



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: February 24, 2017  
Re: Monthly Report – January 2017

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#### 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 met with various departments regarding budget requests for the upcoming fiscal year.
- Mrs. Lane attended Mayor Luke Bronin's meeting at the Newington Town Hall regarding Hartford's urgent budget crisis.

#### Legal Services

The legal amount from November 2012 to January 2017 is \$122,298.64.

#### Overtime

Paid overtime during the month of January 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	7.0	\$ 350.14
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 805.44
ROAD MAINTENANCE	4.0	\$ 201.36
GRINDING @ LANDFILL	2.5	\$ 106.13
SNOW	524.9	\$ 24,506.06
TRAFFIC	4.0	\$ 229.60
<b>TOTALS</b>	<b>558.4</b>	<b>\$ 26,198.73</b>

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	13.4	\$ 644.61
Snow/Ice	224.4	\$ 10,351.36
<b>TOTALS</b>	<b>237.8</b>	<b>\$ 10,995.97</b>

<b>POLICE DEPARTMENT</b>	<b>16-17 Budget Overtime Appr.</b>	<b>Overtime Expended 16-17 YTD</b>	<b>15-16 Budget Overtime Appr.</b>	<b>Overtime Expended 15-16 YTD</b>
Administration	\$ 7,459.00	\$ 466.18	\$ 7,254.00	\$ 1,150.58
Patrol	609,919.00	397,335.31	603,738.00	473,369.84
Investigation	83,433.00	20,172.60	76,132.00	36,675.85
Communication	170,443.00	126,266.55	162,698.00	110,137.00
Education/Training	130,461.00	74,530.56	120,943.00	54,884.04
Support Services	36,261.00	11,788.17	34,408.00	5,118.82
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 630,559.37	\$ 1,008,179.00	\$ 681,336.13
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 25,212.00	\$ 16,988.26	\$ 25,212.00	\$ 11,639.06
Snow and Ice Control	148,440.00	38,754.69	148,440.00	10,060.80
Traffic	3,702.00	2,113.77	3,000.00	1,704.79
Vehicles and Equipment	29,949.00	15,070.24	26,949.00	20,468.26
Leaf Collection	48,989.00	30,755.27	50,999.00	41,659.37
Total	\$ 256,292.00	\$ 103,682.23	\$ 254,600.00	\$ 85,532.28
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 77,091.00	\$ 48,809.76	\$ 77,091.00	\$ 35,015.87
Cemeteries	15,012.00	1,957.49	18,371.00	4,251.55
Total	\$ 92,103.00	\$ 50,767.25	\$ 95,462.00	\$ 39,267.42

## **PERSONNEL**

- Timothy Bodine was appointed to the Electrician, LT-18 position effective January 17, 2017.
- A job posting for the vacant Recreation Supervisor position was posted on December 21 with a closing date of January 11, 2017. Six applicants were chosen to participate in a panel interview. The position was offered to the successful candidate Nicholas Pizzoferrato.

## **RISK MANAGEMENT**

### 2016-17 Blue Cross/Blue Shield Plan Year

The sixth 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 December 2016 were \$921,659. 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 December, 2016

	Town	Board of Education	Total
Estimated Claims	1,470,612	4,455,168	5,925,780
Actual Claims	915,577	3,611,179	4,526,756

## **FACILITIES MANAGEMENT**

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

### **Work Order Completions**

The Facilities Maintenance Department has completed 56 formal work orders during the month of January at various Town Buildings. The addition of a new maintenance staff electrician (Timothy Bodine) started on January 17<sup>th</sup> and will be a great asset to the Town's facilities.

### **Town Hall**

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

### **Senior Center**

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

### **Parks & Grounds Building**

The work has finished in programming the security and fire alarm system at all parks & grounds buildings.

### **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 will be shipped in March.

## **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 116 help desk work orders.
- Resolving E-Citation printing issues experienced by police officers in their patrol vehicles. IT staff determined the issue was related to a combination of configuration settings and user input.
- Cleaning and organization of all IT distribution rooms and primary storage location.
- Recycling of all outdated electronic equipment.
- Assisting Police Department staff with their E911 migration to the State of Connecticut's NGE911 platform.
- Supervising the replacement of batteries for Town Hall's uninterruptable power supply unit.
- Upgrading the town's geographic information system (GIS) software applications to the latest versions released by their vendors (ESRI & Geocortex).
- Submission of Information Technology's operating budget to the Finance Department and Town Manager for fiscal year 2017-2018.
- Troubleshooting the transfer of computer aided Dispatch call data from the Police Department system (NexGen CAD) to the Fire Department's record management system (Firehouse). IT staff resolved the issue by adjusting system parameters.
- Set-up of training environment for Parks and Recreation staff and Vermont Systems to accommodate end user training.
- Attending department, staff or regional meetings are needed or required.

## **FINANCE**

### **Accounting and Administration**

- Ann Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on January 19<sup>th</sup> and 26<sup>th</sup>.
- Department budget hearings were conducted throughout the month as part of the 2017-18 budget process.
- Several year-end 2016 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.

- Major grants received during the month include the second installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,201,838. 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)  
1/31/2017

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$35,858	\$18,835,599
Special Revenue Funds	5,400	11,096	4,010,087
Capital Projects Funds	1,500	2,742	1,035,512
Internal Service Fund	2,400	7,257	2,395,083
Trust and Agency Funds	4,000	3,753	1,110,861
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$27,387,142</b>

**INVESTMENTS, BY INSTITUTION TYPE**  
(Unaudited)  
1/31/2017

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.63	0.54	3,996	3,457	\$10,526,409
Bank North	0.20	0.20	11	6	1,035,420
People's Bank	0.32	0.32	728	680	2,595,342
Santander Bank	0.45	0.45	457	427	6,158,718
Farmington Bank	0.40	0.40	271	187	7,071,253
Total Outstanding Investments					\$27,387,142

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- The month of January 2017 was spent by all staff members finalizing the October 1, 2016 Grand List which was formally signed in front of the Town Clerk on Tuesday, January 31, 2017. The final totals for the Grand List are shown below:

<b>TOWN OF NEWINGTON</b>				
<b>2015 NET GRAND LIST</b>				
<b>CATEGORY</b>	<b>2015</b>	<b>2016</b>	<b>PERCENT</b>	<b>DOLLAR</b>
	<b>Grand List</b>	<b>Grand List</b>	<b>CHANGE</b>	<b>CHANGE</b>
REAL ESTATE	\$2,262,420,450	\$2,249,194,470	-0.58%	<b>-\$13,225,980</b>
PERSONAL PROPERTY	\$132,847,961	\$138,650,243	4.37%	\$5,802,282
MOTOR VEHICLE	<u>\$220,426,790</u>	<u>\$222,756,646</u>	1.06%	<u>\$2,329,856</u>
<b>TOTAL</b>	<b>\$2,615,695,201</b>	<b>\$2,610,601,359</b>	<b>-0.19%</b>	<b>-\$5,093,842</b>
TAX EXEMPT:	\$392,315,050	\$396,731,430	1.3%	\$4,416,380

**MFG EQUIPMENT EXEMPTION**

	<b>2015</b>	<b>2016</b>	<b>PERCENT</b>	<b>DOLLAR</b>
	<b>Grand List</b>	<b>Grand List</b>	<b>CHANGE</b>	<b>CHANGE</b>
GROSS PP	\$216,324,961	\$221,486,573	2.39%	\$5,161,612
MFG & OTHER	<u>\$83,477,000</u>	<u>\$82,836,330</u>	-0.77%	<u>-\$640,670</u>
NET PP	\$132,847,961	\$138,650,243	4.37%	\$5,802,282

**Revenue Collector**

- January Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$28,829,395. The collections on Supplemental Motor Vehicles taxes, back taxes, and Suspense accounts were \$789,659, \$23,091 and \$1,018, respectively.
- January's collections for the 2015 Grand List were 2.5% lower for the same time period last year. There is generally a delay with taxes being paid when the last day without penalty is February 1<sup>st</sup>. Collections should realign themselves by the end of February.
- Delinquent notices were sent to 775 real estate owners, 92 personal property holders, and 3,040 motor vehicle owners.
- The staff was extremely busy processing tax payments as well as responding to Taxpayers requests for IRS tax information.
- Many motor vehicle corrections are being made due to the complications with the CT Motor Vehicle Dept. creating numerous inquiries from taxpayers.

**TOWN CLERK**

- There were 62 property transfers in January for a total of \$7,525,435 in sales. State conveyance tax collected was \$54,790.60 and Town tax collected was \$18,263.54.
- There were three residential sales - each sold for over \$300,000; 389 Main St.-\$325,000; 116 Halleran Dr.-\$360,000; 14 Harvest Ct.-392,715. Two (2) home sales over \$400K; 95 Barn Hill Ln.-\$425,000; 16 Judge Ln.-\$490,000. One (1) home sale at 53 Shady Brook Ln.-\$513,000.
- A total of 373 documents were filed on the land records during the month: 87 mortgages, 9 liens, 136 releases, 9 probate documents and 11 assignments. Sixty-nine of these documents were electronically submitted for a total of \$8,917 in revenue.
- The staff certified and issued 104 copies of vital records. Twelve burial and seven cremation permits were issued.
- Four Trade Name certificates & thirteen Notary Public commissions were catalogued.
- Meeting was held on January 9, 2017 to review the upcoming FY2017-2018 proposed budget of the Town Clerk's office with the Town Manager and Finance Director.
- Meeting was held on January 11, 2017 with Suzanne Owens, General Code Account Manager regarding the update to the Town of Newington Code of Ordinances.
- On January 3, 2017 the new Part-time Assistant Town Clerk, Jennifer Robinson started her new position and was sworn in.
- On January 11, 2017 the Town Clerk's office staff attended a Sexual Harassment Training meeting.

<b><u>DATA SUMMARY January 2017</u></b>				
	<u>January-16</u>	<u>January-17</u>	<u>FY15/16 to Date</u>	<u>FY16/17 to Date</u>
Land Record Documents	427	373	3341	3001
Dog Licenses Sold	22	46	502	566
Game Licenses Sold	10	16	47	55
Vital Statistics				
Marriages	7	8	36	59
Death Certificates	25	12	205	180
Birth Certificates	15	16	142	49
Total General Fund Revenue	\$ 26,203.90	\$ 34,312.04	\$ 293,607.91	\$ 411,325.64

Town Document Preservation	\$ 865.00	\$ 984.00	\$ 7,564.00	\$ 8,075.00
State Document Preservation	\$ 582.00	\$ 556.00	\$ 4,676.00	\$ 4,312.00
State Treasurer (\$36 fee)	\$ 10,152.00	\$ 9,936.00	\$ 84,096.00	\$ 77,004.00
State Treasurer (\$127 fee)	\$ 3,556.00	\$ 5,969.00	\$ 33,274.00	\$ 41,021.00
State Treasurer (\$110 fee)	\$ 3,300.00	\$ 4,730.00	\$ 31,790.00	\$ 41,580.00
LoCIP	\$ 846.00	\$ 828.00	\$ 7,008.00	\$ 6,417.00
State Game Licenses	\$ 279.00	\$ 492.00	\$ 1,131.00	\$ 1,491.00
State Dog Licenses	\$ 195.50	\$ 528.00	\$ 3,514.00	\$ 4,243.50
Dog Licenses Surcharge	\$ 52.00	\$ 144.00	\$ 1,236.00	\$ 1,404.00
Marriage Surcharge	\$ 95.00	\$ 76.00	\$ 684.00	\$ 1,121.00
<b>Grand Total</b>	<b>\$ 46,110.40</b>	<b>\$ 58,555.04</b>	<b>\$ 468,580.91</b>	<b>\$ 597,994.14</b>

**POLICE DEPARTMENT**

- Patrol Calls for January are as follows:

Abandoned MV	3	Fire Rescue	2	Medical Unresponsive	7
Administrative	1	Fire Special Detail	1	Missing	4
Alarm Commercial Burg	58	Fire Stand By	1	MV Abandoned	2
Alarm Hold Up	5	Fire Structure Fire	11	MV Assist	52
Alarm Residential Burg	24	Fire Trouble Alarm	7	MV Complaint	50
Animal Complaint	13	Fire Water Problem	2	MVA Evading	20
Assault	6	Fireworks	1	MVA Injury	9
Assist Motorist	1	FollowUp	47	MVA Property Only	84
Assist Other Agency	32	Harassment	4	Neighbor	4
Breach of Peace/Disorderly	6	Hazard	46	Noise	19
Burglar Alarm	17	Illegal Dumping	1	Open Door/Window	3
Burglary	3	Intoxicated	2	Parking Violation	88
Car Seat	1	Juvenile Complaint	7	PD ASSIST FIRE DEPT	19
Check Welfare	44	K9 Assist	6	Pistol Permit	17
Check Welfare 911	23	Landlord/Tenant Dispute	2	Prisoner Care	3
Check Welfare Other	3	Larceny	51	Private Duty	2
Court Detail	11	Larceny from MV	13	Property Found	4
Criminal Mischief	8	LIFT ASSIST ONLY	5	Robbery	2
Customer Dispute	10	Local Traffic Authority	1	Roll Call	12
Dog Complaint	20	Location Check	25	Serve Warrant	29
Domestic	31	Location General	17	Sexual Assault	3
Drug	8	Lockout Building	5	Specific Detail	90
DUI	5	Lost Property	3	Stolen MV	6
EDP	16	Meal	1	Sudden Death	3
Escort Funeral	3	Medical Alarm	20	Suspicious MV Unoccupied	8
Escort Other	1	Medical Cardiac	28	Suspicious Report	91
Escort Tax	1	Medical Complaint	126	TEST	1
Fingerprint	14	Medical Diabetic	1	Threatening	2
Fire Alarm	17	Medical Fall	46	Tow	39
Fire CODetector nosympt	2	Medical Other	33	Town Ordinance Violation	1
Fire Mutual Aid Request	3	Medical Respiratory	38	Traffic Stop	712
Fire Other	8	Medical Stand By	1	Trespass	5
				Water Problem	1
				<b>TOTAL</b>	<b>2344</b>

- Investigations and calls by Patrol Officers in January included:
  - Officers were dispatched to an undisclosed location in Newington on a report of a domestic disturbance. The victim reported that he and his adult son had an argument. During this, his son had stolen his father's truck and his hand gun. The son then fled the residence in an unknown direction. Officers arrived on scene and met with the father who is physically disabled. The father stated that his son was asking him for money and the father would not give him money. The son became upset and told him he was going to take things from the house and sell them at a pawn shop. The son then removed several items from the house including a hand gun. The father told his son that he was calling the police. The son then removed two of the phones at the house and fled the house in his father's truck. A description of the vehicle was broadcasted and a BOLO was broadcasted to area departments. A short time later, a Newington officer on a construction job observed the truck in Newington. Officers were able to stop the truck and identified the driver as the son. Officers searched the vehicle and located numerous items the son had taken from the residence including the loaded hand gun.  
The son was arrested and charged with violating CG S 53a-182, Disorderly Conduct, 53a-54, Interfering with an Emergency Call, 53a-124, Larceny in the Third Degree for stealing the vehicle, 53a-212, Stealing a Firearm, 53a-217, Criminal Possession of a Firearm and 29-38, Illegal Possession of a Weapon in a motor vehicle.
  - Officers were dispatched to a business in Newington on a report of a larceny in progress. Newington Police Dispatch reported that a male suspect ran from Asset Protection employees and was last seen on foot in the area. Officers arrived on scene and made contact with store employees. The employees described the suspect and indicated that he had stolen watches from the store. This information was relayed to the other Newington Police Officers who were checking the area for the suspect. The employee also stated that when they attempted to stop the suspect from leaving the store with the watches, the suspect pushed the employee and fled the store. While searching the area for the suspect, officers observed a male fitting the description walking in the area. Officers stopped the male and spoke with him. While speaking to suspect, he admitted to stealing numerous watches and provided these to the officers. The store employee who witnessed the theft responded to the location the suspect was stopped and positively identified the person as the suspect who had stolen the watches.  
The suspect was arrested and charged with violation of C.G.S 53a-125b Larceny in the 6th Degree, and 53a-136 Robbery in the 3rd Degree.
- In January, Detective Division Personnel:
  - Handled 68 investigations, 51 remain ongoing and 17 were closed by investigative methods.
  - Served 17 arrest warrants, 15 by Patrol Officers and 2 by Detective Division personnel.
  - On January 11th detectives responded to a residential address on Main Street to investigate the death of a 34 year old female who resided in the home. Detectives processed the scene for physical evidence and interviewed family members of the deceased. At this time the cause of death is unknown and this case remains under investigation.
  - On January 13th detectives arrested 26 year old Jake Ciccaglione of Rocky Hill in connection with a fatal motor vehicle accident that occurred on Webster Street, Newington on October 19th. Investigation revealed that Ciccaglione was under the influence of alcohol and Marijuana when his vehicle left his travel lane and struck another vehicle head on. The operator of the other vehicle died as a result of the collision. Ciccaglione was charged with Manslaughter 2nd Degree, Manslaughter 2nd Degree with a Motor Vehicle, Driving Under the Influence, and Failure to Maintain Lane. Ciccaglione was released after posting a court set \$100,000.00 bond.
  - On January 17th detectives responded to a residential address on Mountain Road to investigate the death of a 49 year old female who resided in the home. Detectives processed the scene for physical evidence and interviewed another resident of the home. At this time the cause of death is unknown and this case remains under investigation.
  - On January 22nd Officer Henry Rodriguez began a four year assignment to the Detective Division. Over the next four years Detective Rodriguez will be assigned to investigate a variety of more complex cases and provided with specialized training related to criminal investigation and crime scene processing.
  - On January 22nd Sergeant Brendan Moon was assigned to the Detective Division as a supervisor. He will be assigned to supervise the daily activities and investigations of personnel in the Detective Division.

- On January 30th detectives responded to a residential address on Miami Avenue to investigate the death of a 36 year old male who resided in the home. Detectives processed the scene for physical evidence and interviewed family members of the deceased. At this time the cause of death is unknown and this case remains under investigation.
- In January, the Community Service Officer (CSO):
  - Facilitated Internship program.
  - Attended Chamber of Commerce monthly meeting.
  - Coordinated fundraising for a Special Olympics event.
  - Met with Dr. Collins, Superintendent of Schools, to coordinate programs between the Police Department and Newington Public Schools, on the elementary, middle and high school levels.
  - Visited a 1st grade class at Anna Reynolds to focus on Officer Friendly/Safety Topics.
  - Attended Minor Sex Trafficking presentation.
  - Participated in the Penguin Plunge to benefit Special Olympics CT. \$7,000.00 was raised with 25 NPD officers participating.
  - Car seat check/Installation for 4.

**Property Report December 2016**

Category	# of Counts	Property Value (\$)
Counterfeited/Forged	2	\$100
Damaged/Destroyed	15	\$3,626
Stolen	150	61,026
Evidence	91	\$71
Found	11	\$223
Lost	1	\$2,000
Seized	13	\$10
Recovered	50	\$17,631
Informational	9	\$539
<b>Totals</b>	<b>342</b>	<b>\$85,226</b>

- Police Department Overtime:
  - Comparison
    - OT December       \$ 108,593     2 pay periods with a holiday
    - OT December       \$ 92,811     2 pay periods with two holidays
    - Total Decrease     \$ 15,782     Decrease in overtime
  - During January, 1 officer on light duty, 2 officer on Workers Comp, 1 dispatcher in training, and 1 dispatcher vacancy. These vacancies have an impact on the overtime for a total of 5 positions vacant on the schedule in the patrol division and dispatch.
  - Admin overtime \$0.
  - Patrol overtime \$63,126 and increase of \$10,258 due to a second holiday in this time period. Overtime included \$20,000 for holiday pay, investigations for Midstate Regional Accident investigation, DUI arrests, dead person investigation, prisoner watch at hospital, missing person, burglary, larceny, vandalism, missing person, domestic calls, prisoner detail, Sergeants meeting, search warrants, drug arrest, rifle cleaning, casework, holdovers, booking process, and overtime for time off/vacancies.
  - Detective Division Overtime \$2,802, a decrease of \$533. Overtime included Midstate Regional Accident investigation, sexual assault, sudden death investigation, casework follow-ups, NexGen entry, and crime scene investigation.
  - Communications overtime \$17,883 a decrease of \$2,686. Overtime included \$4,700 for holiday pay, overtime to cover vacancy due to retirement in November, overtime for retired position while new hire is being trained, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
  - Education overtime \$4,451 a decrease of \$21,106 for training classes consisting of Emergency Response Team training, NexGen training (new CAD/RMS system), CPR instruction, Sexual Harassment Training, Interview and Interrogation, and firearms training.
  - Support Services overtime \$4,549 a decrease of \$1,715. Overtime included \$3,583 for holiday pay, NexGen CAD/RMS system install, Youth Advisory meeting, 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 January, 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:

	<b>January 2016</b>	<b>7 Months Activity</b>
<b>FIRES</b>		
Structure Fire	5	20
Vehicle Fire	1	7
Exterior Fire	1	30
Other Fires	0	4
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	0	3
Extrication	1	8
Other Rescue Calls	1	4
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	7	37
Water Problem	2	13
Other Service Calls	5	37
Good Intent Calls	3	25
False Alarm/False Call	17	163
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	1
Mutual Aid/Standby	1	5
<b>Total</b>	<b>44</b>	<b>358</b>

**Training Summary**

Sexual Harassment Awareness		10.0 hours
Driver Recertification	Company #3	3.0 hours
Officer Training	Fire Scene Management	18.0 hours
Cadet Training	SCBA 45 Second Drill	14.0 hours
	Disoriented Firefighters	11.0 hours
Firefighter II	Certification	96.0 hours
Firefighter Safety/Survival	CFA	8.0 hours
Haz/Mat Awareness		4.0 hours
Driver Recertification	Co. #3	3.0 hours
Driver Training	Road Time	6.0 hours
	Static Test/Pre-Trip Inspections	32.0 hours
Company Training Co. #1	Rescue #1 Tools	52.0 hours
Company Training Co. #2	New Thermal Imager Operations	26.0 hours
Company Training Co. #3	SCBA Review/Operations	17.0 hours
	Apparatus Placement	34.0 hours
	SCBA Care/Inspection	16.0 hours
Multi Company Training	Strategic/Tactical Fire Ground Operations	148.0 hours
<b>Total Training</b>		<b>498.0 hours</b>

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of January, 2017.
- |                       |    |
|-----------------------|----|
| INSPECTIONS           | 14 |
| INSPECTION FOLLOW-UPS | 48 |
| PLAN REVIEW           | 8  |

JOB SITE INSPECTIONS	4
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	9
COMPLAINTS	0
TANK REMOVALS	0
HAZ/MAT	3
BLASTINGS	0

**Incidents:**

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

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

- Met with the Chief Officers to review the current department budget status.
- Attended a meeting of the Departments 100<sup>th</sup> Anniversary Committee at Fire Headquarters.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Rocky Hill.
- Conducted the quarterly Task Force-51 meeting in Wethersfield.
- Attended a meeting with the Town Manager, Finance Director, Fire Commission and Command Staff to review the department's budget requests for 2017-2018.
- Conducted a cause and origin investigation for a vehicle fire inside a building on Kelsey Street.
- Attended the quarterly meeting of the International Association of Arson Investigators in Trumbull. Training Topic: Fatal Fire Investigations, Office of the State Medical Examiner.
- Attended the monthly meeting of the Board of Fire Commissioners at Fire Headquarters. Special recognition awards were presented to the contractors who assisted with the construction of the 9-11 Memorial on Main Street.
- Attended the monthly Rotary Club meeting to review plans for the Departments 100<sup>th</sup> Anniversary.
- Met with BOE, IT and Human Services staff to review emergency shelter communication issues for persons with disabilities.
- Attended the monthly company training session in the auditorium at Town Hall. Topic: Attic Fires.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Met with Town staff to review the departments CIP budget requests prior to the committee meeting.
- Attended a meeting of the CIP Budget Committee at Town Hall.
- Attended a surprise party for former Cromwell Fire Chief Stephan Pendl at the Courtyard Marriott in Cromwell.
- Attended several meetings with public safety personnel at Police Headquarters to review radio communication concerns.
- Responded to a mutual aid request for station coverage during a structure fire in Wethersfield.
- Attended the monthly staff meeting at Town Hall.
- Attended the wake for former Wethersfield Fire Chief John McAuliffe in Wethersfield.
- Met with a Boy Scout from Troop 316 who was working to earn a merit badge for Emergency Management.

**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 CIRMA sponsored seminar regarding Worker's Compensation Claims process.
- Attended departmental budget meeting.
- Attended quarterly Local Emergency Planning Committee (LEPC) meeting.
- All Highway Department employees attended Town-wide sexual harassment seminar.

**Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching.
- Completed Town wide collection of Christmas trees.

- Cleared debris from waterway at Middlebrook Rd.
- Trimmed branches alongside roadways Town-wide.
- Responded to assist with two evictions for the month.
- Highway crews called in 5 times for snow/ice events for a total of 13.6 inches snow/ice.
- Equipment Operators began annual on line Target Training workplace safety courses.

#### 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.
- Aided Highway Department with snow plowing operations.
- Assisted Facilities Department in replacing ceiling tiles in Town buildings.
- 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 annual servicing and repair of snow fighting equipment.
- Assisted Highway Department in snow plowing operations.

#### Sanitation/Recycling/Landfill

- Scheduled 442 residential bulk items for collection for the month.
- Scheduled 54 condominium bulk items for collection for the month.
- Scheduled 33 condo/residential scrap metal items for collection for the month.
- 4170 tons of cumulative Municipal Solid Waste were collected from July through December.
- 1396 tons of cumulative recyclables were collected from July through December.
- 636 mattresses and 338 box springs were collected from July through December.
- 255 televisions were collected from July through December.
- Issued 10 permanent landfill permits and 1 temporary permits for the month.

## **TOWN PLANNER**

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

#### Regular Meeting on January 11, 2017:

- No final actions were taken.

#### Regular Meeting on January 25, 2017:

- No final actions were taken.

### **Town Planner Activities:**

#### Approved, Pending, and Potential TPZ Applications

- January 19: Met with Town Engineer re: Starbucks site plan changes.
- January 23: Met with Packard's Way applicant and Town Engineer.
- January 25: Met with applicant for new construction on Berlin Turnpike.
- January 26: Met with Town Engineer re: new construction on Alumni Road.

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

None

#### Grant-Funded Project Activities

- January 12: Phone meeting with consultant and Town staff on Constance Leigh Streetscape project.
- January 24: Revised SHPO grant application.

#### Board and Commission Meetings:

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

#### Professional Development/Training:

- January 11: Sexual Harassment Training.
- January 30: Zoning seminar at Lyceum in Hartford.

### Miscellaneous

- January 4: Phone interview with potential MS4 consultant.
- January 10: Met with Town Engineer regarding MS4 permit.
- January 12: Budget meeting with Town Manager.
- January 13: Met with Town Engineer regarding MS4 permit.
- January 30: Met with Town Manager regarding MS4 permit.
- January 25: Attended monthly department head staff meeting.
- January: Responded to approximately 19 phone messages from citizens, applicants, staff and elected/appointed officials.
- January: Received and sent approximately 471 emails from citizens, local business, applicants, staff and elected/appointed officials.

### TOWN ENGINEER

- During the month of January, four excavation permits were issued:  
Gas Lateral – 4
- The Town Engineer attended a Department Budget meeting.
- The Town Engineer attended a Department Head meeting.
- 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.
- The Town Engineer attended a seminar on Workplace Harassment Training.
- The Town Engineer attended a webinar on Storm water.
- **Wetlands:** In the Month of January, The Town Engineer acting as the Wetland Agent, Administered (1) 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. A Total of (2) Inland Wetland Applications were approved by Full Commission review at the January, 2017 regular scheduled 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 1) 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.
- **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 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 have performed field inspections (November) in advance of preparing\updating the (5) year roadway C.I.P. Pursuant to the CIP committee review, the (5) listing may be modified to accommodate program funding. The highway superintendent and town engineer will re-evaluate roadways (scheduled for M&O) for drainage installation in winter\spring months!

- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Minor alterations requested  
**Anna Reynolds School** – Status: **Phase I** - 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. **Status: Phase II** – scheduled for the summer of 2017, 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.
- **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 (4) Inland Wetland Applications as referenced above. Engineering provided both the ground survey and preparation of design plans for (2) inland Wetland Applications. The wetland Applications Administration in the form of plan review, calculations and comments for Commission review remain steady for the month of January.
- **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 explore the requirements necessary to transition the existing permit to meet the requirements of the DEEP guidelines as set forth for the “NEW” DEEP MS4 permit. The town planner\engineer expect to have a consultant on-board (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 a 1785 sq. ft. addition at Aldi’s, 2640 Berlin Turnpike.
- Two Permits were issued for new single family residences. They will be located at 37 Harvest Court and 39 Harvest Court.

- An Application was applied for and is under review for a new single family residence to be built at 177 Richard Street.
- Building, Plumbing and Electrical Permits were issued for a new hair salon to be located at 2198 Berlin Turnpike.
- Work is continuing at the new Starbucks located at 14 Fenn Road.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - 2012 IRC Update and 2012 IBC Update – January 12, 2017.
  - A. Hanke - State Demolition Code – January 11, 2017.  
- Inspection of Existing Three or More Family Dwellings – January 12, 2017.
  - K. Kilkenny - Inspection of Existing Three or More Family Dwellings – January 10, 2017.  
- State Demolition Code – January 18, 2017.
- There were three Certificates of Occupancy issued in January. Two were for a single family residences located at 53 Shady Hill Lane and 20 Deming Farm Drive. One was for a group home located at 79 Raynel Road.
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 124 inspections. They were: Above Ceiling (1), Boiler (2), CO (5), Electrical (4), Final (41), Footings (6), Foundation (4), Framing (5), Gas Line (9), Insulation (7), Rough (39), and Sill (1).
- The total number of Building/Renovation Permits issued / applied for the month of January was **114** producing a total permit value of **\$1,933,052.00**.  
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	21	1,276,048.00
DECK	1	11,000.00
DEMOLITION	0	0.00
ELECTRICAL	36	181,847.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	4,895.00
GARAGE / SHED	0	0.00
MECHANICAL	22	113,840.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	160,000.00
PLUMBING	17	33,355.00
POOL	1	4,500.00
ROOFING/SIDING	3	24,692.00
SIGN	2	2,032.00
SOLAR	6	120,843.00
TENT	0	0.00
<b>TOTAL</b>	<b>114</b>	<b>\$1,933,052.00</b>

The total Building income fees received in the month of January was **\$22,723.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$810.00, Environmental \$360.00, Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$35.00 Driveway / Excavation \$125.00 Engineering copies \$88.50. The other total income is \$1618.50.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for January:	\$1,933,052.00	\$1,197,836.00
Fees for Permits issued for January:	\$22,723.00	\$9,156.00
Other income Fees for January:	\$1,618.50	\$1,681.00
Building Permits Issued for January:	114	109

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>
\$17,186,557.00	\$163,582.00	\$17,682,630.00	\$204,749.00

**HUMAN SERVICES**

- The Food Bank assisted 139 households with 654 bags of groceries distributed. Note:
- The Clothing Closet served 20 households with 27 bags of clothing.
- Open Air Market served 100 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 6 residents with 6 bills, 1-housing, 2 medical, and 2-utility and 1-appliance. Two were 60+ residents.
- There were 90 cases in our Social Casework program. 37 were new referrals.
- The Youth and Family Counseling Program had 12 active cases, 1 of which was new. Clinicians provided 25 clinical therapy sessions with a total of 29 clinical service hours.
- No 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 no JRB referrals this month.
- The 5<sup>th</sup> grade Adventure learning Program held their two in-class sessions, and their final challenges.
- The 8<sup>th</sup> grade Adventure Bound Challenge Group (ABC) went for a mountain hike and back to the yurt for teambuilding and pizza. Also did some spring activities planning.
- There were no SCORE programs in January as we prepare and take registrations for winter/spring programs starting soon.
- The LEAD group met to plan and develop trainings and mentoring opportunities. They will be lead mentors during the summer.
- Our high school trekkers met at the yurt with a teambuilding/brainstorming session and initial orientation to become summer mentors for the Summer Youth Adventure program.
- The High School Vocational Prep class (formerly self-awareness class) comprised of 11<sup>th</sup> and 12<sup>th</sup> graders wrapped up their semester. 9<sup>th</sup> & 10<sup>th</sup> graders start in February.
- There were 2 requests for community service. An average of 100 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 completed the requirements for CT certification as municipal ADA Coordinators and are pending national certification.
- Staff participated in mandatory sexual harassment prevention training
- Director Futoma attended budget and town hall renovation meetings
- Tunxis Student, Kathy Braga, started her one semester internship with us
- Clinical Coordinator Pat Meskill and Director Futoma continue to work on a youth educational series this spring, kicking off with Youth Mental Health First Aid.
- Director Futoma and Coordinator Meskill met with Chief Clark and other agencies to explore initiating a Newington support group for victims of domestic violence.

**January 2017 Statistics**

<b>Selected Programs</b>	<b>FY 16-17 Undp. Total This Month</b>	<b>FY 15-16 Undp. Total Last Month</b>	<b>FY 16-17 Cum. Undp. Total YTD</b>	<b>FY 15-16 Cum. Undp. Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	12	15	30	19
<b>Youth &amp; Family Service Hours</b>	29	30	240.50	167
<b>JRB Cases</b>	0	2	6	7
<b>Positive Youth Development</b>	88	127	2117	1944
<b>Information and Referral</b>	903	1727	7774	6450
<b>Social Casework Cases</b>	90	98	300	384
<b>Under 55 =</b>	26	19	94	113
<b>Under 55 Disabled =</b>	18	29	66	107
<b>Over 55 =</b>	46	50	140	164
<b>Social Casework Service Hours</b>	162.50	130.50	1030.50	1117.50
<b>Under 55 =</b>	50.25	22.75	243	244
<b>Over 55 disabled and/or disabled</b>	112.25	107.75	787.50	873.50
<b>Food Bank Households</b>	139	135	975	968
<b>#Bags of Groceries Distributed</b>	654	703	4690	4712
<b>Special Needs</b>	6	5	47	51

**SENIOR AND DISABLED CENTER**

- The Community Renewal Team (CRT) announced via a letter sent to the Mayor that they were facing a shortfall that would result in reductions to the meals served in all communities unless the Town committed to providing \$13,440. A group of Senior Center directors requested a follow-up meeting which was held on January 10. The explanation for the shortfall is that it is the result of years of flat funding (as opposed to an actual cut) that CRT is no longer able to absorb. The impact to Newington is a cap of 60 meals per day in the hot lunch program and closure two days per month. This cap is still being negotiated. The Center will work with the community to ensure that a meal is available at a low or no cost on the days that CRT is not serving.
- The Senior and Disabled Center trips and travel team, a group of self-directed volunteers, has planned a year worth of trips including a monthly casino bus, day trips to entertainment venues and sightseeing and an overnight trip to Atlantic City.
- The Center hosted a meeting of the Care through Community Leadership group on January 5<sup>th</sup>. 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 supports system. Newington was selected along with Enfield and Danbury to participate in this grant funded cooperate effort.
- Dot Revzon, a contract employee of the Human Services Department, facilitated Life after Loss, a Bereavement Support Group, for the four Thursdays in January.
- The Connecticut Coalition on Oral Health is hosted a listening session on oral health and older adults on January 10<sup>th</sup>. Participants were asked to give input on how oral health affects their overall health, the benefits of good oral hygiene and what barriers prevent them from getting the dental care they need.
- Ellie Rodriguez, Pharmacist from Stop and Shop provided a presentation about medication and diabetes on January 13<sup>th</sup>.



- On Wednesday, Jan. 18<sup>th</sup> Annmarie Allen, MA, Admissions Coordinator at Ellis Manor, provided a presentation entitled “What to Expect from your Rehab Stay”
- A Lunch and Learn sponsored by Bel-Air Manor on January 13<sup>th</sup> featured a presentation about nutrition by their dietician.
- On January 19<sup>th</sup> the Connecticut Poison Control Center offered an educational program about ways that you can avoid medication mishaps and stay medicine safe!
- All who served in the United States Military are invited to attend the monthly Veteran’s Coffee Hour each month. Share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services you may be eligible for. The Veterans Coffee Hour is conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home.
- Sharad Saxena from Home Helpers returned to facilitate another afternoon of fun playing Jeopardy on January 19<sup>th</sup>. A new category “About Newington” was added.
- The month’s special activities rounded out on January 27<sup>th</sup> with a brownie social sponsored by Newington Rapid Recovery Rehab Center.
- Center Staff are working with members of the Newington Art League to create a new design and layout for the Arts and Crafts room that will inspire creativity and allow for open studio time.
- 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 3210 by 477 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 1046 trips to 102 people this month, covering 3410 miles.
- Center staffing was complemented by 618 hours of unpaid service in 193 instances by 45 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- Most winter programs began in early January, and registration is ongoing. New offerings were Youth Karate and dances for 5<sup>th</sup> & 6<sup>th</sup> graders.
- Applications are now being accepted for seasonal summer employment.
- An Open House at the Creative Playtime Preschool Program was held on Thursday, January 10 with 5 families in attendance.
- Staff has been communicating with facilitators to secure programs for the spring.
- Planning has begun for the July 15 Extravaganza (weeklong events will begin on July 10th).
- A 7<sup>th</sup> & 8<sup>th</sup> grade dance was held on January 27<sup>th</sup> with approximately 400 youths in attendance. Students also donated a large amount of food for the Newington Human Services Food Pantry.
- Camp Sunrise Applications are now available on the town website and being accepted through Glastonbury Parks & Recreation beginning February 7. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.
- Department staff participated in additional training on January 18 & 19 for the RecTrac software program. We have been using RecTrac internally since last spring.
- Staff attended Sexual Harassment training.
- Press releases for upcoming programs and events have been sent out regularly, and the website and Facebook page have been updated on an ongoing basis.
- Adjustments were made to the fiscal year 2018 proposed budget.
- The Spring Program Guide will be mailed to residents in the March edition of the *Newington Life*.

### Parks and Grounds and Cemeteries

- Repair and painting of athletic players’ benches was started.
- Crews began cutting back overgrowth along fence lines.
- Snow and ice removal equipment was maintained for the winter season.
- Mowing and leaf equipment was cleaned and stored.
- Outside storage areas continued to be reorganized at the Parks and Grounds garage.
- There were 6 snow/ice storms that required salting and plowing.
- Adjustments were made to the fiscal year 2018 budget.
- There were 8 interments and 1 sale at Town cemeteries.

## Tree Warden

- Posted Tree 27 Harding Ave. due to large split.
- Posted three trees at Churchill Park for future renovations.
- Removed three butts, from previous jobs, at Churchill Park.
- Pruned low hanging and dead limbs along Mountain Road by Knollwood Road.
- Ground stumps at the following addresses:
  - 131 Mountain View Drive
  - Mill Pond Park - 4
  - John Wallace Middle School – 4
  - 68 Theodore Street -2
  - Lucy Robbins Welles Library – 7
  - 79 and 85 Adrian Avenue
- Removed posted Cedar Tree at 27 Harding Avenue.
- Removed 1 of posted Trees at Churchill Park.
- Removed three beaver damaged trees at Mill Pond Park along walking path.
- Removed second of three trees posted at Churchill Park.

## LIBRARY

- The Friends of the Library had their most successful Wine, Beer and Cheese Social yet. This annual fundraiser sold more than 285 tickets for the event. The evening included beer and wine tasting courtesy of *Connecticut Beverage Mart*, *Thomas Hooker Brewery*, *Hanging Hills Brewing Company* and *New England Cider Company* as well as cheese tasting courtesy of *Stew Leonard's*, a teacup auction, a silent auction and musical entertainment by Tom Stankus.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley submitted the 2017-2018 budget with a 0% increase as requested on January 3, 2017. Lisa, Karen and Lynn as well as several library trustees met with the Town Manager and Finance Director to go over the proposed budget and answer any questions about it.
- The library offered two new programs in January. *Book Buddies*, a new Children's Program held on Half Day Tuesdays. Students from the Newington High School English Honor Society interacted with children in the program, they read a story as a group and then each teen was paired with a child who was encouraged to read to the teen. Michelle Royer, Head of Community Services working with Traumatic Brain Injury facilitator for the State of Connecticut, Buckingham Services and the Newington and Wethersfield Transition Academies offered a *Special Friends Coloring Fun Day* program that brought adults with special needs together to color and socialize. 56 adults participated in our first program. Future programs with different activities are being planned.
- The Children's Department had another busy month offering 60 programs to 1,400 children & their caregivers. The Children's Winter Reading Program "Surf into Reading" kicked off on January 14 with an afternoon of tropical themed crafts, games and stories. Other highlights this month included *Movers & Shakers*, a music and story time program, *Cookbook Club*, *Tales to Tails*, a reading program that has reluctant readers read to R.E.A.D. certified dog and *Play with Us*, programs for special needs children and their caregivers who meet with resource professionals and socialize with their peers. School visits for 3<sup>rd</sup> & 4<sup>th</sup> graders, regular story times & outreach to pre-schools & daycares rounded out the month.
- The Teen librarians offered 8 programs to 243 teens. Programs offered were *Keep Calm & Color* stress reducing session, a *Teen Advisory Board* meeting and in conjunction with the Town Human Services department a *Teen Winter Adventure* program that taught teens how to snowshoe and some outdoor survival skills. For the first time, the teen librarians, Bailey Francis and Alyssa Skorski, were able to visit the 8<sup>th</sup> grade Language Arts classes at John Wallace Middle School. They spoke about upcoming library programs, and book-talked new fiction, non-fiction and graphic novels as well as the online services they can download to their Chromebooks. The teachers were very enthusiastic and the response from the students was positive.
- Adults were offered 15 programs that were attended by 687 adults. The Adult Winter Reading Program "Surf into Reading" kick-off on January 10 with 180 adults signing up to participate on the first day. By the end of the month 260 adults had registered for this 5 week reading program. Other highlights included a visit from Poet Thomas C. Hudson who read his poetry and spoke about his journey to become a published poet, *The Joy of Coloring*, an adult coloring program and a January *Brown Bag it with a Documentary* series titled "Iconic Documentaries" that featured biographical documentaries

about Mary Tyler Moore, Norman Lear and the Carter-Cash music dynasty, all of whom who had a great impact on the entertainment industry.

- Patrons continue to express their disappointment that the library is not open on Sundays.
- Total circulation of library materials was 26,880. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,404 times from the library website. 12,760 people visited the library during the month. There were 7,636 visits to the library's homepage. Popular online services included *Novelist & Kids Novelist*, *Valueline*, *Morningstar*, *Lynda.com*, *BookFlix* and *PebbleGo: Biography* and *Science* databases. Museum passes were used 53 times this month, the most popular were *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 338 times during the month.
- In Technology News: Four Samsung Galaxy tablets were put into circulation for the public to check out. The tablets are preloaded with popular apps and are geared towards people that would like to check out a mobile device with internet access. Digital Services Librarian Jennifer Hebert held a hands-on Basic Excel 2013 class. She will have an Intermediate Excel 2013 class in February. Other technology programs included *Tech Troubleshooting with Teens* and *Tech 4 U*.
- In Personnel News: Alyssa Skorski, a part-time teen librarian, gave her notice. She was offered a full-time teen librarian position at the Wethersfield Public Library. Her last day will be February 7<sup>th</sup>. Head of Collection Management Jeanette Francini, Chair of the State Library' deliverIT CT Short Term Task Force continued her work to try to find short-term solutions to the State Library delivery system. Almost all permanent part-time and full-time library employees attended a two hour Sexual Harassment workshop at the Town Hall. Library Director Lisa Masten continued her work as part of the Town of Newington website committee. During the Library's monthly staff meetings, a portion of the meeting is being set aside to talk about library technology. Different people will be demonstrating tips, short cuts and how to use software and technology that is used in the library. In January, staff learned how to use the snipping tool on the computer and were given a refresher on how to sign up people for a Library program and how to reserve a museum pass in Library Insight.
- In Facilities News: Shawn and Tim from Facilities made updates to the electrical circuits in the men's and women's bathrooms to allow the space heaters to be able to be directly plugged into the outlets.
- Topics of note that were researched this month included:
  1. Connecticut driving test manual preparation.
  2. Articles about the West Hartford Baseball League in 1955.
  3. Symptoms of vitamin B deficiency.
  4. Lot of requests for the 2017 Nutmeg titles.
  5. Information for the annual school assignment on world bridges around the world.