



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya D. Lane, Town Manager
Date: March 24, 2017
Re: Monthly Report – February 2017

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.
- 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 to meet with various departments regarding budget requests for the upcoming fiscal year.
- Mrs. Lane continued work related to the AFSCME union contract negotiations. The union ratified the contract on February 4, 2017.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane and Mayor Zartarian presented the annual State of the Town address on February 23, 2017.

Legal Services

The legal amount from November 2012 to February 2017 is \$134,128.50.

Overtime

Paid overtime during the month of February 2017 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	5.5	\$ 270.45
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 805.44
ROAD MAINTENANCE	0.5	\$ 21.53
SNOW	893.4	\$ 44,795.03
TRAFFIC	4.0	\$ 229.60
TOTALS	919.4	\$ 46,122.05
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	5.7	\$ 233.42
Snow/Ice	224.4	\$ 10,351.36
TOTALS	230.1	\$ 10,584.78

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

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	\$ 1,039.94	\$ 7,254.00	\$ 1,708.44
Patrol	609,919.00	447,388.52	603,738.00	523,242.11
Investigation	83,433.00	29,941.91	76,132.00	41,577.01
Communication	170,443.00	148,779.72	162,698.00	126,113.42
Education/Training	130,461.00	81,978.59	120,943.00	64,055.03
Support Services	36,261.00	15,371.79	34,408.00	7,989.84
Animal Control	<u>1,211.00</u>	<u>0.00</u>	<u>3,006.00</u>	<u>0.00</u>
Total	\$ 1,039,187.00	\$ 724,500.47	\$ 1,008,179.00	\$ 764,685.85
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 18,036.87	\$ 25,212.00	\$ 12,458.04
Snow and Ice Control	148,440.00	70,722.33	148,440.00	41,674.53
Traffic	3,702.00	2,572.97	3,000.00	1,876.99
Vehicles and Equipment	29,949.00	15,344.30	26,949.00	22,036.41
Leaf Collection	<u>48,989.00</u>	<u>30,755.27</u>	<u>50,999.00</u>	<u>41,659.37</u>
Total	\$ 256,292.00	\$ 137,431.74	\$ 254,600.00	\$ 119,705.34
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 62,716.01	\$ 77,091.00	\$ 52,460.31
Cemeteries	<u>15,012.00</u>	<u>3,473.49</u>	<u>18,371.00</u>	<u>4,415.35</u>
Total	\$ 92,103.00	\$ 66,189.19	\$ 95,462.00	\$ 56,875.66

PERSONNEL

- The AFSCME Local 2930 union voted to approve the proposed 2016-2020 contract on February 4, 2017.
- Vacant part-time Youth Worker position was posted on January 30, with a closing date of February 24. Applications are under review, with a panel interview to be scheduled in March.
- A public posting for a part-time Tax Clerk was posted on February 13, with a closing date of March 3, 2017. The interview process will begin in March.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The seventh 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 January 2017 were \$765,213. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through January, 2017

	Town	Board of Education	Total
Estimated Claims	1,715,714	5,197,696	6,913,410
Actual Claims	1,099,159	4,192,809	5,291,968

FACILITIES MANAGEMENT

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

Work Order Completions

The Facilities Maintenance Department has completed 62 formal work orders during the month of February at various Town Buildings.

Town Hall

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

Senior Center

HVAC wall units for 1st phase replacement throughout the building are still on order and are scheduled to be shipped in March.

Parks & Grounds Building

Upgraded Entry doors leading into the storage barn for greater security.

Indian Hill Country Club

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

Highway Garage

Work is still in progress and is waiting on the new equipment that has been shipped from the manufacturer and should arrive by the 1st week of April. Upgraded ceiling tiles in the main bathroom, hallway & breakroom.

INFORMATION TECHNOLOGY

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

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

- Closing 89 help desk work orders.
- Preparing and deploying new 2-in-1 laptop devices for use by Town Council members.
- Assisting AT&T and Newington Police staff with their Next Generation E911 system cutover.
- Improving town geographical information systems (GIS) to computer aided mass appraisal (CAMA) data match rate to over 99%.
- Assisting Engineering and Planning departments with GIS data creation and cartographic design.
- Designing new Economic Development area maps.
- Disaster recovery and high availability testing for selected public safety databases.
- Working with Facilities Maintenance staff on data and electrical wiring in Town Council chambers to accommodate their new 2-in-1 laptop devices.
- Troubleshooting regional LPR (license plate reader) access from Capitol Region Council of Government law enforcement agencies.
- Reviewing and resolving video recording system issues installed in designated police patrol vehicles.
- Assisting Office of Town Manager with State of the Town PowerPoint presentation and setup.
- Scripting the deployment of video codec software for use by designated Police Department staff.
- Troubleshooting backup archive appliance hardware issues
- Attending department, staff or regional meetings are needed or required.

FINANCE

Accounting and Administration

- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on February 2nd and 21st.
- Ms. Harter assisted with compilation of information for the State of the Town on February 23rd.
- Several meetings and tasks associated with the 2017-18 budget were undertaken by Ann Harter and Lisa Rydecki during the month in order to meet the March 3rd, submission deadline to the Town Council.

- Major grants received during the month include the second installment (50%) of the Town Aid Road grant in the amount of \$207,817. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE
(Unaudited)
2/28/2017

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$45,751	\$26,955,473
Special Revenue Funds	5,400	12,702	4,011,693
Capital Projects Funds	1,500	3,164	1,035,934
Internal Service Fund	2,400	8,233	2,555,344
Trust and Agency Funds	4,000	4,151	1,111,282
TOTAL, ESTIMATED BY FUND			\$35,669,726

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
2/28/2017

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.64	0.63	6,433	3,996	\$15,802,110
Bank North	0.20	0.20	159	11	1,035,579
People's Bank	0.32	0.32	637	728	2,595,980
Santander Bank	0.45	0.45	2,225	457	6,160,942
Farmington Bank	0.50	0.40	3,863	271	10,075,115
Total Outstanding Investments					\$35,669,726

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of February.
- Appointments for 23 appeals to the Board of Assessment Appeals to be held in March were made by the Assessor's office. All properties under appeal were sent individual notices of their respective appointments. Out of the 23 appeals, 12 were for commercial properties that wished to appeal their assessments from the 2015 Revaluation.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an ongoing program as applications will be taken through May 15, 2017. Approximately 300 letters were sent out to current and future applicants to inform them of the need to submit income information and the time requirement for filing.
- Required reports of the 2016 grand list were submitted to the State of Connecticut.

Revenue Collector

- February Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$2,790,664. The amount of Supplemental Motor Vehicles taxes collected was \$206,298 with \$21,774 paid on back taxes, which included \$2,248 for suspended accounts.
- This year's February collection rate on the 2015 Grand List is 98.1% which is a slightly lower when compared to last year which was 98.4%.

- The staff was extremely busy processing all mail and walk-in payments after delinquent notices were issued earlier in the month. Additionally, taxpayers were assisted with gathering IRS information which will continue through April.
- Delinquent notices were prepared for 411 real estate taxpayers, 44 personal property accounts for business taxes, and 2,537 for motor vehicle tax bills which included the supplemental motor vehicle billing.
- Adjustments were made to 151 motor vehicle accounts which requires manual processing and research to be compatible with the records at the Motor Vehicle Department.

TOWN CLERK

- There were 50 property transfers in February for a total of \$8,083,938 in sales. State conveyance tax collected was \$73,887.87 and Town conveyance tax collected was \$19,779.30.
- There were two residential sales - each sold for over \$400,000; 20 Deming Farm Drive – \$435,018; 30 Maple Hill Avenue – \$465,000. One Commercial sale at 56 Costello Road - \$2,910,000.
- A total of 344 documents were filed on the land records during the month: 96 mortgages, 12 liens, 115 releases, 20 probate documents and 29 assignments. Sixty-three of these documents were electronically submitted for a total of \$6,687 in revenue.
- The staff certified and issued 140 copies of vital records. Sixteen burial and seven cremation permits were issued.
- Twelve Notary Public commissions & six Trade Name certificates were catalogued.
- The Town Clerk attended the Secretary of the State Elections Commission Liaison meeting on February 6, 2016 to discuss changes/improvement to the existing Absentee Ballot Program.

DATA SUMMARY FEBRUARY 2017				
	<u>February-16</u>	<u>February-17</u>	<u>FY15/16 to Date</u>	<u>FY16/17 to Date</u>
Land Record Documents	410	344	3,751	3,345
Dog Licenses Sold	25	62	527	628
Game Licenses Sold	7	5	54	60
Vital Statistics				
Marriages	6	2	118	165
Death Certificates	28	20	233	219
Birth Certificates	16	21	169	165
Total General Fund Revenue	\$ 30,017.68	\$ 34,336.80	\$ 323,625.59	\$ 445,662.44
Town Document Preservation	\$ 878.00	\$ 866.00	\$ 8,442.00	\$ 8,941.00
State Document Preservation	\$ 538.00	\$ 566.00	\$ 5,214.00	\$ 4,878.00
State Treasurer (\$36 fee)	\$ 9,684.00	\$ 10,188.00	\$ 93,780.00	\$ 87,192.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 3,429.00	\$ 37,719.00	\$ 44,450.00
State Treasurer (\$110 fee)	\$ 3,740.00	\$ 3,300.00	\$ 35,530.00	\$ 44,880.00
LoCIP	\$ 807.00	\$ 849.00	\$ 7,815.00	\$ 7,266.00
State Game Licenses	\$ 232.00	\$ 150.00	\$ 1,363.00	\$ 1,641.00
State Dog Licenses	\$ 190.00	\$ 737.00	\$ 3,704.00	\$ 4,980.50
Dog Licenses Surcharge	\$ 62.00	\$ 176.00	\$ 1,298.00	\$ 1,580.00
Marriage Surcharge	\$ 38.00	\$ 133.00	\$ 722.00	\$ 1,254.00
Grand Total	\$ 50,631.68	\$ 54,730.80	\$ 519,212.59	\$ 652,724.94

POLICE DEPARTMENT

- Patrol Calls for February are as follows:

Abandoned MV	4	Fire Other	11	MV Abandoned	4
Administrative	3	Fire Structure	7	MV Assist	118
Alarm Commercial Burg	63	Fire Trouble Alarm	3	MV Complaint	40
Alarm Hold Up	5	Fire Vehicle	1	MVA Evading	9
Alarm Residential Burg	28	Fire Water Problem	2	MVA Injury	12
Animal Complaint	16	Follow Up	43	MVA Property Only	88
Assault	1	Found Property	1	Neighbor	5
Assist Other Agency	37	Gun	1	Noise	11
Bad Check InSufficient Funds	1	Harassment	6	Non Collect Person	2
Breach of Peace/Disorderly	13	Hazard	31	Open Door/Window	11
Burglary	8	Indecent Exposure	1	Parking Violation	136
Check Welfare	35	Intoxicated	5	PD ASSIST FIRE DEPT.	32
Check Welfare 911	17	Juvenile Complaint	20	Pistol Permit	16
Check Welfare Other	1	K9 Assist	7	Prisoner Care	2
Clear Lot	2	Larceny	47	Property Found	8
Court Detail	7	Larceny from MV	8	Property Lost	6
Criminal Mischief	8	Local Traffic Authority	3	Robbery	1
Customer Dispute	12	Location Check	22	Roll Call	3
Dog Complaint	28	Location General	3	Serve Subpoena	3
Domestic	20	Lockout Building	2	Serve Warrant	14
Drug	3	Lockout MV	1	Sexual Assault	1
DUI	6	Lost Property	1	Shots Fired	1
EDP	10	Medical Alarm	12	Specific Detail	91
Escort / Transport	2	Medical Cardiac	20	Stolen MV	2
Escort Funeral	5	Medical Complaint	139	Sudden Death	4
Escort Other	3	Medical Diabetic	1	Suicide Attempt	1
Escort Tax	1	Medical Fall	42	Suspicious MV Unoccupied	18
Fingerprint	7	Medical Other	23	Suspicious Report	84
Fire Alarm	20	Medical Respiratory	17	Threatening	1
Fire CODetector no sympt	1	Medical Stand By	1	Tow	21
Fire Extrication	1	Medical Trauma	1	Traffic Stop	476
Fire Hazmat	3	Medical Unresponsive	7	Trespass	5
Fire Mutual Aid Request	1	Missing	4	TOTAL	2091

- Investigations and calls by Patrol Officers in February included:
 - On 2/26/17, multiple officers were dispatched to a local school for a report of fight that had just occurred. Upon arrival, officers located numerous people in the hallway. They advised that the fight was over and one of the people was in the bathroom. Officers entered the bathroom and located an adult victim who had a severe eye injury. Officers then located the second person involved outside the bathroom nearby. The second person did not appear injured. Officers then learned that the victim and the suspect and been involved in a verbal argument in the hallway of the school during a youth basketball game. The victim walked away from the suspect and entered the bathroom nearby. While in the bathroom, the suspect entered the bathroom and began punching the victim repeatedly. During the assault, numerous bystanders entered the bathroom and pulled the suspect off the victim. The victim sustained a severe eye injury during the assault. The suspect was charged with 53a-181 Breach of Peace in the 2nd Degree and 53a-61 Assault in the 3rd Degree.
 - Officers were contacted by a local hospital in reference to a male patient who had a laceration to his forearm. The patient advised hospital staff that he was attacked and stabbed by his wife while in Newton. Officers were able to gather information from the male regarding the incident. The male

- advised police that he and his wife were arguing at their family business. During the argument, the female grabbed a sharp instrument and slashed at her husband causing a laceration to his arm. The wound required a few stitches and the male was released from the hospital. Later in the evening, officers were able to locate the wife at her residence and took her into custody. She was charged with violation of CGS 53a-182 Disorderly Conduct, CGS 53a-63 Reckless Endangerment 1st Degree, and CGS 53a-60 Assault 2nd Degree. She was held on a \$50,000.00 bond.
- In February, Detective Division Personnel:
 - Handled 90 investigations, 59 remain ongoing and 31 were closed by investigative methods.
 - Served 19 arrest warrants, 16 by Patrol Officers and 3 by Detective Division personnel.
 - On February 7th detectives responded to a residential address on Main Street to investigate the death of a 34 year old male who resided in the home. Detectives processed the scene for physical evidence and interviewed other residents of the home. At this time the cause of death is unknown and this case remains under investigation.
 - On February 12th Newington Detectives assigned to the Mid-State Major Crime Squad responded to the parking lot of Chicago Sam's located at 51-14 Shunpike Road, Cromwell. The Cromwell Police Department requested the services of the Mid-State Major Crime Squad to process a crime scene connected to a large fight involving the discharge of a firearm.
 - On February 13th Detectives assumed responsibility for the investigation of an assault on a police officer that occurred on February 11th at approximately 2:05 pm. Patrol officers responded to a report of a shoplifting in progress at the Best Market located at 175 Lowrey Place. An employee of Best Market observed a male and female exiting the store without paying for \$190 worth of beer. The male suspect, described as a white male with facial hair wearing a black hat and black hooded sweatshirt, fled the scene in a green Honda Civic prior to police arrival. The female was apprehended on scene and taken into custody. A back up officer who responded to the area, observed the suspect vehicle traveling east on East Cedar Street. The Newington officer initiated a traffic stop of the vehicle just over the Wethersfield town line on Wells Road. As the officer approached the vehicle, he observed the operator reaching for what appeared to be a handgun on the dashboard and a struggle ensued. The operator then fled east on Wells Road at a high rate of speed and the officer was dragged alongside the suspect vehicle for approximately 150 yards, at which time the officer was able to free himself. The officer sustained minor injuries as a result of the incident. Newington Detectives, with the assistance of personnel from the Wethersfield and Hartford Police Departments, were able to locate and seize the vehicle involved and also identify the male suspect involved as Joshua Coonradt. Suspect Joshua Coonradt was located and arrested by Hartford Police Officers on charges unrelated to this incident. Newington Detectives responded to the Hartford Police Department where they interviewed Coonradt. During this interview Coonradt confessed to his involvement in the incident. Newington Detectives completed an arrest warrant for the charges of Assault on a Police Officer, Reckless Endangerment 1st Degree, Larceny 3rd Degree, Larceny 6th Degree, Conspiracy to commit Larceny 6th Degree, Reckless Driving, Misuse of Registration Plates, Operating a Motor Vehicle while under Suspension, and Disobeying the Signal of an Officer. On Tuesday February 21st Coonradt was arrested by Newington Detectives and held on a \$150,000 court-set bond.
 - On February 21st Newington Detectives assigned to the Mid-State Major Crime Squad responded to 330 Brimfield Road, Wethersfield. The Wethersfield Police Department requested the services of the Mid-State Major Crime Squad to assist in the execution of a search warrant and to process the crime scene connected to a kidnapping and assault that occurred within the home.
 - On February 28th detectives responded to the Summit Motel, 2207 Berlin Turnpike to investigate the death of a 45 year old male. The deceased was discovered by motel staff after he failed to check out of the room he had rented. Detectives processed the scene for physical evidence. At this time the cause of death is unknown and this case remains under investigation.
 - In February, the Community Service Officer (CSO):
 - Facilitated Internship program.
 - Coordinated and participated in Read Across America at 2 elementary schools.
 - Coordinated the first Lunch and Learn program at Martin Kellogg. Lt. Jameson and Det. Kelliher visited with selected 5th graders to discuss A Day in the Life of a Newington Police Officer.
 - Checked 6 car seat installations.
 - Worked in conjunction with Parks & Rec to begin the planning stages of National Night Out scheduled for August 1, 2017. NNO is a nationwide community event to help strengthen the police-community partnership while sending a message to criminals that the neighborhoods are organized against crime.

- Attended the Special Olympics LETR kickoff event.
- Met with a representative from Starbucks to discuss details on the Coffee with a Cop joint venture.
- Attended a Critical Incident Stress Management meeting at Goodwin College. The purpose of the meeting was to form a regional team in the area to respond to critical incidents.

Property Report February 2017

Category	# of Counts	Property Value (\$)
Counterfeited/Forged	4	\$0
Damaged/Destroyed	30	\$18,237
Stolen	152	\$117,326
Evidence	113	\$473
Found	24	\$1
Lost	8	\$1,490
Seized	22	\$2
Recovered	40	\$117,451
Informational	4	\$951
Totals	397	\$255,931

- Police Department Overtime:
 - Comparison
 - OT January \$ 92,811 With 2 holidays
 - OT February \$ 93,935 With one holiday
 - Total Increase \$ 1,124 Increase in overtime
 - During February, 1 officer on light duty, 1 officer on Workers Comp, 1 dispatcher in training, and 1 dispatcher vacancy. These vacancies have an impact on the overtime for a total of 4 positions vacant on the schedule in the patrol division and dispatch.
 - Admin overtime \$573 for holiday pay.
 - Patrol overtime \$50,052 and decrease of \$13,074 Overtime included \$10,000 for holiday pay, investigations for DUI arrests, dead person investigation, stolen vehicle, vandalism in cell block, accident involving an officer, court coverage, domestic calls, rifle cleaning and ammo inventory, casework, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime \$9,768, an increase of \$6,966. Overtime included sudden death investigation, casework follow-ups, NexGen entry, and crime scene investigation.
 - Communications overtime \$22,512, an increase of \$4,629. Overtime included \$2,000 for holiday pay, overtime to cover vacancy due to retirement in November, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime \$7,447 an increase of \$2,996 for training classes consisting of Emergency Response Team training, NexGen 911 training, OC spray and baton training, and Investigating and Interrogating Techniques training.
 - Support Services overtime \$3,583 a decrease of \$966. Overtime included holiday pay.
 - ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of February, 2017. During this period Fire Department members responded to 47 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	February 2016	8 Months Activity
FIRES		
Structure Fire	1	21
Vehicle Fire	3	10
Exterior Fire	2	27
Other Fires	0	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	3

Extrication	1	9
Other Rescue Calls	1	5
SERVICE CALLS		
Hazardous Condition Calls	6	43
Water Problem	2	15
Other Service Calls	7	44
Good Intent Calls	0	25
False Alarm/False Call	21	184
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	1
Mutual Aid/Standby	1	6
Total	45	398

Training Summary

Driver Training	Cone Course	15.0 hours
Driver Training	Road Time	3.0 hours
Officer Training	F/F Near Miss Study Review	23.0 hours
2 Q Drivers Examination		4.0 hours
Company Training Co.- 1	Apparatus Placement	19.0 hours
Company Training Co. - 2	New Stihl Saw Operations	38.0 hours
	New Rescue Truck Familiarization	16.0 hours
Company Training Co. – 3 & 4	Ventilation/Forcible Entry	54.0 hours
Multi Company	Tactical Ventilation	167.0 hours
Total Training		339.0 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of February, 2017.

INSPECTIONS	8
INSPECTION FOLLOW-UPS	35
PLAN REVIEW	8
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	3
TANK REMOVALS	0
HAZ/MAT	1
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported in February. Responded to **20** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended a meeting of the Statewide Hoarding Working Group at Town Hall to review the committee's progress and plans for this year's conference.
- Conducted the monthly Command Staff meeting at Fire Headquarters.
- Attended the bi-monthly Employee Health & Safety Committee meeting at Town Hall.
- Attended the monthly meeting of the Capital Region Fire Marshal Association in New Britain.
- Attended several meetings with Town staff and MDC officials to review the Town's annual fire hydrant maintenance fees.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the wake for Mary Carlone mother of retired Co. #1 firefighter Joseph Carlone and grandmother of Company #2 member Nicholas Carlone at Newington Memorial.
- Coordinated storm activities and preparations with the State Office of Emergency Management during Blizzard Chris.
- Attended a meeting with the Finance Department, Town Manager and Command Staff to review the 2017-2018 budget.

- Attended the Annual Chamber of Commerce State of the Town Breakfast at the High School.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #2 on Richard Street.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Continued with Landfill closure project tasks.
- Attended Department Head and Public Works Team meetings.
- Attended Environmental Quality Commission meeting.
- Attended Health and Safety Committee meeting.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town-wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching.
- Crews began picking up damaged curbing due to snow plowing operations.
- Repaired drainage pipe on Eddy Lane.
- Trimmed branches alongside roadways Town-wide.
- Highway crews called in 4 times for snow/ice events for a total of 24.9 inches snow/ice.
- Equipment Operators continued with annual on line Target Training workplace safety courses.
- Crews completed Town Center snow removal.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assisted Sanitation Department with maintenance of recycling containers.
- Assisted Police Department with the relocation of speed boxes.
- Repaired mailboxes damaged during snow plow operations.
- Assisted Highway Department with snow plowing operations.
- Responded to one after hours traffic light malfunction call out.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Continued with the repair and maintenance of snow fighting equipment.
- Assisted Highway Department in snow plowing operations.
- Began set up of one new Police fleet vehicle.
- Mechanics began spring service on street sweeping equipment.

Sanitation/Recycling/Landfill

- Scheduled 370 residential bulk items for collection for the month.
- Scheduled 47 condominium bulk items for collection for the month.
- Scheduled 19 condo/residential scrap metal items for collection for the month.
- 4813 tons of cumulative Municipal Solid Waste were collected from July through January.
- 1641 tons of cumulative recyclables were collected from July through January.
- 686 mattresses and 338 box springs were collected from July through January.
- 280 televisions were collected from July through January.
- Issued 4 permanent landfill permits and 1 temporary permit for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on February 8, 2017:

- Approved, with conditions, Petition #52-16: Special Permit (Section 6.2.4: Free-Standing Business Signs) at 2545 Berlin Turnpike (Artisan Vapors). George Emerson, owner.

Regular Meeting on February 22, 2017:

- Approved, with conditions, Petition #04-17: Special Permit (Section 6.13: Accessory Apartment) at 71 Eddy Lane. Steven and Laura Dutil, owner/applicant.

- Approved Petition #03-17: Special Permit (Section 3.2.8: Daycare) at 312 & 320 Alumni Road. Ronley and Seema Mavumkal, applicants.
- Approved, with conditions, Petition #02-17: Site Plan Approval (Commercial Daycare) at 312 & 320 Alumni Road. Ronley and Seema Mavumkal, applicants.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- February 3: Met with Town Manager re: Starbucks site plan.
- February 3: Met with applicant's engineer re: 395 Willard Avenue.
- February 3: Met with applicant's engineer re: 3333 Berlin Turnpike.
- February 6: Met with Town Engineer re: Packard's Way Street Acceptance.
- February 24: Met with Town Manager re: Cashway zoning enforcement.

TOD/CTfastrak/Amtrak Corridor Planning:

- February 3: Prepared revised memo to TPZ on TOD zoning amendment.
- February 16: Prepared revised memo to TPZ on TOD zoning amendment.

Grant-Funded Project Activities

- February 14: Obtained Town Council approval for Deming Farmhouse grant application.
- February 17: Discussed design changes with Constance Leigh streetscape consultant.
- February 27: Met with Town Manager re possible STEAP grant application.

Board and Commission Meetings:

- February 8: Attended TPZ regular meeting.
- February 22: Attended TPZ regular meeting.
- February 23: Attended Open Space Committee regular meeting.

Professional Development/Training:

- February 24: Attended economics of housing seminar at Lyceum in Hartford.

Miscellaneous

- February 2: Met with Town Manager regarding MS4 permit process.
- February 3: Met with other Town Planners in Central CT Health District.
- February 7: Viewed webinar on MS4 permit process.
- February 15: Staff meeting with MS4 consultant.
- February 23: Attended State of the Town breakfast meeting.
- February 24: Staff meeting with Town Manager re Cedarwood Lane.
- February 24: Staff meeting with consultant on Alumni Road Traffic Light project.
- February: Responded to approximately 21 phone messages from citizens, applicants, staff and elected/appointed officials.
- February: Received and sent approximately 486 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of February, three excavation permits were issued:
 - Gas Lateral – 1
 - Driveway - 2
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- The Town Engineer attended a webinar on DEEP MS4 Permit
- The Town Engineer attended a webinar on Road Salt, utilization, environment
- The Town Engineer attended a meeting with regard to the MDC – Hydrants Maintenance Agreement
- **Wetlands:** In the month of February, The Town Engineer acting as the Wetland Agent, Administered (1) Application(s) via the Agent Approval process, I.W. Application 2017-02AA, 105 Cherry Hill Drive for the installation of a shed. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting. A Total of (2) Inland Wetland Applications were received by Full Commission at the February, 2017 regular scheduled meeting. The Commission acting as the Conservation Commission received request for action to allow a sign in the Conservation Easement at 169 Louis Street.

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 (3) Inland Wetland regulations. Engineering reviews multiple iterations of plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations.
- **Sidewalks\Concrete Work:** Status: Completed for Calendar year. Repair\replacement work to reconvene in the spring. The contractor (Martin Laviero Construction) was the successful bid candidate for the FY 2016-2017 concrete maintenance and repairs contract. Engineering continues to assess, catalogue (measure, estimates, etc.) and prepare a schedule in preparation for the next calendar year 2017. The next phase of sidewalk repair will commence next summer at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Operations completed. Engineering staff continues to administer the first round of stonewall repair work in town. Wall restoration will consist of repair of failing sections of wall utilizing material “in kind” of the existing wall. The wall restoration includes removal, repair & minor drainage efforts. Walls will continue to be examined, monitored & scheduled for repair as the program moves forward. Wall restoration were completed the month January 2017. The “pilot” repair methodology will be evaluated & future failing walls (as catalogued) will be monitored and programmed for future repair.
- **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 scheduled for the 2017 M&O season will be re-evaluated (March - 2017) in the field by the T.E. & Highway Superintendent for determination of edge drainage, basin top replacement, sidewalk ramps, etc. This continued inspection effort is imperative for scheduling and coordinating operations in advance of the milling and paving of the roadways.
- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Minor alterations requested
Anna Reynolds School – Status: Phase I - Substantially complete, punch list items remain, minor grading, topsoil, etc. Engineering provided survey (stakeout) for both the sidewalk contractor and DPW to assist in the installation of walks and pavement during the month of October, 2016. The remaining operations are punch list items, including but not limited to: line striping, x-walk, signage, etc. Engineering developed the necessary plans to facilitate the Inland Wetland Application; 2016-14AA, 85 Reservoir Road. This application was administered by the Wetland Agent and approved in July, 2016. Activities proposed entail a proposed concrete sidewalk along the exit drive with minor paving and grading. This sidewalk serves two purposes by which it creates a safer, more formalize parking & child transfer area and it connects the building walks with Fenn Road. **Status: Phase II** – schedule T.B.D., additional parking designed and to be constructed by DPW forces. The parking will be extended at the southerly parking lot, adjacent to access driveway leading to Fenn Road.
- **D.P.W. Projects:** Public Works Garage, re-construction, Status: completion (**Phase I**) – Engineering provided the survey, estimate and design to facilitate the construction efforts of DPW forces for the above referenced project. The re-surfacing\reconstruction of the public works garage is a “Phase I” of the Public Resurfacing initiative at the Highway Garage. Last year’s culvert replacement (twin 30” ADS pipes and stormwater swale construction) preceded the reconstruction of the access road from Milk Lane that was paved in October, 2016. Additional drainage will be upgraded or replace (as necessary) in advance of future pavement improvements at the Highway Garage. **Phase II** of the paving construction is scheduled to commence next construction season of 2017. **Roadway Reconstruction:** Judd Lane, partial reconstruction scheduled for 2017 season.
- **D.O.T. –** The “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) **Status:** On-going, for Traffic Signal Improvements throughout the State. The Town of Newington will receive improvements at (9) intersections throughout town. The Town of Newington website has a link to the D.O.T. construction portal indicating the intersections slated for improvements. The DOT operations have commenced and are at various stages of construction. Rizzo construction is the primary contractor and Martin Laviero is the sub-contractor responsible for all sidewalk replacement. Engineering has coordinated the efforts of both DOT operations to include the milling, overlay, updating of loops, etc. in advance of the Constance Leigh Streetscape Project and the Town of Newington M&O.

- **Engineering Staff:** - Have administered (or continued review) the (2) site plans and (3) Inland Wetland Applications as referenced above. Engineering provided both the ground survey and preparation of design plans for (1) inland Wetland Applications (Mill Pond Easement\concrete pad). The wetland Applications Administration in the form of plan review, calculations and comments for Commission review remain steady for the month of February.
- **DEEP MS4 Permit:** - Engineering staff has assembled the necessary data (storm water quality testing) and prepared the updated “Annual” report for submittal to the DEEP (December 2016). Engineering and Planning continue a coordinated efforts to research and recommend the hiring of a consultant to transition the existing permit to meet the requirements of the DEEP guidelines as set forth for the “NEW” DEEP MS4 permit. The town has engaged services of Tighe & Bond Consulting Engineers in (February) such that the MS4 plan can be developed and registered for the spring of 2017 with implementation scheduled for July, 2017.
- **Alumni & Cedar Traffic Analysis:** The Traffic Engineering (provided by CDM Smith) commenced late November 2016 with research, analysis and counts being developed for a report. Staff requested an expanded scope of services (tasks) to include, but not be limited to: Expansion of the study area to Old Farm Drive East, Traffic Signal “Warrant Analysis” for Old Farm Drive East, traffic counts at Old Farm Drive East and the B.O.E. requested a safety analysis (recommendations) for future opening of the Alumni gate with respect to the parking lot. The B.O.E. also requested a preliminary environmental impact or “fatal flaw” analysis to be performed for the proposed parking. The immediate schedule includes a presentation to staff in the month of February. The presentation will be provided to the council in the form of a Public Information Meeting (P.I.M.) date to be determined.

BUILDING DEPARTMENT

- An Application was applied for and is under review to construct new walls to expand the cooking line at Joey Garlics located at 150 Kitts Lane.
- A Plumbing Permit was issued to remodel the drive thru for Panera Bread at 3120 Berlin Turnpike. Also, a Mechanical Permit was issued for Panera for ductwork & relocating existing diffusers, grilles & associated run-outs to new locations. Also, an Electrical Permit was issued to wire the new drive thru.
- An Electrical Permit was issued for the renovations at the Aldi Store at 2640 Berlin Turnpike. Also, an Electrical Permit was issued to connect their new signs.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Construction Documents – February 9, 2017.
 - A. Hanke - Construction Documents – February 9, 2017.
- Means of Egress Doors & Special Locking Arrangements – February 16, 2017.
 - K. Kilkenny - Construction Documents – February 1, 2017.
- Connecticut Chapter of IAEE Meeting – February 2, 2017.
- Means of Egress Doors & Special Locking Arrangements – February 7, 2017.
- There were three Certificates of Occupancy issued in February. One was for a single family residence located at 38 Harvest Court. One was for commercial, Starbucks located at 14 Fenn road and one was for Municipal - a Partial CO for the Culinary Arts, Hallway & Event Center at the Newington High School.
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 107 inspections. They were: Above Ceiling (2), Boiler (1), Chimney (1), CO (2), Electrical (8), Final (32), Footings (4), Foundation (2), Framing (7), Gas Line (5), Insulation (4), Plumbing (2), Rough (36), Sill (1).
- The total number of Building/Renovation Permits issued / applied for the month of February was **86** producing a total permit value of **\$1,855,861.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	27	757,056.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	19	282,199.00

FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	7,500.00
MECHANICAL	15	81,745.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	458,215.00
PLUMBING	12	46,437.00
POOL	0	0.00
ROOFING/SIDING	7	173,909.00
SIGN	2	17,800.00
SOLAR	1	31,000.00
TENT	0	0.00
TOTAL	86	\$1,855,861.00

The total Building income fees received in the month of February was **\$21,337.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$550.00, Environmental \$240.00, Conservation \$1050.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$60.50 Driveway / Excavation \$150.00 Engineering copies \$122.00. The other total income is \$2172.50.

Below is a comparison of the Permit Values for February 2017 and February 2016:

	<u>2017</u>	<u>2016</u>
Value of Permits issued for February:	\$1,855,861.00	\$1,568,043.00
Fees for Permits issued for February:	\$21,337.00	\$18,394.00
Other income Fees for February:	\$2,172.50	\$2,799.75
Building Permits Issued for February:	86	152

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

<u>2016-2017</u>		<u>2015-2016</u>	
Value	Permit Fee	Value	Permit Fee
\$19,042,418.00	\$184,919.00	\$19,250,673.00	\$223,143.00

HUMAN SERVICES

- The Food Bank assisted 130 households with 631 bags of groceries distributed.
- The Clothing Closet served 12 households with 16 bags of clothing.
- Open Air Market served 103 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted six residents with 7 bills, 2-housing, and 5-utility. Four were 60+ residents.
- There were 94 cases in our Social Casework program. 40 were new referrals.
- Director Futoma, Clinical Coordinator Pat Meskill and Chief Clark have been meeting along with other agencies to explore starting a Domestic Violence Support Group.
- The Youth and Family Counseling Program had 16 active cases, 5 of which were new. Clinicians provided 30 clinical therapy sessions with a total of 38.25 clinical service hours.
- Three clinical police referrals were received for follow-up.
- A support group for older adults dealing with life after loss continued and met four times, facilitated by contract therapist, Dorothy Revzon, LCSW at the Senior & Disabled Center and will continue into February and possibly beyond.
- There were two JRB referrals this month.
- Pat Meskill and one of our students participated in and co-facilitated groups at the Truth About Hate Program held at the high school.
- Pat Meskill co-facilitated another community Mental Health First Aid course and will be offering it again on March 29th at Town Hall.

- The 5th grade Adventure learning Program held their two in-class sessions, and their final challenges.
- The 8th grade Adventure Bound Challenge Group (ABC) met at the yurt and are planning an overnight adventure in April.
- Spring SCORE 2017 is underway this month. Our new 4th grade SCORE program brochure was delivered to the elementary schools and we are receiving registrations for the April and May programs.
- The LEAD group mentors are working with the Adventure Bound Challenge group and assisted staff during the February school break SCORE programs. They will also be working with us during the April vacation break SCORE programs.
- The High School Vocational Prep class (formerly self-awareness class) comprised of 9th & 10th graders met. Students will meet twice monthly through the end of May. Students have helped plan spring field trips and are planning a spring service project.
- There were three requests for community service. An average of 25 hours is requested.
- Safe Homes Task Force continues to meet to address identified and potential at-risk situations.
- Staff attended CERT meetings, workshops, trainings and other meetings throughout the month.
- The Hoarding Working Group Conference Committee continues to meet to plan the 3rd annual (May 25, 2017) conference being held at CCSU.
- We continue to work closely with the police department regarding many of our vulnerable and at-risk residents.
- Karen Futoma and Carol LaBrecque took the exam and passed national certification as municipal ADA Coordinators.
- Director Futoma attended the annual State of the Town address.

February 2017 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	12	35	22
Youth & Family Service Hours	38.25	29	278.75	188
JRB Cases	2	0	8	9
Positive Youth Development	173	88	2290	2105
Information and Referral	793	903	8567	7643
Social Casework Cases	94	90	340	414
Under 55 =	19	26	110	124
Under 55 Disabled =	29	18	76	115
Over 55 =	46	46	154	175
Social Casework Service Hours	163	162.50	1193.50	1263.50
Under 55 =	31	50.25	274	276.25
Over 55 disabled and/or disabled	132	112.25	919.50	987.25
Food Bank Households	130	139	1105	1085
#Bags of Groceries Distributed	631	654	5321	5312
Special Needs	6	6	53	57

SENIOR AND DISABLED CENTER

- As a result of funding constraints created by years of chronic underfunding on a federal and state level, the Community Renewal Team (CRT) implemented a mitigation plan to control costs. The impact to Newington is a cap of 60 meals per day in the hot lunch program and closure two days per month. The Center is working with the community to ensure that a meal is available at a low or no cost on the days that CRT is not serving. February 8th was the first closed day and a very successful pizza party was held. For March, the Center is working in partnership with volunteers from Grace Episcopal Church, led by Joanne Cromwell, to host a Chili Day. Pianist Clark Castelle entertained at both.
- The Senior and Disabled Center trips and travel team, a group of self-directed volunteers, has been taking reservations for a robust calendar of trips including a monthly casino bus, day trips to entertainment venues and sightseeing and an overnight trip to Atlantic City.
- Center Director Dianne Stone was appointed by State Rep. Gary Byron, in his capacity as the ranking member of the Aging Committee, to the State's Medical Assistance Program Oversight Council (MAPOC). MAPOC is a collaborative body that was established by the General Assembly to monitor and advise DSS on matters related to the Medicaid program.
- The Center continues to participate in the Care through Community Leadership group. Care through Community is the state-lead effort to create a no wrong door system for access to information and services within the long term services and support system. Through this project, a network of community partners will be developed.
- Volunteers Jim Late and Jay Slater continue to be available for Tech Help in the computer learning center twice a month. They are able to provide assistance on a drop in basis.
- Newington Rapid Recovery Rehab Center is sponsored a Valentine's Day Social on February 14th with heart themed refreshments and a trivia contest.
- All who served in the United States Military are invited each month to share in camaraderie, develop new friendships and learn about their eligibility for benefits, entitlements and services. The Veterans Coffee Hour is conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home.
- A pilot Woodworking for Beginners class was held this month. In the 2 week session instructor Maurice Fongemie taught the basics of woodworking including how to use a table saw, a chop saw and a circular saw to create a beautiful set of wooden coasters.
- Sherrilyn Granberg from Liberty Mutual Insurance Company spoke about the basics of homeowner's insurance including info for condo owners and renters on February 22nd. A light brunch was provided.
- On Friday, Feb. 24 at 1:00 p.m. Participants went to test their knowledge about a variety of subjects. Emcee DJ Sir James from WRTC facilitated a rousing game of "So, You Think You Think You're Smarter Than a Senior!" on February 24th. The program was sponsored by Panda Home Care
- 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 2787 by 459 people. The actual number attending the center is significantly higher with the door counters showing that approximately 250 people a day used the Center.
- Dial-a-Ride provided 942 trips to 99 people this month, covering 2993 miles.
- Center staffing was complemented by 485 hours of unpaid service in 167 instances by 44 volunteers.

PARKS AND RECREATION

Recreation Division

- Nick Pizzoferrato started as a full time Recreation Supervisor in the Department on February 13th.
- Creative Playtime Preschool Program hosted an Open House on February 6th with 11 families attending.
- The Preschool program received a check from the photographer who did the student photos. The money was used to purchase a laptop and software to enhance student's learning and bring a new learning tool to the school.
- A volunteer program has been put into place at the Preschool program. Over ten people have expressed an interest in volunteering. All volunteers are interviewed, references are checked, and background checks are done.
- NPR has partnered with Newington BOE to allow for students taking the Early Childhood Education class to volunteer at the preschool as well.

- The Spring 2017 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- Registration for the 2017-2018 school year at Creative Playtime Preschool began on February 7th for current families.
- Planning for summer programs is underway.
- Interviews for summer positions are being scheduled.
- 85% of summer Aquatics staff members expressed their interest in returning for the upcoming summer season.
- Two Lifeguards who were unable to work in the summer of 2016 have requested that they be considered to return for summer of 2017. Both are seasoned veterans and will be rejoining the Aquatics team.
- A lifeguard class is planned and scheduled for May 2017. Up to 20 participants will be able to take the class and 6 have already registered. The class will be taught by a seasoned Aquatics veteran who is currently finishing medical school. The co-instructor will be the Department's brand new Lifeguard Instructor who is still employed as a Head Lifeguard.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training.
- The Department secured tens of thousands of dollars in Public/Private Partnerships for the Motorcycle Madness event. Sponsors include Geico of Newington, Haymond Law, CT Cruise News, and West Hill Automotive.
- The Department secured thousands of dollars in Public/Private Partnerships for the Life. Be in it. Extravaganza. Sponsors, so far, include ERA Real Estate Sargis-Breen, Century 21 Stamm Eddy, and ReMax.
- Program dates for the Summer Playground Pals/Camp RECreate program for children in Kindergarten through Grade 7 are scheduled for Monday, June 19th through Friday, August 4th. Dates may need to be revised if additional snow days need to be made up at the end of the school year.
- Staff attended the CRPA winter quarterly training on Supervising Employees.

Parks and Grounds and Cemeteries

- Department staff began preparing equipment for the Spring season.
- Pruning brush away from fence lines continued.
- Sports field players benches were repaired and painted.
- Department staff assessed and commenced the repair of picnic tables at Churchill Park.
- Two old sections of chain link fence were removed in Beacon Park. They will be replaced with guard rails.
- Brush clearing of Elizabeth Green and Beacon Park detention basins started.
- A crew began repairing snow plow damage at Town facilities.
- There were 2 sales and 9 interments at Town Cemeteries.
- There were 4 snow/ice events.

Tree Warden

- Removed split cedar tree in front of 27 Harding Ave.
- Removed dead maple tree, center island of Martin Kellogg Middle School.
- Removed two dead maple trees at Town Hall, CBYD notified for stump removal.
- Removed posted tree at Churchill Park. One remaining for future project.
- Cleaned up reported downed tree, corner of Roberts St. and N.B. Ave.
- Removed posted silver maple tree on Berkley place. (W)*
- Removed six dead trees along driveway from Cedar St. to Parks Garage.
- Removed eight dead trees along roadside of Commonwealth Ave. (W)*

* (W) denoted Wethersfield

LIBRARY

- The Winter Reading Programs for children's and adults concluded on February 17. The theme this year was "Surf into Reading." During this 5 week program 285 adults read 1,508 books. Participation was up this year and people were eager to read. The grand prize was a gift certificate at Bonefish Grill that luckily could also be used at Outback Steakhouse considering the Bonefish Grill closed expectantly the day before the end of the reading program. For the children's program 82 children read the equivalent of 2,050 days. The finale party for children was held on the last day where children learned how to hula dance with a professional hula dancer, made cookies, made crafts and played games related to the tropical theme.
- The library will be attending budget reviews with the Town Manager and the Town Council. As of the end of February there had been no indication of any changes to the library's proposed 2017-2018 budget. The State Library's budget for next year has proposed cuts that have the potential to change library delivery services, interlibrary loan services and how Connecticut residents will be able to use their library cards as we know it. The changes could make what was considered to be model of statewide library services and reciprocity obsolete and move everything backwards. Head of Collection Jeanette Francini continued her work on the state task force that has been working to come up some solutions if these services were to change.
- The Children's Department had another busy month offering 55 programs to 1,428 children and their caregivers. In addition to the winter reading finale program, highlights of other programs included *Take Your Child to the Library Day*, a national program that encourages adults to bring children to the library to experience all it has to offer, *Pajama Music*, the very popular *Cookbook Club* and *Jr. Cookbook Club* programs where children read a book and create and taste food related to the stories and *Play with Us*. School visits for 3rd & 4th graders, regular story times and outreach to pre-schools and daycares rounded out the month.
- There were 7 programs offered to 79 teens during the month of Feb. Two Connecticut teen authors, Karen Fortunati & Rebecca Podos held a teen writing worship. A teen paint party & a teen winter jewelry workshop encourage creativity & collaboration & a teen horror movie night featuring *Conjuring 2* offered teens a place to hang out with their friends, watch a scary movie, enjoy the popcorn & have fun.
- Adults were offered 13 programs that were attended by 289 adults. A viewing of *Alice's Ordinary People*, a documentary about Alice Tregay, an unsung heroine of the Civil Rights Movement was followed by a discussion with the filmmaker Craig Dudnick, kicked off the library's *Human Rights Conversation Series*. Other highlights included a showing of the film *Sully* to a packed audience, *Helping Animals Deal with Stress, Trauma and Illness* and *Brown Bag it with a Film and Book Discussion* featuring the book *The Aviator's Wife* by Melanie Benjamin and a documentary about Charles Lindbergh. The library began doing more outreach to seniors, visiting *Middlewoods* with a selection of large print books for residents to check out.
- The *Special Friends* Program that kicked off last month had its second program in February that included pizza and a movie. This program offers adults with special needs a place to come together, meet new people and have fun. 68 adults attended.
- Total circulation of library materials was 24,421. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,680 times from the library website. 11,546 people visited the library during the month. There were 7,159 visits to the library's homepage. Popular on-line services included *Literary Reference Center*, *Consumer Reports Online*, *Lynda.com*, *BookFlix* and *PebbleGo: Biography* and *Science* databases. Museum passes were used 83 times this month, the most popular were *Wadsworth Athenaeum*, *Lutz Museum* and *New Britain Museum of American Art*. The reference staff answered 4,576 reference questions. Free library meeting space including study rooms was used 339 times during the month.
- In Technology News: The library's self-check vendor *mk Solutions* installed new payment software and implemented a new feature that offers book recommendations based on the items a patron checks out. Head of Reference Diane Durette is researching information about a possible Digi Lab. A digital lab that would allow people to convert pictures, slides, & VHS tapes into digital formats. Reference Librarian Carlene Peterson visited a Digi Lab in a Wisconsin public library when she was visiting family. She was able to see how the lab works & the equipment needed to make it possible. Carlene Peterson held a hands-on *Basic PowerPoint 2013* class. She will have an *Intermediate PowerPoint 2013* class in March. Other technology programs included *Tech Troubleshooting with Teens* and *Tech 4 U*.
- In Personnel News: Alyssa Skorski, our part-time teen librarian, worked her last day on February 7. She began her new full-time teen librarian position at the Wethersfield Public Library. Library Director

Lisa Masten continued her work as part of the Town of Newington Website Committee. Technology training continued during the February monthly staff meetings. Staff learned how to search more effectively in the library ILS software as well as in the public catalog.

- In Facilities News: The upholstered furniture was cleaned throughout the building. Adjustments to the HVAC were made when some areas were too warm and other areas were freezing cold. Facilities continues to be very responsive to building work orders.
- Topics of note that were researched this month included:
 1. How to build a bat house.
 2. Information on the Soclean device.
 3. How to write a children's book.
 4. Storyteller from New Britain Museum of American Art asked for "bird" fingerplays.
 5. Books on getting (and wearing) glasses for children.