



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

Keith Chapman
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: February 18, 2022
Re: Monthly Report – January 2022

GENERAL ADMINISTRATION

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

I attended the Joint Town Council and Town Plan and Zoning Commission meeting on January 4th to discuss the future of the Newington Train Station location.

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 January 5th & 21st to discuss property along the Berlin Turnpike. Our Economic Development team attended meetings on January 6th & 12th to discuss development near Cedar Mountain.

I met with Janet Murphy, Finance Director, to review our Budget and Capital Improvement plans for FY 2022-2023. Throughout the month, I met with department heads to discuss their FY 2022-2023 Budget and CIP. My goal is to remain at a 0% increase or flat; this would be the second year in a row to have a decrease.

Recently, the state released COVID-19 test kits to local municipalities to distribute to their communities. We had our first drive-thru event on Tuesday, January 4th. We received another distribution of test kits, including PPE, the following week. I met with the Emergency Management team, Chief Clark, and Robert Hillman on January 6th to discuss the mass distribution plan. We held another drive-thru event on Saturday, January 22nd.

On January 7th, I attended a meeting organized by Bonnie Therrien, Acting Town Manager of Wethersfield and John Mehr, Town Manager of Rocky Hill to discuss waste and recycle. We are collaborating together to retain a firm to provide one or more facilities bouldering the three towns to receive, process, dispose, and recycle all wastes and recyclables. The Request for Proposals (RFP) was posted January 20th, with a closing date of February 11th.

During the Town Council meeting on January 11th, proclamations were presented to retirees of December and January. 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. The Town Council approved the annual regular meeting calendar. At the last meeting, I proposed a new job position, Operations/Project Manager in the Facilities Department. This position will be administrative support to the

Facilities Director. Due to the most recent retirements, we have a few vacancies in the Police Department. I proposed a new temporary position, Deputy Police Chief, to assist with staffing. The following items were introduced as new business: COVID-19 ARPA fund use, Town Council budget meeting schedule, ordinance amendment to voting districts, acceptance of grant award for Affordable Housing Plan, discussions of charter revision, body-worn cameras, and MIRA status report.

On January 13th, I met with all of our Municipal Public Safety Chiefs (Police, Fire, NEMS) to discuss radio communications.

During the Town Council Meeting on January 25th, I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. The proposed temporary Deputy Police Chief position was approved, including an updated classification plan. The Town Council endorsed the COVID-19 ARPA fund use for the Newington Small Business Assistance Program and the License Plate Reader/Camera System for the Police Department. I was authorized to execute the Notice of Grant Award-Amendment and the DOH invoice for payment of the Affordable Housing Plan Technical Assistant Grant. The budget meeting schedule was approved; the public hearing for my proposed budget is scheduled for Tuesday, March 8th and the Town Council's proposed budget on Tuesday, April 5th. Discussions on charter revision continued and the Town Council took action to initiate a Charter Review Commission, consisting of five to fifteen members. The Registrars of Voters presented a redistricting plan showing a reduction of districts, and the Town Council continued their discussions on the amendment. The following items were introduced as new business: mid-year budget transfers and a proposed tax fixing agreement at 3333 Berlin Turnpike.

At the department head staff meeting held on January 26th, I reviewed the Town Council's agenda from the previous meeting on January 25th. Due to the budget season, the following items were reviewed: budget and CIP updates, economic development, succession planning, and we concluded the staff meeting by watching the promotional CGI video, posted on our Town website.

I attended Land Use academy training session on January 27th. The training covered the agency roles and powers, governing State and Federal laws, the meeting rules, what is and is not appropriate to consider with different types of land use applications, regular vs. alternate member participation rules, conflict of interest, ex parte communications and other matters. The training was completed by UConn's Center for Land Use Education & Research, which is provided for municipalities free of charge.

A major winter storm was expected to occur on Saturday, January 29th; a winter storm warning was issued for the entire state. I called an Emergency Operations Center (EOC) meeting to order on Friday, January 28th to prepare for the storm. The Department of Emergency Services and Public Protection forecasted 12"-18" of snow in Hartford County area.

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

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 January 2022 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	8.4	\$ 1,553.27
Weekend Standby and Call-In	16.0	\$ 918.56
Road Maintenance	0.1	\$ 5.74
Grinding at Landfill	8.3	\$ 409.70
Snow	1,042.2	\$ 73,720.33
Totals	1,075.0	\$ 76,607.60

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	469	\$ 22,277.00
Totals	469	\$ 22,277.00

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	\$ 943.27
Patrol	679,403.00	634,895.71	685,889.00	432,718.67
Investigation	90,645.00	29,614.51	90,645.00	28,375.27
Traffic	4,908.00	3,913.30		
Communication	173,748.00	103,427.39	173,748.00	111,206.48
Education/Training	143,085.00	74,071.48	143,085.00	48,436.55
Support Services	60,413.00	(4,538.94)	60,413.00	14,082.64
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	\$ 841,383.45	\$ 1,163,466.00	\$ 635,762.88
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 16,134.25	\$ 28,085.00	\$ 47,741.68
Snow and Ice Control	130,000.00	48,352.11	165,297.00	33,713.71
Traffic	0.00	0.00	4,057.00	3,822.57
Vehicles and Equipment	34,145.00	17,053.97	32,822.00	29,989.32
Leaf Collection	<u>35,267.00</u>	<u>34,902.41</u>	<u>33,898.00</u>	<u>33,259.54</u>
Total	\$ 228,629.00	\$ 116,442.74	\$ 264,159.00	\$ 148,526.82
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 79,370.00	\$ 84,839.00	\$ 67,701.72
Cemeteries	<u>17,109.00</u>	<u>1,792.01</u>	<u>16,445.00</u>	<u>3,654.65</u>
Total	\$ 105,466.00	\$ 81,162.01	\$ 101,284.00	\$ 71,356.37

PERSONNEL

- The newly adopted Operations/Project Manager (A-7) position was posted externally on January 14th, with a closing date of January 28th.
- The vacant Administrative Coordinator (A-4) position was posted externally on January 18th, with a closing date of February 1st.
- The vacant Certified Police Officer position was offered to Jordyn Backman; she began her position on January 10th.
- Final interviews for the vacant Recruit Police Officer position took place on January 14th, and the position was offered to Nicholas Casasanta. He began his position on January 20th.
- Jaime Trevethan, Program Coordinator (A-4) was promoted to Director of Senior and Disabled Center on January 1st.
- Lieutenant Nicholas Miano retired on January 28th, 2022 from the Town of Newington after 36 years of service. To help with staffing needs, I appointed Nicholas Miano as Temporary Deputy Chief on January 30th. This is a temporary position and anticipated to be five to six months.
- The practical examination for the Groundskeeper I (LT-10) position took place January 5th. Final interviews took place on January 12th; three candidates were interviewed.
- Master Police Officer Timothy Cunningham retired on January 31st, 2022 from the Town of Newington after 16 years of service.
- Sergeant Kenneth O'Brien retired on January 7th, 2022 from the Town of Newington after 24 years of service.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The sixth month of the 2021-22 plan year produced a combined paid claim total that was higher 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 December 2021 were \$1,261,231. 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 December, 2021</u>			
	Town	Board of Education	Total
Estimated Claims	1,373,196	4,490,070	5,863,266
Actual Claims	877,350	3,799,067	4,676,417

ACCOUNTING AND ADMINISTRATION

- Continued 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. Final report will be released in February.
- Janet Murphy, Finance Director advertised the small business assistance grant program that the Council approved at their meeting this month. This program will be funded by the American Recovery Fund Grant.
- Deputy Finance Director, Lisa Rydecki, and Finance Director, Janet Murphy received the departmental operation budget requests. Analysis was completed on what was submitted and meetings held with Department Heads and the Town Manager during the month.
- Finance Department is working with Munis to begin rollout of the Employee Self Service finance system. Training meetings will take place starting in March.
- Both Accounts Payable and Payroll completed work on their year-end 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 \$3,532,950 for the Education Cost Share 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) 1/31/2022

	<u>Interest Earnings</u>			
	<u>Budget FY 2021-22</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>	
General Fund	\$100,000	\$23,753	\$41,916,917	
Special Revenue Funds	42,000	411	713,395	
Capital Projects Funds		610	1,095,387	
Internal Service Fund	5,000	3,467	6,196,580	
Trust and Agency Funds		733	1,171,458	
Total, Estimated by Fund			\$51,093,737	

INVESTMENTS, BY INSTITUTION TYPE (Unaudited) 1/31/2022

	<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	.11	.10	1,726	1,616	\$22,925,892
Bank North	.10	.10	48	48	562,031
TDBank (new)	.10	.10	926	926	10,899,381

Farmington Bank	.10	.10	719	719	8,461,653
Webster Bank	.05	.05	216	216	3,179,683
Liberty Bank	.10	.10	416	458	5,065,097
Total Outstanding Investments					\$51,093,737

Rates reflect avg. monthly yield, annualized

Assessor

- The completed October 1, 2021 Grand List of all property in the Town of Newington, pursuant to Section 12-62 of the Connecticut General Statutes, subject to hearings of the Board of Assessment Appeals was done.
- The 2021 Net Taxable Grant list increased \$90,297,786 for the 2020 Grand List. Also, Personal Property Exemptions increased \$216,380 from the 2020 Grand List figures.
- This increase is primarily attributable to significant increase in the value of registered Motor Vehicles and business Personal Property of the Grand list which increased \$60,821,985 and \$26,594,517 respectively. These totals are subject to further adjustments by the Board of Assessment Appeals and any future court cases.
- As of October 1, 2021, none of the highly publicized economic development projects had started and thus do not appear on this Grand list. It is expected that by October 1, 2022, some of these developments will have started construction.
- The following is the summary of the taxable property on the October 1, 2021 Grand list:

TAXABLE	GROSS	EXEMPTIONS	NET
Real Estate	2,355,923,330	6,492,680	2,349,430,650
Personal Property	298,651,508	104,937,710	193,713,798
Motor Vehicles	302,509,951	1,507,205	301,002,746
Total	2,957,084,789	112,937,595	2,844,147,194

Revenue Collector

- Collections for January on the 2020 Grand List amounted to \$31,122,972.05, and back tax collections were \$14,294.40. Included in the back tax amount was \$2,534.98 which was collected for suspended accounts.
- This year's total collections through January were 95.2% which is greater than last year (92.2%).
- January was an extremely busy month with the second installment payments coming in for the Personal Property and Real Estate taxes as well as for the Supplemental Motor Vehicle tax bills.
- There were 4,851 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 Supplemental Motor Vehicle taxes.
- Press Releases were also placed in the Rare Reminder as well as on Newington's website and its social media to remind taxpayers of their tax obligations.

POLICE DEPARTMENT

Patrol Calls for January are as follows:

Abandoned MV 3	Fire Task Force Activation 0	MV Evading 8
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 75	Fire Trouble Alarm 0	MV Injury 9
Alarm Hold Up Alarm 2	Fire Veh Maintenance 0	MV Property Only 92
Alarm Residential Burg Alarm 29	Fire Vehicle Fire 0	Neighbor 7
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 56
Animal Complaint 5	Fire Water Problem 5	Noise 1
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 0	Follow Up 20	Notification 0

Assault in Progress 0	Found Property 7	Open Door/Window 10
Assist Motorist 3	Gun 0	Other Archive 0
Assist Notification 0	Harassment 6	Parking Violation 34
Assist Other Agency 18	Hazard 40	PD Assist Fire Dept 45
Bad Check Insufficient Funds 0	Hazmat 1	Personal Relief 0
Blighted Property 0	Hold Up Alarm 2	Pistol Permit 18
Bomb Threat 0	HOPE Project 0	Prisoner Care 3
Breach of Peace/Disorderly 5	Illegal Dumping 2	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 3
Burglary 2	Indecent Exposure 0	Property Lost 0
Car Seat 1	Intoxicated 5	Prostitution 0
Check Welfare 45	Juvenile Complaint 7	Recovered Stolen MV 1
Check Welfare 911 50	K9 Assist 0	Rescue Call 0
Check Welfare Other 19	Kidnapping 0	Residential Lockout 2
Clear Lot 0	Landlord/Tenant Dispute 2	Robbery 1
Construction 0	Larceny 36	Roll Call 0
Court Detail 20	Larceny from MV 35	Serve Subpoena 0
Criminal Mischief 4	Lift Assist Only 9	Serve Warrant 37
CSO 0	Liquor 0	Sexual Assault 3
Customer Dispute 11	Local Traffic Authority 0	Shots Fired 0
Dog Complaint 28	Location Check 102	Specific Detail 72
Domestic 36	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 3
Drug 2	Lockout Building 1	Sudden Death 6
DUI 4	Lockout MV 0	Suicide 0
EDP 14	Lost Property 3	Suicide Attempt 0
Escort/Transport 5	LTA 0	Suspicious MV Unoccupied 15
Escort/Funeral 5	Meal 0	Suspicious Report 117
Escort Other 0	Medical Alarm 20	Test 0
Escort Retrieval 2	Medical Cardiac 2	Threatening 3
Escort Tax 0	Medical Complaint 266	Tobacco 0
Fingerprint 7	Medical Diabetic 1	Tow 14
Fire Alarm Commercial Bldg 13	Medical Fall 36	Town Ordinance Violation 1
Fire Alarm Residential 1	Medical Mutual 1	Traffic Stop 168
Fire CO Detector no sympt 3	Medical Other 0	Traffic Stop Attempt 4
Fire CO Detector with sympt 0	Medical Respiratory 4	Traffic Survey 0
Fire Extrication 2	Medical Stand By 0	Training 0
Fire Hazmat 3	Medical Trauma 0	Trespass 6
Fire Mutual Aid Request 0	Medical Unresponsive 3	Unknown 0
Fire Other 8	Missing 2	Water problem 0
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 31	
Fire Stand By 0	MV Complaint 30	
Fire Structure Fire 2	MV Fire 0	Total: 1,845

- In January, the Detective Division Report:
 - Handled 43 investigations, 43 remain ongoing.
 - Served 18 warrants: 15 by Patrol officers, 3 by Detective Division.
- In January, the Animal Control Officers had the following activity:
 - 35 Total Calls: 27 Dog, 7 Animal, 1 Specific Detail, 0 Follow-ups, 22 Police Assisted – No ACO
 - 6 Total Bites: 4 Dog vs. Dog Bites, 1 Dog vs. Human, 1 Dog vs MV
 - 3 Total Impounds: 1 Redeemed, 2 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 62 Incoming Phone Calls, 4 Letters (No License/Barking/Littering), 4 Written Warnings, 20 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 – Peter was no show again. Will be rescheduled for February.
- In January, the Patrol Division had the following activity:
 - During the month of January, Officers have responded to thirty-six (36) larceny from motor vehicle complaints. A majority of those reports have involved the theft of the catalytic converter from the underside of the vehicle. Precious metals contained within the converters are extremely valuable, making them the target for theft. These larcenies are extremely difficult to investigate due to the lack of forensic evidence and poor quality of available video surveillance. These incidents can occur in residential driveways or in commercial parking lots. The larcenies usually occur during the overnight hours, but we have responded to calls on each shift. This includes the Newington High School at 1:30 pm, when three vehicles were victimized in the student lot during school hours. This is a national issue that needs intervention at a Federal level to regulate the sale of stolen catalytic converters.
 - On 1/9/22, at approximately 10:00 pm, Newington PD responded to Monte Vista Avenue for a reported burglary in progress. Upon arrival, officers contacted the homeowner. He reported that while he was home on the main floor of the residence, he heard voices in his basement. The homeowner reported he looked down his basement stairs and noticed a basement exterior door was partially ajar. The homeowner knows this door had been closed and locked prior to this incident. The homeowner exited his residence and observed an older model Chevy SUV leaving the area at a high rate of speed. Officers located pry mark damage on the exterior of the basement door. An inspection of the basement revealed nothing seemed to have been taken. Detectives were requested to process the scene for forensic evidence. The case remains open pending laboratory results.
 - On 1/24/22, Officers were dispatched to John Wallace Middle School for a report of a past tense sexual assault. School Administration was notified of an incident where a middle school student had sexual relations with an older juvenile while at the student's residence. An investigation was initiated and the victim's parents were contacted. Officers learned that the student engaged in consensual sexual activity with another juvenile who lives out of town. The juvenile victim was transported to an area hospital for forensic evidence collection. Officers responded to the victim's residence to collect evidence from the scene of the incident. The investigation was taken over by the Detective Division.
 - On 1/31/22, Officers were summoned to the Citgo gas station on the Berlin Turnpike for a report of a stolen motor vehicle incident that had just occurred. Upon arrival, the victim reported her friend took her car and he wouldn't give it back. Responding Officers observed the vehicle and attempted to affect a traffic stop. The suspect refused to stop and fled the area. The officer, in compliance with the statewide pursuit policy, discontinued the pursuit due to fact that it was only a property crime. A second Officer observed the vehicle traveling on the Berlin Turnpike and attempted to affect a traffic stop, and again the suspect fled the scene. This Officer also terminated the pursuit in compliance with the pursuit policy. Upon further interview with the victim, it was learned that she had been assaulted by the suspect at a local motel, dragged from her room by her hair and forced to travel to the Citgo station to provide the suspect with money from an ATM machine. The victim was not injured during the incident and refused medical treatment. The suspect was identified as Joshua Cummings. An arrest warrant for Robbery, Assault, Unlawful Restraint, and Larceny charges was drafted and submitted to court. The case remains open.

Property Report January 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 0
Damaged/Destroyed	19	\$ 13,215
Vehicle Inventory	0	\$ 0
Stolen	135	\$ 183,255
Abandoned	1	\$ 0
Evidence	135	\$ 632
Found	10	\$ 717
Lost	3	\$ 100
Seized	16	\$ 1
Recovered	19	\$ 3,709
Impounded	3	\$ 0
Informational	19	\$ 19,546
Towed	0	\$ 0
Total	362	\$ 221,175

- In January, the Support Services Report:
 - The month of January brought the retirement of Lieutenant Miano from the Newington Police Department, and we are happy to welcome him back in his new position as Deputy Chief. Sergeant Ryan Deane has been named Acting Support Services Commander.
 - Officer Derrick Walker has also been assigned to Support Services and has been assigned to implement the WatchGuard body camera system as well as update the Department website.
 - The Community Service Officer, during the month of January, has covered shifts in Patrol and Dispatch that otherwise would have been filled at an overtime rate. Officer DeSimone has been active in recruiting and scheduling police applicants, including administering written and oral board testing. Officer DeSimone has maintained social media platforms to continue engagement with the community. She engaged with the residents at Meadow View Elderly Housing, providing safety tips. Officer DeSimone met and continued planning for Public Safety Day, which will take place in the Spring of 2022.
 - Dispatch Communication Training Officers have been working with Officer Lacasse to provide training in an effort to augment staffing needs should the need arise with COVID-19 or other unforeseen circumstances.
- Police Department Overtime January 2022
 - OT December \$196,220 3 pay periods (two holidays)
 - OT January \$137,150 2 pay periods (two holidays)
 - \$ 59,070 decrease
 - During January 2022, 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 assigned to communications. This has resulted in two officer vacancies in the Patrol Division. Additionally, there has been a vacant officer and vacant sergeant position 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 \$98,892, a decrease of \$38,899 from the previous month. Overtime included holiday pay of \$27,726, the filling of shifts for time off (vacation, sick, earned time) and 105 district days off (Thursday, Friday, Saturday). Also, holdovers or scheduled overtimes for officers involved in casework related to domestic disputes, motor vehicle accidents, assault (stabbing), preparation of a search warrant, DUI arrest, supervisor's meeting, larceny from motor vehicles, burglary, COVID-19 test kit distribution and holdovers due to inclement weather.
 - Detective Division overtime of \$7,722, an increase of \$2,179 from the previous month. Overtime included holiday pay of \$3,570, after hour callouts for detectives processing a burglary and untimely death as well as investigating an assault (stabbing).

- Traffic Division overtime of \$654, a decrease of \$393 from the previous month. Overtime consisted of the equipment operator responding to a non-functioning traffic light on two occasions at Fenn Road and Ella Grasso Boulevard. He also assisted with traffic at the COVID-19 test distribution.
- Communications overtime of \$17,041, a decrease of \$7,459 from the previous month. Overtime included holiday pay of \$5,736, 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 \$10,791, a decrease of \$1,428 from the previous month. Overtime included coverage of shifts for officers training in crowd control, officer survival and for officers attending recertification. Officers were also paid overtime for drone training, firearms instructing of a new recruit and Draeger (DUI testing equipment) training.
- Support Services overtime of \$2,050, a decrease of \$13,070 from the previous month. Overtime included holiday pay of \$1,346 and a Lieutenant conducting surveillance related to an ongoing town wide rash of car burglaries. The overtime related to the car burglaries is reimbursed through a grant administered by the State of CT Office of Policy and Management (OPM). The majority of the decrease this month was due to the expiration of the OPM grant.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of January, 2022. 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	January	7 month total
1	Fire		
100	Fire, Other	0	4
111	Building fire	2	11
113	Cooking fire, confined to container	1	9
114	Chimney or flue fire, confined to chimney	1	1
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
151	Outside rubbish, trash or waste fire	1	1
154	Dumpster or other outside trash receptacle	0	2
Total		5	43
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	1
211	Overpressure rupture of steam pipe	1	1
223	Air or gas rupture of pressure or process		1
251	Excessive heat, scorch burns with no fire	0	1
Total		1	4
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	0	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	0	11
4	Hazardous Condition (No Fire)		
400	Hazardous condition, Other	2	15
410	Combustible/flammable gas/liquid condition	0	1
411	Gasoline or other flammable liquid spill	0	8
412	Gas leak (natural gas or LPG)	0	9
413	Oil or other combustible liquid spill	1	4
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	1
424	Carbon monoxide incident	5	9
440	Electrical wiring/equipment problem, Other	1	9
441	Heat from short circuit (wiring), defective/worn	0	1
442	Overheated motor	0	1
444	Power line down	3	28
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	3	5
	Total	16	99
5	Service Call		
500	Service Call, other	1	9
510	Person in distress, other	0	1
511	Lock-out	0	7
520	Water problem, Other	1	22
521	Water evacuation	0	9
522	Water or steam leak	11	16
531	Smoke or odor removal	0	14
542	Animal rescue	0	1
550	Public service assistance, Other	1	4
551	Assist police or other governmental agency	1	6
552	Police matter	0	1
561	Unauthorized burning	0	6
571	Cover assignment, standby, moveup	0	8
	Total	15	104
6	Good Intent Call		
600	Good intent call, other	4	9
611	Dispatched & cancelled en route	0	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	6
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	0	7
	Total	5	29
7	False Alarm & False Call		
700	False alarm or false call, Other	3	41
710	Malicious, mischievous false call, other	0	4
730	System malfunction, Other	1	18
731	Sprinkler activation due to malfunction	1	1
733	Smoke detector activation due to malfunction	1	16
734	Heat detector activation due to malfunction	1	1
735	Alarm system sounded due to malfunction	3	20
736	CO detector activation due to malfunction	2	14
740	Unintentional transmission of alarm, other	2	14
741	Sprinkler activation, no fire	1	2
743	Smoke detector activation, no fire - unintentional	1	23
744	Detector activation, no fire - unintentional	0	7
745	Alarm system activation, no fire	5	13
746	Carbon monoxide detector activation, no CO	2	10
	Total	23	184
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	60	479

Fire Chief

Fire Responses - 35 Incidents

- Had budget meeting with Town Manager/Finance Director
- Had discussions finalizing Grants with Grant Writer
- 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-19 cases/COVID-19 protocols
- Had Communication Meetings about new radio system with Lt. Carlone
- Conducted Firehouse inspections on projects being worked on
- Had discussions with Chiefs and Captains on budget process submission
- Had discussions with Chief Regina on new software for reports and new computer/tablet replacements department wide
- Attended Commissioner Meeting via Zoom
- Had Command Staff Meeting Via Zoom

- Met with Public Safety Chiefs and Town Manager Via Zoom
- Prepared for Chief Reviews

FIRE MARSHAL

In the month of January, for the first time, Fire Marshal's Office staff were assigned specific inspections to complete.

Staff Member	Assigned	Completed	Notes
D. Zordan	16	14	
M. Manke	14	10	
C. Stegmaier	11	5	5 done by DZ and JH. 5 remaining (Friday 2/11)
R. Regina	14	5	
J. Hofmann	13	14	
M. Salonia	11	7	

- A total of 172 activities were documented in Firehouse.
- As this is the first month for the staff to have inspection assignments, I am very happy with the results. There are always a few issues of getting in touch with owners/keyholders to get into the various buildings, but we will continue to follow up until all the inspections are completed.
- Due to the extensive requirements for Meghan Manke to act/operate in the capacity of Emergency Management Director, the Commission approved an additional per-diem Fire Inspector position which has been offered to Michael Zadrick. Fire Inspector Zadrick has been sworn in by the Town Clerk's Office, has begun is initial training and appears to fit in well with the office.
- Significant Incidents:
 - 1/1/2022: Building Fire – 134 Cedar Ridge Road
 - 1/9/2022: Building Fire – 73 Dalewood Road
- Project Updates:
 - 3333 Berlin Turnpike: a developer is actively working with the Town to develop this site. The proposed project would be a mixed use (apartments over commercial) with 7 buildings. This project would be approximately \$100 Million. This will be a large project, but with the current staffing (and proposed additional 20 hour per week position), the Fire Marshal's office should be able to support this.
- Projects Closed:
 - 75 Kitts Lane: Original project was occupying part of the building for a cleaning supply distribution company. Secondary project was business (smoke shop) occupying space.
 - 280 Hartford Ave: Back part of building – Junk Luggers; Front Part of Building – New Catering/Event Supply Company
 - 748 North Mountain Road: New Construction Company (Concrete/Foundations) office renovation.

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
- Attended Department head staff meeting
- Attended Annual Budget meeting with Finance Department and Town Manager
- Coordinated with EMD to host COVID-19 Testing Kit distribution at Highway facility
- Coordinated with Human Services to assist in the transport/delivery of new refrigerator
- Visited Town of Waterford and Bloomfield Public Works for a tour of the facilities
- Performed Quarterly Water Quality Sampling at Transfer Station
- Attended MDC and EOC meetings in preparation of winter storm

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed annual Christmas tree curbside collection
- Continued with Town wide pot hole patching

- Personnel began on-line Target Safety training
- Assisted bid-awarded contractor in grinding of vegetation at landfill
- Constructed berm on Alumni Road to minimize illegal dumping
- Completed roadside brush cutting where needed
- Cleaned out waterway at Piper Brook using boom mower
- Began curb/topsoil pick up damaged by snow plowing operations
- Assisted Human Services Department in the transport/delivery of new refrigerator
- Responded to four (4) snow/ice events for a total of 23.5" of precipitation
- Responded to two (2) after hours' call ins for snow in roadway and icy conditions due to water main break
- No evictions scheduled for the month

Fleet Maintenance

- Mechanics continued with preventive, annual services, 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 continued with the upfitting of one new administrative vehicle
- Assisted Highway Department as drivers for snow/ice events
- Responded to two (2) after hours' call ins for the month

Sanitation/Recycling/Landfill

- Scheduled 133 residential bulk items for collection for the month
- Scheduled 28 condominium bulk items for collection for the month
- Scheduled 17 condo/residential scrap metal items for collection for the month
- 4,645 tons of cumulative Municipal Solid Waste were collected July through January
- 1,225 tons of cumulative recyclables were collected July through January
- 153 mattresses/box springs were recycled for the month
- 2 televisions were collected for the month
- Issued 11 permanent landfill permits and 1 temporary permit for the month

TOWN ENGINEER

Permits:

- Reviewed 10 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 5 permits: Excavation 5, Driveways 0
- Reviewed 118 utility clearance notifications: Routine 99, Emergency 19

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
- 77-93 Pane Road: 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 – 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 (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
- 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 – Muni Building – As Built plan review
- Planning: 174 Francis Avenue – Survey right-of-way line

BUILDING DEPARTMENT

- A Plumbing Permit was issued for Target for the bottle redemption center for the installation of a floor drain, water heater & hose bibb in the bottle return room. A Permit was issued for the electrical work for the bottle redemption center for the installation of new circuits for bottle redemption vending machine outlets; also demolished and replaced with new fixtures. Installation of a few general receptacles.
- An Electrical Permit was issued for the complete wiring of the car wash and associated equipment, pay stations, site lighting, etc. at 16 Fenn Road.
- An Electrical Permit was issued for the Town Hall to pipe and wire five (5) 240V outlets back to the panel for heated stair mats for the outside stairwell.
- A Building Application was applied for and is under review for 275 Richard Street for the installation of a 756kw solar PV ground mount consisting of 1,576 solar modules. Also, an Electrical Application is being reviewed for the solar system electrical work.
- The Car Wash Center to be opened at 2530 Berlin Turnpike was issued 3 Permits this month. A Sign Permit, an Electrical Permit for the sign and an Electrical Permit for Low voltage cat5 cabling for camera system.
- An Electrical Permit was issued to wire the new dog kennel called What a Ruff Life Doggy Daycare and Lodging at 94 Pane Road. A Plumbing Permit was issued for rough underground plumbing for floor drains, rough plumbing for washing machine, rough plumbing for 3 bathrooms and 2 tubs, and to install 2 water heaters. A Sign application is under review.
- Permits were issued for siding for buildings 21–32 Fox Run Court. Permits were issued for siding for buildings 18–20 Foxboro Drive.
- A Certificate of Occupancy was issued for a Physical Therapy Facility located at 18A Cedar Street.
- Most indoor Seminars our Inspectors attend for their continuing education credits were cancelled due to COVID-19. There are online classes. These are the classes the inspectors took in January:

K. Kilkenny: Generators – January 13, 2022
 Heating – January 25, 2022

A. Hanke: Generators – January 13, 2022
 Heating – January 25, 2022

- Building Department activity for the month of January was as follows: The Inspectors completed a total of 157 Inspections. They were: Alarm (1), Chimney (3), CO (6), Code Inspections (3), Electrical (15), Final (77), Footings (5), Foundation (2), Framing (2), Gas Line (16), Insulation (8), Mechanical (2), Plumbing (2), Rebar (1), Rough (13), Site Visit (1).

The total number of Building/Renovation Permits issued/applied during the month of January was **161**, producing a total permit value of **\$3,674,022.00**

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS/ALTERATIONS	23	356,005.00
CHANGE OF USE	2	0.00
DECK	3	20,700.00
DEMOLITION	0	0.00
ELECTRICAL	28	843,107.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	3	4,580.00
GARAGE/SHED	0	0.00
MECHANICAL	41	397,611.00
NEW COMMERCIAL	1	35,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	26	123,611.00
POOL	0	0.00
ROOFING/SIDING	27	1,467,406.00
SIGN	4	31,800.00
SOLAR	3	394,202.00
Total	161	\$3,674,022.00

The total Building income fees received in the month of January were: **\$42,194.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$5,990.00, Environmental \$420.00, Conservation \$1,400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$19.00, Driveway/Excavation \$575.00, Engineering copies \$0.00. The other total income is \$8,404.00.

Below is a comparison of the Permit Values for January 2022 and January 2021

	<u>2022</u>	<u>2021</u>
Value of Permits issued for January:	\$3,674,022.00	\$1,780,582.00
Fees for Permits issued for January	\$42,194.00	\$21,836.00
Other income Fees for January	\$8,404.00	\$1,705.50
Building Permits Issued for January:	161	138

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>
	\$28,188,070.00	\$327,059.00	\$18,799,247.00
			\$211,732.00

HUMAN SERVICES

- Rik Huggard attended a webinar for the Prevention Partnership updates on Substance Misuse – Trends and statistics.
- Mentors and Mentors In Training were contacted to begin our 2022 Spring and Summer orientations and trainings.
- The 5th grade challenge program was temporarily suspended due to COVID-19 numbers escalating. We have been planning and adapting our 5th grade challenge program with the Health and Wellness teachers at the middle schools to move forward over the winter months and into the spring for the remainder of the school year. We will resume this program in February 2022.
- Completed the Spring 2022 SCORE program brochure that has all COVID-19 aware/adaptive youth programming and options for being outdoors for the majority of activities beginning February 8, 2022. They are being distributed from the middle schools through their E-Newsletters and our family email contact list to parents and youth.
- 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.
- 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.

January 2022 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	7 0	9 0	26 0	66 0
Youth & Family Service Hours	30.5	40.5	115	251
JRB cases : JRB hearings: JRB Service hours:	0 0 0	0 0 0	5 1 9	1 7 Not recorded
Positive Youth Development	14	8	911	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	280	248	1,681	4,807
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	83 23 18 42	81 20 14 44	558 136 99 320	579 157 76 565
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	141.5 38 103.5	98.25 32.5 66.75	911.75 206.5 710	942 255.5 685.5
Food Bank Household visits # bags of groceries distributed Mobile truck	110 1,418 185	94 1,405 190	969 9,491 1,288	1,364 11,587 1,246
Special Needs	9	24	62	76

SENIOR AND DISABLED CENTER

- A significant staff focus in January is COVID-19 mitigation for older adults. On January 11th, the Center hosted a COVID-19 vaccine booster clinic for people who received their initial doses here in 2021. CCHD administered the clinic. Center staff, however, was responsible for setting appointments. Staff called all 500+ people who attended our spring clinics, 85 of whom made an appointment. Center staff and two CERT volunteers were on hand to ensure that the clinic ran smoothly, with all COVID-19 protocols in place and considerations for transportation and accessibility needs.
- On January 18th, we received 250 COVID-19 home test kits with the direction to prioritize the distribution to older adults and those who are disabled, homebound, or have any health or transportation challenges. We reached out to people identified as meeting these criteria, such as Meals on Wheels' recipients and Dial-A-Ride members; however, the kits are available to any Newington resident who meets the requirements. In addition, we collaborated with the Human Services department to identify and reach as many residents as possible. Residents may pick up kits, or we deliver to those unable to do so.
- On January 16th, we received 240 packages of N95 masks, with five masks per pack. We offered them to residents via weekly robocall and provided delivery as needed.
- COVID-19 cases remained in the red for the entire month of January. All indoor group activities were moved to virtual or postponed per the town mitigation plan. We continually reassessed and revised plans for room use, organization and capacity, and program offerings based on the virus numbers, information, and directives from the Town EMD and CCHD.
- With the downward trend in virus numbers, the staff is gearing up for allowing in-person programming and planning ways to connect and bring people back to the Center via high-quality, fresh, and meaningful programming.
- 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 protocols in place. The office is open for drop-in assistance and in-person social work appointments.
- January program highlights: A four-week telephone-based program "Active Living Every Day with Chronic Conditions" beginning January 18th, an online "Neurocize" brain-health program on January 11th, and a drive-thru event to celebrate National Hat and Bagel Day.
- Telephone-based weekly programs included Boggle, meditation, and bingo.
- Additionally, with trained volunteers matched with call recipients to connect through a call hub for conversation once a week, the Daily Call Sheet program continues strong.
- Fifty-three individuals received a total of approximately 1,100 hot meals in the month of January through Meals-on-Wheels. Along with 14 volunteers, staff continues to deliver meals regularly. Additionally, the Center provides grab-and-go meals to 50-60 people per week as part of the Older Americans Act congregate meal program. Each person receives five frozen meals plus fruit and dairy, 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 91 trips this month for 38 passengers. In addition, Dial-A-Ride delivered 49 congregate meals, 162 meals on wheels, and 28 program deliveries.
- The Director attended a CT Association of Senior Center Personnel (CASC) Board of Directors meeting and a CASC general member meeting to discuss senior center operations during COVID-19.
- The Director attended several meetings with Town Staff, including the monthly Department Head meeting, planning meetings with Parks and Recreation, Human Services, and the EMD, and met with CCHD staff and member town senior center directors regarding in-person program plans.
- The NCOA accreditation process is ongoing, with our application nearing the end of the NCOA review phase. The peer-review process is expected to begin in February.

PARKS AND RECREATION

Recreation Division:

- The Youth Basketball Program began with over 500 kids, 32 teams and over 60 volunteer coaches participating.
- All winter programs began and will continue to run until early March.
- Flying Monkey renewed their sponsorship in the amount of \$4,800.00 for the back cover of the program guides for another four seasons.
- The Adult Basketball League plays weekly, consisting of 16 teams.

- Winter swim lessons began with over 100 swimmers participating.
- Planning is underway for the Summer Concert Series. There will be over 30 concerts between the Municipal Parking Lot and Mill Pond Park.
- Recreation Supervisors began editing the Spring 2022 Program Guide which is to be released in February.
- The hiring process has begun for summer seasonal workers, including camp counselors and lifeguards.

Parks, Grounds & Cemeteries Division:

- Unseasonably warm weather to start the month allowed Parks staff to continue leaf removal around town and schools.
- Conducted practical exam for vacant Groundskeeper 1 positions.
- Winter cleaning in shop underway.
- Christmas decoration removal.
- Equipment clean-up performed.
- Polished gymnasium floor at the Mortenson Community Center.
- Several winter weather call-ins throughout the month, including 24-hour Nor'easter the last weekend of January.
- Worked with Laviero Construction to remove fill pile from Parks facility and Badger Field excavation from Highway.
- Cleared east side of Mill Pond of brush and unwanted trees for enhanced aesthetics.
- Cleared overgrown brush near bus parking at garage for Board of Education.
- Mobile Veterans Memorial requested at American Legion for event.
- Began painting picnic tables used for concerts at the Municipal Parking Lot.
- Removed shrubs/bushes from north side of Paterson School per request from Board of Education.

Cemeteries: 10 single, 4 double, 4 ash, 12 sales

Overtime: 469 hours, \$22,277

Tree Warden:

- Removed large spruce tree at the corner of Linwood and Valentine - line of sight issue.
- Picked up branches in parks.
- Removed damaged tree from West Meadow Cemetery.

LIBRARY

- The COVID-19 rates continued to rise into January, but by the end of the month we were seeing the numbers beginning to decline although we still remained well into the red. The library continued operating 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.
- The Library Board of Trustees continues planning for the 25th Annual Newington Library 5K Challenge Road Race that will be held on Sunday, May 15, 2022. Many of last year's sponsors have graciously agreed to be sponsors again this year. Online race registration will open in mid-February and paper race forms will be available later in March.
- The Friends of the Library continue to think outside of the box for fundraising ideas. They are planning on a month-long February fundraiser called "I Love Lucy Because...", and they continue to find creative ways to sell books at the Friends Corner.
- The Dining Partners' program continues to be very popular with our patrons. This program is a partnership between the Lucy Robbins Welles Library Board of Trustees and the Friends of the Lucy Robbins Welles Library and a way for the library to collaborate and support local restaurants while giving patrons a discount to these establishments. Members of the Friends receive a Dining Partner ticket in the Footnotes & Calendar of Events' mailings, or library patrons can also request a ticket at the Circulation Desk when picking up materials or when using the Lucy-to-Go Curbside Service.
- Several children's story times were cancelled in January due to COVID-19 or weather. The plan to have an in-person Thursday night story time was postponed for the near future because of the jump in COVID-19 infections in Newington. The outdoor story time was postponed due to extremely cold weather. The children's staff did offer 10 programs to 218 children and their caregivers. Highlights of programs: a *Spectacular Science* kit, the ever-popular weekly *Grab & Go* kits and a virtual cooking

program for all ages. The children's staff also recorded book talks for grades 1 & 2, grades 3 & 4 and grades 5 & 6 and shared the links with the schools. Teen programming included 3 programs to 27 teens that was comprised of a *Greatest Hits Grab & Go* kit, *Comfort Reads* book talks for grades 7 & 8 and the virtual *NHS Book Club* to discuss the book *Solo* by Kwame Alexander.

- Adult programmers presented 20 programs to 643 participants. Adults were offered a nice variety of live virtual programs, prerecorded programs and Grab & Go kits to keep them entertained. Highlights of live virtual programs included a *Page Turners' Books Discussion* on the book *The Dutch House* by Ann Patchett, *The Art of Coziness*, *Clear the Clutter*, *The Connecticut Story* and *Tea Traditions Around the World*. Highlights of pre-recorded programs included *Widening the Lens with Yvonne Alston*, *Yahoo & Gmail* and *Culinary Delights-Cocoa Oatmeal Cookies*. Grab & Go puzzle packets, coloring packets and *Spice It to Go* kits that featured the spice coriander were very popular this month.
- Total circulation was 15,000. Circulation of digital materials was 3,006. Total number of people that entered the building was 4,340. Additionally, 275 curbside service transactions were processed. Staff processed and pulled 2,267 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,390 reference questions during the month. Online databases that were popular this month included *Value Line*, *Creative Bug*, and *Ancestry.com*. The children's online service *BookFlix* and *PebbleGo Animal and Biographies* databases were very popular.
- In technology news, the library began circulating 10 additional WiFi hotspots thanks to a grant from **The Hartford Foundation for Public Giving-Newington Greater Together Community**. The library now offers a total of 12 mobile hotspots that can be checked out to Newington residents for a week that offers internet access no matter where you are. The library will be switching to a new programming and meeting room software called *Spring Share* in February. Patrons will be able to sign up for some programs online. Several technology programs were offered, including a prerecorded instructional program on how to use Yahoo and Gmail and a live virtual program on *Getting Started with Your iPad/iPhones*.
- In personnel news, Michelle Patnode began her new position as Digital Services Librarian. She spent the first few weeks training at the Reference desk and learning some of her new duties and training with Assistant Director Karen Benner. Reference Substitute Patricia Ronalter began her new position as the Part-time Reference Librarian. 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, the Facilities department was called several times to address some heating issues in certain areas of the library. A water pipe burst between the exterior entrance door and the interior lobby door in the early morning of January 17. Library Director Lisa Masten was called at 2 am because the alarm was going off. When she and her husband arrived, they found water in the lobby, the Community Room and the book drop. Upon further inspection, they found hot water coming from a broken pipe in the wall heater. Facilities Maintainer Shawn Brennan came to the rescue and shut off the water and worked with Lisa and her husband to clean up as much of the water as possible. The big problem from this leak besides the broken pipe and water mess was that a huge amount of steam built up between the doors while the hot water was leaking, ruining the main electrical board of the fire alarm. As a result, the fire alarm was not working. Facilities Director Joe Salamone and his department continued with the cleanup later that day and had the fire alarm panel fixed and up and running. Joe and Shawn did a great job dealing with this recent water leak and helped get the library back in shape by the end of Tuesday. The new cleaning service, Environmental Services, will begin in February. We are looking forward to working with this company.

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Mr. Paul 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 assisted, participated in and/or were directly involved in the following:

- Completed 100 formal work orders.
- Worked with Fire Department staff to determine device counts for the Town's upcoming computer order.
- Worked with the Town's Financial package vendor to install and configure a new module to accommodate Employee Self Service.
- After troubleshooting, we implemented a workaround to correct an issue with a printer at the Parks and Grounds Annex.

- After troubleshooting, we corrected an issue impacting access to the Town's network infrastructure caused by a bad Microsoft security update. Teams quickly identified the issue, developed a roll back plan and restored network access. Microsoft later issued an updated security patch.
- Worked with Hewlett Packard Enterprise (HPE) engineer to resolve a certificate issue on the Town's Hyper Converged Infrastructure (HCI). The issue did not have any impact on town operations.
- Completed work on the Department's 2022-2023 Operating Budget.
- Pre-deployed telephones and computers to the Emergency Operating Center (EOC) in preparation of a winter storm.
- Assisted with updates to the Town's Emergency Management and Registrar's web pages.
- Provided access to "Newington Video Tour" videos on the Town website.
- Researched Alpine Software's RedNMX platform on behalf of the Fire Department to determine the potential for integration (Computer Aided Dispatch) with the Police Department's CAD system.
- After troubleshooting, we resolved issues with Zoom Toll-Free numbers on all Town of Newington Zoom accounts.
- Tested network switch firmware upgrades by upgrading select network switches to the latest firmware versions.
- Reconciled planned wireless access point counts versus current access point counts and made recommendations on increasing licensing counts to ensure licensing compliance.
- Provisioned new wireless access points for the Police Department, Senior and Disabled Center, Library, Fire Department and Highway Garage.
- After troubleshooting, we identified solutions to correct connectivity and wiring issues at the Parks and Grounds Cemetery office and diagnosed a firewall hardware issue with vendor.
- Worked with all team members to create post-incident report and timeline for the Microsoft Windows Update (Security Patch) issue that impacted network operations.
- Met with Town Manager Chapman and Finance Director Murphy to go over Information Technology's Operating Budget for 2022-2023.
- Participated in a Zoom Conference call with the Town's Financial Software vendor, Tyler Technologies, to discuss technical aspects and deployment options for the new Employee Self Service modules.
- Met with the Town's Audio/Visual vendor, Vision Point, to discuss a few open items related to equipment deployments and functionality.
- Attended departmental, staff, regional and building meetings as needed or required.

TOWN PLANNER

- Received and processed eight (8) new land use applications.
- Recorded and submitted the grantee testimonies for CT Humanities Grant for Newington Junction Historic Loop project, worked with the grant consultant and procurement manager, issued an RFP.
- Met/talked with a number of developers/potential developers/interested businesses.
- DOT/Town of Newington Train Station meetings.
- CRCOG bike-share multi-modal feasibility workshop.
- Land Use Academy.
- Continued to work as a Zoom administrator for TPZ, CC, and the EDC.

FACILITIES

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of January. In addition to routine preventative maintenance work, the team also responded to approximately 20 work orders consisting of routine maintenance and custodial requests.

Town Hall:

- Repainted the areas of men's and women's bathrooms
- Completed the installation of snow melt mats for gym stairs
- Installed the Town Seal in the Council Chambers
- Life safety compliance testing completed
- Worked on Generator issues

Library:

- Replacement of all exit signs
- Emergency repair to heating system and fire alarm panel due to frozen pipe
- Troubleshooting of zone valves for better water flow
- Life safety compliance testing completed
- Parking lot light repairs

Highway Garage:

- Repainted the break room
- Repaired and replaced security camera system at the salt shed
- Life safety compliance testing completed

Senior & Disabled Center:

- Life safety compliance testing completed
- Replaced fan motor HVAC system

Fire Stations:

- Reviewed HVAC upgrades for station #5

Police Department:

- Life safety compliance testing completed

Administrative Projects:

- Awarded SHPO grant for Kellogg Eddy House roof replacement project
- Executed new Cleaning Contract with Performance Environmental at multiple locations
- Awarded Asset Management Software company Akita Box selection
- Ongoing work associated with the Town wide Solar projects
- Generator compliance – Town wide.

TOWN CLERK

No Data.