



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: December 21, 2015
Re: Monthly Report – November 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 Economic Development Director & Mayor Zartarian to tour Town of Newington.

Legal Services

The legal amounts for the November 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 November 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	186.4	\$ 8,773.07
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 705.36
ROAD MAINTENANCE	0.0	\$ ---
TRAFFIC DIVISION	0.0	\$ ---
LEAF COLLECTION (INCLUDES SEASONAL)	1098.2	\$ 44,030.45
SNOW (EQUIPMENT PREPARATION)	43.5	\$ 2,059.71
TOTALS	1344.1	\$ 55,568.59
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Leaves	204.6	\$ 9,283.89
Football	8.0	\$ 327.60
Banner	4.0	\$ 163.80
Burial	4.0	\$ 163.80
Decorations	24.0	\$ 1,135.09
TOTALS	244.6	\$ 11,074.18

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	\$ 1,808.02
Patrol	603,738.00	353,879.93	607,287.00	263,768.94
Investigation	76,132.00	28,523.12	79,169.00	27,293.99
Communication	162,698.00	76,339.30	161,160.00	80,574.18
Education/Training	120,943.00	34,099.64	117,276.00	43,204.17
Support Services	34,408.00	15,358.14	34,189.00	17,518.37
Animal Control	3,006.00	0.00	5,546.00	0.00
Total	\$ 1,008,179.00	\$ 509,350.71	\$ 1,011,686.00	\$ 434,167.67
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 8,870.63	\$ 29,622.00	\$ 12,813.45
Snow and Ice Control	148,440.00	1,629.06	145,534.00	0.00
Traffic	3,000.00	1,360.39	4,665.00	1,051.19
Vehicles and Equipment	26,949.00	17,209.96	29,363.00	17,168.13
Leaf Collection	50,999.00	32,090.46	50,000.00	33,189.11
Total	\$ 254,600.00	\$ 61,160.50	\$ 259,184.00	\$ 64,221.88
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 30,102.55	\$ 75,588.00	\$ 35,480.80
Cemeteries	18,371.00	3,047.65	18,007.00	5,623.82
Total	\$ 95,462.00	\$ 33,150.20	\$ 93,595.00	\$ 41,104.62

PERSONNEL

- The interview process for the Groundskeeper I (LT-10) position continued with three candidates selected to proceed to the practical test in December.
- Tyler Grant was offered the position of Police Officer after completing the final testing exams. He will be sworn in as a police recruit on December 21st and will begin his training at the Connecticut Police Academy (POST) on December 31st.

RISK MANAGEMENT

2014-15 Blue Cross/Blue Shield Plan Year

The fourth month of the 2015-16 plan year produced a combined paid claim total that was higher 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 October 2015 were \$894,334. 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 October, 2015

	Town	Board of Education	Total
Estimated Claims	733,208	2,658,188	3,391,396
Actual Claims	872,940	2,569,252	3,442,192

FACILITIES MANAGEMENT

The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of November.

Work Order Completions

- The Facilities Maintenance Department has completed 63 formal work orders during the month of November at various Town Buildings.

Library

- Installation of the new high efficiency boiler & pumps is complete and inspected.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Installed 2 exhaust fans to exhaust the air from the tunnels under the building where the main sewer line was replaced to help control the air quality of the building.

Fire House 1

- Installation of the new High Efficiency Boiler & pumps is complete and inspected.

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:

- Completing 80 work orders
- Resolving issues related to antivirus and backup software.
- Installing quarterly server updates.
- Completion of the Police Department's Video Wall project.
- Providing Geographical Information Systems (GIS) mapping data to the Town Engineer, Police Department and Town Manager regarding a proposed sidewalk and school walking path revision.
- Providing GIS mapping data to the Town Engineer to resolve a town line property dispute and data for a proposed lighting plan at Clem Lemire Recreation Complex.
- Providing assistance (graphics) to Registrar of Voters to assist with vote counting.
- Providing assistance (graphics) to Parks and Recreation for their seasonal bulletin board.
- Assisting Parks and Recreation vendor, Vermont Systems, with the setup and configuration of their new records/program management system, RecTrac.
- Upgrading the Assessor's Office computer aided mass appraisal (CAMA) system.
- Modifying the Police Department's License Plate Reader system to point to a new network location.
- Establishing a wireless SSID to support the Senior and Disabled Center's Expo event.
- Upgrading the Library's RFID software application from 4.0.1.16 to 4.0.3.5.
- Facilitating network changes to allow remote viewing of in-car police video cameras from the town's network infrastructure.
- Meeting with Sertex Utility Services to discuss the design and construction of a fiber optic network that would connect all town and board of education buildings. Sertex was awarded a Capitol Region Council of Governments (CRCOG) contract that went out to competitive bid for the installation and maintenance of fiber optic cabling.
- Configuring network accounts for newly elected town council members.
- Issuing tablets to Town Council members. The devices assist members with staying connected with the Office of Town Manager and access to various documentation (agendas, meeting documentation, etc.).
- Attending various department, staff and regional meetings as required.

FINANCE

Accounting and Administration

- The MUNIS budget module was activated during the month for Town departments to begin entering their requests for the General Fund FY 2016-17 Operating budget.
- Stipends were paid to public safety volunteers during the month.
- Financial statements for the 2014-15 audit were finalized and forwarded to the Town's auditors.

There were no major grants received from the State of Connecticut during the month of November. 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)

11/30/2015

	Interest Earnings		\$ Invested
	Budget FY2015-16	Actual Year to Date	
General Fund	\$68,350	29,261	\$18,294,002
Special Revenue Funds	5,500	3,336	3,990,221
Capital Projects Funds	800	758	1,030,712
Internal Service Fund	2,400	1,432	2,020,983
Trust and Agency Funds	2,400	1,190	1,027,266
TOTAL, ESTIMATED BY FUND			\$26,363,184

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2015

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.21	0.15	1,431	991	\$7,158,651
Bank North	0.20	0.20	553	940	3,036,742
People's Bank	0.32	0.32	1,334	1,378	5,072,571
Santander Bank	0.35	0.35	1,543	1,705	5,549,818
Farmington Bank	0.40	0.40	2,130	3,465	5,545,402
Total Outstanding Investments					\$26,363,184

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November.
- All work on the October 1, 2015 grand list continued. The office will be involved in this process until January 31, 2016. The process included the item listed below:
- Approximately 1,494 personal property declarations were mailed out. The Assessor's office processed over 75% of those personal property declarations during the month.
- The supplemental motor vehicle list was received from the Department of Motor Vehicles. All vehicles were priced by staff. This database was worked on for the entire month to assure that credits were applied correctly. The regular motor vehicle list will be received in December.
- The 2015 revaluation process continued in November. Notices of the new assessments were mailed to residential and condo owners. eQuality held informal hearings for three weeks during the month for those owners. Each hearing averaged about 15 owners per day for a total of about 200 hearings. Commercial properties were worked on during the month for a mailing in December. 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 the year. Meetings were held with our IT department to prepare for the transition away from Vision on to eQuality.

Revenue Collector

- Collections for November on the 2014 Grand List amounted to \$309,604. Collections for prior year taxes amounted to \$67,859 which included \$4,331 for suspense collections.
- This year's total collections through November were 55.2% which is slightly above last year's figure of 55.1% for November 2014.
- The Constable and Sheriff are still collecting overdue taxes.
- During the first week of November delinquent notices were mailed to 265 real estate accounts, 91 personal property accounts and 2,500 motor vehicles accounts.

- Preparation is under way for the second installment mailing of the Real Estate, Personal Property and Supplemental Motor Vehicle bills.

TOWN CLERK

- There were 63 transfers for a total of \$7,610,770. State conveyance tax collected was \$57,081 and \$19,027 was collected in Town conveyance tax.
- There were six residential sales-each sold over \$400,000
- A total of 441 documents were filed on the land records during November including 97 mortgages, 60 liens, 147 releases and 36 probate documents. 54 of these documents were electronically filed on the land records generating \$6,787 in revenue.
- The staff issued 80 certified copies of vital records, eight burial permits and four cremation permits.
- Six Notary Public commissions and eight Trade Name certificates were recorded.
- Staff catalogued five liquor permits, five Notary Public commissions, four Trade Name certificates and two survey maps.
- The office issued eleven passes to the landfill station.
- Copy revenue totaled \$2,234; \$1,380 was generated by the online land record portal.
- Staff issued 251 absentee ballots for the November 3rd Municipal election.
- As mandated by the Newington Charter, Town Clerk, Tanya Lane, called to order the Town Council Organizational Meeting on November 10th and administered the oath of office to the newly elected municipal officials.

<u>DATA SUMMARY NOVEMBER 2015</u>				
	<u>Nov. - 15</u>	<u>Nov. - 14</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	441	347	2375	2089
Dog Licenses Sold	26	21	556	379
Game Licenses Sold	8	16	118	152
Vital Statistics				
Marriages	13	11	88	131
Death Certificates	18	30	127	129
Birth Certificates	21	18	114	135
Total General Fund Revenue	\$ 34,565.43	\$ 26,618.75	\$ 229,520.13	\$192,874.33
Town Document Preservation	\$ 942.00	\$ 816.00	\$ 5,703.00	\$ 4,930.00
State Document Preservation	\$ 582.00	\$ 466.00	\$ 3,464.00	\$ 3,098.00
State Treasurer (\$36 fee)	\$ 10,476.00	\$ 8,388.00	\$ 62,316.00	\$ 54,504.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 2,921.00	\$ 25,637.00	\$ 16,002.00
State Treasurer (\$110 fee)	\$ 3,960.00	\$ 3,850.00	\$ 24,530.00	\$ 20,570.00
Locip	\$ 873.00	\$ 699.00	\$ 5,193.00	\$ 4,542.00
State Game Licenses	\$ 72.00	\$ 166.00	\$ 730.00	\$ 1,429.00
State Dog Licenses	\$ 267.00	\$ 121.00	\$ 3,232.50	\$ 2,432.00
Dog Licenses Surcharge	\$ 90.00	\$ 38.00	\$ 1,152.00	\$ 854.00
Marriage Surcharge	\$ 38.00	\$ 76.00	\$ 532.00	\$ 836.00
Grand Total	\$ 56,310.43	\$ 44,159.75	\$ 362,009.63	\$302,071.33

POLICE DEPARTMENT

- After completing the final testing exams, Tyler Grant was offered the position of police officer. He will be sworn in as a police recruit on December 21st and will begin his training at the Connecticut Police Academy (POST) on December 31st.
- Of the four candidates from the Fall Process that continued into background investigations, two are remaining. Pre-offer polygraphs are scheduled for early December.
- Patrol Calls for November are as follows:

Assault In Progress	3	Open Door / Window	9	Escort Tax	5
Breach In Progress	10	Robbery In Progress	1	Fingerprint	27
Crim Mischief In Prog	2	Shots Fired	1	Fire CO Detec no sym	9
Cust Dispute In Prog	11	Suicide Attempt	2	Fire Trouble Alarm	1
Domestic In Progress	25	Suspicious In Progress	92	Fireworks	2
Domestic Report	1	Suspicious Report	1	Follow Up	75
Drug Active	2	Threatening Report	1	Harassment Report	9
EDP In Progress	14	Traffic Stop	1	Hazard	27
Fire Alarm	24	Alarm Commercial Burg	66	Illegal Dumping	1
Fire CO Detector w/sym	1	Alarm Residential Burg	49	Intoxicated	6
Fire Hazmat	2	Animal	12	Juvenile Complaint	8
Fire Mutual Aid Request	1	Assault Report	2	K9 Call	2
Fire Other	11	Assist Notification	4	Landld/Tenant Disp Rpt	2
Fire Rescue	1	Assist Other Agency	23	Larceny from MV Rpt	30
Fire Structure Fire	4	Burglary Report	6	Larceny Report	47
Fire Vehicle Fire	1	Car Seat	6	Location General	72
Harassment In Progress	4	Ck Welfare 911 hang up	29	Lockout Building	1
Larceny from MV Rpt	1	Check Welfare Other	31	LTA	9
Larceny In Progress	22	Clear Lot	1	Medical Stand By	5
Medical Alarm	16	Pris/Paperwork to Court	19	Missing	2
Medical Cardiac	21	Criminal Mischief Graffiti	1	MV Abandoned	3
Medical Diabetic	7	Crim Mischief Report	15	MV Assist	56
Medical Fall	60	CSO	1	MV Complaint In Progress	30
Medical Other	95	Customer Dispute Rpt	2	MV Complaint Report	10
Medical Respiratory	28	Dog Complaint	43	MVA Evading	14
Medical Trauma	5	Domestic Report	4	MVA Property Only	88
Medical Unresponsive	7	Drug or Para found	3	Neighbor In Progress	3
MV Assist	2	DUI	5	Neighbor Report	4
MVA Evading	2	EDP Report	2	Noise	7
MVA Injury	12	Escort Funeral	5	Parking Violation	9
MVA Property Only	1	Escort Other	3	Tow	5
Pistol Prmt Temp Issd	10	Sexual Assault Report	2	Town Ordinance Vio	1
Property Found	12	Specific Detail CAD#	90	Traffic Stop	438
Property Lost	2	Stolen MV	7	Trespass In Progress	4
Recovered Stolen MV	2	Sudden Death	1	Trespass Report	3
Robbery In Progress	1	Suspicious Report	35	Total	2041
Serve Subpoena	1	Threatening Report	3		
Serve Warrant	23	Tobacco	1		

- Investigations and calls by Patrol Officers in November included:

- Home Invasion - On 11/16/2015 officers were dispatched to investigate a home invasion complaint at an apartment in Newington. During the incident, the victim was physically assaulted and a firearm was displayed.
Due to the nature of the incident multiple officers responded to the scene along with the department K-9. Officers made contact with the complainant as other responding officers began a sweep of the apartment complex in an attempt to locate the suspect.
The victim stated that a male known to him had entered his home and physically assaulted him. As the victim began defending himself, the suspect displayed a handgun and threatened the victim. The suspect then fled the home on foot.
The victim described the suspect as a resident of the complex but did not have a full name or address of the suspect. A short time later, officers were able to determine the location of the suspect and located him at his residence in the apartment complex.
Officers also located the firearm used in the incident. The suspect was taken into custody and charged with C.G.S. 53a-100aa Home Invasion, 53a-182 Disorderly Conduct with a Dangerous Weapon, 53a-61aa Threatening in the First Degree with Threat of Violence, 53a-62 Threatening in the Second Degree, 53a-63 Reckless Endangerment in the First Degree with Intimidation, 53a-101 Burglary in the First Degree, 53a-61 Assault in the Third Degree, 53a-216 Criminal use of a Firearm, and 29-35 Carrying a Firearm Without a Permit. He was held on a \$250,000.00 bond and was issued a court date of 11/17/2015 at the GA-15 in New Britain.
- Domestic Dispute - On 11/25/15, officers were dispatched to a residence in Newington on a domestic dispute. According to the caller, she was just involved in a physical dispute with her husband. She stated she was inside the home and was able to lock her husband out of the house.
Upon arrival, officers observed a male was in the garage. This male stated he was just involved in a verbal dispute with his wife, but that everything was ok. Officers could smell an odor of alcohol emanating from his person.
Officers then made contact with the female in the residence. The wife stated that the two had been having a verbal dispute when her husband got out of his chair, lunged at her and grabbed her around the neck with his right hand. She then immediately pushed his hand off of her and left the room. Shortly after this, they started arguing again. During this, her husband lunged at her and grabbed her by the neck and took her to the ground. She stated, they were fighting on the ground and she was able to get up. She then grabbed her phone and said, "I'm calling the police." Doe stated he then grabbed her by the hair with one hand and used his other hand to twist her arm, pull her to the ground and took her phone from her. She was eventually able to get away and called the police using another phone.
The female did receive some minor injuries during the incidents.
The husband was then taken into custody and charged with C.G.S. sections 53a-61 Assault 3rd (2cts), 53a-96 Unlawful Restraint 2nd, 53a-183b Interfering with an Emergency Call and 53a-64cc Strangulation 3rd.
- In November, Detective Division Personnel:
 - Handled 109 investigations, 108 remain ongoing and one was closed by investigative methods.
 - Served 30 arrest warrants, 27 by Patrol Officers and 3 by Detective Division personnel
 - On November 9th Detectives began an investigation into a sexual assault complaint involving a female juvenile victim. The crime is alleged to have occurred at a private residence in town, but was reported to a school nurse while the victim was at school. This case is currently under investigation.
 - On November 18th Detectives assumed responsibility for the investigation of an armed robbery at the Subway Restaurant located at 975 Main Street. According to the victim, a male suspect entered the restaurant initially appearing to be a legitimate customer. After approaching the counter, the suspect pulled a black handgun out of his pocket and pointed it at the employee (victim). The suspect ordered the employee to back away from the register. The suspect then took cash from the register and left the store. No injuries were reported. Detectives processed the crime scene for physical evidence and are currently conducting a collaborative investigation with other area law enforcement agencies investigating similar robberies believed to have been committed by the same suspect.
 - On November 18th Newington Detectives assigned to the Mid-State Major Crime Squad participated in a MSMCS activation that resulted from the recovery of a motor vehicle that had been stolen in the early morning hours from 70 Meadow Street. Shortly after the vehicle was stolen, the vehicle was observed traveling on the Berlin Turnpike. An officer attempted a motor vehicle stop, however the vehicle fled toward the city of Hartford. Based on the information available at that time, the vehicle was not pursued.

It was later learned that the suspects involved in the theft of the vehicle fit the description of suspects in a significant physical assault that occurred in the city of New Britain just prior to the theft of the vehicle in Newington. The identities of the suspects in both the Newington and New Britain cases were unknown. The stolen vehicle was located by a Wethersfield officer abandoned in the parking lot of 600 Wethersfield Avenue, Hartford. A subsequent search for the suspects proved to be unsuccessful. The vehicle was seized and towed to the Newington Police Department for processing.

Based upon the potential that the suspects involved in this motor vehicle theft were also involved in the serious assault in New Britain, it was decided that the MSMCS would process the recovered stolen vehicle for physical evidence that could assist investigators in the identification of the suspects. This case remains under investigation.

- In November, the Community Service Officer (CSO):
 - Continued to coordinate and attend Citizen Police Academy classes. The Academy concluded with Graduation on November 23.
 - Met with Domestic Violence Victims in need of having Lethality Assessment Protocol Screening.
 - Coordinated Winter/Spring Internship program for the new Intern.
 - Met with the previous Intern to assist her with the various requirements to move forward in a police process.
 - Met with a student from CCSU, who was required to Interview a Police Officer for her Criminal Justice program.
 - Attended a Car Seat Installation Clinic in Simsbury, CT.

UCR/NIBRS Selected Crimes
Preliminary October 2015

Type of Crime	Preliminary October 2015		October 2014	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	1	--	--	--
Robbery	4	469	2	1,400
Assault	8	--	3	--
Burglary	18	86,642	12	6,940
Larceny Theft	51	17,101	39	35,493
Auto Theft	6	87,545	7	65,100
Totals	88	191,757	63	108,933

- In October 2015, the police department arrested 78 adults: 2 for robbery, 13 for assaults, 2 for vandalism, 1 for weapons violation, 15 for narcotic violations, 11 for DUI, 3 for offenses against family and children, 1 for disorderly conduct, 21 for larceny theft and 19 for other miscellaneous offenses. We also arrested or referred 2 persons under the age of 18 for buying or receiving stolen property.
- Police Department Overtime
 - Comparison
 - OT October \$ 145,871 3 pay periods in October
 - OT November \$ 103,301 2 pay periods with one holiday
 - Total Increase \$ 42,570
 - There were 2 officer vacancies, 1 officer on light duty, 3 officers at the academy in training, and 1 dispatcher on medical leave in November. These vacancies in Patrol have an impact on the overtime for a total of 6 positions vacant on the schedule in the Patrol and Communications Divisions. 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 \$55,199 is a decrease of \$41,424. Overtime included one holiday (\$10,900), a motor vehicle accident investigation, 2 Mid state accident investigations, Veterans Day Honor Guard representation, Citizens Police Academy, Community Forum, burglary and larceny investigation, DUI arrest, warrants, stolen motor vehicle investigation, court appearances, burglary/medical/domestic calls, DCF case investigation, holdovers, booking process, car seat clinic, and overtime for time off/vacancies.

- Detective Division Overtime of \$7,994 is a decrease of \$1,774. Overtime included Holiday pay (\$1200), investigations for two incidents involving deceased persons, a burglary, Citizens Police Academy, two Mid state accident investigations, sexual assault and robbery investigations, scene/evidence processing, Veterans Day Honor Guard representation, and search warrants.
- Communications overtime of \$19,481 is a decrease of \$4,297. Overtime included one holiday (\$2,300) several time off leaves (\$7,000 - 20 days), extensive leave for one dispatcher (\$3,840), and staffing for weekends to allow for 2 dispatchers on for all shifts (\$6,340).
- Education overtime of \$5,049 is a decrease of \$4,297 for training classes. Crime scene management training, Training for ERT, and fall firearms training.
- Support Services overtime of \$4,483 is a decrease of \$1,313. Overtime included Holiday pay (\$1,100), Citizens Police Academy, and a Youth Advisory Committee meeting.
- ACO overtime was \$0.

FIRE DEPARTMENT – NOVEMBER 2015 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of November, 2015. During this period fire department members responded to 48 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	November 2015	5 Months Activity
Residential	9	22
Commercial, Industrial, Office	1	9
Hospital, School	3	6
Vehicle	1	6
Rescue, Police Assistance	3	29
Dumpster, Rubbish, Grass, Brush, Leaves	3	47
Hazardous Materials/Clean up	5	19
Investigative Alarm	4	46
Mutual Aid/Standby	1	25
Carbon Monoxide Investigation	7	18
Water Related Incidents/Pump-Outs	1	4
False Alarm	10	34
Total	48	265

Training Summary

Multi/Company Training	Co. #1 & #3 SCBA	58 hours
	Co. #2 & #4 SCBA	68 hours
Driver Training	Water Supply/Pump Operations	10 hours
Driver Recertification	Company #3	6 hours
Department Training	Firefighter Safety Seminar	72 hours
Officer Training	Building Construction	33 hours
Company Training	Co. #1 – Medical Equipment Use	23 hours
	Co. #2 – SCBA Use & Fit Testing	14 hours
	Co. #2 – Pump Operations	88 hours
	Co. #3 – Equipment Use – E#5	24 hours
	Co. #4 – Alarm Systems	14 hours
	Co. #4 – Firefighter Safety/Survival	24 hours
Haz/Mat Refresher		20 hours
Officer Training	Building Construction	33 hours
Total Hours		487 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of November, 2015.
- | | |
|-----------------------|----|
| INSPECTIONS | 12 |
| INSPECTION FOLLOW-UPS | 37 |
| PLAN REVIEW | 8 |
| JOB SITE INSPECTIONS | 3 |

FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	4
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	0

Incidents:

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

Fire Marshal's/Chief's Activities:

- Attended a Cub Scout meeting for an "Interview with a Town Official" program. The question and answer session was held at the Old Main Street firehouse and lasted about an hour.
- Attended the monthly Newington Safe Home Committee meeting at Town Hall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford.
- Conducted the quarterly meeting of Regional Task Force-51 at the Berlin firehouse.
- Conducted fire extinguisher training for the employees at GKN Aerospace on Louis Street.
- Conducted a training session on fire alarm systems for the members of Co. #4 at John Wallace Middle School.
- Attended the swearing-in ceremony for the new Town Councilors and Fire Commissioner at Town Hall.
- Attended the Annual International Association of Arson Investigators Conference and Meeting in Rocky Hill. Topics included: The Scientific Method for Fire Investigations, Reading Fire Patterns, Developing a Curriculum Vitae and Murder for Hire and Arson presented by Special Agents from ATF.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters.
- Attended the Annual Cadet Division Pancake Breakfast at Company #1.
- Attended the monthly officers training session at fire headquarters. Topic: Building Construction.
- Attended a demonstration of the new Scott SCBA equipment at fire headquarters.
- Attended a wake for the grandfather of Co. #1 member Andrew Wood at Newington Memorial.
- Attended a hearing in Superior Court in New Britain to review an outstanding residential fire code violation; case continued.
- Attended the Annual Department Awards Night at the Portuguese Club on North Mountain Road.
- Attended the Annual Meeting with Region-3 Emergency Managers and the Deputy Commissioner of DEMHS at the Hartford Public Safety complex.
- Attended the monthly Company Drill: SCBA
- Conducted the monthly Command Staff meeting at fire headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Coordinated annual hearing test for all Highway and Parks and Grounds personnel.
- Attended Department Head and Public Works team meetings.
- Coordinated annual licensed beaver trapping at various town properties.
- Continued with Landfill closure project tasks.
- Assisted Town of Wethersfield with oral panel for position vacancy.

Roadway Maintenance

- Highway crews began the annual leaf collection program with the assistance of Parks and Grounds Department and eight (8) seasonal employees.
- Highway operators continued with Landfill material processing.

Traffic Division

- Assisted Department with Annual Leaf Collection Program.
- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Transported voting machines to all polling locations.

Fleet Maintenance

- Mechanics maintained/repaired leaf collection equipment throughout the month.
- Assisted Department with Annual Leaf Collection Program.
- Completed fall services to all Fire Department Apparatus.

- Continued with scheduled and emergency repairs for all town vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 745 residential bulk items for collection for the month.
- Scheduled 79 condominium bulk items for collection for the month.
- Scheduled 33 condo/residential scrap metal items for collection for the month.
- 2894 tons of cumulative Municipal Solid Waste were collected from July through October.
- 936 tons of cumulative recyclables were collected from July through October.
- 478 mattresses and 224 box springs were collected from July through October.
- 167 televisions were collected from July through October.
- Issued 19 permanent landfill permits and 5 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on November 12, 2015:

- Approved the Performance Bond Release at 337 Main Street for \$2,000.
- Approved the Performance Bond Release at 485 Willard Avenue for \$5,000.
- Approved, with conditions, Petition #28-15: Site Plan Modification at 256 New Britain Avenue (“Bel-Air Manor”). Bel-Air Manor Associates, applicant.
- Approved, with conditions, Petition #29-15: Special Permit (Section 3.2.5: Convalescent Home) at 256 New Britain Avenue (“Bel-Air Manor”). Bel-Air Manor Associates, applicant.
- Approved, with conditions, Petition #30-15: Site Plan Modification at 80 Fenn Road. Fenn Road 80 LLC, owner/applicant.
- Approved Petition #31-15: Zoning Text Amendment (Section 3.22.1.C: Commercial Vehicle in Residential Zones) to change the definition of “commercial vehicle”. Newington TPZ, applicant/contact. Effective upon publication.
- Revoked Special Permit #16-14: Special Exception (Section 3.15.3: Outside Restaurant Seating) at 3260 Berlin Turnpike (“Plaza Azteca Restaurant”). Hector Angel, owner.
- Approved Petition #37-15: Special Permit (Section 3.2.1: Church) at 800 North Mountain Road. St. Thomas Indian Orthodox Church, applicant.

Regular TPZ Meeting on November 23, 2015:

- No votes taken.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- November 5: Staff meeting with TM re: Packard’s Way road bond.
- November 9: Staff meeting re: 80 Fenn Road site plan.
- November 17: Met with Fire Marshal to discuss incident at 26 Church Street.
- November 24: Staff meeting re: 580 Church Street.
- November 30: Met with owner re: 580 Church Street.

TOD/CTfastrak/Amtrak Corridor Planning:

- November 6: Tour of commercial properties on CTfastrak route.
- November 10: Met with consultant re: possible VPS for Newington Junction.

Grant-Funded Project Activities

- November 4: Project meeting for Streetscape Phase VI (Constance Leigh/Lowrey Place).
- November: Continued work on Clem Lemire ballfield lighting STEAP grant application.

Professional Development/Training:

- None

Boards and Committees

- November 16: Bi-monthly CRCOG Transportation Committee meeting.
- November 12: Bi-monthly TPZ meeting.
- November 23: Bi-monthly TPZ meeting.

Miscellaneous:

- 131 Day Street re on-site parking.
- November 23: Staff meeting re proposed modification to Chaffee School.

- November: Received and responded to approximately 31 phone messages from citizens, applicants, staff and elected/appointed officials.
- November: Received and responded to approximately 513 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of November, 11 excavation permits were issued:
 - 9 Gas laterals
 - 2 Water service
- 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 1-4. Mowing (vegetation removal) has resumed and will commence in targeted areas south on Mill Brook along Main Street.
- 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 October, The Town Engineer acting as the Wetland Agent, Administered (Zero) Applications via the Agent Approval process. However, Engineering did assist in preparation of (1) 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 (2) site plan reviews with regard to LID\Stormwater Drainage, TPZ and\or Zoning regulations.
- Harvest Ridge Sub-division: The developer has received a C.O. (certificate of occupancy) for the first dwelling on Shady Hill Drive. The project remains with three future development sites, currently in winter hiatus and\or shut down.
- Engineering staff provides administrative support to the Public Works Department as it relates to the Landfill Closure Project. DPW has a consultant preparing the DEEP permit applications, including plans, details and specifications. Engineering will continue to assist with various aspects as needed to facilitate the DEEP permitting process.
- 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.
- 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.

BUILDING DEPARTMENT

- Work is continuing at the Ashley Furniture Store, located at 56 Costello Road. Two Electrical Permits and a Sign Permit were issued.
- Work is continuing at the Children's Party Center at 405 Alumni Road. Mechanical and Plumbing Permits were issued.

- Permits for Town projects were an Electrical Permit at 281 Milk Lane and a Plumbing Permit for the High School at 605 Willard Avenue.
- There were 2 Building Permits issued for new residential houses. The addresses are 10 Harvest Court and 12 Harvest Court.
- Seminars attended by our inspectors for their continuing education credit were:
 - A. Hanke - 2012 IBC Code Changes Chapters 1-10, November 4, 2015.
 - Fire Resistant Construction and UL Resources for Code Officials - November 16, 2015.
 - R. Smith - 2012 IBC Code Changes Chapters 1-10, November 9, 2015.
 - Fire Resistant Construction and UL Resources for Code Officials - November 16, 2015.
- There were three Certificates of Occupancy issued in November. All were residential – 60 Shady Hill Lane, 4 Deming Farm Drive, and 30 Harvest Court.
- Building Department activity for the month of November was as follows: The Inspectors completed a total of 181 inspections. They were: A/C (1), Above Ceiling (1), Boiler (1), CO (7) Decks (3), Electrical (20), Final (69), Footings (7), Foundation (6) Gas Line (17), Insulation (13), Mechanical (1), Plumbing (2), Roofing (3), Rough (26), Sheathing (4).
- The total number of Building/Renovation Permits issued / applied for the month of November was **206** producing a total permit value of **\$2,569,699.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	32	408,242.00
DECK	1	500.00
DEMOLITION	0	0.00
ELECTRICAL	52	208,410.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	5,798.00
GARAGE / SHED	0	0.00
MECHANICAL	29	241,818.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	383,090.00
PLUMBING	23	101,634.00
POOL	0	0.00
ROOFING/SIDING	48	1,042,223.00
SIGN	7	58,259.00
SOLAR	10	119,725.00
TENT	0	0.00
TOTAL	206	\$2,569,699.00

The total Building income fees received in the month of November was **\$30,370.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$466.00, Environmental \$120.00, Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$67.50 Driveway / Excavation \$300.00 Engineering copies \$43.25. The other total income is \$1196.75.

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

	<u>2015</u>	<u>2014</u>
Value of Permits issued for November:	\$2,569,699.00	\$2,068,536.00
Fees for Permits issued for November:	\$30,370.00	\$25,001.00

Other income Fees for November:	\$1,196.75	\$3,671.00
Building Permits Issued for November:	206	205

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>
\$13,007,340.00	\$157,091.00	\$10,566,214.00	\$127,416.00

HUMAN SERVICES

- An Election Day food drive took place thanks to the Kiwanis Club, Boy Scout Troop 347 and those running for office. Three large mail bins were filled to capacity.
- Human Services had a booth at the annual Senior Expo at the Senior & Disabled Center.
- New this year, the Newington Public Schools bus drivers coordinated a huge food collection to support the November Thanksgiving program. They stuffed a school bus and van!! They also plan to assist with the December gift program.
- Thanksgiving food basket distribution was held on November 19th, serving more than 350 households. More households will be registered for the gift program in December.
- The Clothing Closet served *13 households, providing 14 bags of clothes. (*Winter clothing was also made available to households during Thanksgiving distribution, Hundreds of individuals were selected clothing during that event, as well).
- The Food Bank assisted *115 households (*foodbank closed 2 days due to Thanksgiving basket distribution and actual Thanksgiving holiday) with 510 bags of groceries distributed.
- Open Air Market served 74 households during *1 bi-weekly distribution (*closed Veteran's Day) this month.
- A small group from the Statewide Hoarding Working Group met to discuss future work and planning of the next annual conference to be held in May, 2016 at CCSU.
- The Special Needs Fund assisted 5 residents with 6 bills, 2-utility, 3-medical,
- 1-housing. 3 residents were 60+.
- The Social Casework Program had 93 cases. 25 were new referrals.
- The Youth and Family Counseling Program had 13 active cases. 2 of the cases were new. Clinicians provided 22 clinical therapy sessions with a total of 28 clinical service hours.
- 5 police referrals were received for follow-up.
- 8th grade Adventure Bound Challenge program is running strong and went rock climbing this month.
- Fall SCORE had a full schedule with good attendance and weather.
- The 5th grade SUCCESS program did not meet this month.
- The High School Self-Awareness class was on the challenge course this month. For their community service project, the group also assisted with food transfer back to the department after the Thanksgiving distribution.
- There was one request for community service. 50 hours were completed.
- There were no JRB referrals this month.
- Staff attended workshops, trainings and meetings throughout the month.
- After losing two large donors for the gift program, a call out to Town employees and a local article in the Town Crier brought forth numerous generous folks who are filling the void.
- CCSU Social Work student intern, Kim Robbins, continues to work with Pat Meskill, Rik Huggard and the Transition Academy in a variety of programs. She is also assisting with the holiday programs.
-

November 2015 Statistics

	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
Selected Programs				
Youth & Family Counseling Cases	13	14	19	17
Youth & Family Service Hours	28	31	129	132
JRB Cases	0	0	3	1
Positive Youth Development	131	370	1712	1654

Information and Referral	1164	948	4121	4672
Social Casework Cases	92	126	318	277
Under 55 =	22	27	88	
Under 55 Disabled =	31	40	95	
Over 55 =	39	59	135	
Social Casework Service Hours	132.50	149.25	798.50	N/A
Under 55 =	32.25	31.75	161.75	
Over 55 and/or disabled	100.25	117.50	636.75	
Food Bank Households	115	141	701	694
#Bags of Groceries Distributed	510	686	3311	3189
Special Needs	5	9	40	37

SENIOR AND DISABLED CENTER

- The Center held the 21st Annual Expo was held on Friday, Nov. 6 with an estimated 250-300 people attending. There were 53 vendors including 8 Gold Sponsors. Screenings were offered for blood pressure, balance, a sit and stand test, and a stroke screening. There was also a free massage.
- The Aging Mastery Program® continued throughout the month with guest experts talking covering the topics of healthy eating, financial fitness and sleep.
- On November 20th, Director Dianne Stone attended the annual Elder Justice Symposium held by the Elder Justice Coalition. This is a broad group of organizations including state agencies, law enforcement, financial services and aging services that has formed to address issues of elder abuse. Ms. Stone will be co-chairing a workgroup of the Coalition with Chief Gary McNamara of the Fairfield Police Department to look at safety in Senior Centers.
- On November 12th, Ann Jones, Bereavement Coordinator from Masonicare Home Health and Hospice facilitated a discussion about grief and the holidays, an especially difficult time for those who have lost a loved one.
- On November 17th the Center held its first TED Talk Discussion. TED is a nonprofit devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). The first discussion was Jane Fonda's Life's Third Act.
- AARP presented their Fraud Watch program about the latest scams and how to protect yourself from the tactics used to gain your personal, private information on November 19th. The program was arranged by State Rep. Gary Byron.
- Also on November 19th, Rosemary Aldridge, Landscape Designer, facilitated a hands on workshop on forcing bulbs. This program was part of the Giving Garden program.
- On November 20th, Mark Gamboa, Physical therapist, with Autumn Lake HealthCare presented a program on Falls Prevention Awareness -the common causes of falls and what you can do to reduce your risk of falling. Apple pie and coffee was served!
- As of the end of August, the Center had 1,833 paid members, including 181 Fitness Center members. There are 877 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 3228 by 501 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. The Door Counters that were installed are still not working properly and the wifi is not yet available.
- Dial-a-Ride provided 1230 trips this month, covering 3551 miles.
- Center staffing was complemented by 689 hours of unpaid service in 188 instances by 41 volunteers.

PARKS AND RECREATION

Recreation Division

- Our Winter 2016 Program Guide was distributed to all Newington residents as an insert in the December issue of the Newington Life. New programs include Preschool Play Nights and Little Artists, and new special events include Winter Wonderland.
- A movie premiere event featuring "The Peanuts Movie" was held on Friday, November 6 at Bow-Tie Cinemas in Hartford. Over 400 residents purchased tickets and this event was sold out. Co-

Writer/Director and former Newington resident Cornelius Uliano attended, as well as Mayor Woods and Mayor Zartarian, who proclaimed the day as 'Cornelius Uliano Day' in Newington. The event included games, contests, and over \$900 in raffle prizes donated from local businesses were given away. The proceeds from this event will be used towards the 2016 Extravaganza fireworks display.

- The 7 Annual 'Fat Friday' Zumba Fundraiser was held on Friday, November 27. Instructor Mary Woods volunteered her time for this event. Over \$120 was raised to provide holiday gifts for a resident family, and about a hundred non-perishable food items were collected for the Newington Food Bank.
- A special Youth Basketball Registration Day was held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 7. Over 150 youths (Kindergarten through Grade 8) signed up for our Youth Basketball program during this special registration (compared to 120 last year).
- Customer Appreciation Day was held at Dick's Sporting Goods on November 15 as part of our continued partnership with Dick's.
- Men's Basketball League began on November 29 with 18 teams.
- First Aid / CPR training was held on November 19 for Community Center and Youth Basketball supervising staff.
- Planning is underway for the annual 'Night of Lights' scheduled for Saturday, December 5. This event is planned in conjunction with the Newington Chamber of Commerce.

UPCOMING – RECREATION DIVISION

- Registration for Winter programs will begin on Friday, December 4 for Newington residents. Registration for non-residents will begin on Friday, December 18.
- Our annual holiday events will be held on Friday, December 4 and Saturday, December 5. Visits with Santa are available on Friday evening and Saturday afternoon. A new 'Winter Wonderland' event will be offered on Saturday afternoon and will include a clown, magician and animatronic animals to ride on. Lastly, our annual 'Night of Lights' event will be held on Saturday evening. All of these events are free for residents, but we do ask that attendees bring a non-perishable food item for the Food Bank.
- Opportunities for recreational swimming will be available during Winter School Vacation on December 28–31 at Newington High School Indoor Pool.
- Youth Basketball program (grades 2 through 12) will begin December 12; Kindergarten and Grade 1 programs will begin January 2.
- Boys in Grade 2 and Girls in Grades 2 & 3 will meet on December 12 with their coaches and facilitator Jim Bazzano for a pre-season clinic designed to assist coaches in teaching drills and fundamentals to players.
- Youth Basketball staff training will be held on December 19.
- Youth Basketball coach orientation and training will be held on December 10 & 12.

Parks and Grounds and Cemeteries

- Winterized park pools, concessions and restrooms.
- Winterized athletic field irrigation systems.
- Fertilized selected areas.
- Removed dock from Mill Pond.
- Investigated and repaired leaks found at Churchill Pool.
- Installed Christmas decorations in the downtown area and Mill Pond Falls.
- 4 personnel reported to the Highway Department to assist with town wide leaf removal.
- Removed leaves from parks, schools and other town owned properties.
- There were 4 interments and 1 grave sale.
- Removed several dead trees at Beacon Park.
- Pruned trees at Center Cemetery, the Kellogg Eddy House and West Meadow Cemetery.

LIBRARY

- The library is now open on Sundays. Many students, families, and others who cannot come by during the week were happy to see the library doors open from 1:00 p.m. to 5 p.m. on Sundays. Sunday hours will continue through May.
- The Children's Department offered 63 programs to 2,534 children and their caregivers. Children's graphic novel artist and author Ben Hatke was the featured speaker at the annual John and Adella Sliva Young People's Literary Series. All 3rd and 4th graders converged on the high school auditorium to meet him and hear him speak about his series *Zita, the Space Girl* and the book *Little Robot*. He

then visited Ruth Chaffee Elementary School where he answered questions and visited with a group of select third and fourth graders who had put together their own graphic novels. He then presented to the fifth graders and a group of older art students at Martin Kellogg Middle School. At the end of the day he signed books and chatted with our patrons. A week later 55 children attended the after-hours library program titled *Fantastical Hatke*. Fans of his books participated in fantasy crafts and activities, and attended a program entitled *Dragons and Dreams* put on by the *Sciencetellers*. At the same time, parents went across the street to the Friends of the Library Book Sale. Other programs included *Great Gracie Chase, Jr. LEGO Makerspace* and class visits from some of the 2nd grade classes from the four elementary schools. Regular story times and daycare outreach visits round out the month.

- Adults and Teens were kept busy with 17 programs offered to a combined audience of 265 adults. Programs included *Legendary Locals of New Britain* with author Amy Melissa Kirby, *Brown Bag it With a Documentary* featuring the documentary *The Wrecking Crew* and *Movies and More* with an afternoon showing of *Unbroken*. Two holiday programs were offered: *Holiday Couponing 101* with the "Connecticut Coupon" Lady Gina Juliano, and *Holiday Jewelry Making*. The final movie from the Frank Sinatra film series, *Von Ryan's Express* was shown on October 4. This film series was sponsored by the Procko Family in memory of Tom Procko.
- Total circulation of library materials was 27,816. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,818 times from the library website. An average of 516 people visited the library each day. There were 8,692 visits to the library's homepage. Popular online services included *Health and Wellness Resource Center*, *Chilton's Auto Repair*, *Consumer Reports Online*, *Morningstar*, *BookFlix*, *Tumblebooks* and *PebbleGo: Animal & Social Studies* databases. The reference staff answered 5,074 reference questions. Free library meeting space was used 345 times during the month.
- Diane Durette, Head of Reference, participate in a pilot program at the library sponsored by AARP titled "Learn How to Use a RealPad Tablet." A RealPad tablet is a simplified version of an android tablet with fewer apps and easier to use instructions. AARP donated 10 RealPad tablets that were used to teach 10 adults who have never used a tablet. This four week program gave these adults opportunities to try this tablet and learn how an android tablet works.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to begin working on the 2016-2017 library budget.
- The Friends of the Library had a very successful three-day fall book sale, held at the Newington Senior and Disabled Center. The sale is a major fundraiser for the Friends. Hundreds of people found thousands of books at bargain prices. The next sale will be in May, and will run for the entire weekend. Also, they had a contingent of volunteers at three of the local polling places on Election Day. New library card sign-ups, Friends' membership drive, and promotion of Library programs are the focus of this outreach effort.
- The Library Board of Trustees House Committee held its library building walk-thru on November 7th. This is an annual event for the board to look at all areas of the building both interior and exterior and make a list of tasks that need to be done to keep the library in good shape. The board has funded some of the tasks like reupholstering furniture or buying chairs for the teen area over the years.
- In technology news the RFID tagging of the music CDs is almost complete. We should be able to go live with the self-checkouts soon. Digital Services Librarian Jennifer Hebert offered staff training on Excel 2013. Technology programs for the public included *Resume & Cover Letters with Word 2013*, *Computer Troubleshooting* and *Tech 4 U*.
- In personnel news, Sara Reardon was hired as part-time Circulation Substitute. Longtime Part-time Circulation Substitute Betty Novosett retired after 19 years of service. Betty was hard working, kind and always a friendly face on the Circulation desk.
- In Facilities news, we continued to have temperature control problems in the library. Technicians are still working to resolve the problem. The cleaning service *NuLook* was replaced with a new cleaning service called *KeeClean*. The new cleaning company will begin their contract on December 1st.
- Topics of note that were researched this month included:
 1. How to get rid of fleas.
 2. How to get ordained as a Universal Life Minister.
 3. Books and songs in Chinese.
 4. Pumpkin patches in Newington.
 5. Stranger danger books.
 6. Lexile level books