



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: November 18, 2016
Re: Monthly Report – October 2016

GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane attended the Town Hall Renovations Project Building Committee meetings.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane attended the Economic Development Breakfast at Stew Leonard's.
- Mrs. Lane attended the MDC Budget workshop.

Legal Services

The legal amounts for the October monthly report are as follows:
Rome (Modern Tire/Firestone) - \$123,995.14.

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of October 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	42.8	\$ 2,002.18
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 703.52
HIGHWAY GARAGE – DRIVEWAY	17.5	\$ 621.00
TRAFFIC DIVISION	4.0	\$ 172.20
TOTALS	80.3	\$ 3,498.90

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	16.4	\$ 693.25
Turf and Grounds Maintenance	54.4	\$ 2,356.98
TOTALS	70.8	\$ 3,050.23

POLICE DEPARTMENT	16-17 Budget Overtime Appr.	Overtime Expended 16-17 YTD	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD
Administration	\$ 7,459.00	\$ 286.88	\$ 7,254.00	\$ 1,150.58
Patrol	609,919.00	227,608.17	603,738.00	298,680.18
Investigation	83,433.00	10,219.27	76,132.00	20,527.57
Communication	170,443.00	69,743.78	162,698.00	56,857.73
Education/Training	130,461.00	32,612.70	120,943.00	29,049.27
Support Services	36,261.00	13,559.87	34,408.00	10,873.62
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 354,030.67	\$ 1,008,179.00	\$ 417,138.95
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 11,008.08	\$ 25,212.00	\$ 6,495.83
Snow and Ice Control	148,440.00	0.00	148,440.00	0.00
Traffic	3,702.00	1,625.87	3,000.00	1,360.39
Vehicles and Equipment	29,949.00	6,800.99	26,949.00	10,789.09
Leaf Collection	48,989.00	0.00	50,999.00	0.00
Total	\$ 256,292.00	\$ 19,434.94	\$ 254,600.00	\$ 18,645.31
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 25,554.79	\$ 77,091.00	\$ 21,029.63
Cemeteries	15,012.00	1,139.77	18,371.00	3,032.56
Total	\$ 92,103.00	\$ 26,694.56	\$ 95,462.00	\$ 24,062.19

PERSONNEL

- Michael Sein was chosen for the Dispatcher position in the Police Department. He began his new position on October 31, 2016.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The third month of the 2016-17 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2016-17 plan year were estimated at \$987,630. The total paid claims from the Health Benefits Fund for September 2016 were \$642,830. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through September, 2016

	Town	Board of Education	Total
Estimated Claims	735,306	2,227,584	2,962,890
Actual Claims	430,689	1,674,629	2,105,318

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the months of September & October. Attended Town Hall Building Committee & Staff, Library Building Committee & Safety Committee meetings and union contract negotiation meetings. Attended a Storm Water Conference for the State of CT at the Aqua Turf in Southington.

Work Order Completions

The Facilities Maintenance Department has completed 121 formal work orders during the months of September & October at various Town Buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Sidewalk repairs have been ongoing as with maintenance throughout the building. A second and final main sewage line that was leaking was replaced in the tunnel averting another rupture and shut down of the Town Hall. A new sliding door system was installed in the back entrance by police dispatch to replace the nonfunctional problematic door system and for better ADA access to the rear of the building as well as greater energy efficiency for the foyer. Sidewalks were repaired around the Town Hall as well as the front entrance stairs and ramp and landing to the building.

Kellogg Eddy House

Work has been completed on the water damage restoration from the heating system freeze. Upgrades to the apartment has also been completed and application process has begun for having a care taker in before the cold weather comes. The security and fire alarm system was upgraded.

Kelsey House

A new cellar door was installed and the exterior was stripped, primed and painted. Trees were trimmed though out the property and the security and fire alarm system was upgraded.

Senior Center

Continuing with the replacement of ceiling tiles throughout the building. Maintenance Department installed a new roof on the outside patio covering along with repairs to the structure framing. The A/C chiller was drained and winterized and the heating system and pumps were started and maintenance was performed on all rooftop heating units. A new gutter was installed on the complete backside of the building's roof due to the damage from the past winter.

Parks & Grounds Building

Work has been completed on removal of the old boiler in the Silo and removal of the old heating system for the admin. area and a new ceiling radiant gas heating system was installed in the main garage. A new overhead door was installed in the rear of the main garage building matching the size of the front door that was installed a few years ago for better access to the garage. A new rear entrance door and frame was installed in replacement of the rotting one where the old boiler access was. The Maintenance Department installed the new Heating & A/C system for the Admin. and breakroom areas and blown in insulation was put into the attic above the main garage for greater efficiency and heat loss. The old window A/C was removed from the break room and a new window was installed for better natural lighting for the space. Maintenance Department installed a new ceiling electric heater for welding and blade repair shop. New flooring was installed for the highway department sign shop and a new overhead garage door opener was installed in police storage next to the sign shop.

Indian Hill Country Club

Work was started and completed on the new foundation wall as well as a new curtain drain to channel the roof drain water away from the building. Also a new stairwell was added on the outside of the building for exiting the rooms from below. Work can now start on the finishing of the bathrooms for the club house members by Indian Hills Management Company.

Highway Garage

CNG installed a new gas line from Milk Lane to the front of the main garage and the Heating systems upgrades bids went out and three bidders came in on the project with County Wide Mechanical Services out of Bristol being awarded the contract with work to be completed by the end of November 2016.

Library

The elevator smoke and fire alarm was upgraded for greater safety. The heating system and pumps were started and maintenance was performed on all of the rooftop heating systems. New windows were installed on the 1st floor as well as the admin room on the main floor for greater building energy efficiency and occupant comfort.

Police Department

A new sliding front entrance door was installed for greater energy efficiency and ADA access to the building. The boilers and pumps were started and maintenance was performed on all rooftop heating units and air handlers. The old ground mounted flag pole lights were removed and filled in with concrete. Lighting was upgraded to LED outside the Sally Port for greater energy efficiency. Propane tanks were installed for the new heating system that was installed over the summer in the new Police Training Center Building behind the Highway Building with the system being started for the heating season.

INFORMATION TECHNOLOGY

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

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

- Closing 109 help desk work orders.
- Upgrading virtual tools on the town's virtual infrastructure to the latest supported versions.
- Reconfiguration of the Police Department's WatchGuard Video Management system to accommodate permission and group changes.
- Applying application upgrades and patches on the town's financial application system.
- Upgrading the town's telephone system licensing servers and system firmware.
- Providing Geographical Information Systems (GIS) mapping for the National Welding Request for Expressions and Interest project and Police Department NexGen LEAS project.
- Updating the Parks and Recreation Department's Vermont Systems brochure component.
- Deployment of NexGen software throughout the Police Department in preparation of training and production rollout which is tentatively scheduled for December 2016.
- Review of additional two-factor authorization vendors.
- Migration of various server roles from the town's old domain to the town's new domain.
- Deployment of new line of business application in Engineering Department along with a handheld collector to be used in the field. The system will be replacing AutoCAD.
- Providing NCTV staff with secure remote virtual private network (VPN) access to their network segment.

Attending department, town, and regional and meetings as needed

FINANCE

Accounting and Administration

- With the deadline for the December 31 filing of the June 30, 2016 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.
- Instructions were prepared for the FY 2017-18 General Fund Operating Budget as well as instructions for the Capital Improvement Plan FY 2017-2018 through FY 2021-2022.
- Ann Harter, Director of Finance, attended a budget presentation at the Metropolitan District Commission (MDC) to discuss the 2017 tax levy. Preliminary numbers indicated an increase of 13.7% in the 2017 Proposed Ad Valorem Tax. This equates to an increase of \$609,250 or 16.65% for the FY 2017-18 for the Town's sewer services. The MDC also informed the member towns of the potential for an additional tax to the member towns to establish a \$15.8 million reserve in the event the City of Hartford defaults on its payments. This would equate to an additional \$1.4 million for the Town of Newington. The MDC is planning on adopting its budget on December 5th.
- In compliance with the State of Connecticut's benchmarking system, FY 2015 revenue and expenditure information was submitted into the statewide uniform chart of accounts (UCOA) mapping tool website.

The Town received the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,290,066. 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)

10/31/2016

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$30,882	\$21,268,397
Special Revenue Funds	5,400	5,773	4,004,764
Capital Projects Funds	1,500	1,503	1,034,273
Internal Service Fund	2,400	4,086	3,063,270
Trust and Agency Funds	4,000	1,433	1,097,551
TOTAL, ESTIMATED BY FUND			\$30,468,255

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

10/31/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.47	0.42	3,303	3,615	\$9,338,227
Bank North	0.20	0.20	335	334	2,037,835
People's Bank	0.32	0.32	2,057	1,991	7,591,415
Santander Bank	0.45	0.45	3,143	3,345	9,072,454
Farmington Bank	0.40	0.40	2,880	2,972	9,066,475
Total Outstanding Investments					\$37,106,406

Rates reflect avg. monthly yield, annualized

Assessor

- Ninety (90%) of all Real Estate improvement permits were inspected and valued.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of October, 2016.
- There are three court cases from the 2015 revaluation that are still pending. Pre-trials on two of them are scheduled for November 8, 2016.
- Personal property declarations sent out the last week in September 2016 were returned by mail and/or in person over the counter. To date, approximately 40% of the 1,400 declarations have been received.
- Staff responded to all data requests made in conjunction with the annual audit. The majority of the auditor's requests dealt with Elderly Tax Relief program.

Revenue Collector

- Collections for October on the 2015 Grand List amounted to \$322,519.33 while back taxes collections were \$57,125.50 and \$4,635.95 was collected on suspended accounts.
- This year's total collections through October were 55.31% which is slightly higher than the same time last year which was 54.89%.
- Town Constables received Alias Tax Warrants for collection on Personal Property and Motor Vehicle taxes.

TOWN CLERK

- Revenue was up 57% from last month and 13% from October 2015.
- There were 74 property transfers for a total of \$15,648,808. State conveyance tax collected was \$120,787 and Town tax collected was \$38,245.

- There were two commercial sales: 111 Holmes Road transferred for \$885,000 from Blu Sky Investors LLC to EMM Properties LLC; 1431-1439 Willard Avenue transferred for \$6.85 million from Rowaben Holdings LLC to Ebben Realty LLC.
- Residential sales included two home purchases over \$300,000 and one over \$400,000.
- A total of 446 documents were filed on the land records during the month: 103 mortgages, 153 releases, 8 liens, 25 assignments & 9 probate documents.
- The staff issued 112 certified copies of vital records, fourteen burial permits & eight cremation permits.
- Staff catalogued five liquor permits, four Trade Name Certificates & seven Notary Public commissions.
- There were 59 electronically recorded documents generating \$8,102 in recording fees.
- Copy revenue totaled \$2,856--\$898 attributed to the online portal.
- Absentee ballots for the Municipal Election became available on October 7th (31 days before an election). The office issued 925 Absentee Ballots for the month of October in addition to the regular office duties.

DATA SUMMARY OCTOBER 2016				
	<u>October - 16</u>	<u>October - 15</u>	<u>FY 16/17 to Date</u>	<u>FY 15/16 to Date</u>
Land Record Documents	541	446	1926	1801
Dog Licenses Sold	35	58	437	445
Game Licenses Sold	19	7	28	22
Vital Statistics				
Marriages	16	14	90	90
Death Certificates	24	16	117	99
Birth Certificates	20	16	99	81
Total General Fund Revenue	\$ 52,498.84	\$ 59,726.25	\$ 194,060.70	\$ 296,801.25
Town Document Preservation	\$ 1,258.00	\$ 1,206.00	\$ 4,769.00	\$ 4,864.00
State Document Preservation	\$ 728.00	\$ 616.00	\$ 2,890.00	\$ 2,636.00
State Treasurer (\$36 fee)	\$ 13,104.00	\$ 11,088.00	\$ 51,984.00	\$ 47,016.00
State Treasurer (\$127 fee)	\$ 5,830.00	\$ 6,985.00	\$ 21,336.00	\$ 24,892.00
State Treasurer (\$110 fee)	\$ 5,715.00	\$ 6,490.00	\$ 20,680.00	\$ 24,640.00
Locip	\$ 1,092.00	\$ 924.00	\$ 4,332.00	\$ 3,918.00
State Game Licenses	\$ 452.00	\$ 160.00	\$ 658.00	\$ 599.00
State Dog Licenses	\$ 260.00	\$ 479.00	\$ 2,965.50	\$ 3,055.50
Dog Licenses Surcharge	\$ 82.00	\$ 144.00	\$ 1,062.00	\$ 1,042.00
Marriage Surcharge	\$ 76.00	\$ 171.00	\$ 494.00	\$ 741.00
Grand Total	\$ 81,095.84	\$ 87,989.25	\$ 305,231.20	\$ 410,204.75

POLICE DEPARTMENT

- One Patrol Officer was promoted to the rank of Sergeant
- Patrol Officer assumed the duties as Traffic Enforcement Officer.
- The Dispatch vacancy was filled and is currently in the training process.
- Patrol Calls for October are as follows:

Medical Other	1	Animal	13	LandlordTenantDispute Report	1
Assault In Progress	3	Assault Report	1	Larceny from MV Report	32
Breach In Progress	10	Assist Other Agency	22	Larceny Report	29
Burglary In Progress	1	BadCheckInSufficientFunds	1	Location General	207
Criminal Mischief In Progress	2	Breach Report	2	Location School	9
Customer Dispute In Progress	5	Burglary Report	4	Lockout Building	3
Domestic In Progress	27	Car Seat	2	Lockout MV special circ	2
Drug Active	3	CheckWelfare911hangup	19	LTA	2
EDP In Progress	14	Check Welfare Other	43	Medical Fall	1
Fire Alarm	19	Clear Lot	5	Medical Other	2
Fire Hazmat	6	Pris /Paperwork to Court	15	Medical Respiratory	1
Fire Mutual Aid Request	1	Criminal Mischief Graffiti	1	Medical Stand By	5
Fire Other	11	Criminal Mischief Report	11	Medical Trauma	1
Fire Rescue	1	CSO	2	Missing	12
Fire Structure	8	Customer Dispute Report	2	MV Abandoned	2
Fire Vehicle	1	Dog Complaint	40	MV Assist	57
Harassment In Progress	2	Domestic In Progress	1	MV Complaint In Progress	41
LandlordTenantDisputeInProgr	1	Domestic Report	13	MV Complaint Report	15
Larceny from MV In Progress	2	Drug or Para found	2	MVA Evading	16
Larceny In Progress	5	DUI	5	MVA Injury	1
Medical Alarm	13	EDP Report	2	MVA Property Only	112
Medical Cardiac	26	Escort Funeral	4	Neighbor Report	5
Medical Diabetic	3	Escort Other	9	Noise	12
Medical Fall	51	Escort Tax	2	Parking Violation	13
Medical Other	142	Fingerprint	16	Pistol Permit Temp Issued	15
Medical Respiratory	28	FireCODetectorosymptoms	2	Property Found	9
Medical Trauma	4	FireStand By	2	Property Lost	5
Medical Unresponsive	10	Fire Task Force Activation	1	Serve Warrant	30
MV Abandoned	1	Fire Trouble Alarm	9	Sexual Assault Report	2
MVA Evading	2	Fireworks	1	Specific Detail CAD number	107
MVA Injury	18	FollowUp	79	Stolen MV	6
MVA Property Only	2	Harassment Report	5	Sudden Death	1
Open Door / Window	4	Hazard	19	Suspicious Report	27
Robbery In Progress	1	Illegal Dumping	2	Threatening Report	8
Suspicious In Progress	140	Intoxicated	5	Tow	14
Alarm Commercial Burg	43	Juvenile Complaint	14	Traffic Stop	565
Alarm Residential Burg	34	K9 Call	2	Trespass In Progress	3
				Trespass Report	3
				TOTAL	2399

- Investigations and calls by Patrol Officers in October included:
 - Officers were dispatched to a location in Newington for a reported domestic dispute in progress. Upon arrival, officers learned that the complainant was having an argument with his sister over items missing from the house. The complainant blamed the sister's boyfriend who was in the house as well. The complainant believed that the sister's boyfriend was involved with drugs and was stealing to sell the items and buy drugs. As the officers walked upstairs to talk with the boyfriend, they found the second floor bedroom window open and the boyfriend gone from the house. The boyfriend had jumped out the second floor window to flee the area. Officers then discovered that the sister had a Protective Order where the boyfriend could not be in contact with her. Officers attempted to locate the

against family and children, 7 for dui, 2 for disorderly conduct, 17 for larceny and 18 for other offenses. We also arrested or referred 7 persons under the age of 18: 6 for drug related charges and 1 for disorderly conduct.

- Police Department Overtime:
 - Comparison
 - OT September \$125,983 3 pay periods in September with a holiday
 - OT October \$ 88,457 2 pay periods in October with a holiday
 - \$ 37,526 decrease in overtime for October
 - During October, 1 officer graduated the Academy, 1 officer on light duty, and 1 dispatcher vacancy. These vacancies have an impact on the overtime for a total of 3 positions vacant on the schedule in the patrol division and dispatch. The dispatcher's position was filled at the end of the month and the light duty officer returned to full duty.
 - One officer was assigned to Traffic Duty and one officer promoted to Sergeant.
 - Admin overtime \$286 an increase of \$286 for holiday pay.
 - Patrol overtime \$53,308 a decrease of \$29,540. Overtime included \$14,000 for holiday pay, investigations for Midstate Regional Accident investigation, DUI arrests, ATV detail, prisoner watch at hospital, ammo inventory, drug violation, burglary, larceny interviews, subpoenas, domestic calls, Sergeants meeting, EMS committee meeting, stolen motor vehicle, Citizens Police Academy, rifle cleaning, casework, juvenile arrest, search warrants, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime \$5,194, an increase of \$2,914. Overtime included \$3,800 for holiday pay, casework follow-ups, evidence seizure, crime scene investigation, burglary investigation, DEA assistance, and interviews.
 - Communications overtime \$17,277, a decrease of \$7,815. Overtime included \$2,000 for holiday pay, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime \$6,406, a decrease of \$4,380 for training classes consisting of Emergency Response Team training and firearms training.
 - Support Services overtime \$5,986, an increase of \$1,009. Overtime included Citizens Police Academy, student arrest, Mid State Regional Accident investigation, and staff coverage.
 - ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of October, 2016. During this period fire department members responded to 4 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	October 2016	4 Months Activity
FIRES		
Structure Fire	3	9
Vehicle Fire	1	4
Exterior Fire	2	19
Other Fires	0	3
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	2
Extrication	2	4
Other Rescue Calls	0	1
SERVICE CALLS		
Hazardous Condition Calls	4	20
Water Problem	0	7
Other Service Calls	9	17
Good Intent Calls	4	18
False Alarm/False Call	17	91
Severe Weather/Natural Disaster	0	1
Special Incident Calls	1	1
Mutual Aid/Standby	0	1

Total	43	198
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Training Summary

Public Education Training	School Visits Fore Prevention	48.0 hours
Public Safety Education	Open House	126.0 hours
Task Force Training		14.0 hours
Cadet Training	Communications	15.0 hours
Officer Training	Saputo Preplan	39.0 hours
Firefighter Safety CFA Classes		8.0 hours
Company Training	Various – All Cos.	120.0 hours
Multi-Company Training	Live Burn	181.0 hours
Driver Recertification		16.0 hours
Pump Training		12.0 hours
Total		619.0 hours

FIRE MARSHAL

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

INSPECTIONS	17
INSPECTION FOLLOW-UPS	38
PLAN REVIEW	5
JOB SITE INSPECTIONS	12
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	3
COMPLAINTS	1
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	5

Incidents:

- There were no significant fire incidents or injuries reported in October. Responded to **28** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Assisted with the first Annual Police and Fire Departments Golf Classic at Indian Hill Country Club.
- Attended the monthly Cedar Mountain Commons Men's Club Breakfast to review various fire prevention topics with the group.
- Attended the monthly Capital Region Fire Marshals Association meeting in Avon.
- Attended a 100th Anniversary Committee meeting at fire headquarters.
- Attended the quarterly meeting of the Connecticut Fire Marshals Association in Southington.
- Attended the monthly meeting of the Safe Home Committee at Town Hall.
- Met with the Town Manager to review plans for the town's participation in the Annual Department of Emergency Management & Homeland Security's Statewide Severe Storm Exercise to be held next month.
- Participated in the Annual Fire Prevention Open House at Fire Headquarters.
- Conducted the quarterly meeting of the Local Emergency Planning Committee at town hall.
- Attended several meetings with town staff to review emergency plans for the Vallabhdham Temple Celebration.
- Attended the quarterly Task Force-51 meeting at Rocky Hill Station #2.
- Attended the Newington Veteran Firefighters Associations Annual Harvest Dinner at fire headquarters.
- Attended a Memorial Service for Stephan Gabriel brother of Co. #2 Lieutenant Jeff Anderson at the Church of Christ Congregation on Main Street.
- Conducted the Annual Balf-Town Committee meeting at Town Hall.

- Attended the monthly officers training session at fire headquarters: Saputo Plant on Milk Lane: Pre-Plan tour.
- Attended an all-day training session at the state fire academy: Fire Scene Decisions, Risk vs. Benefit.
- Attended the monthly Company Drill at the training tower: Live Fire Scenarios.
- Conducted the Annual Department meeting in the Kalasky Room at fire headquarters.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Hartford.
- Attended a retirement party for Richard Smith who recently retired from the Building Department.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works Team meetings.
- Attended several construction project meetings.
- Attended quarterly LEPC meeting.
- Attended regional storm water management conference.
- Attended pre-construction meeting with engineering firm for landfill closure.
- Continued with supervision and coordination of all construction projects.
- Addressed various personnel issues.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Continued with Town wide pot hole patching and curb repair.
- Highway operators continued with Landfill material processing.
- Completed basin repair on Meadow Street.
- Crews assisted Mechanics in the preparation of leaf collecting equipment.
- Completed paving project at Anna Reynolds School exit driveway.
- Crews completed major catch basin repairs on Beacon St., Fisk and Veterans Drive.
- Completed reconstruction of the Highway Department's entrance road and parking lot phase one.
- Completed the construction of bituminous pathway at Police Training Facility.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Police Department with relocation of speed boxes.
- Assisted Police Department in traffic control for the Vallabhdham Temple ceremony on Church Street.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Completed set up of two (2) highway and one (1) park's vehicle.
- Completed the annual setup and maintenance of leaf collection equipment and vehicles.
- Continued with emergency repairs of road reconstruction equipment throughout the month.

Sanitation/Recycling/Landfill

- Scheduled 786 residential bulk items for collection for the month.
- Scheduled 93 condominium bulk items for collection for the month.
- Scheduled 40 condo/residential scrap metal items for collection for the month.
- 2168 tons of cumulative Municipal Solid Waste were collected from July through September.
- 687 tons of cumulative recyclables were collected from July through September.
- 336 mattresses and 185 box springs were collected from July through September.
- 131 televisions were collected from July through September.
- Issued 40 permanent landfill permits and 16 temporary permits for the month.

TOWN PLANNER

Data is unavailable at this time.

TOWN ENGINEER

- During the month of October, nineteen excavation permits were issued:
 - Gas Lateral – 13
 - Driveway – 5
 - MDC Water/Sewer – 1
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project:

Location: The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will be extended from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). The specific areas and locations of maintenance were dictated by the Department of Agriculture, Natural Resource and Conservation Service (NRCS).

Status – Major Project operations completed, restoration completed to path along Brookside Road.

Historical info. Link: The Town of Newington has implemented a portal (via link) on the Town's website.
- The Town Engineer attended a webinar on the DEEP MS4 Permit.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Inland Wetland meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- **Wetlands:** In the Month of October, The Town Engineer acting as the Wetland Agent, Administered (0) Application(s) via the Agent Approval process. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting.
 - Engineering staff assisted with residents/applicants in discussion preparation of future applications. Additionally, the Town Engineer and Inland Wetland Chairman regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** Engineering continued to review (2) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and\or (2) Inland Wetland regulations. Engineering reviews multiple iterations of plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations.
- **SidewalksConcrete 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 calendar year 2017. The first wave of concrete work has been accomplished for handicap ramp replacement on the roads scheduled for Mill & Overlay. The next phase of sidewalk repair will commence next summer at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Engineering staff continues to administer and prepare the first round of stonewall repair work in town. Staff has catalogued and slated repairs for as early as this fall. Wall restoration will consist of repair of failing sections of wall utilizing material "in kind" of the existing wall. To reiterate, the wall restoration includes removal, repair and minor drainage efforts. Walls will continue to be examined, monitored and scheduled for repair as the program moves forward. Wall restoration efforts will commence this fall in the month of November, 2016.
- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) have been completed. Roads are continually evaluated and scheduled for repair, drainage and\or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads requiring edge drainage and\or basin top replacement were catalogued and will be scheduled in advance of the M&O. The Highway Superintendent and Town Engineer will continue to meet in a continued effort to compare paving evaluations and perform field inspections scheduled for later in the fall (November) in advance of preparing\updating the (5) year roadway C.I.P.

- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Complete, punch list items remain for site work. **Anna Reynolds School** – Status: Substantially complete, Engineering provided survey (stakeout) for both the sidewalk contractor and DPW to assist in the installation of walks and pavement during the month of October, 2016. The remaining operations are punch list items, including but not limited to: line striping, x-walk, signage, etc. Engineering developed the necessary plans to facilitate the Inland Wetland Application; 2016-14AA, 85 Reservoir Road. This application was administered by the Wetland Agent and approved in July, 2016. Activities proposed entail a proposed concrete sidewalk along the exit drive with minor paving and grading. This sidewalk serves two purposes by which it creates a safer, more formalize parking & child transfer area and it connects the building walks with Fenn Road. The concrete contractor is scheduled to commence operations the first two weeks of Oct. DPW forces will be responsible for the bituminous concrete pavement restoration.
- **D.P.W. Projects:** Public Works Garage, re-construction, Status: completion (Phase I) – Engineering provided the survey, estimate and design to facilitate the construction efforts of DPW forces for the above referenced project. The re-surfacing/reconstruction of the public works garage is a “Phase I” of the Public Resurfacing initiative at the Highway Garage. Last year’s culvert replacement (twin 30” ADS pipes and stormwater swale construction) preceded the reconstruction of the access road from Milk Lane that was paved in October, 2016. Additional drainage will be upgraded or replace (as necessary) in advance of future pavement improvements at the Highway Garage.
- **D.O.T.** – The “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) **Status:** On-going, for Traffic Signal Improvements throughout the State. The Town of Newington will receive improvements at (9) intersections throughout town. The Town of Newington website has a link to the D.O.T. construction portal indicating the intersections slated for improvements. The DOT operations have commenced and are at various stages of construction. Rizzo construction is the primary contractor and Martin Laviero is the sub-contractor responsible for all sidewalk replacement. Engineering has coordinated the efforts of both DOT operations to include the milling, overlay, updating of loops, etc. in advance of the Constance Leigh Streetscape Project and the Town of Newington M&O.

BUILDING DEPARTMENT

- An Application was applied for and is under review for a new single family residence to be built at 20 Packards Way.
- Work is continuing at the Wood & Tap Restaurant located at 3375 Berlin Turnpike.
- Work is continuing at the new Medical Center located at 196 Kitts Lane.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Unsafe Structures and Vacant Buildings – October 27, 2016.
 - A. Hanke - Code Updates: Fire Safety Code Part III & IBC Chapters 2-10 – Oct. 26, 2016.
- Unsafe Structures and Vacant Buildings – October 27, 2016.
 - K. Kilkenny - Code Updates: Fire Safety Code Part III & IBC Chapters 2-10 – Oct. 12, 2016.
- Unsafe Structures and Vacant Buildings – October 28, 2016.
- There were two Certificates of Occupancy issued in October. One was for a single family residence located at 25 Packards Way. The other was commercial for Select Comfort Sleep Number located at 1593 Southeast Road.
- Building Department activity for the month of October was as follows: The Inspectors completed a total of 182 inspections. They were: A/C Installation (1), Above Ceiling (4), Chimney (1), CO (5), Electrical (12), Final (56), Footings (7), Foundation (6), Framing (7), Gas Line (19), Insulation (8), Mechanical (7), Plumbing (4), Rough (42), Siding (1), Site Visit (2).
- The total number of Building/Renovation Permits issued / applied for the month of October was **168** producing a total permit value of **\$1,059,470.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	33	456,542.00
DECK	0	0.00

DEMOLITION	0	0.00
ELECTRICAL	36	84,033.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	4,095.00
GARAGE / SHED	1	2,600.00
MECHANICAL	42	357,042.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	250,000.00
PLUMBING	22	110,931.00
POOL	0	0.00
ROOFING/SIDING	19	157,185.00
SIGN	5	40,875.00
SOLAR	5	44,067.00
TENT	2	2,100.00
TOTAL	168	\$1,509,470.00

The total Building income fees received in the month of October was **\$19,041.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$585.00, Environmental \$300.00, Conservation \$1400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$65.50 Driveway / Excavation \$475.00 Engineering copies \$49.00. The other total income is \$2874.50.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for October:	\$1,509,470.00	\$2,617,900.00
Fees for Permits issued for October:	\$19,041.00	\$29,935.00
Other income Fees for October:	\$2,874.50	\$2,808.00
Building Permits Issued for October:	168	221

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

<u>2016-2017</u>		<u>2015-2016</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$10,099,656.00	\$90,672.00	\$10,437,641.00	\$126,721.00

HUMAN SERVICES

- The Food Bank assisted 127 households with 605 bags of groceries distributed.
- Open Air Market served 112 households during 2 bi-weekly distributions this month.
- Holiday volunteer assignments/schedules were mailed out for November needs.
- The Clothing Closet served 23 households, providing 26 bags of clothes.
- The Special Needs Fund assisted 11 residents with 12 bills, 6-utility, 3-housing and 2-transportation, 1-medical. 4 residents were 60+.
- There were 91 cases in our Social Casework program. 47 were new referrals.
- The Youth and Family Counseling Program had 16 active cases, 2 of which were new. Clinicians provided 26 clinical therapy sessions with a total of 40 clinical service hours.
- 2 clinical police referrals were received for follow-up.
- There was 1 JRB referral this month
- Fall SCORE programs experienced great weather in October allowing for lots of outdoor adventure-based activities.
- The Challenge Course continued to be busy with 12 groups (248 participants) out there this month. More are scheduled into November.
- The SUCCESS 5th grade programs went well with high energy and enthusiasm.

- Our new high school “Outdoor Trekkers” program has 15 youth registered with a school orientation session and an overnight retreat at our yurt. Many of these youth have expressed interest to become mentors for our other youth programs.
- The NHS Self-Awareness class had a classroom session and a day out at the challenge course. They are planning a community service project to assist with the November Thanksgiving distribution
- There were 4 requests for community service. 25 hours were completed with some hours carried over into additional months.
- Safe Homes Task Force continues to meet to address at-risk and/or complaints.
- Staff attended workshops, trainings and meetings throughout the month.
- Youth Services Coordinator Rik Huggard and Clinical Services Coordinator Pat Meskill attended the annual CT Youth Services Association Conference.
- Pam and Carol attended an annual energy forum to get updates for this year’s utility programs.
- Affordable housing and emergency shelter bed availability continue to be one of our greatest challenges due to limited stock and long wait times for both.
- Karen Futoma, Pat Meskill, Pam Wassik and intern, Kayla, attended the free annual CT overdose conference which focused heavily on the current Opiate crisis, response and resources.
- Director Futoma continues to participate in the CCHD ACHIEVE group which has mental health and substance abuse as one of its priority focuses.
- We also continue to work closely with the police department regarding many of our vulnerable and at-risk residents.
- Carol LaBrecque and Karen Futoma completed their final course for CT ADA Coordinator certification, which should also complete their requirements to take the final exam for the National ADA Coordinator certification.

October 2016 Statistics

Selected Programs	FY 16-17 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 16-17 Cum. Undp. Total YTD	FY 15-16 Cum. Undp. Total YTD
Youth & Family Counseling Cases	16	20	26	17
Youth & Family Service Hours	40	51	144.50	101
JRB Cases	1	0	1	3
Positive Youth Development	364	398	1757	1581
Information and Referral	979	1079	3947	2957
Social Casework Cases	91	94	199	293
Under 55 =		22	59	74
Under 55 Disabled =		25	43	90
Over 55 =		47	97	129
Social Casework Service Hours	172.75	143.25	623.50	666
Under 55 =	35.25	34	151.00	129.50
Over 55 disabled and/or disabled	137.50	109.25	472.50	536.50
Food Bank Households	127	146	585	586
#Bags of Groceries Distributed	605	694	2781	2801
Special Needs	11	9	32	35

SENIOR AND DISABLED CENTER

- The autumn was celebrated on October 11th with an ice cream and apple crisp social sponsored by Newington Rapid Recovery.
- Halloween was celebrated by the participants in the congregate meal program with many of the participants dressing in elaborate and creative costumes.
- Through the generosity of Jefferson House Good Samaritan Fund a new 65"HD TV was purchased and installed in the Multi-Purpose Room. This replaces the need for a projector for classes and workshops.
- On October 4th Joe Allen, Physical Therapist, from Physical Therapy & Sports Medicine Centers presented a seminar about balance and vertigo.
- Volunteers Jim Late and Jay Slater continue to provide help with computers and other technology to participants. The service is available twice a month on a walk-in basis.
- A new session of LiveWell Diabetes started this month. This 6 week workshop is designed for people with diabetes to learn about what to eat, foot care, low and high blood sugar, sick day guidelines, tips for dealing with stress and how to set small and achievable goals. Staff from Qualidigm are leading the program.
- JudiAnn Lausier, Community Outreach Specialist, for the Holiday Retirement of West Hartford demonstrated easy-to-prepare meals for 1 or 2 in a Lite-Bites presentation on October 20th. Samples were provided.
- The monthly Veterans' Coffee Hour continues to gain steam. All who served in the United States Military are invited to attend to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services. The Veterans Coffee Hour is conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home.
- Sharad Saxena from Home Helpers facilitated a rousing game of Jeopardy on October 25th. Jeopardy included categories like movies, music, history, authors, and much more.
- The Center sponsored its first bus trip this month with a visit to Foxwoods on October 14th. There was so much demand that a second bus was ordered and filled, taking 110 people. The Center's Trip Committee is working on a travel schedule for the 2017 calendar year that will feature a mix of casino, sightseeing and entertainment trips.
- As of the end of October, the Center had 1,722 paid members, including 214 Fitness Center members.
- There were 200+ opportunities to participate in programs at the Center over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3488 by 543 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. The Door Counters were re-installed and connected to the Town's network and show that approximately 350 people a day used the Center.
- Dial-a-Ride provided 1106 trips to 99 people this month, covering **3206** miles.
- Center staffing was complemented by **220** hours of unpaid service in 220 instances by 42 volunteers.

PARKS AND RECREATION

Recreation Division

- Most Fall Programs have been ongoing throughout the month of October.
- Staff attended the CRPA Fall Quarterly training on Seasonal Unemployment on October 4.
- Staff attended/assisted with the ADACC (Americans with Disabilities Act Coalition of CT) State Conference on October 28.
- Planning for the youth basketball program (Kindergarten through grade 12) has begun & brochures were distributed to students through grade 8—program will begin in December.
- Over 200 children attended the Children's Halloween Party held on Saturday afternoon, October 29 in the Community Center. The Newington High School Girls Swimming and Diving Team volunteered at the event.
- The Women's 4-team Volleyball League started on October 11.
- The Teen Center has been renamed the Youth Lounge and will hopefully attract more youths to participate in events offered.
- Club TotalRec has been established for Newington students in Grades 5 through 12. Separate events will be offered for students in grades 5 & 6, grades 7 & 8 and grades 9 through 12. The first event was the 7th & 8th grade dance held on Friday evening, October 21 with 344 Newington students in

attendance. Club TotalRec has many events scheduled, including dodgeball tournaments, 3 vs 3 basketball tournaments, corn hole tournaments, whiffle ball tournaments and more dances (including a high school Sadie Hawkins' dance).

- Training for Club TotalRec staff was held prior to the first event on October 21.
- The Department was selected for the \$25,000 Saputo Healthy Lifestyle Legacy Grant for the purchase and installation of outdoor exercise equipment along the Mill Pond Park walking trail.
- An inflatable pumpkin and lights outside the Community Center side entrance were put up for the enjoyment of youths and adults as they drive by or enter the building. Other seasonal inflatables will be put up accompanied by music to help everyone get in a festive mood.

Parks and Grounds and Cemeteries

- Planted two London Plane trees at Clem Lemire Park.
- Pruned the Bob Stanley trails at Churchill Park.
- Performed major repairs at the Churchill Park softball infield.
- Continued mowing and lining athletic fields for fall sports.
- Performed maintenance on equipment used for leaf removal.
- Began the process of winterizing equipment and facilities.
- Staff began inspections of the Main Street tree lights.
- There were 11 interments and 4 sales at town cemeteries.

Tree Warden

- Pruned broken branch on Town tree at 89 Dowd Street.
- Asplundh removed a rotted Cherry tree located in upper parking lot at Anna Reynolds School. Tree was close to electrical service so we contacted Eversource for assistance.
- Assisted Wethersfield crew in removing (8) eight trees near ball field at Anna Reynolds School. Tree removal was requested by B.O.E. for sidewalk improvements along exit driveway.
- Removed dead Ash tree along pathway to Alumni Field, from rear parking lot of High School.
- Removed dead Elm tree from Town property near tennis courts.
- Complaint from bus garage about a low hanging branch between John and Nicholson Streets interfering with bus traffic. Pruned branches in question.
- Removed (3) dead Elm trees from East side of Mary Wells Park.
- Cleared line of sight issue Willard at Garfield Street.
- Pruned street light at 197 Boylston Ave, due to resident complaint.
- Removed dead Maple tree corner of Linwood and Parker Streets.
- Tree complaint from 16 Farmstead Road investigated by Department. Tree is a privately owned tree - no action taken by Parks and Grounds Department.
- Posted Oak Tree South side of Town Hall entrance for removal. Removal requested by Facilities Director due to possible ADA improvements. No action to be taken until Town Manager has report on Town Hall project.
- Posted tree for removal at corner of Birch Street and Maple Hill Avenue due to sight line problems.
- Removed split Mulberry tree on West side of Company Two Firehouse. Tree had three separate cracks all the way to the base, hazardous.

LIBRARY

- The Friends of the Library had a very successful bus trip to Hyde Park, New York. People visited the Vanderbilt Mansion, Val-Kil Cottage and FDR's Home Museum & Library. The Friends are also very busy getting ready for its fall book sale to be held on November 18, 19 & 20 at the Newington Senior and Disabled Center.
- The Library Board of Trustees gave out new committee assignments and appointed new chairs so that work can begin immediately on Board projects.
- Diane Durette, Head of Reference, has been collaborating with the Board of Education to get all yearbooks scanned into digital format. Both the library and high school have collected as many years of yearbooks that they could and sent them to out to digitized. The links for the yearbooks will be available online.
- The Children's staff offered 61 programs to 2,535 children and their caregivers. The 15th Annual John and Adella Sliva Memorial Young People's literary presentation featuring author Dana Alison Levy was

held on October 28. Ms. Levy, author of the Nutmeg Award nominee *The Misadventures of the Family Fletcher* spoke to 1,170 children grades 3rd through 6th in the Newington High School and Middle Schools about the writing process and how ideas come together to create a book. Children and teens alike had fun decorating pumpkins at *Pumpkin Palooza*. Other programs included *Parent-Child Workshop, Stories and Art, Cinema City* with a showing of the film *The Jungle Book*. Outreach to pre-schools and daycares rounded out the month.

- 6 programs were offered 61 teens during the month. *Make a Creepcake and Watch a Horror movie; Teen Pumpkin Palooza* while watching a scary movie, Newington High School Book Club and Half Day Fun Middle School Edition were some of the programs offered.
- Adults had a fun month of programs as well. 18 programs were attended by 488 adults. *Femme Fatale-Ava Gardner* a film series was hosted by movie buff Gil Gigliotti. Movies shown were *The Killers, Mogambo* and *On the Beach*. The two *Made in CT* programs were completely full with long waiting lists. People learned about handmade *Tschudin Chocolates and Confections* from Middletown and quality brandies from *Westford Distillers* in Ashford. Highlights of other programs included a visit from cozy mystery author Laura Bradford, bestselling author of *Emergency Desserts* and *Amish Mysteries* series, an Estate Planning program, and an afternoon movie viewing of *Mother's Day*.
 - Total circulation of library materials was 27,074. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,345 times from the library website. 13,905 people visited the library during the month. There were 7,350 visits to the library's homepage. Popular online services included *Reference USA, Universal Class, Valueline, BookFlix,* and *PebbleGo Animal, Social Studies and Dinosaurs* databases. Museum passes were used 61 times this month, the most popular were *Florence Griswold Museum and Connecticut Trolley Museum*. The reference staff answered 4,730 reference questions. Free library meeting space including study rooms was used 347 times during the month.
 - Technology News: Software issues with the library's ILS continued to be problematic and required a lot of staff time. The software has been making it difficult to login easily and/or it was dropping staff periodically throughout the day. Karen Benner, Digital Services Librarian Jennifer Hebert and Town IT staff are working on these issues. Technology programs offered were *Get to Know Your iPad, Tech Troubleshooting with Teens* and *Tech 4 U*.
 - Personnel News: Diane Durette, Head of Reference attended a webinar called "*Care through Community*" highlighting the new web page, *myplacect.org*, that will be used to help people connect with information that will keep them living at home longer. Newington Senior Center will be one of the three town partners showing the public how to navigate the system. Michelle Royer, Head of Community services attended a *Low or No Budget Programs at the Library* workshop and came away with some great ideas for library programming.
 - Facilities News: The library elevator smoke detectors were integrated into the new building wide fire alarm system.
 - Topics of note that were researched this month included:
 1. Are pirates polite?
 2. Books with onomatopoeia.
 3. Using iMovie to make movies.
 4. Rates of Eversource electricity.
 5. Treatments for esophageal cancer.