



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: September 6, 2022
Re: Monthly Report – July 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 July 21st, the Economic Development team met with developers to discuss East Cedar Street.

During the week of July 5th, Performance Evaluations for FY 2021-2022 were completed. Each department head had to complete an evaluation form for each Administrative employee under their jurisdiction. I met with each department head to review their subordinates' results and their own. We discussed goals and objectives for FY 2022-2023.

With the recent retirement of Paul Boutot, Chief Information Officer, we started the recruitment process for his replacement. On July 5th, I conducted interviews for the Chief Information Officer vacancy.

During the regular Town Council meeting on July 12th, the Accessory Dwelling Unit was discussed as well as a Public Hearing date, a discussion of Draft Charter and Charter Revision Commission Report in addition to a Public Hearing date, and an Amendment to the Adopted Meeting schedule--to cancel the August 9, 2022 meeting.

I attended a DocuSign meeting on July 13th facilitated by Avital Hamilton. DocuSign is the easiest and most secure way to sign and get documents signed from an iPhone, iPad or computer. It is extremely beneficial because all parties can access key project information as soon as the contract has been signed. The purpose of the meeting was so that DocuSign could understand more about our current agreement processes and find areas where they may be able to help.

A Public Hearing and Special Meeting was held on July 20th to discuss Charter Revision Language. The Public Hearing was held to provide an opportunity for interested individuals to express their views regarding the Draft Report and Proposed Language as submitted by the 2022 Charter Revision Commission. The Special Meeting included a discussion of Draft Charter Report and Draft Charter Language, comments from the Public Hearing, Proposed Charter Language and Draft Report, and a Referral of Proposed Language Amendments to the Charter Revision Commission.

One of our top projects within the last two years has been the public safety radio system. On July 21st I met with Bluewing (active in the wireless communications' business) and Motorola Solutions to discuss outstanding issues and project status.

As the world is changing to energy-saving resources, our goal is to be more sustainable. On July 25th, I attended an electric vehicle charger demonstration with Charge Point Software. Charge Point helps plan, install and launch smart electric vehicle charging solutions designed to meet specific needs.

On July 26th, a Public Hearing was held to provide an opportunity for interested individuals to express their views regarding the proposal to Opt-Out of the Accessory Dwelling Unit Provision of PA 21-29.

The regular meeting of the Town Council was held on July 26th where Old Business included a discussion regarding an Amendment to the Adopted Meeting Schedule to cancel the August 9, 2022 meeting. There was also a discussion regarding the Accessory Dwelling Unit Opt-Out of PA 21-29 and the referral of Proposed Language Recommendations to the Charter Revision Commission. New Business discussion included a Proposed Fee Schedule for the Fire Department and Fire Marshal's office.

At the department head staff meeting held on July 27th, representatives Avital Hamilton and Corey Washington from DocuSign provided a demonstration—they will return next month so that department heads have a chance to review. I provided an overview of the Town Council's agenda from the previous meeting on July 26th. We also discussed the new dog park across from the ambulance's headquarters and the grand opening of the dog park to be held after Labor Day. We discussed the Economic Development in town as well as electric vehicle charging stations. There are currently two positions posted: an Assistant Town Manager position as well as a Temporary Building Official. A conditional offer was made for the Chief Information Officer vacancy. To get a better understanding of our stakeholders and residents needs/wants, we discussed doing a community survey which are customized to gather feedback from residents and businesses. Town Hall hours were also discussed as to whether or not the Pilot Program (open late on Tuesday evenings and open until noon on Fridays) will be continued after September 2nd. Also, staff in other Town buildings are interested in changing their hours in efforts to better accommodate the public, these requests will be reviewed, and a decision will be made within the next two weeks.

After the staff meeting on July 27th, the Library and Parks' department heads and I met to discuss the Extravaganza event. We reviewed things that went well and/or need to be reviewed before planning next year's event.

I attended an Open Space Committee meeting on July 28th to discuss prioritization of Open Space properties for potential land acquisition.

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 July 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	23.2	\$ 1,298.12
Weekend Standby and Call-In	20.0	\$ 975.60
Road Maintenance	8.2	\$ 387.13
Brockett Street	11.0	\$ 553.00
John Wallace Path	80.7	\$ 4,135.45
Totals	143.1	\$ 7,349.30
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	412	\$ 19,574.00
Totals	412	\$ 19,574.00

	22-23 Budget Overtime Appr.	Overtime Expended 22-23 YTD	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD
POLICE DEPARTMENT				
Administration	\$ 8,547.00	\$ 0.00	\$ 8,175.00	\$ 0.00
Patrol	710,781.00	66,696.44	679,403.00	73,584.06
Investigation	91,467.00	2,041.57	90,645.00	110.23
Traffic	5,006.00	360.40	4,908.00	706.74
Communication	183,778.00	8,368.15	173,748.00	8,095.90
Education/Training	142,800.00	1,619.55	143,085.00	8,277.43
Support Services	57,595.00	0.00	60,413.00	351.68
Animal Control	2,521.00	0.00	1,511.00	0.00
Total	\$ 1,202,495.00	\$ 79,086.11	\$ 1,161,888.00	\$ 91,126.04
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,834.00	\$ 869.00	\$ 29,217.00	\$ 1,497.63
Snow and Ice Control	133,578.00	0.00	130,000.00	0.00
Traffic	0.00	0.00	0.00	0.00
Vehicles and Equipment	34,486.00	635.61	34,145.00	1,611.76
Leaf Collection	35,972.00	0.00	35,267.00	0.00
Total	\$ 233,870.00	\$ 1,504.61	\$ 228,629.00	\$ 3,109.39
PARKS AND GROUNDS				
Parks and Grounds	\$ 105,001.00	\$ 22,803.94	\$ 88,357.00	\$ 22,004.46
Cemeteries	17,109.00	0.00	17,109.00	0.00
Total	\$ 122,110.00	\$ 22,803.94	\$ 105,466.00	\$ 22,004.46

PERSONNEL

- The recently approved Park/Cemetery Operator (LT-14) position was posted internally to AFSCME, with a closing date of July 13th.
- The recently approved Assistant Town Manager (A-12) position was posted externally to the public on July 14th, with a closing date of August 5th.
- Due to the increase in economic development, a Temporary Building Official was approved to help with inspections. The position is expected to last for 2 years and will be posted until filled.
- The vacant Dial-A-Ride Transportation Driver position was posted again externally on July 21st, with a closing date of August 11th.
- Panel interviews for the vacant Chief Information Officer (A-12) position took place on July 30th. A conditional offer was made to the finalist.
- The vacant Assistant Town Clerk (A-3) position was offered to Beth Thompson, who currently works part-time in the Town Clerk's office; she began her position on July 15th.
- The vacant Carpenter (LT- 14) position was offered to Nicholas Spencer, expected to start in August.
- The vacant Recreation Supervisor (A-6) was offered to Nancy Glynn; she began her position on July 11th.
- Detective Laurence DeSimone retired on July 31, 2022 from the Town of Newington after 20 years of service

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The 2021-22 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2021-22 plan year were estimated at \$2,758,392 for the Town and 8,980,140 for the Board of Education. The total paid claims from the Health Benefits Fund for 2021-22 were \$2,234,604 for the Town and \$ 8,044,600 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2021-22 Settlement Report.

The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Cumulative Claims through June, 2022</u>		
	Town	Board of Education	Total
Estimated Claims	2,758,392	8,980,140	11,738,532
Actual Claims	2,234,604	8,044,600	10,279,204

Accounting and Administration

- All staff continued working on preparing for the closing of the fiscal year and preparing documents for the auditors who will be coming at the end of August.
- Accounts Payable Clerk continued to run dual year payables and reviewed account balances to close out the 2021-2022 fiscal year.
- Finance Director Janet Murphy has completed the Debt book training to compile the list for both the Town and BOE leases for compliance in the FY 2022 audit. Training for the debt reporting in Debt Book will take place over the next month.
- Data gathering for the Actuaries so they can complete their reporting on our Pension and OPEB funds was started during the month, and all information should be submitted to them by the middle of August.
- Actuarially Determined Contribution payments were made to the Town's Defined Benefit Pension plans and Other Post-Employment Benefits trust accounts.

The Town did not receive any grant funds from the State of Connecticut during this month but did receive from the Federal Government FEMA payments for the storm 2 years ago totaling \$57,816. 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)

7/31/2022

	<u>Interest Earnings</u>		
	<u>Budget FY 2021-22</u>	<u>Actual Year to Date</u>	<u>\$ Invested</u>
General Fund	\$100,000	\$39,925	\$44,345,692
Special Revenue Funds	48,000	847	698,871
Capital Projects Funds		1,498	1,099,379
Internal Service Fund	5,000	8,508	6,243,851
Trust and Agency Funds		685	1,236,156
Total, Estimated By Fund			\$53,623,948

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

7/31/2022

	<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	1.61	1.19	41,462	29,692	30,427,774
Bank North	.60	.35	287	162	562,711
TDBank (new)	.55	.35	5,095	3,137	10,913,019
Farmington Bank	.05	.05	138	201	3,463,580
Webster Bank	.25	.20	2,189	1316	3,184,581

Liberty Bank	.53	.35	2,292	1,333	5,071,283
Total Outstanding Investments					\$53,623,948

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 July.
- Tax bills were mailed out at the end of June 2022. All staff were occupied for the month on the telephone, emails and at the counter – answering questions for taxpayers and adjusting motor vehicle assessments due to sale, total loss or moved locations.
- Owners of income producing properties continued to file the annual Income and Expense forms as the due date for filing was June 1, 2022. The reports were analyzed and input into the CAMA system to be used for valuation purposes at the next revaluation in 2025.
- State reporting was completed for Additional Veterans and Homeowner Tax Credits for 2022 Tax bills. Additional Veteran Applications have been trickling in for 2023 Tax Bills: those received have already been entered; reminder letters to non-filers have been sent out. The filing period ends October 1, 2022.
- The mapping project to get the GIS updated has started; 10 changes have been submitted and returned.
- Veteran Record Verification – after conversion of paper cards to digital is in process; entering missed information and reformatting the veteran records.
- Various local ordinances need updating/adding: Local Option Elderly Tax Credit; Local Option Additional Veterans and Handicap Modified Vehicle. Samples of ordinances from other Towns have been obtained; hopefully drafts will be available in August.

Revenue Collector

- July Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$49,794,516.50. Prior year taxes collected amounted to (\$239,938.05) which was due to Court stipulations, and included in that amount is \$5,656.74 of suspended accounts.
- This year's July collections of 47% were 1% lower than last year's which was 48%. The difference in July was closed and balanced on a Friday, and taxpayers still had until Monday, August 1st to pay.
- The tax payment drop box which had been moved to the parking lot island near the main Town Hall entrance was extremely full each day. The Tax Office staff retrieves payments several times a day.
- Taxpayers are still confused as to where the main entrance is for the Town Hall. It was not unusual for taxpayers to be coming in the entrance on the east side of the building.
- Legal Notices and News Releases were placed in several newspapers, online, and on social media giving taxpayers updated information.
- This year so many taxpayers were unprepared and came in to pay without their tax bills, which meant we had to spend extra time searching for their information, and then they questioned their bills. It was not unusual for a taxpayer to be opening the sealed bill in front of us.

POLICE DEPARTMENT

Patrol Calls for July are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 14
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 54	Fire Trouble Alarm 0	MV Injury 7
Alarm Hold Up Alarm 6	Fire Veh Maintenance 0	MV Property Only 55
Alarm Residential Burg Alarm 31	Fire Vehicle Fire 0	Neighbor 8
Altered Mental Status 0	Fire Veh Fire Near Stru 0	No Pol Actual Call Type 127
Animal Complaint 13	Fire Water Problem 1	Noise 29
Arson/Fire Invest 0	Fireworks 20	Non Collect Person 0
Assault 0	Follow Up 26	Notification 0
Assault in Progress 0	Found Property 13	Open Door/Window 12
Assist Motorist 2	Gun 0	Other Archive 0
Assist Notification 0	Harassment 9	Parking Violation 6
Assist Other Agency 37	Hazard 30	PD Assist Fire Dept 53

Bad Check Insufficient Funds 1	Hazmat 0	Personal Relief 0
Blighted Property 0	Hold Up Alarm 0	Pistol Permit 14
Bomb Threat 0	HOPE Project 0	Prisoner Care 7
Breach of Peace/Disorderly 16	Illegal Dumping 2	Private Duty 0
Burglar Alarm 0	Impersonating Police 0	Property Found 3
Burglary 5	Indecent Exposure 0	Property Lost 0
Car Seat 2	Intoxicated 6	Prostitution 0
Check Welfare 60	Juvenile Complaint 17	Recovered Stolen MV 1
Check Welfare 911 37	K9 Assist 0	Rescue Call 0
Check Welfare Other 9	Kidnapping 0	Residential Lockout 0
Clear Lot 7	Landlord/Tenant Dispute 1	Robbery 3
Construction 0	Larceny 54	Roll Call 1
Court Detail 21	Larceny from MV 23	Serve Subpoena 0
Criminal Mischief 10	Lift Assist Only 7	Serve Warrant 44
CSO 2	Liquor 0	Sexual Assault 1
Customer Dispute 25	Local Traffic Authority 1	Shots Fired 2
Dog Complaint 49	Location Check 321	Specific Detail 89
Domestic 40	Location General 0	State Pistol Permit – Tempo 0
Door Check 0	Location School 0	Stolen MV 3
Drug 2	Lockout Building 1	Sudden Death 2
DUI 6	Lockout MV 0	Suicide 0
EDP 27	Lost Property 4	Suicide Attempt 0
Escort/Transport 2	LTA 0	Suspicious MV Unoccupied 9
Escort/Funeral 2	Meal 0	Suspicious Report 191
Escort Other 0	Medical Alarm 6	Test 0
Escort Retrieval 2	Medical Cardiac 2	Threatening 5
Escort Tax 0	Medical Complaint 241	Tobacco 0
Fingerprint 11	Medical Diabetic 3	Tow 7
Fire Alarm Commercial Bldg 5	Medical Fall 20	Town Ordinance Violation 0
Fire Alarm Residential 1	Medical Mutual 0	Traffic Stop 273
Fire CO Detector no sympt 4	Medical Other 1	Traffic Stop Attempt 6
Fire CO Detector with sympt 0	Medical Respiratory 3	Traffic Survey 0
Fire Extrication 0	Medical Stand By 2	Training 0
Fire Hazmat 2	Medical Trauma 1	Trespass 13
Fire Mutual Aid Request 0	Medical Unresponsive 2	Unknown 0
Fire Other 5	Missing 2	Water problem 0
Fire Rescue 1	MV Abandoned 3	
Fire Special Detail 0	MV Assist 33	
Fire Stand By 1	MV Complaint 55	
Fire Structure Fire 1	MV Fire 0	Total: 2,394

- In July, the Detective Division Report:
 - Handled 37 investigations, 37 remain ongoing
 - Served 34 warrants: 34 by Patrol officers, 0 by Detective Division
- In July, the Animal Control Officers had the following activity:
 - 63 Total Calls: 48 Dog, 13 Animal/Wildlife, 2 Specific Detail, 0 Follow ups

- Police Assisted Calls – No ACO: 30
- 5 Total Bites: 2 Dog vs. Dog Bites, 3 Dog/Cat vs. Human, 0 Dog vs. MV
- 7 Total Impounds: 5 Redeemed, 0 Sold as Pet/Adoption, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 2 CHS Animal Dumps
- 62 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:
 - 7/12/2022 hearing on 61 Summit. Peter was another no show, but hearing continued without his input. Committee has not determined outcome at this time.
 - Opening of Dog Park was 7/1/2022. Dog poop complaints came in after the first weekend from 2 residents and 1 complaint of an aggressive incident that was not reported.
 - 7/21/22 received a large donation of dog food from CHS for the Wethersfield Dog Pound and shared with Newington CT K9.
 - Dog bite and impounds have greatly increased compared to last year.
- In July, the Patrol Division Report:
 - On 7/8/22, Officer Douglas observed a vehicle traveling on the Berlin Turnpike. Upon seeing the police cruiser, Officer Douglas noted the occupants appeared nervous and looked away and blocked their faces from view. Officer Douglas followed the vehicle and observed the operator commit a traffic violation. Officer Douglas initiated a traffic stop. Upon approaching the vehicle, Officer Douglas noted the occupants appeared nervous and gave conflicting accounts of their travel history. Officer Douglas noticed drug paraphernalia on the floor of the vehicle. Officer Douglas completed a probable cause search of the interior of the vehicle and located 104 baggies of Fentanyl and 6 grams of crack cocaine, both packaged for sale. He also located drug paraphernalia, packaging material, digital scales, and drug cutting agents. Both occupants were arrested for operating a drug factory, drug possession, and intent to sell narcotics.
 - On 7/9/22, Newington Officers responded to a report of a robbery on Turkey Hill Road. The victim, a pizza delivery employee, reported he was dispatched to deliver food to 27 Turkey Hill Road. Upon arrival, he realized there was no house number 27. As he was pulled over to confirm the address with the restaurant, he was approached by two males. The males told the victim that they had placed the order. As the driver was talking with one of the males, the second male brandished a handgun and ordered the victim to hand over any money he had, his cellular phone, and the food order. The victim provided the requested items and the males ran to a dark colored SUV and fled the scene. The victim's phone was later recovered in the area and was subjected to forensic processing by the Detective Division. This case remains under investigation.
 - On 7/13/22, a resident on John Street reported the sound of a gun shot in the area. Officers responded and spoke to the complainant who reported that at 11:00 pm, she heard a bang and went outside to see what happened. The complainant noticed the rear window of her vehicle was smashed. Officers were able to determine that the damage to the vehicle was not caused by gunfire, but decided to search the area anyway. During the search, an officer located a 9 mm shell casing on the ground near the victim's house. An inspection of the front of the house revealed a small hole just to the right of the front door. The officers were able to trace the path of a bullet from the front of the house into the bedroom of a 9-year-old resident. The bullet was found lodged in the metal frame that supports the child's mattress. The Detective Division responded and processed the scene and collected evidence. Fortunately, no one was injured during the shooting. The incident is currently under investigation by the Detective Division.
 - On 7/18/22, employees of the People's Bank located inside the Stop and Shop on Kitts Lane contacted the Newington Police to report a robbery. Officers responded to the scene, but the suspect had already fled the area. The clerk reported the suspect walked up to her window and passed a note demanding money. She provided the suspect with cash and he then demanded the note back. The clerk held the note tight and when the suspect grabbed it from her, the corner ripped off. The suspect then fled the parking lot in a Honda SUV. Detectives were summoned to process the scene, and members of the FBI arrived since the robbery involved a bank. It was believed that this suspect was responsible for several bank robberies in the area. A joint investigation was initiated with

members of the Newington Detective Division and law enforcement agencies where the other robberies occurred, which was headed by the FBI. The suspect was later apprehended and will face charges for all of his crimes.

- On 7/26/22, Officers were on the scene of a medical complaint on Cherry Hill Drive when they were approached by a resident in the area reporting that someone had just attempted to burglarize her vehicle. The officers were standing outside the residence and had just observed a male walk past them that matched the description the resident provided of the suspect. The officers located the male a couple blocks away and initiated an investigation. As the officers were talking with the suspect, another resident of Cherry Hill Drive contacted police to report their vehicle had been burglarized. The suspect detained by the officers matched the suspect seen in Ring surveillance video provided by the victim. The suspect was arrested for multiple burglary charges.
- In July, the Support Services Report:
 - Officer Derrick Walker has been working with WatchGuard to implement the new body camera system. The WatchGuard body cameras have been delivered, and Officer Walker is working along Newington IT to set up and deploy the cameras.
 - Coordination has begun for the installation and training of the Star Chase System. The system is scheduled to go live after training on August 30, 2022.
 - Support Services continues to be active in recruiting and scheduling police applicants, including administering written and oral board testing. Oral boards for entry level applicants was completed from the most recent written test and candidates have been scheduled for polygraph examinations.
 - Officer DeSimone has maintained social media platforms to continue engagement with the community. Officer DeSimone has reached out to a Facebook contact in an effort to restore the department's Facebook page.
 - 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.
 - The training department has scheduled training for ERT and has begun the annual training requirements to comply with new POST mandates. Recruit Casasanta has graduated from the CT POST Academy and has reported to begin FTO.
 - SPSD Garuti has begun the implementation of a new program called Prepared 911. The free system will allow Dispatch the ability to live stream video from 911 callers and others to get a visual account of the incident in real time. The system is scheduled to go live during the month of August.

Property Report July 2022

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	25	\$ 12,924
Vehicle Inventory	0	\$ 0
Stolen	104	\$ 156,267
Abandoned	0	\$ 0
Evidence	118	\$ 832
Found	10	\$ 0
Lost	3	\$ 51
Seized	20	\$ 606
Recovered	9	\$ 3,366
Impounded	0	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
Total	290	\$ 174,046

● Police Department Overtime Report July 2022

OT June	\$129,430	3 pay periods (1 holiday)
OT July	\$100,679	2 pay periods (1 holiday)
	\$ 28,751	decrease

- During July 2022, one officer from the Patrol Division has remained temporarily assigned to the Detective Division for most of the two pay periods, serving as the Property Officer since the Civilian Property Officer position remains unfilled, thereby creating a vacancy in Patrol. There also has been a vacant Officer (202) and a vacant Sergeant position in the Patrol Division schedule, as well for the majority of the two pay periods. The vacant Patrol District is filled on overtime as well as the vacant Sergeant's days off. Also, the other Patrol vacancy is not listed on the schedule (308) and has an impact on Patrol overtime, since that unstaffed Patrol District position could be used to reduce overtime by covering officers who may take time off. Additionally, the 105 district is not staffed, which results in a midnight shift overtime on Thursday, Friday and Saturday.
- Administrative overtime of \$0, the same as the previous month.
- Patrol overtime of \$84,399, a decrease of \$13,231 from the previous month. Overtime included holiday pay of \$15,933, the filling of shifts for time off (vacation, sick, earned time) and the 105 midnight shifts on Thursday, Friday and Saturday. Also, holdovers or scheduled overtimes for officers involved in casework related to domestic disputes, drug arrests, Midstate Accident Reconstruction Squad callout in Wethersfield, motor vehicle accident, broken down motor vehicle, prisoner duty at hospital, juvenile/DCF case, injured officer for hospital evaluation, Sergeant conducting CIRMA follow-up, untimely death investigation, arrest warrant service, holdovers from the Extravaganza and a search warrant service.
- Detective Division overtime of \$2,529, an increase of \$291 from the previous month. Overtime included \$1,218 in holiday pay and the after-hours callouts of detectives to process a residential burglary, untimely death and a car break. A detective also assisted with the processing of a scene related to the execution of a search warrant.
- Traffic Division overtime of \$467, a decrease of \$785 from the previous month. Overtime consisted of two call outs for the equipment operator. He responded to a malfunctioning traffic light at Main Street and Stoddard Avenue and placed traffic cones on Long Street for a traffic issue.
- Communications overtime of \$10,730, a decrease of \$9,260 from the previous month. Overtime included holiday pay of \$2,153 and the filling of shifts for time off (vacation, sick, earned time). Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday.
- Educational overtime of \$1,841, a decrease of \$5,589 from the previous month. Overtime included coverage of shifts for officers attending Midstate Accident Reconstruction Squad training and ERT training. A firearms instructor also trained a Newington recruit at the academy in low light shooting on overtime.
- Support Services overtime of \$0, the same as the previous month.
- Animal Control overtime of \$712.78. Overtime included two animal complaint call outs in Wethersfield, a holdover for a late call and overtime to address a back log of cases.

FIRE DEPARTMENT

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

Code	Incident Type	July	1 month total
1	Fire		
100	Fire, Other	1	1
111	Building fire	0	0
112	Fires in structure other than in a building	2	2
113	Cooking fire, confined to container	1	1
114	Chimney or flue fire, confined to chimney	0	0
116	Fuel burner/boiler malfunction, fire	0	0
130	Mobile property (vehicle) fire, other	0	0
131	Passenger vehicle fire	0	0
140	Natural vegetation fire, other	1	1
141	Forest, woods or wildland fire	0	0

142	Brush or brush-and grass mixture fire	1	1
143	Grass Fire	1	1
150	Outside rubbish fire, other	0	0
151	Outside rubbish, trash or waste fire	0	0
154	Dumpster or other outside trash receptacle	1	1
160	Special outside fire, other	0	0
170	Cultivated vegetation, crop fire, other	1	1
	Total	9	9
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheat	0	0
210	Overpressure rupture from steam, other	0	0
211	Overpressure rupture of steam pipe	0	0
223	Air or gas rupture of pressure or process	0	0
251	Excessive heat, scorch burns with no fire	0	0
	Total	0	0
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	0
311	Medical assist, assist EMS crew	2	2
322	Motor vehicle accident with injuries	0	0
324	Motor Vehicle Accident with no injuries	0	0
350	Extrication, rescue, other	0	0
352	Extrication of victim(s) from vehicle	1	1
353	Removal of victim(s) from stalled elevator	1	1
362	Ice Rescue	0	0
381	Rescue or EMS standby	0	0
	Total	4	4
4	Hazardous Condition (No Fire)		
400	Hazardous condition, Other	2	2
410	Combustible/flammable gas/liquid condition	0	0
411	Gasoline or other flammable liquid spill	0	0
412	Gas leak (natural gas or LPG)	1	1
413	Oil or other combustible liquid spill	0	0
420	Toxic condition, other	0	0
422	Chemical spill or leak	0	0
423	Refrigeration leak	0	0
424	Carbon monoxide incident	0	0
440	Electrical wiring/equipment problem, Other	2	2
441	Heat from short circuit (wiring), defective/worn	1	1
442	Overheated motor	0	0
444	Power line down	7	7
445	Arcing, shorted electrical equipment	0	0
451	Biological hazard, confirmed or suspected	0	0
460	Accident, potential accident, other	0	0

463	Vehicle accident, general cleanup	2	2
	Total	15	15
5	Service Call		
500	Service Call, other	1	1
510	Person in distress, other	0	0
511	Lock-out	0	0
520	Water problem, Other	1	1
521	Water evacuation	0	0
522	Water or steam leak	1	1
531	Smoke or odor removal	1	1
542	Animal rescue	0	0
550	Public service assistance, Other	0	0
551	Assist police or other governmental agency	2	2
552	Police matter	0	0
561	Unauthorized burning	2	2
571	Cover assignment, standby, move up	2	2
	Total	10	10
6	Good Intent Call		
600	Good intent call, other	4	4
611	Dispatched & cancelled en route	0	0
631	Authorized controlled burning	1	1
641	Vicinity alarm (incident in other location)	0	0
650	Steam, other gas mistaken for smoke, other	0	0
651	Smoke scare, odor of smoke	1	1
652	Steam, vapor, fog or dust thought to be smoke	0	0
671	HazMat release investigation w/no HazMat	1	1
	Total	7	7
7	False Alarm & False Call		
700	False alarm or false call, Other	8	8
710	Malicious, mischievous false call, other	0	0
730	System malfunction, Other	2	2
731	Sprinkler activation due to malfunction	0	0
732	Extinguishing system activation due to malfunction	1	1
733	Smoke detector activation due to malfunction	6	6
734	Heat detector activation due to malfunction	0	0
735	Alarm system sounded due to malfunction	4	4
736	CO detector activation due to malfunction	5	5
740	Unintentional transmission of alarm, other	1	1
741	Sprinkler activation, no fire	0	0
743	Smoke detector activation, no fire - unintentional	1	1
744	Detector activation, no fire - unintentional	0	0
745	Alarm system activation, no fire	3	3
746	Carbon monoxide detector activation, no CO	0	0

	Total	31	31
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, Other	0	0
	Total	0	0
9	Special Incident Type		
900	Special type of incident, other	0	0
911	Citizen complaint	0	0
	Total	0	0
	Total Calls	76	76

Fire Chief

Fire Responses -18 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
- Conducted Firehouse inspections on projects being worked on
- Attended meeting with Parks and Recreation on upcoming events
- Had monthly Chiefs' Meeting/Budget Discussions
- Reviewed new SOP/SOG's presented by committee
- Reviewed new Rules and Regulations presented by committee
- Met with Board of Fire Commissioners to review Rules and Regulations
- Met with Town Manager and Mayor on FD Discussions/Proposals
- Met with Town Engineer on concepts for Maple Hill Avenue and New Britain Avenue Streetscape Proposed Project
- Had meeting with West Hartford on MOU Agreement
- Attended wake for Chief Haber (Berlin)
- Had meeting with Project Grad Committee
- Attended Department Picnic Meeting
- Attended Town Council Meeting to discuss Fee Schedule and possibly moving up Engine 2 one year on replacement schedule

July 2022 Training Report - Progress History

- August 2022
 - The August 2022 training will cover a variety of topics including CPR and training on our new AEDs, forcible entry with our new accessories for our door prop, accident reconstruction with an expert in motor vehicle accidents, and a hands-on demonstration of the new E-500 fire retardant agent.

Plans

- We are developing 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 Reality 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

August		
<i>Type</i>	<i>Topic</i>	<i>Date</i>
Multi-Company – Co2	CPR/AED	8/8/2022
Officer Training	Forcible Entry - Tower	8/9/2022
Multi-Company	Accident Reconstruction	8/15/2022
Multi-Company	E-500 Fire Agent - Tower	8/18/2022
Multi-Company	Forcible Entry – Tower	8/22/2022
Multi-Company – Day Drill	Forcible Entry - Tower	8/25/2022
September		
<i>Type</i>	<i>Topic</i>	<i>Date</i>
Officer Training	Extrication with New Tools	9/13/2022
Multi-Company – Co2/Co4	Extrication with New Tools	9/19/2022
Multi-Company – Co1/Co3	Extrication with New Tools	9/26/2022
Multi-Company – Day Drill	Extrication with New Tools	9/29/2022
October		
<i>Type</i>	<i>Topic</i>	<i>Date</i>
Officer Training	Ropes and Knots	10/11/2022
Multi-Company – Co2/Co3	Ropes and Knots	10/17/2022
Multi-Company – Co1/Co4	Ropes and Knots	10/24/2022
Multi-Company – Day Drill	Ropes and Knots	10/27/2022
Department Drill	Rope Rescue – Cedar Mountain	10/29/2022
November		
<i>Type</i>	<i>Topic</i>	<i>Date</i>
Officer Training	Stabilization and Airbags	11/15/2022
Multi-Company – Co2/Co4	Stabilization and Airbags	11/21/2022
Multi-Company – Co1/Co3	Stabilization and Airbags	11/24/2022
Multi-Company – Day Drill	Stabilization and Airbags	11/28/2022

Classes

<i>Category</i>	<i>Classes</i>
BA-01 – SCBA Inspection Care and Cleaning	1
FS&R – Fire Search and Rescue	1
IH01 – Multi Company Training	2
IH02 – Officer Training	1
IH14 – Company 4 Training	1
IH15 – Company 5 Training	1
RQ07 – Vehicle Extrication	1
	Hours
	145.5

Certifications

No new certifications this month.

FIRE MARSHAL

Code Enforcement Activity:

Type	Quantity
Inspection – General/Annual, CO, Above Ceiling, Fire Alarm/Sprinkler	67
Re-Inspection	12
Special Inspections – Food Trucks, etc.	3
Consultation – Underground Tanks, Property Check	13
Blasting	2
Fire Investigations	4

Special Projects/Events:

- Continuing with Plan Reviews – approximately 30 active plans for various projects around town.

Fires/Major Incidents:

- 7/12/2022: Brush Fire – 91 Tremont (Cause: Homeowner burning weeds on driveway)
- 7/22/2022: Stove Fire – 243 Cherry Hill Drive (Cause: Cooking/Oil)
- 7/25/2022: Dryer Fire – 100 Cottonwood Road (Cause: Electrical Issue)
- 7/29/2022: Outside Fire (Deck) – 142 Rowley Street (Cause: Undetermined)

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 milling and paving of various roads
- Coordinated with Traffic Division for line striping of various roads
- Met with Milling/Paving contractor in preparation of paving of West Meadow Cemetery
- Met with State DOT sidewalk contractor to discuss ADA ramp replacements on Willard Avenue
- Assisted utility contractor with oversight for milling/paving Pebble Drive, Pebble Court, Westgate Circle, Brickwalk Lane

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued to prepare roads (replace catch basins) for upcoming milling and overlays
- Assisted with the preparation of the new opening of Newington Dog Park
- Continued with Town wide pot hole patching and repair of topsoil
- Crews mowed/trimmed grass/vegetation at Town Landfill and Highway Facility
- Assisted Traffic Division in line striping
- Assisted Town Engineers to dig test pits on Camp Avenue for upcoming road work
- Highway personnel responded to two (2) after hours' call ins for the month
- Two (2) evictions scheduled for the month with one (1) requiring storage

Fleet Maintenance

- Mechanics continued with preventive, spring/seasonal services, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Police Mechanic completed with the upfitting of new police vehicle
- Assisted Parks and Recreation with the annual Town Extravaganza event
- No after hours' call ins

Sanitation/Recycling/Landfill

- Scheduled 161 residential bulk items for collection for the month
- Scheduled 33 condominium bulk items for collection for the month
- Scheduled 41 condo/residential scrap metal items for collection for the month
- 8,820 tons of cumulative Municipal Solid Waste were collected July through June
- 2,351 tons of cumulative recyclables were collected July through June
- 137 mattresses/box springs were recycled for the month
- Two (2) televisions were collected for the month
- Issued 34 permanent landfill permits and 11 temporary permits for the month

TOWN ENGINEER**Permits:**

- Reviewed 3 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 33 permits: 16 Excavation, 17 Driveways
- Reviewed 316 utility clearance notifications: 309 Routine, 7 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 – As Built 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: CIP road improvements (summer 2022)
- BOE: John Paterson School expanded parking lot – Construction support and As-Built plan (summer 2022)
- Public Works (LOT CIP 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 – 125-135 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: 1936-1940 Main Street – Sidewalk Improvement plan - 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: drainage improvements: Parker Avenue neighborhood
- Public Works: drainage improvements: Pheasant Run – Ridgeway intersection
- Public Works: Assess sidewalk improvements at 67 Robbins Avenue
- Public Works: Bike lanes on Audubon Avenue and Walsh 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 Truck)

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 (LOTICIP 2020): Complete Street Project - Maple Hill Avenue and Alumni Corridor Improvements
- Berlin (LOTICIP 2022 \$38M): Complete Street Project – Rowley Street & Episcopal Road Corridor Improvements
- Public Works (supplemental LOTICIP 2023 \$25M): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn road (Complete Street)
- Public Works (LOTICIP 2024 \$43M): Complete Street Project – Garfield Street Corridor Improvements or Robbins Avenue sidewalk (and culvert extension) or Francis Street culvert or Fenn road (Complete Street)
- Public Works: Bicycle and Pedestrian Safety Acton 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 submitted Newington Gross LLC, tenant fit-out of 3,735 square foot space on the Berlin Turnpike for Metro Mattress store.
- An application was submitted for the renovation of the Portuguese Club of Hartford LLC at 730 North Mountain Road.
- An application was approved for Dilly's Properties, LLC fit-out of 2,500 square foot space for family adult daycare DBA Dilly's Training Center at 85 Kitts Lane.
- An application was submitted to utilize space at 79 East Cedar Street as a new Pizza Hut Restaurant, previously used by Newington Sovereign Bank Plaza LLC.
- An application was approved for a temporary Halloween store at 2661 Berlin Turnpike.
- An application was approved for a temporary Halloween store at 45 Costello Road.
- Three Certificate of Occupancies were issued in July: Single-family residences at 248 Maple Hill Avenue, 765 Willard Avenue and 26 Spur Lane.
- These are the classes the inspectors took in July:

D. Jourdan: July 6, 2022 Fortified Home Fundamentals & Key Changes 2021
July 6, 2022 Building Officials Enforcement Review 2021

K. Kilkenny: July 26, 2022 Rocky Hill meeting – Mechanical II (2 hours)

A. Hanke: July 26, 2022 Rocky Hill meeting – Mechanical II (2 hours)

- Building Department activity for the month of July was as follows: The Inspectors completed a total of 217 Inspections. They were: Alarm Installation (2), CO (3), Drainage (1), Electrical (16), Final (134), Footings (7), Foundation (2), Framing (4), Gas Line (9), Incident Report (3), Insulation (3), Mechanical (3), Plumbing (1), Pools (1), Roof (1), Rough (26), Sign (1).
- The total number of Building/Renovation Permits issued/applied for the month of July was **194** producing a total permit value of **\$4,054,279.**
- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	24	2,080,081.00
DECKS	3	27,699.00
ELECTRICAL	62	844,725.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	0	0.00
FUEL TANK	1	1,000.00
GARAGE/SHED	0	0.00
MECHANICAL	44	483,983.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	18	100,339.00
POOL	2	17,500.00
ROOFING/SIDING	25	341,425.00
SIGN	1	35,000.00
SOLAR	13	118,727.00
TENT	1	3,800.00
TOTAL	194	4,054,279.00

The total Building income fees received in the month of July were **\$46,796.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$405.00, Environmental \$60.00, Conservation \$200.00, Copies, Books and Maps \$66.00, Driveway/Excavation \$3,500.00, Engineering copies \$1.00. The other total income is \$4,232.00.

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

	<u>2022</u>	<u>2021</u>
Value of Permits issued for July:	\$4,054,279.00	\$2,337,584.00
Fees for Permits issued for July:	\$46,796.00	\$28,303.00
Other Income Fees for July:	\$4,232.00	\$3,234.50
Building Permits Issued for July:	194	218

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

<u>2022-2023</u>		<u>2021-2022</u>	
Value	Permit Fee	Value	Permit Fee
\$4,054,279.00	\$46,796.00	\$2,337,584.00	\$28,303.00

HUMAN SERVICES

- Summer Youth Adventure programs were in full swing this month, and all programs were filled with a waiting list for most days.

- We worked with the Middle Schools to finalize the schedule and structure for the 5th grade Adventure Learning Program. We will facilitate this program in conjunction with the Health & Wellness curriculum for the 2022-2023 academic year.
- We also collaborated with the High School Adventure Club to organize fall 2022-2023 activities.
- Fall SCORE programs are being planned, and email distribution and distribution of flyers via schools will go out by the end of August.
- We continue to receive requests for autumn 2022 challenge course programs from new and returning clients.
- 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 assisted with the ongoing operation of the food bank. We are experiencing a shortfall of certain food items and would appreciate any donations by contacting Pam Wassik for specific needs.
- 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 MH needs and difficulty coordinating independent living due to clients' difficulty getting along with neighbors & suicidal ideation. See description of two complicated cases assisted this month.
- 11 Clinical cases were seen presenting with issues primarily revolving around anxiety and one case with anger issues. Cases were predominantly continuing cases. 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. We have recently identified needs for several adult cases and would like a contractual therapist available to meet those needs as well.
- Caseworker Pam Wassik has worked with a family with many layers of issues for several years. The Household consists of two parents and two adult children. In the past, PW was instrumental in securing disability income for one of the adult daughters, but the other daughter was extremely resistant and would not comply. Most recently, the father and mother's health declined. The father was admitted to a SNF and passed away in 7/2022. The mother was diagnosed with renal failure, was on dialysis, suffered with memory deficits and went into hospice in 7/2022. The daughters are now on their own with extremely limited income, as only one of them is receiving disability income. PW has been working closely with the disabled adult female with no income, making multiple home visits weekly, attempting to develop a relationship of trust in order to have her agree to apply for SSI. She has been working closely with InterCommunity, provider of MH & physical services. They have made multiple home visits with Pam also in attendance and ultimately sent her for an assessment at The Hospital of Central CT due to her unstable emotional condition. She was diagnosed with an Adjustment DO with an Anxious Mood. This hospital assessment will help build the documentation needed to apply for SSI. We have a telephone interview with SSA scheduled for Friday, 9/2/2022 to start the process for SSI. This is just an example of the complicated cases that require numerous service hours in order to assist in resolution of presenting problems.
- Another example of an extremely complicated case was handled by caseworker Pierson involving a household comprised of a 44 year old married woman who resides with her 45 year old husband, 70 year old mother, and two minor children. She and her husband were employed until 6/3/22 as residential cleaners for a private household. Their employer suddenly moved to Texas, and the couple found themselves abruptly without an income. Due to immigration status, the couple is ineligible for unemployment compensation. None of the adults within the household qualify for cash benefits through DSS or SSA. As a result of the loss of income, the household fell behind on all bills. The household's monthly rental obligation is \$1,400. The household was unable to pay rent for June or July 2022. She has applied for a green card and work visa, is working with an immigration attorney, and is also actively searching for employment. Newington Human Services assisted with rent for the month of June in the amount of \$1,400. Caseworker submitted application for Larrabee fund requesting assistance for July and August's rent in order to afford household time to secure employment and resolve immigration barriers. This application for assistance was approved in full. As a result, household will not be responsible for rental payment until September 2022. Household also presented barrier for minor child--unable to receive immunizations in order to attend school--due to a combination of being ineligible for Husky medical insurance and lack of access to preventative care and education regarding his pre-existing condition. Caseworker connected with prior DCF caseworker as well as Wheeler Clinic for

potential resources. Referred household to Wheeler in order to receive education around potential conflicts between immunizations and medical conditions, as well as to receive them at no cost in order for child to return to school.

July 2022 Statistics

Selected Programs	FY 22-23 Total This Month	FY 21-22 Total Last Month	FY 22-23 Cumulative Total YTD	FY 21-22 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	11 0	11 0	11 0	1 0
Youth & Family Service Hours	20.5	24	20.5	3
JRB cases: JRB hearings: JRB Service hours:	4 0 18	4 0 25	4 0 18	2 Combined 3
Positive Youth Development	270	264	270	350
Community Service # of hours completed Challenge Course: Adult youth(outside)	1 46 0 20	0 0 0 0	1 46 0 20	1 80 0 0
Information and Referral	100	240	100	201
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	80 18 12 50	94 19 18 57	80 18 12 50	82 28 13 41
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	155.50 33 122.5	216.25 38.75 177.5	150.5 33 122.5	119.75 29.5 90.25
Food Bank Household visits # bags of groceries distributed Mobile truck	132 1,696 232	113 1,401 331	132 1,696 232	126 1,510 307
Special Needs	3	8	3	3

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 outdoor exercise classes at Clem Lemire, a paint & sip art class, expert presentations such as “The Probate Process in CT” and “How to Read a Nutrition Label”, a discussion of “The Life and Times of Elvis Presley” and a flower painting class. All special programs were well-attended.
- On July 22nd, the Center celebrated ADA Week with a concert at Mill Pond, sponsored by Parks and Recreation. Parks and Recreation Board member Don Woods presented a proclamation honoring the 32nd Anniversary of the Americans with Disabilities Act, then members enjoyed the music of Daily Planet and free ice cream courtesy of P&R and Saputo. Rides were provided by Dial A Ride.

- Staff was busy planning two major celebrations: the first in-person Volunteer Appreciation Dinner since 2019 (scheduled for Tuesday, August 2). Center Staff and Commission on Aging and Disability members selected the Meals on Wheels Drivers as the 2022 Volunteers of the Year. We are also holding a day-long member/accreditation celebration (scheduled for Wednesday, August 3) with various 1950's themed activities offered throughout the day to celebrate "Happy Days are Here Again at the Center".
- The Center is almost entirely open. Staff is actively working on bringing back the remaining significant programs as follows:
 - AARP Drivers Education (in-person) scheduled to return on August 11
 - Bus Trips: The volunteer trip committee has reconvened and with the staff's help is planning to resume day trips to the casinos and local areas of interest. The first trip to Foxwoods Casino is scheduled for September 15. Tentatively, 1-2 trips will be offered per month. Staff is reviewing registration process, fees, money handling and safety procedures.
 - Gift Shop: Consignment appointments are being scheduled each Tuesday to rebuild the gift shop inventory, and staff is reaching out to existing and potential new volunteers with the goal to reopen the gift shop by mid-fall 2022.
- Membership renewal letters for the 2022-23 FY were mailed to all members by June 10th, and renewals continued through the month of July. 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.
- 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.
- Those who cannot return to in-person lunch due to health concerns have been offered the option of receiving Meals on Wheels. In July, volunteers and staff delivered Meals on Wheels to approximately 55-58 residents daily, Monday through Friday. An average of 1,050 hot meals are delivered per month.
- Dial A Ride is open for all regular in-town services. In July, the two DAR drivers (with subs as necessary) completed 355 trips plus 121 Meals on Wheels deliveries for a total of 1,327 miles over 229 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) assisted with gardening duties on Tuesdays and Thursdays throughout June and July.
- Facilities:
 - The window project is ongoing with the Town Engineer and Facilities Director working with the architect to obtain information necessary to go to bid.
 - The Parks Department helped maintain the Giving Garden and cleaned up the landscaping by the cafeteria entrance.
- The Director attended meetings with Town Staff, including the monthly Department Head meeting and various planning discussions with Parks and Recreation, Central CT Health District, and Human Services.
- The Commission on Aging met on July 6th with a quorum of five members. The Commission had not met since May 2021 due to a lack of quorum. The Commission held a detailed discussion of the Center's operations and reopening through the various phases of COVID-19 and the resulting needs in the community.
- The Director attended the July 12th Town Council meeting to accept a Proclamation in honor of the Center's accreditation and to discuss the Center's needs and goals for the coming months.
- The Director participated in meetings of the CASC Board of Directors and the CT Healthy Living Collective Advisory Committee. Both groups focus on collaboration among senior centers and related agencies to improve services, resources and programs available to older adults.

PARKS AND RECREATION

Recreation Division:

- Group, semi-private, and private swimming lessons were held for 8 weeks (2 more weeks than last year) for children ages 6 months to 17 years old.
- 60 participants attended the Little Swimmer's Program which was held at Mill Pond Park Wading Pool from 11:00 am to 1:00 pm, five days per week.
- The Jr. Lifeguarding class trained 14 Jr. Lifeguards.
- Senior and Disabled Swim ran every day for 6 weeks at Mill Pond Pool from 12:00 – 1:00 pm.
- There were over 20,000 visits for Recreational Swim at each outdoor pool (Mill Pond and Churchill), including visits from summer camp youth.
- On Tuesday, August 9, 2022, in conjunction with the Senior and Disabled Center, there was a Senior Citizen Pool Party at Mill Pond Pool. The fun included free swim, refreshments, and aquacize classes.
- Summer Camp RECreate brought in about 500 campers per week (150 more than last year). Campers attended weekly field trips, pizza parties, cookouts, and had special guests attend their site.
- The 40th Anniversary of the Life. Be in it. Extravaganza ran the third week of July, bringing in the most visitors that it has had in years. This year's event provided four days of carnival rides, food trucks, concerts, fun activities, and entertainers. For the first time in years, the event was uninterrupted by the weather. The fireworks show went off with an incredible display and the biggest crowd attendance in the 40 years of the event.
- Various sports, music, culinary, and art camps were offered throughout the summer.
- The Summer Adult Cornhole League ran every Thursday at Mill Pond Park during the Edythe and Harry Mandell Concert Series.

Parks, Grounds & Cemeteries Division:

- Assisted with the soft opening of the new dog park.
- Roadside mowing continues.
- Baseball field prep continues; U-11 state tournament hosted at Volunteer Field at Clem Lemire.
- Athletic field fertilization underway.
- Completed landscaping project on embankment behind Fire House 1.
- Refilled the sandbox at Mill Pond Park play area.
- Parks and Recreation hosted another successful Life. Be in it. Extravaganza and fireworks display.
- Put up fencing for fireworks.
- Pruning at cemetery, Town Hall campus and schools began.
- Assembled shed for Senior Center, adjacent to gardens behind building.
- Mowed and trimmed at Paterson School and Newington High School courtyards.
- New mini excavator used to chop back overgrowth behind bus parking on Garfield Street.
- Assembled new play equipment for Preschool playscape at Mill Pond Park.
- Enlarged wood chip area in Preschool play area at Mill Pond Park to accommodate new equipment.
- Ground stumps at Newington High School and Center Green.
- Repainted purple ramp at skate park.

Cemeteries: single 3, double 2, ash 8, sales 2

Overtime: 412 hours, \$19,574

Tree Warden:

- Picked up branches in parks.
- Continued to remove trees on Eagle path with contractor.
- Removed dangerous tree in Center Cemetery.
- Started pruning schools for start of school year.

LIBRARY

- Summer Reading “Ocean of Possibilities” is going strong. Children were busy reading and completing activities in their log to win prizes. Teens were reading and submitting reading forms and spinning the prize wheel to win their own prizes. Adults, not to be left out, were steadily submitting tickets each week for books they read for the chance to win the weekly drawings. We have had a lot of compliments from patrons who are participating who say how fun it is to be able to participate in a reading program no matter what age you are. By the end of the month, 493 children were registered for the summer reading program, 97 teens and 467 adults. The summer reading programs are funded by the Friends of the Library.
- The exciting news this month was the arrival of the 7 perfect baby chicks who hatched in the library towards the end of July. The 7 eggs arrived with an incubator from Farmer Joe’s Gardens in Wallingford on July 5 and children and their families were checking on them daily until they hatched on July 25, 26 & 27. Some lucky children and adults were able to witness the first egg hatching with the remaining ones hatching during the next two nights. The chicks were named Baguette, Burrito, Dumpling, Egg Nog, Falafel, Mochi and Sushi. It was such a fun and inspiring program for all to enjoy. There was nothing better than visiting the chicks each morning to see them, talk to them and feel their love before starting a workday. They will be heading back to Farmer Joe’s place on August 9.
- The public meeting space for outside use and study rooms are being used on a regular basis now that they are available again. Many of the non-profit organizations in town were happy that the library was allowing use of the meeting space. The new software helps make booking easier for staff. Study rooms are in constant use by students, tutors and people needing a small quiet room for a quick meeting. Artists are now exhibiting in the Community Room. This month’s featured artist was Melanie Stoddard.
- Parking has been problematic for the library whenever there are bigger events at Mill Pond Park. Unless the library had a staff person standing in the library parking lot redirecting them to the additional parking at the Town Hall or the Police Lot after the Garfield Lot filled up, people parked at the library and went to the park. The library is open six days a week including 4 weeknights until 8:00 pm. Several of these nights, staff offers regular library programming. It is very, very frustrating to not have regular parking for library patrons who want to use the library or who want to attend library programs. It is frustrating to have to schedule someone in the parking lot who has to direct traffic to appropriate parking and have unpleasant interactions with people who do not want to park there. There were several meetings with the Town Manager and Parks & Recreation to try to resolve it. Additional signage will be added especially during big events but long term this is going to have to be addressed.
- On Saturday night, the last day of the Extravaganza, people attending the fireworks thought it was appropriate to park on the library lawn when the parking lots filled up and then decided that the best way to leave was to drive on the side lawn of the library building, across the library front lawn, over a neighbor’s front lawn and use her driveway to exit onto Cedar Street. Besides the fact that they could have damaged the lawns, these same people could have easily hit pedestrians leaving the fireworks and walking towards the center of town. A meeting was held to discuss this incident and what to do for next year’s Extravaganza, but again, the parking and traffic for larger events will need to be addressed sooner than later.
- The Children’s staff offered 19 programs to 372 children and their caregivers. Staff began offering regular indoor story times for One’s, Two’s and 3-5 Year Olds in addition to Family Story times, again after a two-year hiatus due to COVID-19. A *Mermaid Tea Party with Ariel* was held where children were read a short story, sang with Ariel and played musical games. Most of the children who attended wore mermaid costumes and gave big hugs and “I love you” comments to Ariel as they left. A foam party was held on the library side lawn that was a huge hit for children of all ages. These kids ran and played in the foam while listening to Disney tunes. The *Cookbook Club & Jr. Cookbook Club* resumed with the older kids making watermelon salsa and the younger kids making ocean-themed treats. And finally, the staff handed out 180 Tiny Art kits that consisted of a 4 x 4 canvas with paint and brushes. Budding artists of all ages were able to pick up a kit and can return their final art work to the library to be displayed in the Community Room as part of the Tiny Art Show. The art will be on exhibit from August 9 – August 31.
- Teens were offered 7 programs to 80 teens. Teen programming has been a hit this summer with most programs being filled to capacity. In addition to the teen summer reading, teens learned how to make slime, watched the film “The Goonies” for *Teen Horror Movie Night* and joined staff from the Connecticut Science Center to created amazing tracks during the *Teen Roller Coaster Raucus* program. Teens also showed their creative side creating Perler bead designs, learning paper quilling and making Ferris wheels out of popsicle sticks. Teen volunteers as part of the *Teen Volunteer Network* volunteered 47 hours this month helping with library programming.

- Adult programmers presented 12 programs to 203 participants. Staff collaborated with area libraries to participate in a virtual program about the new Food Truck Carbone Prime. A virtual *Star Wars* trivia night program was hosted with the Beekley Memorial Library that was fun and highly competitive. Movies are back at the library with an afternoon showing of the movie *West Side Story*. Adults also learned about summer reads from librarians at Book Talks by Librarians and how to create a personal hydrating production at *Aromatherapy 102 – Hydration Station* with Kim Larkin. The month was rounded out with *Grab & Go* color pages and puzzle packet and *Spice It to Go* kits featuring the spice dill.
- Outreach to the senior living facilities continues to be strong. Head of Community Services Michelle Royer and the *Books for You* delivery service volunteers delivered 102 books during the month. The volunteers from the GFWC of Newington/Wethersfield who pick up and deliver the books are amazing, and the recipients of the deliveries are so appreciative.
- Total circulation was 23,174. Circulation of digital materials was 3,032. Total number of people that entered the building was 9,004. An additional 73 curbside service transactions were processed. Staff processed and pulled 2,042 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 3,598 reference questions during the month. Meeting rooms and study room space was used 183 times. Staff offered tech help 155 times to patrons. Online databases that were popular this month included *Value Line*, *Consumer Reports*, and *Ancestry.com*.
- In technology news, Assistant Director Karen Benner, Head of Reference Jennifer Hebert and Digital Services Librarian Michelle Patnode are working on two technology projects. The first is to replace the people counter located near the front doors that has been malfunctioning for some time. The second project is to bring wireless printing to the library. Information is being gathered to discuss with the Town IT department and to make decisions. Karen Benner and Library Director Lisa Masten met with Steve Pollock from the Town IT Department and Town Clerk James Krupenski to discuss ways to make it possible to have hybrid meetings at the library
- In personnel news, the entire staff completed an online Security Awareness Foundations Training course required by the Town. The biggest lesson we all learned is never open or click on a link unless you are absolutely sure about its origin. Several staff participated in a virtual webinar from the Connecticut State Library concerning Materials Challenges in libraries. Several new volunteers began working at the library to help with special projects and mending. Part-time Library Tech Karen Bissoni attended the State Libraries workshop on advanced mending procedures for library materials and was eager to impart her wisdom and skills on staff and our new volunteers. Staff continues to take advantage of free webinars provided the State Library and the Connecticut Library Consortium to learn and grow.
- In facilities news, the area of the roof that had the leaks last month was fixed. More work needs to be done to repair the damage from the June roof leaks. There was another minor leak from a clogged roof air conditioning unit that was quickly fixed by the Town Facilities department. They have been very responsive to handling the library's building problem. As mentioned earlier, the parking continues to be very problematic on days when there is a lot going on at Mill Pond Park and/or the Community Center. The cleaning service *Environmental Services* is doing a great job.

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 and/or were directly involved in:

- Completing 88 formal work orders
- Staff members completed SSL certificate renewals for external use SSL certificates
- Staff members continued work on receipt of delivery and inventory of new computer equipment order
- Staff members worked with the town's vendor to implement the Police Department's new body worn camera system
- Staff members configured and implemented point of sale systems and all supporting infrastructure for the town's "Life. Be in it." Extravaganza event
- Procuring the town's annual software and hardware licensing and maintenance renewals

- Working with the Fire Department's software vendor to install new fire department records management application and provide system for Fire Department to utilize software for testing and implementation purposes
- Working with the town's vendor to configure and implement a new network detection and response appliance and service
- Configuring town's high-availability firewall pair for use with Police Department's new real-time data application by Police Department Dispatch
- Working with Police Department's vendor to update the Computer Aided Dispatch (CAD) and Records Management (RMS) systems
- Troubleshooting and replacing of check scanner equipment in Revenue Collector's office
- Assisting Human Services staff with extraction and migration of data from existing databases to department's new management software application

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 July. In addition to routine preventative maintenance work, the team responded to approximately 43 work orders consisting of maintenance and custodial requests.

Town Hall:

- HVAC Preventative maintenance (continued)
- Drywall repairs and installation of additional expansion joints started (completed)
- Replace broken tile in one entry (one more to complete)
- New file storage cabinets for Engineering and Town Planner installed
- Elevator shut down for safety recall
- Water event in elevator pit
- Assisted with file storage for Finance Department
- Installed new delineation safety tape on exterior curb of Town Hall
- Installation of new programable air fresheners
- Upgraded all paper towel dispensers
- Tinted Town Hall windows
- Exterior window cleaning completed

Library:

- HVAC Preventative maintenance (continued)
- Replaced electrical disconnect on Unit #2
- Second water event; determined there was a drain issue caused by the roofing contractor; pricing for water damage repair ongoing
- Cleaned gutters
- Upgraded all paper towel dispensers

Highway Garage:

- HVAC Preventative maintenance (continued)
- Cleaned Gutters
- Traffic light repairs
- Upgraded all paper towel dispensers

Fire Stations:

- New roof installed at Fire Museum

Facilities Maintenance shop (Bus Garage)

- Infill trip hazard with concrete

Grounds Maintenance

- HVAC Preventative maintenance (continued)
- Upgraded all paper towel dispensers
- Cleaned Gutters
- Completed repair for lawn mower lift
- Multiple electrical repairs and upgrades at Mill Pond Concession Stand and Gazebo
- Assisted with set up for Extravaganza
- Removal of abandoned electrical service at Mill Pond baseball field

Historical Properties

- Kelsey House: Painting and wood replacement planning (ongoing)
- Kelsey House: Preliminary lead paint testing
- Kelsey House: Cleaned Gutters
- Kellogg Eddy: Final revisions for roof project underway with the new architect
- Deming Young: Well pump investigation

Town Green

- Investigate and plan for electrical upgrades (ongoing)

Senior & Disabled Center:

- HVAC Preventative maintenance (continued)
- Cleaned Gutters
- Generator Repairs Completed
- Electrical investigation
- Upgraded all paper towel dispensers

NEMS

- Mold testing and remediation completed
- Started wall repairs from water damage
- Made door/lock repairs to the front door

Indian Hill Country Club

- Emergency exit installation started

Police Department:

- HVAC Preventative maintenance (continued)
- Upgraded all paper towel dispensers
- Exterior security cameras. Released contractor (still waiting for install)
- Cleaned roof drains
- Installation of new receptacles for Body Cameras
- Installation of charging station for Body Cameras
- Exterior window cleaning completed

Administrative Projects:

- On Call Architectural services RFP - final stages
- PD storage project - Out to Bid
- Ongoing work associated with the Town wide Solar projects
- EV charging station review - ongoing
- Roof replacement at Newington High School - Phase 2 completed
- Salt shed roof replacement – awaiting start date
- American Legion - siding (color selected, awaiting start date)
- Multiple card access requests and schedule changes
- Hire new Carpenter
- Completion of Way Finding Sign project (waiting for contractor)