



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 20, 2022
Re: Monthly Report – July 2021

GENERAL ADMINISTRATION

As a result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on July 9th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

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

On July 6th, I attended a meeting at Newington High School to discuss the roof leaks and infrastructure concerns of the building.

To help receive municipal grants, the Town of Newington partnered with Sonick Grant Writing Group. I attended a Zoom meeting with grant writer Sonya Richmond to discuss their assistance with current grants and opportunities for new ones according to departmental needs. We had a follow up meeting on July 12th with the Parks and Recreation Department to discuss the Mill Pond Park and Pool project.

On July 7th, I attended the Park Maintenance Committee meeting with William DeMaio and Clay Pedigo. This Committee was formed to establish better communication between management and the employees. The Grounds' staff selected 3-4 representatives from their department, who will meet with management periodically to discuss issues or concerns. We met on July 7th to discuss possible staff promotional opportunities.

On July 7th, I attended a Special Meeting of the Town Council to discuss a potential real estate acquisition.

On July 8th, I attended an Emergency Operations Center (EOC) meeting in response to the Tropical Storm "Elsa". The storm brought gusty winds and rain to our area but was relatively mild. Each Department was prepared for the storm and cleanup.

On July 13th, I attended a regular Town Council meeting where I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. We further discussed the proposal of the Economic Development Commission to involve the local businesses and residents in the beautification of the Town. As far as New Business at the meeting, we discussed the appointment of the Anna Reynolds Construction Manager for the school renovation project, the Economic Development Employee Incentive Plan involving new businesses, the Capital Improvement Program, and the creation of a Permanent Municipal Building Commission. We also discussed the Land Acquisition Fund, Panhandling Ordinance

Language and In-Person Meeting Requirements. Cancellation of the August 24th Regular Meeting of the Town Council was also discussed.

On July 14th, I met with Renata Bertotti and Gail Budrejko to discuss the condition of historic Newington Junction that seems to have been neglected over the years.

On July 15th, I met with Paul Boutot, Chief Information Officer at the American Radio Relay League to continue discussions outlining, inventorying, planning and implementing a process to identify and modernize our current emergency radio systems.

On July 16th, I attended a follow up meeting with participating department heads to further discuss the progress of the Youth Mentoring Program.

On July 21st, I attended the Extravaganza Action Plan Meeting with other pertinent department heads to discuss logistics and needs for the weeklong Extravaganza events.

On July 21st, I had a phone conversation with marketing agency CGI Digital to discuss a production schedule for the seven (7) complimentary videos they are providing to the Town of Newington. These videos include a Welcome video, and highlighted the following: First Responders, Economic Development, Quality of Life, Park Maintenance and Public Works, Housing and Education, and Community Organizations.

On July 22nd, I attended a meeting with Bill DeMaio and Clay Pedigo regarding bus parking layouts and Town Hall's handicap parking layouts.

On July 27th, I attended a regular Town Council meeting where I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. Police Chief Clark spoke, and there was a lengthy discussion about the continued car breaks, stolen cars, and Town-wide policing efforts. We discussed the Panhandling Ordinance Language, Economic Development Employee Incentive Plan involving new businesses, the Capital Improvement Program, and further discussions on the creation of a Permanent Municipal Building Commission. We also discussed the Land Acquisition Fund, and In-Person Meeting Requirements. Cancellation of the August 24th Regular Meeting of the Town Council was approved. New Business discussed at the meeting included Air Handler Stabilizer Installation (Human Services Department), Roof Repairs at Newington High School, and an Amendment to the Simple Recycling Agreement.

On July 28th, I hosted a staff meeting with department heads. Sonya Richmond from Sonick Grant Writing Group shared a Powerpoint presentation to introduce her company and explain what they can do for our municipality. I provided an update on the items discussed at the most recent Town Council meeting. Based on Chief Clark's information, motor vehicle break ins and thefts are a regional--not just townwide--issue. I discussed our current health update regarding COVID-19. COVID-19 is on the rise, so if we move into the orange, we will revert back to our red Action Plan. The Capital Improvement Committee has been disbanded; Administration will now create the Capital Improvement Plan. The creation of a permanent Municipal Building Committee was discussed. A recommendation was made to include a minimum allocation of \$10,000 to be included as part of the annual budget process; maximum of \$2 million. As the world is changing to energy-saving resources, our goal is to be more sustainable. We are moving forward with solar, and a follow up meeting regarding solar installation on select buildings has been scheduled. Zoom training will begin for staff shortly. Shredder will be coming on August 9th for destruction of records. Joseph Salamone has been hired to fill the vacant Director of Facilities Management position.

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.

Throughout the month, I met with Union leadership to discuss issues and concerns. Ongoing meetings have been scheduled for next month.

Overtime

Paid overtime during the month of July 2021 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	42.8	\$ 2,603.19
Weekend Standby and Call-In	20.0	\$ 969.09
Road Maintenance	16.0	\$ 837.32
Totals	78.8	\$ 4,409.60
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	406.0	\$ 19,082.00
Totals	406.0	\$ 19,082.00

	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD
POLICE DEPARTMENT				
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 314.42
Patrol	679,403.00	73,584.06	685,889.00	51,376.61
Investigation	90,645.00	110.23	90,645.00	3,405.25
Traffic	4,908.00	706.74	0.00	0.00
Communication	173,748.00	8,095.90	173,748.00	9,435.70
Education/Training	143,085.00	8,277.43	143,085.00	1,132.66
Support Services	60,413.00	351.68	60,413.00	898.47
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$ 1,161,888.00	\$ 91,126.04	\$ 1,163,466.00	\$ 66,563.11
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 1,497.63	\$ 28,085.00	\$ 2,282.73
Snow and Ice Control	130,000.00	0.00	165,297.00	0.00
Traffic	0.00	0.00	4,057.00	18.87
Vehicles and Equipment	34,145.00	1,611.76	32,822.00	2,105.31
Leaf Collection	35,267.00	0.00	33,898.00	0.00
Total	\$ 228,629.00	\$ 3,109.39	\$ 264,159.00	\$ 4,406.91
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 22,004.46	\$ 84,839.00	\$ 11,725.40
Cemeteries	17,109.00	0.00	16,445.00	0.00
Total	\$ 105,466.00	\$ 22,004.46	\$ 101,284.00	\$ 11,725.40

PERSONNEL

- The vacant Highway Equipment Operator I (HLT-9) position was posted externally on July 20th, with a closing date of August 3rd.
- The vacant Part Time Deputy Fire Marshal position was posted externally on July 29th, with a closing date of August 9th.
- Oral Panel Interviews were scheduled on July 23rd, and second interviews were scheduled on July 28th for the vacant Clinical Services Coordinator position.
- The vacant Fire Marshal (A-9) position was offered to Douglas Zordan; he began his position on July 6th.
- Kelly Tinkham has been appointed as the Temporary Recreation Supervisor for the Parks and Recreation Department; her position was effective on July 6th.
- The vacant Director of Facilities Management (A-9) position was offered to Joseph Salamone; he began his position on July 30th.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The 2020-21 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 2020-21 plan year were estimated at \$3,159,864 for the Town and \$8,396,724 for the Board of Education. The total paid claims from the Health Benefits Fund for 2020-21 were \$1,297,710 for the Town and \$7,221,047 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 2020-21 Settlement Report. The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through June, 2021

	Town	Board of Education	Total
Estimated Claims	3,159,864	8,396,724	11,556,588
Actual Claims	1,297,710	7,221,047	8,518,757

ACCOUNTING AND ADMINISTRATION

- Janet Murphy, Finance Director, continues working on reviewing eligibility for projects under the American Rescue Plan Act funding. A list of the potential projects should be ready to be sent to the Council for review in September.
- Lisa Rydecki, Deputy Finance Director, continues working on preparing for the closing of the fiscal year and preparing documents for the auditors.
- The auditors were in doing preliminary field week during the last week in July.
- Evaluation of several grant opportunities were done during the month.
- The 2020-21 fiscal year closeout continued through the month; particularly busy was accounts payable area where end-of-year transactions from departments were forwarded for processing.
- 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 from the State of Connecticut any grant payments during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
07/31/2021

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY 2021-22</u>	<u>Actual Year to Date</u>	
General Fund	\$100,000	\$3,887	\$39,561,624
Special Revenue Funds	42,000	69	713,053
Capital Projects Funds		100	1,094,877
Internal Service Fund	5,000	540	5,911,206
Trust and Agency Funds		126	1,170,852
Total, Estimated by Fund			\$48,451,612

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

07/31/2021

	<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	.11	.03	1,853	497	\$20,295,222
Bank North	.15	.15	72	69	561,724
TD Bank (new)	.15	.15	1,388	1,336	10,896,424
Farmington Bank	.10	.15	695	1,147	8,457,366
Webster Bank	.05	.05	243	240	3,178,318
Liberty Bank	.10	.10	472	388	5,062,558
Total Outstanding Investments					\$48,451,612

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 on June 30, 2021: approximately 29,000 motor vehicle bills, 1,400 personal property bills, and 3,900 real estate bills (9,100 were sent to banks for direct payment). All staff were occupied most of this month on the telephone and on emails, answering billing questions from taxpayers.
- Owners of income-producing properties continued to file the annual Income and Expense forms, as the due date for filing was June 1, 2021. The reports were analyzed and input into the CAMA system to be used for valuation purposes at the next revaluation in 2025.
- Ten personal property accounts were selected for review by our outside auditor. Information regarding these accounts will be sent to the auditor for reviews beginning in September. All audit results will be reviewed by the Assessor with final adjustments due to be processed in early November.
- The Assessor and Personal Property Assessment Technician began reviewing the annual personal property declarations to make the necessary edits and updates to the forms which will be mailed out to all business personal property owners at the end of September.

Revenue Collector:

- July Revenue Collections for Real Estate, Personal Property, and Motor Vehicles amounted to \$51,717,011.34. Prior year taxes collected amounted to \$95,969.27. Included in that amount is \$5,922.39 for suspended accounts.
- This year's July collections on the current Grand List is 48.7% which is much higher than last year (39.6%). Since Governor Lamont did not grant an extension, collection continues on the regular schedule. This year, since the last day to pay falls on the weekend, the last day to pay is August 2nd which will benefit taxpayers.
- The tax payment drop box was installed last year in the rear parking lot near the Police Department for the convenience of the taxpayers, and they are making use of the box daily. The Tax Office staff retrieves payments several times daily.
- Legal Notices and News Releases were placed in several newspapers and on social media giving taxpayers updated information.
- The Tax Office was extremely busy with an unusual number of taxpayers coming in to pay who were interested in viewing the new Town Hall.

POLICE DEPARTMENT

Patrol Calls for July are as follows:

Abandoned MV 0	Fire Task Force Activation 0	MV Evading 9
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 48	Fire Trouble Alarm 0	MV Injury 6

Alarm Hold Up Alarm 3	Fire Vehicle Maintenance 0	MV Property Only 67
Alarm Residential Burg Alarm 20	Fire Vehicle Fire 0	Neighbor 6
Altered Mental Status 0	Fire Water Problem 9	Noise 34
Animal Complaint 19	Fireworks 14	Non Collect Person 0
Arson/Fire Invest 0	Follow Up 50	Notification 0
Assault 2	Found Property 3	Open Door/Window 10
Assault in Progress 0	Gun 0	Other Archive 0
Assist Motorist 5	Harassment 8	Parking Violation 7
Assist Notification 0	Hazard 37	PD Assist Fire Dept 53
Assist Other Agency 38	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 1	Pistol Permit 27
Blighted Property 0	HOPE Project 0	Prisoner Care 1
Bomb Threat 0	Illegal Dumping 2	Private Duty 0
Breach of Peace/Disorderly 10	Impersonating Police 0	Property Found 4
Burglar Alarm 2	Indecent Exposure 0	Property Lost 0
Burglary 25	Intoxicated 4	Prostitution 0
Car Seat 1	Juvenile Complaint 8	Recovered Stolen MV 2
Check Welfare 63	K9 Assist 0	Rescue Call 0
Check Welfare 911 42	Kidnapping 0	Residential Lockout 5
Check Welfare Other 14	Landlord/Tenant Dispute 1	Robbery 0
Clear Lot 4	Larceny 53	Roll Call 1
Construction 0	Larceny from MV 50	Serve Subpoena 0
Court Detail 17	Lift Assist Only 5	Serve Warrant 22
Criminal Mischief 10	Liquor 1	Sexual Assault 4
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 26	Location Check 262	Specific Detail 84
Dog Complaint 34	Location General 0	State Pistol Permit – Tempo 0
Domestic 40	Location School 0	Stolen MV 3
Door Check 0	Lockout Building 3	Sudden Death 2
Drug 3	Lockout MV 1	Suicide 0
DUI 7	Lost Property 6	Suicide Attempt 2
EDP 23	LTA 0	Suspicious MV Unoccupied 11
Escort/Transport 6	Meal 0	Suspicious Report 162
Escort/Funeral 0	Medical Alarm 12	Test 0
Escort Other 0	Medical Cardiac 3	Threatening 6
Escort Retrieval 0	Medical Complaint 233	Tobacco 0
Escort Tax 0	Medical Diabetic 4	Tow 10
Fingerprint 0	Medical Fall 20	Town Ordinance Violation 0
Fire Alarm Commercial Bldg 22	Medical Mutual 0	Traffic Stop 128
Fire Alarm Residential 10	Medical Other 0	Traffic Stop Attempt 8
Fire CO Detector no sympt 6	Medical Respiratory 3	Traffic Survey 0
Fire CO Detector with sympt 2	Medical Stand By 3	Training 0
Fire Extrication 0	Medical Trauma 0	Trespass 4
Fire Hazmat 6	Medical Unresponsive 5	Unknown 0

Fire Mutual Aid Request 2	Missing 2	Water problem 0
Fire Other 23	MV Abandoned 0	
Fire Rescue 0	MV Assist 40	
Fire Special Detail 0	MV Complaint 44	
Fire Stand By 0	MV Fire 0	Total: 2,105

- In July, the Detective Division Report:
 - Handled 53 investigations, 53 remain ongoing.
 - Served 19 warrants; 19 by Patrol officers, 0 by Detective Division.
- In July, the Animal Control Officers had the following activity:
 - 60 Total Calls: 34 Dog, 19 Animal, 5 Specific Detail, 2 Follow-ups, 32 Police Assisted – No ACO
 - 6 Total Bites: 2 Dog vs. Dog Bites, 4 Dog vs. Human, 0 Feral Cat vs. Human
 - 6 Total Impounds: 5 Redeemed, 1 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 103 Incoming Phone Calls
 - 4 Letters (No License/Barking/Littering)
 - 4 Written Warnings
 - 0 Outbound calls for Delinquent License
 - 1 Infraction
 - 0 ACO Call-Ins
- Notable Cases/Events:
 - Rise in mail carrier dog bites – performed an in-house training with postal service on 7/14/21. I will work closely with mail carriers to lower risk of dog bites by identifying residents with aggressive-acting dogs.
 - 7/19/21 – Met with non-profit group that will fundraise to re-furbish the Wethersfield pound, and this would increase space for Newington to use as primary kennel. West Hartford has agreed to assist with carryover if necessary.
 - 7/30/21 – provided an ACO talk with Cedar Mountain Community Center to share what Animal Control is all about.
 - 33 Bayberry – dog left in house more than 24 hours as owner was taken by ambulance. Working with Human Services on this issue and payment. Owner in hospital 20 days. May suggest the ACO get notified at the time owner was taken away. Dog was crated with no food or water or ability to eliminate.
 - 8 Boulevard – dog at this residence attacked 4 small dogs, killing one. A restraint order was placed on the dog, and owner violated this order. He has since moved the dog out of state and moved to Simsbury. Working on an arrest warrant and providing the Simsbury ACO with restraint orders for them to continue to monitor the situation.
- In July, the Patrol Division had the following activity:
 - On 7/07/21 and again on 7/09/21, Prime Self Storage units located at 350 Alumni Road were burglarized during the overnight hours. A total of thirty (30) storage units were broken into over the two nights. Numerous victims came forward in the following days and weeks to report losses from their units. The Detective Division responded to the scene and processed for evidence. These cases are under investigation by the Detective Division.
 - On 7/11/21, Officers responded to the Staples parking lot at 3174 Berlin Turnpike after receiving a third person report that a woman was parked in her car attempting to commit suicide. Upon arrival, Officers located a distraught female suffering from deep self-inflicted lacerations to her wrists and neck seated in her vehicle in the south lot of the business. Medical care was provided to control the bleeding, and the female was transported to the hospital for physical and mental medical care.
 - On 7/16/21, Officer responded to the Holiday Inn Express for a reported domestic incident. It was quickly learned that the individual was emotionally disturbed and was refusing to cooperate with Police and EMS on the scene. As officers encouraged the male to receive medical treatment, he started to light fire to items inside the room and throw them out the third-floor window. The male had barricaded the door with furniture and would not allow officers to enter. Officers were forced to use breaching tools to enter the room. As they did, they observed furniture in the room on fire and the male attempting to jump out the window. Officers were able to grab the male as he dangled from one hand outside of the window. The officers pulled the male to safety, and he was sent to

the hospital on an emergency committal. An arrest warrant has been submitted to court for his arrest for criminal mischief and arson charges.

- On 7/18/21, Officers responded to the Grantmoor Motor Lodge for an untimely death of a 26-year-old female from an apparent drug overdose. While on scene conducting the death investigation, a Sergeant located another individual exhibiting symptoms of severe drug intoxication seated in his vehicle in the parking lot. He was slumped over the wheel and initially unresponsive. Officers removed the male from the vehicle and provided medical care for an overdose of Fentanyl. He was ultimately transported to the hospital. Due to the prevalence of drug related incidents at these locations, directed patrols have been initiated at the motels on every shift.
- On 7/20/21, Officers responded to both Pane Road and Stamm Road for reports of multiple vehicles having catalytic converters stolen. A construction company on Stamm Road suffered the theft of eighteen (18) catalytic converters from nine (9) commercial work trucks. Businesses on Pane Road suffered a variety of larcenies to include valuables from inside the vehicles, parts from the vehicles themselves, and stolen vehicles parked in the lot. The Detective Division was requested to process the scene for evidence. Due to lack of solvability factors, these cases have not been solved. In the month of July, Newington PD has responded to approximately fifty (50) larceny from motor vehicle complaints.

Property Report July 2021

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	3	\$ 9,984
Damaged/Destroyed	35	\$ 6,921
Vehicle Inventory	0	\$ 0
Stolen	141	\$ 161,037
Abandoned	0	\$ 0
Evidence	159	\$ 251
Found	17	\$ 10
Lost	1	\$ 0
Seized	9	\$ 2
Recovered	15	\$ 21,558
Impounded	0	\$ 0
Informational	1	\$ 0
Towed	0	\$ 0
Total	381	\$ 199,763

- Police Department Overtime July 2021

- OT June \$103,831 2 pay periods (one holiday)
- OT July \$152,454 3 pay periods (one holiday)
- \$ 48,623 increase
- During July 2021, one officer from the Patrol Division has remained temporarily assigned to the Detective Division serving as the property officer since the civilian property officer position remains unfilled and a second officer has continued on light duty assisting in the Detective Division. A third officer has returned from medical leave but is also on light duty assisting in the Detective Division. This has resulted in three officer vacancies. Additionally, there are three officer openings in the Patrol Division. These vacancies have an impact on patrol overtime since some patrol districts are left unstaffed which could be used to reduce overtime by covering officers who may take time off. Also, if the 105 (midnight) district officer's days off fall on Thursday, Friday or Saturday, that shift is covered with patrol overtime as well.
- Administrative overtime of \$0, the same as the previous month.
- Patrol overtime of \$119,607, an increase of \$43,084 from the previous month. Overtime included holiday pay of \$12,661, the filling of shifts for time off (vacation, sick, earned time), 105 district days off (Thursday, Friday, Saturday) and holdovers or scheduled overtimes for officers involved in casework related to prisoner transport, DUI arrest, domestic arrests, commercial burglar alarm, traffic stop with a drug arrest, Sergeant serving as a translator, supervisors completing paperwork

after shift, multiple burglaries of storage units and providing security at a public protest on 6/24/2021.

- Detective Division overtime of \$1,737, an increase of \$1,049 from the previous month. There was no holiday pay. Overtime included six callouts for detectives for crime scene processing related to different crimes including sudden deaths and burglaries as well as to act as an interpreter assisting patrol.
- Communications overtime of \$16,162, an increase of \$3,919 from the previous month. Overtime included holiday pay of \$3,025, the filling of shifts for time off (vacation, sick, earned time) and filling of shifts on days and evenings when only one dispatcher is scheduled to ensure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000 hrs to 0400 hrs on the midnight shift on Thursday, Friday and Saturday. There is also currently a dispatcher opening which creates additional overtime.
- Educational overtime of \$13,889, an increase of \$1,656 from the previous month. Overtime included coverage of shifts for officers receiving instruction in: Failure to supervise liability class, Officer Survival Manchester Bushido Jiu-Jitsu Academy, Advanced Crash Investigation, Method of Instruction, Patrol Rifle Instructor, Firearm Instructor, Advanced School Resource Officer Training, Emergency Response Team Training, Active Shooter and Bike Patrol Class.
- Support Services overtime of \$352, a decrease of \$1,792 from the previous month. There was no holiday pay. Overtime was related to the move of the dispatch center.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of July, 2021. 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	Count
1	Fire	
100	Fire, other	1
111	Building fire	2
113	Cooking fire, confined to container	2
	Total	5
4	Hazardous Condition (No Fire)	
400	Hazardous condition, other	4
412	Gas leak (natural gas or LPG)	2
423	Refrigeration leak	1
424	Carbon monoxide incident	2
440	Electrical Wiring/Equipment Problem, other	2
441	Heat from short circuit (wiring), defective/worn	1
444	Power line down	7
445	Arcing, shorted electrical equipment	2
	Total	21
5	Service Call	
500	Service Call, other	2
520	Water problem, other	6
521	Water evacuation	3
522	Water or steam leak	1
531	Smoke or odor removal	3
542	Animal rescue	1

550	Public service assistance, other	1
552	Police matter	1
571	Cover assignment, standby, moveup	1
	Total	19
6	Good Intent Call	
651	Smoke scare, odor of smoke	2
652	Steam, vapor, fog or dust thought to be smoke	1
671	HazMat release investigation w/no HazMat	1
	Total	4
7	False Alarm & False Call	
700	False alarm or false call, other	8
730	System malfunction, other	5
733	Smoke detector activation due to malfunction	2
735	Alarm system sounded due to malfunction	4
736	CO detector activation due to malfunction	2
743	Smoke detector activation, no fire - unintentional	4
744	Detector activation, no fire - unintentional	3
746	Carbon monoxide detector activation, no CO	2
	Total	30
8	Severe Weather & Natural Disaster	
800	Severe weather or natural disaster, other	1
	Total	1
9	Special Incident Type	
911	Citizen complaint	1
	Total	1
	Total Calls	81

Training Summary for the month of July: Please be advised that due to the restrictions caused by the COVID-19 virus, some training is being completed through various online training platforms. Social distancing protocols are in effect for all hands-on sessions.

Category	Classes	Attendees	Hours
AP20 - Pump Operations	1	19	18
A540 - Aerial Operator	1	18	27
EL01 - Electrical Safety	1	8	16
FC20 - Handline Operations	1	12	12
IH01 - Multi-Company Training	4	43	78.5
IH02 - Officer Training	2	22	26
IH10 - Department Drill	1	59	147.5
IH11 - Company 1 Training	1	18	36
ST21 - Aircraft Rescue & Firefighting	3	1	4
Totals	15	200	365

Fire Chief

Fire Response: **20** Incidents

- Chief's Meeting
- Command Staff Meeting
- Commissioners' Meeting
- Safety Division Meeting
- Line Officer Expectation Meeting for 2021-2024
- Staff Officer Meeting
- Attended training session presented by Tim Klett
- Attended Officer Training on hose loads
- Met with EMS Chief
- Finalized paperwork for purchase of Truck 2 with Firematic
- Attended past Chief Dick Nadeau's Memorial Service
- Attended Extravaganza meeting; Extravaganza detail with personnel and Truck 1
- Attended Commissioner Bogacz's wake
- Attended meeting with Shipmans and Scott Rep for SCBA upgrade possibilities
- Met to look over Motorola Accountability system with HFD
- Met with Dispatch Supervisor to correct dispatch issues
- Had discussions with Chief Regina about training division activities
- Had weekly discussions with Chief Lapierre on Budget
- Had discussions with Chief Stegmaier on personnel recruitment and retention ideas being discussed in weekly meetings with his staff
- Had discussions with Chief Nesklada on apparatus and building projects
- Had Communication Meetings about new radio system, work on spreadsheets for radio counts for Paul Boutot
- Zoom Meeting for grant updates
- Met with Gloria Olsen from EMS Board of Directors

July 2021 Training Report - Progress History

July 13, 2021

- Our Officer training for July was held at Fire Headquarters and focused on fire hose loads and the "Minuteman" method of packing and advancing the initial attack lines. Captain Erik Lundin was the lead instructor.

July 19, 2021 – July 29, 2021

- The drills for all companies focused on the use of the Minuteman fire hose method of packing and advancing the initial attack line. The Minuteman hose load is designed to aid the firefighter in getting the initial attack line in place with ease.
 - The hose line drills were held at each respective company.
 - The daytime drill was held on July 29, 2021 with Captain Eric Giansanti as lead instructor.

Plans

- Our new Fire Marshal will be conducting a Firehouse NFIRS training for all members including the importance of accurate reporting/narratives for courtrooms. Date to be determined.
- Online training and officer training will be coordinated with our practical training exercises.
- August is flow path and ventilation month.
 - Training for ventilation will be held at the Rocky Hill training grounds.
- An online calendar, in conjunction with the Lexipol FireRescue1 online training program, will be developed for training dates, content and location. Lexipol will be releasing an online application in the coming months.
- All of our drills are distributed months in advance to each Company.
 - Taskforce 51 (Berlin, Cromwell, Rocky Hill and Wethersfield) is now notified of our drill schedule.
- Scheduling demonstrations of ESO (Firehouse) and Alpine (RedNMX) software applications for Fire Department and Fire Marshal's Office.

FIRE MARSHAL

No data provided.

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
- Attended monthly Environmental Quality Commission meeting
- Attended EOC meeting in response to the prediction of tropical storm Elsa
- Met with the Town Manager to discuss various projects
- Met with the MDC to discuss road projects
- Met with Laviero Construction to discuss sidewalk upgrades for upcoming roads

Roadway Maintenance:

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Removed concrete blocks for outdoor dining at TGI Fridays
- Catch basin repairs were completed on Harding Avenue and Deming Road
- Crews cleaned catch basins as needed
- Completed drainage repair on Camp Avenue
- Assisted Mechanics with the transfer of equipment to/from outside vendor
- Crews continued preparation for next set of roads scheduled for overlays (which included removal/trimming of vegetation)
- Installed curb stops at Police Department
- One (1) eviction scheduled for the month requiring storage
- Responded to one (1) after hours call-in for tree in road
- Assisted contractor with transporting mattresses and box springs from Transfer Station to Recycling Facility.

Traffic Division:

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Set up traffic control for Car Show

Fleet Maintenance:

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Continued upfitting new police vehicle
- Responded to two (2) after hours call-ins for Fire Department apparatus issues

Sanitation/Recycling/Landfill:

- Scheduled 438 residential bulk items for collection for the month
- Scheduled 54 condominium bulk items for collection for the month
- Scheduled 86 condo/residential scrap metal items for collection for the month
- 8,923 tons of cumulative Municipal Solid Waste were collected from July through June
- 2,496 tons of cumulative recyclables were collected from July through June
- 2,188 mattresses/box springs were collected from July through June
- 349 televisions were collected from July through June
- Issued 55 permanent landfill permits and 9 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 2 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 23 permits: 8 Excavations; 15 Driveways
- Reviewed 138 utility clearance notifications: 125 Routine; 13 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
- Meetings with residents/businesses

Site Plan Review: Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission and Conservation Commission Regulations.

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
- 324 Alumni Road: As Built survey 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
- Deming Street – Peckham Farm subdivision: Site plan and easement review
- 187 Costello Road: Site plan 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
- 135 Fenn Road: As Built plan review
- 248 Maple Hill Avenue: Plot plan review
- Culver Street: Preliminary stormwater management review meeting
- 84 Faith Road: Bond reduction field inspection

Public Works: Assessed, investigated and inspected infrastructure (roads, parking lots, bridges, curbs, sidewalks, traffic signals, street lights, dams, drainage, stone walls) 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

- Coordinated with CDOT regarding local road initiatives: RRFB, crosswalks, horizontal curve signage, 2021 paving
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants), sewage backups, and road restoration
- Coordinated with PURA (Eversource and Frontier) for restoring underground service to the Deming Farm Road neighborhood (Newington Ridge Preserve development)
- Researched and provided engineering data to Town Attorney to defend TON against lawsuits

Engineering for Town Project: Assisted Town Departments with in-house projects:

- Town Manager/Facilities: TON facilities evaluation by Owens - project coordination
- Town Manager: Pheasant Run – Drainage improvements – design and public outreach
- Town Manager: prepared preliminary dog park layout – preliminary design
- Town Manager: prepared preliminary bus storage layout – preliminary design
- Facilities: Garfield Street Parking Lot - site improvement plan
- Facilities: Solar Energy Projects - project coordination
- Facilities: Senior Center window replacement – grant/project management
- Facilities: Senior Center – HVAC replacement – project management
- Highway: (LOTICIP 2018) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – CRCOG coordination, oversee design and public agency review
- Highway: (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Lane traffic signal – surveying and design services
- Highway: Design services - town facility paving preparation (FD5, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project – design services
- Engineering: Main Street 2020 Community Connectivity Project – preliminary design services
- Engineering: 261 Maple Hill Avenue – sidewalk improvement plan
- Planning: Elm Hill Business District Streetscape – New Britain Avenue – conceptual design services
- Planning: Streetscape (phase 6A) – Lowrey/Constance Leigh Drive – conceptual design services
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- Public Works: Styles Avenue (plan and profile) – design services
- Public Works: John Stewart Drive (sidewalk plan) – design services
- Highway: East Cedar Street and Ellsworth Street – survey services
- Highway: Camp Avenue – Pavement widening plan

BUILDING DEPARTMENT

- A Permit was issued for the interior improvement for a physical therapy facility to be located at 18A Cedar Street.
- An Application was submitted for a new preschool to replace the previous one at 1075 Main Street, the Church of Christ Congregational.
- A Permit was issued for a new restaurant, Craftbird Sandos and Tenders, to replace Wings Over Newington at 1044 Main Street.
- A Permit was issued for a new hair salon at 2434 Berlin Turnpike Unit 12.

All indoor seminars that our Inspectors attend for their continuing education credits were cancelled due to COVID-19. Online classes taken in July are:

D. Jourdan:

DES335 - Design of Bolted Connections – July 9, 2021

DES335 - A Design of Bolted Connections per the 2015 NDS – July 9, 2021

DES330 - Design of Connections for Wood Members using the NDS & TR12 – July 9, 2021

Building Department activity for the month of July was as follows:

- The Inspectors completed a total of 200 Inspections. They were: A/C (3), Above Ceiling (2), Alarm (2), Boiler (1), Code Inspections (1), Deck (2), Drainage (1), Electrical (14), Final (107), Footings (6), Foundation (2), Framing (3), Gas Line (13), Insulation (6), Mechanical (5), Plumbing (1), Pools (6), Roofing (2), Rough (19), Sheds (1), Site Visit (2), Waterproofing (1).

- The total number of Building/Renovation Permits issued/applied for the month of July was **218**, producing a total permit value of **\$2,337,584.00**

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS/ALTERATIONS	30	383,617.00
CHANGE OF USE	1	0.00
DECK	5	23,000.00
DEMOLITION	0	0.00
ELECTRICAL	52	441,742.00
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	65	564,496.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	32	117,787.00
POOL	3	32,450.00
ROOFING/SIDING	20	662,631.00
SIGN	3	52,853.00
SOLAR	6	57,158.00
STOVE WOOD/GAS	1	1,850.00
TOTAL	218	\$2,337,584.00

The total Building income fees received in the month of July were **\$28,303.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$540.00, Environmental \$360.00, Conservation \$900.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$31.50, Driveway/Excavation \$1,125.00, Engineering copies \$18.00. The other total income is \$3,234.50.

Below is a comparison of the Permit Values for July 2021 and July 2020

	<u>2021</u>	<u>2020</u>
Value of Permits issued for July:	\$2,337,584.00	\$2,747,505.00
Fees for Permits issued for July	28,303.00	\$30,067.00
Other income Fees for July	3,234.50	\$5,443.00
Building Permits Issued for July:	218	184

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

<u>2021-2022</u>		<u>2020-2021</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$2,337,584.00	\$28,303.00	\$2,747,505.00	\$30,067.00

HUMAN SERVICES

- Summer Youth Adventure Programs ran in full gear with several programs needing to be held on weekly rain dates of Fridays due to heat or rain.
- Interviewed for Clinical Coordinator position.
- Food Bank continued to meet the needs of the community providing services: Grab & Go, Delivery, and wellness checks to those in need. Numerous volunteers and all staff assisted with the ongoing operation of the food bank. This is all coordinated by Pam Wassik.

- Lisa Delude set up all accounts for fiscal year 2022.
- Karen Smith worked on planning our volunteer Recognition Celebration which will be held in September this year. The COVID-19 positivity numbers are starting to rise which may impact the ability to do an in-person recognition ceremony.
- All financial casework services were completed by Pam Wassik, Janine Pierson, Karen Smith and Carol LaBrecque. Caseworkers assisted with numerous housing issues including inability to pay rent, upcoming evictions, and homelessness. There are not many solutions to housing needs particularly for those who would like to stay in Newington. This group also started redeterminations for our over 400 households anticipated to participate in the holiday programs.

July 2021 Statistics

Selected Programs	FY 21-22 Total This Month	FY 20-21 Total Last Month	FY 21-22 Cumulative Total YTD	FY 20-21 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	1 0	1 0	1 0	13 0
Youth & Family Service Hours	3	3	3	50.5
JRB cases hearings/pending hearing JRB Service Hours:	2 3	2 3	2 3	2 4
Positive Youth Development	350	50	350	0
Community Service # of hours completed Challenge Course: Adult Youth (outside)	1 80 0 0	1 0 0 0	? 52 12 0	1 10 0 0
Information and Referral	201	198	201	550
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	82 28 13 41	79 27 15 37	82 28 13 41	82 48 22 12
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	119.75 29.5 90.25	146 35.25 110.75	119.75 29.5 90.25	131 29.5 101.5
Food Bank Household visits # bags of groceries distributed Mobile truck	126 1,510 307	118 1,446 205	126 1,510 307	153 661 193
Special Needs	3	2	3	5

SENIOR AND DISABLED CENTER

- Based on the infection rates and the Town's plan, the Center continued with a gradual return of in-person programs and activities this month. These included computer access, fitness room, woodshop and pool rooms, movies, bingo, TOPS, knitting, Deaf Senior Club and chair aerobics. Office assistance and shredding remained available. Additionally, Parks and Recreation Zumba Gold resumed classes.

- One of the highlights of the month was an in-person ice cream social on July 22nd. Held in the auditorium and cafeteria, approximately 50 people enjoyed ice cream and toppings provided by Avery Heights.
- Since the Center cannot accommodate everyone and because some participants are not ready to return, some programs were offered in a hybrid format with some participants at the Center and some connecting via Zoom. These included Neurocize - Exercise for Your Brain, and Invitation to Mindfulness. The Center will continue to develop the hybrid option for participants who may not be able to attend the Center.
- Virtual programs continue to be available including American History lectures with Dr. Jared Day.
- Low tech programs also continued with Boggle, meditation and bingo offered every week. These programs have a steady following and will likely continue in some format for those who are not able to attend the Center.
- Live Well with Chronic Pain, a six-week workshop offered by telephone, started on July 1. This is the telephone version of the evidence-based Live Well program.
- The Center's Daily Call Sheet program saw two new volunteers trained this month for a total of 8 volunteers and 11 call recipients. Using a call hub service, this program connects matched pairs in regular telephone conversations.
- The Giving Garden is in full bloom with a small but dedicated group of volunteers attending to the many tasks of this small organic farm.
- To prepare for increased use of the facility, staff implemented a plan to clean out and reorganize all rooms, storage areas and offices to identify and maximize capacity and safety.
- Nutrition programs continue to be an all-hands-on-deck priority. Fifty-five individuals received a total of approximately 1,050 hot meals in the month of July. Along with 14 volunteers, staff continue to deliver meals regularly. The Center is actively recruiting volunteers for this program.
- "Grab and Go" meals are distributed every Wednesday to 50-60 people, replacing the daily congregate meal. CRT announced a potential return to in-person dining at the end of August, depending on local conditions and assured that grab and go will be available until the Center can accommodate in-person dining. The duties of site manager for the congregate meal will be assumed by the Program Coordinator, requiring a shifting of responsibilities.
- Dial-A-Ride provided a total of 156 trips this month for 38 passengers. Service was expanded to grocery shopping and Center activities. In addition, Dial-A-Ride delivered 50 congregate meals, 151 meals on wheels, 29 food pantry orders and 26 program deliveries. When not driving or working in nutrition, the Dial-A-Ride staff have been instrumental in cleaning and reorganizing the facility. Recruitment of a part time driver has not been successful to date.

PARKS AND RECREATION

Recreation Division:

- Group, semi-private, and private swimming lessons began and were held for 6 weeks (ages 6 weeks to 17 years old).
- Swimming lessons for adults were held for 2 weeks of the summer.
- The Jr. Lifeguarding class trained 12 Jr. Lifeguards.
- Special needs swim ran every day for 6 weeks.
- Over 20,000 attendees participated in recreational swim held at the Mill Pond and Churchill pools.
- Summer Camp RECreate brought in over 350 campers per week. Campers attended weekly field trips, pizza parties, cookouts, and had special guests attend their site.
- 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. Saturday of the event was cut short due to inclement weather. The fireworks show was unable to be displayed; however, it is being rescheduled to a later date.
- Various sports, music, culinary, and art camps were run at full capacity, while following the proper COVID-19 safety protocols.
- Cornhole was run every Thursday during the Edythe & Harry Mandell Concert Series at Mill Pond Park.

Parks, Grounds and Cemeteries:

- Mowing continued at high frequency due to continuous rainfall in July.
- Ballfield preparation continued with summer all star season.

- Roadside mowing was ongoing.
- Paterson School t-ball field was given minor renovation in anticipation of additional softball demands.
- NHS softball fields were given minor renovations to prepare for Nutmeg State Games' softball tournament hosted by the Newington Parks & Recreation Department.
- Life. Be in it. Extravaganza and fireworks' preparation.
- Life. Be in it. Extravaganza: July 14-17; parks' staff provided support during the event.
- Due to excessive rain, extensive restoration was needed at Mill Pond Park following the Life. Be in it. Extravaganza: regrading, topsoil, and hydroseeding.
- Cemetery clean up, edging, pruning, and weeding underway.
- Pool operations continued with few problems.
- Concert Series preparation and support. Set up for Mill Pond Park concerts on Thursdays and the Municipal Parking Lot concerts on Saturdays.
- Weeding, trimming, and mulching at the Newington Police Department.

Cemeteries: 8 Interments: 3 single, 0 double, 5 ash. Sales - 5
Overtime: 406 hours; \$19,082

LIBRARY

- The 3 summer reading programs were doing well as we all got used to a more hybrid model with more virtual programs and online activities. Participants came into the library to get tickets and prizes but more of the participation continued to be online. Each reading program saw new participants registering throughout the month. By the end of the month, 271 children were participating, 71 teens were registered who submitted 193 book reviews, and 471 adults were actively reading and submitting prize giveaway tickets. People who are winning prizes are very appreciative of this program that is completely funded by the Friends of the Library.
- The library continues to see an increase in the number of people entering the building as things open up more and more everywhere. Approximately 6,781 people visited the library in person. This is a 23% increase from the previous month. We were very happy to see more people coming in to browse and use the quiet study space.
- New technology furniture has been ordered for 3 areas in the library from grant money received from the Institute of Museum and Libraries Grants to States as part of the American Rescue Plan Act. This furniture will replace existing furniture that is more than 25 years old. An additional 10 Wi-Fi hotspots have been ordered from money received from the Hartford Foundation for Public Giving-Newington Community Fund. This grant will allow the library to expand this service to our patrons and to help patrons with access to technology and connectivity.
- The Friends of the Library coordinated with Better World Books to take a large number of old donated books that have not been selling at the outdoor book sales that the Friends have had over the past 4 months. The scheduled pick up went off without a hitch. The Friends also had its first outdoor drive-by donation event. For 3 hours on a Sunday morning, more than 100 people drove to the library to make book donations that will be used for future book sales. The Friends did a great job accepting donations, sorting them, boxing them up and putting them in the storage container. The next donation event will be on August 22nd. The ongoing book sale located at the Friends' Corner in the library reopened for business in July. Patrons were very happy.
- The Library Board of Trustees continued to plan for the 24th running of the Newington Library 5K Challenge Road Race that will be held on Sunday, October 3rd. Online registration is open at raceentry.com. The race form was sent to the printers, and the Board is working on prizes and publicity.
- The Children's staff offered 23 programs to 1,127 children and their caregivers. This month, the children's staff began to focus more on outdoor programming and less on virtual. Highlights of some of these outdoor programs included a weekly outdoor morning story time for all ages that was very popular with families, an outdoor paint class where young budding artists got to show off their talent, and a local author event with children's author Diane Young Rodney who read from her debut novel *Russell: The Kid Nobody Wants to Be Around*. The Grab n' Go kits were extremely popular this month with 489 kits picked up over the 4 weeks. Also, the new location of the StoryWalk is being seen and getting read. At the end of the story, patrons of all ages have the option of filling out the survey of questions about the story. The survey can be filled out online or in person. Each response has a chance to win a weekly prize. Over 111 surveys were submitted in July.

- In addition to the teen summer reading program, teens were offered 5 programs attended by 66 teens, including a virtual cooking program with Chef Rob Scott who made baked praline French toast casserole and weekly themed Grab n' Go kits that included a sunburst mirror craft and a canvas button craft. Teens were also visiting the library, requesting help to find some good books. Circulation of teen materials was up 10% from the previous month and 72% from the previous year.
- Adults were presented with 10 programs to 138 participants. Virtual programming included *a Culinary Delight with Chef Rob Scott* that was shared with teens and children, *AAA Retirement: The 5 Things You Need to Know to Retire with Confidence*, and *A Passeggiata Through Italy* that was co-sponsored by the Cora J. Belden and Berlin-Peck Libraries. An in-person *ReDefined Reads* adult craft program was held on July 27th. Participants stenciled and assembled blank journals from old books. We all wore masks and were socially distanced and had a fun evening. *Grab n' Go Coloring Pages* and *Grab n' Go Puzzle Packets* were also offered to adults.
- The Martha Hall Kelly books that were ordered for the upcoming virtual author visit on September 14th arrived and are on sale at the library. Additional copies of her books *Lilac Girls* and *Sunflower Sisters* were added to the library collection in multiple formats. Assistant Director Karen Benner will be facilitating a virtual book discussion on the *Sunflower Sisters*, her newest novel, on September 2nd. This author event is a multi-town collaboration with Wethersfield Public Library, Cora J. Belden Library, Berlin-Peck Library and Cromwell Belden Public Library.
- Total circulation was 19,223. Circulation of digital materials was 2,754. Total number of people that entered the building was 6,781. Additionally, 68 curbside service transactions were processed. Staff processed and pulled 2,103 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,968 reference questions during the month. Online databases that were popular this month included *Consumer Reports*, *Valueline* and *Ancestry.com*. The children's online service *BookFlix* and the databases *PebbleGo: Animal* were popular.
- In technology news, a prerecorded technology program titled *Get to Know Your iPhone* was posted on the library website. Digital Services Librarian Victoria Buttaro held 7 virtual *Tech 4 U* sessions with patrons who needed technology assistance. Assistant Director Karen Benner, Head of Community Services Michelle Royer, Victoria Buttaro and the children's staff continued to record, edit and prepare videos for the library's YouTube Channel and NCTV.
- In personnel news, Karolyn McLain, our new Business Manager, continued training with former Business Manager Jennifer Hebert. Karolyn is doing a great job learning her new responsibilities. Jennifer and Karolyn attended a webinar to learn how to do the dreaded CT State Library annual report. Brenda Hankard, a Reference Substitute Librarian, resigned and is moving to Florida. The library will be offering notary service again beginning in September. Head of Community Services Michelle Royer and Karolyn McLain have become certified to offer notary services at the library.
- In facilities news, we are preparing for a major carpeting project in August. The entire first floor will have new carpeting installed. The expected length of this project is two weeks. Additional seating was added in July in the quiet study on the first floor. The children's department received new chairs to replace two chairs and a loveseat that were old and worn. Additional shelving was added as well to help with the overcrowding in the picture book section. Cleaning continues to be fair.

TOWN CLERK

No data provided.

INFORMATION TECHNOLOGY

No data provided.

TOWN PLANNER

No data provided.

FACILITIES

No data provided.