



Tanya Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya Lane, Town Manager
Date: October 21, 2016
Re: Monthly Report – September 2016

GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane attended the Town Hall Renovations Project Building Committee meetings.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.
- Mrs. Lane attended the 911 Ceremony at Company #1 Fire House.
- Mrs. Lane attended the Newington Student Assistance Fund 50th Anniversary Celebration at Town Hall.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.

Legal Services

The legal amounts for the September monthly report are as follows:
Rome (Modern Tire/Firestone) - \$123,897.64.

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of September 2016 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	58.3	\$ 2,666.87
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 830.64
ROAD MAINTENANCE	4.0	\$ 172.20
TRAFFIC DIVISION	4.5	\$ 193.73
MILLING/OVERLAY	98.9	\$ 4,399.97
RUTH CHAFFEE SCHOOL	26.7	\$ 1,203.73
TOTALS	212.4	\$ 9,467.14

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	4.0	\$ 163.80
Turf and Grounds Maintenance	45.0	\$ 2,156.87
TOTALS	49.0	\$ 2,320.67

POLICE DEPARTMENT	16-17 Budget Overtime Appr.	Overtime Expended 16-17 YTD	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD
Administration	\$ 7,459.00	\$ 0.00	\$ 7,254.00	\$ 278.93
Patrol	609,919.00	174,299.79	603,738.00	202,056.78
Investigation	83,433.00	5,024.90	76,132.00	10,758.21
Communication	170,443.00	52,466.68	162,698.00	33,077.29
Education/Training	130,461.00	26,205.16	120,943.00	14,217.14
Support Services	36,261.00	7,572.26	34,408.00	5,076.07
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 265,568.79	\$ 1,008,179.00	\$ 265,464.42
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 9,680.04	\$ 25,212.00	\$ 4,859.90
Snow and Ice Control	148,440.00	0.00	148,440.00	0.00
Traffic	3,702.00	1,625.87	3,000.00	693.11
Vehicles and Equipment	29,949.00	4,598.86	26,949.00	7,707.29
Leaf Collection	48,989.00	0.00	50,999.00	0.00
Total	\$ 256,292.00	\$ 15,904.77	\$ 254,600.00	\$ 13,260.30
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 23,235.74	\$ 77,091.00	\$ 18,852.41
Cemeteries	15,012.00	1,139.77	18,371.00	2,318.45
Total	\$ 92,103.00	\$ 24,375.51	\$ 95,462.00	\$ 21,170.86

PERSONNEL

- Steven Kosofsky was hired as the new Assessor effective October 7, 2016.
- The Detective Division continues to conduct backgrounds on candidates for the Dispatcher position.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The second month of the 2016-17 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2016-17 plan year were estimated at \$987,630. The total paid claims from the Health Benefits Fund for August 2016 were \$713,911. 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 August, 2016

	Town	Board of Education	Total
Estimated Claims	490,204	1,485,056	1,975,260
Actual Claims	299,596	1,162,449	1,462,045

FACILITIES MANAGEMENT

Data is unavailable at this time.

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Chief Information Officer, Mr. Paul G. Boutot, Network Administrator/Project Leader, Mr. John Bolduc and Network/Application Specialists, Mr. Scott Hoagland and Mr. Steve Pollock and GIS Technician, Mr. Kevin Daley.

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

- Closing 108 help desk work orders.
- Attending kickoff meeting for the upcoming NexGen Law Enforcement Administration System (LEAS) project. LEAS is scheduled to replace the Police Department's existing KTI Computer Aided Dispatch and Records Management Systems.
- Updating the town's financial application to the latest software release.
- Modifying several applications and servers to accommodate telephone system changes.
- Producing new voting district maps for the Registrars of Voters.
- Creating a new database application to track printer maintenance and supplies.
- Attending Geographical Information Systems (GIS) online training provided by ESRI.
- Installation and setup of telephone call accounting software on new applications servers in the town's new domain.
- Installation, setup and configuration of MS SQL 2016 for Police Department LEAS project.
- Assisting finance department with end of year processes.
- Working on Vermont Systems (Parks & Recreation) and Munis Financials (Finance Department) payroll interface.
- Setting up new telephone and computer for Police Department Evidence Technician.
- Automating the setup, installation and removal of LEAS software on police department computer workstations using customized scripts.
- Automating the deployment of LEAS software on police department mobile data terminals (MDT's).
- Configuring new MDT's to use town Wi-Fi when available and then LTE/cellular when Wi-Fi is not available.
- Testing new Group Policy settings for new MDT units.
- Upgrading the library's MK LibManager software version to the latest revision.
- Attending department, town, regional and webinar meetings as needed.

FINANCE

Accounting and Administration

- Work continued on the 2015-16 audit which is expected to be completed by early December.
- On the system's side, the MUNIS accounting system was successfully "closed" for fiscal year 2015-16 and 2016-17 "opened."
- On September 27th, in accordance with the Memorandum of Understanding, the 2015-16 Health Benefits Fund settlement was completed with a credit of \$1,286,179 owed to the Board of Education and the Town side had a negative result of \$213,439.
- Ms. Harter attended the MDC budget workshop on September 26th.

The Town received the following major grants during the month: three PILOT programs - State-Owned Property of \$560,153, Municipal Revenue Sharing of \$169,211 and Colleges & Hospitals of \$1,529,519. 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)

9/30/2016

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$22,541	\$28,657,922
Special Revenue Funds	5,400	4,600	4,003,590
Capital Projects Funds	1,500	1,233	1,034,003
Internal Service Fund	2,400	2,590	2,379,841
Trust and Agency Funds	4,000	984	1,031,050
TOTAL, ESTIMATED BY FUND			\$37,106,406

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.47	0.42	3,615	3,407	\$9,338,227
Bank North	0.20	0.20	334	337	2,037,835
People's Bank	0.32	0.32	1,991	2,189	7,591,415
Santander Bank	0.45	0.45	3,345	3,463	9,072,454
Farmington Bank	0.40	0.40	3,463	3,186	9,066,475
Total Outstanding Investments					\$37,106,406

Rates reflect avg. monthly yield, annualized

Assessor

- The elderly tax relief program was completed and all required filings were done with the State of Connecticut in a timely manner.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of September, 2016.
- There were four court cases from the 2015 revaluation that were heard and settled.
- Personal property accounts were inspected and visited to determine taxable status as of October 1, 2016. Personal property declarations were made available to all business owners in Newington through our internet site and by direct mailing.
- Fifty percent of properties with building permits were inspected and collectively provided very little increase to the real estate sector.

Revenue Collector

- Collections for September on the 2015 Grand List amounted to \$626,146.51 and back taxes collections were \$63,258.22 and \$4,437.83 was collected on suspense accounts.
- This year's total collections through September were 54.9% which was the same percentage collected through September of 2015 which was 54.9%.
- Demand Notices were mailed to 3,824 taxpayers who are delinquent on Personal Property and Motor Vehicle taxes. This step is in preparation for the Alias Tax Warrants to go to the Constables for collection in October.

TOWN CLERK

- Revenue continued to be strong throughout September generating a total of \$65,842.75. There were 58 property transfers for a total of \$8,372,111.00. State conveyance tax collected was \$58,230.75 and \$19,410.25 was collected in Town conveyance tax.
- A total of 432 documents were filed on the land records during September including: 130 mortgages, 160 releases, 12 probate certificates, 11 liens & 15 Foreclosure Registrations.
- A total of four (4) Residential properties each sold for over \$300,000.
- The staff issued 138 certified copies of vital records, 20 burial permits and 10 cremation permits.
- Staff catalogued five Notary Public commissions and eight Trade Name certificates.
- There were 76 electronically recorded documents generating \$9,689 in recording fees.
- Thirty-three 45 day Blank Ballots were issued to Military Voters & Residents Traveling Outside the Country beginning on September 23, 2016.
- On September 22nd & 23rd the Town Clerk attended the annual Election Conference sponsored by the Secretary of the State. Topics included a review of the Election Management System (EMS) by the SOTS office staff, presentation by CIRMA regarding the new filing requirements for Workers Compensation notification, discussion of Election applications and deadlines for issuing of ballot types.
- The Town Clerk attended Continuing Education regarding “How the Mechanics of Elections Are Impacted by Politics”, presented by Dr. Paul Petterson.

DATA SUMMARY SEPTEMBER 2016				
	<u>September - 16</u>	<u>September - 15</u>	<u>FY 16/17 to Date</u>	<u>FY 15/16 to Date</u>
Land Record Documents	432	475	1379	1426
Dog Licenses Sold	45	47	387	402
Game Licenses Sold	6	2	17	8
Vital Statistics				
Marriages	11	17	40	74
Death Certificates	20	30	50	93
Birth Certificates	21	21	52	79
Total General Fund Revenue	\$ 37,937.75	\$ 42,666.44	\$ 237,075.00	\$ 141,561.86
Town Document Preservation	\$ 1,131.00	\$ 1,121.00	\$ 3,658.00	\$ 3,511.00
State Document Preservation	\$ 646.00	\$ 732.00	\$ 2,020.00	\$ 2,162.00
State Treasurer (\$36 fee)	\$ 11,448.00	\$ 13,140.00	\$ 35,928.00	\$ 38,880.00
State Treasurer (\$127 fee)	\$ 5,280.00	\$ 4,318.00	\$ 17,907.00	\$ 15,621.00
State Treasurer (\$110 fee)	\$ 7,620.00	\$ 4,400.00	\$ 18,150.00	\$ 14,850.00
Locip	\$ 954.00	\$ 1,095.00	\$ 2,994.00	\$ 3,240.00
State Game Licenses	\$ 163.00	\$ 58.00	\$ 438.00	\$ 206.00
State Dog Licenses	\$ 342.00	\$ 363.00	\$ 2,576.50	\$ 2,705.50
Dog Licenses Surcharge	\$ 122.00	\$ 118.00	\$ 898.00	\$ 980.00
Marriage Surcharge	\$ 209.00	\$ 152.00	\$ 570.00	\$ 418.00
Total State Office Revenue	\$ 27,905.00	\$ 25,507.00	\$ 85,139.50	\$ 82,573.50
Grand Total	\$ 65,842.75	\$ 68,173.44	\$ 322,214.50	\$ 224,135.36

POLICE DEPARTMENT

- Patrol Calls for September are as follows:

Alarm Hold Up	4	Threatening In Progress	1	K9 Call	3
Assault In Progress	1	Alarm Commercial Burg	43	LandlordTenantDispute Report	2
Breach In Progress	9	Alarm Residential Burg	50	Larceny from MV Report	6
Burglary In Progress	1	Animal	18	Larceny Report	41
CustomerDispute InProg	4	Assault Report	1	Location General	233
Domestic In Progress	23	Assist Notification	1	Lockout Building	2
Drug Active	3	Assist Other Agency	44	Lockout MV special circ	1
EDP In Progress	9	Breach Report	2	Medical Fall	3
EDP Report	1	Burglary Report	7	Medical Other	2
Fire Alarm	22	Car Seat	1	Medical Stand By	2
Fire Hazmat	4	CheckWelfare 911hangup	15	Medical Trauma	1
Fire Other	14	Check Welfare Other	51	Missing	8
Fire Structure	5	Clear Lot	6	MV Abandoned	3
Fire Vehicle	3	Pris/Paperwork to Court	18	MV Assist	48
Gun Report	1	Criminal Mischief Graffiti	1	MV Complaint In Progress	37
Harassment In Progress	1	Criminal Mischief Report	5	MV Complaint Report	17
LandlordTenantDisputeInProg	2	Customer Dispute Report	4	MVA Evading	16
Larceny from MV In Progress	2	Dog Complaint	37	MVA Property Only	110
Larceny In Progress	18	Domestic In Progress	1	Neighbor In Progress	4
Larceny Report	1	Domestic Report	6	Neighbor Report	8
Location General	1	DUI	5	Noise	17
Medical Alarm	11	EDP In Progress	1	Parking Violation	8
Medical Cardiac	23	EDP Report	4	Pistol Permit Temp	27
Medical Diabetic	4	Escort Funeral	7	Property Found	14
Medical Fall	53	Escort Other	7	Property Lost	10
Medical Other	129	Escort Tax	3	Recovered Stolen MV	2
Medical Respiratory	23	Fingerprint	11	Serve Warrant	32
Medical Trauma	5	FireCODetectorno sympt	1	Sexual Assault Report	1
Medical Unresponsive	7	Fire Structure Fire	1	Specific Detail CAD number	102
MV Assist	1	Fire Trouble Alarm	5	Stolen MV	5
MVA Injury	9	Fire Water Problem	3	Sudden Death	2
MVA Property Only	1	Fireworks	1	Suspicious In Progress	5
Open Door / Window	7	FollowUp	76	Suspicious Report	28
Robbery In Progress	3	Harassment Report	7	Test Police	1
Shots Fired	1	Hazard	16	Threatening Report	2
Suicide Attempt	1	Illegal Dumping	4	Tow	9
Suicide	1	Indecent Exposure	1	Town Ordinance Violation	4
Suspicious In Progress	96	Intoxicated	7	Traffic Stop	471
Suspicious Report	3	Juvenile Complaint	13	Trespass In Progress	6
				Trespass Report	3
				TOTAL	2288

- Investigations and calls by Patrol Officers in September included:
 - On 09/25/16 at 0350 hours, officers were dispatched to a residential neighborhood to investigate a suspicious person complaint. The complainant had reported that a female may be having an argument with a male on the street in a blue mini-van.

Upon arrival, an officer observed a blue mini-van parked on the side of the street with its lights activated. The officer approached the mini-van and made contact with the female operator. A male then exited another vehicle and approached the officer.

As the officer was speaking to the two individuals, they appeared to be acting very suspicious and the male was becoming aggressive. The officer approached the male and attempted to handcuff him. The male refused to be handcuffed and attempted to grab the officers' hands. The officer was able to take the male down to the ground. During this time, the officer attempted to handcuff the male. The male was able to wrap his leg around the officers' throat and began choking him. Eventually, the officer was able to gain control of the male and handcuff him. As a result of the incident, the officer sustained minor bruises and abrasions on his neck, hands, elbow, and knee.

The male was transported to the Newington Police Department where he was processed and held on a \$100,000.00 bond for the following violation to C.G.S.:

1. Strangulation 3rd Degree in violation of C.G.S. 53a-64cc
2. Unlawful Restraint 2nd Degree in violation of C.G.S. 53a-96
3. Breach of Peace in violation of C.G.S. 53a-181
4. Assault on an Officer in Violation of C.G.S. 53a-167c
5. Interfering with an officer - Assault in violation of C.G.S. 53a-167a
6. Assault 3rd Degree in violation of C.G.S. 53a-61

- On 09/11/2016, officers were dispatched to investigate a suspicious person complaint at a gas station in Newington. Dispatch stated the complainant was a customer at the gas station and reported a white male was "acting strange and gyrating" in a pickup truck in the parking lot.

An officer arrived on scene and reported the occupant was flailing his arms and body around in the vehicle. The officer was informed by a gas station employee that the suspect was parked at the gas pump for over ten minutes prior to officers' arrival. Officers spoke to the suspect who stated was very nervous and acting out of the ordinary.

Officers felt the suspect may have narcotics in the vehicle and ultimately searched the interior of the vehicle. During a search of the vehicle, officers located several bags of heroin and drug paraphernalia.

The suspect was charged with the violation of CGS 21a-279(a): Possession of a Narcotic Substance.

- In September, Detective Division Personnel:

- Handled 103 investigations, 52 remain ongoing and 51 were closed by investigative methods.
- Served 33 arrest warrants, 29 by Patrol Officers and 4 by Detective Division personnel.
- On September 25th Michael and Jennifer Thalmann were arrested by warrant and each charged with two counts of Risk of Injury to a Minor and two counts of Cruelty to Persons. The arrests were the result of an investigation by the Newington Police Department Detective Division that began in May of 2016. An investigation was initiated after detectives received information from the Connecticut Department of Children and Families regarding Michael and Jennifer Thalmann's treatment of their children. The investigation revealed that the Thalmann's failed to provide two adoptive children with adequate food, struck them with paddles, and secured them in locked dog cages as forms of discipline. Both Michael and Jennifer Thalmann were detained on \$250,000.00 bonds which they later posted.
- During the month of September, detectives assumed responsibility for investigation of an armed robbery that occurred on September 1st at the Friendly's Restaurant located at 3420 Berlin Turnpike. This incident involved two male suspects who were armed with handguns and dressed in masks and dark clothing. The suspects entered the establishment after business hours when the building was occupied by employees only. They announced that the restaurant was being robbed, but apparently fled prior to taking any money. No one was injured. Detectives processed the crime scene for physical evidence and this incident remains under investigation.
- During the month of September, detectives assumed responsibility for investigation of an armed robbery that occurred on September 8th in room 102 of the Siesta Motel located at 2089 Berlin Turnpike. The victim informed responding officers that he had arrived at the Siesta Motel with a friend and as he and his friend were walking into their Room (102) a male suspect approached them from behind. The suspect displayed what appeared to be a handgun, telling the victim to give him his duffel bag or he would shoot him. The victim gave the suspect the duffel bag and the suspect fled on foot. This incident is currently under investigation.

- During the month of September, detectives assumed responsibility for investigation of a robbery that occurred on September 19th in room 122 of the Siesta Motel located at 2089 Berlin Turnpike. This incident involves the reported theft of a handgun and is currently under investigation.
- In September, the Community Service Officer (CSO):
 - Continued to work as a co-chair on the Newington Police and Fire Golf Classic.
 - Participated in and served as coordinator for 4 Citizens Police Academy sessions.
 - Worked in conjunction with several town departments as a resource and support zoning issues in various parts of town.
 - Attended POST session 353 graduation.
 - Organized and worked the Car Seat Clinic at the Waterfall Festival.
 - Attended PIO and Social Media training.
 - Researched the possibility of creating a Police Department app.

UCR/NIBRS Selected Crimes
Preliminary August 2016 **August 2015**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	--	--	--	--
Robbery	1	0	2	1,026
Assault	8	--	9	--
Burglary	5	80	13	56,489
Larceny Theft	65	50,437	64	56,208
Auto Theft	6	25,953	5	35,800
Totals	85	76,470	93	149,523

- During the month of September 2016 the Police Department arrested 78 adults: 1 for rape by force, 2 for robbery, 6 for assault, 1 for motor vehicle theft, 3 for stolen property, 1 for vandalism, 2 for sex offenses, 21 for drug related charges, 2 for offenses against family and children, 9 for dui, 3 for disorderly conduct, 22 for larceny, and 19 for other offenses. We also arrested or referred 11 persons under the age of 18: 3 for assault, 4 for burglary, 1 for larceny, 3 for drug related charges, and 2 for other offenses.
- Police Department Overtime:
 - Comparison
 - OT August \$ 82,866 2 pay periods in August
 - OT September \$125,983 3 pay periods in September with a holiday
 - Total Increase \$ 43,117 due to 3 full pay periods and a holiday
 - During September, 1 officer was at the academy in training, 1 officer was on light duty, and there is 1 dispatcher vacancy. These vacancies have an impact on the overtime for a total of 3 positions vacant on the schedule in the patrol division and dispatch. The Detective Division continues to conduct backgrounds on candidates for the Dispatcher position.
 - Admin overtime \$0.
 - Patrol overtime \$82,848, an increase of \$31,004. Overtime included \$12,000 for holiday pay, investigations for Midstate Regional Accident investigation, DUI arrests EMS subcommittee meeting, ammo inventory, robbery investigation, burglary, larceny interviews, subpoenas, domestic calls, sudden death report, Sergeants meeting, Honor Guard for 9/11 ceremonies, disorderly call, Citizens Police Academy, rifle cleaning, casework, juvenile arrest, search warrants, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division overtime: \$2,280, an increase of \$644. Overtime included casework follow-ups, evidence seizure, crime scene investigation, robbery investigation, DEA assistance, and interviews.
 - Communications overtime: \$2,509, an increase of \$8,081. Overtime included \$2,200 for holiday pay, several time off leaves, fire call coverage, OT to fill a dispatcher vacancy while in training, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime: \$10,786, a decrease of \$1,016 for training classes consisting of Emergency Response Team training, firearms training, stop stick training, F.O.I, crisis intervention, practical skill, telecommunications, and public information training.
 - Support Services overtime: \$4,977, an increase of \$4,404. Overtime included Citizens Police Academy, car seat clinic, Mid State Regional Accident investigation, and staff coverage.
 - ACO overtime \$0.

FIRE DEPARTMENT – SEPTEMBER 2016 INFORMATION

- The following is a report of the training activities of the Newington Fire Department for the month of September, 2016.

Training Summary

Haz-Mat Operational Certification	2 Members	64 hours
Firefighter 1 Certification	2 Members	212 hours
Company 3 Training	Radio Communications	80 hours
Officer Training	Aerial Operations	30 hours
Core Training Co. 3&4	SCBA	64 hours
Core Training Co. 1&2	SCBA	90 hours
Capital Region Training		6 hours
Total Hours		546 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of September, 2016.

INSPECTIONS	10
INSPECTION FOLLOW-UPS	47
PLAN REVIEW	8
JOB SITE INSPECTIONS	10
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	5
COMPLAINTS	3
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	5

Incidents:

- There were no significant fire incidents or injuries reported in September. Responded to **26** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended the funeral for retired Deputy Fire Marshal Robert Roy at West Meadow Cemetery.
- Attended the wake for retired Company #1 member Percy Hebert's wife at Newington Memorial.
- Attended 9-11 Memorial and Dedication Committee meeting at fire headquarters.
- Hosted the monthly meeting of the Capital Region Fire Marshals Association at TJ's on Cedar.
- Attended a wake for retired Wethersfield Fire Lieutenant Chuck Flynn in Wethersfield.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters.
- Attended a meeting with Town staff and representatives from the Waterfall Festival Committee to review emergency planning and the set-up plans for this year's event on Market Square.
- Attended the Annual 9-11 Remembrance and Memorial Dedication Ceremony at fire headquarters.
- Attended a Town Council meeting to request a bid waiver for the purchase of the new Engine-1.
- Attended the monthly meeting of the Newington Safe Home Task Force at Town Hall.
- Coordinated the fire departments participation and conducted inspections of all fire lanes, electrical and propane cooking equipment prior to the start of the Annual Waterfall Festival on Market Square.
- Participated in the 11th Annual Peter Lavery Motorcycle Ride assisting a crew from Truck-1 set-up the American Flag on Main Street.
- Attended the monthly officer training session at fire headquarters. Topic: Truck Operations.
- Attended the swearing in ceremony for the new Chief of the Cromwell Fire Department at the Coles Road Station.
- Attended the quarterly meeting of the Employee Health & Safety Committee at Town Hall.
- Assisted the CERT team conduct an inventory reorganization of our emergency shelter supplies at the Chapman Street firehouse.
- Attended the Annual Company #3 Family Picnic at Station 3 on West Hill Road.

- Attended the 14th Annual Connecticut Firefighters Memorial Service at the State Fire Academy. The monument bears the name of the two Newington Firefighters who lost their lives in the line of duty.
- Attended the monthly Company Drill at fire headquarters. Topic: SCBA.
- Attended a special meeting of the Board of Fire Commissioners to review personnel issues.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at the Kellogg Eddy House.
- Attended a meeting with the Town Manager, Human Services Director, Police Chief, Zoning Enforcement Officer and public health officials to review conditions and concerns regarding the residential properties on the Berlin Turnpike.
- Attended a meeting with Town staff and representative from Vallabhdham Temple on Church Street to review and approve plans for an upcoming special event.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works Team meetings.
- Attended several construction project meetings.
- Continued with Landfill closure project tasks, attended pre-bid meeting and bid opening.
- Continued with supervision and coordination of all construction projects.
- Attended ASFCME contract negotiation meetings.
- Attended annual Waterfall Festival coordination meeting.
- Completed bi-annual recertification for underground storage tanks.
- Assisted with blight enforcement.
- Completed and submitted annual DEEP recycling report.
- Attended Risk Management seminar at UConn as part of Road Master Program.

Roadway Maintenance

- Continued with litter pickup/graffiti Town wide.
- Continued with Town wide pot hole patching.
- Highway operators continued with Landfill material processing.
- Crews completed major catch basin repairs on Beacon St., Fisk and Veterans Drive.
- Crews removed approximately 80' of hazardous sidewalk on Sequin Street.
- Completed the construction of a second play scape at Ruth Chaffee School.
- Completed the reconstruction and paving of 800' of pathway at Ruth Chaffee School.
- Completed milling and paving projects on Highridge Road, Tremont Street (partial), Avery Road, Deepwood Drive, Elmridge Terrace, Gilbert Road, Kitts Lane (partial), Pine Street, Puritan Lane, Revere Drive, Dalewood Road, Dogwood Lane, Forest Drive, Franklin Circle, Juniper Street, Salem Drive, Urban Lane and the intersections of Hawley Street and Constance Leigh Drive.
- Completed the total reconstruction of a 300' portion of Forest Drive.
- Crews completed extensive roadway patching on Foster Street and Orchard Avenue.
- Began reconstruction of the Highway Department's entrance road and parking lot.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Police Department with relocation of speed boxes.
- Assisted with road closures for the Annual Waterfall Festival.
- Assist Highway crews with traffic control for roadway milling and paving.
- Continued Town wide painting of pavement markings including marking fire lanes at various schools.
- Assist outside vendor with the line striping of Kitts Lane after milling and overlay project.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Began the setup of the third and final police patrol vehicle.
- Continued with emergency repairs of road reconstruction equipment throughout the month.
- Began seasonal maintenance, setup and repair of all leaf collection equipment.
- Began fall service for all Fire Department apparatus and equipment.

Sanitation/Recycling/Landfill

- Scheduled 1053 residential bulk items for collection for the month.

- Scheduled 97 condominium bulk items for collection for the month.
- Scheduled 38 condo/residential scrap metal items for collection for the month.
- 1461 tons of cumulative Municipal Solid Waste were collected from July through August.
- 459 tons of cumulative recyclables were collected from July through August.
- 122 mattresses and 122 box springs were collected from July through August.
- 79 televisions were collected from July through August.
- Issued 49 permanent landfill permits and 12 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on September 14, 2016:

- Approved Petition #33-16: Special Permit (Section 3.15.4: Drive Through Restaurant) at 3120 Berlin Turnpike (Panera Bread).
- Approved Petition #34-16: Site Plan Modification (Drive-Through Lane) at 3120 Berlin Turnpike (Panera Bread).

Regular Meeting on September 28, 2016:

- Approved Petition #39-16: Special Permit (Section 6.2.4: Free-Standing Business Sign) at 800 N. Mountain Road.
- Approved, with conditions, Petition #38-16: Special Permit (Section 6.2.4: Free-Standing Business Signs) at 2288 Berlin Turnpike and Prospect Street.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- Sept. 7: Met with applicant's engineer re project on Kitts Lane.
- Sept. 14: Staff meeting re Newington Ridge Preserve retaining wall.

TOD/CTfastrak/Amtrak Corridor Planning:

- Sept 8: participated in staff meeting re: Hartford Line Newington Station.
- Sept 28: participated in staff meeting with DOT re: TOD planning grant.

Grant-Funded Project Activities

- Sept. 21: Discussed agriculture-related grant opportunity with Town Manager.

Board and Commission Meetings:

- Sept. 14: Attended TPZ regular meeting.
- Sept. 28: Attended TPZ regular meeting
- Sept. 28: Attended Town Council meeting.

Professional Development/Training:

- September 1: Viewed CCM webinar on telecommunication tower siting.

Miscellaneous

- Sept. 7: Attended monthly Public Works Team meeting.
- Sept. 16: Interviewed by CCSU planning student.
- Sept. 13: Attended I-84 informational meeting in Hartford.
- Sept. 13: Attended quarterly CRCOG bike/ped committee meeting. .
- Sept. 15: Attended CRCOG workshop of flood insurance.
- Sept. 20: Attended staff meeting re: Alumni Road traffic signal.
- Sept. 28: Attended monthly department head meeting.
- September: Responded to approximately 31 phone messages from citizens, applicants, staff and elected/appointed officials.
- September: Received and sent approximately 459 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of September, forty-four excavation permits were issued:
 - Gas Lateral – 15
 - Driveway – 19
 - Gas Main – 5
 - MDC Patch – 4
 - Sidewalk Lateral - 1
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project:
Location: 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). The specific areas and locations of maintenance were dictated by the Department of Agriculture, Natural Resource and Conservation Service (NRCS).
Status – Major Project operations completed, restoration to access path along Brookside Road remains.
Historical info. Link: The Town of Newington has implemented a portal (via link) on the Town's.
- The Town Engineer attended the monthly Department Head Staff meeting.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Inland Wetland meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- **Wetlands:** In the Month of September, The Town Engineer acting as the Wetland Agent, Administered (0) Application(s) via the Agent Approval process. 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. Additionally, the Town Engineer and Inland Wetland Chairman regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** Engineering continued to review (4) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and\or Inland Wetland regulations. Engineering reviews multiple iterations of plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations.
- **Sidewalks\Concrete Work:** Status: Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) was the successful bid candidate for the FY 2016-2017 concrete maintenance and repairs contract. Engineering continues to assess, catalogue (measure, estimates, etc.) and prepare a schedule in preparation for the next fiscal year beginning 07/01/2016. The first wave of concrete work has been accomplished for handicap ramp replacement on the roads scheduled for Mill & Overlay. The next phase of sidewalk repair has commenced at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Engineering staff continues to administer and prepare the first round of stonewall repair work in town. Staff has catalogued and slated repairs for as early as this fall. Wall restoration will consist of repair of failing sections of wall utilizing material "in kind" of the existing wall. To reiterate, the wall restoration includes removal, repair and minor drainage efforts. Walls will continue to be examined, monitored and scheduled for repair as the program moves forward.
- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) have been completed. Roads are continually evaluated and scheduled for repair, drainage and\or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads requiring edge drainage and\or basin top replacement were catalogued and will be scheduled in advance of the M&O. The Highway Superintendent and Town Engineer will continue to meet in a continued effort to compare paving evaluations and perform field inspections scheduled for later in the fall in advance of preparing\updating the (5) year roadway C.I.P.

- **B.O.E. Design\Project Administration:** Status – Currently under Construction, Engineering staff has administered the design effort with the **Ruth Chaffee** parking lot, playground and site improvement plan. Engineering has completed the survey stakeout with operations (DPW) completed for the parking lot on the east side of Chaffee School. The Inland Wetland Application 2016-04 AA, 160 Superior Ave. was Agent Administered for the installation of a second play scape and related drainage appurtenances. Site operations (Phase II) have also been conducted by Town of Newington, Highway forces. Bituminous concrete paths on the west side of the property have been reconstructed. The playground was prepared by DPW, although constructed by various sub-contractors specializing in the playground installation (concrete, play surface, equipment install, etc.). Status: - **Anna Reynolds school** – Engineering (in collaboration with a Landscape Architect) completed the final design stages of parking improvements proposed for the location adjacent to the ball field west of Fenn Road. Engineering developed the necessary plans to facilitate the Inland Wetland Application; 2016-14AA, 85 Reservoir Road. This application was administered by the Wetland Agent and approved in July, 2016. Activities proposed entail a proposed concrete sidewalk along the exit drive with minor paving and grading. This sidewalk serves two purposes by which it creates a safer, more formalize parking & child transfer area and it connects the building walks with Fenn Road. The concrete contractor is scheduled to commence operations the first two weeks of October. DPW forces will be responsible for the bituminous concrete pavement restoration.
- **D.O.T. – Vendor in Place Program (VIP) – Status:** On-going, The “Maintenance” division of D.O.T. prepares the yearly Mill & Overlay Program with operations completed over the summer months of August/September. M&O operations commenced over a section of Route #175 from the intersection of Willard Ave. (Rte. #173) to the intersection of Constance Leigh Drive. Additionally, the “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) Status: On-going, for Traffic Signal Improvements throughout the State. The Town of Newington will receive improvements at (9) intersections throughout town. The Town of Newington website has a link to the D.O.T. construction portal indicating the intersections slated for improvements. The DOT operations have commenced and are at various stages of construction. Rizzo construction is the primary contractor and Martin Laviero is the sub-contractor responsible for all sidewalk replacement. Engineering has coordinated the efforts of both DOT operations to include the milling, overlay, updating of loops, etc. in advance of the Constance Leigh Streetscape Project and the Town of Newington M&O.

BUILDING DEPARTMENT

- An Application was submitted and is under review for the fit up of Starbucks at 14 Fenn Road for a coffee drive thru standalone building.
- A permit was issued for a double drive thru at McDonalds located at 2355 Berlin Turnpike.
- Kieran Kilkenny started working in the Building Dept. on September 19, 2016 as an Assistant Building Official replacing Richard (Red) Smith who retired on September 2, 2016.
- Permits issued for the Town were:
 - A roofing permit for Company 2 Fire House located at 190 Richard Street.
 - A roofing permit for Company 3 Fire House located at 255 West Hill Road.
 - A building permit for the excavation of Foundations and replacement of terrocotta wall (deterioration) at 111 Golf Street.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - 2016 State Building Code Administrative Review and Updates – 9/14/16.
 - K. Kilkenny - 2016 State Building Code Administrative Review and Updates – 9/14/16.
- There was one Certificate of Occupancy issued in September. It was for a single family residence located at 14 Deming Farm Drive.
- Building Department activity for the month of September was as follows: The Inspectors completed a total of 168 inspections. They were: A/C Installation (1), Above Ceiling (2), Boiler (1), CO (3), Decks (2), Electrical (7), Final (55), Footings (12), Foundation (6), Framing (7), Gas Line (18), Insulation (7), Mechanical (1), Plumbing (2), Roofing (2), Rough (41), Site Visit (1).

- The total number of Building/Renovation Permits issued / applied for the month of September was **176** producing a total permit value of **\$2,533,451.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	44	1,469,185.00
DECK	3	25,500.00
DEMOLITION	0	0.00
ELECTRICAL	41	215,658.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	7,250.00
GARAGE / SHED	0	0.00
MECHANICAL	30	515,976.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	25	85,777.00
POOL	2	11,500.00
ROOFING/SIDING	18	155,481.00
SIGN	6	27,304.00
SOLAR	2	16,820.00
TENT	1	3,000.00
TOTAL	176	\$2,533,451.00

The total Building income fees received in the month of September was **\$28,000.00**.

- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1070.00, Environmental \$300.00, Conservation \$200.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$43.00 Driveway / Excavation \$3817.50 Engineering copies \$60.00. The other total income is \$5750.50.

Below is a comparison of the Permit Values for September 2016 and September 2015:

	<u>2016</u>	<u>2015</u>
Value of Permits issued for September:	\$2,533,451.00	\$3,266,725.00
Fees for Permits issued for September:	\$28,000.00	\$39,837.00
Other income Fees for September:	\$5,750.50	\$4,387.00
Building Permits Issued for September:	176	209

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

<u>2016-2017</u>		<u>2015-2016</u>	
Value	Permit Fee	Value	Permit Fee
\$8,590,186.00	\$71,631.00	\$7,819,741.00	\$96,786.00

HUMAN SERVICES

- The Food Bank assisted 146 households with 694 bags of groceries distributed.
- Open Air Market served 133 households during 2 bi-weekly distributions this month.
- Staff continue to prepare for and interview/qualify residents for the food bank/clothing closet and upcoming holiday programs.
- Human Services' annual appeal for donations & support was mailed with donations beginning to trickle in.

- Human Services' annual volunteer meeting for holiday preparations was held. Approximately 45 people attended. We anticipate more than 100 volunteers assisting with this program in Nov. & Dec.
- The Clothing Closet served 20 households, providing 26 bags of clothes.
- The Special Needs Fund assisted 9 residents with 10 bills, 4-utility, 5-housing and 1-medical bill. 4 residents were 60+.
- There were 94 cases in our Social Casework program. 35 were new referrals.
- The Youth and Family Counseling Program had 20 active cases, 4 of which were new. Clinicians provided 38 clinical therapy sessions with a total of 51 clinical service hours.
- Pat Meskill met with the NHS GSA group for future planning.
- Pat also attended several school Open Houses and a meeting with school psychologists and guidance counselors to share and receive information about our/their programs and services.
- 2 police referrals were received for follow-up.
- There were no JRB referrals this month
- Fall SCORE registration was extended for programs in November and December with openings.
- The Challenge Course was very active this month and continues to expand annually. October and November are also looking busy. There were 335 participants on the challenge course this month.
- The first classroom sessions and 2 challenge course days were held for the 5th grade Adventure Learning program.
- Our new "Outdoor Trekkers" program started registering high school youth. This program will also identify new potential mentors for summer 2017.
- Fall activities have been planned with NHS Self-Awareness class. This will involve in-school and off-site sessions that will include adventure-based activities such as the challenge course, kayaking and at least one community service project. We will have juniors and seniors the first half of the year and freshmen and sophomores for the second half.
- There were 2 requests for community service. 25 hours were completed with some hours carried over into October.
- Several staff attended a free, one day Crisis Intervention Training refresher that provided additional training. CIT is primarily designed for law enforcement. Several Newington Police officers have also been trained, with more to be trained in the future.
- Karen Futoma received an award from CLASS Connecticut Local Administrators of Social Services for her initiation of the hoarding working group leading to the formation of a State Task Force and other achievements.
- Safe Homes Task Force continues to meet to address at-risk and/or complaints.
- Staff attended workshops, trainings and meetings throughout the month.
- CCSU student intern Kayla Gugliotti has begun and attended the CIT training and is sitting in on interviews and assisting with food bank/holiday program registrations.

September 2016 Statistics

Selected Programs	FY 16-17 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 16-17 Cum. Undp. Total YTD	FY 15-16 Cum. Undp. Total YTD
Youth & Family Counseling Cases	20	13	24	16
Youth & Family Service Hours	51	26.25	104.50	70
JRB Cases	0	0	0	3
Positive Youth Development	398	266	1393	1211
Information and Referral	1079	963	2968	2009

Social Casework Cases	94	107	152	249
Under 55 =	22	26	48	61
Under 55 Disabled =	25	27	35	82
Over 55 =	47	54	69	106
Social Casework Service Hours	143.25	179	450.75	516.75
Under 55 =	34	39.50	115.75	97.75
Over 55 disabled and/or disabled	109.25	139.50	335	419
Food Bank Households	146	156	458	445
#Bags of Groceries Distributed	694	748	2176	2115
Special Needs	9	6	21	26

SENIOR AND DISABLED CENTER

- The Center celebrated National Senior Center Month with a special Jazz and Juleps party on September 30th with live jazz music by guitarist David Giardina, mint juleps with fresh mint from the garden and refreshments. The program was made possible by a grant from the NCOA and the American Federation of Musician’s Musicianfest program.
- On September 8th Master Gardener Helena Thompson demonstrated how to harvest potatoes from grow bags in a follow up to the earlier planting program in the Giving Garden.
- On September 9th, Chef Janet McClendon from Atria Greenridge Place demonstrated and served a meal of Beef Wellington to an appreciative audience.
- The Aging Mastery Program (AMP®) started a new 10 week session this month. This is an exceptional program that the Center hopes to continue to offer.
- The Veteran’s Coffee Hour continues to gain momentum a steady group of veterans meeting to share camaraderie, develop new friendships and learn about benefits, entitlements and services. The program is hosted by Wayne I. Rioux, Veterans Liaison for Hartford Healthcare at Home.
- Tech help continues to be available in the Center’s computer learning center with volunteers Jim Late and Jay Slater on duty two days a month.
- Staff from Centers participating in the LGBT Moveable Senior Center attended a training program in Newington as part of the expansion of this program from 5 to 11 Centers. Funded by Connecticut Community Care, Inc. through a grant from the Noble Fund, this innovative program has been very successful.
- Center Director Dianne Stone attended the National Institute of Senior Center’s Annual Conference on September 26-28.
- EXPO planning is in full swing with vendors and sponsors applying to participate. The EXPO will be held on November 4th from 10-12 and is open to the public.
- As of the end of September, the Center had 1,700 paid members, including 214 Fitness Center members. There are 930 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 3527 by 547 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 and show that approximately 350 people a day used the Center.
- Dial-a-Ride provided 1176 trips to 106 people this month, covering 3541 miles.
- Center staffing was complemented by 614 hours of unpaid service in 220 instances by 51 volunteers.

PARKS AND RECREATION

Recreation Division

- Registration for fall programs began on September 6th for Newington residents. Registration for non-residents began on September 20th.
- The school year at the Creative Playtime Preschool Program began on September 7th.

- Training was held at Newington High School for all aquatics staff members on September 14th and 21st.
- Most fall programs began in early October with a few programs that began in late September.
- The indoor pool at Newington High School opened on September 26th for recreational swimming. The pool will be available on Monday, Wednesday and Friday evenings from 7:00-8:45 p.m. for recreational swimming during the school year.
- An open house for parents of children attending Creative Playtime Preschool program was held on September 26th.
- The fall session of swim lessons began on September 28th.
- Department is partnering with Dick's Sporting Goods (Community Marketing Program) for Youth Basketball.
- Planning for the Youth Basketball season has begun—the program will begin in December.
- A t-shirt design contest is being held for Newington students in grades K through 8 to design the shirt for our Youth Basketball program. Contest ends on December 2.
- Community Center staff training was held on September 25—additional CPR/First Aid training for staff will be held November.

Upcoming – Recreation Division

- Creative Playtime Preschool program participants will have their first field trip to the Lucy Robbins Welles library on November 18th. The children will be bussed to the library for a program from 10:00 to 11:00 a.m.
- Women's Volleyball League will begin on October 11.
- Men's Basketball League will begin in November--meeting with team reps will be held in October.
- Staff will attend the Connecticut Recreation & Parks fall training institute regarding Seasonal Employees and Employment Law in October.
- Staff will attend the Connecticut Recreation & Parks annual training institute in November.
- The first 7th and 8th grade dance of the school year will be held on October 21st.
- Youth Basketball registration information will be distributed in the schools to students in Kindergarten through grade 8 in mid-October.
- Teen Center will be open to students in grades 5 through 12 starting on November 4th.
- The Children's Halloween Party to be held on Saturday, October 29th from 1:00 to 3:00 p.m.

Parks and Grounds and Cemeteries

- Removed damaged playground equipment for Seymour Park.
- Repaired entrance gate at Seymour Park.
- Spruced up the grounds of the Town's five fire stations for 100 year anniversary photos.
- Spruced up the grounds of the Town's other facilities.
- Prepared the West Meadow Cemetery grounds and provided tables, chairs, tents and trash containers for the "Cherish Our Children" event.
- Provided assistance with tables, chairs and trash containers for the "Waterfall Festival".
- Hydro-seeded a roadside area for the Highway Department.
- Performed maintenance on baseball diamonds.
- There were 10 interments and 3 sales at Town cemetery.

Tree Warden

- Removed large hanging branch over Town sidewalk 44 Welles Drive North
- Removed dead maple tree from town right of way 90 Robbins Avenue
- 114 Candywick Drive tree that fell from town property into abutting property. Need to schedule other half for removal.
- Remove dead birch tree corner of Dowd and Neil Drive.
- Complaint from bus garage, on low hanging branches 67 Coles Ave. Pruned willow tree up off road
- Prune back branches on Town property away from residence at 35 Green Ave. Also removed two dead trees from same parcel of Town land.
- Prune low hanging branches from walk path between Vivian and Maple Hill Road.
- Clear obstructed stop sign corner of Dix Ave. and Fifth Street.
- Remove dead branches, and prune white pine trees next to 103 Fifth Street.
- Removed dead Birch tree from cul-de-sac on Spur Lane.
- Removed dead, storm damaged maple tree from 80 Kenlock Street.

- Remove two dead maple trees from 85 Theodore Street.
- Posted, at the request of Board of Education and Engineering Department, 8 cherry trees located on side of exit drive at Anna Reynolds School. This is due to sidewalk/safety project about to begin.
- Posted oak tree, front of Town Hall for Facilities Director, for ADA ramp improvements.
- Pruned low hanging branches located at bus drop off at E. Green School. Branches were hitting bus roofs.
- Pruned low branches away from roof and gutters at Kelsey House, requested by Facilities Director. Also removed a dead cedar tree next to driveway and a dead hemlock tree along Main Street.
- Concern from resident at 159 Briarwood Road about leaning Spruce tree. Looked at tree, determined it is $\frac{3}{4}$ on Town Property, but have not determined need for removal. No evidence that tree is uprooting or in distress, will seek more opinions before proceeding further.
- Removed overgrowth and pruned trees at bus parking lot to make room for new busses. This work involved pushing back the wood line so busses could be doubled up.
- Received concern about cherry tree at Anna Reynolds with large crack. Investigated and found tree is dying and does have large crack and hollow sound when hit. Tree is next to power lines, called Rick Sullivan, from Eversource to look at tree for their removal. He agreed with need to remove and they will do it due to closeness to power lines.

LIBRARY

- The annual Library Board of Trustees meeting was held, at which officers were elected; Diane Stamm as President, LeeAnn Manke as Vice President, LeeAnn Manke as Acting Treasurer and Judy Igielski as Secretary. Several businesses and individuals were honored. Honorees included Newington Children's Dentistry, Turnpike Motors Autobody, Inc., Diana Young, Natalie Harbeson, the Asar Siblings-Sokaina, Syed Abeer, Syed Ali and Syed Mehlayal and Jeanette Francini. The trustees also had a free concert at the Town Hall Auditorium as part of its *George C. Hanel Fine Arts Series* that featured the acoustic music of the duo *Acoustic Eidolon*.
- The library participated in an initiative call *Beyond the Walls and Outside the Lines*, an opportunity for libraries around the world to step out of their normal parameters and reintroduce themselves to their communities in new and interesting ways. Library staff popped up around town during the week of September 11-17 to bring the library and its services to people in town. It was such a great way to get out and meet people and let them know what the library has to offer them. The places that staff popped up were the Kiwanis Flea Market, Newington VA Hospital, school open houses, Friendly, McDonalds, Newington Senior and Disabled Center, Newington Chamber 7am Network, Southfield Children's Center, Kidco, CT Fastrak on Cedar Street, Cedar Mountain Commons, Middlewoods and Savers.
- The Friends of the Library had a busy month with its Fall Flower Power Fundraiser, a Mini Media Sale that also included great science fiction books and planning for a fall bus trip to Hyde Park in New York.
- Assemblies were held at all elementary and middle schools to give special recognition to all of the summer reader participants. A magic show by *Magician Mataias* entertained the younger students and certificates were awarded. The Children's staff was once again present at the Open Houses for all of the elementary and middle schools as well.
- In addition to school assemblies the Children's Department was kept busy attending the elementary & middle schools Open Houses providing outreach to the preschools and daycares, regular storytimes and offering a variety of fun and educational programming. The *Science of Hogwarts* program was a big hit with 3-5th grade participants who watched Mad Science conduct experiments Professor Snape style and then stopped at the many *Hogwart* stations. The evening edition of the popular music and stories program for preschoolers' began with a four week series much to the delight of working parents. Other programs offered included *Chess Club*, *Stories and Art*, *Tales to Tails* and *Construction Club*. All together the Children's staff offered 47 programs to 2,966 children and their caregivers.
- Adults and teens were offered 17 fun and interesting programs that were attended by 393. Teens had a Teen Advisory Board meeting and held a Forever YA book discussion. The Teen librarian were also present at the high school Open House, talking to teens and parents about library resources and services. The teen librarians were also given a tour of the high school's reworked library media center and its collection. Adults enjoyed several film programs including the viewing of *Suffragette* starring Meryl Streep, *The Asphalt Jungle* starring Sterling Hayden and *High Society* starring Bing Crosby and Grace Kelly. A new healthcare literary series program titled *Doctors, Insurance and Wills! Oh My!* began with a kick-off concert featuring *The Elderly Brothers* and the first program of the series *Medicare 101*. Adults also enjoyed a concert of world music by Acoustic Eidolon and were able to color at *The Joy of Coloring* programs.

- Total circulation of library materials was 27,193. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,433 times from the library website. 15,009 people visited the library during the month. There were 7,233 visits to the library's homepage. Popular online services included *Ancestry.com*, *Reference USA*, *Universal Class*, *Morningstar*, *BookFlix* (a 77% increase), *PebbleGo Animal*, *Social Studies and Dinosaurs* databases., Museum passes were used 61 times this month, the most popular were *New Britain Museum of American Art*, and *Mystic Aquarium*. The reference staff answered 5,217 reference questions. Free library meeting space including study rooms was used 263 times during the month.
- In technology news, Teen Librarian Bailey Francis and Assistant Library Director Karen Benner had a follow-up meeting with Jay Salerno, Director of Educational Technology for the Board of Education and Kate Norton, Digital Content Specialist to nail down programs we had been talking about collaborating on. It was a fruitful meeting that culminated in offering *An Hour of Code* program to be held here at the library in December, on a Friday night. Software issues with the library's ILS continued to be problematic and required a lot of staff time. The software has been making it difficult to login easily and/or it was dropping staff periodically throughout the day. Karen Benner, Digital Services Librarian Jennifer Hebert and Town IT staff are working on these issues. Technology programs offered were Publisher 2013 Basics, Tech Troubleshooting with Teens and Tech 4 U.
- In personnel news, Part-time Reference Library Technician, Nicole Nichols left for a full-time job at Quinnipiac University Law Library. She will be greatly missed. Her position will be posted in October. Kaitlin Gontarz was hired as a Circulation Substitute Library Technician to replace Sarah Riordan. Staff continued to take advantage of professional development opportunities participating in webinars about "Evaluating Children's Books" or attending State Library workshops about "Advanced Book Trailer" training.
- In facilities news, new energy efficient windows were installed in the Reference office and in the basement to replace broken windows. New shelving was installed at the Circulation desk as part of the repurposing and reconfiguration of the area. Because the DVDS no longer have to be kept behind the Circulation desk thanks to the RFID system, the space is being reconfigured to use more efficiently for deliveries and interlibrary loans. The cleaning service overall has been good. Business Manager Lynn Caley does a great job keeping on top of the building and any issues that may occur.
- Topics of note that were researched this month included:
 1. Stories about getting hearing aids.
 2. Books about grammar.
 3. Information on Health Savings accounts.
 4. How to raise chickens.
 5. Does a lapsed driver's license require a driving test.