



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: November 30, 2015
Re: Monthly Report – October 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 attended the Little League Luncheon on October 2nd.

Legal Services

The legal amounts for the October monthly report are as follows:

Rome (Modern Tire/Firestone) - \$108,855.34

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of October 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	62.1	\$ 3,112.29
Weekend Stand-by and Call-in	20.0	\$ 847.20
Road Maintenance	1.3	\$ 53.95
Oregon Avenue	58.2	\$ 2,539.84
Olympia Avenue	66.8	\$ 2,991.48
TOTALS	208.4	\$ 9,544.76
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Football	16.0	\$ 670.08
Miscellaneous	8.0	\$ 331.32
TOTALS	24.0	\$ 1,001.40

POLICE DEPARTMENT	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD	14-15 Budget Overtime Appr.	Overtime Expended 14-15 YTD
Administration	\$ 7,254.00	\$ 1,150.58	\$ 7,059.00	\$ 858.82
Patrol	603,738.00	298,680.18	607,287.00	210,914.76
Investigation	76,132.00	20,527.57	79,169.00	21,339.25
Communication	162,698.00	56,857.73	161,160.00	65,575.01
Education/Training	120,943.00	29,049.27	117,276.00	34,288.79
Support Services	34,408.00	10,873.62	34,189.00	11,386.24
Animal Control	3,006.00	0.00	5,546.00	0.00
Total	\$ 1,008,179.00	\$ 417,138.95	\$ 1,011,686.00	\$ 344,362.87
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 6,495.83	\$ 29,622.00	\$ 10,490.53
Snow and Ice Control	148,440.00	0.00	145,534.00	0.00
Traffic	3,000.00	1,360.39	4,665.00	1,051.19
Vehicles and Equipment	26,949.00	10,789.09	29,363.00	13,472.94
Leaf Collection	50,999.00	0.00	50,000.00	0.00
Total	\$ 254,600.00	\$ 18,645.31	\$ 259,184.00	\$ 25,014.66
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 21,029.63	\$ 75,588.00	\$ 23,118.56
Cemeteries	18,371.00	3,032.56	18,007.00	3,991.96
Total	\$ 95,462.00	\$ 24,062.19	\$ 93,595.00	\$ 27,110.52

PERSONNEL

- Approximately 62 applications were received for the Groundskeeper I (LT-10) position. On October 29th twenty-nine applicants were chosen to participate in a written examination for the position. Oral interviews will take place in November.
- Seasonal leaf collection positions were filled, with an expected start date of November 2. The collection program is expected to run for approximately 6 weeks.

RISK MANAGEMENT

2015-16 Blue Cross/Blue Shield Plan Year

The third month of the 2015-16 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2015-16 plan year were estimated at \$847,849. The total paid claims from the Health Benefits Fund for September 2015 were \$798,292. 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 September, 2015

	Town	Board of Education	Total
Estimated Claims	549,906	1,993,641	2,543,547
Actual Claims	641,975	1,905,883	2,547,858

FACILITIES MANAGEMENT

The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of October. Attended National Facilities Management Training Conference. Attended Sexual Harassment and Electrical Safety Training. Attended The ADA Conference at the Newton Senior Center. Attended the Town Hall Renovation Public hearing.

Work Order Completions

- The Facilities Maintenance Department has completed 51 formal work orders during the month of October at various Town Buildings.

Library

- Work continues on the installation of the new high efficiency boiler & pumps.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. The main sewer line ruptured resulting in shutting down Town Hall for 2 days while emergency repairs were made and clean up could take place. Repaired the heating coil in AHU1 that supplies HVAC to the ground floor offices and conference rooms. Repaired Heat Exchanger in the boiler room that supplies heat to the Transition Academy and various other parts of Town Hall. Removed the old building generator that was replaced by the new generator that was installed in the spring.

Fire House 1

- Installation continues for the new High Efficiency Boiler & pumps.

Police Department

- Work is completed by ESC on the upgrade to the HVAC Energy Management System that will improve equipment performance and result in greater utility savings. Installed much needed new carpeting inside Dispatch Room. Repaired the A/C unit that cools the Data Room behind dispatch.

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 136 work orders.
- Staging two new virtual servers to host Vermont Systems, RecTrac/WebTrac application which will be used by Parks and Recreation staff. Parks staff hope they will have the system online and available for use for their spring and summer programs.
- Completing setup and configuration of the Police Department's Video Wall deployment in the public safety dispatch center.
- Staging one new virtual server to host and integrate with the town's alarm notification system which is monitored by public safety dispatchers.
- Completing weekly and quarterly software updates on the Town's servers.
- Mr. Dymkowski attended training hosted by QScend Technologies in Waterbury, CT.
- Assisting Parks and Recreation staff for their winter brochure.
- Providing Geographical Information System (GIS) mapping services to the Highway Department (updated snow plow maps), Police Department (mailings), Town Planner (Clem Lemire – Field Lights Grant), and various public data requests.
- Providing Registrar of Voters staff with pre-election support at all voting locations.
- Assisting the Board of Education with coordination of a transportation planning intern position.
- Performing GIS parcel data maintenance updated to the town's GIS parcel base.
- Upgrading the Office of Assessor's computer aided mass appraisal (CAMA) system.
- Working with the Police Department's Records Management System (RMS) vendor, KTI, to setup and configure the RMS component of their product for use by the police department.
- Assisting Parks and Recreation staff with setup and configuration planning for their new department application, Vermont RecTrac. IT staff and Parks and Recreation staff will work together over the next several months to build the required data fields for the backend systems.
- Training Parks and Recreation staff on the use of QAlert Notifications, a module used on the town's website.
- Setting up and participating in a state wide Emergency Operations Center (EOC) drill.
- Installing the latest version of antivirus software on the town's servers and client endpoints.
- Upgrading the firmware on the town's core firewalls.
- Reconfiguring a network edge switch at the library so the device could be administered properly by management software.
- Testing the Town's Mobile Device Management solution's capabilities to push digital certificates and configuration files to enable automatic on-boarding of the devices on the town's restricted wireless network. Testing proved successfully and IT staff were able to push necessary settings to managed devices.
- Making changes to internal domain naming servers (DNS) to accommodate a change for the Connecticut Judicial Branch (PRAWN).

- Updating the town's Microsoft Windows 7 Enterprise image to incorporate recent software updates.
- Re-imaging all laptops used in the Emergency Operations Center.
- Implementing the required network changes to bring the Police Department's in-car video recording system online.
- Mr. Boutot met with Michael Solitro, CEO of Sertex, a Capital Region Council of Government (CRCOG) approved fiber optic vendor to design and price out a fiber optic project for the town's use.
- Mr. Boutot served as Temporary Acting Town Manager while Mr. John Salomone, Town Manager, was on vacation.
- Mr. Boutot attended various webinars, online, staff, departmental and/or regional meetings as needed.

FINANCE

Accounting and Administration

- Instructions were prepared for the FY 2016-17 General Fund Operating Budget as well as instructions for the Capital Improvement Plan FY 2016-2017 through FY 2020-2021.
- With the deadline for the December 31 filing of the 2015-16 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.
- In cooperation with the Town of Bloomfield, Lisa Rydecki, Deputy Finance Director and Charlene Drzata, Insurance and Benefits Administrator attended a MUNIS training session on the Affordable Care Act (ACA) Maintenance module. This financial system module is designed for complying with the IRS filing requirements of reporting information regarding health coverage on Form 1094-C (a transmittal to the IRS) and Form 1095-C (a statement to employees).

The Town received the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,306,693. 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)
10/31/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2015-16</u>	<u>Actual Year to Date</u>	
General Fund	\$68,350	23,992	\$29,001,511
Special Revenue Funds	5,500	2,475	3,989,361
Capital Projects Funds	800	552	1,030,506
Internal Service Fund	2,400	1,071	2,307,844
Trust and Agency Funds	2,400	895	1,026,970
TOTAL, ESTIMATED BY FUND			\$37,356,192

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
10/31/2015

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.15	0.16	991	1,174	\$10,657,219
Bank North	0.20	0.20	940	910	5,536,188
People's Bank	0.32	0.32	1,378	1,334	5,071,237
Santander Bank	0.35	0.35	1,705	1,598	5,548,275
Farmington Bank	0.40	0.40	3,465	3,464	10,543,273
Total Outstanding Investments					\$37,356,192

Rates reflect avg. monthly yield, annualized

Assessor

- The 2015 revaluation process continued in October. Values for the remaining residential properties and condos were finalized by the Assessor and eQuality. eQuality prepared for the mailing of notices to homeowners in November. Informal hearing with eQuality were scheduled from mid-November to mid-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.
- Real estate deeds were read and entered in the Vision and eQuality computer assisted mass appraisal systems through the end of October.
- Over 960 personal property declarations, about 65% of those mailed out were received by the end of October. Data entry on these returns started and will continue for the next few months.
- The supplemental motor vehicle list was received from the Department of Motor Vehicles. Nearly 90% of those records were priced by this office.

Revenue Collector

- Collections for October on the 2014 Grand List amounted to \$261,466 and collections on prior year taxes were \$98,644.
- The tax collection rate through October is 54.8% which is the same percentage as October 2014.
- Alias Tax Warrants were issued to the Town Constable and County Sheriff for personal property and motor vehicle accounts.
- Delinquent notices were also sent to 1,120 taxpayers who still owe on the previous year's taxes.
- An unusual amount of high activity in the Tax Office continued this month as taxpayers try to register cars with the CT Department of Motor Vehicles (DMV) The DMV has transitioned the process of wants registrations, plate returns, and other activity to on-line rather than in person.

TOWN CLERK

- Revenue was up 15% from last month, and 15% from October 2014.
- There were 79 transfers for a total of 12,355,334. State conveyance tax collected was \$107,944 and \$30,425 was collected in Town conveyance tax.
- There was one notable commercial sale at 549 Cedar Street which transferred for \$2.59 million from Utica Realty Holdings LLC to SKRG Realty LLC.
- Residential sales included six home purchases over \$300,000 and one over \$400,000.
- A total of 540 documents were filed on the land records during October including 141 mortgages, 155 releases, 88 liens, 24 assignments and 37 probate documents.
- 124 certified copies of vital records were issued. Eighteen burial permits and six cremation permits were issued.
- Staff catalogued two liquor permits, four survey maps, six Trade Name Certificates and eight Notary Public commissions.
- \$9,417 in revenue was generated from 73 electronically recorded documents—this activity represents 25% of the land record recording fees for the month of October.
- Copy revenue totaled \$2,350--\$924 attributed to the online portal.
- Absentee ballots for the Municipal Election became available on October 2nd (31 days before an election).

With the installation of small printers at each work station, this year the Town Clerk's office was able to generate mailing and electoral labels for the absentee ballots directly from the State voter registration system (eliminating typewriters for this task). Not only did the ballots have a more professional appearance—misspellings and incorrect street numbers were eliminated.

DATA SUMMARY OCTOBER 2015				
	<u>Oct. - 15</u>	<u>Oct. - 14</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	540	534	1934	1742
Dog Licenses Sold	34	36	530	358
Game Licenses Sold	37	29	110	136
Vital Statistics				
Marriages	16	36	75	120
Death Certificates	30	18	109	99
Birth Certificates	21	29	93	117
Total General Fund Revenue	\$ 52,458.84	\$ 50,291.84	\$ 194,954.70	\$166,255.58
Town Document Preservation	\$ 1,252.00	\$ 1,238.00	\$ 4,761.00	\$ 4,114.00
State Document Preservation	\$ 722.00	\$ 728.00	\$ 2,882.00	\$ 2,632.00
State Treasurer (\$36 fee)	\$ 12,996.00	\$ 13,104.00	\$ 51,840.00	\$ 46,116.00
State Treasurer (\$127 fee)	\$ 5,825.00	\$ 4,064.00	\$ 21,192.00	\$ 13,081.00
State Treasurer (\$110 fee)	\$ 5,720.00	\$ 5,610.00	\$ 20,570.00	\$ 16,720.00
Locip	\$ 1,083.00	\$ 1,092.00	\$ 4,320.00	\$ 3,843.00
State Game Licenses	\$ 452.00	\$ 357.00	\$ 658.00	\$ 1,263.00
State Dog Licenses	\$ 260.00	\$ 246.00	\$ 2,965.50	\$ 2,311.00
Dog Licenses Surcharge	\$ 82.00	\$ 84.00	\$ 1,062.00	\$ 816.00
Marriage Surcharge	\$ 76.00	\$ 190.00	\$ 494.00	\$ 760.00
Grand Total	\$ 80,926.84	\$ 77,004.84	\$ 305,699.20	\$257,911.58

POLICE DEPARTMENT

- On October 7th a Police-Community Forum was held in the Town Hall auditorium in an effort to provide local residents and business owners with the opportunity to have input on department operations and community policing initiatives. The forum was attended by approximately 50 residents and business owners and is anticipated to be an annual event.
- The Police Department recruitment drive is ongoing as there are still two openings. One candidate from the summer process has received a conditional offer. The polygraph, psychological, and physical appointments have been completed. The next step is an interview with the Chief and Town Manager in early November. An appointment is expected to be made in early November.
- Twenty-five candidates from the September CPCA Entry-Level Written Exam were invited to interview with the Police Department's Oral Panel in October. Four candidates have continued into background investigations and pre-offer polygraphs.
- Patrol Calls for October are as follows:

Hold Up Alarm	2	Medical Respiratory	28	Criminal Mischief Report	14
Residential Burg Alarm	1	Medical Trauma	9	CSO	4
Assault In Progress	2	Medical Unresponsive	11	Customer Dispute Report	8

Breach In Progress	10	MV Complaint Report	1	Dog Complaint	35
Car Seat	1	MVA Evading	1	Domestic Report	6
Criminal Mischief In Prog	1	MVA Injury	14	DUI	5
Customer Dispute In Prog	7	Open Door/Window	9	EDP Report	1
Domestic In Progress	19	Robbery In Progress	2	Escort Funeral	6
EDP In Progress	12	Shots Fired	5	Escort Other	7
Fire Alarm	24	Suicide Attempt	1	Escort Tax	9
Fire Hazmat	7	Suicide	2	Fingerprint	17
Fire Mutual Aid Req	1	Suspicious In Progress	85	Fire CO Detector no symp	1
Fire Other	14	Suspicious Report	1	Fire Trouble Alarm	3
Fire Structure Fire	6	Threatening In Progress	1	Fireworks	2
Fire Vehicle Fire	3	Commercial Burg Alarm	78	FollowUp	91
Harassment In Progress	1	Residential Burg Alarm	41	Harassment Report	18
Harassment Report	1	Animal	14	Hazard	32
Hazard	1	Assault Report	3	Illegal Dumping	3
Landlord/Tenant Dsp	2	Assist Notification	1	Intoxicated	9
Larceny from MV Rpt	1	Assist Other Agency	28	Juvenile Complaint	15
Larceny In Progress	21	Breach Report	2	K9 Call	4
Medical Alarm	17	Burglary Report	10	Landlord Tenant Dispute Rpt	2
Medical Cardiac	19	Car Seat	3	Larceny from MV Report	11
Medical Diabetic	3	Check Welfare 911 hang up	25	Larceny In Progress	1
Medical Fall	53	Check Welfare Other	38	Larceny Report	48
Medical Mutual	2	Court Pris/Paperwork to Court	22	Location General	93
Medical Other	120	MVA Injury	1	Sexual Assault Report	2
Location School	2	MVA Property Only	102	Specific Detail CAD number	96
Lockout Building	2	Neighbor In Progress	1	Stolen MV	9
Lockout MV special circ	2	Neighbor Report	6	Suspicious In Progress	1
Medical Fall	1	Noise	23	Suspicious Report	32
Medical Other	4	Parking Violation	9	Tow	2
Medical Stand By	6	Temp Pistol Permit Issued	10	Traffic Stop	462
Missing	8	Property Found	9	Trespass In Progress	5
MV Abandoned	1	Property Lost	9	Trespass Report	5
MV Assist	49	Recovered Stolen MV	2	Total	2189
MV Complaint In Prog	38	Serve Warrant	34		
MV Complaint Report	8				
MVA Evading	17				

- Investigations and calls by Patrol Officers in October included:
 - Domestic Violence Arrest – Officers were dispatched to a residence on a report of an active domestic disturbance. Officers were informed that the caller was locked in her bedroom because her husband was threatening her. Upon arrival, officers noticed the front door was open. They walked along the perimeter of the home and could hear through an open window what sounded like people crying and yelling. The dispatcher advised the officers that the husband was barricaded in the basement and refused to come outside. Officers met with the female who was visibly shaking and crying, and interviewed her in regards to her husband’s whereabouts and firearms in the house. She said she and her husband were drinking alcohol and she was preparing dinner. She said they began arguing. She said he got in her face and began “threatening her.” She continued by saying that is when she ran upstairs and locked herself in her room. She said her husband tried knocking the bedroom door down by slamming his body into the locked bedroom door numerous times. She said he eventually stopped trying to gain access into the locked bedroom and that is

when the police arrived. Officers attempted to make contact with the husband and the husband eventually emerged from the basement. The husband stated that he and his wife had a verbal argument that turned physical. He stated that at one point during the argument, she attacked him. The husband had several red marks on his neck. He denies trying to break down the door. Based on the statements and evidence, both husband and wife were both arrested. The husband was charged with violating CGS 53a-182, Disorderly Conduct and 53a-62, Threatening in the Second Degree. The wife was charged with violating CGS 53a-182, Disorderly Conduct and CGS 53a-61, Assault in the Third Degree.

- Shoplifting/Robbery - Officers were dispatched to a business in town for a larceny in progress. Dispatch informed responding units that a White female was becoming uncooperative while being escorted into their Loss prevention office. A short time later, she was reported as running away from the store into an adjacent business. Officers arrived and made contact with the female, who was indicated by the Loss Prevention Associates who followed her. She was found to be in possession of her 2 year old toddler daughter. Loss Prevention stated that the female attempted to steal merchandise from the premises while her toddler was in her arms. She had concealed items in her handbag and into her car during two trips into the store to take merchandise. The female was then stopped by the loss prevention employees in the front of the store. She refused to accompany them back to the Loss Prevention office several times. Eventually, the female followed the employees back to the office. Once in the office, the police were contacted and the female began to leave. Despite being asked numerous times to sit down, the female took her toddler child and held her child in front of her. She then pushed through two associates with her child out in front of her against them. One associate equated the scene as she was "like a football player trying to get through a line of football players." The female proceeded through the parking lot and was followed by other Loss Prevention associates into an adjacent business, where she was apprehended by police in the women's room. The total amount of merchandise taken totaled \$246.03 and store wished to press charges against her for the larceny. She was placed under arrest and transported to Newington Police Department, where she was subsequently processed and charged with violation of C.G.S. 53a-125b Larceny in the Sixth Degree, 53-21(a) Risk of Injury to a Minor, and 53a-136 Robbery in the Third Degree as she used physical force upon other people for the purpose of preventing resistance to the taking of the property when confronted by Loss Prevention personnel. She was later released on a \$2,500.00 non-surety bond and is scheduled to appear at GA-15 on 10/19/15.
- In October, Detective Division personnel:
 - Handled 122 investigations, 100 remain ongoing and 22 were closed by investigative methods.
 - Served 26 arrest warrants, 25 by Patrol Officers and 1 by Detective Division personnel
 - On October 13th Newington Detectives responded to a residence in response to an untimely death of 6 month old child. Newington Detectives assumed primary responsibility for the investigation. The Connecticut State Police Major Crime Squad was requested for assistance in processing the scene. At this point the cause of death is unknown and the case remains under investigation.
 - On October 21st, Newington Detectives assigned to the Mid-State Major Crime Squad (MSMCS) along with personnel from the Berlin, Southington, and Bristol Police Departments proceeded to an address in Bristol to execute a search and seizure warrant. The search warrant was the result of an extensive investigation by a Berlin Detective assigned to the MSMCS. The target of the investigation, is suspected of dropping fliers containing pornographic images as well as racist and anti-government language in the front yards of residential homes. The individual is suspected of conducting this activity on numerous occasions over a period of several years in multiple towns in this area. The home was searched and several items of evidence were seized. All evidence seized was turned over to Berlin Detectives.
 - On October 21st Newington Detectives began the investigation of a sexual assault after the victim arrived at an area hospital and requested to be examined. Newington Detectives were contacted after the victim reported that the incident had occurred earlier that evening at a residence in Newington. On October 22nd detectives proceeded to that residence and executed a search and seizure warrant. Several items of evidence were seized. The suspect in this case has been identified and the investigation of this incident continues.
- In October, the Community Service Officer (CSO):
 - Continued to work on ATV Task Force.
 - Maintained Police Department's Social Media sites.
 - Worked with 2 residents regarding ongoing neighbor dispute.

- Sergeant Perry and CSO DeSimone met with Intercommunity Health to see how they can best work with the police department regarding Mental Illness involved calls.
- Coordinated and attended several Citizen's Police Academy classes.
- Created a Law Enforcement Day program for the 5th grade students. This event had to be postponed due to a serious case that required much of our manpower that was involved.
- Worked with the patrol and detective division on a case regarding the death of an infant.
- Coordinated Intern shifts.
- Took part in the Emergency Operations Center training drill on October 21.
- Taught 3 Kindergarten classes Halloween Safety at Ruth Chaffee.

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

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	--	--	1	--
Robbery	1	57	1	220
Assault	7	--	10	--
Burglary	11	13,576	16	27,947
Larceny Theft	49	43,734	37	150,075
Auto Theft	7	41,305	10	74,100
Totals	75	98,672	75	252,342

- During the month of September, 2015 the police department arrested 97 adults 9 for assaults, 14 for burglary, 13 for larceny, 2 for robbery, 1 for receiving stolen property, 1 for forcible rape, 1 for forgery/fraud, 1 for vandalism, 1 for weapons violation, 8 for narcotic violations, 7 for DUI, 2 for offenses against family and children, 1 for larceny theft and 35 for other miscellaneous offenses. We also arrested or referred 1 person under the age of 18 for other offenses
- Police Department Overtime
 - Comparison
 - OT September \$ 99,293 2 pay periods
 - OT October \$ 45,871 3 Pay periods
 - Total Increase \$ 46,578
 - In October, there were two officer vacancies, two officers on light duty, three officers at the academy in training, and one dispatcher on medical leave. These vacancies in Patrol have an impact on the overtime for a total of 8 positions vacant on the schedule in the patrol division/communications. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule. Efforts are being made to cover day shift overtimes with inside staff. Restrictions for time off has also been implemented to reduce overtime.
 - Administrative overtime of \$871 is an increase of \$871 for holiday pay.
 - Patrol overtime of \$96,623 is an increase of \$23,644. October includes one holiday pay (\$15,000) and three pay periods. Calls included several domestic calls, motor vehicle accident investigations, Mid state accident investigation, prisoner watch, Citizens Police Academy, Community Forum, burglary investigation, evidence processing, sexual assault investigation, emotionally disturbed person assistance, sudden death investigation, sexual assault, DUI arrest, arrest warrants, stolen motor vehicle investigation, court appearances, burglary calls, medical calls, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime of \$9,768 is an increase of \$7,710. This includes one holiday pay (\$2,500) and three pay periods. Overtime included an investigation in domestic arrests, burglary, Citizens Police Academy, an untimely death investigation, Mid state accident investigation, search warrant, and scene processing.
 - Communications overtime of \$23,778 is an increase of \$7,987. This includes one holiday pay (\$2,000) and three pay periods. Overtime included several time off leaves including an extensive leave for one dispatcher (\$6,800), and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime of \$14,831 is an increase of \$8,900 for training classes. Training for ERT, and fall firearms training.
 - Support Services overtime \$5,796 is an increase of \$3,262. Overtime included Holiday pay (\$2,100), Citizens Police Academy, and Youth Advisory Committee meeting.

- ACO overtime was \$0.

FIRE DEPARTMENT – OCTOBER 2015 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of October, 2015. During this period fire department members responded to 50 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	October 2015	4 Months Activity
Residential	4	13
Commercial, Industrial, Office	2	8
Hospital, School	0	3
Vehicle	4	5
Rescue, Police Assistance	5	26
Dumpster, Rubbish, Grass, Brush, Leaves	4	44
Hazardous Materials/Clean up	5	14
Investigative Alarm	16	42
Mutual Aid/Standby	1	4
Carbon Monoxide Investigation	1	9
Water Related Incidents/Pump-Outs	0	3
False Alarm	8	24
Total	50	195

Training Summary

Multi Company Training	Co. #2 & #3 Fire Control	99 hours
	Co. #1 & #4 Fire Control	126 hours
Driver Training	Company #2	15 hours
Driver Certification	Company #3	24 hours
Department Activity	Fire Prevention Open House	90 hours
Company Training	Co. #1–Cascade Systems Procedures	3 hours
	Co. #2–SCBA Inspection Maintenance	8 hours
	Co. #3- SCBA Maze	24 hours
	Co. #4- SCBA Maze/Mayday Procedures	24 hours
Co. #3	Driver Recertification	39 hours
Cadet Training	Forcible Entry/Search & Rescue	21 hours
Firefighter I	Course Completion	106 hours
Capitol Region Chief's Mtg.		4 hours
Total Hours		583 hours

FIRE MARSHAL

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

INSPECTIONS	16
INSPECTION FOLLOW-UPS	55
PLAN REVIEW	11
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	4
COMPLAINTS	0
TANK REMOVALS	0
HAZ/MAT	1
BLASTINGS	3

Incidents:

- There were no significant fire incidents or injuries reported in September. Responded to **30** fire calls during August.

Fire Marshal's/Chief's Activities:

- Attended the monthly Capital Region Fire Marshals Association meeting in Avon.

- Attended a wake for the brother in law of Company #1 Member Kevin Ziegler in New Britain.
- Participated in the Annual MDA "Fill the Boot" fundraiser with members of Company #1.
- Conducted several meetings with the Chief Officers to review various topics.
- Attended the monthly Cedar Mountain Commons Men's Club Breakfast to review various fire prevention topics with the group.
- Participated in the Annual Fire Prevention Open House at Fire Headquarters.
- Attended the monthly Board of Fire Commissioners meeting at Company #5.
- Attended the quarterly Capital Region Emergency Planning Council meeting in Hartford.
- Conducted the quarterly Local Emergency Planning Committee at Town Hall.
- Attended a meeting with the Town Manager, IT Director and Police Chief to review computer aided dispatch system concerns.
- Hosted the monthly meeting of the Capital Region Fire Chiefs Association at Fire Headquarters.
- Attended the Fire vs. Police Departments charity softball game at Churchill Park.
- Attended a training session on the new Connecticut State Fire Prevention Code in East Hartford.
- Conducted the Annual Half-Town Committee meeting at Fire Headquarters due to the emergency closing of Town Hall.
- Attended the monthly officers training session at fire headquarters: Radio Communications.
- Coordinated participation in the Governors Annual Emergency Preparedness Exercise in the Emergency Operation Center at Police Headquarters along with other town agencies.
- Attended a meeting with the Regional Task Force Leaders and Hartford County Fire Coordinators in Glastonbury to review regional and state-wide deployment plans.
- Attended the Grand Opening of the new Firestone Auto Care Center on the Berlin Turnpike and received a \$500. Donation on behalf NVFD Inc.
- Conducted a cause and origin investigation for a fatal fire on Cedar Mountain along with the Police Department.
- Assisted DOT Safety Personnel conduct a fire evacuation drill at their headquarters building on the Berlin Turnpike.
- Conducted a Fire Safety training session for the residences at Meadow View Apartments on Mill Street Extension.
- Conducted the Annual Department meeting in the Kalasky Room at Fire Headquarters.
- Assisted the Fire Prevention Bureau conduct a Pre-School Program at Southfield Children's Center.
- Met with representatives from ISO and the Chiefs Staff to review community fire protection in an effort to improve the town's insurance rating.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Governor's Statewide Emergency Preparedness Exercise held in the EOC.
- Attended Department Head and Public Works team meetings.
- Attended Sidewalk Committee meeting.
- Attended Eversource Transmission Project meeting.
- Attended DEEP Piper Brook maintenance coordination meeting.
- Assistant Superintendent graduated from UConn Technology Transfer Center Road Master's Program.
- Attended LEPC quarterly meeting.
- Coordinated Annual Leaf Collection Program including seasonal employee hires.
- Continued with coordination for all paving and construction projects.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Crews completed the reconstruction of Oregon and Olympia Avenues.
- Completed paving portion of Highway culvert replacement project.
- Crews worked on roadside brush/branch cutting.
- Continued with roadside litter and graffiti removal.
- Continued with pot hole patching.
- Removal of vegetation and debris completed on various catch basins throughout Town.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.

- Assisted Police Department in relocation of speed limit recording devices.
- Assist Sanitation Division with recycling container repair and maintenance.
- Completed the blanket replacement of all regulatory and warning signs in plow section 10.
- Completed the painting of stop bars and yellow double lines on recently reconstructed Oregon and Olympia Avenues.

Fleet Maintenance

- Mechanics completed seasonal maintenance to all leaf collection machines, leaf collection trucks and related appurtenances.
- Completed setup of two Highway Department vehicles and one Parks and Grounds vehicle.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 711 residential bulk items for collection for the month.
- Scheduled 110 condominium bulk items for collection for the month.
- Scheduled 31 condo/residential scrap metal items for collection for the month.
- 2180 tons of cumulative Municipal Solid Waste were collected from July through September.
- 701 tons of cumulative recyclables were collected from July through September.
- 346 mattresses and 154 box springs were collected from July through September.
- 113 televisions were collected from July through September.
- Issued 28 permanent landfill permits and 7 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on October 14, 2015:

- No votes taken.

Regular TPZ Meeting on October 28, 2015:

- Approved Petition #39-15: Health Club (Kenpo Karate) at 135 Lowery Place. Lowrey Place Realty LLC, owner; Connecticut Kenpo Karate, applicant.
- Released the Restrictive Covenant and approve the Performance Bond in the amount of \$50,500 for “Harvest Ridge” subdivision on Shady Hill Lane.
- Approved Petition #38-15: Restaurant at 39-41 Market Square. Sarjac Partners LLC, owner; Nichole Vega and Michelle Dickenson, applicants.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- October 13: Met with Packard’s Way developer to discuss performance bond reduction.
- October 20: Met with staff to discuss Packard’s Way bond reduction.
- October 21: Met with 800 North Mountain Road church applicant.
- October 28: Field trip to view and catalog open space parcels.
- October 30: Met with owner to discuss development of Rockwell Avenue property.

TOD/CTfastrak/Amtrak Corridor Planning:

- October 7: Attended quarterly Corridor Advisory Committee meeting at CTDOT.

Grant-Funded Project Activities

- October 13: Met with staff on STEAP grant for lighting at Clem Lemire ballpark.

Professional Development/Training:

- None.

Boards and Committees

- October 13: Attended monthly ACHIEVE meeting.
- October 14: Attended bimonthly TPZ meeting.
- October 28: Attended bimonthly TPZ meeting.

Miscellaneous:

- October 2: Met with condo homeowner to discuss “No Exit” sign.
- October 2: Attended staff meeting with Eversource Energy to review new power transmission lines.
- October 23: Attended briefing session on proposed CT Transit bus route changes.
- October: Received and responded to approximately 27 phone messages from citizens, applicants, staff and elected/appointed officials.

- October: Received and responded to approximately 481 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of October, 14 excavation permits were issued:
 - 5 Road/Driveway Excavation Permits
 - 8 Gas laterals
 - 1 Telephone Conduit
- 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 attended the monthly Inland Wetlands Meeting.
- The Town Engineer attended the DEEP pre-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 DEEP annual field inspection for the SBPR – F.C.P. at Piper Brook.
- **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 (2) applications for presentation\review at the regular Inland Wetland Commission meeting.
- Site Plan Review: Engineering conducted (3) site plan reviews with regard to LID\Stormwater Drainage, TPZ and\or Zoning regulations.
- Packard's Way Sub-Division: The developer has notified the Town Planner of a bond reduction request. Upon completion of the site operations, monument installation, i.e. bond items, Engineering will assist in verification of quantities via site observation and calculation. A bond amount will be recommended to the TPZ via the Town Planner for consideration of the TPZ Commission.
- Harvest Ridge Sub-division: The developer is preparing a bond in anticipation of a C.O. (certificate of occupancy) for the first dwelling on Shady Hill Drive. Engineering has reviewed the bond estimate, conducted field observations to verify and recommend a bond amount to the Planner for the consideration of the TPZ Commission.
- Engineering provided research, data and mapping to assist the Town Attorney in generating a legal advisory or "Opinion" for the Council's consideration of formally accepting Green Street.
- 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 continue operations into early November dependent upon favorable construction weather.

BUILDING DEPARTMENT

- A Building Permit was issued for the internal build out for a medical office at 2272 Berlin Turnpike.
- A Plumbing Permit was issued to replace an 8" and 4" cast iron pipe in the crawl space at the Town Hall, 131 Cedar Street.
- Work is continuing at 405 Alumni Road for the Children's Party Center. An Electrical Permit was issued to wire the lighting receptacles and the rooftop HVAC units.
- Seminars attended by our inspectors for their continuing education credit were:

D. Jourdan - New England Municipal Building Officials Seminar – October 5-7, 2015.

R. Smith - Solar PV Systems – October 8, 2015.

- There were four Certificates of Occupancy issued in October. All were residential – 22 Harvest Court, 24 Harvest Court, 66 Harvest Court, and 24 Packard's Way.
- Building Department activity for the month of October was as follows: The Inspectors completed a total of 223 inspections. They were: A/C (1), Above Ceiling (2), Boiler (3), CO (6) Decks (5), Electrical (15), Exterior Walls (1), Final (76), Footings (6), Foundation (10), Framing (2), Gas Line (23), Insulation (10), Mechanical (3), Plumbing (1), Pools (5), Rebar (1), Roofing (3), Rough (42), Sheathing (4), Sheds (1), Slab (3).
- The total number of Building/Renovation Permits issued / applied for the month of October was **221** producing a total permit value of **\$2,617,900.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	33	498,837.00
DECK	0	0.00
DEMOLITION	1	10,000.00
ELECTRICAL	58	438,072.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	5,116.00
GARAGE / SHED	1	6,984.00
MECHANICAL	38	362,353.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	69,249.00
POOL	1	39,485.00
ROOFING/SIDING	33	926,502.00
SIGN	7	3,890.00
SOLAR	19	253,192.00
TENT	2	4,220.00
TOTAL	221	\$2,617,900.00

The total Building income fees received in the month of October was **\$29,935.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$845.00, Environmental \$180.00, Conservation \$1050.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$63.50 Driveway / Excavation \$500.00 Engineering copies \$169.50. The other total income is \$2808.00.

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

	<u>2015</u>	<u>2014</u>
Value of Permits issued for October:	\$2,617,900.00	\$3,676,787.00
Fees for Permits issued for October:	\$29,935.00	\$43,485.00
Other income Fees for October:	\$2,808.00	\$3,092.50
Building Permits Issued for October:	221	227

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>
\$10,437,641.00	\$126,721.00	\$8,497,678.00	\$102,415.00

HUMAN SERVICES

- The Food Bank assisted 141 households with 686 bags of groceries distributed. Numbers slightly down most likely because a holiday fell on one of the food bank days.
- Open Air Market served 139 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 17 households, providing 28 bags of clothes.
- The Special Needs Fund assisted 9 residents with 9 bills, 2-utility, 2-medical, 5-housing. 2 residents were 60+.
- The Social Casework Program had 126 cases. 44 were new referrals.
- The Youth and Family Counseling Program had 14 active cases. 1 case was new. Clinicians provided 26 clinical therapy sessions with a total of 31 clinical service hours.
- 3 police referrals were received for follow up.
- 8th grade Adventure Bound Challenge program that focuses on transitions into high school has 16 youth registered. LEAD mentors are assisting as a way to make connections for the 8th grade to 9th grade.
- Several staff attended a Hoarding workshop with practical applications for those working directly with individuals living with the disorder. Our statewide working group is already planning additional training and another conference, to be held Spring, 2016.
- SCORE registrations were extended until November 20th. Weather was great during October for lots of outdoor adventure-based programming.
- The 5th grade SUCCESS program was well received with lots of energy and enthusiasm.
- The High School Self-Awareness class met twice, enjoying kayaking and classroom activities. The group will also be assisting with the department Thanksgiving distribution as their community service project.
- There were 4 requests for community service. 40 hours were completed with carryover into November.
- There were no JRB referrals this month.
- Staff attended workshops, trainings and meetings throughout the month.
- More than 330 households have registered so far for the Holiday Food & Gift Program.
- Several food and winter clothing collection have been initiated for our holiday distribution.
- Student intern, Kim Robbins, is dividing her time with our clinical services, youth programs and working with Newington Transition Academy.
- Clinical Services Coordinator, Pat Meskill and Kim Robbins attended a safe dating workshop.
- The Waterfall Festival Committee chose our department Special Needs Fund to receive money they collected this year.
- Pat also attended the annual CT Youth Services Association Conference.
- Pam Wassik and Carol LaBrecque attended a statewide energy assistance meeting.
- Karen Futoma assisted Meghan Manke from the Fire Marshall's office with a library presentation on Hoarding. Approximately 35 people attended.
- Director Futoma and Human Services Coordinator LaBrecque participated in the annual Statewide Emergency Preparedness Event held at the Newington EOC. The exercise discussion included the need to open a shelter and activating our CERT team to assist as a result of a tornado. They also attended an ADA workshop held at the Senior & Disabled Center.

October 2015 Statistics

Selected Programs	FY 15-16 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 15-16 Cum. Undp. Total YTD	FY 14-15 Cum. Undp. Total YTD
Youth & Family Counseling Cases	14	13	17	16
Youth & Family Service Hours	31	35	101	131
JRB Cases	0	1	3	1
Positive Youth Development	370	366	1581	1449
Information and Referral	948	766	2957	2840

Social Casework Cases	126	107	293	225
Under 55 =	27	25	74	
Under 55 Disabled =	40	40	90	
Over 55 =	59	42	129	
Social Casework Service Hours	149.25	153.75	666	N/A
Under 55 =	31.75	36.25	129.50	
Over 55 and/or disabled	117.50	117.50	536.50	
Food Bank Households	141	163	586	694
#Bags of Groceries Distributed	686	745	2801	3189
Special Needs	9	11	35	37

SENIOR AND DISABLED CENTER

- On October 6th, a “Meet the Artists” show and reception was held to recognize and show appreciation to the many artists who have allowed their work to be on display at the Senior and Disabled Center over the past 5 years. Curated by Ann Garbiel & Peg Smolack, these displays enhance the ambience of the Center as well as provide a public venue for the artists, many of whom are older adults.
- The pilot LGBT Moveable Senior Center made its debut in Newington on October 16th and was a resounding success with 30 attendees, double the number that attended the first event in September. This is a partnership among five Senior Centers in the Greater Hartford area to connect the LGBT community to mind-body-spirit, to each other and to services and supports for healthy aging. The program moves to Bloomfield in November. This project is sponsored by CCCI as part of “Getting it Right”: Creating an LGBT-Responsive Organization, a project funded by the John H. and Ethel G. Noble Charitable Trust and was guided by CT LGBT Aging Advocacy.
- Center Director Dianne Stone was a guest on the “At Home in Connecticut” show on WTIC with Julia Evans Starr of the Connecticut Commission on Aging to talk about the LGBT Moveable Senior Center. The show aired on Sun., Oct. 25th & can be heard online at <http://coa.cga.ct.gov/index.php/multimedia>.
- Ms. Stone, along with the Directors of the Avon and Simsbury Senior Centers, presented a workshop on the Moveable Senior Center concept at a conference in Sturbridge, MA on October 8th. This allowed Ms. Stone to attend the conference at no cost.
- A new session of the Aging Mastery Program® started on October 14th. The program has undergone several updates as it is implemented broadly across the country and the Center, as one of the original five co-developers with the National Council on Aging, is able to continue to offer it without additional training or license. In addition, the Center was awarded a \$3000 grant from the North Central Area Agency on Aging to cover materials costs for two more sessions including one in American Sign Language.
- A new session of Italian language classes also began this month. Professor Monica Georgeo continues to pilot this opportunity to learn the language and then travel to the country.
- On October 13th, Heather Hitchcock from Hartford Health Care Senior Services presented “The 5 Steps to Healthy Living” at a lunch and learn event with food provided by October Kitchen.
- The Central Connecticut Health District provided flu shot clinics to the community at the Senior and Disabled Center on October 2nd and 20th.
- As of the end of August, the Center had 1,804 paid members, including 166 Fitness Center members. There are 896 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 3593 by 553 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 1442 trips this month, covering 4093 miles.
- Center staffing was complemented by 650 hours of unpaid service in 225 instances by 44 volunteers.

PARKS AND RECREATION

Recreation Division

- Most Fall Programs have already begun and have been ongoing throughout the month of October.
- Creative Playtime Preschool Program students are participating in a program offered by the Lucy Robbins Welles Library which provides transportation for field trips to the library for a librarian directed program. The first field trip was held on Friday, October 2, and 30 students and 4 teachers attended. Our preschool students and staff enjoyed the program and are looking forward to future field trips.
- A mailing was sent out to local businesses to promote our new advertising opportunities available on our seasonal program guides. We received very positive feedback, and the first advertisement will be on the cover of the Winter 2016 program guide, scheduled for distribution the week of November 22.
- S. O'Neil is providing CT Child Care training (a certification required by the State of Connecticut Day Care Licensing) to four staff members of Creative Playtime Preschool Program. The first day of training was held on Tuesday, October 27 and the course will be completed on Thursday, November 5.
- There is now an official Facebook page for the Newington Parks and Recreation Department. This page is being used to market our programs and special events, in addition to our main methods of marketing which are the Town of Newington website and our seasonal program guides.
- An application was submitted for a micro grant offered by America Walks. If we are selected, we would receive up to \$2,500 to expand and improve our free summer fun runs program.
- Staff has participated in several meetings and conference calls to prepare for the installation and implementation of Vermont Systems, Inc.'s RecTrac registration software. It is anticipated that the software will be ready to use in 2016.
- A request was sent to Stew Leonard's for consideration to receive donations from their Wishing Well for the 2016 Extravaganza fireworks. Our request was approved, and we will receive all donations collected from the Wishing Well in their Newington store from June 15–30, 2016.
- Men's Basketball League meeting was held with team representatives on October 19.
- The Women's Volleyball 6-team league started on October 13.
- Staff attended the CRPA Fall Quarterly Conference on October 6.
- Staff attended/assisted with the ADACC (Americans with Disabilities Act Coalition of CT) State Conference on October 30.
- Youth Basketball brochure for students in Grades K through 8 was distributed to schools—program will begin in December.
- A dance for Newington students in grades 7 & 8 was held on Friday October 23 from 7-10 p.m. at the Mortensen Community Center Gymnasium; over 330 students attended the dance.
- The Middle School Teen Center for Newington students in Grades 5–8 and the High School Open Gym program for Newington students in grades 9–12 began on Friday, October 30. The Middle School Teen Center is open on Friday evenings from 6:00 – 8:00 and the High School Open Gym is held on Friday evenings from 8:00–10:00.
- The Annual Children's Halloween Party was held on October 31 in the Community Center. Over 200 children attended with their parents. The Newington High School Girls Swimming and Diving Team volunteered at the event.

Upcoming – Recreation Division

- The Winter 2016 Program Guide will be distributed to Newington residents as an insert in the December issue of Newington Life, which is scheduled for distribution during the week of November 22. New programs include Winter Wonderland (free rides on animatronic winter animals during Visits with Santa), Little Artists and Preschool Play Nights. Most winter programs will begin the first week of January.
- Staff will be participating in a full week of training from November 16–20 with staff from Vermont Systems, Inc. on the RecTrac registration software that will be installed and ready for use in 2016.
- Creative Playtime Preschool Program will be attending another library field trip on Friday, November 20.
- A Special Screening for "The Peanuts Movie" will be held on Friday, November 6 at Bow Tie Cinemas in Hartford. This event will celebrate former Newington resident and co-writer/producer of the movie, Cornelius Uliano. In addition, proceeds from this event will go toward the 2016 Extravaganza fireworks.
- Grades 9 through 12 Youth Basketball program planning will begin shortly—program will start in early December.
- A special Youth Basketball Registration Day (Grades K through 8) will be held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 7.

- Staff will be attending the Connecticut Recreation & Parks Association Annual Conference on November 23 & 24.

Parks and Grounds and Cemeteries

- Planted junipers, installed drainage and mulched areas at the Newington Emergency Medical Services building.
- Installed drainage near the playground at Mill Pond Park.
- Planted trees on Crestview Drive.
- Received 27 calls regarding trees.
- Removed logs from Parks and Grounds property to the town landfill for recycling.
- Prepared equipment for leaf removal.
- Started winterizing irrigation systems and buildings.
- There were 10 interments and 2 grave sales.

LIBRARY

- The library will be open on Sundays beginning November 15. Sunday staff are attending refresher training to go over building and computer procedures for the weekend.
- The Children's Department offered 61 programs to 1,660 children and their caregivers. *Pumpkin Fest* was a huge success. The Newington High School Community Outreach Student Council collaborated with the children's department to offer pumpkin decorating, craft activities, face painting and tattoos. The students brought 150 small pumpkins that were donated to the council. Other programming included *Parent – Child Workshop*, *Pajama Yoga* and *Tails to Tales*. Staff was also busy with daycare and pre-school visits and weekly story based programs.
- The teen librarians offering 3 programs to 33 teens. Programs included *Craft Blowout Night*, an evening of making magnets, slime monsters and duct tape crafts and *Teen Horror Movie Night* which featured the film *Poltergeist*. The third program offered this month was the *Teen Nerd Program – Smart is Cool*. "Nerdfighters are people who, instead of being made up of cells and organs, are made up of pure awesomeness" – Hank and John Green. This program had teens making nerd themed treats, competing in a trivia game and watching smart videos.
- Adults were kept busy with 15 programs offered to a combined audience of 431 adults. Adults programs included *My Family's Armenian Experience* with Newington resident Arthur Shahverdian, *What do You Know about Hoarding?* with Firefighter Lt. Meghan Manke and *ReDefined READS- Fall Fun*, in which patrons learned how to make pumpkins and fall wreaths out of books. A special *Brown Bag it With a Book Discussion* of the book *Out of Reach: The Day the Hartford Hospital Burned* included the author F. Mark Granato who answered questions about his novel based on the fire. The month was rounded out with a showing of the movie *Woman in Gold* starring Helen Mirren and the documentary *Glen Campbell: I'll Be Me*.
- In honor of the anniversary of Frank Sinatra's 100th birthday, CCSU Professor and host of the weekly radio show *Gil, Frank and Friends* hosted a Frank Sinatra film series at the library. Two films, *A Hole in the Head* and *On the Town* were shown in October. *Von Ryan's Express* will be shown in November. Before each film, Mr. Gigliotti gave a brief introduction and followed each film with a closing discussion. 79 people attended the films in October.
- Head of Reference Diane Durette's series a *Taste of Connecticut*, had its final program in October before taking a hiatus until next spring. Representatives from *Omar Coffee* talked about their business and the coffee industry. Samples were enjoyed by the 74 people who attended. This series has been wildly popular. Plans are already in the works for more in the spring through the fall of 2016.
- Total circulation of library materials was 28,949. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 4,574 times from the library website. An average of 623 people visited the library each day. There were 8,376 visits to the library's homepage. Popular online services included *Health and Wellness Resource Center*, *Literary Reference Center*, *Transparent Languages*, *Universal Class*, *BookFlix*, *Tumblebooks* and *PebbleGo Biographies*, *Science* and *Social Studies*. The reference staff answered 4,995 reference questions. Free library meeting space was used 379 times during the month.
- C-Car, the state delivery system of interlibrary loans, books borrowed from other libraries and books being borrowed from our library has been problematic. Deliveries also include Newington books returned to other libraries with the intention of the books being sent back via the delivery system. Typically, the library receives a daily shipment of 6 – 10 boxes within a week of the request to lend or borrow or from the time it is returned at another library. The driver has not been picking up or returning

all of the boxes on a daily basis because he says there is not enough room in his van. As a result, items are taking longer to get to the destination point. And deliveries have been feast or famine. One day a very small delivery of a few boxes and another day 68 boxes of items that have been sitting at other libraries waiting to be picked up and delivered to the right library. Many of the items are in transit for weeks if not months. The large deliveries create a workflow nightmare and the delay in receiving the items means our patrons are not getting what they want in a reasonable amount of time.

- The Friends of the Library sponsored a bus trip to the New York City event where 42 people enjoyed a day on their own in the city. The Friends are busily preparing for the November Fall Book Sale to be held at the Newington Senior and Disabled Center on November 13, 14 & 15.
- The Library Board of Trustees House Committee did a walk-thru of the library on a Saturday morning in October. 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.
- A staff person's personal iPad was stolen from the library which led the library director and business manager to view security camera footage during the time the iPad was taken. Camera footage showed that a cleaning person from *NuLook*, the library's cleaning service not only took the iPad but after viewing footage for the month of October, it also showed that she took a *Samsung Galaxy Tablet*, a *Samsung Blu-Ray* player and other miscellaneous items, all property of the library, as well. All of these items including the iPad were located in locked offices. The police are involved with this problem. It is so discouraging to have this happen once again.
- 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 *Facebook 101*, *Now Introducing: The Samsung Galaxy Tablet*, *Tech Troubleshooting with Teens* and *Tech 4 U*.
- In personnel news, Jillian Colucci was hired as part-time Circulation Substitute. Several staff took advantage several workshops and webinars offered by the Connecticut State Library. Topics included the hidden web, emerging technology, online technology sites and weeding.
- In Facilities news, we continued to have temperature control problems in the library. Technicians are still working to resolve the problem.
- Topics of note that were researched this month included:
 1. Fire safety books for children.
 2. Book about weddings to prepare a three year old.
 3. How to apply for Food Stamps.
 4. Pumpkin patches in Newington.
 5. How to freeze and cook frozen corn.
 6. What will qualify for energy efficient tax credits in CT.