



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: June 22, 2022
Re: Monthly Report – April 2022

GENERAL ADMINISTRATION

As a result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on April 11th in the Town Clerk's office, the Town Hall remains open with safety precautions. Essential meetings are being held hybrid or via 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.

Further discussions were held at the Special Town Council meeting on April 5th regarding FY 2022-2023 Proposed Budget Adjustments. Also, an amendment to the membership of the Environmental Quality Commission was discussed. The Town Council scheduled a Public Hearing on April 26th to consider the proposed amendment. Other discussions at this Special Meeting were: FY 2023 State Historic Documents Grant Program Application, Annual Fair Housing Month Resolution, High School Roof Replacement (Phase I) and creation of Permanent Municipal Building Commission (Public Hearing on April 26th).

I attended the New Britain Avenue/Elm Hill Business District Streetscape Project kickoff meeting on April 7th.

The Town Council meeting scheduled for April 12th was cancelled at the Council's request.

With employee retirements/promotions, interviews were held for Administrative Secretary II positions throughout the month, starting on April 13th.

I attended meetings on April 13th and April 20th for the Regional Economic Development - Road Grants. Bonnie Therrien of Wethersfield was the meeting facilitator, and other attendees were present.

The Town Council held a Special Meeting on April 19th to discuss several items: Budget Memorandum of Understanding (MOU) between the Board of Education and Town Council for FY 2022-2023, adjustments to the Tentative Budget FY 2022-2023, adoption of Operating Budget for FY 2022-2023, adoption of Long-Range Capital Improvement Plan 2022-2023 through 2026-2027 and a Mill Rate setting for FY 2022-2023.

I attended the Senior and Disabled Center Accreditation Peer Review meeting on April 26th. Peer reviewers from around the country met via Zoom with the Senior and Disabled Center and Town staff, Senior and Disabled Center members, volunteers, and community partners. Accreditation not only ensures that the Center is operating at the highest level of national standards, but it also opens avenues to be at the

forefront in the development of new, innovative, evidence-based programs and services and gives the Center an advantage when applying for competitive grant funding.

Discussions at the Town Council meeting held on April 26th for Old Business were as follows: Health update regarding COVID-19, Amendment to Environmental Quality Commission, Creation of Permanent Building Commission and Bid Waiver for Firehouse Subs Grant Funds. New Business discussions were focused on Economic Development within Town.

A Public Hearing was held on April 26th to provide an opportunity for interested individuals to express their views regarding the proposed ordinance to the Environmental Quality Commission and the proposed creation ordinance for a Permanent Municipal Building Commission.

At the Department Head Staff Meeting held on April 27th, I updated staff on my personal situation, I also reviewed the Town Council's agenda from the previous meeting. I apprised staff on the status of the FY 2022-2023 Budget. I updated the staff on Economic Development within Town and its impact on Departments. The first round of paving the roads should be completed today, and the next round is scheduled for August. The Dog Park should be completed in 1-2 months, and Director Paul Boutot gave a report regarding the radio system. As an update on Facilities, the High School roof is being replaced, repairs made at the Kellogg Eddy House, cracks and leaks repaired in the Town Hall. Windows in the Town Hall will be tinted this summer, and solar panels will be installed. Staff was introduced to John Kubachka, Operations/Project Manager and Fauna Eller, Assessor. I also updated staff on current employee openings.

Overtime

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	6.3	\$ 352.98
Weekend Standby and Call-In	20.0	\$ 1,000.32
Road Maintenance	0.0	\$ --
Milling/Overlays	67.9	\$ 3,414.79
Sweeping	6.0	\$ 311.14
Hazardous Waste Collection	8.0	\$ 392.64
Totals	108.2	\$ 5,471.87
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	132	\$ 6,270.00
Totals	132	\$ 6,270.00

POLICE DEPARTMENT	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 1,572.12
Patrol	679,403.00	848,949.22	685,889.00	611,362.55
Investigation	90,645.00	34,085.80	90,645.00	37,719.11
Traffic	4,908.00	4,649.50		
Communication	173,748.00	144,151.47	173,748.00	151,732.67
Education/Training	143,085.00	104,655.51	143,085.00	68,201.29
Support Services	60,413.00	(679.05)	60,413.00	(4,121.70)
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$1,135,812.45	\$ 1,163,466.00	\$ 866,466.04
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 17,938.13	\$ 28,085.00	\$ 67,754.52
Snow and Ice Control	130,000.00	116,743.39	165,297.00	120,776.79
Traffic	0.00	0.00	4,057.00	4,015.04
Vehicles and Equipment	34,145.00	19,280.36	32,822.00	38,089.60
Leaf Collection	35,267.00	34,902.41	33,898.00	33,259.54
Total	\$ 228,629.00	\$ 188,864.29	\$ 264,159.00	\$ 263,895.49
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 109,918.53	\$ 84,839.00	\$ 104,327.32
Cemeteries	17,109.00	2,476.85	16,445.00	4,824.49
Total	\$ 105,466.00	\$ 112,395.38	\$ 101,284.00	\$ 109,151.81

PERSONNEL

- The vacant Account Clerk II (C-9) position was offered to Kelly Dickinson; she began her position on April 18th.
- The Carpenter (LT-15) position was posted internally to the AFSCME union on April 5th, with a closing date of April 11th.
- The Recreation Supervisor (A-6) position was posted externally on April 27th, with a closing date of May 11th.
- Panel Interviews for the two vacant Administrative Secretary II (C-9) positions took place on April 11th. The Town Manager, Keith Chapman, met with each candidate after for a final interview. The positions were offered to Nicole Addington and Janelle Taddei.
- The vacant Town Assessor position (A-10) was offered to Fauna Eller; she began her position on April 25th.
- Jane Kallinich, Assessment Technician I (T-2), retired on April 15, 2022 from the Town of Newington after 10 years of service.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The ninth month of the 2021-22 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2021-22 plan year were estimated at \$978,211. The total paid claims from the Health Benefits Fund for March 2022 were \$1,171,024. 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 March, 2022

	Town	Board of Education	Total
Estimated Claims	2,059,794	6,735,105	8,794,899
Actual Claims	1,629,449	5,932,874	7,562,323

ACCOUNTING AND ADMINISTRATION

- Budget review meetings continued with the Town Council during the month with final budget adoption taking place at the meeting on April 19th. Work on the final budget book has been started and should be finalized by the end of May.
- 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. Notification of awards were done during the month with payments being released. Awards in the amount of \$265,000 were given out.
- Finance Department continued to work with MUNIS on the 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.
- On April 18th, the new Accounts Payable Clerk Kelly Dickinson started working in our office.

The Town did receive grant funds from the State of Connecticut during this month for Educational Cost Share Grant in the amount of \$7,071,887. 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)

4/30/2022

	Interest Earnings		
	Budget FY2021-22	Actual Year to Date	\$ Invested
General Fund	\$100,000	\$42,024	\$49,525,609
Special Revenue Funds	42,000	804	713,788
Capital Projects Funds		1,261	1,096,038
Internal Service Fund	5,000	7,217	6,163,756
Trust and Agency Funds		1,129	1,171,855
Total, Estimated by Fund			\$58,671,046

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2022

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.46	.26	8,725	5,221	\$30,495,836
Bank North	.15	.10	69	48	562,191
TDBank (new)	.20	.10	1,792	926	10,902,935
Farmington Bank	.05	.05	336	359	8,462,871
Webster Bank	.10	.05	418	216	3,180,513
Liberty Bank	.15	.13	625	590	5,066,700
Total Outstanding Investments					\$58,671,046

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer-assisted mass appraisal system through April 30, 2022.
- Elderly state and local tax relief benefits' program filing period continues with 150 applications received to date. Reminder letters are to be sent.
- Income and Expense forms were prepared and mailed out to approximately 500 owners of commercial real estate. The Assessor's office has received 96 completed forms through the end of April. Electronic forms have been placed on the Assessor website.
- Tax appeals are ongoing through April, with roughly 10 appeals remaining from the 2020 Grand List. There have been three appeals filed for the 2021 Grand List.
- New Clerk, Eva Greczkowski, started full time as of April 25, 2022.
- New Assessor, Fauna Eller, started April 25, 2022.

Revenue Collector

- April Revenue Collections for Real Estate, Personal Property, Motor Vehicles, and Supplemental Motor Vehicle taxes amounted to \$180,984.88. The back taxes collected were \$13,627.78, and we received \$2,191.58 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection on the 2020 Grand List is 98.7% which is a little above last year's percentage of 98.1%.
- Delinquent statements were sent to 2,574 taxpayers for outstanding real estate, personal property, and motor vehicle taxes.
- Revenue Collector is monitoring Governor Lamont's opinions on his proposal for a state mandated maximum mill rate to be applied to the 2021 Motor Vehicle Grand List taxes.
- Retention Schedules were signed and authorized by the State, and shredding of unnecessary documents was completed on April 29th.
- Taxpayers continued to come in and also needed assistance by phone to locate information for their IRS records.
- Information continues to be updated daily for the new 2021 Grand List tax bills which will be mailed at the end of June.

POLICE DEPARTMENT

Patrol Calls for April are as follows:

Abandoned MV 0	Fire Task Force Activation 1	MV Evading 11
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 61	Fire Trouble Alarm 0	MV Injury 11
Alarm Hold Up Alarm 3	Fire Veh Maintenance 0	MV Property Only 65
Alarm Residential Burg Alarm 21	Fire Vehicle Fire 1	Neighbor 15
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 96
Animal Complaint 11	Fire Water Problem 0	Noise 19
Arson/Fire Invest 0	Fireworks 0	Non Collect Person 0
Assault 0	Follow Up 38	Notification 0
Assault in Progress 0	Found Property 12	Open Door/Window 20
Assist Motorist 2	Gun 0	Other Archive 0
Assist Notification 0	Harassment 9	Parking Violation 3
Assist Other Agency 20	Hazard 33	PD Assist Fire Dept 34
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 20
Bomb Threat 0	Hope Project 0	Prisoner Care 6
Breach of Peace/Disorderly 2	Illegal Dumping 1	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 1

Burglary 4	Indecent Exposure 1	Property Lost 1
Car Seat 0	Intoxicated 1	Prostitution 0
Check Welfare 41	Juvenile Complaint 18	Recovered Stolen MV 2
Check Welfare 911 32	K9 Assist 0	Rescue Call 0
Check Welfare Other 6	Kidnapping 0	Residential Lockout 4
Clear Lot 3	Landlord/Tenant Dispute 0	Robbery 1
Construction 0	Larceny 40	Roll Call 0
Court Detail 23	Larceny from MV 18	Serve Subpoena 0
Criminal Mischief 10	Lift Assist Only 12	Serve Warrant 52
CSO 1	Liquor 0	Sexual Assault 1
Customer Dispute 20	Local Traffic Authority 0	Shots Fired 0
Dog Complaint 32	Location Check 309	Specific Detail 80
Domestic 23	Location General 1	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 5
Drug 5	Lockout Building 1	Sudden Death 2
DUI 8	Lockout MV 1	Suicide 0
EDP 21	Lost Property 3	Suicide Attempt 0
Escort/Transport 1	LTA 0	Suspicious MV Unoccupied 9
Escort/Funeral 1	Meal 0	Suspicious Report 149
Escort Other 0	Medical Alarm 19	Test 0
Escort Retrieval 1	Medical Cardiac 2	Threatening 2
Escort Tax 0	Medical Complaint 191	Tobacco 0
Fingerprint 17	Medical Diabetic 4	Tow 11
Fire Alarm Commercial Bldg 7	Medical Fall 8	Town Ordinance Violation 0
Fire Alarm Residential 1	Medical Mutual 0	Traffic Stop 432
Fire CO Detector no sympt 1	Medical Other 0	Traffic Stop Attempt 12
Fire CO Detector with sympt 0	Medical Respiratory 5	Traffic Survey 0
Fire Extrication 1	Medical Stand By 0	Training 0
Fire Hazmat 2	Medical Trauma 0	Trespass 5
Fire Mutual Aid Request 0	Medical Unresponsive 1	Unknown 0
Fire Other 3	Missing 5	Water problem 0
Fire Rescue 0	MV Abandoned 0	
Fire Special Detail 0	MV Assist 20	
Fire Stand By 0	MV Complaint 27	
Fire Structure Fire 1	MV Fire 0	Total: 2,236

- In April, the Detective Division Report:
 - Handled 34 investigations, 34 remain ongoing.
 - Served 48 warrants: 46 by Patrol officers, 2 by Detective Division.
- In April, the Animal Control Officers had the following activity:
 - 50 Total Calls: 32 Dog, 10 Animal/Wildlife, 8 Specific Detail, 0 Follow-ups, 28 Police Assisted – No ACO
 - 2 Total Bites: 1 Dog vs. Dog Bites, 1 Dog/Cat vs. Human, 0 Dog vs. MV
 - 9 Total Impounds: 3 Redeemed, 5 Sold as Pet/Adoption, 0 Euthanized, 0 Quarantine, 1 Carry Over, 0 DOA, 5 CHS Animal Dumps
 - 91 Incoming Phone Calls

- 20 Letters (No License/Barking/Littering)
- 5 Written Warnings
- 0 Delinquent License Letters
- 0 Infractions
- 0 ACO Call-Ins

- Notable Cases/Events:
 - Increase in animal dumping in Newington on or near CHS. Due to excellent video coverage at CHS, 2 of these dumped animals were caught and assisting owners to identify rescues to handle the correct way of surrendering their animals.
 - 61 Summit – hearing rescheduled with no date or time at this point in time.
 - 4/14/22 – ACO training hours (2 towards the yearly total of 6 required for ACO certification).
- In April, the Patrol Division had the following activity:
 - On 4/7/22, at approximately 0056 hours, Officers Douglas and Gore were parked in the Citgo Gas Station located on the Berlin Turnpike monitoring traffic activity. Officer Douglas observed a vehicle pull into the parking lot and stop at a gas pump. Officer Gore recognized the vehicle as one he had stopped in the past and the operator provided a fake name. The occupants of the vehicle looked over at the Officers several times. Officers Douglas and Gore decided to contact the occupants of the vehicle as a consensual encounter. Upon approaching the vehicle, Officer Douglas observed one of the occupants holding drug paraphernalia. An investigation was initiated and a search of the vehicle was conducted. In total, three of the occupants were arrested on drug charges to include possession of crack cocaine, MDMA and Fentanyl. One of the occupants also had two active arrest warrants.
 - On 4/13/22, at approximately 1200 noon, Officers were dispatched to the intersection of Robbins Avenue and Clifford Street for a report of an indecent exposure. A juvenile female reported a white male driving a blue van exposed himself to her as she was walking southbound on Main Street. The female explained that the male was in the driver seat of a baby blue van parked on Wilson Avenue facing Main Street. The female stated as she crossed Wilson Avenue the male, described as a white and in his fifties wearing a baseball cap and a long sleeve shirt, was masturbating while looking at her. The female stated she kept walking on Main Street and continued westbound on Robbins Avenue. The female stated the same van was now stopped at the intersection of Robbins Avenue and Clifford Street. The female stated as she passed the van, she again observed the male masturbating. She continued walking and called the police and the van drove away. The female was able to provide a partial out-of-state registration plate, but officers could not determine who the vehicle was registered to. The information was sent to surrounding police agencies in attempt to identify the male. The case remains under investigation.
 - On 4/16/22, at approximately 2142 hours, Officers were dispatched to the area of Main Street at the Berlin Turnpike for a report of a male walking on the roadway. Dispatch fielded several calls involving this individual. Upon arrival, Officers discovered a vehicle pulled over to the side of the road with its hazard lights activated. The operator told Police that she just struck a male with her vehicle. Officers located the pedestrian suffering from severe injuries lying in the southbound lanes of the Berlin Turnpike. Medical personnel were summoned to the scene and the pedestrian was transported to the hospital. The operator of the vehicle is cooperating with the investigation into the traffic accident. The Midstate Accident Reconstruction Squad was requested to process the accident scene and investigate the crash. The pedestrian survived the collision and is recovering from his injuries.
 - On 4/23/22, at approximately 0406 hours, Officers responded to the Citgo located at 2407 Berlin Turnpike for a stolen vehicle complaint. Upon arrival, Officers learned that while the complainant was inside paying for gas, his 2021 Mercedes was stolen from the gas pump. The vehicle was unlocked and running, but the complainant stated he had the key fob in his pocket. Surveillance video revealed that after the victim left his vehicle to enter the store, a silver Nissan sedan pulls into the lot and stops next to the Mercedes. A person exits the Nissan wearing a grey hooded sweatshirt and dark pants and enters the Mercedes. After a few seconds, the first suspect exits the Mercedes and returns to the Nissan and a different suspect exits the Nissan and then gets into the Mercedes. The Mercedes and the Nissan then leave the parking lot. The vehicle was later located unoccupied on I-84 near exit 50. The vehicle was towed and later returned to the owner. No suspects have been identified.

- In April, 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. There is currently a back order for the cameras, and Officer Walker is working with WatchGuard to have the hardware delivered. 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 April, 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 attended the Central Connecticut State University Career Fair, along with Sergeant Deane, to attract potential police officer candidates.
 - Officer DeSimone has maintained social media platforms to continue engagement with the community. Officer DeSimone continues planning for Public Safety Day, which will take place June 4, 2022. Officer DeSimone has also begun the process of planning and scheduling the Newington Police/Fire Golf Tournament to be held September 20, 2022, as well as National Night Out on August 2, 2022.
 - Atlas One has been launched and has grown to reach over 600 users in the first month. Atlas One, in its infancy, has shown to be a tool, which will greatly improve police department relationships with the public, by providing up to date real time information.
 - Dispatch Communication Training Officers have cleared Officer Lacasse from CTO training, and he will be transferred to a full-time dispatching position with an anticipated start date of May 2022.
 - The Training Department has sent officers to training classes such as, ERT, Peer Support, Use of Force Reporting, Mid-State Accident Reconstruction Training and Capital Region Recertification Training. We have also started Spring Firearm qualifications for all sworn personnel. We have also assisted in training Recruit Casasanta, who is currently enrolled in the CT POST Academy.

Property Report April 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	10	\$ 10,369
Vehicle Inventory	0	\$ 0
Stolen	104	\$ 81,863
Abandoned	0	\$ 0
Evidence	53	\$ 0
Found	7	\$ 357
Lost	4	\$ 1
Seized	10	\$ 0
Recovered	8	\$ 7,432
Impounded	0	\$ 0
Informational	8	\$ 1
Towed	0	\$ 0
Total	204	\$ 100,023

- Police Department Overtime Report April 2022

OT March	\$ 107,189	2 pay periods (1 holiday)
OT April	\$ 96,322	2 pay periods (1 holiday)
	\$ 10,867	decrease

- During April 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 \$75,711, an increase of \$888 from the previous month. Overtime included holiday pay of \$14,532, 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, DUI arrests, service of PRAWN arrest warrants, follow-up investigation for a fatal motor vehicle accident, motor vehicle accidents, larceny, recovered stolen motor vehicles, public safety day activities, prisoner care, criminal impersonation, Sergeant staying after shift to review arrest paperwork, Drager machine maintenance at the State laboratory and obtaining a buccal search and seizure warrant and the subsequent execution of the warrant.
- Detective Division overtime of \$0.
- Traffic Division overtime of \$196, a decrease of \$148 from the previous month. Overtime consisted of the equipment operator responding after hours to Wilson Avenue and Walsh Avenue to replace a stop sign.
- Communications overtime of \$15,956, a decrease of \$859 from the previous month. Overtime included holiday pay of \$2,429, 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 \$2,552, a decrease of \$7,708 from the previous month. Overtime included coverage of shifts for a Field Training Officer instructing a recruit at the Academy in domestic violence and traffic control, as well as Officers participating in ERT training and attending officer recertification.
- Support Services overtime of \$1,907, an increase of \$231 from the previous month. Overtime included paying two officers who were scheduled to work a construction on 4/6/22. The construction was cancelled but Dispatch failed to notify the officers before their arrival. Also, overtime was paid to cover two shifts taken off by the School Resource Officer (SRO).

FIRE DEPARTMENT

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

Code	Incident Type	10 month total	
		April	
1	Fire		
100	Fire, Other	1	6
111	Building fire	3	16
113	Cooking fire, confined to container	1	13
114	Chimney or flue fire, confined to chimney	0	3
116	Fuel burner/boiler malfunction, fire	0	1
131	Passenger vehicle fire	1	6
140	Natural vegetation fire, other	1	4
141	Forest, woods or wildland fire	0	1
142	Brush or brush-and grass mixture fire	2	9
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
Total		9	65

2 Overpressure Rupture, Explosion, Overheat (no fire)

200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	1	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	1	2
	Total	2	6

3 Rescue & Emergency Medical Service Incident

300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	0	9
322	Motor vehicle accident with injuries	1	2
324	Motor Vehicle Accident with no injuries	1	3
350	Extrication, rescue, other	0	1
352	Extrication of victim(s) from vehicle	1	8
362	Ice Rescue	0	1
381	Rescue or EMS standby	0	1
	Total	3	26

4 Hazardous Condition (No Fire)

400	Hazardous condition, Other	1	18
410	Combustible/flammable gas/liquid condition	1	2
411	Gasoline or other flammable liquid spill	2	10
412	Gas leak (natural gas or LPG)	1	12
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	12
440	Electrical wiring/equipment problem, Other	0	11
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	1
444	Power line down	1	32
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	0	1
460	Accident, potential accident, other	0	2
463	Vehicle accident, general cleanup	0	7
	Total	7	122

5 Service Call

500	Service Call, other	2	10
510	Person in distress, other	1	2
511	Lock-out	0	8
520	Water problem, Other	1	22
521	Water evacuation	1	10

522	Water or steam leak	0	17
531	Smoke or odor removal	1	18
542	Animal rescue	0	1
550	Public service assistance, Other	0	4
551	Assist police or other governmental agency	2	10
552	Police matter	0	1
561	Unauthorized burning	1	7
571	Cover assignment, standby, move up	1	12
	Total	10	122

6 Good Intent Call

600	Good intent call, other	2	14
611	Dispatched & cancelled en route	0	6
631	Authorized controlled burning	0	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	3	17
	Total	5	50

7 False Alarm & False Call

700	False alarm or false call, Other	2	45
710	Malicious, mischievous false call, other	1	5
730	System malfunction, Other	2	23
731	Sprinkler activation due to malfunction	1	4
733	Smoke detector activation due to malfunction	1	20
734	Heat detector activation due to malfunction	0	1
735	Alarm system sounded due to malfunction	1	23
736	CO detector activation due to malfunction	0	15
740	Unintentional transmission of alarm, other	3	20
741	Sprinkler activation, no fire	0	4
743	Smoke detector activation, no fire - unintentional	2	32
744	Detector activation, no fire - unintentional	1	9
745	Alarm system activation, no fire	0	16
746	Carbon monoxide detector activation, no CO	1	12
	Total	15	229

8 Severe Weather & Natural Disaster

800	Severe weather or natural disaster, Other	0	2
	Total	0	2

9 Special Incident Type

900	Special type of incident, other	1	3
911	Citizen complaint	0	1

Total	1	4
Total Calls	52	626

Fire Chief

Fire Responses - 25 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/ AED's
- 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
- Attended CCM Emergency Management Conference at Aria
- Had monthly Chiefs' Meeting/Budget Discussions
- Attended Command Staff Meeting
- Attended Monthly Officer Training
- Attended Department Awards Night
- Attended Council meeting for Firehouse Sub Grant Acceptance Bid Waiver
- Attended TPZ Meeting with FMO
- Met and discussed with EMS Chief on AED Replacement and Turn ins
- Reviewed new SOP/SOG's presented by committee
- Reviewed new Rules and Regulations presented by committee
- Met with Fire Marshal for plan reviews of new construction
- Had meeting with Fire Commissioners and Chiefs on Facility Issues
- Met with Town Engineer on concepts for Maple Hill Avenue and New Britain Avenue Streetscape Proposed Project
- Attended Zoom meeting on AFG Grant Updates with FEMA
- Had discussions with West Hartford FD on MOU for Operational Needs for both departments
- Reviewed CROG Donation for CP8
- Had discussions with Memorial Day Parade Committee

Training Report - Progress History

- April 2022
 - The April 2022 training will encompass the many aspects of hazardous materials and how to identify and size-up a scene. Our firefighters will be required to successfully use an Emergency Response Guidebook in mock-scenarios to identify the hazardous material present at the incident and knowledgably discuss response considerations.
 - They will have to know what hazardous materials as outlined are.
 - Group of products for which the storage, handling, and use are regulated under the Hazardous Materials standard
 - Primarily associated with physical hazard
 - May also pose health hazard
 - Describe the use of the Emergency Response Guidebook and its importance to first responders.
 - Discuss the value of an effective scene size-up and identify important scene size-up considerations at a potential hazardous materials incident.
 - Identify the different color-coded sections of the Emergency Response Guidebook and what each section is used for.

Plans

- Our conversations with Owens Reality Services continue as we look forward to using the houses at Cedarcrest for training. Rocky Hill, Berlin and Wethersfield have been notified of a potential opportunity to drill with us as a Task Force.
- We are exploring the opportunity to obtain the Alpine RedNMX software earlier than the July budget date. A letter of intent to purchase will be sent to Alpine so that planning and training on the replacement for Firehouse software can begin.

Drill Schedule

Hazmat Training – May 2022

Ladder Drills – June 2022

Alpine RedNMX Training – July 2022

CPR/AED Certification – May and June 2022

Lifestar Landing and Safety Drill – June 2022

Classes

Category	Classes
CORE-BURN Core Comp. Live Burn	3
CORE-COMP Core Comp – SCBA	7
DT01 Driver Training – Cone Course	1
DT04 – Driver Training – Road Time	1
FC202 – Handline Operations	1
IH02 – Officer Training	3
TFT Task Force Training	1
	Hrs-354

Certifications

Anthony Carlson has successfully tested and certified as a Health & Safety Officer (HSO).

FIRE MARSHAL

Code Enforcement/Inspections:

Staff Member	Completed	Comments
D. Zordan	28	
M. Manke	38	
C. Stegmaier	12	
B. Regina	13	
J. Hofmann	54	
M. Salonia	3	
M. Zadrick	12	

The above statistics represent the number of activities, excluding office time, that were performed by the FMO staff. The total number of activities performed for the month of April is 160. Activities is defined as inspections, re-inspections, consultations regarding violations/building projects, fire drills, etc.

All the motels on the Berlin Turnpike were inspected in April, and we are working with the property owners on the various compliance issues.

Office Staff have been working with the Board of Education on the following projects

- Fire Drills/Evacuation Procedures – each school had an unannounced fire drill in which the evacuation plan was evaluated. We have provided feedback to ensure the best accountability and communication in the event of an emergency
- Occupant Loads for Schools – our office has been calculating occupancy loads for each school's assembly areas to ensure that spaces do not become overcrowded. Once completed, we will identify the best way to present the information.

Fire Investigations

4/3/2022: 22-0000172 – Vacant (Old Best Market) – Building Fire

4/12/2022: 22-0000192 – 72 Wilson Avenue – Gas Grill Fire

4/23/2022: 22-0000211 – Walmart – Vehicle Fire

4/23/2022: 22-0000212 – 75 Lydall – Brush Fire with Extension

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 LEPC meeting
- Met with Public Works group to discuss various issues
- Met with contractor for paving restoration due to utility work on several roads
- Attended Environmental Quality Control Meeting
- Coordinated with outside contractor in preparation of 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
- Completed sweeping of Town roads
- Cleaned and prepared snow equipment for storage
- Worked with bid awarded contractor for the milling and overlay of Burdon Lane, Bushy Hill Drive, Cricket Lane, North Main Street, Camp Avenue, Chapman Street, Cinnamon Road, Commerce Court, Frank Street, Jeffrey Lane, Nathan Hale Drive, Nutmeg Lane, Piperbrook Avenue, Starr Avenue, Summit Street, (cul de sac), and a portion of Thornton Drive
- Substantial catch basin repair completed on Frank Street
- Crews continued with repairs to curb and topsoil damaged during snow plow operations
- During spring break, completed patching and sweeping of all schools
- Assisted Mechanics in preparing vehicles/equipment for auction
- 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
- Mechanics worked with Highway crews in preparing vehicles for auction
- Updated cabling for the truck body cameras
- Fire Department mechanic continued with spring services of fire apparatus
- Completed the upfitting of one new administrative vehicle

Sanitation/Recycling/Landfill

- Scheduled 168 residential bulk items for collection for the month
- Scheduled 29 condominium bulk items for collection for the month
- Scheduled 23 condo/residential scrap metal items for collection for the month
- 6,524 tons of cumulative Municipal Solid Waste were collected July through March
- 1,769 tons of cumulative recyclables were collected July through March
- 163 mattresses/box springs were recycled for the month
- Five (5) televisions were collected for the month
- Issued 30 permanent landfill permits and 1 temporary permit for the month

TOWN ENGINEER

Permits:

- Reviewed 10 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 31 permits: 13 Excavations, 18 Driveways
- Reviewed 324 utility clearance notifications: 318 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
- 249 Day Street: Site plan
- 165 Stamm Road: Site 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
- Research and provide engineering data to defend TON against lawsuits, as needed

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

- Town Manager: Pheasant Run – Drainage improvements – design and public outreach
- Town Manager: Dog Park – project management
- Town Manager: Alumni Road & Cedar Street – Intersection reconfiguration plan
- Town Manager: Future Transportation Center – 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
- 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: Gilbert/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 Ave – conceptual design
- Planning: Streetscape (phase 6A) – Lowrey Place/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) – project management
- Public Works: Kitts Lane (sidewalk plan) - design
- Fire Department: FH5 – survey property line

BUILDING DEPARTMENT

- An Application for a sign permit was applied for and issued to install the sign for Jersey Mikes located at 12 Fenn Road.
- Certificates of Occupancy have been issued for Carvalho Construction office at 743 North Mountain Road, What a Ruff Life Dog Day Care and Kennel at 94 Pane Road and Go Health Urgent Care at 3219 Berlin Turnpike.
- A Building Permit was submitted for review to build out a space 1,700 sq. ft. for a Laser Hair Removal business.
- Electrical Permits were submitted for Fire Alarm installations at 240 Pane Road and 3067 Berlin Turnpike.
- Mechanical Permits were issued for the installation of replacement Roof Top HVAC Units at The Dental Center at 2304 Berlin Turnpike.
- 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: CAHCEO – April 1, 2022
Height and Area 1 – April 6, 2022
Height and Area 2 – April 13, 2022
Swimming Pools – April 26, 2022

A. Hanke: Swimming Pools – April 16, 2022

- Building Department activity for the month of April was as follows: The Inspectors completed a total of 148 Inspections. They were: A/C Installation (0), Above Ceiling (1), Alarm (1), Chimney (0), CO (1), Electrical (16), Exterior Walls (1), Final (75), Footings (9), Foundation (1), Framing (10), Gas Line (6), Insulation (4), Mechanical (1), Plumbing (0), Pools (1), Roofing (1), Rough (18), Site Visit (2).
- The total number of Building/Renovation Permits issued / applied for the month of April was **238** producing a total permit value of **\$2,637,111.48**
- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	13	338,299.67
DECKS	15	86,028.00
ELECTRICAL	54	456,766.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	1	1,000.00
MECHANICAL	71	776,990.08
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	241,500.00
PLUMBING	22	56,901.00
POOL	2	9,500.00
ROOFING/SIDING	23	333,150.69
SIGN	3	21,795.00
SOLAR	14	137,924.00
TENT	1	2,000.00
WINDOWS/DOORS	18	175,257.04
TOTAL	238	2,637,111.48

The total Building income fees received in the month of April were **\$28,622.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,305.00, Environmental \$480.00, Conservation \$725.00, Zoning Board of Appeals \$260.00, Copies,

Books and Maps \$253.00, Driveway/Excavation \$4,150.00, Engineering copies \$5.50. The other total income is \$7,178.50.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for April:	\$2,637,111.48	\$2,460,999.00
Fees for Permits issued for April	\$28,622.00	\$25,832.00
Other income Fees for April	\$7,178.50	\$20,913.00
Building Permits Issued for April:	238	236

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

2021-2022		2020-2021	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$35,453,188.70	\$410,162.00	\$27,542,497.00	\$304,346.00

HUMAN SERVICES

- Middle School SCORE programs have been going well this spring with very successful attendance this month. We have a variety of active outdoor programs and we're receiving great reviews from the youth and parents/guardians.
- April's 5th Grade Challenge program met at the ropes course with both middle schools together.
- During the April school break we had High School Mentors participate in working with and leading our SCORE groups.
- The Juvenile Review Board held a hybrid in-person/Zoom session with 2 youths and their parents on April 25th. We received 4 additional referrals that will be scheduled for hearings in May.
- Summer 2022 Brochures went out to our parent email list and the Principal's E-Newsletter on Friday April 29th. We look forward to an active summer of youth adventures!
- Part time Youth Worker Zachary Banks will be transferred to seasonal employment effective 7-1-22 and Jackie Martin, former seasonal employee will be transferred to the part time Youth Worker I position in May.
- Food Bank continued to meet the needs of the community providing services: Grab & Go, Delivery and wellness checks to those in need. Numerous volunteers and all staff assist with the ongoing operation of the food bank. Coordinator Wassik & Director LaBrecque are planning for return to client shopping in-person for the foodbank effective 5-1-22.
- 74 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. Several resources that were intended to assist with needs as a result of COVID-19 such as Unite CT have ended. We anticipate identifying and assisting with an increased need as a result of COVID-19 going forward.
- 14 Clinical cases were seen presenting with issues including PTSD, depression, and anxiety. Cases were referred by school, parents, and self-referral. Students are seen by Clinical Coordinator McAdams in school during their free sessions or after school hours. Virtual presentation "Unmask the Stash" on Vaping and identifying signs of substance use in your young adult either through changed behavior or identification of paraphernalia designed to hide the substance was held. A follow up session for parents, professionals, and adults who care about and interact with youth is being planned for June.
- Volunteer Recognition Luncheon was held for 60 volunteers on April 20th at the Senior/Disabled Center Auditorium. We recognized all of our volunteers as a whole group as we could not have gotten through the past two years with COVID-19 without these amazing individuals.

April 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	14 1	15 1	64 2	87 0

Youth & Family Service Hours	43.5	29	245.75	311.5
JB cases : JB hearings: JB Service Hours:	6 2 10	2 0 3	13 3 22	9 9 9
Positive Youth Development	206	85	1,308	439
Community Service # of hours completed Challenge Course: Adult Youth (outside)	1 22 0 20	0 0 0 0	5 152 0 305	7 52 12 0
Information and Referral	262	243	2,419	5,751
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	74 16 15 43	86 23 14 49	708 165 128 412	862 241 108 732
Social Casework Service Hours Under 55= Over 55 disabled and/or disabled	181.5 42 139.5	198.25 50.25 148	1,455.75 324.25 1,136.25	1,480.5 388.5 1,091
Food Bank Household visits # bags of groceries distributed Mobile truck	86 1,159 235	120 1,601 211	1,270 13,513 1,955	1,739 16,002 1,808
Special Needs	6	4	73	100

April 2022 – Case Summary

Caseworker assisted household comprised of married couple with minor son, who reside together in an apartment in Newington. The husband/father of the household was employed as a hospitality manager of a restaurant out of state prior to the COVID-19 pandemic. His employer permanently closed the business early in March 2020. As a result, he was approved for unemployment compensation. His wife/mother of household was working as a real estate agent for a firm leading up to the pandemic. However, she was laid off in April of 2020 and also began receiving unemployment benefits. The family then moved to CT in order to be closer to extended family. The household opened a business in Newington in May of 2021, with support from family. Unfortunately, they were unable to generate enough income in order to maintain the business's ongoing expenses. As a result, it closed on 10/31/2021. Household has incurred significant debt due to this circumstance.

Following this, the husband/father became employed as a general manager of an Entertainment company from 11/21-12/20/2021. However, on 12/20/21, he became very ill. Since this date, he has undergone extensive testing and has received treatment for identified medical issue. His wife, who also began a job in November 2021, left her position at this time in order to care for her husband as well as their disabled son. As a result of receiving treatment and needing time to recover, his medical condition has improved greatly over the past three months and is no longer experiencing debilitating symptoms. His providers have advised him he should not have difficulty returning to the work force at this time.

Household receives \$841/month in SSI and \$495/month in cash assistance for son, totaling household monthly income of \$1,336/month. The household is responsible for a rent of \$1,425/month. Household is also responsible for a monthly water utility and garbage disposal expense. Household applied for UniteCT

following the closure of the business and received assistance through March of 2022. This program has since closed and all benefits are exhausted. His father as well as the household's church provided financial assistance to the household in order to cover rent for the month of April, while he searched for employment and sought additional resources.

He has successfully secured employment in a local restaurant and will receive his first paycheck mid-late May. As a result of the impact of the COVID-19 pandemic on the household, Newington Human Services assisted this household with May rent and utility arrearage in order to bridge this household through May. Newington Human Service's assistance and the onset of employment income will allow household to sustain their ongoing living expenses, thus being a bridge to a solution. Caseworker also assisted this household with registration for Foodbank, coordination with SNAP and TANF benefits, referral to the Connecticut Energy Assistance Program, referral to financial advisor, and employment resources.

SENIOR AND DISABLED CENTER

- The national accreditation process is complete. From April 25 to 27, peer reviewers from around the country met via Zoom with Senior and Disabled Center and town staff, SDC members, volunteers, and community partners. We also gave a detailed virtual tour of the Center. We expect to receive a favorable recommendation for accreditation and final approval when the National Institute on Senior Centers/National Council on Aging boards meet at the end of May. Accreditation not only ensures that we are operating at the highest level of national standards, but it also opens avenues to be at the forefront in the development of new, innovative, evidence-based programs and services and gives us an advantage when applying for competitive grant funding.
- The Center achieved two major reopening milestones in April: The return of our volunteer Coffee Shop on April 12th and the return of the daily in-person Congregate lunch program on April 25th. Staff distributed the final weekly Grab and Go lunches on Wednesday, April 20th. Since we no longer have a part-time Café Coordinator, Center staff members Barb Womer and Teri Snyder will lead a group of 4-5 volunteers to run the daily lunch program. Dial A Ride provides transportation to and from lunch (and any other program) to those who need it.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. As a result, we are seeing an increase in Meals on Wheels' clients. Volunteers and staff deliver Meals on Wheels to approximately 50-55 residents daily, Monday through Friday.
- With the return of lunch, the Center is almost entirely open. The only significant programs yet to return are bus trips, the gift shop, and larger events like the Expo. We are starting to look at options for bringing back bus trips this summer; the rest will return when appropriate.
- Challenges in the coming months will be continued outreach to current and potential members and flexibility to meet the changing needs of older adults moving forward.
- April special program highlights: A tour and informational session about the Giving Garden, a presentation by former White House butler Alan DeValirio, a Walk Your Way to Wellness challenge, stress awareness and vaccine informational sessions for older adults, and a card making class. All special and regular 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 April. 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.
- Staff introduced myactivecenter.com, which ties into our registration system to allow members to sign up for programs online. Program Coordinator Barb Womer holds ongoing information sessions to show folks how to use the system.
- Staff recognizes that not everyone can return in person, and some folks still feel more comfortable at home. We offer weekly telephone-based programs such as boggle, meditation, and bingo. In-person speaker programs and classes will also be provided in a hybrid format via Zoom when possible. The Social Call Sheet program remains popular as do the weekly robocalls to members, with updates about the Center, the community, and other important information.
- Dial A Ride is open for all regular in-town services with a capacity of four per bus to allow for social distancing. Social work and energy/renters' assistance programs have continued seamlessly throughout the pandemic, with Social Worker Teri Snyder and Benefits Eligibility Coordinator Karen Halpert adapting to remote or telephone meetings, email and mail correspondence, etc. When necessary, Teri and Karen meet with clients in-person with all precautions in place.

- We welcomed new Administrative Coordinator Josey Aux to the Center on April 19th. The position had been vacant since a retirement in August 2020. Having this position filled by a dedicated staff member will help us provide better service and continue to move the department forward.
- The AARP Tax Aide program continued through April with 6-8 volunteers preparing taxes for over 200 older adults in the community.
- The Director attended a CT Association of Senior Center Personnel (CASC) Board of Directors meeting. In addition, the Director attended meetings with Town Staff, including the monthly Department Head meeting, planning meetings with P&R and Human Services, and CCHD staff and member town senior center directors regarding in-person program plans.

PARKS AND RECREATION

Recreation Division

- Summer Sunshine registration opened and is already more than half full.
- An American Red Cross Lifeguard Course was taught and certified nine lifeguards.
- Monday and Wednesday swim lessons continued to be held at NHS. We have over 150 swimmers registered.
- Registration is now being accepted for our first ever Adult Summer Basketball League. There are four divisions open for registration: Pro-Am, A-Division, Over 35, and a Women's Open Division.
- The Summer Program Guide was published and distributed to over 13,000 Newington households.
- Registration has opened for our Adult Summer Cornhole League. The league runs on Thursday nights at Mill Pond Park, along with the Summer Concert Series.
- Planning continues for the Department's three special events in June at Mill Pond Park: Newington Goes Country on June 9th, Food Truck Friday on June 10th, and Motorcycle Madness on June 11th.
- Planning continues for the events of the Life.Be in it.Extravaganza week at Mill Pond Park July 13- 16th.
- The hourly staff pay rates were updated to follow the minimum wage increase of 7% beginning July 1st.
- Summer Camp registrations have increased exponentially, as the early bird pricing ends on May 18th.
- Summer Camp RECreate materials and shirts have been ordered and received, allowing the camp to begin fully prepared for the upcoming summer season.
- The Department has received interest from over 10 towns for the Summer Camp Carnival Day. We are expecting over 500 campers at Mill Pond Park on Thursday, July 14th.
- Camp S'More is now offering a two-week camp instead of the usual one week. Dates will run from August 8-12th and August 15-19th.

Parks, Grounds & Cemeteries Division:

- Field painting completed.
- Ball field preparations completed.
- Batting cages opened.
- 'Welcome to Newington' flags installed on Main Street, Market Square, Constance Leigh Drive, and Garfield Street.
- Safety net at Legends Field installed.
- Cemetery clean-up underway.
- Daily ballfield grooming began.
- Preliminary pool preparation underway.
- Concession buildings and park restrooms opened and cleaned.
- Paterson School courtyard cleaned for Board of Education.
- Trees removed at Newington High School and Paterson School for BOE.
- Daily mowing began.
- Leaf clean-up along fence lines.

Cemeteries: single 4, double 1, ashes 4, sales 3
 Overtime: 132 hours, \$6,270

Tree Warden:

- Removed dead trees at Newington High School.
- Picked up branches in parks.

- Removed tree in Market Square.
- Removed dead tree on North side fields.
- Removed two failing trees at Company 5 firehouse.
- Removed trees in West Meadow Cemetery.
- Ground, filled, and seeded multiple stumps.
- Removed dead oak tree at John Wallace.
- Pruned trees for mowing access.
- Removed trees for parking lot expansion at John Paterson.
- Multiple trees removed for sidewalk project, outside vendor, John Stewart Drive.

LIBRARY

- In the month of April, the COVID-19 rates increased each week. Staff was more vigilant about wearing masks in work spaces and when working with the public. There were no changes to library operations and access for the public.
- The Library Board of Trustees is in the final stages of planning for the 25th Annual Newington Library 5K Challenge Road Race that will be held on Sunday, May 15, 2022. 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. The first 250 registrants will receive a special performance t-shirt and a 25th Anniversary bottle from Avery Beverages in New Britain, CT. Online race registration from the library's website is going well. Paper forms are available at the library or can be downloaded from the website.
- The Friends of the Library held their first indoor, in-person book sale on Saturday, April 30 and Sunday, May 1 at the Newington Senior and Disabled Center. A preview was held on Saturday from 8:00 – 10:00 am with a \$5.00 admission. General admission was from 10:00 am – 4:00 pm with free admission. People were so happy the book sale was back. They were offered a wide variety of books and A/V materials for all ages. Sunday was the Bag of Books Sale from 12:00 noon to 3:00 pm. People bought a bag for \$10.00 and could fill it up. Refills were \$8.00. The Boy Scouts helped to move the books over two days before the sale and helped to clean up at the end of the sale. The Friends, Head of Community Services Michelle Royer, their book sale volunteers, student volunteers and the Boy Scouts all had a hand in making this fundraiser a success.
- The Passport to Connecticut Libraries, a bi-annual program sponsored by the Connecticut Library Association was held from April 1-30. This is a fun, statewide program that encourages people to visit libraries throughout the state, see what they have to offer and use their library card if they would like because a CT library card can be used at any public library in the state. Patrons picked up a passport at their hometown library and then visited participating libraries. At each library they visited they would get the passport stamped and receive a token gift. If they visit at least 5 libraries and returned their passport to a participating library by May 6th, they would be entered into the state-wide drawings, one for adults and one for children. Staff handed out 51 passports to Newington residents of which 31 were returned for the drawing. Staff stamped 141 passports from people visiting from participating libraries. The library received many compliments, and people who participated enjoyed visiting the many different libraries in the state.
- The Children's staff did offer 21 programs to 617 children and their caregivers. Several indoor family story times were held to smaller numbers. Outdoor story times began again as weather became warmer. Parents and children were happy to be able to participate in either format. In-person Kindergarten visits started up again as well. Three classes came to the library for a visit and short program and then children were able to select and check out their own books. Highlights of other programs included a virtual *Pete the Cat and My Music Room* in collaboration with Berlin-Peck Memorial Library and Cora J. Belden Library and the ever-popular Grab & Go kits. In teen programming, 2 programs were offered to 16 teens including a book discussion with the NHS Book Club to discuss the Nutmeg nominee *Grimoire Noir* by Vera Greentea and Yana Bogwatch.
- Adult programmers presented 18 programs to 749 participants. Collaborating on virtual adult programming with area libraries continued to be very popular with our adult patrons. Highlights of virtual programs included *The Big Count – Finding Your Relatives in the 1950 Census*, *Planting for Pollinators*, *Frugal Living*, *Breathwork*, *The Queen Requests Your Presence For an Enchanting Evening and Sleep and Sleep Apnea*. In person-programming included a *Page Turners Books Discussion* on the book with local author Matthew Dicks who discussed his book *Memoirs of an Imaginary Friend*, a *Brown Bag it with a Book Discussion* to discuss the book *The Rose Code* by Kate Quinn and a drop-in Adult Coloring program. *Grab & Go* puzzle packets, coloring packets and *Spice It to Go* kits that featured the spice tomato powder completed the month.

- Head of Community Services Michelle Royer continued with her outreach efforts to the senior living facilities and has been working with Jefferson House and New Meadow Apartments to offer services there as well. 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.
- Total circulation was 16,897. Circulation of digital materials was 2,462. Total number of people that entered the building was 7,778. 104 curbside service transactions were processed. Staff processed and pulled 1,932 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,909 reference questions during the month. Study rooms were used 94 times. 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, online program registration is going well, and patrons love it. Multiple staff members were trained on how to host a Zoom meeting to help with virtual programming. Assistant Director Karen Benner and Head of Reference Jennifer Hebert successfully hosted a Library Board of Trustees monthly meeting webinar via Zoom which is complicated due to the live streaming aspect. The people counter between the two sets of entrance doors is still problematic. We are working on replacing it. Digital Services Librarian Michelle Pathnode recorded a video about "Getting to Know Your iPhone."
- In personnel news, Head of Children's Services Bailey Francis met with Carolyn Coughlin from the Plainville Family Childcare Network to learn more about helping home daycares access resources. Baily would like to work with Newington-based home daycares to do the same thing. Children's Librarian Rebecca Cobb participated in a two-part seminar titled *Reimagining School Readiness*. 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. Assistant Director Karen Benner continued overseeing the Circulation Department while the Circulation Supervisor is out on maternity leave.
- In facilities news, the library's cleaning service *Environmental Services* is doing a great job. Jose and Margarita are cleaners assigned to the Library, and they continue to do a wonderful job. Parks & Grounds moved a small portion of the new sprinkler system in anticipation of the delivery of the new shed. The footprint of the new shed is a little different and part of the sprinkler system was too close to the structure. The Fire Marshal and Town Facilities Staff completed an annual inspection of the library building. There were no major problems identified, and the Fire Marshall was pleased with this inspection.

TOWN CLERK

No data provided.

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Paul G. 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 120 formal work orders
- Overseeing the installation of security updates on all town servers
- Assembling PC/Laptop/Tablet counts for Dell so they could provide the town with a quote for review and consideration
- Providing the Director of Facilities with access to the town's video management system
- Working with Town Clerk staff and their records management system vendor, Cott, on applying various updates to their platform
- Overseeing the update of the town's fleet of Apple devices to the latest iOS release
- Working with authorized Microsoft software resellers on renewal pricing for the town's upcoming software renewals
- Processing an equipment order for Police Fire and Facilities tablet devices
- Temporarily relocating Human Services staff to conference rooms while HVAC work was completed in their office suite area and the roof area above their suite

- Ordering and deploying replacement mobile phones for the Senior and Disabled Center's Dial-A-Ride drivers
- Upgrading the fire department iPads to the latest iOS release
- Working with the town's multi-factor authentication vendor on upgrading our infrastructure to the latest software release
- Setup, configuration and testing of Microsoft Deployment Toolkit as the Town's computer imaging platform
- Setup, configuration and testing of an automated scripting and inventory platform to assist town IT staff with application deployment and device management
- Troubleshooting and resolving connectivity issues related to the Police Department's Atlas One application when accessed from Dispatch workstations and wireless network
- Setup, configuration and testing of both HP and Dell device management platforms to allow for updating of software drivers and system firmware
- Working with the town's 2-way radio vendors on finalizing subscription counts, legacy component integration and memorandum of understanding (MOU) reviews
- Attending 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 April. In addition to routine preventative maintenance work, the team also responded to approximately 40 work orders consisting of maintenance and custodial requests.

Town Hall:

- Multiple HVAC adjustments
- Fire alarm panel issues/troubleshooting- (ongoing)
- Install shelving in basement for record retainage
- Battery recycling
- Installed new exhaust fan timer
- Installation of new light fixture in the Building Dept.
- Assisted with "Shred It" event
- Marked mechanical rooms for OSHA compliance

Library:

- Trouble shoot problem with people counter(ongoing)
- Repaired leaking media filter
- Repaired exterior Light over employee entrance
- Disposed of old broken shelving
- Marked mechanical rooms for OSHA compliance
- Started HVAC spring PM
- Fire Marshal inspection

Highway Garage:

- No heat call
- Marked mechanical rooms for OSHA compliance
- Started HVAC spring PM
- Sprinkler system repair
- Fire Marshal inspection

Grounds Maintenance:

- Associated Security reactivation and installation of alarms.
- Fountain at Mill Pond electrical repair
- Marked mechanical rooms for OSHA compliance
- Investigated and replaced bad breakers at Clem Lemire Park
- Fire marshal inspection

Historical Properties:

- Kelsey House- Alarm repairs
- Kelsey House- Fire Marshal inspection
- Young Farm- Fire Marshal inspection
- Young Farm – Turned water on

Town Green:

- Street light repairs and replacement- On Going

Fire Stations:

- Released contractors for HVAC upgrades at Station #5
- Fire Marshal Inspections
- Inspected Fire museum roof (needs replacement/showing signs of failing)

Senior & Disabled Center:

- Disposal of old garden benches
- Turn on water irrigation system for the garden
- Secured sprinkler union
- Repaired holes in siding
- Investigated fire alarm exterior bell notification system for power.
- Repaired exterior site lighting
- Replaced leaking expansion tank
- Marked mechanical rooms for OSHA compliance
- Fire Marshal Inspection

Police Department:

- Installed new pictures
- Paper delivery
- Repaired 3 Sprinkler heads
- HVAC control issue repaired
- New locks installed
- Installation of new fire alarm strobes in dispatch
- Marked mechanical rooms for OSHA compliance
- Fire caulked vacant penetrations in dispatch center
- Fire Marshal Inspection

Newington EMS:

- Troubleshoot and repair door lock
- Marked mechanical rooms for OSHA compliance
- Small Gas leak detected and repaired at the boiler
- Fire marshal inspection

Indian Hill Country Club:

- Exterior stair repair investigation
- Roof leak investigation and repair
- Fire marshal inspection

Administrative Projects:

- On boarding Akita Box- On going
- Ongoing work associated with the Town wide Solar projects.
- EV charging station review- On going
- RTU curb replacement planning at the Town Hall completed
- Station 5- mechanical upgrades. PO requisitioned and vendors released
- Main switch gear inspection at the Town Hall
- Roof replacement at Newington High School (2 Sections)
- Police Department Storage reno. Meeting with Architect

- Main street electrical panel and panel boxes upgrade/replacements
- Investigation and reporting of cracking drywall issues in town hall due to placement of expansion joints (ongoing)
- Tax office cabinets/cash drawers quote requested
- Window tinting (multiple bids)
- Finalized pricing and P.O. for exhaust fan in welding area to be completed May-June
- Salt shed roof replacement (birds) ongoing