



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Keith Chapman, Town Manager  
Date: June 22, 2022  
Re: Monthly Report – March 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 March 11<sup>th</sup> in the Town Clerk's office, the Town Hall remains open with safety precautions. Essential meetings are being held hybrid or zoom where applicable.

To realign and collaborate together internally, we have scheduled meetings every Tuesday with our Economic Development team. Renata Bertotti, Town Planner, schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month regarding the development of Culver Street and to address traffic concerns.

To follow up on the results' meeting last month for the tri-town (Wethersfield, Rocky Hill and Newington) RFP for trash and recycling disposal, the Town Managers and I met on March 3<sup>rd</sup> for further discussions.

During the Public Hearing on March 8<sup>th</sup>, I presented my proposed 2022-2023 budget to the Town Council. During the Town Council meeting held after the Public Hearing, I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. The following items were discussed under Old Business: Health Update (COVID-19), 150<sup>th</sup> Anniversary Steering Committee Report, Ordinance Amendment for Voting Districts, Firehouse Subs Public Safety Foundation Grant Award for the purchase of necessary lifesaving extrication tools, the Draft Job Description for Deputy Assessor (A-7) was approved, Equipment Sharing Agreement – Multi-Town Equipment Cooperative, and Municipal Solid Waste Disposal Services RFP.

The following items were discussed under New Business: Permanent Municipal Building Commission Creation; Additional Appropriation for Camp Avenue Milling and Paving, 2022 Justice Assistance Grant (JAG) Local VCP Grant Award, Cancellation discussion of April 12<sup>th</sup>, 2022 Regular Meeting, Overview of Budget and Budget Procedures, and Department Budget Review.

With the retirement of several employees, interviews were held for various positions throughout the month. On March 11<sup>th</sup>, interviews were held for the Assessor, Administrative Coordinator, Assessment Technician and Facilities Operations/Project Manager. Additionally, interviews for Police Department applicants were held on March 24<sup>th</sup>.

As the world is changing to energy-saving vehicles, our goal is to be more sustainable. On March 16<sup>th</sup> and March 22<sup>nd</sup>, I attended meetings regarding electric vehicle charging stations. The Town of Newington currently has approximately nine (9) charging stations.

I attended a MIRA (Materials Innovation and Recycling Authority) meeting on March 16<sup>th</sup> to discuss waste disposal in the Town.

Due to my medical recovery, I was unable to attend the Special Town Council Meeting on March 19, 2022. In my absence, Finance Director Janet Murphy presented my proposed budget including CIP to the Town Council.

During the Town Council meeting on March 22<sup>nd</sup>, the following Old Business items were discussed: Camp Avenue Milling and Paving Appropriation, 2022 JAG (Justice Assistance Grant) Local VCP Grant Award, Permanent Municipal Building Commission Creation and Municipal Solid Waste Disposal Services RFP.

New Business discussed at the Town Council meeting on March 22<sup>nd</sup> was as follows: Amended by the Environmental Quality Commission, FY 2023 State Historic Documents Grant Program Application; Annual Fair Housing Month Resolution; Newington High School Roof Replacement – Phase I, Department Budget Review, set tentative Town Council Budget for 2022-2023.

At the department head staff meeting held on March 23<sup>rd</sup>, I reviewed the Town Council's agenda from the previous meeting on March 22<sup>nd</sup>. I reviewed updates from my proposed 2022-2023 Budget/CIP; the public hearing was held on March 7<sup>th</sup>. I discussed the JAG Award the Police Department received for StarChase. The annual State of the Town is being held at Indian Hill Country Club on March 30<sup>th</sup>; the mayor and I will be presenting the status of the Town at the meeting.

I attended a Small Business Assistance Grant Application Review Meeting on March 29<sup>th</sup>. These grants were to assist small businesses that were directly financially impacted by the Chief Health Officer's COVID-19 Restrictions from December 23, 2021 to January 4, 2022.

The Charter Revision Commission met on March 29<sup>th</sup>. The commission requested my attendance to help clarify some confusion regarding the authority regarding classified employees within the Board of Education that are under my purview.

I attended a Hazard Mitigation Grant Program meeting on March 31<sup>st</sup>. FEMA's Hazard Mitigation Grant Program provides funding to state, local, tribal and territorial governments so they can develop hazard mitigation plans and rebuild in a way that reduces (or mitigates) future disaster losses in communities.

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 March 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	11.8	\$ 741.78
Weekend Standby and Call-In	20.0	\$ 1,148.20
Road Maintenance	20.0	\$ 1,003.28
Snow	23.7	\$ 12,070.08
High School – Catch Basin	13.5	\$ 706.02
<b>Totals</b>	<b>89.0</b>	<b>\$ 15,669.36</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	293.0	\$ 13,918.00
<b>Totals</b>	<b>293.0</b>	<b>\$ 13,918.00</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	773,238.22	685,889.00	538,760.35
Investigation	90,645.00	34,085.80	90,645.00	34,372.13
Traffic	4,908.00	4,453.18		
Communication	173,748.00	128,195.41	173,748.00	135,703.69
Education/Training	143,085.00	102,103.11	143,085.00	52,938.89
Support Services	60,413.00	(2,586.48)	60,413.00	(4,809.58)
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$1,039,489.24	\$ 1,163,466.00	\$ 758,537.60
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,217.00	\$ 17,767.20	\$ 28,085.00	\$ 49,582.69
Snow and Ice Control	130,000.00	116,743.39	165,297.00	119,665.79
Traffic	0.00	0.00	4,057.00	3,822.57
Vehicles and Equipment	34,145.00	18,538.97	32,822.00	31,748.32
Leaf Collection	35,267.00	34,902.41	33,898.00	33,259.54
Total	\$ 228,629.00	\$ 187,951.97	\$ 264,159.00	\$ 238,078.91
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 88,357.00	\$ 108,862.38	\$ 84,839.00	\$ 99,895.59
Cemeteries	17,109.00	2,476.85	16,445.00	4,824.49
Total	\$ 105,466.00	\$ 111,339.23	\$ 101,284.00	\$ 104,720.08

## **PERSONNEL**

- The Administrative Secretary II (C-9) position was posted internally to the AFSCME union on March 3<sup>rd</sup>, with a closing date of March 9<sup>th</sup>. The position was posted externally to the public on March 10<sup>th</sup>, with a closing date of March 24<sup>th</sup>.
- The Account Clerk II position was posted internally to the AFSCME union on March 16<sup>th</sup>, with a closing date of March 22<sup>nd</sup>.
- Testing took place on March 1<sup>st</sup> for the vacant Assessment Technician (T-2) position. Final interviews were scheduled on March 9<sup>th</sup> and March 11<sup>th</sup>. The position was offered to Eva Greczkowski; she will begin her position in April.
- Final interviews for the vacant Administrative Coordinator (A-4) took place on March 7<sup>th</sup>. The position was offered to Josey Aux; she will begin her position in April.
- The final interviews for the vacant Operations/Project Manager (A-7) took place on March 2<sup>nd</sup> and March 11<sup>th</sup>, and the position was offered to John Kubachka; he will begin his position in April.
- Adrienne Cerniglia, Administrative Secretary II (C-9), retired on March 31, 2022 from the Town of Newington after 23 years of service.

## **RISK MANAGEMENT**

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

The eighth 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 February 2022 were \$852,919. 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 February, 2022

	Town	Board of Education	Total
Estimated Claims	1,830,928	5,986,760	7,817,688
Actual Claims	1,392,170	4,999,129	6,391,299

## **ACCOUNTING AND ADMINISTRATION**

- Budget review meetings continued with the Town Council during the month with meetings held March 8<sup>th</sup>, March 19<sup>th</sup>, and March 22<sup>nd</sup>. Final budget meeting will be April 19<sup>th</sup>.
- Janet Murphy, Finance Director, worked with the committee to review the small business assistance grant program applications. This program will be funded by the American Recovery Fund Grant. The applications were due on March 11, 2022, and notification of the awards will take place by the middle of April.
- Finance Department is working with MUNIS to begin rollout of the Employee Self Service finance system. Training meetings were held this month, and updates are continuing to meet a July 1, 2022 rollout date.
- Our office continues to support all other grants that have been approved or are being submitted.
- We are preparing for a staffing shift in April and have had numerous interviews throughout the month for replacement of our Assessor, Assessor Tech and Accounts Payable Clerk. Both the Assessor Tech and Accounts Payable positions will have new staff starting April 18<sup>th</sup>, and the new Assessor should be starting with the Town on April 25<sup>th</sup>.

The Town did receive grant funds from the State of Connecticut during this month for Mashantucket Pequot (\$54,975) and School Construction Grants for Martin Kellogg and John Wallace schools (\$34,916 and \$59,084 respectively). 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)

3/31/2022

	<u>Interest Earnings</u>		
	<u>Budget FY 2021-22</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$32,511	\$42,619,295
Special Revenue Funds	42,000	614	713,598
Capital Projects Funds		947	1,095,725
Internal Service Fund	5,000	5,453	6,486,908
Trust and Agency Funds		943	1,171,668
<b>Total Estimated by Fund</b>			<b>\$52,087,194</b>

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

(Unaudited)

3/31/2022

	<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	.26	.12	5,221	2,151	\$23,915,225
Bank North	.10	.10	48	43	562,122
TDBank (new)	.10	.10	926	836	10,901,143
Farmington Bank	.05	.10	359	522	8,462,535
Webster Bank	.05	.05	216	195	3,180,094
Liberty Bank	.13	.10	590	389	5,066,075
<b>Total Outstanding Investments</b>					<b>\$52,087,194</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 March.
- The Board of Assessment Appeals held meetings on Wednesday, March 9, 2022 from 12:00 noon to 3:15 pm to hear assessment appeals on the October 1, 2021 Grand List. The meetings occurred via zoom and/or telephone and originated from the Newington Town Hall.

Notices of their actions were sent out by mail on March 16, 2022. The following table summarizes the financial implications of their deliberations:

Assessment Reductions on 2021 Grand List	\$56,290
Proposed Mill Rate	0.03827
Tax Loss @ 38.27 Mills Due to BAA Actions	\$2,154
Number of Appeals	13
Number Withdrawn/Failed to Show	2
Accounts with Changes	4
Accounts with No Changes	7

- The Town Assessor left his position with the Town on April 1, 2022.

### **Revenue Collector**

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$315,119.17. The Supplemental Motor Vehicles collected were \$78,685.00, and \$33,084.66 was collected for prior year taxes. Included in that amount was \$985.37 for suspended accounts.
- This year's March collections on the current Grand List was 98% which is in line with last year's collections for the same time period which was also 98%. We are right on target with collections.
- Delinquent Notices were sent to 2,713 Grand List delinquent taxpayers which included 296 real estate taxpayers with the balance for Motor Vehicles and Personal Property tax bills.
- Seventy-Five UCC Liens were recorded with the Secretary of State's Office for unpaid personal property taxes.
- A retention application was submitted with the State for approval to dispose of old files and information pertaining to taxes for our shredding day in April.
- Daily assistance is still being provided to taxpayers who need to locate their IRS information or have difficulty using a computer.

### **POLICE DEPARTMENT**

Patrol Calls for March are as follows:

Abandoned MV 0	Fire Task Force Activation 1	MV Evading 16
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 49	Fire Trouble Alarm 0	MV Injury 10
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 74
Alarm Residential Burg Alarm 19	Fire Vehicle Fire 0	Neighbor 13
Altered Mental Status 2	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 82
Animal Complaint 8	Fire Water Problem 0	Noise 16
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 2	Follow Up 29	Notification 0
Assault in Progress 0	Found Property 11	Open Door/Window 16
Assist Motorist 8	Gun 0	Other Archive 0
Assist Notification 0	Harassment 11	Parking Violation 23
Assist Other Agency 22	Hazard 16	PD Assist Fire Dept 30

Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 29
Bomb Threat 0	Hope Project 0	Prisoner Care 10
Breach of Peace/Disorderly 8	Illegal Dumping 1	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 3
Burglary 5	Indecent Exposure 0	Property Lost 0
Car Seat 0	Intoxicated 10	Prostitution 0
Check Welfare 36	Juvenile Complaint 16	Recovered Stolen MV 3
Check Welfare 911 29	K9 Assist 0	Rescue Call 0
Check Welfare Other 7	Kidnapping 0	Residential Lockout 2
Clear Lot 0	Landlord/Tenant Dispute 3	Robbery 1
Construction 0	Larceny 46	Roll Call 1
Court Detail 19	Larceny from MV 17	Serve Subpoena 0
Criminal Mischief 2	Lift Assist Only 4	Serve Warrant 37
CSO 0	Liquor 0	Sexual Assault 2
Customer Dispute 8	Local Traffic Authority 0	Shots Fired 0
Dog Complaint 23	Location Check 243	Specific Detail 86
Domestic 31	Location General 1	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 1
Drug 3	Lockout Building 1	Sudden Death 2
DUI 13	Lockout MV 2	Suicide 0
EDP 14	Lost Property 4	Suicide Attempt 1
Escort/Transport 4	LTA 0	Suspicious MV Unoccupied 5
Escort/Funeral 0	Meal 0	Suspicious Report 140
Escort Other 0	Medical Alarm 19	Test 0
Escort Retrieval 1	Medical Cardiac 2	Threatening 4
Escort Tax 0	Medical Complaint 217	Tobacco 0
Fingerprint 11	Medical Diabetic 0	Tow 10
Fire Alarm Commercial Bldg 3	Medical Fall 16	Town Ordinance Violation 0
Fire Alarm Residential 0	Medical Mutual 0	Traffic Stop 487
Fire CO Detector no sympt 1	Medical Other 1	Traffic Stop Attempt 12
Fire CO Detector with sympt 0	Medical Respiratory 2	Traffic Survey 0
Fire Extrication 1	Medical Stand By 0	Training 0
Fire Hazmat 0	Medical Trauma 0	Trespass 4
Fire Mutual Aid Request 0	Medical Unresponsive 5	Unknown 0
Fire Other 5	Missing 8	Water problem 0
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 25	
Fire Stand By 1	MV Complaint 33	
Fire Structure Fire 3	MV Fire 0	<b>Total: 2,205</b>

- In March, the Detective Division Report:
  - Handled 45 investigations, 45 remain ongoing.
  - Served 38 warrants: 35 by Patrol officers, 3 by Detective Division.

- In March, the Animal Control Officers had the following activity:
  - 32 Total Calls: 23 Dog, 8 Animal/Wildlife, 1 Specific Detail, 0 Follow-ups, 21 Police Assisted – No ACO
  - 3 Total Bites: 0 Dog vs. Dog Bites, 3 Dog/Cat vs. Human, 0 Dog vs. MV
  - 3 Total Impounds: 0 Redeemed, 2 Sold as Pets/Adoptions, 0 Euthanized, 0 Quarantine, 1 Carry Over, 0 DOA, 2 of 3 - CHS Animal Dumps
  - 62 Incoming Phone Calls
  - 8 Letters (No License/Barking/Littering)
  - 3 Written Warnings
  - 0 Delinquent License Letters
  - 0 Infractions
  - 1 ACO Call-In: 3/22
- Notable Cases/Events:
  - 61 Summit – hearing rescheduled with no date or time at this point in time.
- In March, the Patrol Division had the following activity:
  - On March 11<sup>th</sup>, at approximately 1015 hours, Newington Police Officers were dispatched to the Dunkin Donuts located at 2601 Berlin Turnpike for a report of an assault. Upon arrival, officers discovered a manager for Dunkin Donuts was assaulted by a recently fired employee who came to the store looking for his last paycheck. The suspect fled the scene prior to police arrival. CCTV video taken from inside the business shows the suspect having a brief verbal exchange with the victim. Without provocation, the suspect then unexpectedly strikes the manager in the face with a closed fist. The impact from the strike rendered the manager unconscious, at which time he fell backwards, striking his head on the floor. EMS was summoned to the scene, and the manager was transported to a local hospital with a significant head injury. The suspect was located and arrested for Assault and Reckless Endangerment charges.
  - On March 12<sup>th</sup>, at approximately 2348 hours, Officers were dispatched to the Grantmoor Motel for a report of an assault in progress. Upon arrival, Officers located a victim who reported that an acquaintance of hers assaulted her and stole her cellular phone. The victim reported she was staying in a motel room with a friend and somehow an argument started. The victim reported her friend then struck her in the head with a closed fist, grabbed her cell phone from her, and fled the scene in a vehicle. Officers were able to contact the suspect who was uncooperative with the investigation, but denies any altercation. The investigating Officer has submitted an arrest warrant to the New Britain Superior Court for Robbery and Larceny charges.
  - On March 18<sup>th</sup>, at approximately 0357 hours, Officer Douglas conducted a traffic stop on a vehicle traveling on the Berlin Turnpike. Upon running the registration plate, he discovered the vehicle's registration was suspended and the registered owner had an active arrest warrant. Officer Douglas approached the vehicle and contacted the operator and three additional occupants. As Officer Douglas determined the identity of the occupants, he discovered that all four people had active arrest warrants. After the occupants were removed from the vehicle and detained, a search was conducted. Within the vehicle Officer Douglas located a large hunting knife, crack cocaine, heroin, and drug paraphernalia. All four occupants were arrested for applicable charges and their outstanding arrest warrants.
  - On March 19<sup>th</sup>, at approximately 0222 hours, Newington Police Officers responded to the Newington Wine Cellar located at 337 Willard Avenue for the report of a glass break burglar alarm. Officers arrived on scene to find the business had been burglarized, with the suspect stealing various bottles of alcohol. The suspect used a broken piece of curbing to smash through a glass panel on the front door. Once inside, the suspect filled a reusable bag with approximately \$200.00 worth of alcohol. Upon investigation, it was determined the suspect fled the scene to a nearby vehicle parked on Rosemary Lane. The Detective Division was requested to process the scene and evidence was recovered, which will be sent to the CT State Lab for forensic examination in an attempt to identify the suspect. The case remains under investigation.
  - On March 21<sup>st</sup>, at approximately 0834 hours, employees at the Mooyah restaurant located at 24 Fenn Road arrived at work to find the business had been burglarized sometime overnight. Officers responded and observed a glass door located on the west side of the building had been smashed and it is presumed to be the suspect's point of entry. Through investigation, it was revealed that a safe in the manager's office was accessed; however, the safe was not damaged. Approximately \$2,000 in cash and coin was stolen from the safe. Mooyah management provided the name of a

recently terminated employee as a possible suspect. CCTV surveillance video has not been available at this point. The Detective Division was requested to process the scene. The case is under investigation by the Patrol Division.

- In March, 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. Officer Walker has also been covering open day shift Patrol vacancies.
  - The Community Service Officer, during the month of March, 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 which will be launched in April of 2022. 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, as well as National Night Out.
  - 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. Officer Lacasse has been cleared to begin working along side certified dispatchers and will begin covering vacant day shift openings.
  - The Training Department has sent officers to training classes such as ERT, Officer Survival, Police One Online training, Drone Operator training, Mid-State Accident Reconstruction training and Capital Region Recertification training. We have also assisted in training Recruit Casasanta, who is currently enrolled in the CT POST Academy.

#### Property Report March 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	5	\$ 6,360
Vehicle Inventory	0	\$ 0
Stolen	103	\$ 127,893
Abandoned	0	\$ 0
Evidence	111	\$ 535
Found	5	\$ 1
Lost	0	\$ 0
Seized	38	\$ 8
Recovered	8	\$ 17,435
Impounded	0	\$ 0
Informational	16	\$ 1,500
Towed	0	\$ 0
<b>Total</b>	<b>286</b>	<b>\$ 153,732</b>

- Police Department Overtime Report March 2022
 

OT February	\$ 90,917	2 pay periods (no holidays)
OT March	\$ 107,189	2 pay periods (1 holiday)
	\$ 16,272	increase

  - During March, 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 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. Also, 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 \$74,823, an increase of \$11,303 from the previous month. Overtime included holiday pay of \$13,903, 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 and completion of an arrest warrant, preparation and signing of a search warrant, DUI arrest, DUI per se hearing, PRAWN services, follow up medical evaluation from a workplace injury, fatal motor accident and follow up investigation related to the accident, other motor vehicle accidents, juvenile complaint, larceny, drug/weapons arrest, suspicious incident, stolen motor vehicle, prisoner care and a Sergeant reviewing arrest paperwork.
- Detective Division overtime of \$3,271, an increase of \$2,070 from the previous month. Overtime included holiday pay of \$2,980, and an after-hours callout for a Detective to process a burglary scene.
- Traffic Division overtime of \$344, an increase of \$148 from the previous month. Overtime consisted of the equipment operator responding to a fatal motor vehicle accident on East Cedar Street and deploying cones and barricades.
- Communications overtime of \$16,815, an increase of \$8,862 from the previous month. Overtime included holiday pay of \$2,851 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 \$10,260, an increase of \$3,280 from the previous month. Overtime included coverage of shifts for Officers' training in Officer survival, Midstate Accident Reconstruction Squad activities, ERT training and Police Officer recertification.
- Support Services overtime of \$1,676, an increase of \$1,400 from the previous month. Overtime included holiday pay of \$1,106, coverage for a day off taken by the school resource officer (SRO) and overtime pay to the SRO for attending a zoom meeting with the youth adult council. Additionally, the SRO worked a Newington High School protest.

## **FIRE DEPARTMENT**

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

		<b>9 month total</b>	
<b>Code</b>	<b>Incident Type</b>	<b>March</b>	
<b>1</b>	<b>Fire</b>		
100	Fire, Other	0	5
111	Building fire	2	13
113	Cooking fire, confined to container	2	12
114	Chimney or flue fire, confined to chimney	1	3
116	Fuel burner/boiler malfunction, fire	0	1
131	Passenger vehicle fire	0	5
140	Natural vegetation fire, other	0	3
141	Forest, woods or wildland fire	0	1
142	Brush or brush-and grass mixture fire	2	7
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>7</b>	<b>56</b>

**Overpressure Rupture, Explosion, Overheat (no fire)**

**2**

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>

**3 Rescue & Emergency Medical Service Incident**

300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	3	9
322	Motor vehicle accident with injuries	0	1
324	Motor Vehicle Accident with no injuries	0	2
350	Extrication, rescue, other	1	1
352	Extrication of victim(s) from vehicle	0	7
362	Ice Rescue	0	1
381	Rescue or EMS standby	0	1
	<b>Total</b>	<b>4</b>	<b>23</b>

**4 Hazardous Condition (No Fire)**

400	Hazardous condition, Other	1	17
410	Combustible/flammable gas/liquid condition	0	1
411	Gasoline or other flammable liquid spill	0	8
412	Gas leak (natural gas or LPG)	2	11
413	Oil or other combustible liquid spill	0	5
420	Toxic condition, other	0	1
422	Chemical spill or leak	0	2
423	Refrigeration leak	0	1
424	Carbon monoxide incident	1	11
440	Electrical wiring/equipment problem, Other	1	11
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	1
444	Power line down	1	31
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	7
	<b>Total</b>	<b>7</b>	<b>115</b>

<b>5</b>	<b>Service Call</b>		
500	Service Call, other	0	8
510	Person in distress, other	0	1
511	Lock-out	0	8
520	Water problem, Other	0	21
521	Water evacuation	0	9
522	Water or steam leak	0	17
531	Smoke or odor removal	3	17
542	Animal rescue	0	1
550	Public service assistance, Other	0	4
551	Assist police or other governmental agency	1	8
552	Police matter	0	1
561	Unauthorized burning	0	6
571	Cover assignment, standby, move up	2	11
	<b>Total</b>	<b>6</b>	<b>112</b>

<b>6</b>	<b>Good Intent Call</b>		
600	Good intent call, other	2	12
611	Dispatched & cancelled en route	2	6
631	Authorized controlled burning	1	3
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	2	14
	<b>Total</b>	<b>7</b>	<b>45</b>

<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, Other	0	43
710	Malicious, mischievous false call, other	0	4
730	System malfunction, Other	1	21
731	Sprinkler activation due to malfunction	1	3
733	Smoke detector activation due to malfunction	2	19
734	Heat detector activation due to malfunction	0	1
735	Alarm system sounded due to malfunction	1	22
736	CO detector activation due to malfunction	0	15
740	Unintentional transmission of alarm, other	0	17
741	Sprinkler activation, no fire	0	4
743	Smoke detector activation, no fire - unintentional	3	30
744	Detector activation, no fire - unintentional	0	8
745	Alarm system activation, no fire	3	16
746	Carbon monoxide detector activation, no CO	1	11
	<b>Total</b>	<b>12</b>	<b>214</b>

<b>8</b>	<b>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>43</b>	<b>574</b>

## Fire Chief

### *Fire Responses - 30 Incidents*

- 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 discussions 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 Chief Regina on new software for reports and new computer/tablet replacements department wide
- Attended Commissioner Meeting
- Monthly Chiefs' Meeting
- Command Staff Meeting Staff and Line Officers
- Attended Standby in Rocky Hill for Firefighter Funeral
- Attended Council meeting for Firehouse Sub Grant Acceptance
- Attended Town Council Meeting for Operating Budget Review
- Attended (via Zoom) Town Council Meeting For CIP Budget
- Met and Discussed with EMS Chief on AED Replacement and Turn ins
- Reviewed new SOP/SOG's presented by Safety Division
- Met with Fire Marshal for plan reviews of new construction

## Training Report - Progress History

- March 2022
  - To make up for a lack of SCBA experience, to meet NFPA standards and to improve the level of safety of our members, we are required to certify the completion of an annual SCBA training session and evaluation of each member's competency and ability to wear their PPE equipment.
  - There are two important pieces to this puzzle. First, the classroom portion starts with a review of the department's respiratory protection program and a hands-on, detailed examination of all of the components and safety features of the equipment, such as the regulator, harness, facepiece, gauges, heads-up display, pass alarm, end-of-service-time indicator, emergency breathing systems and universal air connections for RIT operations.
  - The April 2022 Live Burn drills are considered the hands-on portion of our SCBA training. The NFPA requires SCBA training to be "conducted under simulated stressful circumstances to promote immediate response to emergency operations," such as a loss of air, disorientation, activation of the

end-of-service-time indicator, urgent or mayday events, inadequate facepiece seal and RIT operations. The Live Burn drills in April will have new elements added to ensure this training simulates and stimulates our firefighters and officers in a way we have never attempted.

- Our SSCBA training complies to the following standards:
  - NFPA 1500: Standard on Fire Department Occupational Safety, Health, and Wellness program is the detailed Section 7.10 Respiratory Protection Program. Specific guidance is given to the components of the required annual training, the mandate to train and be qualified at least annually in the use of SCBA, and the directive the Newington Volunteer Fire Department shall develop and maintain standard operating procedures that are compliant with NFPA 1500 and address the use of respiratory protection at emergency incidents.
  - NFPA 1852: Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA) ensures that firefighters use the correct SCBA for the environment in which they operate and that SCBA is properly maintained, provides the required protection and is removed from service when necessary.
  - NFPA 1989: Standard on Breathing Air Quality for Emergency Services Respiratory Protection defines the minimum requirements for breathing air quality, including the annual sampling and testing of the air used to fill our bottles.
  - NFPA 1404: Standard for Fire Service Respiratory Protection Training. It provides specific guidance on the mandatory training components to be included within the respiratory protection program.

#### **Drill Schedule**

SCBA Training: March 2022

Live Burn Department Drills: April 2022

Hazmat Training: May 2022

Ladder Drills: June 2022

#### **Classes**

<b>Category</b>	<b>Classes</b>
DT04: Driver Training – Road Time	1
FC22: Salvage & Overhaul	1
IH01: Multi Company Training - SCBA	3
IH02: Officer Training - SCBA	1
IH15: Company 5 Training	3

#### **FF1 Training – 300 Hours**

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

Adriana Bryant, Jonathan Rodriguez

Cromwell Fire Department – Cromwell, CT: Nights and weekend

Jonathan Rodriguez has successfully tested and certified as a Firefighter (FF1).

#### **FIRE MARSHAL**

##### **Code Enforcement/Inspections:**

Staff Member	Assigned	Completed	Comments
D. Zordan	11	8	
M. Manke	10	5	
C. Stegmaier	9	9	
B. Regina	11	5	
J. Hofmann	13	11	
M. Salonia			
M. Zadrick	5	4	16 Progress Drive is being inspected as a whole building in April

The above statistics do not account for re-inspections or other inspections/issues that arise during the month.

The Fire Marshal's Office applied for and was granted an administrative search warrant for a residential property on Main Street. This warrant was served and the inspection was performed without any issue.

The Fire Marshal's Office staff have been instructed to start issuing abatement letters to property owners and businesses that are not working towards compliance. An SOP is being developed to ensure that all staff members are maintaining consistency regarding timelines.

### **Code Enforcement/Plan Review**

The Fire Marshal's Office currently has 32 open plans/projects.

Rock Hole Brook Subdivision: This project is being widely opposed by residents of the neighborhood. Fire Marshal Zordan will be attending the April 13 meeting for Planning and Zoning to provide clarification to the comments made on the process.

#### **Fire Investigations**

3/1/2022: 1431 Willard Avenue – Stonegate Apartments – Building Fire

3/17/2022: 390 Main Street – Residential – Appliance Fire

## **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 staff meetings
- Attended CT DOT Progress meeting for traffic light upgrades
- Prepared Quarterly Target Solutions Report
- Attended pre-bid meeting for the John Stewart Drive sidewalk project
- Attended Environmental Quality Control Meeting
- Coordinated with outside contractor to prepare for milling and paving program

### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Operators hauled bituminous material to vendor for recycling
- Cleaned out basin/pipe using jet rod at 132 Edward Street
- Completed driveway repairs on Basswood Street and Indian Hill Road
- Began sweeping of roads to prepare for upcoming overlays
- Continued with roadside trimming/mowing of vegetation
- Continued curb/topsoil pick up damaged by snow plow operations
- Crews began repairs to topsoil damaged during snow plow operations
- Completed basin repair at Newington High School
- Performed dye test on storm drain pipe at 28 Atwood Street
- Assisted Mechanics in preparing vehicles/equipment for auction
- Responded to three (3) snow/ice events for a total of 3.5" of precipitation
- No after hours 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

- Police Mechanic continued with the upfitting of one new administrative vehicle and also began upfitting of another new vehicle
- Assisted Highway Department as drivers for snow/ice events as needed
- Mechanics worked with Highway crews in preparing vehicles for auction
- Responded to one (1) after hours call in for NVA
- Mechanics began spring services on all fire apparatus
- Street sweepers' services were completed
- Set up new payloaders to prepare for use

### **Sanitation/Recycling/Landfill**

- Scheduled 168 residential bulk items for collection for the month
- Scheduled 41 condominium bulk items for collection for the month
- Scheduled 21 condo/residential scrap metal items for collection for the month
- 5,838 tons of cumulative Municipal Solid Waste were collected July through February
- 1,578 tons of cumulative recyclables were collected July through February
- 126 mattresses/box springs were recycled for the month
- Seven (7) televisions were collected for the month
- Issued 44 permanent landfill permits and 8 temporary permits for the month

### **TOWN ENGINEER**

#### **Permits:**

- Reviewed 5 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 21 permits: 10 Excavations, 11 Driveways
- Reviewed 228 utility clearance notifications: 222 Routine, 6 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
- 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
- 35-67-69 Culver Street: Site plan review
- 359 Church Street: Subdivision plan review
- 249 Day Street: Site plan
- 165 Stamm Road: Site plan review
- BOE: 85 Reservoir Road – Anna Reynolds School: Site renovation plan review
- Rock Hole Lane subdivision: Site plan and easement 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 (LOTICIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review, coordinate easements
- Highway (LOTICIP 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
- Public Works: Kitts Lane (sidewalk plan) - design
- Parks: Clem Lemire Complex – Legends Field lighting – as-built survey
- Fire Department: FH5 – Survey property line

## **BUILDING DEPARTMENT**

- An Application for a sign permit was applied for and is under review to change the Shell Station at 295 Main Street to a Mobil Station. An Electrical Application for the sign was also applied for.
- A Building Permit was issued to build out 2 new offices in current Unit F approximate space 1,000 sq. ft. with a drop ceiling and new wall separating warehouse area at 65 Louis Street.
- An Electrical Application was also submitted and is being reviewed for service for the new Tenant - Tenant wiring for two offices and warehouse. General outlets and lights.
- Plumbing, Electrical and Mechanical Permits were approved for the gas station being built at 4 Hartford Avenue. The Electrical Permit is for piping and wiring for two new fuel tanks, 4 new fuel dispensers and a new canopy. The Plumbing Permit is to install all rough and finished plumbing per plans submitted for two bathrooms and roof drainage. Install new gas water heater. Install all condensate removal as required. The Mechanical Permit is to install a rooftop gas furnace and air conditioning and all needed ductwork. Install new hot air curtain above main entry. Install all gas lines to rooftop, water heater, and other appliances.
- An Electrical Permit was issued to wire a new handicapped bathroom, new office and 7 outlets for coolers, wire walk in cooler and register outlets for the Naija Restaurant to be located at 2190 Berlin Turnpike.
- A Sign Permit was issued for Metro Mattress located at 3153 Berlin Turnpike.
- Certificates of Occupancies in March: A partial Certificate of Occupancy was issued for a single-family residence located at 615 Church Street. A Certificate of Occupancy was issued for a single-family residence located at 35 Moreland Ave. A Certificate of Occupancy was issued for 743 North Mountain Road for an Alteration/Renovation. What a Ruff Life Doggy Daycare and Lodging located at 94 Pane Road received a Certificate of Occupancy.
- 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 March:

K. Kilkenny:      Mixed Use & Occupancies - March 9, 2022  
                              Hilti Fire Stop - March 10, 2022  
                              NEC 1 - March 16, 2022  
                              Framing - March 22, 2022  
                              NEC 2 - March 23, 2022

A. Hanke:          Framing – March 22, 2022

- Building Department activity for the month of March was as follows: The Inspectors completed a total of 208 Inspections. They were: A/C Installation (1), Above Ceiling (1), Chimney (1), CO (1), Electrical (58), Final (88), Footings (2), Foundation (2), Framing (9), Gas Line (5), Insulation (3), Mechanical (2), Plumbing (2), Pools (1), Roofing (3), Rough (28), Site Visit (1).
- The total number of Building/Renovation Permits issued/applied for the month of March was **175** producing a total permit value of **\$1,911,051.22**

- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
Additions/Alterations	14	233,574.00
Decks	5	55,100.00
Electrical	46	438,640.00
Fence	0	0.00
Fire Suppression/Sprinkler	0	0.00
Footing/Foundation	0	0.00
Fuel Tank	0	0.00
Garage/Shed	0	0.00
Mechanical	38	393,149.98
New Commercial	0	0.00
New Municipal	0	0.00
New Residential	0	0.00
Plumbing	21	74,532.24
Pool	3	15,724.00
Roofing/Siding	27	442,802.00
Sign	3	22,540.00
Solar	8	120,219.00
Windows/Doors	10	114,770.00
<b>TOTAL</b>	<b>175</b>	<b>\$1,911,051.22</b>

- The total Building income fees received in the month of March were: **\$23,170.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,580.00, Environmental \$240.00, Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$18.50, Driveway/Excavation \$1,150.00, Engineering copies \$47.00. The other total income is \$3,435.50.
- Below is a comparison of the Permit Values for March 2022 and March 2021

	<u>2022</u>	<u>2021</u>
Value of Permits issued for March:	\$1,911,051.22	\$4,739,272.00
Fees for Permits issued for March	\$23,170.00	\$51,309.00
Other income Fees for March	\$3,435.00	\$5,740.00
Building Permits Issued for March:	175	229

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

<u>2021-2022</u>		<u>2020-2021</u>	
Value	Permit Fee	Value	Permit Fee
\$32,816,077.22	\$381,540.00	\$25,081,498.00	\$278,514.00

## **HUMAN SERVICES**

- Spring 2022 SCORE programs were active with all openings full.
- Challenge days for the 5<sup>th</sup> Grade Challenge/ALPS were held at the challenge course combining groups from each of the middle schools who were participating in ALPS as part of their health & wellness curriculum. This provided the opportunity for youth who do not necessarily know each other to come together and work cooperatively in solving challenges and exercising the steps of decision making as a team.
- Coordinators Huggard and McAdams participated in the High School Career Fair on March 30, 2022 meeting with youth and answering questions regarding various social work & youth program careers.
- One case presented of a seventh grade youth with a serious behavioral incident at school resulting in expulsion. This had all Human Services program areas teaming together to meet the needs of this particular family: Rik working with youth and mom through SCORE - positive youth development activities, Janine providing intensive financial casework and Ann working with the school and providing clinical support to youth and mom.

- 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 for return to client shopping in-person for the food bank effective May 1, 2022.
- 86 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.
- 15 Clinical cases were seen presenting with issues including PTSD, depression, anxiety. Cases were referred by school, parents, and self-referral.

*March 2022 Statistics*

<b>Selected Programs</b>	<b>FY 21-22 Total This Month</b>	<b>FY 21-22 Total Last Month</b>	<b>FY 21-22 Cumulative Total YTD</b>	<b>FY 20-21 Cumulative Total YTD</b>
<b>Youth and Family Counseling Cases Clinical presentations</b>	<b>15 1</b>	<b>9 0</b>	<b>50 1</b>	<b>85 0</b>
<b>Youth &amp; Family Service Hours</b>	<b>58.25</b>	<b>29</b>	<b>202.25</b>	<b>307.5</b>
JRB cases: JRB hearings: JRB Service Hours:	2 0 3	0 0 0	7 1 12	9 5 9
<b>Positive Youth Development</b>	<b>85</b>	<b>78</b>	<b>1,152</b>	<b>296</b>
Community Service # of hours completed Challenge Course: Adult Youth (outside)	0 0 0 0	0 0 0 0	4 130 0 285	6 30 12 0
<b>Information and Referral</b>	<b>243</b>	<b>233</b>	<b>2,157</b>	<b>5,484</b>
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	86 23 14 49	76 13 14 49	634 149 113 369	750 207 96 666
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	198.25 50.25 148	141.5 38 103.5	1,274.25 282.25 996.75	1,282 348.25 932.75
Food Bank Household visits # bags of groceries distributed Mobile truck	120 1,601 211	95 1,262 221	1,184 12,354 1,720	1,626 14,633 1,628
<b>Special Needs</b>	<b>4</b>	<b>1</b>	<b>67</b>	<b>89</b>

**SENIOR AND DISABLED CENTER**

- We continually reassess and revise 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 yellow March 2 through 31. Under our operating plan, we continued to reintroduce in-person group activities such as special speaker programs, exercise programs, classes and games with appropriate

COVID-19 protocols in place. Nearly all small/medium regular and special programs are operating in-person. In addition, the building is open for drop-in assistance and in-person social work appointments. The fitness room, computer room, woodshop, pool room and TV lounge are all open and fully operable.

- Staff is planning ways to connect and bring people back to the Center via high-quality, fresh, and meaningful programming. Throughout March, we began preparations to bring back important larger programs: daily congregate lunch on April 25, the Coffee Shop on April 18, setback on April 6, and day and evening Parks and Recreation programs such as Zumba, Tai Chi, Line and Ballroom Dancing on March 23.
- March special program highlights: A Matter of Balance (evidence-based falls' prevention program), a spring wreath making class, a trivia contest, a discussion: Living Your Best Life, Midlife and Beyond, a European history class, Neurocize (exercise for your brain) and a St. Patrick's Day drive-thru event. All programs were well-attended.
- Along with reopening to more in-person activities, COVID-19 mitigation for older adults remained a focus for the SDC in March. 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 March 18<sup>th</sup>, we held a drive-thru COVID-19 kit event in which 225 pre-registered participants picked up masks and test kits. The event went smoothly with no traffic or supply issues. Human Services staff assisted with the distribution.
- We continue to address the grave concern of social isolation among older adults, especially homebound. As such, we offer weekly telephone-based programs such as Boggle, meditation, and bingo. In-person speaker programs and classes will also be offered in a hybrid format via Zoom when possible.
- Additionally, we will continue with the Social Call Sheet program, with trained volunteers matched with call recipients to connect through a call hub for weekly conversation. We also continue with our popular weekly robocalls to members, with updates about the Center, the community, and other important information.
- The AARP Tax Aide program continued through the month of March with 6-8 volunteers preparing taxes for over 125 older adults in the community.
- Fifty-five individuals received a total of approximately 1,100 hot meals in March through Meals-on-Wheels. Additionally, the Center provides five grab-and-go meals to 40-50 people per week as part of the Older Americans Act congregate meal program. The grab and go program will be replaced by in-person daily lunch on April 25.
- The Director attended a CT Association of Senior Center Personnel (CASCP) Board of Directors meeting and a CASCP general member meeting to discuss senior center operations post-pandemic.
- The Director attended various 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.
- The two CCSU undergrad interns have been busy facilitating the sold-out Matter of Balance program, helping with the nutrition program, and designing and running their own craft programs with members.

## **PARKS AND RECREATION**

### **Recreation Division**

- Spring program and summer camp registration began on March 2<sup>nd</sup> for Newington residents and on March 9<sup>th</sup> for non-residents. Pavilion rentals opened on March 4<sup>th</sup>.
- Spring swim lessons began on March 21<sup>st</sup> with lessons running on Monday and Wednesday nights. There are over 50 participants enrolled in swim lessons for the spring session.
- Returning gardeners interested in renewing their garden plot had until March 25<sup>th</sup> to do so. Starting April 1<sup>st</sup>, new gardeners may begin reserving their garden plots.
- The Creative Playtime Preschool Program continued to receive more registrations for the 2022-2023 school year. There are currently 19 students enrolled for the 2022-2023 school year.
- Summer Sunshine, our camp program for preschool-aged children, was redesigned with longer hours, field trips, special guests and more. Registration opened April 1<sup>st</sup>.
- Final planning details for Summer Camp RECreate are being made as staffing has been filled along with training dates, field trips, and special guests. Camp RECreate is scheduled to run from June 20<sup>th</sup> to August 12<sup>th</sup>.

- Preparations have begun for the 2022 Summer Program Guide. Recreation supervisors are contacting program instructors to finalize details in the guide. The program guide is released to the public in the Newington Life newspaper on April 29<sup>th</sup>.
- Event planning is underway for the June weekend events at Mill Pond Park: Thursday, June 9<sup>th</sup>: Newington Goes Country, Friday, June 10<sup>th</sup>: Food Truck Friday, and Saturday, June 11<sup>th</sup>: Motorcycle Madness.
- Event planning is underway for the 40<sup>th</sup> Anniversary of the Life. Be in it. Extravaganza on Saturday, July 16<sup>th</sup>. Events will take place at Mill Pond Park on Wednesday, July 13<sup>th</sup> thru Saturday, July 16<sup>th</sup>.
- The Department has planned 32 concerts for the upcoming summer season. The concert locations will be split between Mill Pond Park and the Municipal Parking Lot.
- The Youth Basketball Program wrapped up on Saturday, March 26<sup>th</sup> with Championship Saturday. The program was a huge success and plans are already underway for the 2023 season.

#### Parks, Grounds and Cemeteries Division

- Erected pavilion in center island of Municipal Parking Lot.
- Worked on a variety of tree work that had been saved for the winter.
- Cleaned fence lines at Fire Department Companies 3 & 4.
- Rebuilt/repared Park Department trailers.
- Finished painting picnic tables for parks.
- Attempted to clean graffiti from skate park and pavilion.
- Still responding to late winter snow/ice events.
- Spring clean-up in cemetery underway, per ordinances.
- Spring baseball field preparations underway.
- Repaired plow damage around town and at schools.
- Prepared practice pitching mounds at Alumni Field.
- Refilled sand pits at stadium for track team.
- Various stumps were removed.
- Soccer and lacrosse fields installed around town.
- Goose lights and fountains installed at Mill Pond Park and Churchill Park.
- Inspected playgrounds and basketball courts.
- Prepped batting cages at various fields.
- Started new full-time staff: Brian Garrity, Michael Soucy, and Patrick Crown.
- Started new part-time cemetery worker: Mark Peterson.
- Started new part-time seasonal worker: Mike Pikora.

Cemeteries: single 3, double 3, ashes 5, sales 4

Overtime: 293 hours, \$13,918

#### Tree Warden

- Removed three dead trees on Frederick Street.
- Picked up branches in parks after high winds.
- Removed tree ruining roadway on Dowd Street.
- Removed dead tree on Kenlock Street.
- Removed two failing trees at Company 2 firehouse.
- Cleaned up fallen cherry tree in West Meadow Cemetery.
- Removed dead tree from pathway on Groveland Terrace.
- Removed dead oak tree at John Wallace.
- Pruned trees for mowing access at John Wallace.
- Removed two trees for parking lot expansion at John Paterson.
- Removed dead shrubs from Centerwood Road circle.

#### **LIBRARY**

- As the COVID-19 rates continued to decline, the library added more seating for quiet study and leisure reading, opened two study rooms and added back all the public computers on the first and second

floors. The building is open during regular library hours including Sundays. Staff began some in-person programs, and we hope to have some meeting space available in May.

- 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. The big news is that marathon champion, U.S. Olympian and former Newington resident, Bill Rodgers will be running in the race again this year to help support the library. In addition, there will be a special performance t-shirt and a 25<sup>th</sup> Anniversary bottle from Avery Beverages in New Britain, CT. Online race registration is open from the library's website, and paper forms are available at the library or can be downloaded from the website.
- The Friends of the Library's February Fundraiser are busy planning for their spring book sale that will be held on April 30 and May 1 at the Newington Senior and Disabled Center. They are receiving a lot of donations and are busy processing them and getting them ready for the sale. It is nice that they can hold this annual fundraiser again.
- "Get Smitten with Books" winter reading programs for children, teens and adults finished at the beginning of March; 327 adults participated having read 1,602 books. Adults were eligible to win weekly prizes and a grand prize at the end of the 5-week program. The children and teen winter reading programs ended on March 11. Between the two programs, 80 children and teens read and did activities and reading submissions to win prizes. The summer reading programs will kick off in mid-June. The theme this year is Ocean of Possibilities. These programs are funded by the Friends of the Library.
- The Children's staff did offer 9 programs to 841 children and their caregivers. Several daytime and evening in-person story times were held. The groups were small with up to 16 people in each story time, with plans to expand them as we evaluated the space needed and the COVID-19 rates. Children and adults alike were thrilled to be attending story time at the library. The annual *John and Adella Sliva Young Peoples Literary Series* that had been postponed for the last 2 years due to the pandemic was back. All 3<sup>rd</sup> and 4<sup>th</sup> graders in town watched a virtual presentation by Sandra Markle, a bestselling author of children's non-fiction science books. She was incredibly entertaining with the author sprinkling in fun mini science experiments while speaking about her writing/life experience and answering questions. Her life was fascinating! Case in point – she now has bangs due to a boa constrictor sinking its fangs into her forehead. Thanks to Joan Briggaman, daughter of the Slivas, the four elementary schools in town now have newer copies of some Sandra Markle's books. The popular Grab & Go kits which included a special paint kit rounded out the month. Teen programming included winter reading and a discussion with the Newington High School book club. 7 students attended to discuss *Sadie* by Courtney Summers.
- Adult programmers presented 15 programs to 342 participants. Collaborating on adult programming with area libraries, adults once again had a nice variety of virtual programs. Highlights of live virtual programs included a *Page Turners Book Discussion* on the book *Rebecca* by Daphne deMaurier, *Forever Ireland* with Storyteller Monica Peterson, *Unique Connecticut Eats with Mike Urban*, *Blood Sugar Balance* and *Red Sox Nation with Marty Gitlin*. Grab & Go puzzle packets, coloring packets and *Spice It to Go* kits that featured the spice TSM KC Style Rub completed the month.
- Head of Community Services Michelle Royer continued with her outreach efforts to the senior living facilities, dropping off library materials and talking about library services. Deliveries to homebound patrons is going well thanks to our collaboration with the General Federation Women's Club of Wethersfield/Newington who deliver and pickup library materials for specific patrons. Preschools, daycares and the schools are reaching out to Head of Children's Services Bailey Francis for outreach opportunities. She is working with them to talk about possible collaboration.
- Total circulation was 17,325. Circulation of digital materials was 2,768. Total number of people that entered the building was 7,783. 119 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 2,090 reference questions during the month. Online databases that were popular this month included *Value Line*, *Consumer Reports*, and *Ancestry.com*. The children's online service *BookFlix* and *PebbleGo Animal, Science and Social Studies* databases were very popular.
- In technology news, patrons like being able to register themselves online for library programming. The new software that went live in February is working out well for patrons and staff alike. Digital Services Librarian Michelle Patnode and Assistant Director Karen Benner did a great job on this project. The people counter between the two sets of entrance doors is becoming problematic. IT and Facilities are working with us to resolve the issue.
- In personnel news, Head of Children's Services Bailey Francis is participating in a four-part workshop on ACES (Adverse Childhood Experiences) that is offered through the CT State Library. Children's Librarian Joanne Cocola attended a virtual Children's Roundtable to discuss organizing fiction and non-fiction children's collections to make it easier for children to browse. Head of Community Services

Michelle Royer continues working with the Chamber of Commerce on collaborative programming and other ways to support the Chamber and businesses in town, Head of Reference Jennifer Hebert continued with her work on the Newington Junction Loop Planning Committee, attending meetings and meeting the consultant working with the committee. Circulation Supervisor Katie Cornell went on maternity leave in March. She welcomed a beautiful baby girl named Kennedy. Assistant Director Karen Benner will be overseeing the Circulation department while Katie is out.

- In facilities news, the library's new cleaning service called *Environmental Services* that took over the cleaning of the library in February is doing a great job. Jose and Margarita are hard-working, thorough and are taking great pride in getting the library back in shape. We are so appreciative of all that they are doing. Dave Brown, our part time maintenance person, continues to chip away at the many small jobs that were identified on the Library Board's annual walk through list. The library is working with the Friends to replace the storage container that is used to store donated books for the book sales with a shed, similar to the shed currently next to the library. New shelving was installed in the teen area to better accommodate the teen collection. This will allow the collection to be shifted and make it easier to browse.

#### **TOWN CLERK**

No data provided.

#### **INFORMATION TECHNOLOGY**

The Town's Information Technology team consists of Paul Boutot-CGCIO, Chief Information Officer, John Bolduc & 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 75 formal work orders
- Updating the town's remote support application to the latest version
- Working with Police Department staff and their vendor on the Police Department's Body Worn Camera project
- Obtaining quotes from multiple vendors for the town's computer and laptop orders
- Troubleshooting issues with a security camera on the outside of Town Hall
- Replacing batteries in (3) uninterruptible power supplies (UPS)
- Working with Town Clerk staff and their vendor to upgrade their records management system to the latest version
- Working with Parks and Recreation staff and their vendor to upgrade their records management system to the latest version
- Working with several vendors on the Town's Microsoft product renewals and licensing needs
- Replacing a broken monitor used for viewing closed caption cameras in the Police Department's Dispatch Center
- Working with Facilities' staff and their door access control vendor on setting up new numeric pad readers and configuring them for use with PIN codes
- Completing migration of the town's existing security information events management and associated data to new appliances
- Working with the town's audio/visual vendor on testing equipment used in Town Council Chambers for public meetings
- Testing new software solutions to assist information technology staff with the deployment of new computer hardware and applications
- Working with Finance Department staff and their vendor to complete Employee Self Service Portal configurations and training

- Working with Facilities Department staff and their access control vendor on the setup and configuration of additional equipment in the Town Manager's Suite to assist staff with managing suite access
- Working with the town's geographical information systems (GIS) vendor with the setup and configuration of new application and database servers
- Assisting with oral panel interviews for an open position within the Facilities Department.
- Attending departmental, staff, regional and building meetings as needed or required.

### **TOWN PLANNER**

No data provided.

### **FACILITIES**

The following is a snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of April. 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:**

- Delivered office paper
- Multiple HVAC adjustments
- Fire alarm panel issues/troubleshooting (ongoing)
- Set up new access control readers for keypad code access
- Troubleshoot exterior security camera issues
- Made repairs to parking lot lights on Garfield Street
- Cleaned and organized basement
- Electrical panel investigation and relabeling
- Installed additional dedication plaques in the Grand Hall
- Community Center grease trap investigation (ongoing)
- Re-organized basement attic stock and blue prints

#### **Library:**

- Relocated data jack
- Trouble shoot circuit problem with Mail Room and repaired
- Removed broken and unused furniture
- Cleaned and organized mechanical room
- Repaired employee lockers
- Trouble shoot problem with people counter
- Repaired HVAC
- Repaired site lighting to Garfield Street lot
- Installed new eye wash station

#### **Highway Garage:**

- No heat call
- Salt shed camera

#### **Grounds Maintenance**

- Lock repairs
- Fountain at Mill Pond electrical trouble investigation.
- Installed new eye wash station

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

- Cleaned out mechanical rooms
- Cleaned out old store
- Installed new timer and light in vestibule

#### **Town Green**

- Street light repairs and replacement (ongoing)



- Electrically ground the new pavilion at Market Square

**Fire Stations:**

- Installed 3 new exterior light fixtures

**Police Department:**

- File alarm compliance in dispatch center
- Repaired exterior lighting
- Cabinet installation
- Plumbing emergency
- No heat call at Training Building

**Administrative Projects:**

- On boarding Akita Box (ongoing)
- Ongoing work associated with the Town wide Solar projects.
- EV charging station review (ongoing)
- Ongoing RTU curb replacement planning at the Town Hall
- Station 5: mechanical upgrade review
- Ordered air filters in preparation for HVAC preventative maintenance