



Tanya Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya Lane, Town Manager  
Date: September 23, 2016  
Re: Monthly Report – August 2016

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#### GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.
- Mrs. Lane attended the Town Hall Renovations Project Building Committee meetings.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane participated in the interview process for the Town Clerk, Civilian Evidence & Property Officer and the Assistant Building Official positions.

#### Legal Services

The legal amounts for the August monthly report are as follows:  
Rome (Modern Tire/Firestone) - \$122,298.64

Murtha (Toll Bros) \$15,198.20

#### Overtime

Paid overtime during the month of August 2016 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	25.3	\$ 1,175.46
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 703.52
ROAD MAINTENANCE	4.0	\$ 180.48
TRAFFIC DIVISION	0.0	\$ 0.00
MILLING/OVERLAY	27.0	\$ 1,467.01
RUTH CHAFFEE SCHOOL	32.0	\$ 1,432.24
<b>TOTALS</b>	<b>104.3</b>	<b>\$ 4,958.71</b>

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	21.1	\$ 878.49
Turf and Grounds Maintenance	90.0	\$ 4,355.93
Pools	38.0	\$ 1,983.87
<b>TOTALS</b>	<b>149.1</b>	<b>\$ 7,218.29</b>

<b>POLICE DEPARTMENT</b>	<b>16-17 Budget Overtime Appr.</b>	<b>Overtime Expended 16-17 YTD</b>	<b>15-16 Budget Overtime Appr.</b>	<b>Overtime Expended 15-16 YTD</b>
Administration	\$ 7,459.00	\$ 0.00	\$ 7,254.00	\$ 278.93
Patrol	609,919.00	91,450.32	603,738.00	129,077.00
Investigation	83,433.00	2,744.83	76,132.00	8,699.58
Communication	170,443.00	27,372.75	162,698.00	17,285.09
Education/Training	130,461.00	15,418.75	120,943.00	8,285.95
Support Services	36,261.00	2,595.51	34,408.00	2,542.23
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 139,582.16	\$ 1,008,179.00	\$ 166,168.78
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 25,212.00	\$ 7,481.38	\$ 25,212.00	\$ 3,023.29
Snow and Ice Control	148,440.00	0.00	148,440.00	0.00
Traffic	3,702.00	1,432.14	3,000.00	693.11
Vehicles and Equipment	29,949.00	2,152.12	26,949.00	4,171.08
Leaf Collection	48,989.00	0.00	50,999.00	0.00
Total	\$ 256,292.00	\$ 11,065.64	\$ 254,600.00	\$ 7,887.48
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 77,091.00	\$ 17,875.86	\$ 77,091.00	\$ 16,433.21
Cemeteries	15,012.00	975.97	18,371.00	2,318.45
Total	\$ 92,103.00	\$ 18,851.83	\$ 95,462.00	\$ 18,751.66

## **PERSONNEL**

- James Krupinski was hired as the new Town Clerk effective August 22, 2016.
- Daniel Reed was appointed to the Civilian Evidence & Property Officer position, effective September 12, 2016.
- Kieran Kilkenny was hired as the Assistant Building Official, effective September 19, 2016. Richard (Red) Smith will be retiring from the Building Department on September 2, 2016.
- Interviews for five finalists for the Assessor position were held with a hiring decision expected in early September.
- The Detective Division continues to conduct backgrounds on candidates for the Dispatcher position.

## **RISK MANAGEMENT**

### 2016-17 Blue Cross/Blue Shield Plan Year

The first month of the 2016-17 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2016-17 plan year were estimated at \$987,630. The total paid claims from the Health Benefits Fund for July 2016 were \$748,134. 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:

#### Claims for July, 2016

	Town	Board of Education	Total
Estimated Claims	245,102	742,528	987,630
Actual Claims	160,569	587,565	748,134

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the months of July & August. Attended Town Hall Building Committee & a tour of the Building, Staff, Library Building Committee & Safety Committee meetings. Attended union contract negotiation meetings.

### Work Order Completions

- The Facilities Maintenance Department has completed 142 formal work orders during the months of July & August at various Town Buildings.

### Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Sidewalk repairs have been ongoing as with maintenance throughout the building. Two new main sump pumps were installed in the boiler room to replace the burnt up and outdated pumps for flood protection.

### Kellogg Eddy House

- Work continues on the water damage restoration from the heating system and is near 90% complete and the room's restoration is ongoing with the floors 90% completed. Upgrades to the apartment is near completion in hopes of having a care taker in before the cold weather comes. Attic Spray foam insulation is complete for greater efficiency and a new high efficiency forced hot air heating system was installed for the apartment to replace the damaged radiators.

### Senior Center

- Continuing with the replacement of ceiling tiles throughout the building. Repaired in house the social & store rooms A/C system by installing a new compressor. A new fence was installed around the back perimeter of the building as well as new gutters that replaced the damaged ones from this past winter.

### Parks & Grounds Building

- Work has begun on removal of the old boiler in the Silo and removal of the old heating system for the admin area. CNG moved the gas line to the main building and installed a new meter for the new heating systems. Maintenance installed a new 50 gallon high efficiency heat pump hot water heater and insulated all water lines throughout the building. A new standalone emergency generator was installed along with a new upgraded electrical panel with wiring repairs throughout the building.

### Indian Hill Country Club

- Met with the Town's insurance company and contractors on a plan for repairs to the building caused by a water pipe that froze this past winter.

### Highway Garage

- CNG installed a new gas line from Milk Lane to the front of the main garage and the heating systems upgrades have went out to public bid. New snow guards were installed on the entire truck bay roof for protection during freezing temperatures. New LED lighting was installed in the break room as well as hand wash air driers to save on waste of paper towels.

### Library

- Old dead pine trees on the south side of the building were removed as with the trimming of multiple trees surrounding the building. Two new exterior metal doors were installed on the south side of the building due to the original doors and frames being rusted beyond repair.

## **INFORMATION TECHNOLOGY**

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

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

- Closing 109 help desk work orders.
- Upgrading the Town's virtual infrastructure to the latest stable release of software.
- Upgrading the firmware and driver software on the town's hyper-converged clusters.
- Setting up and configuring new virtual servers for the Public Safety deployment of NexGenPSS Law Enforcement Administration Software (Leas) solution.
- Completing setup and configuration of Geocortex (GIS) application for internal staff use.
- Assisting Parks and Recreation staff with the implementation of a Parks and Recreation template for their season brochures.

- Working with Quality Data Systems and View Permit Cloud on implementing procedures to push and pull information from Assessor's and Building Department applications for use by the respective departments.
- Troubleshooting wiring issues related to computer equipment used in the police patrol vehicles.
- Attending project kick-off meeting for NexGenPSS project.
- Attending department, town and regional meetings as needed and/or required.

**FINANCE**

**Accounting and Administration**

- During the month of August, considerable effort was directed towards the recruitment of the Town Assessor. An interview panel was convened which comprised of town manager, director of finance and an assessor from area towns. Follow-up interviews were conducted with the Director of Finance, Assessor, and Town Manager.
- Preparation for the 2015-16 financial audit was well underway during the month of August.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.

Major grants received during the month included the new Municipal Revenue Sharing Grant in the amount of \$651,000 and Town Aid Road grant of \$207,817. 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)  
8/31/2016

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2016-17</u>	<u>Actual Year to Date</u>	
General Fund	\$71,350	\$13,468	\$28,777,687
Special Revenue Funds	5,400	3,061	4,002,052
Capital Projects Funds	1,500	832	1,033,603
Internal Service Fund	2,400	1,719	2,250,070
Trust and Agency Funds	4,000	610	1,030,738
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$37,094,150</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
8/31/2016

	<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	0.42	0.46	3,407	3,229	\$9,334,612
Bank North	0.20	0.20	337	91	2,037,501
People's Bank	0.32	0.32	2,189	1,923	7,589,424
Santander Bank	0.45	0.45	3,463	988	9,069,109
Farmington Bank	0.40	0.40	3,186	877	9,063,504
<b>Total Outstanding Investments</b>					<b>\$37,094,150</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the 25th of August. Sales reports were prepared as handouts to the public and placed on the Assessor's web page.
- The Assessor's office staff spent an inordinate amount of time during the month of August responding to questions about motor vehicle problems caused by failures of the Department of Motor Vehicles (DMV) software system. This process extended well beyond the normal one month of July. The Assessor's office processed 380 certificates of correction against the 2015 grand list. There were 351 motor vehicle accounts that received corrections; 20 real estate accounts, and 9 personal property accounts
- One court case was resolved with Prospect Street Tennis Center LLC.
- Preparation for the October 1, 2016 grand list began with personal property declarations and building permits. Both of these activities will run through the end of the year.

**Revenue Collector**

- Collections for August on the 2015 Grand List amounted to \$5,479,485. Prior year taxes were \$82,041 which included \$2,626 for Suspense accounts.
- This year's total collections through August were 52.4% which is significantly lower than last year's rate of 54%.
- Delinquent notices were sent the first week in August to 6,260 delinquent taxpayers; 462 for Real Estate, 180 for Personal Property and 5,618 for Motor Vehicles.
- The Tax Office was extremely busy with taxpayers coming into the office with questions regarding tax bills. An unusually high amount of certificates of corrections and refunds were processed primarily due to motor vehicles changes.

**TOWN CLERK**

- Revenue continued to be strong throughout August generating a total of \$74,129.89. There were 90 property transfers for a total of \$28,334,314.00. State conveyance tax collected was \$217,015.35 and \$70,835.79 was collected in Town conveyance tax.
- A total of 464 documents were filed on the land records during August including: 133 mortgages, 114 releases, 31 probate certificates, 13 liens & 13 Foreclosure Registrations.
- Commercial Properties conveyed at: 3191 Berlin Turnpike for \$900,000 from the Estate of Richard J. Bonelli to Zyan Properties, LLC; 1518 & 1570 Willard Avenue for \$6,500,000 from GPT-GPIII, LLC to Bradford Commons NCM, LLC; 83 Main Street for 8,500,000.00 from Foxwoodburg Associates, LLC. To Woodbridge NCM, LLC. Three residential properties each sold for over \$300,000.
- The staff issued 120 certified copies of vital records, 15 burial permits and 8 cremation permits.
- Staff catalogued ten Notary Public commissions and four Trade Name certificates.
- There were 62 electronically recorded documents generating \$8,247 in recording fees.
- The newly appointed Town Clerk, James E. Krupienski started in the office on August 22, 2016 and was sworn in by Tanya D. Lane, Town Manager.
- 90 day Blank Ballots were issued to Military Voters beginning on August 10, 2016.

<b><u>DATA SUMMARY AUGUST 2016</u></b>				
	<u>August - 16</u>	<u>August - 15</u>	<u>FY 16/17 to Date</u>	<u>FY 15/16 to Date</u>
Land Record Documents	503	432	947	951
Dog Licenses Sold	103	194	342	355
Game Licenses Sold	2	17	11	6
Vital Statistics				
Marriages	7	20	19	14
Death Certificates	14	21	41	63
Birth Certificates	15	28	32	58

Total General Fund Revenue	\$ 92,030.79	\$ 48,418.39	\$ 199,149.25	\$ 98,895.42
Town Document Preservation	\$ 1,402.00	\$ 1,100.00	\$ 2,535.00	\$ 2,380.00
State Document Preservation	\$ 736.00	\$ 690.00	\$ 1,372.00	\$ 1,430.00
State Treasurer (\$36 fee)	\$ 13,104.00	\$ 12,420.00	\$ 24,444.00	\$ 25,740.00
State Treasurer (\$127 fee)	\$ 7,370.00	\$ 4,826.00	\$ 10,414.00	\$ 11,303.00
State Treasurer (\$110 fee)	\$ 6,477.00	\$ 4,510.00	\$ 12,870.00	\$ 10,450.00
Locip	\$ 1,092.00	\$ 1,035.00	\$ 2,037.00	\$ 2,145.00
State Game Licenses	\$ 106.00	\$ 54.00	\$ 275.00	\$ 148.00
State Dog Licenses	\$ 638.50	\$ 700.50	\$ 2,234.50	\$ 2,342.50
Dog Licenses Surcharge	\$ 194.00	\$ 246.00	\$ 776.00	\$ 862.00
Marriage Surcharge	\$ 114.00	\$ 133.00	\$ 361.00	\$ 266.00
<b>Grand Total</b>	<b>\$ 123,264.29</b>	<b>\$ 74,129.89</b>	<b>\$ 256,467.75</b>	<b>\$ 155,961.92</b>

## **POLICE DEPARTMENT**

- The Police Department still has officer and dispatcher vacancies. All resources are being used to minimize the impact to the overtime accounts.
- Patrol Calls for August are as follows:

Alarm Hold Up	3	Threatening In Progress	1	Larceny from MV Report	13
Breach In Progress	7	Traffic Stop	1	Larceny Report	61
Burglary Report	1	Alarm Commercial Burg	66	Location General	243
Criminal Mischief In Progress	2	Alarm Residential Burg	36	Location School	12
Customer Dispute In Progress	8	Animal	36	Lockout Building	1
Domestic In Progress	17	Assault Report	3	Lockout MV special circ	2
Drug Active	3	Assist Notification	2	Medical Alarm	1
DUI	2	Assist Other Agency	31	Medical Fall	1
EDP In Progress	6	Burglary Report	1	Medical Other	3
Fire Alarm	24	Car Seat	3	Medical Respiratory	2
FireCODetector with symptoms	1	Check Welfare 911 hang up	13	Medical Unresponsive	1
Fire Extrication	1	Check Welfare Other	45	MV Abandoned	2
Fire Hazmat	4	Clear Lot	8	MV Assist	39
Fire Other	9	Pris/Paperwork to Court	25	MV Complaint In Progress	37
Fire Structure Fire	6	Criminal Mischief Report	17	MV Complaint Report	10
Fire Vehicle Fire	1	CSO	2	MVA Evading	12
Harassment In Progress	2	Customer Dispute Report	1	MVA Property Only	99
Larceny In Progress	24	Dog Complaint	48	Neighbor Report	8
Medical Alarm	10	Domestic Report	3	Noise	18
Medical Cardiac	24	Drug Active	1	Parking Violation	5
Medical Diabetic	9	DUI	4	Pistol Permit Temp Issued	13
Medical Fall	59	EDP Report	2	Property Found	14
Medical Mutual	1	Escort Funeral	10	Property Lost	4

Medical Other	153	Escort Other	6	Recovered Stolen MV	2
Medical Respiratory	20	Escort Tax	7	Serve Subpoena	1
Medical Trauma	7	Fingerprint	28	Serve Warrant	57
Medical Unresponsive	7	FireCODetector no symptom	4	Specific Detail CAD number	110
MV Assist	3	Fire Trouble Alarm	10	Stolen MV	10
MV Complaint Report	1	Fire Water Problem	5	Sudden Death	2
MVA Evading	1	Fireworks	4	Suspicious In Progress	1
MVA Injury	22	Follow Up	87	Suspicious Report	25
MVA Property Only	2	Harassment Report	11	Test Police	1
Open Door / Window	13	Hazard	28	Threatening Report	4
Robbery In Progress	2	Landlord Tenant Dispute Report	2	Tow	13
Specific Detail CAD number	1	Illegal Dumping	1	Town Ordinance Violation	1
Suicide Attempt	3	Intoxicated	2	Traffic Stop	506
Suspicious In Progress	103	Juvenile Complaint	12	Trespass In Progress	8
Suspicious Report	2	K9 Call	3	Trespass Report	5
		Landlord Tenant Dispute Report	2		
				<b>Total</b>	<b>2480</b>

- Investigations and calls by Patrol Officers in August included:
  - On 8/31/16, officers were dispatched to a local motel on a report of an altercation. The dispatcher stated that a naked man was having an altercation with a female. The dispatcher stated that at one point, the male picked up the female and placed her over his shoulder and brought her back into a motel room. Officers arrived on scene and were able to locate the two people as they exited a motel room. Officers separated the two people and spoke to each of them. The male stated that no altercation occurred and it was just an argument. The female stated that the two are in a dating relationship and an argument began. The argument escalated and became physical. The male was subsequently arrested for violating CGS 53a-181, Breach of Peace, CGS 53a-61 Assault in the 3rd Degree, and 53a-95, Unlawful Restraint in the 1st Degree.
  - On 8/7/16, numerous officers were dispatched to a local motel to investigate the report of a robbery that had just taken place. Upon arrival, officers spoke with the victim. The victim stated that her ex-boyfriend and his new girlfriend had just assaulted and robbed her in her room. The victim had visible facial injuries. Officers were able to locate the suspected male and female within the property of the motel. The suspected male and female were in possession of items stolen from the victim and also in possession of narcotics. The suspects were subsequently arrested for 53a-61 Assault in the Third Degree, 53a-136 Robbery in the Third Degree, 53a-48/53a-136 Conspiracy to Commit Robbery in the Third Degree, 53a-125b Larceny in the Sixth Degree, 53a-48/53a-125b Conspiracy to Commit Larceny in the Sixth Degree, and 21a-279(a)(1) Possession of a Controlled Substance.
- In August, Detective Division Personnel:
  - Handled 87 investigations, 59 remain ongoing and 28 were closed by investigative methods.
  - Served 34 arrest warrants, 27 by Patrol Officers and 7 by Detective Division personnel.
  - On August 10<sup>th</sup> James Chapman of 27 Golf Street Newington was arrested on 5 counts of Sexual Assault in the First Degree and 4 counts of Risk of Injury to a Minor. This arrest was a result of an investigation conducted by the Detective Division which was initiated in May of 2015. The alleged sexual assaults, which occurred over a period of years, involved a juvenile victim and occurred in two different locations in Newington. Chapman was detained on a court set bond of \$250,000.00.
  - On August 15<sup>th</sup> detectives responded to Lenscrafters, 2691 Berlin Turnpike, to process the scene of a burglary during which over \$100,000.00 worth of merchandise was reportedly stolen. After processing the crime scene for physical evidence detectives assumed responsibility for the investigation. Throughout the process of investigating this incident, detectives have discovered additional incidents of theft that have occurred at Lenscrafters after locating numerous items of store property being sold on the internet. Investigative leads have been developed and this case is currently ongoing.

- During the month of August detectives interviewed applicants for the newly created Civilian Evidence Property Officer position and provided Chief Clark with a finalist to interview.
- In August, the Community Service Officer (CSO):
  - Conducted a tour of the police department for the St. Mary's School Camp.
  - Met with Dr. Collins to brainstorm ideas on how to get the police department minimally involved (guest speaker) with teaching classes at the high school level.
  - Presented a segment on Identity Theft to the residents of Meadowview Housing.
  - Assisted the Town Manager's office and Zoning regarding various issues at 366 Maple Hill Avenue.
  - Checked 2 car seat installations.

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

<b>Type of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	--	--	--	--
Forcible Rape	2	--	2	--
Robbery	--	--	1	40
Assault	6	--	6	--
Burglary	11	5,240	7	44,494
Larceny Theft	72	38,371	50	14,536
Auto Theft	2	61,770	1	7,500
<b>Totals</b>	<b>93</b>	<b>105,381</b>	<b>67</b>	<b>66,570</b>

- During the month of July 2016 the Police Department arrested 84 adults: 1 for rape by force, 4 for robbery, 15 for assault, 2 for burglary, 1 for motor vehicle theft, 1 for stolen property, 1 for vandalism, 24 for drug related charges, 5 for DUI, 4 for disorderly conduct, 18 for larceny, and 24 for other offenses. We also arrested or referred 10 persons under the age of 18: 5 for assault, 1 for larceny, 1 for vandalism, 1 for disorderly conduct, and 2 for other offenses.
- Police Department Overtime:
  - Comparison
    - OT July                      \$ 56,709                      1.1 pay periods due to start of new fiscal year
    - OT August                     \$ 82,866                     2 pay periods in August
    - Total decrease                \$ 26,157                     increase due to 2 full pay periods
  - During August, one officer at the academy in training, one dispatcher in training, and one dispatcher vacancy. These vacancies have an impact on the overtime for a total of two positions vacant on the schedule in The Patrol Division and Dispatch. The Detective Division continues to conduct backgrounds on candidates for the Dispatcher position.
  - Admin overtime \$0.
  - Patrol overtime: \$51,844 an increase of \$12,239. Overtime included investigations for accidents Midstate Regional Accident investigation, DUI arrest, burglary, subpoenas, domestic calls, casework, holdovers, booking process, and overtime for time off/vacancies.
  - Detective Division overtime: \$1,636, an increase of \$529. Overtime included casework follow-ups and interviews.
  - Communications overtime: \$17,011, an increase of \$6,650. Overtime included several time off leaves, OT to fill a dispatcher vacancy while in training, and staffing for weekends to allow for two dispatchers on for all shifts.
  - Education overtime \$11,802: an increase of \$8,187 for training classes consisting of Emergency Response Team training, and Collect recertifications.
  - Support Services overtime: \$573 a decrease of \$1,448. Overtime included staff coverage.
  - ACO overtime \$0.

**FIRE DEPARTMENT – AUGUST 2016 INFORMATION**

- The following is a report of the activities of the Newington Fire Department for the month of August, 2016. During this period Fire Department members responded to 54 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:



	August 2016	2 Months Activity
<b>FIRES</b>		
Structure Fire	1	4
Vehicle Fire	0	2
Exterior Fire	4	10
Other Fires	2	3
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	1	2
Extrication	1	1
Other Rescue Calls	1	1
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	7	10
Water Problem	5	6
Other Service Calls	4	5
Good Intent Calls	3	7
False Alarm/False Call	25	53
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	0
Mutual Aid/Standby	0	1
<b>Total</b>	<b>54</b>	<b>106</b>

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

#### Training Summary

Multi Company Training	#2 & #4 Ladders	38 hours
Driver Training	#1 & #3 Ladders	68 hours
Company Training	Road Time	8 hours
	Cone Course	6 hours
Cadet Training	Co. #1 – Rescue Stabilization	20 hours
	Co. #2 – Landmark Apts. - Pre-Plan Review	20 hours
	Co. #3 – Hose Line Advancements Hands-on	28 hours
Pump Operator Training	Hose Line Operations Search & Rescue	18 hours
<b>Total Hours</b>		<b>238 hours</b>

#### FIRE MARSHAL

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

INSPECTIONS	17
INSPECTION FOLLOW-UPS	50
PLAN REVIEW	9
JOB SITE INSPECTIONS	4
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	5
COMPLAINTS	4
TANK REMOVALS	0
HAZ/MAT	1
BLASTINGS	4

#### Incidents:

- There were no significant fire incidents or injuries reported in August. Responded to **23** fire calls during the month.

### **Fire Marshal's/Chief's Activities:**

- Attended an Awards Night Committee meeting at fire headquarters.
- Attended the wake for Elise Morrell, wife of retired Company #2 veteran Vincent Morrell and grandmother of Company #4 Firefighter Kyle Roberts.
- Attended a Stag Party for Company #3 Firefighter Michael Kordowski at the Elks Club in New Britain.
- Attended a 9-11 Memorial Committee meeting at fire headquarters.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Had lunch at the firehouse with Police Officer Dean Corriveau and the family of six year old Matthew Cook to recognize him for his actions to alert his parents and first responders of a fire on the rear deck of a neighbor's home on Amidon Avenue.
- Served on an oral board panel to review candidates for the Assistant Building Official position at Town Hall.
- Attended the monthly Company Drill at the training tower: Ground Ladders
- Attended a special meeting of the Board of Fire Commissioners at fire headquarters.
- Attended the wake for retired Co. #2 veteran Vincent Morrell in Rocky Hill. Vincent is the grandfather of Co. #4 member Kyle Roberts.
- Attended the wake for Leni Wrobel wife of Company #2 member James Wrobel at Newington Memorial.
- Traveled out of state on vacation.

### **HIGHWAY DEPARTMENT**

#### Administration

- Continued to meet and speak with residents to discuss various issues and concerns.
- Attended Department Head and Public Works Team meetings.
- Attended several construction project meetings.
- Continued with Landfill closure project tasks.
- Continued with supervision and coordination of all construction projects.
- Completed Underground Storage Tank Operation Certification.
- Attended ASFCME contract negotiation meetings.
- Met with CT DEEP regarding municipal storm water management (MS4).
- Met with representatives of Victory Gardens to discuss Veterans drive pavement restoration.
- Assisted with blight issues.

#### Roadway Maintenance

- Continued with litter pickup/graffiti Town wide.
- Continued with Town wide pot hole patching.
- Highway operators continued with Landfill material processing.
- Continued with the construction of a new playscape and the reconstruction of 800' bituminous pathway at Ruth Chaffee Elementary School.
- Continued with additional drainage improvements, storm water catch basin repairs, replacement and other roadway improvements on roadways scheduled for mill and overlay.
- Hot patched, cleaned and swept all roads prior to paving.
- Supervised bid awarded contractor with milling and paving of Highridge Road, Tremont Street, Avery Road, Deepwood Drive, Elmridge Terrace, Gilbert Road, Kitts Lane, Pine Street, Puritan Lane, Revere Drive, Dalewood Road, Dogwood Lane, Forest Drive, Franklin Circle, Juniper Street, Salem Drive and Urban Lane.
- Reconstructed over 300 feet of roadway on Forest Drive.
- Reconstructed the end of Pine Street and completed waterway improvements prior to milling and paving.
- Supervised the mill and overlay of a portion of Hawley Street and Constance Leigh Drive for traffic light loop detector upgrades.

#### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Police Department with various requests.
- Assist Highway crews with traffic control for roadway milling and paving.
- Continued Town wide painting of pavement markings.

- Began the blanket replacement of all regulatory and warning signs in plow section 1.
- Assist Highway crews with various construction projects.

#### Fleet Maintenance

- Performed routine preventative maintenance and emergency repairs for all Town vehicles and equipment.
- Completed with the outfitting of one new patrol vehicle.
- Completed up fitting utility vehicle for Police Department's K-9 unit.
- Completed emergency and support of road reconstruction equipment throughout the month.
- Began seasonal maintenance and repair of all leaf collection equipment.

#### Sanitation/Recycling/Landfill

- Scheduled 790 residential bulk items for collection for the month.
- Scheduled 151 condominium bulk items for collection for the month.
- Scheduled 57 condo/residential scrap metal items for collection for the month.
- 693 tons of cumulative Municipal Solid Waste were collected for the monthly of July.
- 218 tons of cumulative recyclables were collected for the month of July.
- 102mattresses and 53 box springs were collected for the month of July.
- 41 televisions were collected for the month of July.
- Issued 49 permanent landfill permits and 7 temporary permits for the month.

### **TOWN PLANNER**

#### **Town Plan and Zoning Commission Actions:**

##### Special TPZ Meeting on August 10, 2016:

- Approved Petition #35-16: Special Permit (Section 3.2.9: Daycare) at 41 West Hartford Road (Temple Sinai).
- Approved Petition #37-16: Special Permit (Section 6.3.6: Special Flood Hazard Area) at 593 Cedar Street. iHeartMedia, applicant; SFX Broadcasting of CT, owner.
- Approved Petition #36-16: Site Plan Approval at 593 Cedar Street. iHeartMedia, applicant; SFX Broadcasting of CT, owner
- Voted to Forward the Alumni Road Area Safety Improvements Plan to the Town Manager for further action.

#### **Town Planner Activities:**

##### Approved, Pending, and Future TPZ Applications

- August 2: Met with Town Engineer re Wood N Tap site plan.
- August 25: Staff inspection of Victory Gardens street condition.

##### TOD/CTfastrak/Amtrak Corridor Planning:

- August: participated in public hearing on TOD zoning regulations for Newington Station.

##### Grant-Funded Project Activities

- August 23: Discussed re-purposing Cedar Village grand funds with consultant.

##### Board and Commission Meetings:

- August 10: Attended TPZ regular meeting.

##### Professional Development/Training:

- August 30: Attended CCAPA Program Committee meeting.

##### Miscellaneous

- August 1: Met with Police, Fire re: 174 Francis Avenue.
- August 2: Attended staff meeting re: MS4 permit renewal process.
- August 9: Met with Town Manager re: zoning enforcement process.
- August 10: Attended monthly Public Works Department Head meeting.
- August 12: Met with Police, Fire, Town Manager re: upcoming Vallabhdham ceremony.
- August 24: Attended monthly department head meeting.
- August: Responded to approximately 19 phone messages from citizens, applicants, staff and elected/appointed officials.
- August: Received and sent approximately 578 emails from citizens, applicants, staff and elected/appointed officials.

## TOWN ENGINEER

- During the month of August, thirty-nine excavation permits were issued:
  - Gas Lateral – 2
  - Driveway – 33
  - Gas Main – 1
  - Sewer Lateral – 2
  - Water Lateral - 1
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project:  
**Location:** The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will be extended from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). The specific areas and locations of maintenance were dictated by the Department of Agriculture, Natural Resource and Conservation Service (NRCS).  
**Status** – Project operations completed.  
**Historical info.**Link: The Town of Newington has implemented a portal (via link) on the Town's website.
- The Town Engineer attended and participated in a team staff meeting with the intent to identify department projects, allocate resources, establish timelines and schedules accordingly.
- **Wetlands:** In the Month of August, The Town Engineer acting as the Wetland Agent, Administered (0) Application(s) via the Agent Approval process. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting.
  - Engineering staff assisted with residents/applicants in discussion preparation of future applications. Additionally, the Town Engineer and Inland Wetland Chairman regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** Engineering continued to review (4) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and/or Inland Wetland regulations. Engineering reviews multiple iterations of plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations.
- **Sidewalks\Concrete Work:** Status: Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) was the successful bid candidate for the FY 2016-2017 concrete maintenance and repairs contract. Engineering continues to assess, catalogue (measure, estimates, etc.) and prepare a schedule in preparation for the next fiscal year beginning 07/01/2016. The first wave of concrete work has been accomplished for handicap ramp replacement on the roads scheduled for Mill & Overlay. The next phase of sidewalk repair has commenced at various locations throughout the Town of Newington.
- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) has commenced in the month of August. Roads are continually evaluated and scheduled for repair, drainage and/or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads requiring edge drainage and/or basin top replacement were catalogued and will be scheduled in advance of the M&O. The Highway Superintendent and Town Engineer will continue to meet in a continued effort to compare paving evaluations and perform field inspections scheduled for later summer\fall.

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

## **BUILDING DEPARTMENT**

- A Permit was issued to build the shell for the new Starbucks at 14 Fenn Road. Work has already started.
- There were two Permits issued for New Residential houses. They will be built at 14 Harvest Court and 16 Harvest Court.
- Assistant Building Official Richard (Red) Smith will be retiring from the Building Dept. on September 2, 2016. Kieran Kilkenny has been chosen to replace him. Kieran will start on September 19, 2016.
- There was no Certificates of Occupancy issued in August.
- Building Department for the month of August was as follows: The Inspectors completed a total of 251 inspections. They were: A/C Installation (2), Above Ceiling (1), CO (1), Damp proofing (1), Decks (7), Electrical (24), Exterior Walls (2), Final (114), Footings (32), Foundation (6), Framing (7), Gas Fireplace (1), Gas Line (12), Insulation (8), Mechanical (2), Plumbing (2), Roofing (5), Rough (20), Siding (1), Site Visit (1), Slab (2).
- The total number of Building/Renovation Permits issued / applied for the month of August was **205** producing a total permit value of **\$4,056,825.00**.

They are categorized as follows:

<b><u>TYPE OF PERMIT</u></b>	<b><u># OF PERMITS</u></b>	<b><u>VALUE OF PERMITS</u></b>
ADDITIONS / ALTERATIONS	41	2,545,577.00
DECK	4	41,286.00
DEMOLITION	1	20,000.00
ELECTRICAL	50	266,612.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	3,649.00
GARAGE / SHED	1	1,000.00
MECHANICAL	34	214,212.00

NEW COMMERCIAL	1	113,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	392,528.00
PLUMBING	35	166,878.00
POOL	1	20,500.00
ROOFING/SIDING	19	184,843.00
SIGN	5	9,300.00
SOLAR	8	77,240.00
TENT	1	200.00
<b>TOTAL</b>	<b>205</b>	<b>\$4,056,825.00</b>

The total Building income fees received in the month of August was **\$25,030.00**.

- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$575.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$98.50 Driveway / Excavation \$1450.00 Engineering copies \$331.50. The other total income is \$2835.00.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for August:	\$4,056,825.00	\$2,072,872.00
Fees for Permits issued for August:	\$25,030.00	\$25,298.00
Other income Fees for August:	\$2,835.00	\$5,386.00
Building Permits Issued for August:	205	201

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

<u>2015-2016</u>		<u>2014-2015</u>	
Value	Permit Fee	Value	Permit Fee
\$6,056,735.00	\$43,631.00	\$4,553,016.00	\$56,949.00

### **HUMAN SERVICES**

- We had another successful back-to-school collection and distribution, with over 100 youth picking out backpacks and school supplies to start the new school year. Once again, generous community donations made this possible.
- The Food Bank assisted 156 households with 748 bags of groceries distributed.
- Staff continue to prepare for and interview/qualify residents for the food bank/clothing closet and upcoming holiday programs.
- Human Services annual appeal for donations and support is being prepared for mailing next month.
- Open Air Market served 191 households during 3 bi-weekly distributions this month.
- The Clothing Closet served 9 households, providing 11 bags of clothes.
- The Special Needs Fund assisted 6 residents with 6 bills, 2-utility, 3-housing and 1-state fee. 2 residents were 60+.
- There were 107 cases in our Social Casework program. 34 were new referrals.
- The Youth and Family Counseling Program had 13 active cases, 2 of which were new. Clinicians provided 22 clinical therapy sessions with a total of 26.25 clinical service hours.
- The LBGTQ group did not meet this month and efforts to grow participation are being explored.
- Six police referrals were received for follow up.
- There were no JRB referrals this month
- August finished up our Summer Youth Adventure Program with great participation.
- Fall SCORE Brochures are being prepared for school distribution. Registration will run through September.
- Planning and information for the 8<sup>th</sup> grade Adventure Bound Challenge program has begun with the program kicking off early October. Registration also runs through September.
- The Challenge Course was also busy in August with several programs booked through November.

- There were 2 requests for community service. 25 hours were completed with some hours carried over from July.
- A meeting was held with DMHAS to discuss a video they wish to create to educate the public about hoarding disorder.
- Karen Futoma was appointed to the State Task Force on Hoarding to represent Municipal Human Services departments.
- Safe Homes Task Force meeting was held to further enhance our team approach and review at-risk situations and resolutions.
- Staff attended workshops, trainings and meetings throughout the month.
- CCSU student intern Kayla Gugliotti came in for orientation and will officially start in September.

**August 2016 Statistics**

<b>Selected Programs</b>	<b>FY 16-17 Undp. Total This Month</b>	<b>FY 15-16 Undp. Total Last Month</b>	<b>FY 16-17 Cum. Undp. Total YTD</b>	<b>FY 15-16 Cum. Undp. Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	<b>13</b>	<b>18</b>	<b>20</b>	<b>11</b>
<b>Youth &amp; Family Service Hours</b>	<b>26.25</b>	<b>27.25</b>	<b>53.50</b>	<b>68</b>
<b>JRB Cases</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Positive Youth Development</b>	<b>266</b>	<b>729</b>	<b>995</b>	<b>845</b>
<b>Information and Referral</b>	<b>963</b>	<b>926</b>	<b>1889</b>	<b>1243</b>
<b>Social Casework Cases</b>	<b>107</b>	<b>83</b>	<b>117</b>	<b>146</b>
<b>Under 55 =</b>	<b>26</b>	<b>25</b>	<b>37</b>	<b>38</b>
<b>Under 55 Disabled =</b>	<b>27</b>	<b>19</b>	<b>26</b>	<b>43</b>
<b>Over 55 =</b>	<b>54</b>	<b>39</b>	<b>54</b>	<b>65</b>
<b>Social Casework Service Hours</b>	<b>179</b>	<b>128.50</b>	<b>307.50</b>	<b>363</b>
<b>Under 55 =</b>	<b>39.50</b>	<b>42.25</b>	<b>81.75</b>	<b>61.50</b>
<b>Over 55 disabled and/or disabled</b>	<b>139.50</b>	<b>86.25</b>	<b>225.75</b>	<b>301.50</b>
<b>Food Bank Households</b>	<b>156</b>	<b>156</b>	<b>312</b>	<b>282</b>
<b>#Bags of Groceries Distributed</b>	<b>748</b>	<b>734</b>	<b>1482</b>	<b>1370</b>
<b>Special Needs</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>15</b>

**SENIOR AND DISABLED CENTER**

- The highlight of the month was the annual Ice Cream Sundae social hosted by Newington Rapid recovery Center. It was well attended by Center participants including more than 50 members of the Deaf Senior Club of Connecticut. This is a group that meets each Tuesday at the Center.
- A challenge this month was a first-time-ever cap placed on the congregate meal program by the Community Renewal Team. The program was limited to 50 participants due to cost constraints. The program, funded by the federal government through the Older Americans Act, has overserved (served more meals than they are reimbursed for) but CRT has always managed to cover the difference. This year they were not. The restriction is meant to extend to the end of their fiscal year on September 30<sup>th</sup>.
- Flu Shot season is rapidly approaching. The Center will be participating in a national challenge through the National Council on Aging with a top prize of \$5,000 for the Center that has the highest percentage

of participants get a shot. On August 12<sup>th</sup>, the education campaign began with Ellie Rodriguez, Pharmacist from Stop and Shop speaking about adult immunization. Refreshments were provided by Stop and Shop.

- On August 16<sup>th</sup>, Bliss DeSilva, Community Training Lieutenant from Newington Emergency Medical Services, spoke about what one should know about first aid for older adults.
- Thanks to Ed Sheremberg of Wave Car Wash, the volunteers for the Meals on Wheels program were all treated to a free car wash this month. Each of these volunteers not only donates their time but does so using their own vehicle. For the remainder of the year, Meals on Wheels volunteers will be entered into a monthly raffle for a car wash with each day of service earning them a ticket.
- A new monthly program, Veterans Coffee Hour, continued on August 19<sup>th</sup>. All who served in the United States Military were invited to attend and share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services you may be eligible for. The Veterans Coffee Hour was conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home.
- Although it is only August, planning began for the Center's annual EXPO. This year's showcase will be on November 4, 2016.
- Planning for trips and travel continued with the posting of the Center's first trip, a bus to Foxwoods, to be held on October 14<sup>th</sup>. The trip sold out very quickly and a second bus was added.
- The Giving Garden continued to thrive over the course of the month with beautiful vegetables ripening. Unfortunately, many of those vegetables did not make it to the food pantry because they were eaten by all manner of wildlife suffering the drought. In spite of the measures taken to prevent and repel the critters, the critters won.
- As of the end of August, the Center had 1,715 paid members, including 214 Fitness Center members. There are 930 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3352 by 514 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. The Door Counters were re-installed and connected to the Town's network and show that approximately 350 people a day used the Center.
- Dial-a-Ride provided 1258 trips to 98 people this month, covering **3861** miles.
- Center staffing was complemented by 623 hours of unpaid service in **226** instances by 43 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- Hundreds of season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Sunday, August 21<sup>st</sup>. This is a two week extension over last year's final date.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 22<sup>nd</sup> from 6:00 – 7:30 p.m. at Mill Pond Pool. 37 dogs attended, accompanied by many owners and family members. This is an increase of 17 dogs from last summer.
- Churchill Pool closed Sunday, August 14<sup>th</sup>.
- Free Summer Fun Runs were held on Wednesdays, August 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>. Well over 200 participants enjoyed the summer fun run series of 5K and 2k walk/runs. Attendance each night averaged 90 participants, which was an increase over last year's average of 72 participants each night.
- A consignment ticket program was offered with discounted tickets to Six Flags, Lake Compounce, and the Connecticut Science Center. Many residents took advantage of this opportunity to purchase discount tickets.
- The Creative Playtime Preschool classroom was repainted and reorganized. The directing staff worked with the assistant teachers to create new 'activity areas' to maximize and best use the classroom space.
- Registration has been ongoing for Creative Playtime Preschool Program. Several days are full at this time with students on the waiting list. We are also trying to promote the program to students who were affected by the closure of the St. Mary's preschool program. The first day of classes for the 2016-2017 school year will be Wednesday, September 7<sup>th</sup>.



- Adult Softball: The Women's 6-team league ended in early August and the Men's 16-team league ended in late-August.
- An average of 345 children in Kindergarten through grade 7 attended the Summer Camp RECreate/Playground Pals Program each week (as compared to an average of 325 last summer). The 7-week program ended on August 5.
- A new, weeklong program (Camp S'More) was added for Newington residents entering Kindergarten through grade 4. Camp S'More was the week immediately following Camp RECreate/Playground Pals and offered swimming, games, activities & entertainment. Approximately 65 children attended.
- A new Teen Center Director has been established along with a Teen Center Staff. The Teen Center will open Friday, November 4<sup>th</sup>. The 7<sup>th</sup> and 8<sup>th</sup> grade dance dates were established and staff for the first date is being secured.
- Annual training for our preschool staff was held on Thursday, August 25<sup>th</sup>.

#### Upcoming – Recreation Division

- Registration for Fall programs will begin September 6<sup>th</sup> for residents and will begin September 20<sup>th</sup> for non-residents. Most Fall programs will begin in late September or early October.
- The indoor pool at Newington High School will open for recreational swimming on Monday, Wednesday and Friday nights beginning September 26<sup>th</sup>. Swim lessons will begin on Wednesday, September 28<sup>th</sup>.
- Training for aquatics staff is scheduled for Wednesday, September 14<sup>th</sup> and 21<sup>st</sup>.
- An open house at Creative Playtime Preschool is scheduled to be held Monday, September 26<sup>th</sup>.
- Staff (basic) training will be held for Community Center Supervisors on September 25 and First Aid/CPR/AED training will be held on November 20.
- Begin planning for upcoming Youth Basketball season.
- Meetings will be held with representatives from Men's Basketball and Women's Volleyball Leagues.

#### Parks and Grounds and Cemeteries

- Completed installation of mulch at the Board of Education playscapes.
- Pruned shrubs and trees at schools.
- Pruned shrubs and trees at Town buildings.
- Continued mulching beds at West Meadow Cemetery.
- Completed string trimming and mowing of all parking lots, curb lines, turf areas at schools to prepare for first day of classes.
- Our aerial truck was down for 3 weeks which is resulting in a backlog of tree work.
- There were 14 interments and 3 plot sales.

#### Tree Warden

- Removed trees from South side of Library for Facilities Director. Also pruned remaining trees off the building to prevent damage.
- Removed a hanging branch over roadway on Theodore Street. Noticed that the two Town trees are in decay and should be removed at a later date.
- Line of sight issue reported on New Britain Avenue at Bel Air entrance. Checked area & determined there was a hazard. Brush was pushed back on both East and West side of driveway.
- Call from resident on corner of Parker and Linwood Ave. reporting numerous branches falling from tree. Determined it was a Town tree and inspected. Numerous areas of decay and dead branches, tree needs removal.
- Removed three dead crab apple trees from East side of Firehouse 3 on West Hill Road.
- Call from resident on Juniper Street adjacent to Indian Hill C.C. reporting downed tree on Town property. Tree was cut up and removed, it was noted that the remaining two trunks from the tree remaining need to be removed due to rotted base. Tree was noted on tree list.
- Assisted Wethersfield with removal of dead Ash tree, on Town property, hanging over 85 Elton Drive Property.
- Assisted Wethersfield on removal of damaged tree, as result of large oak tree falling on Mountain View Drive, also flush cut the remaining stump from the fallen tree.
- Report of downed tree into brook on Wilson Ave. Inspected and sent removal request to Highway Department as large equipment is needed to remove tree from waterway.
- Be advised the bucket truck was out for emergency repair during the month limiting our ability to address tree issues.

## LIBRARY

- The three summer reading programs wrapped up in August. The Children's Summer Reading Program "On Your Mark, Get Set... READ!" had 1,095 children who read at least 20 minutes a day. School assemblies to hand out the reading certificates will be held in September. The Teen Reading Program "Get in the Game" ended on August 23<sup>rd</sup>. 143 teens participated and they submitted 1,868 tickets throughout the summer. The Adult Summer Reading Program "Exercise Your Mind" finale had 95 participants who enjoyed an evening of dessert and refreshments, the grand prize drawing and many door prizes. It was another very fun evening. 468 adults read 3,693 books during the 8 week program.
- Fun and fitness were the overriding focus for the summer and this month for the Children's Department to tie into the summer reading theme. The afternoon weekly storytimes revolved around fitness. Programs included *Mighty Medalist* and *Afternoon Athletes*. Other August programs included *One Story, One Craft, Dinner and a Show* and *Hooked on Llamas*. The four week program *Ready for Kindergarten* to help children starting Kindergarten develop skills needed for a successful school year concluded. The 2<sup>nd</sup> *Kids Craft Fair* was held with 28 young crafters who sold everything from wizard wands to solar powered bracelets to homemade laundry soap. More than 200 people came to browse and buy. These programs as well as the regular story times and daycare visits rounded out the month. All together the Children's staff offered 34 programs to 1,243 children and their caregivers.
- Teens enjoyed 7 programs to 123 teens. The *Teen Life Hack Series* that offers programs to teach teens life skills continued to be very popular. Programs included a career panel where local professionals shared their honest advice and insight on their career, *Teen Credit 101* and a tour of Sloppy Waffle to learn about starting and running your own business. Other programs included teen jewelry making, a Young Adult Debut Author panel and a teen makerspace where teens experimented with Doodlebots, Little Bits - a magnetic circuit building kit, and Dash and Dot, robots with programming capabilities and coding/programming websites.
- Adults were offered 15 fun and interesting programs and attended 409. Adults enjoyed coloring in the Adult Coloring Program. And the Winner Is... movie series concluded with the film *Room*. The *Made in Connecticut* series hosted *Podunk Popcorn*, with the 20 year old who delight his audience with discussion and samples of popcorn. The *Mind, Body and Soul* series concluded with a Healthy Aging program and short demos programs of zumba, kickboxing and yoga.
- The total circulation of library materials were 32,767. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,309 times from the library website. An average of 701 people visited the library each day. There were 9,917 visits to the library's homepage. Popular online services included *Consumer Reports*, *Universal Class*, *ProQuest*, *NoveList* and *TruFlix*, Museum passes were used 193 times this month, the most popular were *CT State Parks & Forest Day Pass*, *CT Trolley Museum* and *Lutz Children's Museum*. The reference staff answered 6,282 reference questions. Free library meeting space including study rooms was used 365 times during the month.
- In Technology news, two iPads were installed in the adult stacks that will allow patrons to search the library catalog if need be while they are in the stacks. A *Computer Summer Camp: Healthy Computer Tips* program was held. And, several technology assistance programs were held including *Tech 4 U* and *Tech Troubleshooting with Teens*.
- In Personnel news, Sara Riordan, began her new position as a part-time Children's Library Technician. Interviews were held to fill the part-time Circulation Substitute position. Several staff members attended a focus group in Wethersfield to discuss the State Library's DeliverIt system. Library Director Lisa Masten continued her work on the Town Website Committee.
- In Facilities news, six pine trees were cut down along the side of the library. Parks and Grounds cleaned out the gardens around the library building and spread mulch. Two exit doors were replaced on the south side of the library building. The frames of the doors were warped so the doors did not close properly.
- Topics of note that were researched this month included:
  1. Books on starting school.
  2. Books on sleeping in a big kid bed.
  3. How to edit a video on an iPad.
  4. How to do a performance appraisal.
  5. What is the significance of the number and colors of the Newington centennial coins?