



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: January 20, 2017
Re: Monthly Report – December 2016

GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane attended the Town Hall Renovations Project Building Committee meetings.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane met with various departments regarding CIP requests for the upcoming fiscal year.
- Mrs. Lane met with the firm of Quisenberry Arcari Architects, LLC of Farmington, CT who's been selected to provide architectural services for the Town Hall/Community Center Project.

Legal Services

The legal amount from November 2012 to December 2016 is \$128,304.64.

Overtime

Paid overtime during the month of December 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	69.1	\$ 3,601.73
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,006.80
ROAD MAINTENANCE	13.1	\$ 626.42
GRINDING @ LANDFILL	13.9	\$ 596.84
LEAF COLLECTION	81.0	\$ 4,432.36
SNOW	426.6	\$ 23,620.93
TRAFFIC	8.0	\$ 401.80
TOTALS	631.7	\$ 34,286.88

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	16.5	\$ 699.46
Park Leaf Pick-up	32.0	\$ 1,363.20
Special Events	12.0	\$ 491.40
Snow/Ice	166.9	\$ 7,629.70
TOTALS	227.4	\$ 10,183.76

POLICE DEPARTMENT	16-17 Budget Overtime Appr.	Overtime Expended 16-17 YTD	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD
Administration	\$ 7,459.00	\$ 466.18	\$ 7,254.00	\$ 1,150.58
Patrol	609,919.00	334,208.24	603,738.00	408,143.06
Investigation	83,433.00	17,369.12	76,132.00	34,373.92
Communication	170,443.00	108,382.40	162,698.00	91,719.85
Education/Training	130,461.00	70,079.23	120,943.00	44,091.76
Support Services	36,261.00	30,057.38	34,408.00	20,871.05
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 560,562.55	\$ 1,008,179.00	\$ 600,350.22
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 15,510.61	\$ 25,212.00	\$ 10,829.11
Snow and Ice Control	148,440.00	21,623.44	148,440.00	2,059.68
Traffic	3,702.00	1,970.27	3,000.00	1,704.79
Vehicles and Equipment	29,949.00	14,642.35	26,949.00	19,583.72
Leaf Collection	48,989.00	30,755.27	50,999.00	41,659.37
Total	\$ 256,292.00	\$ 84,501.94	\$ 254,600.00	\$ 75,836.67
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 41,326.55	\$ 77,091.00	\$ 33,247.51
Cemeteries	15,012.00	1,938.14	18,371.00	3,765.74
Total	\$ 92,103.00	\$ 43,264.69	\$ 95,462.00	\$ 37,013.25

PERSONNEL

- Jennifer Robinson was appointed to the part-time Assistant Town Clerk position effective January 3, 2017.
- A job posting for an Electrician, LT-18, was posted on December 16th with a closing date of December 30th. Interviews will be held in January.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The fifth 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 November 2016 were \$707,983. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through November, 2016

	Town	Board of Education	Total
Estimated Claims	1,225,510	3,712,640	4,938,150
Actual Claims	723,273	2,881,824	3,605,097

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of November. Attended Town Hall Building Committee & Staff, Library Building Committee & Safety Committee meetings.

Work Order Completions

The Facilities Maintenance Department has completed 49 formal work orders during the month of December at various Town Buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur.

Senior Center

Work was completed on the total asbestos abatement of all the tunnels underneath the building which will make the building much safer for all occupants of the building especially for the maintenance department & contractors. HVAC wall units for 1st phase replacement throughout the building has been ordered.

Parks & Grounds Building

The final work has begun in programming the security and fire alarm system at all parks & grounds buildings with completion in January 2017.

Indian Hill Country Club

Work is still in progress on the finishing of the bathrooms that was damaged by the water leakage to the ground floor of the main club house by Indian Hills Management Company.

Highway Garage

Work is in progress on the installation of the new gas line for heating equipment and the new equipment has been ordered.

Kellogg Eddy House:

A new live-in caretaker has been hired to oversee the maintenance & rental of the home.

INFORMATION TECHNOLOGY

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

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

- Closing 95 help desk work orders.
- Go-Live cutover for Public Safety NexGen Computer Aided Dispatch, Records Management, Mobile and NexResponder applications.
- Reconciling all internal domain name system entries and PTR records.
- Replacing a failed network card on one of the Town's core server/storage nodes.
- Updating telephone handset firmware on Emergency Operations Center (EOC), Police Department and backup telephones.
- Deployment of new mobile data terminals (computers) in selected Police Department vehicles.
- Deployment of NexGen's NexResponder application on selected Apple devices for testing.
- Working with Parks and Recreations vendor (Vermont Systems) and the Town's payroll vendor (Tyler Financials) on integration of payroll functionality between their products.
- Decommissioning Public Safety's old KTI CAD, RMS and Mobile applications.
- Assisting Senior and Disabled Centers Tax Wise volunteers with configuration of their equipment for use on the Town's wireless network during the tax season.
- Creation of a new virtual workstation for use by Public Safety in preparation of an E911 system upgrade scheduled for February 2017.
- Automated deployment of software installation on Police MDT's.
- Automated deployment of Easy Street Draw and license activation on Police Department workstations.
- Automated removal of KTI CAD and RMS applications from all workstations and servers.
- Attending department, Town, and regional and meetings as needed or required.

FINANCE

Accounting and Administration

- Ann Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on December 15th.
- The audit for the fiscal year ending June 30, 2016 was completed allowing the Comprehensive Annual Financial Report (CAFR), State and Federal Single Audits to be filed by the December 31st deadline.
- On December 29, the Town was notified by the State that the Education Cost Sharing grant was further reduced by \$176,456 to a total of \$12,983,806. When compared to the adopted budget amount of \$13,224,900 the total shortfall is \$241,094. Additionally, the State informed all communities that they will not be processing Local Capital Improvement Program Grant (LoCIP) reimbursements against the available entitlement balance (Newington's is equal to \$111,529) as well as not crediting towns with the March 2017 entitlement (Newington anticipated \$209,032).

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)
12/31/2016

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$33,170	\$2,910,920
Special Revenue Funds	5,400	9,755	4,008,746
Capital Projects Funds	1,500	2,349	1,035,119
Internal Service Fund	2,400	6,397	2,764,375
Trust and Agency Funds	4,000	3,571	1,110,703
TOTAL, ESTIMATED BY FUND			\$11,829,863

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
12/31/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.44	0.44	3,457	2,796	\$7,470,575
Bank North	0.20	0.20	6	192	35,409
People's Bank	0.32	0.32	703	680	2,594,637
Santander Bank	0.45	0.45	427	1,898	1,158,261
Farmington Bank	0.40	0.40	187	1,438	570,981
Total Outstanding Investments					\$11,829,863

Rates reflect avg. monthly yield, annualized

Assessor

- The valuation has been completed of all new construction homes that were built since last year. Specifically, all new homes in the Newington Ridge Preserve and Harvest Village subdivisions have been valued as of the condition they were in as of the October 1, 2016 assessment date.
- Personal property valuation is approximately 80% complete. A few problem declarations that were filed still need to be processed and then approximately 300 accounts that failed to file a declaration will be electronically valued including statutory required penalties for non-compliance.
- The 2016 Regular Motor Vehicle list was received from the Connecticut DMV. Of the approximately 30,000 vehicles, 400 need to be priced manually.

- The processing of the 2015 Supplemental Motor Vehicle list was completed and the bills were sent to taxpayers at the end of the month. Feedback from the public in terms of questions, calls, and in person visits to the office has been very active.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December, 2016.
- Of the three pending court cases from the 2015 revaluation, we are awaiting a response to a settlement offer on one property while two other properties are awaiting reports from formal appraisals.

Revenue Collector

- Revenue Collections for December on the 2015 Grand List for Real Estate, Personal Property & Motor Vehicles amounted to \$7,931,540. The collections on Supplemental Motor Vehicle taxes, back taxes, and Suspense accounts were \$1,086, \$41,049 and \$758, respectively.
- December’s collections for the 2015 Grand List was 1% lower for the same time period last year.
- Legal Notices were published for the Supplemental Motor Vehicles with reminders that the second installments for real estate and personal property tax bills were included with the July tax bill. The information is also on the Newington web-site under news and announcements.
- Delinquent notices were sent to 210 real estate owners, 39 personal property holders, and 1,996 motor vehicle owners.
- At the end of December, 4,941 Supplemental Motor Vehicle tax bills were mailed
- Newington taxpayers have been steadily coming in with their bills in-hand for payment of January installment.
- Tax Office staff is busy processing all payments in the office in addition to releasing delinquent taxpayers on-line with the Connecticut Motor Vehicle Dept.

TOWN CLERK

- There were 72 property transfers in December for a total of \$9,774,491.84 in sales. State conveyance tax collected was \$70,943.80 and Town tax collected was \$23,551.27.
- There were five residential sales - each sold for over \$300,000. There were two residential sales over \$400,000 at 78 Pfister Drive for \$410,000; 18 Deming Farm Drive for \$439,900.
- A total of 450 documents were filed on the land records during the month: 93 mortgages, 41 liens, 151 releases and 12 probate documents. Seventy-six of these documents were electronically recorded bringing in revenue of \$9,277.
- The staff certified and issued 148 copies of birth, death and marriage certificates. Twenty-three burial permits and five cremation permits were issued.
- Staff catalogued five liquor permits, nine Trade Name Certificates & ten Notary Public commissions.
- The office issued ten passes to the landfill station.
- The FY2017/18 budget was prepared and submitted.
- Interviews were held for the Part-time Assistant Town Clerk position.
- Swearing in ceremony was held on December 20, 2016 for New Justices of the Peace and individual Justices were sworn in during the month in the office as well.
- The annual audit for the Town of Newington was filed by the Finance Director. In compliance with the General Statutes, a legal notice was placed in the newspaper.
- The Full-time Assistant Town Clerk, Traci Alves attended her final class, Records Management, presented by the Connecticut Town Clerks Association and will be sitting for her Certification exam in June, 2017.

<u>DATA SUMMARY DECEMBER 2016</u>				
	<u>Dec. - 16</u>	<u>Dec. - 15</u>	<u>FY 15/16 to Date</u>	<u>FY 16/17 to Date</u>
Land Record Documents	505	450	2,912	2,628
Dog Licenses Sold	12	23	480	509
Game Licenses Sold	5	10	37	39
Vital Statistics				
Marriages	5	6	105	58

Death Certificates	29	24	181	122
Birth Certificates	23	20	138	103
Total General Fund Revenue	\$ 38,730.88	\$ 42,407.27	\$ 267,317.01	\$ 377,013.60
Town Document Preservation	\$ 988.00	\$ 1,098.00	\$ 6,698.00	\$ 7,091.00
State Document Preservation	\$ 638.00	\$ 620.00	\$ 4,110.00	\$ 3,756.00
State Treasurer (\$36 fee)	\$ 11,484.00	\$ 11,088.00	\$ 73,908.00	\$ 67,068.00
State Treasurer (\$127 fee)	\$ 3,937.00	\$ 6,096.00	\$ 29,718.00	\$ 35,052.00
State Treasurer (\$110 fee)	\$ 3,850.00	\$ 5,280.00	\$ 28,490.00	\$ 36,850.00
Locip	\$ 957.00	\$ 924.00	\$ 6,159.00	\$ 5,589.00
State Game Licenses	\$ 122.00	\$ 289.00	\$ 852.00	\$ 999.00
State Dog Licenses	\$ 86.00	\$ 200.00	\$ 3,318.50	\$ 3,715.50
Dog Licenses Surcharge	\$ 32.00	\$ 74.00	\$ 1,184.00	\$ 1,260.00
Marriage Surcharge	\$ 57.00	\$ 209.00	\$ 589.00	\$ 1,045.00
Grand Total	\$ 60,881.88	\$ 68,285.27	\$ 422,343.51	\$ 539,439.10

POLICE DEPARTMENT

- Patrol Calls for December are as follows:

Abandoned MV	2	Fireworks	1	Medical Complaint	1
Administrative	8	Follow Up	67	Medical Complaint	1
Alarm Commercial Burg	53	Found Property	1	Medical Complaint	1
Alarm Hold Up Alarm	7	Gun	1	Medical Complaint	1
Alarm Residential Burg	43	Harassment	14	Medical Complaint	1
Animal Complaint	13	Hazard	24	Medical Diabetic	1
Assault	6	Illegal Dumping	2	Medical Fall	59
Assault In Progress	1	Intoxicated	6	Medical Mutual	1
Assist Motorist	1	Juvenile Complaint	9	Medical Other	98
Assist Notification	2	Landlord / Tenant Dispute	2	Medical Respiratory	31
Assist Other Agency	32	Larceny	61	Medical Trauma	3
Bad Check Insufficient Funds	1	Larceny from MV	13	Medical Unresponsive	11
Breach of Peace/Disorderly	19	Lift Assist Only	3	Missing	10
Burglar Alarm	12	Location Check	22	MV Abandoned	3
Burglary	4	Location General	40	MV Assist	74
Car Seat	1	Location School	1	MV Complaint	33
Check Welfare	25	Lockout Building	3	MVA Evading	21
Check Welfare 911	28	Lockout MV	2	MVA Injury	13
Check Welfare Other	10	Lost Property	3	MVA Property Only	114
Clear Lot	1	Meal	24	Neighbor	3
Construction	22	Medical Alarm	13	Noise	19
Court Detail	10	Medical Cardiac	19	Open Door/Window	5
Criminal Mischief	17	Medical Complaint	2	Other Archive	257
CSO	2	Medical Complaint	3	Parking Violation	16
Customer Dispute	6	Medical Complaint	1	PD Assist Fire Dept	6

Dog Complaint	37	Medical Complaint	10	Personal Relief	1
Domestic	29	Medical Complaint	1	Pistol Permit	17
Drug	11	Medical Complaint	5	Private Duty	10
DUI	3	Medical Complaint	1	Property Found	3
EDP	9	Medical Complaint	5	Property Lost	4
Escort / Transport	1	Medical Complaint	4	Robbery	1
Escort Funeral	11	Medical Complaint	1	Roll Call	2
Escort Other	3	Medical Complaint	2	Serve Warrant	29
Escort Tax	2	Medical Complaint	1	Sexual Assault	1
Fingerprint	10	Medical Complaint	1	Specific Detail	95
Fire Alarm	25	Medical Complaint	3	State Pistol Permit Temp	7
Fire CODetector nosymptoms	4	Medical Complaint	1	Stolen MV	9
Fire Hazmat	2	Medical Complaint	1	Sudden Death	1
Fire Mutual Aid Request	3	Medical Complaint	3	Suicide	3
Fire Other	6	Medical Complaint	5	Suicide Attempt	2
Fire Structure Fire	6	Medical Complaint	2	Suspicious MV Unoccupied	9
Fire Task Force Activation	1	Medical Complaint	1	Suspicious Report	115
Fire Training	1	Medical Complaint	1	Threatening	3
Fire Trouble Alarm	4	Medical Complaint	1	Tow	9
Fire Vehicle Fire	2	Medical Complaint	1	Traffic Stop	524
Fire Water Problem	2	Medical Complaint	1	Trespass	3
				TOTAL	2517

- Investigations and calls by Patrol Officers in December included:
 - Officers were dispatched to an undisclosed location to investigate a domestic dispute that appeared to only be a verbal argument. Upon arrival, officers observed an open front door and heard a male and female arguing. As officers approached, they observed a male standing next to the bed yelling and pointing with his hands towards the female. The female was distraught, crying, and asking for help. Officers also observed a young male child, sitting next to the female, underneath the covers watching the entire incident. Officers separated the male and female and spoke to both of them to determine what had occurred. During this, officers learned that the male had marijuana in his possession and recovered. Officers also learned that the male and female had engaged in a verbal argument over family matters. During the argument, the male became very angry and started to grab the female. The male then struck the female in the ribs. The female yelled for help and was able to get away from the male. The female attempted to call 911 for help, but the male prevented her from calling and damaged her phone.
Based on the investigation, the male was charged with violation of C.G.S. 53a-61 Assault Third Degree, 53a-183b Interfering with an emergency call, 53s-177 Criminal Mischief in the Third Degree, and 53a-182 Disorderly Conduct
 - Officers were dispatched to a home in Newington for a report of a domestic dispute. The caller stated that the incident took place at his mother's home where his mother's boyfriend threatened the family with a knife. As officers arrived, it was determined that the suspect had fled the scene in a vehicle prior to their arrival. The son reported that the suspect had asked each family member for money due to a drug addiction. Each family member refused to give the suspect money. The suspect grew increasingly angry and eventually pulled out a large knife and threatened to harm him. A short time later, officers were able to locate the suspect in New Britain where he was taken into custody. The suspect was found to be in possession of narcotics as well. The suspect was charged with C.G.S. 53-206 Carrying a dangerous Weapon; 53a-62 Threatening 2nd; two counts of 53a-182 Disorderly Conduct; 53a-117 Criminal Mischief 3rd, 21a-279(a)(1) Possession of Controlled Substance and 21a-257 Failure to Keep Narcotics in Original Container
- In December, Detective Division Personnel:
 - Handled 60 investigations, 40 remain ongoing and 20 were closed by investigative methods.
 - Served 21 arrest warrants, 18 by Patrol Officers and 3 by Detective Division personnel.

- Admin overtime \$0.
- Patrol overtime \$52,868, a decrease of \$502. Overtime included \$10,000 for holiday pay, investigations for Midstate Regional Accident investigation, DUI arrests, dead person investigation, prisoner watch at hospital, missing person, burglary, domestic calls, rifle cleaning, casework, holdovers, booking process, and overtime for time off/vacancies.
- Detective Division Overtime \$3,335, a decrease of \$478. Overtime included \$1,000 for holiday pay, Midstate Regional Accident investigation, sudden death investigation, dead person investigation, prisoner detail, casework follow-ups, evidence seizure, and crime scene investigation.
- Communications overtime \$20,569, an increase of \$2,501. Overtime included \$2,000 for holiday pay, overtime to cover vacancy due to retirement in November, overtime for retired position while new hire is being trained, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Support Services overtime \$6,264, a decrease of \$3,967. Overtime included \$1,600 for holiday pay, NexGen CAD/RMS system install, Juvenile review board meeting, Stuff a Cruiser event, Mid State Regional Accident investigation, and staff coverage.
- ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of December, 2016. During this period Fire Department members responded to 47 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	December 2016	6 Months Activity
FIRES		
Structure Fire	4	15
Vehicle Fire	2	6
Exterior Fire	5	29
Other Fires	0	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	3
Extrication	1	7
Other Rescue Calls	0	3
SERVICE CALLS		
Hazardous Condition Calls	3	30
Water Problem	2	11
Other Service Calls	8	32
Good Intent Calls	2	22
False Alarm/False Call	22	146
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	1
Mutual Aid/Standby	3	4
Total	47	314

Training Summary

Preparing for Acts of Violence		8.0 hours
Firefighter – II Certification		96.0 hours
Driver Training	Road Course Cone Course	3.0 hours 9.0 hours
Driver Re-Certification	Rescue #1 Engine #3	20.0 hours 6.0 hours
Aerial Tower Training		49.0 hours
Company Training Co-1	Facial Hair/Seat Belt Policy	38.0 hours
Company Training Co-2	Natural Gas Emergencies Hydrant % Radio Operations	36.0 hours 6.0 hours
Company Training Co-3	SCBA Fill Station	18.0 hours
Total Training		289.0 hours

FIRE MARSHAL

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

INSPECTIONS	6
INSPECTION FOLLOW-UPS	41
PLAN REVIEW	6
JOB SITE INSPECTIONS	1
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	2
COMPLAINTS	5
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	2

Incidents:

- There were no significant fire incidents or injuries reported in December. Responded to **19** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended the bi-monthly meeting of the Employee Health and Safety Committee at Town Hall.
- Attended the monthly Community Emergency Response Team meeting at Fire Headquarters.
- Attended a Response to Violent Incidents training session at the State Fire Academy.
- Attended the Annual Fire Truck Parade and Night of Lights Ceremony in the Town Center.
- Attended a Capital Region Fire Chiefs Association apparatus gathering at West Farms Mall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended the monthly meeting of the Board of Fire Commissioners at the Old Firehouse on Main Street.
- Attended the Annual Fire Company Family Holiday Parties.
- Attended the quarterly meeting of the Connecticut Fire Marshals Association in Middlefield.
- Attended the monthly Safe Home Task Force meeting at Town Hall.
- Responded to a mutual aid request in Berlin to provide station coverage at the Berlin Firehouse.
- Conducted fire extinguisher training for the employees at Advanced Torque Products on Budney Road.
- Attended several emergency meetings with the Safe Home Task Force group at Town Hall to review a residential health and safety concern and prepare for a multi-agency response.
- Conducted fire extinguisher training for the employees at Advanced Adhesives Systems on North Mountain Road.
- Attended a holiday luncheon with the Town Manager and department heads at the Bone Fish Grill.
- Conducted a cause and origin investigation for a fire at the Carrier Motor Lodge on the Berlin Turnpike.
- Responded to a Task Force activation in Berlin for assistance with a structure fire at the Berlin Train Station on Depot Road.
- Attended a meeting with the building official and the architect for the Town Hall project.
- Attended the Annual Memorial Ceremony For Master Police Officer Peter Lavery at Police Headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Continued with Landfill closure project tasks.
- Attended Department Head and Public Works Team meetings.
- Attended quarterly Safety Committee meeting.
- Assisted Town of West Hartford with practical testing evaluation for position vacancy.
- Coordinated biannual Landfill vegetation grinding.
- Assigned annual Target Safety on line safety training courses to Highway Department employees.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.

- Completed Town Wide Annual Leaf Collection Program.
- Continued with Town wide pot hole patching and curb repair.
- Cleared debris, Main Street and Wilson Avenue waterways.
- Trimmed branches alongside roadways as needed.
- Assisted bid awarded contracting in grinding vegetation at landfill.
- Highway crews called in 7 times for snow/ice events for a total of 10.6 inches snow.
- Clean and stored leaf collection equipment/machines for the season.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Sanitation Department with maintenance of recycling containers.
- Assisted Highway Department with Annual Leaf Collection.
- Assisted Police Department with the relocation of speed boxes.
- Repaired mailboxes damaged during snow plow operations.
- Aided Highway Department with snow plowing operations.
- Repaired glass in bus shelter.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Continued with annual servicing and repair of snow fighting equipment.
- Assisted in the completion of the Annual Leaf Collection program.
- Began outfitting one new Highway dump truck.
- Assisted Highway Department in snow plowing operations.

Sanitation/Recycling/Landfill

- Scheduled 787 residential bulk items for collection for the month.
- Scheduled 142 condominium bulk items for collection for the month.
- Scheduled 40 condo/residential scrap metal items for collection for the month.
- 3529 tons of cumulative Municipal Solid Waste were collected from July through November.
- 1152 tons of cumulative recyclables were collected from July through November.
- 529 mattresses and 288 box springs were collected from July through November.
- 199 televisions were collected from July through November.
- Issued 8 permanent landfill permits and 1 temporary permit for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on December 14, 2016:

- Approved Petition #48-16: Moratorium on Temporary Sign Permit Applications (Section 6.2.1.F: Temporary Sign Permits). Town Plan and Zoning Commission, applicant.
- Approved Petition #49-16: Special Permit (Section 3.12.1 Restaurant) ROMA Properties III LLC owner; Matthew Crowley, 1096 Main Street, Newington, CT, applicant/contact.
- Approved, with conditions, Petition #50-16: Site Plan Modification (Building Addition) at 2640 Berlin Turnpike (ALDI). ALDI Inc. owner/applicant.
- Approved the Bond Release for Bonefish Grill in the amount of \$2,000.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- Dec. 8: Met with applicants for proposed retail development on the Berlin Turnpike.
- Dec. 20: Met with Town Engineer to discuss Packard's Way subdivision.

TOD/CTfastrak/Amtrak Corridor Planning:

None

Grant-Funded Project Activities

- Dec. 5: Met with Town Manager and Grants Consultant to discuss feasibility of "Small Cities" grant application for 2017.
- Dec. 20: Phone meeting with consultant on Constance Leigh Streetscape project

- Dec. 28: Forwarded SHPO grant application to Town Manager.

Board and Commission Meetings:

- Dec. 14: Attended TPZ regular meeting.

Professional Development/Training:

None

Miscellaneous

- Dec. 13: Met with Town Manager to discuss Road Safety Audit.
- Dec. 13: Attended bi-monthly CRCOG Bike/Ped Committee meeting in Hartford.
- Dec. 13: Submitted FY 2017-18 budget.
- Dec. 14: Attended monthly Public Works Team meeting.
- Dec. 15: Met with Town Engineer regarding 2017 MS4 permit registration.
- Dec. 19: Attended CRCOG meeting regarding State of CT C&D Plan update.
- Dec. 19: Met with Architect on Town Hall Renovation Project.
- Dec. 28: Attended monthly Department Head Staff meeting.
- Dec: Responded to approximately 12 phone messages from citizens, applicants, staff and elected/appointed officials.
- Dec: Received and sent approximately 382 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of December, six excavation permits were issued:
 - Gas Lateral – 3
 - Sidewalk/Pavers – 2
 - CATV – 1
- The Town Engineer attended a C.I.P. Committee meeting.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Inland Wetland meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- **Wetlands:** In the Month of December, 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. A Total of (3) Inland Wetland Applications were approved by Full Commission review at the December, 2016 regular scheduled 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 (1) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and\or (3) 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: Completed for Calendar year. Repair\replacement work to reconvene in the spring. 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 calendar year 2017. The next phase of sidewalk repair will commence next summer at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Operations commencing in winter months. Engineering staff continues to administer and prepare the first round of stonewall repair work in town. Wall restoration will consist of repair of failing sections of wall utilizing material “in kind” of the existing wall. The wall restoration includes removal, repair and minor drainage efforts. Walls will continue to be examined, monitored and scheduled for repair as the program moves forward. Wall restoration efforts are scheduled to commence January 2017 (weather dependent).

- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) have been completed. Roads are continually evaluated and scheduled for repair, drainage and/or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads requiring edge drainage and/or basin top replacement were catalogued and will be scheduled in advance of the M&O. The Highway Superintendent and Town Engineer will continue to meet in a continued effort to compare paving evaluations and have performed field inspections (November) in advance of preparing/updating the (5) year roadway C.I.P.
- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Minor alterations requested
Anna Reynolds School – Status: **Phase I** - Substantially complete, Engineering provided survey (stakeout) for both the sidewalk contractor and DPW to assist in the installation of walks and pavement during the month of October, 2016. The remaining operations are punch list items, including but not limited to: line striping, x-walk, signage, etc. 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. **Status: Phase II** – scheduled for the summer of 2017, additional parking designed and to be constructed by DPW forces. The parking will be extended at the southerly parking lot, adjacent to access driveway leading to Fenn Road.
- **D.P.W. Projects:** Public Works Garage, re-construction, Status: completion (Phase I) – Engineering provided the survey, estimate and design to facilitate the construction efforts of DPW forces for the above referenced project. The re-surfacing/reconstruction of the public works garage is a “Phase I” of the Public Resurfacing initiative at the Highway Garage. Last year’s culvert replacement (twin 30” ADS pipes and stormwater swale construction) preceded the reconstruction of the access road from Milk Lane that was paved in October, 2016. Additional drainage will be upgraded or replace (as necessary) in advance of future pavement improvements at the Highway Garage. **Phase II** of the paving construction is scheduled to commence next construction season of 2017.
- **D.O.T. –** 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.
- **Engineering Staff:** - Have administered (or continued review) the (4) site plans and (5) Inland Wetland Applications as referenced above. Engineering provided both the ground survey and preparation of design plans for (2) inland Wetland Applications. The wetland Applications Administration in the form of plan review, calculations and comments for Commission review remain steady for the month of December.
- **DEEP MS4 Permit:** - Engineering staff has assembled the necessary data (storm water quality testing) and prepared the updated “Annual” report for submittal to the DEEP. Engineering and Planning continue a coordinated efforts to explore the requirements necessary to transition the existing permit to meet the requirements of the DEEP guidelines as set forth for the “NEW” DEEP MS4 permit.

BUILDING DEPARTMENT

- An Application was applied for and is under review for the remodel of Panera Bread including a conversion to a drive thru. Panera Bread is located at 3120 Berlin Turnpike.
- A Permit was issued for the remodel of the existing FedEx Office Store located at 1599 Southeast Road.
- Two applications were applied for and are under review for new single family residences. They will be located at 37 Harvest Court and 39 Harvest Court.
- A Permit was issued for a single family residence at 59 Shady Hill Lane.
- An Electrical Permit was issued for alterations per plans, power lighting and fire alarm at the Newington High School.

- A Plumbing Permit was issued for the High School to relocate the 4" main for ductwork being installed & relocated, misc. branch piping & drop heads in new ceiling layout.
- The Highway Garage at 281 Milk Lane had the heating system, gas piping, water heater and the unit heater replaced.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - View Point Training – December 19, 2016.
 - A. Hanke - Significant Changes to the IECC – December 12, 2016.
 - K. Kilkenny - Significant Changes to the IECC – December 12, 2016.
- There were three Certificates of Occupancy issued in December. Two were for a single family residences located at 18 Deming Farm Drive and 14 Harvest Court. One was for commercial - Medicare express / primary care walk-in clinic.
- Building Department activity for the month of December was as follows: The Inspectors completed a total of 156 inspections. They were: Boiler (1), CO (2), Damp proofing (2), Drainage (1), Electrical (14), Final (58), Footings (5), Foundation (4), Framing (6), Gas Line (10), Insulation (9), Mechanical (3), Pools (1), Roof (1), Rough (39).
- The total number of Building/Renovation Permits issued / applied for the month of December was **137** producing a total permit value of **\$2,416,282.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	30	871,813.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	39	387,792.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	1	15,000.00
FUEL TANK	2	1,900.00
GARAGE / SHED	1	500.00
MECHANICAL	24	342,224.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	3	682,995.00
PLUMBING	26	52,955.00
POOL	0	0.00
ROOFING/SIDING	1	4,900.00
SIGN	7	9,447.00
SOLAR	3	46,756.00
TENT	0	0.00
TOTAL	137	\$2,416,282.00

The total Building income fees received in the month of December was **\$22,852.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$320.00, Environmental \$120.00, Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$31.50 Driveway / Excavation \$225.00 Engineering copies \$75.50. The other total income is \$975.00.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for December:	\$2,416,282.00	\$3,477,454.00
Fees for Permits issued for December:	\$22,852.00	\$38,502.00
Other income Fees for December:	\$975.00	\$1,167.00
Building Permits Issued for December:	137	190

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

<u>2016-2017</u>		<u>2015-2016</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$15,253,505.00	\$140,859.00	\$16,484,794.00	\$195,593.00

HUMAN SERVICES

- The department organized and implemented another large and successful holiday gift distribution, assisting 400 households comprised of 827 individuals of all ages. Stuff-a-Cruiser had another record-breaking collection of almost 3,700 gifts. Volunteers and donors of all ages and aspects of our community contributed their hearts, time and generosity to make the holidays brighter for so many. Department staff worked tirelessly to insure a smooth program delivery.
- The Food Bank assisted 135 households with 703 bags of groceries distributed. Note: The Food Bank was closed 2 days due to Holiday gift distribution & Christmas holiday closing.
- The Clothing Closet served 22 households with 36 bags of clothing.
- 400 Newington households (representing 827 individuals) participated in the Holiday Gift Program.
- Open Air Market served 106 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 5 residents with 5 bills, 4-housing and 1-utility. None were 60+ residents. There were 98 cases in our Social Casework program. 36 were new referrals.
- The Youth and Family Counseling Program had 15 active cases, 1 of which was new. Clinicians provided 23 clinical therapy sessions with a total of 30 clinical service hours.
- 1 clinical police referrals were received for follow up.
- Pat Meskill worked with school personnel regarding crisis referrals.
- A support group for older adults dealing with life after loss was initiated and facilitated by contract therapist, Dorothy Revzon, LCSW at the Senior & Disabled Center and will continue as needed.
- There were 2 JRB referrals this month.
- Registration inquiries have been sent out for our new “Leadership Education Advisor Development” (LEAD) program for high school students that have been summer mentors. LEAD is an opportunity to further their leadership skills.
- Fall SCORE programs finished up with spring brochures being readied for delivery to 4th grades and middle schools in January.
- The 5th grade Adventure learning Program met for their final challenge days.
- The 8th grade Adventure Bound Challenge Group (ABC) went to the Mountain Fun Climbing Gym for a mix of climbing and indoor challenge elements. We had high consistent attendance by group members.
- There was one request for community service. An average of 25 hours is requested.
- Safe Homes Task Force continues to meet to address identified and potential at-risk situations.
- Staff attended CERT meetings, workshops, trainings and other meetings throughout the month.
- The Hoarding Working Group Conference Committee met to plan the 3rd annual (May 25, 2017) conference being held at CCSU.
- We continue to work closely with the Police Department regarding many of our vulnerable and at-risk residents.
- Director Futoma and Coordinator LaBrecque were invited to and attended the annual UNICO holiday dinner and received gifts collected to support our gift distribution.
- Planning is underway for educational topic presentations for the spring in various human service areas (TBD) including class offerings in Mental Health First Aid.
- Karen Futoma was invited, along with Bill DeMaio to discuss the ADA municipal coordinator role before the Aging & Disabled Commission.

December 2016 Statistics

Selected Programs	FY 16-17 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 16-17 Cum. Undp. Total YTD	FY 15-16 Cum. Undp. Total YTD
Youth & Family Counseling Cases	15	17	29	19
Youth & Family Service Hours	30	37	211.50	144
JRB Cases	2	3	6	5
Positive Youth Development	127	145	2029	1868
Information and Referral	1727	1197	6871	5394
Social Casework Cases	98	87	263	359
Under 55 =	19	23	83	109
Under 55 Disabled =	29	27	56	103
Over 55 =	50	37	124	147
Social Casework Service Hours	130.50	114	868	961
Under 55 =	22.75	19	192.75	222
Over 55 disabled and/or disabled	107.75	95	675.25	739
Food Bank Households	135	116	836	813
#Bags of Groceries Distributed	703	552	4036	3869
Special Needs	5	4	41	44

SENIOR AND DISABLED CENTER

- The Center’s second foray into trips was a bus trip to Mohegan Sun on December 14th. A core self-directed team of volunteers has formed to develop the travel program. A full calendar of trips including day trips to entertainment and sightseeing venues as well as regular casino trips will be announced in January.
- The Matter of Balance Coordinator has started to reach out to area Senior Centers and Public Health entities to explore avenues to expand and sustain this evidence based program that has been proven to reduce the fear of falling, a major risk factor for falls. Reducing falls is a major goal of the Center.
- Victoria Hellberg, a student from CCSU, completed an arduous data analysis of the Center’s annual survey and presented a report of her findings. Center members, by and large, are quite positive about the Center and their experience. As this was the second year of the survey, there were some comparisons from last year that were statistically significant. While most respondents are not interested in weekend or evening programs, there was an increase in the number that are interested. Ms. Hellberg will be returning to the Center in January for an internship.
- Participants enjoyed a holiday social on December 2nd. Stephanie Rizzo from The Lodge at Cold Spring provided a holiday dessert and a holiday themed trivia contest.
- Heather Hitchcock from Hartford HealthCare Senior Services talked about how to prepare for your medical appointments - questions to ask, what’s expected of you and what you can expect from your provider on December 7th.

- Volunteers Jim Late and Jay Slater continue to offer tech help in the Center's Computer Learning Center twice a month. The Learning Center is open for member use with internet connected computers and many people bring their own devices to access the open wifi throughout the building.
- A weekly support group, Moving Forward – Life After Loss, facilitated by Dorothy Revzon, LCSW, began in December. This program is sponsored by Newington Human Services and the Senior and Disabled Center.
- Newington Rapid Recovery Rehab Center sponsored a classic holiday movie starring Steve Martin on the big screen on December 23rd.
- As of the end of December, the Center had 1517 paid members, including 117 Fitness Center members.
- 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 2667 by 457 people. The actual number attending the center is significantly higher with the door counters showing that approximately 250 people a day used the Center.
- Dial-a-Ride provided 1047 trips to 109 people this month, covering 3145 miles.
- Center staffing was complemented by 578 hours of unpaid service in 186 instances by 41 volunteers.

PARKS AND RECREATION

Recreation Division

- Registration for Winter programs has been ongoing throughout the month. Most Winter programs will begin the first week of January
- Program information is currently being compiled for the Spring 2017 Program Guide.
- Recreational swimming & open gym was offered during Winter vacation week on Dec. 27, 28, 29 & 30.
- Youth Basketball Coach Orientation was held with over 85 volunteer coaches on Saturday, Dec. 3rd.
- Training was held for Youth Basketball staff on December 10.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program began with approximately 450 children in grades 2 through 12 (Kindergarten and Grade 1 program to start on January 7th with approximately 120 children). Registration numbers were very similar to last year.
- The Department hosted the first 5th & 6th grade dance with approximately 200 students in attendance.
- The Parks & Recreation and Newington Chamber of Commerce annual "Night of Lights" was held on Saturday, Dec. 3rd in the center of town with approximately 500 people in attendance. The event combined the Tree Lighting on the Town Green & the Holiday Carol Sing. A special thanks to all those who helped, including our Parks & Grounds Division, Deputy Mayor Dave Nagel, Chairwoman Beth Manke, our Volunteer Fire Departments, the Police Department, & choirs from Newington High School, Martin Kellogg & John Wallace Middle Schools as well as the Newington High School Girls' Basketball team. Members of the NHS National Honor Society & Key Club also volunteered at this community event. Other happenings at this event enjoyed by many were face painting, magic & animal balloons.
- The Santa's Workshop event was held on the weekend of December 2-3. Approximately 300 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. Canned goods were also collected and donated to the Newington Food Bank.
- The 2nd annual Winter Wonderland was held simultaneously with Santa's Workshop in the Mortensen Community Center Gymnasium. This event featured animatronic rides on animals (Snow Tiger and Rudolph), Jingles the Clown making balloon animals and the Amazing Andy performing magic.
- A 'Pay It Forward' promotion was offered on our Facebook page for the 2nd year and included a photo scavenger hunt type challenge for residents to find envelopes in Town parks. This promotion received very positive feedback. Many residents participated and enjoyed trying to find the envelopes.
- The Newington Parks & Recreation Department has begun a tradition of annually honoring business, volunteers and/or civic groups that help the Department better serve our residents with a "Building a Strong Community Special Recognition Award". Recipients of this award were recognized on December 13th for their contributions. This year's recipients were Geico (Dave Johnson), Boy Scout Troop 347, Data Mail, Inc. and Ruth & Mike Lonergan. Recipients enjoyed light refreshments prior to the Town Council meeting and then were presented with an award and Proclamation at the Town Council meeting.

Parks and Grounds and Cemeteries

- Division staff provided support and services to ensure that the Night of Lights was a success.
- Snow and ice removal equipment was prepared for the winter season.
- Personnel performed leaf removal tasks on park, school, fire station, Town Hall, Library and Senior Center properties.
- Outside storage areas were reorganized at the Parks and Grounds garage.
- There were 5 snow/ice storms that required salting and plowing.
- The department's fiscal year 2017/2018 budget was prepared and submitted to the Town Manager.
- There were 16 interments and 5 sales at Town cemeteries.

Tree Warden

- Removed tree from 128 Dowd Street and 60 Edward Street.
- Assisted Wethersfield with removal of tree at Maple Hill Ave. and Birch Street.
- Assisted Wethersfield with removal of dead ash tree corner of Knollwood and Mountain Road.
- Pruned Maple trees along Garfield Street by baseball field.
- Pruned sucker growth on Maple tree at 25 Berkley Road, further inspection during pruning revealed large rotted cavity and split limbs. Tree has been posted for removal.
- Spent two days in Beechwood Park removing fallen limbs and trees from woods as a result of storm back in August.
- Worked on establishing a stump grinding list.

LIBRARY

- The Friends are busy planning for their annual Wine & Cheese Social fundraiser that will be held on January 20th in the library. It will include an evening of wine, beer and cheese tasting, a teacup auction, silent auction and musical entertainment by Tom Stankus
- Assistant Library Director Karen Benner and Teen Librarian Bailey Francis collaborated with the Educational Technology staff at the Board of Education to host an Hour of Code program for people of all ages. More than 60 people turned out to code on Chromebooks, play with mini robots and a flying droid courtesy of the Educational Technology staff. It was a nice mix of families, adults and teens who were helping younger students as well as adults who wanted to learn. The library hopes to collaborate with the Educational Technology staff in the spring. Thanks to Jay Salerno and Kate Norton for working with the library to be able to offer this program.
- Karen Benner, Head of Reference Diane Durette and Digital services Librarian Jennifer Hebert visited the Wallingford Public library to tour its new Collaboratory. Space in the library was converted to create a Makerspace that encouraged creativity, community and learning. Inside the Collaboratory was a long arm sewing machine, digitalized equipment, video projection equipment, a bike repair station computers and more. It was a very impressive use of space.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to work on the 2017-2018 budget. The budget is due on January 3, 2017.
- The Teen Department was offered 7 programs for 75 teens. Programs included a *Winter Craft Night*, *Pop-Up Cookies* and *Tech Troubleshooting with Teens*. In addition, a private party was held for the winner of the Teen Summer Reading Program. The teen winner invited 8 friends to watch a movie, play board games and decorate cupcakes.
- The Children's staff offered 47 programs to 1,439 children and their caregivers. More than 180 children dropped in on *Winter Craft Night* to make crafts, decorate cookies, make cocoa cones, hear great stories and participate in fun activities. Sam Pascoe Band entertained children and people of all ages with his upbeat music and the annual *Preschool New Year's Eve Day Party* was held for more than 73 children who partied and dropped the ball at 12 noon. Other highlights included *Movers & Shakers*, a music and story time program, a *Half-Day Fun Holiday Ornaments* program and *Cinema City* that featured the movie *The Secret Life of Pets*. School visits, regular story times and outreach to pre-schools and daycares rounded out the month.
- Adults were offered 14 programs that were attended by 228 adults. They learned how to make picture frames from old books and holiday ornaments from old CDs. *Miracles from Heaven* was shown as part of the *Movies and More* programs and Martin Podskoch spoke about the history of the *Connecticut*

Conservation Corps. Many adults expressed gratitude that the library offered so many interesting fun programs for adults with many different interests.

- Patrons are still expressing their disappointment that the library is not open on Sundays. For many, this is one of the only days each week they can visit the library and/or the one day they could visit together as a family. It would be a benefit to all if the library could once again be open the 25 Sundays to help serve the community on this day of the week.
- Total circulation of library materials were 24,981. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,259 times from the library website. 11,650 people visited the library during the month. There were 6,340 visits to the library's homepage. Popular online services included *Novelist & Kids Novelist*, *Transparent Languages*, *Consumer Reports*, *Universal Class*, *BookFlix* and *PebbleGo Next: States and American Indians* databases. Museum passes were used 118 times this month, the most popular were *Wadsworth Antheneum Museum* and *New Britain Museum of American Art*. The reference staff answered 6,422 reference questions. Free library meeting space including study rooms was used 332 times during the month.
- The library held its annual holiday party with a very competitive game of Library Jeopardy and an Ugly Sweater contest. Reference Librarian Dorothy Russell won "Ugliest Sweater Overall.' The library also recognized library pages during the week of December 12 with Page Appreciation Week to show the staff's appreciation for their hard work day in and day out shelving the library materials.
- In Technology news: Karen Benner and Community Services Librarian Michelle Royer created digital slides to be used by NCTV to promote library services. In addition to the Hour of Code program other technology programs offered were *Tech Troubleshooting with Teens* and *Tech 4 U*.
- In Personnel news: Karolyn McLain began working as a Children's Library Technician Substitute. Head of Collection Management Jeanette Francini, Chair of the State Library' deliverIT CT Short Term Task Force attended two meetings to discuss short-term solutions to the State Library delivery system. Michelle Royer, Head of Collection Management met with Danielle Gillespie from Buckingham Services to talk about special needs programs for adults at the library. She also continued to attend the monthly Chamber of Commerce meetings. Library Director Lisa Masten continued her work as part of the Town of Newington website committee.
- In Facilities news: The two new pumps connected to the boiler failed causing a problem with heat in the building. The pumps were replaced and the boiler is working as it should. The space heaters in the men's and women's bathrooms on the first floor have to be left on all the time now to prevent the pipes from freezing during very cold weather. Two years ago the pipes burst in the women's bathroom ceiling causing water to flood the lobby and flow out the front door.
- Topics of note that were researched this month included:
 1. Christmas stories set in other countries.
 2. Christmas nursery rhymes.
 3. Law in Connecticut regarding scooters that travel up to 20 mph.
 4. How does Uber work?
 5. Information on gestational diabetes.