



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 22, 2020
Re: Monthly Report – September 2020

GENERAL ADMINISTRATION

As the result of the ongoing global COVID-19 pandemic and the continuing Declaration of Civil Preparedness Emergency filed on September 15th in the Town Clerk's office, the Town Hall remains closed, non-essential meetings have been cancelled and essential meetings are being held remotely.

On September 8th, the Town received a letter of interest for purchasing a property located northwest on Cedar Street, formerly known as National Welding. The letter was forwarded to Town Council on September 11th, 2020.

On September 9th, I met with Gary Furstenberg, Town Engineer to discuss a strategy for maintaining and permitting Mill Pond, Mill Pond Park, and Mill Pond dam/falls.

On September 15th, the Town Assessor, Director of Finance, Zoning Enforcement Officer (ZEO) and I met with Fuss O'Neill to discuss remaining environmental remediation issues with a property located on Cedar Street. Later in the day, the Town Assessor and I met with a developer to discuss opportunities on Cedar Mountain.

After receiving multiple complaints from residents surrounding Balf quarry, I attended the blast on September 18th, 2020 to further investigate their claims. It was determined, by the seismograph, Balf quarry was within their regulations. Afterwards, the Town Engineer and I accessed the drainage issues on Pheasant Run, to help determine the best course of action for the Town and residents surrounding the area.

I met with the Director of Communications from CCM to discuss strategies and goals for economic development in Newington.

On September 23rd, the engineering department, Town Planner, ZEO and I met to discuss the Community Connectivity Grant 2020 application for main street sidewalk at the landfill.

As we continue to navigate through this worldwide pandemic, it has been extremely challenging not only for us but for our police department, with the recent hurricane, COVID-19 and citizen protests/demonstrations throughout the nation, we wanted to recognize our police department. The Town Council, Police Chief and I are all very proud of the entire Police Collective Bargaining Unit members. On September 24th, Chief Clark hosted a ceremony where I presented bonuses for each member as a reflection of our appreciation and support to our police uniformed staff.

On September 24th, I spoke with a staff writer from Hartford Business journal to discuss economic development in Newington, our current state and future goals.

As the BOE continues to proceed with the planned renovation of Anna Reynolds, on September 25th, I met with Dr. Brummett, Lou Jachimowicz and Stephen Foresi to touch-base on CIP funding for the project, the anticipated financial challenges we may face due to COVID-19, and the potential impacts it may have on the budget.

The Facilities Director/Chief Information Officer and I have identified safety concerns and functionalities that need to be resolved and corrected in the new building. As I requested, the State Fire Marshal’s office toured the gymnasium to investigate my concerns and reevaluate the emergency exit plans. To their findings, the bleachers cannot be fully used as designed. Follow up inspection was scheduled for September 28th.

The field trip to Cedar Mountain was rescheduled to September 29th, a few department heads attended the event.

MAT classes have continued throughout the month, each group met twice during September. I introduced the movie 12 O’clock High, to illustrate leadership during challenging times.

The staff meeting on September 3rd was cancelled due conflicting schedules. During the staff meeting on September 10th, I discussed items from the previous Town Council meeting, economic development, staffing levels, COVID-19 update, and AFSCME update. Due to the increased positivity rate, I have decided to eliminate in-person leadership meetings, they will now be scheduled virtually on an as-needed basis.

I met with AFSCME leadership biweekly, September 10th and September 25th, in efforts to reach a collective bargaining agreement.

Ongoing communications with a representative from RES solar.

Throughout the month, Heather Shonty, Executive Assistant, and I participated in interviews for the Town Planner position.

Department head one-on-ones have been postponed and will be scheduled as-needed.

Overtime

Paid overtime during the month of September 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	77.6	\$ 4,107.64
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 743.72
ROAD MAINTENANCE	0.0	\$ -
LANDFILL- GRINDING	32.4	\$ 1,153.35
TRAFFIC	0.0	\$ -
LEAF COLLECTION	9.0	\$ 468.90
TOTALS	135.0	\$ 6,473.61
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds	130.0	\$ 6,003.00
TOTALS	130.0	\$ 6,003.00

	20-21 Budget Overtime Appr.	Overtime Expended 20-21 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	157,292.53	655,308.00	196,149.41
Investigation	90,645.00	12,262.04	89,232.00	6,785.98
Communication	173,748.00	33,862.88	169,820.00	39,941.24
Education/Training	143,085.00	4,260.37	138,826.00	29,636.57
Support Services	60,413.00	3,642.88	59,255.00	10,684.24
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	\$ 211,635.12	\$ 1,121,879.00	\$ 283,197.44
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 35,939.78	\$ 28,085.00	\$ 4,142.33
Snow and Ice Control	165,297.00	0.00	165,297.00	0.00
Traffic	4,057.00	2,498.69	4,057.00	1,006.40
Vehicles and Equipment	32,822.00	15,769.19	32,822.00	4,049.87
Leaf Collection	<u>33,898.00</u>	<u>0.00</u>	<u>33,898.00</u>	<u>0.00</u>
Total	\$ 264,159.00	\$ 54,207.66	\$ 264,159.00	\$ 9,198.60
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 38,083.46	\$ 84,839.00	\$ 31,645.17
Cemeteries	<u>16,445.00</u>	<u>179.52</u>	<u>16,445.00</u>	<u>4,253.45</u>
Total	\$ 101,284.00	\$ 38,262.98	\$ 101,284.00	\$ 35,898.62

PERSONNEL

- The vacant Recreation Supervisor position was offered to Hadeel Majdoub, she began her position on September 8th, 2020.
- The Town Planner position was posted on September 4th, with a closing date of September 21st.
- The vacant Librarian III, Head of Circulation & Collection position was offered to Dorothy Russell, she will begin her position in November.
- The vacant Librarian II, Business Manager position was posted on September 25th, with a closing date of October 1st.

RISK MANAGEMENT

2020-21 Blue Cross/Blue Shield Plan Year

The second 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 August 2020 were \$418,812. 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 through August, 2020

	Town	Board of Education	Total
Estimated Claims	526,644	1,399,454	1,926,098
Actual Claims	187,502	1,088,034	1,275,536

Accounting and Administration

- Work continued on the 2019-20 audit. The auditors will be coming to Newington on October 5th for two weeks and we expect the report to be completed by early December.
- Lisa Rydecki, Deputy Finance Director is working with IT and Tyler Technologies to update the MUNIS financial system to a newer version.
- The Director of Finance attended the MDC budget workshop via Zoom on September 17th.
- The closing of the fiscal year in the MUNIS accounting system took place on September 10th.
- Accounts Payable worked on updated the vendors who sent in their responses from last months mailing for ACH payments.

The Town only received grant payments from the State of Connecticut during this month for Adult Education in the amount of \$30,171. 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)
9/30/2020

	Interest Earnings		\$ Invested
	Budget FY2020-21	Actual Year to Date	
General Fund	\$300,000	\$18,913	\$36,449,330
Special Revenue Funds	48,000	628	741,739
Capital Projects Funds		366	1,094,087
Internal Service Fund	35,000	1,722	5,487,791
Trust and Agency Funds		579	1,103,357
TOTAL, ESTIMATED BY FUND			\$44,876,304

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
9/30/2020

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	.10	.15	1,119	1,606	\$16,810,986
Bank North	.12	.12	115	119	560,744
TDBank (new)	.50	.50	2,218	2,292	10,826,001
Farmington Bank	.20	.25	1,385	1,431	8,447,024
Webster Bank	.05	.10	572	751	3,174,854
Liberty Bank	.20	.20	824	831	5,056,695
Total Outstanding Investments					\$44,876,304

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 September, 2020.
- The elderly tax relief program was completed and all required filings were done with the State of Connecticut in a timely manner.
- Income and Expense information from owners of income producing properties was input into the computer assisted mass appraisal system. Approximately 91% of the reports were returned and have been entered into the revaluation system. Penalty notices were sent out to the remaining property owners in the hope of receiving their data which is essential in a revaluation year.

- All Personal Property accounts were visited to determine taxable status as of October 1, 2020. Personal Property declarations were made available to all business owners in Newington through our internet site and by direct mailing. Each of the three forms are customized to the type of business the taxpayer does: General Business, Leased, Loaned and Rented Equipment and Manufacturing.
- The Assessor continued to update the 2020 revaluation database with changes that were indicated on the Data Mailers that were returned by Newington residents. Over 1,500 reports were returned which represents approximately 40% of the total mailed out.
- In addition, the Assessor began to input valuation changes into the revaluation database based on completed building permits that were done since last October.
- Finally, preliminary figures from the revaluation company were submitted to the Assessor for review. Early results indicate that residential and condominium values have dipped slightly since 2015. Commercial values are still being analyzed by the revaluation company and will be submitted next month.

Revenue Collector

- September Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$5,708,016.04. Prior year taxes collected amounted to \$53,854.09 and included in that amount is \$3,480.26 for suspended accounts.
- This year's September collections on the current Grand List were 54% compared to 55% for September last year. Due to the pandemic, the 30-day grace period was extended for 90 days per governor Lamont's Executive Order until October 1st which was the last day to pay without penalty.
- U.S. Postal Service mail postmarked through the October 1st are honored as being on time and continue to come in. Once all the mail is processed, delinquent notices will be mailed and the month of October should then be in line with last year.
- Our addition of a tax payment drop box assisted taxpayers to bring their payments to the Town Hall to be processed the same day. Taxpayers had positive comments for the payment box being installed as a convenient way for them to know their accounts will be paid on the same day since many taxpayers hesitate to put their payments in the mail.

POLICE DEPARTMENT

Patrol Calls for September are as follows:

Abandoned MV	0	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	25
Alarm Commercial Burg Alarm	67	Fire Structure Fire	0	MV Complaint	61
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	26	Fire Training	0	MVA Evading	13
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	1	MVA Fatal	0
Animal Complaint	30	Fire Water Problem	0	MVA Injury	12
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	67
Assault	5	Fireworks	5	Neighbor	11
Assault in Progress	0	Follow Up	24	Noise	36
Assist Motorist	0	Found Property	6	Non-Collect Person	0
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	19	Harassment	3	Open Door/Window	22
Bad Check Insufficient Funds	0	Hazard	27	Parking Violation	6
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	34
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	9	Homicide	0	Pistol Permit	35
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	5
Burglary	4	Illegal Dumping	1	Private Duty	0
Car Seat	0	Indecent Exposure	1	Property Found	3
Check Welfare	38	Intoxicated	2	Property Lost	0
Check Welfare 911	41	Juvenile Complaint	14	Prostitution	0
Check Welfare Other	12	K9 Assist	0	Recovered Stolen MV	3

Clear Lot	23	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	4	Residential Lockout	1
Court Detail	8	Larceny	72	Robbery	0
Criminal Mischief	9	Larceny from MV	33	Roll Call	1
CSO	0	Lift Assist Only	8	Serve Subpoena	0
Customer Dispute	14	Liquor	0	Serve Warrant	26
Dog Complaint	28	Local Traffic Authority	0	Sexual Assault	0
Domestic	36	Location Check	115	Shots fired	0
Door Check	0	Location General	0	Specific Detail	105
Drug	10	Location School	5	State Pistol Permit	0
DUI	3	Lockout MV	0	Stolen MV	8
EDP	18	Lost Property	5	Sudden Death	8
Escort / Transport	6	LTA	0	Suicide	0
Escort Funeral	2	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	6	Suspicious MV Unoccupied	13
Escort Retrieval	1	Medical Cardiac	7	Suspicious Report	157
Escort Tax	0	Medical Complaint	156	TEST	0
Fingerprint	0	Medical Diabetic	1	Threatening	4
Fire Alarm	2	Medical Fall	37	Training	0
Fire CO Detectors no sympt	0	Medical Mutual	0	Tow	8
Fire CO Detector with sympt	0	Medical Other	3	Town Ordinance Violation	2
Fire Extrication	0	Medical Respiratory	5	Traffic Stop	302
Fire Hazmat	0	Medical Stand by	0	Trespass	12
Fire Mutual Aid Request	1	Medical Trauma	1	Unknown	127
Fire Other	2	Medical Unresponsive	7	Water problem	0
Fire Rescue	0	Missing	1	Total	2,072

- In September, the Detective Division:
 - Handled 52 investigations, 52 remain ongoing.
 - Served 25 warrants; 21 by Patrol Officers, 4 by the Detective Division.
- In September, the Animal Control Officers had the following activity:
 - 58 Calls – 28 Dog, 29 Animal, 0 Specific Detail, 1 Follow-ups, 0 Car Seat
 - 0 Dog vs Dog Bites/1 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 4 Impounds – 4 redeemed, 0 sold as pets, 0 euthanized, 0 quarantine, 0 carry over, 0 DOA
 - 0 Infraction written
 - 100 Incoming Phone Calls
 - 2 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 2 Written Warnings
 - 2 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 7 Combined Dog/Animal/Specific Detail/Check Welfare
 - 0 Delinquent Letters/ 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 –
 - 17 Combined Dog/Animal/Specific Detail/Check Welfare
 - 2 Delinquent Letters/ No License/Barking/Littering
 - 0 Infractions
 - 2 Written Warning

- 1 Dog bite- 1 dog vs human, 0 dog vs dog
- 0 Dog/Cat Adoption
- Other:
 - 34 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - Emilia will be in ACO Academy starting 10/5/2020 through 11/12/2020.
 - Deb will not be in on 10/9, 10/11, 10/16 and 10/18 due to previously paid appointments prior to returning to active status on 9/4/2020. No ACO will be available for coverage.
- In September, the Patrol Division had the following activity:
 - Between 09/01/20 and 09/30/20, this Agency has responded to thirty-three burglaries from motor vehicles. These account for only the incidents that have been reported as a property loss to the Police Department and doesn't include incidents when nothing is reported missing. A vast majority of these incident involve suspects entering unlocked vehicles and taking items of opportunity to include wallets, electronics and currency. These burglaries are occurring in all parts of Town. Although many of these incidents are still under investigation, no arrests have been made at this time. In this time frame, Patrol Officers have also investigated seven stolen motor vehicle complaints.
 - On 09/02/20, Patrol Officers contacted a suspicious vehicle in the lot of the Grantmoor Motor Lodge located at 3000 Berlin Turnpike. The officer observed drug paraphernalia in plain view within the vehicle. A search of the operator and the vehicle was conducted and yielded over 14 grams of Fentanyl, drug paraphernalia and a large fixed blade knife. The quantity of the Fentanyl and the packaging material discovered in the vehicle led officers to believe the operator was intending to sell the narcotics. The operator was arrested for drug and weapons charges and the contraband was seized as evidence.
 - On 09/03/20, Patrol Officers responded to EZ Money Pawn located at 2190 Berlin Turnpike for a burglary alarm. Upon arrival, officers determined that the store had been burglarized and the front door of the business had been pried open. A glass display case was smashed and jewelry was stolen. CCTV footage captured the burglary and it is believed that the suspects in this incident are also involved in burglaries in a total of seven towns including Wethersfield and West Hartford. This case is under investigation by the Detective Division.
 - On 9/28/20, Patrol Officers responded to the area of Willard Avenue and Glenview Drive for a report of an attempted stolen motor vehicle, which escalated to a threatening with a firearm incident. The complainant reported he was sitting in his vehicle in his driveway on Candlewyck Drive when a male opened his car door. Upon seeing the complainant, the suspect ran back to a waiting vehicle and fled the scene. The complainant and his girlfriend followed after the suspect vehicle from Candlewyck Drive to the area of Willard Avenue and Glenview Drive at which time the suspect leaned out of his car window and pointed a firearm at the complainant. The complainant pulled over and waited for the Police to arrive. This incident is still under investigation.
 - On 9/28/20, Patrol Officers were tasked with assisting the Suffield Police Department in attempting to locate a suicidal party who was threatening to commit suicide by cop or by jumping from a bridge. Suffield PD reported that cell phone pings of the victim's phone were showing his location in Newington. Patrol Officers learned that the victim had left a suicide note and was likely to be in possession of a knife and an airsoft gun. The entire shift joined the search for the victim's vehicle and he was located traveling on Richard Street. A high-risk traffic stop was initiated and the victim was detained without incident. He was subsequently transported to the hospital for evaluation.

Property Report September 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 300
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	18	\$ 14,168
Abandoned	0	\$ 0
Evidence	17	\$ 1,389
Found	0	\$ 0

Lost	1	\$ 90
Seized	14	\$ 400
Recovered	0	\$ 0
Impounded	2	\$ 0
Informational	1	\$ 500
Towed	0	\$ 0
Total	54	\$ 16,847

- Police Department Overtime September:

- Comparison
 - OT August \$ 58,148 2 pay periods (no holidays)
 - OT September \$ 86,922 2 pay periods (one holiday)
 - \$ 28,774 increase
- During September 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 \$0, the same as the previous month.
- Patrol overtime. \$ 61,870, an increase of \$16,528 from the previous month. Overtime included holiday pay of \$10,474, filling of shifts for time off (vacation, sick, earned time), 105 district days off (Thurs, Fri, Sat), holdovers for officers involved in casework, including investigations related to a stolen motor vehicle, emergency committals of emotionally disturbed persons, domestic disputes, motor vehicle accidents, three Midstate Accident Reconstruction Team callouts, landlord tenant dispute, obtaining and serving search warrants at hospitals, firearm risk warrant, traffic detail for speeding on Cedar Street, Sergeants' meeting, Patrol Sergeant reviewing arrest paperwork and a traffic detail at schools on opening day.
- Detective Division overtime. \$6,717, an increase of \$5,874 from the previous month. Overtime included holiday pay of \$688, after hour call outs to process a burglary and two untimely deaths.
- Communications overtime. \$16,071, an increase of \$7,715 from the previous month. Overtime included holiday pay of \$2,785, filling of shifts for time off (vacation, sick, earned time) and filling of shifts on days and evenings when only one dispatcher is scheduled to ensure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed on overtime from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday. Also, an extra dispatcher was assigned to the speeding traffic detail for Cedar Street and two dispatchers were held over on one date to work on portable radios.
- Education overtime. \$629, a decrease of \$1,869. Overtime included a Sergeant receiving Midstate Accident Reconstruction Team training.
- Support Services overtime. \$1,635, an increase of \$526. Overtime was exclusively for holiday pay for one Lieutenant and an officer on a holiday overtime who filled a shift in patrol.

FIRE DEPARTMENT

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

	September	3 Months Total
<i>FIRES</i>		
Structure Fire	1	5
Vehicle Fire	1	6
Exterior Fires	5	15
Other Fires	0	1

RESCUE CALLS				
Pressure Ruptures Explosion Overheat			0	2
Extrication			1	3
Other Rescue Calls			5	12
SERVICE CALLS				
Hazardous Condition Calls			7	64
Water Problem			1	5
Other Service Calls			9	27
OTHER				
Good Intent Calls			3	7
False Alarm/False Call			25	112
Severe Weather/Natural Disaster			0	7
Special Incident Calls			0	0
Mutual Aid/Standby			3	8
Totals			61	274

Training Summary for the month of September: 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-1 Training	R.I.T.	19.0 hours
Driver Training	Road	4.0 hours
CO-2 Training	Vehicle Extrication	38.0 hours
CO-2 Training	Pump Operations	48.0 hours
Cadet Training	Communications	46.0 hours
Driver Training	Cone Course	12.5 hours
Pumper Operator Training		8.0 hours
Multi Company Training daytime	SCBA CORE	10.0 hours
Multi Company Training 2&4	SCBA CORE	52.0 hours
Officer Training	Budgeting	18.0 hours
Cadet Training	Brush and Wildlands Fires	50.0 hours
Multi Company Training 1&3	SCBA CORE	29.0 hours
Firefighter Safety/Survival		4.0 hours
Building Construction		4.0 hours
Total Training		342.5 hours

FIRE CHIEF

Fire Response: **24** Incidents

- Conducted the monthly chief officers meeting at fire headquarters.
- Conducted the monthly command staff meeting at fire headquarters.
- Stopped by Cadet Work and detail training.
- Attended Mr. Jameson's wake.
- Attended recruitment/retention meeting.
- Attended meeting with Town Manager.
- Distributed bag lunches at the annual public safety picnic at the Senior Center.
- Conducted Budget meeting with Chief's and Captains.
- Conducted meeting with Chief's on radio issues.
- Attended meeting with Chief's and Commissioners regarding radio failures.
- Attended meeting with Town Manager and Commissioner on radio failures.
- Attended Mrs. Horrigan's wake.
- Participated in Chief Klett's tribute parade.

- September 11th tribute service.

FIRE MARSHAL

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

INSPECTIONS	12
INSPECTION FOLLOW-UPS	19
PLAN REVIEWS	7
JOB SITE INSPECTIONS	11
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	14
COMPLAINTS	7
TANK REMOVALS	1
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Fire Marshal's Activities:

- 9/10/2020 - Leadership Meeting with Town Manager.
- 9/28/2020 - Telephone conference with Jeff Vosburgh from Downes Construction Pre-Installation Meeting Agenda Demo/Hazardous Materials for the Old Town Hall.
- 9/29/2020 - Attended meeting on the Hood System at the P&R Kitchen.
- 9/1 /2020 - Inspector Craig Stegmaier attended classes for Fire Investigator in Rocky Hill, throughout the month.
- 9/2020- Attended meeting along with Collin Whalen, Doug Jourdan, Building Department, the building owner at 1416-1420 Main Street in an attempt to inspect the building.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks
- Coordinated biannual vegetation grinding at the Town Transfer Station
- Attended Department Head and Public Works team meetings
- Continued to oversee Senior and Disabled Center parking lot upgrade project
- Continued with all project planning and scheduling
- Coordinated reconstruction of Company Four Firehouse parking lot
- Attended Environmental Quality Commission meeting

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Assisted bid awarded contractor with biannual vegetation grinding at Town Landfill
- Continued with Town wide pot hole patching
- Began the reconstruction of Company Four Firehouse parking lot reconstruction
- Completed milling and paving of various Town roads
- Repaired several storm water catch basin failures
- Repaired storm water pipe joint failures causing road settlement on Halleran Drive and Connecticut Avenue
- Completed Senior and Disabled Center parking lot upgrades
- Assisted Traffic Division with line striping/painting
- No evictions scheduled for the month

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
- Painted new parking spaces at the newly paved Senior and Disabled Center Parking Lot

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Continued the outfitting of one new Police patrol vehicle
- Began fall serviced to all Fire Department Apparatus
- Began annual service on all leaf collection equipment

Sanitation/Recycling/Landfill

- Scheduled 937 residential bulk items for collection for the month
- Scheduled 102 condominium bulk items for collection for the month
- Scheduled 65 condo/residential scrap metal items for collection for the month
- 1553 tons of cumulative Municipal Solid Waste were collected from July through August
- 417 tons of cumulative recyclables were collected from July through August
- 352 mattresses/box springs were collected from July through August
- 70 televisions were collected from July through August
- Issued permanent 50 landfill permits and 11 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting on September 23, 2020:

- Approved Petition #29-20: Special Permit (Sec. 6.2.5) for Free-Standing Sign at 395 Willard Avenue. Colchester Properties LLC, owner; Sign Lite Inc., applicant; Mark Detulio, 6 Corporate Drive, North Haven CT, contact.
- Approved Petition #31-20: Site Plan Modification at 100 Milk Lane. Saputo Dairy Foods USA LLC, applicant; Catamount Newington LLC, owner; Scott Manlove, 100 Milk Lane, Newington CT. contact.
- Approved Petition #33-20: Sec. 8-24 Referral of Proposed Sale of former National Welding property at 690 Cedar Street. Newington Town Council, owner/applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- Sept 15: Zoom meeting with Dakota re Cedar Street sidewalk.
- Sept 12: Phone conversation with applicant re proposed text amendment.
- Sept: Prepared review memo's for Petition #29-20, #30-20, #31-20, and #33-20.

Prepare Agendas for and Attend Board and Commission Meetings:

- Sept 9: Town Plan and Zoning Commission
- Sept 21: Housing Needs Study Committee (Affordable Housing Plan)
- Sept 23: Town Plan and Zoning Commission

Grant-Related Project Activities

- Sept 17: Site meeting with New Britain Avenue merchants and Town staff re proposed streetscape grant.
- Sept 23: Meeting with Town Manager and staff re proposed Community Connectivity grant application, for sidewalk on Main Street.
- Sept: Continued administration of Residential Rehab ("Small Cities") Program.
- Sept: Coordinated State-approval of Urban Act grant for New Britain Avenue Business District Streetscape program with State officials.

Miscellaneous

- Sept: Responded to approximately 33 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.

- Sept: Received and sent approximately 344 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 27 excavation permits:
 - Excavation = 5
 - Driveways = 22

Meetings: Represented the Town:

- CRCOG transportation committee meeting
- TON Public Works meeting
- TON department head staff meeting
- TON Inter-Department coordination meeting (engineering, planning, highway, parks, facilities, building, fire marshal, 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:
 - Two
- Commission Administered applications:
 - None
- Agent Administered Applications:
 - Two
- 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 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)
- 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)
- Cambria-Garfield – Coordinated with Frontier to resolve damaged storm pipe (via utility pole)
- Highway: 17 Fennwood Circle – Survey and design services for road resurfacing

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 – CRCOG coordination, oversee design and public agency review
- Highway (LOTICIP 2020) – Complete Street Project - Maple Hill Avenue – grant application
- Highway: Kelsey Street & Christian Lane traffic signal – surveying and design services
- Highway: Firehouse 4 – design services
- Highway: Design services - town facility paving preparation (senior center, FD4, Garfield Street parking lot)
- Planning: Garfield Street 2018 Community Connectivity Project – design services
- Planning: Main Street 2020 Community Connectivity Project – preliminary design services
- Planning: New Britain Avenue Streetscape plan – conceptual design services
- Planning: Hartford Avenue and Stoddard Avenue Streetscape plan – conceptual design services
- Planning: Cedar Street (pedestrian/bicycle overpass) – 3 conceptual design service
- 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
- TMO: Pheasant Run – Drainage improvements - drainage study and preliminary design

BUILDING DEPARTMENT

- All Permit Applications for the Building Dept can be done online or mailed to the Building Dept. at **200 Garfield Street**. This is our **new address**.
- An Electrical Permit was issued to run a new 220v line with underground to power a 10A gate for the Highway Dept. on 281 Milk Lane.
- A Permit Application is under review to create an office unit and meat shop out of existing wall at 2186 – 2190 Berlin Turnpike.
- A Permit Application is under review to remodel the Dunkin Store located at 2368 Berlin Turnpike mandated by the franchise company.
- Sign Permits were issued for S.K. Lavery Appliances at 2543-2547 Berlin Turnpike.

- A Building Permit was issued to furnish and install a folding partition in the existing day care center at 131 Cedar Street.
- An Application was received and is under review for a new residential single-family house to be built at 25 Moreland Avenue.
- A Certificate of Occupancy was issued for the Community Center Kitchen in the Newington Town Hall.
- All indoor Seminars our Inspectors attend for their continuing education credit were cancelled due to the Coronavirus. There are online classes.
- Building Department activity for the month of September was as follows: The Inspectors completed a total of 156 Inspections. They were: CO (1), Decks (2), Electrical (4), Final (76), Footings (10), Foundation (3), Framing (8), Gas Line (8), Insulation (5), Mechanical (1), Plumbing (2), Rebar (2), Roofing (2), Rough (31), Site Visit (1).
- **Please note, last month an application was submitted for the value of \$2,215,000 but the fees were not paid. The fees are \$24,380. The value was added in the additions / alterations in last month's report, but the fees were not added into the total fees. The check was received this month, so only the fees are added in this month's report.**
- The total number of Building/Renovation Permits issued / applied for the month of September was 216 producing a total permit value of \$2,845,465.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	38	714,844.00
DECK	6	49,050.00
DEMOLITION	1	500.00
ELECTRICAL	50	414,623.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	8,900.00
GARAGE / SHED	3	29,000.00
MECHANICAL	39	238,097.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	264,000.00
PLUMBING	22	125,917.00
POOL	1	8,000.00
ROOFING / SIDING	30	353,357.00
SIGN	5	16,875.00
SOLAR	16	619,075.00
TENT	2	3,227.00
TOTAL	216	\$2,845,465.00

The total Building income fees received in the month of September was **\$57,269.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1680.00 Environmental \$420.00 Conservation \$400.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$0.00 Driveway / Excavation \$1200.00 Engineering copies \$0.00. The other total income is \$3960.00

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

	<u>2020</u>	<u>2019</u>
Value of Permits issued for September:	\$2,845,465.00	\$2,346,145.00
Fees for Permits issued for September:	\$57,269.00	\$27,099.00
Other income Fees for September:	\$3,960.00	\$3,860.50
Building Permits Issued for September:	216	141

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

2020-2021		2019-2020	
Value	Permit Fee	Value	Permit Fee
\$10,049,969.00	\$112,956.00	\$6,550,068.00	\$71,791.00

HUMAN SERVICES

- Fall SCORE registrations have been extended from Sept. 25th until Oct. 2nd. We are still receiving calls for program availability and will continue to accept registrations for program days that are still available.
- We are very happy to have had the first outside on school grounds classroom sessions for the 5th grade SUCCESS/Adventure Learning Program (ALPS). We are utilizing the School district, CCHD and OEC coronavirus guidelines for youth programming.
- On Saturday, September 26th, we opened up our Fall 2020 SCORE program, scheduled with our “Saturday Adventures” at the Adventure Park in Storrs, CT. The Saturday Adventures are open to our typical middle school youth but we are also offering these dates to high school aged youth and other family members that would like to participate. We had three families attend along with other youth groups. We are offering two additional Saturday Adventure days – paddling on Mashapaug Lake in Bigelow Hollow State Park on October 17th and a day on our high ropes course in Newington on October 31st.
- Youth Services Coordinator, Rik Huggard and clinical Coordinator, Pat Meskill attended a Restorative Justice 201 webinar for Juvenile Review Boards presented through the Connecticut Youth Service Association on September 28th. This was a supplementary training to the RS101 webinar that occurred in May 2020.
- 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. She recruited three new volunteers and referred them to Pam Wassik to be trained in Foodbank policies & procedures.
- Juvenile Review Board did not officially meet, five cases remain open.
- Clinical Services were offered to 10 cases via zoom & phone.
- Food Bank continued to meet the need of the community providing services: Grab & Go, Delivery and wellness checks to 162 households. Volunteers contributed 187.5 hours of service and all staff assisted in completing the various tasks of the food bank. This was all coordinated by Pam Wassik.
- USDA’s What We Eat in America estimates that an average meal is 1.2 lbs. of food. We distributed 1,796 bags of food estimated at eight pounds each for 14,368 pounds of food or 11,973 meals during the month of September.
- Over 300 redeterminations were completed with an expectation that 350 will be registered for the holiday program by Thanksgiving and over 400 will be registered by December. Every aspect of our community including: residents, Town employees, civic organizations, houses of worship, schools, scouts, and businesses contribute to this program either through, monetary or food or gift & gift card donations, food and gift drives, matching dollar programs and volunteer hours.
- Karen Smith has started to match sponsors with specific households requesting their holiday gift items. We anticipate close to 1,000 individuals/400 households will have their holidays brightened by the efforts of this program and the community as a whole.
- All financial casework services continued- 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 re the implementation of Health

September 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	10	11	31	40
Clinical presentations	0	0 presentations/attendees	0	0
Youth & Family Service Hours	38	28	96	120
JRB cases hearings/pending hearing	0	0	1	3
JRB Service hours:	2	2	6	11
Positive Youth Development	59	63	163	708
Community Service	0	1	2	3
# of hours completed	0	0	0	40
Challenge Course: Adult youth(outside)	0	0	0	76 289
Information and Referral	305	518	1403	2161
Social Casework Cases	81	80	221	197
Under 55 =	17	15	48	69
Under 55 disabled =	14	15	41	45
Over 55 =	50	50	132	93
Social Casework Service Hours	117.25	133.5	366.25	365.75
Under 55=	21.25	27	75	55
Over 55 disabled and/or disabled	96	106.5	290.25	283.5
Food Bank Household visits	162	173	463	475
# bags of groceries distributed	1796	1693	5102	2053
Mobile truck	184	168	629	403
Clothing household visits	0	0	0	0
# bags of clothes given	0* clothing closet ended	0	0	0
Special Needs	7	13	27	27

*Clothing closet ended

SENIOR AND DISABLED CENTER

- In consultation with the CCHD, the Center remained closed to the public through the month of September. Since the start of the pandemic, staff have worked diligently to provide essential services, especially food, as well as address the social isolation and lack of physical activity among members.
- The Center is developing high tech (virtual), low tech (telephone) and no tech (in person, mail etc.) opportunities for members. Additionally, the Center is using various means including Facebook, email, phone calls, newsletters, and materials distributed in meals and by mail to keep members informed.
- The marquee event of the month was the Annual Safety Picnic. The Newington Volunteer Fire Department joined Center staff in a drive through event that provided a lunch and safety information that participants could take home and enjoy while watching a safety presentation on NCTV.
- The Center also held a second Ice Cream Parade with sundaes provided by Parks and Recreation delivered to participants homes by Dial-A-Ride and other staff. This provides a treat as well as a safe conversation.
- Move to Improve was fully implemented this month to provide members with a means of getting physical activity at home during the pandemic. Fit Kits were distributed to participants, including a TheraBand, a pedometer, a small ball and an instruction booklet. Two orientations were offered using the conference call line. Participants are encouraged to do the program two to three times per week. A tracking sheet is provided and participants can earn a certificate and a small token for consistent participation. The Coordinator will call each new participant for up to two weeks to answer questions, address concerns, and provide motivation. To keep the momentum going, a monthly conference call will be offered to receive tips, add exercises, and learn ways to progress to the next fitness level.

- Social isolation and loneliness in the older adult population is a concern during normal times, but it is especially concerning during the pandemic as older adults are staying home to stay safe. The Daily Call Sheet is a program that was developed by the Motion Picture Television Fund (MPTF) and offered free to organizations to address social isolation and loneliness during the pandemic. The Program Coordinator attended a training webinar, the purpose of which was to learn how to train volunteers. A volunteer training was held in August for four volunteers who were hand-picked by staff to serve in a pilot program. Volunteers began making social calls to two recipients at the end of September.
- The Aging Mastery Program wrapped up with the 10th weekly session on September 8th and a graduation event on the 22nd. This class was held via zoom.
- Center Director Dianne Stone was an invited speaker at the Aging Matters Conference, an annual event held by the CT Coalition on Aging and Developmental Disabilities, The CT Department of Developmental Services, ADS CT State Unit on Aging, & The CT Chapter of the American Association on Intellectual and Developmental Disabilities, presenting on opportunities in the community. This event was held virtually as a series of workshops.
- The Stay Home, Stay Safe bingo continued each Tuesday and Thursday via conference line.
- The American History Lecture Series with Professor Jared Day was offered September 8th and 27th with 10 people attending via zoom.
- The Volunteer Shopper program continued through the month of September. Five volunteers purchased \$1,350 in groceries in 29 trips. These groceries are purchased by the volunteers with gift cards provided by the Center, recipients are billed following delivery (by Dial-A-Ride) in a contactless and anonymous system. To date, a total of \$11,208 worth of groceries have been purchased through the program.
- Food services continues to be a priority. This month 55 individuals received a total of 1,050 home delivered meals. As of March 18th, staff took on deliveries due to the COVID pandemic. Dial-A-Ride and one or two other staff members spend a few hours each day with this program. A limited number of volunteers resumed delivery starting on September 28th, with additional volunteers returning in October.
- Additionally, the Center is distributing “grab and go” meals each Wednesday, replacing the daily congregate meal. Three to four staff members sort and pack food for 5 complete meals for 54-60 people each week. About a third of those meals are delivered and the remainder are picked up at the Center.
- Dial-A-Ride provided a total of 117 trips this month for 24 passengers, a significant increase over the last few months. Service is still limited to non-urgent medical transportation. In addition, Dial-A-Ride delivered 81 congregate meals, 572 meals on wheels, 28 grocery orders, 77 food pantry orders and 71 program deliveries.
- Ms. Stone and Admin/Program Coordinator Jaime Trevethan continue to provide leadership on statewide and regional initiatives. These include bi-weekly meetings, Senior Center reopening guidelines and, of note, a statewide virtual Holiday Bash in partnership with the Connecticut Healthy Living Collective and with support from AARP CT to be held December 18th.

PARKS AND RECREATION

Recreation Division

- Registration for fall programs began on September 3rd for Newington residents. Registration for non-residents began on September 10th.
- Most fall programs will begin in early October with a few programs that began in late September. These include fitness and wellness classes for both adults and youth, cultural classes including music, dancing, and art for adults and youth, sports clinics, sports leagues, and more.
- Adult fitness classes are also being offered virtually for the first time in the wake of the Covid-19 Pandemic.

Parks and Grounds and Cemeteries

- Calls for tree concerns continued through September.

- Tree work continued by staff with large trees being contracted out.
- Increased mowing frequency in response to more favorable growing conditions and return of fall sports.
- Began renovation of Volunteer baseball field: outfield aeration, overseeding and fertilization, stripped infield, began subgrade work. Dura Edge to be installed for infield.
- Focus on repairing, upgrading and leveling irrigation valves and sprinkler heads on athletic fields at high school.
- Overdue maintenance in cemetery commenced: seeding, sodding, trimming shrubs and mulching.
- School mowing increased in frequency.
- Hydroseed at Senior Center new parking lot.
- Fall maintenance and flower installation at West Meadow Cemetery for Cherish the Children event in conjunction with Newington Memorial Funeral Home.
- Routine baseball field maintenance supporting Newington Little League fall ball.
- Library landscape beds weeded and mulched in anticipation of possible reopening.
- Continued field painting in support of soccer, baseball and lacrosse.
- There were 12 interments in Town cemeteries (6 ash, 4 single and 2 double), there were 4 sales.

Tree Warden

- Removed hazardous branches Churchill Park.
- Removed dead Ash tree, 50 Brook Street, and removed wood.
- Pick up fallen branches from parks.
- Pruned up dead trees NHS Property.
- Removed dead Ash tree Shady Hill Road Ave.
- Removed hazardous tree 123 Ellsworth.
- Removed storm damage tree Young Farm Property.
- Removed storm damage tree behind 83 Harris Drive.
- Removed dead tree and storm damaged tree behind 79 Harris Drive.
- Removed hazardous tree hanging over walking path Groveland Terrace.
- Removed hanging limb Paterson School teacher's parking lot.
- Cleaned up fallen white pine trees Churchill overflow.
- Cleaned up fallen limbs from storm Mill Pond Park.
- Removed fallen tree into playground at Mill Pond Park.
- Removed hazardous hanging branch over roadway 15 Clarendon Terrace.
- The department is continuing to solicit competitive pricing on tree work for 22 Clarendon Terrace and other tree work.

LIBRARY

- The library building remained closed to the public during the month of September. Staff continued to offer phone and email assistance, and pulled and processed materials for curbside pickups. The two book drops which are open 24/7, were emptied several times a week, 6 days a week and after a 3-day quarantine, these materials were checked back in and re-shelved. Staff continued working staggered and rotating schedules to minimize the number of people in the building at the same time. The library is still waiting for its second shipment of plexiglass for the public desk areas that will need to be installed. Seating and furniture have been moved and stored in preparation of the reopening of the library building.
- Staff have been working on the reopening plans for the library. We anticipating to reopen on October 26th, after the plexiglass is installed. We will be offering curbside service and browsing by appointment during specific hours. Public computers will not be available initially. Public meeting rooms, study rooms and public seating will also not be available. Staff will continue to offer virtual program only through the end of the year. We are preparing the library to make it safe and comfortable for patrons and staff.
- The library curbside service Lucy-to-Go is going strong with 1,635 curbside pickups during the month, a 10% increase from the previous month. With this curbside service, the library was able to check out 13,804 physical items to our patrons. People continued to be very appreciative of the curbside pickup and the service from the staff.

- The children's department has new carpet! The library had requested to have the 30-year-old carpet in the children's department replaced during this year's budget process as a Capital Improvement Project. This request was approved and now there is nice and new carpet upstairs for all the children and families who visit the library. The new carpet along with the picture book area, which has been refurbished, thanks to the library road race proceeds looks wonderful.
- The Library Board of Trustees held its annual meeting via Zoom on September 14th. Library Director gave a visual presentation of a year in the library and highlighted the many things the staff have been doing since the pandemic hit. In this meeting, officers were elected- Diane Stamm, President, Maureen Lyons O'Connor, Vice President, LeeAnn Manke, Treasurer and Iris Larsson, Secretary. The Board also recognized the library staff for all of the hard work they have done since the library closed in March.
- The Library Board of Trustees cancelled the 24th running of the Newington Library 5K Challenge road race that was scheduled for Sunday, October 4th, due to the pandemic and the many challenges of holding a road race with a large group in the current environment. In lieu of it they held the Ready, Set GO Giveaway that offered 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 response has been great and we will be holding the drawings on October 5th.
- The Friends of the Library are planning on a Drive-Thru Grab & Go Children's Books Booksale on October 4th. People can drive into the library parking lot and buy a bag of books based a child's reading level. Each bag is filled with used books, valued at \$10 or more and will be sold for \$5.
- Thanks to the funding provided by the Friends of the Library, the library is pleased to offer a new online service called *HelpNow*, an online homework help service for grades K- College. This new service is available from the library's website and open to Newington residents who have a library card. Staff have partnered with our local schools to make them aware of this resource for Newington students.
- Staff continued to offer a variety of virtual library programming for all ages. Virtual programs for children included weekly digital story times, *Pajama Yoga*, *Sewing with Miss Sarah*, *Simple Science @ Home*, and the *Virtual Cookbook Club*. The weekly *Grab & Go Kits* for children continued to be extremely popular kids and parents with 145 kits given out in September. During the month, 14 programs were offered to 277 children.
- Teens and Adults were offered 10 virtual programs to 85 participants. Several live programs were held via Zoom including a book discussion on the novel *Eleanor Oliphant is Completely Fine* by Gail Honeyman and a program about famous Connecticut suffragettes from the *Connecticut Women's Hall of Fame*. Other pre-recorded programs included basic sewing for teens, *Introduction to Zoom* and *Grab & Go* coloring kits for adults. There were several other programs that were cancelled due to illness.
- Total circulation was 13,804. Circulation of digital materials was 3,581 an increase of 22%. 1,635 curbside service transactions were processed. Staff answered 4,498 reference questions during the month. Usage of online databases remained high. Popular online databases included *Ancestry.com*, *Valueline*, and *Reference USA*. With school back in session the *PebbleGo* databases saw a huge jump in online usage especially the Animal, Biography and Science modules.
- In personnel news, Zoom continues to be was used for staff meetings and department meetings. Staff also attended consortium meetings via Zoom. Several staff members continued in the Municipal Administrative Training program being offered by the Town Manager, Keith Chapman. Library Director, Lisa Masten and Assistant Library Director, Karen Benner continued with the weekly leadership meetings held by the Town Manger. Susan Schneider, Head of Collection Management resigned after working at the library for 17 years in many different capacities. Her last day will be October 2nd. We will be looking to fill this position in October.
- In facilities news, as mentioned before the new carpet was installed. We are looking at staff work space to determine if there are ways we can shift or move things to offer a more socially distanced space. Some areas are very challenging. The cleaning service continues to be a challenge, Lynn Caley is in constant contact with the supervisor but there has been little improvement.