



Tanya Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya Lane, Acting Town Manager
Date: January 22, 2016
Re: Monthly Report – December 2015

GENERAL ADMINISTRATION

- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mr. Salomone worked with staff on enforcement of various blighted properties.
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.
- Mr. Salomone met with various departments regarding CIP requests for the upcoming fiscal year.

Legal Services

The legal amounts for the December monthly report are as follows:
Rome (Modern Tire/Firestone) - \$109,303.84
Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of December 2015 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 | 26.4 | \$ 1,718.92 |
| WEEKEND STAND-BY AND CALL-IN | 20.0 | \$ 1,006.80 |
| ROAD MAINTENANCE | 0.0 | \$ -- |
| TRAFFIC DIVISION | 8.0 | \$ 344.40 |
| LEAF COLLECTION (INCLUDES SEASONAL) | 24.6 | \$ 1,025.04 |
| SNOW | 87.7 | \$ 4,002.24 |
| TOTALS | 166.7 | \$ 8,097.40 |
| PARKS AND GROUNDS DIVISION | Overtime Hours | Cost |
| Cemetery | 18.0 | \$ 754.78 |
| Tree Lighting | 10.0 | \$ 418.80 |
| Snow/Ice | 15.1 | \$ 719.90 |
| TOTALS | 43.1 | \$ 1,893.48 |

| POLICE DEPARTMENT | 15-16 Budget Overtime Appr. | Overtime Expended 15-16 YTD | 14-15 Budget Overtime Appr. | Overtime Expended 14-15 YTD |
|---------------------------|--|--|--|--|
| Administration | \$ 7,254.00 | \$ 1,150.58 | \$ 7,059.00 | \$ 858.82 |
| Patrol | 603,738.00 | 408,143.06 | 607,287.00 | 318,144.93 |
| Investigation | 76,132.00 | 34,373.92 | 79,169.00 | 30,811.18 |
| Communication | 162,698.00 | 91,719.85 | 161,160.00 | 93,250.40 |
| Education/Training | 120,943.00 | 44,091.76 | 117,276.00 | 52,407.73 |
| Support Services | 34,408.00 | 20,871.05 | 34,189.00 | 21,474.27 |
| Animal Control | 3,006.00 | 0.00 | 5,546.00 | 0.00 |
| Total | \$ 1,008,179.00 | \$ 600,350.22 | \$ 1,011,686.00 | \$ 516,947.33 |
| HIGHWAY DEPARTMENT | | | | |
| Highway Operations | \$ 25,212.00 | \$ 10,829.11 | \$ 29,622.00 | \$ 14,844.14 |
| Snow and Ice Control | 148,440.00 | 2,059.68 | 145,534.00 | 8,580.33 |
| Traffic | 3,000.00 | 1,704.79 | 4,665.00 | 1,051.19 |
| Vehicles and Equipment | 26,949.00 | 19,583.72 | 29,363.00 | 20,683.73 |
| Leaf Collection | 50,999.00 | 41,659.37 | 50,000.00 | 38,808.10 |
| Total | \$ 254,600.00 | \$ 75,836.67 | \$ 259,184.00 | \$ 83,967.49 |
| PARKS AND GROUNDS | | | | |
| Parks and Grounds | \$ 77,091.00 | \$ 33,247.51 | \$ 75,588.00 | \$ 48,162.40 |
| Cemeteries | 18,371.00 | 3,765.74 | 18,007.00 | 7,214.51 |
| Total | \$ 95,462.00 | \$ 37,013.25 | \$ 93,595.00 | \$ 55,376.91 |

PERSONNEL

- A posting for an Assistant Town Clerk was posted on December 7, 2015 with a closing date of January 6, 2016.

RISK MANAGEMENT

2015-16 Blue Cross/Blue Shield Plan Year

The fifth month of the 2015-16 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2015-16 plan year were estimated at \$847,849. The total paid claims from the Health Benefits Fund for November 2015 were \$741,005. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through November, 2015

| | Town | Board of Education | Total |
|------------------|-----------|--------------------|-----------|
| Estimated Claims | 916,510 | 3,322,735 | 4,239,245 |
| Actual Claims | 1,041,949 | 3,141,248 | 4,183,197 |

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of December. Also attended the departments CIP meeting with Accounting & Town Manager.

Work Order Completions

- The Facilities Maintenance Department has completed 85 formal work orders during the month of December at various Town Buildings.

Library

- Maintenance Department prepared the building for the winter season by tuning up all the HVAC systems. Cleared all roof drains & down spouts.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Maintenance Department prepared the building for the winter season by tuning up all of the HVAC systems and boilers, cleared all debris from all roof drains & down spouts. Performed an infrared analysis of all the roofs including the Police Dept. to help find the source of the roof leaks and the extent of wet insulation trapped within the roof system. This was performed at night, utilizing an infrared camera that located precise spots of any moisture containing insulation/roofing. The locations were marked and Emergency repairs were made to stop any more water from entering the building.

Parks & Rec. Garage

- Maintenance Department prepared the boiler & HVAC for the winter season. Re-insulated all hot water heating lines in attic for better freeze protection. Upgrade all exterior & interior lighting to LED for greater energy savings and lower utility consumption.

Highway Garage

- Upgraded all exterior & interior lighting to LED for greater energy savings. Maintenance Department installed a new roof on the Old Dog Pound Building for the Police Department and prepared the Heating System for the winter season.

Senior & Disabled Center

- Maintenance Department prepared all the rooftop HVAC & Boilers for the winter season. Rooftop exhaust fan motors were repaired and replaced for better air quality throughout the bathrooms & building. Cleared all roof drains and down spouts.

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Chief Information Officer, Mr. Paul G. Boutot, Network Administrator/Project Leader, Mr. John Bolduc, Network/Application Specialists, Mr. Scott Hoagland and Mr. Steve Pollock, and GIS Technician, Mr. Thad Dymkowski. During the course of the month they participated, assisted and/or were directly involved in:

- Completion of 155 work orders
- Submitting Capital Improvement Plan (CIP) and Operating Budgets.
- Completion of police video wall project.
- Migration of police interview and interrogation room computers to new domain.
- Completion of server preparation work for Office of Assessor's eQuality project.
- Installation of year end software for town's financial application.
- Installation of new wireless network cards on some of the town's older laptops.
- Researching telephone systems renewal options and maintenance quotes.
- Updating the town's meeting and agenda information on the website.
- Installation and setup of a new telephone and thin client computer at Parks and Grounds Annex.
- Setup and configuration of people counters at the Senior and Disabled Center.
- Providing digital graphics assistance to Town Planner.
- Providing geographical information systems (GIS) assistance to the Town Assessor.
- Providing the engineering department with GIS mapping data (wetland survey project).
- Resolving telephone paging issue for police department staff.
- Creating digital forms for Registrar of Voters.
- Imaging, configuring and deploying 4 new training laptops for the Library.
- Configuring wireless integration, authentication and policies for public network at the Library.
- Setup and configuration of a temporary wireless network at the Senior and Disabled Center for their TaxWise program.
- Setup and testing of secure connection of town snow plow trucks to town's wireless network for data transfer.
- Attending two factor authentication and security information and event management webinars.
- Reconfiguration of radius authentication for all network switches.
- Reconfiguration of NetMotion application to use new radius servers.
- Supervising the installation of a replacement camera located in police holding cells.
- Setting up a Microsoft Surface 3 for testing by Fire Department staff.
- Reconfiguration of visitor portal for town visitor wireless network.
- Attending various department, staff and regional meetings as required.

FINANCE

Accounting and Administration

- The audit for the fiscal year ending June 30, 2015 was completed allowing the Comprehensive Annual Financial Report (CAFR), State and Federal Single Audits to be filed by the December 31st deadline.
- Department Capital Improvement Project requests were analyzed and reviewed with department heads and the Town Manager during the month.

Major grants received during the month include the first installment of the Pequot Grant in the amount of \$84,289 and the Elderly Circuit Breaker in the amount of \$285,837. 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)
12/31/2015

| | <u>Interest Earnings</u> | | <u>\$ Invested</u> |
|---------------------------------|--------------------------|----------------------------|---------------------|
| | <u>Budget FY2015-16</u> | <u>Actual Year to Date</u> | |
| General Fund | \$68,350 | 31,463 | \$6,830,706 |
| Special Revenue Funds | 5,500 | 4,712 | 3,775,986 |
| Capital Projects Funds | 800 | 998 | 1,030,952 |
| Internal Service Fund | 2,400 | 1,786 | 1,790,745 |
| Trust and Agency Funds | 2,400 | 1,888 | 1,027,963 |
| TOTAL, ESTIMATED BY FUND | | | \$14,456,352 |

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
12/31/2015

| | <u>Interest %</u> | | <u>Interest \$</u> | | <u>\$ Invested</u> |
|--------------------------------------|----------------------|-------------------|----------------------|-------------------|---------------------|
| | <u>Current Month</u> | <u>Last Month</u> | <u>Current Month</u> | <u>Last Month</u> | |
| STIF | 0.21 | 0.15 | 1,572 | 1,431 | \$6,749,512 |
| Bank North | 0.20 | 0.20 | 119 | 553 | 535,870 |
| People's Bank | 0.32 | 0.32 | 1,379 | 1,334 | 5,073,949 |
| Santander Bank | 0.40 | 0.35 | 826 | 1,543 | 1,050,644 |
| Farmington Bank | 0.40 | 0.40 | 974 | 2,130 | 1,046,377 |
| Total Outstanding Investments | | | | | \$14,456,352 |

Rates reflect avg. monthly yield, annualized

Assessor

- The office will be involved in this process of compiling the October 1, 2015 grand list right up to January 31, 2016. The process included the items listed below:
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of December.
- There are 1,460 personal property accounts and approximately 1,192 filed a declaration as required by Connecticut state law. The Assessor's office processed those during the month. There were 268 accounts that failed to file as required by law. Those accounts will be assigned an assessment with a penalty for failure to file during January. Additionally the personal property accounts that receive a manufacturing exemption were completed.
- The October 1, 2014 supplemental motor vehicle list was completed and delivered to the Tax Collector. Tax bills for those accounts were sent out by the Tax Collector.

- The regular October 1, 2015 motor vehicle list was received from the CT Motor Vehicle Department in December. Vehicles were priced and entered into the data base. Exemptions will be applied and transfers to other towns of vehicles that were incorrectly sent to Newington will occur in January.
- The 2015 revaluation process continued in December. eQuality personnel held informal hearings for the whole month of December for residential, condo, and commercial property owners to discuss the new valuations. The revaluation is expected to be completed by the end of January 2016.
- The computer systems for both eQuality as well as Vision Appraisal were updated. The Assessor's office continues to supply assessment data via the internet using Vision Appraisal. This will change to eQuality by the end of January 2016.

Revenue Collector

- The real estate Tax Sale was held on December 8th resulting in five parcels sold.
- Revenue Collections for December for Real Estate, Personal Property & Motor Vehicles amounted to \$6,730,229 and \$5,443 was collected on the Supplemental Motor Vehicle taxes. \$.78 Collections on prior year taxes amounted to \$160,439.
- Legal Notices were published for the Supplemental Motor Vehicles, real estate and personal property tax bills.
- Delinquent notices were mailed for 231 real estate and 65 personal property accounts.
- Supplemental Motor Vehicle tax and the second installment for Real Estate and Personal Property bills were mailed during the month.
- Activity has increased in the Tax Office with the processing all payments in the office in addition to releasing delinquent taxpayers on-line with the Connecticut Motor Vehicle Dept.

TOWN CLERK

- There were 67 transfers for a total of \$8,863,548. State conveyance tax collected was \$74,534.61 and \$22,159 was collected in Town conveyance tax.
- There was one commercial sale at 115 Pane Road for \$525,000 from 115 Pane LLC to H&M Property Holdings LLC. There were four residential sales each over \$400,000.
- A total of 504 documents were filed on the land records during December including 117 mortgages, 69 liens, 182 releases and 20 probate documents. 43 of these documents were electronically filed on the land records generating \$5,443 in revenue.
- The staff certified & issued 106 certified copies of vital records, twelve burial permits and four cremation permits.
- Staff catalogued four liquor permits, six Notary Public commissions, and ten Trade Name certificates.
- The office issued eleven passes to the landfill station.
- All board and commission appointments/resignations were posted to the website.
- The second edition of Newington Notes was distributed garnering very favorable feedback from readers.
- The FY2016/17 budget was prepared and submitted.
- The annual audit for the Town of Newington was filed by the Finance Director. In compliance with the General Statutes, a legal notice was placed in the newspaper.
- Early applications for the full-time Assistant Town Clerk position were reviewed—with a January 6th submission deadline, the process will continue into the New Year. Overall the office is preparing for the retirement of Toni St. Pierre on February 5th.
- The Town Clerk swore-in a new police officer on December 21st.
- The part-time Assistant attended a class on vital statistics presented by the Connecticut Town Clerks Association.

DATA SUMMARY DECEMBER 2015

| | <u>Dec. - 15</u> | <u>Dec. - 14</u> | <u>FY 15/16 to Date</u> | <u>FY 14/15 to Date</u> |
|-----------------------------|---------------------|---------------------|-------------------------|-------------------------|
| Land Record Documents | 504 | 502 | 2879 | 2591 |
| Dog Licenses Sold | 11 | 20 | 567 | 399 |
| Game Licenses Sold | 26 | 45 | 144 | 197 |
| Vital Statistics | | | | |
| Marriages | 10 | 15 | 98 | 146 |
| Death Certificates | 20 | 24 | 147 | 153 |
| Birth Certificates | 15 | 13 | 129 | 148 |
| Total General Fund Revenue | \$ 38,702.88 | \$ 47,247.12 | \$ 268,223.01 | \$240,121.45 |
| Town Document Preservation | \$ 988.00 | \$ 1,181.00 | \$ 6,691.00 | \$ 6,111.00 |
| State Document Preservation | \$ 638.00 | \$ 692.00 | \$ 4,102.00 | \$ 3,790.00 |
| State Treasurer (\$36 fee) | \$ 11,484.00 | \$ 12,420.00 | \$ 73,800.00 | \$ 66,924.00 |
| State Treasurer (\$127 fee) | \$ 3,937.00 | \$ 4,699.00 | \$ 29,574.00 | \$ 20,701.00 |
| State Treasurer (\$110 fee) | \$ 3,850.00 | \$ 5,390.00 | \$ 28,380.00 | \$ 25,960.00 |
| Locip | \$ 957.00 | \$ 1,034.00 | \$ 6,150.00 | \$ 5,576.00 |
| State Game Licenses | \$ 122.00 | \$ 290.00 | \$ 852.00 | \$ 1,719.00 |
| State Dog Licenses | \$ 86.00 | \$ 174.00 | \$ 3,318.50 | \$ 2,606.00 |
| Dog Licenses Surcharge | \$ 32.00 | \$ 54.00 | \$ 1,184.00 | \$ 908.00 |
| Marriage Surcharge | \$ 57.00 | \$ 171.00 | \$ 589.00 | \$ 1,007.00 |
| Grand Total | \$ 60,853.88 | \$ 73,352.12 | \$ 422,863.51 | \$375,423.45 |

POLICE DEPARTMENT

- Recruits Alan Tancreti, Jeremy Colon, and George Gerosa graduated from the Connecticut Police Academy (POST) on December 16th. They have now entered the 12 to 14 week Field Training Officer (FTO) Phase of their training.
- Tyler Grant was sworn in as a police recruit on December 21st. He began his training at the Connecticut Police Academy (POST) on December 31st.
- Of the two candidates that continued into background investigations, one is remaining. Pre-offer polygraphs were conducted in early December.
- Patrol Calls for December are as follows:

| | | | | | |
|---------------------------|----|--------------------------|-----|--------------------------|----|
| Medical Other | 1 | Medical Fall | 62 | Criminal Mischief Report | 15 |
| Alarm Hold Up Alarm | 7 | Medical Other | 117 | CSO | 8 |
| Assault In Progress | 1 | Medical Respiratory | 34 | Customer Dispute Report | 1 |
| Breach In Progress | 13 | Medical Trauma | 9 | Dog Complaint | 21 |
| Burglary In Progress | 3 | Medical Unresponsive | 8 | Domestic In Progress | 1 |
| Criminal Mischief In Prog | 1 | MV Assist | 1 | Domestic Report | 8 |
| Criminal Mischief Report | 1 | MV Complaint In Progress | 2 | Drug or Para found | 1 |
| Customer Dispute In Prog | 7 | MVA Injury | 14 | DUI | 4 |
| Domestic In Progress | 17 | MVA Property Only | 1 | EDP Report | 1 |

| | | | | | |
|----------------------------|-----|----------------------------|-----|--------------------------|-------------|
| Domestic Report | 1 | Open Door / Window | 9 | Escort Funeral | 5 |
| Drug Active | 3 | Robbery In Progress | 5 | Escort Other | 7 |
| DUI | 1 | Suicide Attempt | 1 | Escort Tax | 8 |
| EDP In Progress | 9 | Suspicious In Progress | 160 | Fingerprint | 15 |
| Fire Alarm | 17 | Suspicious Report | 1 | Fire CO Detector no symp | 9 |
| Fire Extrication | 1 | Threatening In Progress | 3 | Fire Stand By (CAD #) | 1 |
| Fire Hazmat | 6 | Alarm Commercial Burg | 50 | Fire Water Problem | 1 |
| Fire Other | 11 | Alarm Residential Burg | 37 | FollowUp | 89 |
| Fire Structure Fire | 5 | Animal | 11 | Harassment Report | 11 |
| Fire Task Force Activation | 3 | Assault Report | 3 | Hazard | 34 |
| Fire Vehicle Fire | 2 | Assist Notification | 3 | Illegal Dumping | 2 |
| Harassment In Progress | 4 | Assist Other Agency | 21 | Intoxicated | 5 |
| K9 Assist for Other Agency | 2 | Breach Report | 1 | Juvenile Complaint | 8 |
| Larceny from MV In Prog | 7 | Burglary Report | 2 | K9 Call | 7 |
| Larceny from MV Report | 2 | Car Seat | 2 | Landlord Tenant Disp Rpt | 2 |
| Larceny In Progress | 17 | Ck Welfare 911 hang up | 25 | Larceny from MV Report | 38 |
| Larceny Report | 1 | Check Welfare Other | 44 | Larceny Report | 36 |
| Medical Alarm | 15 | Clear Lot | 2 | Location General | 111 |
| Medical Cardiac | 30 | Pris / Paperwork to Court | 22 | Location School | 1 |
| Medical Diabetic | 3 | Criminal Mischief Graffiti | 1 | Lockout Building | 1 |
| LTA | 10 | Neighbor Report | 5 | Lockout MV special circ | 2 |
| Medical Other | 3 | Noise | 11 | Sudden Death | 3 |
| Medical Respiratory | 1 | Parking Violation | 14 | Suspicious Report | 37 |
| Medical Stand By | 3 | Pistol Temp Permit Issued | 32 | Test Police | 1 |
| Missing | 5 | Property Found | 10 | Threatening Report | 3 |
| MV Abandoned | 2 | Property Lost | 1 | Tobacco | 1 |
| MV Assist | 42 | Recovered Stolen MV | 3 | Tow | 7 |
| MV Complaint In Prog | 31 | Serve Warrant | 29 | Town Ordinance Violation | 2 |
| MV Complaint Report | 6 | Sexual Assault Report | 1 | Traffic Stop | 318 |
| MVA Evading | 24 | Specific Detail CAD # | 100 | Trespass In Progress | 3 |
| MVA Property Only | 103 | Stolen MV | 3 | Trespass Report | 2 |
| Neighbor In Progress | 6 | | | Total | 2117 |

- Investigations and calls by Patrol Officers in December included:
 - Robbery - On 12/15/2015 the Newington Police Department received a 911 call from a resident of Newington. The caller stated that a male approached him in his driveway and attempted to rob him of his vehicle. During this time, the male appeared to have a gun under his sweatshirt. The caller then stated the male did not get his car and fled on foot. Officers arrived in the area and located a male fitting the description of the suspect near the residence. As they approached the suspect, the suspect fled. The officers then engaged the suspect in a foot pursuit and the area was surrounded with officers from Newington, West Hartford, and Hartford Police Departments. The Newington Police K-9 unit responded to the scene and began to track the suspect as officers continued to check the area. As the officers tracked the suspect, a local resident advised an officer that a person was hiding in some bushes down the street. The officer checked the area and located the suspect. The suspect fled again as officers pursued him. Eventually, the suspect was apprehended. Based on the information obtained throughout the investigation, the suspect was placed under arrest. He was transported to the Newington Police Department where he was charged with violation of CGS 53a-49 / 53a-134: Criminal Attempt to Commit Robbery in the 1st Degree, 53a-49 / 53a-136a: Criminal Attempt to Commit Carjacking, 53a-49 / 53a-124: Criminal Attempt to Commit Larceny in the 3rd Degree, 53a-181: Breach of Peace, and 53a-167a, Interfering with an Officer. The suspect was held on a \$100,000.00 bond.
 - Narcotics Arrest - During the month of November 2015, patrol officers received information regarding a resident who may be selling marijuana from his residence in Newington. With this

- information, the patrol officers conducted surveillance on the residence on several occasions. On 12-29-15, the officers made contact with the person they believed was selling the marijuana. During this time, the officers were able to enter and search the residence for narcotics and evidence of drug sales. During the search, officers located and seized a large amount of marijuana and other drug paraphernalia used to store and sell narcotics. As a result, the officers arrested the resident and transported him to the Newington Police Department. He was charged with violation of CGS 21a-277(c): Operating a Drug Factory, CGS 21a-277(b): Possession of Marijuana with Intent to Sell, CGS 21a-279(b): Possession of 4 Ounces or More of Marijuana and CGS 21a-267(a): Possession of Drug Paraphernalia. He was processed and released on a \$25,000.00 bond.
- In December, Detective Division Personnel:
 - Handled 151 investigations, 103 remain ongoing and 48 were closed by investigative methods.
 - Served 35 arrest warrants, 26 by Patrol Officers and 9 by Detective Division personnel.
 - On December 4th Detectives responded to a sexual assault complaint that occurred at a local motel on the Berlin Turnpike. During the investigation it was determined that the victim was sexually assaulted, physically assaulted, threatened, strangled, and held in the room against her will. Furthermore, when she attempted to call the police for assistance the suspect prevented her from doing so by taking her cell phone. The victim was able to identify the suspect. The suspect and a witness to the incident were subsequently located at the motel. Both voluntarily accompanied Newington Police Detectives to the Police Department to be interviewed. The suspect was subsequently arrested as a result of this investigation. He was charged with Sexual Assault in the First Degree, Assault in the Third Degree, Strangulation in the Second Degree, Threatening in the Second Degree, Reckless Endangerment in the First Degree, Interference with Emergency Calls, and Unlawful Restraint in the First Degree. He was held on a \$250,000 bond. The victim sustained minor physical injuries, was treated at a local hospital, and later released.
 - On December 7th Detectives arrested a 19 year old New Britain resident in connection with an armed robbery that occurred at a Newington convenience store on November 3rd 2014. The suspect and another individual previously arrested in this case were identified through investigative measures that included DNA evidence collected at the crime scene, the execution of a search and seizure warrant at a local motel room, and suspect interviews. He was charged with Robbery in the First Degree, Larceny in the Sixth Degree, and Conspiracy to Commit Robbery in the First Degree and was held on a \$350,000.00 bond. On December 19th Detectives arrested a 31 year old Hartford resident in connection with an armed robbery that occurred at a Newington convenience store on December 16th 2014. He was charged with Robbery in the First Degree, Larceny in the Sixth Degree, and Conspiracy to Commit Robbery in the First Degree and was held on a \$250,000.00 bond.
 - On December 22nd Detectives arrested a 31 year old resident of Hartford in connection with an armed robbery that occurred at a Newington convenience store on December 16th 2014. The suspect is alleged to have committed this armed robbery with another suspect who was arrested on December 19th. The investigation determined that he was the suspect who used the firearm involved. He was charged with Robbery in the First Degree, Larceny in the Sixth Degree, Conspiracy to Commit Robbery in the First Degree, Criminal Use of a Firearm, and Criminal Possession of a Pistol or Revolver and was held on a \$250,000.00 bond.
 - In December, the Community Service Officer (CSO):
 - Attended Peer Support Training, presented by the Connecticut Alliance to Benefit Law Enforcement from November 30th-December 4th, 2015.
 - Continued to manage Social Media Sites for the Police Department.
 - Coordinated and on site for Southfield Children's Center Stuff A Cruiser, along with the Whitehouse Family Stuff a Cruiser on December 4th.
 - Organized and attended Stuff a Cruiser at Walmart on December 5th. Organized officers and participated in Shop with a Cop on December 8th at Dave and Busters and Manchester Target. Worked Stuff a Truck, along with NVA and NFD at Stop and Shop Fenn Rd.
 - Presented a Safety presentation to Connecticut Council of Family Service Agencies
 - Worked with Town Hall on Blight complaints.

**UCR/NIBRS Selected Crimes
Preliminary November 2015**

November 2014

| Type of Crime | # of Offenses | Value of Crime | # of Offenses | Value of Crime |
|----------------------|----------------------|-----------------------|----------------------|-----------------------|
| Murder | -- | -- | -- | -- |
| Forcible Rape | 1 | 620 | -- | -- |
| Robbery | 1 | 141 | 1 | 117 |
| Assault | 6 | -- | 12 | -- |
| Burglary | 9 | 6,682 | 21 | 43,079 |
| Larceny Theft | 72 | 26,560 | 52 | 44,266 |
| Auto Theft | 8 | 103,460 | 5 | 49,985 |
| Totals | 97 | 137,463 | 91 | 137,447 |

- During the month of November 2015, the police department arrested 77 adults: 12 for assaults, 3 for burglary, 1 for motor vehicle theft, 3 for vandalism, 3 for weapons violation, 6 for narcotic violations, 9 for DUI, 2 for offenses against family and children, 2 for liquor law violations, 3 for disorderly conduct, 14 for larceny theft and 19 for other miscellaneous offenses. The department also arrested or referred 8 persons under the age of 18: 3 for assault, 1 for vandalism, and 4 for other offenses.
- **Police Department Overtime**
 - Comparison
 - OT November \$ 103,301 2 pay periods with one holiday
 - OT December \$ 90,995 2 pay periods with one holiday
 - Total Increase \$ 12,306
 - In December, there were 2 officer vacancies, 1 officer on light duty, 3 officers at the academy in training, and 1 dispatcher on medical leave. These vacancies in Patrol have an impact on the overtime for a total of 7 positions vacant on the schedule in the patrol division/communications. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule. Efforts are being made to cover day shift overtimes with inside staff. Restrictions for time off has also been implemented to reduce overtime.
 - Administration overtime was \$0. There is no change.
 - Patrol overtime of \$54,262 was a decrease of \$937. Overtime included one holiday (\$13,194), motor vehicle accident investigation, three Midstate accident investigations, Citizens Police Academy, burglary and larceny investigations, DUI arrest, warrants, court appearances, burglary/medical/domestic calls, holdovers, booking process, suspicious person call, Sergeants meeting, sudden death call, and overtime for time off/vacancies.
 - Detective Division Overtime of \$5,850, is a decrease of \$2,144. Overtime included Holiday pay (\$465), investigations for two incidences involving deceased persons, three Midstate accident investigations, sexual assault investigation, scene/evidence processing, and search warrants.
 - Communications overtime of \$15,380 is a decrease of \$4,101. Overtime included one holiday (\$2,000), several time off leaves, extensive leave for one dispatcher, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime of \$9,991 is an increase of \$4,942 for training classes. Firearms training, Ballistic Shield training, and Property room/evidence training. Training with new recruits was also conducted.
 - Support Services overtime of \$5,512 is an increase of \$1,029. Overtime included Holiday pay (\$1,100), Citizens Police Academy, Stuff a Cruiser, and Stuff a Truck drives.
 - ACO overtime was \$0.

FIRE DEPARTMENT – DECEMBER 2015 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of December, 2015. During this period fire department members responded to 53 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

| | December 2015 | 6 Months Activity |
|---|----------------------|--------------------------|
| Residential | 6 | 28 |
| Commercial, Industrial, Office | 1 | 10 |
| Hospital, School | 0 | 6 |
| Vehicle | 2 | 8 |
| Rescue, Police Assistance | 5 | 34 |
| Dumpster, Rubbish, Grass, Brush, Leaves | 3 | 50 |
| Hazardous Materials/Clean up | 7 | 26 |
| Investigative Alarm | 7 | 53 |
| Mutual Aid/Standby | 3 | 28 |
| Carbon Monoxide Investigation | 10 | 28 |
| Water Related Incidents/Pump-Outs | 1 | 5 |
| False Alarm | 8 | 42 |
| Total | 53 | 318 |

Training Summary

| | | |
|---------------------|-----------------------------|------------------|
| Driver Training | Road Time | 4 hours |
| Department Training | Incident Review | 47 hours |
| Company Training | Co. #3 – Fire Extinguishers | 36 hours |
| | Co. #3 – SCBA | 20 hours |
| | Co. #2 – SCBA | 14 hours |
| | Co. #3 – Hydrants | 45 hours |
| Haz/Mat Refresher | | 8 hours |
| Total Hours | | 174 hours |

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of December, 2015.

| | |
|-----------------------|----|
| INSPECTIONS | 13 |
| INSPECTION FOLLOW-UPS | 40 |
| PLAN REVIEW | 3 |
| JOB SITE INSPECTIONS | 8 |
| FIRE INVESTIGATIONS | 2 |
| FIRE ALARM TROUBLE | 2 |
| COMPLAINTS | 2 |
| TANK REMOVALS | 0 |
| HAZ/MAT | 0 |
| BLASTINGS | 0 |

Incidents:

- There were no significant fire incidents or injuries reported in December. Responded to **29** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended a meeting with town and school staff to review the possibility of creating a town owned fiber network linking town buildings.
- Attended the bi-monthly meeting of the Employee Health and Safety Committee at town hall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended the Economic Development Commissions "Meet Your Town Officials" gathering with local business owners at the Portuguese Club.
- Attended the Annual Fire Truck Parade and Night of Lights Ceremony in the town center.
- Conducted fire extinguisher training for the employees at Advanced Torque Products on Budney Road.
- Attended the monthly meeting of the Newington Safe Home Task Force at town hall.
- Attended a special meeting with the town manager and department heads at town hall.
- Attended the monthly meeting of the Board of Fire Commissioners at the Old Firehouse on Main Street.
- Participated in the Annual Police, Fire and EMS "Stuff a Truck Event" at Stop & Shop on Fenn Road.

- Attended the Annual Company Family Holiday Parties.
- Attended a housing court hearing at New Britain Superior Court to review an ongoing residential fire hazard abatement order.
- Attended the Annual State Emergency Response Commission's Emergency Planning Conference at the Legislative Office Building in Hartford.
- Attended a meeting with the Town Manager, Finance Director and Fire Commission to review the Departments 2017-2021 CIP Budget requests.
- Attended a Surprise Birthday Party for Company #3 Captain Craig Stegmaier.
- Assisted the Fire Departments Honor Guard Present the Colors at the Annual Installation of Officers Ceremony at Sequin Lodge on Walsh Avenue.
- Responded along with Engine- 2s Crew to a Task Force activation in Berlin to assist with a fire in a large apartment building.
- Transported a truckload of toys collected for us by the staff at Bertucci's to town hall for human services holiday program.
- Attended the wake for Retired Company #1 Lieutenant and Police Sergeant Ray Camarco at Newington Memorial.
- Attended an incident critique to review a recent residential structure fire on Raymond Street.
- Attended the Annual Memorial Ceremony For Master Police Officer Peter Lavery at Police Headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works team meetings.
- Attended CIP request meeting.
- Attended quarterly safety meeting.
- Coordinated annual safety training assignments.
- Continued with Landfill closure project tasks.

Roadway Maintenance

- Cleared catch basins of debris where needed.
- Crews completed the Annual Leaf Collection Program.
- Assisted bid awarded contractor with vegetation grinding at landfill.
- Cleaned Main Street Waterway.
- Completed test pits at Young Farm.
- Cleaned and stored all leaf collection equipment.
- Crews repaired catch basin on Carr Avenue.
- Continued with roadside overgrown tree and brush trimming.
- Highway operators continued with Landfill material processing.
- Assisted Facilities Department with painting project.
- Prepared and set up snow fighting equipment.
- Crews called in for one snow/ice event amounting to 1.1 inch of precipitation.

Traffic Division

- Assisted Department with one snow event.
- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Highway crews with the completion of leaf collection.
- Assist Sanitation Department with delivery/repair of recycling containers.
- Repaired gate at Municipal Parking Lot.
- Removed speed bumps and mid lane crosswalk signs at various locations for snow plowing.

Fleet Maintenance

- Completed the outfitting of two new vehicles, one for Police Administration and the second for Town Administration.
- Continued with annual servicing and repair to all snow fighting equipment.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 791 residential bulk items for collection for the month.
- Scheduled 90 condominium bulk items for collection for the month.

- Scheduled 40 condo/residential scrap metal items for collection for the month.
- 3559 tons of cumulative Municipal Solid Waste were collected from July through November.
- 1172 tons of cumulative recyclables were collected from July through November.
- 541 mattresses and 265 box springs were collected from July through November.
- 211 televisions were collected from July through November.
- Issued 17 permanent landfill permits and 5 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on December 9, 2015:

- Approved Petition #43-15: Special Permit (Section 3.12.1: Restaurant) at 103 Lowrey Place. Stoc LLC, applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- December 7: Meeting at Police Department re: Vallabhdham Temple.
- December 9: Staff meeting re: 95 Day Street.
- December 17: Met with owner to discuss SPM for 792 Cedar Street.
- December 22: Site meeting at 580 Church Street.
- December 28: Met with attorney for Vallabhdham Temple.

TOD/CTfastrak/Amtrak Corridor Planning:

- December 9: Meeting at CTDOT re: acquisition of Myra Cohen Way.

Grant-Funded Project Activities

- December 1: Completed Clem Lemire Ballfield Lighting STEAP grant application.
- December 10: Project meeting for Streetscape Project Phase VI (Constance Leigh/Lowrey Place).
- December 17: Filed quarterly DOH report for Streetscape Project Phase VI.

Other Boards and Committees:

- December 3: Participated in EDC annual "Meet Your Town Officials" reception.
- December 8: Attended bimonthly CRCOG Bike/Pedestrian Committee meeting.

Professional Development/Training:

- None

Miscellaneous:

- December 10: Attended "I-84 Planning Studio" event in Hartford.
- December 17: Submitted Bureau of Census update material.
- December: Received and responded to approximately 14 phone messages from citizens, applicants, staff and elected/appointed officials.
- December: Received and responded to approximately 428 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of December, 4 excavation permits were issued:
 - 2 Gas laterals
 - 2 Driveways
- Project Administration: DEEP – South Branch of the Park River (SBPR) Flood Control Project: Status-Started. The Town Engineer will continue to attend the DEEP progress meetings outlining construction efforts associated with the maintenance work scheduled for Piper and Mill Brooks. The DEEP has developed final plans (available on-line) for these brooks and others tying into the south branch of the Park River. Maintenance activities will include the removal of sediment, animal burrows, woody vegetation within the Flood Control embankments and floodway areas. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). Maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project has commenced with construction activities scheduled in Newington October thru January, 2016. **Construction information (documents) including project outline, scope of work and mapping is**

available on the DEEP website. The Town of Newington has implemented a portal (via link) on the Town's website. The Town Engineer attends the weekly progress meetings and the current "**STATUS**" is as follows: Dredging of the channel(s) continue at sediment ponds 5, dredging and excavation of Ponds #1, 2 & 4 completed in December. Mowing (vegetation removal) has been completed on Piper Brook from West Hartford west to Main Street. Vegetation has been removed on Mill Brook from the confluence of Piper Brook south to Dowd Street. Minimal restoration (grading, hydro-seeding) has begun in areas throughout the channels, access points, etc.

- The Town Engineer attended the monthly Inland Wetlands Meeting.
- The Town Engineer attends the weekly DEEP construction meeting for the SBPR Flood Control Project The DEEP SBPR = South Branch of the Park River Flood Control Project, SBPR – FCP.
- The Town Engineer attended the monthly CRCOG meeting.
- The Town Engineer attended the monthly DPW meeting.
- **Wetlands:** In the Month of December, The Town Engineer acting as the Wetland Agent, Administered one (1) Application(s) via the Agent Approval process Application 2015-24AA, 23 Highland Street, installation of deck in the Upland Review Area. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting. Engineering staff assisted with residents\applicants in discussion preparation of future applications.
- Site Plan Review: Engineering conducted (1) site plan reviews with regard to LID\Stormwater Drainage, TPZ and\or Zoning regulations.
- Engineering attended the Council "Special Meeting" 12/12/2015 at the Deming\Young Farm and directed to prepare a task order for REMA Ecological Services to conduct a soil analysis, research and report of findings. Field reconnaissance was conducted on 12/15/2015 & 12/17/2015 where soil "auguring" and soil test pits were conducted. A report from REMA Ecological Services is expected for the 01/26/2016 Council meeting.
- Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) will resume concrete maintenance and repairs to walk in the late spring\early summer months of the 2016 construction season. Administrative functions as to measurements, estimates, scheduling, etc. will continue over the winter months in preparation of the 2016 sidewalk construction season.
- The Town Engineer continues to periodically meet with MDC staff and respective consultants on various projects in the planning stages as it relates to the "Clean Water Act" initiative. Project plans have and will continue to be prepared for the Inland Wetland Commission for permitting as required.
- Status: **MDC Project 2011-73**, water\sewer improvements at the Willard Ave. and Cedar Street intersection is a significant infrastructure project (+/- 10 million cost) and will be discussed at the 01/12/2016 Council meeting. Specifically, the conveyance of land (a small sewer easement) will be required to facilitate the new sewer connection, therefore the Council will commence an 8-24 referral to TPZ for review\recommendation as necessary. At the Council meeting various aspects of the vast and complex project will be discussed, therefore the MDC and their consultant (CDM) will attend and provide a project orientation and entertain questions as necessary.

BUILDING DEPARTMENT

- An Electrical Permit was issued for communication cabling to the new chapel annex building located at 679 Willard Avenue.
- A Building Permit for the construction of a Yurt at 281 Milk Lane.
- A Mechanical Permit for a wood stove to heat the Yurt at 281 Milk Lane.
- There were 2 Building Permits issued for new residential houses. The addresses are 38 Harvest Court and 40 Harvest Court.
- In the 2015 calendar year, the Building Department received a total of 2318 applications and did 2871 inspections. All this was done by only 2 full time inspectors and a part time inspector who comes in 1 ½ days a week. There is one secretary in the department.
- Seminars attended by our inspectors for their continuing education credit were:
 - A. Hanke - Fire Protection Requirements and Features per the 2012 IRC – December 14, 2015.
 - There were two Certificates of Occupancy issued in December. Both were residential – 10 Deming Farm Drive and 45 Waverly Drive.
 - Building Department activity for the month of December was as follows: The Inspectors completed a total of 230 inspections. They were: A/C (2), Above Ceiling (4), Boiler (5), CO (1) Decks (4), Electrical

(20), Final (75), Footings (4), Foundation (7) Framing (4), Gas Line (31), Hot Water Heater (1), Insulation (10), Mechanical (4), Plumbing (2), Roofing (6), Rough (47), Sheathing (2), Sprinkler (1).

- The total number of Building/Renovation Permits issued / applied for the month of December was **190** producing a total permit value of **\$3,477,454.00**.

They are categorized as follows:

| <u>TYPE OF PERMIT</u> | <u># OF PERMITS</u> | <u>VALUE OF PERMITS</u> |
|------------------------------|---------------------|-------------------------|
| ADDITIONS / ALTERATIONS | 28 | 1,815,673.00 |
| DECK | 2 | 11,000.00 |
| DEMOLITION | 1 | 12,000.00 |
| ELECTRICAL | 43 | 230,141.00 |
| FENCE | 0 | 0.00 |
| FIRE SUPPRESSION / SPRINKLER | 0 | 0.00 |
| FOOTING / FOUNDATION | 0 | 0.00 |
| FUEL TANK | 2 | 3,649.00 |
| GARAGE / SHED | 0 | 0.00 |
| MECHANICAL | 44 | 155,971.00 |
| NEW COMMERCIAL | 0 | 0.00 |
| NEW MUNICIPAL | 1 | 23,046.00 |
| NEW RESIDENTIAL | 4 | 793,523.00 |
| PLUMBING | 24 | 39,389.00 |
| POOL | 0 | 0.00 |
| ROOFING/SIDING | 23 | 245,685.00 |
| SIGN | 8 | 4,898.00 |
| SOLAR | 10 | 142,479.00 |
| TENT | 0 | 0.00 |
| TOTAL | 190 | \$3,477,454.00 |

The total Building income fees received in the month of December was **\$38,502.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$615.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$225.00, Copies, Books and Maps \$36.50 Driveway / Excavation \$125.00 Engineering copies \$105.50. The other total income is \$1167.00.

Below is a comparison of the Permit Values for December 2015 and December 2014:

| | <u>2015</u> | <u>2014</u> |
|---------------------------------------|----------------|----------------|
| Value of Permits issued for December: | \$3,477,454.00 | \$1,305,140.00 |
| Fees for Permits issued for December: | \$38,502.00 | \$15,880.00 |
| Other income Fees for December: | \$1,167.00 | \$1,468.00 |
| Building Permits Issued for December: | 190 | 143 |

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

| <u>2015-2016</u> | | <u>2014-2015</u> | |
|------------------|-------------------|------------------|-------------------|
| <u>Value</u> | <u>Permit Fee</u> | <u>Value</u> | <u>Permit Fee</u> |
| \$16,484,794.00 | \$195,593.00 | \$11,871,354.00 | \$143,296.00 |

HUMAN SERVICES

- Much of the month staff were preparing and implementing the annual Holiday Gift program. The program was a huge success with over 4,000 gift items received, as well as gift cards and food donations. All segments of the Newington community were involved including houses of worship, schools, civic groups, scouts, businesses, Town employees, Town Council members and residents.

Stuff-a-Cruiser (Police) and Stuff-a-Truck (Police, Fire and NEMS) had beautiful, unseasonably warm event days and had great turnout and generous donations. 416 households, representing 860 individuals (254 children, 274 seniors and 332 adults) participated in the gift program.

- The Clothing Closet served 18 households, providing 28 bags of clothes.
- The Food Bank assisted 112 households (*foodbank closed 2 days due to Gift distribution) with 558 bags of groceries distributed
- Open Air Market served 109 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 4 residents with 6 bills, 4-utility, 2-housing. 1 resident was 60+.
- The Social Casework Program jumped from 93 to 124 cases. 41 were new referrals.
- The Youth and Family Counseling Program had 12 active cases. There were no new cases. Clinicians provided 13 clinical therapy sessions with a total of 15 clinical service hours.
- 6 police referrals were received for follow up.
- 8th grade Adventure Bound Challenge program went to Mountain Fun Climbing Gym for a mix of climbing and indoor challenge elements. We have had over 90% attendance at all ABC events this fall.
- Fall SCORE finished up and Winter/Spring 2016 brochures were delivered to the schools and emailed to 280 email registrants. We are currently accepting registrations.
- The 5th grade Adventure Learning Program (ALPS/SUCCESS) participants enjoyed unseasonably warm final challenge days at our outdoor challenge course this month.
- The High School Self-Awareness class participated in the annual Christmas tree set-up and auction at the Wadsworth Athenaeum in Hartford and we wrapped up the 11th & 12th grade sessions on December 18th. The 9th & 10th grade sessions will begin February, 2016.
- There were 3 requests for community service. 50 hours were completed.
- Director Futoma and LaBrecque attended the “Meet the Town Officials” event and UNICO’s Toy Drive Dinner.
- We were also called out to a residential fire to provide resource information and support to the family. Fortunately, no one was injured.
- There were 2 JRB referrals this month.
- Staff attended workshops, trainings and meetings throughout the month.
- CCSU Social Work student intern, Kim Robbins, wrapped up her semester with Pat Meskill, Rik Huggard and the Transition Academy in a variety of programs and assisted with the holiday gift distribution. She will return late January for another semester.

December 2015 Statistics

| Selected Programs | FY 15-16 Undp. Total This Month | FY 15-16 Undp. Total Last Month | FY 15-16 Cum. Undp. Total YTD | FY 14-15 Cum. Undp. Total YTD |
|--|--|--|--|--|
| Youth & Family Counseling Cases | 12 | 13 | 19 | 19 |
| Youth & Family Service Hours | 15 | 28 | 144 | 132 |
| JRB Cases | 2 | 0 | 5 | 3 |
| Positive Youth Development | 156 | 131 | 1868 | 1834 |
| Information and Referral | 1273 | 1164 | 5394 | 6091 |
| Social Casework Cases | 124 | 92 | 359 | 307 |
| Under 55 = | 41 | 22 | 109 | |
| Under 55 Disabled = | 37 | 31 | 103 | |
| Over 55 = | 46 | 39 | 147 | |
| Social Casework Service Hours | 162.50 | 132.50 | 961 | N/A |
| Under 55 = | 60.25 | 32.25 | 222 | |
| Over 55 and/or disabled | 102.25 | 100.25 | 739 | |

| | | | | |
|---------------------------------------|------------|------------|-------------|-------------|
| Food Bank Households | 112 | 115 | 813 | 943 |
| #Bags of Groceries Distributed | 558 | 510 | 3869 | 3743 |
| Special Needs | 4 | 5 | 44 | 46 |

SENIOR AND DISABLED CENTER

- The Center celebrated the holiday season with a performance by the very talented Newington High School Madrigal Singers at a party hosted by the equally talented students from the Transition Academy.
- Both the Senior Club and AARP 697 held their holiday banquets this month with the first at the Center and the second at the Chowder Pot.
- On December 1, many participants enjoyed a “Protecting Our Eyes as We Age” Presentation & Eye Care Bingo. Michele Mominee from Primary Eye Care Center spoke about cataracts, glaucoma, dry eyes, macular degeneration and eye lid surgery. There were prizes and giveaways.
- On December 11th, volunteer Rose Bolton (also the manager of the Gift Shop) led a workshop in creating unique holiday cards in the regular and popular card making class.
- Girl Scout Kara Boninsegna, who is working on her Girl Scout Gold Award, wrote a cookbook targeting older adults who cook for one. She demonstrated several recipes in a hands on workshop and gave out a copy of her cookbook on December 16th.
- The Center is working with local Scout Derin Yetil on his Eagle Scout project to install a shed in the Center’s backyard for the Giving Garden program.
- The Center partnered with the Connecticut Injury Prevention Center (a program of CCMC/Hartford Hospital) at a screening event for a new fall risk assessment tool that they hope to see adopted by primary care physicians throughout their network. Participants were treated to lunch and were given an opportunity to complete the online screening with a report generated and distributed. Mayor Roy Zartarian attended the event as did representatives of the Hartford Insurance Company, program sponsors.
- “Ask the Director”, an informal coffee hour, started this month. Center Director, Dianne Stone, hosted the program and was available answer any questions members might have about the Center.
- The Aging Mastery Program® wrapped up its formal sessions on December 23rd. Participants of this 10-week program will continue to track their progress for a few more weeks leading up to a graduation celebration.
- A new monthly program, TED Talk and Discussion, was held for the third month. December’s featured TED Talk was George Takei’s *Why I love a country that once betrayed me*.
- As of the end of August, the Center had 1,829 paid members, including 186 Fitness Center members. There are 878 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3017 by 457 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. The Door Counters were re-installed and connected to the Town’s network so more accurate counting should be available soon.
- Dial-a-Ride provided 1344 trips this month, covering 3745 miles.
- Center staffing was complemented by 690 hours of unpaid service in 221 instances by 41 volunteers.

PARKS AND RECREATION

Recreation Division

- Registration for Winter 2016 programs has been ongoing throughout the month. Most Winter programs will begin the first week of January
- Program information is currently being compiled for the Spring 2016 Program Guide.
- A total of 19 children attended Gingerbread House Workshops on December 2 and December 8.
- Recreational swimming was offered during Winter Vacation week on December 28, 29, 30 and 31.
- Basketball Coach Orientation was held with over 75 volunteer coaches on Saturday, December 5.

- Training was held for Youth Basketball staff on December 19.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program began with approximately 480 children in grades 2 through 12 (Kindergarten and Grade 1 program to start on January 2 with approximately 100 children). Registration numbers were very similar to last year.
- The Parks & Recreation and Newington Chamber of Commerce annual “Night of Lights” was held on Saturday, December 5 in the center of town with approximately 600 people in attendance. The event combined the Tree Lighting on the Town Green and the Holiday Carol Sing. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor Roy Zartarian, Beth Manke, Don Woods, our Volunteer Fire Departments, the Police Department, and choirs from Newington High School, Martin Kellogg and John Wallace Middle Schools .
- The Santa’s Workshop event was held on the weekend of December 4 and December 5. Approximately 200 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. Canned goods were also collected and donated to the Newington Food Bank.
- The 1st Winter Wonderland was held simultaneously with the Santa’s Workshop in the Mortensen Community Center Gymnasium. This event featured two animatronic ride on animals (Snow Tiger and Rudolph), Stardust the Clown making balloon animals and the Amazing Andy performing magic.
- A ‘Pay It Forward’ promotion was offered on our Facebook page and included a photo scavenger hunt type challenge for residents to find envelopes in town parks. This promotion was featured on WFSB Channel 3, NBC 30 and Fox 61 and received very positive feedback. Many residents participated and enjoyed trying to find the envelopes.

UPCOMING – RECREATION DIVISION

- Most Winter programs will begin in early to mid-January.
- The Spring Program Guide will be created during the month of January and sent to print when completed. The Spring Program Guide will be distributed to Newington residents in the March issue of the Newington Life.

Parks and Grounds and Cemeteries

- Final decorations were installed and preparations made for the annual tree lighting on Main Street.
- West Meadow Cemetery was the site for the Wreaths Across America ceremony. The ceremony was conducted by local veterans in conjunction with the national effort.
- Personnel continued with fall cleanup operations.
- There were 14 interments in town cemeteries.
- Winter equipment was prepared for the upcoming snow/ice season.
- Personnel responded to 1 incident of snow and ice removal.

LIBRARY

- The library is receiving a lot of positive comments about being open on Sundays again. Patrons who can’t make it to the library during the week love coming to the library on Sundays.
- The Children’s Department offered 56 programs to 1,737 children and their caregivers. *Winter Craft Night* was wildly successful with 175 children enjoying an evening of gingerbread house making and winter crafts and games. Other highlights included the *Sam Pascoe Band* performance for all ages, holiday ornament making, a *Star Wars* party and a Pre-School New Year’s Eve Day party. The children’s staff were also busy with class visits from 3rd & 4th grade elementary school students, outreach to daycares and preschools and regular story times.
- Adults and teens were kept busy with 11 programs offered to a combined audience of 181 adults and teens. Programs included several holiday programs including *Holiday Bake*, *Taste & Swap*, *ReDefined READS Holiday Gifts* and *Throwback Holiday Ornament Crafting*. Other programs included *Veterans Today and Yesterday* with Newington resident Col. Evon and *Movies and More* featuring the film *St. Vincent’s*. Teen Programs included *Teen Jewelry Workshop* and *Teen Craft Blowout*.
- Total circulation of library materials was 27,931. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,391 times from the library website. An average of 479 people visited the library each day. There were 8,510 visits to the library’s homepage. Popular online services included *Ancestry.com*, *Novelist* and *Kids Novelist*, *Reference USA* and *Chilton’s Auto Repair*, *BookFlix*, *PebbleGo: Animal & Social Studies* databases. Museum passes were

used 97 times this month, an increase of 64%. The reference staff answered 4,733 reference questions. Free library meeting space was used 405 times during the month.

- The Statewide delivery system called C-Car that transports interlibrary loans and materials returned to our library back to the owning libraries had a major disruption this month when the vendor that does the delivery for a large portion of the state made the decision to discontinue the contract with the State. In addition, we found out that this vendor had a huge backlog of library materials from many libraries in its warehouse that had not been delivered for quite a while. Many patrons had been waiting for items from other libraries for a while or had returned items that were sitting in the warehouse not being returned right away due to the problems with this company. The State is working on straightening out this mess. The Library received several huge shipments of backlogged items during the month that took many hours to sort and process.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to complete the 2016-2017 library budget due on January 4, 2016.
- The Friends of the Library are busy planning for the annual *Wine, Beer & Cheeses Social* to be held on Friday, January 22, 2016. Tickets are on sale now for \$12 in advance and \$15 at the door. The evening will include beer and wine tasting courtesy of *Connecticut Beverage Mart*, cheese tasting courtesy of *Stew Leonard's*, a teacup auction and jazz music provided by *The DeChamplain Trio*. Friends' membership drive, and promotion of Library programs are the focus of this outreach effort.
- In technology news the RFID tagging of the music CDs is almost complete. Work has begun on tagging the DVDs and Blu-Ray DVDs. We should be able to go live with the self-checkouts soon. Technology programs for the public included *How Do I Turn this Thing On?* - a computer trouble shooting program, *Tech Troubleshooting with Teens*, and *Tech 4 U*.
- In facilities news, we continued to have temperature control problems in the library. Technicians are still working to resolve the problem. The library had new carpeting installed over the RFID gates that extending to the carpet in front of the Circulation desk.
- Topics of note that were researched this month included:
 1. Places that take telephone grocery orders and deliver food.
 2. How to contact Uber to get a ride.
 3. Which Hover Boards were recalled?
 4. How to upholster a dining room chair.
 5. Who was Blackbeard?
 6. Books to show art of Van Gogh.