



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: September 22, 2017
Re: Monthly Report – August 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 participated in interviews with final candidates for the Director of Finance position.
- Mrs. Lane and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2017.
- Mrs. Lane attended the Alumni Road meeting at the Connecticut DOT headquarters.
- Mrs. Lane attended retirement reception for the Director of Finance, Ann Harter after 27 years of service with the Town of Newington.

Overtime

Paid overtime during the month of August 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	38.1	\$ 1,926.96
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 735.68
ROAD MAINTENANCE	4.0	\$ 179.60
NEWINGTON HIGH SCHOOL	55.0	\$ 2,607.87
MARTIN KELLOGG SCHOOL	149.9	\$ 6,953.71
OVERLAYS	83.0	\$ 3,884.85
TOTALS	346.0	\$ 16,288.67
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	19.0	\$ 831.82
Special Events	25.5	\$ 1,093.20
Board of Education	55.1	\$ 2,594.46
Turf & Grounds Maintenance	124.0	\$ 6,339.12
Lien Work	16.5	\$ 740.85
TOTALS	240.1	\$ 11,599.45

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	\$ 0.00
Patrol	619,212.00	108,907.30	609,919.00	91,450.32
Investigation	83,451.00	11,392.43	83,433.00	2,744.83
Communication	170,443.00	31,506.75	170,443.00	27,372.75
Education/Training	130,461.00	6,228.24	130,461.00	15,418.75
Support Services	37,113.00	4,573.40	36,261.00	2,595.51
Animal Control	1,442.00	0.00	1,211.00	0.00
Total	\$ 1,049,581.00	\$ 163,468.76	\$ 1,039,187.00	\$ 139,582.16
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 3,665.80	\$ 25,212.00	\$ 7,481.38
Snow and Ice Control	157,488.00	0.00	148,440.00	0.00
Traffic	3,861.00	247.81	3,702.00	1,432.14
Vehicles and Equipment	31,234.00	3,223.44	29,949.00	2,152.12
Leaf Collection	32,312.00	0.00	48,989.00	0.00
Total	\$ 251,389.00	\$ 7,137.05	\$ 256,292.00	\$ 11,065.64
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 25,289.33	\$ 77,091.00	\$ 17,875.86
Cemeteries	15,653.00	1,331.10	15,012.00	975.97
Total	\$ 98,519.00	\$ 26,620.43	\$ 92,103.00	\$ 18,851.83

PERSONNEL

- Director of Finance, Ann Harter, retired September 1, 2017. The position was offered to the successful candidate, Janet Murphy on August 16th. She began her new position on September 11, 2017.
- Town Engineer Chris Greenlaw gave notice to resign effective May 12th. The public posting for the position was extended until July 21st. The interview process will continue in September.

RISK MANAGEMENT

The first month of the 2017-18 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2017-18 plan year were estimated at \$917,072. The total paid claims from the Health Benefits Fund for July 2017 were \$818,570. 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>Claims for July, 2017</u>		
	Town	Board of Education	Total
Estimated Claims	249,259	667,813	917,072
Actual Claims	210,035	608,535	818,570

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of August. Met with the insurance adjuster for the concession building.

Work Order Completions

The Facilities Maintenance Department has completed 43 formal work orders during the month of August at various Town Buildings.

Town Hall

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

Highway Garage

Work is still in progress on the oil to gas conversion of all the heating units and the admin unit. Waiting on the air balancing and duct cleaning to finalize the project. Installation of the new lift is still ongoing by the Ray Jurgen were delivered.

Mill Pond Park

The concession building was partially destroyed by a fire. Police & Fire Department are investigating.

Fire House 5

Work has begun on the replacement of the generator and the upgrade of the electrical service to the building. All lighting has been upgraded to LED for greater energy savings.

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 84 help desk work orders.
- Upgrading the Town's voicemail server to address a message waiting light indicator issue.
- Finalizing email server setup and pre-deployment testing routines prior to migrating users over to the new servers. Deployment is scheduled for late September 2017.
- Configuring and testing backups and restores of the new email servers.
- Creation of a browser based application for use by authorized Police Department staff to obtain registered dog data. The application will provide users the ability to search for tag numbers, filter dogs by specific criteria and generate a report of a licensed dogs.
- Continued content and site development work on the Town's new website.
- Testing a web based application to automate the publishing of content from the Town's website to Facebook and Twitter social media platforms.
- Updating the Town's telephone extension databases to reflect current and accurate location data for extensions.
- Finalizing the set-up and configuration of the Parks and Recreation WebTrac application. Deployment of the application is scheduled to take place sometime in late September or October of 2017.
- Upgrading (CCHD) the Central Connecticut Health District staff computers line of business application to accommodate a district wide application and database upgrade.
- Installation, configuration and testing of a new financial system (Munis) application server. Migration from the old server to the new server is scheduled to take place November 2017.
- Assisting the Town Manager's Office with set-up of audio visual equipment in the auditorium to accommodate a public hearing.
- Creating and testing various scripts to automate the migration of users from the Town's existing email servers to new email servers.
- Modification of firewall rules to accommodate changes between the Police Department and Connecticut Department of Motor Vehicles.
- Installation and testing of a new enterprise encryption management solution to address various security requirements (PCI, FIPS, PII & PHI).
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- During the month of August, considerable effort was directed towards the recruitment of the Director of Finance, due to the impending retirement of Ann Harter. An interview panel was convened which comprised of finance directors and a town manager from area towns. Follow up interviews were conducted with the outgoing Director of Finance and Town Manager.

- Preparation for the 2016-17 financial audit was well underway during the month of August.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.

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)
8/31/2017

	Interest Earnings		\$ Invested
	<u>Budget FY2016-17</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$39,186	\$45,154,264
Special Revenue Funds	8,700	5,565	4,028,958
Capital Projects Funds	1,500	1,706	1,040,436
Internal Service Fund	13,000	2,625	1,867,324
Trust and Agency Funds	4,000	1,061	1,116,141
TOTAL, ESTIMATED BY FUND			\$53,207,123

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
8/31/2017

	Interest %		Interest \$		\$ Invested
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.029	0.93	12,756	8,625	\$15,285,267
Bank North	0.51	0.51	2,181	400	5,037,461
People's Bank	0.32	0.32	707	706	2,600,171
Santander Bank	0.75	0.65	7,789	1,443	11,683,306
Farmington Bank	0.50	0.50	6,601	1,687	11,593,669
Webster Bank	0.98	0.98	5,125	2,123	7,007,248
Total Outstanding Investments					\$53,207,123

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 August.
- Preparation for the October 1, 2017 Grand List began with the final re-design of the personal property declarations that will be sent out at the end of September. Personal Property field inspections were completed to pick up any new accounts that opened for business since last year.
- Building permit inspections continued to assess all new building improvements that were done by permit as well as the completion of new homes built since last year specifically in the Harvest Court subdivision. Both of these activities will run through the end of the year.

Revenue Collector

- Collections for August on the 2016 Grand List amounted to \$2,390,323.97. Prior year taxes were \$66,213.19 which included \$4,180.07 for Suspense accounts.
- This year's total collections through August were 51.1% which is significantly lower than last year's rate of 54.1%. This decrease is due to not sending out the July motor vehicle tax bills until the Governor determines the mill rate for the autos. If we had done so, it could have required an additional billing for taxpayers, which could result in more confusion.
- Delinquent Real Estate and Personal Property notices were mailed on August 4th.

- On August 31st, Demand Notices were sent to taxpayers owing more than 2 years of taxes as well as to the businesses who did not pay their July 1st installment.
- The Tax Office was extremely busy with taxpayers coming into the office and calling requesting their motor vehicle tax bills, or information regarding the delay.
- To date, the Governor has not made a decision as to the mill rate to charge for the motor vehicle tax bills.

TOWN CLERK

- Revenue for the month of August totaled \$51,134.94.
- There were 75 property transfers for a total of \$13,218,346.00 in sales. State conveyance tax collected was \$107,875.54 and Town conveyance tax collected was \$31,800.19.
- A total of 427 documents were filed on the land records during the month including: 133 mortgages, 159 releases, 20 probate certificates, 13 liens and 11 Foreclosure Registrations.
- Two Commercial Properties conveyed at: 40 Progress Circle for \$1,100,000 from Elie Holdings LLC to Polamer Realty 40 LLC; 3318-3320 Berlin Turnpike for \$1,215,000 from GGM Properties LLC to Stone Rock LLC.
- Five residential properties conveyed for over \$300,000. Town residential properties conveyed at: 18 Harvest Court for \$420,523.00 from Harvest Village LLC to Kush Vallabh & Rupal S. Patel. 4 Harvest Court for \$447,000 from Harvest Village LLC to Vesna & Senad Telalovic.
- Staff certified and issued 140 copies of vital records (birth, marriage & death certificates), 8 burial and two cremation permits were issued.
- Seven Notary Public commissions and 11 Trade Name certificates were recorded.

<u>DATA SUMMARY AUGUST 2017</u>				
	<u>August-16</u>	<u>August-17</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	503	427	947	808
Dog Licenses Sold	98	81	351	266
Game Licenses Sold	4	6	11	13
Vital Statistics				
Marriages	29	52	52	32
Death Certificates	27	54	54	38
Birth Certificates	17	37	37	37
Total General Fund Revenue	\$ 92,018.79	\$ 51,134.94	\$ 199,137.25	\$ 94,345.94
Town Document Preservation	\$ 1,404.00	\$ 1,160.00	\$ 2,537.00	\$ 2,198.00
State Document Preservation	\$ 738.00	\$ 652.00	\$ 1,374.00	\$ 1,240.00
State Treasurer (\$36 fee)	\$ 13,140.00	\$ 11,664.00	\$ 24,480.00	\$ 22,248.00
State Treasurer (\$127 fee)	\$ 7,370.00	\$ 5,080.00	\$ 10,287.00	\$ 8,255.00
State Treasurer (\$110 fee)	\$ 6,350.00	\$ 5,610.00	\$ 12,870.00	\$ 10,560.00
LoCIP	\$ 1,095.00	\$ 972.00	\$ 2,040.00	\$ 1,854.00
State Game Licenses	\$ 106.00	\$ 193.00	\$ 275.00	\$ 352.00
State Dog Licenses	\$ 638.50	\$ 589.00	\$ 2,234.00	\$ 1,744.50
Dog Licenses Surcharge	\$ 194.00	\$ 176.00	\$ 776.00	\$ 594.00
Marriage Surcharge	\$ 114.00	\$ 133.00	\$ 361.00	\$ 285.00
Grand Total	\$ 123,168.29	\$ 77,363.94	\$ 256,371.75	\$ 143,676.44

POLICE DEPARTMENT

- Patrol Calls for August are as follows:

Abandoned MV	3	Fire Other	6	Missing	6
Administrative	0	Fire Rescue	1	MV Abandoned	0
Alarm Commercial Burg Alarm	71	Fire Structure Fire	6	MV Assist	34
Alarm Hold Up Alarm	10	Fire Stand by	0	MV Complaint	46
Alarm Residential Burg Alarm	30	Fire Trouble Alarm	8	MVA Evading	13
Animal Complaint	32	Fire Vehicle Fire	0	MV Fire	1
Assault	1	Fire Water Problem	1	MVA Injury	13
Assault in progress	0	Fireworks	4	MVA Property Only	107
Assist motorist	1	Follow-Up	40	Neighbor	6
Assist Other Agency	28	Found Property	7	Noise	31
Bad Check Insufficient Funds	0	Gun	0	Open Door/Window	10
Breach of Peace/Disorderly	15	Harassment	15	Parking Violation	6
Burglar Alarm	2	Hazard	28	PD ASSIST FIRE DEPT	40
Burglary	6	Hazmat	4	Pistol Permit	0
Car Seat	1	Hold Up Alarm	0	Prisoner Care	0
Check Welfare	43	Illegal Dumping	0	Property Found	4
Check Welfare 911	57	Indecent Exposure	0	Property Lost	3
Check Welfare Other	3	Intoxicated	10	Prostitution	1
Clear Lot	3	Juvenile Complaint	20	Recovered Stolen MV	0
Construction	0	K9 Assist	10	Robbery	0
Court Detail	8	Kidnapping	0	Roll Call	2
Criminal Mischief	8	Landlord / Tenant Dispute	1	Serve Subpoena	0
CSO	0	Larceny	46	Serve Warrant	22
Customer Dispute	6	Larceny from MV	23	Sexual Assault	4
Dog Complaint	53	Lift Assist Only	2	Shots fired	0
Domestic	15	Location Check	117	Specific Detail	146
Drug	6	Location General	20	Stolen MV	7
DUI	1	Location school	4	Suicide	0
EDP	14	Lockout Building	2	Suicide Attempt	4
Escort / Transport	11	Lockout MV	1	Sudden Death	0
Escort Funeral	6	Lost Property	4	Suspicious MV Unoccupied	15
Escort Other	5	Medical Alarm	13	TEST	3
Fingerprint	13	Medical Cardiac	21	Suspicious Report	180
Fire Alarm	24	Medical Complaint	124	Threatening	5
Fire CO Detector no symptoms	1	Medical Diabetic	6	Tow	6
Fire CO Detector with sympt.	2	Medical Fall	48	Town Ordinance Violation	5
Fire Extrinsication	0	Medical Other	44	Traffic Stop	512
Fire Mutual Aid Request	2	Medical Respiratory	15	Trespass	15
		Medical Stand by	2	Unknown	7
		Medical Trauma	2	Water problem	0
		Medical Unresponsive	3	Total	2393

- In August, Detective Division:
 - On August 10th, 2017 Detectives responded to and assumed responsibility for the investigation of a sexual assault that occurred at a residential address in Newington. Detectives interviewed the victim and processed the crime scene for physical evidence. The suspect is an individual known to the victim and this case is currently under investigation.
 - During the month of August 2017, Detectives assumed responsibility for the investigation of an arson that occurred at Mill Pond Park. On August 25th at 0340 hours police and fire personnel were dispatched to Mill Pond Park for a report of a structure fire at the concession stand. Upon arrival, first responders observed that the concession building including two attached bathrooms and two

separate “porta potty” structures were burning and appeared to have been intentionally set on fire. Physical evidence was collected at the scene and this case remains under investigation.

- In August, Detectives conducted a number of background investigations on applicants for the position of Police Officer as part of our current recruitment and hiring process.
- Handled 96 investigations, 54 remain ongoing, 1 suspended, and 41 were closed by investigative methods.
- Served 23 arrest warrants, 18 by Patrol Officers and 5 by Detective Division personnel.
- Warrants on file 106.
- In August, the Community Service Officer (CSO):
 - Hosted National Night Out on August 1, 2017.
 - Coordinated & hosted the Senior Picnic at The Senior & Disabled Center on August 4, 2017.
 - Planning of the Newington Police and Fire Golf Classic.
 - Inspected and reinstalled child safety seats.
 - Worked in conjunction with multiple Town departments on Town blight issues.
 - Deployed Traffic trailer and stealth stats unit at various areas of concern in town.
- In August, the Animal Control Officers had the following activity:
 - 99 Calls – 52 Dog, 33 Animal and 14 Specific Detail / 0 Follow-ups.
 - 0 - Dog Bite w/human/0 Feral Cat Bites w/human.
 - 10 Impounds – 4 redeemed, 5 sold as pets, 0 euthanized, 0 Quarantine, 0 DOA, 1 carry over to August.
 - 0 Infraction written.
 - 155 Incoming Phone Calls.
 - 8 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 17 Written Warnings.
 - 1 delinquent dog license letter went out.
- In August, Detective Division:
 - **Domestic Violence** - The Newington Police Department received a call from a female stating that her boyfriend had just choked her at their residence. As the dispatchers were taking the call, they advised responding officers that there was an open line on the phone and that arguing could be heard over the phone.
Upon arrival, the female was outside of the home. She stated that she was having an argument with her boyfriend about him talking to other women on Facebook. The boyfriend then got angry and punched the female victim in the chest and put her in a choke hold. The victim reported not being able to breathe when he was choking her and declined to provide a sworn written statement about what took place.
The boyfriend was interviewed and advised the officers that they were having an argument when the female threw items at the male. She then began to strike him with her hands as well. Officers observed a bruise above the males’ right eye as well as scratches on him. The male denied striking the female or choking her.
Based on the conflicting statements and no witnesses to the incident, both male and female were arrested. The female was issued a Misdemeanor Summons for violating C.G.S. 53a-61: Assault in the Third Degree, and 53a-182: Disorderly Conduct. The male was charged with violating C.G.S. 53a-64cc: Strangulation in the Third Degree and 53a-182: Disorderly Conduct.
 - **Domestic Violence** – Officers were dispatched to a residence to investigate the report of a domestic disturbance. NPD Dispatch reported a male inside the home had been arguing with his father & indicated the situation was beginning to escalate. In addition, NPD Dispatch reported there was an active Protective Order in place between the father & son. Officers arrived on scene & spoke with the father who was the complainant. The complainant stated he drove his adult son home from work this afternoon. Once they arrived home, his mother tried to talk to the son about his recent on-going unacceptable behavior. The son was not receptive to the discussion and wished to leave and take the family car. The parents refused. A short time later, the son was observed by the parents scratching the side of the car with a key. The father confronted the son & the son slapped his father. The father then entered the vehicle, drove down the street where he called the police. The son was arrested for violation of CGS 53a-181 Breach of Peace 2nd Degree, CGS 53a-116 Criminal Mischief 2nd Degree, CGS 53a-61 Assault 3rd Degree and CGS 53a-223* Violation of Protective Order.

Property Report August 2017

Category	# of Counts	Property Value (\$)
Burned	2	\$3,500
Counterfeited/Forged	2	\$5
Damaged/Destroyed	12	\$3,072
Vehicle Inventory	9	\$0
Stolen	216	\$106,958
Abandoned	0	\$0
Evidence	102	\$2,645
Found	13	\$15
Lost	1	\$0
Seized	15	\$313
Recovered	30	\$29,026
Impounded	4	\$120
Informational	15	\$10,074
Total	421	\$155,728

- Police Department Overtime:

- Comparison

➤ OT July	\$ 60,204	1 pay period
➤ OT August	\$103,255	3 pay periods
➤	\$ 43,051	Increase in overtime

- During August, 1 officer on light duty, 2 officer vacancies, 1 dispatcher in training, and 1 new dispatcher position 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 3 pay periods this month, where July figures reflected 1 pay period.
 - Admin overtime \$0, a decrease of \$860 in overtime.
 - Patrol overtime \$67,434, an increase of \$25,962. Overtime included 3 pay periods and the following calls, drug overdose, DUI arrests, domestic calls, motor vehicle accidents, juvenile arrest, Mid State Accident Reconstruction investigation, rifle cleaning and ammo inventory, casework, serving warrants, subpoenas, coverage for light duty vacancy, holdovers, booking process, and overtime for summer time off/vacancies.
 - Detective Division overtime \$6,736, an increase of \$2,081. Overtime included 3 pay periods coverage investigations for a sexual assault, search warrants, evidence collection, police candidate backgrounds, and casework follow-ups.
 - Communications overtime \$24,098, an increase of \$16,691. 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 some overtime costs.
 - Education overtime \$4,125, an increase of \$2,027 for training classes consisted of ERT training, CPR and Draeger (intoxilyzer) training.
 - Support Services overtime \$862, a decrease of \$2,848. Overtime included coverage at the Extravaganza.
 - ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of August, 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:

	August 2017	2 Months Activity
FIRES		
Structure Fire	3	4
Vehicle Fire	2	4

Exterior Fire	3	10
Other Fires	0	0
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	0
Extrication	0	0
Other Rescue Calls	0	3
SERVICE CALLS		
Hazardous Condition Calls	9	17
Water Problems	1	2
Other Service Calls	1	10
OTHER		
Good Intent Calls	2	4
False Alarm/False Calls	26	45
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	0
Mutual Aid/Standby	1	1
Total	52	100

Training Summary

Company Training	Co. – 2 Building Pre-Plans	24.0 hours
Multi Company	Co. – 1 & 2 Roof Ventilation	49.5 hours
Multi Company	Co. – 3 & 4 Roof Ventilation	79.5 hours
Cadet Training	Service 3 Operation	8.0 hours
Officer Training	Course Overview	2.0 hours
OSHA Training	Work Place Safety	10.0 hours
Sexual Harassment Training		2.0 hours
Fire Officer I Certification		96.0 hours
Fire Service Instructor Certification		56.0 hours
Total Training		327.0 hours

FIRE MARSHAL

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

INSPECTIONS	15
INSPECTION FOLLOW-UPS	30
PLAN REVIEW	11
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	6
FIRE ALARM TROUBLE	10
COMPLAINTS	0
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	3

Incidents:

- There were no significant fire incidents or injuries reported in August. Responded to **16** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended a special meeting of the Board of Fire Commissioners at fire headquarters to review personnel issues.
- Attended the monthly officer training session at the Eversource Complex in Berlin and conducted a pre-plan tour of their new training facility with members of the Berlin Fire Department.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #3 on West Hill Road.
- Attended the monthly Safe Home Committee meeting at Town Hall.

- Attended the monthly Company Drill at the training tower in Rocky Hill, Topic: Roof Ventilation.
- Attended the funeral for Gloria Roy, wife of former Fire Marshal Robert Roy at West Meadow Cemetery.
- Attended the wake for Michael Nelson, son of the late Deputy Chief Nels O. Nelson and brother of Commissioner Kent Stoddard's wife Melanie.
- Traveled out of state on vacation.

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 and DOT construction project meetings.
- Coordinated annual residential paper shredding event held August 5th at the Highway Department.
- Participated on oral interview panel for Town Engineer position vacancy.
- Attended Environmental Quality Commission meeting.
- Attended continuing education class at UCONN.
- Hosted DEEP Landfill Operator Certification class at the Highway Department.

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.
- Completed the reconstruction of pathway at Martin Kellogg Middle School.
- Crews completed parking lot pavement restoration project at Ruth Chaffee School.
- Began construction of concrete pad for batting cages and bleachers at Newington High School.
- Completed the milling and paving of various roads.
- Began the reconstruction of Judd Avenue.
- Responded to assist with one eviction for the month – no storage required.
- Responded to one after hours call in for tree 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 outside bid awarded contractor with traffic control on overlays.
- Assisted Police Department in the set-up of speed trailers and boxes.
- Began line stripping and painting of stop bars on overlaid roadways.
- Completed line painting and signage at Constitution Square Municipal Parking Lot.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all Town vehicles and equipment.
- Continued with the maintenance of all mowing and construction equipment.
- Responded to one after hours call in for Fire Department – Engine #1.
- Started the out fitting of the new Engine # 1 along with the out fitting of the new ERT trailer.
- Assisted Highway Operators where needed on roadway and school projects.

Sanitation/Recycling/Landfill

- Scheduled 1111 residential bulk items for collection for the month.
- Scheduled 193 condominium bulk items for collection for the month.
- Scheduled 75 condo/residential scrap metal items for collection for the month.
- 721 tons of cumulative Municipal Solid Waste were collected for the month of July.
- 221 tons of cumulative recyclables were collected for the month of July.
- 119 mattresses and 79 box springs were collected for the month of July.
- 42 televisions were collected for the month of July.
- Issued 56 permanent landfill permits and 16 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on August 9, 2017:

- Approved Petition #25-17: Special Permit (Sec. 3.15.4: Drive-Through Restaurant) at 3240 Berlin Turnpike (“Chick-fil-A”).
- Approved Petition #26-17: Special Permit (Sec. 6.2.4: Free-Standing Sign) at 3240 Berlin Turnpike (“Chick-fil-A”).

Regular Meeting on August 30, 2017:

- Approved, with conditions, Petition #27-17: Site Plan Approval (Drive-Through Restaurant) at 3240 Berlin Turnpike (“Chick-fil-A”).
- Approved a motion to withdraw \$2,625 from the Performance Bond for “Newington Ridge Preserve” to reimburse the Town of Newington for the cost of restoring pavement on Deming Street.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- August 4: Met with new owner of 3320 Berlin Turnpike.
- August 7: Met with Police Chief to discuss proposed telecommunications tower.
- August 8: Met with owner of 419 Robbins Avenue to discuss zone change.
- August 9: Met with attorney for owner of residential property on Bridle Path.
- August 16: Met with staff re “Chick-fil-A” site plans.
- August 29: Met with staff re “Chick-fil-A” site plans.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- August 1: Pre-construction meeting for Streetscape Phase VI (Constance Leigh).
- August: Continued administration of Streetscape Phase VI (Constance Leigh) project.

Board and Commission Meetings:

- August 9: Attended TPZ regular meeting.
- August 10: Attended Open Space Committee meeting.
- August 30: Attended TPZ regular meeting.

Professional Development/Training:

- August 4: Attended phone meeting to plan CCAPA training event.

Miscellaneous

- August 7: Met with Town Manager re: blight enforcement.
- August 9: Attended monthly Public Works Team meeting.
- August 9: Met with Acting Town Engineer re: Alumni Road traffic signal.
- August 10: Met with Town Manager to discuss August 9 TPZ meeting.
- August 11: Met with DOT staff re: Alumni Road traffic signal.
- August 15: Delivered elderly meals for Senior Center.
- August 16: Met with MDC re: stormwater management.
- August 17: Met with Town Manager re: blight enforcement.
- August 18-25: Vacation.
- August 28: Met with Town Manager re: zoning enforcement.
- August 29: Attended workshop on draft State C&D Plan.
- August 31: Met with Town Manager and AT&T representative.
- August: Responded to approximately 21 phone messages from citizens, applicants, staff and elected/appointed officials.
- August: Received and sent approximately 586 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of August, forty-eight excavation permits were issued as follows:
 - Gas Lateral – 17
 - CNG Patches – 1
 - Driveway/Sidewalk – 27

Water Service - 1
CATV – 1
Soil Boring - 1

- Engineering Staff attended the monthly Public Works Staff meeting and the monthly Inland Wetlands Meeting.
- **Wetlands:** In the month of August, the acting Inland Wetland Agent, Administered two (2) 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 plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations. Reviewed five (5) site plans.
- **Project Assistance:** Two (2) Highway Dept. projects, four (4) Board of Education projects and two (2) Parks and Grounds projects. Streetscape observation.

ECONOMIC DEVELOPMENT

- The Economic Development Commission did not meet in August, 2017.
- There was no progress on the National Welding site as we continued to wait for a State budget to be passed. Newington's application for \$2 million to subsidize the cost of leasing parking spaces by the State Department of Transportation has been considered, but no awards have been made for that grant program and no timetable has been set for making awards.
- The owners of the Hunter Development Site (top of East Cedar Street at Russell Road) received approval from the Town Plan and Zoning Commission to construct an assisted living and independent care facility. The project has been renamed "The Villas at Cedar Mountain" and the partners are now concentrating on finalizing their financing and construction/marketing/management team.
- Eversource is remarketing 3333 Berlin Turnpike. Demolition of the existing buildings will begin after environmental remediation currently underway is completed.
- The former Mobil gas station property at 3191 Berlin Turnpike has been fenced off as reconstruction has stalled due to issues with work to be completed in the DOT right-of-way.
- Chick-fil-a received approvals from the Town Plan & Zoning Commission to demolish the former Ruby Tuesday restaurant at 3240 Berlin Turnpike and rebuild a new smaller restaurant with a drive-through.
- Renovations to the former A&P liquor store in the Fenn Road/Stop & Shop shopping plaza are underway to house a Go Health Urgent Care Center. Go Health has partnered with Hartford Health Care to open fifteen urgent care centers in the greater Hartford area.
- Radio station WRYM and its approximately 15 acre property at 1056 Willard Avenue has been purchased. The new owner is not planning to add a new tower or change the height of the existing tower.
- AAA has leased the former Costello Industries property at 123 Costello Road and will be relocating its service fleet from Elmwood. 40-50 trucks will be located at the site which formerly housed construction and road milling equipment (which moved to North Mountain Road when Costello was purchased by Tilcon).
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to or expanding within Newington.
- Counseled current and prospective property owners in the Newington Junction area about options for buying/selling or redeveloping properties in the area.
- 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 constructing an addition to an existing athletic/recreation building.
- Prepared documents for the Town Manager.
- Worked with IT staff to load Economic Development content into the new website.

BUILDING DEPARTMENT

- Four applications were applied for and are under review for new single family residences. They will be built at 50 Harvest Court, 52 Harvest Court, 54 Harvest Court and 56 Harvest Court.
- McDonalds applied for an application and it's under review for a Building Permit for interior renovations including a restroom upgrade, new seating layout with new finishes and a new front counter with finishes. Exterior renovations include new exterior signage, upgrade building exterior finishes. Site work includes ADA upgrades, side-by side drive thru updates and minor driveway modifications.
- A Sign Permit was issued for the Party City signs for their new location to be located at 3091 Berlin Turnpike.
- An Electrical Permit was issued for Party City to provide necessary wiring per plans to include new lights, new outlets, electrical panels and light panels.
- An Electrical Permit was issued for installing new data cabling equip for informational technology infrastructure at the GoHealth location at 40 Fenn Road.
- An Electrical Permit was issued to swap out the electrical generator switch and panel at Firehouse #5 at 617 Maple Hill Avenue.
- There were two Certificates of Occupancy issued in August. They were for 4 Harvest Court and 18 Harvest Court.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 174 Inspections. They were: Above Ceiling (3), Boiler (1), CO (2), Electrical (7), Final (60), Footings (4), Framing (15), Gas Line (9), Insulation (17), Mechanical (5), Plumbing (1), Pools (2), Rough (46), Sheathing (1), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of August was **203** producing a total permit value of **\$2,907,697.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	35	\$728,861.00
DECK	7	24,541.00
DEMOLITION	1	3,500.00
ELECTRICAL	51	479,525.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	2,000.00
MECHANICAL	40	277,682.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	4	664,970.00
PLUMBING	30	119,261.00
POOL	1	6,500.00
ROOFING/SIDING	17	341,051.00
SIGN	5	28,850.00
SOLAR	11	230,956.00
TENT	0	0.00
TOTAL	203	\$2,907,697.00

The total Building income fees received in the month of August was **\$34,378.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$900.00 Environmental \$300.00 Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books

and Maps \$82.00 Driveway / Excavation \$3,825.00 Engineering copies \$181.00. The other total income is \$5,688.00.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for August:	\$2,907,697.00	\$4,056,825.00
Fees for Permits issued for August:	\$34,378.00	\$25,030.00
Other income Fees for August:	\$5,688.00	\$2,835.25
Building Permits Issued for August:	203	205

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

	<u>2016-2017</u>		<u>2015-2016</u>	
Value	Permit Fee	Value	Permit Fee	
\$4,335,859.00	\$51,086.00	\$6,056,735.00	\$43,631.00	

HUMAN SERVICES

- The Food Bank assisted 163 households with 772 bags of groceries distributed.
- The Clothing Closet served 21 households with 22 bags of clothing.
- Open Air Market served 193 households during 3 bi-weekly distributions this month.
- The Special Needs Fund assisted 10 residents with 3-housing, mortgage, 4-utility, oil, water, and 3 medical.
- There were 87 active cases in our Social Casework program. 33 were new referrals, 136.25 service hours were provided.
- The Youth and Family Counseling Program had 13 active cases, 2 of which were new. Clinicians provided 31 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 were no JRB referral this month, one prior case was closed.
- Summer Youth Adventures had 258 program registrations this month. 14 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 and planning the High School Leadership Exploration & Advisory Development Program.
- It was a record month on the challenge course with 608 program registrations and we continue to schedule challenge course and outdoor education programs for the fall 2017.
- Fall SCORE 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.
- 178 individuals were assisted with Back to School SUPPLIES.
- Director Labrecque and Coordinators Huggard and Meskill met to review the Juvenile Review Board protocols and how changes in the FWSN truancy referral law may result in increased JRB referrals.
- Pat Meskill presented on mindfulness and stress reduction for collaborative program with the Library. There were 15 youth residents in attendance. This was written up in the Town Crier with positive reviews by the students.
- Draft of CASAC grant developed. Will be presented to Youth Adult Council for review 9-11-17.
- Status of Youth Adult Council members was reviewed and a letter was sent to each member requesting updated contact info and an indication if they wish to continue to serve.
- Collaborated with Newington Hunger Action Team and Church of Christ for new program "Got Lunch Newington" providing lunch foods to 125 school age children who receive free/reduced lunch during the school year.
- Registrations for annual holiday food and gift program continue. We have registered 208 households to date and expect just over 400 households by the end of this annual program.

August 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	15	16	31	20
Youth & Family Service Hours	41	41	82	53.50
JRB Cases	0	1	1	0
Positive Youth Development	880	645	1525	995
Community Service	1	1	2	4
Information and Referral	868	419	1287	1889
Social Casework Cases	87	92	179	117
Under 55 =	22	25	47	37
Under 55 Disabled =	19	22	41	26
Over 55 =	46	45	91	54
Social Casework Service Hours	136.25	142.50	278.75	307.50
Under 55 =	35.25	34.25	69.50	81.75
Over 55 disabled and/or disabled	101	108	209	225.75
Food Bank Household Visits	163	136	299	312
# bags of groceries distributed	772	601	1372	1482
Mobile Truck	193	97	290	--
Clothing household visits	21	19	40	25
# bags of clothes given	22	21	43	35
Special Needs	10	4	14	12

SENIOR AND DISABLED CENTER

- The highlight of the month was the annual Police Safety Picnic on August 4th. About 100 people joined Newington's Finest as they prepared hotdogs & hamburgers on the grill & then joined participants for lunch & friendly conversation. Officers were available to answer questions, hear concerns or just chat.
- Rivaling the picnic was the annual Ice Cream Social on August 15th. Hosted by Newington Rapid Recovery Center, this free event provided ice cream sundaes to 80 people on a hot day.
- Newington's State Representative Gary Byron was a guest at Coffee Talk on August 11th, joining a large group for coffee, refreshments and conversation in this informal coffee hour.
- Veteran's Coffee Hour, a monthly program conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home that is open to all who served in the U. S. Military continues to grow in popularity with more than 20 attendees who share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services.
- On August 23rd participants enjoyed An Afternoon of Music with Richie Mitnick & Friends. Mr. Mitnick is a very popular organ teacher and, along with excellent vocalists, performed a free concert.
- The summer session of LiveWell, a free six-week workshop 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 wrapped up in August. This is one of a suite of evidence based national programs that the Center now offers. The complete array will be offered in the fall including

Aging Mastery Program®, LiveWell, LiveWell Diabetes, Matter of Balance® and Powerful Tools for Caregivers®.

- As the renters' rebate program winds down (with applications taken through the end of September), the center is gearing up for the start of the LIHEAP Energy Assistance program that will begin intake on September 14th.
- Center Director Dianne Stone continues to Co-Chair the legislative Task Force to Study Senior Centers with meeting approximately once per month. The Task Force is undertaking a statewide survey and will make recommendations to the legislature prior to the beginning of the February 2018 session.
- As of the end of March, the Center had 1,206 paid members, including 166 Fitness Center members. There are 1002 residents registered for Dial-A-Ride. Membership renewals continue to come in to the Center.
- 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 1,010 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 3,154 by 478 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 100 residents 1,110 trips this month, covering 3,636 miles.
- Center staffing was complemented by 417 hours of unpaid service in 173 instances by 40 volunteers.

PARKS AND RECREATION

Recreation Division

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- On August 1st, the Newington Police Department hosted its first National Night Out, "America's Night Out Against Crime". The Parks & Recreation Department partnered with the Newington Police Department for this free family event. Approximately 300 residents attended and enjoyed hotdogs, ice cream, face painting, animal balloons and a huge slide, along with a K-9 demonstration and Mobile Command Center tours.
- Over 2,400 season pool pass holders enjoyed utilizing their passes at both Mill Pond Park Pool and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Sunday, August 20th. This was an additional week that was added last year that was enjoyed by hundreds of people again this year.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 21st from 6:00 – 7:30 p.m. at Mill Pond Pool. Over 35 dogs attended, accompanied by many owners and family members.
- Churchill Pool closed Sunday, August 13th.
- Free Summer Fun Runs were offered on Wednesdays, July 5th, 12th, 19th, 26th and August 2nd and 9th. Despite two of them being canceled due to inclement weather, we still had over 200 unique participants throughout the four weeks that ran. Participants enjoyed the summer fun run series of 5K and 2k walk/runs. Attendance each night averaged 76 participants.
- A consignment ticket program was offered with discounted tickets to Six Flags, Lake Compounce, and the Connecticut Science center. Many residents took advantage of this opportunity to purchase discount tickets.
- The Creative Playtime Preschool classroom was thoroughly cleaned in preparation for the upcoming school year. Carpets were shampooed and the area was sanitized.
- Registration has been ongoing for Creative Playtime Preschool Program. All morning time slots as well as most afternoons have met capacity. We also have students on a wait list. The first day of classes for the 2017-2018 school year was Wednesday, September 6th.
- An average of 343 children in Kindergarten through grade 7 attended the Summer Camp RECreate/Playground Pals Program each week (approximately the same number as last summer). The 7-week program ended on August 4th.
- Camp S'More was held (for the second year) for children entering Kindergarten through grade 4. Camp S'More was the week immediately following Camp RECreate / Playground Pals and offered swimming, games, activities & entertainment. Approximately 60 children attended.

- A new Exercise the Right Choice After School/Club TotalRec staff has been selected. Training is set for the first week of September.
- Annual training for our preschool staff was held on Friday, August 25th. Staff members were certified in a full medication administration course where they learned how to respond to medical emergencies involving injectable medication as well as use of oral and topical medication administration.
- We offered two massive pool parties to the playground program participants as well as the public. The first pool party was offered at Churchill Park Pool on Tuesday, August 1st and saw over 90 kids enjoying the fun and games. The second one was held at Mill Pond Park Pool on Wednesday, August 2nd and saw another 100 kids taking part in the different pool activities and games that were offered. We had members of the public join us at both pool parties as well.

Parks and Grounds and Cemeteries

- Completed edging and mulching Section F at West Meadow Cemetery.
- Pruned shrubs at schools.
- Completed string trimming and mowing all parking lots, curb lines and turf areas at schools to prepare for first day of classes
- Pruned shrubs at Town buildings.
- Removed playground features at Anna Reynolds School in preparation of a new playscape.
- Began regrading several areas at Anna Reynolds School in conjunction with the installation and renovation of 2 playscapes.
- Hydro seeded along the refurbished walking path at Martin Kellogg Middle School.
- Monitored the renovation of the Churchill Park playscape.
- Mowed many road side roads and right of way areas.
- There were 8 interments and 3 plot sales.

Tree Warden

- Removed tree impeding playground replacement project at Churchill Park. (W)
- Removed two dead trees lower lot of Ruth Chaffee School, by dumpster area.
- Removed two dead trees in median entering Candlewyck Drive.
- Trimmed two Town trees, overhanging driveway at 135 Connecticut Avenue.
- Removed broken limb from Tree overhanging 49 Jeffery Lane.
- Clean-up fallen Pine tree, North Side Soccer at NHS.
- Removed dead Hemlock tree North Side Soccer NHS.
- Removed (3) dead Maples from islands, North Side Parking area NHS.
- Removed (5) dead Maples from islands, South Side Teacher parking lot NHS.
- Removed (2) dead Maples from Old Farms Path NHS.
- Removed (2) dead trees, and prune remaining at Main Street and Brookside Road.
- Cleaned brush and wood from fallen tree at Robbins and Clifford Street.
- Removed (2) dead trees corner of Oak Street and Golf Street. (W/1)
- Clean-up fallen oak tree behind Mill Pond Tennis courts.
- Trimmed branches away from roof and House at 113 Ellsworth Street.
- Pruned branches away from house at 117 Ellsworth Street.
- Removed dying Maple tree at 45 Ridgeway Road. (W)
- (W) Denotes use of Wethersfield

LIBRARY

- Almost 1,185 children read thousands of books, earned over 1,200 paperback books for their own collections, and 384 gift plates were affixed to new library books in honor of special reading goals that were met. The “*Build a Better World*” theme was carried through for all programs, as 1,319 children and caregivers attended 42 events. Popular programs included *Flow Circus* where children learned how to juggle and spin plates, the third annual *Kids Craft Show* that had 25 young crafters who made and sold everything from braided wrist bands to wizard wands to nearly 200 people who came to browse and buy. *Play with Us*, a special needs story time series and *Cinema City* had a showing of the newest version of *Beauty and the Beast*. The many story time programs like *Super Explorers*, *Afternoon Architects* that carried through the summer theme had higher attendance than in previous summers. Children used a lot of creativity and did a lot of building in these programs using everyday items like paper tubes, pretzels, clay and marshmallows to make some amazing things.

- The “Build a Better World” summer reading program for adults had 471 participants by the end of the summer. Participants read or listened to 3,806 books, filled out raffle tickets, and many won themed baskets and other great prizes, all compliments of the Friends. More than 90 participants attended the finale on August 18 to see who won the grand prizes and enjoy the end of summer party. Through the month of August, adults were offered 23 programs to 699 people. Adults learned about the children of Haiti, how to use Ancestry.com, how to pair dark chocolate with tea, how soap was made from goat milk at *Bradley Mountain Farm Soaps* and the philosophy of the Starbucks corporation. They too were able to screen the newest version of *Beauty and the Beast* and enjoyed indie and folk music at an evening concert.
- 104 teens participated in the teen version of the “Build a Better World” summer reading program. Like the adult program they offered raffle tickets and prizes compliments of the Friends for books read. 4 teen programs were offered to 60 teens through the month. Squid dissection and teen stress management were very popular this past month. Teens also enjoyed learning how to use alcohol ink. The teen librarians are busy preparing for 8th grade school visits to do book talks to the middle school English classes when school begins.
- The library live streamed the solar eclipse in our community room and had more than 120 people stop in to watch it from NASA’s site. The news stations were erroneously reporting that all libraries had free solar eclipse glasses to give away. While this was not true, we decide a live stream would at least let them watch it at the library if they were out and about during this time.
- The library went live with its new website. The new website that is part of the Town’s new site looks great and seems to be working very well. It is more intuitive and better organized. Considering that staff had only 6 weeks to be trained and convert and clean-up and convert the information from the old site, the transition went smoothly and most of the information was working and available on the go live date. Thanks to Head of Reference Diane Durette and Assistant Director Karen Benner for doing a great job and getting all of the work completed in time.
- The revamped statewide delivery system completed its second month and there is already back-up at most libraries in our area. Libraries are restricted to no more than 3 bins for pick-up and delivery each day. This is not adequate for the items that need to be returned to the owning library or sent out as part of an interlibrary loan request. It is unclear if there will even be funding for it in the future. The resource sharing and statewide delivery system people are used to are gone. It is very unfortunate.
- Total circulation of library materials was 31,750. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,865 times from the library website. 18,332 people visited the library. There were 9,969 visits to the library’s homepage. Popular online services included *Morningstar*, *Lunda.com*, *JobsNow*, *Reference USA* and *TruFlix*, Museum passes were used 200 times this month, the most popular were *Beardsley Zoo*, *Children’s Museum/Roaring Brook Nature Center* and *Lutz Children’s Museum*. The reference staff answered 5,570 reference questions. Free library meeting space including study rooms was used 405 times during the month.
- In Technology News: Two Excel classes for the public were held. Both were full and had waiting lists. Head of Reference Diane Durette, Library Director Lisa Masten, and Assistant Library Director Karen Benner held a group training session as well as one-on-one instruction for the new website software. Also, several technology assistance programs were held including *Tech 4 U*.
- In Personnel News: We are currently down 4 library pages and a part-time circulation person. Due to the state budget issues and the current hiring freeze, the inability to fill these positions is concerning. Returned materials are taking longer to get back on the shelves as a result. In facilities news, staff worked to shift and try to make more space in the stacks to accommodate the collection. New chairs arrived for the Teen Department. They replaced the old, worn teen chairs that were at least 10 years old.
- In Facilities News: The cleaning on weekends continued to be very problematic. The cleaning staff with KeeClean was either not showing up or spent very little time in the building and therefore were not doing many of the daily duties as required in the contract. Business Manger Lynn Caley is working with KeeClean and Facilities Director Dave Langdon to address the problems but this situation is getting to be very frustrating.
- Topics of note that were researched this month included:
 1. Books on vegetarianism for kids.
 2. Books to identify fish in Long Island Sound.
 3. Where to get solar eclipse glasses.
 4. Book suggestions for a new Dad.
 5. Library services for the blind in CT.