



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: December 7, 2020
Re: Monthly Report – August 2020

GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on August 14th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

During the evening on August 3rd, I appeared on Newington Community Television (NCTV) Channel 14 "Talk to the Mayor", hosted by Steve Parker.

In preparation of Tropical Storm Isaias, I scheduled an Emergency Operation Center (EOC) Department Head meeting on August 4th to prepare our united response to the storm. William Turley, Region 3 Coordinator from Connecticut Division Emergency Management and Homeland Security, requested the Town to gather damage data. The purpose of this assessment is to see if the thresholds for any of the three federal programs are met: FEMA Public Assistance; FEMA Individual Assistance, and; Small Business Administration (both business and homeowner). I scheduled an EOC Department Head meeting on August 10th to discuss and plan how to strategically collect this data.

The press release on August 6th addressed the Town's recovery response to Storm Isaias. The Newington Highway Department began residential curbside debris collection the week of August 10, 2020. The special collection lasted for two weeks beginning Monday August 10, 2020 with a completion date of Friday August 21, 2020, crews followed the sanitation collection routes. To help those in need, we provided a charging station at the Lucy Robbin Welles Library, near the main entrance outside.

On August 6th the Town Assessor, Steve Kosofsky and I had a meeting with developers regarding a potential development plan for sites near Lowery Place and Main Street.

On August 11th, I met with AFSCME leadership to resume contract negotiations.

We had our first Municipal Administrative Training (MAT) class on August 26, 2020, a non-cost program for employees who want to learn and grow during their municipal career. I received a great response to the program, over 40 people attended the first session. Due to CDC guidelines, I decided to split the program into two (2) groups, group A and group B. Therefore, MAT training will take place every Wednesday from 11:30 a.m.- 1:00 p.m.

The staff meeting on August 6th was cancelled due conflicting schedules. During the staff meeting on August 13th, I discussed items from the previous Town Council meeting, reviewed our response to Storm Isaias, COVID-19 update, and announced that AFSCME contract negotiations will resume this month.

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During the staff meeting on August 27th, I discussed items from the previous Town Council meeting, storm update and COVID-19 update.

Department head one-on-ones have continued throughout the month.

Overtime

Paid overtime during the month of August 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	25.9	\$ 1,428.38
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 939.28
ROAD MAINTENANCE	12.0	\$ 794.56
LAND FILL	4.1	\$ 202.66
PAVING (OVERLAYS & SENIOR CENTER)	43.4	\$ 2,125.03
TRAFFIC	4.0	\$ 188.72
STORM ISAIAS	718.0	\$ 41,184.10
TOTALS	827.4	\$ 46,862.73
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	405.0	\$ 18,792.00
TOTALS	405.0	\$ 18,792.00

	20-21 Budget Overtime Appr.	Overtime Expended 19-20 YTD	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD
POLICE DEPARTMENT				
Administration	\$ 8,175.00	\$ 314.42	\$ 7,927.00	\$ 0.00
Patrol	685,889.00	97,348.24	655,308.00	136,810.16
Investigation	90,645.00	3,619.44	89,232.00	4,794.03
Communication	173,748.00	17,792.06	169,820.00	23,511.63
Education/Training	143,085.00	3,631.52	138,826.00	18,688.25
Support Services	60,413.00	2,007.53	59,255.00	7,601.89
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,511.00</u>	<u>0.00</u>
Total	\$ 1,163,466.00	\$ 124,713.21	\$ 1,121,879.00	\$ 191,405.96
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 31,992.78	\$ 28,085.00	\$ 3,090.51
Snow and Ice Control	165,297.00	0.00	165,297.00	0.00
Traffic	4,057.00	2,221.93	4,057.00	1,006.40
Vehicles and Equipment	32,822.00	13,344.95	32,822.00	2,848.15
Leaf Collection	<u>33,898.00</u>	<u>0.00</u>	<u>33,898.00</u>	<u>0.00</u>
Total	\$ 264,159.00	\$ 47,559.66	\$ 264,159.00	\$ 6,945.06
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 34,116.45	\$ 84,839.00	\$ 56,403.96
Cemeteries	<u>16,445.00</u>	<u>179.52</u>	<u>16,445.00</u>	<u>14,819.00</u>
Total	\$ 101,284.00	\$ 34,295.97	\$ 101,284.00	\$ 71,222.96

PERSONNEL

- As the result of COVID-19 and the anticipated financial impact, we have decided to withhold from filling any current vacant positions during these uncertain times.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The first month of the 2020-21 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2020-21 plan year were estimated at \$963,049. The total paid claims from the Health Benefits Fund for July 2020 were \$856,724. 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.

Claims for July, 2020

	Town	Board of Education	Total
Estimated Claims	263,322	699,727	963,049
Actual Claims	176,122	680,602	856,724

Accounting and Administration

- Janet Murphy, Director of Finance, attended Council meetings and Public Hearing for the Anna Reynolds School Project.
- Director of Finance and Deputy Finance Director began work on closing the fiscal year and preparing documents for our auditors.
- All during the month have been doing various functions to close out and start the fiscal year. Included in this is such things as the closing of blanket purchase orders and preparing Munis for the fiscal year closing which will take place September 10th.
- Our accounts payable vendor listing was cleaned out for inactive vendors. Information was sent out to the remaining vendors on our new address and getting them to sign up for ACH payments.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.

The Town did not receive grant payments from the State of Connecticut during this month. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
8/31/2020

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2020-21</u>	<u>Actual Year to Date</u>	
General Fund	\$300,000	\$13,355	\$36,547,938
Special Revenue Funds	48,000	563	741,674
Capital Projects Funds		294	1,094,014
Internal Service Fund	35,000	1,363	5,387,265
Trust and Agency Funds		401	1,103,179
TOTAL, ESTIMATED BY FUND			\$44,874,070

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

08/31/2020

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.15	.20	1,606	2,905	\$16,809,867
Bank North	.12	.12	119	119	560,629
TDBank (new)	.50	.50	2,292	2,292	10,827,783
Farmington Bank	.25	.25	1,431	1,430	8,445,639
Webster Bank	.10	.10	751	897	3,174,282
Liberty Bank	.20	.30	831	1,302	5,055,870
Total Outstanding Investments					\$44,874,070

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through August 30th.
- Preparation for the October 1, 2020 Grand List began with Personal Property field inspections started to pick up any new accounts that opened for business since last year and removal of any businesses that closed.
- Ten (10) Personal Property accounts were selected for audit by our outside auditing firm.
- Work on the 2020 Revaluation shifted into high gear this month. The Residential revaluation appraiser met with the Assessor to review preliminary values for residential properties.
- Input of Income & Expense information continued to be added to the commercial revaluation database for the development of preliminary commercial values to be determined in the next 60 days.
- Per the revaluation contract, the revaluation company was responsible for the processing of all Data Mailers. Due to some miscommunication, the Assessor unexpectedly processed approximately 3,000 returned residential Data Mailers that were mailed out to select residential property owners in April 2020. The processing of these Data Mailers, updated the current assessment information contained in the revaluation database for residential properties to ensure accurate final valuations. As a result, the Assessor is negotiating a credit to the total revaluation contract price due to his completing a significant portion of their work.

Revenue Collector

- August Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$9,274,677.67. Prior year taxes collected amounted to \$69,428.54 and included in that amount is \$3,121.65 for suspended accounts.
- This year's August collections on the current Grand List is 48% which is lower than last year's rate of 54% due to Governor Lamont's Executive Order for an extension for taxpayers until October 1st.
- The end of September should be heavy with collections as we near the end of the extended 90-day grace period.
- Delinquent notices were mailed to 100 real estate taxpayers, 41 personal property owners and 1,035 motor vehicle taxpayers who are in arrears.
- Auditors were in and reviewed tax records to begin their annual evaluation of the Tax Office.

POLICE DEPARTMENT

Patrol Calls for August are as follows:

Abandoned MV	1	Fire Special Detail	1	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	43
Alarm Commercial Burg Alarm	49	Fire Structure Fire	1	MV Complaint	46
Alarm Hold Up Alarm	7	Fire Task Force Activation	0	MV Fire	0

Alarm Residential Burg Alarm	37	Fire Training	0	MVA Evading	22
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	1	MVA Fatal	0
Animal Complaint	33	Fire Veh Maintenance	0	MVA Injury	14
Arson/Fire Invest	0	Fire Vehicle Fire	0	MVA Property Only	76
Assault	5	Fire Water Problem	0	Neighbor	17
Assault in Progress	0	Fireworks	13	Noise	31
Assist Motorist	5	Follow Up	46	Non Collect Person	1
Assist Notification	0	Found Property	4	Notification	1
Assist Other Agency	33	Gun	0	Open Door/Window	16
Bad Check Insufficient Funds	0	Harassment	11	Other Archive	0
Blighted Property	0	Hazard	111	Parking Violation	6
Bomb Threat	0	Hazmat	0	PD ASSIST FIRE DEPT	59
Breach of Peace/Disorderly	13	Hold Up Alarm	0	Personal Relief	0
Burglar Alarm	0	Homicide	0	Pistol Permit	6
Burglary	3	HOPE PROJECT	0	Prisoner Care	4
Car Seat	0	Illegal Dumping	1	Private Duty	0
Check Welfare	53	Impersonating Police	0	Property Found	9
Check Welfare 911	33	Intoxicated	3	Property Lost	2
Check Welfare Other	10	Juvenile Complaint	21	Prostitution	0
Clear Lot	16	K9 Assist	0	Recovered Stolen MV	3
Construction	0	Kidnapping	0	Rescue Call	0
Court Detail	11	Landlord / Tenant Dispute	1	Residential Lockout	7
Criminal Mischief	7	Larceny	70	Robbery	0
CSO	1	Larceny from MV	18	Roll Call	2
Customer Dispute	11	Lift Assist Only	4	Serve Subpoena	0
Dog Complaint	40	Liquor	0	Serve Warrant	33
Domestic	46	Local Traffic Authority	0	Sexual Assault	2
Door Check	0	Location Check	210	Shots Fired	1
Drug	7	Location General	0	Specific Detail	92
DUI	1	Location School	0	State Pistol Permit – Tempo	0
EDP	16	Lockout Building	1	Stolen MV	6
Escort / Transport	0	Lockout MV	0	Sudden Death	1
Escort Funeral	2	Lost Property	1	Suicide	0
Escort Other	0	LTA	0	Suicide Attempt	1
ESCORT RETRIEVAL	1	Meal	0	Suspicious MV Unoccupied	19
Escort Tax	0	Medical Alarm	20	Suspicious Report	174
Fingerprint	0	Medical Cardiac	16	TEST	0
Fire Alarm	1	Medical Complaint	171	Threatening	5
Fire CO Detector no sympt	0	Medical Diabetic	0	Tobacco	0
Fire CO Detector with sympt	0	Medical Fall	36	Tow	22
Fire Extrication	0	Medical Mutual	0	Town Ordinance Violation	0
Fire Hazmat	0	Medical Other	2	Traffic Stop	210
Fire Mutual Aid Request	0	Medical Respiratory	8	Training	0
Fire Other	7	Medical Stand by	0	Trespass	8

Fire Rescue	0	Medical Trauma	1	Unknown	189
		Medical Unresponsive	13	Water problem	0
		Missing	4	Total:	2,366

- In August, the Detective Division Report:
 - Handled 58 investigations, 58 remain ongoing
 - Served 27 warrants; 24 by Patrol officers, 3 by the Detective Division.
- In August, the Animal Control Officers had the following activity:
 - 73 Calls – 40 Dog, 33 Animal, 0 Specific Detail
 - 0 Dog vs Dog Bites/1 Dog Bite w/ Human/1 Feral Cat Bites w/human
 - 5 Impounds – 2 redeemed, 3 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
 - 0 Infraction written
 - 215 Incoming Phone Calls
 - 3 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 0 Written Warnings
 - 150 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 11 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
 - 511 –
 - 23 Combined Dog/Animal/Specific Detail/Check Welfare
 - 150 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warning
 - 3 Dog bite- 3 dog vs human, 0 dog vs dog
 - 3 Dog/Cat Adoption
- Other:
 - 39 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - N/A

Notable Cases/Events:

N/A

- In August, the Patrol Division had the following activity:
 - On 8/02/20, Patrol Officers responded to 16 Robbins Avenue for a reported drive-by shooting targeting the residence and the occupants within. Criminal activity has been reported at and around this address over the past year and investigation revealed the shooting may have been in retaliation for an arrest in Hartford involving one of the residents living at that location. Occupants of the residence have been uncooperative with the investigation.
 - On 08/04/20, Tropical Storm Isaias passed through Newington at approximately 1430 hours. Heavy rain and winds gusts in excess of 60 mph, caused significant damage and hazards across all areas of Town. Over the course of the next 5 hours, Newington Police officers responded to approximately 150 calls for service involving mainly hazardous conditions, to include a vehicle struck by a falling tree on Willard Avenue and a pedestrian struck by a tree branch in his yard. The Police Department, Fire Department, and Highway Department worked tirelessly to clear falling trees and branches from the roadways while battling with severe weather, downed live power lines and rush hour traffic.
 - On 08/05/20, Patrol Officers were dispatched to Citgo located at 502 Cedar Street for a commercial burglar alarm. Officers arrived and determined the store had been burglarized and entry was gained by prying open the doors with a pry bar. CCTV revealed three suspects arrived in a Mazda

SUV and used crowbars to force entry into the business. Once inside, the suspects attempted to remove the ATM machine. After a short period of time attempting to remove the ATM to no avail, the suspects exited the store and fled the scene. The unoccupied Mazda was located by CSP on 8/13/20 in New Britain and it was determined the vehicle was used in the commission of at least ten burglaries throughout Connecticut. CSP processed the vehicle for evidence. This case is still under investigation by the Detective Division.

- On 08/25/20, Patrol Officers located a suspicious vehicle parked in the lot of the Carrier Motor Lodge located at 2660 Berlin Turnpike. After contacting the occupants of the vehicle, officers developed probable cause to conduct a search of the vehicle due to the presence of the odor of Marijuana. A search of the vehicle revealed three luxury car key fobs that didn't match the suspect vehicle, a State of Connecticut Adult Probation badge, and over \$5,000 in cash. It was determined that one of the occupants was a minor and DCF was notified. The listed items were seized and the case is under investigation.
- On 8/28/20, Patrol Officers responded to Rt 5/15 southbound in the area of East Robbins Avenue for a serious motor vehicle accident involving two cars and a large utility pole. Due to the severity of the injuries sustained by one of the drivers, the Midstate Accident Reconstruction Team was activated and responded to the scene. Officers from the accident team continue to investigate the accident to determine who was at fault and what charges if any will be levied.
- On 8/29/20, a Patrol Officer conducted a motor vehicle stop for insurance noncompliance. During the stop, the officer detected the odor of drugs in the car and conducted a search of the vehicle. During the search, the officer located a machete on the right side of the driver's seat within reach of the operator. The officer also located narcotics and packaging material. The driver was charged with weapons, drug and motor vehicle violations.

Property Report August 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 350
Damaged/Destroyed	9	\$ 6,275
Vehicle Inventory	0	\$ 0
Stolen	102	\$ 252,017
Abandoned	0	\$ 0
Evidence	130	\$ 63,853
Found	19	\$ 2
Lost	4	\$ 2,000
Seized	17	\$ 416
Recovered	27	\$ 135,556
Impounded	1	\$ 0
Informational	2	\$ 1
Towed	0	\$ 0
Total	313	\$ 460,470

- Police Department Overtime August:
 - Comparison
 - OT July \$ 103,443 3 pay periods (one holidays)
 - OT August \$ 58,148 2 pay periods (no holiday)
 - \$ 45,295 decrease
 - During August 2020, one officer was on light duty assigned to the Patrol Division. Another officer from the Patrol Division has remained temporarily assigned to the Detective Division, serving as the Property Officer and another officer has continued on light duty assisting in the Detective Division resulting in three vacancies in the Patrol Division. Additionally, there are two officer openings. These vacancies have an impact on Patrol overtime since some patrol districts are left unstaffed which could be used to reduce overtime by covering officers who may take time off. Also, if the 105 (midnight) district officer's days off fall on Thursday, Friday or Saturday, that shift is covered with Patrol overtime.
 - Admin overtime \$314, a decrease of \$69 from the previous month. Overtime included administrative personnel working a public protest on 7/22/20.

- Patrol overtime. \$74,398, an increase of \$ 25,837 from the previous month. Overtime included holiday pay of \$13,990, filling of shifts for time off (vacation, sick, earned time), entire patrol division staffing of a public protest on 7/22/20, holdovers for officers involved in casework including working as an interpreter, investigations related to burglaries, domestic disputes, a home invasion, motor vehicle accidents, driving under the influence, road rage incident, sexual assaults, missing person, breach of peace, booking prisoners and a Parks and Recreation Veterans parade.
- Detective Division overtime. \$4,237, an increase of \$980. Overtime included Detective Division staffing of a public protest on 7/22/20, after hour call outs to process a robbery, home invasion, burglaries, suicide, drug overdose, a sudden death and investigation of a suicidal person.
- Communications overtime. \$16,920, an increase of \$ 6,256. Overtime included \$3,012 in holiday pay, 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 on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday.
- Education overtime. \$6,676, an increase of \$1,332. Overtime included COLLECT training, filling of shifts for police officer recertification, ERT training, and for two dispatchers receiving training as Communications Training Officers (CTO).
- Support Services overtime. \$898, a decrease of \$1,383. Overtime included staffing of Support Services personnel at a public protest on 7/22/20.

FIRE DEPARTMENT

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

	August	2 Months Total
<i>FIRES</i>		
Structure Fire	3	4
Vehicle Fire	2	5
Exterior Fires	6	10
Other Fires	1	1
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	1	2
Extrication	1	2
Other Rescue Calls	5	7
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	47	57
Water Problem	0	4
Other Service Calls	12	18
<i>OTHER</i>		
Good Intent Calls	2	4
False Alarm/False Call	48	86
Severe Weather/Natural Disaster	7	7
Special Incident Calls	0	0
Mutual Aid/Standby	1	5
Totals	136	212

Training Summary for the month of August: Please be advised that due to the restrictions caused by the COVID_19 Virus some training is being completed through various online training platforms. Social distancing protocols are in effect for all hands-on sessions.

CO-4 Training	Thermal Imager	16.0 hours
Driver Training	Road	2.0 hours
Multi Company Training	Department Operations	106.0 hours
Officer Training	Town Hall tour/preplan	73.5 hours
Cadet Training	Hydrants	52.5 hours
Multi Company Training	1&3 Ladders	58.0 hours
Hazmat Training		8.0 hours
Cadet Training	Hose Lines/R.I.T.	06.5 hours
Total Training		422.0 hours

FIRE CHIEF

- Thomas Lapierre assumed Acting Chiefs position on August 21, 2020 per the Fire Commission Board.
- Met with Chief Officers to discuss transition plan and expectations.
- Met with Chiefs and Captains on transition plan and expectations.
- Held department meeting discussing expectations of the membership,
- Attended make up ladder drill.

FIRE MARSHAL

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

INSPECTIONS	51
INSPECTION FOLLOW-UPS	30
PLAN REVIEWS	4
JOB SITE INSPECTIONS	9
FIRE INVESTIGATIONS	5
FIRE ALARM TROUBLE	18
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	3

Fire Marshal's Activities:

- 8/4/2020 Department Staff Meeting with Town Manager
- 8/10/2020 Department Staff Meeting EOC with Town Manager
- 8/11/2020 Conference call with John Rossi State Fire Marshal
- 8/12/2020 Conference call with John Rossi State Fire Marshal
- 8/12/2020 Meeting with Town Manager Personal
- 8/13/2020 Leadership Meeting with Town Manager
- 8/27/2020 Leadership Meeting with Town Manager

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Coordinated cleanup response to Tropical Storm Isaias
- Attended Department Head meetings
- Continued to oversee Senior and Disabled Center parking lot upgrade project
- Continued with all construction project planning and scheduling
- Hosted the annual MDC Hazardous Waste collection

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching

- Began Tropical Storm Isaias debris removal
- Continued with milling and paving of various Town roads
- Repaired several storm water catch basin failures
- Continued with Senior and Disabled Center parking lot upgrades
- Assisted Traffic Division with line striping/painting
- No evictions scheduled for the month
- Responded to one (1) after hours call in for tree in road

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Police Department with speed detection device relocation
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Painted pavement markings on various Town roads
- Responded to one (1) after hours call in for traffic control signs due to accident

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Responded to one (1) after hours call for service
- Began the outfitting of one new Police patrol vehicle
- Assisted road crews with Tropical Storm Isaias debris removal

Sanitation/Recycling/Landfill

- Scheduled 895 residential bulk items for collection for the month
- Scheduled 105 condominium bulk items for collection for the month
- Scheduled 35 condo/residential scrap metal items for collection for the month
- 788 tons of cumulative Municipal Solid Waste were collected for the month of July
- 232 tons of cumulative recyclables were collected for the month of July
- 346 mattresses/box springs were collected from July through August
- 59 televisions were collected from July through August
- Issued permanent 48 landfill permits and 7 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ meeting on August 12, 2020:

- Voted to approve, with conditions, Petition #07-20: Residential Subdivision at 68 Deming Street (“Peckham Farm”). Calvin Roger Peckham and Donna M. Peckham, owners; Calvin Roger Peckham, applicant.
- Voted to approve Petition #26-20: Site Plan Modification at 135 Fenn Road. Stanwell Associates LLC, owner/applicant.
- Voted to approve Petition #27-20: Sec. 8-24 Referral for Proposed Sale of Former Barbour Road. Newington Town Council, owner/applicant.

TPZ meeting on August 26, 2020:

- Approved Petition #19-19: Proposed Plan of Conservation and Development 2020-2030. Town Plan and Zoning Commission, applicant. Effective August 29, 2020.
- Approved Petition #21-20: Zoning Text Amendment (Sec. 5.3; 6.1; 6.10; 6.15; 7.4; and 9.2) to revoke the Low Impact Development (LID) regulations. Town Plan and Zoning Commission, applicant. Effective upon publication.
- Approved Petition #22-20: Subdivision Text Amendment (Sec. 2.0, 3.0, and 6.0: Low Impact Development Regulations). Newington TPZ, applicant. Effective upon publication.
- Approved the release of Performance Bonds at: 46 Commerce Court; 3265 Berlin Turnpike; Main Street; Rockledge Drive; 105 Lowrey Place; 50 Mill Street Ext; 3563 Berlin Turnpike; 14 Fenn Road; 63 E. Cedar Street; Jefferson Court; 3280 Berlin Turnpike; 178 Richard Street; 512 Cedar Street; 39 Progress Court.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- Aug 6: Met with Town Manager and staff re Peckham Farm subdivision.
- Aug 24: Met with Market Street merchant re possible permanent outdoor seating.
- August: Prepared review memo's for Petition #19-19, #7-20, #21-20, #22-20, #26-20, and #27-20.

Prepare Agendas for and Attend Board and Commission Meetings:

- Aug 12: Town Plan and Zoning Commission
- Aug 24: Housing Needs Study Committee (Affordable Housing Plan)
- Aug 26: Town Plan and Zoning Commission

Grant-Related Project Activities:

- Aug 12: Met with Town Manager and staff to discuss possible STEAP grant application for Senior/Disabled Center.
- August: Continued administration of Residential Rehab ("Small Cities") Program.
- August: Coordinated State-approval of Urban Act grant for New Britain Avenue Business District Streetscape program with State officials

Miscellaneous:

- Aug 13: Attended weekly Leadership meeting.
- Aug 24: Met with Hindu temple officials regarding local harassment.
- Aug 27: Attended weekly Leadership meeting.
- August: Responded to approximately 27 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- August: Received and sent approximately 310 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 47 excavation permits:
 - Excavation: 16
 - Driveways: 31

Meetings: Represented the Town/Department:

- CRCOG transportation committee meeting
- TON Public Works meeting
- TON department head staff meeting
- TON Inter-Department coordination meeting (engineering, planning, building, economic development)
- 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:
 - None
- Commission Administered applications:
 - Two
- 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 22 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
- 135 Fenn Road – Site plan review
- 890 Willard Avenue – Subdivision plan review
- 68 Deming Street (Peckham Subdivision) – Subdivision plan review
- 2414 Berlin Turnpike – Site plan review
- 324 Alumni Road – As Built survey review
- 55 East Robbins Avenue – Subdivision plan review
- 2897 Berlin Turnpike (Firestone) – Site plan review
- 4 Hartford Avenue – Site plan review
- 550 Cedar Street – Site plan review
- Fenn Road – Tilson/MCI/Verizon – Fiber optic layout review

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

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- Coordinated with Hartford and West Hartford in follow up to CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
- Coordinated with MDC/CNG/ Eversource (CL&P) regarding utility projects in Newington
- Coordinated with CDOT regarding projects in Newington
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants)
- Coordinated with CDOT regarding flooding on SR176 (Main Street) near Dowd (requested CDOT re-design culvert beneath Main Street)
- Coordinated with CDOT regarding flooding on Stamm Road due to culvert beneath SR174 (New Britain Avenue) near Stamm Road (requested CDOT evaluate Webster Brook hydraulics at culvert)
- Emergency Preparedness: Coordinated drainage maintenance with CDOT regarding blockage at triple pipe culvert beneath SR174 (New Britain Avenue) near Stamm Road)
- Emergency Preparedness: Coordinated drainage maintenance with Amtrak regarding blockage at box culvert beneath Amtrak railroad at mile post 28.63 near SR174 (New Britain Avenue)
- Cambria-Garfield – Coordinated with Frontier to resolve damaged storm pipe (via utility pole)
- Pheasant Run – Drainage improvement - drainage study
- 234 Beacon Street – Field investigate storm drain system
- 17 Fennwood Circle – Field investigate road and driveway grades

Engineering for Town project: Assisted Town departments with in-house projects:

- Facilities: New municipal building (library parking lot) – project coordination
- Facilities: TON facilities evaluation by Owens - project coordination
- Facilities: Eversource Energy Incentive Project (PD, SC, LIB) - project coordination
- Facilities: Senior Center Parking Lot Improvements - surveying and design services

- Highway (LOTICIP 2018) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – CROG coordination, oversee design and public agency review
- Highway (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Lane traffic signal – surveying and design services
- Highway: Firehouse 4 – design services
- Highway: Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot)
- Planning: Garfield Street Community Connectivity Project – design services
- Planning: New Britain Avenue Streetscape plan – conceptual design services
- Planning: Hartford Avenue and Stoddard Avenue Streetscape plan – conceptual design services
- Planning: Main Street sidewalk (south of landfill) – conceptual design services
- Planning: Cedar Street and Constance Leigh Drive (pedestrian/bicycle overpass) - conceptual design service
- Planning: Cedar Street and Maple Hill Avenue – pedestrian/bicycle overpass – conceptual design services
- Planning: Cedar Street and Mill Street Extension (pedestrian/bicycle overpass) – conceptual design services
- Parks & Recreation: Garfield Street – design services (Mill Pond Park Pool base drawing)
- BOE: Former Bus Garage - engineering/environmental services for redeveloping remediated site
- BOE: Newington High School (parking lot expansion) – survey and design services
- Highway – Landfill Closure – Reviewed former and current property lines

BUILDING DEPARTMENT

- An Electrical Permit was issued to Hartford Healthcare Corp. on Patricia M. Genova Drive to add and replace the parking lot lighting in the rear lot.
- Mykonos Restaurant on 2414 Berlin Turnpike has an Electric Permit to wire and do electrical work for the patio enclosure.
- The Getty Station on 194 Kelsey Street was issued an Electrical Permit and a Plumbing Permit for the gas station renovation including an underground storage tank, 10-year extension update to sumps, dispensers, boots sensors and new conduits to sump sensors.
- A Permit Application was applied for and is under review for a new single-family residence. It will be built at 615 Church Street.
- An Electrical Permit was issued for underground electrical work and light poles at the Newington Senior Center, 120 Cedar Street.
- A Plumbing Permit was issued to add three sprinkler heads and relocate three existing sprinkler heads at the Town Hall.
- A Building Application was applied for and is under review for construction of a new maintenance garage with offices at the Southfield Apartments on 85B Faith Road.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus. There are online classes. Classes taken online by our inspectors were:
 - Doug Jourdan – Demobilize Construction Sites – August 4, 2020.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 132 Inspections. They were: A/C (1), Electrical (14), Final (60), Footings (5), Foundation (1), Framing (3), Gas Line (8), Insulation (2), Mechanical (2), Pools (2), Rebar (2), Rough (31), Site Visit (1).

Please note, an application was submitted for the value of \$2,215,000 but the fees were not paid. The fees are \$24,380. The value is added in the additions / alterations in this report, but the fees are not added into the total fees.

- The total number of Building/Renovation Permits issued / applied for the month of August was **192** producing a total permit value of **\$4,456,999.00**
- They are categorized as follows:

TYPE OF PERMIT

OF PERMITS VALUE OF PERMITS

ADDITIONS /ALTERATIONS	35	2,643,558.00
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DECK	6	61,965.00
DEMOLITION	0	0.00
ELECTRICAL	49	369,734.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	3	28,250.00
MECHANICAL	38	304,631.00
NEW COMMERCIAL	2	425,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	140,000.00
PLUMBING	16	70,285.00
POOL	2	31,300.00
ROOFING / SIDING	23	232,376.00
SIGN	4	16,100.00
SOLAR	12	131,730.00
TENT	1	2,070.00
TOTAL	192	\$4,456,999.00

The total Building income fees received in the month of August was **\$25,620.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$435.00 Environmental \$300.00 Conservation \$1000.00, Zoning Board of Appeals \$520.00, Copies, Books and Maps \$1.00 Driveway / Excavation \$2100.00 Engineering copies \$0.00. The other total income is \$4356.00

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

	<u>2020</u>	<u>2019</u>
Value of Permits issued for August:	\$4,456,999.00	\$2,453,352.00
Fees for Permits issued for August	\$25,620.00	\$24,418.00
Other income Fees for August	\$4,356.00	\$2,359.00
Building Permits Issued for August:	192	211

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

2020-2021		2019-2020	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$7,204,504.00	\$55,687.00	\$4,203,923.00	\$44,692.00

HUMAN SERVICES

- August wrapped up our abbreviated Summer Youth Adventures program with a very successful summer. There were 63 Newington Youth registrations for our Summer Youth Adventure and challenge course programs.
- Youth Services Coordinator, Rik Huggard, has been attending virtual webinars and training sessions for Restorative Justice practices, Vaping and substance abuse prevention and an in-person training at the High 5 Adventure Learning Center for methods to facilitate challenge course activities with face masks, physical distancing and cleaning/sanitizing practices. Part-time Youth Worker Zack Banks also attended the High 5 training.
- ALPS 5th grade challenge program is in the planning stages with the Health & Wellness teachers from MKMS and JWMS.
- September and October SCORE program brochures have been sent via our parent email list. We have developed "Saturday Adventures" to expand our outdoor programs to high school age youth, parents and other family members. Registration will run throughout September.
- Please note that all of our program offerings are being facilitated outdoors with Coronavirus protocols as recommended by CT Public Health Department and the CT Office of Early Childhood (Memo #18).

- In her role as Volunteer Coordinator Meskill maintained contact with older or compromised volunteers that are not currently volunteering in an abundance of caution due to the Coronavirus. Continued to recruit younger & or able-bodied volunteers to assist in the more labor-intensive food distribution procedures in light of Covid-19.
- Juvenile Review Board did not officially meet, however communication occurred via email to develop schedule for upcoming year and to offer and encourage participation in Restorative Justice trainings.
- Clinical Services were offered to 11 cases via zoom & phone.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 173 households.
- USDA's What We Eat in America estimates that an average meal is 1.2 lbs. of food. We distributed 1,693 bags of food estimated at eight pounds each for 13,544 pounds of food or 12,287 meals during the month of August.
- 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 over 248.75 hours of volunteer assistance in August.
- We provided Back to School Supplies to 100 school aged children. These were backpacks filled with school supplies. The Chapel coordinated all acquisition of donations and packing of supplies gathered into age/gender appropriate back packs. This was an amazing partnership.
- All financial casework services continued doing phone interviews, 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. Clients continued to have difficulty initiating unemployment benefits. There were several very complex cases involving coordination of multiple social service agencies.
- Director LaBrecque continued to serve as the Liaison for the Central CT Health District and the Town - meeting with the CCHD director and providing the Town Manager with updates. LaBrecque also served as the Town contact person to receive any complaints or questions regarding the implementation of Health & Safety requirements recommended by the state. There seemed to be a decrease in complaints.

August 2020
Statistics

	FY 20-21 Total This Month	FY 20-21 Total Last Month	FY 20-21 Cumulative Total YTD	FY 19-20 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases	11	10	21	24
Clinical presentations	0	0	0	
Youth & Family Service Hours	28	30	58	98
JRB cases hearings/pending hearing	0	1	1	2
JRB Service hours:	2	4	6	4
Positive Youth Development	63	41	104	601
Community Service	1	1	2	2
# of hours completed	0	0	0	40
Challenge Course: Adult	0	0	0	76
youth(outside)	0	0	0	0
Information and Referral	518	580	1098	1310
Social Casework Cases	80	60	140	151
Under 55 =	15	16	31	56
Under 55 disabled =	15	12	27	40
Over 55 =	50	32	82	55

Social Casework Service Hours	133.5	115.5	249	264.25
Under 55=	27	26.75	53.75	29.5
Over 55 disabled and/or disabled	106.5	88.25	194.25	207.5
Food Bank Household visits	173	128	301	327
# bags of groceries distributed	1693	1613	3306	1419
Mobile truck	168	277	445	310
Clothing household visits	0	0	0	0
# bags of clothes given	0* clothing closet ended	0	0	0
Special Needs	13	5	18	20

SENIOR AND DISABLED CENTER

- The Center remained closed to the public through the month of August. All in-person regularly scheduled and special programs were cancelled. During the month, the Center offered various virtual programming and planned ways to keep members engaged through the use of technology, Facebook and Facebook Live, phone calls, a modified newsletter and materials distributed with to-go congregate and Meals on Wheels.
- The Center held an “Ice Cream Parade” on August 28th. Staff decorated Dial-A-Ride buses as ice cream trucks and brought ice cream sundaes, provided by Parks and Recreation, to resident members’ homes. This event provided a chance for short and safe outdoor visits.
- The Center’s weekly robocall check in continued each Friday to more than a thousand resident members. The calls provide information about programs and services and help to connect people to the Center.
- The Center is focusing efforts on helping residents manage the decrease in physical activity and social isolation created by the pandemic and, especially, those who do not access online programs. Part time program coordinator Barb Womer is developing an at home fitness program. The Center is in the process of implementing the Social Call Program that trains and matches a volunteer with older adults in the community for regular social calls. The calls will go through a hub service provided by the Motion Picture Television Fund at no cost that provides confidentiality.
- The virtual Aging Mastery Program continued through the month. This 10-week program, offered in person for several years, translates well to a zoom delivery with program materials delivered by staff, the participants can follow along, participate in activities and discussions and learn from expert speakers from their homes.
- Other virtual programs this month included a discussion about the Medicare Savings Program, presented by the Center for Medicare Advocacy on August 19th, since COVID-19 arrived, many people who would not have previously qualified for the Medicare Savings Program are now eligible, due loss of income. The program also had a conversation about overcoming social isolation on August 21st facilitated by Stacie Zibel, APRN, the Center’s long-time nurse.
- Telephone Bingo continued twice a week through the month of August. This program is provided on a conference call platform and staff lead.
- The American History Lecture Series was offered on August 7th and 21st with 12 people attending via zoom. Professor Jared Day presented “World War 1 - Part 3 and the Roaring 20s”.
- The Volunteer Shopper program continued through the month of August. Seven volunteers purchased \$1,729 in groceries in 37 trips. These groceries are purchased by the volunteers with gift cards provided by the Center and recipients are billed following delivery in a contactless and anonymous system. To date a total of \$ \$9,858 worth of groceries have been purchased through the program.
- Dial-A-Ride provided a total of 63 trips this month for 15 passengers. Service is limited to critical, non-urgent medical transportation, largely dialysis, for passengers with no other options. In addition, Dial-A-Ride delivered 69 congregate meals, 567 meals on wheels, 41 grocery orders, 85 food pantry orders and 47 program deliveries.
- The Center’s Giving Garden continued to harvest crops for donation to the Food Pantry. The work of the garden, usually done by a team of volunteers, is essentially being done by four dedicated people who work mostly alone.

- The Center continued to see attention with work on the parking lot replacement. This will include ADA compliant sidewalks and improve mobility around the Center.

PARKS AND RECREATION

RECREATION DIVISION

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- Churchill Pool closed on Sunday, August 16th. 3,695 people attended the very limited hours allowed during the COVID-19 pandemic during the month of August, which ran from August 1st through the 16th.
- Free Summer Fun Runs were offered on Wednesdays, August 5th, 12th and 19th. 130 unique participants took part in this program. Runners enjoyed the summer fun run series of 5K and 2k walk/runs.
- Over 35 programs were planned for Fall offerings. Many of them will function with a virtual platform. The programs running in-person will follow strict- COVID-19 regulations to help contribute to participant safety.
- The Creative Playtime Preschool classroom was thoroughly cleaned in preparation for the upcoming school year. Carpets were shampooed and the space was sanitized.
- A four-page document titled COVID-19 Guidelines, Protocols, and Procedures was created to help keep the classroom safe during the COVID-19 pandemic. All families were sent a copy via email and regular mail. Parents were also handed a copy on the first day of school. The guidelines in place help to lessen the exposure between families and staff members.
- Training for our preschool staff was held on Friday, August 21st. The training was an annual review of department and program policies and procedures, as mandated by the state Office of Early Childhood. This includes, but is not limited to; educational plans, mandated reporting, scheduling, daily activity schedules, and much more. The new COVID-19 Guidelines, Protocols, and Procedures document was also thoroughly reviewed and discussed.
- The adult summer cornhole league held their annual season finale with a double elimination tournament. The summer cornhole league had a strong turnout for the 2020 season, with a total of 24 teams. For the tournament, two playoff brackets were created based on the record of the team. Prizes were awarded to the winners and food and drinks were provided to all participants.
- Over 20 outdoor sports' camps were offered and were successfully run following COVID-19 Guidelines.
- Free weekly concerts were offered on Friday and Saturday nights to the public in the Market Square parking lot. Not only did this provide a safe way for people to spread out and enjoy the summer weather, but it also incentivized individuals to support local restaurants in Market Square since the concerts were held during dinner hours. The concerts were held from 5p.m.-8p.m. on Fridays and Saturdays and featured such music as rock, funk, soul, and blues.

PARKS & GROUNDS

- Baseball field work continues in conjunction with summer ball.
- Increased mowing and trimming at schools in preparation of return.
- August was defined by Tropical Storm Isaias.
- Entire staff on Churchill cleanup day after storm.
- Significant tree damage sustained and remainder of month saw increased tree work.
- Parks staff assisted Highway with roadside pickup of debris for two weeks; crew of four.
- Supervisor and Tree Warden made numerous home visits to assess storm damage.
- Graver Tree Service and B&M Tree were contracted to assist with several large trees throughout the Town of Newington.
- All parks required some amount of clean up with Churchill, Mill Pond and Beacon hit hardest.
- Field paint began; all fields installed at high school, Kellogg, E Green, and Emmanuel Christian.
- Churchill pool closed for the season August 16th.
- We had 10 interments this month: 4 ash, 4 single, 2 double and there were 4 grave sales.

LIBRARY

- The library building remained closed to the public during the month of August. Staff stayed busy by offering phone and email assistance and pulling and processing materials for curbside pickups. The two book drops which are open 24/7 were emptied 6 days a week and after a 3-day quarantine, these

materials were checked back in and reshelfed. Staff continued working staggered and rotating schedules to minimize the number of people in the building at the same time. The library ordered more plexiglass for the public desk areas and are waiting for delivery and installation. Seating and furniture are being moved and stored in preparation of the reopening of the library building.

- The library curbside service Lucy-to-Go is going strong with 1,487 curbside pickups in the 25 days that it was offered in August. With this curbside service, the library was able to check out 14,090 physical items to our patrons. Curbside service is available and increased to Monday - Thursday 10:00 a.m. – 1:00 p.m. and 3:00 – 6:00 p.m. and Fridays 10:00 a.m. – 1:00 p.m. and Saturdays 9:30 – 11:30 a.m.
- Central Connecticut Health Director Charles Brown and the Town's Director of Faculties Paul Boutot each did a walkthrough of the library building to evaluate the changes that have been made to prepare for the library reopening in the future and to give suggestions on additional changes that will need to be made.
- The Library Board of Trustees made the difficult decision to cancel the 24th running of the Newington Library 5K Challenge road race that was to be held on Sunday, October 4th due to the pandemic and the many challenges of holding a road race with a large group in the current environment. The race had been rescheduled from its original date of May 17th. This race is the board's only fundraiser. In lieu of it they are holding a Ready Set GO Giveaway that offers people the chance to make donation entries for a chance to win one of the many door prizes that were going to be available at the road race. The drawings will be held on October 5th.
- The Friends of the Library had to cancel its fall book sale due to COVID-19. They are working on different ways to fundraise including a possible children's books grab bag sale to be held in the library parking lot in the coming months as well as other possible ways to raise money for the library this fall and into the winter.
- The three summer reading programs concluded in August. The teen summer reading program that ended on August 14th, had 54 teens participating who submitted 156 online reading reviews. The adult summer reading program had 252 adults participate who read 1,873 during this 8-week program. The program concluded on August 14th with a drawing of the grand prizes that was shown from the library's YouTube channel. All the tickets submitted during the summer were collected for the grand prize drawings, 48 people watched this event. The children's summer reading program finished on August 28th. 385 children participated earning gift plates in library books, free paperbacks and goody bags depending on the activities and logs completed. Participation in all three programs were minimal as anticipated due to the circumstances of the library, COVID-19 and because participation was online only. Despite the lower numbers, we were pleased overall people who chose to be involved.
- Staff continued offering a variety of virtual library programming for all ages. Virtual programs for children included weekly digital story times, *Preschool Yoga*, *Sewing with Miss Sarah*, *Virtual Cookbook Club*, *Simple Science @ Home*, and a juggling program with *Jester Jim*. Children and teens could also participate online with *Page Turners*, a weekly program that offered daily activities and challenges for kids to participate in. Each week offered new challenges. The weekly *Grab & Go Kits* for children continued to be extremely popular kids and parents. In August, 192 kits were given out. During the month, 38 programs were offered to 302 children.
- Teen Virtual programming included several pre-recorded programs that were offered via a web link from the library's website. Programs included *Teen Yoga for Anxiety* that had a high view rate and juggling for teens with *Jester Jim*. Teens were also able to participate in the online Page Turners program. We received many positive comments by parents about how teens were enjoying making their own crafts *Grab & Go* kits and how much their teens were enjoying making their own crafts.
- Adults were offered 13 virtual programs, we had 230 participants. Most of the programs were pre-recorded and made available as a web link from the library's website. Adults learned how to line dance, have jewelry appraised, Tai' Chi, how to think positively in today's world and how to do quick home fixes. Librarians offered an online program about some of their favorite books and adults were offered some of their own *Grab & Go* kits to do at home. A live virtual wine tasting was offered via Zoom and Adam Delauria from *Labyrinth Brewing House* in Manchester, CT recorded a tour of his brew house and talked about all things beer that was viewed from the library's website.
- Total circulation was 14,090. Circulation of digital materials was 3,623, an increase of 36%. 1,438 curbside service transactions were processed. Staff answered 3,506 reference questions during the month. Usage of online databases remained high. Popular online databases included *Ancestry.com*, *Valueline*, and *Reference USA*.
- In personnel news, Zoom continues to be used for staff meetings and department meetings. Staff also attended consortium meetings via Zoom. Several staff members are participating in the Municipal Administrative Training program being offered by the Town Manager Keith Chapman. A unique

professional development opportunity for Town employees to participate in over a two-year period. Library Director Lisa Masten and Assistant Library Director Karen Benner continued with the weekly leadership meetings held by the Town Manger. Digital Services Librarian Jennifer Hebert and Karen Benner have been working to get many of the recorded library programs ready to be posted on NCTV after the programs were aired at the library. Staff continues to do a great job with services by phone and email, curbside service. This is a very challenging time but they are really stepping up.

- In facilities news, the refurbishment of the parent section in the children's department is finished. New laminate has been installed to complete the project. This project was funded by proceeds from the 2019 Newington Library 5K Challenge road race, a Library Board of Trustees fundraiser. Business Manager Lynn Caley has done a great job overseeing this project. New carpet will be installed in the children's department in September. It is replacing the current carpet that is almost 30 years old. The replacement carpet project is a Town funded CIP project. The cleaning service continues to do a poor job, Lynn Caley is in constant contact with the supervisor but there has been little improvement.