



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: January 28, 2022
Re: Monthly Report – November 2021

GENERAL ADMINISTRATION

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

At the department head staff meeting held on November 3rd, I discussed economic development activity and our current pipeline; it is our goal to increase our grand list, which has been stagnant for the last 5 years. The dog park lease was approved by Town Council, I don't anticipate that the Park will be ready for use until next spring; however, work on the Park will occur over the Fall and Winter. Due to limited conference room space, reservations need to be made through the Town Manager's office. The partitions in the conference room on the second floor (201) aren't soundproof, so it is difficult to utilize all of the rooms at the same time. Due to COVID-19, staff meetings have been reduced to once a month instead of weekly. To help internal communication, each department head gave an update on current projects and anticipated items for the next month. It has been helpful to know challenges and accomplishments in other departments.

A special Town Council meeting was scheduled on November 3rd to discuss the Newington Association of School Administrators (NASA) agreement and to review the State Historic Preservation Office Grant (HRF) application for the Kellogg Eddy House & Garage. An executive session was scheduled at the beginning of the meeting to discuss personnel.

Due to the most recent retirements and promotions, we had a few vacancies in departments. I participated in the recruitment process for the Highway Equipment Operator I position on November 5th.

On November 9th, I attended the Community and Leisure Services Department Head meeting to discuss programming and services under COVID-19 restrictions. A follow up meeting was scheduled for November 16th with Charlie Brown, Director of Health, Central Connecticut Health District (CCHD).

During the Town Council meeting on November 9th, the Mayor, Town Council, Board of Education, Fire Commissioners, and Constables were sworn into office. Mayor DelBuono appointed the Town Attorney, Clerk of the Council and designated the Deputy Mayor.

As mentioned during the budget meetings, my goal is to economize our operations and expand our service levels through blending our resources with the four surrounding towns: Berlin, Wethersfield, Rocky Hill, and Cromwell. The Town Managers met again this month on November 10th.

Due to COVID-19, we could not celebrate Veteran's Day with our traditional ceremony. The American Legion Post 117 organized an event at the Fire Department Headquarters.

On November 13th, I attended the grand opening at Beacon Park for the ribbon cutting ceremony and pizza party at the newly renovated neighborhood park.

During the Town Council Meeting on November 23rd, a proclamation was presented by Town Council to the Teacher of the Year, Mr. Christopher Klatt. I updated the Councilors on 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. Two grants were presented to Town Council for their review: the Emergency Management Performance Grant which provides funding for emergency management activities, salaries or equipment for local Emergency Operation Centers (EOCs), and the State Homeland Security Grant which is used to support Regional set-aside projects.

At the department head staff meeting held on November 24th, I reviewed the Town Council agenda from the previous meeting on November 23rd. Due to the budget season, the following items were reviewed: administrative performance evaluations, budget and CIP due dates, and our retirement incentive.

The Town Assessor and I met with developers to follow up on current projects in Newington. 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 many hurdles as possible and improve the communication between the departments.

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

Department head one-on-ones have resumed this month.

Overtime

Paid overtime during the month of November 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	84.7	\$ 4,138.84
Weekend Standby and Call-In	16.0	\$ 827.96
Road Maintenance	14.1	\$ 728.24
Leaf Collection*	664.3	\$ 32,088.95
Sweeping	6.0	\$ 304.34
Snow-Equipment Prep	33.2	\$ 1,760.54
Totals	818.3	\$ 39,848.87
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	87.0	\$ 4,132.00
Totals	87.0	\$ 4,132.00

*Includes seasonal overtime

POLICE DEPARTMENT	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 314.42
Patrol	679,403.00	398,213.14	685,889.00	271,794.57
Investigation	90,645.00	16,349.34	90,645.00	17,869.10
Traffic	4,908.00	2,211.86		
Communication	173,748.00	61,886.07	173,748.00	68,211.43
Education/Training	143,085.00	51,061.64	143,085.00	36,403.55
Support Services	60,413.00	33,817.53	60,413.00	8,519.99
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,511.00</u>	<u>0.00</u>
Total	\$ 1,161,888.00	\$ 563,539.58	\$ 1,163,466.00	\$ 403,113.06
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 12,957.10	\$ 28,085.00	\$ 43,153.63
Snow and Ice Control	130,000.00	960.05	165,297.00	0.00
Traffic	0.00	0.00	4,057.00	2,868.23
Vehicles and Equipment	34,145.00	13,964.90	32,822.00	24,960.72
Leaf Collection	<u>35,267.00</u>	<u>14,842.35</u>	<u>33,898.00</u>	<u>19,207.80</u>
Total	\$ 228,629.00	\$ 42,724.40	\$ 264,159.00	\$ 90,190.38
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 52,892.51	\$ 84,839.00	\$ 52,183.46
Cemeteries	<u>17,109.00</u>	<u>988.88</u>	<u>16,445.00</u>	<u>2,846.97</u>
Total	\$ 105,466.00	\$ 53,881.39	\$ 101,284.00	\$ 55,030.43

PERSONNEL

- The vacant Librarian I (T-2), Information Technology position was posted externally on November 4th, with a closing date of November 17th.
- Final interviews for the vacant Highway Equipment Operator I (HLT-9) position took place on November 5th with the Town Manager, Keith Chapman.
- The vacant Police Sergeant position was posted internally on November 15th, with a closing date of November 29th. The written examination is scheduled for February 7th.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The fourth month of the 2021-22 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2021-22 plan year were estimated at \$978,211. The total paid claims from the Health Benefits Fund for October 2021 were \$726,810. 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 October, 2021

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	915,464	2,993,380	3,908,844
Actual Claims	347,862	2,558,790	2,906,652

ACCOUNTING AND ADMINISTRATION

- Follow up questions and documents were supplied for our auditors. We hope to receive a first draft of the audit shortly. The auditors are delayed in getting this to us due to a transfer of processing systems and staffing issues.
- Finance Director Janet Murphy worked on putting together a draft of the small business assistance grant program. This program will be funded by the American Recovery Fund Grant. Council will review the draft before implementation.
- Deputy Finance Director Lisa Rydecki sent out the memos for all department heads to submit their operational and CIP budget. She will continue to prepare Munis for the budget entry.
- Stipend payments for both the Volunteer Fire Department and Ambulance staff went out during the month. Also, there was an additional \$1,000 payment made to all of them from the American Recovery Funds Act to compensate them for being front line responders during this pandemic.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received \$3,532,950 for the ECS Grant from the State of Connecticut and \$289,082 for the August 2020 storm from FEMA 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)

11/30/2021

	<u>Interest Earnings</u>			
	<u>Budget</u>	<u>FY2021-22</u>	<u>Actual</u> <u>Year to Date</u>	
General Fund		\$100,000	\$17,204	\$38,626,492
Special Revenue Funds		42,000	297	713,281
Capital Projects Funds			438	1,095,215
Internal Service Fund		5,000	2,464	6,394,269
Trust and Agency Funds			537	1,171,263
Total, Estimated by Fund				\$48,000,520

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2021

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	.09	.08	1,754	1,535	\$19,834,625
Bank North	.10	.10	46	48	561,887
TDBank (new)	.10	.10	896	926	10,900,530
Farmington Bank	.10	.10	742	672	8,460,216
Webster Bank	.05	.05	213	243	3,179,039
Liberty Bank	.10	.10	388	430	5,064,223
Total Outstanding Investments					\$48,000,520

Rates reflect avg. monthly yield, annualized

Assessor

- 99% of all Real Estate improvement permits were inspected for inclusion on the 2021 Grand List.
- Real Estate deeds were read and entered in the computer-assisted mass appraisal system through November 19, 2021.
- Approximately 1,500 Personal property declarations sent out the last week in September 2021 were returned to the Assessor's office by mail. To date, approximately 60% of the declarations have been processed. Any remaining declarations that have not filed will be assessed and penalized for failure to file sometime in January.
- Work continued on the 2020 Supplemental Motor Vehicle file for the billing period as of January 1, 2022. This year there were 4,842 vehicles on the list which was an increase of 950 vehicles from the 2019 Supplemental List.
- Finally, I settled the first of hopefully several cases of the 30 tax appeals that were filed as a result of the 2020 Revaluation, thus saving the extremely costly expense of a trial. Total reduction in tax revenue from this settlement was \$5,645.

Revenue Collector

- Collections for November on the 2020 Grand List amounted to \$841,874.40 and collections for back taxes were \$57,575.87 which includes \$6,957.83 for suspense collections.
- This year's total collections through November were 57.1% which is a little higher than last year's figure of 56.5%.
- Delinquent notices on the 2020 Grand List were mailed the first week of November to 195 real estate taxpayers, 2,060 for motor vehicles and 101 for personal property tax bills.
- Telephone calls were made to businesses delinquent with their taxes. UCC Liens were also filed with the Secretary of State's Office for nonpayment of the personal property taxes.
- Preparation is underway for the Supplemental Motor Vehicle bills. Real Estate property transfers have been sent the second installment bill for their payment, or for them to pass along to their escrow company for payment in January. The Supplemental Motor Vehicle tax bills will be mailed at the end of December since changes are still being made in the Tax Office and Assessor's Office before final steps are taken for balancing and submission to the software company for printing and mailing.

POLICE DEPARTMENT

Patrol Calls for November are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 17
Administrative 0	Fire Training 0	MV Fatal 1
Alarm Commercial Burg Alarm 67	Fire Trouble Alarm 0	MV Injury 21
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 85
Alarm Residential Burg Alarm 22	Fire Vehicle Fire 2	Neighbor 7
Altered Mental Status 0	Fire Veh Fire Near Stru 1	No Pol Actual Call Type 66
Animal Complaint 16	Fire Water Problem 0	Noise 19
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 4	Follow Up 36	Notification 0
Assault in Progress 0	Found Property 7	Open Door/Window 7
Assist Motorist 2	Gun 0	Other Archive 0
Assist Notification 0	Harassment 4	Parking Violation 4
Assist Other Agency 26	Hazard 35	PD Assist Fire Dept 43
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 6
Bomb Threat 0	Hope Project 0	Prisoner Care 3
Breach of Peace/Disorderly 10	Illegal Dumping 0	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 4

Burglary 4	Indecent Exposure 0	Property Lost 0
Car Seat 0	Intoxicated 4	Prostitution 0
Check Welfare 37	Juvenile Complaint 4	Recovered Stolen MV 4
Check Welfare 911 43	K9 Assist 0	Rescue Call 0
Check Welfare Other 4	Kidnapping 0	Residential Lockout 0
Clear Lot 0	Landlord/Tenant Dispute 3	Robbery 2
Construction 0	Larceny 43	Roll Call 1
Court Detail 14	Larceny from MV 52	Serve Subpoena 0
Criminal Mischief 9	Lift Assist Only 7	Serve Warrant 37
CSO 0	Liquor 0	Sexual Assault 2
Customer Dispute 20	Local Traffic Authority 1	Shots Fired 2
Dog Complaint 24	Location Check 100	Specific Detail 73
Domestic 25	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 9
Drug 6	Lockout Building 4	Sudden Death 5
DUI 6	Lockout MV 0	Suicide 1
EDP 19	Lost Property 4	Suicide Attempt 0
Escort/Transport 6	LTA 0	Suspicious MV Unoccupied 28
Escort/Funeral 4	Meal 0	Suspicious Report 163
Escort Other 0	Medical Alarm 16	Test 0
Escort Retrieval 1	Medical Cardiac 7	Threatening 5
Escort Tax 0	Medical Complaint 245	Tobacco 0
Fingerprint 2	Medical Diabetic 1	Tow 16
Fire Alarm Commercial Bldg 8	Medical Fall 15	Town Ordinance Violation 0
Fire Alarm Residential 3	Medical Mutual 0	Traffic Stop 84
Fire CO Detector no sympt 1	Medical Other 0	Traffic Stop Attempt 11
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Survey 0
Fire Extrication 2	Medical Stand By 0	Training 0
Fire Hazmat 9	Medical Trauma 0	Trespass 6
Fire Mutual Aid Request 0	Medical Unresponsive 2	Unknown 0
Fire Other 5	Missing 4	Water problem 0
Fire Rescue 0	MV Abandoned 1	
Fire Special Detail 0	MV Assist 35	
Fire Stand By 0	MV Complaint 33	
Fire Structure Fire 3	MV Fire 0	Total: 1,808

- In November, the Detective Division Report:
 - Handled 110 investigations, 55 remain ongoing.
 - Served 38 warrants; 28 by Patrol officers, 10 by Detective Division.
- In November, the Animal Control Officers had the following activity:
 - 38 Total Calls: 24 Dog, 14 Animal, 5 Specific Detail, 3 Follow-ups, 23 Police Assisted – No ACO
 - 4 Total Bites: 0 Dog vs. Dog Bites, 4 Dog vs. Human, 0 Feral Cat vs. Human
 - 3 Total Impounds: 2 Redeemed, 0 Sold as Pet, 0 Euthanized, 1 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps

- 57 Incoming Phone Calls
- 20 Letters (No License/Barking/Littering)
- 10 Written Warnings
- 0 Infractions
- 1 ACO Call-Ins CAD 21-19935
- Other:
 - 23 Police Assisted Animal/Dog Complaints
- Notable Cases/Events:
 - Actively working through the dog license delinquent list when time allows.
 - 61 Summit: 11/8 - Peter was a no show, reschedule to 11/30 – Peter declined. Rescheduled for 12/15/21.
 - 79 Thornton Drive: Case closed. Warrant denied, owner requested advised her vet stated the cats were fine.
 - Coordinated with CT Dog Gone Recovery, CHS and Shut the Door Farm Rescue to trap the sheep. During a 2-week span, supplying feeding stations slowly erected the trap for a successful capture on 11/20/21.
 - 15 Westgate Circle: Animal cruelty complaint – deemed unfounded; dog was determined too much for owner and was surrendered to rescue.
 - Assisted Sgt. Deane, Officer J. DeSimone with warrant where a dog was in the apartment in NB.
 - Domestic issue where a cat was killed – necropsy done at Storrs (UConn).
- In November, the Patrol Division had the following activity:
 - On 11/11/21, at approximately 0146 hours, Officers responded to the Seven-Eleven store located on Willard Avenue for a report of a robbery. Upon arrival, Officers contacted the victim who reported he was working as the store clerk when a male suspect entered the store and pointed a semi-automatic pistol at him and demanded money. The victim stated he was instructed to put the register money in a plastic bag, which he did. The suspect then demanded the victim's keys, wallet, and cell phone. The victim provided the items and the suspect fled the scene in the victim's rental vehicle. A short time later, the rental vehicle was used in an armed robbery in Plainville. The vehicle was later located abandoned in New Britain. Members of the Detective Division responded to process the scene for evidence and took over responsibilities of investigating the case.
 - On 11/12/21, at approximately 2248 hours, Officers responded to the Dunkin Donuts located at 2368 Berlin Turnpike for a report of a shooting with multiple victims. Upon arrival, Officers discovered two males had been shot. One subject sustained a gunshot wound to the lower leg and one sustained a gunshot to the heel of his sneaker, but was uninjured. A witness came forward and stated just prior to the shooting, he was traveling north on the Berlin Turnpike in his 2019 Mercedes SUV. The witness reported he noticed a vehicle behind him flashing its lights in what appeared to be an attempt to get him to pull over. The witness reported he ignored the flashing lights and continued traveling north. The witness stated he stopped for a red traffic signal and noticed a passenger of the vehicle behind him exit the vehicle and start to approach the witness' vehicle. The witness stated it appeared as though the passenger was wearing a ski mask. The witness decided to run the red light to avoid a potential robbery or carjacking and drove to the Dunkin Donuts to meet with his brother and friends for protection from the suspects. Once the witness entered the lot, he tried to find his brother, who was inside the building. He informed his brother what happened and they all came out to the parking lot. He reported seeing the suspect vehicle and another vehicle drive through the lot and then turn around to exit. The witness stated a passenger from the suspect vehicle then began firing a gun at the crowd. The suspect vehicle was a Honda Accord followed by a Mercedes which was listed as a stolen vehicle. Both vehicles fled the scene northbound on the Berlin Turnpike. Detectives were requested to process the scene and ten (10) expended shell casing were located in the lot. The case is under investigation by the Detective Division.
 - On 11/22/21, a witness contacted the Newington Police Department reporting he just observed a shooting occur at the intersection of Pane Road and the Berlin Turnpike. Officers responded and located eleven (11) expended shell casings in the roadway, but could not locate a victim or suspect. The witness reported a dark SUV was traveling north on the Berlin Turnpike in the left turn lane and a white SUV was traveling north in the center lane. Both vehicles were stopped for a red light at the intersection with Pane Road. When the light turned green, the white SUV

executed a U-Turn and started to proceed south on the Berlin Turnpike while the dark SUV stayed stopped in the left turn lane on the northbound side. The witness reported the white SUV then stopped, and the two vehicles were side by side with the driver side doors of each vehicle facing each other. The witness reported he then saw bright flashes and loud pops come from the dark SUV's driver side window. The two vehicles then fled the scene, with the white SUV traveling south on the Berlin Turnpike and the dark SUV traveling west on Pane Road. The witness reported the dark SUV continued shooting as it executed the left turn onto Pane Road. Detectives were summoned to the scene and collected evidence. The white SUV was later located in Bristol but no victim came forward. The case is currently under investigation by the Detective Division.

- On 11/23/21, at approximately 1922 hours, Officers responded to the intersection of Willard Avenue and New Britain Avenue for a reported car versus pedestrian motor vehicle accident. Upon arrival, officers located a 55-year-old female lying in the roadway suffering from life-threatening injuries after being struck by a Hyundai sedan. The female was crossing Willard Avenue, just north of the southern leg of New Britain Avenue, eastbound towards the skate park, when she was struck by the vehicle as it traveled northbound on Willard Avenue in the left lane. The Midstate Accident Reconstruction Team was requested to process the crash scene. The pedestrian ultimately succumbed to her injuries at an area hospital. The crash remains under investigation by the accident team.
- On 11/26/21, officers responded to a residential neighborhood in town for a suspicious vehicle complaint. Upon arrival, Officers located a 15-year-old female and a 27-year-old male seated in the vehicle. Officers interviewed the two individually and could not confirm a crime had been committed. The juvenile's parents were notified and responded to take custody of her. A short time later, Officer's returned to the location due to an emotionally disturbed person complaint. The juvenile was sent to the hospital due to comments relating to self-harm. While at the hospital, the juvenile admitted a sexual encounter occurred between herself and the adult male. An investigation was initiated with the newly developed information and Officers learned the male suspect was involved in an online relationship with the juvenile that lasted the course of several months. The male flew from Italy to Connecticut to meet with the juvenile. An arrest warrant was drafted and signed by a judge. The male was arrested and was presented to court.

Property Report November 2021

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	25	\$ 15,232
Vehicle Inventory	0	\$ 0
Stolen	126	\$ 363,023
Abandoned	0	\$ 0
Evidence	174	\$ 2,940
Found	8	\$ 0
Lost	9	\$ 100
Seized	15	\$ 3,817
Recovered	20	\$ 23,561
Impounded	0	\$ 0
Informational	2	\$ 0
Towed	0	\$ 0
Total	379	\$ 408,673

- Police Department Overtime November 2021
 - OT October \$ 139,816 2 pay periods (one holiday)
 - OT November \$ 137,485 2 pay periods (no holiday)
 - \$ 2,331 decrease
 - During November 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 been on light duty assisting in the Detective Division. This has resulted in two officer vacancies in the Patrol Division. Additionally, there are two officer openings in the Patrol Division which the Department is attempting to fill with new hires. An officer was also out on workers' compensation for one of the pay periods as well as an officer on suspension for a few days. These vacancies/openings 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 \$87,359, a decrease of \$10,469 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 an officer on suspension. Also, holdovers or scheduled overtimes for officers involved in casework related to domestic disputes, a shooting investigation, fatal motor vehicle accidents, monitoring a crime scene, burglary investigation, obtaining search warrants from GA15, prisoner transport and an honor guard detail.
- Detective Division overtime of \$4,753, a decrease of \$2,222 from the previous month. Overtime included after hours callouts for detectives processing a shooting, four burglaries and two untimely deaths. An arrest warrant was also served and a vehicle was retrieved out of town for processing.
- Traffic Division overtime of \$459, a decrease of \$230 from the previous month. Overtime consisted of the equipment operator responding to two traffic lights that were not functioning on the Berlin Turnpike.
- Communications overtime of \$15,298, an increase of \$1,426 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 ensure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday. There is also currently a dispatcher opening, which creates additional overtime.
- Educational overtime of \$15,383, an increase of \$8,765 from the previous month. Overtime included coverage of shifts for officers training in crisis negotiation, officer survival, use of force, firearms training, including HR-218 training, attending an FBI leadership program, police officer recertification, instructing in firearms at NPD and instructing the NPD recruit at the New Britain Police Academy.
- Support Services overtime of \$14,233, a decrease of \$71 from the previous month. Overtime included members of Support Services participating in a Town of Newington food drive. Additionally, the majority of the overtime was for members conducting surveillance related to an ongoing Town wide rash of car burglaries. Overtime related to the car burglaries are reimbursed through a grant administered by the State of Connecticut Office of Policy and Management.

FIRE DEPARTMENT

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

Code	Incident Type	November	5-month total
1	Fire		
100	Fire, Other	0	3
111	Building fire	2	6
113	Cooking fire, confined to container	5	8
116	Fuel burner/boiler malfunction, fire	1	1
131	Passenger vehicle fire	1	4
140	Natural vegetation fire, other	0	2
142	Brush or brush-and grass mixture fire	1	5
150	Outside rubbish fire, other	0	3
154	Dumpster or other outside trash receptacle	0	1

	Total	10	33
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	1
	Total	0	1
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	1	3
322	Motor vehicle accident with injuries	1	1
324	Motor Vehicle Accident with no injuries	0	1
352	Extrication of victim(s) from vehicle	2	3
381	Rescue or EMS standby	1	1
	Total	5	10
4	Hazardous Condition (No Fire)		
400	Hazardous condition, Other	0	12
410	Combustible/flammable gas/liquid condition	1	1
411	Gasoline or other flammable liquid spill	1	8
412	Gas leak (natural gas or LPG)	2	7
413	Oil or other combustible liquid spill	2	3
422	Chemical spill or leak	1	2
423	Refrigeration leak	0	1
424	Carbon monoxide incident	1	3
440	Electrical wiring/equipment problem, Other	3	7
441	Heat from short circuit (wiring), defective/worn	0	1
444	Power line down	0	24
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	0	1
460	Accident, potential accident, other	1	2
463	Vehicle accident, general cleanup	1	2
	Total	13	77
5	Service Call		
500	Service Call, other	1	7
510	Person in distress, other	0	1
511	Lock-out	1	4
520	Water problem, Other	0	20
521	Water evacuation	0	8
522	Water or steam leak	1	5
531	Smoke or odor removal	3	10
542	Animal rescue	0	1
550	Public service assistance, Other	0	3
551	Assist police or other governmental agency	0	4
552	Police matter	0	1
561	Unauthorized burning	1	5

571	Cover assignment, standby, moveup	1	8
	Total	8	77
6	Good Intent Call		
631	Authorized controlled burning	1	2
641	Vicinity alarm (incident in other location)	0	2
650	Steam, other gas mistaken for smoke, other	1	1
651	Smoke scare, odor of smoke	2	4
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	3	4
	Total	7	14
7	False Alarm & False Call		
700	False alarm or false call, Other	7	37
710	Malicious, mischievous false call, other	0	3
730	System malfunction, Other	0	14
733	Smoke detector activation due to malfunction	1	15
735	Alarm system sounded due to malfunction	3	13
736	CO detector activation due to malfunction	3	9
740	Unintentional transmission of alarm, other	0	10
741	Sprinkler activation, no fire	0	1
743	Smoke detector activation, no fire - unintentional	8	20
744	Detector activation, no fire - unintentional	0	7
745	Alarm system activation, no fire	1	6
746	Carbon monoxide detector activation, no CO	0	4
	Total	23	139
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, Other	0	2
	Total	0	2
9	Special Incident Type		
900	Special type of incident, other	0	2
911	Citizen complaint	0	1
	Total	0	3
	Total Calls	66	356

Fire Chief

Fire Response: **30** Incidents

- Command Staff Meeting
- Attended Multi Company Training- NFIRS
- Attended Officer Training
- Met with Town Manager, Commissioners for IT Issues and other FD Concerns
- Met with EMS Chief
- Had discussions with Chief Regina about training division activities
- Had discussions with Chief Lapierre on Budget weekly/Quartermaster issues
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff

- Had discussions with Chief Stegmaier over personnel issues
- Had discussion with Chief Nesklada on apparatus and building projects
- Met with Safety Division staff to discuss safety issues and work being conducted by safety staff
- Had Communication meetings about new radio system with Lt. Carlone
- Attended NFF fundraiser at Aqua Turf; Guest Speaker Tim Brown
- Conducted Firehouse inspections on projects being worked on
- Met with FMO to review plans for new developments within town
- Met with Cromwell Fire Chief to discuss response and MOU's
- Met with Berlin Fire Chief to discuss mutual aid agreements
- Started discussions with Chiefs and Captains on Budget process submission
- Had discussion on resubmitting AFG Grant, gather documents

November 2021 Training Report

Progress History

November 9, 2021

- Officer training was held at Fire Headquarters. This training was a precursor to the National Fire Incident Reporting System (NFIRS) presentation conducted by the Newington Fire Marshal on November 15th and 22nd. Deputy Chief Regina was the lead instructor.
 - NFIRS is an information system establishing standardized codes and reporting tools to document and analyze our department's calls, responses and ongoing activities. Fire departments can use NFIRS data to show the needs for equipment instead of vaguely stating needs.

November 15, 2021 – November 22, 2021 - November 24, 2021

- Drills for all companies were held at Fire Headquarters. Fire Marshal DJ Zordan reviewed and demonstrated the importance of NFIRS reporting and the impact it can have on the Newington Volunteer Fire Department.
 - Our fire officers and firefighters were given the message that regardless of the type of call, the information collected is still valuable and worth the time to collect. The message that was delivered in this session was that accurate reporting can help the Newington Fire Department in obtaining grants, along with the technical equipment we need to do our jobs.
 - The daytime drill was held on November 24, 2021 with Fire Marshal Zordan as lead instructor.

*We offered this training opportunity to the Wethersfield, Rocky Hill and Berlin Fire Departments and Fire Marshal offices.

Plans

- Online training for November through the end of January includes the following Department drills.
 - Sexual Harassment Awareness - due at the end of December 2021
 - Blood Borne Pathogens - due at the end of January 2022
- Demonstrations of ESO (Firehouse) and Alpine (RedNMX) software applications for FD and FMO. Quotes for each system have been requested by Sherri Leghorn for determination to which modules are needed.

Drill Schedule

- Rope Rescue Daytime/Department Drill – Rescheduled to November 13th (Cedar Mountain)
- This drill utilized the training and practical experience of our training officers and members who attended the Officer training and Company drills on rope rescue.
- CPR/AED Training – January 2022
- Ice Rescue - Department Drill – February 2022
- SCBA Training – March 2022
- Live Burn Department Drills – April 2022
- Hazmat Training – May 2022
- Ladder Drills – June 2022

Classes

Category	Classes	Attendees	Hours
AP40 - Pump Operations	3	3	24
AP41 - Fire Service Hydraulics	1	1	8
BA01 - SCBA Inspection, Care and Cleaning	1	7	12.25
BA80 - SCBA Testing and Filling	1	9	2
DT10 - Driver Recertification	1	14	42
IH01 – Multi Company Training	2	69	150
IH02 – Officer Training	3	29	19
IH10 – Department Drill	1	33	148.5
IH14 – Company 4 Training	1	4	8
Totals	14	169	413.75

FF1 Training - 300 Hours

Hartford County Fire School – August 21, 2021 through December 14, 2021 (4 Firefighters)

- Alexisa Toro, Alex Giansanti, Adam Nadeau, Jacob Gionfriddo
- CT Fire Academy – Windsor Locks, CT - Nights and weekend

Middlesex County Fire School – October 13, 2021 through March 30, 2022 (2 Firefighters)

- Adriana Bryant, Jonathan Rodriguez
- Cromwell Fire Department – Cromwell, CT – Nights and weekend

Fire Service Instructor Training – 96 Hours

Town of Wethersfield Fire Department – November 6, 2021 through December 18, 2021 (5 Firefighters)

- Johanna Cistulli, Scott Whalen, Marek Targonski, Loneida Moreira, Marc Fox
- Wethersfield Company 3 – Wethersfield, CT - Weekends

FIRE MARSHAL

During the month of November, the Fire Marshal's Office engaged in a total of 77 inspection activities. These activities do not reflect the time that is required by the Town of Newington for office hours, which is typically the time spent inputting inspection data and creating various types of correspondence for the activities performed.

Executive Summary:

The staff of the Fire Marshal's Office has been diligently working on cleaning out the "street files". These are a physical file maintained for each building/business in town. In the past, the system of what to save and how to save it was inconsistent. We have completed the review for 3 out of 16 drawers which totals approximately 250-300 buildings/businesses.

The Fire Marshal's Office continues to perform inspections and develop a 3-year strategic plan to ensure statutory compliance in the future.

Recent Events:

- 5 staff members attended the (AA) Conference in Rocky Hill
- Delivered a training program to the fire department members on the proper way to report incidents using NFIRS. This was offered 3 times.
- Building Fire at 154 Hillcrest – Cause undetermined after investigation.

Updates:

- Firehouse Software Replacement— No reportable action
- Hindu Temple —Church Street
 - The Town Zoning Enforcement Officer has received some complaints regarding this property. Town Planner will be setting up a meeting to address all issues at the building. FMO will be a participant.

- Pick-up Truck
 - No reportable action
- SOP Development
 - We expect to have approximately 7 new procedures developed and implemented for January 1, 2022.
 - We will be developing a policy dealing with relocation and the Town/FMO involvement. This will be a procedure that the Fire Department will be able to mimic to ensure the proper process in the event that a need is identified.
- The Compliance Engine/Brycer
 - We have been in contact with this company who has created an online database and collections Inspection, Testing and Maintenance documentation relating to life safety systems. There is no charge to the town, but an ordinance would have to be drafted and approved to make this the official method to submit documentation. Several municipalities in the state have adopted this method including Meriden, West Haven, and Bristol.
- The Fire Marshal is working to develop a financially responsible but effective budget for the upcoming fiscal year. Looking forward to working with the Commission to present and finalize this by January 5, 2022.

Building Projects

Woodspring Suites Hotel: 712 Cedar Street

- Updated plans have been received indicating the addition of two fire hydrants. Architect will have a fire protection engineer evaluate to ensure the hydrant will not have any adverse effects on the Fire Sprinkler System

Culver Street Apartments: Culver/Deming

- No action since last report

Garden Apartments: 690 Cedar Street

- Modification Request for CT State Fire Safety Code was received and submitted to OSFM for review.
- Hydrant Locations — Chief Trommer has requested a hydrant near the Fire Department Connection on Myra Cohen. FMO has contacted the developer to communicate this information.

Fenn Road Plaza: 12 Fenn Road

- Site work has begun.

Proposed Convenience Store and Fueling Station: 4 Hartford Avenue

- Site work has begun

Cedar Pointe: 550 Cedar Street

- No reportable action

Anna Reynolds Renovations: 85 Reservoir Road

- Site plans have been received and are in the process of being reviewed.
- This office has been part of several planning meetings. A joint decision by the Building Official and Fire Marshal to have this project go through a third-party plan review. We have recommended Versteeg Associates to perform this review.
- We have requested and received a fire hydrant inside the property by the main entrance. We requested an additional hydrant inside the property on the Fenn Road Entrance side of the building.

Portuguese Club of Hartford: N. Mountain Road

- Looking to rebuild in the current location. They are also looking into the possibility of relocating to a building in New Britain.
- Fire Marshal's Office will be doing a preliminary plan review to ensure that any work performed will meet the new code requirements.

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
- Met with Town Manager to discuss the Vehicle and Equipment reserve program
- Met with Town Manager and Town Engineer to discuss various projects

- Met with Contractor to discuss repairs to damaged utility pipe on the Berlin Turnpike
- Participated in Town Manager interview for Operator I vacancy
- Coordinated this year's Annual Leaf Collection Program

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Removed concrete barriers for outdoor dining from Flying Monkey Restaurant
- Began Town's Annual Leaf Collection Program
- No evictions scheduled for the month
- Responded to two (2) after hours' call ins for debris in road at Main Street and Stoddard Avenue; deceased deer in road (Culver Street and Apple Hill)

Fleet Maintenance

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Began services for sanders and snow plows for Parks and Highway Departments for the upcoming winter season
- Police Mechanic continued with the upfitting of one new administrative vehicle
- Assisted Highway Department in Leaf Collection Program filling in as drivers, tube operators and/or rakers
- Mechanics continued with the maintenance/repair of Leaf Collection equipment
- No after hour call ins for the month
- Assisted the town of Wethersfield in their hiring process for open Mechanics' position

Sanitation/Recycling/Landfill

- Scheduled 194 residential bulk items for collection for the month
- Scheduled 56 condominium bulk items for collection for the month
- Scheduled 54 condo/residential scrap metal items for collection for the month
- 3,130 tons of cumulative Municipal Solid Waste were collected July through November
- 797 tons of cumulative recyclables were collected July through November
- 122 mattresses/box springs were recycled for the month
- 10 televisions were collected for the month
- Issued 36 permanent landfill permits and 7 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 2 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 10 permits:
 - Excavation: 10
 - Driveways: 0
- Reviewed utility clearance notifications: 99
 - Routine: 89
 - Emergency: 10

Meetings:

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, as requested
- Meetings with residents/businesses

Site Plan Review: Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission.

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
- 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
- Peckham Farm subdivision: Site plan and easement review
- 359 Church Street: Subdivision concept review
- 3333 Berlin Turnpike: Site plan review
- 285-293 Connecticut Avenue: Subdivision plan review
- 285 Willard Avenue: Plot plan review
- 129 Willard Avenue: Site plan review
- 248 Maple Hill Avenue: Plot plan review
- Culver Street: Site plan review
- 84 Faith Road: As-built plan review
- 690 Cedar Street: Site plan review
- 187 Costello Road: Site plan review
- 203 Costello Road: Site plan review
- 275 Richard Street: CTEK - Site plan review
- 446 Maple Hill Avenue: Guilmartin - Plot plan review
- Anna Reynolds School: Site Plan Review

Public Works:

- Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curbs, 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 and 2022 paving
- Coordinated with MDC regarding sewage service, water service, CWP, and road restoration
- Coordinated with PURA (Eversource and Frontier) for restoring underground service to the Deming Farm Road neighborhood (Newington Ridge Preserve development)
- Researched and provided engineering data to defend TON against lawsuits, as needed

Engineering for Town project: Assisted Town departments with in-house projects:

- Town Manager: Pheasant Run – Drainage improvements – design and public outreach
- Town Manager: Dog park layout – design and cost estimate
- Town Manager: Alumni Road bus storage layout – preliminary design and cost estimate
- Town Manager: Alumni Road & Cedar Street – Intersection reconfiguration plan
- Town Manager: Future Transportation Center (Alumni Road) – Conceptual Plan
- Town Manager: Timber Lane/Badger Field – Storm drainage evaluation
- Town Manager: Town Hall – Accessible Parking Design
- Town Manager/Zoning: Cashway Lumber – Locate common property line on Francis Avenue
- Facilities: Garfield Street Parking Lot - Site improvement plan

- Facilities: Senior Center window replacement – grant/project management
- Facilities: Senior Center – HVAC replacement – project management
- Highway (LOTCIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review, coordinate easements
- Highway (LOTCIP 2020): Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Lane traffic signal – surveying and design
- Highway: Design services - town facility paving preparation (FD5, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project – design
- Engineering: Main Street 2020 Community Connectivity Project – preliminary design
- Engineering: 261 Maple Hill Avenue – Sidewalk improvement plan – design
- Engineering: Theodore Street sidewalk removal – project coordination
- Planning: Elm Hill Business District Streetscape – New Britain Avenue – conceptual design
- Planning: North End Business District Streetscape – Hartford-Stoddard Avenue – conceptual design
- Planning: Streetscape (phase 6A) – Lowery / Constance Leigh Drive – conceptual design
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- BOE: John Paterson School expanded parking – Survey and Site Plan
- Public Works: Styles Avenue (plan and profile) – design
- Public Works: John Stewart Drive (sidewalk plan) – design and easement coordination
- Highway: East Cedar Street and Ellsworth Street – survey
- Highway: Camp Avenue – Pavement widening plan – preliminary design
- Highway: Fisk Drive – Storm drainage evaluation
- Highway: Deming Street – Line striping plan – design
- Parks: Clem Lemire Complex – Legends Field lighting – design
- Parks: Clem Lemire Complex – Underground utilities as-built locations
- Fire Department: FH5 – Survey property line

BUILDING DEPARTMENT

- A Permit was issued for the interior removal of non-load bearing walls and frame separation wall at the closed Verizon store at 3219 Berlin Turnpike. A medical center will be using that space.
- An Electrical and Plumbing Permit were issued for the new restaurant to be located in the now closed Sophia's restaurant at 134 Market Square. A sign Permit was also issued. The name of the restaurant is iKura Sushi Bar & Grill.
- A Building Permit was issued for the Jefferson House at 1 John H. Stewart Drive for new windows.
- An Electrical Permit was issued for the complete wiring of the new car wash and associated equipment on 2530 Berlin Turnpike.
- An Electrical Permit was issued for deck lighting and outlets at the Rooster Company on 1076 Main Street.
- There was one Certificate of Occupancy issued in November. It was for a 40 x 80 ft storage building built at 187 Costello Road.
- All indoor seminars that our Inspectors attend for their continuing education credits were cancelled due to the Coronavirus. There are online classes. These are the classes the inspectors took in November:

D. Jourdan: The Fasteners and the Furious – November 4, 2021
 Cornucopia of Classic Connection Conundrums – November 4, 2021
 1015 NDS Connections Primer – November 4, 2021

K. Kilkenny: Accessibility 1 – November 3, 2021
 Accessibility 2 – November 10, 2021
 Decks – November 16, 2021

A. Hanke: Decks – November 16, 2021
 SAP Evaluator Training for Post-Disaster – November 19, 2021

- Building Department activity for the month of November was as follows: The Inspectors completed a total of 189 Inspections. They were: Above Ceiling (4), Alarm (3), Chimney (1), CO (1), Code Inspection (2), Deck (1), Drainage (1), Electrical (12), Final (95), Footings (8), Foundation (8), Framing (13), Gas Line (11), Hot Water Heater (1), Insulation (2), Mechanical (3), Plumbing (1), Rebar (1), Rough (19), Site Visit (1), Slab (1).

- The total number of Building/Renovation Permits issued/applied for the month of November was **121** producing a total permit value of **\$1,248,486.00**

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	21	276,978.00
CHANGE OF USE	0	0.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	32	381,956.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	2	28,000.00
MECHANICAL	22	187,121.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	18	84,216.00
POOL	0	0.00
ROOFING/SIDING	17	212,512.00
SIGN	2	2,100.00
SOLAR	7	75,603.00
TOTAL	121	\$1,248.486.00

The total Building income fees received in the month of November were **\$19,132.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$425.00, Environmental \$240.00, Conservation \$500.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$31.50, Driveway/Excavation \$825.00, Engineering copies \$26.00. The other total income is \$2,307.50

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

	<u>2021</u>	<u>2020</u>
Value of Permits issued for November:	\$1,248,486.00	\$1,831,698.00
Fees for Permits issued for November	\$19,132.00	\$19,499.00
Other income Fees for November	\$2,307.50	\$2,001.00
Building Permits Issued for November:	121	175

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

2021-2022		2020-2021	
Value	Permit Fee	Value	Permit Fee
\$19,240,644.00	\$225,470.00	\$14,555,106.00	\$161,072.00

HUMAN SERVICES

- Fall SCORE programs continued this month with a full schedule. Attendance has been consistent and the weather was not a factor for scheduling. This is our third school year with the "Discovery Tuesday's" program that runs during the half-day, professional development days and continues to be a great success.
- The Newington Challenge Course has had a very active November and plans to continue outdoor ropes course and adventure-based programs as long as weather permits.
- JRB participant from October served community service shadowing Rik Huggard.

- Clinical Coordinator Ann McAdams started completing intakes, connecting clients to treatment and screening youth for counseling slots.
- Food Bank continued to meet the needs of the community providing services: Grab & Go, Delivery and wellness checks to those in need. Numerous volunteers and all staff assist with the ongoing operation of the food bank.
- A department video that summarizes our services and extends our gratitude to all of our volunteers was filmed by volunteer Robert Blank and coordinated by Karen Smith. Robert Blank, volunteer for both the foodbank and Newington Cable TV, is editing the rough video.
- Financial casework services dealt with multiple heat-related emergencies.
- Food was distributed to close to 350 households via a no-contact drive through method which went very smoothly with the assistance of numerous volunteers. We continued to receive numerous cash and food donations from all sectors of the community.
- Human Rights Commission met 11/16/21.
- Youth Adult Council met 11/8/21.
- Director LaBrecque was out for two weeks due to unexpected medical issues; staff stepped forward to continue all services. Several staff subsequently experienced a variety of unrelated medical issues as well, and the team rallied to continue to meet the needs of the community at this very busy time of year. Staff are to be commended.

November 2021 Statistics

Selected Programs	FY 21-22 Total This Month	FY 20-21 Total Last Month	FY 21-22 Cumulative Total YTD	FY 20-21 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	3 0	5 0	10 0	49 0
Youth & Family Service Hours	6	33	44	178
JB cases : JB hearings: JB Service hours:	0 0 0	0 0 1	5 1 9	1 7 Not recorded
Positive Youth Development	236	97	889	275
Community Service # of hours completed Challenge Course: Adult Youth(outside)	1 25 0 120	0 0 0 24	4 130 0 285	4 30 12 0
Information and Referral	280	305	1,153	3,790
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	80 16 16 48	67 17 10 40	394 93 67 234	398 104 56 236
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	131.5 25.5 106	106 25.5 80.5	672 136 540.75	623.75 164 458.75
Food Bank Household visits # bags of groceries distributed Mobile truck	425 2,599 106	86 1,046 160	875 8,086 913	1,104 8,829 915
Special Needs	12	2	29	41

SENIOR AND DISABLED CENTER

- COVID-19 case numbers in Newington fluctuated between the YELLOW, ORANGE and RED statuses throughout the month of November. Therefore, we had to continually reassess and revise plans for room use, organization, capacity and program offerings based on virus numbers, information and directives from the Town EMD and CCHD.
- Center staff continue to look for ways to hold programs and activities in various formats based on COVID status: remote or socially distanced programming offerings including 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 each month, hybrid programs offered both in person and via Zoom, and various in-person programs and activities. Programs will continue to be held under the pavilion as long as weather permits and indoors when conditions allow.
- A highlight of the month was Fall Fun Friday with a concert by Brian Gillie. This event was intended to be outdoors but because of a drop in temperature was brought indoors with limited capacity.
- The Center embarked on an intergenerational pen pal program with Newington High School English Honor Society students. The students wrote the first letters. There are currently 20 students and eight members enrolled. Any additional student letters will be distributed to members who could benefit from a letter to brighten their day.
- Coffee and Conversation was held each Friday indoors if allowed or under the pavilion. Guests this month included the Superintendent of Parks and Recreation Bill DeMaio, Chief of Police Steve Clark and Emergency Management Director Meghan Manke.
- Tea and Trivia was held three times with two outdoor programs and one indoors.
- The last session of the WISE program was held on November 4th. Eight members participated with a class of students from CCSU.
- Other zoom programs included the history lectures with Jared Day and Neurocize (offered as a hybrid). Also offered as a hybrid program was a presentation by Attorney Allaire of Allaire Elder Law on "Planning for Future Care Needs and Asset Protection".
- Chair aerobics was held outdoors through November 12th and then brought indoors for the rest of the month. Capacity and attendance are greater indoors.
- Corn hole was offered outdoors until November 19th. The program has had regular attendance and will be brought indoors when conditions allow. Boards have been loaned by Parks and Recreation and a Center member is building new boards for the Center.
- Low tech weekly programs included Boggle, meditation and bingo which is held each Tuesday and on Thursdays when there is no in-person bingo. Additionally, the Daily Call Sheet program, with trained volunteers, matched with call recipients to connect through a call hub for conversation once a week continues strong.
- 51 individuals received a total of approximately 1,050 hot meals in the month of November through Meals-on-Wheels. Along with 14 volunteers, staff continue to deliver meals regularly. While the Center is in the red alert level, staff sort and pack meals for volunteers to deliver. The Center is actively recruiting volunteers for this program.
- Additionally, the Center provides grab-and-go meals to 50-60 people per month as part of the Older Americans Act congregate meal program. Each person received 5 frozen meals, 5 fruits, 5 snacks and 5 dairy products, provided by CRT and packed by Center staff. Included in the lunches are take-home activities and information.
- Dial-A-Ride provided a total of 144 trips this month for 44 passengers. In addition, Dial-A-Ride delivered 49 congregate meals, 144 meals on wheels and 13 program deliveries.

PARKS AND RECREATION

Recreation Division

- The Winter Program Guide was distributed to approximately 13,000 Newington residents as an insert in the November issue of the Newington Life publication. Most winter programs will begin the first week of January.
- Online and in-person registration is available to Newington residents. Non-resident registration begins on December 7, 2021.
- Meditation classes were introduced for the first time in our Winter Program Guide.
- The Department's Recreation Supervisors were able to attend the CRPA conference in-person this year. The Rotary Club of Newington was awarded the 2021 Selected Organization Award through the CRPA.

- Virtual fitness programs continue to be a major success and gain a big following.
- Planning and finalizations for the Night of Lights event is underway with the following sponsors: The Flood Law Firm LLC, Church of Christ Congregational, Party Your World, CT Custom Aquatics, Cedar Ridge Construction, McBride Wayside Carpet Company, The Flash Lady Photography, and CMI Sound.

Parks, Grounds and Cemeteries

- Staff numbers during November were down due to two staff member resignations, one staff member absence due to a medical procedure, and four staff members at the Highway Department assisting with town-wide leaf cleanup.
- Christmas decorations were expanded this year, and the new holiday display is quite impressive.
- Irrigation winterization was completed over the course of the month.
- All Park facilities were winterized on time.
- Football stadium maintenance including field painting continued, culminating with the Thanksgiving game vs. Wethersfield.
- Trench was dug on the corner of Willard Avenue and Garfield Street to run power to the new telephone poles that will light the new "Seasons Greetings" Christmas display.
- Completed first two rows of the West Meadow Cemetery expansion in Section F, including landscaping.
- Baseball maintenance concluded with the final games in the first week of the month.
- Prepared Beacon Park for the grand opening of the new playscape.
- Worked with the Senior Center and the American Legion to stage the Veterans Memorial Trailer at their events on Veterans Day.
- Leaf removal has begun at Town parks and schools.
- Began work for snow removal preparations.

Cemeteries: 4 single, 2 double, 8 ash, 5 sales

Tree Warden

- Fell large dead tree from Town Property in the rear of a house on Kimberly Road, Wethersfield. Property is old vegetation dump.
- Pick up fallen branches from parks after heavy winds.

LIBRARY

- The good news this month is that the library expanded its operating hours during the week and on weekends, and we are now open on Sundays! The library is now open Monday through Thursday: 10:00 am to 8:00 pm, Friday and Saturday: 10:00 am to 5:00 pm and Sunday: 1:00 to 4:00 pm. The first Sunday opening was on November 7th. The library has been closed on Sundays since 2016 so we are thrilled to once again be open on Sundays. The only downside to the opening was that there was no parking in the library lot when the library opened at 1:00 pm due to a flag football game at the park. It was extremely disappointing and frustrating to finally be open on Sundays to not have any parking when we opened the doors. We are hoping to resolve this issue with the Town and Parks and Recreation so it will not be an ongoing problem. The extended hours during the week and weekends help us to better serve the Newington community.
- During the month with COVID still in the orange level, additional seating was put out and two study rooms were opened for public use. Staff was also planning for some indoor programming in December that would include story times and a book discussion. We began to see more people using the quiet study space and the computers, and many were just happy to be able to browse at their own pace. Towards the end of the month, the COVID rate began to creep up, and what we will offer for services in December will be dependent on the level we are in.
- Library Director Lisa Masten, Assistant Library Director Karen Benner, Business Manager Karolyn McLain and Head of Reference Jennifer Hebert began preparing next year's budget for submission on January 5. The Town Manager is instructing all departments to present a 0% increase budget to him.
- The Friends of the Library had an outdoor book donation day on November 7th that was very successful. The Friends are continuing to accept donations by appointment. The Friends Corner is open for business in the library. The Friends Corner is a small store that sells used books, puzzles, DVDs, CDs and book bags. It is located across from the circulation desk. This store is an ongoing fundraiser for the Friends.

- Most of the library programming continues to be virtual. The Children's staff offered 12 programs to 306 children and their caregivers. Highlights of programs included the popular outdoor *Stories, Songs and Snowflakes* story times, *Culinary Delights* virtual cooking program, and the ever-popular *Grab & Go* kits for kids. Teen programming included 2 programs to 23 teens that was comprised of a *Culinary Delight* cooking program and the *Teen Give Thanks Grab & Go* craft kit
- Adults presented 14 programs to 305 participants. Adult programmers collaborated with area libraries to offer several live virtual programs including learning how to make cheddar chive scones by Food Explorers and a *Cut the Cord* program that discussed internet speeds, streaming devices and streaming services. Other live virtual programs included a book discussion on the book *Stamped* by Jason Reynolds, *Stress Management: A Proactive Approach* and *ReDefined Reads: Making Winter Literary Blooms* from old book pages. Several pre-recorded programs including *Culinary Delights: Cinnamon Swirled Chocolate Chip Bread* and a diversity program titled *Ahead of the Holidays: Accepting Other People's Differences*. *Grab & Go* puzzle kits and coloring kits rounded out the month.
- Total circulation was 15,018. Circulation of digital materials was 2,701. Total number of people that entered the building was 6,587. An additional 237 curbside service transactions were processed. Staff processed and pulled 2,231 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,955 reference questions during the month. Online databases that were popular this month included *Value Line*, *Reference Solutions*, and *Ancestry.com*. The children's online service *BookFlix*, *PebbleGo Animal*, *Social Studies* and *Biography* databases *PebbleGo NeXT: American Indians* were very popular.
- In technology news, the correct version of the WiFi hotspots that were purchased from funds received from the Hartford Foundation for Public Giving - Newington Community Fund finally came in. They are being processed and should be ready for circulation sometime in December. Additional public computers were put out on the first floor. With the new technology furniture that includes dividers between each computer, patrons have more separation and space to use the computers. This month's technology program was a prerecorded program titled *Learn About Libby and Overdrive*. Several abbreviated *Tech 4 U* help sessions were held during the month. Because we are down several staff members in the Reference department, this program has been scaled back temporarily until the positions are filled. 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 personnel news, Digital Services Librarian Victoria Buttaro resigned, and her last day was November 5th. The hiring process per the AFSME contract was started and we hope to fill the position in December. Jeanette Francini, a longtime library employee, resigned from her Part-Time Reference position to become the new Library Director of the public library in New Hartford, CT. Her last day was November 26th. We hope to fill this position by the end of the year. Karen Benner attended several Community and Leisure Meetings held in the Town Manager's office. Head of Reference Jennifer Hebert and Reference Librarian Julie Bergman digitized some historical photos of Newington Junction for a possible grant opportunity. Head of Community Services Michelle Royer met with staff from other area libraries to discuss future library program collaboration. Michelle Royer also continued to do some outreach to Cedar Mountain Commons and Middlewoods of Newington and work with volunteers from the GFWC of Newington/Wethersfield to make deliveries as part of the *Books for You* homebound delivery service. This month volunteers delivered 116 books. Several staff members took advantage of online professional development webinars including "Weeding in the Garden of Good and Evil" and "Choosing the Right Social Media Platforms for Your Library". Staff continues to step up and help out as the library continues to go through personnel transitions. Adjusting to two full-time openings that will continue throughout the year and the additional unexpected resignations is very challenging. These challenges as well as the stress of the pandemic is hard to navigate sometimes, but the library staff is working together to figure how to do it realistically and effectively.
- In facilities' news, the library had two roof replacement projects going on at the same time. The roof work began on November 11th. One project replaced most of the shingle roof on the 1988 addition of the library. It did not include the area that was replaced several years ago. The second project replaced part of the rubber flat roof. The old shingle roof had shingles falling off and roof leaks. The area of the rubber roof replaced was prone to tears and leaks. By the end of the month, the projects were almost completed. Cleaning continues to be okay. Business Manager Karolyn McLain and Director of Facilities Joe Salamone are working with the cleaning service to try to get consistent cleaning. Karolyn McLain, Karen Benner and the Library Board of Trustees House Committee conducted its annual library walk-through to look at the condition of the inside and outside. A list of areas to repair, touchup or cleanup was made and will be worked on throughout the coming year.

TOWN CLERK

- There were 84 property transfers in November for a total of \$18,115,667 in sales. State conveyance tax collected was \$142,462.75; Town conveyance tax collected was \$43,795.92.
- There were thirteen residential sales over \$300,000. We had one residential sale on Waverly Drive for \$620,000. There was a Commercial transfer in the amount of: \$1,900,000 at 2495 Berlin Turnpike from Berlin Turnpike 2495 LLC to Venice Take 5 LLC.
- There were 495 documents filed on the Land Records: 183 mortgages, 8 liens, 151 releases and 21 probate documents, and 148 of these documents were electronically filed on the land records, generating \$20,768 in revenue.
- The staff issued a total of 177 certified copies of birth, death and marriage certificates. Sixteen burial permits and twelve cremation permits were issued.
- Staff catalogued nine Notary Public commissions and five Trade Name certificates.
- The office issued nineteen (19) passes to the landfill station.
- Copy revenue totaled \$2,806; \$2,407 was generated by the online land record portal.
- Staff issued 1,169 absentee ballots for the November 2nd Municipal election.
- The office continues to support the Town departments and commissions in the use of Zoom Virtual meeting software.

DATA SUMMARY NOVEMBER 2021				
	November-20	November-21	FY20/21 to Date	FY21/22 to Date
Land Record Documents	471	495	2,468	2,583
Dog Licenses Sold	21	26	933	597
Game Licenses Sold	0	4	9	19
Vital Statistics				
Marriages	20	11	117	123
Death Certificates	51	40	176	152
Birth Certificates	23	27	108	139
Total General Fund Revenue	\$ 59,934.57	\$ 71,394.37	\$302,348.75	\$368,609.14
Town Document Preservation	\$ 1,877.00	\$ 1,920.00	\$ 9,116.00	\$ 9,387.00
State Document Preservation	\$ 2,248.00	\$ 2,602.00	\$ 12,560.00	\$ 12,488.00
State Treasurer (\$36 fee)	\$ 9,900.00	\$ 11,592.00	\$ 50,256.00	\$ 55,620.00
State Treasurer (\$127 fee)	\$ 10,541.00	\$ 8,890.00	\$ 51,181.00	\$ 51,308.00
State Treasurer (\$110 fee)	\$ 11,440.00	\$ 10,450.00	\$ 50,380.00	\$ 52,910.00
LoCIP	\$ 825.00	\$ 966.00	\$ 4,188.00	\$ 4,635.00
State Game Licenses	\$ 0.00	\$ 95.00	\$ 332.00	\$ 435.00
State Dog Licenses	\$ 154.50	\$ 177.50	\$ 5,710.00	\$ 3,975.00
Dog Licenses Surcharge	\$ 58.00	\$ 54.00	\$ 2,240.00	\$ 1,468.00
Marriage Surcharge	\$ 204.00	\$ 204.00	\$ 1,496.00	\$ 2,074.00
Grand Total	\$ 94,182.07	\$108,342.87	\$488,874.75	\$562,999.14

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Mr. Paul G. Boutot-CGCIO, Chief Information Officer, Mr. John Bolduc & Steve Pollock, Network Administrators/Project Leaders, and Mr. Scott Hoagland, Network/Application Specialist.

During the course of the month, staff participated in, assisted with and/or were directly involved in: Completing 97 formal work orders.

- Modification of settings on conference room to ensure proper shutdown and availability
- Modification of network permissions on data shares

- Worked with outside vendors on specifications and price quotes for laptops, workstations and mobile computing devices for field use
- Installed security patches, firmware and upgrades on workstations, servers, and various appliances
- Finalized specifications and placed order for a replacement video management server
- Installation of the latest firmware on all HP printers
- Setup of a new website page for Human Services to collect donations. The department can now accept donations via PayPal and Credit/Debit Cards
- Upgraded Parks and Recreation's records management system to the latest vendor-supported software release
- Upgraded the Town's remote access gateways to the latest vendor-supported software release
- Assisted Registrar of Voters' staff during election preparations
- Worked with the Police Department's Computer Aided Dispatch (CAD)/ Records Management System (RMS) vendor to implement fingerprint integration with the State of Connecticut's new fingerprinting machines
- Assisted Tax Collector and Assessor's offices with address reports
- Installation, setup and testing of new network storage system
- Executed and tested various workloads on the new network storage system
- Obtained specifications and price quotes on the replacement of the Town's Security Information Event Management (SIEM) system
- Worked with the Town's audio/visual vendor on resolving outstanding issues
- Improved SNMP trap collection on select network components
- Attended departmental, staff, regional and building meetings as needed or required.

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of November. In addition to routine preventative maintenance work, the team also assisted in the set up and breakdown for Election Day procedures Town wide.

Work Order Completions:

The Facilities Maintenance Department responds to routine maintenance and custodial requests daily.

Town Hall:

- Completed review and execution of the contract for the RTU curb replacement to incorporate new isolators.
- Met with Verogy and Structural Engineer to review layout. Electrical engineer scheduled for a site visit in an attempt to identify a pathway for conduit that is least intrusive.
- Drone flight completed to assist with final layout.
- New security glass for Town Clerk, Parks and Rec (2 locations) waiting on materials.
- Working on finalizing the addition of two more dedication plaques.
- Installed a new bathroom partition in the 2nd floor men's room for required privacy.
- Installed two new baby changing tables in the community center.
- Snow melt mats for gym stairs released for manufacturing.

Library:

- EPDM roof replacement completed between skylight and original section of the building.
- Architectural shingle replacement completed on all sections except the back (green) section which was completed last year.
- New HVAC JACE controller installed.

Highway Garage:

- Water main for fire suppression system repaired.
- Heating system repairs to the heat exchanger.
- Installation of new site lighting controls.

Senior & Disabled Center:

- Installation of new heat pump.
- By-Pass valve design completed and contract awarded.

American Legion:

- Roof replacement completed.

NEMS Building:

- EPDM roof replacement contract awarded.
- Patio Knee wall replacement completed.

Kellogg Eddy House and Garage:

- Roof replacement plans and specs completed.
- SHPO Grant submission November 8th (the goal is to receive 50% reimbursement).

Police Department:

- Design work for Renovation to the new PPE/Cert team storage and IT data/radio control room.
- Installation of new circulating pump.
- New locks and access controls reviewed and ordered.
- New sally port door opener controls for dispatch.

Administrative Projects:

- Review Service Contracts.
 - Swan-HVAC equipment
 - ESC-HVAC controls
 - Independent elevator
 - Life safety equipment
- RFP for new cleaning vendor.
- Creation of new facilities operation/project manager job description.
- Facilities Management presentation for Town Council.
- Conceptual plans for two new canopies at Town Hall.
- Asset Management software review.
- Carbon monoxide detector review for Pre School--waiting on State Fire Marshal response.
- Solar project coordination at all locations.