



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: May 19, 2017
Re: Monthly Report – April 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 met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane acted as staff liaison for the Board of Ethics organizational meetings.
- Mrs. Lane attended the Human Services Volunteer Dinner and the CCHD Volunteer Recognition Reception.

Legal Services

The legal amount from November 2012 to April 2017 is \$134,947.50.

Overtime

Paid overtime during the month of April 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	43.6	\$ 6,991.86
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 884.76
ROAD MAINTENANCE	--	\$ --
HIGH SCHOOL – CATCH BASIN	32.0	\$ 1,498.40
TRAFFIC	8.0	\$ 351.28
TOTALS	103.6	\$ 9,726.30
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	19.9	\$ 830.39
Park Maintenance	15.2	\$ 624.30
TOTALS	35.1	\$ 1,454.69

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	\$ 1,613.70	\$ 7,254.00	\$ 2,161.70
Patrol	609,919.00	585,223.47	603,738.00	654,807.42
Investigation	83,433.00	46,970.31	76,132.00	56,952.34
Communication	170,443.00	192,398.90	162,698.00	166,659.07
Education/Training	130,461.00	89,017.87	120,943.00	84,386.38
Support Services	36,261.00	23,556.01	34,408.00	20,548.69
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 938,780.26	\$ 1,008,179.00	\$ 985,515.60
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 20,933.06	\$ 25,212.00	\$ 16,782.24
Snow and Ice Control	148,440.00	112,150.83	148,440.00	69,166.22
Traffic	3,702.00	3,099.83	3,000.00	3,091.00
Vehicles and Equipment	29,949.00	21,256.82	26,949.00	23,407.44
Leaf Collection	48,989.00	30,755.27	50,999.00	41,659.37
Total	\$ 256,292.00	\$ 188,195.81	\$ 254,600.00	\$ 154,106.27
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 78,354.87	\$ 77,091.00	\$ 64,041.60
Cemeteries	15,012.00	5,706.44	18,371.00	6,024.40
Total	\$ 92,103.00	\$ 84,061.31	\$ 95,462.00	\$ 70,066.00

PERSONNEL

- New dispatcher, Tommy Williams, Jr. will begin his new position in the Police Department on May 1, 2017.
- Senior & Disabled Center Program Coordinator retired on May 5, 2017. The position was posted on April 17th with a closing date of May 1st. 26 applications were received, with six applicants chosen to participate in a panel interview, to be held on May 16th.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The ninth 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 March 2017 were \$962,911. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Cumulative Claims through March, 2017</u>		
	Town	Board of Education	Total
Estimated Claims	2,205,918	6,682,752	8,888,670
Actual Claims	1,506,297	5,540,046	7,046,343

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of March & April. 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 112 formal work orders during the months of March & April at various Town Buildings.

Town Hall

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

Senior Center

10 new HVAC wall units for the 1st phase replacement throughout the building has installation has begun and should be completed by June.

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 in progress on the oil to gas conversion of all the heating units and the replacement of the hot water heater is done with an on – demand for greater energy savings. The admin HVAC unit should be completed in June.

Church Hill Park Pool House

Installation of a new oil fired hot water heater is complete and new floor grills were installed over the pumps pit to replace the rotted ones and for better safety. Upgrade the bathroom lights to LED for better energy savings.

Mill Pond Park Pool House

Upgraded all inside lights to LED for greater energy savings and will make the park 100% complete LED.

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 97 help desk work orders.
- Setting up a test/development environment for Microsoft Exchange 2016.
- Initiating a compliance check on all Windows Servers and Workstation computers.
- Designing a new recycling pickup map.
- Developing a new data table to facilitate the addition of Census Tract data into the Assessor's computer aided mass appraisal (CAMA) database.
- Configuration and setup of new electronic payment (credit/debit) devices in Parks and Recreation.
- Deploying new mobile devices for use by the Newington Volunteer Fire Department.
- Configuration of new online Tax Information Query on the town's website for the Revenue Collector.
- Upgrading various third party applications to their latest releases (Adobe Reader, Flash, Chrome).
- Updating various line of business applications to their latest versions.
- Reconfiguration of patching procedures for devices in the town's DMZ security zone.
- Upgrading the town's remote access gateway to the latest release.
- Deployment of an additional wireless access point at Fire Headquarters.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Town Council meetings for FY 2017-18 budget were completed during the month.
- On April 18th, the Town's FY2017-18 budget of \$115.9 million was adopted with a mill rate of 36.59.
- FY 2016-17 General Fund and CIP budget transfers were prepared for Town Council authorization.

During the month the Town received the final payment of the ECS grant in the amount of \$6,476,106. 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)

4/30/2017

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$70,693	\$32,239,329
Special Revenue Funds	5,400	17,294	4,016,285
Capital Projects Funds	1,500	4,393	1,037,163
Internal Service Fund	2,400	11,338	2,857,167
Trust and Agency Funds	4,000	5,208	1,112,339
TOTAL, ESTIMATED BY FUND			\$41,262,282

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2017

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.73	0.73	7,842	7,995	\$17,376,779
Bank North	0.31	0.20	233	176	1,034,788
People's Bank	0.32	0.32	638	706	2,597,323
Santander Bank	0.50	0.50	4,985	4,205	10,170,132
Farmington Bank	0.50	0.50	3,866	4,278	10,083,260
Total Outstanding Investments					\$41,262,282

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 April.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut were sent out to approximately 250 homeowners. There are still about 25 of those accounts that have not yet applied for this benefit and the deadline is May 15, 2017.
- Income and Expense forms were prepared and mailed out to 525 owners of commercial real estate. The Assessor's office received 80 of those forms during the month. Electronic forms have been placed on the Assessor website.
- (M-13) Taxable Grand List Totals, (M-13A Tax Exempt Totals), (M37 State Owned Real Property), and (M37C&H Private College & Hospital)reports of the 2016 Grand List were submitted to the State of Connecticut in a timely manner.
- One of the three remaining court appeals for the October 1, 2015 Grand List was settled during April which leaves two court appeals left which are expected to settle during the month of May.

Revenue Collector

- April Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$243,406.96. The Supplemental Motor Vehicles collected were \$21,101.08, and \$25,216.18 was collected on back taxes. We received \$648.57 in suspended accounts which is included in the back tax figure.
- This year's April collections on the current Grand List is 98.9% which is in line with same time period last year which was 99.0%.
- The Revenue Collector sent out demand notices for real estate accounts with two years or more of taxes. Several taxpayers responded and have committed to substantial monthly payments until they are up to date. A Tax Sale list is beginning to be assembled for those taxpayers not complying, or are too far in arrears with small payments which is not enabling them catch up. The Human Services Dept. will also be notified when the list is completed.
- All tax information is now available on-line through the Town's website. The staff is educating taxpayers and the general public by helping them understand how to access the information.
- The Constables continue to collect and make payment arrangements with taxpayers for outstanding motor vehicle taxes.
- Taxpayers come in daily to pay motor vehicle taxes and need to be released at the Dept. of Motor Vehicles. This takes additional time for the staff to access the motor vehicle information to release these taxpayers on an individual basis.
- Accounts are being updated for the 2016 Grand List on a daily basis.

TOWN CLERK

- There were 65 property transfers in April for a total of \$9,416,524 in sales. State conveyance tax collected was \$89,934 and Town conveyance tax collected was \$22,061.00.
- There were five (5) residential sales over \$300,000; and one (1) commercial sale for \$550,000 from MAH Associates LLC to Briary Hair Studio LLC at 2719 Berlin Turnpike.
- A total of 348 documents were filed on the land records during the month including: 97 mortgages, 111 releases, 14 probate documents and 220 liens. Sixty-two of these documents were electronically recorded.
- The staff certified and issued 137 copies of vital records (birth, marriage & death certificates). Seventeen burial and six cremation permits were issued.
- Thirteen Notary Public commissions were catalogued and five Trade Name certificates were catalogued.
- The office issued a total of 34 passes to the landfill.
- General Code completed the update to the Code of Town with the latest Adopted Ordinances and supplied Supplement #11 for distribution. The online site has been updated to reflect all changes.
- On April 5-7, 2017, the Town Clerk, James E. Krupienski, attended the annual Connecticut Town Clerks Spring Conference held in Groton.

<u>DATA SUMMARY APRIL 2017</u>				
	<u>April-16</u>	<u>April-17</u>	<u>FY15/16 to Date</u>	<u>FY16/17 to Date</u>
Land Record Documents	473	348	4,636	4,081
Dog Licenses Sold	18	17	576	675
Game Licenses Sold	37	29	120	112
Vital Statistics				
Marriages	14	8	143	190
Death Certificates	29	18	295	290
Birth Certificates	21	23	207	220
Total General Fund Revenue	\$ 36,029.27	\$ 37,255.81	\$ 388,757.17	\$ 517,699.47
Town Document Preservation	\$ 967.00	\$ 864.00	\$ 10,365.00	\$ 10,833.00
State Document Preservation	\$ 508.00	\$ 496.00	\$ 6,318.00	\$ 5,980.00

State Treasurer (\$36 fee)	\$ 9,108.00	\$ 8,856.00	\$ 113,616.00	\$ 106,956.00
State Treasurer (\$127 fee)	\$ 4,191.00	\$ 3,429.00	\$ 46,228.00	\$ 52,070.00
State Treasurer (\$110 fee)	\$ 5,060.00	\$ 4,070.00	\$ 44,550.00	\$ 53,130.00
LoCIP	\$ 759.00	\$ 738.00	\$ 9,468.00	\$ 8,913.00
State Game Licenses	\$ 1,237.00	\$ 941.00	\$ 3,485.00	\$ 3,255.00
State Dog Licenses	\$ 145.00	\$ 114.00	\$ 4,056.50	\$ 5,344.50
Dog Licenses Surcharge	\$ 50.00	\$ 40.00	\$ 1,426.00	\$ 1,694.00
Marriage Surcharge	\$ 133.00	\$ 152.00	\$ 1,026.00	\$ 1,539.00
Grand Total	\$ 58,187.27	\$ 56,955.81	\$ 629,295.67	\$ 767,413.97

POLICE DEPARTMENT

- Patrol Calls for April are as follows:

Abandoned MV	3	Fire Mutual Aid Request	1	Missing	3
Administrative	5	Fire Other	13	MV Abandoned	4
Alarm Commercial Burg Alarm	56	Fire Structure Fire	13	MV Assist	38
Alarm Hold Up Alarm	4	Fire Trouble Alarm	4	MV Complaint	81
Alarm Residential Burg Alarm	26	Fire Water Problem	1	MVA Evading	11
Animal Complaint	21	Follow-Up	36	MVA Injury	10
Assist Motorist	1	Found Property	4	MVA Property Only	75
Assist Notification	1	Gun	2	Neighbor	5
Assist Other Agency	31	Harassment	9	Noise	24
Bad Check Insufficient Funds	2	Hazard	27	Notification	1
Breach of Peace/Disorderly	18	Hazmat	1	Open Door/Window	16
Burglar Alarm	4	Hold Up Alarm	1	Parking Violation	17
Burglary	5	Illegal Dumping	3	PD ASSIST FIRE DEPT	30
Car Seat	1	Intoxicated	1	Pistol Permit	27
Check Welfare	45	Juvenile Complaint	10	Prisoner Care	7
Check Welfare 911	40	K9 Assist	1	Property Found	11
Check Welfare Other	3	Kidnapping	1	Property Lost	4
Clear Lot	3	Landlord / Tenant Dispute	4	Recovered Stolen MV	1
Construction	3	Larceny	48	Robbery	2
Court Detail	10	Larceny from MV	18	Serve Warrant	33
Criminal Mischief	9	Lift Assist Only	5	Sexual Assault	3
CSO	2	Location Check	129	Specific Detail	118
Customer Dispute	5	Location General	59	Stolen MV	10
Dog Complaint	31	Lockout Building	2	Sudden Death	1
Domestic	17	Lockout MV	1	Suspicious MV Unoccupied	40
Drug	7	Lost Property	3	Suspicious Report	133
DUI	7	Medical Alarm	12	TEST	3
EDP	12	Medical Cardiac	23	Threatening	6
Escort / Transport	6	Medical Complaint	84	Tow	10
Escort Funeral	12	Medical Diabetic	4	Traffic Stop	415
Escort Other	1	Medical Fall	48	Trespass	6
Fingerprint	4	Medical Other	34		
Fire Alarm	17	Medical Respiratory	23		
Fire CO Detector no symptoms	4	Medical Trauma	4		
		Medical Unresponsive	5	TOTAL	2197

- Investigations and calls by Patrol Officers in April included:
 - Officers were dispatched to an undisclosed location, for a physical domestic dispute in progress. NPD dispatch informed all responding NPD officers that the suspect in the assault was the husband and he was fleeing the scene on foot. As the first officer arrived, they notified the other officers that the victim was injured and administered first aid. Moments later, officers located a white male matching the description given and was later identified as the suspect. The husband was detained while the incident was investigated. During the investigation, officers determined that there was a verbal argument between husband and wife while they were drinking alcohol today. During the argument, the husband began yelling at his wife and calling her names. The argument continued and the husband then attacked the female striking her several times. His wife attempted to call 911 using her cell phone but the husband took the phone and broke it. The wife was able to run to a neighbor's house who then called the police. During this time, the husband fled the scene. The husband was charged with violation of C.G.S. 53a-61 Assault Third Degree, 53a-183b interfering with an emergency call, 53a-117 Criminal Mischief in the Third Degree, 53a-182 Disorderly Conduct, 53a-95 Unlawful Restraint, 53a-64 Reckless Endangerment in the Second Degree, 53a-64bb Strangulation in the Second Degree. He was processed and held on a \$50,000.00 bond.
 - Assault-Kidnapping - On 4/2/2017 officers were dispatched to a location in Newington where an assault had just occurred. Based on the nature of the call, multiple Newington Officer's responded to the scene in an attempt to locate suspects and evidence. As the first officer arrived, he made contact with the victim who had numerous minor bleeding and cuts all over his body. The victim stated that he was given a ride home from the New Britain FastTrack by four unknown males who he asked to provide him a ride. During the ride home and while in Newington, one of the passengers started arguing with the victim. During the argument, the passenger indicated to the victim that he was going to shoot him. At the time, the victim did not see a gun. The passengers in the vehicle then began to assault the victim punching him repeatedly. The suspects then pulled the victim from the car and continued to assault him on the ground. During this time, the victim was then able to get the license plate on the vehicle. The suspects then re-entered the car and fled the scene towards New Britain. With the assistance of the New Britain Police Department, officers were able to locate the suspect vehicle in New Britain where the registered owner of the vehicle lived. Officers were then able to identify the suspects in the assault and subsequently made several arrests in the incident. The suspects were charged with Kidnapping in the Second Degree, Assault in the Third Degree, and Breach of Peace. Each was held on a bond.
- In April, Detective Division Personnel:
 - Handled 93 investigations, 54 remain ongoing, 2 suspended and 37 were closed by investigative methods.
 - Served 40 arrest warrants, 35 by Patrol Officers and 5 by Detective Division personnel.
 - On April 11th an individual was arrested by an arrest warrant obtained by Newington Detectives for an armed robbery that occurred at the T-Mobile store located at 3111 Berlin Turnpike on November 3rd. During the robbery, which occurred at approximately 8:20 pm, two male suspects approached the employees while they were in the process of closing the store. Both suspects forced the employees back into the store where they tied up two employees while forcing the other to open the safe at gun point. The suspects then fled the store with stolen cash and store merchandise. The individual was charged with 2 counts of Robbery 1st Degree, 2 counts of Conspiracy to Commit Robbery 1st Degree, 3 counts of Kidnapping 1st Degree with a Firearm, 3 counts of Conspiracy to Commit Kidnapping 1st Degree with a Firearm, 3 counts of Unlawful Restraint 1st Degree, 3 counts of Conspiracy to Commit Unlawful Restraint 1st Degree, 3 counts of Reckless Endangerment 1st Degree, 3 counts of Conspiracy to Commit Reckless Endangerment 1st Degree, 3 counts of Threatening 1st Degree, 3 counts of Conspiracy to Commit Threatening 1st Degree, Larceny 3rd Degree, Conspiracy to Commit Larceny 3rd Degree, Larceny 6th Degree, Conspiracy to Commit Larceny 6th Degree. He was held on a \$750,000.00 court set bond and will appear in New Britain Superior court on 4/12/2017. The investigation of this incident is continuing.
 - On April 11th detectives responded to room 227 of the Grantmoor Motor Lodge to investigate the death of a 49 year old male. Detectives processed the scene, seized physical evidence, and made notification to the deceased's next of kin. At this time the cause of death is unknown and this case remains under investigation.
 - On April 21st detectives began an investigation into allegations of a sexual assault involving a juvenile female victim and an adult male suspect. This incident was reported to police after the 4 year old female victim made a disclosure to a family member. Newington Detectives and the Connecticut Department of Children and Families are continuing to investigate this incident.

- In April, the Community Service Officer (CSO):
 - Kicked off Adopt a School initiative.
 - Attended Critical Incident Stress Management meeting as Newington representative for the regional team.
 - Attended breakfast at the high school for the opening of the new STEM wings and curriculum.
 - Conducted tour of PD for DDS adults.
 - Coordinated tour of PD for Eagle Scouts group.
 - Met with Renee Coleman of Victory Garden to work together on decreasing call volume to this area.
 - Attended Earth Day celebration at The Keeney Manufacturing and was presented with \$1000.00 check for Youth Police Academy program.
 - Coordinated and attended Coffee with a Cop at Starbucks Main Street location.
 - Coordinated and attended Lunch and Learn at John Wallace with ACO Monde and her Search and Rescue dogs.
 - Coordinated and attended Citizen Police Academy sessions.
 - Car Safety Seat inspections.
 - Coordinated Internship program, along with high school job shadow program.
 - Attended a 3 day train the trainer workshop for Rape, Aggression, Defense.

Property Report April 2017

Category	# of Counts	Property Value (\$)
Counterfeited/Forged	4	\$981
Damaged/Destroyed	17	\$4,249
Burned	1	\$1
Stolen	160	\$216,770
Abandoned	1	\$1
Evidence	239	\$6,425
Found	10	\$1,801
Lost	6	\$4,255
Seized	27	\$408
Recovered	39	\$123,773
Impounded	1	\$6,500
Informational	11	\$150
Totals	516	\$365,314

- Police Department Overtime:
 - Comparison
 - OT March \$122,674 Overtime for March – 3 pay periods and 1 Holiday
 - OT April \$ 92,492 Overtime for April – 2 pay periods and 2 Holidays
 - **Total Decrease \$ 30,182**
 - During April, 3 officers on light duty, 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. Overtime included 2 pay periods this month and 2 holidays. March had 3 pay periods.
 - Admin overtime \$0, a decrease of \$573 for this account.
 - Patrol overtime \$65,592, a decrease of \$6,648. Overtime included 2 pay periods and 2 holidays (\$23,000) for holiday pay, investigations for trespassing, 2 sudden death investigations, DUI arrests, Citizens Police Academy, Sergeants meeting, K-9 tracking, Town Council meeting coverage, evidence collection, prisoner detail, domestic call, sexual assault investigation, rifle cleaning and ammo inventory, casework, holdovers, booking process, and overtime for time off/vacancies. Hiring process is underway for an entry level Police Officer vacancy.
 - Detective Division Overtime \$4,831, a decrease of \$8,265. Overtime included Midstate Accident Reconstruction call out, search warrant, evidence collection, and sexual assault investigation, Town Council meeting coverage, domestic calls, 2 sudden death investigations, casework follow ups, and crime scene investigation.
 - Communications overtime \$17,005, a decrease of \$9,607. Overtime included \$4,300 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. Light duty personnel were utilized to offset overtime costs.

- o Education overtime \$3,359, a decrease of \$318 for training classes consisting of Emergency Response Team training, Basic Crime Scene training, Mental Health First Aid, and car seat install training.
- o Support Services overtime \$1,705, a decrease of \$4,771. Overtime included holiday pay.
- o ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of April, 2017. During this period Fire Department members responded to 41 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	April 2016	10 Months Activity
FIRES		
Structure Fire	5	34
Vehicle Fire	0	10
Exterior Fire	1	34
Other Fires	0	5
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	4
Extrication	0	11
Other Rescue Calls	0	8
SERVICE CALLS		
Hazardous Condition Calls	2	48
Water Problem	1	19
Other Service Calls	7	57
Good Intent Calls	4	29
False Alarm/False Call	19	224
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	2	9
Total	41	495

Training Summary

Driver Training	Cone Course	16.0 hours
Driver Training	Road Time	12.0 hours
Driver Training	Pre-Trip	6.0 hours
Officer Training	NEXGEN	32.0 hours
Company Training	Co. – 4 Water Supply	22.0 hours
Company Training	Co. – 3 Pump Operations	28.0 hours
Company Training	Co. – 1 Hose Test Procedures	55.0 hours
Truck One Training		10.0 hours
Multi Company	Co. 1&4 SCBA Core	56.0 hours
Multi Company	Co. 2&3 SCBA Core	38.0 hours
Department Training	Vehicle Extrication	214.0 hours
Haz/Mat Training	Protective Clothing	8.0 hours
Task Force Training		3.0 hours
Driver Training	2Q Exam	48.0 hours
Total Training		548.0 hours

FIRE MARSHAL

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

INSPECTIONS	19
INSPECTION FOLLOW-UPS	25
PLAN REVIEW	6
JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	5
FIRE ALARM TROUBLE	5
COMPLAINTS	4
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	5

Incidents:

- There were no significant fire incidents or injuries reported in April. Responded to **12** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended the Annual Connecticut State Firefighters Association Hall of Fame Dinner in Southington.
- Attended the monthly Company Drill - Topic: Vehicle Rescue.
- Attended the Annual Co. #1 Easter Breakfast and Children's Party.
- Attended a wake for Wethersfield Deputy Fire Chief Bjorn Wilson.
- Attended the monthly Newington Safe Home Committee meeting at Town Hall.
- Coordinated the quarterly meeting of the Newington Local Emergency Planning Committee at Town Hall.
- Conducted the quarterly Task Force - 51 meeting at the Berlin Firehouse.
- Attended the monthly officer training session at fire headquarters: New Apparatus Computers.
- Attended the 2017-2018 Town Council Budget/CIP meeting at Town Hall.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Hartford.
- Attended a Surprise Party for Berlin Fire Chief Jim Simons at the Farmington Club.
- Participated in a Volunteer Recruitment Open House at fire headquarters to promote the Fire Department and Cadet Division membership.
- Attended the Annual Connecticut Emergency Management Symposium in Cromwell. Topics: Opioid Crisis Response, Public Health Updates, Emergency Notification Systems, Emergency Management Initiatives, Cybersecurity, Hurricane Preparedness and Federal Grant Opportunities.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the Annual "Tip a Firefighter Night" at Chili's Restaurant to raise funds for the American Cancer Society.
- Attended the monthly staff meeting at Town Hall.

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 Local Emergency Planning Committee meeting.
- Met with Town departments and various agencies to discuss upcoming construction projects.
- Attended Environmental Quality Commission meeting.
- Attended Solid Waste Advisory Committee meeting.
- Attended hazardous waste collection coordination meeting.
- Scheduled Landfill operator certification training.

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 Town-wide repair of curbing and topsoil damage.
- Continued with storm water catch basin top replacement and basin wall repair Town-wide.
- Responded to assist with two evictions for the month – storage required for one only.

- Began Town wide street sweeping.
- Highway Foreman and Equipment Operator I attended Landfill Certification Class.
- Jet rod and cleared out clogged storm drainage pipe on Barnard Drive.
- Vacuum truck cleaned several storm water catch basins throughout Town.
- Constructed stone base pad for Fire Company Five storage shed.
- Completed sweeping, curb repair and pot hole patching at all schools during April break.

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.
- Responded to two after hours call-outs for motor vehicle accidents.
- Mark out various streets for line painting.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Completed Fire Department apparatus/equipment spring services.
- Continued with spring services for all seasonal construction and mowing equipment.

Sanitation/Recycling/Landfill

- Scheduled 828 residential bulk items for collection for the month.
- Scheduled 88 condominium bulk items for collection for the month.
- Scheduled 46 condo/residential scrap metal items for collection for the month.
- 5926 tons of cumulative Municipal Solid Waste were collected from July through March.
- 2044 tons of cumulative recyclables were collected from July through March.
- 837 mattresses and 445 box springs were collected from July through March.
- 345 televisions were collected from July through March.
- Issued permanent 74 landfill permits and 21 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on April 13, 2017:

- Withdrew Petition #06-17: Zoning Text Amendment (Sections 6.2: Signs). Town Plan and Zoning Commission, applicant.
- Approved Petition #07-17: Special Permit (Section 3.2.7: Charitable Event) at 2550 Berlin Turnpike. K-9 Crime Stoppers, applicant. Fernandez Real Estate LLC, owner. Melanie Goodin, 66 Highview Avenue, Wethersfield CT, contact.
- Approved Petition #12-17: Extension to Site Plan Approval #12-08 (Adult Day Care) at 395 Willard Avenue. Family Adult Day Care LLC, owner/applicant.

Regular Meeting on April 26, 2017:

- Approved, with conditions, Petition #13-17: Special Permit (Section 3.15.3: Outside Restaurant Seating) at 3260 Berlin Turnpike ("Plaza Azteca Restaurant"). Juan Jose Sevilla, applicant; Antonio Melendez and Hector Angel, owners; Juan Jose Sevilla, 3260 Berlin Turnpike, Newington CT, contact.
- Approved Petition #08-17: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Tent Sale at 3440 Berlin Turnpike ("PC Richard & Son"). PC Richard & Son, owner/ applicant; Tom Stagis 358 Jude Lane, Southington CT, contact.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- April 3: Met with owner of vacant lot on Day Street.
- April 4: Attended Wethersfield P&Z meeting.
- April 11: Met with Deer Run HA representative re: open space.
- April 18: Met with owner of 2143 Berlin Turnpike re: possible project.
- April 18: Met with developer re possible project at 3333 Berlin Turnpike.
- April 20: Met with Chik-fil-A attorney.
- April 27: Met with manager of 56 Costello Road.

TOD/CTfastrak/Amtrak Corridor Planning:

None.

Grant-Funded Project Activities

- April 7: Met with staff to discuss Constance Leigh gateway sign options.
- April 10: Texted staff re: Neighborhood Assistance Act grant program.
- April 13: Briefed TPZ on possible TOD grant opportunity.

Board and Commission Meetings:

- April 13: Attended TPZ regular meeting.
- April 26: Attended TPZ regular meeting.

Professional Development/Training:

- April 26: Attended annual Fair Housing Conference in Rocky Hill.

Miscellaneous

- April 17: Met with Town Manager to review April 13 TPZ meeting.
- April 19: Met with Town Manager and staff re Alumni Road Traffic Signal.
- April 19: Attended monthly WUCC meeting in Hartford.
- April 12: Monthly Public Works Team meeting.
- April 21: Met with ZEO re performance evaluation.
- April 27: Attended Eversource Open House at John Wallace School.
- April 28: Attended monthly department head meeting.
- April 28: Met with Town Manager to review April 26 TPZ meeting.
- April: Responded to approximately 20 phone messages from citizens, applicants, staff and elected/appointed officials.
- April: Received and sent approximately 586 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of April, 18 excavation permits were issued:
 - Gas Lateral – 4
 - Driveway - 14
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Inland Wetlands Meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- The Town Engineer attended a webinar on Round-A-Bout design.
- Engineering Staff (John DiMaria) attended a webinar on “Pipe – Slip Lining).
- **Wetlands:** In the month of April, 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 (1) Inland Wetland Application was received by Full Commission at the April, 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 (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) is the Town of Newington sidewalk contractor for the FY 2017-2018 concrete maintenance and repairs contract. Engineering continues to assess, catalogue (measure, estimates, etc.) and prepare a schedule in preparation for the next construction season (year 2017). The next phase of sidewalk repair will commence this spring\summer at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Operations completed. Wall restoration were completed the month January 2017. The “pilot” repair methodology will be evaluated and 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 were evaluated in 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 scheduled to begin in the month of July, 2017.
- **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, line striping, etc. Engineering provided survey, estimates, design and administrative support to coordinate the improvements including but not limited to: the installation of walks and pavement **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 **Phase II** of the paving construction is scheduled to commence next construction season of 2017. **Roadway Reconstruction:** Judd Lane, 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 (**State Project, 093-200**) **Status:** Beginning 04/17/2017, for the replacement of a bridge on Rte. #175 (Cedar Street) over the Amtrak rail Lines. A project narrative and/or construction press release is available on-line. Project updates will be posted as they become available.
- **Engineering Staff:** - Have administered (or continued review) the (2) site plans and (2) Inland Wetland Applications as referenced above. Roadway excavation and driveway permits are increasing as the construction season begins with improved weather conducive to construction. Engineering staff prepared construction material estimates for B.O.E. projects scheduled for the 2017 construction season. Additionally, Engineering provided various construction staking to facilitate design implementation, maintenance activities including line striping.
- **DEEP MS4 Permit:** - Engineering and Planning continue a coordinated effort to administer the MS4 plan development with the guidance of the consultant firm Tighe & Bond. The task is 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 could be developed and registered by April 3rd, 2017, with implementation scheduled for July, 2017. Development of the ‘Draft’ plan included both educational meetings (discussion of permit requirements) and instructional meetings with department’s demonstrating resource availability to achieve the anticipated tasks of the permit.
- **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. A Public Information Meeting (PIM) commenced for the residents on Tuesday May 2nd, 2017. The presentation will be provided to the council in the form of a Public Information Meeting (P.I.M.) date scheduled for May 23rd, 2017.

BUILDING DEPARTMENT

- There were 2 new residential Permits issued for new single family townhouses. They will be built at 18 Harvest Court and 20 Harvest Court.

- An Application was submitted and is under review for a 10,000 sq. ft. Child Care Center to be located at 320 Alumni Road.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Accessibility Concerns in Type A and Type B Dwelling Units – April 17, 2017.
 - A. Hanke - IAEI Training for Solar – April 6, 2017.
- Accessibility Concerns in Type A and Type B Dwelling Units – April 17, 2017.
 - K. Kilkenny - Accessibility Concerns in Type A and Type B Dwelling Units – April 5, 2017.
- IAEI Training for Solar – April 6, 2017.
- There was one Certificate of Occupancy issued in April. It was for a single family residence located at 42 Harvest Court.
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 142 inspections. They were: Above Ceiling (2), CO (1), Electrical (5), Final (41), Footings (14), Foundation (6), Framing (8), Gas Line (4), Insulation (10), Mechanical (1), Plumbing (2), Pools (1) Roofing (1), Rough (45), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of April was **152** producing a total permit value of **\$2, 911,441.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	22	\$ 575,283.00
DECK	5	32,200.00
DEMOLITION	0	0.00
ELECTRICAL	45	205,962.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	690.00
GARAGE / SHED	0	0.00
MECHANICAL	29	167,070.00
NEW COMMERCIAL	1	1,247,500.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	440,910.00
PLUMBING	23	37,077.00
POOL	3	28,000.00
ROOFING/SIDING	18	141,122.00
SIGN	1	15,300.00
SOLAR	1	20,327.00
TENT	1	0.00
TOTAL	152	\$2,911,441.00

The total Building income fees received in the month of April was **\$33,888.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$605.00 Environmental \$180.00, Conservation \$500.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$69.50 Driveway / Excavation \$650.00 Engineering copies \$136.25. The other total income is \$2140.75.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for April:	\$2,911,441.00	\$2,320,677.00
Fees for Permits issued for April:	\$33,888.00	\$26,812.00
Other income Fees for April:	\$2,140.75	\$2,632.50
Building Permits Issued for April:	152	169

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>
\$23,585,569.00	\$233,058.00	\$23,899,079.00	\$277,411.00

HUMAN SERVICES

- The Food Bank assisted 136 households with 647 bags of groceries distributed.
- The Clothing Closet served 25 households with 28 bags of clothing.
- Open Air Market served 116 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 9 residents with 10 bills, 7-housing, 2-utility, 1-medical bills. Three were 60+ residents.
- There were 100 cases in our Social Casework program. 32 were new referrals.
- The Youth and Family Counseling Program had 16 active cases, 1 of which was new. Clinicians provided 37 clinical therapy sessions with a total of 46 clinical service hours.
- There were no clinical police referrals received for follow up.
- The support group for older adults dealing with life after loss wrapped up with contract therapist, Dorothy Revzon, LCSW at the Senior & Disabled Center. Similar groups may be offered again in the future.
- There were no JRB referrals this month.
- An internal annual staff development day was held to regroup, review and refresh to look at our programs and services and plan going forward.
- Pat Meskill and Karen Futoma attended the North Central Regional Mental Health Board meeting.
- Pat presented at the annual "Getting Ready for Kindergarten" program held at the library.
- Karen Futoma and Carol LaBrecque attended the annual Emergency Management Symposium and an Opioid Crisis Forum held by the CCHD
- We continue to collaborate with Diane Stone regarding her department grant to support "No Wrong Door" an enhanced community approach for residents to get connected to information regarding long term services more easily.
- Staff met with the library to collaborate on their initiated Special Friends group.
- A spring "Healthy Youth" educational series will be offered in June.
- Staff attended a variety of trainings including autism spectrum and emotional health and wellness.
- The annual Volunteer Recognition dinner was held with close to 100 people in attendance. This year's theme was "Super Heroes." Volunteers of the year were Kathy Crooks, Lynn Crooks, Charlie Adamick and Masonic Sequin Lodge #140.
- The annual Transition Academy volunteer celebration was also held in their classroom. Parents and school personnel also joined the festivities.
- The 5th grade Adventure learning Program held classes and final challenges outdoors. The three "Cs" cooperation, communication and commitment were emphasized.
- SCORE wrapped up and Summer Youth Adventure brochures were advertised. Registrations started to come in quickly.
- Our third year running the 4th grade SCORE programs begin in April during the school vacation and will continue through May. Registrations were higher than the prior two years, with 31 registrations.
- Director Futoma met individually with Administrative group staff to complete performance evaluations.
- Director Futoma was invited to be part of a CCSU "Salon" to discuss gaps and access to necessary services that support vulnerable families and individuals.
- The High School Vocational Prep class (formerly self-awareness class) had a day at the Challenge Course. They learned belaying techniques with staff supervision.
- High School Summer Mentor applications started to come in as we prepare for summer.
- There was 1 request for community service. An average of 25 hours is requested.
- The Newington Challenge Course officially reopened for the season on April 4th. Programs are already booked through fall.
- 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.

April 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	15	39	25
Youth & Family Service Hours	46	51.50	376.25	247.5
JRB Cases	0	0	8	15
Positive Youth Development	360	109	2759	2528
Information and Referral	1179	992	10,738	9525
Social Casework Cases	100	109	408	466
Under 55 =	26	15	131	139
Under 55 Disabled =	24	28	86	126
Over 55 =	50	66	191	201
Social Casework Service Hours	154	173.25	1347.50	1616.5
Under 55 =	35.25	33.25	309.25	341.5
Over 55 disabled and/or disabled	118.75	143	1038.25	1275
Food Bank Households	136	130	1371	1358
#Bags of Groceries Distributed	647	589	6557	6622
Special Needs	9	7	69	63

SENIOR AND DISABLED CENTER

- On April 27th the Center held a retirement reception for Eleanor Eichner that was well attended by Center members, volunteers, staff and the Mayor. Ms. Eichner served the Town for more than 20 years with the last 16 as Program Coordinator.
- Center Director Dianne Stone was appointed to Co-Chair a legislative Task Force to study Senior Centers as established by SA 16-7, An Act Concerning Senior Centers. This task force will identify the core role of senior centers in the delivery of health and human services to older adults and effective means to provide the resources and training needed.
- In addition to the Aging Mastery Program® the Center implemented Powerful Tools for Caregivers. This is a 6 week, evidence based, program that gives caregivers self-management tools to take care of themselves while they take care of others. To provide the program, the Center had two people certified as leaders including Social Worker Teri Snyder.
- On April 6th the season officially kicked off in the Giving Garden with an Open House and volunteer recruitment event that was well attended. Seeds were started and the outside area was prepped.
- On April 10th, CCSU Psychology Professor Andrea June brought a class of students to the Center for a tour led by participant ambassador Jackie Landry. This is an annual event that helps to raise awareness and dispel stereotypes of older adults as frail and sedentary.
- On April 13th, participants enjoyed a light, continental brunch and listened to Jack Felix, BC-HIS, ACA, from Hearing Care Centers speak and answer questions about hearing aids.

- On April 19th, Sherrilyn Granberg from Liberty Mutual Insurance Company returned to speak about the basics of auto insurance by request of the participants of a previous talk about home insurance.
- On April 26th, Priscilla Quiñones and Prima Saruka from Global Care Companion and Homemakers lead an art mosaic workshop.
- As of the end of March, the Center had 1,586 paid members, including 202 Fitness Center members. There are 1010 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3313 by 499 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 1038 trips this month, covering 3125 miles.
- Center staffing was complemented by 590 hours of unpaid service in 187 instances by 45 volunteers.

PARKS AND RECREATION

Recreation Division

- Spring indoor swim lessons are being offered on Monday and Wednesday nights to accommodate those looking for lessons before the summer season.
- Interviews for seasonal staff positions are ongoing.
- Registration for the 2017-2018 school year at our Creative Playtime Preschool is ongoing.
- The Summer Program Guide was completed and distributed to 13,000 Newington households during the week of April 30.
- Residents may now purchase summer pool passes at a discounted rate through May 24th.
- Summer program registration for residents began on Wednesday, April 26.
- Camp RECreate and Playground Pals' program information was distributed to Newington students entering Kindergarten through grade 8. Program dates are Monday through Friday, June 21 through August 4 (no program on July 4). Camp RECreate hours are 7:30 to 5:30 and Playground Pals' hours are 7:30 to 2:00 with an option for Extended Care from 2:00 to 5:30. Discounted rates are available if children are registered by June 1. A sibling discount is also being offered for families with more than one child enrolled.
- Camp S'More is being offered the week of August 7 through 11 (7:30 to 5:30) for children entering Kindergarten through grade 4.

Parks and Grounds and Cemeteries

- Repaired snow plow damage.
- Performed spring start up maintenance on athletic fields.
- All athletic fields have lines painted on a weekly basis.
- Baseball and softball fields are being groomed on a regular basis for practices and games.
- Began to energize the potable water in the park facilities.
- There were 6 sales and 15 interments at Town cemeteries.

Tree Warden

- Two stumps at Town Hall ground; holes filled with soil, area seeded.
- Tree concern called into office regarding tree at 412 Connecticut Ave. Looked at tree many dead branches and center leader has lost most of its bark, tree posted for removal.
- The final posted tree at Churchill Park was removed and wood removed from park. Stumps need to be removed.
- Two posted trees at 85 Eighth Street were removed and all large wood removed from property. Stump needs grinding.
- Completed Locust pruning section B West Meadow Cemetery.
- Pruned trees in front of John Wallace School as requested by Dick Vida.

** Chipper was in for repairs and Bucket Truck was sent out for Electrical Safety testing, and warrantee service during the first two weeks of April.

LIBRARY

- The Town's 2017-2018 budget was passed in April. The library's budget had a 0% increase. Thankfully there were no cuts to the proposed budget. The Town is still waiting for the State budget to be passed to see if there will be any impact to our budget. Libraries in the State are hoping that the State Library budget will not be cut as the governor proposed because of the huge impact it will have on patrons ability to borrow materials throughout the state.
- The Library Board of Trustees continued to plan for the *21st Annual Newington 5K Challenge Road Race* that will be held on Sunday, May 21.
- The Friends of the Library had their annual Spring Book Sale on April 28, 29 & 30 at the Newington Senior and Disabled Center. It was another very successful fundraiser for this organization that the community enjoys and appreciates. The weather was beautiful and people left with bags full of many gently used treasures. The Friends and Community Services Librarian Michelle Royer were also present at the Newington Chamber of Commerce Home and Business Showcase held at the Newington High School in April.
- Tax season finally ended. The library is still one of the few places that has the paper copies of the State and Federal tax forms. While many people can download what they need there are still people who do not own computers or printers and need help with these forms.
- The library celebrated National Library Week the week of April 9 – 15. This coincided with school vacation week. The theme this year for NLW was Libraries Transform, a time to celebrate libraries and their contributions to the community and to promote library use and support. During this week the library offered a diverse selection of programs for all ages. In addition, information about the library services and what it has to offer was available in the library and online and inspirational posters that offered quotes about the importance of libraries were placed around the building. My two favorite quotes were "Access equals opportunity" and "Because learning to read comes before reading to learn".
- The Children's Department offered 66 programs to 1,662 children and their caregivers. April was a busy month with regular story times, outreach to pre-schools and daycares, school visits and April vacation programming. LiLiu, a Chinese acrobat performed and talked about the history of Chinese acrobats and then had the kids try spinning plates and dancing with scarves and rings. The new *Chess and Checkers Club* kicked off and was a big hit. A combined kids/teen program titled *Family Game Time*, had several employees from *Your Friendly Neighborhood Tabletop Shop* in Newington set-up Skill board games for them to try. *Books and Babies* story time was offered to our youngest new patrons from ages 0 – 12 months. Parents and babies alike left with big smiles and a lot of library information. The *Annual Family Earth Day* program had kids recycling used materials into robots, ramp games and pictures. And at the end of the month kids enjoyed an afternoon at the *Harold's Purple Daze* program. Thanks to a large anonymous donation of new *Harold's Purple Crayon* books to the State Library, public libraries throughout the state received free copies of the book to be handed out to the public. Children drew a mural with purple crayons, made purple hyacinths, created sculptures with purple dough, ate purple jello and each family left with a free copy of the book.
- There were 6 programs offered to 56 teens during the month of April. Our tech savvy teen volunteers assisted adults with their devices as part of the *Tech Troubleshooting with Teens*. Other programs included combined teen/children program - *Family Gaming Afternoon* where teens learned new popular tabletop board games and two afternoon movies that featured– *Rogue One* and *Fantastical Beasts*- as well as many delicious snacks.
- Adults were offered 15 programs that were attended by 291 adults. The very popular *Made in Connecticut* series returned for the spring. The April program was *Trifecta Ecosystems, Inc. of Meriden*. Co-founder Kieran Foran talked about sustainable aquaponics farming. During National Library Week and as part of our Money Smart Series, three financial based programs were held: *Women in Transition*, *50 Shades of Mud* and *From Millennials to Boomers- Sound Financial Advice for the Generations*. Other programs included *Career Design for All Ages*, *The Joy of Coloring*, *Brown Bag it with a Book Discussion*- a discussion of the book *The Orphan Train* by Christina Baker Kline and *Movies and More*- with a showing of the movie *Lion*. The *Special Friends* program had 62 adults with special needs come together to eat pizza and watch the movie *The Angry Birds*.
- Total circulation of library materials were 24,123. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,093 times from the library website. 12,677 people visited the library during the month. There were 6,872 visits to the library's homepage. Popular online services included *Lynda.com*, *Value Line*, *BookFlix*, *PebbleGo: Biography*, *Dinosaur* and *Science* databases and *PebbleGo Next: Science, U.S. States* databases. Museum passes were used 119 times this month, the most popular were *Wadsworth Athenaeum*, *Mystic Aquarium* and *New Britain*

Museum of American Art. The reference staff answered 4,140 reference questions. Free library meeting space including study rooms was used 469 times during the month.

- In Technology News: A new online database called *Law Depot* was added to replace *Legal Forms* online. *Beardsley Zoo* joined the list of attraction passes using the printable passes. Usage for the first month for this pass doubled from April of last year. Digital Librarian Jennifer Hebert held a hands-on *Computer Health Tips* class and Reference Librarian Carlene Peterson held a *Twitter News* class. Other technology programs included *Tech Troubleshooting with Teens* and *Tech 4 U*.
- In Personnel News, teen librarians Bailey Francis and Jennifer Bassett attended a workshop offered by the State Library titled, *Design Thinking for Great Teen Services*. The workshop pushed the librarians to think outside of the box and empathize with what teens actually want and need for programs rather than what we think they want and need. Library Director Lisa Masten continued her work as part of the Town of Newington website committee. Jeanette Francini continued her work as the co-chair of the deliverIT Task Force meeting with the three consortiums in the State to help investigate a hybrid delivery system for the consortiums. And, Community Services Librarian Michelle Royer was chosen as the Newington Chamber of Commerce Member of the Year. She will be honored at the Chamber's annual meeting in June.
- In Facilities News: The three study rooms and the staff bathroom were painted and now look great. A dedicated volunteer has been shifting all of the non-fiction to make the shelves less crowded in all subject areas. The music CDs continue to be very popular and the collection is outgrowing the space. The library picked up a donated CD rack from another library to help alleviate the problem. Thanks to Facilities, it was cut down and modified and fits really well in its new spot.
- Topics of note that were researched this month included:
 1. Homeless shelters in New Britain
 2. List of African American authors
 3. Subsidized rents in Newington.
 4. How to remove moldy smells from upholstered furniture.
 5. Battle of the Books titles.