



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 29, 2020
Re: Monthly Report – March 2020

GENERAL ADMINISTRATION

During the month of March, the Coronavirus (COVID-19) became a nation-wide concern that would impact our community, residents, employees, and neighboring Towns. Most of my efforts during this month were focused on navigating this pandemic to reduce the spread, ensure the health safety and welfare of our employees and residents, while providing essential services for our community.

On March 11th, in response to the COVID-19 outbreak, I partnered with our Human Services Director to announce that all non-essential Town activities and meetings will be canceled until further notice. A memorandum was sent out to provide information on proper precautions to maintain everyone's health during this uncertain time. I scheduled an Emergency Operations Staff meeting on March 16th, which resulted in a declaration of a civil preparedness emergency to exist in the Town of Newington. In efforts to reduce the hardship and anxiety, I collaborated with my office and our Finance Director to create a policy that affords all employees the opportunity to utilize accrued time to assure anyone wanted to take a day off, for any reason would be authorized without loss of income. Additionally, a sick bank program was created for employees who may have used up all of their accrued time, would be eligible for additional days/hours from the generosity of their fellow employees.

On March 10th, I was informed at the Town Council meeting, that the Anna Reynolds School Building was unsafe and an unhealthy environment for children, residents, Teachers and Administration. I responded to this concern as the Public Safety Director, by inspecting the building, and found the concerns to be factual and requested that the roof be made waterproof or be replaced. To date, the daily reports show that the roof has remained waterproof and the building remains dry, safe and healthy. During that same meeting, I presented to Town Council a Bid Waiver request for the audio visual and building security for the new Municipal Center, safety is my utmost concern, and stressed the importance of action, the audio-visual package is being developed in consultation with NCTV.

In efforts to promote economic growth, including recruitment and retention in Newington, I have used our existing staff, with not only the Town Planner, but to include the Assessor, both joining the Town Manager as the Economic Team. Thus far, we met with a Commercial Real Estate Developer on March 2nd to discuss opportunities in Newington, in particular the Cedar Street and Fenn Road area. As a part business retention, Gary Fuerstenberg and I met with the business owner located on 94 Holmes Road on March 2nd, to provide feedback and discuss their needs to expand their building in Newington. This request was referred to TPZ, it is pending. On March 3rd, I met with the Town Planner to discuss the Streetscape projects (grant funded), which focuses on the rejuvenation of Hartford Ave and Main Street, along with New Britain Ave and Maple Hill Ave. On March 11th we met with a Commercial Developer and former Town Manager of Windsor, to discuss initiatives for the Lowery Place quadrant and overall growth for the center

of Newington. The CCSU student housing project off of Cedar Street is ongoing, I will continue to work closely with the Chamber, Commercial Realtor, and Developer on this initiative.

On March 13th, I met with representatives of the Real Estate community, Property owner, and Chief Schroeder to discuss a potential purchase of property to the west of Fire House # 3 in anticipation of possible expansion of the Fire House.

With the COVID-19 crisis effecting all aspects of the economy, I anticipate a major slowdown in the ability to successfully grow the Grand List, with very little interest by developers and investors to pursue economic development opportunities with the Town. We will accelerate our outreach programs focusing on recruitment efforts nationally for the duration of the pandemic.

Overtime

Paid overtime during the month of March 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	97.6	\$ 5,176.10
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 882.72
ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	0.0	\$ -
SNOW REMOVAL	12.2	\$ 615.62
SWEEPING	18.0	\$ 889.44
TOTALS	143.8	\$ 7,563.88
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
CEMETERY	15.4	\$ 735.00
REGULAR GROUNDS	8.0	\$ 550.00
TOTALS	23.4	\$ 1,285.00

	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	578,584.04	619,839.00	715,962.76
Investigation	89,232.00	40,708.29	81,972.00	33,036.78
Communication	169,820.00	108,288.11	173,143.00	116,646.36
Education/Training	138,826.00	102,783.97	130,461.00	118,556.51
Support Services	59,255.00	13,485.27	36,306.00	15,062.40
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	\$ 845,069.12	\$ 1,050,622.00	\$1,001,172.37
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 14,143.25	\$ 27,142.00	\$ 12,032.34
Snow and Ice Control	165,297.00	66,349.79	161,264.00	126,472.56
Traffic	4,057.00	2,210.94	3,958.00	2,233.50
Vehicles and Equipment	32,822.00	18,609.26	32,016.00	15,335.45
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	\$ 129,464.41	\$ 257,453.00	\$ 179,876.44
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 70,826.13	\$ 84,463.00	\$ 78,872.93
Cemeteries	<u>16,445.00</u>	<u>9,042.29</u>	<u>16,045.00</u>	<u>7,934.62</u>
Total	\$ 101,284.00	\$ 79,868.42	\$ 100,508.00	\$ 86,807.55

PERSONNEL

- A job posting for the vacant Seasonal Highway Maintainer was posted on March 4th with a closing date of March 13, 2020
- A public job posting for the vacant Equipment Mechanic II position was posted on February 27th with a closing date of March 19, 2020.
- The vacant position as a Librarian III (T-5), was offered to Bailey Francis, effective March 9, 2020.
- The vacant position as a Librarian II (T-3), was offered Dorothy Russell, effective March 23, 2020.
- Patricia Pierce, Library III, retired on March 7, 2020 from the Town of Newington after 22 years of service.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The eighth 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 February 2020 were \$795,414. 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 February, 2020</u>		
	Town	Board of Education	Total
Estimated Claims	2,097,808	5,461,600	7,559,408
Actual Claims	1,102,961	3,792,491	4,895,452

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 106 formal work orders.
- Completing rack equipment rack layouts for new Town Hall.
- Finalizing hardware specifications for various equipment orders for new Town Hall.
- Setting up numerous end users with remote access capabilities to accommodate Coronavirus (COVID-19) pandemic.
- Deploying (2) additional Computer Aided Dispatch (CAD) terminals to accommodate business continuity efforts within the Police Department.
- Reviewing Zoom Meeting’s various products to accommodate social distancing for meetings.
- Working with Highway Department, Police Department and alarm vendor to configure and test alarms sensors.
- Reimaging numerous laptops to accommodate Emergency Center Operations (EOC) and remote access efforts.
- Working with Finance Department staff and their line of business (LOB) vendor to resolve an issue with end of month closing process.
- Updating the Town’s anti-malware products to the latest versions.
- Working with the Town’s telephone vendor to install and test updated softphone components to support remote access needs.
- Working with the Police Departments LOB vendor to update their computer aided dispatch (CAD), Records Management System (RMS) and mobile platform to the latest releases.
- Training a user within the Police Department to serve as their web maintainer.

- Creating new electronic records request form on the Town's website to accommodate Police Department work flow during the Coronavirus (COVID-19) pandemic.
- Troubleshooting and resolving accessibility software issues on a new Windows 10 computer to accommodate a staff member.
- Configuring network components to allows RapidSOS to work on workstations used with Public Safety Dispatch.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- Janet Murphy, Director of Finance, prepared analysis for the Town Council Budget meetings which she attended on March 10th along with the Public Hearing on March 17th.
- Lisa Rydecki, Deputy Finance Director prepared the proposed CIP budget which was distributed to the Town Council members.
- Tasks associated with the tracking of expenditures for the COVID-19 virus for FEMA reimbursement were started.
- Meetings for the health insurance renewal and interviews for HSA bankers were held throughout the month.

The Town received from the State of Connecticut a portion of the Mashantucket Pequot grant in the amount of \$54,975 during the month of March. 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)
3/31/2020

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
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)
3/31/2020

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.87	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.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The Board of Assessment Appeals held meetings on March 16, 17, and 19, 2020 to listen to assessment appeals on the October 1, 2019 Grand List. The meetings occurred at the Assessor's Office, 131 Cedar Street, Newington, Connecticut with all members of the Board in attendance. Deliberations were then held on Thursday, March 19, 2020 with all members again in attendance. Notices of their actions were sent out by mail on March 25, 2020. The following table summarizes the financial implications of their deliberations:

Assessment Reductions on 2019 Grand List	\$404,307
Current Mill Rate	0.03945
Tax Loss @ 39.45 Mills Due to BAA Actions	\$ 15,949
Number of Appeals	22
Number Withdrawn/Failed to Show	3
Accounts with Changes	12
Accounts with No Changes	7

- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. **This program was suspended for the remaining filing period as a result of an Executive Order issued by the Governor in response to the Covid-19 health crisis. All participants on the program from last year will receive the same benefit without the requirement to re-file.**
- The State-Owned and Private College and Hospitals Report were prepared and sent to the State of Connecticut for purposes of determining the reimbursed PILOT payments (if any).

Revenue Collector

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$348,329.00. The Supplemental Motor Vehicles collected were \$41,694.05 and \$25,011.23 was collected in back taxes. Included in that amount was \$2,255.38 for suspended accounts.
- This year's March collections on the current Grand List were 98.8% which is a little above the same time last year which was 98.6%.
- Alias Tax Warrants were issued to the Town Constable.
- Delinquent notices were printed and mailed for 2,202 delinquent Motor Vehicle taxes and 76 UCC Liens were recorded with State for unpaid Personal Property taxes.
- Daily, staff is also busy working with taxpayers needing their IRS tax information.
- We have had a few calls from taxpayers asking if interest is still due because of the pandemic. Unfortunately, these tax bills were either due January 2020, in July of 2019, or earlier so the interest is still due.

TOWN CLERK

- There were 64 transfers during March for a total of \$11,456,700 in sales. State conveyance tax collected was \$101,150.25; Town conveyance tax collected was \$28,641.75.
- There were four (4) residential sales over \$300,000. One Residential sale of \$400,000.
- We had two (2) commercial sales; one for \$900,000 at 56 Budney Road from ELTSAC LLC to JD Management LLC; and one for \$2,400,000 at 3343 Berlin Turnpike from MCG Newington LLC to Agree Newington CT LLC.
- There were 357 documents filed on the land records during March including: 115 mortgages, 108 releases, 10 probate certificates & 10 liens. Eight-four of these documents were electronically recorded bringing in revenue of \$10,166.
- Staff certified and issued 158 vital records (birth, marriage & death certificates). Seventeen burial and eight cremation permits were issued.
- Eight Notary Public commissions, three Liquor permit and two Trade Name certificates were catalogued.
- During March the Town Clerk's staff issued 11 Land Fill permits for the Highway Department.

- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified

DATA SUMMARY March 2020				
	<u>March-19</u>	<u>March-20</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	289	357	3,290	3,546
Dog Licenses Sold	24	9	684	699
Game Licenses Sold	27	22	146	116
Vital Statistics				
Marriages	5	7	110	116
Death Certificates	26	26	163	188
Birth Certificates	21	19	185	191
Total General Fund Revenue	\$ 25,560.00	\$ 46,532.75	\$ 340,560.87	\$ 434,928.65
Town Document Preservation	\$ 971.00	\$ 1,347.00	\$ 10,386.00	\$ 11,935.00
State Document Preservation	\$ 1,976.00	\$ 2,160.00	\$ 19,616.00	\$ 19,608.00
State Treasurer (\$36 fee)	\$ 8,820.00	\$ 9,612.00	\$ 87,120.00	\$ 87,156.00
State Treasurer (\$127 fee)	\$ 1,524.00	\$ 3,810.00	\$ 29,210.00	\$ 48,387.00
State Treasurer (\$110 fee)	\$ 2,530.00	\$ 5,940.00	\$ 32,780.00	\$ 50,380.00
LoCIP	\$ 735.00	\$ 801.00	\$ 7,260.00	\$ 7,263.00
State Game Licenses	\$ 286.00	\$ 297.00	\$ 2,668.00	\$ 1,951.00
State Dog Licenses	\$ 245.50	\$ 66.00	\$ 5,452.00	\$ 5,175.00
Dog Licenses Surcharge	\$ 68.00	\$ 30.00	\$ 1,676.00	\$ 1,748.00
Marriage Surcharge	\$ 136.00	\$ 272.00	\$ 1,802.00	\$ 2,516.00
Grand Total	\$ 42,851.25	\$ 70,867.75	\$ 538,530.87	\$ 671,047.65

POLICE DEPARTMENT

Patrol Calls for March are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	1
Administrative	0	Fire Stand By	0	MV Assist	34
Alarm Commercial Burg Alarm	61	Fire Structure Fire	0	MV Complaint	47
Alarm Hold Up Alarm	3	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	21	Fire Training	1	MVA Evading	5
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	0	MVA Fatal	0
Animal Complaint	48	Fire Water Problem	0	MVA Injury	8
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	66
Assault	2	Fireworks	1	Neighbor	7
Assault in Progress	0	Follow Up	31	Noise	23
Assist Motorist	1	Found Property	5	Non-Collect Person	7
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	28	Harassment	8	Open Door/Window	31
Bad Check Insufficient Funds	0	Hazard	22	Parking Violation	5
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	27
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	11	Homicide	0	Pistol Permit	8
Burglar Alarm	1	HOPE PROJECT	0	Prisoner Care	3

Burglary	6	Illegal Dumping	5	Private Duty	0
Car Seat	0	Indecent Exposure	0	Property Found	6
Check Welfare	41	Intoxicated	5	Property Lost	1
Check Welfare 911	45	Juvenile Complaint	9	Prostitution	0
Check Welfare Other	7	K9 Assist	1	Recovered Stolen MV	3
Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	0	Residential Lockout	2
Court Detail	10	Larceny	51	Robbery	0
Criminal Mischief	8	Larceny from MV	18	Roll Call	1
CSO	2	Lift Assist Only	4	Serve Subpoena	0
Customer Dispute	13	Liquor	0	Serve Warrant	17
Dog Complaint	29	Local Traffic Authority	0	Sexual Assault	1
Domestic	37	Location Check	208	Shots fired	0
Door Check	0	Location General	0	Specific Detail	83
Drug	7	Lockout Building	1	State Pistol Permit	0
DUI	3	Lockout MV	0	Stolen MV	9
EDP	16	Lost Property	3	Sudden Death	4
Escort / Transport	6	LTA	0	Suicide	0
Escort Funeral	6	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	29	Suspicious MV Unoccupied	16
Escort Retrieval	1	Medical Cardiac	5	Suspicious Report	135
Escort Tax	0	Medical Complaint	164	TEST	30
Fingerprint	0	Medical Diabetic	4	Threatening	3
Fire Alarm	0	Medical Fall	29	Tobacco	0
Fire CO Detectors no sympt	0	Medical Mutual	0	Tow	24
Fire CO Detector with sympt	0	Medical Other	3	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	11	Traffic Stop	186
Fire Hazmat	0	Medical Stand by	0	Trespass	10
Fire Mutual Aid Request	0	Medical Trauma	1	Unknown	95
Fire Other	0	Medical Unresponsive	7	Water problem	0
Fire Rescue	0	Missing	3	Total	1,942

- In March, the Detective Division:
 - Handled 38 investigations, 38 remain ongoing
 - Served 15 arrest warrants, 11 by Patrol Officers, 4 by Detective Division.
- In March, the Animal Control Officers had the following activity:
 - 76 Calls – 26 Dog, 50 Animal
 - 1 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 5 Impounds – 3 redeemed, 0 sold as pets, 1 euthanized, 0 quarantine, 1 carry over, 1 DOA
 - 0 Infraction written
 - 62 Incoming Phone Calls
 - 3 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 0 Written Warnings
 - 5 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 11 Combined Dog/Animal/Specific Detail/Check Welfare
 - 5 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

511 –

- 15 Combined Dog/Animal/Specific Detail/Check Welfare
- 0 Delinquent Letters/Written Warnings/ No License/Barking/Littering
- 0 Infractions
- 0 Written Warning
- 1 Dog bite- 1 dog vs human, 0 dog vs dog
- 0 Dog/Cat Adoption
- Other:
 - 50 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 511 still in Training.
- In March, the Patrol Division had the following activity:
 - On March 14, 2020 at approximately 0023 hours, Newington patrol officers interrupted a burglary in progress at the former Cedarcrest Hospital building located at 525 Russell Road. Officers were able to apprehend one adult and four juvenile males in the immediate area of the hospital. The 5 males were arrested on scene after it was determined that they had forced entry into the building and had spray painted walls inside the hospital. Jacob Archer, age 19 of Simsbury, Connecticut was charged with Burglary in the 3rd Degree and Conspiracy to Commit Criminal Mischief in the 3rd Degree. The four juveniles were summoned to juvenile court and charged with Burglary and Criminal Mischief related charges.
 - On March 26, 2020 at 1959 hours Newington patrol officers responded to a citizen complaint of 3 males breaking into vehicles in the area of Ivy Lane and Centerwood Road. First responding officers were able to apprehended Thomas Tanner, age 30, of Portland, Maine. Two other suspects fled the scene on foot. A perimeter was established and a Newington Police Department K9 team successfully tracked the two outstanding suspects to the area of Urban Lane. Paul Grandmaison, age 41, of Portland, Maine was taken into custody by Newington Officers and the Newington Police K9 team at the conclusion of the track. Grandmaison spit on officers and fought with the Newington K9 as he was being taken into custody. Daniel Marciano, age 19, of Southington, Connecticut fled from the area as officers were taking Grandmaison into custody. Marciano was taken into custody a short time later as he attempted to hide from Newington Officers. The three were each charged with the following:

Grandmaison was charged with Burglary in the 3rd Degree, Conspiracy to Commit Burglary in the 3rd Degree, Larceny in the 6th Degree, Conspiracy to Commit Larceny in the 6th Degree, Interfering with an Officer and Assault on a Police Officer.

Marciano was charged with Burglary in the 3rd Degree, Conspiracy to Commit Burglary in the 3rd Degree, Larceny in the 6th Degree, Conspiracy to Commit Larceny in the 6th Degree and Interfering with an Officer

Tanner was charged with Burglary in the 3rd Degree, Conspiracy to Commit Burglary in the 3rd Degree, Larceny in the 6th Degree and Conspiracy to Commit Larceny in the 6th Degree.

- Property Report March 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	13	\$ 55,722
Abandoned	0	\$ 0
Evidence	3	\$ 1,190
Found	2	\$ 59

Lost	4	\$ 0
Seized	12	\$ 0
Recovered	1	\$ 15
Impounded	0	\$ 0
Informational	1	\$ 2,300
Total	36	\$ 59,286

- Police Department Overtime March:
 - Comparison
 - OT February \$ 76,795 2 pay periods (1 holiday)
 - OT March \$ 55,762 2 pay periods (no holiday)
 - \$ 21,033 decrease
 - During March 2020, one officer was out on workers' compensation, one officer from the Patrol Division was temporarily assigned to the Detective Division serving as the property officer, another officer was on light duty assisting in the Detective Division and there were three officer openings, resulting in six vacant positions. These vacancies have an impact on overtime since they create vacancies in the Patrol Division schedule which must be filled on overtime.
 - Admin overtime \$0.
 - Patrol overtime. \$36,115, a decrease of \$21,945. Overtime included filling of shifts for vacancies and time off, supervisor attendance at an EOC meeting at Town Hall, holdovers for officers involved in casework including domestic arrests, written statements, sudden death, sexual assault and emotionally disturbed person (EDP) investigations and obtaining an ex-parte order at GA15.
 - Detective Division overtime. \$1,876, a decrease of \$4,734. Overtime included responding to a Mid-State Major Crime investigation in Wethersfield and a sudden death
 - Communications overtime. \$8,217, an increase of \$781. Overtime included filling of shifts for time off, and filling of shifts on days and evenings when only one dispatcher is scheduled to insure 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.
 - Education overtime \$7,391, an increase of \$5,596. Overtime included officer pay for filling of shifts related to the following training; Police Officer recertification, Emergency Response Team (ERT) training, child car seat installation training, Taser, Baton and OC training.
 - Support Services overtime \$2,163, a decrease of \$731. Overtime included officer pay for Rape, Aggression, Defense (RAD) training as well as the filling of shifts for two days taken off by the school resource officer.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of March, 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:

	March	9 Months Total
<i>FIRES</i>		
Structure Fire	3	21
Vehicle Fire	0	5
Exterior Fires	0	15
Other Fires	0	5
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	0	7
Extrication	0	7
Other Rescue Calls	4	16
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	5	91
Water Problem	1	15
Other Service Calls	6	48
<i>OTHER</i>		

Good Intent Calls	8	37
False Alarm/False Call	16	211
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	1	8
Totals	44	489

Training Summary for the month of March: Please note due to Covid-19, all multi company and department training was canceled. Training Division worked on rolling out distance training to membership which started at end of month, and will continue until given the all clear to resume large gatherings

CO-4 Training	Search Techniques	16.0 hours
Driver Training	Road	4.0 hours
CO-2 Training	Hydrants	18.0 hours
Task Force Training		10.0 hours
Cadet Training	Online Live Training	40.0 hours
Cadet Training	Online Live Training	91.0 hours
Fire Service Instructor Classroom		16.0 hours
HazMat refresher		8.0 hours
Total Training		203.0 hours

FIRE CHIEF

Fire Response: **20** Incidents

- Conducted the quarterly meeting of Task Force- 51 at the Berlin firehouse.
- Attended an incident briefing at Union Station in New Haven to review the recent Amtrak train vs truck accident off Stamm Road.
- Met with area fire chiefs in Glastonbury to review ongoing issues facing the states volunteer fire service and to coordinate training, shared resources and grant funding opportunities.
- Participated in a series of statewide conference calls and emergency staff meetings to help prepare and plan for the Town's response to the COVID-19 pandemic and coordinated local activities, requests for resources and equipment distribution with the CCHD and the DEMHS Region- 3 office in Hartford.
- Attended the mass and funeral for retired police officer Ken Tramaedo at Holy Spirit Church and West Meadow Cemetery.
- Revised department response policies and personnel safety guidelines to help protect personnel and canceled all department meetings, training and outside use of the firehouses as a result of the COVID-19 virus.

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of March, 2020.
- | | |
|-----------------------------|----|
| INSPECTIONS | 38 |
| INSPECTION FOLLOW-UPS | 14 |
| PLAN REVIEWS | 10 |
| JOB SITE INSPECTIONS | 4 |
| FIRE INVESTIGATIONS | 0 |
| FIRE ALARM TROUBLE | 4 |
| COMPLAINTS | 0 |
| TANK REMOVALS | 0 |
| SAFE HOME INSPECTIONS | 0 |
| SAFE HOME FOLLOW-UPS | 6 |
| HAZ-MAT/HAZARDOUS CONDITION | 0 |
| BLASTINGS | 0 |

Fire Marshal's Activities:

- 3/04 Meeting with Town Clerk
- 3/13 Emergency Staff Meeting with the Town Manager
- 3/16 EOC Meeting with Town Manager
- 3/30 Staff Meeting with the Town Manager

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Attended Department Head and Public Works Team meetings
- Met with ASFCME representatives to discuss various issues and concerns
- Met with bid awarded contractors to coordinate upcoming milling and paving projects
- Attended several staff meetings to address COVID-19 preparations

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 2.4" of frozen precipitation
- Continued Town wide damaged curb pick up
- Began town-wide sweeping program, including early morning sweeping at business districts
- Repaired/replaced several storm water catch basin structures
- Assist Traffic Division with sign repair and replacement
- Constructed stone pad for radio tower backup generator relocation
- Repaired drainage trench at the Town Transfer Station
- Continued with Town wide pot hole patching

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 with signage for public building closures due to COVID-19 virus

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Responded to one (1) after hour call in for Fire Department apparatus
- Mechanics continued with spring services for mowing and construction equipment

Sanitation/Recycling/Landfill

- Scheduled 748 residential bulk items for collection for the month
- Scheduled 76 condominium bulk items for collection for the month
- Scheduled 38 condo/residential scrap metal items for collection for the month
- 5496 tons of cumulative Municipal Solid Waste were collected from July through February
- 1607 tons of cumulative recyclables were collected from July through February
- 1209 mattresses/box springs were collected from July through February
- 221 televisions were collected from July through February
- Issued 17 permanent landfill permits and 5 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of March 11, 2020:

- Meeting canceled due to COVID-19

TPZ Meeting of March 25, 2020:

- Meeting canceled due to COVID-19

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- March 4: Prepared memo's to TPZ for Petition 41-19, 03-20 and 04-20.
- March 26: Prepared memo's to TPZ for Petition 41-19, 08-20 and 09-20.
- March: Processed Petition 41-19, Petitions 03-20 through 15-20.

Economic Development-Related Project Activities:

- March 20: Responded to request for information on Keeney Manufacturing property.

Grant-Related Project Activities

- Mar 3: Met with Town Manager to discuss Hartford Avenue streetscape project.
- Mar 16: Met with staff on site to discuss Hartford Avenue streetscape project.
- Mar: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- Mar 4: Prepared agenda for TPZ meeting on March 11, 2020
- Mar 26: Prepared agenda for TPZ meeting on April 1, 2020.

CRCOG/Professional Development/Training:

- Mar 24: Attended CT Bar Association webinar on COVID-19 changes to public meeting requirements.
- Mar 25: Attended CT Planning Association webinar on COVID-19 changes to public meeting requirements.

Miscellaneous

- Mar 9: Attended monthly Planning/Zoning/Wetlands/Engineering team meeting.
- Mar 10: Attended bi-weekly meeting with Town Manager.
- Mar: Responded to approximately 16 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Mar: Received and sent approximately 493 emails from citizens, local business, applicants, town staff, state staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Due to the Town Hall closed to the public – sent 202 contractor license application forms to contractors.
- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 5 excavation permits:
 - Excavation = 2 (one permit is for 18 patches)
 - Driveways = 3

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
- Town Hall Construction Project
- Meetings with residents/businesses

Conservation (Inland Wetland) Commission:

- Inland Wetland Applications received:
 - Two
- Commission Administered applications:
 - One
- Agent Administered Applications:
 - One
- 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 10 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
- 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
- 3443 Berlin Turnpike – Site plan as-built 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.

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 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 re-design culvert beneath Main Street)
- Coordinated road/drainage restoration with Eversource for GHCCRP
- 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
- 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 and construction services.
- Highway: Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- 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) – reviewed Downes Change Order Proposals and prepare grading plan for north loop road

BUILDING DEPARTMENT

- There were 2 permits approved for new residential houses. The locations are 20 Commonwealth Ave. and 32 Commonwealth Ave.
- A permit was issued for a new roof at the Lucy Robbins Wells library.
- An Application was applied for and is under review for interior alterations and fit out for Pure Hockey located at 1603 Southeast Road.
- A Building Permit was issued for the Connecticut Humane Society for a new roof.
- A Plumbing Permit was issued for 99 Cedarwood Lane for a gas line from the generator to the tank for service of a cell tower for the Police Dept.
- There were four Certificates of Occupancy issued in March. Three were commercial. One was residential. They were 188 Costello Road, a 7500 sq. ft. building, 3119 Berlin Turnpike, Subway, and 65 Holmes Road, Amazon. The residential home was built at 198 Lucille Street.
- 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: Soup to Nuts– March 4, 2020
 - K. Kilkenny - Commercial Code Series: Soup to Nuts – March 4, 2020
 - A. Hanke - Commercial Code Series: Soup to Nuts – March 2, 2020
- Building Department activity for the month of March was as follows: The Inspectors completed a total of 120 Inspections. They were: Above Ceiling (1), CO (1), Electrical (7), Final (51), Footings (1), Foundation (3), Gas Line (6), Insulation (1), Mechanical (3), Rough (45), Site Visit (1).
- The total number of Building/Renovation Permits issued / applied for the month of March was **126** producing a total permit value of **\$1,132,471.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	22	428,087.00
DECK	3	15,600.00

DEMOLITION	0	0.00
ELECTRICAL	30	110,855.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	4,392.00
GARAGE / SHED	0	0.00
MECHANICAL	29	230,220.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	17	32,108.00
POOL	0	.00
ROOFING / SIDING	15	223,531.00
SIGN	5	44,900.00
SOLAR	4	42,778.00
TENT	0	0.00
TOTAL	126	\$1,132,471.00

The total Building income fees received in the month of March was **\$13,724.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$2390.00 Environmental \$300.00 Conservation \$1200.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$50.50 Driveway / Excavation \$1600.00 Engineering copies \$68.000. The other total income is \$5868.50

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

	<u>2020</u>	<u>2019</u>
Value of Permits issued for March:	\$1,132,471.00	\$1,115,912.00
Fees for Permits issued for March:	\$13,724.00	\$13,834.00
Other income Fees for March:	\$5,868.50	\$1,668.50
Building Permits Issued for March:	126	145

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>
\$18,775,902.00	\$211,519.00	\$38,258,203.00	\$183,658.00

HUMAN SERVICES

- The March 5th Grade Challenge days (ALPS) went quite well with both groups working hard to accomplish the challenges in-class, and during the final challenge days. Both groups were highly motivated and embodied the spirit of cooperation and enthusiasm.
- Due to the onset of the Covid 19 pandemic and recommendations by CDC for social distancing, all in-person group youth programs were canceled through the end of April. This will be re-evaluated at that time.
- 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.
- Due to Covid-19 pandemic- Central CT State University suspended all on-campus activities- including student placements. Emily ended her in-person placement with us on 3-12-2020.

- Again, due to the onset of Covid-19 pandemic- service delivery methods for all programs were modified. As of 3-16-20 no in person services were provided.
- All financial casework services continued- doing phone interviews and referrals and receiving necessary documentation by email, text, or snail mail. We heard from many households whose income was reduced as a result of this health crisis and the closing down of many non-essential businesses. This included folks who were employed & pending unemployment benefits, were self- employed and unclear as to their eligibility for unemployment benefits and folks who were previously helped by family whose income was now reduced affecting their ability to support or assist our identified resident. Additionally, we fielded many questions re stimulus payments and the process for same and utility and eviction moratoriums.
- The staff collaborated and planned for a totally new means of providing food to those in need that allowed for social distancing. Food was given out in two methods: a no-contact Grab & Go method where recipients would phone the main number from the parking lot & have food brought down near their vehicle which they could then load into their car and a no contact drop & go method where food was delivered to any household that identified an obstacle to picking up food including, age, health or transportation issues. Diane Stone graciously recruited her Dial A Ride Drivers to do these deliveries. Coordinator Wassik did an excellent job of implementing and coordinating all of these changes.
- Existing and new volunteers stepped forward and fulfilled the many tasks involved in pre-packing food for households to supplement their food supply for the month. All best practices for social distancing were followed. We received 174.5 hours of volunteer assistance starting on 3-17-2020 through the end of March.
- A decision was made to postpone and possibly cancel our annual recognition dinner. However, we will still send out a thank you letter with an insert recognizing our outstanding volunteers that were identified this year.
- Director LaBrecque was appointed by Town Manager Keith Chapman as the Liaison for the Central CT Health District and the town sharing current info, recommendations and expected trends.

March 2020 Statistics

Selected Programs	FY 19-20 Total This Month	FY 19-20 Total Last Month	FY 19-20 Cumulative Total YTD	FY 18-19 Cumulative Total YTD
Youth and Family Counseling Cases Clinical presentations	12 0	12 0 <small>presentations/attende ees</small>	119 0	120
Youth & Family Service Hours	34.5	37.5	322	337.75
JRB cases hearings/pending hearing JRB Service hours:	0/5 4	1/2 4	8/11 34	12 25
Positive Youth Development	73	162	1629	1769
Community Service # of hours completed Challenge Course: Adult youth(outside)	1 25 0 0	2 15 0 0	10 168 88 321	11 149 139 276
Information and Referral	300	375	6322	6188

Social Casework Cases	82	58	616	716
Under 55 =	25	16	213	196
Under 55 disabled =	14	9	109	134
Over 55 =	43	33	328	338
Social Casework Service Hours	127.5	103.75	888.5	1022.75
Under 55=	35.5	21.75	164	245.5
Over 55 disabled and/or disabled	92	82	697.25	776.25
Food Bank Household visits	147	138	1306	1315
# bags of groceries distributed	691	593	5635	5867
Mobile truck	111	91	918	1244
Clothing household visits	0	0	0	60
# bags of clothes given	0* clothing closet ended	0	0	76
Special Needs	12	4	96	89

*Clothing closet ended

SENIOR AND DISABLED CENTER

- While the first half of the month was business as usual at the Center, the latter half was dominated by COVID-19. A phased closing of the Center began on March 10th with a cancellation of all group programs and activities on March 10th with social distancing in the congregate meal and social services appointments. The Community Renewal Team offered an option for grab and go meals in lieu of the daily hot lunch, the Center closed to the public on March 13th. Since that time, the Center has:
 - Completed a telephone outreach and reassurance effort to almost all members. The Center continues to reach out to residents who are at risk or socially isolated.
 - Provided a once per week robocall to all resident members (approximately 1,200 people) with information and simply to connect.
 - Provided approximately 750 meals to 100 people through daily meals on wheels and the weekly drop of grab and go lunches for 5 days through the Elderly Nutrition Program
 - Developed a volunteer shopping program to provide older adults and people with underlying medical conditions an option to going to stores.
 - Started a twice a week telephone bingo program.
 - Worked with the Connecticut Healthy Living Collective and instructor Sandy Rovelli to continue Tai Chi Quan: Moving for Better Balance virtually.
 - Worked with CCSU to transition the role of student interns with the Matter of Balance program to a telephone based coaching program.
 - Enhanced Facebook presence with Facebook Live and more frequent posts.
 - Began developing virtual programs using Zoom. The Center will be one of the first to offer the 10-session Aging Mastery Program® virtually beginning in May. Other programs will include entertainment and speakers.
 - While Dial-A-Ride has very limited passenger transportation, the drivers have taken on meal deliveries for meals on wheels and the grab and go program, deliveries for the Food Pantry and for the volunteer shopping program as well as deliveries of program materials to residents.
- The month started off well with a new concept, a monthly Ideas Forum, to gather participants together to brainstorm ideas for Center programs and services. The forum was well attended.
- The American History Lecture Series, where professor Jared Day presents a topic related to our nation's history, featured part two of "The Gilded Age and Teddy Roosevelt" on March 2nd. This series has developed a following and enrollment increases each month. The Center is working hard to bring these classes online.

- On March 10th Advisors from Cahill & Associates Financial Services LLC presented “How Does the SECURE Act Affect Me?” The Setting Every Community Up for Retirement Enhancement (SECURE) Act includes significant provisions aimed at preventing older adults from outliving their assets. There are many aspects of financial planning and retirement savings that are affected by this new law.
- 44 individuals received MOW in March. Staff assumed responsibility for delivering meals effective March 18 to provide for the safety of our volunteers, most of whom are in a higher risk group for serious complications of COVID.

PARKS AND RECREATION

Recreation Division

- Spring programs scheduled to start in mid-March have been suspended due to COVID-19. Programs will reconvene if and when local and federal government deem it safe.
- Park Rangers: An Emergency Park Ranger Program was initiated to patrol all parks and school grounds in order to encourage social distancing, no large gatherings, and no activity on playgrounds, courts, etc. Rangers patrol weekdays from 3:30 to 7:30pm and weekends from 10:00am to 4:00pm.
- The Department began accepting Churchill Park Picnic Reservations on March 4th.
- Spring program registration for residents began on March 5th and for non-residents on March 12th.
- Registration for new gardeners interested in participating in our Community Gardens program will begin on April 1. Returning gardeners had until March 27th to renew their gardening spot from last year. There is a total of 110 garden spots available to residents.
- A new Assistant Summer Camp Director (Nina DiCioccio) was hired, and interviews were held to promote Site Directors/Assistant Site Directors and new staff members in the Summer Camp program.
- Event planning for the 39th annual Extravaganza is underway.
- A grant from Eversource was awarded for \$1,500. This grant will help support both the Life. Be in it. Extravaganza and Night of Lights events.
- Planning for the Summer Camp RECreate (children entering Kindergarten through grade 8) has begun. Camp RECreate is scheduled to run from June 22 through August 7.
- The Youth Basketball season that started in December was scheduled to end with championships on March 13 & 14 for Girls grades 4 through 8 and Boys grades 5 through 12. The season was suspended just prior to the championship weekend due to the COVID-19. There were 660 participants in the Kindergarten through Grade 12 program. The number of participants in 2019 was almost identical with 654.

Parks and Grounds and Cemeteries

- Completed new roof on Churchill pavilion by the pond.
- In coordination with Engineering, completed tree trimming on Golf Road for improved night lighting for safety.
- Finished Skate Park renovations and seeded.
- Repaired curbing at Wallace/Paterson following plow damage.
- Removed multiple dead/damaged trees from Northside by soccer fields.
- Installed a new memorial bench at Mill Pond.
- Ariel lift and bucket truck training for entire staff.
- Several days of tree work around Town.
- Blew leaves and rolled soccer fields on Northside at NHS.
- Assembled batting cages at Clem Lemire.
- Installed new grill at Skate Park pavilion.
- Spring cleanup and mulched beds at municipal parking lot.
- Painted new trash cans for around town.
- Implemented new Best Management Practices for park garage in response to ongoing coronavirus crisis.
- Library cleanup.
- Raised and installed new valve boxes at ADA playground and AARP Fitlot.
- Removed damaged path at Mill Pond in preparation for asphalt repair by Highway.
- Cleanup at Ambulance building and Firehouses.

Tree Warden

- Removed hazardous tree, 85 Richard Street
- Completed trimming at IHCC Oak Street over parking area and around street lamps.
- Picked up fallen branches from parks.
- Pruned various trees in West Meadow Cemetery.
- Removed dead trees at Badger Park by roadside.
- Trimmed trees at Municipal Parking lot.
- Cleaned up branches and wood, bottom of Cedar Mountain.
- Removed tree corner of Coles and Valentine.
- Completed dead tree and branch removal from NHS North side fields.

LIBRARY

- What a difference a month makes. Due to the COVID-19 outbreak, library services we were used to offering changed, and continued to change as the situation evolved. It has been the most surreal and challenging time that I can remember since I began my career as a librarian almost 24 years ago. I have never been so proud of the library staff as we worked hard to continue to offer library service in different ways to our community.
- March 1 – 15 was business as usual. There were several libraries in the area that were closing due to COVID-19 the week of March 9, so we saw an increase in traffic especially on Saturday, March 14. During this time staff offered 29 programs to 670 patrons of all ages. Programs included the Kids winter reading finale, book talk visits at John Wallace Middle School, 30 Days to Better Organization, Movies & More featuring the film Judy and an iPad Essentials program. Meeting space was used. We continued to lend and borrow materials both in person and via interlibrary loan. Staff assisted patrons in person, by phone and via email.
- On March 16th, after a brief Town Department Heads meeting, the decision was made to close the library building to the public but to continue to offer phone and online assistance during regular library hours as well as curbside service. The two book drops remained open 24/7 for patrons to return materials. All programs, meetings and outreach were canceled for the month. Having had a curbside service for almost a year now we were in a good position to switch to this mode of materials delivery pretty quickly. It was all hands-on deck answering the phones, pulling materials, checking them out and then delivering them to patrons' cars. There were several challenges with curbside delivery, specifically safety for patrons and staff in the handling of materials. Materials that were returned were wiped down and sat for a day until they were reshelfed. In the previous months the library was averaging 8 – 10 curbside deliveries a month. From March 16 – March 23 staff processed 410 curbside deliveries. Patrons were extremely grateful that staff was doing this especially because at this point most libraries in the area were closed and not offering this kind of service.
- On Monday, March 25 in consultation with the Health department, Town Manager and the President of the Library Board of Trustees, I made the decision to suspend curbside service. As the virus began to spread more and "Stay Home and Stay Safe" was being promoted as well as social distancing and the questions of how long the virus can live on different surfaces was being debated, we all felt it is prudent to end this service. The suspension limited the handling of so many materials by staff and patrons. It also discouraged people from going out to get materials and it allowed staff to not come in contact with so many people. Staff did continue to offer phone and online assistance during regular hours and the book drop remained open.
- The remainder of the month was revamping service to patrons with a big emphasis on the library's online digital collection and online services, available from the library's website. The library offers ebooks, downloadable and streaming audiobooks, movies and music as well as digital magazines. Staff are working hard to help patrons who had never used these formats, navigate the process. There was a 70% increase in the use of ebooks and 35% increase of digital audiobooks for the month. Staff are also working with the schools to make them aware of many of our materials that would help students with their online learning. Teachers are emailing students the links to the digital collections and online services that would be of use.
- Library staff also worked with vendors to make some changes that would benefit our patrons. The number of checkouts per month for Hoopla, an online streaming service was increased from 5 to 10 per patron. The cap on the number of simultaneous users of Acorn TV was lifted. More Overdrive Advantage ebooks including all of the 2021 Nutmeg nominee books, were purchased. This is a special collection that is included in the shared Overdrive catalog but can only be used by Newington residents. The children's staff put together a "Supplemental Learning Sidekicks" page that offered

parents and children sites for learning, virtual storytimes and virtual fieldtrips. Vendors also stepped up by offering more open access to several online services including the use of ancestry.com from home with a Newington Library card, free access to Tumblebooks, and Hoopla Bonus, an additional collection of streaming materials that does not count against a patron's monthly Hoopla limit.

- Other changes that were made out of necessity included the cancellation of all April programming and outreach with the possibility of cancelling May programming as well. No meeting rooms can be booked until further notice. The Friends May book sale was cancelled and has not been rescheduled as of yet. The Library Board of Trustees is considering rescheduling the annual library road race to the fall. Planning for the summer is in the works but with so many unknowns we are still not sure what that will look like.
- Total circulation of library materials was 16,182. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,430 times from the library website. Staff answered 3,048 reference questions. We were averaging about 70 questions a day after the library was closed to the public. Lucy-to-Go Curbside Service was used 410 times in March.
- In personnel news, staffing became challenging as the month progressed as people chose not to work during this very tumultuous time. Staff who did continue to work in the building filled in where needed and have done a great job working as a team to help each other with the many duties even when they were not part of their typical job duties. In addition to assisting patrons, staff is taking advantage of the State Library's free online training modules, weeding and getting the collection in order, cleaning to be ready for when we reopen and continuing to look for ways to offer better easier access to the many information and services available. Longtime Head of Children's Services Pat Pierce retired on March 7. Teen Librarian Bailey Francis began her new position as Head of Children's Services on March 9. The position of Circulation Supervisor that opened when Sue Schneider was promoted was posted internally in February. Reference/Cataloguer Dorothy Russell began her new job as Circulation Supervisor on March 23.
- In facilities news, a new roof was put on the part of the building that had some major leaks over the past 6 months. New LED lighting was put in throughout the building that will ultimately save the Town money over the years. Maintenance Technician Dave Brown has been working on a lot of projects from a list crated when the Library Board did its annual building walk-thru in November. This list included paint touch-up, replacement of worn carpet squares, ceiling tiles and some deeper cleaning of areas not specified in the cleaning contract.