



Tanya Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya Lane, Acting Town Manager
Date: March 18, 2016
Re: Monthly Report – February 2016

GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Mrs. Lane and Mayor Zartarian presented the annual State of the Town address on February 25, 2016.
- Mrs. Lane met with various departments regarding budget requests for the upcoming fiscal year and submitted her proposed FY 2016-17 budget to the Town Council.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

Legal Services

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

Rome (Modern Tire/Firestone) - \$110,766.34

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of February 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	12.0	\$ 665.93
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 805.44
ROAD MAINTENANCE	21.2	\$ 933.52
TRAFFIC DIVISION	16.0	\$ 688.80
SNOW	599.3	\$ 28,025.91
TOTALS	664.5	\$ 31,119.60
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	17.0	\$ 708.24
Snow/Ice	163.7	\$ 7,398.10
TOTALS	180.7	\$ 8,106.34

POLICE DEPARTMENT	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD	14-15 Budget Overtime Appr.	Overtime Expended 14-15 YTD
Administration	\$ 7,254.00	\$ 1,708.44	\$ 7,059.00	\$ 2,535.32
Patrol	603,738.00	523,242.11	607,287.00	440,593.21
Investigation	76,132.00	41,577.01	79,169.00	51,936.40
Communication	162,698.00	126,113.42	161,160.00	120,470.93
Education/Training	120,943.00	64,055.03	117,276.00	70,475.19
Support Services	34,408.00	7,989.84	34,189.00	14,169.32
Animal Control	3,006.00	0.00	5,546.00	0.00
Total	\$ 1,008,179.00	\$ 764,685.85	\$ 1,011,686.00	\$700,180.37
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 12,458.04	\$ 29,622.00	\$ 18,145.16
Snow and Ice Control	148,440.00	41,674.53	145,534.00	106,540.08
Traffic	3,000.00	1,876.99	4,665.00	1,220.03
Vehicles and Equipment	26,949.00	22,036.41	29,363.00	22,031.84
Leaf Collection	50,999.00	41,659.37	50,000.00	38,808.10
Total	\$ 254,600.00	\$ 119,705.34	\$ 259,184.00	\$ 186,745.21
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 52,460.31	\$ 75,588.00	\$ 93,445.69
Cemeteries	18,371.00	4,415.35	18,007.00	10,756.80
Total	\$ 95,462.00	\$ 56,875.66	\$ 93,595.00	\$ 104,202.49

PERSONNEL

- An internal posting for the Administrative Secretary III (C-10) position for the Police Department was posted to the union from January 21 – 27, 2016. Seven internal applications were received. Testing for the position will take place on Thursday, March 10, 2016.
- Thad Dymkowski, GIS Technician, submitted his resignation on January 22, 2016. A public job posting for the position was posted on February 3, 2016 with a closing date of February 24, 2016. Three finalists will be interviewed in March.

RISK MANAGEMENT

2015-16 Blue Cross/Blue Shield Plan Year

The seventh month of the 2015-16 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2015-16 plan year were estimated at \$847,849. The total paid claims from the Health Benefits Fund for January 2016 were \$794,575. 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 January, 2016

	Town	Board of Education	Total
Estimated Claims	1,283,114	4,651,829	5,934,943
Actual Claims	1,473,084	4,229,551	5,702,635

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of February. Also attended the departments CIP meeting with Accounting & Town Manager & CIP Committee. Attended Staff, Library Building Committee & Safety Committee meetings. Attended union contracts negotiation meeting.

Work Order Completions

- The Facilities Maintenance Department has completed 86 formal work orders during the month of February at various Town Buildings.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. The structural & feasibility report with Diversified Technology Consultants is ongoing.

Kellogg Eddy House

- Lost heat from a power outage that resulted in the loss of many radiators throughout the home as well as water damage to the home that repairs will be on going through the next couple of months. We also loss power to the main meter to the house from the street pole that Eversource determined was a bad phase wire underground that they repaired.

Senior Center

- Continued with the replacement of ceiling tiles throughout the building. Upgrade all of the parking lots to LED for greater utility costs savings & efficiency.

Police Dispatch Center

- Had a ruptured fire sprinkler line due to the freezing temperatures the caused considerable damage that led to the relocation of the department and 911 services to the EOC room on the 2nd floor of the Police department.

Deming Young Farm Barn

- Hired DTC Engineering firm do a structural study to the barn for the safety of the occupants as well as an environmental study by Enviro-med for any contaminates inside and outside of the barn.

INFORMATION TECHNOLOGY

The Town's Information Technology team currently 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.

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

- Completion of 104 work orders
- Moving Public Safety Dispatch operations to the town's emergency operations center (EOC) after a frozen water pipe burst requiring them to be re-located.
- Removing three virtual servers from the town's network that were no longer needed.
- Supervising the migration of the Assessor's Office from Vision computer aided mass appraisals software application (CAMA) over to Quality Data Systems CAMA system. The migration required the setup and configuration of new server and workstation software.
- Participating in several online presentations of security information and event management (SIEM) systems that could assist them with PCI (payment card industry), PII (personally identifiable information), PHI (Protected Health Information) and CJIS (criminal justice information systems) compliance, logging and auditing requirements.
- Assisting Central Connecticut Health District (CCHD) outside vendor with migrating their staff over to a new email and office productivity suite (Office 365).
- Updating various SQL (structured query language) database and application backups.
- Updating the town and department webpages as needed.
- Supervising the installation and configuration of a new alarm monitoring appliance used by Public Safety Dispatchers. The town monitors approximately 100 locations the majority of which are town owned and/or government related.
- Assisting Parks and Recreation staff and their vendor, Vermont Systems, with the final setup and configuration of their new records management and program system. The RecTrac portion of the system is scheduled to go-live in March 2016 followed by WebTrac and MaintTrac.
- Assisting the Senior and Disabled Center's vendor, TaxWise, with setting up their equipment laptops and printers to facilitate their program. IT staff assist them with connecting to a secure wireless network and also provide them with Internet access.
- Implementing various network security measures to limit and/or minimize exposure Trojans, viruses and crypto-locker type programs into the town's network infrastructure.
- Automating the deployment of software for the Assessor's Office.
- Troubleshooting and resolving an issue with Wi-Fi access from laptops used for training at the Library.
- Attending a demonstration of InvoiceCloud.
- Configuring and testing DNS (domain name system) settings to accommodate police department access to CJIS and CISS (Connecticut Information Sharing System).
- Serving as technical resource for a conference call with library staff and their RFID (radio frequency identification) system.

- Replacing a faulty switch module at the library.

FINANCE

Accounting and Administration

- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on February 1st and 8th.
- On February 3rd a meeting was held with the Town’s agent of record, Lockton Benefits in order to review the 2016-17 health benefits renewal.
- During the month, the Town’s future debt capacity was discussed and analyzed by financial advisor Matthew A. Spoerndle, Senior Managing Director of Phoenix Advisors, LLC.
- Ms. Harter assisted with compilation of information for the State of the Town on February 25th.
- Several meetings and tasks associated with the 2016-17 budget were undertaken by Ann Harter and Lisa Rydecki during the month in order to meet the February 26th, submission deadline to the Town Council.

Major grants received during the month included the second installment (50%) of the Town Aid Road grant in the amount of \$208,126. It should be noted that the Grants for Municipal Projects normally received in February and estimated at \$917,869 has not been sent by the State at this time. 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)
2/29/2016

	Interest Earnings		\$ Invested
	Budget FY2015-16	Actual Year to Date	
General Fund	\$68,350	\$43,047	\$34,918,160
Special Revenue Funds	5,500	6,872	3,993,757
Capital Projects Funds	800	1,548	1,031,502
Internal Service Fund	2,400	2,547	1,718,034
Trust and Agency Funds	2,400	2,488	1,028,560
TOTAL, ESTIMATED BY FUND			\$42,690,013

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
2/29/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.40	0.37	3,059	2,166	\$9,972,746
Bank North	0.20	0.20	467	90	3,036,429
People’s Bank	0.32	0.32	1,899	1,379	7,577,224
Santander Bank	0.45	0.45	2,588	369	11,053,601
Farmington Bank	0.40	0.40	3,305	332	11,050,013
Total Outstanding Investments					\$42,690,013

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of February.
- Appointments for 90 appeals to the Board of Assessment Appeals to be held in March were made by the Assessor’s office. The number of appeals is about 3 times more than usual due to the revaluation done for the October 1, 2015 grand list. All properties under appeal were sent individual notices of their respective appointments. Many owners called requesting a change to that schedule and those

requests were accommodated. More than two third of the appeals were taken by owners of commercial properties.

- The data base for eQuality the company that did the revaluation was placed on the internet to provide online access to property records. This replaced the Vision data that had previously been on line.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an ongoing program as applications will be taken through May 15, 2016. Approximately 300 letters were sent out to current and future applicants to inform them of the need to submit income information and the time requirement for filing.
- Required reports of the 2015 grand list were submitted to the State of Connecticut.

Revenue Collector

- Revenue Collections for February for Real Estate, Personal Property & Motor Vehicles amounted to \$3,339,008.60. The Supplemental Motor Vehicle taxes collected were \$150,938.78 and \$27,831.80 was collected for prior year taxes. Included in the prior year taxes is \$1,762.62 for Suspense collections.
- This year’s February collections are 98.4% which is a slightly ahead of last year’s collections of 98.2%.
- Delinquent statements were sent to 4,091 taxpayers who did not pay on their Real Estate, Personal Property, Motor Vehicles, or Motor Vehicle Supplemental bills for the 2013 and 2014 Grand List. Alias Tax Warrants will be issued near the end of March to Constables and Sheriff for collection. Overdue real estate is handled in the Tax Office.

TOWN CLERK

- There were 65 transfers for a total of \$6,049,469. State conveyance tax collected was \$45,371.03 and \$15,123.68 was collected in Town conveyance tax.
- There were two residential sales at Harvest Court – each over \$400,000.
- A total of 409 documents were filed on the land records during February including 88 mortgages, 54 liens, 138 releases, 22 probate documents and 13 assignments. 51 of these documents were electronically submitted for a total of \$6,750 in revenue.
- The staff certified & issued 118 certified copies of vital records, twelve burial permits and eight cremation permits.
- Staff catalogued four Notary Public commissions and four Trade Name certificates.
- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library—which was done at the end of the month.
- Serving in the capacity of Acting Town Manager, Town Clerk, Tanya Lane, devoted abundant time meeting with department heads and fine-tuning the Town Manager’s budget which was submitted to Council on February 26th.
- On February 25th, Mrs. Lane prepared and delivered the State of the Town at the Newington Chamber of Commerce.
- Mrs. Lane enlisted Paul Decelles and Phyllis Prizzy from Decision Point LLC to facilitate a Staff Meeting with department heads. On February 11th staff looked at ways to revamp and energize the format for these meetings.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

DATA SUMMARY FEBRUARY 2015				
	<u>Feb. - 16</u>	<u>Feb. - 15</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	410	355	3715	3278
Dog Licenses Sold	27	15	616	444
Game Licenses	45	28	197	345

Sold				
Vital Statistics				
Marriages	3	17	105	170
Death Certificates	16	9	174	189
Birth Certificates	17	8	198	178
Total General Fund Revenue	\$ 29,960.68	\$ 34,225.41	\$ 323,235.09	\$303,605.42
Town Document Preservation	\$ 878.00	\$ 836.00	\$ 8,410.00	\$ 7,683.00
State Document Preservation	\$ 538.00	\$ 570.00	\$ 5,182.00	\$ 4,836.00
State Treasurer (\$36 fee)	\$ 9,684.00	\$ 10,116.00	\$ 93,204.00	\$ 85,608.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 4,445.00	\$ 37,448.00	\$ 28,956.00
State Treasurer (\$110 fee)	\$ 3,740.00	\$ 2,970.00	\$ 35,420.00	\$ 31,790.00
Locip	\$ 807.00	\$ 843.00	\$ 7,767.00	\$ 7,133.00
State Game Licenses	\$ 232.00	\$ 31.00	\$ 1,363.00	\$ 2,474.00
State Dog Licenses	\$ 175.00	\$ 128.50	\$ 3,679.00	\$ 3,020.00
Dog Licenses Surcharge	\$ 77.00	\$ 46.00	\$ 1,309.00	\$ 1,048.00
Marriage Surcharge	\$ 38.00	\$ 114.00	\$ 722.00	\$ 1,197.00
Grand Total	\$ 50,574.68	\$ 54,324.91	\$ 517,739.09	\$477,350.42

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. One candidate that was in the background phase has withdrawn from the process to accept a position with another department. A new recruitment process began in February. Twenty candidates have been invited to interview in early March.
- The Police Department has begun a new hiring process for Public Safety Dispatcher through www.PoliceApp.com. A practical exam will be conducted in April.
- Officer Daniel McAloon was promoted to the rank of Master Police Officer on February 28th.
- On February 4th Chief Clark participated in an Identity Theft Forum sponsored by State Representative Gary Byron at the Lucy Robbins Wells Library. The panel consisted of the Chief, a representative from Consumer Protection and a representative from the Banking Community.
- Patrol Calls for February are as follows:

Alarm Hold Up Alarm	7	MVA Injury	16	Fire CO Detector no symp	6
Assault In Progress	1	MVA Property Only	1	Fire Trouble Alarm	2
Breach In Progress	6	Open Door / Window	8	Fire Water Problem	7
Burglary In Progress	1	Suspicious In Progress	80	Fireworks	1
Customer Dispute In Progress	8	Suspicious Report	1	FollowUp	72
Domestic In Progress	25	Threatening In Progress	2	Harassment Report	15
Drug Active	4	Commercial Burg Alarm	67	Hazard	85
EDP In Progress	7	Residential Burg Alarm	48	Intoxicated	7
Fire Alarm	36	Animal	14	Juvenile Complaint	12
Fire Extrication	1	Assault Report	5	K9 Call	5
Fire Hazmat	1	Assist Other Agency	25	Larceny from MV Report	19
Fire Mutual Aid Request	3	Bad Check InSufficient Funds	3	Larceny Report	51
Fire Other	10	Breach Report	3	Location General	142
Fire Structure Fire	7	Burglary Report	5	Location School	8

Fire Task Force Activation	1	Car Seat	5	Lockout Building	2
Fire Vehicle Fire	1	Check Welfare 911 hang up	16	Lockout MV special circ	1
Gun Report	1	Check Welfare Other	29	Medical Stand By	5
Landlord/TenantDisputeInProg	1	Prisoner Paperwork to Court	21	Missing	4
Larceny from MV Report	1	Criminal Mischief Report	14	MV Abandoned	2
Larceny In Progress	17	CSO	2	MV Assist	52
Medical Alarm	10	Customer Dispute Report	2	MV Complaint In Progress	17
Medical Cardiac	17	Dog Complaint	27	MV Complaint Report	8
Medical Diabetic	4	Domestic Report	6	MVA Evading	12
Medical Fall	69	Drug or Drug Para found	4	MVA Property Only	97
Medical Mutual	1	DUI	3	Neighbor In Progress	1
Medical Other	114	EDP Report	3	Neighbor Report	2
Medical Respiratory	30	Escort Funeral	4	Noise	6
Medical Trauma	10	Escort Other	6	Parking Violation	12
Medical Unresponsive	9	Escort Tax	5	Temp Permit Issued	29
MV Assist	1	Fingerprint	39	Property Found	8
Property Lost	9	Sudden Death	2	Town Ordinance Violation	4
Recovered Stolen MV	1	Suspicious Report	28	Traffic Stop	377
Serve Warrant	29	Test Fire	1	Trespass In Progress	3
Sexual Assault Report	2	Test Police	1	Trespass Report	3
Specific Detail CAD number	108	Threatening Report	3		
Stolen MV	3	Tow	5	Total	2137

- Investigations and calls by Patrol Officers in February included:
 - Narcotics Arrest - On 02-07-16, an officer observed a vehicle with excessive fumes emitting from the vehicle's exhaust system. The officer then initiated a traffic stop on this vehicle and approached the driver.
As the officer approached, he observed the front seat passenger reaching down towards the floor board numerous times possibly trying to hide something. Upon reaching the vehicle, the officer could smell the odor of fresh marijuana emanating from within the cabin of the vehicle. Based on the odor of marijuana emanating from the vehicle, there was probable cause to search the vehicle and its contents, along with any occupants due to the fact that marijuana can be reasonably concealed on their person.
The officer asked the driver if there were any drugs within the vehicle. The driver admitted to only a small amount in the vehicle. The officer then located the marijuana in the vehicle.
The officer then checked the area the passenger appeared to be hiding something. While searching this area, the officer located a drawstring bag that was left open. When he looked into the bag, he observed a large sandwich baggie containing marijuana. The officer continued searching the vehicle and located numerous items of drug paraphernalia. The officer believed that based on the amount of narcotics found and the paraphernalia located, he believed the passenger possessed the items for the distribution or sale of narcotics.
The driver of the vehicle was issued an Infraction for violation of CGS 14-80c: Excessive Fumes and CGS 21a-279a: Possession of Less Than One Half Ounce of Marijuana.
The passenger of the vehicle was charged with the violation of 21a-279(c) Possession of Less Than 4 Ounces of Marijuana, 21a-277(b) Possession of a Marijuana with Intent to Sell, and 21a-267(a) Possession of Drug Paraphernalia.
 - Domestic Violence Arrest - On 2/9/16, officers were dispatched to an undisclosed residential address for a reported past tense domestic dispute. Dispatch informed responding officers that a pregnant female at that address was thrown down the stairs by her boyfriend. The male was said to have left the residence. Upon arrival officers located the female victim, but the male had fled the residence. The victim stated that her boyfriend forced his way into their apartment and threatened her. He then began to destroy her property. As the victim tried to stop him, the boyfriend pushed her down the stairs at the residence. The male then left the residence

During this time, the victim's children were sleeping in the house. However they were not harmed or involved in the incident. A report to the Department of Children and Families was made both by phone and a written report documenting the incident.

An ambulance arrived to the residence and evaluated the victim.

The boyfriend was later located and found to be in possession of narcotics. He was ultimately charged with the following violations: 53a-60b Assault of a pregnant person, 53a-62 Threatening in the 2nd Degree, 53a-63 Reckless endangerment in the 1st Degree, 53a-115 Criminal Mischief in the 1st Degree, 21a-279(a) Illegal Possession of Narcotics. He subsequently was released after posting a \$125,000.00 bond.

- In February, Detective Division Personnel:
 - Handled 132 investigations, 125 remain ongoing and 7 were closed by investigative methods.
 - Served 29 arrest warrants, 25 by Patrol Officers and 4 by Detective Division personnel
 - In February 2016, Detectives initiated an investigation into 13 separate incidents of fraud. Each incident involved a victim whose ATM card information was stolen through the use of a skimming device that was attached to ATM machines at 3 local businesses. The skimming devices were removed by the suspect(s) prior to the discovery of their presence. Newington Detectives are currently working with surrounding law enforcement agencies that are investigating similar cases and with the CT Financial Crimes Task Force in an effort to identify the individual(s) responsible.
 - On February 17th Detectives served an arrest warrant on a 30 year old suspect at his residence, in Newington. He was taken into custody and transported to Newington Police Headquarters without incident. The suspect was processed and charged with 3 counts of Sexual Assault in the 4th Degree on a Minor under 13 years of age, 5 Counts of Risk of Injury/Impairing the Morals of a Minor, 1 count of Coercion, 1 Count of Enticing a Minor, and 1 count of Permitting a Minor to Illegally Possess Alcohol. This arrest was the result of an investigation that was initiated in January of 2016 after Newington Police received a complaint from a female juvenile victim. He was processed on the aforementioned charges and detained on a \$250,000.00 court set bond.
 - On February 22nd Detectives arrested a Manchester resident. His arrest was the result of an investigation that began in August of 2015 when the Newington school system discovered that a number of town owned iPad tablets were unaccounted for during an inventory. Investigation revealed that the tablets in question had been stolen. A teacher at the high school where the tablets were discovered missing, was identified as a suspect and placed on administrative leave. He was charged with Larceny in the First Degree and appeared in New Britain Superior Court later that day.
- In February, the Community Service Officer (CSO):
 - Maintained police department's social media sites.
 - Continued to organize Golf Classic to take place in late August.
 - Continued to organize the Youth Police Academy to take place in late June.
 - Attended Human Services Heroin and Texting Meeting. As a result a Community Forum will be held regarding these topics, amongst others. Date TBA.
 - Gave a Personal and Residential Safety presentation to members of The Senior and Disabled Center.
 - Continue to coordinate Internship program.

UCR/NIBRS Selected Crimes
Preliminary January 2016

Type of Crime	Preliminary January 2016		January 2015	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	1	--	1	--
Robbery	1	8,525	1	4,951
Assault	9	--	6	--
Burglary	12	13,725	21	6,029
Larceny Theft	51	40,523	45	24,597
Auto Theft	3	34,400	6	52,000
Totals	77	97,173	80	87,577

- During the month of January 2016 the police department arrested 78 adults 11 for assaults, 1 for robbery, 2 for burglary, 3 for forgery/fraud, 1 for vandalism, 1 for weapons violation, 6 for narcotic violations, 9 for DUI, 6 for offenses against family and children, 4 for disorderly conduct, 19 for larceny

theft and 15 for other miscellaneous offenses. We also arrested or referred 8 persons under the age of 18: 4 for assault, 2 for narcotics violation, 1 for disorderly conduct, and 1 for other offenses.

- Police Department Overtime
 - Comparison
 - OT January \$ 88,945 2 pay periods with two holidays
 - OT February \$ 82,788 2 pay periods with one holiday
 - Total decrease \$ 6,157
 - In February, there were 2 officer vacancies, 3 officers in the FTO program, 1 officer at the academy in training, and 1 dispatcher on medical leave. These vacancies have an impact on the overtime for a total of 7 positions vacant on the schedule in the patrol division/communications. The drug enforcement officer was pulled from this program and put back into patrol to help with overtime costs. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule. Efforts are being made to cover day shift overtimes with inside staff. Restrictions for time off has also been implemented to reduce overtime.
 - There was no change in Administrative overtime.
 - Patrol overtime of \$49,871 is a decrease of \$14,995. Overtime included one holiday (\$11,000), accident investigation, Mid State Accident call out, larceny investigations, prisoner pick up, warrants, court appearances, medical/domestic calls, house fire, funeral detail, sexual assault investigation, casework, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime of \$4,902, is an increase of \$2,601. Overtime included Holiday pay (\$3,000), Mid state accident investigations, sexual assault investigation, burglary investigation, Town Council meeting, scene/evidence processing, and search warrants.
 - Communications overtime of \$15,975 is a decrease of \$2,411. Overtime included one holiday (\$2,600) several time off leaves, extensive leave for one dispatcher, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime of \$9,170 is a decrease of \$1,621 for training classes consisting of Ballistic Shield training, OC Taser and Baton, Active Shooter and Bomber, Use of Force, Cellphone Forensics, and in-service training.
 - Support Services overtime of \$2,870 is a decrease of \$80. Overtime included Holiday pay (\$2,000), and a community service meeting at Green Oaks.
 - ACO overtime was \$0.

FIRE DEPARTMENT – FEBRUARY 2016 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of February, 2016. During this period fire department members responded to 71 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	February 2016	8 Months Activity
Residential	8	46
Commercial, Industrial, Office	1	15
Hospital, School	1	8
Vehicle	0	14
Rescue, Police Assistance	3	40
Dumpster, Rubbish, Grass, Brush, Leaves	0	52
Hazardous Materials/Clean up	2	32
Investigative Alarm	22	87
Mutual Aid/Standby	2	31
Carbon Monoxide Investigation	5	35
Water Related Incidents/Pump-Outs	16	25
False Alarm	11	57
Total	71	442

Training Summary

Driver Training	Road Time	2 hours
	Orientation	2 hours
New Firefighter	Orientation to Equipment	16 hours
Department Training	Ice/Cold Water Rescue	88 hours

Command Staff Training		25 hours
Company Training	Co.#3 – Department Directive Review	33 hours
	Pre-Plan – Advanced Adhesives	28 hours
	Co.#2 – Pre-Plan Ashley Furniture	11 hours
	Co.#1 – Hose Line Operation/Hose Loads	17 hours
Multi-Company Training	Co.#2 & Co.#4 Foam Operations	18 hours
	Co.#1 & Co.#3 Foam Operations	64 hours
Officer Training	SOP/SOG	20 hours
Firefighter I	Certification – 2 members	212 hours
Haz-Mat	Operational Certification – 2 members	64 hours
Target Safety	Quarterly Assignments	162 hours
Firefighter Safety/Survival	Billy Goldfedder	64 hours
Total Hours		826 hours

FIRE MARSHAL

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

INSPECTIONS	15
INSPECTION FOLLOW-UPS	46
PLAN REVIEW	6
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	5
FIRE ALARM TROUBLE	13
COMPLAINTS	6
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported in February. Responded to **31** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended a hearing at New Britain Superior Court to review the status of an ongoing residential fire code abatement order.
- Conducted a cause and origin investigation for an exterior fire which caused moderate damage to a single family home on Amidon Avenue.
- Attended the Annual Company #2 Ladies Night at the Casa Mia Restaurant in Berlin.
- Attended a special Department Heads meeting at Town Hall.
- Attended the monthly meeting of the Capital Region Fire Marshal Association at the Wilson firehouse.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters. A special ceremony was held to recognize a local citizen for her outstanding efforts to alert the occupants of a fire in the garage of their home on Pheasant Run.
- Attended a meeting with the Finance Department, Town Manager Fire Commission and Command Staff to review the 2016-2017 budget.
- Attended a meeting with the owner of Plaza Azteca and the Police Chief to review plans for this year's Cinco de Mayo Party at the restaurant.
- Issued a Blasting Permit for the Balf/Tilcon Plant on Hartford Avenue.
- Attended a Special Town Council meeting to conduct a tour the town's fire stations with the Fire Commissioners and Council members.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Cromwell.
- Attended the wake for former Mayor and State Representative Dominic Mazzoccoli at Newington Memorial.
- Attended a St. Patrick's Day Parade fundraiser at the Knights of Columbus Hall on Pascone Place.
- Responded to a Task Force activation in Berlin along with a crew from Engine #2 to provide station coverage with other units at the Kensington firehouse.
- Conducted the February Command Staff meeting in the commissioner's conference room at fire headquarters.
- Attended the monthly Department Heads meeting at the Senior and Disable Center.

- Attended the Annual Chamber of Commerce State of the Town Breakfast at the High School.
- Attended a wake for former Company #3 Veteran Member Francis W. Cook at Newington Memorial.
- Attended the quarterly Department Drill at Churchill Park- Cold Water/Ice Rescue.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works team meetings.
- Attended Sidewalk Committee meeting.
- Attended blight remediation meeting.
- Attended Ruth Chaffee Parking Lot construction project meetings.
- Attended budget review meeting with Town Manager and Finance Department.
- Attended CIP meeting with Town Manager and Finance Department.
- Attended Piper Brook project meeting.
- Attended ASFCME contract negotiation meetings.
- Attended Solid Waste Advisory Committee meeting.
- Continued with annual safety training assignments.
- Continued with Landfill closure project tasks.

Roadway Maintenance

- Completed painting of leaf collection boxes and snow plow equipment.
- Crews continued with waterway debris cleaning.
- Crews continued with litter pickup in various locations.
- Continued with pot hole patching.
- Continued with roadside overgrown tree and brush trimming.
- Highway operators continued with Landfill material processing.
- Crews called in for five (5) snow/ice events amounting to 17.5 inches of precipitation.
- Began preparations at Ruth Chaffee School for the reconstruction of parking area.
- Began picking up of damaged curb due to snow plowing operations.

Traffic Division

- Assisted Department with snow plowing/salting for the five (5) snow events.
- Assisted Mechanic's in the stripping/cleaning vehicles for auction.
- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assist Sanitation Department with delivery/repair of recycling containers.
- Assist Highway Department in repair of mailboxes damaged by snow plowing operations.

Fleet Maintenance

- Completed vehicle setup of one Police Administration Vehicle.
- Continued with maintenance/repair to snow fighting equipment as needed.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.
- Assisted Highway crews in snow plowing operations.
- Began spring service on street sweeping equipment.

Sanitation/Recycling/Landfill

- Scheduled 340 residential bulk items for collection for the month.
- Scheduled 81 condominium bulk items for collection for the month.
- Scheduled 19 condo/residential scrap metal items for collection for the month.
- 4855 tons of cumulative Municipal Solid Waste were collected from July through January.
- 1692 tons of cumulative recyclables were collected from July through January.
- 747 mattresses and 405 box springs were collected from July through January.
- 312 televisions were collected from July through January.
- Issued 12 permanent landfill permits and 1 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on February 10, 2016:

- Approved, with conditions, Petition #02-16: Special Permit (Section 6.2.2.C: Church Bulletin Board) at 580 Church Street. Southern New England Conference Association of Seventh Day Adventists, owner/applicant.
- Denied Petition #41-15: Special Exception (Section 3.2.9: Adult Day Care) at 26 Church Street. New Life Adult Day Care Inc., applicant; Vaishnav Parivar of Connecticut Inc., owner.

Regular TPZ Meeting on February 24, 2016:

- Voted to Approve, with recommendations, the Proposed Sewer Easement at 90 Welles Drive North. Newington Town Council, applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- February 2: Met with site contractor in Berlin re screening of solar panels.
- February 2: Inspected site of proposed restaurant drive-thru modification.
- February 16: Met with staff and owner re Newington Ridge housing development.
- February 19: Met with owner of industrial property on Costello Road.
- February 22: Met with owner of commercial property on Willard Avenue.

TOD/CTfastrak/Amtrak Corridor Planning:

- February: Continued working on TOD Overlay District regulation for TPZ.

Grant-Funded Project Activities

- February 3: Attended Streetscape Phase VI project committee meeting.
- February 11: Inspected Deming-Young Farm barn.
- February 17: Attended Streetscape Phase VI project committee meeting.
- February 18: Attended pre-bid meeting for residential rehab project.

Boards and Commission Meetings:

- February 10: Attended TPZ meeting.
- February 11: Attended Open Space Committee meeting.
- February 23: Attended Newington Town Council meeting.
- February 24: Attended TPZ meeting.

Professional Development/Training:

- February 19: Viewed "fair housing" webinar.
- February 23: Attended transit planning symposium at the Lyceum in Hartford.

Miscellaneous

- February 3: Spoke to Men's Club breakfast meeting at Cedar Mountain Commons.
- February 10: Attended monthly Public Works department heads meeting.
- February 15: Participated in Career Day event at UConn Storrs.
- February 16: Budget meeting with Acting Town Manager.
- February 16: Attended staff sidewalk planning meeting.
- February 26: Attended I-84 planning meeting at Lyceum in Hartford.
- February: Responded to approximately 21 phone messages from citizens, applicants, staff and elected/appointed officials.
- February: Received and sent approximately 603 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of February, three excavation permits were issued:
Gas Lateral – 3
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project: Status-Started. The Town Engineer will continue to attend the DEEP progress meetings outlining construction efforts associated with the maintenance work scheduled for Piper and Mill Brooks. The DEEP has

developed final plans (available on-line) for these brooks and others tying into the south branch of the Park River. Maintenance activities will include the removal of sediment, animal burrows, woody vegetation within the Flood Control embankments and floodway areas. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). Maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project has commenced with construction activities scheduled in Newington October thru January, 2016. **Construction information (documents) including project outline, scope of work and mapping is available on the DEEP website.** The Town of Newington has implemented a portal (via link) on the Town's website. The Town Engineer attends the weekly progress meetings and the current "**STATUS**" is as follows: Dredging of the channel(s) completed at all sediment ponds. Mowing (vegetation removal) has been completed on Piper Brook from West Hartford west to Main Street. Vegetation Minimal restoration (grading, hydro-seeding) has begun in areas throughout the channels, access points, etc. The project is currently in winter shut-down with restoration efforts to resume in spring.

- The Town Engineer attended the monthly Inland Wetlands Meeting.
- The Town Engineer continues to routinely attend field inspections (with the Wetland Chairman) for the observation, review and preliminary consultation on wetland applications. In some cases, the Chairman will determine applications suitable for Agent Administration, whereas others will remain in the formal and/or traditional Commission review process. Either way, the field observation is necessary to complete the investigation efforts to compliment the application and plan review.
- The Town Engineer attends the weekly DEEP construction meeting for the SBPR Flood Control Project. The DEEP SBPR = South Branch of the Park River Flood Control Project, SBPR - FCP
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer attended the monthly DPW meeting.
- The Town Engineer attended the Monthly CRCOG Transportation Meeting.
- The Town Engineer attended a Streetscape Phase VI – Public Information Meeting (P.I.M.).
- The Town Engineer attended and participated in a Streetscape Design Committee meeting.
- The Town Engineer attended and participated in the MDC – Public Information Meeting (P.I.M.) for the 2011-73 Project, Water & Sewer Improvements located within the Cedar and Willard Ave. R.O.W.
- The Town Engineer attended one Council Meeting for the month of February. The Town Engineer participated and provided administrative support for both the Streetscape Phase VI Project and the MDC 2011-73 Project (Cedar\Willard Ave) – Water & Sewer Project Update
- **Wetlands:** In the Month of February, The Town Engineer acting as the Wetland Agent, Administered 2 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.
- **Site Plan Review:** Engineering conducted (1) site plan reviews with regard to LID\Stormwater Drainage, TPZ and\or Zoning regulations.
- **Sidewalks\Concrete Work:** Status: Winter shut-down: Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) will resume concrete maintenance and repairs to walk in the late spring\early summer months of the 2016 construction season. Administrative functions as to measurements, estimates, scheduling, etc. will continue over the winter months in preparation of the 2016 sidewalk construction season.

- The Town Engineer continues to periodically meet with MDC staff and respective consultants on various projects in the planning stages as it relates to the “Clean Water Act” initiative. Project plans have and will continue to be prepared for the Inland Wetland Commission for permitting as required. Status: **MDC Project 2011-73**, water\sewer improvements at the Willard Ave. and Cedar Street intersection is a significant infrastructure project (+/- 10 million cost) and were discussed at the Public Information meeting (P.I.M.) held on 02/02/2016. The presentation is available on-line and outlines the areas of work, operations, timeline, etc. A presentation to Council (on 02/23/2016) was an update to the project and discussion specifically highlighted the easement area as it related to the 8-24 and future report from the TPZ. Other items of discussion were the night work (noise waiver request and bid timeline. To reiterate, the easement required for the conveyance of land (a small sewer easement) will be required to facilitate the new sewer connection, therefore the Council has commenced an 8-24 referral to TPZ for review\recommendation as necessary. At the future Council meetings various aspects of the vast and complex project will continue to be discussed, therefore the MDC and their consultant (CDM) will attend and provide a project orientation and entertain questions as necessary. The timeline of the proposed project including nightwork (traffic) are some of the main considerations being considered by council and MDC.
- **B.O.E. Design\Project Administration:** Status – Survey\Design, Engineering staff is administering the design effort with the Ruth Chaffee parking lot, playground and site improvement plan. The plan will include a parking build-out, playground requiring a LID design (bio-swale) and wetland application. The plans are currently in final design with construction planned for early spring (possibly March) if favorable weather prevails. Site operations will be prepared & conducted by Town of Newington, Highway forces.

BUILDING DEPARTMENT

- An Electrical Permit was issued for Co. 2 Fire House located at 190 Richard Street to supply & install replacement 36kw emergency standby generator with replacement automatic transfer switch.
- An Electrical Permit was issued for the Ruth Chaffee School located at 160 Superior Avenue to upgrade the existing security system.
- Permits were issued for the Housing Authority to install solar panels at 314 cedar Street.
- Seminars attended by our inspectors for their continuing education credit were:
 - A. Hanke - Inspection of New and Existing Commercial Cooking Lines - February 16, 2016.
Special Inspections – February 24, 2016.
 - R. Smith - Inspection of New and Existing Commercial Cooking Lines - February 16, 2016.
Special Inspections – February 24, 2016.
- There were four Certificates of Occupancy issued in February. Two were residential – 10 Harvest Court and 12 Harvest Court. Two were commercial – Subway, located at 63 East Cedar Street, Unit 1 and Jump on In, located at 405 Alumni Road.
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 146 inspections. They were: Above Ceiling (2), Boiler (2), Chimney (1), CO (3), Decks (1), Electrical (16), Final (56), Footings (1), Foundation (5) Framing (2), Gas Line (7), Insulation (10), Mechanical (1), Roofing (1), Rough (34), Sheathing (2), Sill (1), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of February was **152** producing a total permit value of **\$1,568,043.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	25	505,349.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	52	445,781.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00

FUEL TANK	3	5,089.00
GARAGE / SHED	1	2,000.00
MECHANICAL	15	112,878.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	19	133,205.00
POOL	1	19,500.00
ROOFING/SIDING	9	98,143.00
SIGN	8	39,700.00
SOLAR	19	206,398.00
TENT	0	0.00
TOTAL	152	\$1,568,043.00

The total Building income fees received in the month of February was **\$18,394.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1010.00, Environmental \$420.00, Conservation \$950.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$45.00 Driveway / Excavation \$125.00 Engineering copies \$174.75. The other total income is \$2799.75.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for February:	\$1,568,043.00	\$911,474.00
Fees for Permits issued for February:	\$18,394.00	\$11,051.00
Other income Fees for February:	\$2,799.75	\$1,642.50
Building Permits Issued for February:	152	94

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

	<u>2015-2016</u>		<u>2014-2015</u>
Value	\$19,250,673.00	Permit Fee	\$187,174.00
		Value	\$15,645,696.00
	\$223,143.00	Permit Fee	

HUMAN SERVICES

- The Food Bank assisted 117 households with 600 bags of groceries distributed. Due to inclement weather one evening distribution was cancelled.
- Open Air Market served 119 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 16 households, providing 24 bags of clothes.
- The Special Needs Fund assisted 6 residents with 7 bills, 3-utility, 1-housing and 3-medical. 5 residents were 60+.
- The Social Casework Program caseload inched up from 84 to 90 cases. 30 were new referrals. The majority of our work is with elderly and/or disabled residents, often facing multiple hardships, which may be health, financial, housing or a combination thereof.
- The Youth and Family Counseling Program had 11 active cases. There were 3 new cases. Clinicians provided 17 clinical therapy sessions with a total of 21 clinical service hours.
- 3 police referrals were received for follow up.
- Spring SCORE is under way. Our new 4th grade program brochure was distributed to the elementary schools. We are getting a very positive response. It's a great way to engage youth prior to the transition to middle school while having some positive after-school experiences ahead of that change.
- MKMS Fuel Up To Play 60 (FUTP 60) students went snowshoeing at Penwood State Forest. This program is a collaboration with the Health & Wellness extracurricular activities.
- Preparations for the annual Volunteer Recognition Dinner scheduled in April continue.
- One of our earliest food bank volunteers, Lucille Ingari, passed away this month. Several contributions in her memory were donated to the Food Bank.

Pat Meskill attended a two-day Transgender workshop as part of preparation for offering a LGBTQ support group for high school students in the near future.

- Senate Bill 119 to establish a task force to study hoarding has been proposed this session. Several of our working group members will testify at or submit testimony for the public hearing on March 1st. We are cautiously optimistic it will pass both the Senate and House this time around.
- The Hoarding Working Group Conference Committee met to continue planning for the May 25th Hoarding Conference to be held at CCSU.
- Pat Meskill and Kim Robbins co-facilitated student groups during the Truth About Hate Program held at the high school on February 29th.
- Director Futoma and Coordinator LaBrecque attended the annual State of the Town address.
- 8th grade Adventure Bound Challenge program took a trip to the new indoor aerial adventure course in New Haven. Future activities include a weekend retreat in March.
- The 5th grade Adventure Learning Program (ALPS/SUCCESS) participants had their in class sessions with their final challenge days scheduled the beginning of February.
- NHS Self-Awareness group starts up again in February, this time with 9th and 10th grade students.
- There were 3 requests for community service. 40 hours were completed.
- There were 2 JRB referrals this month.
- Staff attended workshops, trainings and meetings throughout the month.
- Student intern, Kim Robbins continues to work with both our department Clinical Coordinator and the Transition Academy while student intern, Thomas McConnell is working with Rik Huggard on fundraising at HOOPLA, grant research and assisting with youth programs.

February 2016 Statistics

Selected Programs	FY 15-16 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 15-16 Cum. Undp. Total YTD	FY 14-15 Cum. Undp. Total YTD
Youth & Family Counseling Cases	11	8	22	24
Youth & Family Service Hours	21	23	188	218.50
JRB Cases	2	2	9	5
Positive Youth Development	161	76	2105	2096
Information and Referral	1,193	1,056	7,643	7,191
Social Casework Cases	90	84	414	379
Under 55 =	19	19	124	
Under 55 Disabled =	33	30	115	
Over 55 =	38	35	175	
Social Casework Service Hours	146	156.50	1263.5	N/A
Under 55 =	32.25	22	276.25	
Over 55 disabled and/or disabled	113.75	134.50	987.25	
Food Bank Households	117	155	1085	1180
#Bags of Groceries Distributed	600	843	5312	4569
Special Needs	6	7	57	57

SENIOR AND DISABLED CENTER

- In the highlight of the month, Ruth Chaffee Kindergarten classes came to the Center and performed “Peace, Love and Bucket Filling.” It was an energizing and fun show and all 62 students did a great job. We are the dress rehearsal for their annual performance given at the school. Our Center members (and staff) always enjoy seeing all the little ones.
- A new 8-week session of Matter of Balance®, an evidence based program that reduces fall risk, started this month. The Center coordinates this program in a five town region through a grant from the Jefferson House Institute.
- A new session of Live Well Diabetes (an evidence based Diabetes Self-Management Program developed by Stanford University) also started this month. This program is coordinated by Connecticut Community Care through funding and licensure provided by the State Department of Public Health.
- A five week Chair Yoga program was offered this month. This is the second ‘pilot’ for the program.
- On February 26th, Mona Fazzina, Physical Therapist with Fox Rehab will spoke about **5 Things You Can Do to Reduce your Risk of Falls** and offered a fall prevention screening after. Results were given to participants to take to their health care providers.
- Adult coloring was introduced to the daily lunch program this month. For a few years, CRT volunteer Maryann Wilk, has provided artwork on placemats to brighten the tables for participants and the adult coloring provides an opportunity for participants to engage in a relaxing activity while waiting for lunch. Currently there are between 50 and 70 people each day in the congregate meal. Another 41 people receive home delivered meals.
- The TED Talk and Discussion continued to pick up steam with Dan Buettner’s “How to Live to Be 100+”. A discussion of “blue zones”, 4 places where clusters of people live to 100+, is quite interesting and recommended viewing.
- The Italian Cineclub continued this month. Plans are underway for the next 5 film series that will feature Mafia related movies. The movies are all Italian with English subtitles and are followed by a facilitated discussion. While no Italian is required, it is an excellent opportunity for anyone learning Italian or planning to travel to Italy.
- As of the end of February, the Center had 1,661 paid members, including 202 Fitness Center members. There are 888 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 2,604 by 435 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 so more accurate counting should be available soon.
- Dial-a-Ride provided 1091 trips this month, covering 2946 miles.
- Center staffing was complemented by 620 hours of unpaid service in 190 instances by 43 volunteers.
- The Information and Referral Center provided direct services to 135 individuals this month. This does not include the many people who receive information and referral.

PARKS AND RECREATION

Recreation Division

- Creative Playtime Preschool Program hosted an Open House on Wednesday, February 3th. Three families attended.
- The Spring 2016 Program Guide was distributed to all Newington residents at the end of February as an insert inside the March issue of Newington Life.
- Registration for the 2016-2017 school year at Creative Playtime Preschool began in the Parks and Recreation office on Tuesday, February 10th.
- Planning for the summer playground program is underway. Program dates for the playground program for children in Kindergarten through Grade 7 are Monday, June 20 through Friday, August 5.

UPCOMING – RECREATION DIVISION

- The Parks and Recreation Department will begin accepting reservations for Churchill Park on Wednesday, March 2nd.
- Resident registration for spring programs will begin on Friday, March 4th.
- Registration for non-residents will begin on Friday, March 18th.
- Residents interested in a Community Garden Plot that have not had a plot in the past may do so beginning Friday, April 1st (if plots are available).
- A dance for all 7th & 8th graders will be held on March 18th from 7-10 pm in the Mortensen Community Center.
- Meetings will be held with representatives from Men's & Women's Softball Leagues.
- A meeting will be held with representatives from all Youth & Adult organizations that will be utilizing the fields in the spring.
- Most Spring programs will begin the week of March 28th.

Parks and Grounds and Cemeteries

- The relatively mild weather and lack of significant snow has allow staff to continue cutting back overgrown brush.
- There were three snow/ice events.
- The staff has completed the interior painting of the Parks and Grounds building.
- There was a heavy snowfall and a day of heavy winds which caused several trees and numerous large limbs to come down. The staff will be cleaning up the damage for several weeks.
- There were 13 interments and 3 plot sales.

LIBRARY

- The Friends of the Library had their most successful Wine, Beer and Cheese Social yet. This annual fundraiser sold more than 260 tickets with 213 people actually attending the event. The evening included beer and wine tasting courtesy of *Connecticut Beverage Mart* and *Thomas Hooker Brewery*, cheese tasting courtesy of *Stew Leonard's*, a teacup auction and jazz music provided by *The DeChamplain Trio*.
- The adult and children's winter reading programs "Be a Smart Cookie- READ!" concluded on February 12. Both programs had great attendance and very active readers. 128 children participate reading the equivalent of 2,375 days. A finale program was held where 95 children made baskets and cookies to take home and enjoy. 252 adult winter readers read 1,581 books. All the reading tickets collected during their program were entered into the grand prize finale drawing which was held on February 12. Betsy Feery was the winner.
- The Children's Department offered 67 programs to 1,745 children and their caregivers. In addition to the winter reading program and finale, "Take You Child to Library Day" was celebrated. The theme this year was "Libraries are Magic" which included crafts, learning magic tricks and a magic show with *Mr. Magic*. Other highlights included *Junior Lego Makerspace*, *Cinema City* featuring *Goosebumps* and *Shaun the Sheep* and *Stories and Art*. The children's staff were also busy with class visits from 3rd & 4th grade Newington elementary schools and Emmanuel Christian Academy students, 17 outreach programs to daycares and preschools and regular story times.
- Adults and teens were kept busy with 14 programs offered to a combined audience of 520 adults and teens. Programs for adults included a new program called *The Joy of Coloring-An Adult Coloring Group*, *Rebecca -Film Based on a Book, Movies and More @ the Library* featuring *Far from the Madding Crowd*, local author and safe teen driving advocate Tim Hollister talking about his parenting memoir *His Father Still* and a very popular, standing room only program *An Afternoon with the Gillettes*. Teen Programs included *Teen Afterhours Movie Night- Valentine Edition* and *Teen Craft Blowout*.
- Total circulation of library materials was 28,063. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,370 times from the library website. An average of 492 people visited the library each day. There were 8,109 visits to the library's homepage. Popular online services included *Ancestry.com*, *Reference USA*, *Morningstar & Universal Class*, *BookFlix* and *PebbleGo: Science & Social Studies* databases. Museum passes were used 69 times this month. The Director of the Old State House called to ask how the library markets their pass because more Newington Library patrons are coming in with the pass than any other library. The reference staff answered 4,907 reference questions. Free library meeting space was used 439 times during February.

- The Acting Town Manger requested a 3% decrease from the Library's proposed 2016-2017 budget. This cut equaled \$60,000. It was suggested to look at other areas than library hours. The cuts we put forward were in part-time substitute personnel and library materials budgets. While the cuts will not impact the hours the library is open, they will dilute services across the board including programming for all ages, outreach to daycares schools, and assisted living facilities, meeting room use, print and digital materials as well as online databases the library will be able to offer. These cuts as well as the proposed cuts to other town departments is very disheartening.
- In technology news the new RFID self-checkouts are up and running. There are now two self-checkouts downstairs and one self-checkout upstairs. These new stations are easy to use with clear visual instructions. DVDs will have to be checked out at the Circulation desk until all of the DVDs are tagged for RFID checkout. When the tagging is complete all library materials will be able to be checked out at these stations. Technology programs for the public included *Computer Health Tips*- a computer troubleshooting program, *Book-A-Librarian*, *Tech 4 U* and *Tech Troubleshooting with Teens*.
- In Personnel news, Business Manager Lynn Caley and Library Director Lisa Masten offered emergency preparedness training at the morning and afternoon staff meetings. Staff was taken around the building and shown all of the emergency exits and how and where to exit the building depending on their location in an emergency. This was a follow-up to the last month's training with the Newington Police on how to handle emergency situations.
- In Facilities news, staff continued to make sure space heaters were left on in the men's and women's restrooms to prevent pipes from freezing and bursting. Anytime the nighttime temperatures were at freezing or below the heaters had to be left on. Despite this preventative measure, the hot water pipe in the women's bathroom froze on the Saturday of President's weekend when the temperatures were bitter cold. Luckily the pipe thawed within 2 days without bursting.
- The Friends of the Library had another successful Mini Media Sale on February 20th. At this fundraiser donated DVDs, Blu-Ray DVDS, music CDs & audiobooks were sold. The Friends are very busy getting ready for their spring book sale that will be held at the Newington Senior & Disabled Center on April 29, 30 & May 1.
- The Library Board of Trustees is busy planning for its annual Newington Library 5K Challenge road race. This will be the 20th year of this popular fundraising event.
- Topics of note that were researched this month included:
 1. Electricity generation rates in CT.
 2. List of school superintendents in Hartford from 1975 to present.
 3. How to tell if an egg is still good.
 4. Effects of creatine supplements on teen athletes.
 5. Black history month materials.
 6. More and more patrons are requesting ESL materials and classes.