



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: April 22, 2016
Re: Monthly Report – March 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.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane, in her capacity as Acting Town Manager, presented the Town Manager's Budget and the Long-Range Capital Improvement Plan to the Town Council.

Legal Services

The legal amounts for the March monthly report are as follows:
Rome (Modern Tire/Firestone) - \$111,916.84
Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of March 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	5.6	\$ 277.73
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 805.44
ROAD MAINTENANCE	0.2	\$ 10.07
TRAFFIC DIVISION	12.0	\$ 516.60
SNOW	88.9	\$ 4,005.97
TOTALS	122.7	\$ 5,615.81
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Snow/Ice	18.0	\$ 780.58
Cemetery	6.5	\$ 269.01
Other	4.0	\$ 163.80
TOTALS	28.5	\$ 1,213.39

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	\$ 2,161.70	\$ 7,059.00	\$ 4,618.62
Patrol	603,738.00	604,874.94	607,287.00	509,655.40
Investigation	76,132.00	48,778.46	79,169.00	77,253.59
Communication	162,698.00	151,595.50	161,160.00	131,827.56
Education/Training	120,943.00	72,619.29	117,276.00	87,631.40
Support Services	34,408.00	15,079.48	34,189.00	20,127.66
Animal Control	3,006.00	0.00	5,546.00	0.00
Total	\$ 1,008,179.00	\$ 895,109.37	\$ 1,011,686.00	\$831,114.23
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 14,632.30	\$ 29,622.00	\$ 20,275.69
Snow and Ice Control	148,440.00	59,211.52	145,534.00	165,385.23
Traffic	3,000.00	2,737.99	4,665.00	1,443.74
Vehicles and Equipment	26,949.00	22,703.84	29,363.00	22,551.68
Leaf Collection	50,999.00	41,659.37	50,000.00	38,808.10
Total	\$ 254,600.00	\$ 140,945.02	\$ 259,184.00	\$ 248,464.44
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 57,032.79	\$ 75,588.00	\$ 113,869.09
Cemeteries	18,371.00	5,291.60	18,007.00	11,561.63
Total	\$ 95,462.00	\$ 62,324.39	\$ 93,595.00	\$ 125,430.72

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 took place on Thursday, March 10, 2016. The position was offered to the successful candidate, Lindsay Schumann on March 21st. Her starting date will be April 4, 2016.
- Final candidates were interviewed for the IT GIS Technician position in the IT Department.
- An internal union posting for an Administrative Secretary I (C-8) position for the Parks & Recreation Department was posted on March 9, with a closing date of March 15.
- Michael Fallon was appointed to the Certified Police Officer position effective March 29.
- The entry-level recruitment process continued for the one remaining Police Officer vacancy.

RISK MANAGEMENT

2015-16 Blue Cross/Blue Shield Plan Year

The eighth 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 February 2016 were \$838,562. 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:

	<u>Cumulative Claims through February, 2016</u>		
	Town	Board of Education	Total
Estimated Claims	1,466,416	5,316,376	6,782,792
Actual Claims	1,730,889	4,810,309	6,541,198

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of March. 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 81 formal work orders during the month of March 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 still ongoing.

Kellogg Eddy House

- Work continues on the water damage restoration from the heating system on the plumbing side and all environmental concerns has been tested throughout the house so that restoration can begin. Performed an energy audit on the entire house for ways to make the home more energy efficient.

Senior Center

- Continuing with the replacement of ceiling tiles throughout the building. Finished upgrading all of the parking lots and building lights to LED for greater utility costs savings & efficiency.

Police Dispatch Center

- Made repairs to the ruptured fire sprinkler line and insulated the space to protect the system from rupturing again. Restored room back to original condition.

Deming Young Farm Barn

- Secured barn so that no occupants or animals can enter and had electrical line disconnected from the street pole that was no longer being used for greater safety to the building.

Kelsey House

- Performed an energy audit on the entire house for ways to make the home more energy efficient.

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 95 work orders.
- Supervising the installation and configuration of a new alarm notification system used in public safety dispatch.
- Setting up a temporary email inbox to accommodate questions during the 2016-2017 Budget process.
- Relocating computer and network equipment from the Town's Emergency Operations Center (EOC) back into public safety dispatch. Dispatch personnel had been working out of the EOC while repairs were made to address a ruptured water line that was part of the fire suppression system.
- Performing security updates and compliance checks on the town's workstations and servers.
- Working with Parks and Recreation staff to resolve issues related to their new recreation management system.
- Upgrading line of business applications used by the Office of Assessor, Tax Collector and Police Department.
- Assisting Office of Town Manager staff with logistics for several public hearing/meetings.
- Reviewing PCI-DSS (Payment Card Industry-Data Security Standard) documentation to determine auditing and policy requirements.
- Participating in site visit to a local municipality to review a logging/SIEM (Security Information Event Management) system.
- Participating in several online demonstrations and review of logging/SIEM systems.
- Identifying unnecessary network on the town's switching infrastructure and making the appropriate changes to correct configurations.
- Setting up new network segments and configuring new firewall rules to accommodate PCI-DSS requirements.
- Mr. Boutot met with Director of Facilities, Mr. David Langdon and DTC Engineer to discuss impacts and requirements of Information Technology as part of the Town Councils review by DTC.
- Mr. Boutot met with Acting Town Manager, Mrs. Tanya Lane and Parks and Recreation Superintendent, Mr. Bill DeMaio to discuss the possible purchase and deployment of mobile devices to be used at the Town's pool facilities.
- Mr. Boutot participated in various regional, departmental and town meetings. In addition, he participated in various US-CERT and MS-ISAC functions.

FINANCE

Accounting and Administration

- The Town Manager’s 2016-17 budget was submitted in late February to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager’s Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 11th.
- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town has a projected deficit of \$144,668 and the Board of Education has a projected credit of \$887,752. A final settlement of actual costs will be completed in September.

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$89,289. 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)
3/31/2016

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2015-16</u>	<u>Actual Year to Date</u>	
General Fund	\$68,350	\$53,594	\$25,164,231
Special Revenue Funds	5,500	8,384	3,995,270
Capital Projects Funds	800	1,908	1,031,862
Internal Service Fund	2,400	2,971	1,572,223
Trust and Agency Funds	2,400	2,969	1,029,041
TOTAL, ESTIMATED BY FUND			\$32,792,627

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
3/31/2016

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.41	0.40	3,333	3,059	\$9,565,368
Bank North	0.20	0.20	378	467	536,807
People’s Bank	0.32	0.32	2,054	1,899	7,579,278
Santander Bank	0.45	0.45	4,171	2,588	7,557,772
Farmington Bank	0.40	0.40	3,389	3,305	7,553,402
Total Outstanding Investments					\$32,792,627

Rates reflect avg. monthly yield, annualized

Assessor

- The Board of Assessment Appeals held meetings on March 8th, 9th, 10th, and 17th, 2016 to listen to assessment appeals against the October 1, 2015 grand list and the October 1, 2014 supplemental motor vehicle grand list. The meetings occurred at the Assessor’s office, 131 Cedar Street, Newington, Connecticut. The meetings were held over four nights. Board of Assessment Appeals members met following the scheduled appointments for deliberation on each evening. Notices of the BAA actions were sent out by mail on March 28, 2016. The following table summarizes the financial implications of their deliberations:

Total Assessment Reductions By BAA		\$7,101,327
Projected Mill Rate		0.03560
Tax Loss Due To BAA Actions		\$252,807
Number Of Appeals		
Accounts With Changes	71%	65
Accounts With No Changes	25%	23
No Show Or Withdrawn	4%	4
	100%	92

- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an ongoing program as applications will be taken through May 15, 2016.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The state owned report and college and hospitals reports was prepared and delivered to the State of Connecticut.

Revenue Collector

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$282,247.16. The Supplemental Motor Vehicles collected were \$50,259.60, and \$28,861.46 was collected on back taxes.
- This year's March collections on the current Grand List were 98.7% which is the same as they were last year.
- Demand Notices were mailed to 2,131 delinquent Motor Vehicle and 45 Personal Property taxpayers as the first step prior to issuing Alias Tax Warrants to the Constables and Sheriff in April.
- Demand Notices were sent to 21 delinquent real estate taxpayers with outstanding 2013 GL taxes or more who are not maintaining monthly payments, or not communicating with tax office regarding payments.
- Staff is responding to several taxpayers needing IRS tax information.

TOWN CLERK

- There were 60 transfers for a total of \$4,778,221. State conveyance tax collected was \$35,840 and \$15,694 was collected in Town conveyance tax.
- The most notable sale was the conveyance of property at 1603 Southeast Road for \$1,188,450 from Robert E. Castells, Trustee to Newington-West Farms Inc., LLC.
- A total of 412 documents were filed on the land records during March including: 102 mortgages, 183 releases, 18 probate certificates & 12 liens. Forty-seven of these documents were electronically recorded bringing in revenue of \$5,613.
- The staff certified & issued 138 certified copies of vital records (birth, marriage & death certificates). Seventeen burial permits and eight cremation permits were issued.
- Staff catalogued twelve Notary Public commissions, two Liquor Permits and eleven Trade Name certificates.
- The two major political parties filed their certification of party endorsements for Delegates to the 2016 Conventions. The appropriate legal notices were published in the Hartford Courant.
- On March 29th, Mrs. Lane swore-in Michael Fallon as the newest Police Officer.
- On March 4th, blank ballots for the Presidential Preference Primary were mailed to servicemen, spouses and their dependents.
- Mrs. Lane, in her capacity as Acting Town Manager, presented the Town Manager's Budget and the Long-Range Capital Improvement Plan to the Town Council.

DATA SUMMARY MARCH 2016				
	<u>March - 16</u>	<u>March - 15</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	412	526	4127	3804
Dog Licenses Sold	30	12	646	456
Game Licenses Sold	127	75	324	420
Vital Statistics				
Marriages	6	5	111	175
Death Certificates	17	33	191	222
Birth Certificates	12	21	210	199
Total General Fund Revenue	\$ 34,401.90	\$ 39,409.01	\$ 357,636.99	\$ 343,014.43
Town Document Preservation	\$ 1,056.00	\$ 1,266.00	\$ 9,466.00	\$ 8,949.00
State Document Preservation	\$ 646.00	\$ 598.00	\$ 5,828.00	\$ 5,434.00
State Treasurer (\$36 fee)	\$ 11,628.00	\$ 10,692.00	\$ 104,832.00	\$ 96,300.00
State Treasurer (\$127 fee)	\$ 4,572.00	\$ 5,461.00	\$ 42,020.00	\$ 34.42
State Treasurer (\$110 fee)	\$ 4,510.00	\$ 7,370.00	\$ 39,930.00	\$ 39,160.00
Locip	\$ 969.00	\$ 891.00	\$ 8,736.00	\$ 8,024.00
State Game Licenses	\$ 1,000.00	\$ 628.00	\$ 2,363.00	\$ 3,102.00
State Dog Licenses	\$ 219.50	\$ 94.50	\$ 3,898.50	\$ 3,114.50
Dog Licenses Surcharge	\$ 84.00	\$ 28.00	\$ 1,393.00	\$ 1,076.00
Marriage Surcharge	\$ 171.00	\$ 76.00	\$ 893.00	\$ 969.00
Grand Total	\$ 59,257.40	\$ 66,513.51	\$ 576,996.49	\$ 509,177.35

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. One candidate, Michael Fallon has been hired in March and sent to the Police Academy April 1. Applications will close April 3rd.
- The Police Department has begun a new hiring process for Public Safety Dispatcher through Police App and 160 applications were received. A practical exam will be conducted in April for those with experience.

Patrol Calls for March are as follows:

Alarm Hold Up Alarm	1	Threatening In Progress	1	Larceny Report	39
Assault In Progress	1	Alarm Comm	60	Location General	98
Breach In Progress	9	Alarm Res Burgrm	39	Location School	3
Burglary In Progress	1	Animal	20	Lockout Building	3
Criminal Mischief In Progress	1	Assault Report	5	Lockout MV special circ	2
Customer Dispute	6	Assist Other Agency	33	Missing	5
Domestic In Progress	21	Breach Report	3	MV Abandoned	3
Drug Active	1	Burglary Report	3	MV Assist	46
EDP In Progress	13	Car Seat	5	MV Complaint In Prog.	29
Fire Alarm	26	CheckWelfare 911 hang up	20	MV Complaint Report	7
Fire Extraction	1	Check Welfare Other	31	MVA Evading	18

Fire Hazmat	2	Court Pris Court	24	MVA Property Only	78
Fire Mutual Aid Request	1	Criminal Mischief Report	6	Neighbor In Progress	1
Fire Other	15	CSO	6	Neighbor Report	4
Fire Structure Fire	3	Customer Dispute Report	1	Noise	14
Fire Task Force Activation	1	Dog Complaint	27	Parking Violation	18
Fire Vehicle Fire	3	Domestic Report	10	Pistol Permit Temp Issued	37
Harassment In Progress	5	Drug Active	1	Property Found	10
Landlord/Tenant/Progress	1	Drug or Para Found	12	Property Lost	5
Larceny In Progress	10	DUI	5	Recovered Stolen MV	1
Medical Alarm	13	EDP Report	3	Serve Subpoena	2
Medical Cardiac	24	Escort Funeral	6	Serve Warrant	40
Medical Diabetic	3	Escort Other	5	Sexual Assault Report	1
Medical Fall	45	Escort Tax	2	Specific Detail CAD	107
Medical Other	134	Fingerprint	43	Stolen MV	5
Medical Respiratory	27	FireCODet no symptoms	2	Suspicious Report	36
Medical Trauma	4	Fire Trouble Alarm	1	Threatening Report	2
Medical Unresponsive	9	Fire Water Problem	1	Tobacco	1
MV Assist	1	Follow-Up	81	Tow	3
MVA Injury	16	Harassment Report	12	Town Ordinance Violation	1
MVA Property Only	1	Hazard	32	Traffic Stop	507
Open Door/Window	7	Illegal Dumping	4	Trespass In Progress	3
Shots Fired	1	Intoxicated	4	Total	2181
Specific Detail CAD Number	1	Juvenile Complaint	12		
Suspicious In Progress	102	K9 Call	3		
		Larceny from MV Report	19		

- Investigations and calls by Patrol Officers in March included:
 - Domestic Violence Arrest - On 03-02-16, officers were dispatched to a local Emergency Room for a reported case of domestic violence which occurred in Newington. Officers were informed by a nurse that a woman came in for injuries received at the hands of her ex-boyfriend. A statement was taken and reported that the female, a Newington resident, had been assaulted by her ex-boyfriend. She had been a victim of several physical assaults over the last two months. After speaking with the victim, she stated she was having a conversation with her ex-boyfriend, and he grew increasingly defensive. He was seated in a chair, stood up, and grabbed her by the neck, pushing her down on to the couch. There was screaming and he began hitting her and was keeping her from getting off the couch. He attempted to drag her off the couch by her legs. He struck her head a few times and punched her upper left jaw near her temple. She eventually was able to get away. She had attempted to call police on her cell phone during the attack but he grabbed the phone and threw it across the room. Her ex-boyfriend was charged with Unlawful Restraint 2nd Degree, Threatening 2nd Degree, Assault 2nd Degree, Assault 3rd Degree, Strangulation 2nd Degree, Assault in the 3rd Degree, Unlawful Restraint 2nd Degree, and Reckless Endangerment 1st degree and held on bond.
 - Breach of Peace Arrest - On 3/27/16, an employee of a local motel called for assistance for two males throwing objects in the motel lobby. Police Officers spoke with the complainant. She stated that two males were in the lobby and started banging on the glass and yelling. A white male began saying rude things to her and pounding his fists on the counter. The two males had rented a room at the motel earlier and she wanted them removed due to their behavior. One male was in the room they rented and the other who had thrown the objects was located at a nearby restaurant. The male would not identify himself and was very irate. He stood up and refused to answer any questions. He was informed to stay calm and the behavior continued in front of the restaurant. Officers felt the male was acting very strange and were concerned for their welfare as well as others at the restaurant. The male was placed in handcuffs to avoid any aggressive behavior. The male tried to pull away and make an attempt to flee. He was placed under arrest after resisting the officers physically, and transported to Newington Police Headquarters. As he was placed in the police vehicle he began yelling at the patrons of the restaurant as they walked by. He refused to answer questions as he was

- processed at the police department. During the processing, the male made threats towards the officers and the officers' families stating he was going to shoot us all. He also made threats to the court employees. He was charged with Interfering With an Officer and Breach of Peace 2nd Degree.
- In March, Detective Division Personnel:
 - Handled 158 investigations, 124 remain ongoing and 34 were closed by investigative methods.
 - Served 43 arrest warrants, 33 by Patrol Officers and 10 by Detective Division personnel
 - An arrest warrant was served on a Newington resident, male. At the time of his arrest he was incarcerated. He was processed and charged with Coercion, Sexual Assault in the 1st Degree of a Minor under the age of thirteen, 15 counts of Sexual Assault in the 4th degree of a Minor under the age of thirteen, and 18 counts of Risk of Injury to a Minor. This arrest was the result of an ongoing investigation that was initiated in January of 2016 after Newington Police received a complaint from a female juvenile victim. He was detained on a \$500,000 court set bond.
 - In March, 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, completed curriculum and application process to take place in late June.
 - Attended the Chamber of Commerce meeting.
 - Verified access codes for all Knox boxes in Town for officer entry.
 - Spent 2 days with new Recruit Fallon preparing him for Police Academy.
 - Took part in a reading program at E. Green School
 - Installed/Checked 3 car safety seats
 - Conducted a Home Security Survey for a recently widowed resident.
 - Brought lasers to be calibrated
 - Continued to organize and assist in the Internship Program.
 - Conducted a Boy Scout Tour of the Police Dept.
 - Sat on the Oral Board panel for new officer hires – 3 days.
 - Assisted department in controlling overtime by covering day shifts and was the field training officer for new recruit Tancreti, one day
 - Represented the Police Dept. at Stuffed Hugs, an event created by a local Girl Scout troop to assist First Responders.
 - Coordinated the purchase, installation, and advertising of the Internet Exchange Parking Space located in front of the Police Dept. that has 24 hours camera coverage.
 - Began Citizens Police Academy preparations with first class on 3/30.
 - Continue to coordinate Internship program.
 - In March School Resource Officer (SRO):
 - SRO Cunningham had 20 student contacts and eight parent contacts.
 - Conducted three home visits with school worker.
 - Responded to a classroom for a student medical problem.
 - Hand delivered an expulsion letter to a student's parent.
 - Made an arrest on a male juvenile student for Possession of a Controlled Substance; an arrest for a juvenile student assaulting another male student.
 - Attended a Juvenile Review Board meeting, attended a Youth Adult Council meeting, and the Hoopla Basketball event at the High School.
 - In March Animal Control Officer:
 - 51 calls for service - 27 dog, 20 animal, 4 specific detail.
 - One dog bite with human.
 - 8 impounds – 6 were redeemed, 1 sold as pet, 1 euthanized.
 - One infraction written; 6 warnings.
 - 68 phone calls, 14 new dog licenses, 21 delinquent dog license letters.
 -

**UCR/NIBRS Selected Crimes
Preliminary February 2016**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	1	--
Forcible Rape	--	--	--	--
Robbery	--	--	5	24,452
Assault	6	--	3	--

Burglary	6	4,395	3	9,170
Larceny Theft	62	26,289	35	16,047
Auto Theft	3	26,895	3	14,126
Totals	77	57,579	50	63,795

- During the month of February the Police Department arrested 79 adults - 9 for assault, 1 burglary, 1 other assault, 1 for fraud, 9 for narcotic violations, 3 for weapons, 1 for sex offense, 3 for DUI, 3 for offenses against family and children, 4 for disorderly conduct, 22 for larceny theft and 22 for other miscellaneous offenses. We also arrested or referred 7 persons under the age of 18: 1 for assault, 1 larceny, 1 liquor law, 1 disorderly conduct, and 3 for other offenses.
- Police Department Overtime
 - Comparison
 - OT February \$ 82,788 2 pay periods with one holiday
 - OT March \$129,964 3 pay periods with two holidays (\$39,900)
 - Total increase \$ 47,176
 - During March, there were 2 officer vacancies with one of these vacancies being filled the end of March, 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 dept. 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. March had 3 pay periods and 2 holidays, therefore the increase in overtime for the month.
 - Administrative overtime of \$453 is an increase of \$453 for holiday pay.
 - Patrol overtime of \$81,631 is an increase of \$31,760. Overtime included two holidays (\$27,000), accident investigation, 4 Mid State Accident call outs, larceny and burglary investigations, warrants, court appearances, medical/domestic calls, funeral detail, sexual assault investigation, missing person, search warrant, stolen motor vehicle, subpoenas, wind storm coverage, fatality, several DWI cases, Wallace School detail, juvenile arrest, casework, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime of \$7,200, an increase of \$2,298. Overtime included two holidays (\$3,000), 4 Mid state accident investigations, sexual assault investigation, burglary investigation, Town Council meeting, interviews, sudden death, stabbing, St. Patrick's Day Parade, car burglary, scene/evidence processing, and search warrants.
 - Communications overtime of \$25,481 an increase of \$9,506. Overtime included two holidays (\$5,500) 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 \$7,089 is an increase of \$4,219. Overtime included two holidays.
 - ACO overtime was \$0.

FIRE DEPARTMENT – MARCH 2016 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of March, 2016. During this period fire department members responded to 52 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	March 2016	9 Months Activity
Residential	8	54
Commercial, Industrial, Office	1	16
Hospital, School	0	8
Vehicle	3	17
Rescue, Police Assistance	4	44
Dumpster, Rubbish, Grass, Brush, Leaves	4	56
Hazardous Materials/Clean up	2	34
Investigative Alarm	15	102

Mutual Aid/Standby	2	33
Carbon Monoxide Investigation	2	37
Water Related Incidents/Pump-Outs	2	27
False Alarm	9	66
Total	52	494

Training Summary

Haz/Mat Refresher		12 hours
Haz/Mat Operational Certification		32 hours
Health & Safety Certification		32 hours
Firefighter – I Certification		106 hours
Officer Training-Building Pre-Plans		54 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 – High Rise Operations	42 hours
	Co. #2 – New Electric PPV Fan	26 hours
	Co. #1 – E-1 Equipment & Usage	34 hours
Multi Company Training	Co. #3 & Co. #4 Hose Line Advancement	52 hours
	Co. #1 & Co. #2 Hose Line Advancement	96 hours
Total Hours		615 hours

FIRE MARSHAL

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

INSPECTIONS	26
INSPECTION FOLLOW-UPS	40
PLAN REVIEW	5
JOB SITE INSPECTIONS	8
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	1
COMPLAINTS	3
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	1

Incidents:

- There were no significant fire incidents or injuries reported in March. Responded to **27** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended the monthly CERT team meeting to review the Shelter Policy in preparation for an upcoming training session; also reviewed upcoming events and conducted the annual swearing-in of all personnel.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Glastonbury.
- Attended the quarterly meeting of the International Association of Arson Investigators at the Westfield Firehouse.
- Attended several hearings at Superior Court in New Britain to review an ongoing residential fire code abatement order.
- Met with the Acting Town Manager, Finance Director and Fire Commission to prepare for the Council Budget Session.
- Attended a Town Council meeting along with the Board of Fire Commissioners and Command Staff to review the annual 2016-2017 Fire Department budget.
- Participated in the Annual St. Patrick's Day Parade in Hartford.
- Conducted several meetings with the Chief Officers to review the current budget status and upcoming SCBA replacement project.
- Attended a meeting with Department Heads and the Acting Town Manager to review the CIP Budget.

- Met with the Police and Engineering Departments to review the Town's building street numbering system.
- Attended a Town Council meeting along with the Command Staff to review the Departments CIP Budget requests.
- Met with Emergency Management, Police, BOE and CCHD personnel to review plans for the upcoming State Public Health Department Mass Dispensing Clinic Exercise.
- Met with the owner of Plaza Azteca on the Berlin Turnpike to review plans for this year's Cinco de Mayo Party at the restaurant.
- Attended the monthly Officers Training Session: V.A. Medical Center; new boiler plant tour/preplan.
- Attended the monthly staff meeting at Town Hall.
- Met with Town officials to review plans for the Alumni Road/Maple Hill Avenue realignment and traffic signal installation.
- Attended the Annual Company #1 Family Easter Party in the Kalasky Room at headquarters.
- Met with the Memorial Day Parade Committee, Police, Fire, CERT and EMS personnel to review the Emergency Action Plan for the annual parade.
- Responded along with Engine-2 to a Task Force activation in Wethersfield.
- Attended the monthly Company Drill at Cedarcrest Hospital: High Rise Operations.
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works team meetings.
- Attended Ruth Chaffee Parking Lot reconstruction project meetings.
- Attended blight remediation meeting.
- Attended drug and alcohol testing regulations seminar.
- Attended Town Council budget review meeting.
- Attended Town Council CIP review meeting.
- Attended Piper Brook project meeting.
- Attended ASFCME contract negotiation team meeting.
- Met with Town Engineer to analyze and prioritize upcoming road projects.
- Completed annual safety training assignments.
- Continued with Landfill closure project tasks.

Roadway Maintenance

- Crews continued with the Town-wide removal of damaged curbing.
- Crews completed catch basin repair at Senior Center.
- Crews continued with litter pickup in various locations.
- Continued with pot hole patching.
- Crews began Town-wide topsoil repairs.
- Crews began annual street sweeping.
- Assisted Traffic Division in sign replacement.
- Highway operators continued with Landfill material processing.
- Crews called in for two (2) snow/ice events amounting to 4.2 inches of precipitation.
- Continued Ruth Chaffee School parking reconstruction project (test pits, removal of trees and stumps).

Traffic Division

- Assisted Department with snow plowing/salting for the two (2) snow events.
- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Completed the blanket replacement of regulatory and warning signs in plow Section 14.
- Continued to assist with Food Share setup.
- Assist Sanitation Department with delivery/repair of recycling containers.

Fleet Maintenance

- Began all seasonal maintenance of construction equipment.
- Completed maintenance of street sweeping equipment.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.
- Assisted Highway crews in snow plowing operations.

- Began Fire Department spring services.
- Completed the outfitting of one new Fire Administration vehicle.

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.
- 5408 tons of cumulative Municipal Solid Waste were collected from July through February.
- 1895 tons of cumulative recyclables were collected from July through February.
- 763 mattresses and box springs were collected from July through February.
- 312 televisions were collected from July through February.
- Issued 25 permanent landfill permits and 13 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on March 9, 2016:

- Approved, with conditions, Petition #08-16: Site Plan Approval at 712 Cedar Street (“Starbucks”). Fenn Road Associates LLC, owner/applicant.
- Approved Petition #03-16: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Fireworks Tent Sale at 56 Costello Road (T-Bowl Lanes). Keystone Novelties Distributors LLC, applicant.
- Denied Petition #11-16: TPZ Approval (Section 3.23.1: Outside Use) for Food Truck at 2199 Berlin Turnpike (S&N Discount Liquors). Luis Vallejo, applicant.

Regular TPZ Meeting on March 23, 2016:

- Approved, with conditions, Petition #09-16: Special Exception (Section 3.2.8: Charitable and Civic Event) for the annual “Farmers Market” at the Municipal Parking Lot. Val Ginn, applicant.
- Approved, with conditions, Petition #12-16: Special Exception (Section 3.2.8: Charitable and Civic Event) for the Charter Oak Firebirds’ “Classic Car” event at 3120 Berlin Turnpike (Panera Bread). Charter Oak Firebirds, applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- March 3: Staff meeting with owner of 80 Fenn Road and his consulting engineer.
- March 4: Meeting with zoning amendment applicant and his attorney.
- March 11: Met with manager of East Robbins Ave. McDonald’s and his attorney.
- March 16: Attended TPZ Alumni Road Traffic Signal Committee meeting.
- March 21: Met with TPZ chair re zoning enforcement item.
- March 23: Attended TPZ Alumni Road Traffic Signal Committee meeting.
- March 29: Met with owner of Newington Skating Rink.
- March 31: Met with surveyor re development of parcel on Progress Drive.

TOD/CTfastrak/Amtrak Corridor Planning:

- March 28: Attended CTfastrak first anniversary event in Hartford.
- March: Continued working on TOD Overlay District regulation for TPZ.

Grant-Funded Project Activities

- March: Continued working on Constance Leigh Streetscape project.
- March 22: Attended bid opening re 136 Barnard Drive.

Boards and Commission Meetings:

- March 9: Attended regular TPZ meeting.
- March 10: Attended regular Open Space Committee meeting.
- March 23: Attended regular TPZ meeting.

Professional Development/Training:

- March 16: Attended economic development symposium at Goodwin College.
- March 29: Attended housing choice symposium at the Lyceum in Hartford.

Miscellaneous

- March 8: Attended CRCOG Bike/Ped Subcommittee meeting.

- March 8: Attended I-84 Hartford Project meeting.
- March 9: Attended monthly Public Works Department Head meeting.
- March 9: Attended staff meeting at DEEP re flood control projects.
- March 22: Met with new CCHD staff person re public health issues.
- March 31: Attended Healthy Communities workshop in Mansfield.
- March: Responded to approximately 13 phone messages from citizens, applicants, staff and elected/appointed officials.
- March: Received and sent approximately 502 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of March, fifteen excavation permits were issued:
 - Gas Lateral – 10
 - Driveway - 5
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project: **Status** – Major operations completed last summer\fall; currently in winter shut-down. 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. **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 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 Council “Special Meeting” with regard to the MDC (Project 2011-73 Water\Sewer at Cedar & Willard Ave.) with discussion of the easement and required 8-24 TPZ report.
- The Town Engineer attended the Council – Budget Meeting to discuss Engineering & Conservation.
- The Town Engineer attended a meeting at D.O.T. for discussion\review of a “concept” plan illustrating maintenance upgrades (as proposed) in an attempt to improve traffic flow while reducing accidents. The discussion included a proposal for traffic controls such as: islands, line striping, signage, etc. The area of interest is located at the Rte. # 175 & Rte. # 15 off-ramp at Rte. # 424 (Russel Road) intersection.
- **Wetlands:** In the Month of March, 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.
 - The Agent Administered Applications were as follows:
 - Inland Wetland Application – 2016-05 AA, 129 Main Street, proposed shed in U.R.A.
 - Inland Wetland Application – 2016-07 AA, 98 Moreland Ave. proposed deck in U.R.A.
- Site Plan Review: Engineering conducted (4) site plan reviews with regard to LID\Stormwater Drainage, TPZ, Zoning and/or Inland Wetland 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.
- **C.I.P. (Roadway Items):** The Town Engineer and Highway Superintendent have continued to employ a “boots on the ground” initiative with a collaborative effort to review the roadway conditions for roads scheduled for maintenance (i.e. Mill and Overlay, reconstruction and\or reclamation, drainage repair). Roads are continually evaluated and scheduled for repair, drainage and\or re-assigned maintenance depending on the many factors contributing to their respective deterioration.
- **M.D.C. Projects:** The Town Engineer continued 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 03/01/2016) 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 received an 8-24 report from the TPZ with recommendations for consideration. 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 provide a project updates and entertain questions as necessary. The timeline of the proposed project including night work (traffic) are some of the main considerations being considered by Council and MDC.
- **B.O.E. Design\Project Administration:** Status – Final 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 Inland Wetland Application 2016-04 AA, 160 Superior Ave. was Agent Administered for the installation of a second play scape and related drainage appurtenances. The plans are currently in final design with construction planned for early spring (April, 2016) if favorable weather prevails. Site operations will be prepared & conducted by Town of Newington, Highway forces.

BUILDING DEPARTMENT

- An Electrical Permit was issued for 123 Lowrey Place for the new Chiropractors office.
- An Electrical Permit was issued for Target at 3265 Berlin Turnpike to change the Pharmacy sign to CVS Pharmacy.
- A Demolition Permit was issued to demo the Shell Station located at 1593 Southeast Road.
- There were six permits issued for single family houses. They will be built at 33 Harvest Court, 35 Harvest Court, 58 Harvest Court, 60 Harvest Court, 62 Harvest Court, and 64 Harvest Court.
- Municipal Permits:
 1. An Electrical Permit was issued to add 3 locators with 2 cat and 6 cables in the Park & Rec office.
 2. An Electrical Permit was issued to install high & low voltage wiring for the new IT office / work space at the Ruth L. Chaffee School.
 3. A Plumbing Permit was issued for lavs, mop basin, 30 gallon electric water heater in the lower lever at the Ruth L. Chaffee School.
- Seminars attended by our inspectors for their continuing education credit were:
 - A. Hanke - Masonry Chimneys and Fireplaces – March 21, 2016.
Fairs and Special Events Inspections – March 10, 2016.
 - R. Smith - Masonry Chimneys and Fireplaces – March 7, 2016.
Fairs and Special Events Inspections – March 10, 2016.
- There were four Certificates of Occupancy issued in March. Three were residential – 72 Harvest Court, 23 Deming Farm Drive & 24 Broadview Street. One was commercial – The Three Angels SDA Church located at 580 Church Street was issued a partial Certificate of Occupancy for the upper level only.

- Building Department activity for the month of March was as follows: The Inspectors completed a total of 152 inspections. They were: Boiler (6), CO (2), Decks (1), Electrical (15), Final (66), Footings (4), Framing (2), Gas Line (8), Insulation (9), Pools (1), Roofing (2), Rough (31), Sheathing (4), Tank (1).
- The total number of Building/Renovation Permits issued / applied for the month of March was **190** producing a total permit value of **\$2,327,729.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	25	386,252.00
DECK	3	6,500.00
DEMOLITION	3	30,500.00
ELECTRICAL	51	190,219.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	9,035.00
GARAGE / SHED	1	5,000.00
MECHANICAL	33	300,442.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	6	1,036,215.00
PLUMBING	23	43,210.00
POOL	6	25,298.00
ROOFING/SIDING	14	79,236.00
SIGN	9	7,129.00
SOLAR	12	208,043.00
TENT	2	650.00
TOTAL	190	\$2,327,729.00

The total Building income fees received in the month of March was **\$27,456.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$590.00, Environmental \$120.00, Conservation \$200.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$109.00 Driveway / Excavation \$350.00 Engineering copies \$111.50. The other total income is \$1555.50.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for March:	\$2,327,729.00	\$1,073,837.00
Fees for Permits issued for March:	\$27,456.00	\$13,349.00
Other income Fees for March:	\$1,555.50	\$7,477.50
Building Permits Issued for March:	190	144

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

<u>2015-2016</u>		<u>2014-2015</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$21,578,402.00	\$250,599.00	\$16,719,533.00	\$200,523.00

HUMAN SERVICES

- The Food Bank assisted 144 households with 685 bags of groceries distributed.
- Open Air Market served 211 households during 3 bi-weekly distributions this month.
- The Clothing Closet served 16 households, providing 20 bags of clothes.
- The Special Needs Fund assisted 6 residents with 7 bills, 2-utility, 2-housing and 2-medical, 1-car repair. 4 residents were 60+.

- The Social Casework Program caseload rose for another month from 90 to 97 cases. 40 were new referrals.
- The Youth and Family Counseling Program had 10 active cases. There was 1 new case. Clinicians provided 31 clinical therapy sessions with a total of 35 clinical service hours.
- Seven police referrals were received for follow up. We continue to see a consistent number of referrals from our police department.
- Two staff and a student intern attended a LGBTQ presentation as we prepare to offer a support group for high school students.
- Clinical Coordinator Pat Meskill was part of the annual panel for “Getting Ready for Kindergarten” held at the library.
- There were 2 JRB referrals this month.
- Mild weather benefited SCORE hiking and geo-caching programs and were well attended. Claypen Studio and Indoor Climbing activities stimulated fun challenges.
- 8th grade Adventure Bound Challenge program met twice and experienced our first overnight in our recently built yurt at the Challenge Course. 18 youth are registered with this program and most consistently attend meetings and activities. We have had 85-90% attendance!
- The 5th grade Adventure Learning Program (ALPS/SUCCESS) participants worked hard and successfully met their challenges in class and during their final challenge days. Both groups were highly motivated and embodied the spirit of cooperation and enthusiasm. Due to some mild March weather, we enjoyed one final challenge day at the outdoor challenge course.
- NHS Self-Awareness group met once and planned their spring trips. They enjoyed hiking and geo-caching, as well as canoeing.
- LEAD mentors met for the first time in 2016 and participated in a weekend retreat with the ABC group.
- The Summer Youth Adventure brochure will be distributed to the schools following April vacation.
- Summer mentor packets will be mailed out mid-April.
- There were 4 requests for community service. 40 hours were completed and some carried over.
- Preparations continue for the annual Volunteer Recognition Dinner scheduled in April.
- Senate Bill 119 to “Establish a taskforce to study hoarding” passed through committee and is now waiting to be called to the House and Senate. We continue to be cautiously optimistic it will pass both the Senate and House this year. Director Futoma also attended a meeting with DMHAS staff who have now partnered with our working group and will be setting up a website on hoarding disorder with information/resources and the Women’s Consortium has agreed to provide annual training in this critical area. We are also working on training for current clinical practitioners, as well as college/university coursework for students. Hoarding conference planning also continued.
- Staff attended workshops, trainings and meetings throughout the month.
- Director Futoma was invited to participate in a presentation about our Hoarding Working Group’s efforts to CRCOG at their March meeting in Hartford.
- Coordinator LaBrecque and Director Futoma attended a Housing workshop in Hartford. Affordable housing options continues to be one of our greatest challenges.
- Rik, Maria and our students assisted with the annual Hoopla at NHS. It was held with large number of student teams participating. Despite a smaller turnout of spectators, enough funds were raised to once again offer scholarships to three graduating seniors.
- Mini-grant applications were sent out by Youth Adult Council to the four elementary and two middle schools offering up to \$500 per school to fund a new community service initiative.
- The Operation Fuel winter/spring season runs from 11/30/15-6-24-16. To date, 24 households have been approved (with 2 more pending) totaling \$11,090 paid out from our \$15,000 allotment. We have exhausted this funding source each season. We expect to get another allocation this summer.

March 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	10	11	23	24

Youth & Family Service Hours	35	21	223	268
JRB Cases	2	2	11	5
Positive Youth Development	99	161	2204	2205
Information and Referral	1069	1193	8712	7825
Social Casework Cases	97	90	443	416
Under 55 =	23	19	133	
Under 55 Disabled =	29	33	121	
Over 55 =	45	38	189	
Social Casework Service Hours	184	146	1447.5	N/A
Under 55 =	26.75	32.25	303	
Over 55 disabled and/or disabled	157.25	113.75	1144.50	
Food Bank Households	144	117	1229	1317
#Bags of Groceries Distributed	685	600	5997	5205
Special Needs	6	6	63	63

SENIOR AND DISABLED CENTER

- A new session of the Aging Mastery Program (AMP®) started this month and is running concurrently to LiveWell (the Chronic Disease Self-Management Program) and Matter of Balance®.
- On March 4th Jennifer Catalano, Dietician, from Autumn Lake Healthcare spoke about nutrition for a healthy heart.
- On March 8th, the TED Talk discussion group screened Diana Nyad: Never, ever give up, an inspirational story about an older adult who achieved her dream.
- On March 11th Joe Allen, Physical Therapist, with Physical and Sports Medicine Centers spoke about how you can find effective strategies to avoid pain and keep moving with osteoarthritis in a program entitled "Oh My Aching Joints!"
- Newington Crafter Louise French started a series of craft demonstration workshops with a hands on workshop to make a beautiful fleece pillows on March 15th and followed it up with a beaded necklace workshop on March 22nd.
- CCSU student Emily Corbeil has been helping with various projects and job shadowing as an intern and this month provided a tech help session. It proved to be very popular and will be continued.
- The Center held an LGBT Moveable Senior Center auxiliary event with an evening seed starting workshop. This is the second year of the Moveable Senior Center, a program to engage older adults who identify as LGBT in senior centers across the Greater Hartford Region and is being expanded from 5 to 10 communities. The program will be back in Newington on May 20th.
- The Giving Garden volunteers convened this month to start planning their season. This program is self-directed and managed by volunteers to beautify the rear yard of the Center and, more importantly, to grow organic produce for the patrons of the Food Pantry.
- Local Eagle Scout Derin Yetil is in the final stages of planning his project to install a shed in the rear yard for the Giving Garden.
- The Center's east wing washrooms were under construction this month with the old stalls replaced and the rooms painted.
- As of the end of February, the Center had 1,605 paid members, including 210 Fitness Center members. There are 895 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 3,500 by 502 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 1276 trips to 103 people this month, covering 3717 miles.
- Center staffing was complemented by 730 hours of unpaid service in 239 instances by 56 volunteers.

PARKS AND RECREATION

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 2.
- Spring program registration for residents began on March 4 and for non-residents on March 18.
- Most Spring programs begin the first week in April. New programs include a sketching and painting class for adults and a new adult fitness class called Insanity® Live.
- Registration for new gardeners who wanted to participate in our Community Gardens program began March 18. Returning gardeners had until March 31 to renew their gardening spot from last year. We have a total of 110 garden spots available to residents, and we have accommodated all interested gardeners so far in this popular program.
- The last dance of the school year was held on Friday, March 18th and was attended by approximately 370 students in 7th and 8th grades.
- Staff met with representatives from youth and adult sports organizations to discuss field usage.
- Planning for the 35th annual Extravaganza is underway.
- The Department is now using a new registration software (RecTrac) that will enable residents & non-residents the ability to register for programs online by the fall.

Upcoming – Recreation Division

- The Family Fishing Derby is scheduled for Saturday, April 23rd.
- Interviews will begin for Summer Camp staffing.
- Camp RECreate (formerly Summer Playgrounds) & Playground Pals program information will be distributed to students in Kindergarten through grade 7. Extended hours have been added to accommodate working parents' schedules.
- An additional week (Camp S'More) has been added to the summer programs that will run from 7:30 a.m. to 5:30 p.m. for Newington residents in Kindergarten through grade 4.
- The Summer Program Guide will be distributed to Newington residents at the end of April.

Parks and Grounds and Cemeteries

- Personnel responded to 2 snow and ice events.
- The annual Spring cleanup at the Town cemeteries began.
- Crew members began repairing snow plow damage at the parks and schools.
- Clearing of brush along fence lines continued.
- There were 11 interments at Town cemeteries.
- There were 4 plot sales at Town cemeteries.

LIBRARY

- Library Director Lisa Masten, Assistant Library Director Karen Benner, Library Board President Diane Stamm and Library Board Budget Chair Patty Foley attended the library budget review on March 16 in front of the Town Council. The library's proposed 0% increase for the 2016-2017 budget was cut 3% which equaled \$60,000. The cuts included decreases to part-time personnel and library materials budgets. While the library hours would not be affected by these cuts, programs, services and materials would be diluted across the board. After the Acting Town Manager presented the library budget and Lisa Masten answered questions and made comments about the impact of these cuts, the Town Council allowed the cuts to be made in alternate areas as requested by Lisa and the Library Board. The cuts included eliminating Sundays instead of decreasing part-time personnel. The cuts to library materials stayed the same. While these decreases are not ideal by any means, overall the number of services and outreach to the community will be less impacted by these cuts and the library would not lose any staff. Fewer print and digital materials as well as online databases will be purchased and this will be felt by patrons of all ages. The most disheartening thing about all of this is that after 20 years the library will no longer be open on Sundays and the library materials budget will now be what it was 10 years ago despite the fact that the cost of books and digital media continues to rise.
- The Children's Department offered 65 programs to 1,740 children and their caregivers. Head of Children's Services, Pat Pierce was invited to Elizabeth Green School to read a story as part of READ ACROSS AMERICA DAY. The library in conjunction with the Board of Education and Human Services

hosted the Annual Kindergarten Orientation program. A panel consisting of a children's librarian, a kindergarten teacher, a Human Services staff member and a bus transportation representative gave parents of upcoming kindergarten students an overview of what to expect and how each department could be of assistance. Other highlights included *Cookbook Club Extravaganza*, *Dr. Seuss Cozytime Stories*, *Junior LEGO Makerspace* and the *Parent/Child Workshop*. The children's staff were also busy with class visits, 16 outreach programs to daycares and preschools and regular story times.

- Adults and teens were kept busy with 17 programs offered to a combined audience of 241 adults and teens. Programs for adults included a *Black Bears in CT*, *Movies and More @ the Library* featuring the movie *Mr. Holmes*, *The Joy of Coloring-An Adult Coloring Group*, and *The Road to Livability from AARP*. Teen Programs included *Teen Advisory Board* and *Forever YA*.
- Total circulation of library materials was 29,448. Digital media which includes eBooks, digital music, magazines, audiobooks & movies were downloaded 3,821 times from the library website, a 35% increase from the previous year. An average of 522 people visited the library each day. There were 8,216 visits to the library's homepage. Popular online services included *ProQuest*, *Reference USA*, *Morningstar*, *Consumer Reports & Universal Class*, *Tumblebooks* and *PebbleGo: Science, Social Studies & Animal* databases. Museum passes were used 62 times this month. The reference staff answered 4,953 reference questions. Free library meeting space was used 496 times during March.
- The *2016 Newington Information Packet* was completed, printed and distributed. This annual library publication compiled by the Adult reference department contains informational and statistical data about Newington that is useful for new residents, businesses and realtors.
- The statewide library delivery system for interlibrary loans and returned items has been in flux since December when the outsourced vendor pulled out of the contract. Beginning in April the State Library will take over all deliveries to libraries throughout the state. The deliveries since December have been chaotic with many items being in transit between libraries for many weeks if not months. The library had to suspend interlibrary loans for several weeks due to the backlog. Hopefully in April, things will begin to settle down and the delivery system will run more efficiently.
- In technology, staff were trained on how to use the Baker & Taylor TS360 online book ordering system and how to use the new self-checkout terminals. Two new laptops replaced the older staff laptops used for training and programs. Technology programs for the public included *What's on My Desktop*, *Tech 4 U* and *Tech Troubleshooting with Teens*.
- In personnel news, Head of Collection Management, Jeanette Francini is serving on the State Library ILL Task Force. The Task Force is to research best practices and make recommendations on how the State can best serve the 224 libraries that use deliverIT CT. Assistant Library Director Karen Benner was on an interview panel at the West Hartford Public Library. Library Director Lisa Masten was on an interview panel at the Wethersfield Public Library. Lisa Masten also was a panelist at an RFID meeting at the Simsbury Public Library. Teen Librarian Bailey Francis returned to work full-time from her maternity leave. Head of Community Services Michelle Royer returned full-time after a medical procedure in January. Assistant Director Karen Benner returned to work full-time after a medical procedure in February.
- In Facilities news, due to the mild weather, the space heaters needed to keep the pipes from freezing in the women's bathroom did not have to be turned on as much. The library had problems again with the elevator where one of the smoke detectors got tripped and the circuit breaker had to be reset to get the elevator running again. This problem is supposed to be fixed in the next fiscal year. There were a few problems with the cleaning service during the month. Business Manager Lynn Caley kept on top of it.
- The Friends of the Library Flower Power fundraiser will close on April 15. The Friends received a portion of any order of flowers seeds or bulbs ordered from a catalog during this time. The Friends are very busy getting ready for their spring book sale that will be held at the Newington Senior and Disabled Center on April 29, 30 and May 1.
 - The Library Board of Trustees continued its busy planning for its annual Newington Library 5K Challenge road race that will be held on May 15, 2016.
 - Topics of note that were researched this month included:
 1. Statistics on girls' education in the Middle East.
 2. How to sew a slipcover for a couch.
 3. Cuban bakeries and restaurants in the area.
 4. Ratings of decking materials.
 5. Female urologists in the area.