



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 24, 2022  
Re: Monthly Report – May 2022

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#### **GENERAL ADMINISTRATION**

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. We had ongoing follow up meetings with developers regarding the 690 Cedar Street multi-unit properties.

On May 3<sup>rd</sup>, I conducted an interview with an entry level applicant in the Police Department, John Torres.

The pools in Newington have far outlived their intended use, and the maintenance of the pools is critical. I attended a meeting with Janet Murphy, Bill DeMaio and grant writer Sonya Richmond on May 3<sup>rd</sup> to discuss pool funding, as well as grant opportunities regarding the swimming pools in town.

I attended the CCM (CT Conference of Municipalities) on May 5<sup>th</sup>. Sandra Amado was the organizer of this Zoom meeting, and we discussed the 2022 General Assembly Overview, the FY 23 State Budget, and Selected Bills/Legislative Issues of Concern and Importance to Towns and Cities.

I Met with NEMS (Newington EMS) leadership on May 10<sup>th</sup> to address some of their concerns.

I attended the Memorial Day Parade Planning Meeting on May 10<sup>th</sup> to discuss the logistics. The parade was held on Saturday, May 28<sup>th</sup> at 10:30 a.m.

Discussions at the Town Council meeting held on May 10<sup>th</sup> for Old Business were as follows: Health Update–COVID 19, Update on ARPA (American Rescue Plan Act) Project Funding, Amendment to the FY 2022-2023 Revenue Resolution, as Adopted, and also Amendment to the Motor Vehicle Mill Rate, as Adopted (32.46 for Motor Vehicle and 38.49 for everything else). New Business at the Town Council meeting held on May 10<sup>th</sup> began with the introduction of Town Assessor Fauna Eller. Also, we are in the last year of a 4-year contract with auditor Clifton Larsen Allen and will go out to RFP next year. Additionally, there was a discussion regarding the Agent of Record for Property/Casualty/Liability insurance coverage for the Town of Newington. Discussions with the Town Council regarding parking lot improvements at John Paterson Elementary School began. The expansion will cost approximately \$500,000 and will come from the Board of Education CIP budget.

As the world is changing to energy-saving resources, our goal is to be more sustainable. On May 11<sup>th</sup>, I attended a construction meeting with Verogy Solar/Newington regarding solar energy. A follow up meeting regarding solar installation on select buildings has been scheduled.

On May 12<sup>th</sup>, I met with the Library and Parks and Recreation staff regarding parking concerns within the library Garfield parking lot. The library Garfield lot is owned by the Library Board of Trustees and its intended use is for patrons visiting the library. Due to the minimal parking available, people attending parks and recreation events must utilize parking at Town Hall, Mill Pond Park and the Senior and Disabled Center, to help alleviate limited or no parking in the Garfield library lot.

On May 19<sup>th</sup>, I met with Lynn Vasquez, our Eversource liaison, who will be retiring shortly. This was an introductory meeting of Eversource's new appointee Jonathan Ferrigno, Specialist, Community Relations & Economic Development.

Due to the current condition of the Garfield Street Parking Lot, I attended a meeting on May 19<sup>th</sup> regarding reconstruction, to help mitigate the parking shortage and condition of the lot.

Each year, a statewide Emergency Planning and Preparedness Initiative (EPPI) exercise is held in order to test the capabilities of local, state, and federal agencies in responding to a simulated emergency. This year's exercise was held on May 24<sup>th</sup> and was coordinated by Emergency Management staff. The Town was tasked with working through hurricane pre-landfall and immediate post landfall discussion-based modules, in a virtual table-top exercise (TTX) format. Our Emergency Operations Center (EOC) was opened, and a unified command was established, which consisted of representatives from emergency management, myself, police department, fire department, highway department, Newington EMS, parks & grounds, human services, senior center, health department, and IT.

The Regular meeting of the Town Council was held on May 24<sup>th</sup>. Items discussed under Old Business were as follows: Health Update–COVID-19, where I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. There was also an update on ARPA (American Rescue Plan Act) Project Funding. The annual appointment of an auditor was discussed, along with the John Paterson Parking lot improvement. Additionally, there was a discussion regarding the Agent of Record for Property/Casualty/Liability Insurance coverage for the Town of Newington.

At the Department Head Staff Meeting held on May 25<sup>th</sup>, I reviewed the Town Council's agenda from the previous meeting. I apprised staff on the Economic Development within Town and gave staff an update on Facilities. I discussed the Garfield and Library Parking Lots. The Memorial Day Parade is scheduled for Saturday, May 28 at 10:30 am with no rain date planned. A survey will be going out to all employees in the Town Hall building regarding proposed hours for the summer. As the COVID-19 numbers fluctuate, we revisited discussions on Board and Commission meetings; essential meetings are being held hybrid or Zoom where applicable.

On May 26<sup>th</sup>, I conducted interviews for the open Recreation Supervisor position in the Parks and Recreation Department.

The Town Council held a Special Meeting on May 26<sup>th</sup> to discuss the Anna Reynolds School Final Project Budget Acceptance.

### **Overtime**

Paid overtime during the month of May 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	47.5	\$ 2,611.27
Weekend Standby and Call-In	16.0	\$ 722.84
Road Maintenance	29.5	\$ 1,205.63
Sweeping	49.0	\$ 2,429.47
High School Path	149.9	\$ 7,295.77
<b>Totals</b>	<b>291.9</b>	<b>\$ 14,264.98</b>

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	197	\$ 9,357.00
<b>Totals</b>	<b>197</b>	<b>\$ 9,357.00</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>
<b>POLICE DEPARTMENT</b>				
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 1,572.12
Patrol	679,403.00	922,480.44	685,889.00	669,807.37
Investigation	90,645.00	34,085.80	90,645.00	38,296.15
Traffic	4,908.00	4,649.50		
Communication	173,748.00	157,537.16	173,748.00	164,211.94
Education/Training	143,085.00	119,992.89	143,085.00	80,483.85
Support Services	60,413.00	1,198.04	60,413.00	(3,837.46)
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$1,239,943.83	\$ 1,163,466.00	\$ 950,533.97
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,217.00	\$ 21,851.18	\$ 28,085.00	\$ 75,502.87
Snow and Ice Control	130,000.00	116,743.39	165,297.00	120,776.79
Traffic	0.00	0.00	4,057.00	4,207.51
Vehicles and Equipment	34,145.00	20,012.51	32,822.00	39,308.40
Leaf Collection	35,267.00	34,902.41	33,898.00	33,259.54
Total	\$ 228,629.00	\$ 93,509.49	\$ 264,159.00	\$ 273,055.11
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 88,357.00	\$ 115,166.01	\$ 84,839.00	\$ 116,588.48
Cemeteries	17,109.00	2,476.85	16,445.00	4,824.49
Total	\$ 105,466.00	\$ 117,642.86	\$ 101,284.00	\$ 121,412.97

### **PERSONNEL**

- The Seasonal Part-Time Engineer opportunity was posted on May 3<sup>rd</sup>, with a closing date of May 18<sup>th</sup>.
- The Assistant Town Clerk (A-3) position was posted externally on May 5<sup>th</sup>, with closing date of May 19<sup>th</sup>.
- The Carpenter (LT- 14) position was posted externally on May 12<sup>th</sup>, with a closing date of May 26<sup>th</sup>.
- Interviews for the vacant Police Recruit Officer took place on May 3<sup>rd</sup>. The position was offered to John Torres; he began his position on May 23<sup>rd</sup>.
- Panel interviews for the vacant Recreation Supervisor (A-6) took place on May 26<sup>th</sup>.

### **RISK MANAGEMENT**

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

The tenth 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 April 2022 were \$977,622. 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 April, 2022

	Town	Board of Education	Total
Estimated Claims	2,298,660	7,483,450	9,782,110
Actual Claims	1,823,109	6,716,836	8,539,945

### Accounting and Administration

- Lisa Rydecki, Deputy Finance Director, continues working on putting together the adopted operation and capital budget books.
- Janet Murphy, Finance Director, continues working with MUNIS on the Employee Self Service plan with training being done on setting up recruitment. Also, work was done with debt book to document all of our lease documents for the auditors as per GASB new standards.
- Work began during the month in all areas to start preparing for the fiscal year end.
- The Payroll Clerk is preparing for the year end and the new fiscal year by reviewing salary changes and new insurance rates.
- A memo was sent out to all departments advising them that the last day to enter purchase orders for the 2021-22 fiscal year would be June 14<sup>th</sup>.
- Evaluation of several grant opportunities were done during the month.

The Town did not receive any grant funds from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

### INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

5/31/2022

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY 2021-22</u>	<u>Actual Year to Date</u>	
General Fund	\$100,000	\$61,439	\$49,561,403
Special Revenue Funds	42,000	1,243	714,227
Capital Projects Funds		2,031	1,096,809
Internal Service Fund	5,000	11,386	5,937,079
Trust and Agency Funds		1,427	1,172,153
<b>Total, Estimated by Fund</b>			<b>\$58,481,671</b>

### INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

5/31/2022

	<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	.84	.26	21,277	8,725	\$30,302,645
Bank North	.15	.15	72	69	562,263
TD Bank (new)	.20	.20	1,852	1,792	10,904,787
Farmington Bank	.05	.05	371	336	8,463,242
Webster Bank	.15	.10	563	418	3,181,076
Liberty Bank	.24	.15	958	625	5,067,658
<b>Total Outstanding Investments</b>					<b>\$58,481,671</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 May.
- Applications for Elderly Homeowner Tax Credit program were ongoing through May. Reminder letters were sent. The majority of the applications are sent by applicants to Karen Halpert as the Eligibility Program Coordinator, and processed by her.
- Income and Expense Reports continue to flow in to the office and are being data entered as received.

- Preparation began for the balancing and creation of the Tax Billing file. The three files (Real Estate, Personal Property, and Motor Vehicles) were balanced by the Assessor and now will be re-checked for accuracy and final benefits applied before being sent to our vendor for printing and mailing of the tax bills scheduled for the first week in July.

### **Revenue Collector**

- Revenue Collections for Real Estate, Personal Property, Motor Vehicles, and Supplemental Motor Vehicle taxes amounted to \$265,067.83. The back taxes collected were \$30,224.71, and we received \$3,571.67 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection on the 2020 Grand List is 99.1% which is the same as last year's 99.1%.
- Delinquent statements were sent to taxpayers for outstanding real estate, personal property, and motor vehicle taxes.
- Information continues to be updated for the upcoming 2021 Grand List tax bills which will be mailed at the end of June.
- Staff continues to attend Zoom courses for recertification requirements mandated by the State of Connecticut.

### **POLICE DEPARTMENT**

Patrol Calls for May are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 11
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 93	Fire Trouble Alarm 0	MV Injury 10
Alarm Hold Up Alarm 9	Fire Veh Maintenance 0	MV Property Only 86
Alarm Residential Burg Alarm 22	Fire Vehicle Fire 0	Neighbor 23
Altered Mental Status 1	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 124
Animal Complaint 12	Fire Water Problem 0	Noise 30
Arson/Fire Invest 0	Fireworks 4	Non Collect Person 0
Assault 2	Follow Up 27	Notification 1
Assault in Progress 0	Found Property 7	Open Door/Window 18
Assist Motorist 1	Gun 0	Other Archive 0
Assist Notification 0	Harassment 5	Parking Violation 8
Assist Other Agency 30	Hazard 37	PD Assist Fire Dept 33
Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 17
Bomb Threat 0	Hope Project 0	Prisoner Care 6
Breach of Peace/Disorderly 12	Illegal Dumping 3	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 5
Burglary 8	Indecent Exposure 1	Property Lost 3
Car Seat 1	Intoxicated 4	Prostitution 1
Check Welfare 49	Juvenile Complaint 6	Recovered Stolen MV 1
Check Welfare 911 27	K9 Assist 0	Rescue Call 0
Check Welfare Other 8	Kidnapping 0	Residential Lockout 4
Clear Lot 2	Landlord/Tenant Dispute 1	Robbery 1
Construction 0	Larceny 32	Roll Call 1
Court Detail 18	Larceny from MV 21	Serve Subpoena 0
Criminal Mischief 5	Lift Assist Only 10	Serve Warrant 40
CSO 1	Liquor 0	Sexual Assault 3

Customer Dispute 15	Local Traffic Authority 0	Shots Fired 0
Dog Complaint 23	Location Check 315	Specific Detail 83
Domestic 22	Location General 1	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 4
Drug 5	Lockout Building 3	Sudden Death 4
DUI 7	Lockout MV 3	Suicide 0
EDP 35	Lost Property 8	Suicide Attempt 0
Escort/Transport 2	LTA 0	Suspicious MV Unoccupied 17
Escort/Funeral 3	Meal 0	Suspicious Report 155
Escort Other 0	Medical Alarm 20	Test 0
Escort Retrieval 2	Medical Cardiac 2	Threatening 3
Escort Tax 0	Medical Complaint 257	Tobacco 0
Fingerprint 7	Medical Diabetic 0	Tow 11
Fire Alarm Commercial Bldg 3	Medical Fall 15	Town Ordinance Violation 0
Fire Alarm Residential 3	Medical Mutual 0	Traffic Stop 347
Fire CO Detector no sympt 1	Medical Other 3	Traffic Stop Attempt 10
Fire CO Detector with sympt 0	Medical Respiratory 5	Traffic Survey 0
Fire Extrication 0	Medical Stand By 1	Training 0
Fire Hazmat 3	Medical Trauma 0	Trespass 5
Fire Mutual Aid Request 1	Medical Unresponsive 1	Unknown 0
Fire Other 12	Missing 2	Water problem 0
Fire Rescue 0	MV Abandoned 1	
Fire Special Detail 0	MV Assist 38	
Fire Stand By 0	MV Complaint 40	
Fire Structure Fire 0	MV Fire 0	<b>Total: 2,383</b>

- In May, the Detective Division Report:
  - Handled 47 investigations, 47 remain ongoing
  - Served 32 warrants: 27 by Patrol officers, 5 by Detective Division
- In May, the Animal Control Officers had the following activity:
  - 39 Total Calls: 25 Dog, 13 Animal/Wildlife; 1 Specific Detail; 0 Follow-ups; 21 of the total calls were handled by Patrol
  - 4 Total Bites: 4 Dog vs. Dog Bites; 0 Dog/Cat vs. Human; 0 Dog vs MV
  - 6 Total Impounds: 1 Redeemed; 0 Sold as Pet/Adoption; 0 Euthanized; 0 Quarantine; 0 Carryover; 0 DOA; 5 CHS Animal Dumps
  - 65 Incoming Phone Calls
  - 0 Letters (No License/Barking/Littering)
  - 0 Written Warnings
  - 0 Delinquent License Letters
  - 0 Infractions
  - 0 ACO Call-Ins
- Notable Cases/Events:
  - Second month there is an increase in animal dumping in Newington on or near CHS. Due to excellent video coverage at CHS, we are able to investigate to locate the offenders.
  - Deb assisted State Animal Control on an animal hoarding case in Higganum, CT.
  - 61 Summit – hearing rescheduled with no date at this point in time.

- A juvenile male black bear has been and is still lingering in Newington. Saturday, 6/4/22 calls stating black bear was injured. DEEP stated nothing to be done--it will heal. Leave bear alone as long as it is able to migrate.
- In May, the Patrol Division Report:
  - On 5/14/22, at approximately 5:23 p.m., a witness contacted police after she observed a male touch the backside of a juvenile female who was shopping in the Saver's store located at 3137 Berlin Turnpike. Officers responded to the scene, but the suspect fled prior to their arrival. An investigation was initiated, and it was determined that an older white male with a long sleeved orange shirt and a camouflage bandana was observed entering the store approximately two hours prior to the incident. The victim, identified as a thirteen-year-old female with autism, was looking at DVD's while her mother was an aisle away looking at books. A witness reported seeing the suspect watching and following the female victim around the store. The witness stated she saw the male follow the female down an aisle then heard a commotion. The witness approached the female and asked her what happened and she responded that the male "touched her butt". The witness reported the incident to the victim's mother who followed the male out to the parking lot. The suspect ran to a black Harley Motorcycle and fled southbound on the Berlin Turnpike. Through investigation, a suspect was developed and it was determined he has a criminal history with similar incidents, one as recent as 2021. An arrest warrant has been drafted and is waiting for review at the New Britain Superior Court.
  - On 5/17/22, at approximately 10:33 a.m., Newington Police Officers met with a victim in the lobby of the Police Department. The victim reported that the night before, at around 9:00 p.m., he was walking south on Main Street from the Shell Gas Station when he was robbed by two males who stole his phone. The victim stated he was talking with a friend on Facetime when he was approached by a tall, thin, black male in his twenties, weighing approximately 150 lbs., wearing black pants and a black hoodie and a ski mask. The second male was described as a white male with curly red hair, approximately 5'10" tall, weighing 200 lbs., wearing black shorts and a black t-shirt. The victim stated the black male asked him for his phone, at which time he dropped his phone and "started a conflict". The victim stated he punched the black male, who in turn picked him up and slammed him on the ground. The victim stated the white male then struck him on the head knocking him unconscious. The victim stated when he woke up, he was lying on his back on the sidewalk bleeding from the head. The victim stated his cell phone was missing, but his watch, necklace, and wallet were still in his possession. The victim stated he ran home where his parents transported him to the hospital for treatment. The case is currently under investigation by the Detective Division.
  - On 5/18/22, Newington Officers responded to the parking lot of Walmart for reports of a group of people fighting. Several Officers responded and discovered four females actively involved in a physical altercation. Officers separated the involved parties and initiated an investigation. It was determined that a male and female, who share a child together but are currently not dating, went shopping at Walmart for baby supplies. Once in the store, allegedly the male asked the female to steal, which the female did not want to do. An argument ensued, which continued out to the parking lot. Once outside, the male struck the female victim, then telephoned his mother, sister, and current girlfriend and asked them to respond to their location to assault the female victim. The three women arrived a short time later and started a physical altercation with the victim. The male and the three females were arrested for assault and domestic violence related charges. Due to the presence of the one-year old daughter, DCF was notified of the incident.
  - On 5/23/22, employees of the state-run Hartford Regional Center, located at 71 Mountain Road, contacted the Newington PD to report the theft of catalytic converters during the overnight hours. Upon arrival, Officers determined that a total of nine vans had been burglarized, each losing the catalytic converter, resulting in approximately a \$10,000 loss to the facility. CCTV depicted suspects operating a black Infinity SUV were involved in the theft, and these suspects are responsible for numerous thefts in the state over recent weeks. Other police agencies were also investigating these suspects for thefts in their towns. This case remains under investigation.
  - On 5/25/22, Officers were dispatched to the Bob's Store located at 172 Kitts Lane for a shoplifting in progress. Upon arrival, loss prevention informed the responding officer that two suspects had loaded two carts full of merchandise, but hadn't left the store yet. The Officer remained outside the store in case the suspects passed the registers and committed the larceny. As the Officer was waiting outside, he heard the theft deterrent alarms go off at the exit, so he approached the exit doors. He observed a male and female standing inside the doors pushing full shopping carts. Once the suspects observed the Officer, they abandoned their carts and attempted to flee through the exit doors. The Officer attempted to apprehend the male while the female ran west through the parking lot. The Officer wrestled the male suspect to the ground twice, but they couldn't keep hold of him and the suspect fled

to a vehicle. Once inside the vehicle, the suspect drove recklessly through the lot at a high rate of speed and crossed over the grass median to Burger King and fled north on the Berlin Turnpike. Another responding Officer observed the female suspect entering the back seat of a vehicle in the lot of Ruth Chris' Restaurant. As he approached the area, the vehicle left the lot and drove south on the Berlin Turnpike. The Officer conducted a traffic stop and as he approached the vehicle, he discovered the female suspect was attempting to take control of the vehicle from the operator by pushing him out of the door. The Officer forcefully removed the female and took her into custody. The female was arrested and she provided the identity of the male who fled. An arrest warrant is pending review at the New Britain Superior Court.

- In May, the Support Services Report:
  - Officer Derrick Walker has been working with WatchGuard to implement the new body camera system. WatchGuard is currently reporting a supply chain issue and is unable to provide a delivery date.
  - The Community Service Officer, during the month of May, has covered shifts in Patrol and Dispatch that otherwise would have been filled at an overtime rate. Officer DeSimone continues to be 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. 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.
  - 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 Coordinator, Mid-State Accident Reconstruction Training and Capital Region Recertification Training and Media Relations 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 May 2022

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	10	\$ 5,571
Vehicle Inventory	0	\$ 0
Stolen	96	\$ 124,021
Abandoned	1	\$ 0
Evidence	92	\$ 2,651
Found	20	\$ 1,284
Lost	10	\$ 1,270
Seized	7	\$ 31
Recovered	11	\$ 18,054
Impounded	0	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
<b>Total</b>	<b>248</b>	<b>\$ 152,882</b>

#### • Police Department Overtime Report April 2022

OT April	\$ 96,322	2 pay periods (1 holiday)
OT May	\$ 104,131	2 pay periods (1 holiday)
	\$ 7,809	increase

- During May 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 become a Dispatcher 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. 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 \$73,531, a decrease of \$2,180 from the previous month. Overtime included holiday pay of \$14,935, 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, follow-up investigation for a fatal motor accident, motor vehicle accidents, prisoner transport and care at a hospital, Sergeant staying after shift to review arrest paperwork, Drager machine maintenance at the State Laboratory, obtaining a search and seizure warrant from GA15, stolen gun, emotionally disturbed person, possible hostage situation, Sergeant's meeting, juvenile sexual assault, suspicious report, serve arrest warrant, attendance at a revocation hearing for a pistol permit, responding to a subpoena, fire call and the processing of seized evidence.
- Detective Division overtime of \$0, the same as the previous month.
- Traffic Division overtime of \$0, a decrease of \$196 from the previous month.
- Communications overtime of \$13,386, a decrease of \$2,570 from the previous month. Overtime included holiday pay of \$2,647, 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.
- Educational overtime of \$15,337, an increase of \$12,785 from the previous month. Overtime included coverage of shifts for Officers attending Officer Recertification, Peer Support Training, a School Safety Conference and Spring Firearms Training as an instructor. Additionally, Officers were paid overtime for a day of Officer Recertification Training and Firearms instruction of a new recruit at the Academy.
- Support Services overtime of \$1,877, a decrease of \$30 from the previous month. Overtime was paid for coverage of a day off taken by the School Resource Officer (SRO) at the High School. Additionally, the Community Services Officer (CSO) attended a Police Career Fair at Central Connecticut State University, an Officer served on an oral panel for new police recruits, and the SRO attended the High School Prom.

## **FIRE DEPARTMENT**

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

<b>Code</b>	<b>Incident Type</b>	<b>May</b>	<b>11 month total</b>
<b>1</b>	<b>Fire</b>		
100	Fire, Other	1	7
111	Building fire	1	17
113	Cooking fire, confined to container	0	13
114	Chimney or flue fire, confined to chimney	0	3
116	Fuel burner/boiler malfunction, fire	0	1
131	Passenger vehicle fire	1	7
140	Natural vegetation fire, other	3	7
141	Forest, woods or wildland fire	0	1
142	Brush or brush-and grass mixture fire	2	11
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>8</b>	<b>73</b>

<b>2</b>	<b>Overpressure Rupture, Explosion, Overheat (no fire)</b>		
200	Overpressure rupture, explosion, overheat	0	1
210	Overpressure rupture from steam, other	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	2
	<b>Total</b>	<b>0</b>	<b>6</b>
<b>3</b>	<b>Rescue &amp; Emergency Medical Service Incident</b>		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	1	10
322	Motor vehicle accident with injuries	0	2
324	Motor Vehicle Accident with no injuries	0	3
350	Extrication, rescue, other	0	1
352	Extrication of victim(s) from vehicle	2	10
362	Ice Rescue	0	1
381	Rescue or EMS standby	2	3
	<b>Total</b>	<b>5</b>	<b>31</b>
<b>4</b>	<b>Hazardous Condition (No Fire)</b>		
400	Hazardous condition, Other	0	18
410	Combustible/flammable gas/liquid condition	0	2
411	Gasoline or other flammable liquid spill	2	12
412	Gas leak (natural gas or LPG)	3	15
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	13
440	Electrical wiring/equipment problem, Other	1	12
441	Heat from short circuit (wiring), defective/worn	0	2
442	Overheated motor	0	1
444	Power line down	3	35
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	0	1
460	Accident, potential accident, other	1	3
463	Vehicle accident, general cleanup	3	10
	<b>Total</b>	<b>14</b>	<b>136</b>
<b>5</b>	<b>Service Call</b>		
500	Service Call, other	1	11
510	Person in distress, other	1	3
511	Lock-out	2	10
520	Water problem, Other	0	22
521	Water evacuation	0	10
522	Water or steam leak	0	17

531	Smoke or odor removal	1	19
542	Animal rescue	0	1
550	Public service assistance, Other	0	4
551	Assist police or other governmental agency	0	10
552	Police matter	0	1
561	Unauthorized burning	4	11
571	Cover assignment, standby, move up	3	15
	<b>Total</b>	<b>12</b>	<b>134</b>
<b>6</b>	<b>Good Intent Call</b>		
600	Good intent call, other	2	16
611	Dispatched & cancelled en route	3	9
631	Authorized controlled burning	0	3
641	Vicinity alarm (incident in other location)	1	3
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	1	7
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	2	19
	<b>Total</b>	<b>9</b>	<b>59</b>
<b>7</b>	<b>False Alarm &amp; False Call</b>		
700	False alarm or false call, Other	4	49
710	Malicious, mischievous false call, other	0	5
730	System malfunction, Other	0	23
731	Sprinkler activation due to malfunction	0	4
733	Smoke detector activation due to malfunction	0	20
734	Heat detector activation due to malfunction	0	1
735	Alarm system sounded due to malfunction	0	23
736	CO detector activation due to malfunction	2	17
740	Unintentional transmission of alarm, other	3	23
741	Sprinkler activation, no fire	0	4
743	Smoke detector activation, no fire - unintentional	1	33
744	Detector activation, no fire - unintentional	0	9
745	Alarm system activation, no fire	4	20
746	Carbon monoxide detector activation, no CO	0	12
	<b>Total</b>	<b>14</b>	<b>243</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	3
911	Citizen complaint	0	1
	<b>Total</b>	<b>0</b>	<b>4</b>
<b>Total Calls</b>		<b>62</b>	<b>688</b>

## **Fire Chief**

### *Fire Responses - 23 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 cases/COVID Protocols
- Had Communication Meetings about new radio system with Lt. Carlone
- Conducted Firehouse inspections on projects being worked on
- Attended EPPI Statewide Disaster Drill
- Had monthly Chiefs' Meeting/Budget Discussions
- Attended Command Staff Meeting
- Attended Monthly Officer Training
- Attended Memorial Day Parade Activities
- Attended Memorial Day Parade Ceremony at Town Hall
- Attended Meeting with Chief of West Hartford Fire for mutual aid agreements
- Attended multiple meetings for Memorial Day parade with committee
- Attended EMD meeting about Memorial Day parade
- 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, Personnel, Safety on personnel issues
- Met with Town Engineer on concepts for Maple Hill Ave and New Britain Ave Streetscape Proposed Project
- Attended Zoom meeting on AFG Grant Updates with FEMA
- Attended Regional Communications Rally at Fire Headquarters
- Attended BAPS Charities Walk-A-Thon
- Attended Fire Department birthday drive byes for town residents

### **Training Report - Progress History**

- June 2022
  - The June 2022 training will cover the proper use of ladders. A firefighter must be able to ascend and descend from one level to another when performing emergency operations. Stairways are ordinarily accessible, but sometimes they may be involved in fire or other hazards. Firefighters must therefore need to provide their own means of ascent or descent to upper floors.
  - Rescue, roof top operations, ventilation, and fire stream operation may also require the extension and proper placement of fire service ladders. Fire service ladders demand close and coordinated teamwork. The safety of citizens and firefighters depends on the firefighter's ability to perform all operations quickly, using established and proper techniques.
  - Firefighters must be able to identify the parts of a ladder so they can understand ladder commands and be able to inspect the ladder.

## Plans

- We are awaiting confirmation from the State of Connecticut before we can utilize the houses at Cedarcrest for training. Our conversations and planning 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.
- Alpine software has accepted our letter of intent, giving us the month of June to begin our planning and Firehouse database conversion to RedNMX.

## Drill Schedule

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
AP20 – Pump Operations	1
DT04 – Driver Training – Road Time	1
HZ04 – Hazmat Refresher	3
IH02 – Officer Training	1
IH10 – Department Drill	3
IH14 – Company 4 Training	1
	<b>Hours</b>
	<b>320.15</b>

## Certifications

Sal Garofalo has successfully tested and certified as a Health & Safety Officer (HSO).

Austin Muir has successfully tested and certified as an Aerial Operator.

## FIRE MARSHAL

### Code Enforcement/Inspections:

The Fire Marshal's Office is working on completing required inspections. Since the institution of the revised scheduling protocol in the beginning of the year, we have been able to complete more inspections than have been completed in the past. The June 2022 monthly report will be the first logical benchmark to review progress and make any necessary changes.

Looking forward, we will be conducting school inspections at the end of June/first week of July which will allow for the Board of Education personnel to make any necessary corrections over the summer break. FMO staff will conduct walk-throughs prior to the opening of school.

While blasting operations at the quarry will always draw criticism, complaints and concerns, the procedure to file a complaint (must be in writing either physically or electronically) is being utilized and shows that the Fire Marshal's Office really only receives complaints from a small amount of taxpayers. There is a potential need to blast for utilities at the 550 Cedar Street project (old car dealership).

Proposal for a new ordinance in town which will require a permit to operate a food truck in town. With the creation of this requirement, the FMO will be able to enforce code compliance and conduct inspections.

### Fire Investigations/Callouts

5/01/2022: 22-0000222 – 72 Crown Ridge – Gas Grill Fire

5/21/2022: 22-0000265 – 3145 Berlin Turnpike – Hood System/Electrical Issue

## **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
- Met with Public Works group to discuss various issues
- Attended Environmental Quality Control Meeting
- Coordinated with outside contractor in preparation of summer milling and paving program
- Coordinated with Traffic Division for repairs to traffic lights
- Met with trash hauling contractors to discuss transition to Murphy Road Recycling

### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Continued with catch basin repairs throughout town
- Replaced catch basin on Pheasant Run in preparation for drainage project
- Highway operators continued with Landfill material processing
- Began the reconstruction of pathway at the high school
- Crews completed curb and driveway apron repairs from spring paving program
- Delivered concrete blocks to local restaurants to assist with outdoor dining
- Continued with Town wide pot hole patching
- Swept roads on Memorial Day parade route
- Two (2) operators attended Construction Associates of Street and Highway Operations
- Crews continued with repairs to curbs and topsoil damaged during snow plow operations
- Responded to four (4) after hour call ins for the month
- Assisted the Town of Berlin with practical Exam for Heavy Equipment Operator
- No evictions scheduled for the month

### **Fleet Maintenance**

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Fire Department mechanic completed the spring services of fire apparatus
- Continued with the upfitting of new police vehicle
- No after hour call ins

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

- Scheduled 211 residential bulk items for collection for the month
- Scheduled 28 condominium bulk items for collection for the month
- Scheduled 44 condo/residential scrap metal items for collection for the month
- 7,728 tons of cumulative Municipal Solid Waste were collected July through April
- 1,956 tons of cumulative recyclables were collected July through April
- Issued 73 permanent landfill permits and 5 temporary permits for the month

## **TOWN ENGINEER**

### **Permits:**

- Reviewed 4 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 33 permits: 15 Excavations; 18 Driveways
- Reviewed 337 utility clearance notifications: 311 Routine; 26 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
- 105 Cedarwood Lane: Re-subdivision review
- 65 Holmes Road: Site plan modification review
- 4 Hartford Avenue: Site plan modification 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
- 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 easement mapping
- Town Manager: Dog Park – Project management
- Town Manager: Alumni Road & Cedar Street – Intersection reconfiguration plan
- Town Manager: Future Transportation Center – Conceptual Plan
- Town Manager: Town Hall – Accessible parking design for PD
- Town Manager/Zoning: 174 Francis – Locate common property line on Francis Avenue
- Facilities: Garfield Street Parking Lot - Site improvement plan
- Facilities: Senior Center window replacement - Grant/project management
- 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: 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 Avenue – conceptual design
- Planning: Streetscape (phase 6A) – Lowrey Place/Constance Leigh Drive – conceptual design
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- BOE: John Paterson School expanded parking – Survey and Site Plan
- BOE: Newington High School – Survey and Site Plan for drainage improvements
- Public Works: Styles Avenue (plan and profile) – design
- Public Works: John Stewart Drive (sidewalk plan) – project management
- Public Works: Kitts Lane (sidewalk plan) – design
- Public Works: Atwood Street Storm drain evaluation
- Public Works: Bicycle and Pedestrian Safety Acton Plan
- Public Works: bridge inspections
- Fire Department: FH5 – Survey property line

**BUILDING DEPARTMENT**

- An application was issued to remodel at existing Chuck E. Cheese restaurant located at 3075 Berlin Turnpike.
- An application was submitted for a tenant fit-out for Tropical Smoothie Café at 12 Fenn Road. There was also a sign Permit issued for Tropical Smoothie Café.
- An application was submitted for Urgent Care located 2272 Berlin Turnpike to add four additional exam rooms.
- A Permit was approved for a tenant fit out at 3180 Berlin Turnpike for Chase Bank. Also a Permit was issued to install 79 data cables for computers, phones, cameras, WAPS.
- Certificates of Occupancies in May: Certificate of Occupancy for The Car Wash Center located at 2530 Berlin Turnpike, and Tenant Improvements for Metro Mattress located at 3153 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 May:

D. Jourdan: 2021 Fundamentals of ISPSC – May 19, 2022

K. Kilkenny: Solar – May 24, 2022

A. Hanke: Solar – May 24, 2022

- Building Department activity for the month of May was as follows: The Inspectors completed a total of 225 Inspections. They were: A/C Installation (1), Boiler (2), Chimney (1), CO (2), Electrical (12), Final (138), Footings (8), Foundation (4), Framing (12), Gas Line (12), Insulation (7), Mechanical (5), Pools (1), Rebar (1), Roofing (1), Rough (17), Site Visit (1).
- The total number of Building/Renovation Permits issued / applied for the month of May was **225** producing a total permit value of **\$5,073,530.00**
- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	37	2,185,301.00
DECKS	8	73,700.00
ELECTRICAL	48	431,838.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	2	43,000.00
MECHANICAL	51	563,997.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	.00
PLUMBING	17	404,572.00
POOL	9	120,645.00
ROOFING/SIDING	40	1,070,519.00
SIGN	2	20,400.00
SOLAR	10	159,558.00
TENT	1	0.00
<b>TOTAL</b>	<b>225</b>	<b>5,073,530.00</b>

The total Building income fees received in the month of May were **\$57,806.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$901.80, Environmental \$360.00, Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$78.50, Driveway/Excavation \$1625.00, Engineering copies \$12.00. The other total income is \$3,177.30.

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

	2022	2021
Value of Permits issued for May:	\$2,637,111.48	\$2,549,759.00
Fees for Permits issued for May:	\$28,622.00	\$30,528.00
Other income Fees for May:	\$7,178.50	\$10,177.50
Building Permits Issued for May:	238	211

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

2021-2022		2020-2021	
Value	Permit Fee	Value	Permit Fee
\$40,526,719	\$467,968.00	\$30,092,256.00	\$334,874.00

## **HUMAN SERVICES**

- We wrapped up our Middle School SCORE programs this month and look forward to Summer Youth Adventures 2022.
- May's 5th Grade Challenge program met at the Newington Challenge Course. We were able to make up one of the sessions from the Fall of 2021 that needed to be re-scheduled due to weather and no indoor options.
- Newington Challenge Course had a very active month with programming from the Newington High School, both Middle Schools, SCORE and Ruth Chaffee 4<sup>th</sup> grade.
- Our High School Mentors have been selected for the summer of 2022.
- Juvenile Review Board referrals increased--a total of 4 referrals were received in May. Parents were contacted, letters were sent, Board members were contacted regarding hearing dates and intake paperwork was reviewed, modified and sent out to be completed by the parents and the youth involved with each referral.
- Youth worker Jackie Martin (former seasonal employee) transferred to the part time Youth Worker I position in May and has been very helpful.
- 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. Food Bank Recipients returned to shopping and selecting their own items as opposed to Grab & Go format instituted due to COVID-19. Recipients and volunteers alike welcomed this change.
- 84 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.
- 14 Clinical cases were seen presenting with issues including PTSD, depression, 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. Ann worked on coordinating and planning a Wellness fair to be offered in the beginning of June. One of our clinical contractors ended her position and our other contractor took on more cases. We are seeking one or two additional contract therapists to provide clinical services to youth and families and assist in a warm hand off to other clinical providers for adults.
- Volunteer Recognition Luncheon video was posted with a link on our website. We are very grateful to all of our volunteers.

### ***May 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 0	14 1	78 2	89 0
Youth & Family Service Hours	57.5	43.5	303.25	315.5
JRB cases : JRB hearings: JRB service hours:	6 0 25	6 2 10	19 3 47	11 combined 12
Positive Youth Development	192	206	1500	547
Community Service # of hours completed Challenge Course: Adult Youth (outside)	2 0 48 36	1 22 0 20	7 152 48 341	8 52 12 0

Information and Referral	200	262	2,619	5,949
Social Casework Cases	84	74	792	961
Under 55 =	14	16	179	276
Under 55 disabled =	20	15	148	126
Over 55 =	50	43	462	778
Social Casework Service Hours	169.75	181.5	1,625.5	1,640.75
Under 55 =	30.25	42	354.5	431.75
Over 55 disabled and/or disabled	139.5	139.5	1,275.75	1,208
Food Bank Household Visits	91	86	1,361	1,852
# of Bags of Groceries Distributed	1,161	1,159	14,674	19,293
Mobile Truck	202	235	2,157	1,988
Special Needs	5	6	78	109

### **SENIOR AND DISABLED CENTER**

- On May 27, the National Council on Aging and the National Institute of Senior Centers voted to approve the Center's national accreditation. Accreditation ensures that the Center operates at the highest level of national standards. It also opens avenues to be at the forefront in developing new innovative, evidence-based programs and services and gives us an advantage when applying for competitive grant funding. We are one of seven nationally accredited senior centers in the state and the only accredited senior & disabled Center in the state. The accreditation period is five years. Please be on the lookout for details of our accreditation celebration.
- May was National Older Americans Month, and we celebrated with many exciting special programs in addition to our broad offering of regular programs and activities. Highlights included presentations by expert speakers on topics such as balance, safe exercise, and congestive heart failure, various art and craft classes led by experienced crafters, a presentation on the career of late CT broadcaster Bob Steele, a hip-hop dance party, a European history lecture, a discussion on how to avoid financial exploitation and more.
- 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're starting to look at options for bringing back bus trips this summer; the rest will return when appropriate.
- With COVID-19 still among us, we recognize that not everyone can return in person, and some folks still feel more comfortable at home. Therefore, 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.
- Membership renewal letters for the 2022-23 FY will be mailed to all members by June 10. According to a discussion with the Town Manager and Finance Director, we will waive the \$5.00 membership fee for the third year but stress that donations are appreciated. The renewal letter will also include a complete listing of our current and upcoming programs, activities, and services to hopefully alleviate the "are you open?" questions and remind folks of our various offerings.
- Once membership renewals get rolling, we will shift our focus to community awareness and recruiting new members who either don't know about us or have common misconceptions about senior centers that dissuaded them from joining in the past. Once we have renewal data available, we will set a modest but specific goal for a membership increase in 2022-23.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. Volunteers and staff deliver Meals on Wheels to approximately 50-55 residents daily, Monday through Friday.
- 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/renter's 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.
- Facilities: All air conditioning unit filters were changed, and a new chiller and thermoset were installed in the Senior Center. The cleaning company professionally cleaned the Center's carpets and floors.
- The Director was appointed to a position on the Advisory Board of the CT Healthy Living Collective on May 17.
- The Director attended meetings with Town Staff, including the monthly Department Head meeting and various planning discussions with Parks and Recreation, CCHD, and Human Services.
- The Director participated in an interview panel for a Parks and Recreation Supervisor on May 20, and the annual Emergency Operations Exercise on May 24.

## **PARKS AND RECREATION**

### **Recreation Division**

- Training began for over 200 of our seasonal staff: counselors, lifeguards, and concessions workers.
- New seasonal staff members have been CPR/First Aid/AED certified by Department staff.
- An American Red Cross lifeguarding class was held, certifying 4 new instructors.
- The Department has received many applications for seasonal staff positions such as Mortensen Community Center (MCC) Supervisor, Concessions Supervisor, and Event Assistance Staff.
- Early Bird registration for Camp RECreate, Summer Sunshine, and Pool Passes ended on May 18<sup>th</sup>.
- Summer Sunshine, our Department's preschool-aged camp, experienced a massive surge in registration and reached maximum capacity for 6 of the 9 weeks offered this summer.
- Creative Playtime Preschool students rode the Parks and Recreation train in the 2022 Memorial Day Parade.
- For the first time ever, the Leaders in Training program has reached maximum registrations with 20 participants, ages 13 to 15.
- Summer Camp RECreate has placed a cap on registrations, due to high registration numbers.
- The Mill Pond Park Snack Shack opened for the season for the Memorial Day Parade on May 28<sup>th</sup>.
- Plans have been finalized for the June events at Mill Pond Park: Newington Goes Country on June 9<sup>th</sup>, Food Truck Friday on June 10<sup>th</sup>, and Motorcycle Madness on June 11<sup>th</sup>.
- The Newington Parks and Recreation Department staff has continued the Kindness Counts Program, for a third consecutive year, to help promote positivity at a time when we need it most. Members of the community are encouraged to do acts of kindness for their neighbors, families, and friends and in return be recognized as outstanding, thoughtful Newington residents. This year, the Department included online registration for the Kindness Counts nominations. Presently, we have received almost 275 Kindness Counts nominations and we have delivered signs to those Newington households.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Nine teams have registered for our first ever Summer Adult Basketball League. The league is set to start on June 8<sup>th</sup>.

### **Parks, Grounds & Cemeteries Division:**

- Athletic field preparations are now daily maintenance.
- Mowing around town and at schools is now a daily occurrence.
- Welcome flags installed on Main Street, Market Square, Constance Leigh and Garfield Street.
- Fertilizer applications made on athletic fields, Town Hall campus, and cemetery.
- Courtyard clean-ups at Paterson School and Newington High School.
- Garbage barrels being installed at all town parks.
- Field painting on a weekly basis.
- Irrigation systems receiving service and being brought online.
- Pool preparations, including painting and cleaning, are performed daily.
- Pavilion rentals and cleanings are now being performed more frequently.
- Community Gardens have been tilled, marked and irrigation is turned on.
- Memorial Day Weekend preparation, including parade and lacrosse tournament, was completed.

Cemeteries: 9 single, 2 double, 3 ashes, 1 sale

Overtime: 197 hours, \$9,357

#### **Tree Warden:**

- Removed two dead trees on Center Green.
- Picked up branches in parks.
- Removed hazardous trees in West Meadow Cemetery.
- Removed tree damaging sewer line on Tom Lin Road.
- Removed hazardous hangers and pruned trees on Center Green.
- Removed hazardous trees from center and upper pavilions at Churchill Park.
- Removed failing pine tree from lower pavilion at Churchill Park.
- Removed overhanging limbs and dead wood over Churchill wading pool.

#### **LIBRARY**

- In the month of May, the COVID-19 rates increased each week. Library services continued as usual, and staff remained vigilant about wearing masks in work spaces and when working with the public.
- The Library Board of Trustees held its 25<sup>th</sup> Annual Newington Library 5K Challenge Road Race on Sunday, May 15, 2022. More than 200 people registered for the race, and many more spectators were at the race to cheer on loved ones. While the morning started off cool and misty, it quickly cleared up and turned out to be sunny and warm. Marathon champion, U.S. Olympian and former Newington resident, Bill Rodgers once again attended the race this year to help support the library. Registrants received a special performance t-shirt and a 25<sup>th</sup> Anniversary bottle from Avery Beverages in New Britain, CT. Several businesses who sponsored the race came to support and participate in the race. Tilcon CT the main sponsor of the library even brought a Tilcon dump truck that was a great backdrop during the awards ceremony. In addition to awards for overall winners and winners in each age category, race day participants were eligible to win one of the many race prizes donated by local businesses.
- The last day of the Friends of the Library Book Sale was held on Sunday, May 1<sup>st</sup> at the Newington Senior and Disabled Center. 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 and the many book sale volunteers helped 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 Friends new shed arrived!!! It looks great and fits in nicely with the other library shed. Nora Bassell and Mary Ellen Procko from the Friends and the Library Director Lisa Masten worked together to find a shed to meet the needs of the Friends and to get the old container removed. Working with the several town departments, we were able get advice, permits and the work needed to be done before the new shed arrived. It was fascinating to watch both the container be removed and to see the shed placed into its new location. A big thank you to Clay Pedigo and the Parks and Ground staff for prepping the site, Doug Jourdan from Building, Erik Hinckley from Plannning and Highway Superintendent Rob Hillman for their advice and help to get this done.
- Children's library staff were able to make summer reading school visits again after a 2-year hiatus due to the pandemic. Staff was very excited to be able to promote books and summer reading in person. The children were excited to hear about the program and the possible prizes they could win if they participated. One student told Children's Librarian Sarah Riordan that "I saw all of your book talks online and I've been wanting to meet you in person."
- The Children's staff offered 92 programs to 2,225 children and their caregivers. In addition to summer reading school visits, program highlights included indoor family story times, Outdoor Storied, Songs and Sunshine Storytimes, and a children's Author Spotlight program with local author Michele Kean, author of *Rio & Silas with Love*. Four elementary school classes came to the library for a visit and short program and then children were able to select and check out their own books. Nutmeg Book Talks were recorded and promoted in all the schools for students to watch at home to find out about this year's nominees. The ever-popular Grab & Go kits and a Screen Free Nature Journal kit rounded out the month. In teen programming, 1 program was offered to 6 teens. An in-depth discussion of the book *The*

*Field Guide to the North American Teenager* by Ben Philippe was held at Newington High School as part of the NHS Book Club.

- Adult programmers presented 14 programs to 675 participants. Collaborating on virtual adult programming with area libraries, we continued with programs like *Inside Information on a Forensic Crime Scene*, *Healthy Breathing*, *Natural Support for Asthma and Allergies*, *The Three C's of Social Media* and a fun Super Heroes Trivia Night with Jennifer Hebert and Jeanette Francini. In-person programming was held as well. Highlights included It's Not Your Grandmother's Quilt and a Page Turner's Book Discussion to discuss the book *The Red Badge of Courage* by Stephen Crane and *Memoirs of an Imaginary Friend* by Matthew Dicks. *Grab & Go* puzzle packets, coloring packets and *Spice It to Go* kits that featured the Chai seasoning completed the month.
- Total circulation was 15,638. Circulation of digital materials was 2,824. Total number of people that entered the building was 7,171. 109 curbside service transactions were processed. Staff processed and pulled 1,734 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 2,753 reference questions during the month. Study rooms were used 146 times. Online databases that were popular this month included *Value Line*, *Consumer Reports*, and *Ancestry.com*. The children's online service *BookFlix* and *PebbleGo Health, Science and Social Studies* databases were very popular.
- In technology news, Assistant Director Karen Benner and Library Director Lisa Masten successfully hosted another a Library Board of Trustees monthly meeting webinar via Zoom which is complicated due to the live streaming aspect. Digital Services Librarian Michelle Patanode has been working in the meeting space module in Spring Share to get it ready for use by staff when meeting rooms are fully open.
- In personnel news, Head of Children's Services Bailey Francis and Children's Librarian Joanne Cocola, Head of Reference Jennifer Hebert and Head of Collection Management Dorothy Russell attended the Connecticut Library Association Annual Conference that was held in Hartford. Topics of interest were how to handle so many different job duties without being overwhelmed and Dew Op Cataloging, a new way to catalog children's non-fiction materials to make it child-friendly and more searchable. Head of Reference Jennifer Hebert attended a month-long webinar titled *Serving All Communities: Navigating the Banned Books, Censorship and Intellectual Freedom*. Censorship and book banning have been front and center for libraries, especially this past year. 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* continues to do a great job. Jose and Margarita work hard and have made the library look good. Parks and Grounds did a cleanup of the property prior to the race.

#### **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 the following:

- Completed 81 formal work orders
- Staff members worked with a consulting firm to develop renewal options and scenarios for renewal of the town's licensing of Microsoft products to include on-premise and cloud-based products
- Ran data collection tools for the town's consultant to assist in developing renewal options for the town's Microsoft products
- Completed biennial Criminal Justice Information Systems Security Awareness training. All members are required to complete this training as they support network operations for the Newington Police Department
- Updated all workstations and laptops to the latest antimalware and Windows operating systems versions
- Worked with the town's vendor to upgrade firmware on the town's hyper-converged infrastructure components

- Finalized the equipment order for new workstations, laptops, tablets and monitors
- Reviewed all network user accounts and purged those that are no longer needed
- Updated desk phone numbers and voicemail for library staff
- Assisted the Revenue Collector with their comparison of addresses between the Assessor and Tax systems in preparation for tax bills that would be distributed in June 2022
- Worked with the Police Department's vendor to upgrade their Computer Aided Dispatch (CAD) and Records Management Systems (RMS) to the latest supported versions
- Modified network and firewall rules to accommodate Cox Communication IP address changes at Fire Company 5
- Upgraded the town's disk encryption solution to the latest supported version
- Attended departmental, staff, regional and building meetings as needed or required.

### **TOWN PLANNER**

No data provided.

### **FACILITIES**

The following is snapshot of ongoing work and projects the Facilities Department is working on or completed in the month of May. In addition to routine preventative maintenance work, the team also responded to approximately 44 work orders consisting of maintenance and custodial requests.

#### **Town Hall:**

- Seasonal HVAC adjustments
- New computer board installed in Fire alarm panel
- Electrical repair to Community Center to retractable basketball hoops
- Multiple lighting repairs
- Backflow upgrades per MDC
- Secure shelving in Human Services
- Install 3 new clocks in conference rooms
- Cross connection inspections
- Hard floors refinished
- Carpets cleaned in Community Center

#### **Library:**

- Fire Marshal inspection repairs/upgrades
- Seasonal HVAC adjustments
- Multiple plumbing issues
- Troubleshoot and repair receptacle in study area
- Trash disposal
- Elevator repair
- Exterior lighting repair
- Rain bird repair
- Cross connection inspections
- Hard floors refinished
- Carpets cleaned

#### **Highway Garage:**

- Fire Marshal inspection repairs/upgrades
- Seasonal HVAC adjustments
- Install of exhaust fan in welding area completed – wiring unit in June
- Hard floors refinished
- Carpets cleaned

#### **Fire Stations:**

- AC upgrade completed at Station #5

#### **Grounds Maintenance:**

- Fire marshal inspection repairs/upgrades
- Seasonal HVAC adjustments
- Assisted with clogged drains at Clem Lemire
- Hard floors refinished
- Carpets cleaned
- Begin repair for lawn mower lift
- Replace water valve at Churchill pool
- Investigation of telephone poles, Eversource and Frontier, would like lines buried – ongoing.

#### **Historical Properties:**

- Kelsey House - Fire Marshal inspection repairs/upgrades
- Kelsey House - Painting and wood replacement planning

#### **Town Green:**

- Street light repairs and replacement - (ongoing) new driver installed
- Stop light bulb replacement – 2 locations

#### **Senior and Disabled Center:**

- Fire Marshal Inspection repairs/upgrades
- Seasonal HVAC adjustments
- Electrical investigation at the café
- Troubleshoot steam table issues
- Plumbing issue (urinal valve)
- Sprinkler repairs
- Completion of bypass valve
- Installation of outdoor air sensor
- Hard floors refinished
- Carpets cleaned

#### **Newington EMS:**

- Fire marshal inspection repairs/upgrades
- Electrical repairs due to roofing
- Roof replacement complete

#### **Indian Hill Country Club:**

- Emergency exit investigation

#### **Police Department:**

- Fire Marshal Inspection repairs/upgrades
- Seasonal HVAC adjustments
- Installation of additional receptacles
- Plumbing repair (toilet seat)
- Investigation of sewer odor
- Storage closet upgrades
- Exhaust fan repair
- Overhead door repair at police bay (grounds garage)
- Hard floors refinished; carpets cleaned
- Access control/door lock issue
- Installation of new faucet in detective division
- Replace ceiling tiles
- Sprinkler repairs
- Cross connection inspections
- Inspection of Fire Door in Dispatch Center

#### **Administrative Projects:**

- On boarding Akita Box - On site data collection completed
- Ongoing work associated with the Town wide Solar projects.



- Structural investigation- St.#3, Senior Center, Grounds Dept
- Electrical investigation- St.#3, Senior Center, Grounds Dept
- EV charging station review - ongoing
- Station 5 - mechanical upgrades. PO requisitioned and vendors released
- Roof replacement at Newington High School Phase 2 planning
- Main street electrical panel and panel boxes upgrade/replacements - ongoing
- Investigation and reporting of cracking drywall issues in town hall due to placement of expansion joints (ongoing)
- Tax office cabinets/cash drawers – contractor released
- Window tinting - contractor released
- Salt shed roof replacement – contractor released
- American Legion - siding – contractor released
- EV Charging Stations (2) Market square investigation – Awaiting estimate to change to EVCS's we can bill users for. Grant was 2015 and had to be free for 3 years.
- Police Station - add security cameras to rear of building – ongoing