOT to discuss improvements to Fenn Road and Cedar Street
- Met with contractor to discuss upgrades of High School pathway near softball fields
- Coordinated with Safety Markings to install pavement markings on West Hartford and West Hill Roads

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Operators assisted bid awarded contractor with vegetation chip removal at landfill
- Continued with Town wide pot hole patching
- Set up concrete blocks for High School and John Wallace Elementary School
- Crews began replacing catch basins as needed in preparation for next set of roads scheduled for overlays
- Install curb stops at Transportation Department
- Highway crews assisted Parks Department in seasonal mowing
- One (1) eviction scheduled for the month requiring storage

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Set up traffic control for Car Show

Fleet Maintenance

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles

- Completed Highway and Parks Department spring/seasonal services
- Finished upfitting of one (1) new patrol vehicle
- Responded to two (2) after hours call in for Fire Department
- Assisted Parks Department with seasonal mowing

Sanitation/Recycling/Landfill

- Scheduled 969 residential bulk items for collection for the month
- Scheduled 86 condominium bulk items for collection for the month
- Scheduled 75 condo/residential scrap metal items for collection for the month
- 8065 tons of cumulative Municipal Solid Waste were collected from July through May
- 2267 tons of cumulative recyclables were collected from July through May
- 2035 mattresses/box springs were collected from July through May
- 326 televisions were collected from July through May
- Issued permanent 54 landfill permits and 13 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 3 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 50 permits:
 - Excavation: 22
 - Driveways: 28
- Reviewed utility clearance notifications:
 - Routine: 159
 - Emergency: 6

Meetings:

Represented the Town:

- Represented the Town/Department:
- 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. 187 Costello Road – Site plan review
14. 359 Church Street – Subdivision concept review
15. 3333 Berlin Turnpike – Site plan review
16. 285-293 Connecticut Avenue – Subdivision plan review
17. 285 Willard Avenue – Plot plan review
18. 129 Willard Avenue – Site plan review
19. 135 Fenn Road – As Built plan review
20. 248 Maple Hill Avenue – Plot plan review
21. Culver Street – Preliminary stormwater management review meeting
22. 84 Faith Road – Bond reduction field inspection

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curb, sidewalks, traffic signals, street lights, dams, drainage, stone walls) 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
- Coordinated with PURA (Eversource and Frontier) for restoring underground service to the Deming Farm Road neighborhood (Newington Ridge Preserve development)

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
- Highway - 261 Maple Hill Avenue – Sidewalk improvement plan
- Highway – Camp Avenue – Pavement widening plan

BUILDING DEPARTMENT

- A Permit was issued to expand the deck at the Rooster Co located at 1076 Main Street.
- A Permit was issued for an 80' x 40' building at 187 Costello Road to be used for storage.
- A Permit was issued for a new house to be built at 248 Maple Hill Avenue.
- An Application was submitted and is under review for a car wash to be built at 2530 Berlin Turnpike
- A Permit was issued for a new house to be built at 30 Lucas Circle.
- An Application was submitted and is under review for the Hartford Healthcare located at 129 Patricia M. Genova Drive, to re-configure the mail room to an office and frame partitions in the corridor to create offices.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus. There are online classes
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 252 Inspections. They were: Above Ceiling (7) A/C (9), Alarm (2), Chimney (1), CO (1), Code Inspections (2), Deck (1), Electrical (17), Final (127), Footings (6), Foundation (1), Framing (7), Gas Line (15), Insulation (8), Mechanical (1), Plumbing (2), Pools (15), Rebar (1), Rough (26), Site Visit (1), Slab (1), Waterproofing (1).
- The total number of Building/Renovation Permits issued / applied for the month of June was 209 producing a total permit value of \$4,525,750.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	343,993.00
DECK	5	51,500.00
DEMOLITION	0	0.00
ELECTRICAL	49	555,097.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,990.00
GARAGE / SHED	1	26,732.00
MECHANICAL	49	455,114.00
NEW COMMERCIAL	2	2,024,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	284,950.00
PLUMBING	25	88,663.00
POOL	7	61,854.00
ROOFING / SIDING	33	555,816.00
SIGN	4	24,688.00
SOLAR	6	47,853.00
TENT	1	3,500.00
<u>TOTAL</u>	<u>209</u>	<u>\$4,525,750.00</u>

The total Building income fees received in the month of June was **\$52,741**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$835.00 Environmental \$120.00 Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$33.50 Driveway / Excavation \$2450.00 Engineering copies \$13.00. The other total income is \$3651.50

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

	<u>2021</u>	<u>2020</u>
Value of Permits issued for June:	\$4,525,750.00	\$3,631,942.00
Fees for Permits issued for June	\$52,741.00	\$40,974.00
Other income Fees for June	\$3,651.50	\$6,344.00

Building Permits Issued for June:

209

195

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

2020-2021		2019-2020	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$34,618,006.00	\$387,615.00	\$26,056,976.00	\$290,548.00

HUMAN SERVICES

- Summer Youth Adventure Programs started with four days per week of programming.
- Clinical Coordinator position applications were narrowed down to five to be interviewed with panel.
- Food Bank continued to meet the needs of the community by providing services: Grab & Go, Delivery and wellness checks to 118 households and 205 received food from Foodshare Mobile. Numerous volunteers and all staff assist with the ongoing operation of the food bank. This is all coordinated by Pam Wassik.
- Lisa Delude- closed out all accounts for FY 21 and set up files for the new fiscal year.
- Karen Smith continued to review case files, pulling those cases that were eligible for destruction less than 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.

June 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	1	2	90	135
Clinical presentations	0	0	0	0
Youth & Family Service Hours	3	4	318.5	384.5
JRB cases hearings/pending hearing	2	2	13	10
JRB Service hours:	3	3	15	38
Positive Youth Development	50	108	597	1642
Community Service # of hours completed	1	1	9	11
Challenge Course: Adult	0	0	52	208
youth(outside)	0	0	12	88
	0	0	0	321
Information and Referral	194	198	6143	7352

Social Casework Cases	79	99	1040	803
Under 55 =	27	35	303	258
Under 55 disabled =	15	18	141	142
Over 55 =	37	46	815	579
Social Casework Service Hours	146	198.5	1786.75	1175.75
Under 55=	35.25	40.25	467	232
Over 55 disabled and/or disabled	110.75	158.25	1318.75	916.5
Food Bank Household visits	118	113	1970	1551
# bags of groceries distributed	1446	1439	20739	7740
Mobile truck	205	190	2203	1233
Special Needs	2	9	111	124

SENIOR AND DISABLED CENTER

- Based on the improving infection rates, the Center welcomed back members for a few group programs in addition to individual services and activities started in May. Phased in over the month were Bingo, Zumba, Chair Aerobics, Movies and TOPS. All programs have limited capacity (and were quickly filled), require pre-registration and provide social distancing.
- The highlight of the month was a Membership Drive Concert on June 23rd. More than 100 people enjoyed a concert by former CT State Troubadour Tom Calinin, refreshments including a fried dough food truck, games and, most of all, each other's company.
- A smaller group gathered on June 7th to celebrate New England's baseball rivalry with hotdogs and popcorn, games and an opportunity to show support for either the Red Sox or Yankees.
- As the Center opens to more activity, it continued to implement its "Moving Forward Together" campaign with no-tech in person and outdoor programs, 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.
- The Annual CT Association of Senior Center Personnel held its annual meeting on June 17th that featured the launch of the CT Healthy Aging Data Report, a compilation of data by the UMass Gerontology Institute, that features community profiles for each community in CT. Also, at that meeting, Dianne Stone was elected to a second term as President and Jaime Trevethan to a third term as Second Vice President.
- Telephone programs this month included bingo, boggle and, meditation.
- The Daily Call Sheet program continued with 7 volunteers making one or two weekly calls to participants. Based on interest, this program will continue and a new volunteer training will be held in July and new participants added.
- The Walk Your Way to Wellness program wrapped up this month. The group walked a total of 3,248 miles (the distance from Connecticut to Long Beach, CA). Participants were highly motivated as they checked in each week and learned about the stops along the way.
- The American History Lecture Series, presented by Professor Jared Day, featured "Essential Greatness: The Presidency of JFK, Pt 2", "Flawed Giant: The Presidency of LBJ, Pt 1" and "Flawed Giant: The Presidency of LBJ, Pt 2" on June 8th, 22nd and 29th. This is a virtual program held via Zoom and attended by 12-16 people.
- Hartford Healthcare provided two virtual programs this month: Building Better Bones and Joints on June 10th and Music Therapy and Healing on June 17th.
- The Volunteer Shopper program wound down this month based on dwindling demand and the availability of Dial-A-Ride to take people to the store. This service was critical when it was deemed

unsafe to go to the store and we are grateful to the volunteers who provided so many hours of shopping.

- Food services continues to be a priority, 57 individuals received a total of approximately 1,050 hot meals in the month of June. Along with 14 volunteers, staff continue to deliver meals regularly. The Center is actively recruiting volunteers for this program.
- “Grab and go” meals are distributed every Wednesday to 50-60 people, replacing the daily congregate meal. While there is some talk about a return to the daily in-person meal, CRT has indicated that the grab and go option will be available until the Center can accommodate in-person dining.
- Dial-A-Ride provided a total of 165 trips this month for 19 passengers. Service was expanded to grocery shopping and Center activities. In addition, Dial-A-Ride delivered 64 congregate meals, 203 meals on wheels, 36 food pantry orders and 7 program deliveries. A new, streamlined schedule was adopted to provide access to needed destinations within the service’s capacity. Recruitment of a part time driver has not been successful to date.

PARKS AND RECREATION

Recreation Division:

- A weekend of special events was held at Mill Pond Park starting on Thursday, June 10th and ending Saturday, June 12th. These events were: St Patrick’s Day Concert in the Park, Food Truck Friday, and Motorcycle Madness. The events attracted thousands of people.
- Several outdoor sports’ camps are being held while maintaining social distancing and proper safety protocols.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED usage at trainings held throughout the month. The Aquatics Supervisors were also certified in Injectable Medication Administration.
- All new seasonal summer staff received certified in First Aid, CPR, AED and Injectable Medication Administration.
- Comprehensive staff training was held throughout the month for all seasonal employees (Lifeguards, Summer Sunshine & Summer Camp staff, Concessions Attendants, Cashiers).
- Graduation ceremony was held for the Creative Playtime Preschool at Mill Pond Park. This ceremony included a train ride with all of the graduating students.
- Mill Pond Pool and Churchill Pool opened for the season on Saturday, June 19th.
- Edythe & Harry Mandell 2021 Summer Concert Series: 6 concerts in June.
- Summer Camp RECreate began its first week on June 21st with “Around the World” as the theme week.
- The Leaders in Training (LIT) program began on the first day of camp with 12 LIT’s accepted following their application and interview process.

Parks and Grounds and Cemeteries:

- Increased mowing frequency continued during the first half of June. Overtime mowing continued as we began to add roadside mowing to our work schedule.
- Baseball field preparation was ramped up in response to unforeseen opening in Phase 2 of CT coronavirus plans. Alumni, Badger, Mill Pond and all fields at Clem Lemire were prepared and opened.
- Legends field renovation was completed with sod installed June 13th.
- Cemetery remained busier than normal, with burials just slowing down at the end of June to pre-COVID averages.
- Upon late notice Churchill pool complex cleaned, prepped and opened on July 1st.
- The installation of new irrigation system at Emmanuel Christian Academy was completed in mid-June.
- Cleaned and mowed at NHS in conjunction with graduation.
- Tree work included Sequin Street grinding.
- Staff returned to full schedule on June 15th and 5 summer staff members were added. Neighborhood circles are now being mowed daily.
- Sensory garden fountain was repaired.
- Volleyball, all tennis and pickleball courts, basketball courts and playgrounds have been reopened.
- Daily game day field preparations now on schedule.
- Spraying of weeds throughout town has been performed almost daily during overtime.
- Staff gardener is back on work schedule and flower installation has increased.
- We had 18 interments (9 ash, 5 single & 4 double). There were 4 sales this month.

LIBRARY

- Summer reading kicked off in June. This year's summer reading program is an animal theme "Tails and Tales." The adult summer reading program kick off and registration was held outdoors from June 17th from 10:00 am – 6:30 pm. People could register in person or online any time that day. Anyone who registered on June 17th was eligible for the kickoff prize giveaway. People who registered in person also received a small gift. At the end of the day, 233 people had registered (201 in person and 22 online). By the end of the month 386 adults had registered. The children's and teen summer reading programs began on June 21st. The children's program kicked off with a virtual musical program by Judy Panacost. Registration was online or staff could help at the library. After registering, a summer reading log with activities could be printed out to complete throughout the summer to read, have fun and win prizes. 182 children had registered by the end of June. Teen registration was online. Teens who read and submit reading forms are eligible to win prizes throughout the summer, 52 teens are registered so far.
- The library continues to see an increase in the number of people entering the building as things open up more and more everywhere. Beginning June 1st, masks became optional for vaccinated patrons on the first floor. Unvaccinated people are required to wear masks in the library. Patrons are still required to wear masks on the 2nd floor in the children's department. People are coming in to check out materials and to use the copiers and computers. We did add some seating in the quiet study area and made more public computers available. Staff are very happy to be able to see our patrons and offer in-person assistance.
- The library received 2 grants this past month. The first grant was from the Institute of Museum and Libraries Grants to States as part of the American Rescue Plan Act. The library's proposed plans for these grant funds is to purchase technology furniture in three areas of the library. Most of this furniture is more than 20 years old and does not allow for safe distancing between patrons who are using it. The chosen furniture that has been approved by the IMLS is ergonomically correct, will allow for safe distancing between users and will allow the library to better utilize the current space. It will also allow the library to offer the use of more public computers and work space for patrons than we are currently able to do. The second grant was from the Hartford Foundation for Public Giving- Newington Community Fund. This grant will be used to add 10 additional circulating WiFi Hotspots for Newington patrons. This grant will allow the library to expand this service to our patrons and to help patrons with access to technology and connectivity.
- The Friends of the Library had another successful outdoor book sale on June 5th. This book sale offered a great selection on fiction, non-fiction and media for people of all ages. No appointments were necessary. People purchased a Friends bag for \$10 and filled up with as many items as they wanted or could fit. Due to the extreme heat that day and the possibility of more summer days like that, the Friends will be postponing additional outdoor book sales until September.
- The Library Board of Trustees continues to plan for the 24th running of the Newington Library 5K Challenge Road Race that will be held on Sunday, October 3rd. This library race is the Board's annual fundraiser. Sponsorship is falling into place and the race committee is working hard to get everything lined up for race day. Online registration is open at raceentry.com.
- The StoryWalk has been relocated along the perimeter of the lawn. This month's story is *Mother Bruce* by Ryan T. Higgins. People who read the story and then scan the QR code to answer a brief survey are eligible for a chance to win a PRIZE!
- The Children's staff offered 16 programs to 1,191 children and their caregivers. In addition to regular digital story times and live Zoom together story times, children enjoyed a virtual *Turning Pages: Snow White*, a movement-focused storytelling experience presented by the Ballet Theater Company and a virtual *Culinary Delights*. More than 338 weekly *Grab n' Go* kits were given out to children in Pre-K – Grade 1 and Grade 2 – Grade 5. And there were more than 600 views of the staff recorded Nutmeg book talks and summer reading videos that were given to the schools to show before school ended. Teens were offered 4 programs to 69 teens during the month of June. Programs highlights included *Middle School Nutmeg Book Talk*, a teen *Spinner Grab n Go* and a *Culinary Delights* program.
- Adults were presented 12 virtual programs to 518 participants. Highlights of virtual programs this month included *Keeping Your Vegetable Garden Happy and Healthy* with Jillian Shea of *PlantHer Garden Coaching*, *Culinary Delights with Chef Rob* to learn how to make spaghetti muffins, and a *ReDefined Reads: Book Kitchen Blocks*, a program to learn how to make knife blocks from old books. *Grab n' Go Coloring Pages* and *Grab n' Go Puzzle Packets* were also offered to adults. And staff is ordering books and putting our publicity for a multi-town collaborative virtual event on September 14th with Martha Hall Kelly, author of the NYT bestseller *Lilac Girls* and the recently released best seller *Sunflower Sisters*. We are very excited to be able to be a part of this event.

- Total circulation was 17,554. Circulation of digital materials was 2,596. Total number of people that entered the building was 5,222, 107 curbside service transactions were processed. Staff processed and pulled 2,262 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,952 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* were popular
- In technology news, a prerecorded technology program titled *Using Goodreads and Novelist* was posted on the library website. Digital Services Librarian Victoria Buttaro held 6 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. *AcornTV*, a very popular online streaming service of British TV and movies has been discontinued. It is now being offered through *Hoopla*, another streaming service but with greater limits on the number of episodes that can be viewed per month.
- In personnel news, Karolyn McLain began her new position as Business Manager on June 7th. She replaced Jennifer Hebert who was promoted to Head of Reference in May. Jennifer is working in her new position as well as training Karolyn in her new job. Diane Durette, the former Head of Reference who retired in May, began her new position as a Reference Substitute Librarian. She loves her new job and is very, very happy that she is no longer working full-time. Linda McDonald also began training as a new Reference substitute. We are continuing to shift some job duties to address the loss of two unfunded full-time positions in Collection Management and Teen Services. We had our first in-person monthly staff meeting in over 14 months under the atrium in the library. Everyone was socially distanced and/or wearing masks and enjoyed the being together for a meeting again. Head of Community Services Michelle Royer began in-person outreach to the community, dropping off books at Middlewoods and stopping by the Veterans Coffee House at the American Legion to drop off library applications and coloring sheets.
- In facilities news, we are continuing to monitor the use of space by patrons and staff as more COVID-19 restrictions are lifted. Cleaning continues to be fair. Public and staff work space is being evaluated and repurposed to allow for safe and socially distanced usage.