



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: August 25, 2017
Re: Monthly Report – July 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. The Town's new website went live on July 27th.
- Mrs. Lane and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2017.

Legal Services

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

Overtime

Paid overtime during the month of July 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	32.8	\$ 1,643.75
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 695.36
ROAD MAINTENANCE	19.5	\$ 707.47
XTRAVAGANZA	10.0	\$ 422.60
MARTIN KELLOGG SCHOOL	311.6	\$ 14,474.06
MILLING	8.6	\$ 451.50
TOTALS	398.5	\$ 18,394.74
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	6.0	\$ 260.16
Special Events	176.2	\$ 9,109.23
Turf & Grounds Maintenance	82.0	\$ 4,213.91
Pools	90.5	\$ 4,898.09
TOTALS	354.7	\$ 18,481.39

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

POLICE DEPARTMENT	17-18 Budget Overtime Appr.	Overtime Expended 17-18 YTD	16-17 Budget Overtime Appr.	Overtime Expended 16-17 YTD
Administration	\$ 7,459.00	\$ 860.64	\$ 7,459.00	\$ 1,613.70
Patrol	619,212.00	41,471.90	609,919.00	700,026.56
Investigation	83,451.00	4,655.44	83,433.00	56,878.70
Communication	170,443.00	7,407.13	170,443.00	236,144.67
Education/Training	130,461.00	2,100.37	130,461.00	97,288.94
Support Services	37,113.00	3,710.26	36,261.00	29,887.21
Animal Control	1,442.00	0.00	1,211.00	0.00
Total	\$ 1,049,581.00	\$ 60,205.74	\$ 1,039,187.00	\$ 1,121,839.78
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 760.59	\$ 25,212.00	\$ 27,832.96
Snow and Ice Control	157,488.00	0.00	148,440.00	112,150.83
Traffic	3,861.00	0.00	3,702.00	3,958.90
Vehicles and Equipment	31,234.00	795.28	29,949.00	28,500.41
Leaf Collection	32,312.00	0.00	48,989.00	30,755.27
Total	\$ 251,389.00	\$ 1,555.87	\$ 256,292.00	\$ 203,198.37
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 8,426.09	\$ 77,091.00	\$ 87,482.80
Cemeteries	15,653.00	475.65	15,012.00	7,582.27
Total	\$ 98,519.00	\$ 8,901.74	\$ 92,103.00	\$ 95,065.07

PERSONNEL

- New dispatcher, Gabriella Lambros, started in the Police Department on July 24, 2017.
- Director of Finance, Ann Harter, will retire on September 1, 2017 after 27 years of service. A public posting was posted on July 12th with a closing date of July 28th. Interviews will be in August.
- A certified Police Officer recruitment process began in July, 2017.
- Town Engineer Chris Greenlaw gave notice to resign effective May 12th. The public posting for the position has been extended until July 21st. Interviews will take place in August.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The 2016-17 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2016-17 plan year were estimated at \$2,941,224 for the Town and \$8,910,336 for the Board of Education. The total paid claims from the Health Benefits Fund for 2016-17 were \$2,329,876 for the Town and \$7,615,771 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2016-17 Settlement Report.

The breakdown for the active participants for Town and Board of Education is as follows:

:

	<u>Cumulative Claims through June, 2017</u>		
	Town	Board of Education	Total
Estimated Claims	2,941,224	8,910,336	11,851,560
Actual Claims	2,329,876	7,615,771	9,945,647

FACILITIES MANAGEMENT

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

Work Order Completions

The Facilities Maintenance Department has completed 59 formal work orders during the month of July at various Town Buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Display TV's were installed to inform the public about the new Town Hall/Community Center project at both lobbies and Community Center's lobby.

Highway Garage

Work is still in progress on the oil to gas conversion of all the heating units and the admin HVAC unit's defective a/c coil was replaced and the final heating system was installed. Waiting on the air balancing and duct cleaning to finalize the project. Installation of the new lift has begun and temporary mobile lifts that are on loan from Ray Jurgen were delivered.

Library

New interior & exterior front entrance doors were installed in the main lobby. New ceiling mounted heaters were installed in both first floor bathrooms.

Senior & Disabled Center

New bingo machine was installed in the Cafeteria along with two new 65" TV's for greater viewing.

Mill Pond Pool

Finished upgrading the remaining outside lights to LED & installed new exhaust fan inside pool pump filter room.

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 59 help desk work orders.
- Attending end user training sessions for the administration of the Town's new website.
- Adding new content for the Town's new website and assisting departments with design elements and images.
- Working with the Town's server/storage vendor to troubleshoot and identifying an intermittent issue.
- Completing preliminary work for a new virtual server to accommodate a future upgrade to the Town's financial system application.
- Creating a map for a preliminary feasibility investigation of a Complete Streets Program in Newington.
- Creating a map of a proposed street improvements on Garfield Street.
- Devising a workflow process for the Engineering Department to assist them in maintaining current storm outfall photos linked to their Geographic Information Systems data.
- Obtaining and adding New Britain Water fire hydrant data to the town's public safety computer aided dispatch system application.
- Initial set-up and configuration of the Town's new website Agenda Center module.
- Training Town staff in the use of the Town's new website Bid Posting module.
- Working with the Police Department's computer aided dispatch and records management system vendor on upgrading their system to the latest version.
- Training library staff on website content and image formatting.
- Configuring, installing and testing a new modem and printer in the Police Department's major crime scene processing vehicle.
- Troubleshooting and resolving an issue for the Newington Volunteer Fire Department that they were experiencing with their ID Card system.
- Troubleshooting and resolving an issue with one of the Police Department's booking camera.

- Participating in a conference call with the Town's two-factor authentication vendor prior to set-up and configuration.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- On July 5th, Ann Harter notified the Town Manager that effective September 1st she will be retiring after 27 years of service with the Town. As such, the recruitment effort got underway.
- On July 6th, Ms. Harter, Corinne Aldinger, Revenue Collector and Stacey Emmanuel, Assistant Revenue Collector toured the Webster Bank Lockbox facility.
- The 2016-17 year-end audit got underway with the audit team of Blum Shapiro conducting entrance interviews and risk assessment questionnaires as well as payroll, assessment, tax and accounts payable testing.
- Necessary procedures were implemented on the accounting system to open the 2016-17 fiscal year for processing.
- The 2016-17 fiscal year closeout continued throughout the month; particularly busy was the accounts payable area where end of year transactions from departments were forwarded for processing.
- The Actuarially Determined Contribution payments were made to Town's Defined Benefit Pension plans and Other Post-Employment Benefits trust accounts. Data was gathered to complete census information for the pension valuations.
- Analysis for contract negotiations with IBPO continued during the month.
- On July 31st, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. Mark Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town's pension funds. Becky Seilman of Milliman, the Town's pension actuary, reviewed the July 1, 2016 valuation results for the Administrative, Municipal and Police pension plans.

There were no major grants received from the State of Connecticut during the month of July. 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)
7/31/2017

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2016-17</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$10,642	\$40,125,558
Special Revenue Funds	8,700	2,302	4,025,695
Capital Projects Funds	1,500	675	1,039,568
Internal Service Fund	13,000	1,066	1,865,765
Trust and Agency Funds	4,000	298	1,115,378
TOTAL, ESTIMATED BY FUND			\$48,171,964

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
7/31/2017

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.93	0.93	8,625	6,899	\$13,272,512
Bank North	0.51	0.51	400	15	5,035,280

People's Bank	0.32	0.32	706	683	2,599,464
Santander Bank	0.65	0.65	1,443	893	11,675,517
Farmington Bank	0.50	0.50	1,687	240	10,587,068
Webster Bank		0.98	2,123		5,002,123
Total Outstanding Investments					\$48,171,964

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 July.
- Residential permit work has continued by reviewing improvements made by property owners who secured a building permit. The corresponding change in the property value has been entered in the computer assisted mass appraisal system. Permits issued up through the end of January 2017 have been completed.
- Business Personal Property field work began which identifies any new personal property accounts not previously assessed and the corresponding information has been entered in the Personal Property CAMA database.
- Selected personal property audits were completed during the month of July. Six accounts were reviewed by an outside auditor and another six accounts were done by the Assessor's office. Nine of these twelve accounts have been completed as of the end of July.
- Owners of income producing properties who failed to file the annual Income and Expense forms which were due June 1, 2017, were identified and will be assessed a penalty next month for failure to comply.
- The elderly tax relief homeowner program was completed. All reports of this activity were filed with the State of Connecticut before the deadline.

Revenue Collector

- July Revenue Collections for Real Estate and Personal Property amounted to \$37,301,471.88. Collections for prior year taxes equaled \$63,418.44 which includes \$3,334.81 for suspended accounts.
- This year's total collections were 48.40% which was a little above last year's 48.2%.
- The Constables continue to collect for outstanding taxes.
- Taxpayers continue to 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.
- Motor Vehicle tax bills will be mailed at a later date when the State budget is adopted and a decision on the motor vehicle tax cap is finalized.

TOWN CLERK

- Revenue for the month of July totaled \$66,312.50.
- There were 80 property transfers for a total of \$10,457,513.32 in sales. State conveyance tax collected was \$78,551.96 and Town conveyance tax collected was \$25,684.00.
- Six residential properties transferred-with four over \$300,000 and two sales over \$400,000.
- A total of 381 documents were filed on the land records during the month including: 110 mortgages, 126 releases, 15 probate certificates and 11 Foreclosure Registrations.
- Five Notary Public commissions and seven Trade Name certificates were recorded.
- Staff certified and issued 120 copies of vital records (birth, marriage & death certificates). 13 burial and six cremation permits were issued.
- Staff completed the back-indexing and scanning of Trade Name Certificates and Foreclosure Registration Forms.
- There were 61 electronically recorded documents for a total revenue of \$6,203.00.
- The office issued 33 dump passes.

DATA SUMMARY JULY 2017

	July-16	July-17	FY16/17 to Date	FY17/18 to Date
Land Record Documents	444	381	444	381
Dog Licenses Sold	253	185	253	185
Game Licenses Sold	7	7	7	7
Vital Statistics				
Marriages	29	12	29	12
Death Certificates	27	16	27	16
Birth Certificates	17	23	17	23
Total General Fund Revenue	\$ 107,118.46	\$ 43,211.00	\$ 107,118.46	\$ 43,211.00
Town Document Preservation	\$ 1,133.00	\$ 1,038.00	\$ 1,133.00	\$ 1,038.00
State Document Preservation	\$ 636.00	\$ 588.00	\$ 636.00	\$ 588.00
State Treasurer (\$36 fee)	\$ 11,340.00	\$ 10,584.00	\$ 11,340.00	\$ 10,584.00
State Treasurer (\$127 fee)	\$ 3,937.00	\$ 3,175.00	\$ 3,937.00	\$ 3,175.00
State Treasurer (\$110 fee)	\$ 5,500.00	\$ 4,950.00	\$ 5,500.00	\$ 4,950.00
LoCIP	\$ 945.00	\$ 882.00	\$ 945.00	\$ 882.00
State Game Licenses	\$ 169.00	\$ 159.00	\$ 169.00	\$ 159.00
State Dog Licenses	\$ 1,596.00	\$ 1,155.50	\$ 1,596.00	\$ 1,155.50
Dog Licenses Surcharge	\$ 582.00	\$ 418.00	\$ 582.00	\$ 418.00
Marriage Surcharge	\$ 247.00	\$ 152.00	\$ 247.00	\$ 152.00
Grand Total	\$ 133,203.46	\$ 66,312.50	\$ 133,203.46	\$ 66,312.50

POLICE DEPARTMENT

- Patrol Calls for July are as follows:

Abandoned MV	1	Fire Other	15	Missing	5
Administrative	1	Fire Special Detail	1	MV Abandoned	2
Alarm Commercial Burg Alarm	57	Fire Structure Fire	5	MV Assist	43
Alarm Hold Up Alarm	5	Fire Stand by	5	MV Complaint	56
Alarm Residential Burg Alarm	36	Fire Trouble Alarm	7	MVA Evading	9
Animal Complaint	34	Fire Vehicle Fire	1	MV Fire	1
Assault	4	Fire Water Problem	2	MVA Injury	17
Assault in progress	1	Fireworks	27	MVA Property Only	89
Assist Notification	0	Follow Up	59	Neighbor	12
Assist Other Agency	29	Found Property	6	Noise	26
Bad Check Insufficient Funds	0	Gun	0	Open Door/Window	9
Breach of Peace/Disorderly	13	Harassment	13	Parking Violation	12
Burglar Alarm	1	Hazard	49	PD ASSIST FIRE DEPT	39
Burglary	8	Hazmat	1	Pistol Permit	14
Car Seat	0	Hold Up Alarm	2	Prisoner Care	3
Check Welfare	46	Illegal Dumping	2	Property Found	8
Check Welfare 911	44	Indecent Exposure	0	Property Lost	1
Check Welfare Other 4	4	Intoxicated	12	Prostitution	1
Clear Lot	3	Juvenile Complaint	29	Recovered Stolen MV	1
Construction	0	K9 Assist	2	Robbery	3
Court Detail 13	13	Kidnapping	0	Roll Call	1

Criminal Mischief	6	Landlord / Tenant Dispute	3	Serve Subpoena	0
CSO	0	Larceny	69	Serve Warrant	21
Customer Dispute	14	Larceny from MV	27	Sexual Assault	1
Dog Complaint	47	Lift Assist Only	9	Shots Fired	1
Domestic	25	Location Check	94	Specific Detail	116
Drug	10	Location General	6	Stolen MV	10
DUI	4	Location school	0	Suicide	0
EDP	17	Lockout Building	5	Suicide Attempt	0
Escort / Transport	6	Lockout MV	2	Sudden Death	0
Escort Funeral	2	Lost Property	2	Suspicious MV Unoccupied	25
Escort Other	3	Medical Alarm	10	TEST	4
Fingerprint	8	Medical Cardiac	30	Suspicious Report	146
Fire Alarm	24	Medical Complaint	112	Threatening	2
Fire CO Detector no symptoms	3	Medical Diabetic	4	Tow	20
Fire Extrication	1	Medical Fall	67	Town Ordinance Violation	2
Fire Mutual Aid Request	0	Medical Other	28	Traffic Stop	385
		Medical Respiratory	15	Trespass	21
		Medical Stand by	3	Unknown	4
		Medical Trauma	7	Water problem	1
		Medical Unresponsive	3	Total	2315

- In July, Detective Division:
 - During the month of July 2017 detectives conducted a number of background investigations on applicants for the position of Police Officer as part of our current recruitment and hiring process.
 - In July, detectives processed four recovered stolen motor vehicles for physical evidence. The four vehicles were stolen during four separate incidents and were recovered on July 11th, July 23rd, July 24th, and July 26th.
 - Handled 99 investigations, 65 remain ongoing, 5 suspended, and 29 were closed by investigative methods.
 - Served 25 arrest warrants, 23 by Patrol Officers and 2 by Detective Division personnel.
 - Detectives assumed responsibility for the investigation of a juvenile sexual assault that is alleged to have occurred at a residence in Newington during June of 2017. This case is currently under investigation.
 - On July 25th, detectives traveled to Cranston, RI where they arrested 44 year old female of Hope, RI. The arrest was made based on an outstanding arrest warrant for her that was extraditable throughout New England States. The arrest warrant originated from an incident in 2014 which involved allegations that the female physically abused her minor children while the family was residing at the Carrier Motor Lodge on the Berlin Turnpike. The female was transported to the Newington Police Dept. where she was processed on the charge of Risk of Injury to a Minor (3 counts) and detained on a \$75,000 court-set bond.
- In July, the Community Service Officer (CSO):
 - Organized the first National Night Out with the Parks and Recreation Dept.
 - Worked on organization of Police/Fire Golf Classic.
 - Maintained the departments' social media sites.
 - Observed Cadet Police Academy at University of Hartford.
 - Checked 6 Child Safety Seats for proper installation.
 - Coordinated internship program.
- In July, the Animal Control Officers had the following activity:
 - 86 Calls – 46 Dog, 35 Animal and 5 Specific Detail / 0 Follow-ups.
 - Dog Bite w/human/1 Feral Cat Bites w/human.
 - 4 Impounds – 1 redeemed, 1 sold as pets, 1 euthanized, 0 Quarantine, 1 DOA, 0 carry over to August.
 - 0 Infraction written.
 - 140 Incoming Phone Calls.
 - 8 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 14 Written Warnings.
 - 0 delinquent dog license letters went out.

Property Report July 2017

Category	# of Counts	Property Value (\$)
Counterfeited/Forged	2	\$101
Damaged/Destroyed	19	\$5,459
Vehicle Inventory	9	\$0
Stolen	197	\$349,260
Abandoned	0	\$0
Evidence	148	\$5,549
Found	7	\$1
Lost	2	\$850
Seized	40	\$1,888
Recovered	42	\$129,084
Impounded	1	\$5,000
Informational	21	\$3,521
Total	488	\$500,713

- Police Department Overtime:

- o Comparison

➤ OT June	\$ 93,189	3 pay periods
➤ OT July	\$ 60,204	1 pay period
➤	\$ 32,985	Decrease in overtime

- o During July, 2 officers were on light duty and 1 dispatcher in training. These vacancies have an impact on the overtime for a total of 3 positions vacant on the schedule in the patrol division and dispatch. Overtime included 2 pay periods this month. July is the month the Extravaganza is held and a portion of the overtime is for park coverage/traffic.
- o Admin overtime \$860, an increase of \$860 in overtime over June.
- o Patrol overtime \$41,472, a decrease of \$11,319. Overtime included 1 pay period and covering the Extravaganza, DUI arrests, domestic calls, untimely death, 2 – Mid State Accident Reconstruction calls, larceny, kidnapping, amber alert, missing juvenile, motor vehicle accidents, rifle cleaning and ammo inventory, casework, holdovers, booking process, and overtime for time off/vacancies.
- o Detective Division Overtime \$4,655, a decrease of \$1,972. Overtime included 1 pay period coverage for the Extravaganza, search warrants, evidence collection, deceased person investigation, domestic calls, police candidate backgrounds, and casework follow-ups.
- o Communications overtime \$7,407, a decrease of \$18,471. Overtime included overtime for training a new hire, 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 \$2,100, a decrease of \$1,389 for training classes consisted of Sexual Harassment, Collect, EMR, and spring fire arms qualifications.
- o Support Services overtime \$3,710, a decrease of \$694. Overtime included coverage at the Extravaganza.
- o ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of July, 2017. During this period Fire Department members responded to 52 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	July 2017	1 Month Activity
FIRES		
Structure Fire	1	1
Vehicle Fire	2	2
Exterior Fire	7	7

Other Fires	0	0
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	0
Extrication	0	0
Other Rescue Calls	3	3
SERVICE CALLS		
Hazardous Condition Calls	8	8
Water Problems	1	1
Other Service Calls	9	9
OTHER		
Good Intent Calls	2	2
False Alarm/False Calls	19	19
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	0
Mutual Aid/Standby	0	0
Total	52	52

Training Summary

Company Training	Co. – 1 Low Pressure Air Bags & Winch Operations	15.0 hours
Company Training	Co. – 2 Decon/Emergency Decon Procedures	38.0 hours
Company Training	Co. – 3 Hydrants/Relay Pumping Deck Guns	38.0 hours
Multi-Company	Co. 1 & 4 Ladders	66.0 hours
Multi-Company	Co. 2 & 3 Ladders	56.0 hours
Cadet Training	Hydrants & Hose Packs	8.0 hours
Total Training		221.0 hours

FIRE MARSHAL

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

INSPECTIONS	26
INSPECTION FOLLOW-UPS	39
PLAN REVIEW	7
JOB SITE INSPECTIONS	20
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	5
COMPLAINTS	1
TANK REMOVALS	1
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	2
BLASTINGS	4

Incidents:

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

Fire Marshal's/Chief's Activities:

- Attended the monthly meeting at Company #3 on West Hill Road.
- Conducted an inspection of the carnival equipment with the building official and a representative from the State Fire Marshal's office prior to the opening of the annual carnival.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #2 on Richard Street.
- Conducted inspections of the tents and electrical equipment to be used for the Annual P&R Extravaganza with the building official.

- Activated the CERT team for the Extravaganza to assist parks and recreation staff with traffic and crowd control duties.
- Conducted a fireworks display site inspection and maintained site security during the annual fireworks show.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Manchester.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended the monthly Kiwanis Club meeting along with the representatives from the departments command staff to provide a brief overview of the departments' 100 years of service to the Town.

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 various Town construction project meetings.
- Attended DOT Cedar Street Bridge progress meeting.
- Assisted Towns of Wethersfield and West Hartford with oral board interviews for position vacancies.
- Attended Landfill closure progress meetings.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching, curbing and top soil repairs.
- Relocated waste oil tank at Town Landfill.
- Continued with storm water catch basin top replacement and basin wall repair Town-wide.
- Continued with the reconstruction of pathway at Martin Kellogg Middle School.
- Continued with road preparation (drainage improvements) for upcoming milling and overlay schedule.
- Assisted Bid Awarded contractor in the milling of various roads in Town.
- Completed major catch basin rebuild on Robbins Avenue and Eagle Drive.
- Crews completed roadway excavation/pavement patching areas on Louis and Deming Streets.
- Responded to assist with one eviction for the month – no storage required.
- Responded to one after hours call in for stone spillage in the roadway.

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.
- Responded to one after hours call in for motor vehicle accidents.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all Town vehicles and equipment.
- Began outfitting new police vehicle along with utility vehicle for Police K-9.
- Continued with the maintenance of all mowing and construction equipment.
- Responded to one after hours call in for Fire Department.

Sanitation/Recycling/Landfill

- Scheduled 904 residential bulk items for collection for the month.
- Scheduled 134 condominium bulk items for collection for the month.
- Scheduled 49 condo/residential scrap metal items for collection for the month.
- 8213 tons of cumulative Municipal Solid Waste were collected from July through June.
- 2774 tons of cumulative recyclables were collected from July through June.
- 1113 mattresses and 611 box springs were collected from July through June.
- 457 televisions were collected from July through June.
- Issued 64 permanent landfill permits and 20 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on July 12, 2017:

- Voted to issue a favorable Sec. 8-24 report on the proposed Town Hall and Community Center Project.

Regular Meeting on July 26, 2017:

- Voted to approve Petition #21-17: Special Permit (Section 3.2.4: Senior Assisted Living) at 751 Russell Road. HDC One LLC, owner/applicant.
- Voted to approve, with conditions, Petition #22-17: Site Plan Approval (Senior Assisted Living) at 751 Russell Road. HDC One LLC, owner/applicant.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- July 6: Met with possible buyer of property at 550 Cedar Street.
- July 12: Met with staff and applicant for HDC One assisted living project.
- July 20: Met with applicant re: proposed adult day care at 495 Willard Avenue.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- July 26: Submitted proposed "Community Connectivity Program" grant application for Garfield Street bike and pedestrian improvements to Town Council.
- July: Continued administration of Deming-Young Farmhouse structural analysis grant.
- July: Completed submission of "Responsible Growth and TOD" grant application for parking structure at National Welding site.
- July: Continued administration of "Constance Leigh Streetscape" project.

Board and Commission Meetings:

- July 25: Attended Town Council meeting.
- July 12: Attended TPZ special meeting.
- July 26: Attended TPZ regular meeting.

Professional Development/Training:

- None.

Miscellaneous

- July 12: Met with CLEAR staff re: hosting MS4 workshop.
- July 12: Attended monthly Public Works Team meeting.
- July 14: Met with TM re: TPZ meeting.
- July 26: Met with Chief Clark and Hindu Temple members re: upcoming event.
- July 27: Met with Acting Town Engineer to discuss site plan review needs.
- July 26: Attended monthly department head meeting.
- July: Responded to approximately 20 phone messages from citizens, applicants, staff and elected/appointed officials.
- July: Received and sent approximately 525 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of July, thirty-six excavation permits were issued as follows:
 - Gas Lateral – 7
 - Driveway/Sidewalk – 21
 - Gas Main - 8
- Engineering Staff attended the monthly Public Works Staff meeting and the monthly Inland Wetlands Meeting.
- **Wetlands:** In the month of July, the acting Inland Wetland Agent, Administered (3) Application(s) via the Agent Approval process. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting.

- Engineering staff assisted with residents\applicants in discussion preparation of future applications. Additionally, the Engineering staff regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** 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: Sidewalks construction completed as of July 31, 2017.

ECONOMIC DEVELOPMENT

- The Economic Development Commission did not meet in July, 2017.
- There was no progress on the National Welding site as we continued to wait for a State budget to be passed. Also, there was no feedback on the status of Newington's application for \$2 million to subsidize the cost of leasing parking spaces by the State Department of Transportation.
- Assisted the owners of the Hunter Development Site (top of East Cedar Street at Russell Road) in resolving issues associated with their applications to the Town Planning and Zoning Commission for approval to construct an Assisted Living and Independent Care facility.
- Reviewed marketing strategy with the owners of the former Bonefish Grill. A new brokerage firm has been hired to market that property for a sublease.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to or expanding within Newington.
- The development group holding the contract to purchase Eversource's 3333 Berlin Turnpike property terminated that contract following the death of the principal spearheading the project. The property is being remarketed by Eversource.
- Provided information to an entity looking to acquire a manufacturing company and move it to Newington.
- Counseled current and prospective property owners in the Newington Junction area about options for buying/selling or redeveloping properties in the area.
- Assisted with details to be resolved prior to beginning construction of the Constance Leigh Drive Streetscape project.
- Helped potential applicants to the Town Plan & Zoning Commission and Conservation Commission prepare their applications.
- Researched and provided information to businesses interested in moving to Newington.
- Provided information to businesses that recently opened or will soon be opening in Town.
- Advised commercial property owners looking to lease vacant space.
- Researched issues involved in adding a new use to an existing manufacturing property.
- Prepared documents for the Town Manager.
- Assisted not-for-profit organizations with their lease negotiations.

BUILDING DEPARTMENT

- An application was received and is under review for Party City to be located at 3091 Berlin Turnpike.
- Chief Building Official Douglas Jourdan responded to a call from the Police Dept. for a vehicle driving through a building on Kelsey Street. He went out to check the building for structural damage.

Municipal Permits:

- An Electrical Permit for temporary generator and wiring for carnival rides at Mill Pond.
- An Electrical Permit for Renovation of art class rooms including demo and all new wiring, both high & low voltage at the Newington High School.
- An Electrical Permit to install new I/P cameras on the upper level at the Lucy Robbins Welles Library.
- A Plumbing Permit to install plumbing for sinks & emergency eye wash & showers in the art rooms at the Newington High School.
- There were no Certificates of Occupancy issued in July.
- Building Department activity for the month of July was as follows: The inspectors completed a total of 140 Inspections. They were: Decks (1), Electrical (10), Final (54), Footings (5), Foundation (2), Framing (8), Gas Line (3), Insulation (6), Mechanical (1), Plumbing (2), Pools (5), Rebar (1), Rough (38), Sheathing (1), Siding (1), Site Visit (1), Slab (1).

- The total number of Building/Renovation Permits issued / applied for the month of July was **156** producing a total permit value of **\$1,428,162.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	27	\$581,880.00
DECK	5	20,500.00
DEMOLITION	0	0.00
ELECTRICAL	44	173,771.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	8,915.00
GARAGE / SHED	1	15,000.00
MECHANICAL	25	261,580.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	93,752.00
POOL	1	4,000.00
ROOFING/SIDING	17	181,401.00
SIGN	1	4,000.00
SOLAR	5	75,663.00
TENT	3	7,700.00
TOTAL	156	\$1,428,162.00

The total Building income fees received in the month of July was **\$16,708.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1325.00 Environmental \$480.00 Conservation \$3450.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$86.00 Driveway / Excavation \$1925.00 Engineering copies \$44.50. The other total income is \$7310.50.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for July:	\$1,428,162.00	\$1,999,910.00
Fees for Permits issued for July:	\$16,708.00	\$18,601.00
Other income Fees for July:	\$7,310.50	\$2,605.25
Building Permits Issued for July:	156	185

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>
\$1,428,162.00	\$16,708.00	\$1,999,910.00	\$18,601.00

HUMAN SERVICES

- The Food Bank assisted 135 households with 601 bags of groceries distributed.
- The Clothing Closet served 19 households with 21 bags of clothing.
- Open Air Market served 97 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 4 residents with 2-housing, mortgage, 1-utility, oil, water, 1 furnace tune-up.
- There were 92 active cases in our Social Casework program. 31 were new referrals, 142.5 service hours were provided.
- The Youth and Family Counseling Program had 16 active cases, 1 of which were new. Clinicians provided 28 clinical therapy sessions with a total of 41 clinical service hours.

- There were no after-hours police referrals for residents in need of services.
- There was one JRB referral this month, two prior cases were closed.
- Summer Youth Adventures had 436 program registrations this month. 16 high school mentors assisted summer staff.
- Rik Huggard is working with the Middle Schools to finalize the schedule and structure for the 5th grade Adventure Learning Program.
- It was a great month on the challenge course with 193 program registrations and we continue to schedule challenge course and outdoor education programs for the fall 2017.
- Fall SCORE programs are being planned and the brochure is scheduled to be released to the schools and website on Sept 1.
- Safe Homes Task Force continues to meet to address identified and potential at-risk situations. We work extensively with health, DCF, Animal control and human services on one school referral of a household with bedbugs.
- Pam Wassik coordinated our Back to School SUPPLIES drive for distribution in August.
- Changes in the FWSN truancy referral law result in all of these case being referred to our local JRBs as opposed to Juvenile Court.
- Pat Meskill presented on volunteer opportunities for Library program: Build a Better World program with 25 residents in attendance.
- SDE YSB renewal submitted.
- CASAC end of year report submitted.
- Collaborated with Newington Hunger Action Team and Church of Christ for new program “Got Lunch Newington” providing lunch foods to 105 school age children who receive free/reduced lunch during the school year.
- Started registrations for annual holiday food and gift program.
- Director LaBrecque was officially appointed to the Statewide Task Force on Hoarding: representing local municipal social service agencies.
- The Town-wide web site was launched allowing for a creative, visually pleasing, and easily understandable resource to access information specifically about our department, human service programs and related helpful links.

July 2017 Statistics

Selected Programs	FY 17-18 Total This Month	FY 17-18 Total Last Month	FY 17-18 Cumulative Total YTD	FY 16-17 Cumulative Total YTD
Youth & Family Counseling Cases	16	--	16	18
Youth & Family Service Hours	41	--	41	27.25
JRB Cases	1	--	1	0
Positive Youth Development	645	--	645	729
Community Service	1	--	1	2
Information and Referral	419	--	419	926
Social Casework Cases	92	--	92	83
Under 55 =	25	--	25	25
Under 55 Disabled =	22	--	22	19
Over 55 =	45	--	45	39
Social Casework Service Hours	142.50	--	142.50	128.50
Under 55 =	34.25	--	34.25	42.25
Over 55 disabled and/or disabled	108.00	--	108.00	86.25

Food Bank Household Visits	136	--	136	156
#Bags of groceries distributed	601	--	601	734
Mobile Truck	97	--	97	--
Clothing household visits	19	--	19	16
#bags of clothes given	21	--	21	24
Special Needs	4	--	4	6

SENIOR AND DISABLED CENTER

- A special Forum on Aging was held at the Center on July 26th. Hosted by State Rep. Gary Byron (ranking member of the legislature’s Committee on Aging), the forum featured State Department on Aging Commissioner Elizabeth Ritter and provided an overview of programs available through the State.
- The Center’s Coffee Talk program was reinstated with new Program Coordinator Jaime Trevethan as the guest on July 12th to meet members, take suggestions for future programs and discuss town services in general. Future guests include State Rep. Gary Byron and Chief Clark.
- The Center continues to work with the State Department of Social Services on the No Wrong Door partner network enhancement project. While a great deal of time was spent with a leadership group comprised of other grantees of the Money Follows the Person program, the project will become tangible in the fall with stakeholder meetings and an asset mapping project. The goal of the project is to develop a network to improve access to long term services and supports for all ages.
- A new session of LiveWell, a free six-week workshop is for those with ongoing health conditions like diabetes, depression, heart disease, arthritis, pain and anxiety or those caring for someone with an ongoing health condition started on July 13th. LiveWell is an evidence based program that teaches participants how to take control, energize and feel better.
- Newington Rapid Recovery Rehab Center hosted a summer hat craft program on July 28th to a sold out group.
- Newington Parks and Recreation Leaders in Training program planned, developed and implemented a well-organized and fun trivia contest. Participants enjoyed refreshments and prizes in this intergenerational event.
- A new electronic bingo system was installed by the Facility Department. This system, utilizing a kiosk touchscreen and large screen TV monitors replaces the legacy system that has been in use since the Center opened 32 years ago.
- The Center’s membership drive was successful with more than 80% of the 1,420 members renewing. Typically more people renew in the fall when programs start. 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 3111 by 498 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 89 residents 984 trips this month, covering 3302 miles.
- Center staffing was complemented by 466 hours of unpaid service in **175** instances by 44 volunteers.

PARKS AND RECREATION

Recreation Division

- Over 1000 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- Free Summer Fun Runs were held on Wednesdays, July 5th, 12th and 19th and 26th. This program continues to grow and attract more runners each year. In July, we had over 200 runners attend between the four weeks.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. Many residents have taken advantage of these discounted tickets.

- Parks & Recreation Summer Concert Series completed a successful 25th season sponsored by Data-Mail, Inc. Four of the 11 concerts were held on July 6th, 14th, 20th and 27th. Local businesses partnered with us for a second year promotion, the “Crazy Concert Cookie Giveaway”, in which we passed out 300 donated cookies at each concert. Local business partners in this month’s promotion included: Giovanni’s Bakery, Jefferson House and Chef Pesca.
- Events to celebrate the 36th Annual Life. Be in it. Extravaganza were held from Wednesday, July 12 through Saturday, July 15 (and a rain date of July 16 for the Carnival and Hot Air Balloon Rides). Due to inclement weather throughout the week, the carnival was extended to the following week (Wednesday through Saturday, July 19-22).
 - Wednesday, July 12th
 - Menchie’s Frozen Yogurt (indoor)
 - Build Your Own Helicopter (indoor)
 - Zippy Pet Rides (indoor)
 - Carnival (closed for a period of time due to weather)
 - Family Tie Dye event (cancelled due to weather)
 - Century 21 Stamm Eddy Helicopter Rides (postponed due to weather--not yet rescheduled)
 - Thursday, July 13th
 - All events postponed (carnival, summer concert, new Stuff-A-Bear event)
 - Friday, July 14th
 - Re/Max Precision Realty Hot Air Balloon Rides (postponed to Sunday, July 16th)
 - Local Craft Beer Tasting and Beer Garden (indoor)
 - Data-Mail, Inc. Concert (indoor) featuring ‘Shaded Soul’
 - Summer Carnival
 - Saturday, July 15th
 - 36th Annual Life. Be in it. Extravaganza
- The weather was not extremely cooperative this year, postponing and revising several events. New events and activities were introduced this year, and the fireworks budget was increased by \$5K (\$25,000 fireworks’ show), largely due to new advertising programs, partnerships with local businesses, sponsors, and fundraising efforts through special events held throughout the year.
- Camp RECreate for children entering Grades 2-8 has been attended by an average of 275 children per week.
- The Leader in Training (L.I.T.) program was a newly designed program that focused on leadership development for young adults. There were nine (9) Leaders-In-Training who were mentored by our experienced counselors, directors, lifeguards and employees to build leadership skills and abilities. This program offered job preparedness and training along with community service experience.
- Playground Pals for children entering Kindergarten and Grade 1 has been attended by an average of 67 children each week, with an additional average of 45 children attending early care each week.
- Summer Sunshine for children ages 3-5 was attended by an average of 15 participants each week.
- Staff worked to put together a comprehensive variety of programs and events for the fall season, and the Parks and Recreation Fall 2017 Program Guide is being created.

Parks and Grounds and Cemeteries

- Summer Sunshine for children ages 3-5 was attended by an average of 15 participants each week.
- Staff worked to put together a comprehensive variety of programs and events for the fall season, and the Parks and Recreation Fall 2017 Program Guide is being created.
- Staff set-up, maintained and broke down chairs, tables, fencing, electrical connections, trash receptacles, mowed and trimmed lawn areas, kept bathrooms cleaned, picked up litter and attended to the various needs of the users of Mill Pond Park in order to help make the Extravaganza a success.
- Park crews pruned shrubs at West Meadow Cemetery.
- Park crews began edging and mulching Section F at West Meadow Cemetery.
- Mill Pond Park baseball field was upgraded in preparation for fall baseball.
- Mill Pond Park was finely groomed for Thursday evening concerts.
- There were 8 interments and 6 plot sales.

Tree Warden

- Pruned and removed deadwood from White Pines along fence line at Churchill Park softball field.
- Pruned and removed deadwood from Oak tree at Ruth Chaffee School.

- Removed dead tree on corner of Oak and Golf Street.
- Various pruning of Town trees for ease of mowing at many locations.
- Be advised bucket truck went out for installation of new hydraulic pole saw and repairs to a hydraulic valve body.

LIBRARY

- The three summer reading programs have seen a lot of participation during the summer. 963 children are registered, an increase of 10% from the previous summer. 104 teens are actively reading and participating in the many of the teen programs. Also, 461 adults are reading and entering the weekly drawings as part of the adult summer reading program.
- New front doors were installed at the library on Thursday, July 27 and Friday, July 28. Per order of the Fire Marshall the library was closed during this time. We found out the day before the scheduled installation that the library would have to be closed. Despite the building being closed to the public, staff worked inside answering reference questions, checking in returned items, shelving materials and working on special projects. The staff set up an outside book drop and a staff person sat near the book drop answering questions and taking returned items. Luckily we were able to relocate all of the Thursday programs which included 3 children's story time programs to the Town Hall Auditorium and the teen/adult *Working for a Better World* program to the Senior and Disabled Center. While the installation went smoothly, on Friday afternoon the Fire Marshall questioned whether the new doors were up to code, so we ended up having to be closed on Saturday, July 28. And again despite the closure, staff worked on Saturday answering questions, taking returned items and even delivering reserved items out to people's cars. Library staff were amazing and handled an unexpected stressful, situation with grace, dignity and a lot of humor. It was determined on Sunday afternoon that the doors were up to code and that the library could open on Monday, business as usual. Because Monday's opening was up in the air until Sunday afternoon, the children's programs for Monday were cancelled and the *Connecticut Wildlife-Bobcats* program was held at the Town Hall Auditorium instead of the library. The closure impacted all library usage statistics for the month.
- The Town and the library went live with the new website on July 27. The new site looks really good and comments have been positive. The one negative is that people using search engines to find the library's website were getting an error message the first week because the search engines were directing people to the old website. This was problematic because on the day that we went live with the new library site we had to close for the door replacement and patrons could not easily access the library's website.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Head of Reference Diane Durette were working non-stop during the month of July to get the new website ready to go live. While some of the new information was pulled over from the old site to the new one by the vendor, a lot of work still had to be done to add additional information, add and make sure the hyperlinks worked, add graphics and make sure everything worked properly. We are still adding information and will be training additional staff to continue to update and maintain the site.
- The State Library statewide delivery system deliverIT began operating in its new capacity in July. The retooled service is a shadow of what it used to be. There is much less resource sharing among libraries due to the limitation of how many items can be picked up and delivered each day. This is unfortunate and changes the type of information we can access for our patrons.
- The Children's Department had 38 programs for 1,008 children and their caregivers. Story time programs for all the ages had a building theme to tie into the summer reading theme "Build a Better World." *Busy Builder Ones, Daring Twos, Amazing Preschool Makers, Super Explorers* and *Afternoon Architects* were some of the story time programs offered. In addition to reading stories, kids used keva planks, craft paper, clothes pins, popsicle sticks and more to build different things related to that week's story. The *Ready for Kindergarten* session began in July. This four week program helps children develop the skills needed for a successful start in school. An all-ages Klezmer music concert *Heavy Shtetl* was filled to capacity with kids, teens and adults. At the dinner and a movie program, kids enjoyed a buffet dinner and watched the new LEGO movie. Other programs included *Christina's Balloon Workshop, Lucy's Chess and Checkers Club, Book Speed Dating, Books and Brownies*.
- There were 8 programs offered to 115 teens during the month of July. Calin McBee taught teens the basics of aromatherapy and they created essential oils that would help them focus and relax. Teens had a blast at the *Teen Building Workshop* with the 3 major building challenges using paper, cups and LEGOs. They built a 7 ft. structure using paper cups and a lot of imagination. *Horror Movie Night for Teens* included a showing of the movie *Rings* as well as popcorn and snacks. Other teen programs

included *Teen Magic Workshop*, a combined teen/kids program *Book Speed Dating*, *Henna and Craft Night* and two combined teen/adult programs *Working for a Better World* and *Live Life Every Day*. Teen programs have been well attended this month with many filling up with waiting lists.

- Adults were offered 13 programs that were attended by 410 adults. The very popular *Made in Connecticut* series continued with *Serenity Hill Basketry of Barkhamsted*. Adults had their own aromatherapy program learning how to mix their essential oils and the benefits of each type. *Live Life Every Day*, a program open to teens and adults offered ways to be positive and lead happier lives. Another program for adults and teens suggested many different local volunteer opportunities for all ages. Twelve organizations including the *Friends of the Library*, *Human Services*, *Newington Emergency Response Team*, *Foster Care*, *Connecticut Humane Society* and the *Appalachian Service Project* had representatives speak about the importance of volunteerism and different opportunities available. Other programs for adults were *Movies and More* with a viewing of the movie *Hidden Figures*, *Throwback Crafting: CD Suncatchers* and *Connecticut Wildlife-Bobcats*. The *Special Friends* program this month had 37 adults with special needs come together a movie and pizza.
- Total circulation of library materials were 29,671. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,048 times from the library website. 16,491 people visited the library during the month. There were 9,478 visits to the library's homepage. Popular online services included *Morningstar*, *Value Line*, *Universal Class*, *Reference USA*, *TruFlix* and *BookFlix*. Museum passes were used 133 times this month, the most popular were *State Parks & Forests DAY Pass*, *Lutz Children's Museum*, and *Beardsley Zoo*. The reference staff answered 5,075 reference questions. Free library meeting space including study rooms was used 372 times during the month.
- In Technology News: There were some problems with the software for the self-checkouts that IT was working with the vendor to resolve. Assistant Director Karen Benner collaborated with Patty Foley from NCTV to offer a program to Town departments and non-profit organizations on how to make slides for display on NCTV. Karen Benner also continued to make slides for NCTV that promoted library services. Other technology programs included *Tech 4 U* and *Book a Librarian*.
- In Personnel News: We continued with technology training at staff meetings. Business Manager demonstrated how to submit building problems online and staff completed online tutorials.
- In Facilities News: Cleaning with KeeClean has been very sketchy on weekends. Despite repeated communications from Business Manager Lynn Caley, the problems persist.
- Topics of note that were researched this month included:
 1. EMT classes in the Newington area.
 2. Information on article 3 of the Geneva Convention.
 3. Information about the Eastern Orthodox religion.
 4. Authors who still write under Robert Parker's name.
 5. What's in a police car?