



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 25, 2022
Re: Monthly Report – December 2021

GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on December 10th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

Due to the most recent retirements and promotions, we had a few vacancies in departments. I participated in the recruitment process for the Librarian I and Dispatcher position on December 1st. The Police Department is actively seeking entry level Recruit Police Officers and Certified Police Officers, I interviewed a certified candidate on December 17th.

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. The Town Assessor and I met with developers on December 1st and 3rd to discuss property along the Berlin Turnpike.

The four surrounding Town Managers; Berlin, Wethersfield, Rocky Hill, and Cromwell met on December 8th to discuss opportunities for shared services and equipment. The Town of Newington currently has a shared position with the Town of Wethersfield, Animal Control Officer and a tree bucket truck with the Town of Wethersfield and Rocky Hill.

During the Town Council Meeting on December 14th, proclamations were presented to select recipients for Building Strong Community Award. 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 approved by Town Council: 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. The following items were reviewed by Town Council, street reconstruction/paving projects, fleet vehicle/equipment reserve program, public safety radio project, municipal IT and facilities projects, and the 2022 annual regular meeting calendar. A waiver was presented to cancel the meeting scheduled on December 28th, as discussed at the Leadership Agenda setting meeting due to the proximity to the holidays.

Th performance evaluations for administrative employees were completed in December. Each department head completed an evaluation for administrative employees that were under the jurisdiction; the deadline was December 15th. Department head evaluations were scheduled the week of December 20th. Performance evaluations were postponed last year due to COVID-19.

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

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Throughout the month, I met with Union leadership and department heads to discuss issues and concerns.

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.

Overtime

Paid overtime during the month of December 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	15.1	\$ 840.76
Weekend Standby and Call-In	20.0	\$ 1,148.20
Road Maintenance	4.0	\$ 229.64
Leaves	68.9	\$ 3,597.32
Snow	223.7	\$ 14,020.98
Totals	331.7	\$ 19,836.90
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	154	\$ 7,300.00
Totals	154	\$ 7,300.00

PERSONNEL

- No job postings for the month of December.
- Final interviews for the vacant Dispatcher and Librarian I (T-2) position took place on December 1st with Town Manager, Keith Chapman.
- Testing took place on December 7th & 15th for the vacant Groundskeeper I (LT-10) positions.
- Mark Ripley, Groundskeeper Foreman (LT-19), retired on December 10th, 2021 from the Town of Newington after 33 years of service.
- The vacant Equipment Operator I (HLT-9) position was offered to Brian Guite; he began his position on December 16th.
- Sergeant William Jordan retired on December 31st, 2021 from the Town of Newington after 20 years of service.
- Sergeant Jason Saccente retired on December 31st, 2021 from the Town of Newington after 22 years of service.
- Dianne Stone, Director of Senior and Disabled Center, retired on December 31st, 2021 from the Town of Newington after 23 years of service.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The fifth 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 November 2021 were \$508,534. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

	<u>Cumulative Claims through November, 2021</u>		
	Town	Board of Education	Total
Estimated Claims	1,144,330	3,741,725	4,886,055
Actual Claims	471,288	2,943,897	3,415,185

	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD
POLICE DEPARTMENT				
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 314.42
Patrol	679,403.00	536,003.91	685,889.00	358,921.76
Investigation	90,645.00	21,892.71	90,645.00	24,401.27
Traffic	4,908.00	3,258.90		
Communication	173,748.00	86,386.49	173,748.00	97,510.02
Education/Training	143,085.00	63,280.46	143,085.00	48,252.81
Support Services	60,413.00	48,937.06	60,413.00	11,881.38
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$ 759,759.53	\$ 1,163,466.00	\$ 541,281.66
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 14,602.69	\$ 28,085.00	\$ 46,589.70
Snow and Ice Control	130,000.00	15,643.85	165,297.00	24,972.83
Traffic	0.00	0.00	4,057.00	3,606.04
Vehicles and Equipment	34,145.00	16,426.25	32,822.00	28,573.51
Leaf Collection	35,267.00	34,902.41	33,898.00	33,259.54
Total	\$ 228,629.00	\$ 81,575.20	\$ 264,159.00	\$ 137,001.62
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 66,145.73	\$ 84,839.00	\$ 65,148.00
Cemeteries	17,109.00	1,419.61	16,445.00	3,630.31
Total	\$ 105,466.00	\$ 67,565.34	\$ 101,284.00	\$ 68,778.31

ACCOUNTING AND ADMINISTRATION

- Continue to work with the auditors to get our audit released. The auditors are delayed in getting this to us due to a transfer of processing systems and staffing issues so we were required to file for an extension.
- Finance Director, Janet Murphy, submitted a draft of the small business assistance grant program to the Council. This program will be funded by the American Recovery Fund Grant. Council will decide if they approve it at their meeting on January 25th.
- Deputy Finance Director, Lisa Rydecki, received the CIP submissions from the department heads and summarized that information for the meetings between the Town Manager and the Department Heads.
- Finance Department is working with all departments in the preparation of their 2022-2023 fiscal year operating budgets which are due in our office by January 5, 2022.
- Both Accounts Payable and Payroll are working on their year-end reporting in anticipation of the processing of W-2s and 1099s in January.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town received \$54,974 for the Mashantucket Pequot Grant from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

12/31/2021

	<u>Interest Earnings</u>		
	<u>Budget FY2021-22</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$20,404	\$38,477,626
Special Revenue Funds	42,000	356	713,340
Capital Projects Funds		527	1,095,304
Internal Service Fund	5,000	3,001	6,599,105
Trust and Agency Funds		636	1,171,362
Total, Estimated by Fund			\$48,056,737

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/2021

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	.10	.09	1,616	1,754	\$19,891,216
Bank North	.10	.10	48	46	561,983
TDBank (new)	.10	.10	926	896	10,898,455
Farmington Bank	.10	.10	719	742	8,460,935
Webster Bank	.05	.05	216	213	3,179,467
Liberty Bank	.10	.10	458	388	5,064,681
Total Outstanding Investments					\$48,056,737

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December, 2021.
- All new construction and permit related changes to Real Estate have been inspected, valued and processed in our CAMA system for inclusion on the October 1, 2021 Grand List.
- Personal property valuation for the October 1, 2021 Grand List is approximately 63% complete. A few problem declarations that were filed still need to be processed and then approximately 565 accounts that failed to file a declaration will be electronically valued including statutory required penalties for non-compliance.
- We received the 2021 Regular Motor Vehicle list in from the Connecticut DMA and began pricing all vehicles that did not get priced at DMV. Out of approximately 27,632 vehicles, about 5,012 need to be priced manually.
- We completed the processing of the 2020 Supplemental Motor Vehicle list and the bills were sent to taxpayers at the end of the month. Feedback from the public in terms of questions, calls, and in person visits to the office has been very active.

Revenue Collector

- Collections for December on the 2020 Grand list amounted to \$10,964,214.83 and back tax collections were \$41,558.02. Included in the back tax amount was \$5,481.23 which was collected for suspended accounts.
- This year's total collections through December was 64.4% which is right on target with the 64.4% which was collected in December 2020.
- Delinquent Notices were mailed for current and back tax delinquent accounts totaling 2,875 tax bills.
- The staff was extremely busy daily updating tax accounts prior to finalizing the file for the mailing of the January 2020 bills so information could be as accurate as possible.
- There were 4,845 Supplemental Motor Vehicle tax bills mailed at the end of December for individuals who registered cars after October 1, 2020. These new tax bills were placed online as soon as the information was available.
- Legal Notices were published for the second installment on Real Estate, Personal Property and the Supplemental Motor Vehicle taxes.
- Press Releases were also placed in the Rare Reminder, as well as on Newington's web-site and its social media to remind taxpayers of their tax obligations.

POLICE DEPARTMENT

Patrol Calls for December are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 20
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 81	Fire Trouble Alarm 0	MV Injury 10
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 108
Alarm Residential Burg Alarm 19	Fire Vehicle Fire 0	Neighbor 4
Altered Mental Status 1	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 67
Animal Complaint 8	Fire Water Problem 2	Noise 16
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 1
Assault 5	Follow Up 41	Notification 0
Assault in Progress 0	Found Property 8	Open Door/Window 18
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 12	Parking Violation 12
Assist Other Agency 35	Hazard 24	PD Assist Fire Dept 37
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 2	Pistol Permit 21
Bomb Threat 0	Hope Project 0	Prisoner Care 3
Breach of Peace/Disorderly 11	Illegal Dumping 3	Private Duty 0
Burglar Alarm 1	Impersonating Police 0	Property Found 4
Burglary 4	Indecent Exposure 1	Property Lost 2
Car Seat 0	Intoxicated 6	Prostitution 0
Check Welfare 38	Juvenile Complaint 12	Recovered Stolen MV 3
Check Welfare 911 32	K9 Assist 0	Rescue Call 0
Check Welfare Other 10	Kidnapping 0	Residential Lockout 3
Clear Lot 1	Landlord/Tenant Dispute 2	Robbery 1
Construction 0	Larceny 44	Roll Call 3
Court Detail 17	Larceny from MV 32	Serve Subpoena 0
Criminal Mischief 6	Lift Assist Only 5	Serve Warrant 20
CSO 0	Liquor 0	Sexual Assault 1
Customer Dispute 16	Local Traffic Authority 0	Shots Fired 2
Dog Complaint 21	Location Check 82	Specific Detail 69
Domestic 36	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 6
Drug 0	Lockout Building 0	Sudden Death 5
DUI 2	Lockout MV 2	Suicide 0
EDP 17	Lost Property 2	Suicide Attempt 0
Escort/Transport 4	LTA 0	Suspicious MV Unoccupied 12
Escort/Funeral 4	Meal 0	Suspicious Report 185
Escort Other 0	Medical Alarm 23	Test 0
Escort Retrieval 0	Medical Cardiac 3	Threatening 1
Escort Tax 0	Medical Complaint 251	Tobacco 0
Fingerprint 0	Medical Diabetic 3	Tow 12
Fire Alarm Commercial Bldg 4	Medical Fall 23	Town Ordinance Violation 0

Fire Alarm Residential 2	Medical Mutual 0	Traffic Stop 129
Fire CO Detector no sympt 2	Medical Other 1	Traffic Stop Attempt 7
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Survey 0
Fire Extrication 0	Medical Stand By 0	Training 0
Fire Hazmat 2	Medical Trauma 0	Trespass 6
Fire Mutual Aid Request 1	Medical Unresponsive 9	Unknown 0
Fire Other 10	Missing 6	Water problem 0
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 38	
Fire Stand By 0	MV Complaint 27	
Fire Structure Fire 3	MV Fire 0	Total: 1,853

- In December, the Detective Division Report:
 - Handled 109 investigations, 49 remain ongoing, 56 closed, 4 suspended.
 - Served 20 warrants; 16 by Patrol officers, 4 by Detective Division.
- In December, the Animal Control Officers had the following activity:
 - 29 Total Calls: 21 Dog, 8 Animal, 1 Specific Detail, 0 Follow-ups, 16 Police Assisted—No ACO
 - 1 Total Bite: 1 Dog vs. Dog Bite, 0 Dog vs. Human; 0 Feral Cat vs. Human
 - 3 Total Impounds: 2 Redeemed, 1 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 58 Incoming Phone Calls
 - 3 Letters (No License/Barking/Littering)
 - 4 Written Warnings
 - 192 Delinquent License Letters
 - 0 Infractions
 - 0 ACO Call-Ins
- Notable Cases/Events:
 - Actively working through the dog license delinquent list and written warning follow up.
 - 61 Summit: Rescheduled for 1/19/22.
- In December, the Patrol Division had the following activity:
 - On 12/05/21, Newington Police responded to the Grantmoor Motor Lodge for a report of shots fired. Upon arrival, officers reviewed surveillance video and determined that a small white SUV pulled into the parking lot and parked near a red Acura sedan. An occupant exited the SUV and walked up to the Acura and looked through the windows. The suspect then walked to the rear of the Acura and pulled a firearm out of his waistband. The suspect then fired seven rounds into the rear of the sedan. The suspect entered the SUV and fled the scene. There were no occupants in the vehicle and no one was injured in the shooting. The Detective Division was requested to process the scene. Through investigation, the suspect SUV was located in New Britain the following day. The owner of the vehicle denies knowledge of the incident. The case remains under investigation.
 - On 12/15/21, at 1608 hours, Officers were dispatched to the Verizon Wireless store located at 36 Fenn Road for a report of a robbery. An employee reported he was standing at the service counter when two adult males entered the store. The males walked directly to the phone display and attempted to pull the phones off the display rack. Due to the fact that the phones are tethered to the racks with a security cable, the suspects used a knife to cut the cable to release the phones. The employee stated he approached the males as they fled from the store and one of the males reached into his front pocket and threatened to hurt the employee. The employee stated he stopped chasing the suspects and locked the door after they exited the store. The manager then began to film the suspects with his phone as they fled the scene in a BMW. The vehicle was identified by its matching registration plate. This investigation was transferred to the Detective Division.
 - On 12/21/21, Officers responded to the Citgo located at 2407 Berlin Turnpike for a stabbing. Upon arrival, Officers located a male seated in the passenger seat of a vehicle suffering from a stab wound to the chest. The victim provided very little details to what happened. He was quickly transported to a local hospital. The operator of the vehicle, who identified herself as the victim's

wife, initially reported that her husband was robbed. However, through investigation, it was discovered that the couple had responded to an apartment in the center of Newington to engage in prostitution. While at the apartment, the female and a client had a disagreement about payment for services, at which time the female's husband exited his vehicle and approached the apartment to confront the client. At that time, the client allegedly stabbed the victim in the chest. The victim and his wife fled the scene in their vehicle and ran out of gas in the lot of Citgo. The Detective Division was requested to process the scene. The suspect has been identified and is communicating with the police through his attorney. The case remains under investigation by the Detective Division.

- On 12/22/21, Hartford Police notified this agency of a shooting that they were investigating on the Hartford/Newington town line. Officers responded to the area of Hartford Avenue to assist in the investigation. Hartford PD reported they responded to the area of Newington Avenue and Marion Street in Hartford for a shots fired complaint. HPD reported during their search of the scene, they located a shell casing in front of 486 Hartford Avenue in Newington. HPD stated they located an additional shell casing on Newington Avenue in Hartford just over the line. 486 Hartford Avenue is the home of a juvenile male who is well known to law enforcement for criminal behavior. Officers conducted a welfare check at 486 Hartford Avenue and contacted all of the occupants. No one was injured as a result of the shooting. Hartford PD canvassed the area and located a residential surveillance video showing a black sedan traveling south on Newington Avenue in Hartford towards the Newington town line. 486 Hartford Avenue is just over the line in Newington and is the only residence in this commercial area. The video shows the vehicle pass the camera, and then goes out of view. Just after leaving the camera view, several pops which sound like gun fire can be heard. It is unclear what the shooter was shooting at, but no one was injured and no damage was discovered. The shell casing was collected and submitted for processing. No other leads are available at this time.
- On 12/29/21, Officers responded to an undisclosed location on Willard Avenue for a report of a woman bleeding in a parking lot. Upon arrival, officers located the victim of a stabbing who was suffering from life-threatening injuries. Officers quickly treated the injuries using Quick Clot hemostatic agents and tourniquets. Although the woman was stabbed in the throat and couldn't communicate verbally, officers were able to ascertain that she was the victim of an assault and identified her attacker by writing his name on her arm. She also was able to inform officers the suspect threatened suicide prior to fleeing the scene. The victim was transported to the hospital and was rushed into emergency surgery. The suspect was identified as her boyfriend who fled the scene in the victim's vehicle. The crime scene was processed by the CSP Major Crime Unit and Newington Detectives worked to locate the suspect. In the early morning hours, Detectives learned the suspect was found deceased on Interstate 84 in Southbury. It appeared as though the suspect parked the victim's vehicle and walked across the travel lanes of I-84 and was struck by two separate vehicles. Miraculously, the victim survived the attack and is cooperating with the investigation.
- On 12/29/21, at approximately 0200 hours, an officer observed a vehicle parked at a gas pump in the lot of Mobil on Fenn Road. The vehicle was wanted in connection with two shootings, one from Vernon earlier in the evening and one that just occurred in New Britain. As the officer pulled into the Mobil parking lot, the suspect vehicle fled northbound on Fenn Road. Due to the severity of the crimes committed by the occupants, the officer began to pursue the suspect. The pursuit left Newington into West Hartford and then returned to Newington. The suspect vehicle then exited Newington again and headed into Wethersfield onto 5/15 northbound, ultimately exiting onto I-84 Eastbound in Hartford. While on I-84, CSP assisted with the pursuit. At one point during the pursuit, the occupants tossed a brown paper bag out the passenger window. Officers searched the area and located a discarded firearm believed to have been used in the two shootings. The pursuit concluded when Massachusetts State Police used spike strips to disable the vehicle at the Connecticut/Massachusetts state line. The occupants were taken into custody by Massachusetts State Police. Newington PD will complete an arrest warrant for the pursuit and motor vehicle charges. Vernon PD responded to take possession of the firearm and vehicle as part of their shooting investigation.

Property Report December 2021

<u>Category</u>	<u>#of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0

Damaged/Destroyed	27	\$ 60,448
Vehicle Inventory	0	\$ 0
Stolen	84	\$ 132,316
Abandoned	0	\$ 0
Evidence	179	\$ 18,485
Found	11	\$ 10
Lost	9	\$ 4,920
Seized	7	\$ 0
Recovered	11	\$ 28,472
Impounded	0	\$ 0
Informational	6	\$ 993
Towed	0	\$ 0
Total	334	\$ 245,634

- Police Department Overtime December 2021

OT November	\$137,485	2 pay periods (no holidays)
OT December	\$196,220	3 pay periods (two holidays)
	\$ 58,735	increase

- During December 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. 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 \$137,791, an increase of \$50,432 from the previous month. Overtime included holiday pay of \$28,571, the filling of shifts for time off (vacation, sick, earned time) and 105 district days off (Thurs, Fri, Sat). Also, holdovers or scheduled overtimes for officers involved in casework related to domestic disputes, motor vehicle accident, fatal motor vehicle accident in Newington and a response by the Midstate Accident Reconstruction Squad (MSARS) to Berlin for a motor vehicle accident, follow up investigation related to the fatal motor vehicle accident, traffic control, school security detail, stabbing assault, check welfare, suspicious incident (drugs), serving a search warrant at Hartford Hospital, suicide, untimely deaths, emergency committal, warrant service at New Haven Correctional Center, sexual assault, DUI paperwork, supervisor holdover to review/sign paperwork and the Parks and Recreation Dept. tree lighting in the center of town.
- Detective Division overtime of \$5,543, an increase of \$790 from the previous month. Overtime included holiday pay of \$703 for a Lieutenant, after hour callouts or overtime for detectives processing a shooting, car burglaries, untimely deaths, a stabbing, stolen motor vehicle, shots fired call, burglary of the town garage and the completing of court paperwork.
- Traffic Division overtime of \$1,047, an increase of \$588 from the previous month. Overtime consisted of the equipment operator responding to five non-functioning traffic lights with cones and stop signs. The locations included Kitts Lane/Rt 5, Pane Road/Maselli Road, Fenn Road/Holly Drive, Rt 5/15 at Lowes Home Improvement and Deming Street/Rt 5.
- Communications overtime of \$24,500, an increase of \$9,202 from the previous month. Overtime included holiday pay of \$5,525, the filling of shifts for time off (vacation, sick, earned time) and filling of shifts on days and evenings when only one dispatcher is scheduled to insure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday. There is also currently a dispatcher opening which creates additional overtime.
- Educational overtime of \$12,219, a decrease of \$3,164 from the previous month. Overtime included coverage of shifts for officers' training in less lethal instruction, firearms instructing and

qualification, MSARS training, advanced hostage negotiation and use of force. Officers were also paid overtime for COLLECT training and drone training.

- Support Services overtime of \$15,120, an increase of \$877 from the previous month. Overtime included holiday pay of \$703 for a Lieutenant and support services members participating in the Stuff-a-Cruiser event at Walmart. Additionally, the majority of the overtime was for officers conducting surveillance related to an ongoing town wide rash of car burglaries. These overtimes related to the car burglaries are reimbursed through a grant administered by the State of CT Office of Policy and Management.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of December, 2021. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

Code	Incident Type	December	6 month total
1	Fire		
100	Fire, Other	1	4
111	Building fire	3	9
113	Cooking fire, confined to container	0	8
116	Fuel burner/boiler malfunction, fire	0	1
131	Passenger vehicle fire	0	4
140	Natural vegetation fire, Other	0	2
142	Brush or brush-and grass mixture fire	0	5
150	Outside rubbish fire, Other	0	3
154	Dumpster or other outside trash receptacle	1	2
	Total	5	38
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	1
223	Air or gas rupture of pressure or process	1	1
251	Excessive heat, scorch burns with no fire	1	1
	Total	2	3
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, Other	0	1
311	Medical assist, assist EMS crew	1	4
322	Motor vehicle accident with injuries	0	1
324	Motor Vehicle Accident with no injuries	0	1
352	Extrication of victim(s) from vehicle	0	3
381	Rescue or EMS standby	0	1
	Total	1	11
4	Hazardous Condition (No Fire)		
400	Hazardous condition, Other	1	13

410	Combustible/flammable gas/liquid condition	0	1
411	Gasoline or other flammable liquid spill	0	8
412	Gas leak (natural gas or LPG)	2	9
413	Oil or other combustible liquid spill	0	3
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	1
424	Carbon monoxide incident	1	4
440	Electrical wiring/equipment problem, Other	1	8
441	Heat from short circuit (wiring), defective/worn	0	1
444	Power line down	1	25
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	0	1
460	Accident, potential accident, Other	0	2
463	Vehicle accident, general cleanup	0	2
	Total	6	83
5	Service Call		
500	Service Call, Other	1	8
510	Person in distress, Other	0	1
511	Lock-out	3	7
520	Water problem, Other	1	21
521	Water evacuation	1	9
522	Water or steam leak	0	5
531	Smoke or odor removal	4	14
542	Animal rescue	0	1
550	Public service assistance, Other	0	3
551	Assist police or other governmental agency	1	5
552	Police matter	0	1
561	Unauthorized burning	1	6
571	Cover assignment, standby, moveup	0	8
	Total	12	89
6	Good Intent Call		
600	Good intent call, Other	5	5
611	Dispatched & cancelled en route	1	1
631	Authorized controlled burning	0	2
641	Vicinity alarm (incident in other location)	0	2
650	Steam, other gas mistaken for smoke, Other	0	1
651	Smoke scare, odor of smoke	1	5
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	3	7
	Total	10	24
7	False Alarm & False Call		
700	False alarm or false call, Other	1	38

710	Malicious, mischievous false call, Other	1	4
730	System malfunction, Other	3	17
733	Smoke detector activation due to malfunction	0	15
735	Alarm system sounded due to malfunction	4	17
736	CO detector activation due to malfunction	3	12
740	Unintentional transmission of alarm, Other	2	12
741	Sprinkler activation, no fire	0	1
743	Smoke detector activation, no fire - unintentional	2	22
744	Detector activation, no fire - unintentional	0	7
745	Alarm system activation, no fire	2	8
746	Carbon monoxide detector activation, no CO	4	8
	Total	22	161
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	58	414

Fire Chief

Fire Responses: 32 Incidents

- 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/upcoming events
- 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
- Communicated regularly about COVID cases/COVID Protocols
- Had communication meetings about new radio system with Lt. Carlone
- Conducted Firehouse inspections on projects being worked on
- Met with FMO to review plans for new developments within town
- Had discussions with Chiefs and Captains on Budget process submission
- Worked with grant writer on AFG grant submission
- Attended Night of Lights
- Met with MES and GMI Reps on meter issues
- Had discussions with Chief Regina on new software for reports and new computer/tablet replacements department wide

Training Report Progress History

December gave our firefighters a well-deserved break from training and a perfect opportunity to spend their time off with family.

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
- Request storage, props and mannequins for Chief and Fire Commission review.

Drill Schedule

CPR Training: January 2022 – CANCELLED DUE TO COVID – Supplemented with online training.

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
BA85 – SCBA Maze	1	17	42.50
DT20 – DMV Driving Exam	1	4	5
FC20 – Handline Operations	1	1	8
FFI – Fire Fighter I	1	1	106
Totals	4	23	161.50

FF1 Training: 300 Hours

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 MARSHAL

During the month of December, the Fire Marshal's Office has engaged in a total of 138 activities relating to code enforcement and fire investigation. The total activity count does reflect documented time relating to office work. A complete breakdown of activities is attached for your reference.

Executive Summary:

The Fire Marshal's Office staff has been reviewing street files to help with record retention, and file management is accurate and only the required documentation is filed. Furthermore, Fire Inspector Salonia has started a review of all the town's Knox Boxes. Once this review is complete, we will be able to provide a full list to both the Fire Department and Dispatch. An inspection schedule was developed and will be implemented January 1, 2022.

Recent Events:

- DFM Regina was called out for 3 incidents over the Christmas weekend
 - 226 Lucille: Garbage Can Fire
 - 50 Fenn Road (Mobil): Fire
 - 386 Willard Ave – Maurette Manor: Smoke/Fire from Water Heater

Updates:

- Firehouse Software Replacement – Fire Department has decided to pursue Alpine Software/REDNmx. The Fire Marshal's Office fully supports this decision and will help with transitioning/implementation as needed.
- Hindu Temple – Church Street
 - No reportable action
- Pick-up Truck
 - No reportable action

- The Compliance Engine/Brycer
 - We will not be pursuing this particular service as it will put an undue cost on property owners.
- The budget has been submitted for review by the Board of Fire Commissioners.

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. The FMO has requested that hydrants be located inside the Anna Reynolds property. BOE had some concerns with the location of the hydrants; the designer is reviewing.

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 Engineer to discuss various projects
- Met with Town Manager and business agent to discuss service agreement for trash disposal
- Attended monthly Environmental Quality Control Meeting
- Attended Town Council meeting to discuss Equipment Reserve Program
- Coordinated Annual Hearing Conservation testing

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed Town's Annual Leaf Collection Program
- Two (2) evictions scheduled for the month both requiring storage
- Crews cleaned and stored leaf equipment for next season
- Constructed drainage swale in south parking lot of High School
- Responded to four (4) snow/ice events for a total of 2.8" of precipitation
- Prepared and patched parking lot at Highway Garage due to repair of sprinkler system pipe
- Replaced manhole cover on Barnard Drive
- Responded to one (1) after hours' call in for the month

Fleet Maintenance

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Continued with seasonal services/repairs of sanders and snow plows for Parks and Highway Departments

- Police Mechanic completed the upfitting of one new administrative vehicle and began another vehicle set up
- No after hours' call ins for the month

Sanitation/Recycling/Landfill

- Scheduled 204 residential bulk items for collection for the month
- Scheduled 48 condominium bulk items for collection for the month
- Scheduled 24 condo/residential scrap metal items for collection for the month
- 3,902 tons of cumulative Municipal Solid Waste were collected July through December
- 1,003 tons of cumulative recyclables were collected July through December
- 111 mattresses/box springs were recycled for the month
- 8 televisions were collected for the month
- Issued 26 permanent landfill permits and 3 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 10 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 10 permits:
 - Excavation: 10
 - Driveways: 0
- Reviewed utility clearance notifications: 66
 - Routine: 61
 - Emergency: 5

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
- 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 – Gilmartin: 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, stone walls) 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).
- Research and provide 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 – project management
- 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 (LOT/CIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review, coordinate easements
- Highway (LOT/CIP 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
- BOE: Newington High School – Survey and Site Plan for drainage improvements
- 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 – as-built survey
- Parks: Prepared \$15K America the Beautiful Grant
- Fire Department: FH5 – Survey property line
- Coordinated removal of beaver and a beaver dam in Rockhole Brook
- Town Manager: Garfield Street – Municipal Building – As Built plan review

BUILDING DEPARTMENT

- A Building Application was received and is under review for interior demolition and complete renovation of the existing tenant space for a blood plasma collection facility located at 3067 Berlin Turnpike.
- An Application is under review for tenant improvements for a medical office fit out at 3219 Berlin Turnpike. An Electrical and Plumbing Application were applied for and are under review for the medical office.
- A Permit was issued for converting an existing storage space into a bottle redemption space with an exterior door access at Target, 3265 Berlin Turnpike.
- An Electrical Permit was issued for the new gas station/convenience store at 4 Hartford Avenue for complete electrical installation. The scope of work excludes the canopy and all gas pumps and associated equipment wiring.
- Permits were issued for siding on buildings 1-15 on Hunters Lane, the Foxboro condominiums.
- There were two Certificates of Occupancy issued in December: a commercial CO for 135 Fenn Road for a new 28' x 36' addition & renovation and a single-family residence located at 51 East Robbins Avenue.
- Most indoor seminars 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:

K. Kilkenny: Updates & Overview 1 - December 1, 2021
Means of Egress 1 - December 7, 2021
Means of Egress 2 - December 9, 2021
Radon - December 14, 2021
Updates & Overview 2 - December 15, 2021

A. Hanke: Radon - December 14, 2021

- Building Department activity for the month of December was as follows: The Inspectors completed a total of 208 Inspections. They were: Above Ceiling (2), Alarm (3), Boiler (1), Chimney (1), CO (2), Electrical (16), Final (130), Framing (6), Gas Line (8), Hot Water Heater (1), Insulation (5), Mechanical (2), Plumbing (3), Roofing (3), Rough (25).
- The total number of Building/Renovation Permits issued / applied for the month of December was **141**, producing a total permit value of **\$5,273,404.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS/ALTERATIONS	29	2,986,656.00
CHANGE OF USE	0	0.00
DECK	1	7,000.00
DEMOLITION	1	30,000.00
ELECTRICAL	33	960,081.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	1	5,000.00
MECHANICAL	24	168,060.00

NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	41,408.00
POOL	0	0.00
ROOFING/SIDING	32	1,043,931.00
SIGN	0	0.00
SOLAR	4	31,268.00
TOTAL	141	\$5,273,404.00

- The total Building income fees received in the month of December were: **\$59,395.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,100.00, Environmental \$240.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$6.50, Driveway/Excavation \$425.00, Engineering copies \$66.00. The other total income is \$1,837.50.

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

	<u>2021</u>	<u>2020</u>
Value of Permits issued for December:	\$5,273,404.00	\$2,463,559.00
Fees for Permits issued for December	\$59,395.00	\$28,824.00
Other income Fees for December	\$1,837.50	\$1,648.50
Building Permits Issued for December:	141	151

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

<u>2021-2022</u>		<u>2020-2021</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$24,514,048.00	\$284,865.00	\$17,018,665.00	\$189,896.00

HUMAN SERVICES

- 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 assisted with the ongoing operation of the food bank.
- Financial Casework cases dealt with numerous complicated issues, including assistance with entitlement benefits, Social Security, Medicare, medical coverage, heat assistance including numerous oil authorizations, housing issues, etc.
- Clinical cases were seen presenting with issues including: PTSD, depression, anxiety, difficulty with divorce, anger issues, suicidal ideation, and postpartum depression.
- December report for Local Prevention grant was submitted.
- We have created the Winter/Spring 2022 SCORE program offerings and submitted the brochure to be digitally distributed in the principal's E newsletter to the middle school parents. SCORE programs planned for holiday vacation were canceled due to COVID spike.
- December was dedicated to preparation and implementation of the Holiday gift program. Gifts were given to 355 households and 697 individuals. Donations were received from all parts of the community including individual residents, civic organizations, scout groups, schools, houses of worship and businesses. Due to COVID, an outdoor "store" was set up so that recipients could select supplemental gifts for their household. Volunteers assisted with this program daily and put in numerous hours to make this program work.

December 2021 Statistics

Selected Programs	FY 21-22 Total This Month	FY 21-22 Total Last Month	FY 21-22 Cumulative Total YTD	FY 20-21 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	9 0	3 0	19 0	58 0
Youth & Family Service Hours	40.5	6	84.5	219
JRB cases : JRB hearings: JRB Service hours:	0 0 0	0 0 0	5 1 9	1 7 Not recorded
Positive Youth Development	8	236	897	288
Community Service # of hours completed Challenge Course: Adult Youth(outside)	0 0 0 0	1 25 0 120	4 130 0 285	5 30 12 0
Information and Referral	248	280	1,401	4,407
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	81 20 14 44	80 16 16 48	475 113 81 278	499 135 64 298
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	98.25 32.5 65.75	131.5 25.5 106	770.25 168.5 606.5	766.75 208.5 557.25
Food Bank Household visits # bags of groceries distributed Mobile truck	94 1,405 190	425 2,599 106	969 9,491 1,103	1,235 10,187 1,078
Special Needs	24	12	53	61

SENIOR AND DISABLED CENTER

Note: Dianne Stone was the Director during this reporting period.

- COVID-19 case numbers in increased from ORANGE to the RED level during the first week of December, then deep into the RED as the month progressed. Therefore, we had to continually reassess and revise plans for room use, organization and capacity and program offerings based on the virus numbers, information and directives from the Town EMD and CCHD. All indoor group activities after December 3 were moved to virtual or postponed.
- Individual in-person activities such as the exercise room, pool room, woodshop, foot care and computer lab continued to be offered by appointment with COVID-19 mitigation protocol in place.
- 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 a drum circle session with instructor Tim Kane, held in the Auditorium on December 2 (prior to going into the RED status).
- Over 50 members attended the Happy Holidays Drive-thru event on December 17, driving through stations in the parking lot and picking up small gifts and festive food items while connecting with staff.
- Other zoom programs included the American History Lecture Series with Jared Day and Neurocize. A gingerbread house program was held in which participants picked up a kit from the Center and created their gingerbread houses while chatting and visiting via Zoom
- Chair Aerobics, Cornhole and Tea and Trivia were put on hold due to the RED status. A cupcake decorating class was postponed.
- 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.
- 53 individuals received a total of approximately 1,100 hot meals in the month of December 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 119 trips this month for 35 passengers. In addition, Dial-A-Ride delivered 67 congregate meals, 108 meals on wheels and 13 program deliveries.

PARKS AND RECREATION

Recreation Division

- The Department held the Newington's Night of Lights Holiday Spectacular on Saturday, December 4th. This event brought in thousands of people from all around the state to celebrate the arrival of Santa Claus. This event included a fire truck parade, refreshments, a bonfire with s'mores, train rides, a hay wagon ride, a video game trailer, Big Daddy's Racing, a tree lighting ceremony, a carol sing with Newington schools, and an appearance by Santa Claus.
- Registration for winter programs began for non-residents on December 7th.
- Tennis lessons began for youth and adult participants on December 4th and December 6th.
- The Department certified over 10 new American Red Cross Lifeguards and Water Safety Instructors.
- The Nutmeg State Games were held at the Mortensen Community Center Gymnasium on December 27th and 28th. This basketball tournament brought in over 50 teams from all over CT, MA, and RI.
- The Community Café opened its doors for participants to purchase refreshments following their games.

Parks, Grounds & Cemeteries Division

- Finishing touches on Christmas decorations were completed.
- Night of Lights production was performed smoothly, including Santa trailer.
- 4 Parks staff continued with leaf cleanup at the Highway Department for the first week of December.
- Snow removal preparations.
- Parks staff increased Parks & Grounds leaf removal responsibilities with the return of staff members from the Highway Department.
- Leaf removal at the schools, Government Center, firehouses, and parks took up nearly 75% of staff labor this month.
- Lucy Robbins Welles Library beds and landscaping cleaned up.
- Parks staff responded to several ice and freezing rain events in December.
- Cemeteries: 6 single, 3 double, 8 ash, 12 grave sales

Tree Warden

- No tree activities during December.

LIBRARY

- During the month, COVID rates increased quite a bit, keeping Newington in the red level. Each week, we saw the rates doubling from the previous week. The library operated in the COVID-19 Transmission Reduction Plan for Town Buildings at the red level. The building remained open during regular library hours including Sundays. Patrons could browse, use the public computers and there was some seating for individual quiet study in different areas in the library. A few changes were made which included reducing the number of seats for quiet study, closing the study rooms and putting in-person programming on hold.
- Library Director Lisa Masten, Assistant Library Director Karen Benner, Business Manager Karolyn McLain and Head of Reference Jennifer Hebert continued to work on 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 Library Board of Trustees has begun planning for the 25th Annual Newington Library 5K Challenge Road Race that will be held on Sunday, May 15, 2022. Tilcon Connecticut has once again committed to being the Platinum sponsor of this road race, an annual library fundraiser. The Library Board of Trustees also lost a longtime and valued trustee Judith Igielski who died unexpectedly in December. Judy was a fierce library advocate and worked hard to promote literacy among young children in town. She will be missed.
- The Friends of the Library's Friends' Corner is up and running and looking great. The Friend's Corner, located opposite the Circulation Desk sells new or gently used books, DVDs, and music CDs at great prices. Other items sold here are book bags and puzzles. Friends' volunteer Nora Bassell has done a great job maintaining this area. The Friends have begun accepting donations again by appointment only. NHS students are volunteering with the Friends to help sort donations and bring them out to the container for storage.
- The children's staff was able to hold one in-person Thursday night Family Storytime before the COVID rates began climbing so quickly. Staff has postponed future in-person story times until the rates go down again. Most of the library programming continues to be virtual. The Children's staff offered 9 programs to 270 children and their caregivers. Highlights of programs included an in-person Family Story time, a special Just Chill craft to go kit and the ever-popular weekly Grab & Go kits; Teen programming included 3 programs to 33 teens that was comprised of a *Teen Grab & Go Holiday* kit, a *Macramé Grab & Go* kit and the virtual *NHS Book Club* to discuss the book *Darius the Great is Not Okay* by Adib Khorram.
- Adults presented 10 programs to 161 participants. Adult programmers offered several live virtual programs including *Baking for the Holidays – Chocolate Peppermint Cupcakes*, *Page Turner's* book discussion for the book *In the Midst of Winter* by Isabel Allende and *A Perky Pairing - Coffee and Chocolate* with Kim Larkin. Other programming included prerecorded programs about how to de-stress for the holiday, a review of *the Courageous Conversations Series* that explored equality, diversity and inclusion, *Grab & Go* puzzle packets, coloring packets and *Spice It to Go* kits.
- Total circulation was 13,817. Circulation of digital materials was 2,667. Total number of people that entered the building was 4,895. 231 curbside service transactions were processed. Staff processed and pulled 1,751 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,947 reference questions during the month. Online databases that were popular this month included *Value Line*, *Consumer Reports*, and *Ancestry.com*. The children's online service *BookFlix* and *PebbleGo Animal* and *Science* databases were very popular.
- In technology news, the library switched over to new software for the museum passes called *MuseumKey*. This software allows patrons to reserve and check out printable passes online. The library also switched to *Weiss Financial Ratings* for stock portfolio information, bank and insurance rates and Medigap information. This replaces *Morningstar*. The library will be switching to a new programming and meeting room software called *Spring Share* in January. Patrons will be able to sign up for some programs online. This software replaces *Library Insight* that is no longer available. Several abbreviated *Tech 4 U* help sessions were held during the month.
- In personnel news, Michelle Patnode, was hired as the new Digital Services Librarian. Michelle is currently pursuing her MLS and had been working as a Circulation Substitute. She will begin her new position on December 27. Reference Substitute Patricia Ronalter was hired as a Part-time Reference Librarian, replacing Jeanette Francini. Pat will begin her new position in January. Head of Reference Jennifer Hebert continued her work with the Newington Junction Historical Loop Committee. The committee was awarded a \$10,000 grant to further pursue their project. Assistant Director Karen Benner is working with Circulation Supervisor Katie Cornell to discuss her job responsibilities and prepare for Katie's maternity leave that will happen at the end of February.

- In facilities news, Dave Brown, the library's part-time maintenance person, has made a great deal of progress on the Library Board of Trustees House Committee walk-through list. The Town's Facilities Maintainers helped to take care of some minor repairs in the library included reinstalling some plexiglass over windows, repairing loose insulation in the mechanical rooms and working on some HVAC issues. Parks and Grounds did some late season cleanup of the library grounds. The contract for a new cleaning service went out to bid. We are waiting to find out who the new cleaning service will be. Facilities Director Joe Salamone is working hard to get a better cleaning service for the town.

TOWN CLERK

- There were 96 property transfers during the month, for a total of \$38,413,418.00 in sales. State conveyance tax collected was \$402,869.63; Town conveyance tax collected was \$96,033.55.
- There were ten residential sales each over \$300,000. There were four residential sales each over \$400,000. There was one residential sale from Mark & Nancy Sumoski to Sukhwinder Singh & Baljinder Kaur for \$570,000 at 137 Barn Hill Lane. There was one residential sale from Ricardo F Jorge & Maria Graca Costa to Ian James Crossdale & Roslyn Y Samuel-Crossdale for \$730,000 at 130 Waverly Drive. There were four commercial sales: 502 Cedar Street, from CH Realty VIII CG CT Atlantis, LLC to AMG Pub II, LLC for \$921,256.00; 1170 Main Street, 139 & 167 Market Square from 2023 Holdings, LLC to Omni Broussard Two, LLC for \$3,125,000.00; 2407 Berlin Turnpike from CH Realty VIII CG CT Atlantis, LLC to AMG Pub II, LLC for \$4,999,063.00; and 505 Willard Avenue from 505 Newington Properties, LLC to 505 Newington Stolley, LLC for \$13,143,478.00.
- There were 477 documents filed during December: 3 liens, 129 mortgages, 183 releases and 21 probate documents. One hundred twenty-seven of these documents were electronically recorded bringing in revenue of \$15,777.00.
- Staff certified and issued 117 copies of vital records. Sixteen burial and eight cremation permits were issued.
- Six Trade Name certificates, two Liquor permits and six Notary Public commissions were catalogued. Staff issued 3 passes to the landfill station on behalf of the Highway Department.
- The FY2022/23 budget was prepared and submitted.
- The Electronic Death Registry System (EDRS) was rolled out to all municipal Town Clerk offices in the State.

DATA SUMMARY DECEMBER 2021				
	<u>December-20</u>	<u>December-21</u>	<u>FY20/21 to Date</u>	<u>FY21/22 to Date</u>
Land Record Documents	528	477	2,996	3,060
Dog Licenses Sold	33	17	966	614
Game Licenses Sold	0	1	9	20
Vital Statistics				
Marriages	13	5	187	212
Death Certificates	46	46	479	372
Birth Certificates	12	12	256	278

Total General Fund Revenue	\$115,742.01	\$118,901.90	\$ 417,157.76	\$ 487,511.14
Town Document Preservation	\$ 2,073.00	\$ 1,712.00	\$ 11,189.00	\$ 11,189.00
State Document Preservation	\$ 2,168.00	\$ 2,496.00	\$ 14,728.00	\$ 14,984.00
State Treasurer (\$36 fee)	\$ 9,396.00	\$ 11,088.00	\$ 59,652.00	\$ 66,708.00
State Treasurer (\$127 fee)	\$ 15,367.00	\$ 9,271.00	\$ 66,548.00	\$ 60,579.00
State Treasurer (\$110 fee)	\$ 13,970.00	\$ 8,580.00	\$ 64,350.00	\$ 61,490.00
LoCIP	\$ 783.00	\$ 924.00	\$ 4,971.00	\$ 5,559.00
State Game Licenses	\$ 0.00	\$ 4.00	\$ 332.00	\$ 439.00
State Dog Licenses	\$ 252.50	\$ 137.50	\$ 5,962.00	\$ 4,112.50
Dog Licenses Surcharge	\$ 76.00	\$ 48.00	\$ 2,316.00	\$ 1,516.00
Marriage Surcharge	\$ 204.00	\$ 102.00	\$ 1,700.00	\$ 2,176.00

Grand Total	\$160,031.51	\$153,264.40	\$648,905.76	\$716,263.64
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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, they participated, assisted and/or were directly involved in: Completing 101 formal work orders.

- Replacement of batteries on Police Uninterruptible Power Supply (UPS) unit
- Setup and configured ten (10) new Fire Department user accounts
- Ensured that Town's Apple devices were all upgraded to the latest iOS platform
- Obtained price quotes for replacement network logging (Syslog) and security information and event management (SIEM) platforms
- Worked with Public Safety team members at the Police and Fire Departments to identify the best devices for use in their mobile fleets, to include accessories, mounting hardware, and obtaining price quotes
- Deployment of Microsoft Windows updates, anti-malware updates and back-up agent updates across the town's infrastructure
- Obtained maintenance quotes for fiscal year 2022-2023's Operating Budget
- Worked with Cox Communications to facilitate fax line changes and moves
- Worked with the Town's Audio/Visual vendor to address camera angle views, camera speaker tracing and audio to accommodate streaming of Town Council Meetings
- Upgraded device firmware on selected audio/visual equipment in Town Hall
- Upgraded firmware on the Town's wireless infrastructure
- Patched any and all systems impacted by the security vulnerability/threat identified as Log4j
- Assisted the Police and Parks and Grounds Departments with exporting video footage of a burglary event that took place at the Town's Annex
- Made IP address changes at Fire HQ and Parks and Grounds Annex to facilitate network changes being made by Cox Communications
- Updated the firmware on all remote site firewall units
- Provided Town Council and Public with presentations on Information Technology and the Town's Public Safety Radio Project during a scheduled meeting on December 14, 2021
- Attended departmental, staff, regional and building meetings as needed or required.

TOWN PLANNER

- Received the CT Humanities Grant for Newington Junction Historic Loop project; worked with the committee on grant management items including preparing an RFP/RFQ.
- Met/talked with number of developers/potential developers/interested businesses (Remax, Pane Road Swim School, Pane/Masseli; Hayes, 739 Cedar Street and others).
- CRCOG/DOT/Town of Newington Train Station discussion – number of meetings.
- CRCOG bike-share multi model feasibility workshop.
- Organized and met with the instructor for Land Use Academy.
- Continued to work as a Zoom administrator for TPZ, CC, and the EDC.

The above listed is in addition to having a heavy agenda before both the TPZ and the CC, and dealing with an incredible email load related to several controversial issues.

FACILITIES

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of December. In addition to routine preventative maintenance work, the team also responded to approximately 35 work orders consisting of routine maintenance and custodial requests.

Town Hall:

- Repainted the Grand Hall
- Execution of the Interconnection application to Eversource for the solar project.
- Requisitioned PO for additional access control, exterior camera and intercom system.

- Finalized two additional dedication plaques. Funding identified and PO Requisitioned
- Started the installation of snow melt mats for gym stairs.

Library:

- Re-insulated around chimney
- Winterized attic windows

Highway Garage:

- Repaired rotten window sill and window jamb in break room.
- Repaired overhead door and building siding caused by vehicle accident.
- Obtained pricing for new exhaust fan in welding shop.

Senior & Disabled Center:

- By-Pass valve preliminary preparation completed.
- Requisitioned PO for the replacement of exterior site light pole damaged by an accident.

Fire Stations:

- Walk through completed to evaluate the condition of all 5 fire stations with Deputy Chief.

Police Department:

- Construction documents received and under review for new PPE storage space.
- Flag pole repair
- New tile installed in custodial closet.
- New sally port door opener controls for dispatch.

Administrative Projects:

- Executed PM contract with Swan for HVAC equipment at the Town Hall
- Executed Compliance Testing contract with Encore for Life safety equipment in TH, PD, Lib, SDC, Highway Garage and Grounds Maintenance Garage
- Pre-bid walk through and bid opening for a new cleaning contractor for multiple buildings. (Award scheduled for January)
- Facilities Management presentation Town Council Dec 14th
- Finalized Asset Management Software company selection. (Award scheduled for January)
- Carbon monoxide detector review for Pre School: waiting on State Fire Marshal response. (ongoing)