



# 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: April 7, 2022  
Re: Monthly Report – February 2022

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#### **GENERAL ADMINISTRATION**

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

To 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 Planner and I met with developers (Alan Bongiovanni) on February 3<sup>rd</sup>. The Economic Team met internally on February 28<sup>th</sup> to discuss Culver Street.

We are currently transitioning into solar as the alternative energy source for our buildings, with plans underway to schedule roof repairs and replacements being followed by the installation of solar panels to maximize the benefits of this clean, dependable and money-saving technology. On February 3<sup>rd</sup>, I met with a company to discuss EV charging stations in Newington. Our goal is to move forward with clean energy options for residents. The Director of Facilities Management and I did an onsite visit on February 10<sup>th</sup> at Newington High School to assess the building and address roofing concerns.

During the Town Council meeting on February 8<sup>th</sup>, proclamations were presented to February retirees. I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. Janet Murphy, Director of Finance, reviewed proposed transfers for the 2021-2022 budget year for Town Council's approval. Two tax assessment fixing agreements were approved with Grossman Development Group LLC and Criterion Development Partners LLC. We are still in the process of revising the current Town Charter; leadership is working on the proposed members of the commission which must be proposed by action at the meeting on February 22<sup>nd</sup>. The following items were introduced as new business: Central Connecticut Health District (CCHD) annual update, MUNIS presentation, Anna Reynolds School PCR Submission-authorization to bid, and recommended changes to the Town Council rules of procedures.

Due to the MIRA, Bonnie Therrien, Acting Town Manager of Wethersfield and John Mehr, Town Manager of Rocky Hill have been 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) went out last month, and we had the results' meeting on February 18<sup>th</sup>.

During the Town Council Meeting on February 22<sup>nd</sup>, I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. The Town Council approved the plans, specifications and cost estimates for the renovations at Anna Reynolds Elementary and authorized to send the project out to bid. The Registrar of Voters presented their proposal for realigning voting districts, and the

Town Council scheduled a public hearing on March 7<sup>th</sup> to consider the proposed ordinance amendment. The Town Council appointed members to the Charter Revision Commission, including a resolution to issue the charge to the Commission. The following items were introduced as new business: Firehouse Subs Foundation Grant Award, Municipal Solid Waste Disposal Services RFP, and a job description for Deputy Assessor.

At the department head staff meeting held on February 23<sup>rd</sup>, I reviewed the Town Council's agenda from the previous meeting on February 22<sup>nd</sup>. I reviewed updates from my proposed 2022-2023 Budget/CIP; the public hearing was scheduled for March 8<sup>th</sup>. I discussed options for the Emergency Operations Center (EOC), as we currently do not have a space in the new Town Hall to accommodate. As the COVID-19 numbers continue to decrease, we revisited discussions on in person Board and Commission meetings and the possibility of having them onsite.

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

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 February 2022 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	20.0	\$ 1,221.44
Weekend Standby and Call-In	16.0	\$ 918.56
Road Maintenance	2.0	\$ 114.82
Snow	517.6	\$ 29,038.51
<b>Totals</b>	<b>555.6</b>	<b>\$ 31,293.33</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	219	\$ 10,402.00
<b>Totals</b>	<b>219</b>	<b>\$ 10,402.00</b>

<b>POLICE DEPARTMENT</b>	<b>21-22 Budget Overtime Appr.</b>	<b>Overtime Expended 21-22 YTD</b>	<b>20-21 Budget Overtime Appr.</b>	<b>Overtime Expended 20-21 YTD</b>
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 1,572.12
Patrol	679,403.00	698,415.70	685,889.00	492,600.36
Investigation	90,645.00	30,815.01	90,645.00	33,463.60
Traffic	4,908.00	4,109.62		
Communication	173,748.00	111,380.72	173,748.00	125,270.78
Education/Training	143,085.00	91,842.69	143,085.00	51,769.45
Support Services	60,413.00	(4,262.56)	60,413.00	(4,809.58)
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,511.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$1,161,888.00</b>	<b>\$932,301.18</b>	<b>\$1,163,466.00</b>	<b>\$699,866.73</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,217.00	\$ 17,138.27	\$ 28,085.00	\$48,661.52
Snow and Ice Control	130,000.00	99,024.44	165,297.00	115,886.80
Traffic	0.00	0.00	4,057.00	3,822.57
Vehicles and Equipment	34,145.00	17,943.02	32,822.00	30,719.47
Leaf Collection	<u>35,267.00</u>	<u>34,902.41</u>	<u>33,898.00</u>	<u>33,259.54</u>
<b>Total</b>	<b>\$ 228,629.00</b>	<b>\$169,008.14</b>	<b>\$ 264,159.00</b>	<b>\$232,349.90</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 88,357.00	\$ 99,420.65	\$ 84,839.00	\$97,490.71
Cemeteries	<u>17,109.00</u>	<u>1,946.10</u>	<u>16,445.00</u>	<u>4,435.07</u>
<b>Total</b>	<b>\$ 105,466.00</b>	<b>\$101,366.75</b>	<b>\$101,284.00</b>	<b>\$101,925.78</b>

## **PERSONNEL**

- The Town Assessor (A-10) position was posted to the public on February 4<sup>th</sup>, with a closing date of February 22<sup>nd</sup>.
- The Assessment Technician (T-2) position was posted internally to the AFSCME union on February 14<sup>th</sup>, with a closing date of February 18<sup>th</sup>.
- The vacant Groundskeeper I (LT-10) position was offered to Brian Garrity; he began his position on February 16<sup>th</sup>.
- Panel interviews for the Operations/Project Manager (A-7) took place on February 18<sup>th</sup>.
- Panel interviews for the Administrative Coordinator (A-4) took place on February 25<sup>th</sup>.

## **RISK MANAGEMENT**

### **2021-22 Blue Cross/Blue Shield Plan Year**

The seventh 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 January 2022 were \$861,963. 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:

#### **Cumulative Claims through January, 2022**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	1,602,062	5,238,415	<b>6,840,477</b>
Actual Claims	1,146,694	4,391,686	<b>5,538,380</b>

## **ACCOUNTING AND ADMINISTRATION**

- The final audit was filed with the State of Connecticut. This document will be placed on the town website in March.
- 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. Due date for these applications will be March 11, 2022.
- 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 continued 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.
- Work continued in the compilation of information for the Town Manager's budget submission letter and for the Budget Public Hearing in March.
- Our office continues to support all other grants that have been approved or are being submitted.

The Town did not receive any grant funds 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)

2/28/2022

	Interest Earnings		
	Budget FY 2021-22	Actual Year to Date	\$ Invested
General Fund	\$100,000	\$27,068	\$42,721,187
Special Revenue Funds	42,000	473	713,457
Capital Projects Funds		708	1,095,486
Internal Service Fund	5,000	4,037	6,323,182
Trust and Agency Funds		822	1,171,547
<b>Total, Estimated by Fund</b>			<b>\$52,024,859</b>

### **INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

2/28/2022

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.12	.11	2,151	1,726	\$23,855,030
Bank North	.10	.10	43	48	562,074
TDBank (new)	.10	.10	836	926	10,900,217
Farmington Bank	.10	.10	522	719	8,462,175
Webster Bank	.05	.05	195	216	3,179,878
Liberty Bank	.10	.10	389	416	5,065,485
<b>Total Outstanding Investments</b>					<b>\$52,024,859</b>

*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 February.
- As a result of the recently completed 2021 Grand list, appointments for 11 appeals to the Board of Assessment Appeals to be held in March were scheduled by the Assessor's office. Due to the continuation of the COVID-19 pandemic, all appeals are planned to be heard remotely by Zoom meeting or telephone conversation with the BAA. With the tremendous assistance of the Town Clerk, all properties under appeal were sent individual email/telephone links for their respective appointments. Of the 11 appeals, 10 were Real Estate, and 1 was Personal Property.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut and the Town of Newington commenced during the month. This will be an ongoing program as new applications will be taken through May 15, 2022.
- All required reports for the 2021 Grand list were submitted to the State of Connecticut.
- Finally, with the scheduled departure of the Town Assessor at the end of March and the Assessment Technician 1 in the middle of April, tests and interviews were scheduled and completed for both positions. Final decisions on replacements for both positions will be determined after interviews with the Town Manager.

**Revenue Collector**

- Collections for January on the 2020 Grand List amounted to \$3,381,279.87, and back tax collections were \$23,983.89. Included in the back tax amount is \$1,583.21 which was collected for suspended accounts.
- This year's total collections through February were 98% which is 2% higher than what was collected in February 2021.
- Delinquent notices were mailed for the 2020 Grand List taxes to 520 real estate taxpayers, 136 personal property taxpayers, 1,525 motor vehicle and 1,237 supplemental motor vehicle taxpayers. We also sent 660 motor vehicle tax bills for prior Grand List years. This month remained busy while the delinquent taxpayers either came in to pay or have their accounts adjusted, or dispute their tax bills.
- Taxpayers come in daily to get copies of their tax information and continue calling for the information. The staff is assisting these taxpayers to use the website which has this information for their IRS filing and may be printed by them.

**POLICE DEPARTMENT**

Patrol Calls for February are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 14
Administrative 0	Fire Training 0	MV Fatal 1
Alarm Commercial Burg Alarm 65	Fire Trouble Alarm 0	MV Injury 19
Alarm Hold Up Alarm 7	Fire Veh Maintenance 0	MV Property Only 79
Alarm Residential Burg Alarm 24	Fire Vehicle Fire 0	Neighbor 4
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 62
Animal Complaint 12	Fire Water Problem 0	Noise 8
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 0	Follow Up 36	Notification 0
Assault in Progress 0	Found Property 5	Open Door/Window 9
Assist Motorist 5	Gun 0	Other Archive 0
Assist Notification 0	Harassment 7	Parking Violation 50
Assist Other Agency 28	Hazard 24	PD Assist Fire Dept 31
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 1	Pistol Permit 17
Bomb Threat 0	Hope Project 0	Prisoner Care 2
Breach of Peace/Disorderly 6	Illegal Dumping 1	Private Duty 0

Burglar Alarm 0	Impersonating Police 0	Property Found 1
Burglary 4	Indecent Exposure 0	Property Lost 0
Car Seat 0	Intoxicated 0	Prostitution 0
Check Welfare 38	Juvenile Complaint 3	Recovered Stolen MV 1
Check Welfare 911 22	K9 Assist 0	Rescue Call 0
Check Welfare Other 7	Kidnapping 0	Residential Lockout 0
Clear Lot 0	Landlord/Tenant Dispute 2	Robbery 3
Construction 0	Larceny 43	Roll Call 0
Court Detail 17	Larceny from MV 19	Serve Subpoena 0
Criminal Mischief 5	Lift Assist Only 6	Serve Warrant 47
CSO 0	Liquor 0	Sexual Assault 0
Customer Dispute 14	Local Traffic Authority 1	Shots Fired 0
Dog Complaint 23	Location Check 270	Specific Detail 71
Domestic 25	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 3
Drug 0	Lockout Building 0	Sudden Death 3
DUI 8	Lockout MV 0	Suicide 0
EDP 17	Lost Property 1	Suicide Attempt 2
Escort/Transport 1	LTA 0	Suspicious MV Unoccupied 16
Escort/Funeral 4	Meal 0	Suspicious Report 142
Escort Other 0	Medical Alarm 17	Test 0
Escort Retrieval 3	Medical Cardiac 3	Threatening 3
Escort Tax 0	Medical Complaint 181	Tobacco 0
Fingerprint 4	Medical Diabetic 0	Tow 8
Fire Alarm Commercial Bldg 6	Medical Fall 23	Town Ordinance Violation 0
Fire Alarm Residential 3	Medical Mutual 0	Traffic Stop 408
Fire CO Detector no sympt 1	Medical Other 0	Traffic Stop Attempt 10
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Survey 0
Fire Extrication 0	Medical Stand By 1	Training 0
Fire Hazmat 2	Medical Trauma 1	Trespass 5
Fire Mutual Aid Request 1	Medical Unresponsive 0	Unknown 0
Fire Other 7	Missing 3	Water problem 0
Fire Rescue 1	MV Abandoned 0	
Fire Special Detail 0	MV Assist 30	
Fire Stand By 0	MV Complaint 22	
Fire Structure Fire 2	MV Fire 0	<b>Total: 2,082</b>

- In February, the Detective Division Report:
  - Handled 48 investigations; 48 remain ongoing.
  - Served 42 warrants; 38 by Patrol officers, 4 by Detective Division.
- In February, the Animal Control Officers had the following activity:
  - 35 Total Calls: 23 Dog, 12 Animal, 0 Specific Detail, 1 Follow-up, 23 Police Assisted – No ACO
  - 1 Total Bites: 1 Dog vs. Dog Bite, 0 Dog vs. Human, 0 Dog vs. MV
  - 1 Total Impound: 0 Redeemed, 0 Sold as Pet, 0 Euthanized, 0 Quarantine, 1 Carry Over, 0 DOA, 0 CHS Animal Dumps

- 66 Incoming Phone Calls
- 5 Letters (No License/Barking/Littering)
- 2 Written Warnings
- 0 Delinquent License Letters
- 0 Infractions
- 0 ACO Call-Ins
- Notable Cases/Events:
  - One dog adoption
  - 61 Summit – hearing rescheduled to April 5, 2022. Peter keeps rescheduling.
- In February, the Patrol Division had the following activity:
  - On February 4<sup>th</sup>, at approximately 1:15 am, NPD received a call of a robbery in progress at the Wendy's Restaurant located at 2384 Berlin Turnpike. The complainant reported a male entered the kitchen area of the restaurant with a machete and demanded money. Officers arrived on scene and learned that four employees, none of which were injured, were closing the business when a heavy-set Hispanic male wearing a mask entered the kitchen through a back door. The male forced the employees down on the floor and demanded the manager give him money. When the manager informed the suspect that he couldn't access the safe and had no money to provide, the suspect stole a phone from one of the employees and fled the scene in a dark colored Hyundai Sonata. The suspect dropped his mask in the parking lot as he ran to his vehicle. The Detective Division was requested to process the scene. This case has been assigned to the Detective Division for further investigation.
  - On February 13<sup>th</sup>, Officers responded to The Bar and Grill located at 512 Cedar Street for a report that a patron was threatening customers and claimed to have a gun. Upon Officers' arrival, they encountered Luis Santos, who was engaged in a physical altercation with customers who were attempting to restrain him. Officers intervened, and Santos ignored Officers' commands, engaging Officers in a physical altercation. Santos resisted and kicked Officers resulting in injuries to multiple Officers. The investigation revealed that Santos did not have a firearm during the incident. Santos was taken into custody and processed for applicable assault and breach of peace charges.
  - On February 19<sup>th</sup>, Officers were dispatched to Whiteside Street for a report of an attempted burglary. Upon arrival, Officers learned that a black male had attempted to enter the attached garage of the residence. The homeowner was alerted to the presence of someone on her property by her Ring camera system. When she ran outside to confront the person, he had already left the area. The video depicted a young black male looking through the windows of the house and garage. He then attempted to access the garage through a side door. The area was searched to no avail. A K-9 track was conducted utilizing officers from the Connecticut State Police. The track led to 123 Robbins Avenue, which is a residence NPD has responded to several times in the past for criminal complaints. The Officers contacted a juvenile male, who appeared to be the male depicted in the Ring surveillance video. The Officers took the juvenile male into custody. He was processed on burglary charges and released to the custody of his mother.
  - On February 26<sup>th</sup>, at approximately 6:20 am, Officers responded to the Shell Gas Station located at 295 Main Street for a stolen vehicle complaint. The victim reported he was getting gas at the pump and left his vehicle running with the keys in the ignition. The victim stated there was one other person pumping gas at the pump next to him. The victim reported he went inside to pay and when he came back outside, his vehicle was gone along with the other male, but the male's car was still there with the driver door open. Investigation revealed that the suspect, identified as a light skinned male, arrived at the Shell station before the victim in a stolen vehicle and began to fill the car with gas. When the victim left his vehicle to go inside to pay, the suspect abandoned the stolen vehicle he arrived in, and stole the victim's vehicle. The abandoned stolen vehicle was seized for processing in an attempt to identify the suspect. The case remains under investigation.
  - On February 27<sup>th</sup>, employees at DSW (Designer Shoe Warehouse) located at 1595 Southeast Road, reported a female stole approximately \$350 worth of clothing and shoes. The complainant stated when employees approached the female at the front of the store, she displayed a can of pepper spray and threatened to spray the employees if they tried to stop her. The employees backed away and the suspect, described as a white female wearing a black coat and jeans, fled the area on foot. A search of the area failed to reveal the suspect.
  - On February 27<sup>th</sup>, at approximately 9:32 am, Newington PD received multiple 911 calls reporting a major traffic accident at the intersection of East Cedar Street and Patricia Genova Drive.

Responding Officers immediately realized that the accident involved four vehicles, and two of the operators were deceased. The intersection was shut down for approximately six hours while the Midstate Accident Reconstruction Squad processed the crash scene. The two operators that died as a result of the accident were identified as a 29-year-old male from Wethersfield and a 61-year-old male from East Hampton. A third operator, identified as a 75-year-old female Newington resident was transported to the hospital with significant injuries. Preliminary investigation revealed that one operator was traveling well above the posted speed limit westbound on East Cedar Street and crossed over the double yellow line and struck another traffic unit head on that was traveling east on East Cedar Street. The MARS Team is conducting the investigation into the crash.

- In February, the Support Services Report:
  - Officer Derrick Walker has been working with WatchGuard to implement the new body camera system, which has a tentative start date of May 2022. He has also been working to update the Department website, as well as receiving additional training in dispatch.
  - The Community Service Officer, during the month of February, 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 is currently working towards implementing the Atlas One Application, which will be used to inform the community of police department public information through a cellular application. Officer DeSimone continues planning for Public Safety Day, which will take place in the Spring of 2022. Officer DeSimone has also begun the process of planning and scheduling the Newington Police/Fire Golf Tournament to be held in October of 2022.
  - Dispatch Communication Training Officers have been working with Officer Lacasse and Officer Walker to provide training in an effort to augment staffing needs should the need arise with COVID-19 or other unforeseen circumstances.
  - The Training Department has sent officers to training classes such as Officer Survival, Police One Online training, Capital Region Recertification Training, Tactical Medic, and Tik Tok Investigations. Officers also participated in a table top exercise presented by Chief Clark in cooperation with the Newington School Department, discussing plans to respond to an emergency situation at a Newington school.

#### Property Report February 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 0
Damaged/Destroyed	22	\$ 12,713
Vehicle Inventory	0	\$ 0
Stolen	119	\$ 124,450
Abandoned	2	\$ 0
Evidence	83	\$ 43
Found	4	\$ 0
Lost	0	\$ 0
Seized	7	\$ 0
Recovered	14	\$ 36,825
Impounded	0	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
<b>Total</b>	<b>253</b>	<b>\$ 174,031</b>

- Police Department Overtime Report February 2022

OT January	\$137,150	2 pay periods (two holidays)
OT February	\$ 90,917	2 pay periods (no holidays)
	\$ 46,233	decrease

- During February 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 position 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 third vacant officer position and a vacant sergeant position in the Patrol Division, which the Department is attempting to fill with new hires. The vacant sergeant position's days off are filled on overtime. Additionally, the vacant patrol officer position has an impact on patrol overtime since a patrol district is 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 \$63,520, a decrease of \$35,372 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and 105 district days off (Thursday, Friday, Saturday). Also, holdovers or scheduled overtime for officers involved in casework related to domestic disputes and completion of an arrest warrant, preparation and signing of a search warrant (two cases), DUI per se hearing, PRAWN services, follow up medical evaluation from a workplace injury, robbery, customer dispute, identity theft and a breach of peace.
- Detective Division overtime of \$1,201, a decrease of \$6,521 from the previous month. Overtime included callouts after hours for Detectives processing an untimely death (drug overdose) and an assault (stabbing). Also, a fatal motor vehicle accident report was completed on overtime.
- Traffic Division overtime of \$196, a decrease of \$458 from the previous month. Overtime consisted of the equipment operator responding to a non-functioning traffic light at East Cedar Street and Constance Leigh Drive.
- Communications overtime of \$7,953, a decrease of \$9,088 from the previous month. Overtime included the filling of shifts for time off (vacation, sick, earned time) and filling of shifts on days and evenings when only one Dispatcher is scheduled to ensure two Dispatchers are present on all day/evening shifts. Additionally, a second Dispatcher is staffed on overtime from 0000 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday. There is also currently a Dispatcher opening which creates additional overtime.
- Educational overtime of \$6,980, a decrease of \$3,811 from the previous month. Overtime included coverage of shifts for officers' training in officer survival, Tactical Medical First Responder, Human Trafficking/High Risk car stops, Hostage Negotiation, Midstate Accident Reconstruction Squad and police officer recertification. Officers were also paid overtime for drone training/testing and firearms instruction of a new recruit.
- Support Services overtime of \$276, a decrease of \$1,774 from the previous month. Overtime included filling of a half sick day for the school resource officer.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of February, 2022. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

<b>Code</b>	<b>Incident Type</b>	<b>February</b>	<b>8 month total</b>
1	Fire		
100	Fire, other	1	5
111	Building fire	0	11
113	Cooking fire, confined to container	1	10
114	Chimney or flue fire, confined to chimney	1	2
116	Fuel burner/boiler malfunction, fire	0	1
131	Passenger vehicle fire	1	5
140	Natural vegetation fire, other	1	3
141	Forest, woods or wildland fire	1	1
142	Brush or brush-and grass mixture fire	0	5
150	Outside rubbish fire, other	0	3

151	Outside rubbish, trash or waste fire	0	1
154	Dumpster or other outside trash receptacle	0	2
	<b>Total</b>	<b>6</b>	<b>49</b>
<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
200	Overpressure rupture, explosion, overheat	0	1
211	Overpressure rupture of steam pipe	0	1
223	Air or gas rupture of pressure or process	0	1
251	Excessive heat, scorch burns with no fire	0	1
	<b>Total</b>	<b>0</b>	<b>4</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	2	6
322	Motor vehicle accident with injuries	0	1
324	Motor vehicle accident with no injuries	1	2
352	Extrication of victim(s) from vehicle	4	7
362	Ice Rescue	1	1
381	Rescue or EMS standby	0	1
	<b>Total</b>	<b>8</b>	<b>19</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, other	1	16
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	5
420	Toxic condition, other	1	1
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	1
424	Carbon monoxide incident	1	10
440	Electrical wiring/equipment problem, other	1	10
441	Heat from short circuit (wiring), defective/worn	1	2
442	Overheated motor	0	1
444	Power line down	2	30
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	1	6
	<b>Total</b>	<b>9</b>	<b>108</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	1	10
510	Person in distress, other	1	2

511	Lock-out	0	7
520	Water problem, other	0	22
521	Water evacuation	0	9
522	Water or steam leak	0	16
531	Smoke or odor removal	0	14
542	Animal rescue	0	1
550	Public service assistance, other	0	4
551	Assist police or other governmental agency	1	7
552	Police matter	0	1
561	Unauthorized burning	0	6
571	Cover assignment, standby, moveup	1	9
<b>Total</b>		<b>4</b>	<b>108</b>
<b>6 Good Intent Call</b>			
600	Good intent call, other	1	10
611	Dispatched & cancelled en route	1	2
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	0	6
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	5	12
<b>Total</b>		<b>7</b>	<b>36</b>
<b>7 False Alarm &amp; False Call</b>			
700	False alarm or false call, other	2	43
710	Malicious, mischievous false call, other	0	4
730	System malfunction, other	2	20
731	Sprinkler activation due to malfunction	1	2
733	Smoke detector activation due to malfunction	1	17
734	Heat detector activation due to malfunction	0	1
735	Alarm system sounded due to malfunction	1	21
736	CO detector activation due to malfunction	1	15
740	Unintentional transmission of alarm, other	3	17
741	Sprinkler activation, no fire	2	4
743	Smoke detector activation, no fire – unintentional	4	27
744	Detector activation, no fire – unintentional	1	8
745	Alarm system activation, no fire	0	13
746	Carbon monoxide detector activation, no CO	0	10
<b>Total</b>		<b>18</b>	<b>202</b>
<b>8 Severe Weather &amp; Natural Disaster</b>			
800	Severe weather or natural disaster, other	0	2
<b>Total</b>		<b>0</b>	<b>2</b>

<b>9</b>	<b>Special Incident Type</b>		
900	Special type of incident, other	0	2
911	Citizen complaint	0	1
	<b>Total</b>	<b>0</b>	<b>3</b>
	<b>Total Calls</b>	<b>52</b>	<b>531</b>

## Fire Chief

### *Fire Responses - 28 Incidents*

- Had discussions finalizing Grants with Grant Writer
- Conducted Cadet Oral Interviews for Officer Positions
- Chiefs' Meeting
- Attended Ice Rescue Training
- 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 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 Lieutenant Caralone
- Met with Town Manager and Paul Boutot about new radio equipment request
- Conducted Firehouse inspections on projects being worked on
- Had discussions with Chiefs and Captains on Budget
- 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
- Conducted Chief Reviews/Evaluations with Fire Commissioners
- Attended Mayday Training via Zoom

## Training Report - Progress History

- January 2022
  - COVID-19 has kept us from doing in person training, so we utilized FireRescue1 online training for our January drill. The topic for the online drill was hypothermia for preparation of our cold water/ice rescue drill in February.
- February 2022
  - As the restrictions around in-person training began to recede, we changed how we would utilize our cold water/ice rescue suits. We borrowed additional suits from the Rocky Hill Fire Department and limited the use of our suits to one member per company, cleaning the suits prior to the second round of training. Lieutenant Caralone contacted the Emergency Services Unit of the State Police, and TFC Steve Chapman, Dive Team/Marine Unit Coordinator, brought in his team and equipment to review the capabilities they could bring to Newington. Lieutenant Caralone also contacted the Farmington Community Emergency Response Team, and they brought their canteen truck to provide breakfast and coffee for our membership.

## Plans

- Chief Trommer was contacted by Owens Reality Services about an opportunity for our department to use the houses at Cedarcrest for training. Chief Regina will be contacting Robert Kozma, the property manager. Rocky Hill, Berlin and Wethersfield have been notified of a potential opportunity to drill with us.
- Request storage, props and mannequins for Chief and Fire Commission review.

- Challenge coins were distributed on Monday, March 7, 2022 by Captain Machado and Deputy Chief Regina to the firefighters who recently completed FF1, FF2 and FSI. This is the first time these coins have been distributed by the department to recognize the work in obtaining certification.

### Drill Schedule

Ice Rescue Department Drill: February 2022

SCBA Training: March 2022

Live Burn Department Drills: April 2022

HazMat Training: May 2022

Ladder Drills: June 2022

### IT Report - Progress History

- January 2022
  - We are awaiting a meeting invite from the Town of Newington IT Director based upon the meeting we had in 2021 to improve communications with the Newington Fire Department and Town of Newington IT Department.
- February 2022
  - We are awaiting a meeting invite from the Town of Newington IT Director based upon the meeting we had in 2021 to improve communications with the Newington Fire Department and Town of Newington IT Department.
  - Chief Trommer requested a meeting with the Town of Newington IT Director for February 23, 2022. The intent of the meeting was to establish a timeline, determine responsibilities of IT and the Fire Department, identify the hardware being purchased by IT and by the Fire Department and develop a clear implementation plan for the Alpine RedNMX and Dell tablet rollout.
  - We are awaiting a comprehensive plan from the Town of Newington IT Director.

### Plans

- The Alpine RedNMX application is cloud based and will require a reduced support role by the Town of Newington IT Department.
- Develop a plan for the use and application installation on the Dell tablet.

### FIRE MARSHAL

#### February Inspection Summary

Staff Member	Assigned	Completed	Notes
D. Zordan	8	6	
M. Manke	11	8	
C. Stegmaier	5	4	
R. Regina	8	6	
J. Hofmann	7	7	
M. Salonia	6	1	
M. Zadrick	3	2	

A total of 157 activities were documented in Firehouse for the month of February.

The entire staff completed approximately 70% of inspections due. Many of the non-inspected occupancies are due to accessing the buildings/spaces. This office will continue to ensure compliance and complete the inspections.

#### Significant Incidents:

- 2/14/2022: Smoke in the Building – 168 Connecticut Avenue (incident due to improper use of wood stove)
- 2/21/2022: Brush Fire – Cedar Mountain

**New Business:**

The Connecticut State Fire Prevention Code allows that a municipality or fire district, by ordinance, may establish requirements and a fee schedule for permits, certificates, notices, approvals, or orders pertaining to fire control and fire hazards pursuant to Section 1.12.

I would recommend the Fire Commission to approve the following schedule to be adopted by ordinance by the Town of Newington.

- Blasting Permit: \$60 (per Connecticut General Statutes)
- Fireworks Permit: \$200
- Copy of Fire Investigation Report (with Photos): \$200

There are many other fees that most towns charge for various inspections and services.

**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 Departments' staff meeting
- Assisted Town Manager on interview panel for Operations/Project Manager Position
- Held interview with Newington Life periodical
- Participated in interviews for prospective refuse and recycling facilities

**Roadway Maintenance**

- Continued with litter pickup/graffiti removal town wide
- Highway operators continued with Landfill material processing
- Continued with town wide pot hole patching
- Equipment Operator I's attended Defensive Driving Class at UConn
- Completed the construction of a berm on Alumni Road to minimize illegal dumping
- Completed roadside brush cutting where needed
- Cleaned various catch basins as needed
- Cleared branches at various locations
- Clear up downed tree at Augusta Drive and Mountain Road
- Cleared sidewalks of snow/ice as needed
- Inspected/repaired mailboxes which were damaged during snow plow operations
- Crews trimmed roadside vegetation with borrowed boom mower
- Continued curb/topsoil pickup damaged by snow plowing operations
- Responded to four (4) snow/ice events for a total of 7.2" of precipitation
- No after hour call ins for the month
- No evictions scheduled for the month

**Fleet Maintenance**

- Mechanics continued with preventive, annual services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Began Highway spring services on vehicles and equipment
- Coordinated with Parks & Grounds Department staff in preparation of annual servicing of mowing equipment
- Police Mechanic completed the upfitting of one new administrative vehicle and also began upfitting of another new vehicle
- During the month, assisted Highway Department as drivers for snow/ice events as needed

**Sanitation/Recycling/Landfill**

- Scheduled 131 residential bulk items for collection for the month
- Scheduled 34 condominium bulk items for collection for the month
- Scheduled 15 condo/residential scrap metal items for collection for the month
- 5,275 tons of cumulative Municipal Solid Waste were collected July through January

- 1,410 tons of cumulative recyclables were collected July through January
- 27 mattresses/box springs were recycled for the month
- Seven (7) televisions were collected for the month

## **TOWN ENGINEER**

### **Permits:**

- Reviewed 3 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 5 permits: 5 Excavations, 0 Driveways
- Reviewed 134 utility clearance notifications: 124 Routine, 10 Emergency

### **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: Site plan review
- 446 Maple Hill Avenue: Plot plan review
- Anna Reynolds School: Site plan review
- 77-93 Pane Road: Site plan review
- 227 Pane Road: Site plan review

- 35-69 Culver Street: Site plan review
- 359 Church Street: Subdivision 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 & 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 – Town Hall site grading improvements
- 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)
- 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
- 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
- Engineering: Rockhole Brook - Drainage improvements
- 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) – Lowrey/Constance Leigh Drive – Conceptual design
- Planning: 174 Francis Avenue – Survey right-of-way line
- 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
- Parks: Clem Lemire Complex – Legends Field lighting – As-built survey
- Fire Department: FH5 – Survey property line

## **BUILDING DEPARTMENT**

- An application was received and is being reviewed for a tenant fit out for a restaurant at 12 Fenn Road.
- An application was received to build a new handicap bathroom and build a new meat cutting area and dry storage. Also, a Plumbing Permit is under review to Install Dwv for the new handicap bathroom, 3-bay sink, floor drain, mop sink and handwash sink for Naija Restaurant at 2190 Berlin Turnpike.
- A Permit was issued to install underground fuel tanks: (1) 12,000 gal and (1) 12,000 gal split 7/5/k, (4) new fuel dispensers and related piping and other related petroleum accessories and related concrete related to the tanks and fuel dispenser and fuel dispenser islands at 4 Hartford Avenue.
- An Application is being reviewed for a new commercial building to be located at 203 Costello Road.
- There were no Certificates of Occupancy in February
- Most indoor seminars our Inspectors attend for their continuing education credit were cancelled due to COVID-19. There are online classes. These are the classes the Inspectors took in February:

K. Kilkenny: Ventilation – February 22, 2022

A. Hanke: Ventilation – February 22, 2022

- Building Department activity for the month of February was as follows: The Inspectors completed a total of 148 Inspections. They were: Above Ceiling (2), Alarm (1), Chimney (3), Electrical (17), Final (76), Footings (1), Foundation (1), Framing (5), Gas Line (7), Inspection Apt. (5), Insulation (2), Mechanical (2), Plumbing (3), Roofing (1), Rough (22).
- The total number of Building/Renovation Permits issued/applied for the month of February was **146** producing a total permit value of **\$2,716,956.00**
- They are categorized as follows:

<b>TYPE OF PERMIT</b>	<b># OF PERMITS</b>	<b>VALUE OF PERMITS</b>
ADDITIONS/ALTERATIONS	29	552,139.00
CHANGE OF USE	0	0.00
DECK	2	102,500.00
DEMOLITION	0	0.00
ELECTRICAL	35	568,682.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	3,295.00
GARAGE/SHED	0	0.00
MECHANICAL	32	335,277.00
NEW COMMERCIAL	1	700,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	21	136,996.00
POOL	3	52,950.00
ROOFING/SIDING	9	111,362.00
SIGN	5	15,250.00
SOLAR	8	138,505.00
<b>TOTAL</b>	<b>146</b>	<b>\$2,716,956.00</b>

- The total Building income fees received in the month of February were: **\$31,311.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$10,975.00, Environmental \$720.00, Conservation \$3,400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$5.00, Driveway/Excavation \$200.00, Engineering copies \$6.00. The other total income is \$15,306.00
- Below is a comparison of the Permit Values for February 2022 and February 2021

	<u>2022</u>	<u>2021</u>
Value of Permits issued for February:	\$2,716,956.00	\$1,542,980.00
Fees for Permits issued for February	\$31,311.00	\$15,473.00

Other income Fees for February	\$15,306.00	\$1,248.00
Building Permits Issued for February:	146	136

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

2021-2022		2020-2021	
Value	Permit Fee	Value	Permit Fee
\$30,905,026.00	\$358,370.00	\$20,342,227.00	\$227,205.00

## **HUMAN SERVICES**

- Spring 2022 SCORE program registrations are continuing to come in, and we are still receiving phone calls with regard to program availability. We anticipate an excellent outcome for participation through the month of May.
- 5<sup>th</sup> Grade Challenge/ALPS was able to coordinate on school site challenge sessions this month. In March, the plan is to try having both middle school groups come together to the Challenge Course in early March and potentially for the remainder of the school year and beyond.
- Director LaBrecque & Coordinators Huggard and McAdams attended a virtual Train the Trainer session on how to administer NARCAN.
- 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. Coordinator Wassik & Director LaBrecque are planning to return to client shopping in-person for the food bank effective May 1, 2022.
- 76 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.
- 9 Clinical cases were seen presenting with issues including PTSD, depression and anxiety. Cases were referred by school, parents, and self-referral.

### *February 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	9 0	7 0	35 0	75 0
Youth & Family Service Hours	29	30.5	144	278.5
JRB cases JRB hearings JRB Service hours	0 0 0	0 0 0	5 1 9	5 5 8
Positive Youth Development	78	14	1,067	288
Community Service # of hours completed Challenge Course: Adult Youth (outside)	0 0 0 0	0 0 0 0	4 130 0 285	5 30 12 0
Information and Referral	233	280	1,914	5,134
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	76 13 14 49	83 23 18 42	634 149 113 369	662 178 87 616

Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	164.25 25.5 138.75	141.5 38 103.5	1,076 232 848.75	1,124.5 304 819.5
Food Bank Household visits # bags of groceries distributed Mobile truck	95 1,262 221	110 1,418 185	1,064 10,753 1,509	1,491 13,008 1,443
Special Needs	1	9	63	82

## **SENIOR AND DISABLED CENTER**

*Note: Jaime Trevethan was the Director during this reporting period.*

- COVID-19 mitigation for older adults remained a focus for the Senior and Disabled Center in February. We continued to distribute COVID-19 test kits and N95 masks to older adults and those who are disabled, homebound, or have any health or transportation challenges.
- In addition, on February 3<sup>rd</sup>, we held a drive-thru COVID-19 test kit event in which 160 pre-registered participants picked up kits. The event went smoothly with no traffic or supply issues. We are open to holding additional drive-through test events, if necessary.
- We continually reassessed and revised plans for program offerings and room use based on the virus numbers, information, and directives from the Town EMD and CCHD. COVID-19 cases were in the red February 1<sup>st</sup> through 23<sup>rd</sup>. All group activities were virtual or postponed per the town mitigation plan. 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. In addition, the office is open for drop-in assistance and in-person social work appointments.
- COVID-19 cases were in the orange beginning February 24<sup>th</sup>. Under our operating plan, we began reintroducing in-person group activities such as special speaker programs, exercise programs, classes, and games, with appropriate COVID-19 protocols in place. We will reintroduce additional programs throughout March.
- With the downward trend in virus numbers, the staff planned ways to connect and bring people back to the Center via high-quality, fresh, and meaningful programming. Barring another virus wave, we are planning to bring back daily congregate lunch, drop-in activities, the coffee shop, and other larger events when appropriate, with the goal to have these operations in place by mid-April.
- February special program highlights: A drive-thru event to celebrate National Heart Month, the European History series via Zoom, Neurocize (exercise for your brain) via Zoom, a speaker program: Natural Immune System Support, and a cupcake decorating class.
- We continued to address the grave concern of social isolation among older adults, especially homebound. As such, we offered weekly telephone-based programs such as Boggle, meditation, and bingo. In-person speaker programs and classes were also offered on Zoom whenever possible.
- Additionally, we continued with the Social Call Sheet program, with trained volunteers matched with call recipients to connect through a call hub for weekly conversation. We also continued with our popular weekly robocalls to members, with updates about the Center, the community, and other important information.
- Also, 55 individuals received a total of approximately 1,100 hot meals in February through Meals-on-Wheels. Additionally, the Center provided five grab-and-go meals to 40-50 people per week as part of the Older Americans Act congregate meal program.
- Dial-A-Ride provided a total of 220 trips for participants this month. In addition, Dial-A-Ride delivered 56 congregate meals, 201 meals on wheels, and 10 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 post-pandemic.
- The Director attended several meetings with Town Staff, including the monthly Department Head meeting, planning meetings with Parks and Recreation and Human Services, and met with CCHD staff and member town senior center directors regarding in-person program plans.
- Staff welcomed two undergrad interns from CCSU, both of whom are studying psychology and are interested in working with older adults. The interns will develop special programs and learn about the Center's nutrition program.

## **PARKS AND RECREATION**

### Recreation Division

- The Spring 2022 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- Registration for the Creative Playtime Preschool Program 2022-2023 school year began on February 1<sup>st</sup> for current preschool families, February 8<sup>th</sup> for new families living in Newington, and February 22<sup>nd</sup> for new, non-resident families.
- Creative Playtime Preschool Program welcomed a new director, Coral Richardson. She is highly experienced in the Early Childhood Education field with over 40 years of experience working at different preschools.
- Over 60 swimmers successfully completed our winter offering of American Red Cross swim lessons.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training.
- The Department secured tens of thousands of dollars in public/private partnerships for the Motorcycle Madness event. Sponsors include Geico of Newington, Trantolo & Trantolo LLC, CycleFish, Brookfield Indian Motorcycle, West Hill Automotive, and TJ's on Cedar.
- Summer Camp RECreate camp counselor applications reached its deadline.
- Staff attended the CRPA Entertainment Showcase to look for high-level musicians and entertainers to bring to Newington's Summer Concert Series, camp program, after-school program, and more.
- The Department has started to book concerts for the 2022 Summer Concert Series, as well as the Downtown Music Series.
- Planning for summer programs is underway.

### Parks, Grounds and Cemeteries Division

- Picnic table maintenance: repairs and painting are underway.
- Sidewalk and parking lot checks continue during the winter months.
- Trimmed back hiking trail at Bob Stanley path with forestry machine.
- Truck washing is a regular occurrence to prevent corrosion due to road salt.
- Moving Veteran's Trailer around town this winter.
- Power washing mowers for annual maintenance.
- Several winter storm events required additional morning salt runs for schools and town buildings.
- Several grave openings this month required a propane heater for thawing.
- Hauled excess fill and asphalt from Clem Lemire from the lighting project.
- Prepped greenhouse for plantings.
- Replaced deck on red trailer.
- Trimmed ornamental grasses at Lucy Robbins Welles Library and West Meadow Cemetery.
- Began assembly of temporary pavilion at Municipal Parking Lot island.
- Brian Garrity started as a new Groundskeeper 1.
- Worked on repairing snow plow damage.
- Several Parks and Grounds employees attended a Continuing Education Seminar for Pest License Compliance.
- Built new athletic benches for north side games at Newington High School.

Cemeteries: 1 single, 4 double, 3 ash, 5 sales

Overtime: 219 hours, \$10,402

### Tree Warden

- Removed stump on the corner of Linwood and Valentine.
- Picked up branches in parks after high winds.
- Removed stump on Robbins Avenue.
- Removed dead tree at 556 New Britain Avenue.

## LIBRARY

- The COVID-19 rates continued to decline in February. By the end of the month, the Town was back in the orange level. The library operated in the COVID-19 Transmission Reduction Plan for Town Buildings at the orange level. The building remained open during regular library hours including Sundays. Patrons could browse and use the public computers. Additional seating was added throughout the library including seating for individual quiet study in different areas in the library.
- The Library Board of Trustees continues planning for the 25<sup>th</sup> 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, and some new sponsors were added, including Aquiline Drones, Cyr Woodworking and SOMAK Property Management. Online race registration opened up in mid-February and paper race forms will be available later in March.
- The Friends of the Library's February Fundraiser called "I Love Lucy Because..." was a huge success. People could buy hearts for any amount in person, by mail or online and tell us why they love the library. The donations and support of this fundraiser were impressive, and the comments that these supporters made were amazing and heartwarming. The Friends also will be able to have an indoor spring book sale at the Newington Senior & Disabled Center on April 30<sup>th</sup> and May 1<sup>st</sup>. The Friends have been unable to have a major indoor book sale the last two years due to the pandemic. They are busy planning for this big 2-day event.
- "Get Smitten with Books" winter reading programs for children, teens and adults kicked off in February. Adults had an in-person drop in kick off and registration day on February 3<sup>rd</sup>. They could also sign up via phone or online. 180 adults registered at the kickoff. Each week during this 5-week program, participants received tickets for the number of books read during the week, and a winner was drawn from the tickets submitted. All tickets collected will be entered into the grand prize drawing to be held on March 11<sup>th</sup>. Tickets can be submitted in person, via phone or online. By the end of the month, 286 adults had registered to participate. The children and teen winter reading programs began on February 7<sup>th</sup>. Registration for each was online. Children could download or pick up in person the activity log that would allow them to win prizes. The children's staff also created indoor challenges: a scavenger hunt and an I-Spy tank for children to do when visiting the library as part of the winter reading program. 73 children were participating by the end of the month. Teens submitted reading logs for each book read and were eligible to win prizes based on how many were submitted. These programs are funded by the Friends of the Library.
- The Children's staff did offer 11 programs to 411 children and their caregivers. They had hoped to be able to offer several in person story times; but with the COVID-19 level at red at the beginning of the month and still in the orange, those plans were put on hold. Highlights of programs included *Passport to Reading* kits, the ever-popular weekly *Grab & Go* kits, *Take Your Child to the Library* crafts, Mo Willems goody bag & book bundle and winter reading. The recorded book talks for grades 1 & 2, grades 3 & 4 and grades 5 & 6 that were shared with the schools at the end of January were being used by children and parents. Many visited the library to check out the recommended books. Teen programming included 3 programs to 42 teens that was comprised of a *Grab & Go* kit, *Comfort Reads* book talks for grades 7 & 8 and a virtual *Teen Anime Club*.
- Adult programmers presented 21 programs to 705 participants. Collaborating on adult programming with area libraries is giving our patrons 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 Book Discussion* on the book *Crazy, Rich Asians* by Kevin Kwan, *Owls of Connecticut, Local Author Talk with Matthew Dick, Hattie Carthan: Her Life & Legacies, Health and Wellness: Immune Support* and *The Bellamy-Ferriday House*. Former library employee Jeanette Francini returned to co-host a live virtual Harry Potter trivia night with Karolyn McLain to our largest audience yet. *Grab & Go* puzzle packets, coloring packets and *Spice It to Go* kits that featured the spice Ancho Chile powder rounded out the month.
- Total circulation was 15,383. Circulation of digital materials was 2,583. Total number of people that entered the building was 4,610. Additionally, 162 curbside service transactions were processed. Staff processed and pulled 1,884 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,074 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 Science and Social Studies* databases were very popular.

- In technology news, the library went live with an online scheduling software that allows patrons to register online for library programs. Patrons now have the choice of registering online, by phone or in person. Assistant Director Karen Benner and Digital Services Librarian Michelle Patnode have been spearheading this project. Several virtual technology programs were offered, thanks to a collaboration with Cora J. Belden Library. Topics included *Microsoft Office Word Basics*, *Excel Basics*, *PowerPoint Basics* and *Make a Simple Website with HTML*. Wireless headsets that were purchased with an ARPA grant were rolled out to staff who work on public service desks.
- In personnel news, staff continued taking advantage of professional development opportunities, attending relevant webinars including *We Are Not Okay: Library Worker Trauma Before and During COVID-19* and *What Happens After and Copyright for Libraries: What You Need to Know*. Head of Children's Services Bailey Francis recorded a video for *Read Across Newington* for a special presentation at the middle schools, and a video for the district's virtual *Get Ready for Kindergarten* presentation. Bailey Francis and Children's Librarian Joanne Cocola also participated in a Paterson Pride Podcast for John Paterson Elementary School for *Read Across America Day*. Head of Community Services Michelle Royer and Bailey Francis each participated in virtual meetings regarding collaborative programming with area libraries. Michelle Royer also continued with outreach to Middlewoods, talking about library services with residents and dropping off library materials for them to enjoy.
- In facilities news, the library has a new cleaning service called *Environmental Services* that took over the cleaning of the library on February 1<sup>st</sup>. The library now has two individuals assigned to clean the library each morning for 3.5 hours. They are doing a wonderful job, and we are so pleased with all of their hard work. The library looks great, and they are cleaning areas of the library that have not been really cleaned for a long time.

#### **TOWN CLERK**

No data provided.

#### **INFORMATION TECHNOLOGY**

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

During the course of the month, they participated in, assisted and/or were directly involved in completing 85 formal work orders.

- Ordered and installed replacement batteries for Public Safety Dispatch uninterruptable power supplies (UPS).
- Updated the Town Clerk's records management system (Cott Systems) to the latest supported release.
- Installed the network appliance supporting the Police Department Body Worn Camera project.
- Worked with the Finance Department's vendor on the town's Employee Self Service implementation.
- Set up a new telephone in the Town Manager's suite.
- Worked on Application updates for the Parks and Recreation Department's record management systems.
- Worked with the town's telephone vendor to update Fire Headquarters and Highway Department phone systems to the latest supported firmware.
- Assisted with website updates in the Finance Department and Registrars of Voters.
- Worked with the town's door access control vendor on the installation of keypad readers and upgrading the firmware on the door access control system to the latest version.
- Installed new syslog and network monitoring appliances to replace end of life devices.
- Worked with staff from the state (State of Connecticut) to reconfigure Drager (Breathalyzer) unit and verify proper communications back to state network.
- Performed troubleshooting and resolved issue with the town's multi-factor authentication system.
- Continued work on the town's public safety and town radio projects.
- Worked with the Director of Facilities and the town's solar vendor on identifying cable pathways to accommodate solar panels on the new town hall.
- Worked with the Director of Facilities, Downes Construction and their subcontractors on the scope of works and scheduling of an upgrade to roof top unit 1 (RTU-1). RTU-1 is the heating ventilation and cooling (HVAC) unit serving the Mortensen Community Center. RTU-1 was installed without curb

isolators resulting in unwanted noise and vibrations to the office areas below the unit. Installation of a new curb with isolators will hopefully help in reducing both noise and vibrations.

- Assisted with oral panel interviews for an open position within the Facilities Department.
- Attended departmental, staff, regional and building meetings as needed or required.

### **TOWN PLANNER**

No data provided.

### **FACILITIES**

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of February. In addition to routine preventative maintenance work, the team also responded to approximately 23 work orders consisting of routine maintenance and custodial requests.

#### **Town Hall:**

- Delivery of office supplies and office paper.
- Repaired outlet in preschool.
- Onboarding of the new contract cleaning company.
- Multiple door adjustments.
- Multiple HVAC adjustments.
- Water infiltration into the electrical room.
- Gym partition wall repair.
- Fire alarm panel issues/troubleshooting.
- New access control readers installed in basement and keypad readers throughout the building.
- New exterior security camera installed.
- Fire extinguisher compliance.
- Elevator repairs.

#### **Library:**

- Onboarding of the new contract cleaning company.
- Lighting repair.
- Fire extinguisher compliance.

#### **Highway Garage:**

- Onboarding of the new contract cleaning company.
- Electrical repair associated with HVAC equipment.
- Fire extinguisher compliance.

#### **Grounds maintenance garage:**

- New water fountain and bottle fill station.
- New electrical for water fountain.
- Fire extinguisher compliance.

#### **Senior & Disabled Center:**

- Move/relocation of employee's office.
- Onboarding of the new contract cleaning company.
- Fire extinguisher compliance.
- Installed two new exterior lights.

#### **Town Green:**

- Street light repairs and replacement.

#### **Fire Stations:**

- Assist with lighting issue at Station 3.

#### **Police Department:**

- New HVAC controls for sally port carbon monoxide evacuation fan.
- Fire extinguisher compliance.

#### **Administrative Projects:**

- Onboarding Akita Box.
- Ongoing work associated with the Town wide Solar projects. Structural reviews.
- EV charging station review.
- Ongoing RTU curb replacement planning.
- Interviews for new Facilities' position.