



Tanya Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya Lane, Town Manager  
Date: June 24, 2016  
Re: Monthly Report – May 2016

#### GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane attended the Annual Scholars' Breakfast at Newington High School.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.

#### Legal Services

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

Rome (Modern Tire/Firestone) - \$114,646.84

Murtha (Toll Bros) \$15,198.20

#### Overtime

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	21.0	\$ 986.20
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 666.72
ROAD MAINTENANCE	39.5	\$ 1,664.56
TRAFFIC DIVISION	15.8	\$ 737.60
HAZARDOUS WASTE COLLECTION	9.2	\$ 372.79
RUTH CHAFFEE SCHOOL	165.7	\$ 7,344.94
<b>TOTALS</b>	<b>267.2</b>	<b>\$ 11,772.81</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	34.0	\$ 1,431.00
Special Events	33.2	\$ 1,359.54
Turf and Grounds Maintenance	101.5	\$ 4,818.13
<b>TOTALS</b>	<b>168.7</b>	<b>\$ 7,608.67</b>

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<b>POLICE DEPARTMENT</b>	<b>15-16 Budget Overtime Appr.</b>	<b>Overtime Expended 15-16 YTD</b>	<b>14-15 Budget Overtime Appr.</b>	<b>Overtime Expended 14-15 YTD</b>
Administration	\$ 7,254.00	\$ 2,719.56	\$ 7,059.00	\$ 5,888.32
Patrol	603,738.00	686,243.31	607,287.00	674,011.62
Investigation	76,132.00	59,343.79	79,169.00	85,561.07
Communication	162,698.00	183,946.99	161,160.00	161,217.12
Education/Training	120,943.00	103,880.57	117,276.00	101,531.08
Support Services	34,408.00	28,432.23	34,189.00	26,244.10
Animal Control	3,006.00	0.00	5,546.00	0.00
<b>Total</b>	<b>\$ 1,008,179.00</b>	<b>\$ 1,064,566.45</b>	<b>\$ 1,011,686.00</b>	<b>\$ 1,054,453.31</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 25,212.00	\$ 19,758.44	\$ 29,622.00	\$ 26,637.34
Snow and Ice Control	148,440.00	69,166.22	145,534.00	173,226.53
Traffic	3,000.00	3,720.97	4,665.00	2,556.18
Vehicles and Equipment	26,949.00	23,992.45	29,363.00	26,600.36
Leaf Collection	50,999.00	41,659.37	50,000.00	38,808.10
<b>Total</b>	<b>\$ 254,600.00</b>	<b>\$ 158,297.45</b>	<b>\$ 259,184.00</b>	<b>\$ 267,828.51</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 77,091.00	\$ 68,364.66	\$ 75,588.00	\$ 124,257.75
Cemeteries	18,371.00	7,455.42	18,007.00	13,128.39
<b>Total</b>	<b>\$ 95,462.00</b>	<b>\$ 75,820.08</b>	<b>\$ 93,595.00</b>	<b>\$ 137,386.14</b>

## **PERSONNEL**

- The Entry Level Police Officer vacancy has been filled by Brandon Caires who is a local resident. He is a certified police officer with his start date scheduled for June 27, 2016.
- The Detective Division is conducting background checks on two applicants for the Public Safety Dispatcher position that will be available in July. One dispatcher vacancy will be filled in June by Norma Navarro who is a local resident.
- Part-time Children's Librarian vacancy was posted and the closing date was May 27. Interviews will be held in June.
- Town Manager Search Subcommittee held two public meetings in May for residents to share their thoughts on the important issues in Newington and to gather input on what residents are looking for in the next Town Manager.

## **RISK MANAGEMENT**

### 2015-16 Blue Cross/Blue Shield Plan Year

The tenth 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 April 2016 were \$704,655. 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 April, 2016</u>		
	Town	Board of Education	Total
Estimated Claims	1,833,020	6,645,470	8,478,490
Actual Claims	2,110,720	6,038,035	8,148,755

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of May. Attended Staff, Library Building Committee & Safety Committee meetings & union contract negotiation meetings.

### **Work Order Completions**

- The Facilities Maintenance Department has completed 78 formal work orders during the month of May 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 by Diversified Technology Consultants was presented to the Town Council & the Public.

### **Kellogg Eddy House**

- Work continues on the water damage restoration from the heating system on the plumbing side and the room's restoration has begun. Maintenance installed the new window shutters on the front & right side of the building. Re-insulated the entire attic for greater efficiency and comfort for the occupants.

### **Senior Center**

- Continuing with the replacement of ceiling tiles throughout the building. The main bathroom toilet partitions have been replaced and painting the rooms are in progress.

### **Deming Young Farm Barn**

- Removed the remaining back section of the building that had deteriorated over the years for safety concerns.

### **New Police Training Facility: (Old Dog Pound)**

- Maintenance installed a new roof, heating & a/c unit, hot water heater & new front window.

## **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 and Mr. Kevin Daley, GIS Technician.

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

- Completing 110 work-orders.
- Assisting Associated Alarm Company and Police Department staff with the configuration and setup of their new alarm notification components.
- Upgrading antivirus components on the Town's virtual server infrastructure.
- Working with the Town's telephone vendor to configure voicemail for NCTV.
- Providing Geographical Information Services (GIS) to Town Planner and Economic Development.
- Meeting with various departments to determine GIS needs.
- Improving the project management and storage use of GIS datasets.
- Conducting quality assurance reviews of GIS datasets.
- Resolving issues with Parks and Recreations Vermont Systems Records Management System (RMS).
- Testing remote access to Parks and Recreations RMS from Mill Pond Park and Churchill Park pools. Connectivity from these locations to Town Hall will allow P&R staff to validate visitor pool passes.
- Completing the software renewal of the Town's Microsoft products.
- Installation and set-up of People Counter software to assist the Senior and Disabled Center and Library with visitor count statistics.
- Upgrading instances of Adobe Flash on the Town's networks to address product security issues.
- Updating line of business applications for the Tax Collector and Assessor departments.
- Installation and configuration of a new managed file transfer appliance.
- Set-up, configuration and testing of new syslog and security information event management solution.
- Implementing changes to the Town's firewalls to enhance network security.
- Upgrading various software and firmware components on the Town's wireless infrastructure to enhance security.
- Participating in an online PCI compliance presentation offered by Linoma Software.
- Identifying, researching and resolving an issue with Microsoft's Windows Server Update Services (WSUS) that was causing the console and WSUS services to be inaccessible by client machines.
- Mr. Boutot attended department, town and regional meetings as needed and/or required.

**FINANCE**

**Accounting and Administration**

- The Town was awarded with the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2014-2015 from the Government Finance Officers Association of the United States and Canada. This is the twenty-sixth consecutive year the Town has received this national recognition for its financial report.
- The 2015-16 fiscal year closeout began with departmental General Fund balances analyzed to determine possible June 30th overdrafts. Overages will be covered as part of planned appropriation transfers by the Town Council at its May meeting.
- Two interviews were conducted with the Town’s audit committee for the appointment of Town auditor. These were in response to a RFP issued in April. As a result of the interviews and the quality of their proposal, the audit firm of Blum Shapiro of West Hartford was recommended and appointed by the Town Council for a three year term.
- Analysis for contract negotiations with AFSCME continued during the month.
- The State of Connecticut’s adopted FY 17 budget included reductions to Newington’s municipal aid by \$1,335,440 compared to the level that was expected when the Town Council set the budget. To alleviate the reduction, the cap on motor vehicle taxes was increased from 32 mills to 37 mills. Accordingly, Newington’s mill rate on motor vehicles will be 35.75. As a result, a \$520,412 revenue shortfall is projected. Accordingly, a spending freeze on certain capital improvements projects will be implemented. Below are grant estimates for certain key programs and the effect of mill rate change for motor vehicles.

<u>Revenue Source</u>	<u>Council Adopted</u>	<u>General Assembly</u>	<u>Change</u>
<b>STATE-AID</b>			
State-Owned PILOT	564,544	560,153	(4,391)
Tax Exempt Colleges & Hospital	1,541,508	1,529,519	(11,989)
Municipal Revenue Sharing	176,884	169,211	(7,673)
Municipal Revenue Sharing	937,100	651,000	(286,100)
Grants for Municipal Projects	917,869	917,869	0
Mashantucket Pequot Fund	248,823	248,178	(645)
Motor Vehicle Property Tax Grant	668,057		(668,057)
Transportation-Non-public	6,153	-	(6,153)
Transportation-Public	282,408	-	(282,408)
Adult Education	36,648	33,262	(3,386)
Education Cost Sharing Grant	13,224,900	13,160,262	(64,638)
<b>Total</b>	<b>18,604,894</b>	<b>17,269,454</b>	<b>(1,335,440)</b>
Motor Vehicles	6,954,906	7,769,934	815,028
Net of State Aid & Motor Vehicle Tax	26,185,893	25,665,481	(520,412)

*Motor Vehicles*

<i>NET ADJUSTED COLLECTIBLE GRAND LIST</i>		<i>217,340,815</i>
<i>MILL RATE</i>	<i>32</i>	<i>6,954,906</i>
<i>MILL RATE</i>	<i>35.75</i>	<i>7,769,934</i>

During the month the Town received the School Transportation Public and Non-Public grants in the amount of \$285,248. 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)  
5/31/2016

	Interest Earnings		\$ Invested
	Budget FY2015-16	Actual Year to Date	
General Fund	\$68,350	\$70,270	\$27,332,309
Special Revenue Funds	5,500	10,501	3,997,386
Capital Projects Funds	800	2,412	1,032,366
Internal Service Fund	2,400	3,808	2,084,396
Trust and Agency Funds	2,400	3,664	1,029,737
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$35,476,194</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
5/31/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.34	0.36	4,032	2,899	\$14,235,037
Bank North	0.20	0.20	91	88	536,986
People's Bank	0.32	0.32	2,121	1,922	7,583,321
Santander Bank	0.45	0.45	2,339	2,682	6,562,794
Farmington Bank	0.40	0.40	2,293	2,361	6,558,056
<b>Total Outstanding Investments</b>					<b>\$35,476,194</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of May.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This program was completed by the end of May. Reports will be sent during June 2016 to the state.
- Approximately 75% of Income and Expense forms for commercial property owners were received and entered into the data base. Follow up letters will be mailed to several owners who failed to file the required forms.
- There were 117 adjustments to the 2015 motor vehicle grand list that totaled a net reduction or \$260,559, and 8 adjustments to the 2014 supplemental motor vehicle grand list that totaled \$24,316.
- Following the 2015 revaluation of all real estate parcels sixteen court appeals have been received. Preliminary discussions were held with six property owners that filed court appeals, their attorney, and the town attorney. Court dates have not been established yet for any of those properties.

**Revenue Collector**

- May Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$141,878.82. The Supplemental Motor Vehicles collected were \$13,907.50 and \$23,368.01 was collected on back taxes. Included in the total of back taxes was \$3,926.90 for Suspense Accounts.
- This year's May collections on the current Grand List were 99% which is in line with last year.
- The Constables and Sheriff are collecting on the Alias Tax Warrants that were issued to them.
- Suspense List was created for review for approved at the June Town Council meeting.
- The staff is busy updating addresses and other information for the new 2015 Grand List.

## **TOWN CLERK**

- There were 82 property transfers for a total of \$10,994,681. State conveyance tax collected was \$83,285 and \$28,726 was collected in Town conveyance tax.
- A total of 506 documents were filed on the land records during May including: 136 mortgages, 215 releases, 14 liens & 9 probate certificates. Sixty-six of these documents were electronically recorded.
- The staff issued 20 burial permits and nine cremation permits, 119 certified copies of vital records were issued.
- Staff catalogued eight Notary Public commissions, seven Trade Name certificates and five Liquor permits.
- The office issued 38 dump passes.
- On May 2<sup>nd</sup> the Town Clerk swore-in a Police Officer.
- On May 19<sup>th</sup> the Town Clerk attended the Annual Scholars Breakfast held at the Newington High School.
- Nearly 2,000 dog license renewal notices were mailed at the end of the month.

<b>DATA SUMMARY MAY 2016</b>				
	<u>May - 16</u>	<u>May - 15</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	506	508	5106	4770
Dog Licenses Sold	9	9	673	492
Game Licenses Sold	69	84	527	668
Vital Statistics				
Marriages	7	19	127	202
Death Certificates	14	37	225	299
Birth Certificates	12	23	222	260
Total General Fund Revenue	\$ 49,183.70	\$ 40,535.70	\$ 440,595.46	\$ 413,002.41
Town Document Preservation	\$ 1,309.00	\$ 825.00	\$ 11,680.00	\$ 21,613.00
State Document Preservation	\$ 730.00	\$ 915.00	\$ 7,024.00	\$ 6,963.00
State Treasurer (\$36 fee)	\$ 13,104.00	\$ 10,980.00	\$ 126,288.00	\$ 118,332.00
State Treasurer (\$127 fee)	\$ 5,969.00	\$ 4,318.00	\$ 51,926.00	\$ 43,815.00
State Treasurer (\$110 fee)	\$ 6,380.00	\$ 5,720.00	\$ 51,150.00	\$ 48,950.00
Locip	\$ 1,092.00	\$ 915.00	\$ 10,524.00	\$ 9,860.00
State Game Licenses	\$ 579.00	\$ 657.00	\$ 4,179.00	\$ 5,648.00
State Dog Licenses	\$ 61.50	\$ 110.00	\$ 4,105.00	\$ 3,422.00
Dog Licenses Surcharge	\$ 16.00	\$ 38.00	\$ 1,459.00	\$ 1,172.00
Marriage Surcharge	\$ 152.00	\$ 209.00	\$ 1,178.00	\$ 1,330.00
<b>Grand Total</b>	<b>\$ 78,576.20</b>	<b>\$ 65,222.70</b>	<b>\$ 710,108.46</b>	<b>\$ 674,107.41</b>

**POLICE DEPARTMENT**

- The Entry Level Police Officer vacancy has been filled by a local resident, Brandon Caires. He is a certified police officer with his start date scheduled for June 27, 2016.
- The Detective Division is conducting backgrounds on two applicants for the Public Safety Dispatcher position that will be available in July. One vacancy for dispatcher will be filled in June by a local resident, Norma Navarro.
- Patrol Calls for May are as follows:

Alarm Hold Up Alarm	6	Suspicious In Progress	113	K9 K9 Call	5
Assault In Progress	4	Threatening In Progress	1	Larceny from MV Report	8
Breach In Progress	11	Commercial Burg Alarm	61	Larceny Report	41
Burglary In Progress	1	Residential Burg Alarm	34	Location General	155
Check Welfare Other	1	Animal	25	Location School	6
Criminal Mischief In Progress	2	Assault Report	8	Lockout MV special circ	2
Customer Dispute In Prog	8	Assist Notification	2	Medical Other	1
Domestic in Progress	37	Assist Other Agency	31	Medical Stand By	5
Drug Active	6	Breach Report	2	Medical Trauma	1
EDP In Progress	13	Burglary Report	5	Missing	14
Fire Alarm	14	Car Seat	4	MV Abandoned	6
Fire Hazmat	2	Check Welfare 911 hang up	18	MV Assist	43
Fire Mutual Aid Request	1	Check Welfare Other	48	MV Complaint In Progress	37
Fire Other	11	Clear Lot	6	MV Complaint Report	10
Fire Rescue	1	Court Pris/Paperwork	22	MVA Evading	11
Fire Structure Fire	4	Criminal Mischief Graffiti	1	MVA Property Only	96
Fire Vehicle Fire	3	Criminal Mischief Report	4	Neighbor In Progress	5
Gun in Progress	1	Customer Dispute Report	1	Neighbor Report	12
Gun Report	1	Dog Complaint	50	Noise	15
Harassment in Progress	2	Domestic Report	7	Parking Violation	13
Landlord Tenant Dispute In Prog	2	Drug Drug or Para found	2	Pistol Permit Temp Permit Issued	28
Larceny in Progress	19	DUI	5	Property Found	11
Larceny Report	1	Escort Funeral	9	Property Lost	7
Medical Alarm	13	Escort Other	13	Recovered Stolen MV	1
Medical Cardiac	30	Escort Tax	1	Serve Subpoena	3
Medical Diabetic	8	Fingerprint	26	Serve Warrant	53
Medical Fall	49	FireCODetector NoSymptoms	1	Sexual Assault Report	2
Medical Mutual	1	Fire Stand By (CAD number)	2	Specific Detail CAD number	93
Medical Other	155	Fire Trouble Alarm	6	Stolen MV	4
Medical Respiratory	39	Fireworks	3	Sudden Death	1
Medical Trauma	8	Follow Up	67	Suspicious Report	29
Medical Unresponsive	8	Harassment Report	7	Threatening Report	6
MVA Injury	6	Hazard	33	Tow	14
MVA Property Only	1	Illegal Dumping	1	Town Ordinance Violation	1
Open Door / Window	14	Intoxicated	6	Traffic Stop	572
Sexual Assault Report	1	Juvenile Complaint	15	Trespass In Progress	4
				Trespass Report	3
				<b>Total</b>	<b>2442</b>

- Investigations and calls by Patrol Officers in May included:
  - Domestic Violence – 05/01/16 at 0132 hours, officers were dispatched to an undisclosed location on a report of an active domestic dispute. Upon arrival, officers made contact with the victim/complainant in the apartment complex parking lot. The victim stated that she and her boyfriend have been involved in a dating relationship for several months. Officers immediately noticed that the front upper part of the females white t-shirt was ripped and she stated that her boyfriend attacked her and ripped her shirt while they were inside his apartment. The female stated that she was at her boyfriend's apartment tonight and they started to watch a movie. She admitted that they were drinking but that her boyfriend was drinking a lot more than her. They began to argue and the boyfriend was standing over her pointing his finger in her face. She became scared and told him to stop. She then stated that he threatened her so she stood up and told him not to talk to her like that. Her boyfriend then picked her up off the ground and pushed her against the wall. She said that he then put her down but was holding her wrists hard and at some point her shirt got ripped as she tried to get away from him. The female tried to kick him to get him away from her but she did not think she hit him. She was then able to get away from him. Officers spoke to the boyfriend and noticed that he was intoxicated. The boyfriend was arrested without incident and transported to NPD for processing. He was charged with violation of 53-182 Disorderly Conduct and 53a-62 Threatening. He was released from custody on a \$5,000.00 bond.
  - Narcotics Arrest – 05/30/16, at approximately 1440 hours, a police officer was conducting traffic enforcement at the intersection of Stoddard Avenue and Main Street. He was sitting in the parking lot of King Donut, facing the intersection, when he observed a green Toyota Camry approaching Main Street from Hartford Avenue. He observed that this vehicle had no marker plate displayed on the front of the vehicle, in violation of CGS 14-18a. The Camry traveled through the intersection with Main Street and continued westbound on Stoddard Avenue past the officer. He proceeded to follow the Camry on Stoddard Avenue to the intersection with Willard Avenue. As the operator turned right onto Willard Avenue, he activated the emergency lights of his marked police cruiser to effect a motor vehicle stop and investigate further. The Camry stopped on Willard Avenue near Francis Avenue. Prior to exiting his patrol vehicle to make contact with the operator, he noticed the operator acting suspicious. The driver appeared nervous and scared and looked in the side and rear view mirrors continuously watching him. He exited his cruiser and approached the Camry from the driver's side and advised the operator of the reason for the traffic stop. The operator appearing nervous, and advised him that she had forgotten her wallet at home and that she did not have any identification to identify herself with. As he continued to speak with the occupants of the vehicle, the operator continued to display a very nervous and odd behavior; stuttering her words and not look directly at him while answering his questions. The operator's behavior appeared to him to be out of norm. At this time, he requested a backup officer to the scene. As the officer continued to speak with the operator, she eventually advised him that her license was currently suspended. The officers asked the occupants for consent to search their vehicle based on their behavior. The officers believed that the occupants were hiding something in the vehicle, In searching the interior of the vehicle, officers looked under the driver's seat and found five separate bundles of wax paper baggies, which consisted of a total of 50 individual wax baggies. Each bundle consisted of 10 wax paper baggies, wrapped in stacks and each of the baggies contained a brownish powdery substance, which officers believed to be heroin based on their training and experience. No other contraband was found in the vehicle. All five bundles of heroin were seized and secured as evidence. One occupant claimed ownership for the heroin baggies. Based on the facts and circumstances, the occupant was placed under arrest. She was transported to Newington Headquarters for processing. The female was charged with violating CGS 21a-279a; Possession of heroin/narcotics, 14-215; Operating MV under suspended license and 14-18a; Failure to display front marker. She is scheduled to appear at GA 15, New Britain Court on 06/17/2016 to answer to the charges.



Of the 50 wax paper baggies seized as evidence, a small portion of suspected heroin from one of the baggies was tested using a Nitric acid Reagent #3 test kit for heroin, which produced a positive reaction indicative of the presumptive presence of heroin. The suspected heroin and wax bags combined weighed approximately 11.2 grams before testing; which was weighed using an uncalibrated digital scale in the evidence room. The 5 bundles/50 baggies containing the suspected heroin was stored in an evidence storage locker at the Newington Police Department. A JD-CR-18 was completed.

- In May, Detective Division Personnel:
  - Handled 123 investigations, 81 remain ongoing and 42 were closed by investigative methods.
  - Served 38 arrest warrants, 35 by Patrol Officers and 3 by Detective Division personnel.
  - On May 11<sup>th</sup> detectives assumed responsibility for the investigation of a sexual assault complaint involving a female juvenile victim. According to the details of the initial investigation, the suspect in this case is the adult boyfriend of the victim's biological mother. The information regarding the alleged criminal actions by the suspect were originally disclosed to a psychologist by the victim. The allegations are described to have occurred on more than one occasion in a home in Newington where the victim visits but does not primarily reside. This case remains under investigation.
  - On May 19<sup>th</sup> detectives participated in a multi-agency narcotics operation headed by the DEA Hartford Residence Office. The operation included the simultaneous execution of numerous search warrants and service of multiple arrest warrants. This operation was the result of a lengthy investigation into the sale of fentanyl, a powerful synthetic opiate. One home in Newington was searched in connection with this operation and a quantity of fentanyl was found. A resident of this home was the subject of an arrest warrant connected to this case. That individual was located in the home and arrested by DEA agents.
  - During the month of May 2016 detectives were assigned to conduct employment background investigations on one certified police officer applicant and three public safety dispatcher applicants.
- In May, the Community Service Officer (CSO):
  - Run, Hide, Fight with Sgt. Perry at GKN Aerospace on Louis Street.
  - Attended the Tunxis Community College Public Safety Career Fair in an effort to recruit potential future candidates.
  - Coordinated 4 sessions of Citizens Police Academy.
  - Represented the Police Department at The Newington Business Showcase.
  - Provided a Residential Safety presentation to The Keeney Manufacturing Company in conjunction with Earth Day 2016.

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

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	--	--	--	--
Robbery	3	7	2	1,635
Assault	15	--	8	--
Burglary	9	115,162	3	4,485
Larceny Theft	45	35,614	41	20,288
Auto Theft	7	89,195	4	20,914
<b>Totals</b>	<b>79</b>	<b>239,978</b>	<b>58</b>	<b>47,322</b>

- During the month of April 2016 the Police Department arrested 70 adults: 13 for assaults, 1 for rape by force, 3 for burglary, 3 for robbery, 1 for burglary, 1 for motor vehicle theft, 1 for embezzlement, 1 for stolen property, 11 for drug abuse violations, 7 for sale/mgr., 15 for drug related offenses, 11 for DUI, 16 for larceny and 11 for other miscellaneous offenses. We also arrested or referred 6 persons under the age of 18: 1 for drug abuse violations, 1 for sale/mgr., 3 for drug related charges and 1 for disorderly conduct.
- Police Department Overtime
  - Comparison
    - OT April \$90,404 2 pay periods with one holiday (\$11,000)
    - OT May \$78,701 2 pay periods
    - Total decrease 11,703

- During May, there was 1 officer vacancy, 2 officers at the academy in training, and 1 dispatcher vacancy.  
The department received notice for retirement for a dispatchers' position. These vacancies have an impact on the overtime for a total of 4 positions vacant on the schedule in the patrol division/communications. The ACO part time position was filled in May. The Detective Division continues to conduct backgrounds on 3 candidates for the vacant Police Officer position and 3 candidates for the two dispatcher positions.
- Admin overtime \$558 an increase of \$558.
- Patrol overtime \$31,436 a decrease of \$18,496. Overtime included accident investigation, Midstate accident call out, prisoner detail, stolen motor vehicle arrest, juvenile arrest, assistance with DEA, robbery investigations, drug arrest, warrants, court appearances, medical/domestic calls, casework, holdovers, booking process, and overtime for time off/vacancies.
- Detective Division Overtime \$2,391, a decrease of \$5,783. Overtime included, continuation with 711 robbery, interviews, and background investigations.
- Communications overtime \$17,287 an increase of \$2,224. Overtime included several time off leaves, OT to fill a dispatcher out on medical leave, filling of dispatcher vacancy in OT, and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Education overtime \$19,494 an increase of \$7,727 for training classes consisting of training for Crisis Intervention, ERT, spring firearms for the dept., Advanced Crime Scene for the detective division, and motorcycle reconstruction.
- Support Services overtime \$7,882 an increase of \$2,414. Overtime included EMS committee meeting, Citizens Police Academy, Senior and Junior Prom coverage, Youth Advisory Committee, and Newington Showcase attendance.
- ACO overtime \$0.

**FIRE DEPARTMENT – MAY 2016 INFORMATION**

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

**Training Summary**

Officer Training	Evidence Preservation	16 hours
Pump Operator Certification		8 hours
Driver Training	Road Time	4 hours
Pump Operator Certification		8 hours
Pump Training	Co. #3	36 hours
	Co. #4	18 hours
	Co. #1	12 hours
Haz/Mat Refresher	One Firefighter	24 hours
CPR/AED Training	One Firefighter	4 hours
Multi-Company Training	Live Burn-Co. #1 & #3	34 hours
Multi-Company Training	Live Burn-Co. #2 & #4	87 hours
<b>Total Hours</b>		<b>243 hours</b>

**FIRE MARSHAL**

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

INSPECTIONS	21
INSPECTION FOLLOW-UPS	46
PLAN REVIEW	10
JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	4
COMPLAINTS	5
TANK REMOVALS	0
HAZ/MAT	1
BLASTINGS	4

### **Incidents:**

- There were no significant fire incidents or injuries reported in May. Responded to **18** fire calls during the month.

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

- Attended the monthly meeting of the Connecticut Fire Department Instructors Association at the State Labor Department office building in Wethersfield for an official review of OSHA Mandates governing the Fire Service.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Manchester.
- Conducted the quarterly meeting of Regional Task Force - 51 at fire headquarters.
- Conducted a meeting of the chief's staff to review the current budget status in order to prepare for the 2015-2016 budget close out.
- Attended several meetings with the Memorial Day Parade Committee, town staff and CERT team members to finalize the emergency action plan for the annual parade.
- Attended a court hearing in New Britain Superior Court to review an ongoing residential fire hazard abatement order.
- Attended the Annual "Tip-A-Firefighter" event at Chili's to raise funds for the American Cancer Society.
- Attended a special staff meeting with department heads and the Town Manager Search Committee.
- Met with a representative from the Chamber of Commerce to review plans for the Annual Classic Car Show on Market Square.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly Employee Health and Safety Committee at Town Hall.
- Conducted site set-up and vendor inspections prior to the start of the Motorcycle Madness Event at Mill Pond Park.
- Participated in the Annual Memorial Day Parade and Memorial Service at Town Hall and a picnic at fire headquarters.
- Attended the Annual Newington Fallen Firefighters Memorial Service at fire headquarters and visited the cemetery in New Britain.
- Conducted the monthly Command Staff meeting in the Commissioners Conference Room at headquarters.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works Team meetings.
- Attended various construction project meetings.
- Attended ASFCME contract negotiation meetings.
- Attended Town Manager search committee meeting.
- Attended Safety Committee meeting.
- Attended DEEP MS4 (municipal storm water) permit meeting.
- Coordinated annual Hazardous Waste Collection Day held May 7<sup>th</sup>.
- Continued with Landfill closure project tasks.

### **Roadway Maintenance**

- Continued curb/topsoil repairs.
- Crews continued with litter pickup/graffiti Town wide.
- Continued with Town wide pot hole patching.
- Completed several storm water catch basin rebuilds in various locations.
- Highway operators continued with Landfill material processing.
- Assist Traffic Division in preparations for the Memorial Day Parade.
- Assisted Fire Department with 911 Memorial project at Company #1.
- Crews continued with the reconstruction of the Ruth Chaffee parking lot project.
- Assisted Facilities Department with debris removal at Deming Young Farm.

### **Traffic Division**

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assist Police Department in the locations of speed boxes.
- Assist Sanitation Department with delivery/repair of recycling containers.

- Assisted with traffic control for the Memorial Day Parade.
- Assisted with traffic control for the annual road race.
- Painted all playground pavement markings at Anna Reynolds School.
- Began painting pavement markings Town wide.

#### Fleet Maintenance

- Continued with scheduled and emergency repairs for all Town vehicles and equipment.
- Assisted Fire Department with 911 Memorial project at Company #1.

#### Sanitation/Recycling/Landfill

- Scheduled 509 residential bulk items for collection for the month.
- Scheduled 74 condominium bulk items for collection for the month.
- Scheduled 34 condo/residential scrap metal items for collection for the month.
- 6757 tons of cumulative Municipal Solid Waste were collected from July through April.
- 2356 tons of cumulative recyclables were collected from July through April.
- 968 mattresses and 532 box springs were collected from July through April.
- 378 televisions were collected from July through April.
- Issued 59 permanent landfill permits and 8 temporary permits for the month.

### **TOWN PLANNER**

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

##### Regular TPZ Meeting on May 11, 2016:

- Approved, with conditions, Petition #16-16: Sec. 8-24 Referral for Town Center Streetscape Program Phase VI (Constance Leigh Drive).
- Approved the Performance Bond Release at 2897 Berlin Turnpike (Firestone Complete Auto Care).
- Approved the proposal to increase TPZ application fees.
- Approved, with conditions, Petition #15-16: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Fireworks Tent Sale at 2985 Berlin Turnpike ("Turnpike Plaza"). TNT Fireworks, applicant.

##### Regular TPZ Meeting on May 25, 2016:

- No actions taken.

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

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

- May 5: Inspected tent at Plaza Azteca Cinco de Mayo event.
- May 16: Staff meeting re: retaining wall at Deming Farm PUD.
- May 24: Staff meeting re: 712 Cedar Street site plan.

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

- May: Began drafting TOD zoning regulation for Newington Junction area.

##### Grant-Funded Project Activities

- May 16: Met with Park Director re Road Safety Audit application.
- May 9: Met with town staff re: design of Streetscape Phase VI.
- May 31: Attended Streetscape Phase VI project committee meeting.

##### Boards and Commission Meetings:

- May 11: Attended TPZ regular meeting.
- May 12: Attended Open Space Committee regular meeting.
- May 25: Attended TPZ regular meeting.

##### Professional Development/Training:

- None

##### Miscellaneous

- May 5: Met with manager of Constance Leigh elderly apartment re: parking.
- May 18: Attended monthly Public Works Department Head meeting.
- May 20: Attended Town Manager selection process meeting.
- May 26: Attended staff Sidewalk Planning Committee meeting.
- May: Responded to approximately 26 phone messages from citizens, applicants, staff and elected/appointed officials.

- May: Received and sent approximately 670 emails from citizens, applicants, staff and elected/appointed officials.

## TOWN ENGINEER

- During the month of May, thirty-six excavation permits were issued:
  - Gas Lateral – 3
  - Driveway – 32
  - Drainage - 1
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project:
- **Status** – Major operations completed last summer/fall; **Current activities:** will include restoration efforts (the installation of topsoil, minor grading and seeding). Certain structural repairs will commence on the “flood wall” located at the business #509 Main Str. at the corner of Dowd Str. later this month. DEEP has stated the last herbicide application for invasive plants (Japanese Knotweed) will commence this Fall.
 

The bulk of operations are now complete and included: Maintenance activities such as 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 Town Engineer attended the monthly Inland Wetlands Meeting.
- The Town Engineer attended a Constance Leigh Streetscape sub-committee meeting.
- The Town Engineer attended (2) DEEP - Piper\Mill Brook Project Meetings.
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer participated in a Manager selection committee meeting.
- The Town Engineer attended the monthly DPW meeting.
- The Town Engineer attended the Monthly CRCOG Transportation Meeting.
- The Town Engineer attended a seminar on MS4, DEEP presented an overview of the permit.
- The Town Engineer attends streetscape design meetings (Constance Leigh drive) as necessary to assist in the development of the plans (design review) and/or provide technical support.
- **Wetlands:** In the Month of May, The Town Engineer acting as the Wetland Agent, Administered 0 Application(s) via the Agent Approval process. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting. One application (2016-08, 131 Summit Street) was approved with conditions. Engineering staff assisted with residents\applicants in discussion preparation of future applications.
- **Site Plan Review:** Engineering conducted 2 site plan reviews with regard to LID\Stormwater Drainage, TPZ, Zoning and/or Inland Wetland regulations.
- **Sidewalks\Concrete Work:** Status: Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) was the successful bid candidate for the FY 2016-2017 concrete maintenance and repairs contract. Engineering continues to assess, catalogue (measure, estimates, etc.) and prepare a schedule in preparation for the next fiscal year beginning 07/01/2016.
- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) will commence on or around the first week of August. Roads are continually evaluated and scheduled for repair, drainage and/or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads requiring edge drainage and/or basin top replacement were catalogued and will be scheduled in advance of the M&O.

- **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) is currently in hiatus (further design review) with an anticipated construction timeline of 2017 at the earliest.
- **B.O.E. Design\Project Administration:** Status – Currently under Construction, Engineering staff is administering the design effort with the Ruth Chaffee parking lot, playground and site improvement plan. Engineering has completed the survey stakeout with operations underway in May by the DPW. The Inland Wetland Application 2016-04 AA, 160 Superior Ave. was Agent Administered for the installation of a second play scape and related drainage appurtenances. Site operations (Phase II) will be prepared & conducted by Town of Newington, Highway forces slated in June for the playground area on the west side of the property.
- **D.O.T. – Vendor in Place Program (VIP) –** The “Maintenance” division of D.O.T. prepares the yearly Mill & Overlay Program that is scheduled to commence this summer for the section of Route #175 from the intersection of Willard Ave. (Rte. #173) to the intersection of Constance Leigh Drive. Additionally, the “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) for Traffic Signal Improvements throughout the State. The Town of Newington will receive improvements at (9) intersections throughout town. The Town of Newington website has a link to the D.O.T. construction portal indicating the intersections slated for improvements.

### **BUILDING DEPARTMENT**

- Work is continuing at the Wood-N-Tap Restaurant, 3375 Berlin Turnpike. An Electrical Permit was issued for wiring the new restaurant.
- A Plumbing Permit was issued to install 2 hair wash sinks, 1 kitchen sink, 1 lav sink and 1 gas water heater for the new hair salon to be located at 975 Main Street.
- Plumbing permits were issued for 123 Lowrey Place, 139 Lowrey Place and 149 Lowrey Place, and a Sign Application was issued for the Studio 31 Massage / Damato Chiropractic. They are taking over the 3 units and will use the address of 123 Lowrey Place.
- Municipal Permits:
  - A Plumbing Application was applied for and is under review for the John Paterson School, 120 Church Street to demo & make existing bathroom ADA capable.
  - A Building Application was applied for and is under review for a deck and ADA ramp for the Yurt at 281 Milk Lane.
  - A Building Permit was issued to install framing and insulation for the police training facility at 281 Milk Lane. Electrical Permits were also issued to rewire the building for the police training room and build small IDF for telecom and install 1 RG6 for video & 14 data locations with 2 cat 6 per.
- Seminars attended by our inspectors for their continuing education credit were:
  - A. Hanke - Group Home New Construction – May 12, 2016.  
Daylighting Options and the 2012 IECC – May 17, 2016.
  - R. Smith - Group Home New Construction – May 12, 2016.  
Daylighting Options and the 2012 IECC – May 17, 2016.  
Design Trades – May 19, 2016.
- There were three Certificates of Occupancy issued in May. Two were residential – 40 Harvest Court and 13 Pine Street. One commercial – 2431 Berlin Turnpike – Enterprise Rent-a-Car.
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 162 inspections. They were: A/C Installation (4), Above Ceiling (2), Alarm (1), Boiler (2), CO (2), Decks (3), Electrical (10), Final (48), Footings (10), Foundation (5), Framing (5), Gas Line (16), Insulation (11), Mechanical (2), Plumbing (2), Pools (9), Roofing (3), Rough (25), Sheathing (2).
- The total number of Building/Renovation Permits issued / applied for the month of May was **191** producing a total permit value of **\$2,296,421.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	26	706,745.00
DECK	10	32,965.00
DEMOLITION	1	4,800.00
ELECTRICAL	48	283,153.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	4,949.00
GARAGE / SHED	1	11,500.00
MECHANICAL	20	158,008.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	580,980.00
PLUMBING	27	162,299.00
POOL	4	11,917.00
ROOFING/SIDING	27	197,695.00
SIGN	9	12,000.00
SOLAR	10	124,433.00
TENT	4	4,977.00
<b>TOTAL</b>	<b>191</b>	<b>\$2,296,421.00</b>

The total Building income fees received in the month of May was **\$27,767.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1580.00, Environmental \$375.00, Conservation \$550.00, Zoning Board of Appeals \$245.00, Copies, Books and Maps \$109.50 Driveway / Excavation \$1,050.00 Engineering copies \$34.50. The other total income is \$3,944.00.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for May:	\$2,296,421.00	\$3,218,005.00
Fees for Permits issued for May:	\$27,767.00	\$36,041.00
Other income Fees for May:	\$3,944.00	\$3,793.35
Building Permits Issued for May:	191	228

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>
\$26,195,500.00	\$305,178.00	\$25,495,010.00	\$277,021.00

### **HUMAN SERVICES**

- Director Futoma, Coordinator Labrecque, and Social Worker Wassik spent a full week participating in a fabulous CIT (Crisis Intervention Team) training alongside three of Newington's finest police officers. Lessons learned will certainly enhance our joint efforts going forward. Coordinator Meskill has previously taken the training, so we have a well-trained group of employees. We continue to work very closely with our police department.
- The Food Bank assisted 127 households with 638 bags of groceries distributed.
- Open Air Market served 130 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 15 households, providing 17 bags of clothes.
- The Special Needs Fund assisted 6 residents with 6 bills, 4-utility, 1-housing and 1-medical. 3 residents were 60+.

- There were 78 cases in our Social Casework program. 21 were new referrals. Staff continue to assist residents receiving shut off notices, refer to various resources, housing needs including evictions, entitlement applications, insurance needs and other areas including emergencies.
- The Youth and Family Counseling Program had 14 active cases. There were 2 new cases. Clinicians provided 25 clinical therapy sessions with a total of 41.5 clinical service hours.
- Our LGBTQ group met three times during the month.
- 7 police referrals were received for follow-up. We continue to see a consistent number of referrals from our police department.
- There were no JRB referrals this month.
- On May 4<sup>th</sup>, MKMS students that were not able to participate in the 8<sup>th</sup> grade trip to Washington, DC spent a day on the challenge course.
- On May 11<sup>th</sup>, JWMS students that were not able to participate in the 8<sup>th</sup> grade trip to Washington, DC spent a day on the challenge course.
- This spring's 4<sup>th</sup> grade SCORE program served 4 times the amount of youth for the same time last year. This is our second year offering SCORE programs to 4<sup>th</sup> graders. We anticipate further growth 2016-2017.
- Summer Youth Adventure registrations are flowing in with a June 3<sup>rd</sup> deadline. Mentors are selected and summer staff hired.
- We have had a record month on the challenge course. We are looking forward to a busy season.
- The Adventure Builds Bridges program worked the annual Postal Carriers food drive as a community service project on Saturday, May 14<sup>th</sup>. This year we received approximately 450 bags of food from Newington residents.
- The MKMS FUTP 60 (Fuel up to play 60 minutes a day) program went kayaking after school on May 19<sup>th</sup> and spent the day at the challenge course on May 25<sup>th</sup>. This is our fourth year collaborating with MKMS Health & Wellness teachers and facilitating challenge course, hiking, snowshoeing and paddling programs after school.
- Adventure Learning Program wrapped up its final sessions for the school year and will resume during the 2016-2017 school year.
- There were 3 requests for community service. 100 hours were completed and some carried over.
- Director Futoma participated in the Blight subcommittee meeting.
- The Hoarding Conference was held on May 25<sup>th</sup> at CCSU with 330 registered attendees. While at the conference we received word that the Governor signed SB 119 to establish a task force to study hoarding. Appointments to the task force should take place soon.
- Coordinator LaBrecque and Director Futoma participated in a planning meeting for a statewide hoarding training course being offered in June.
- Social Worker Wassik, Coordinator LaBrecque and Director Futoma attended a workshop on low income energy assistance programs.
- Human Services hosted a Volunteer Recognition celebration for the Transition Academy students to thank them for their ongoing support and assistance with our Clothing Closet donation laundering, copying, etc.
- Student intern, Kim Robbins finished up her year with us and graduated from CCSU. Intern, Thomas McConnell also wrapped up his internship from Tunxis.
- Clinical Coordinator Pat Meskill co-facilitated Mental Health First Aid in Wethersfield and will again co-facilitate in Newington in June.
- An evening series of educational workshops began in May and will run through June. LGBTQ and Executive functioning workshop were held this month. In June, Safe Dates and a forum on Opiate and Heroin crisis/substance abuse/misuse and mental health will be held.
- Staff attended workshops, trainings and meetings throughout the month.
- Youth Adult council awarded three \$500 educational scholarships to graduating seniors.



**May 2016 Statistics**

<b>Selected Programs</b>	<b>FY 15-16 Undp. Total This Month</b>	<b>FY 15-16 Undp. Total Last Month</b>	<b>FY 15-16 Cum. Undp. Total YTD</b>	<b>FY 14-15 Cum. Undp. Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	14	11	27	32
<b>Youth &amp; Family Service Hours</b>	41.5	24.5	289	363.25
<b>JRB Cases</b>	0	4	15	10
<b>Positive Youth Development</b>	444	324	2972	2773
<b>Information and Referral</b>	687	813	10,212	8909
<b>Social Casework Cases</b>	78	104	487	488
Under 55 =	24	29	147	
Under 55 Disabled =	22	29	131	
Over 55 =	32	46	209	
<b>Social Casework Service Hours</b>	126.25	169	1742.75	N/A
Under 55 =	29.5	38.5	341.5	
Over 55 disabled and/or disabled	96.75	130.5	1275	
<b>Food Bank Households</b>	127	129	1485	1564
<b>#Bags of Groceries Distributed</b>	638	625	7260	6430
<b>Special Needs</b>	6	6	75	78

**SENIOR AND DISABLED CENTER**

- May is nationally recognized as Older American’s Month. This year’s theme, “Blaze a Trail,” emphasizes the ways older adults are reinventing themselves through new work and new passions, engaging their communities, and blazing a trail of positive impact on the lives of people of *all* ages. The Senior and Disabled Center celebrates those trail blazers that have and continue to shape our community.
- The highlight of the month was the Annual Volunteer Recognition and Wall of Honor Dinner, celebrated on May 17<sup>th</sup> with a dinner catered by Jefferson House and served by Center and Town staff. Approximately 80 of the 110 volunteers of the center attended and joined in recognizing Gift Shop Manager Rose Bolton as the Wall of Honor recipient for 2016. Guests including members of the Commission on Aging and Disability, Town Council and State elected officials also enjoyed the piano stylings of volunteer Clarke Castelle.
- The 6<sup>th</sup> Annual Spring Fling Senior Prom took place on May 6<sup>th</sup>. Once again the students from the Hartford Magnet Trinity Academy provided a great event for around 50 Center members dressed in their finest. There was entertainment, dancing, refreshments & prizes. All had a great time.
- On May 3<sup>rd</sup>, Crafter Louise French showed how to transform a plain wooden bird house into a work of art in a mini-birdhouse workshop.
- A new 6 week Meditation for Wellness class started Wednesday, May 18<sup>th</sup>. Laura A. Boucher, MAMFT, RN, will gently teach how to meditate by guiding the class through some simple relaxation techniques to help cope better with the process of aging and enjoy a better quality of life.

- As part of the Giving Garden Volunteer Helena Thompson provided a workshop and talked about container gardening and demonstrated planting potatoes in a bag. The Center is currently selling the Root Pouch® bags to raise funds for the garden.
- The Center was the host site of the LGBT Moveable Senior Center on May 20<sup>th</sup>. Approximately 25 people attended the program that included a screening of “Coming out Late”, a session of Brain.e.ology© brain fitness, lunch and a Hip Hop dance class. This program is funded by CCCI, through a grant from the Noble Foundation.
- 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 3505 by 477 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 1190 trips to 103 people this month, covering **3602** miles.
- Center staffing was complemented by **682** hours of unpaid service in 246 instances by 50 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Tuesday, April 26; registration for non-residents began on Tuesday, May 10.
- We are again offering discount tickets for Lake Compounce, Six Flags, and the Connecticut Science Center. Tickets are available at the Parks and Recreation office.
- Residents were given the opportunity to purchase Summer 2016 pool passes at a discounted rate on or before May 20. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount. Pool passes are now key fobs instead of the small, laminated pieces of paper used in the past. The fobs will be scanned at the pools using a laptop with a scanner and will provide the aquatics cashier with a picture of the resident who purchased that pass. This will ensure security with pool passes.
- Men’s and Women’s Softball Leagues began play in early May. This year there are 16 Men’s teams and 6 Women’s teams (compared to 15 Men’s teams and 5 Women’s teams in 2015).
- Interviews were held in late April and early May for seasonal aquatics positions and supervisory promotions. Training for seasonal aquatics staff began in late May.
- Relay for Life was held at Mill Pond Park Friday and Saturday, May 13 and 14.
- Extravaganza vendor applications and sponsor forms were revised and sent to past participants. Information and applications are also available on our website.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Interviews were held throughout the month for Summer Camp RECreate (formerly Summer Playgrounds) and Playground Pals’ staff. Interviews have now been completed and all staff has been hired. Staff planning / training began in mid-May.
- Preschool registration for the 2016-2017 school year has been ongoing throughout the month.
- Planning and preparations for Extravaganza have been ongoing throughout the month.
- First-ever Motorcycle Madness was held on May 26 and attracted hundreds of bikers and spectators. Ten food trucks/tents attended along with the beer tent, 2 motorcycle raffles, 2 motorcycle dealers, 3 accessory tents, and the sponsor tents. This event raised money for the Life. Be In It. Extravaganza fireworks. Almost all expenses were covered by sponsorship monies.
- Additional hours for Camp RECreate have been added (7:30 to 5:30 rather than 8:30 to 4:30) to accommodate parents’ work schedules.
- Sibling discount of \$20 per week per child (after first child) is being offered for Camp RECreate and Playground Pals.
- A pancake breakfast was held on May 17 in celebration of Police Appreciation Day for our Police Officers and staff. Over 50 people attended the event.

### Upcoming – Recreation Division

- A comprehensive training program for all seasonal employees will be completed by the end of June.
- Preschool families will have an opportunity to get together at Mill Pond Park for ‘Fun in the Park’ on Thursday, June 2<sup>nd</sup>.

- Graduation ceremonies for students at Creative Playtime Preschool Program will be held on Tuesday, June 7<sup>th</sup>.
- A bird walk will be offered on the old Cedar Mountain trail to celebrate National Trails Day. The walk will be led by Mayor Roy Zartarian and Anita Schaffer, who volunteer their time. This event will be held on Saturday, June 4<sup>th</sup>.
- Touch-A-Truck will be held on Saturday, June 18 in combination with the library's Kick-Off to Summer Reading.
- Our Summer Concert Series (sponsored by Data-Mail, Inc.) has been finalized with a total of 11 bands. This began on May 26<sup>th</sup>.
- Mill Pond Pool and Churchill Pool will be opening a weekend early, compared to past years. Both pools will open on June 18<sup>th</sup>.
- Playground Pals (for residents entering or currently in Kindergarten), Camp RECreate (for grades 1 through 7) and Summer Sunshine (3 and 4 year olds) will begin on Monday, June 20.
- A week of Extravaganza events will be held from Sunday, June 10<sup>th</sup> through Saturday, June 16<sup>th</sup>:
- Concert featuring CT National Guard 102d Army Band: Sunday, July 10<sup>th</sup>
- Family Pool Float Night: Monday, July 11<sup>th</sup>
- Helicopter Rides (NEW!)(Sponsored by Century 21 Stamm Eddy) and Family Tie-Dye Party with Menchie's Frozen Yogurt: Wednesday, July 13<sup>th</sup>
- Carnival: This year the Carnival will be held Wednesday - Saturday, July 13-16<sup>th</sup>. Multi-day carnival tickets will also be sold in advance.
- Craft Beer Tasting and Concert in the Park: Friday, July 15<sup>th</sup>
- Re/Max is sponsoring Hot Air balloon rides: Friday, July 15<sup>th</sup>
- 35<sup>th</sup> Annual Life. Be in it. Extravaganza: Saturday, July 16<sup>th</sup> (rain date: July 17<sup>th</sup>)
- We will be hosting several bands on stage at the Life. Be in it – including JWMS Show Choir, dance team Duley Noted and New England Head Over Heels.

#### Parks and Grounds and Cemeteries

- Provided set up & clean up staffing for the Relay for Life event at Mill Pond Park on May 13<sup>th</sup> & 14<sup>th</sup>.
- Staff assisted in the planning, set up, logistics and clean up for the successful Motorcycle Madness at Mill Pond Park on May 26<sup>th</sup>.
- Town parks, cemeteries, monuments and the parade route were prepared for the annual Memorial Day services and parade.
- The clay and Har-Tru tennis courts were groomed and ready for play.
- Floral displays were planted in selected areas downtown and other parks and grounds locations.
- Churchill and Mill Pond pools have received extensive concrete repair including the pool bottoms, walls, decks and plumbing.
- Athletic fields were over seeded as needed.
- Division staff provided the final clean up and preparation for the reopening of Mill Pond Park playscapes.
- There were 11 interments and 5 plot sales at Town cemeteries.

#### LIBRARY

- Staff has been very busy getting ready the many programs that will be offered for children, teens and adults including the three summer reading programs. In addition to the planning of and preparation for programs, additional books and materials were purchased and staff spent time in the elementary and middle schools for promotional purposes. The "*On Your Mark Get Ready... READ*, exercise and fitness theme should be an appealing one for all age groups, and high numbers of participants are expected during June, July, and August. Teen librarians Bailey Francis and Alyssa LaCross created an online summer reading presentation that will be available to the high school students from the school's homepage.
- The Library Renovation/Addition Project Building Committee met twice in May. The second meeting was to interview a consultant that would assist the committee move towards a building program plan. Members of the committee continue to work well together and are eager to move this process forward.
- The library opened for its final Sunday on May 8. Due to a large budget cut and in an attempt to limit the impact on overall library services and hours from this cut, Sunday hours were eliminated. After 20 years the library will no longer be open 25 Sundays a year. It was a very difficult decision and the hope is to get the hours reinstated in the coming years.

- The library butterfly gardens located on the property near the Garfield Parking lot were mistakenly weed whacked by Parks and Grounds. After discovering the problem, Parks & Ground came over and cleaned up the gardens.
- The Library Board of Trustees held its 20<sup>th</sup> annual Newington Library 5K Challenge Road Race on May 15<sup>th</sup>. Keeney Manufacturing was the main sponsor. 300 runners/walkers as well as many more spectators participated in the morning event. Every one enjoyed themselves and is looking forward to next year's race.
- The staff from the Children's Department and the Friends of the Library marched in the Memorial Day Parade on May 28 to promote the library and summer reading.
- Assistant Library Director Karen Benner and Teen Librarian Bailey Francis followed up their April meeting with Jay Salerno, Director of Technology for Newington Public Schools, and Chris Kerr, Video Game & Mobile App teacher with a meeting at the high school to meet the students of the Teen Tech Support Club. They had a great meeting and are hoping to be able to collaborate on a project with them in the fall. The students demonstrated several projects they had worked on during the school year and both Karen and Bailey were in awe of their talent.
- Library BINGO ended at the end of May. The BINGO card had 25 tasks on it including attend a library program, read a book, and try an online database. To score a Bingo and get a ticket for the prize drawing, patrons had to complete 5 tasks in a row. Two people completed the whole card and four people finished half of it and 115 tickets were given out during the two month period. There was also a Library BINGO game for staff that included 25 tasks related to the library, its collection, services and the building that ran for two months.
- The Children's Department offered 139 programs to 3,607 children and their caregivers. Kindergarten students from Anna Reynolds and Elizabeth Green visited the library to learn the library and the collection. The Children's staff were very busy visiting all the elementary schools first to promote the summer reading program and again to do Nutmeg Booktalks to 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> graders. Other programs included *Babies Love Art*, *Tales to Tails*, *Stories and Art* and *Construction Club*. The Children's staff rounded out the month with outreach programs to daycares and preschools and regular story times.
- Adults and Teens were kept busy with 19 programs offered to a combined audience of 779 adults and teens. Programs for adults included a, *Movies and More @ the Library* featuring the movie *The Intern*, *The Death of Cancer* with Dr. Vincent DeVita, *The Boys of Summer- New Britain Bees*, *Sarah Speaks Up- Journey to Empowerment* and *ReDefined READS- Literary Blooms*. Teen programs included *Teen Advisory Board* and *Forever YA* book discussion group.
- Total circulation of library materials was 26,500. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,185 times from the library website. An average of 544 people visited the library each day. There were 8,319 visits to the library's homepage. Popular online services included *Ancestry.com*, *Reference USA*, *Lynda.com* and *Learning Express*, *BookFlix*, *TruFlix* and *PebbleGo: Animal, Science & Biography* databases. Museum passes were used 91 times this month, the most popular was the *New Britain Museum of Art*. The reference staff answered 4,532 reference questions. Free library meeting space including study rooms was used 458 times during the month.
- The DeliverIt, statewide delivery system, taken over by The State Library in April is still having problems. Deliveries are not consistent. There is still backlog at some libraries. Interlibrary loan requests and the return of our items from other libraries are taking much longer to receive.
- Related to the delivery system and all of its problems, the library consortium that we are a part of has voluntarily offered to reduce the number of holds a patron can have at one time to 5 in an attempt to reduce the items in the delivery system until the backlog and the problems are resolved. It is not a great solution because avid library users are restricted on the number of items that they can reserve in advance and they are not happy about. We hope that the State Library can figure out a way to make the delivery system fair and equitable.
- In Technology, because of the Library BINGO game, many staff used some of the online databases like *Lynda.com* for the first time. Technology programs included *Excel 2013 Basics*, *Tech 4 U* and *Tech Troubleshooting with Teens*. Adults are raving about the tech help the teens give them. Many of the questions revolved around smart phones and tablets.

- In Personnel news, part-time Children's Librarian Robin Stumpf left the library to take a new position at another library. Her position was posted and the closing date was May 27. Interviews will be held in June. Assistant Library Director Karen Benner attended the Board of Education's Strategic Planning meeting along with several Town Councilors, Board of Education members, and members of the community. Teen Librarian Bailey Ortiz attended the Young Adult Roundtable at the Hartford Public Library and got a tour of the teen YOUmedia Center.
- In Facilities news, the automatic front doors were broken. Tom Trumbull from Facilities contacted Mike from Independent Elevators to look at the door and he was able to fix the door with parts in his truck and we were only charged for his labor.
- Topics of note that were researched this month included:
  1. New Nutmeg nominees
  2. Foreign language books, especially languages used in India.
  3. How to sign up for the Peace Corps.
  4. Quotes to use for graduations.
  5. Books on improving memory.