



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: April 3, 2020
Re: Monthly Report – February 2020

GENERAL ADMINISTRATION

During the month of February, the weekly Department leadership training meetings and monthly Staff meetings continued. During the weekly training meetings, the movie “12 O’Clock High” was presented over several weeks with illustrations of exercising leadership under extreme conditions, and how these types of leadership techniques relate to our organization. We also performed interactive problem-solving exercises, in an effort to provide proven processes to find solutions to problems we face daily within our organization. Out-of-the-box thinking activities is a major change being introduced into the day to day challenges faced in our Newington organization and is taught at all training meetings. Training is viewed critical for all Town employees and is being implemented as a priority for all staff.

During the monthly staff meeting, I reviewed Town Council actions taken during the month, along with discussion related to records retention policies, the Newington High School’s internship program and the opportunities for the Town, and AFSCME Bargaining Unit contract negotiations are in the planning process with the current contract expiring at the end of this June.

Town Operating Departments have been segregated into selected groups, such as Public Safety, Public Works, Finance, Community and Leisure Services. These groups meet on a monthly basis to communicate and touch-base on important items. Team Building is a critical process that fosters the concept of sharing resources while promoting communication and brain-storming building a stronger and more professional Town operation overall.

On February 3rd, I appeared on Newington Community Television (NCTV) Channel 14 “Talk to the Mayor” with Mayor Beth DelBuono.

On February 7th, I met with Joe Herzog, from Indian Hill Country Club. I toured the property to look at the conditions of the roof and other items that need to be addressed moving forward.

On February 11th, Craig Minor and I met with Keeney Manufacturing, their last day of business is March 13th. We thanked them for their years of service, success, and partnership with the Town.

On February 19th, I attended a Chamber of Commerce meeting located at the Holiday Inn Express, Berlin Turnpike. I addressed the future of Economic Development Practices for the Town of Newington, with focus on recruitment and retention to commence an aggressive effort to grow the annual Grand List.

A few meetings were scheduled to deal with matters regarding the radio communications system. We are in the process of reviewing suggested tower locations to make a finalized decision.

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Throughout the month, Gary Fuerstenberg, Tom Molloy and I drove around the Town to evaluate the conditions of the roads, sidewalks and properties that need to be addressed.

Every Wednesday I attend the weekly New Town Hall Project meeting with Colliers, QAM Architect, and Downes Construction Company, and various Town staff and Committee Chairperson, Joe Harpie.

Overtime

Paid overtime during the month of February 2020 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	19.0	\$ 1,038.16
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,103.40
ROAD MAINTENANCE	26.0	\$ 1,442.78
TRAFFIC	0.0	\$ -
SNOW REMOVAL	90.4	\$ 4,502.84
TOTALS	155.4	\$ 8,087.18
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
CEMETERY	48.0	\$ 2,190.00
SNOW/ICE	30.0	\$ 1,439.00
TOTALS	78.0	\$ 3,629.00

	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD
POLICE DEPARTMENT				
Administration	\$ 7,927.00	\$ 1,219.44	\$ 7,459.00	\$ 1,907.56
Patrol	655,308.00	542,468.26	619,839.00	665,153.16
Investigation	89,232.00	38,831.92	81,972.00	31,946.83
Communication	169,820.00	100,069.31	173,143.00	103,494.85
Education/Training	138,826.00	95,392.58	130,461.00	108,967.20
Support Services	59,255.00	11,321.23	36,306.00	31,628.48
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
Total	\$ 1,121,879.00	\$ 789,302.74	\$ 1,050,622.00	\$ 943,098.08
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 11,906.79	\$ 27,142.00	\$ 11,171.22
Snow and Ice Control	165,297.00	66,349.79	161,264.00	104,538.73
Traffic	4,057.00	2,210.94	3,958.00	2,233.50
Vehicles and Equipment	32,822.00	15,083.21	32,016.00	13,816.54
Leaf Collection	<u>33,898.00</u>	<u>28,151.17</u>	<u>33,073.00</u>	<u>23,802.59</u>
Total	\$ 264,159.00	\$ 123,701.90	\$ 257,453.00	\$ 155,562.58
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 70,610.80	\$ 84,463.00	\$ 69,938.90
Cemeteries	<u>16,445.00</u>	<u>7,559.85</u>	<u>16,045.00</u>	<u>7,139.10</u>
Total	\$ 101,284.00	\$ 73,791.39	\$ 100,508.00	\$ 77,078.10

PERSONNEL

- The vacant position as an Animal Control Officer was offered to Emilia Fabi, effective February 10, 2020.
- The vacant position as a Librarian III (T-5), was offered to Sue Schneider, effective February 10, 2020.
- The vacation position as a Librarian II (T-3), was posted on February 10, 2020 with a closing date of February 14th. The position was offered Dorothy Russell, she will begin her position in March.
- Zenon Szahaj, Highway Equipment Mechanic II, retired on February 21, 2020 from the Town of Newington after 25 years of service.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The seventh month of the 2019-20 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2019-20 plan year were estimated at \$944,926. The total paid claims from the Health Benefits Fund for January 2020 were \$663,633. 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.

	<u>Cumulative Claims through January, 2020</u>		
	Town	Board of Education	Total
Estimated Claims	1,835,582	4,778,900	6,614,482
Actual Claims	948,175	3,151,862	4,100,037

INFORMATION TECHNOLOGY

The Town’s Information Technology team consists of Mr. Paul G. Boutot-CGCIO, Chief Information Officer, Mr. John Bolduc, Network Administrator/Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/Application Specialists.

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

- Completing 83 formal work orders.
- Working on telecommunication room layouts and requirements for the new Town Hall and Community Center.
- Identifying all needed hardware and cabling needed in the telecommunication rooms in the new Town Hall and Community Center.
- Completing Windows 10 post deployment cleanup tasks.
- Troubleshooting an alarm issue at one of the Town’s buildings.
- Upgrading the Police Department’s Mobile line of business application to the latest version supported by their vendor.
- Assisting various departments with webpage updates and modifications.
- Meeting with various vendors to plan for telecommunication service moves related to the new Town Hall and Community Center project and Newington Police Department. All moves are required to be in place prior to July 14, 2020.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared additional analysis for the CIP Committee meetings which they attended on February 5th and 18th.
- Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Finance Director prepared documentation for the Town Manager to review the departmental operation budget requests. Meetings were held with the department heads throughout the month.
- Tasks associated with the 2020-21 budget were undertaken by Janet Murphy and Lisa Rydecki during the month in order to meet the March 2nd, submission deadline to the Town Council.

- Work continued in the compilation of information for the Town Managers budget submission letter and for the Budget Public Hearing in March.

The Town did not receive from the State of Connecticut any grant payments during the month of February. 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)
2/29/2020

	Interest Earnings		\$ Invested
	Budget FY2019-20	Actual Year to Date	
General Fund	\$250,000	\$372,528	\$39,322,210
Special Revenue Funds	27,000	32,822	731,689
Capital Projects Funds		12,251	1,089,915
Internal Service Fund	25,000	38,921	4,198,419
Trust and Agency Funds		10,571	1,088,557
TOTAL, ESTIMATED BY FUND			\$46,430,790

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
2/29/2020

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.87	1.87	20,956	18,182	\$16,841,264
Bank North	1.27	1.27	518	554	559,567
TDBank (new)	1.50	1.50	10,695	11,421	10,809,147
Farmington Bank	1.50	1.50	11,281	12,476	10,928,256
Webster Bank	1.55	1.55	4,042	4,359	3,165,739
Liberty Bank	1.87	2.00	7,325	8,978	5,041,571
Total Outstanding Investments					\$47,345,544

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 February.
- Appointments for 21 appeals to the Board of Assessment Appeals to be held in March were made by the Assessor's office. All properties under appeal were sent individual notices of their respective appointments. Of the 21 appeals, 9 were Real Estate, 7 were Personal Property and 5 were Motor Vehicle appeals.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut and the Town of Newington commenced during the month. This will be an ongoing program as applications will be taken through May 15, 2020. Approximately 300 letters were sent out to current and future applicants to inform them of the need to submit income information and the time requirement for filing. This year, as part of the application filing, determination will be made to qualify certain applicants to pay their annual property taxes monthly with no interest as part of the new Elderly & Disabled Taxpayer Deferral Program recently passed by the Town Council.
- All required reports for the 2019 grand list were submitted to the State of Connecticut.
- Preparations were started to provide the necessary data to eQuality Valuation Service, our vendor for the 2020 Revaluation. Actual work will begin in April.

Revenue Collector

- Collections for February on the 2018 Grand List amounted to \$4,114,014.65 and back tax collections were \$4,886.93. Included in the back-tax amount is \$4,886.93 which was collected for suspended accounts.
- This year's total collections through January were 98% which is the same percentage collected in February 2019.
- Delinquent notices were mailed to 520 real estate taxpayers, 136 personal property taxpayers, 1525 motor vehicle and 1,237 supplemental motor vehicle taxpayers. This month remained busy while the delinquent taxpayers either came in to pay or have their accounts adjusted, or dispute their tax bills.
- Later in the month Demand Notices were sent for personal property and motor vehicles for the 2017 & 2018 Grand Lists in anticipation of assigning Alias Tax Warrants to the Constables.
- Taxpayers come in daily to get copies of their tax information and continue calling for the information. The staff is training these taxpayers to use the website which has this information for their IRS filing.

TOWN CLERK

- There were 44 transfers during February for a total of \$18,188,001 in sales. State conveyance tax was \$203,756.00; Town conveyance tax collected was \$45,107.50. There were two residential sales over \$300,000 at; 175 Hillcrest Avenue and 173 Maple Hill Avenue; one commercial sale for \$13.6 million at 1583 South East Road from BRE Select Hotels Properties LLC to NE Farmington Owner LLC.
- There were 313 documents filed on the land records during the month: 91 mortgages, 10 liens, 104 releases, 13 probate certificates and 18 assignments. Eighty-seven of these documents were electronically submitted for a total of \$10,639 in revenue.
- Staff certified 162 copies of vital records. Fifteen burial and ten cremation permits were issued.
- Eight Notary Public commissions and five Trade Name certificates were catalogued.
- Swore-in a Part-time Animal Control Officer on February 10, 2020.
- The Town Clerk's staff issued 5 Land Fill permits for the Highway Department.

DATA SUMMARY February 2020				
	<u>February-19</u>	<u>February-20</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	285	313	3,001	3,189
Dog Licenses Sold	45	6	658	689
Game Licenses Sold	10	21	118	94
Vital Statistics				
Marriages	2	9	105	109
Death Certificates	19	24	137	162
Birth Certificates	20	16	164	172
Total General Fund Revenue	\$ 22,861.01	\$ 57,785.50	\$ 314,221.12	\$ 354,822.90
Town Document Preservation	\$ 988.00	\$ 874.00	\$ 9,387.00	\$ 8,536.00
State Document Preservation	\$ 1,936.00	\$ 1,392.00	\$ 17,520.00	\$ 13,592.00
State Treasurer (\$36 fee)	\$ 8,640.00	\$ 6,264.00	\$ 78,300.00	\$ 60,696.00
State Treasurer (\$127 fee)	\$ 2,794.00	\$ 1,397.00	\$ 27,686.00	\$ 11,049.00
State Treasurer (\$110 fee)	\$ 2,420.00	\$ 3,520.00	\$ 30,250.00	\$ 37,620.00
LoCIP	\$ 720.00	\$ 522.00	\$ 6,525.00	\$ 5,058.00
State Game Licenses	\$ 151.00	\$ 287.00	\$ 2,381.00	\$ 1,654.00
State Dog Licenses	\$ 529.00	\$ 62.00	\$ 5,206.50	\$ 5,109.00
Dog Licenses Surcharge	\$ 126.00	\$ 12.00	\$ 1,608.00	\$ 1,718.00
Marriage Surcharge	\$ 68.00	\$ 170.00	\$ 1,666.00	\$ 2,244.00
Grand Total	\$ 41,233.01	\$ 72,285.50	\$ 494,750.62	\$ 502,098.90

POLICE DEPARTMENT

Patrol Calls for February are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	1
Administrative	0	Fire Stand By	0	MV Assist	36
Alarm Commercial Burg Alarm	53	Fire Structure Fire	0	MV Complaint	41
Alarm Hold Up Alarm	2	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	33	Fire Training	0	MVA Evading	5
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	0	MVA Fatal	0
Animal Complaint	30	Fire Water Problem	0	MVA Injury	3
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	86
Assault	1	Fireworks	0	Neighbor	5
Assault in Progress	0	Follow Up	28	Noise	7
Assist Motorist	5	Found Property	8	Non-Collect Person	3
Assist Notification	0	Gun	0	Notification	1
Assist Other Agency	20	Harassment	14	Open Door/Window	19
Bad Check Insufficient Funds	0	Hazard	20	Parking Violation	6
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	39
Bomb Threat	0	Hold Up Alarm	1	Personal Relief	0
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	2
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	2
Burglary	3	Illegal Dumping	0	Private Duty	0
Car Seat	0	Indecent Exposure	0	Property Found	2
Check Welfare	38	Intoxicated	2	Property Lost	0
Check Welfare 911	35	Juvenile Complaint	6	Prostitution	0
Check Welfare Other	8	K9 Assist	3	Recovered Stolen MV	0
Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	3	Residential Lockout	3
Court Detail	11	Larceny	46	Robbery	0
Criminal Mischief	8	Larceny from MV	17	Roll Call	0
CSO	1	Lift Assist Only	4	Serve Subpoena	0
Customer Dispute	7	Liquor	0	Serve Warrant	26
Dog Complaint	27	Local Traffic Authority	0	Sexual Assault	1
Domestic	30	Location Check	123	Shots fired	0
Door Check	0	Location General	0	Specific Detail	75
Drug	12	Lockout Building	1	State Pistol Permit	0
DUI	11	Lockout MV	1	Stolen MV	4
EDP	13	Lost Property	1	Sudden Death	4
Escort / Transport	10	LTA	0	Suicide	0
Escort Funeral	4	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	22	Suspicious MV Unoccupied	19
Escort Retrieval	3	Medical Cardiac	9	Suspicious Report	116
Escort Tax	0	Medical Complaint	142	TEST	3
Fingerprint	3	Medical Diabetic	3	Threatening	1
Fire Alarm	1	Medical Fall	25	Tobacco	0
Fire CO Detectors no sympt	0	Medical Mutual	0	Tow	37
Fire CO Detector with sympt	1	Medical Other	1	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	7	Traffic Stop	376
Fire Hazmat	0	Medical Stand by	0	Trespass	6
Fire Mutual Aid Request	0	Medical Trauma	1	Unknown	100
Fire Other	0	Medical Unresponsive	8	Water problem	0
Fire Rescue	0	Missing	2	Total	1,906

- In February, the Community Service Officer (CSO):
 - Attended a What's Happening in Newington meeting to discuss and advertise Project Lifesaver and hiring initiatives.
 - Met with PCX Aero regarding Active Shooter training.
 - Met with a student in a local Master's program regarding drug and alcohol prevention in Town.
 - Hosted the Newington Chamber Women's Networking Group monthly meeting. Advised and advertised all community relations programs throughout 2020.
 - Attended GFWC monthly meeting regarding all CSO events and programs.
 - Spent my lunch break on 02/28 at 65 Constance Leigh, playing Uno with residents.
- In February, the Detective Division:
 - Handled 44 investigations, 44 remain ongoing
 - Served 23 arrest warrants, 21 by Patrol Officers, 2 by Detective Division.
- In February, the Animal Control Officers had the following activity:
 - 54 Calls – 26 Dog, 28 Animal
 - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 6 Impounds – 1 redeemed, 5 sold as pets, 0 euthanized, 0 quarantine, 1 carry over, 0 DOA
 - 0 Infraction written
 - 54 Incoming Phone Calls
 - 2 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 0 Written Warnings
 - 3 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 16 Combined Dog/Animal/Specific Detail/Check Welfare
 - 3 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warning
 - 0 Dog bite- 0 dog vs human, 0 dog vs dog
 - 5 Dog/Cat Adoption
 - 511 –
 - 1 Combined Dog/Animal/Specific Detail/Check Welfare
 - 0 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warning
 - 0 Dog bite- 0 dog vs human, 0 dog vs dog
 - 0 Dog/Cat Adoption
- Other:
 - 37 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 511 sworn in and began training on 02/10/2020.
 - 511 COLLECT training on 02/13/2020.
- In February, the Patrol Division had the following activity:
 - On February 2nd, Patrol Officers Leroy Feeney, Ryan Williams, and David Cyr responded to a medical call for an individual who was apparently suffering from a heart attack. Upon arrival the patient was found unresponsive, was not breathing, and did not have a pulse. The officers performed CPR and used an AED. Their efforts resulted in the individual being revived. He regained a pulse, began breathing again, but remained unconscious. He was transported to a local hospital for further care. Upon following up on his condition, officers learned that the patient was still in the ICU but in stable condition.
 - During the month of February, Officer Tyler Zajac was recognized and received a letter of commendation for his level of proactive enforcement for the calendar year 2019, specifically his commitment to DUI Enforcement. His level of DUI enforcement, as a midnight shift patrol officer

consisted of 34 arrests, which was the highest in the department. His DUI enforcement was complimented by additional proactive enforcement that resulted in narcotics arrests, criminal arrests, and apprehension of wanted persons. Officer Zajac's proactive patrol work is appreciated and serves as an example of what is desired in the Patrol Division. Based on his performance in 2019, Officer Zajac has been nominated to receive a Mothers Against Drunk Driving (MADD) award at their organization's annual awards banquet, which will take place in May.

- Property Report February 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	9	\$ 10,066
Vehicle Inventory	0	\$ 0
Stolen	88	\$ 133,455
Abandoned	1	\$ 0
Evidence	95	\$ 855
Found	3	\$ 0
Lost	36	\$ 0
Seized	23	\$ 23
Recovered	17	\$ 24,450
Impounded	2	\$ 0
Informational	4	\$ 231
Total	278	\$ 169,080

- Police Department Overtime February:

- o Comparison
 - OT January \$ 166,158 3 pay periods (1 holiday)
 - OT February \$ 76,795 2 pay periods (1 holiday)
 - \$ 89,363 decrease
- o During February 2020, one Officer was out on workers compensation, another Officer was on light duty assisting in the Detective Division and there were three Officer openings, resulting in five vacant positions. These vacancies have an impact on overtime, since they create vacancies in the Patrol Division schedule which must be filled on overtime.
- o Admin overtime \$0.
- o Patrol overtime \$58,060, a decrease of \$53,619. Overtime includes \$12,655 for holiday pay, filling of shifts for vacancies and time off, holdovers for Officers/Sergeants involved in casework and search and seizure warrants, subpoenas and pre-trial preparation at GA15.
- o Detective Division overtime \$6,610, a decrease of \$7,340. Overtime includes \$3,406 for holiday pay, a stolen car detail, death investigation, search warrant application and crime scene processing after hours.
- o Communications overtime \$7,436, a decrease of \$8,888. Overtime includes \$1,954 for holiday pay, filling of shifts for time off, 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 from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday.
- o Education overtime \$1,795, a decrease of \$18,403. Overtime includes officer pay or coverage related to the following training; ERT training, police officer recertification, Midstate Traffic Investigation, school shooter and DUI training. There was no holiday pay
- o Support Services overtime \$2,894, a decrease of \$500. Overtime includes \$1,812 for holiday pay as well as coverage for two days off taken by the school resource officer.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of February, 2020. During this period, fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	February	8 Months Total
<i>FIRES</i>		
Structure Fire	3	18
Vehicle Fire	0	5
Exterior Fires	1	15
Other Fires	0	5
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	0	7
Extrication	1	7
Other Rescue Calls	1	12
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	8	86
Water Problem	0	14
Other Service Calls	3	42
<i>OTHER</i>		
Good Intent Calls	6	29
False Alarm/False Call	29	195
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	1	7
Totals	53	445

• **Training Summary for the month of February:**

CO-4 Training	SCBA Refresher	4.0 hours
Driver Training	Road	4.0 hours
CO-2 Training	New Auto Crib Equipment	12.0 hours
CO-2 Training	Social Media Policy Review	8.0 hours
Cadet Training	SCBA Care / Maintenance	38.0 hours
Cadet Training	Hose Advancement	54.0 hours
Officer Training	Fenn Road Preplan	46.5 hours
Fire Service Instructor Classroom		16.0 hours
Department Training	Cold Water Rescue	179.0 hours
Multi Company Training	2&3 Cold Water Rescue	47.0 hours
Multi Company Training	1&4 Cold Water Rescue	52.0 hours
Multi Company Training Day	Cold Water Rescue	8.0 hours
Company #4 Training	Pump and hose line pressures	22.5 hours
Total Training		500.5 hours

FIRE CHIEF

Fire Response: **21** Incidents

- Conducted the quarterly meeting of Task Force- 51 in Rocky Hill
- Attended the bimonthly CERT Team meeting at the Fire Headquarters.
- Attended the Annual Cub Scout Pack 347 Blue & Gold Banquet at the Church of Christ on Main Street along with other appointed and elected Town Officials.

- Attended a 2020-2021 budget meeting with the Town Manager, Finance staff and Fire department command staff at Town Hall.
- Conducted the monthly Chief 's staff meeting at Fire Headquarters.
- Attended the monthly officer training session. Topic: Pre-plan fire attack and water supply procedures for the residential property located at 199 & 235 Fenn Road.
- Attended the monthly company drill. Topic: Cold water rescue, classroom session.
- Conducted the monthly Command Staff meeting at Fire Headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended a wake for Dominic Patrissi the father of Company #3 Captain Pedro Machado's wife at the Sheehan-Hilborn-Breen funeral home in West Hartford.
- Attended a wake and served in the honor guard for Company #2 Veteran Member Andy Donofrio at the D'Esopo Funeral Home in Wethersfield.
- Attended the quarterly department drill at Churchill Park. Topic: Cold water rescue, practical evolutions.

February 2020 Fire Prevention Bureau Report

- Lieutenant's Targonski and Spinoso were joined by Company Four members at a home on John Street; the occupant had requested that the Fire Prevention Bureau assist her with testing her smoke detectors to ensure that they were working properly. FD members found all detectors to be in working order; the detectors were installed in 2018, and have a 10-year lifespan. The Officers also showed the occupant how to test the alarms on her own, and advised her to do so on a monthly basis – *2.5 total man hours*
- Lieutenant's Wood and Garofalo were joined by Company One members for an Engine Visit and Public Education presentation at KinderCare – *4.5 total man hours*
- Captain Manke, Lt. Wood, and Company Four Captain Roberts gave a Fire Prevention presentation for residents at Cedar Mountain Commons. The emergency plans for the building were also reviewed. – *4.5 total man hours*
- Total fire prevention & education hours – *11.5 hours*

Department Activities

- Department personnel participated in a special fundraiser at Newington Arena on Alumni Road to help raise funds for The Jett Foundation to help fight Muscular Dystrophy and to support a five-year-old Newington resident who was born with a rare neuromuscular disease called DMD.
- Department personnel assisted the Iwo Jima Survivors Association celebrate the 75th Anniversary of the Battle of Iwo Jima with events at the memorial in New Britain and the Kalasky Room at Fire Headquarters. Members also assisted with changing out the flag.
- Department personnel provided station coverage in Rocky Hill along with a crew from Wethersfield to allow their firefighters to attend their Annual Department Awards Night.
- Captain Meghan Manke was invited to be the speaker for the Annual Awards Presentation for the West Hartford, CT Chapter of the Daughters of the American Revolution

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of February, 2020.

INSPECTIONS	31
INSPECTION FOLLOW-UPS	13
PLAN REVIEWS	7
JOB SITE INSPECTIONS	18
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	4
SAFE HOME FOLLOW-UPS	14
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Fire Marshal's Activities:

- Personal meeting with Keith Chapman Town Manager
- Additional meeting with Keith Chapman Town Manager
- Budget meeting with Keith Chapman Town Manager and Fire Department
- Safe Homes Meeting
- Leadership Meeting with Keith Chapman Town Manager
- Staff Meeting with Town Manager
- Executive Meeting with Board of Fire Commissioners

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks and contractor progress meetings
- Attended Department Head and Public Works Team meetings
- Attended CIP Committee budget meeting
- Attended departmental budget meeting with Town Manager
- Attended LOTCIP Grant application meeting regarding potential projects
- Attended Environmental Quality Commission meeting

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Cleared/cleaned several storm water basins and waterways throughout town
- Responded to one (1) snow/ice event totaling approximately 0.3" of frozen precipitation
- Continued Town wide damaged curb pick up
- Crews continued with roadside mowing/brush cutting
- Assist Traffic Division with sign repair and replacement
- Continued with Town wide pot hole patching
- One (1) eviction scheduled for the month requiring no storage

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Assisted Police Department with relocating speed detection devices
- Assist Highway Department in snow plowing operations

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Responded to three (3) after hour call ins for Police and Fire Departments apparatus
- Assisted with snow plowing operations
- Mechanics began spring services on mowing and construction equipment

Sanitation/Recycling/Landfill

- Scheduled 646 residential bulk items for collection for the month
- Scheduled 110 condominium bulk items for collection for the month
- Scheduled 39 condo/residential scrap metal items for collection for the month
- 4956 tons of cumulative Municipal Solid Waste were collected from July through January
- 1442 tons of cumulative recyclables were collected from July through January
- 1077 mattresses/box springs were collected from July through January
- 206 televisions were collected from July through January
- Issued 12 permanent landfill permits and 1 temporary permit for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of February 11, 2020:

- No actions taken.

TPZ Meeting of February 25, 2020:

- No actions taken.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- Feb 4: Prepared memos for TPZ re pending applications.
- Feb 10: Met with owner of Dunkin Donuts re new signage.
- Feb 18: Prepared memo for TPZ re POCD public information meeting.
- Feb: Continued working with planning consultant on new POCD.

Economic Development-Related Project Activities:

- Feb 11: Met with Town Manager and Keeney Manufacturing representatives.
- Feb 20: Met with Town Manger re possible Town Center improvements.
- Feb 26: Drafted memo to TPZ re proposed amendment to Town Center Zone regulations.

Grant-Related Project Activities

- Feb 6: Met with Town Manager to discuss STEAP and CDBG grant possibilities.
- Feb 6: Met with Housing Authority Director re possible CDBG grant application.
- Feb 21: Met with staff re New Britain Avenue STEAP grant application
- Feb: Continued administration of Residential Rehab Program

Board and Commission Meetings:

- Feb 12: Attended regular TPZ meeting.
- Feb 26: Attended regular TPZ meeting.

CRCOG/Professional Development/Training:

- Feb 5: Attended CAZEO presentation on human trafficking.

Miscellaneous

- Feb 12: Attended monthly Public Works Team meeting.
- Feb 7: Attended staff meeting re Robbins Avenue project (LOTICIP 2018).
- Feb 10: Attended monthly Planning/Zoning/Wetlands/Engineering team meeting.
- Feb 11/25: Attended bi-weekly meeting with Town Manager.
- Feb 18: Attended meeting with Eagle Scout and Parks/Rec Director re possible project.
- Feb 21: Met with ZEO and Town Manager re violations at 366 Maple Hill Avenue.
- Feb 25: Met with Councilwoman Budrejko re Myra Cohen Way.
- Feb 26: Attended monthly Department Head meeting.
- Feb: Attended weekly Department Head Leadership meeting.
- Feb: Responded to approximately 29 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Feb: Received and sent approximately 364 emails from citizens, local business, applicants, town staff, state staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved excavation permits:
 - Excavation = 2

Meetings: Represented the Town:

- CRCOG transportation committee meeting
- TON Public Works meeting

- TON department head staff meeting
- TON Inter-Department coordination meeting (engineering, planning, building)
- Town Council Meeting(s), as requested
- TON CIP, 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
- Meetings with residents/businesses

Conservation (Inland Wetland) Commission:

- Inland Wetland Applications received:
 - None
- Commission Administered applications:
 - None
- Agent Administered Applications:
 - None
- Provided guidance to residents/applicants for preparing applications.
- Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
- Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 7 zoning applications to determine the presence of wetlands and/or Conservation easements.

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
- 179 Meadow Street – Site plan review
- 135 Fenn Road – Site plan review
- 84 Faith Road – Site plan review
- 890 Willard Avenue- Subdivision plan review
- 66 Cambria Avenue – Drainage plan review
- 188 Costello Road – As Built plan review
- 68 Deming Street – Preliminary subdivision plan review
- 2414 Berlin Turnpike – Site plan review
- 324 Alumni Road- As built survey review
- 55 East Robbins Avenue- Subdivision plan review

Public Works: Assessed, investigated and inspected roads, parking lots, bridges, curb, sidewalks, traffic signals, dams, drainage, stone wall and other infrastructure issues throughout Town. Expansion

Engineering:

- Prepared CIP budget for Town Infrastructure and operation budget.
- 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 CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
- Assisted Deming Farm HOA and developer
- Coordinated with MDC/CNG/ Eversource (CL&P) regarding utility projects in Newington

- Coordinated with CDOT regarding projects in Newington
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants)
- Coordinated with CDOT regarding transfer of Myra Cohen Way to Town of Newington
- Coordinated with CDOT regarding flooding on SR176 (Main Street) near Dowd (requested CDOT drainage analysis for culvert beneath Main Street)
- Coordinated road/drainage restoration with Eversource for GHCCRP
- Coordinated road/drainage restoration with Eversource for maintenance on 1769/1783/1785 lines
- Coordinated with MDC regarding restoration of Old Farms Drive
- Reviewed CDOT Drainage Study for Main Street crossing south of Dowd Street
- Coordinated ROW and safety violations at Tavener Circle & West Hill Road (290 West Hill Road)
- Cambria-Garfield – Coordinated with Frontier to resolve damaged storm pipe (via utility pole)

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

- Economic Development: National Welding Site – engineering services
- Town Manager: Myra Cohen Way – Engineering Services (Right of Way Acceptance)
- Town Manager/Facilities/BOE: Diesel fuel release remediation – engineering/environmental services for redeveloping site
- Town Manager: 1655 Main Street – Topo survey and pipe inspection
- Facilities: New municipal building (library parking lot) – project coordination
- Highway (LOTICIP 2018) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – public meetings, surveying, traffic counts, and design services
- Highway (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Road – design services - Traffic signal survey
- Highway: Main Street Landfill – prepare as-built composite survey (construction service)
- Planning: Garfield Street Community Connectivity Project – design services
- Planning: Deming Farm Road – construction services
- Park & Recreation: 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system
- Park & Recreation: Clem Lemire Park – AARP Adult exercise and child playscape layout – surveying and design services
- Highway: Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- Police: Russell Road – Tower Site - Site plan review
- Facilities: Senior Center Parking lot layout – surveying and design services
- BOE: Newington High School (parking lot expansion) – survey and design services
- BOE: Kellogg Middle School (drainage) – consulting services
- BOE: Patterson Elementary School (pavement resurfacing) – survey and design services
- BOE: Kellogg Middle School – Fiber optic locations
- Facilities: New municipal building (main building) – prepare grading plan for north loop road

BUILDING DEPARTMENT

- An Electrical Permit was issued for 3119 Berlin Turnpike, Subway.
- A Mechanical Permit was issued for the Jefferson House for 1 outdoor condensing heat pump and 2 indoor ceiling units at the Jefferson House, 1 John H. Stewart Drive
- An Electrical Application was issued to install new PVC rigid conduits for pump upgrades, install new wiring for the pumps and dispensers at the Citgo Station on 60 Walsh Avenue.
- An Electrical Permit was issued to install low voltage cameras to the existing system at the Newington High School.
- An Electrical Permit was issued to install structured cabling at the new town hall.
- There were 2 Applications submitted and being reviewed for new residential houses. The locations are 20 Commonwealth Ave. and 32 Commonwealth Ave.
- There were three Certificates of Occupancy issued in February. All three were commercial. They were Salsa's 4 Taqueria located at 2434-3 Berlin Turnpike, Universal Supply Co. at 36 Holly Drive and Geico Office at 2434-11 Berlin Turnpike.
- The Building Official attended the weekly staff meetings and the Monthly Staff Meeting. Also met with the Town Manager for individual bi-weekly meetings.
- Seminars attended by our Inspectors for their continuing education credit were:

- D. Jourdan - Commercial Code Series: Electrical – February 10, 2020
- K. Kilkenny - Commercial Code Series: Electrical – February 10, 2020
- Fire Protection systems – February 27, 2020
- A. Hanke - Commercial Code Series: Electrical – February 19, 2020
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 157 Inspections. They were: Above Ceiling (1), Boiler (1), CO (3), Electrical (7), Final (67), Footings (2), Framing (3), Gas Line (12), Insulation (5), Mechanical (2), Plumbing (1), Roof (1), Rough (52).
- The total number of Building/Renovation Permits issued / applied for the month of February was **137** producing a total permit value of **\$1,362,883.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	23	185,184.00
DECK	0	0.00
DEMOLITION	1	1,000.00
ELECTRICAL	27	174,309.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	21,000.00
GARAGE / SHED	0	0.00
MECHANICAL	38	338,594.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	428,490.00
PLUMBING	25	46,211.00
POOL	2	25,915.00
ROOFING / SIDING	12	90,512.00
SIGN	0	0.00
SOLAR	4	45,668.00
TENT	1	6,000.00
TOTAL	137	\$1,362,883.00

The total Building income fees received in the month of February was **\$16,781.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$355.00 Environmental \$60.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$36.00 Driveway / Excavation \$200.00 Engineering copies \$27.00. The other total income is \$678.00.

Below is a comparison of the Permit Values for February 2020 and February 2019:

	<u>2020</u>	<u>2019</u>
Value of Permits issued for February:	\$1,362,883.00	\$960,415.00
Fees for Permits issued for February	\$16,781.00	\$11,742.00
Other income Fees for February	\$0.00	\$2,484.00
Building Permits Issued for February:	155	115

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

<u>2019-2020</u>		<u>2018-2019</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$17,643,431.00	\$197,795.00	\$37,142,291.00	\$169,824.00

HUMAN SERVICES

- Winter/Spring SCORE 2020 is under way this month. We will continue accepting registrations for the April school break SCORE until April 2, 2020. Our February school break programs were well attended and we have also started our high school student mentor participation and the orientation of new Mentors.
- We are going to run the 4th Grade SCORE program during the April School Break. We are currently accepting registrations until April 2, 2020
- 5th Grade Challenge (ALPS) was able to have both February sessions at the outdoor challenge course due to very mild weather.
- Adventure Builds Character (A.B.C.) program started in January and had 3 sessions in February. This is a component of our Juvenile Review Board grant.
- The 2020 winter/spring sessions for the 9th & 10th grade students of the Vocation Prep class at Newington High School met in February and will continue to meet once a month through the middle of May. The students have planned 2 spring field trips.
- Coordinator Meskill supervised social work student Emily Adamowicz in her planning and development of a five- session support/info sharing group for high school seniors who may be experiencing anxiety and questions re transition to college.
- Coordinator Meskill & Coordinator Wassik collaborated on Case appealing an SSD denial- met with lawyer to pursue appeal.
- Coordinator Wassik and caseworker Pierson maintained a complex caseload addressing basic emergent needs of our clients.
- Part time Caseworker Smith continued to plan and prepare for Annual Volunteer Recognition Dinner. Staff have selected individuals and organizations to recognize at this annual event scheduled for 4-16-20.
- The department was awarded a \$5000 SORS grant (state opioid response) to increase awareness of this crisis, educate on resources, destigmatize, reach out to individuals and families struggling with OUD- either directly or tangentially, and prevent youth and young adults from falling into this addictive cycle. This is a collaboration with Rocky Hill, Wethersfield, and Berlin. The four Towns worked with Berlin Upbeat to present a Central CT Adult training weekend. Coordinator Rik Huggard did a QPR presentation on how to assist someone who may be suicidal from a laymen's perspective. Two youth representatives from our Youth Adult Council served on a youth panel regarding anxiety and coping methods.
- Coordinators Huggard and Meskill developed program that will be required for all youth offenders referred to JRB.
- Director LaBrecque submitted request to state records office to destroy files meeting the inactivity date requirements.

February 2020 Statistics

	FY 19-20 Total This Month	FY 19-20 Total Last Month	FY 19-20 Cumulative Total YTD	FY 18-19 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases Clinical presentations	12	14	107	102
	0	0 <small>presentations/attendees</small>	0	
Youth & Family Service Hours	37.5	36	287.5	287.5
JRB cases hearings/pending hearing JRB Service hours:	1./2 4	2/4 3	8/6 30	10 20
Positive Youth Development	162	66	1556	1465

Community Service # of hours completed Challenge Course: Adult youth(outside)	2 15 0 0	2 20 0 0	9 143 88 321	10 124 139 276
Information and Referral	375	381	6022	5634
Social Casework Cases	58	56	534	634
Under 55 =	16	8	188	175
Under 55 disabled =	9	10	95	123
Over 55 =	33	38	285	288
Social Casework Service Hours	103.75	78.5	761	889.5
Under 55=	21.75	12.5	128.5	219
Over 55 disabled and/or disabled	82	66	605.25	669.5
Food Bank Household visits	138	156	1159	1038
# bags of groceries distributed	593	696	4944	4652
Mobile truck	91	126	807	981
Clothing household visits	0	0	0	60
# bags of clothes given	0* clothing closet ended	0	0	76
Special Needs	4	7	84	74

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Community Renewal Team (CRT) began its plan of closing congregate meal sites for two days per month to mitigate its budget shortfalls for the program. Newington is scheduled to be closed on the first and second Wednesday of each month, however, we have committed to continuing to serve lunch on those dates despite the absence of the CRT-provided meal. We have again reached out to area restaurants, assisted living and nursing homes as well as other area partners to provide meals to the 50-70 lunch participants. We have also received private donations from center members to help defray the cost of any meals we provide. This month Avery Heights provided a meal on February 5th and a member funded pizza party was held on February 12th.
- The Lyft Initiative wrapped up this month as staff coded and submitted the final surveys and provided information for the project's final report. 143 members participated in the program with approximately 60 completing the final survey. While the total number of people who used Lyft as a result is not knowable, the Center coordinated 70 trips using Lyft Concierge. The Center will continue to both coordinate Lyft rides from the office and offer education programs.
- The American History Lecture Series, where professor Jared Day presents a topic related to our nation's history, featured "The Gilded Age and Teddy Roosevelt". This series has developed a following and enrollment increases each month.
- CT AARP presented a free screening and discussion of the PBS Frontline documentary Being Mortal on February 7th. Based on the best-selling book by Dr. Atul Gawande, the film explores the hopes of patients and families facing terminal illness and their relationships with their doctors, nurses and family members who care for them.
- A program on keeping memory strong, offering tips to keep your brain sharp and activities to challenge the mind was presented by Patty O'Brian, Dementia Specialist, Hartford HealthCare Center for Healthy Aging on February 10th. The program was sponsored by Hartford HealthCare Center for Healthy Aging.
- Middlewoods of Newington's Paint and Sip Art Class was sold out this month. Participants enjoyed coffee and donuts while painting a Valentine's Day scene.
- The Veteran's Coffee hour met on February 21st. Sherri Voight, Veterans Liaison for Hartford Health Care facilitates these monthly gatherings as an opportunity for veterans to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services.
- A special Coffee Talk program was held on February 24th with volunteers from Newington Emergency Medical Service (NEMS). The main topic of discussion was the File of Life program. Through a longstanding partnership with NEMS, File of Life kits provide a fillable medical record with a simple

magnetized case that can be placed on the refrigerator to provide vital information to first responders in the event of an emergency. File of Life kits are available at the Center and through NEMS.

- CT AARP returned to the Center on February 28th with their Caregiver Roadshow presentation. Attendees learned about navigating and connecting to available services, care options and costs and legislative issues impacting older adults and family caregivers.
- Through a partnership with the Connecticut Healthy Living Collective and CCSU, students were trained and certified to deliver the Matter of Balance program in three Centers in the state, including Newington. Two students will deliver the 8-session program over four weeks starting February 11th and another program starting March 17th. This is an incredibly popular, evidence-based program and both sessions sold out quickly.
- The Center had a total paid membership of 1,511 people as of the end of the month.
- There were 200+ opportunities to participate in programs at the Center over the month with some one-time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3200 by 478 people. Dial-a-Ride provided 95 residents 863 trips this month, covering 2804 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 669 hours of unpaid service in 257 instances by 53 volunteers.
- 45 individuals received MOW in February.

PARKS AND RECREATION

Recreation Division

- Creative Playtime Preschool Program hosted an Open House on February 19th with six families attending.
- The volunteer program at the Creative Playtime Preschool Program continues to flourish, with 2 volunteers currently utilized when needed but phone inquiries are taken often.
- The spring 2019 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- Registration for the 2020-2021 school year at Creative Playtime Preschool began on February 4th for current families, February 11th for new families, and February 25th for non-resident families.
- Planning for summer programs is underway.
- Interviews for summer positions are being scheduled.
- Over 85% of summer Aquatics staff members expressed their interest in returning for the upcoming summer season. The Aquatics Director will be returning for her 4th year.
- A lifeguard class is planned and scheduled for March 2020. Up to 10 participants will be able to take the class and 4 have already expressed an interest in a class. The class will be taught by a seasoned Aquatics veteran, who has been with NPR for 7 years.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training.
- The Department secured tens of thousands of dollars in Public/Private Partnerships for the Motorcycle Madness event. Sponsors include Geico of Newington, Trantolo & Trantolo LLC, CycleFish, Brookfield Indian Motorcycle, West Hill Automotive, Tj's On Cedar, and Puerto Vallarta.
- Staff attended the CRPA Entertainment Showcase to look for high-level musicians and entertainers to bring to Newington's Summer Concert Series, camp program, after-school program, and more. Numerous talented bands and entertainers were found.

Parks and Grounds and Cemeteries

- Continued site prep at skate park when weather permitted.
- Began roof on lower pavilion at Churchill Park.
- Extensive tree work: See Tree Warden report.
- Staff participated in Aerial Lift/Bucket Truck training.
- New bench and cement pad installed at Mill Pond for Young memorial bench.
- Removed fence at Clem Lemire between field and skate park.
- Due to mild weather continued with leaf clean up.
- One winter weather event: February 13th.
- Constructed more picnic tables.

- Leaf clean up in West Meadow.
- Cemeteries had 9 interments, 8 at west Meadow, 1 at Center, 3 ash, 3 double depth, 3 single depth.

Tree Warden

- Removed hazard conditions, over road Oak St at Sequin St.
- Pruned oaks along IHCC Oak Street over parking area and around street lamp.
- Picked up fallen branches from parks.
- Pruned various trees in West Meadow Cemetery.
- Removed hazard tree at Mill Pond Park by tennis courts.
- Trimmed branch on Bob Stanley Walkway.
- Removed dead tree Church Street by Church Terrace.
- Removed dead branches NHS North side.

LIBRARY

- The libraries 3 winter reading programs "Reading Through Time" were very popular during the month of February. The adult winter reading program that kicked-off on January 28 had the highest number of participants ever with 640 adults actively reading and submitting tickets during this 5-week program that ends on March 6. This is 44% increase from last year. The children's kicked-off February 1 which was also Take Your Child to the Library Day. The children enjoyed a puppet show by the *Lionheart Puppet Theater*, arts and crafts and were given a reading activity sheet to complete by March 7 to win a prize. The teen winter reading program was an online program that began on February 1 and ended on February 29. It had 96 teen participants who submitted 115 reading entries. Each entry was used toward weekly drawings and the grand prize drawings.
- The Library Board of Trustees and the Friends of the Library Dining Partner Program that was launched at the Friends' Winterfest continued. Patrons were able to receive a Dining Partner ticket at designated programs throughout the month. They presented this ticket before the expiration date to any of the dining establishments listed inside to receive the applicable discount. All Dining Partner Tickets are dated at the event and will expire in four weeks. **A list of designated programs is available on line and in the library's newsletter. The program is a great way for the library to collaborate and support local restaurants who give and support the library.**
- The Library Board of Trustees are very busy preparing for the 24th annual Newington Library 5K Challenge road race that will be held on Sunday, May 17. Online registration is open and available from the library's website and print registration forms will be available in March.
- Library Director Lisa Masten and Assistant Library Director Karen Benner continue to attend weekly leadership training programs offered by the Town Manager Keith Chapman to all Town Department Heads and their second in command. They are very interesting and are a great professional development opportunity for staff.
- The children's department staff offered 66 programs to 1,729 children and their caregivers. School visits to the library continued with 3rd graders from three of the elementary schools. The library hosted movie night for third graders from Anna Reynolds Elementary School with a showing of *Because of Winn-Dixie*. The students had been reading and discussing the books and finished the unit with the movie. The Friends and the GFWC of Newington/Wethersfield held another Teddy Bear Clinic that had a team of sewing doctors fixing kids much loved stuffed animals. Other popular programs during the month included *Pajama Yoga*, a visit from Nate from *My Gym, Fun Through Time* where kids make flying saucer ice cream cookies and watched *The Jetsons*, and *Movers & Shakers*. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teen librarians had 6 programs for 569 teens. Programs included *Teen Movie Night* featuring the Movies *Pitch Perfect* and *Mean Girls*, *Teen Tech Troubleshooting* and Teen Horror Movie Night with a showing of the movie *Scary Stories to Tell in the Dark*. Teen librarians also did book talks for all 7th and 8th Language Arts classes at John Wallace Middle School and the 7th Grade Language Arts classes at Martin Kellogg Middle School
- Adults were offered 14 programs and 300 adults participated. *Movies & More* had a showing of the movie *Downton Abbey* to a full house. Other programs included adults learning about the benefits of essential oils, how to navigate the world of assisted living and memory care and discovering about the amazing life of Maya Angelou with a special viewing of the documentary *Maya Angelou: And Still I Rise*. This month's *Special Friends* program for adults with special needs included lunch and the film *Coco*. Outreach to Middlewoods and Cedar Mount Commons rounded out the month.

- Total circulation of library materials was 22,960. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,644 times from the library website. 13,761 people visited the library during the month. Popular online services included *Valueline*, *Consumer Reports*, *Learning Express*, *Bookflix* and *PebbleGo Animal and Science* databases. Museum passes were used 55 times this month, the most popular being *Children's Museum/Roaring Brook Nature Center*, *Mystic Seaport* and *New Britain Museum of American Art*. Staff answered 3,916 reference questions. Free library meeting space including study rooms was used 453 times during the month. *Lucy-to-Go Curbside Service* was used 7 times in February.
- In technology news, Digital Services Librarian Jennifer Hebert hosted the technology program Ready, Set Stream that focused on how to stream materials on your computers and devices and the different streaming services the library has to offer. Tech-4-U and Teen Tech Troubleshooting, one-on-one technology help programs were held throughout the month. A new upgrade to the library ILS software, now allows patrons to see on their receipt how much they are saving each time they check out library materials.
- In personnel news, Susan Schneider began her new position as Circulation Supervisor on February 10. Teen Librarian Bailey Francis was hired as the New Head of Children's Services, replacing Pat Pierce who will retire on March 7. She will begin her new position on March 9. The position of Circulation Supervisor that opened when Sue Schneider was promoted was posted internally in February. Reference/Cataloguer Dorothy Russell was hired for this position and will begin her new job on March 23.
- In facilities news, a meeting about the cleaning service was held to discuss the decline in the quality of cleaning. Several issues were identified and addressed and it seems to have improved by the end of the month. Due to a major leak on the first floor and the poor quality of this section of the roof, work is being scheduled to repair the roof in early March. Parking continued to be very challenging especially when other events were going on at the Town Hall.
- Topics of note that were researched this month included:
 - The effects of drinking Red Bull.
 - What company owns Pepperidge Farm?
 - What are the side effects of getting radiation treatments for breast cancer?
 - How to play billiards?
 - Many requests for children's poetry books