



James Krupienski
Acting Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James Krupienski, Acting Town Manager
Date: January 10, 2023
Re: Monthly Report – October 2021

GENERAL ADMINISTRATION

As a result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on October 11th 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. Renata Bertotti, Town Planner, schedules and leads this meeting. We focus on our pipeline and current projects. We met continuously throughout the month, including a meeting on October 4th regarding the Keeney Manufacturing building on Main Street.

On October 6th and 7th, Mayor Beth DelBuono and I met with the CGI Digital marketing agency. We discussed the production schedule for the seven (7) complimentary videos they provided to the Town of Newington. These videos included a Welcome video where Beth introduced our Town, and the remaining videos highlighted the following: First Responders, Economic Development, Quality of Life, Park Maintenance and Public Works, Housing and Education, and Community Organizations.

I toured CT Pharma, the local Cannabis Production growing and distribution facility in Rocky Hill, with Renata Bertotti on October 8th.

During the Regular Meeting of the Town Council on October 12th, I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. Old Business discussed at the meeting pertained to the Adoption of a Permanent Municipal Building Commission. New Business included a review of proposed ARPA Funds and TPZ Referral – Anna Reynolds School Renovation Project.

On October 13th, I met with Gary Fuerstenberg to discuss the Municipal dog park and sidewalk project on John Stewart Drive.

Each month, the surrounding Town Managers and I meet and discuss ways to regionalize some of our operations. We met on October 13th this month.

On October 14th, I met with Sonya Richmond of Sonnick Group for an update regarding the State Historic Restoration Office – Historic Restoration Fund.

On October 14th, the Town's Veteran's Day ceremony took place at the Newington Volunteer Fire Department headquarters on Main Street. The ceremony was open to the public and was sponsored by American Legion Post 117. Mayor DelBuono made the introduction speech, and Master of Ceremonies was Command Sgt. Major Ken O'Brien. Following the ceremony, the American Legion sponsored a lunch at the American Legion Hall on Willard Avenue.

On October 14th, I met with internal staff for a status update regarding waste disposal and a proposal on MIRA (Materials Innovation Recycling Authority) Waste Disposal Transfer & Export Initiative. We received notice that MIRA's burn plant will be closing, and we are in the process of pursuing an alternative.

The Town of Newington conducted COVID-19 safe, drive-thru flu vaccine clinics on October 20th and 21st. The clinics were held at the Alumni Field parking lot and were free of charge for all part time and full time employees. Employees who were not able to make either of these clinics were also eligible to attend any of the other Central CT Health District clinics held in Berlin, Wethersfield or Rocky Hill during designated dates in October.

During the Regular Meeting of the Town Council on October 26th, I updated the Councilors on the status of the COVID-19 virus and the actions being taken within the municipality. Old Business included a review of proposed ARPA Funds and TPZ Referral – Anna Reynolds School Renovation Project and the municipal dog park. The Town Manager's Evaluation was also discussed. New Business included the Newington Association of School Administrators' (NASA) Agreement with the Board of Education of the Town of Newington, a new union that was formed by four Administrators of the Board of Education.

Department head one-on-ones have resumed.

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 October 2021 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e., road projects).

POLICE DEPARTMENT	21-22 Budget Overtime Appr.	Overtime Expended 21-22 YTD	20-21 Budget Overtime Appr.	Overtime Expended 20-21 YTD
Administration	\$ 8,175.00	\$ 0.00	\$ 8,175.00	\$ 314.42
Patrol	679,403.00	310,854.40	685,889.00	211,667.07
Investigation	90,645.00	11,596.27	90,645.00	16,130.44
Traffic	4,908.00	1,753.78		
Communication	173,748.00	46,587.87	173,748.00	51,339.22
Education/Training	143,085.00	35,678.74	143,085.00	29,583.64
Support Services	60,413.00	19,584.11	60,413.00	6,962.40
Animal Control	1,511.00	0.00	1,511.00	0.00
Total	\$1,161,888.00	\$ 426,055.17	\$1,163,466.00	\$ 315,997.19
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,217.00	\$ 10,401.80	\$ 28,085.00	\$ 40,271.64
Snow and Ice Control	130,000.00	0.00	165,297.00	0.00
Traffic	0.00	0.00	4,057.00	2,498.69
Vehicles and Equipment	34,145.00	10,764.91	32,822.00	20,440.05
Leaf Collection	35,267.00	1,573.35	33,898.00	338.62
Total	\$ 228,629.00	\$ 22,740.06	\$ 264,159.00	\$ 63,549.00
PARKS AND GROUNDS				
Parks and Grounds	\$ 88,357.00	\$ 48,317.69	\$ 84,839.00	\$ 42,821.51
Cemeteries	17,109.00	988.88	16,445.00	2,500.28
Total	\$ 105,466.00	\$ 49,306.57	\$ 101,284.00	\$ 45,321.79

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	196.5	\$ 5,539.64
Weekend Standby and Call-In	20.0	\$ 959.76
Road Maintenance	1.8	\$ 88.34
Paving for Overlays	45.4	\$ 2,299.30
Leaf – Equipment Preparation	42.7	\$ 2,067.95
Totals	306.4	\$ 10,954.99
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	56.0	\$ 2,660.00
Totals	56.0	\$ 2,660.00

PERSONNEL

- Every year, we advertise for seasonal help for our leaf collection program, which is approximately 6 weeks beginning in late October.
- The vacant Groundskeeper I (LT-10) position was posted internally to the AFSCME union, with a closing date of October 25th. The position was posted to the public on October 26th, with a closing date of November 8th.
- The vacant Librarian I (T-2) position was posted internally to the AFSCME union, with a closing date of November 1st.
- The part-time Dial-A-Ride Transportation Driver was reposted to the public, with a closing date of November 12th.
- No retirements for the month of October.

RISK MANAGEMENT

2021-22 Blue Cross/Blue Shield Plan Year

The third month of the 2021-22 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2021-22 plan year were estimated at \$978,211. The total paid claims from the Health Benefits Fund for September 2021 were \$595,582. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

Cumulative Claims through September, 2021

	Town	Board of Education	Total
Estimated Claims	686,598	2,245,035	2,931,633
Actual Claims	197,785	1,982,056	2,179,841

FINANCE

Accounting and Administration

- Finance Director Janet Murphy completed the reporting requirements for the CRF funding that we received in December of last year and did the final sign off on the FEMA grant for the storm which occurred in August 2020.
- Auditors were in house for the weeks of October 4th and 11th. All staff members spent time gathering documents and answering their questions while they were here.
- Budget meetings with the MDC continued. After they finish putting their suggested budgets through the internal process, the results will be presented to the member Towns. At this time, the proposed increase is a little over 3%.
- A demo of the MUNIS employee self-service module was held. We are on schedule to start the installation process of this by the end of January.
- Stipend payments for both the Volunteer Fire Department and Ambulance staff went out during the month.

The Town received \$3,532,950 for the ECS Grant from the State of Connecticut and \$289,082 for the August 2020 storm from FEMA 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)
10/31/2021

	<u>Interest Earnings</u>		
	<u>Budget FY 2021-22</u>	<u>Actual Year to Date</u>	
General Fund	\$100,000	\$13,989	\$42,735,127
Special Revenue Funds	42,000	235	713,219
Capital Projects Funds		341	1,095,118
Internal Service Fund	5,000	1,899	6,281,823
Trust and Agency Funds		438	1,171,163
Total, Estimated by Fund			\$51,996,450

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

10/31/2021

	<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	.08	.09	1,535	1,489	\$23,832,871
Bank North	.10	.10	48	46	561,841
TDBank (new)	.10	.10	926	896	10,899,634
Farmington Bank	.10	.10	672	695	8,459,475
Webster Bank	.05	.05	243	235	3,178,795
Liberty Bank	.10	.10	430	443	5,063,834
Total Outstanding Investments					\$51,996,450

Rates reflect average monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer-assisted mass appraisal system up to October 1, 2021.
- Ninety eight percent (98%) of all Real Estate building improvement permits for the 2021 Grand List have been inspected and valued.
- Personal property declarations sent out the last week in September 2021 were returned by mail and/or in person over the counter. To date, approximately 57% (874) of the 1,540 declarations have been returned to the Assessor's office.
- The 2020 Motor Vehicle Supplemental List was downloaded from the State of Connecticut Department of Motor Vehicles. Initially, the download contained a total of 5,128 vehicles which was approximately 1,083 vehicles more (27%) than the 2019 Supplemental List. These are the initial download figures and will be adjusted as we receive motor vehicle adds from other towns as well as we delete vehicles that have been previously assessed on the 2020 Regular Newington Motor Vehicle List back in July and/or registered in the wrong town. We forwarded that information on to the correct jurisdiction. When completed, this list will result in tax bills being sent out by the last week of December.
- Lastly, pre-trials for the 30 commercial tax appeals filed as a result of the 2020 Revaluation commenced during the month of October. Four on-line hearings (due to the continuation of the closure of the State of Connecticut courts due to COVID-19), representing 10 properties, were heard. As a result of these hearings, one court case was settled.

Revenue Collector

- Collections for October on the 2020 Grand List amounted to \$394,547.65, and back tax collections totaled \$42,214.52. Included in the back tax amount was \$8,521.08 which was collected for suspended accounts.
- This year's total collections through October were higher with a 56% collection rate compared to last year's rate of 55%.
- As we continue with pandemic guidelines, most taxpayers are either using the tax payment drop box, paying by mail, or making online payments. The staff in the Tax Office retrieve the payments from the drop box several times during the day, and the payments are processed as soon as they are in the office.
- Delinquent statements were mailed to 2,875 taxpayers owing taxes on the 2019 Grand List, and 1,033 delinquent statements were mailed to taxpayers who still owe for the last two years.
- Taxpayers come in daily for assistance requesting a staff person release them directly with the Department of Motor Vehicles, since releases are only completed when motor vehicle taxes are paid in full and are cleared through the Dept. of Motor Vehicles by authorized personnel in the Revenue Office.

POLICE DEPARTMENT

Patrol Calls for October are as follows:

Abandoned MV 0	Fire Task Force Activation 1	MV Evading 13
Administrative 0	Fire Training 0	MV Fatal 0
Alarm Commercial Burg Alarm 75	Fire Trouble Alarm 1	MV Injury 8
Alarm Hold Up Alarm 4	Fire Veh Maintenance 0	MV Property Only 89
Alarm Residential Burg Alarm 18	Fire Vehicle Fire 3	Neighbor 12
Altered Mental Status 0	Fire Water Problem 1	Noise 27
Animal Complaint 16	Fireworks 0	Non Collect Person 0
Arson/Fire Invest 0	Follow Up 52	Notification 0
Assault 4	Found Property 7	Open Door/Window 24
Assault in Progress 0	Gun 0	Other Archive 0
Assist Motorist 11	Harassment 5	Parking Violation 3
Assist Notification 0	Hazard 23	PD Assist Fire Dept. 43
Assist Other Agency 23	Hazmat 0	Personal Relief 0
Bad Check Insufficient Funds 0	Hold Up Alarm 1	Pistol Permit 19
Blighted Property 0	HOPE Project 0	Prisoner Care 1
Bomb Threat 0	Illegal Dumping 4	Private Duty 0
Breach of Peace/Disorderly 12	Impersonating Police 0	Property Found 1
Burglar Alarm 0	Indecent Exposure 1	Property Lost 1
Burglary 7	Intoxicated 5	Prostitution 0
Car Seat 0	Juvenile Complaint 14	Recovered Stolen MV 1
Check Welfare 42	K9 Assist 0	Rescue Call 0
Check Welfare 911 41	Kidnapping 1	Residential Lockout 4
Check Welfare Other 2	Landlord/Tenant Dispute 4	Robbery 2
Clear Lot 1	Larceny 59	Roll Call 1
Construction 0	Larceny from MV 22	Serve Subpoena 0
Court Detail 11	Lift Assist Only 12	Serve Warrant 24
Criminal Mischief 5	Liquor 0	Sexual Assault 0
CSO 0	Local Traffic Authority 0	Shots Fired 0
Customer Dispute 16	Location Check 126	Specific Detail 71
Dog Complaint 36	Location General 0	State Pistol Permit – Tempo 0
Domestic 35	Location School 0	Stolen MV 5
Door Check 0	Lockout Building 2	Sudden Death 4
Drug 3	Lockout MV 2	Suicide 0
DUI 5	Lost Property 3	Suicide Attempt 0
EDP 17	LTA 0	Suspicious MV Unoccupied 15
Escort/Transport 7	Meal 0	Suspicious Report 153
Escort/Funeral 3	Medical Alarm 14	Test 0
Escort Other 0	Medical Cardiac 6	Threatening 3
Escort Retrieval 2	Medical Complaint 215	Tobacco 0
Escort Tax 0	Medical Diabetic 3	Tow 8
Fingerprint 0	Medical Fall 24	Town Ordinance Violation 0
Fire Alarm Commercial Bldg 22	Medical Mutual 0	Traffic Stop 116

Fire Alarm Residential 10	Medical Other 0	Traffic Stop Attempt 8
Fire CO Detector no sympt 2	Medical Respiratory 2	Traffic Survey 0
Fire CO Detector with sympt 0	Medical Stand By 4	Training 0
Fire Extrication 0	Medical Trauma 0	Trespass 10
Fire Hazmat 6	Medical Unresponsive 2	Unknown 0
Fire Mutual Aid Request 2	Missing 8	Water problem 0
Fire Other 18	MV Abandoned 0	
Fire Rescue 0	MV Assist 39	
Fire Special Detail 0	MV Complaint 47	
Fire Stand By 1	MV Fire 0	Total: 1,838
Fire Structure Fire 2		

- In October, the Detective Division Report:
 - Handled 77 investigations; 56 remain ongoing.
 - Served 30 warrants; 22 by Patrol officers, 8 by Detective Division.
- In October, the Animal Control Officers had the following activity:
 - 52 Total Calls: 36 Dog, 16 Animal, 3 Specific Detail, 0 Follow-ups, 37 Police Assisted – No ACO
 - 5 Total Bites: 4 Dog vs. Dog Bites, 1 Dog vs. Human, 0 Feral Cat vs. Human
 - 3 Total Impounds: 2 Redeemed, 1 Sold as Pet, 0 Euthanized, 0 Quarantine, 0 Carry Over, 0 DOA, 0 CHS Animal Dumps
 - 59 Incoming Phone Calls
 - 11 Letter (No License/Barking/Littering)
 - 8 Written Warnings
 - 0 Delinquent License Letters
 - 0 Infractions
 - 0 ACO Call-Ins
- Notable Cases/Events:
 - Actively working through the dog license delinquent list when time allows.
 - 61 Summit – First Zoom hearing scheduled for 11/8/2021. Preparing the paperwork for this hearing.
 - 79 Thornton Drive – did follow up visit with Officer Tancreti to determine if resident followed through on getting the documented dental disease corrected. Will be following through on Animal Neglect for 5 cats. Owner has not taken action on the application of the discounted program at CHS that was provided to them back in April. Mailed data on dental disease and discount program application on 11/1/2021 to homeowner.
 - Collected donations of food, litter for 2-3 weeks for a resident that needed help feeding her cat. Contact was made by Health Services. Provided resident with discount program for CHS and other resources for assistance.
 - Coordinated efforts to trap a roaming dog that has been generating calls for service on the weekend of 10/17/21. Within a couple of hours, dog was trapped. On 10/29/21, this same dog was adopted by a Newington resident.
 - Coordinated several attempts to capture a sheep that is living on Cedar Mountain with negative results. Advised owner to contact DEEP for assistance as the animal needs to get out of there before it gets too cold or animal cruelty charges will be filed.
 - New: 10/29/2021 information was received on animal cruelty by a resident. Pictures and statement have been received. Ongoing investigation before action is taken.
- In October, the School Resource Officer had the following activity:
 - 20 student contacts and 6 parent contacts.
 - Investigated 2 loss of property complaints. All found property was returned to the students.
 - Investigated 9 violations of school rules.
 - 3 separate incidents where juvenile female students used office as a Safe Place.
 - Spoke with juvenile male student about advice on joining the military and recruiter contact.

- Helped patrol officer with two missing person's report, both NHS juvenile females.
- Assisted patrol officer with a voluntary written statement from an NHS juvenile female that was involved in a domestic at her home.
- Assisted Assistant Principal with a female juvenile student that came to school with an odor of marijuana on her clothes.
- In October, the Patrol Division had the following activity:
 - On 10/10/21, Officers responded to a residence in Town for a report of someone shot and another person pistol whipped with a handgun. Officers arrived on scene and located one victim suffering from a gunshot wound to the hip and a second victim who sustained a large laceration on her forehead. Officers received information that the suspect was known to the victims and that he fled the area on foot. The suspect was identified as an ex-boyfriend of one of the victims. Officers removed the victims from the residence and initiated medical care. A search was conducted for the suspect, involving mutual aid agencies, but he was not located. The Detective Division responded and took over the investigation. The suspect was arrested by warrant.
 - On 10/14/21, this Agency was contacted by Plainville Police requesting assistance in locating a suspect in a string of bank robberies, two of which occurred in Plainville. The latest bank robbery occurred in their town that morning. Plainville PD conducted a cell phone ping, and the suspect's phone showed it was in the area of East Robbins Avenue in Newington. A second ping showed the suspect's phone in the area of Kitts Lane. Plainville PD Detectives and Newington PD Officers responded to the Carrier Motor Lodge and showed the clerk a picture of the suspect and known associates. The clerk identified a female associate and stated she had rented a room that day. Officers surrounded the room and were planning to make a call inside when a female exited the suspect's room and started to walk across the parking lot. The female was detained, and Officers noticed the robbery suspect begin to exit the room as well. Once seeing police, the suspect slammed the door shut and initiated a several hour standoff while holding a second female hostage in the room. The Emergency Response Team and crisis negotiators were summoned to the scene. After hours of intensive negotiations, the suspect allowed the hostage to exit the room. After losing contact with the suspect, it was feared he had overdosed. ERT made an entry into the room and located the suspect suffering from medical issues as a result of an overdose of narcotics. The suspect was taken into custody and transported to an area hospital for treatment. Upon release from the hospital, the suspect was transported to Newington PD where he was processed for kidnapping and other related charges.
 - On 10/25/21, Officers responded to Cumberland Farms located on Cedar Street for a report of an attempted stolen motor vehicle from the gas pumps. Upon arrival, Officers learned that the victim had finished pumping gas and was going inside to pay. The victim observed a male suspect enter the driver's seat of his vehicle and attempt to drive away. The victim stated the suspect couldn't defeat the electric emergency brake, which gave him time to run over to the car and confront the suspect. The victim stated he opened the door and started to struggle with the suspect, but the vehicle started to move so he got out of the way. The suspect drove through the lot and attempted to squeeze between a parked commercial truck and the concrete pylon protecting the gas pump, but the vehicle was too wide and crashed into both. The suspect exited the vehicle and ran to a waiting Dodge Durango. Witnesses report the suspect had a gun in his hand as he ran through the lot. The Dodge fled the scene. The Detective Division was called to process the scene, and they were assigned with conducting a follow-up investigation into the incident.
 - On 10/30/21, Officers responded to a residential burglary on Starr Avenue. The victims reported that sometime between the hours of 12:00 pm and 8:00 pm, someone broke into their residence and stole approximately \$120,000.00 in cash. The victims detailed that they own a restaurant in West Hartford and keep large sums of cash in the house because they are afraid that COVID-19 will cause the banks to close. Evidence at the scene supports the claim that a burglary had occurred. A Detective was requested to process the scene, and items of evidentiary value were collected. The case has been transferred to the Detective Division.
 - On 10/30/21, Officers responded to Cashway Motors located on Francis Drive for a report of a burglary in progress and shots fired. Upon arrival, Officers contacted the property owner who reported he interrupted a burglary of metal from a fenced-in area on his property. The victim stated as he approached the gate where the suspect vehicle was parked, he called out for them to stop. The victim then reported the suspect vehicle accelerated towards him in an aggressive manner, at which time he pulled a firearm and fired two rounds at the vehicle. The victim reported he was unsure if the gunshots struck the vehicle or not, but it fled the scene. The victim reported seeing other suspects flee the area on foot. Officers set up a perimeter and located a suspect in a wooded

area near the property. It was determined this suspect was involved in the burglary and was subsequently arrested. The suspect vehicle has not been located, and the other suspects have not yet been identified. This case was transferred to the Detective Division for further investigation.

Property Report October 2021

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	22	\$ 14,816
Vehicle Inventory	0	\$ 0
Stolen	115	\$ 274,534
Abandoned	0	\$ 0
Evidence	111	\$ 14,368
Found	3	\$ 3
Lost	14	\$ 20,900
Seized	10	\$ 0
Recovered	12	\$ 25,181
Impounded	0	\$ 0
Informational	37	\$ 0
Towed	0	\$ 0
Total	324	\$ 349,802

- Police Department Overtime October 2021

OT September	\$108,500	2 pay periods (one holiday)
OT October	\$139,816	2 pay periods (one holiday)
	\$ 31,316	increase

- During October 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 been on light duty assisting in the Detective Division. An officer was also out on worker's compensation. This has resulted in three officer vacancies in the Patrol Division. As a result, there are three officer openings in the Patrol Division. These vacancies/openings 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 \$97,828, an increase of \$28,420 from the previous month. Overtime included holiday pay of \$14,974, the filling of shifts for time off (vacation, sick, earned time), 105 district days off (Thursday, Friday, Saturday), an officer on suspension and a union executive board member attending an out of state conference. Also, holdovers or scheduled overtimes for officers involved in casework related to a larceny from a motor vehicle, domestic dispute, hospital prisoner detail, missing juvenile/DCF investigation, escort of EDP to hospital, follow-up case work from a fatal motor vehicle accident, supervisor completing paperwork after shift, DUI arrest, a shooting investigation and an Emergency Response Team callout.
- Detective Division overtime of \$6,975, an increase of \$2,754 from the previous month. Overtime included holiday pay of \$2,465 for division members working a scheduled holiday and detectives called out after hours to process a robbery and investigate a shooting. Additionally, the DEA task force officer was paid for three overtimes out of this account because the maximum reimbursable amount from DEA for the fiscal year ending 10/1/2021 had been exceeded.
- Traffic Division overtime of \$229, a decrease of \$589 from the previous month. Overtime consisted of the equipment operator performing a traffic function at the library road race.
- Communications overtime of \$13,862, a decrease of \$146 from the previous month. Overtime included holiday pay of \$2,629, 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 \$6,618, a decrease of \$8,821 from the previous month. Overtime included coverage of shifts for officers training in hostage negotiation, Police One online training in defensive driving/driving tactics, Project Lifesaver training, Midstate Accident Reconstruction Training (MSARS), MSARS drone training and officer survival training.
- Support Services overtime of \$14,304, an increase of \$9,698 from the previous month. Overtime included holiday pay of \$1,346 for division members working a scheduled holiday, two officers who were paid for construction jobs that were cancelled but not notified in time by Dispatch and an officer covering the School Resource Officer, who was out on a sick day. Additionally, the majority of the overtime was for personnel conducting surveillance related to an ongoing Town wide rash of car burglaries. These overtimes related to the car burglaries are reimbursed through a grant administered by the State of Connecticut Officer of Policy and Management.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of October, 2021. During this period, fire department members responded to alarms or emergencies. A summary of these alarms is detailed below:

Code	Incident Type	October	4 month total
1	Fire		
100	Fire, other	1	3
111	Building fire	1	4
113	Cooking fire, confined to container	0	3
131	Passenger vehicle fire	1	3
140	Natural vegetation fire, other	0	2
142	Brush or brush and grass mixture fire	1	4
150	Outside rubbish fire, other	1	3
154	Dumpster or other outside trash receptacle	0	1
	Total	5	23
2	Overpressure Rupture, Explosion, Overheat (no fire)		
200	Overpressure rupture, explosion, overheating	0	1
	Total	0	1
3	Rescue & Emergency Medical Service Incident		
300	Rescue, EMS incident, other	0	1
311	Medical assist, assist EMS crew	1	2
324	Motor Vehicle Accident with no injuries	0	1
352	Extrication of victim(s) from vehicle	0	1
	Total	1	5
4	Hazardous Condition (No Fire)		

400	Hazardous condition, other	3	12
411	Gasoline or other flammable liquid spill	0	7
412	Gas leak (natural gas or LPG)	1	5
413	Oil or other combustible liquid spill	0	1
422	Chemical spill or leak	1	1
423	Refrigeration leak	0	1
424	Carbon monoxide incident	0	2
440	Electrical wiring/equipment problem, other	0	4
441	Heat from short circuit (wiring), defective/worn	0	1
444	Power line down	5	24
445	Arcing, shorted electrical equipment	0	3
451	Biological hazard, confirmed or suspected	1	1
460	Accident, potential accident, other	1	1
463	Vehicle accident, general cleanup	0	1
	Total	12	64
5	Service Call		
500	Service Call, other	1	6
510	Person in distress, other	1	1
511	Lock-out	0	3
520	Water problem, other	1	20
521	Water evacuation	0	8
522	Water or steam leak	0	4
531	Smoke or odor removal	1	7
542	Animal rescue	0	1
550	Public service assistance, other	1	3
551	Assist police or other governmental agency	1	4
552	Police matter	0	1
561	Unauthorized burning	2	4
571	Cover assignment, standby, moveup	2	7
	Total	10	69
6	Good Intent Call		
631	Authorized controlled burning	0	1
641	Vicinity alarm (incident in other location)	0	2
651	Smoke scare, odor of smoke	0	2
652	Steam, vapor, fog or dust thought to be smoke	0	1
671	HazMat release investigation w/no HazMat	0	1
	Total	0	7
7	False Alarm & False Call		
700	False alarm or false call, other	9	30
710	Malicious, mischievous false call, other	2	3
730	System malfunction, other	0	14

733	Smoke detector activation due to malfunction	4	14
735	Alarm system sounded due to malfunction	4	10
736	CO detector activation due to malfunction	1	6
740	Unintentional transmission of alarm, other	5	10
741	Sprinkler activation, no fire	1	1
743	Smoke detector activation, no fire - unintentional	6	12
744	Detector activation, no fire - unintentional	2	7
745	Alarm system activation, no fire	2	5
746	Carbon monoxide detector activation, no CO	1	4
	Total	37	116
8	Severe Weather & Natural Disaster		
800	Severe weather or natural disaster, other	0	2
	Total	0	2
9	Special Incident Type		
900	Special type of incident, other	2	2
911	Citizen complaint	0	1
	Total	2	3
	Total Calls	67	290

Fire Chief

Fire Responses - 20 Incidents

- Command Staff Meeting
- Attended Multi-Company Training (Ropes)
- Met with EMS Chief
- 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
- Had discussions with Chief Stegmaier over personnel issues
- Had discussion with Chief Nesklada on apparatus and building projects
- Met with Safety Division staff to discuss safety issues and work being conducted by safety staff
- Had Communication Meetings about new radio system with Lt. Carlone
- Attended Monthly meeting for Public Safety Chiefs
- Participated with Company 2 and 3 - NHS Homecoming standby
- Conducted Firehouse inspections on projects being worked on
- Met with FMO to review plans for new developments within town
- Met with Cromwell Fire Chief to discuss response and MOU's
- Met with Berlin Fire Chief to discuss mutual aid agreements
- Started discussions with Chiefs and Captains on Budget process submission
- Had Zoom call with Alpine Software for department

Training Report - Progress History

- October 12, 2021
 - Officer training for October was held at Fire Headquarters. This training was designed to give the officers the theory and knowledge around the rope rescue environment. Knowledge in ropes, breaking strengths, slopes and PPE equipment was introduced. Other topics included risk assessments and the foundations for a rope system. Captain Pedro Machado was the lead

instructor for Officer training with assistance from the following training officers: Pete Fabbri, Tim Jones, Geoff Anderson and Andrew Wood.

- October 18, 2021, October 25, 2021, October 28, 2021
 - Drills for all companies were held at Fire Headquarters. Our drills for all companies provided our department with the knowledge and understanding of the rope rescue environment with low, steep slopes: rope types, breaking strengths, slopes, knots, and reeving systems. Technique, teamwork and the proper tools required for hauling and hoisting is essential to this technical rescue training. Captain Pedro Machado was the lead instructor for Officer training with assistance from the following training officers: Pete Fabbri, Tim Jones, Geoff Anderson and Andrew Wood. The daytime drill was held on October 28, 2021 with Captain Eric Giansanti as the lead instructor and assistance from training officers Andrew Wood and Tim Jones. We continue to train with Rocky Hill daytime firefighters to compensate for Rocky Hill's lack of daytime drills.

Plans

- Our new Fire Marshal will be conducting a Firehouse NFIRS training in November for all members including the importance of accurate reporting/narratives for courtrooms.
- Online training for November through the end of January includes the following Department drill:
 - Sexual Harassment Awareness - due at the end of December 2021
 - Blood Borne Pathogens - due at the end of January 2022
- Fire Service Instructor (FSI) – Wethersfield: November 6, 2021 start date.
- Scheduling demonstrations of ESO (Firehouse) and Alpine (RedNMX) software applications for FD and FMO. Quotes for each system have been requested by Sherri Leghorn for determination to which modules are needed.

Drill Schedule

Rope Rescue (Fire Headquarters/Cedar Mountain)

Daytime/Department Drill: Rescheduled to November 13th (Cedar Mountain). This drill will utilize the training and practical experience of our training officers and members who attended the OT and Company drills on rope rescue.

NFIRS Reporting (Fire Headquarters)

Officer Training: November 9th

Company Drills: November 15th and 22nd

Daytime Drill: November 25th

Classes

Category	Classes	Attendees	Hours
AP20 Pump Operations	3	26	135.5
AP50 Aerial Operations	2	25	93
FC20 Handline Operations	1	6	6
IH01 – Multi Company Training	3	70	77
IH02 – Officer Training	1	27	49.5
IH13 – Company 3 Training	1	5	10
IH14 – Company 4 Training	1	3	4.5
IH15 – Company 5 Training	1	9	9
IHT – Command Staff Training	1	11	22
TS – FSB Fleet Safe Backing	1	6	12
Totals	15	188	418.5

- FF1 Training: 300 Hours
 - Hartford County Fire School: August 21, 2021 through December 14, 2021 (4 Firefighters)
Alexisa Toro, Alex Giansanti, Adam Nadeau, Jacob Gionfriddo
CT Fire Academy, Windsor Locks, CT - Nights and weekend
 - Middlesex County Fire School: October 13, 2021 through March 30, 2022 (2 Firefighters)
Adriana Bryant, Jonathan Rodriguez
Cromwell Fire Department, Cromwell, CT – Nights and weekend
- FF2 Training: 96 Hours (Completed)
 - Town of Farmington Fire Department: September 7, 2021 through October 26, 2021 (6 Firefighters)

Jordan Stergakis, Tym Sullivan, Kevin Ziegler, Joanna Cistulli, Josecarlo Rodriguez, Jessica English
Southwest Fire Station, Farmington, CT – Nights

FIRE MARSHAL

During the month of October, the Fire Marshal's Office has engaged in a total of 118 inspection activities. While supporting the ongoing needs of our customers--both internal and external--the Fire Marshal's Office is working to overhaul the records and the process used. Over time, the street files have become over packed with unnecessary documentation. This has proven to be problematic as we attempt to research issues.

The Fire Commission should be aware that as the staff are actively scheduling and performing inspections, it is highly probable that the Commission, Mayor and Town Manager will be receiving complaints because fire code issues that were previously not enforced are now being identified and enforced. The Fire Marshal can provide examples as needed.

Upcoming Events:

- International Association of Arson Investigators – CT Chapter Annual Seminar
- 11/18 and 11/19 – Rocky Hill, CT
 - The IAAI-CT is a subsidiary of the International parent organization which provides technical and educational support to the Fire Investigation Community.
- The Fire Marshal's Office will be delivering a training program to the Fire Department members, reviewing the proper way to record incidents using NFIRS.
 - 11/16, 11/22, 11/24

Updates:

- Firehouse Software Replacement: Deputy Fire Marshal Regina and Fire Inspector Hofmann attended demonstrations of both prospective systems (ESO and REDnmx) in Westfield (Middletown) and Rocky Hill. This was to put eyes on the Inspection and Investigation Modules and discuss with the respective fire marshals any issues they may have experienced.
- Fire Code Inspector Meghan Manke has successfully passed the Fire Investigator Training Program.
- Hindu Temple – Church Street
 - During a meeting to prepare for the annual Dawali celebration, it was discovered that the temple was storing approximately 800 pounds of consumer fireworks. Some fireworks were deemed illegal in the State of Connecticut, and no fireworks are allowed to be stored in an assembly occupancy. This situation was rectified and prompted a full inspection of the building. We were able to identify that the Fire Alarm System did not have power, and many items needed attention. This was remedied prior to the start of the festivities and ensured the highest level of safety possible.
- Pick-up Truck
 - The vehicle will be a Ford F-150 and will be silver.
 - Fire Marshal Zordan has been working with Deputy Chief Nesklada regarding lettering. Proofs have been received, and we are waiting on a final design submittal from Sign-Pro.
- SOP Development
 - A-004: Notification Guidelines – This policy was drafted and provided to the Fire Chief for feedback as it governs when the Fire Marshal's Office be requested or notified of an incident.
 - C-001: Compliance Inspections – This is in draft form and will most likely be completed once a new Record Management System is selected. This will eliminate making major changes in a short period of time. This policy deals with frequency and types of inspections.

Building Projects:

Woodspring Suites Hotel: 712 Cedar Street

- Updated plans have been received indicating the addition of two fire hydrants. Architect will have a fire protection engineer evaluate to ensure the hydrant will not have any adverse effects on the Fire Sprinkler System

Culver Street Apartments: Culver/Deming

- No action since last report

Garden Apartments: 690 Cedar Street

- Modification Request for CT State Fire Safety Code was received and submitted to OSFM for review.

- Hydrant Locations: Fire Department Command Staff is reviewing and indicating the location of preferred fire hydrants. Once received, Fire Marshal's Office will present to the developer.

Fenn Road Plaza: 12 Fenn Road

- Site work has begun.

Proposed Convenience Store and Fueling Station: 4 Hartford Avenue

- Project was approved by Fire Marshal's Office with some minor conditions

Cedar Pointe: 550 Cedar Street

- This is the old car dealership property. Plans reviewed and approved.

Anna Reynolds Renovations: 85 Reservoir Road

- Site plans have been received and are in the process of being reviewed.
- This office has been part of several planning meetings. A joint decision with the Building Official to have this project go through a third-party plan review. We have recommended Versteeg Associates to perform this review.
- We have requested and received a fire hydrant inside the property by the main entrance. We will be requesting an additional hydrant inside the property on the Fenn Road Entrance side of the building.

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
- Administered practical exam for Operator I vacancy
- Administered oral panel for Operator I vacancy
- Met with Town Manager and Town Engineer to discuss various projects
- Met with Tilcon regarding milling and paving program
- Met with MDC to discuss long term paving projects and MDC construction projects
- Met with Rocky Hill and Wethersfield to discuss equipment sharing program
- Completed and submitted department's annual report
- Completed annual self-audit of Transfer Station
- Completed and submitted quarterly Transfer Station report to DEEP
- Hired seasonal employees for the leaf collection program

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Cleaned catch basins and waterways as needed in preparation of weather events
- Assisted CNG paving contractor in paving oversight of several roads
- Trained equipment operators for snow plowing due to route changes
- Assisted Superintendent with interviews for vacant Operator I position
- Completed mowing at Landfill along with roadside mowing on Fenn Road
- Bid-awarded contractor completed the fall road paving program
- Completed driveway aprons, curbing and topsoil restoration on overlaid roads
- Removed concrete barriers from TJ's on Cedar for outdoor dining
- No evictions scheduled for the month
- Responded to one (1) after hours' call in for removal of tree in road on Halleran Drive
- Assisted Traffic Division with line striping at Newington High School

Fleet Maintenance

- Mechanics continued with preventive, scheduled maintenance and emergency repairs to all Town vehicles/equipment
- Completed upfitting of a second new police vehicle and put into service
- Mechanics completed services and preparation of equipment for the Annual Leaf Collection Program
- No after hours' call ins for the month

Sanitation/Recycling/Landfill

- Scheduled 179 residential bulk items for collection for the month
- Scheduled 190 condominium bulk items for collection for the month
- Scheduled 49 condo/residential scrap metal items for collection for the month
- 2,390 tons of cumulative Municipal Solid Waste were collected July through September
- 608 tons of cumulative recyclables were collected July through September
- 211 mattresses/box springs were recycled for the month
- 13 televisions were collected for the month
- Issued 46 permanent Landfill permits and 4 temporary permits for the month

TOWN ENGINEER

Permits:

- Reviewed 4 contractor license applications (bond/insurance/agreement)
- Reviewed and approved 15 permits: 8 Excavations, 7 Driveways
- Reviewed 126 utility clearance notifications: 120 Routine, 6 Emergency

Meetings:

Represented the Town/Department:

- CRCOG Transportation Committee meeting
- TON public works meeting (engineering, planning, highway, parks, facilities)
- TON public safety meeting (engineering, fire, police, EMS, IT)
- TON economic development meeting (engineering, planning, building, fire marshal, assessor)
- Town Council Meeting(s), as requested
- TON CIP/budget, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- CNG planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meetings with developers and engineers/architects, as requested
- Town Hall and Community Center Construction Project, as requested
- Meetings with residents/businesses

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

Reviewed site plans:

- 94 Holmes Road: Site plan review
- 80 Fenn Road: Site plan modification review
- 890 Willard Avenue: Subdivision plan review
- 2414 Berlin Turnpike: Site plan review
- 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
- 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: Site plan review

- 84 Faith Road: As Built plan review
- 690 Cedar Street: Site plan review
- 187 Costello Road: Site plan review
- 203 Costello Road: Site plan review

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 CDOT drainage and 2022 paving
- Coordinated with MDC regarding 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: Pheasant Run – Drainage improvements – design and public outreach
- Town Manager: Dog Park layout – design and cost estimate
- Town Manager: Alumni Road bus storage layout – preliminary design and cost estimate
- Town Manager: Alumni Road and Cedar Street – Intersection reconfiguration plan
- Town Manager: Future Transportation Center (Alumni Road) – Conceptual Plan
- Town Manager: Timber Lane/Badger Field – Storm drainage evaluation
- Town Manager: Town Hall – Accessible Parking Design
- Facilities: Garfield Street parking lot - Site improvement plan
- 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, coordinate easements
- Highway: (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street and Christian Lane traffic signal – surveying and design
- Highway: Design services - town facility paving preparation (FD5, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project – design
- Engineering: Main Street 2020 Community Connectivity Project – preliminary design
- Engineering: 261 Maple Hill Avenue – Sidewalk improvement plan – design
- Engineering: Theodore Street sidewalk removal – project coordination
- Planning: Elm Hill Business District Streetscape – New Britain Avenue – conceptual design
- Planning: North End Business District Streetscape – Hartford-Stoddard Avenue – conceptual design
- Planning: Streetscape (phase 6A) – Lowrey Place/Constance Leigh Drive – conceptual design
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- BOE: John Paterson School expanded parking – Survey and Site Plan
- Public Works: Styles Avenue (plan and profile) – design
- Public Works: John Stewart Drive (sidewalk plan) – design and easement coordination
- Highway: East Cedar Street and Ellsworth Street – survey
- Highway: Camp Avenue – Pavement widening plan – preliminary design
- Highway: Fisk Drive – Storm drainage evaluation
- Highway: Deming Street – Line striping plan – design
- Parks: Clem Lemire Complex – Legends Field lighting – design
- Parks: Clem Lemire Complex – Underground utilities as-built locations

BUILDING DEPARTMENT

- A Permit was issued for a new roof at the Lucy Robbins Welles Library.
- An Electrical Application is under review at the Courtyard by Marriott for ADA work to add hearing impaired guestrooms (new doorbell and strobe, update clearances at boardroom entry, update clearances in guestroom bathrooms). Also, a Plumbing Permit was approved to install a new gas line underground to new fire pit. The location is 1583 Southeast Road.
- The Car Wash to be built at 2530 Berlin Turnpike has a Plumbing Permit to supply and install trench drains, one 15-gallon water heater, relocate gas lines, run gas for unit heaters, run PVC for reclaim, run air lines to manifolds, run water lines to manifolds, and supply and install pressure-reducing valves and back flow.
- 75 Kitts Lane has a new owner. The location will be a warehouse that will be carrying general merchandise for convenience stores, smoke shops and gas stations. The premise will not be opened to the general public.
- Two Electrical Permits were issued for 12 Fenn Road: an 8,900 Sq. Ft. retail building--one was for temporary service and the other was for wiring of the 5-tenant shell building.
- There were three Certificates of Occupancy issued in October. Single family residences were 25 Moreland Avenue and 5 Deming Farm Drive. Commercial was 1603 Southeast Road (Dick's Sporting Goods).
- All indoor seminars our Inspectors attend for their continuing education credit were cancelled due to COVID-19. There are online classes. These are the classes the inspectors took in October:
 - D. Jourdan: New England Building Officials Seminar 2021 at the University of Massachusetts Amherst: October 4–6, 2021
 - K. Kilkenny: Continuing Electrical Training Course CGS 393 Section 20-334d-(1): October 9, 2021
Solar Session 1: October 18, 2021
Generators: October 19, 2021
Solar Session 2: October 20, 2021
Special Inspections/Structural Plan Review: October 21, 2021
Enforcing No Heat Statute and Asbestos: October 22, 2021
 - A. Hanke: 2018 IRC Significant Changes to Deck Provisions: October 7, 2021
Generators: October 19, 2021
Special Inspections/Structural Plan Review: October 21, 2021
- Building Department activity for the month of October was as follows: The Inspectors completed a total of 169 Inspections. They were: Above Ceiling (3), Alarm (2), Chimney (1), CO (4), Code Inspection (2), Electrical (12), Exterior Walls (1), Final (102), Footings (6), Foundation (4), Framing (4), Gas Line (2), Insulation (2), Mechanical (2), Plumbing (1), Roofing (1), Rough (20).
- The total number of Building/Renovation Permits issued/applied for the month of October was **183**, producing a total permit value of **\$3,084,780.00**
- They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	VALUE OF PERMITS
ADDITIONS/ALTERATIONS	19	347,763.00
CHANGE OF OWNER	1	0.00
DECK	3	46,650.00
DEMOLITION	1	36,000.00
ELECTRICAL	40	321,863.00
FENCE	0	0.00
FIRE SUPPRESSION/SPRINKLER	0	0.00
FOOTING/FOUNDATION	1	3,900.00
FUEL TANK	0	0.00
GARAGE/SHED	0	0.00
MECHANICAL	62	531,306.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	292,330.00

PLUMBING	23	110,360.00
POOL	0	0.00
ROOFING/SIDING	25	1,299,334.00
SIGN	0	0.00
SOLAR	7	95,274.00
TOTAL	183	\$3,084,780.00

- The total Building income fees received in the month of October were: **\$35,571.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$480.00, Environmental \$60.00, Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$32.50, Driveway/Excavation \$4,625.00, Engineering Copies \$42.00. The other total income is \$5,439.50
- Below is a comparison of the Permit Values for October 2021 and October 2020

	<u>2021</u>	<u>2020</u>
• Value of Permits issued for October:	\$3,084,780.00	\$2,673,439.00
• Fees for Permits issued for October	\$35,571.00	\$28,617.00
• Other income Fees for October	\$5,439.50	\$3,166.00
• Building Permits Issued for October:	183	216

- 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>
\$17,992,158.00	\$206,338.00	\$12,723,408.00	\$141,573.00

HUMAN SERVICES

- SCORE programs have met four times and included Ropes course, kayaking and the corn maze at Foster Farms in South Windsor, CT.
- The SUCCESS/ALPS 5th grade program this month met outdoors at each school for their pre-challenge course orientation. We are covering problem solving and decision-making tasks as they relate to developing resources, making healthy choices and reinforcing the Health & Wellness curriculum.
- Youth Coordinator Huggard, Clinical Coordinator McAdams, and Director LaBrecque attended the virtual CYSA conference on October 22, 2021 that concentrated on Vaping prevention, teen suicide prevention and "Getting the Word Out There" about youth services.
- JRB Board discussed modification to JRB protocols based on grant requirements; meeting to be scheduled to finalize same.
- Clinical Coordinator Ann McAdams attended numerous trainings regarding developing youth and family clinical services. Ann has met with schools and police and is working on developing a new to CT Community Youth Development program.
- Food Bank continued to meet the needs of the community providing services: Grab & Go, delivery, and wellness checks to those in need. Numerous volunteers and all staff assist with the ongoing operation of the food bank.
- A department video that summarizes our services and extends our gratitude to all of our volunteers was filmed by volunteer Robert Blank and coordinated by Karen Smith.
- Financial casework services experienced a significant increase in complex cases requiring more service hours for each presenting situation. These cases had multiple needs including mental health issues, competency and cognition issues and referrals for conservatorship, securing MH treatment, assisting with applications for medical coverage, and transportation. We saw an increase in presenting needs around housing, energy assistance, housing rebate applications regarding replacement furnaces and Medicare supplement selection counseling.
- We have met with 295 households thus far, updating their income and enrolling them in the Holiday Basket Program. Volunteers were coordinated to assist with both Holiday distribution programs. Food drives were coordinated, and logistics were planned for upcoming Thanksgiving food distribution. We received numerous cash and food donations from all sectors of the community.

- Human Rights Commission met, reviewed vacancies needing to be filled on the Board and results from community wide survey that was distributed in September.
- Youth Adult Council met – discussed upcoming projects for the year including a fundraiser for scholarships, vaping PSA - to be created by Youth, and community presentations to be sponsored by YAC.
- There was one request for Fair Rent Commission review which was subsequently withdrawn as tenant moved.

October 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	5 0	2 0	7 0	31 0
Youth & Family Service Hours	33	4	38	96
JRB Cases JRB Hearings JRB Service Hours	0 0 1	1 1 4	5 1 9	0 1 6
Positive Youth Development	97	77	653	163
Community Service # of hours completed Challenge Course: Adult Youth (outside)	0 0 0 24	1 0 0 68	3 105 0 165	2 0 0 0
Information and Referral	305	168	873	1,403
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	67 17 10 40	73 16 13 44	314 77 51 186	221 48 41 132
Social Casework Service Hours Under 55 = Over 55 disabled and/or disabled	106 25.5 80.5	140.25 26.5 113.75	540.5 110.5 434.75	366.25 75 290.25
Food Bank Household visits # bags of groceries distributed Mobile truck	86 1,046 160	105 1,300 170	450 5,487 807	463 5,102 629
Special Needs	2	2	17	27

SENIOR AND DISABLED CENTER

- COVID-19 case numbers in Newington fluctuated between the yellow and orange statuses throughout the month of October. Therefore, the Center continued to reassess and revise plans for room use, organization and capacity and program offerings based on virus numbers, information and directives from the Town EMD and CCHD.
- A highlight of the month was an outdoor Ice Cream Truck and Karaoke party on October 8th. Sponsored by Maplevue/National Healthcare Associates, this party was attended by over 50 people on a beautiful day.

- A second parking lot party was held on October 21st. The Fall Harvest Gathering featured entertainer Bruce John, and apple cider donuts and cider were served.
- In the orange alert level, the Center offers individual programs like the fitness center and woodworking. Participation in a group orientation is a requirement of using the fitness center, and this month saw the return of the orientation clinics. Rather than a group, they were offered to a maximum of two households and provided by Program Coordinator Barb Womer.
- While indoor programs were limited, the outdoor space was well used and allowed the Center to increase in-person opportunities. These included Coffee and Conversation each Friday with guests including the Center Director, Town Manager and Town Planner. Tea and Trivia was held each Tuesday and chair aerobics on Tuesdays and Thursdays.
- The Center held two educational programs this month with Evercare staff presenting "Home Accidents: Who is at Risk?" on October 19th live under the pavilion, and UConn Pharmacy Students presented "Supplements and Prescription Medications" on October 29th live under the pavilion with a hybrid Zoom option.
- Corn Hole was offered outdoors on October 18th and 25th. A third date was cancelled due to inclement weather.
- The fall at-home program kits were distributed to participants who signed up. These will continue to be available through the fall.
- Zoom programs included the history lectures with Professor Jared Day and Neurocize which is offered as a hybrid.
- Low tech weekly programs included Boggle, meditation and bingo which is held each Tuesday and on Thursdays when there is no in-person bingo. These programs are all held by telephone through a conference call system provided by MySeniorCenter.
- 47 individuals received a total of approximately 925 hot meals in the month of October through Meals-on-Wheels. Along with 14 volunteers, staff continue to deliver meals regularly. While the Center is in the red alert level, staff sort and pack meals for volunteers to deliver. The Center is actively recruiting volunteers for this program.
- Additionally, the Center provides grab and go meals to 50-60 people per month as part of the Older Americans Act congregate meal program. These meals are either picked up by members or are delivered for those who would typically use Dial-A-Ride.
- Dial-A-Ride provided a total of 106 trips this month for 44 passengers. In addition, Dial-A-Ride delivered 51 congregate meals, 177 meals on wheels and 13 program deliveries.

PARKS AND RECREATION

Recreation Division:

- Fall programs have continued with great success and high participation numbers.
- Concerts were held at the Municipal Parking Lot during the Newington Kiwanis Big K Flea Market every Sunday.
- Columbus Day marked the end of the Churchill Park Pavilion rentals.
- Announcement of the Beacon Park Pizza Party Bash sponsored by Vino's Pizza.
- The Community Garden season ended after a successful growing season.
- Planning and registration is underway for youth basketball for children in kindergarten through grade 12, as well as for adult basketball. The season will start after the new year.
- For the first time ever, registration is available online for the basketball program.
- The Fall basketball league was canceled due to COVID-19; refunds were issued to all teams.
- Received sponsors and have begun planning for the Night of Lights Holiday Spectacular.
- The Winter Program Guide is being finalized by the Recreation staff.

Parks, Grounds and Cemeteries Division:

- Regular field painting performed for all fall sports at Newington High School and at fields used by the youth organizations in town.
- Frequent mowing continued with favorable growing conditions.
- New playscape at Beacon Park completed. Parks and Grounds staff are working on grading and seeding along newly installed paths.
- Repairs and maintenance at Beechwood Park: new chain, repaired fence, added safety mulch.
- Drain line installed at Section F expansion area at West Meadow Cemetery.
- Supervised installation of new foundations as part of Section F expansion at West Meadow Cemetery.

- New landscaping installed in Section F expansion at West Meadow Cemetery.
- Renovations were completed at both softball fields at Newington High School. Badger Field renovations and new irrigation installation have both been completed.
- Rolled soccer fields 3 and 4 on north side at Newington High School and the Stadium Field at the halfway point of the season.
- American flags and "Welcome to Newington" flags removed from Main Street, Market Square, Constance Leigh Drive and Garfield Street.
- Final mow of the season at Brookside Road.
- Christmas decorations are being prepared to be installed on the town streets.

Cemeteries: 4 single, 3 double, 6 ash; 4 sales

Overtime: 56 hours; \$2,660

LIBRARY

- COVID-19 rates continued to remain at the orange level throughout the month of October. The library was open for browsing and public computer use by appointment. Some seating was added back by the end of the month for studying in the quiet study area and for individual use in select areas of the library. People still had to fill out COVID-19 screening forms and wear masks. Curbside service was available during regular library hours. On October 25th, library hours were expanded to better serve our patrons. Monday through Thursday, the library was now open until 8:00 pm, and on Saturday the library is now open from 10:00 am to 5:00 pm. We are also preparing for Sunday openings that will begin on November 7th. The hours will be 1:00 to 4:00 pm.
- The Friends of the Library had an outdoor book sale on Sunday, October 24th that was the most successful one so far this year. Friends, high school volunteers and the Boy Scouts worked together to set up for the sale, sell the books and break down at the end of the sale. All of their hard work contributed to the success of this fundraiser. They also accepted donations on the day of the sale and are planning an outdoor donation day on November 7th.
- The Library Board of Trustees held the 24th running of the Newington Library 5K Challenge Road Race on Sunday, October 3rd. It was a beautiful morning with perfect, cool running weather. Pre-race and post-race activities, including registration and the awards ceremony, were held outside in front of the library. Last year's race was cancelled due to the pandemic. The race typically is held in May but was postponed this year again due to the pandemic. Everyone involved was thrilled that we were ultimately able to hold this annual library fundraiser in October. We were especially happy to have special guest Bill Rodgers, 4-time Boston Marathon and New York City Marathon winner and former Newington resident there to support the library and the race. Mr. Rodgers ran the race and then sold and signed his book *Marathon Man* and race posters after the race. He was kind and gracious with each person who approached him whether it was to buy a book or to just talk to him. Race participants had the choice this year to pick up their race packets on October 2nd or race day. In tandem with the road race, another Ready, Set Go Giveaway fundraiser was held with the drawings on October 7th. Proceeds from both fundraisers will benefit the library.
- Most of the library programming continues to be virtual. The Children's staff offered 20 programs to 697 children and their caregivers. Highlights of programs included the popular outdoor *Stories, Songs and Sunshine* story times (a morning program for all ages), *Spooky Reads* booktalks for 1st through 6th graders, and the ever-popular *Grab & Go* kits for kids. Teen programming included a Newington High School virtual book discussion on the book *Eliza and Her Monsters* by Francesca Zappia, and 7th and 8th grade *Fall Favorites* book talks.
- Adults presented 16 programs to 451 participants. Adult programmers collaborated with area libraries to offer a live virtual program *Apple Pie Workshop* where patrons were given a list of ingredients and a recipe to follow along and make apple pies with the presenter. Other live virtual programs were *Book Talks by Librarians* and *Brown Bag It with a Book Discussion*. New this month was an in-person program *Making a Tussie Mussie with Jeanette and Lisa*. Attendees learned how to make beautiful bouquets from the Victoria Era. Highlights of prerecorded virtual programming included *Hidden Figures to the Forefront: A Discussion on Sexual Orientation and Gender Identity with Yvonne Alston*, and *Excel Basics*.
- Total circulation was 13,985. Circulation of digital materials was 2,875. Total number of people that entered the building was 4,233. Also, 352 curbside service transactions were processed. Staff processed and pulled 2,372 holds on shelf to be processed for curbside pickups and interlibrary loans. Staff answered 1,702 reference questions during the month. Online databases that were popular this

month included *Value Line*, *ProQuest*, and *Ancestry.com*. The children's online service *BookFlix* and the databases *PebbleGo NeXT: American Indians* were popular.

- In technology news, the replacement WiFi hotspots that were purchased from funds received from the Hartford Foundation for Public Giving-Newington Community Fund came in. We are working with the vendor to activate these devices which should be in circulation by year end. We also received telephone headsets for staff to utilize when at the public desks. This month's technology program was a prerecorded program titled *Excel Basics*. 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, Digital Services Librarian Victoria Buttaro gave her notice. Her last day will be November 5th. Her position was posted internally per the AFSME contract, and we will move on to the next step of filling the position depending on the outcome of this posting.
- Head of Community Services Michelle Royer continued to do some outreach to Middlewoods of Newington, dropping off new books for the patrons to read as well as homebound patrons, thanks to our collaboration with volunteers from the GFWC of Newington/Wethersfield.
- In facilities news, the new technology furniture for the adult internet computers, the online database, online catalog computers, and the teen internet computers arrived. This furniture was funded by ARPA grant money the library received from the federal government that is being administered by the CT State Library. The furniture is more technology friendly, ergonomically correct and allows for social distancing between users. We are working with the Town IT department to put the computers in after all of the necessary electrical wiring is completed. Cleaning continues to be okay. Business Manager Karolyn McLain and Director of Facilities Joe Salamone are working with the cleaning service to try to get consistent cleaning. A new irrigation system was being installed in the lawn area next to the new parking lot. The work should be completed in November. Work on a new roof for a large portion of the library should begin in November.

TOWN CLERK

No data provided.

INFORMATION TECHNOLOGY

No data provided.

TOWN PLANNER

No data provided.

FACILITIES

No data provided.