



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: November 27, 2017
Re: Monthly Report – October 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 CCM Legislative Meeting on October 3.
- Mrs. Lane attended the MDC budget presentation on October 11 & 24.
- Mrs. Lane participated in the interview process for the Supervisor of Parks & Grounds position.

Overtime

Paid overtime during the month of October 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	100.0	\$ 4,991.71
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 735.68
ROAD MAINTENANCE	17.0	\$ 888.56
TRAFFIC	21.4	\$ 883.16
TOTALS	154.4	\$ 7,499.11
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	22.0	\$ 924.45
Turf & Grounds Maintenance	36.0	\$ 1,440.98
TOTALS	58.0	\$ 2,365.43

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	\$ 1,434.40	\$ 7,459.00	\$ 286.88
Patrol	619,212.00	228,389.86	609,919.00	227,608.17
Investigation	83,451.00	35,770.60	83,433.00	10,219.27
Communication	170,443.00	58,995.32	170,443.00	69,743.78
Education/Training	130,461.00	33,107.52	130,461.00	32,612.70
Support Services	37,113.00	14,527.67	36,261.00	13,559.87
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,211.00</u>	<u>0.00</u>
Total	\$ 1,049,581.00	\$ 372,225.37	\$ 1,039,187.00	\$ 354,030.67
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 7,890.17	\$ 25,212.00	\$ 11,008.08
Snow and Ice Control	157,488.00	0.00	148,440.00	0.00
Traffic	3,861.00	606.97	3,702.00	1,625.87
Vehicles and Equipment	31,234.00	10,039.54	29,949.00	6,800.5994
Leaf Collection	<u>32,312.00</u>	<u>0.00</u>	<u>48,989.00</u>	<u>0.00</u>
Total	\$ 251,389.00	\$ 18,536.68	\$ 256,292.00	\$ 19,434.94
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 31,911.69	\$ 77,091.00	\$ 25,554.79
Cemeteries	<u>15,653.00</u>	<u>1,331.10</u>	<u>15,012.00</u>	<u>1,139.77</u>
Total	\$ 98,519.00	\$ 33,242.79	\$ 92,103.00	\$ 26,694.56

PERSONNEL

- Interviews for the vacant Town Engineer position continued in October. The position was offered to the successful candidate, Gary Fuerstenberg. He began his new position on October 23, 2017.

RISK MANAGEMENT

The third 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 September 2017 were \$701,987. 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:

Claims for September, 2017

	Town	Board of Education	Total
Estimated Claims	747,777	2,003,439	2,751,216
Actual Claims	691,591	1,444,069	2,135,660

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of October. Attended Town Council Meeting & Staff Meeting.

Work Order Completions

The Facilities Maintenance Department has completed 53 formal work orders during the month of October at various Town Buildings. Performed maintenance & heating startup on all town owned buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Plumbing repairs were made to the community's centers bathrooms and new air hand dryers were installed in both bathrooms.

Highway Garage

Work is complete on the oil to gas conversion of all the heating units and the admin unit including final air balancing and duct cleaning. Installation of the new lift was completed by Ray Jurgen Company. Completed the removal of both underground fuel tanks (2000 gallon heating oil tank & 10,000 gallon diesel fuel tank).

Mill Pond Park

Received the OK from the Town's insurance company to start construction to rebuild the concession stand. The building is still fenced off until construction is completed which should start in November.

Fire House 2 & 3

LED lighting upgrade has been ordered to complete all energy upgrades to all the fire houses.

Senior Center

HVAC unit ventilators upgrades are completed in all rooms to where this will result in greater energy savings and occupant comfort.

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:

- Closed 96 work orders.
- Replaced UPS batteries;
- Provided end user training on the use of archive;
- Clean-up of email archive files;
- Created a copy of large block file storage items in a secondary location and associated synchronization tasks;
- Created PDF forms for the Assessor's Office to simplify personal property data collection;
- Created a new "Town Owned Property Map" with input from Town Planning Department;
- Attended NEURISA Day, a GIS conference;
- Researched GIS resources for the CT DEEP MS4 permit requirements;
- Working with CivicPlus on the new website landing pages for the Library, Police Department and Parks and Recreation;
- Configuration and setup of a website module for Parks and Recreation;
- Configuration and testing of two-factor authorization components;
- Configuration and testing of load balancing for remote email access;
- Upgraded the Police Department's computer aided dispatch, records management system and mobile applications to the latest versions supported by their vendor;
- Upgraded Parks and Recreation's records management system to the latest version supported by their vendor;
- Packaging and deploying the latest version of Adobe Flash, Adobe Reader and Google Chrome to all workstations;
- Upgraded the town's security information event management (SIEM) platform to the latest versions;
- Re-configuration of automated backups of the town's wireless policy servers;
- Modification of the town's firewalls to remove references to the old email and domain controller servers;
- Attended departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- With the deadline for the December 31 filing of the June 30, 2017 audit year, auditors from Blum Shapiro were on site for most of the month and numerous hours of staff time were dedicated to completing this requirement.

- Instructions were prepared for the FY 2018-19 General Fund Operating Budget as well as instructions for the Capital Improvements Plan FY 2018-2019 through FY 2022-2023.
- Janet Murphy, Director of Finance, attended a budget presentation at the Metropolitan District Commission (MDC) to discuss the 2018 tax levy. Preliminary numbers indicated an increase of 9.8% in the 2018 Proposed Ad Valorem Tax. This equates to an increase of \$198,850 or 4.8% for the FY 2018-19 for the Town's sewer services. The majority of the increase in expenses for the MDC is due to debt increases for infrastructure repair and maintenance.
- In compliance with the State of Connecticut's benchmarking system, FY 2016 revenue and expenditure information was submitted into the statewide uniform chart of accounts (UCDA) mapping tool website.

Due to the status of the State budget, the Town did not receive the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,083,654. The amounts due from the state in aid which were due prior to the budget adoption, will be processed shortly. 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)
10/31/2017

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$75,000	\$92,504	\$33,073,621
Special Revenue Funds	8,700	12,803	4,036,196
Capital Projects Funds	1,500	3,481	1,042,374
Internal Service Fund	13,000	6,447	2,324,382
Trust and Agency Funds	4,000	2,738	1,123,685
TOTAL, ESTIMATED BY FUND			\$41,600,258

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
10/31/2017

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.049	1.049	15,297	13,480	\$15,638,640
Bank North	0.51	0.51	737	2,007	540,205
People's Bank	0.32	0.32	707	661	2,601,539
Santander Bank	0.75	0.75	6,536	6,345	8,196,187
Farmington Bank	0.70	0.70	5,239	5,815	7,604,723
Webster Bank	0.98	0.98	5,965	5,759	7,018,964
Total Outstanding Investments					\$41,600,258

Rates reflect avg. monthly yield, annualized

Assessor

- Motor Vehicle tax bills that were delayed since June 2017 were mailed out October 16, 2017. All of the Assessor's staff spend most of their time this month answering telephone calls, waiting on taxpayers that walked into the office and making adjustments to their tax bills.
- Eighty (80%) of all Real Estate improvement permits were inspected and valued.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of October, 2017.

- Personal property declarations sent out the last week in September 2017 were returned by mail and/or in person over the counter. To date, approximately 61% of the 1,475 declarations have been received.
- Responded to all data requests received from annual visit from town appointed auditors. Majority of requests dealt with Elderly Tax Relief program.

Revenue Collector

- Collections for October on the 2016 Grand List amounted to \$2,565,304.72 and back taxes collections were \$44,620.44. Included in the back tax amount was \$2,037.80 which was collected for suspended accounts.
- This year's total collections through October were 50.27% and is substantially lower than what we collected in October of 2016 which was 54.9%. This is due to the fact that the motor vehicle tax bills were not mailed until October 16th due to the uncertainty of the reimbursement from the State and the 32 Mill Rate cap initially mandated by the Governor. As of October 31st, we received 31.6% on the collections for Motor Vehicle tax bills.
- Alias Tax Warrants for Personal Property were assigned to the Constables for collection.
- An enormous amount of motor vehicle tax bills have been returned by the U.S. Postal Service and we are trying to locate the taxpayers to resend their bills.

TOWN CLERK

- Revenue for the month of October totaled \$50,422.29.
- There were 90 property transfers for a total of \$12,169,518 in sales. State conveyance tax collected was \$83,681.99 and Town conveyance tax collected was \$29,149.79.
- Residential sales included five home purchases over \$300,000. Two (2) residential sales over \$400,000 at: 41 Harvest Court from Harvest Village LLC to Lloyd & Celia Girard Revocable Living Trust; 93 Stage Coach Lane from JH Scelza Inc. to Michael L & Linda T. Lutz.
- A total of 475 documents were filed on the land records during the month including: 128 mortgages, 162 releases, 18 liens and 26 assignments and 14 probate documents.
- Staff certified and issued 27 copies of vital records (birth, marriage & death certificates), 10 burial permits and four cremation permits were issued.
- Staff catalogued four liquor permits, nine Trade Certificates and ten Notary Public commissions.
- There were 93 electronically recorded documents generating \$10,266 in recording fees.
- Land Record copy revenue totaled \$2,431.
- Absentee ballots for the Municipal Election became available on October 6th (31 days before an election). The office issued

DATA SUMMARY OCTOBER 2017				
	<u>Oct.-16</u>	<u>Oct.-17</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	446	475	1801	1702
Dog Licenses Sold	58	67	445	364
Game Licenses Sold	7	7	22	32
Vital Statistics				
Marriages	36	15	90	63
Death Certificates	36	11	99	70
Birth Certificates	34	28	81	78
Total General Fund Revenue	\$ 59,726.25	\$ 50,422.29	\$ 296,801.25	\$ 225,804.68
Town Document Preservation	\$ 1,206.00	\$ 1,251.00	\$ 4,864.00	\$ 4,536.00
State Document Preservation	\$ 616.00	\$ 714.00	\$ 2,636.00	\$ 2,612.00
State Treasurer (\$36 fee)	\$ 11,088.00	\$ 12,744.00	\$ 47,016.00	\$ 46,800.00
State Treasurer (\$127 fee)	\$ 6,985.00	\$ 5,969.00	\$ 24,892.00	\$ 19,304.00

State Treasurer (\$110 fee)	\$ 6,490.00	\$ 5,940.00	\$ 24,640.00	\$ 21,230.00
LoCIP	\$ 924.00	\$ 1,062.00	\$ 3,918.00	\$ 3,900.00
State Game Licenses	\$ 160.00	\$ 126.00	\$ 599.00	\$ 869.00
State Dog Licenses	\$ 479.00	\$ 509.50	\$ 3,055.50	\$ 2,531.00
Dog Licenses Surcharge	\$ 144.00	\$ 154.00	\$ 1,042.00	\$ 842.00
Marriage Surcharge	\$ 171.00	\$ 247.00	\$ 741.00	\$ 722.00
Grand Total	\$ 87,989.25	\$ 79,138.79	\$ 410,204.75	\$ 329,150.68

POLICE DEPARTMENT

- Patrol Calls for October are as follows:

Abandoned MV	1	Fire Other	20	Missing	7
Administrative	0	Fire Rescue	0	MV Abandoned	0
Alarm Commercial Burg Alarm	76	Fire Structure Fire	4	MV Assist	49
Alarm Hold Up Alarm	1	Fire Stand by	0	MV Complaint	46
Alarm Residential Burg Alarm	27	Fire Trouble Alarm	6	MVA Evading	13
Animal Complaint	27	Fire Vehicle Fire	0	MV Fire	1
Arson/Fire Invest	1	Fire Water Problem	4	MVA Injury	10
Assault	3	Fireworks	3	MVA Property Only	90
Assault in progress	0	Follow-Up	45	Neighbor	19
Assist notification	0	Found Property	4	Noise	29
Assist Other Agency	30	Gun 0	0	Open Door/Window	8
Bad Check Insufficient Funds	2	Harassment	12	Parking Violation	17
Breach of Peace/Disorderly	4	Hazard	76	PD Assist Fire Dept.	31
Burglar Alarm	18	Hazmat	1	Pistol Permit	1
Burglary	3	Hold Up Alarm	1	Prisoner Care	5
Car Seat	1	Homicide	0	Property Found	2
Check Welfare	38	Illegal Dumping	1	Property Lost	2
Check Welfare 911	34	Intoxicated	8	Residential lockout	1
Check Welfare Other	0	Juvenile Complaint	15	Recovered Stolen MV	2
Clear Lot	8	K9 Assist	6	Robbery	1
Construction	0	Kidnapping	0	Roll Call	4
Court Detail	10	Landlord / Tenant Dispute	1	Serve Subpoena	1
Criminal Mischief	10	Larceny	49	Serve Warrant	22
CSO	4	Larceny from MV	18	Sexual Assault	3
Customer Dispute	10	Lift Assist Only	7	Shots fired	4
Dog Complaint	36	Local Traffic Authority	0	Specific Detail	95
Domestic	23	Location Check	145	Stolen MV	10
Drug	10	Location General	12	Suicide	2
DUI	4	Lockout Building	4	Suicide Attempt	0
EDP	19	Lockout MV	1	Sudden Death	3
Escort / Transport	8	Lost Property	4	Suspicious MV Unoccupied	12
Escort Funeral	2	Medical Alarm	18	TEST	0
Escort Other	5	Medical Cardiac	20	Suspicious Report	140
Fingerprint	5	Medical Complaint	117	TEST	1
Fire Alarm	20	Medical Diabetic	5	Threatening	4
Fire CO Detector no symptoms	4	Medical Fall	45	Tow	17

Fire CO Detector with sympt	0	Medical Other	16	Town Ordinance Violation	2
Fire Extrication	0	Medical Respiratory	24	Traffic Stop	586
Fire Hazmat	2	Medical Stand by	3	Trespass	18
Fire Special Detail	1	Medical Trauma	6	Unknown	0
		Medical Unresponsive	4	Water problem	0
				Total	2410

- In October, Detective Division:
 - On October 9th Detectives obtained an arrest warrant for 45 year old Michael Torbicki, the suspect in the homicide that occurred at 52 Gilbert Road on September 21st 2017. On October 12th Detectives arrested Michael Torbicki and charged him with Murder 53a-54a. Michael Torbicki was detained on a 2 million dollar court-set bond and was arraigned in his hospital room on October 13th. Torbicki has since been released from the hospital and is currently in the custody of the Connecticut Department of Corrections.
 - During the month of October Detectives participated in oral board interviews and conducted background investigations on POSTC certified applicants for the position of Police Officer as part of our current recruitment and hiring process.
 - Handled 94 investigations, 59 remain ongoing, 2 suspended, and 33 were closed by investigative methods.
 - Served 28 arrest warrants: 19 by Patrol Officers and 9 by Detective Division personnel.
 - Warrants on file 113
- In October, the Community Service Officer (CSO):
 - Organized and attended the 2nd Annual Police and Fire Golf Classic. \$16,969.27 was raised for NPD's Community Outreach programs and small donations were made to MPO Lavery and Ofc McDermott's scholarships.
 - Worked with Plainville PD to coordinate our introductory RAD (Rape Aggression Defense) class to be held at the end of November.
 - 4 Child Safety seat checks.
 - Continue to maintain NPD social media pages and website.
 - Maintain Internship program.
 - Conducted traffic enforcement for problem locations.
- In October, the Animal Control Officers had the following activity:
 - No report at this time.
- In October, Patrol Division:
 - **Assault on a Police Officer** - On 10/28/2017 an officer observed a vehicle being driven in Newington when the operator made a minor traffic violation. As the officer attempted to stop the vehicle, the vehicle entered the city of New Britain and stopped in a driveway. The operator quickly stepped out of the vehicle. The officer asked the operator to step back in his vehicle for the officer's safety. The operator refused. The officers continued to request the operator to step back in his vehicle but the operator still did not comply. The operator then began to flee on foot with the officer chasing him on foot as well. The operator ran around a garage and to a house located in New Britain. The officer approached the operator as he stood by a door to the house. The officer ordered the operator to the ground but the operator refused his commands. A brief struggle ensued as the officer attempted to take the operator into custody. At this time, additional officers were responding to assist the officer who continued to struggle with the operator. During this time, the officer sustained a severe physical injury that left him almost defenseless. The officer, with assistance, was able to handcuff the operator and take him into custody. The operator was charged with Failure to Drive in Proper Lane (14-236), Interfering with Police (53a-167a), and Assault on Police (53a-167c). He was held on a \$25,000.00 bond. The officer will require surgery for the injury he sustained in the struggle and may be out of work for as long as 6 months.
 - **Home Invasion** – Interfering with a Police Officer - On 10/31/2017 at approximately 2324 hours, Officer Wagner and Officer Fallon were dispatched to the area of Reservoir Road in Newington, CT., for the reported suspicious individual. A short time later, officers were dispatched to a location on West Hartford Road for the report of an individual attempting to break into a residence. As officers responded to the scene, one officer was able to locate an individual-suspect on foot. As he attempted to speak to the suspect, he continued to walk aggressively towards the officer. The officer then attempted to detain the individual and a struggle ensued. The single officer was then assisted by two additional officers and the suspect was taken into custody after a long violent struggle. After an extensive investigation, it was determined that the suspect had been under the influence and had

crashed his vehicle on West Hartford Rd. After the accident, the suspect fled the scene and entered a nearby residence that was occupied by an elderly man and woman. After entering the residence, the suspect assaulted the elderly male and fled the residence. It was at this time that officers located the suspect close by. The suspect was charged in violation of C.G.S. 53a-167c Assault on a Public Safety Officer, 53a-167a interfering with an Officer, 53a-100aa Home Invasion, 53a-102 Burglary 2nd Degree, 53a-61a Assault on the Elderly and 53a-182 Disorderly Conduct. The suspect also faces additional charges for the motor vehicle accident.

Property Report October 2017

Category	# of Counts	Property Value (\$)
Burned	1	\$ 40
Counterfeited/Forged	4	\$ 250
Damaged/Destroyed	25	\$ 14,740
Vehicle Inventory	0	\$ 0
Stolen	163	\$ 185,785
Abandoned	5	\$ 0
Evidence	63	\$ 1,246
Found	5	\$ 51
Lost	2	\$ 78
Seized	11	\$ 1
Recovered	52	\$ 139,021
Impounded	1	\$ 0
Informational	6	\$ 578
Total	337	\$ 341,791

- Police Department Overtime:
 - Comparison
 - OT September \$ 94,427 2 pay periods
 - OT October \$114,320 2 pay periods
 - \$ 19,893 Increase in overtime
 - During October, 1 officer on light duty, 2 officer vacancies, 1 dispatcher in training, and 2 new dispatcher position vacancies. These vacancies have an impact on the overtime for a total of 6 positions vacant on the schedule in the patrol division and dispatch.
 - Admin overtime \$573, increase in overtime for holiday pay.
 - Patrol overtime \$60,005, a decrease of \$529 (\$10,000 for holiday pay). Overtime included 2 pay periods and the following calls, domestic calls, motor vehicle accidents, prisoner details at hospital, homicide scene, rifle cleaning and ammo inventory, larceny, stolen motor vehicle, drug arrests, untimely death, sexual assault, casework, serving warrants, subpoenas, coverage for light duty vacancy, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division overtime \$15,991, an increase of \$7,606. Overtime included 2 pay periods coverage investigations for an extensive homicide investigation, stolen motor vehicle investigation, search warrants, arrest warrant, evidence collection, police candidate backgrounds, and casework follow-ups.
 - Communications overtime \$14,854, an increase of \$2,221 (\$2,300 for holiday pay). Overtime included overtime for training a new hire, overtime for vacancies, 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 \$17,165, an increase of \$7,453 for training classes consisted of ERT training, CPR, Fall firearms training, Taser certification training, Overdose Death Investigation, EMR, In service training, basic SRO, and Collect recertification training.
 - Support Services overtime \$5,732, an increase of \$1,311 (\$2,268 for holiday pay). Overtime included coverage at the coverage for homicide investigation, and prisoner detail.
 - ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of October, 2017. During this period Fire Department members responded to 49 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	October 2017	4 Months Activity
FIRES		
Structure Fire	3	9
Vehicle Fire	1	3
Exterior Fire	6	19
Other Fires	0	0
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	1
Extrication	0	2
Other Rescue Calls	1	5
SERVICE CALLS		
Hazardous Condition Calls	5	24
Water Problems	8	11
Other Service Calls	3	16
OTHER		
Good Intent Calls	2	9
False Alarm/False Calls	20	94
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	0	1
Total	49	195

Training Summary

Company Training – Co.2	SCBA Maintenance	20.0 hours
Company Training – Co.3	SCBA Challenge	28.0 hours
Company Training – Co.4	Ladders	11.0 hours
Multi Company Training	Fire Education/Prevention	144.0 hours
Multi Company – Co. 2 & 3	Live Burn	68.0 hours
Multi Company – Co. 1 & 4	Live Burn	72.0 hours
Officer Training	Thermal Cameras	39.0 hours
Fire Officer I Certification		96.0 hours
Fire Service Instructor Certification		56.0 hours
Total Training		534.0 hours

FIRE MARSHAL

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

INSPECTIONS	13
INSPECTION FOLLOW-UPS	46
PLAN REVIEW	8
JOB SITE INSPECTIONS	9
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	4
COMPLAINTS	1
TANK REMOVALS	0

SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	3

Incidents:

- Responded to 20 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended State Representative Gary Bryon's Small Business Advisory Council meeting at Middlewoods of Newington to speak about the volunteer fire service, fire safety and fire prevention programs.
- Attended the monthly Cedar Mountains Commons Men's Club Breakfast to review various fire prevention and safety topics.
- Attended a Department of Public Health Region – 3 Emergency Disaster Drill at Jefferson House; the drill simulated the relocation of patients from Bristol and Simsbury health care facilities as a result of tropical storm damage.
- Attended the monthly meeting of the Connecticut Fire Department Instructors Association in Southington.
- Attended the monthly Capital Region Fire Marshals Association meeting in Avon.
- Attended a swearing in ceremony for two new Deputy Fire Chiefs in Wethersfield, Robert Kelleher and Joseph Martelle.
- Attended the quarterly meeting of the Connecticut Fire Marshals Association of Westfield.
- Met with a representative from DaVita Dialysis Center to review the town's emergency operations plans and capabilities.
- Met with representatives from the American Radio Relay League to review new emergency communication equipment.
- Attended the Annual NVFD Inc. meeting at fire headquarters.
- Participated in the Annual Fire Prevention Open House at Fire Headquarters.
- Attended the quarterly Employee Health and Safety Committee meeting at the town hall.
- Conducted the quarterly meeting of the Local Emergency Planning Committee at town hall.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #5 on Maple Hill Avenue.
- Conducted the Annual Balf-Town Committee at the town hall.
- Attended the monthly officers training session at fire headquarters: Operations, Care and Maintenance of Thermal Imaging Cameras.
- Attended the monthly Company Drill at the training tower: Live Fire Scenarios.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Hartford.
- Completed my mandatory annual fire department physical and was cleared for active duty.
- Participated in the Annual Muscular Dystrophy Association "Fill the Boot Drive" at the old firehouse on Main Street.
- Attended the Newington Veteran Association Awards Dinner at the Sphinx Shrine facility.
- Conducted the monthly command staff meeting at fire headquarters.
- Attended the monthly staff meeting at town hall.
- Met with the Police Chief, IT Director and Deputy Chief Regina to review the new apparatus computer system and dispatch policies.
- Attended a wake for the father of Training Division Captain Peter Sweeney at Newington Memorial.
- Assisted the Engine-1 crew providing fire standby coverage for the Parks and Recreations Departments Helicopter Rides at Mill Pond Park.

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 annual DEEP/NRCS Piper and Mill Brook inspections.
- Attended quarterly Safety and LEPC meetings.
- Attended Environmental Quality Commission meeting.

- Assisted with Parks and Grounds Supervisor position interviews.
- Completed annual roadway evaluation along with Engineering Department
- Hired Seasonal personnel for Annual Leaf Collection Program.

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.
- Responded to assist with 3 evictions for the month – one required storage.
- Completed drainage improvements and parking lot reconstruction (phase 2) at the Highway Department facility.
- Equipment Operators assisted with vehicle and equipment preparation for Annual Leaf Collection.
- Crews cleaned storm water catch basins throughout the month.
- Completed new asphalt bleacher pad, batting cage relocation project at Newington High School
- Crews cleaned culvert of vegetative debris to improve drainage on Main Street.
- Responded to after-hours call ins for tree in road conditions due to severe weather.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assisted Police Department in the setup of speed boxes.
- Completed line striping at recently paved Highway Facility.
- Assisted with Landfill closure tasks.
- Responded to 4 after hour's call-ins for malfunctioning traffic lights (3 due to heavy winds and rain).

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all Town vehicles and equipment.
- Completed fabrication and installation of new chipper box for wood chipper.
- Completed with the outfitting of new Engine # 1.
- Continued with outfitting of the new Police ERT Trailer.
- Responded to one after hours call in the Fire Department Apparatus.
- Completed the setup of all leaf collection vehicles and equipment.
- Continued fall services to all Fire Department apparatus and equipment.

Sanitation/Recycling/Landfill

- Scheduled 509 residential bulk items for collection for the month.
- Scheduled 43 condominium bulk items for collection for the month.
- Scheduled 27 condo/residential scrap metal items for collection for the month.
- 2213 tons of cumulative Municipal Solid Waste were collected from July to September.
- 675 tons of cumulative recyclables were collected from July to September.
- 369 mattresses and 197 box springs were collected from July to September.
- 150 televisions were collected from July to September.
- Issued 51 permanent landfill permits and 12 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on October 11, 2017:

- Approved Petition #32-17: Special Permit (Section 3.2.1: Church) at 2434 Berlin Turnpike. Mark Schabert, 35 Terrace Road, Wethersfield CT, applicant/contact.
- Approved Petition #31-17: Special Permit (Section 3.2.1: Church Residence) at 800 North Mountain Road. St. Thomas Indian Orthodox Church, applicant/owner.
- Approved the Performance Bond Reduction at 3320 Berlin Turnpike ("Global Granite") from \$37,000 to \$4,340.

Regular Meeting on October 25, 2017:

- No actions taken.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- Oct. 3: Met with owner of old subdivision on Spur Road/Meadow Road.
- Oct. 10: Met with staff to discuss temporary signage for civic groups.
- Oct. 11: Met with owner of 49 Fenn Road.
- Oct. 20: Met with home business permit applicant.
- Oct. 25: Met with owner of property at 262 Brockett Street.
- Oct. 31: Site walk of Packard's Way with staff and owner.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- October: Continued administration of Streetscape Phase VI (Constance Leigh) project.
- October: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- Oct. 11: Prepared agenda and reports; attended regular monthly TPZ meeting.
- Oct. 12: Prepared agenda and reports; attended regular monthly Open Space Committee meeting.
- Oct. 25: Prepared agenda and reports; attended regular monthly TPZ meeting.

Professional Development/Training:

- Oct. 19: Attended CCM workshop of approval process.
- Oct. 19: Attended CCAPA awards committee meeting.
- Oct. 26-27: Attended APA regional conference in Providence, RI.

Miscellaneous

- Oct. 15: Met with Town Manager re: blight enforcement.
- Oct. 16: Attended monthly Public Works Team meeting.
- Oct. 30: Attended DOT presentation on the Hartford I-84 project.
- Oct: Responded to approximately 16 phone messages from citizens, applicants, staff and elected/appointed officials.
- Oct: Received and sent approximately 330 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- **Permits:** During the month of October, twenty-six excavation permits were issued as follows:
Road excavation - 15
Driveway/Sidewalk - 11
- **Staff:** Hired Town Engineer, Gary Fuerstenberg, P.E. – began work on October 23, 2017
- **Meetings:** Monthly Public Works and Monthly Inland Wetland meeting.
- **Wetland Commission:** In the month of October, the acting Inland Wetland Agent, Administered one (1) Application(s) via the Agent Approval process: 2719 Berlin Turnpike (building addition). Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting.
- Engineering staff assisted residents\applicants in discussion for preparation of future applications. They also regularly meet and perform field inspections to facilitate the Agent Administered applications.
- Reviewed incoming zoning applications to determine the presence of wetlands.
- **Site Plan Review:** Engineering reviews plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations. Reviewed six (4) site plans, (pending approval): 395 Willard Ave – Medical Offices, 300 Alumni Rd – Connecticut Skating Center, E. Cedar St & Russel Rd – HDC One, & Packards Way – subdivision. Approved site plans: 3240 Berlin Turnpike – Chick-fil-A
- **Public Works:** Assessed/investigated right-of-way damage/hazard reports by performing field inspection for road pavement, curb, sidewalks, drainage, and settlement issues.
- **Engineering:** Assisted the public (residents/contractors/realtors/title searchers, etc.) with Town mapping, ordinances, engineering procedures, etc. Met with CTDEEP and NRCS staff to inspect portions of Piper Brook and Mill Brook which are part of the South Branch Park River Flood Control System.

- **Engineering for Town Project:** Assisted other Town departments with in-house projects: (1.) Milk Lane - Highway garage parking, Phase 2 – stake and grade, (2.) Garfield St – Mill Pond Park Sensory Garden water service – as built location, and (3.) Constance Leigh Dr (Streetscape) - Construction observation.

ECONOMIC DEVELOPMENT

- Supported the activities of Economic Development Commission.
- Provided an Economic Development Update to the Town Council.
- Provided information on business openings and closings to the Town Council as requested by Councilor Serra.
- Passage of the State budget will potentially allow discussions with the Connecticut Department of Transportation to begin regarding leasing parking spaces at the National Welding site. Newington's application for \$2 million to subsidize the cost of leasing parking spaces by the DOT is still pending.
- The site for the Villas at Cedar Mountain (top of East Cedar Street at Russell Road) continues to be cleaned up in advance of erecting a "Coming Soon" sign.
- Environmental remediation and demolition continues at 3333 Berlin Turnpike with the estimated completion in December, 2017. Eversource's broker reports a good deal of developer interest but no formal offers received.
- Site Plan approval for Chick-fil-A was finalized for the property previously occupied by Ruby Tuesday on the Berlin Turnpike.
- The large Sears Distribution Center / Outlet Store on Holmes Road has been put on the market for sale.
- PCX Aerospace (off Fenn Road) announced they will be hiring 32 workers due to an expanding backlog and the relocation of their Long Island operation to Newington.
- Keypoint Partners, a real estate research firm, reported that Newington had the lowest vacancy rate for retail properties (3.4%) in the Greater Hartford area.
- The latest unemployment report (for September, 2017) listed Newington's unemployment level at 3.5% (compared to 4.0% for CT) – the lowest in at least fifteen years.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to or expanding within Newington.
- Assisted businesses with preparing their applicants to the Town Plan & Zoning Commission and Conservation Commission.
- 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.
- Prepared documents for the Town Manager.

BUILDING DEPARTMENT

- An Electrical Permit was issued for the Town of Newington for underground service to enclosure and 16 light poles at 181 Patricia Genova Drive.
- A Building Application was applied for and is under review for the remodel of the interior at an existing food bag gas station located at 2407 Berlin Turnpike.
- A Demolition Permit was issued for the demolition of the Eversource building located at 3333 Berlin Turnpike.
- There were two Certificates of Occupancy issued in October. One single family residence. Located at 41 Harvest Court. One was for commercial – a steel cold storage building located at 131 Summit Street Units A, B, C.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - New England Municipal Building Officials Seminar – October 2-4, 2017.
 - A. Hanke - Radon Updates and Other Musings – October 11, 2017.
 - K. Kilkenny – Radon Updates and Other Musings – October 11, 2017.
- Building Department activity for the month of October was as follows: The Inspectors completed a total of 213 Inspections. They were: Above Ceiling (3), Boiler (1), CO (2), Decks (1), Electrical (7), Final (83), Footings (10), Foundations (5), Framing (11), Gas Line (21), Hood (1), Insulation (11), Mechanical (4), Plumbing (2), Pools (1), Rebar (1), Rough (47), Sheathing (1), Slab (1).

- The total number of Building/Renovation Permits issued / applied for the month of October was **183** producing a total permit value of \$1,923,936.00.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	28	\$329,106.00
DECK	3	14,480.00
DEMOLITION	1	573,000.00
ELECTRICAL	56	283,672.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,000.00
GARAGE / SHED	3	32,172.00
MECHANICAL	41	303,035.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	23	67,723.00
POOL	0	0.00
ROOFING/SIDING	13	110,112.00
SIGN	2	1,083.00
SOLAR	12	208,553.00
TENT	0	0.00
TOTAL	183	\$1,923,936.00

The total Building income fees received in the month of October was **\$22,017.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$610.00 Environmental \$240.00 Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$42.50 Driveway / Excavation \$1900.00 Engineering copies \$185.00. The other total income is \$3277.50.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for October:	\$1,923,936.00	\$1,509,470.00
Fees for Permits issued for October:	\$22,017.00	\$19,041.00
Other income Fees for October:	\$3,277.50	\$2,874.50
Building Permits Issued for October:	183	168

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>
\$7,765,661.00	\$90,772.00	\$10,099,656.00	\$90,672.00

HUMAN SERVICES

- The Food Bank assisted 133 households with 602 bags of groceries distributed.
- The Clothing Closet served 18 households with 24 bags of clothing.
- Open Air Market served 126 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 6 residents with 4-utility, oil, water needs and 2 housing payments.
- There were 78 active cases in our Social Casework program. 36 were new referrals, 114.5 service hours were provided.

- The Youth and Family Counseling Program had 13 active cases, 3 of which were new. Clinicians provided 26 clinical therapy sessions with a total of 36 clinical service hours.
- There was one police referral for residents in need of services.
- The JRB met once with one new case.
- FALL SCORE registrations were accepted through October 13th.
- 5th grade Adventure Learning Program went well with enthusiastic, energetic participants.
- It was a very active month on the challenge course with 12 groups.
- The High School Self - Awareness class met twice both in the classroom and a day at the Newington Challenge Course.
- Coordinator Rik Huggard went out on medical leave on 10-31-17 for an anticipated 5 to 6 week period.
- We continue to work with Safe Homes Task Force referrals.
- Another 60 households have been registered for the annual Holiday Food and Gift program - bringing the current total to 339.
- Coordinator Meskill provided direction and supervision for CCSU student, Brianna Patton.
- Director LaBrecque and Coordinators: Meskill and Huggard attended the annual CT Youth Services Association meeting.
- Director LaBrecque and Clinical Coordinator Meskill attended the first Network of Care meeting to address suicide prevention.
- We held our first Wellness Wednesday series with 65 to 70 attendees enjoying a presentation by nationally acclaimed presenter: Joyce Saltman on the Wellness benefits of laughter.
- Pam Wassik coordinated all food inventories and orders to prepare for Holiday Food Distribution in November and Pat Meskill scheduled our volunteers to assist with sorting and receiving food donations from the community, pick up food drives and all other tasks in preparation for the Holiday food and gift giving program.
- Staff attended CLASS, State working Group on Hoarding, Newington HAT (Hunger Action Team), YAC, CCHD: Achieve & prevention meetings, NC regional mental health board, CASAC, CYSA, and LIST.

October 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	13	13	57	17
Youth & Family Service Hours	36	37	155	101
JRB Cases	1	0	2	3
Positive Youth Development	175	310	2010	1581
Community Service	4	2	8	Not reported last year
Information and Referral	1085	1364	3736	2957
Social Casework Cases	77	75	331	293
Under 55 =	18	14	79	74
Under 55 Disabled =	18	17	76	90
Over 55 =	41	43	175	129
Social Casework Service Hours	114.25	100.25	493.5	666
Under 55 =	25.25	27.75	94.75	129.5

Over 55 disabled and/or disabled	89.25	72.5	370.75	536.5
Food Bank Household Visits	133	135	567	586
# bags of groceries distributed	602	610	3018	2801
Mobile Truck	126	116	592	--
Clothing household visits	18	16	74	Not reported
# bags of clothes given	24	17	84	last year
Special Needs	6	4	24	35

SENIOR AND DISABLED CENTER

- In a collaborative program with the Central Connecticut State University’s Gerontology program, the WISE Program (Working Together, Intergenerational, Student/Senior Exchange) program was implemented. Approximately 30 students met at the Center with 12 older adults for small group discussions. The program was very successful. CCSU recently joined the Age-Friendly University Global Network and we are excited to collaborate with them to encourage intergenerational learning and active healthy aging for people of all ages. Additionally, the Center currently has 3 student interns from CCSU, once working with Social Worker Teri Snyder and two doing data analysis in the Center’s annual membership survey.
- The Giving Garden started to wind down the season with a Coffee in the Garden program on October 5th. More than two dozen people stopped in the visit the bountiful garden and learn about winding down a garden for the season.
- On October 6th, 35 participants attended Living in the Moment: An introduction to Mindfulness. Led by Jo Anne Harrison-Becker, MS (Gerontology), this was a pilot to gauge interest. Based on the popularity, future programs will be offered.
- The Center offered a movie-on-the big screen event on October 11th in the Auditorium with 25 peoples enjoying “Going in Style”. This is an extension of the weekly movie program that attracts 10-15 peoples each week. The Center is investigating technology upgrades for the auditorium to replace ancient LCD projector put into service 15+ years ago.
- The Newington Safe Homes Taskforce provided a presentation and informal discussion about the important safety issues of hoarding and blight on October 19th.
- The Center hosted a discussion as part of the Lucy Robbins Welles Newington Reads! Program with the award winning novel Heat & Light by Jennifer Haigh on October 20th.
- Joe Allen, Board Certified Clinical Specialist at the Physical Therapy and Sports Medicine Centers of Newington presented a program on osteoarthritis, effective strategies to cope with arthritis and how to benefit from physical activity on October 26th.
- Program Coordinator Jaime Trevethan successfully completed a four day training program and was certified to lead the LiveWell Program. This is a 6-week evidence based program that improves self-management skills for people with chronic illness. This will enhance the Center’s capacity to continue to offer a robust array of evidence based programs that improve well-being for older adults and boomers. Currently offered are: Aging Mastery Program®, LiveWell, LiveWell Diabetes (in American Sign Language), Matter of Balance® and Powerful Tools for Caregivers®.
- As of the end of March, the Center had 1,494 paid members, including 173 Fitness Center members. There are 1007 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center over the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3514 by 510 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 109 residents 1232 trips this month, covering 3248 miles.
- Center staffing was complemented by 592 hours of unpaid service in 213 instances by 53 volunteers.

PARKS AND RECREATION

Recreation Division

- Most Fall Programs have been ongoing throughout the month of October.
- Staff attended the CRPA Fall Quarterly training on Disabilities and Inclusion on October 11th.
- Planning for the youth basketball program (Kindergarten through grade 12) has begun & brochures were distributed to students through grade 8. Grades 2 through 12 will begin in December, and Kindergarten and Grade 1 will begin in January.
- Over 200 children attended the Children's Halloween Party held on Saturday afternoon, October 28 in the Community Center. The Newington High School Girls' Swimming and Diving team volunteered at the event.
- The Department hosted its first ever Scarecrow Contest consisting of 26 entries. The contest was divided into 2 separate categories: Family and Business. Coffee and refreshments were provided for the contestants during set up on October 14th. The Scarecrows remained on display until Saturday October 28 when the 3 highest vote getters received prizes. Voting took place on the Department Facebook page.
- Staff attended/assisted with ADACC (Americans with Disabilities Act Coalition of CT) State Conference on October 27th.
- The first 7th and 8th grade dance of the year was held on Friday, October 20, with 317 students in attendance. Students danced, played games in the teen center and bought drinks and snacks at the concession stand.
- The inflatables outside the Community Center continue to be a big hit, attracting people daily to take pictures of their children and families with the different inflatables.
- Training for the Community Center Supervising staff was held on October 22nd.
- The Life. Be in it. Extravaganza Helicopter Rides were held on Saturday, October 28 from 1 to 3 PM. This was a postponement date, after the event needed to be canceled twice due to inclement weather. The Helicopter Rides were enjoyed by 42 participants, and dozens more were attracted to the event, coming to watch the helicopter take off and land or accompany their loved ones before they took off.
- The Creative Playtime Preschool Program expanded its maximum capacity from 30 to 32 students in morning hours and from 20 to 32 students in the afternoon hours. Many parents have already taken advantage of this new maximum number. The Fire Marshal reevaluated the space and determined that this capacity met the fire code. The Connecticut Office of Early Childhood has approved this change based on State Statute and Regulations regarding Child Day Care Licensing.
- The Exercise the Right Choice after school program took place on Tuesday, October 10 and Tuesday October 24th. On October 10, the children created Scarecrows for the Scarecrow Contest. On October 24, Student Athletes from Newington High School visited all 4 of the sites and led a dynamic math lesson for the children which included some physical exercise.

Parks and Grounds and Cemeteries

- Finished installation of the drinking fountain donated in memory of Dr. Ellen Leonard's dog Rhody.
- Prepared pad for Newington Lacrosse at Clem Lemire for their new connex box.
- Finished the installation of irrigation at the sensory garden and built stone dust pathway.
- Finished major repairs at the Newington High School varsity baseball field.
- Continued mowing and lining athletic fields for fall sports.
- Performed maintenance on equipment used for leaf removal.
- Began the process of winterizing equipment and facilities.
- Staff began inspections of the Main Street tree lights.
- There were 13 interments and 5 sales at Town cemeteries.

Tree Warden

- Removed large hanging limb over walkway to playground at Churchill Park.
- Posted (5) trees for removal 43 Chapman Street, line of sight issue.
- Posted bushes for removal Wilson and Adrian Ave line of sight issues.
- Pruned low hanging limbs over roadway 61 Commonwealth Ave.
- Received report of branches on roof at police department training house, removed downed tree on roof and pruned back others.

- Removed broken limb over house at 126 Ellsworth Street, pruned out other dead wood and hanging branches. Tree should be posted for removal at later date.
- Pruned low hanging branches over road, reported by bus garage at various locations.
- Removed dead limb over sidewalk at 17 Wells Drive.
- Pruned pine trees at bus garage as requested by Alan Avery.
- Pruned branches overhanging busses by fuel pumps as requested by Alan Avery.
- Pruned trees by flag pole and installed new rope at John Wallace Middle School.
- Removed dead pine tree at Churchill Park by scoreboard.
- Removed posted tree at Churchill Park by left fence. (Wethersfield)
- Removed dead tree and hanging branches from trees across from 98 Griswoldville Ave.
- Removed hanging branches and deadwood from (6) trees around Mill Pond play scape and sensory garden. (Wethersfield)
- Removed large hanger and dead wood from white pine at Isabell Terr. And Brentwood Road. (S)
- Removed large hanging branch over road Dewey Ave. and Connecticut Ave. (S)
- Removed dead tree over sidewalk across from 34 Hartford Ave. (S)
- Removed fallen tree over sidewalk Moylan Ct. and Main Street. (S)
- Removed large branch from sidewalk corner of Brace Road and Main Street. (S)
- Removed 3 large hangers from 3 trees on Crestview. These trees should be posted at later date for removal. (S)
- (S) Damage from the storm on October 29th.

LIBRARY

- The *Newington READS* “Heat and Light by Jennifer Haigh” a one book ~ one town community-wide reading event concluded on Friday, October 20th with a visit from author Jennifer Haigh. Ms. Haigh spoke about her book, what it was like growing up in a small coal mining town in Pennsylvania dependent on the energy industry and the many issues raised in the book about natural gas, fracking and the fallout of the natural gas boom in a small town. Her presentation was interesting and insightful and the audience was very engaged. After her presentation Ms. Haigh signed copies of her book. Since August, staff had been encouraging patrons to read her book and attend the several book discussions or related programming. The library had many copies of the book available in multiple formats for patrons to check out. The goal of this reading event was to promote literacy through a common experience of reading and talking together about the same book.
- Children’s author and illustrator Jeff Mack entertained to all of the 3rd and 4th graders in Newington who were bused to the high school as part of the annual *John and Adella Sliva Memorial Young People Literary Series*. He then visited both middle schools and signed copies of his books at the library later in the afternoon. Mr. Mack is the author of the *Clueless McGee* series and the *Hippo and Rabbit* books. More than 1,110 children were able to listen and interact with the author. Thanks to an endowment from the Sliva family, the library is able to bring a well-known children’s author each year to talk about their books and the writing process with Newington students.
- The Friends of the Library celebrated *National Friends of the Library* week October 15 – 21 with a reception at the library for current Friends. More than 50 people attended. The Friends are also busy preparing for their *Fall Booksale* on November 3, 4 and 5 and have begun planning for the *Wine, Beer & Cheese Social* that will be held on January 19, 2018.
- Trick or Treat? Beginning on October 1st through October 31st, a selection of staff recommended books in all genres, fiction and non-fiction, were on display wrapped in brown paper bags with the sticker Is this a Trick or Treat? Patrons did not know the title of the book they were checking out until they unwrapped it. The only thing they knew was the genre. After reading the book, they could fill out a short form that asked them if the book was a trick or treat and why. Patrons who returned the forms were eligible to be in the drawing for a prize. 278 people check out these books. Many remarked that they read a book that they may not have tried or were introduced to a new author because of this program.
- Children’s staff offered 62 programs to 2,545 children and their caregivers. *Pumpkin Palooza* was once again a big hit. 150 children dropped into decorate pumpkins donated by Outback Steakhouse, made pumpkin crafts and played some games. The Newington High School Community Outreach Student Council assisted for the evening. Kids had the opportunity to make scary crafts, eat bloody brains and watch a short segment of a *Goosebumps* video at the *Let’s Get Goosebumps* Half-Day Tuesday program. Highlights of other programs include *Building with LEGOs*, *Books and Babies*, *Lucy’s Chess*

and Checkers Club and Pajama Yoga. School visits, outreach to preschool and daycares and regular story times round out the month.

- Kids and teens had several combined programs this month. *Family Game Time* had families with kids of all ages dropping into to try strategy board games created by the *Friendly Neighborhood Tabletop Shop*. The first of five *Snapology* programs was held for kids ages 3 through high school, This new drop-in program offers open creative play with *LEGO* bricks, gears and other fun and challenging building components. It was a big hit with our young builders and engineers.
- Teen librarians had 6 programs for 60 teens. In addition, to the *Snapology* and *Family Game Time*, they had fun eating popcorn and watching the horror movie *Rings* at *Teen Horror Night*, learning how to plan for college with *College Planning 101*, and helping adults with their technology questions at *Tech Troubleshooting with Teens*.
- Adults were offered a wide variety of programming during the month. 26 programs were attended by the more than 670 adults. In addition to the *Newington READS* book discussions, fracking program and Jennifer Haigh author visit, adults learned about stroke symptoms, how to make soap and body scrubs, listened to librarians book talk some of their favorite mysteries and learned how to access resources for healthcare givers. Professor Gil Gigliotti facilitated a great Cray Grant movie series through the month showing 3 of his more well-known movies. An Oktoberfest musical concert featuring *Scha-Musi* was held. Author Cynthia Parzych spoke about her book *Connecticut Made* as part of the *Made in Connecticut* series. This was the final program in this series until next spring. The October *Special Friends* program for adults with special needs offered a fun morning of painting and decorating pumpkins. The month ended with *Movies and More* that featured the movie *Lost City of Z*.
- Total circulation of library materials was 24,712. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,584 times from the library website. 15,065 people visited the library during the month. There were 9,561 visits to the library's homepage. Popular online services included *Morningstar*, *Law Depot*, *Reference USA* and *PebbleGo Animal* and *Science* databases. Museum passes were used 86 times this month, the most popular being the *Florence Griswold Museum*, *Connecticut Trolley Museum* and *Mystic Seaport*. The reference staff answered 5,161 reference questions during the month. Free library meeting space including study rooms was used 354 times during the month.
- In Technology News: Staff leaned how to use the new *Overdrive Libby* App for mobile devices. *Overdrive* is the online service the library uses to purchase eBooks, eAudiobooks and videos. This new app makes the process of checking out these items and using them easier. A *Publisher 2013 Essentials* class was offered to the public. One-on-one *Tech 4 U Thursdays* were offered during the month as well as *Tech Troubleshooting with Teens*.
- In Personnel News: Karen Bissoni and Karolyn McLain who are currently substitutes in the Children's Department completed their circulation training and are now working as substitutes in both the children's and circulation departments. Staff continued to take advantage of professional development opportunities including workshops on customer service, book talking tips for teen literature and weeding. Head of Children's Services Pat Pierce attended the annual CLA Children's Section Meeting in Wallingford.
- In Facilities News: Wiring was installed the postage machine and in study room 2. The weekend cleaning from *KeeClean Cleaning Service* has improved since Director of Facilities Dave Langdon and Business Manager Lynn Caley met with the company.
- Topics of note that were researched this month included:
 1. Pros and cons of Airbnb.
 2. How to clean a golf ball.
 3. Significance of a green raw potato.
 4. What sound does a giraffe make?
 5. How to play the saxophone.
 6. How to flush a toilet when you have no running water.