



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

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.

On June 1st, I attended the Microsoft Teams Meeting with our Emergency Management Team to discuss our recently approved EOC grant to construct a new town Emergency Operations Center. This project will provide the town with a dedicated location to convene our unified command, while providing a space for in-person operations during future activations.

One of my goals is to focus on diversity in our workforce and community. On June 6th, my office and I attended the CRCOG Diversity, Equity, Inclusion – (Daniel Penn Associates LLC), a training and consulting services for municipalities.

CDOT invited the Town to tour their electric vehicle charging facilities that were installed at 2800 Berlin Turnpike; I attended along with Town Engineer on June 8th.

The Chief Information Officer and I had a meeting on June 8th to discuss the public safety radio project.

On June 8th, the Town Engineer and I met with MDC to discuss development proposals, planned improvements and joint items that may have an impact on MDC.

During the Town Council meeting on June 14th, the tax fixing agreement for 227 Pane Road was proposed and the Assistant Town Manager job description was proposed to be updated, with a few changes. The Parking Lot Improvement for John Paterson Elementary School was also discussed, as well as the Pike Apartment Complex. New Business discussed at the meeting was as follows: Appropriation Transfer for 2021-2022, Additional Appropriation/Special Appropriation, Additional Camp Avenue Study/West Meadow Cemetery Roadways. Special Appropriations–Treasury Fund (cemetery) to Cemetery budget, Annual Suspense list, Newington Junction Historic Loop Report were also discussed. Other topics of discussion were the Roof Replacement at Newington High School and Standing insurance–Placement of Coverage.

On June 17th, I met with CDOT to discuss sidewalks and road design along Cedar Pointe Residential Development-Route 175.

The Board of Education Administration, Dr. Maureen Brummett and Stephen Foresi and I have meetings scheduled once a month or as needed. We met on June 23rd to discuss staffing updates.

During the Town Council meeting on June 28th, discussions took place regarding Appropriation Transfer for 2021-2022, Additional Appropriation/Special Appropriation, Additional Camp Avenue Study/West Meadow Cemetery Roadways. Special Appropriations—Treasury Fund (cemetery) to Cemetery budget, Annual Suspense list, Newington Junction Historic Loop Report were also discussed. Other topics of discussion for old business were the Roof Replacement at Newington High School and Standing Insurance—Placement of Coverage. New Business included a discussion of Draft Charter and Charter Revision Commission Report, Accessory Dwelling Unit Opt. Out of PA 21-20, and Amendment to the Adopted Meeting Schedule (cancel 8/9/22 meeting).

At the department head staff meeting held on June 29th, Grant Writer Sonya Richmond attended the meeting for an update. I reviewed the Town Council's agenda from the previous meeting on June 28th. I updated the staff on the status of the dog park as well as the state of our Economic Development. We discussed the Pilot Program for our new Summer Hours which will be in effect from July 1st to September 2nd to assist residents by having the office open late on Tuesdays. Administrative evaluations will be due on July 1st, and I will meet with all Department heads.

We have two vacant positions to fill, Carpenter and Assistant Town Clerk. On June 29th, I met with two candidates for the final interview. The candidates will start in July.

I met with AFSCME Leadership and staff throughout the month to address concerns.

I met with the Town Council leadership biweekly via zoom to keep them abreast of new information, updates on current projects and anticipated items for the future.

Overtime

Paid overtime during the month of June 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	40.0	\$ 2,179.38
Weekend Standby and Call-In	16.0	\$ 722.80
Road Maintenance	17.5	\$ 898.10
Grinding	5.5	\$ 258.24
John Wallace Path	73.7	\$ 7,295.77
High School Path	34.9	\$ 1,823.97
Totals	187.6	\$ 13,228.26
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	243	\$ 11,552.00
Totals	243	\$ 11,552.00

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	79,403.00	1,020,110.86	685,889.00	793,424.22
Investigation	90,645.00	36,585.37	90,645.00	40,611.28
Traffic	4,908.00	5,901.04		176.70
Communication	73,748.00	177,527.31	173,748.00	184,520.97
Education/Training	43,085.00	127,423.38	143,085.00	98,328.47
Support Services	60,413.00	1,826.10	60,413.00	(1,693.70)
Animal Control	1,511.00	346.01	1,511.00	0.00
Total	\$ 1,161,888.00	\$1,369,720.07	\$ 1,163,466.00	\$1,116,940.06
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 25,937.43	\$ 28,085.00	\$ 79,578.59
Snow and Ice Control	130,000.00	116,743.39	165,297.00	120,776.79
Traffic	0.00	0.00	4,057.00	4,664.63
Vehicles and Equipment	34,145.00	23,201.43	32,822.00	41,542.98
Leaf Collection	35,267.00	34,902.41	33,898.00	33,259.54
Total	\$ 228,629.00	\$ 200,784.66	\$ 264,159.00	\$ 279,822.53
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 135,223.28	\$ 84,839.00	\$ 124,321.52
Cemeteries	17,109.00	2,677.63	16,445.00	5,170.10
Total	\$ 105,466.00	\$ 137,900.91	\$ 101,284.00	\$ 129,491.62

PERSONNEL

- The vacant Chief Information Officer (A-12) position was posted to the public on June 2nd, with a closing date of June 16th.
- The vacant Civilian Evidence and Property Officer (A-4) position was posted to the public on June 21st, with a closing date of July 5th.
- The seasonal part-time Engineer opportunities were offered to two students from CCSU; they began their position on June 3rd.
- Panel Interviews for the vacant Assistant Town Clerk (A-3) took place on June 20th and final interviews on June 24th. The position was offered to Beth Thompson, who currently works part-time in the Town Clerk's office; she began her position in July.
- The Carpenter (LT- 14) position was posted externally on May 12th, with a closing date of May 26th. Testing took place on June 10th. Interviews took place on June 14th with the Department Head; the final interview took place on June 22nd.
- Panel interviews for the vacant Recreation Supervisor (A-6) took place on May 26th. The position was offered to Nancy Glynn; she began her position in July.
- Paul Boutot, Chief Information Officer, retired on June 30, 2022 from the Town of Newington after 28 years of service.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The eleventh 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 May 2022 were \$815,477. 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 May, 2022

	Town	Board of Education	Total
Estimated Claims	2,528,526	8,231,795	10,760,321
Actual Claims	2,011,619	7,343,803	9,355,422

Accounting and Administration

- Lisa Rydecki, Deputy Finance Director, continues working on preparing for the closing of the fiscal year and preparing documents for the auditors who will be coming at the end of July.
- The Payroll Clerk updated all of the salary charts and amounts to prepare for the new fiscal year.
- Accounts Payable Clerk prepared to run dual year payables and reviewed account balances to close out the 2020-2021 fiscal year.
- Evaluation of several grant opportunities were done during the month.
- Janet Murphy, Finance Director, continues working with Debt book to compile the list for both the Town and BOE leases for compliance in the FY 2022 audit.
- 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.
- Evaluation of several grant opportunities were done during the month.

The Town did receive the Municipal Grants In Aid and Pequot grant funds from the State of Connecticut during this month in the amounts of \$1,785,740 and \$54,975. 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)

6/30/2022

	Interest Earnings		
	Budget FY 2021-22	Actual Year to Date	\$ Invested
General Fund	\$100,000	\$89,172	\$44,477,322
Special Revenue Funds	42,000	1,860	714,844
Capital Projects Funds		3,104	1,097,881
Internal Service Fund	5,000	17,356	6,109,838
Trust and Agency Funds		1,874	1,172,599
Total, Estimated by Fund			\$53,572,484

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

6/30/2022

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.19	.84	29,692	21,277	30,387,311
Bank North	.35	.15	162	72	562,424
TDBank (new)	.35	.20	3,137	1,852	10,907,924
Farmington Bank	.05	.05	201	371	3,463,422
Webster Bank	.20	.15	1,316	563	3,182,392
Liberty Bank	.35	.24	1,333	958	5,068,991
Total Outstanding Investments					\$53,572,484

Rates reflect avg. monthly yield, annualized

Assessor

- Files for tax bills for Real Estate, Personal Property and Motor Vehicles were finalized, balanced and sent to our vendor, Quality Data for printing and mailing. All files were confirmed, balanced by the vendor, and the bills were printed and mailed out on June 30th, 2022.
- Real Estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.
- Income and Expense forms for owners of income producing commercial property which were sent out back in April were due back to the Assessor's office by June 1st. Final notices have already been sent out to 32 property owners, advising them that a 10% assessment penalty will be added to their property assessment, pending non-receipt of the income & expense report.
- The Elderly Homeowner Tax Relief program was completed by the end of June. All reports associated with this program were filed with the State of Connecticut. This year, 454 elderly taxpayers participated in this program and were granted a total of \$268,160.44 in tax relief. Additionally, there were 452 taxpayers that were granted a total of \$222,962 in additional tax relief through the Town of Newington's Local Elderly tax Relief program.

Revenue Collector

- June Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$89,836.83.
- The Supplemental Motor Vehicles collected were \$13,778.66, and \$16,026.99 was collected in back taxes. Included in that amount was \$10,090.24 for suspended accounts. Pre-collections for the 2020 Grand List amounted to \$184,935.98.
- This year's June collections on the current 2020 Grand List ended with a 99.2% collection rate which is the same as last year.
- Delinquent taxpayers continue to pay their overdue taxes so they can register their vehicles before the new bills are due. They also request an immediate motor vehicle release. This process takes extra time since we are not directly linked with the Department of Motor Vehicles. Separately, we need to go to a computer to log into the DMV system, locate the taxpayer's personal information and then release the delinquent taxpayer. Almost every taxpayer paying a delinquent bill needs to have this done since they are going to register an existing or new car on the same day.
- At the end of June, the 2021 Grand List tax bills were mailed and also were placed online making information available for those taxpayers wanting to make payments early.
- Legal Notices were placed in the Hartford Courant per CT State Statute. Press Releases were placed in the Rare Reminder and social media to inform taxpayers the July 1st taxes are due.
- The Tax Office is open to the public for collections, and taxpayers are enjoying their visit to see the new Town Hall.
- The Revenue Collector submitted the M-1 Report for the 2021 Grand List which is filed with the State of Connecticut by July 1st, as well as additional State mandated reports.

POLICE DEPARTMENT

Patrol Calls for June are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 7
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 57	Fire Trouble Alarm 1	MV Injury 10
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 90
Alarm Residential Burg Alarm 19	Fire Vehicle Fire 0	Neighbor 13
Altered Mental Status 0	Fire Veh Fire Near Stru 1	No Pol Actual Call Type 117
Animal Complaint 20	Fire Water Problem 0	Noise 42
Arson/Fire Invest 0	Fireworks 3	Non Collect Person 0
Assault 1	Follow Up 24	Notification 0
Assault in Progress 0	Found Property 6	Open Door/Window 12
Assist Motorist 4	Gun 1	Other Archive 0
Assist Notification 0	Harassment 8	Parking Violation 12
Assist Other Agency 35	Hazard 25	PD Assist Fire Dept 48

Bad Check Insufficient Funds 0	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 1	Pistol Permit 23
Bomb Threat 0	HOPE Project 0	Prisoner Care 3
Breach of Peace/Disorderly 12	Illegal Dumping 2	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 1
Burglary 11	Indecent Exposure 0	Property Lost 0
Car Seat 2	Intoxicated 3	Prostitution 0
Check Welfare 70	Juvenile Complaint 12	Recovered Stolen MV 0
Check Welfare 911 21	K9 Assist 0	Rescue Call 0
Check Welfare Other 11	Kidnapping 0	Residential Lockout 1
Clear Lot 4	Landlord/Tenant Dispute 3	Robbery 1
Construction 0	Larceny 60	Roll Call 1
Court Detail 19	Larceny from MV 15	Serve Subpoena 0
Criminal Mischief 8	Lift Assist Only 5	Serve Warrant 28
CSO 1	Liquor 0	Sexual Assault 3
Customer Dispute 26	Local Traffic Authority 0	Shots Fired 1
Dog Complaint 32	Location Check 331	Specific Detail 73
Domestic 33	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 5
Drug 1	Lockout Building 1	Sudden Death 3
DUI 4	Lockout MV 3	Suicide 0
EDP 17	Lost Property 4	Suicide Attempt 0
Escort/Transport 1	LTA 0	Suspicious MV Unoccupied 13
Escort/Funeral 2	Meal 0	Suspicious Report 152
Escort Other 0	Medical Alarm 23	Test 0
Escort Retrieval 0	Medical Cardiac 1	Threatening 2
Escort Tax 0	Medical Complaint 213	Tobacco 0
Fingerprint 0	Medical Diabetic 2	Tow 13
Fire Alarm Commercial Bldg 3	Medical Fall 15	Town Ordinance Violation 0
Fire Alarm Residential 2	Medical Mutual 0	Traffic Stop 267
Fire CO Detector no sympt 0	Medical Other 1	Traffic Stop Attempt 5
Fire CO Detector with sympt 0	Medical Respiratory 1	Traffic Survey 0
Fire Extrication 0	Medical Stand By 0	Training 0
Fire Hazmat 0	Medical Trauma 0	Trespass 10
Fire Mutual Aid Request 0	Medical Unresponsive 2	Unknown 0
Fire Other 5	Missing 6	Water problem 0
Fire Rescue 0	MV Abandoned 3	
Fire Special Detail 0	MV Assist 34	
Fire Stand By 0	MV Complaint 38	
Fire Structure Fire 0	MV Fire 0	Total: 2,231

- In June, the Detective Division Report:
 - Handled 51 investigations, 51 remain ongoing.
 - Served 31 warrants: 23 by Patrol officers, 8 by Detective Division.

- In June, the Animal Control Officers had the following activity:
 - 54 Total Calls: 31 Dog, 20 Animal/Wildlife, 3 Specific Detail, 0 Follow-ups
 - Police Assisted Calls – No ACO: 29
 - 2 Total Bites: 0 Dog vs. Dog Bites, 2 Dog/Cat vs. Human, 0 Dog vs. MV
 - 23 Total Impounds: 23 Redeemed, 0 Sold as Pet/Adoption, 0 Euthanized, 0 Quarantine, 0 Carryover, 0 DOA, 0 CHS Animal Dumps
 - 76 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:
 - Rescheduled hearing for 61 Summit for 7/12/2022.
 - Prepared for opening day of Dog Park with a meeting with Parks, Chief and Engineering.
 - Supported Community Day on 6/4/2022.
 - Was bitten by dog handling a Wethersfield impounded dog on 6/22/2022.
- In June, the Patrol Division Report:
 - On 6/1/2022, Officers responded to Magnolia Street for a report of an emotionally disturbed person threatening to commit suicide in a “massacre style”. Upon arrival, Officer discovered the male was inside the residence with his mother and was refusing to come outside to speak with law enforcement. Officers set up communication with the male and after negotiating for several hours, convinced the male to cooperate and exit the residence. The Officers showed great patience and compassion in their engagement with the male. He was sent to a local hospital for evaluation and treatment.
 - On 6/13/22, Officers responded to 123 Robbins Avenue for a report of a robbery involving an ax and a mallet. The victim stated the residents at 123 Robbins Avenue stole a fantasy style knife from him and refused to return it. The victim stated he arrived at the residence to buy the knife back from them. During the transaction, the occupants of the house brandished an ax and swung it at him, striking a staircase railing in the process. The suspects went through his pockets looking for more money. The victim reported he fled the scene and called police. Upon police arrival, a male suspect fled the scene on foot and was apprehended by police a short distance away. An Officer sustained a minor injury during the foot pursuit and subsequent apprehension. Ultimately the three residents (two juvenile and one adult) were arrested for robbery and larceny charges.
 - On 6/23/23, Officers responded to the area of Reservoir Road for a report of two males attempting to access vehicle parked in driveways. Officers contacted two juvenile male suspects who reported they were playing a game called “manhunt”. The two males reside in Hartford. Their parents were called and responded to the scene. Evidence of vehicle burglaries in the area was discovered, and a resident provided Ring camera surveillance which depicted the two males entering vehicles. Both males were issued juvenile summons’ for burglary and larceny charges. The males were turned over to the custody of their parents.
 - On 6/25/22, Officers responded to Goodale Drive for a report of someone impersonating a police officer. Upon arrival, the victim reported a male walked up to him in his front yard with a pair of handcuffs in his hand and informed him that he was under arrest. The male suspect was wearing a white tee shirt with some sort of badge affixed to the front of it. The victim stated the male suspect told him to turn around and put his hands behind his back because he was being arrested for sexual misconduct. The victim stated he demanded the suspect’s supervisor and informed him he was calling the police. The male suspect told the victim it was just a prank. The suspect then fled in a vehicle and the victim recorded the registration plate. Contact was made with the parents of the suspect and the suspect responded to the Police Department to turn himself in. He was arrested for impersonating a police officer and breach of peace charges.
 - On 6/27/22, Officers responded to Cube Smart located on Maselli Road for a report of burglaries from multiple storage units. Officers discovered nine storage units were burglarized, with damage to each of the unit’s rollup doors. No suspects have been developed and Officers are working with the victims to determine what exactly was stolen. This incident remains under investigation.

- In June, the Support Services Report:
 - Officer Derrick Walker has been working with WatchGuard to implement the new body camera system. WatchGuard is currently reporting that a supply chain has been resolved and anticipate delivery and set up to be completed by July 13, 2022.
 - Coordination has begun for the installation of the Star Chase System. Star Chase and the Newington Town Garage have been in contact to facilitate the installation.
 - The Frontline system has been activated, which will be used to audit body worn cameras as well as track Internal Affairs complaints.
 - The Community Service Officer, during the month of June, 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 National Night Out, which will take place August 2, 2022. Officer DeSimone has also been progressing on the planning and scheduling the Newington Police/Fire Golf Tournament to be held September 20, 2022.
 - Dispatcher Lacasse has completed and passed his State of Connecticut dispatch training test.
 - The training department has sent officers to training classes such as ERT and School Safety Conferences. Recruit Casasanta is progressing in the CT POST Academy and is scheduled to graduate on July 28, 2022.

Property Report June 2022

Category	# of Counts	Property Value (\$)
Burned	1	\$ 1
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	20	\$ 13,701
Vehicle Inventory	0	\$ 0
Stolen	159	\$ 230,478
Abandoned	0	\$ 0
Evidence	79	\$ 900
Found	15	\$ 0
Lost	5	\$ 986
Seized	4	\$ 1
Recovered	34	\$ 113,986
Impounded	0	\$ 0
Informational	21	\$ 4,268
Towed	0	\$ 0
Total	338	\$ 364,321

- Police Department Overtime Report June 2022

OT May	\$ 104,131	2 pay periods (1 holiday)
OT June	\$ 129,430	3 pay periods (1 holiday)
	\$ 25,299	increase

- During June 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, thereby creating a vacancy in the Patrol Division. There has been a vacant Officer and a vacant Sergeant position in the Patrol Division as well. The vacant Sergeant position's days off are filled on overtime as well as the Patrol overtime since a Patrol district is left unstaffed, which could be used to reduce overtime by covering officers who may take time off. Additionally, when 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 \$97,630, an increase of \$24,099 from the previous month. Overtime included holiday pay of \$12,923, 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/serious motor vehicle

accident, Sergeant staying after shift to review arrest paperwork, emotionally disturbed person, sexual assault, serve PRAWN warrant, neighbor dispute, medical call, trespass complaint, Midstate Accident Reconstruction Squad callout in Wethersfield, DUI per se hearing, robbery, customer dispute, welfare check, processing prisoner from DUI arrest, Memorial Day parade participation by officers, medical prisoner care, larceny (shoplifting), custody of a prisoner, threatening, 5K road race at the Town library and the required appearance of a Sergeant at Middletown Court.

- Detective Division overtime of \$2,500, an increase of \$2,500 from the previous month. Overtime included \$703 in holiday pay and the after-hours callouts of Detectives to process two burglaries, a shots fired incident and an untimely death. A Detective also assisted with the processing of a scene related to the execution of a narcotics search warrant. Detectives also attempted to serve a domestic violence arrest warrant.
- Traffic Division overtime of \$1,252, an increase of \$1,252 from the previous month. Overtime consisted of the Equipment Operator providing a traffic function at the 5K road race held at the Town library, the Memorial Day parade, Public Safety Day and the Car Show at Market Square. The Equipment Operator also responded to a malfunctioning traffic light at Main Street and Stoddard Avenue.
- Communications overtime of \$19,990, an increase of \$6,604 from the previous month. Overtime included holiday pay of \$2,421, 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 \$7,430, a decrease of \$7,907 from the previous month. Overtime included coverage of shifts for Officers attending Officer Recertification, ERT Training, Crisis Intervention Training (CIT) and Spring Firearms Training. Shifts were covered on overtime as well for a Dispatcher attending State Certification Training for Dispatchers. Additionally, overtime was paid for a Lieutenant to instruct in the Use of Force at the Firearms Range and an Officer to teach Firearms at the Police Academy where a Newington Recruit is currently enrolled.
- Support Services overtime of \$628, a decrease of \$1,249 from the previous month. Overtime was paid for two Officers providing a traffic function at Public Safety Day.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of June, 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	June	12 month total
1 Fire			
100	Fire, other	0	7
111	Building fire	1	18
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
130	Mobile property (vehicle) fire, other	1	1
131	Passenger vehicle fire	1	8
140	Natural vegetation fire, other	2	9
141	Forest, woods or wildland fire	0	1
142	Brush or brush-and grass mixture fire	1	12
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
160	Special outside fire, other	1	1
Total		7	80

2	Overpressure Rupture, Explosion, Overheat (no fire)		
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
	Total	0	6
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	0	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	0	10
362	Ice Rescue	0	1
381	Rescue or EMS standby	0	3
	Total	0	31
4	Hazardous Condition (No Fire)		
400	Hazardous condition, other	1	19
410	Combustible/flammable gas/liquid condition	0	2
411	Gasoline or other flammable liquid spill	0	12
412	Gas leak (natural gas or LPG)	2	17
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	2	15
440	Electrical wiring/equipment problem, other	3	15
441	Heat from short circuit (wiring), defective/worn	1	3
442	Overheated motor	0	1
444	Power line down	1	36
445	Arcing, shorted electrical equipment	1	4
451	Biological hazard, confirmed or suspected	0	1
460	Accident, potential accident, other	0	3
463	Vehicle accident, general cleanup	0	10
	Total	11	147
5	Service Call		
500	Service Call, other	2	13
510	Person in distress, other	0	3
511	Lock-out	2	12
520	Water problem, other	0	22
521	Water evacuation	0	10

522	Water or steam leak	1	18
531	Smoke or odor removal	2	21
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	3	14
571	Cover assignment, standby, move up	1	16
	Total	11	145

6 Good Intent Call

600	Good intent call, other	4	20
611	Dispatched & cancelled en route	2	11
631	Authorized controlled burning	0	3
641	Vicinity alarm (incident in other location)	0	3
650	Steam, other gas mistaken for smoke, other	0	1
651	Smoke scare, odor of smoke	3	10
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	2	21
	Total	11	70

7 False Alarm & False Call

700	False alarm or false call, other	2	51
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	1	21
734	Heat detector activation due to malfunction	1	2
735	Alarm system sounded due to malfunction	3	26
736	CO detector activation due to malfunction	1	18
740	Unintentional transmission of alarm, other	2	25
741	Sprinkler activation, no fire	0	4
743	Smoke detector activation, no fire - unintentional	6	39
744	Detector activation, no fire - unintentional	3	12
745	Alarm system activation, no fire	1	21
746	Carbon monoxide detector activation, no CO	2	14
	Total	22	265

8 Severe Weather & Natural Disaster

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

9 Special Incident Type

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

Total	0	4
Total Calls	62	750

Fire Chief

Fire Responses - 20 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
- Conducted Firehouse inspections on projects being worked on
- Attended Meeting with Parks and Recreation on upcoming events
- Had monthly Chiefs' Meeting/Budget Discussions
- Attended Command Staff Meeting
- Attended Board of Fire Commissioners Meeting
- Attended Monthly Officer Training
- 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 Company 1 Officers and Chiefs
- Met with Town Engineer on concepts for Maple Hill Avenue and New Britain Avenue Streetscape Proposed Projects
- Attended meeting at old firehouse to accept Painting by Paul Walsh
- Attended Company 1 picnic
- Had meeting with FMO, Chief Regina at Training Tower day of Middlesex Training Incident

June 2022 Training Report - Progress History

- July 2022
 - The July 2022 training will cover NFIRS reporting in the new Alpine RedNMX software application pending the final setups with Newington IT and Alpine. If the system is not online before our scheduled training dates, a Department drill will be scheduled in August.

Plans

- We are going to develop a certification program for the Newington Volunteer Fire Department Training Tower "burn" room. Training instructors will be taught how to operate and manage the training burns, temperature sensing equipment and be well versed on the NFPA 1403 Standard on Live Fire Training Evolutions.
- A program for future officers, Officer 101, is being developed for all firefighters interested in becoming future fire officers. This program will include budgets, Incident Command, NFIRS reporting, managing a company and the many other facets required to being a successful fire officer.
- 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 Realty Services continues 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.

Drill Schedule

- Alpine RedNMX Training – July 2022
- *New* Extrication Tools – July 2022
- Forcible Entry/Ventilation – August 2022
- Ropes and Knots - September 2022
- Stabilization and Air Bags – October 2022

Classes

Category	Classes
DT10 – Driver Recertification	1
HL – Hose Line Advancement	1
IH01 – Multi Company Training	3
IH02 – Officer Training	1
	Hours
	98.50

Certifications

Kirk Rosemond, Eric Lundin and Sal Garofalo have successfully tested and certified as CT Fire Officer 1 (FO1).

FIRE MARSHAL**Code Enforcement/Inspections:**

The Fire Marshal's Office completed the following: 52 inspections; 25 re-inspections

- Notable activities for the month including supporting the Park and Recreation Department with Food Truck Inspections for their events:
 - Newington Goes Country
 - Food Truck Friday
 - Motorcycle Madness

Fire Investigations/Callouts

- Staff from the Fire Marshal's Office were called out to incidents
 - 6/04/22 – 127 Fenn Road
 - 6/11/22 – 242 Mountain Road
 - 6/11/22 – 71 Mountain Road
 - 6/13/22 – 160 Forest Drive
 - 6/18/22 – 281 Milk Lane

There was a significant incident involving the Newington Fire Department Training Tower. The Training Tower was being used by the Middlesex County Fire School; and in the course of their training evolutions, 6 students and 1 instructor sustained burn injuries. This office is working in conjunction with CT-OSHA, and a report will be forthcoming.

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 for milling and paving path at Eagle Park
- Coordinated with Traffic Division for repairs to traffic lights
- Met with Murphy Road Recycling to discuss transition of bringing trash and recycling to their facility
- Met with sidewalk contractor to discuss ADA ramp repairs in preparation for milling and paving
- Assisted CT DOT with final inspection of traffic lights at various locations
- Met with contractors to discuss repairs to John Stewart Drive in preparation for dog park opening

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Catch basin repairs completed at various locations
- Replaced catch basin on Pheasant Run in preparation for drainage project

- Highway operators continued with Landfill material processing
- Completed the reconstruction of pathway at the high school
- Completed bi-annual vegetation grinding at Town's Transfer Station
- Hauled concrete, asphalt, brick, etc. to facility for recycling
- Prepared roads (replace catch basins) for upcoming milling and overlays
- Continued catch basin cleaning in preparation for basin repairs, as needed
- Crews completed roadside brush cutting where needed
- Delivered concrete blocks to local restaurants to assist with outdoor dining
- Continued with Town wide pot hole patching
- Assisted Traffic Division in line striping
- No after hour call ins for the month
- 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
- Police Mechanic continued with the upfitting of new police vehicle
- No after hour call ins

Sanitation/Recycling/Landfill

- Scheduled 192 residential bulk items for collection for the month
- Scheduled 39 condominium bulk items for collection for the month
- Scheduled 44 condo/residential scrap metal items for collection for the month
- 7,991 tons of cumulative Municipal Solid Waste were collected July through May
- 2,141 tons of cumulative recyclables were collected July through May
- 139 mattresses/box springs were recycled for the month
- Five (5) televisions were collected for the month
- Issued 47 permanent landfill permits and 14 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 3 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 18 permits: 4 Excavations; 14 Driveways
- Reviewed 408 utility clearance notifications: 399 Routine; 9 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

Town Projects - Construction:

- Public Works: Dog Park (spring 2022)
- Public Works: John Stewart Drive sidewalk replacement (spring 2022)
- Public Works: Kitts Lane sidewalk replacement (June 2022)
- Public Works: Atwood Street Storm drain evaluation (June 2022)
- Public Works: CIP road improvements (summer 2022)
- Public Works: Pebble Drive utility restoration (summer 2022)
- BOE: John Paterson School expanded parking lot – Construction support and As-Built plan (summer 2022)

- Public Works (LOTCIP 2018): Complete Street Project - Robbins Avenue and Maple Hill Avenue (2022-2023)
- Facilities: Senior Center window replacement (fall 2022)
- Public Works: Theodore Street sidewalk removal (summer/fall 2022)
- Public Works: Pheasant Run – Drainage improvements (summer/fall 2022)

Town Projects – Design:

- Public Works: Alumni Road & Cedar Street – Intersection improvement plan
- Public Works: Garfield Street Parking Lot - Site improvement plan
- Public Works: Town Hall – Accessible Parking Design for PD
- Public Works: Design services - Town facility paving preparation (FD5)
- Public Works: Deming Street – Line striping plan
- Public Works: Gilbert/Fisk Drive – Storm drainage evaluation
- Planning: Garfield Street 2018 Community Connectivity Project – Preliminary design
- Public Works: 261-265-273 Maple Hill Avenue – Sidewalk improvement plan – Design
- Public Works: Sidewalk improvements - 1936-1940 Main Street - Design
- Planning (CT Urban Funding Grant): Elm Hill Business District Streetscape – New Britain Avenue – Conceptual design
- Planning: North End Business District Streetscape – Hartford-Stoddard Avenue – Conceptual design
- Public Works: Parker Avenue neighborhood – Drainage improvements
- Public Works: Pheasant Run – Ridgeway intersection – Drainage improvements
- Public Works: Assess sidewalk improvements at 67 Robbins Avenue

Town Projects – Planning:

- Town Manager: Future Transportation Center – Conceptual Plan
- Public Works: Streetscape (phase 6A) – Lowrey Place & Constance Leigh Drive
- Public Works: Styles Avenue (plan and profile) – Design
- Police Department: Assess Dowd Street (No Thru Trucks)

Town Projects – Future:

- Public Works: Rockhole Brook drainage improvements
- Public Works: Anna Reynolds Brook drainage and culvert improvements
- Public Works: Francis Street culvert improvements.

Town Survey Project:

- Town Manager/Planning: 174 Francis – Survey property line on Francis Avenue
- Public Works: East Cedar Street and Ellsworth Street – Survey property line
- Fire Department: FH5 – Survey property line

Town Grant Applications:

- Public Works: Main Street 2020 Community Connectivity Project
- Public Works (LOTCIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Berlin (LOTCIP 2022 \$38M): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements
- Public Works (supplemental LOTCIP 2023 \$25M): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Avenue culvert or Fenn Road Complete Street
- Public Works (LOTCIP 2024 \$43M): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Avenue culvert or Fenn Road Complete Street
- Public Works: Bicycle and Pedestrian Safety Action Plan
- Public Works: Safe Streets For All (SS4A) – Prepare Action Plan
- Public Works: Reconnecting Community Grant

Town Project: Managed consultant projects:

- Public Works: inspect bridges under 20 feet long (arch/box/pipe) culvert (GM2)
- Public Works: Kelsey Street & Christian Lane traffic signal improvements (VHB)
- Engineering: Updating sidewalk specification (WMC)
- Public Works: Camp Avenue – Pavement widening assessment (GM2)

BUILDING DEPARTMENT

- An application was issued for construction of a 47,153 square foot, 36-unit apartment building at 550 Cedar Street.
- An application was issued for Cedar Point Clubhouse to construct a 2,600 square foot single story wood framed clubhouse at 550 Cedar Street.
- An application was submitted for retail core and shell at locations of 3313, 3329, 3331, 3323 and 3333 Berlin Turnpike.
- Tent Permit application was submitted for 95 Fenn Road, pending special permit on TPZ meeting on 6/22/22. Erecting temporary 20 ft x 40 ft tent for retail sale of CT legal sparklers and fountains from 6/29/22 through 7/5/22.
- Tent Permit application was submitted for 205 Kelsey Street, pending special permit on TPZ hearing on 6/22/22. Erecting temporary 20 ft x 40 ft tent for retail sale of CT legal sparklers and fountains from 6/24/22 through 7/5/22.
- An application for 65 HOLMES INVESTMENT PARTNERS LLC at 65 Holmes Road for tenant fit-out for warehouse facility at an existing building.
- Certificates of Occupancies in June: None.
- 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 June:

D. Jourdan: None

K. Kilkenny: June 17, 2022 “Illegal Dwelling Units” conference (6 hours),
June 25, 2022 “Electrical” continuing education (4 hours),
June 28, 2022 Rocky Hill meeting – Mechanical checklist (2 hours)

A. Hanke: June 28, 2022 Rocky Hill meeting – Mechanical checklist (2 hours)

- Building Department activity for the month of June was as follows: The Inspectors completed a total of 208 Inspections. They were: A/C Installation (1), Alarm (2), CO (2), Deck, (1) Electrical (23), Final (124), Footings (12), Framing (3), Gas Line (7), Insulation (3), Mechanical (2), Plumbing (1), Pools (1), Rough (25), Site Visit (1).
- The total number of Building/Renovation Permits issued/applied for the month of June was **225** producing a total permit value of **\$23,569,483.00**
- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	32	1,836,571.00
DECKS	7	59,900.00
ELECTRICAL	73	1,767,808.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE/SHED	0	0.00
MECHANICAL	41	1,689,432.00
NEW COMMERCIAL	5	12,148,090.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	4,366,547.00
PLUMBING	23	1,184,677.00
POOL	7	139,540.00
ROOFING/SIDING	23	254,661.00

SIGN	1	2,000.00
SOLAR	10	116,257.00
TENT	2	4,000.00
TOTAL	225	23,569,483.00

The total Building income fees received in the month of June were **\$261,811.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$835.00, Environmental \$300.00, Conservation \$500.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$161.00, Driveway/Excavation \$910.00, Engineering copies \$17.00. The other total income is \$2,983.00.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for June:	\$23,569,483.00	\$4,528,750.00
Fees for Permits issued for June:	\$261,811.00	\$52,741.00
Other income Fees for June:	\$2,983.00	\$3,651.50
Building Permits Issued for June:	225	209

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>
\$64,132,701.70	\$729,020.00	\$34,621,007.00	\$387,615.00

HUMAN SERVICES

- We finished our Middle School SCORE programs this month and look forward to Summer Youth Adventures 2022.
- June's 5th Grade Challenge program met at the Newington Challenge Course to wrap up another school year. We have collaborated with the Health teachers in both middle schools and created the schedule for the 2022-2023 school year.
- Newington Challenge Course had a very active month with programming from the Newington High School, both Middle Schools, SCORE and Ruth Chaffee's 4th grade.
- Our High School Mentors have been selected and trained for the summer of 2022.
- Juvenile Review Board referrals have been increasing to a total of 4 during the month of June. We have taken time to call the parents and put together intake paperwork to be completed by the parents and the youth involved with the referral.
- Food Bank continued to meet the needs of the community providing services: most recipients shopping, some pre-packed distributions, delivery and wellness checks to those in need. Numerous volunteers and all staff assist with the ongoing operation of the food bank.
- We have seen an increase of very complicated cases involving gaps in services, multiple agencies and coordination of services, research for possible resources on new situations including immigration issues. Several cases involved disabled adult children whose parents were placed in Long Term Care, leaving gaps in the long term care needs of the adult children in the community with cognitive or Mental Health needs. Several cases with severe Mental Health needs and difficulty coordinating independent living due to clients' difficulty getting along with neighbors & suicidal ideation. One case involved two elderly Newington residents with complications due to insufficient medical coverage and financial resources to provide necessary level of care in the home.
- 11 Clinical cases were seen presenting with issues primarily revolving around anxiety. Cases were referred by school, parents, and self-referral. Students are seen by Clinical Coordinator McAdam in school during their free sessions or after school hours. There was a transition for cases being seen in the school for the summer to being seen at our office, taking the summer off, or closing out services due to case resolution or graduation. We are still seeking one or two additional contract therapists to provide clinical services to youth and families and assist in a warm handoff to other clinical providers for adults.

June 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 & Family Counseling Cases Clinical presentations	11 0	14 0	89 2	90 0
Youth & Family Service Hours	24	57.5	327.25	318.5
JB Cases: JB Hearings: JB Service Hours:	4 0 25	6 0 25	23 3 72	13 Combined 15
Positive Youth Development	264	192	1,764	597
Community Service # of Hours Completed Challenge Course: Adult Youth (outside)	0 0 0 0	2 0 48 36	7 152 48 341	9 52 12 0
Information and Referral	240	200	2,859	6,143
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	94 19 18 57	84 14 20 50	886 198 166 519	1,040 303 141 815
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	216.25 38.75 177.5	169.75 30.25 139.5	1,841.75 393.25 1,453.25	1,786.75 467 1,318.75
Food Bank Household Visits # Bags of Groceries Distributed Mobile Truck	113 1,401 331	91 1,161 202	1,474 16,075 2,488	1,970 20,739 12,203
Special Needs	8	5	86	111

SENIOR AND DISABLED CENTER

- The Center continues to be open with COVID-19 mitigation strategies in place. In addition to daily activities such as lunch, the fitness room, etc., members enjoyed numerous special programs such as presentations on Avoiding Tickborne Illness, CBD and Medical Marijuana, and What to Eat for Brain Health. In addition, members enjoyed a Needle Felting class, Neurocize, a European History lecture, and a Lotus Flower Lantern Workshop. Another highlight of the month was a performance by Patty's Energizer Karaoke & Dance Music. All special programs were well attended.
- The Center celebrated Pride Month with the first in-person LGBT Movable Senior Center event in over two years: a viewing and discussion of the documentary "State of Pride" on June 24th.
- The Center is almost entirely open. Staff is actively working on bringing back the remaining significant programs yet to return: bus trips (returning late summer/early fall), AARP Driver's Education (returning in August), the gift shop (returning in the fall) and the Expo (returning in November).

- The Center hosted a CCHD COVID-19 Booster Clinic on June 7th.
- Membership renewal letters for the 2022-23 FY were mailed to all members by June 10th. 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 focus on 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, we will set a modest but specific goal for a membership increase in 2022-23.
- 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.
- Center Staff and Commission on Aging and Disability members selected the Meals on Wheels drivers as the 2022 Volunteers of the Year.
- A Volunteer Appreciation Dinner will be held on August 2nd to honor the Meals on Wheels’ drivers and all Center volunteers. The dinner will take place in person for the first time since 2019, outdoors, under a tent at the Center.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In June, volunteers and staff delivered Meals on Wheels to approximately 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. In June, the two Dial A Ride drivers (with subs as necessary) completed 429 trips plus (111 Meals on Wheels’ deliveries for a total of 1,849 miles over 274 hours.
- 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.
- Parks and Recreation Leaders in Training have joined the Giving Garden volunteers for the second year of an intergenerational program. Approximately 10 LITs (middle schoolers) assist with gardening duties on Tuesdays and Thursdays throughout June and July.
- Facilities: The Center experienced an issue with the generator system turning on when the building is not experiencing a power outage; Facilities and Highway staff are awaiting parts to fix it.
- After serving three terms as Second Vice President, the Director was elected First Vice President of the CT Association of Senior Center Personnel on June 30th.
- 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 the NCOA Age + Action Virtual Conference, June 6-8, and Emergency Prep for People with Disabilities’ training on June 15th and 22nd.

PARKS AND RECREATION

Recreation Division:

- Mill Pond Pool and Churchill Pool opened on June 18th for the summer season.
- The first two-week session of swim lessons was held with attendance from over 500 participants.
- Summer Sunshine, our summer camp for preschool-aged children, had its first two weeks, both full to capacity, at 35 campers. The kids had fun going to the wading pool, enjoying a drum circle, getting a visit from animals and playing outside.
- Summer Camp RECreate began with the highest number of campers in our program’s history; the gross income was over \$600,000.
- The 2022 Leaders in Training Program began with the largest group in the history of the program, with 21 participants.
- Our Summer Concert Series kicked off with Thursday night concerts at Mill Pond Park and Sunday concerts at the Municipal Parking Lot.

- Newington Goes Country was held on Thursday, June 9th with food trucks, a petting zoo, mechanical bull riding, cowboy hat and boot contest, cornhole, trackless train rides and a concert featuring Nashville Recording Artist Jordan Oaks.
- Food Truck Friday was held on Friday, June 10th with 15 food trucks, train rides, a beer and wine garden and concert by Jordan Oaks.
- Motorcycle Madness was held on Saturday, June 11th with over 300 motorcycles in attendance, prizes, food trucks, vendors and live music featuring the Screamin' Eagles Band.
- Our summer leagues began with our outdoor Cornhole League playing Thursdays at Mill Pond Park and our Adult Basketball League playing on Wednesday nights at the Mortensen Community Center Gymnasium.
- Numerous summer camps ran in June including the Ben Alaimo Baseball Camp, the boys' basketball skills clinic and multiple Skyhawks' sports programs.

Parks, Grounds & Cemeteries Division:

- Field painting continued as spring sports near an end.
- Parks and Grounds prepared fields for both the Soccer Club of Newington Wrap-up Tournament and for the Corrigan Sports' one day girls' lacrosse tournament at the Newington High School north side fields.
- Irrigation maintenance continued as we bring all systems fully online for summer.
- Daily mowing continued as growing conditions were ideal throughout the month of June.
- Pool preparation was in full swing and pools were opened on time.
- Roadside mowing commenced. It has been determined that we will begin roadside mowing in May next year, one month early.
- Baseball field preparations continued as we move into the Summer All-Star Season and Babe Ruth League continues.
- Parks and Grounds began working on Fire Company 1's embankment at the lower driveway in the rear of the building.
- Fresh mulch was installed at Town Hall and the beds of Lucy Robbins Welles Library.
- Parks and Grounds continued to battle the goose population in Mill Pond Park. Coyote decoys have been installed as a deterrent, but results have been poor.

Cemeteries: single 5, double 5, ash 10, sales 10

Overtime: 243 hours, \$11,552

Tree Warden:

- Picked up branches in parks.
- Removed three declining trees on the corner of Walsh and Wilson Avenue.
- Removed white pine trees behind home side bleachers at Alumni Fields.
- Removed several trees from pathways at Eagle Park for reconstruction.
- Pruned all trees around Newington High School for roof replacement.
- Cleaned up low hanging branches on pathway at Elizabeth Green Elementary School.

LIBRARY

- In the month of June, the COVID-19 rates began decreasing each week. Library services continued as usual with staff remaining vigilant about wearing masks in work spaces and when working with the public. We are all getting used to this new normal and continue to follow the necessary protocols to stay safe in the workplace.
- Summer Reading "Ocean of Possibilities" has begun. Children, teens and adults each have their own summer reading program that offers activities and incentives for everyone to read. The adult summer reading program kicked off on June 7th and will run until August 19th. More than 200 adults stopped by the outdoor registration booth or registered online on kickoff day. Everyone who registered that day was eligible to win the kickoff prize giveaway. Children and teens kicked off on June 17th with an outdoor kickoff that had a petting zoo, temporary tattoos, bubble dance, Italian Ice and an obstacle course design and operated by the Newington Little League Girls Softball team. More than 350 people attended this event. By the end of the month, 347 adults, 150 children and 67 teens had registered for their respective programs. The staff has done a great job decorating the library with the reading

program's ocean theme throughout the library and making the inside fun and inviting. The summer reading programs are funded by the Friends of the Library.

- The library added several new items to the collection in June. *Sight Word Reader Bundles* have been in high demand since they were added to the children's collection. Parents and children love them as a way to learn how to read. Thanks to a recent donation in memory of Ruth Berman, a former teacher in town, we will be able to add more of these bundles. Lawn games can now be checked out for a week during the summer. The library is circulating *Bocce Ball*, *Cornhole*, *Yard Dice*, *Ladder Toss*, *Jazzminton* and *Spike Ball* for patrons to enjoy.
- The library has begun offering public meeting rooms again. The study rooms have been open for a few months but meeting space was not available. After transitioning over to meeting room software and with reduction in the COVID-19 rates, the Community Room and the Lienhard Room were opened for outside use. We are limiting the number of people allowed in the rooms at once for now.
- The Friends of the Library participated in the Town-wide Tag sale by offering a *Porch Book Sale* on June 11th from 10:00 am to 2:00 pm. They set up tables and carts in front of the library front doors and offered adult, teen and childrens' books, DVDs & Blu-Rays, puzzles and games. It was a limited sale that was very much appreciated by the customers who bought materials.
- The Children's staff offered 22 programs to 851 children and their caregivers. In addition to the All-Ages Summer Reading Kickoff, the children's staff held indoor story times *Stories, Songs & Sunshine*, outdoor story times with the same title and the weekly indoor *Family Storytime* for children of all ages and their caregivers. They also held a *Submarine Serenade* to tie in with the ocean theme of the summer reading program that featured Michele Urban from *My Music Room* who created a musical adventure that offered songs, movement, fun games and rhythm instruments. The *Grab & Go* kits continued to be extremely popular and a new *StoryWalk* for families to enjoy titled *Off & Away* by Cale Atkinson was set up along the perimeter of the library lawn.
- Teens were offered 6 programs to 142 teens. In addition to the All-Ages Summer Reading Kickoff, teens had a blast playing indoor laser tag at the library, creating original buttons with the teen button making machine and learning how to make mango parfaits and lazy thin mints. The teen *Japanese Grab & Go Mini Candy* kits were so popular they ran out on the first day. We are looking to see if we can offer more of them soon. The *Teen Volunteer Network* is back offering teens in high school opportunities for volunteer hours at the library. Children's Librarian Bailey Francis and Teen Librarian Jenn Bassett recorded a video promoting the teen summer reading program that was shared with both middle schools and was posted on the school district's Summer Reading page.
- Adult programmers presented 16 programs to 488 participants. Collaborating on virtual adult programming with area libraries continued including *Queen of the Coop* and *Saving at the Supermarket*. The library also collaborated with 9 area libraries to offer a virtual author visit with Stewart O'Nan. Mr. O'Nan charmed the many viewers who logged in via Zoom as he spoke about his new book *Ocean State* and answered questions. Prior to this event, the library had two in-person book discussions to talk about *Ocean State*. Beside the Adult Summer Reading Kickoff, other programming included *All About the Connecticut Humane Society*, *Grab & Go* puzzle packets and coloring packets and *Spice It to Go* kits that featured honey powder.
- Outreach to the senior living facilities is going strong. Head of Community Services Michelle Royer delivered more than 128 books during the month. The *Books for You* delivery service for homebound and patrons unable to get to the library is extremely popular, and these patrons are so appreciative. The volunteers from the GFWC of Newington/Wethersfield who pick up and deliver the books have made it possible to expand this service.
- Total circulation was 20,178. Circulation of digital materials was 2,680. Total number of people that entered the building was 9,227. Also, 97 curbside service transactions were processed. Staff processed and pulled 1,950 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,832 reference questions during the month. Study rooms were used 142 times. Online databases that were popular this month included *Value Line*, *Consumer Reports*, *Universal Class* and *Ancestry.com*. The children's online service *BookFlix* and *PebbleGo Animal, Biographical and Social Studies* databases were very popular.
- In technology news, Digital Librarian Michelle Patnode hosted a *Getting to Know Hoopla* in-person program. Her next program will be *Getting to Know Snapchat and Instagram*, which will be held in August. WiFi hotspots' circulations are increasing as more people learn about this great library service. Digital Services Librarian Michelle Patnode finished her work with the meeting space module in *Spring Share*. She worked on training the appropriate staff and had it ready to go by mid-June.
- In personnel news, the Library Director, Assistant Library Director, Head of Children's and several other staff members attended a virtual live webinar titled *Best Practices & Messaging: An Intellectual*

Freedom Drop-in Meeting. The live discussion featured speakers Sam Lee, Chair of CLA's *Intellectual Freedom Committee*, Ellen Paul, Executive Director of CLC, and Kate Byroade, Library Director at Cragin Memorial Library in Colchester. Most of the discussion was about the recent incident at the Cragin Memorial Library that involved a patron who challenged a book and the way it was handled by the leaders in the Town. Head of Collection Management Dorothy Russell created and led a weeding seminar for newer library staff to have a better understanding of how to properly review the collection. Jennifer Hebert attended two Newington Junction Loop Planning Committee meetings. The final report for this committee is now complete. A presentation from the committee was made to the Town Council in June. Circulation Supervisor Katie Cornell returned from maternity leave. Everyone was happy to have her back. Assistant Director Karen Benner did a great job overseeing the department while Katie was out.

- In facilities' news, the library had two major leaks during the month. Each originated from a drain on the roof that caused a leak from the roof to the second floor near the children's program room, to the first floor in the Quiet Study Room to the basement. There was damage to the ceiling, walls and some library materials. Facilities worked extremely hard to contain the leak, locate the sources and clean up the mess and are working with the roofing company who recently replaced the roof to rectify the problems. The cleaning service *Environmental Services* continues to do a great job. We love Jose and Margarita and appreciate all of their hard work. The library is working with the Town, the Police and Parks & Recreation to address the complete lack of parking in the library lot on Thursday evenings when there are Cornhole games and concerts at Mill Pond Park. The Library is open until 8:00 p.m. and has regular library programming on those evenings. Patrons and parents were upset that they could not find any parking on those nights to use the library.

TOWN CLERK

No data provided.

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Steven Pollock, Acting Chief Information Officer and Network Administrator/Project Leader, John Bolduc, Network Administrator/Project Leader, and Scott Hoagland, Network/Application Specialist.

During the course of the month, they participated in, assisted with and/or were directly involved in:

- Completing 93 formal work orders
- Staff members worked with consulting firm and vendor to finalize and process renewal for the town's licensing of Microsoft products to include on-premise and cloud-based products
- Staff members completed SSL certificate renewals for internal use SSL certificates
- Placing order for new computers, laptops, monitors and associated accessories for all departments
- Staff members worked on receipt of delivery and inventory of new computer equipment order
- Configuring pilot program and equipment for Newington Police Department to test body cameras from potential vendor
- Replacing all legacy bar code scanners used in the Revenue Collector's office
- Upgrading the town's wireless infrastructure to the latest firmware version
- Upgrading the firmware of the town's high-availability firewall pair and external network equipment
- Working with the town's vendor to create new multi-factor authentication servers and migrate settings and configurations from existing servers
- Verifying uninterruptible power supply (UPS) equipment at Fire Company 4 to ensure unit was operating as expected
- Working with the town's vendor to install and configure a new copier in the Revenue Collector offices
- Working with the town's vendor to upgrade on the town's security information event management (SIEM) system
- Assisted Facilities in adjusting Town Hall door schedules for "Summer Hours" pilot program

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 June. In addition to routine preventative maintenance work, the team responded to approximately 68 work orders consisting of maintenance and custodial requests.

Town Hall:

- HVAC preventative maintenance
- Installed new closet shelving in multiple locations
- Installed two (2) new counter space work stations in the Tax office
- Cleaned roof drains
- Motion and light sensor repairs
- Removed damaged light bollard and ordered replacement parts
- Installed new sandwich board signs
- Multiple paper deliveries
- Assisted IT with multiple computer equipment deliveries
- Drywall repairs and installation of additional expansion joints started
- Replaced broken window in Community Center
- Contractor released to fix tile entrances (work to be done in July)
- Ordered new file storage cabinets for Town Clerk's office and vault

Library:

- HVAC preventative maintenance
- Multiple plumbing issues
- Water infiltration problem due to roof drain issue
 - Identified internal drain issue and repaired
 - Remediate moisture
 - Worked with contractor to make cosmetic repairs
- Repaired book box
- Cleaned roof drains
- Investigated and ordered new heater for entrance vestibule
- Did troubleshooting and repaired AC issues in multiple locations
- Wood replacement, scraping, and painting of dormers

Highway Garage:

- HVAC preventative maintenance started
- Wired new exhaust fan in welding shop
- Traffic light repairs

Fire Stations:

- Boiler replacement completed Station #5
- Contractor released for Fire Museum roof replacement - waiting on start date

Facilities Maintenance shop (Bus Garage)

- Installed new shelving
- Installed additional lighting

Grounds Maintenance

- HVAC preventative maintenance started
- Completed repair for lawn mower lift
- Multiple electrical repairs and upgrades at Mill Pond
- Repaired multiple plumbing leaks at Mill Pond pool house due to frozen pipes
- Repaired and painted gazebo at Mill Pond
- Assisted with set up for summer concert
- Investigated abandoned electrical service at Mill Pond baseball field.
- Did troubleshooting and repaired pool pump at Churchill Park.

- Multiple meetings with Cox, Frontier, and Eversource at Parks Garage to start planning telephone pole replacement/removal

Historical Properties

- Kelsey House: Painting and wood replacement planning (ongoing)
- Kelsey House: Preliminary lead paint testing
- Kelsey House: Window protection from water infiltration
- Kellogg Eddy: New architect selected for roof replacement project

Town Green

- Investigated and planned for electrical upgrades
- Installed new electrical boxes

Senior & Disabled Center:

- HVAC preventative maintenance
- Cleaned roof drains
- Did troubleshooting on generator issues. Repair parts on order
- Installed new faucet in womens' bathroom

NEMS

- Investigated water infiltration
- Installed door sweeps and canopy gutter
- Mold testing and remediation

Indian Hill Country Club

- Emergency exit pricing and contractor selection completed

Police Department:

- HVAC Preventative Maintenance
- New panic bar and lock assembly installed near sally port
- Investigation of additional exterior security cameras. Released contractor
- Cleaned roof drains
- Installation of new receptacles
- Troubleshoot and repair leaking valve in roll call room
- Repaired exhaust fan
- Replaced damaged ceiling tiles

Administrative Projects:

- Preparation of On Call Architectural services RFP
- Completion of front-end documents for PD storage project and Senior Center window replacement project.
- On boarding Akita Box - first training session complete
- Ongoing work associated with the Town wide Solar projects.
- EV charging station review - ongoing
- Lightning protection investigation at NHS completed
- Roof replacement at Newington High School - Phase 2 started.
- Main street electrical panel and panel boxes upgrade/replacements - ongoing
- Window tinting - contractor released July start
- Salt shed roof replacement – awaiting start date
- American Legion siding – color selected, awaiting start date
- EV Charging Stations (2) Market square investigation – Awaiting estimate to change to EVCS's we can bill users for. Grant was in 2015 and had to be free for 3 years.
- Police Station: added security cameras to rear of building – contractor released
- Multiple card access requests and schedule changes
- Interviews for the new Carpenter's position