



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: December 22, 2017
Re: Monthly Report – November 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 Firemen's Awards Dinner.
- Mrs. Lane attended the MDC budget meeting on November 2.
- Mrs. Lane held meetings with department heads to discuss the submitted CIP requests.
- Mrs. Lane attended the Newington Chamber of Commerce Silent Auction.
- Mrs. Lane attended the Town Hall Building Project meetings.

Overtime

Paid overtime during the month of November 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	77.4	\$ 5,212.61
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 676.16
ROAD MAINTENANCE	11.0	\$ 531.74
TRAFFIC	16.0	\$ 828.24
LEAVES	428.2	\$ 20,859.85
SNOW (EQUIPMENT PREP)	24.5	\$ 1,224.59
TOTALS	573.1	\$ 29,333.19
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	20.0	\$ 1,031.70
Park Leaf Pick-up	76.5	\$ 4,144.67
Turf & Grounds Maintenance	4.0	\$ 236.04
TOTALS	100.5	\$ 5,412.41

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	\$ 466.18
Patrol	619,212.00	286,132.61	609,919.00	281,339.03
Investigation	83,451.00	44,561.35	83,433.00	14,034.04
Communication	170,443.00	77,049.03	170,443.00	87,812.41
Education/Training	130,461.00	42,685.81	130,461.00	44,521.63
Support Services	37,113.00	15,920.58	36,261.00	23,792.43
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	\$ 467,783.78	\$ 1,039,187.00	\$ 451,965.72
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 10,247.88	\$ 25,212.00	\$ 13,214.68
Snow and Ice Control	157,488.00	1,214.57	148,440.00	280.09
Traffic	3,861.00	1,343.25	3,702.00	1,798.07
Vehicles and Equipment	31,234.00	13,906.79	29,949.00	11,543.30
Leaf Collection	<u>32,312.00</u>	<u>17,306.48</u>	<u>48,989.00</u>	<u>25,600.40</u>
Total	\$ 251,389.00	\$ 44,018.97	\$ 256,292.00	\$ 52,436.54
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 36,256.92	\$ 77,091.00	\$ 31,250.95
Cemeteries	<u>15,653.00</u>	<u>2,363.88</u>	<u>15,012.00</u>	<u>1,651.31</u>
Total	\$ 98,519.00	\$ 38,620.80	\$ 92,103.00	\$ 32,902.26

PERSONNEL

- No hiring decision was made regarding the Parks, Grounds & Cemeteries Supervisor position. The job was re-posted on November 7 with a closing date of November 28, 2017.
- A public posting for a Part Time Animal Control Officer position in the Police Department was posted on November 29, 2017 with a closing date of December 15, 2017.
- Police Officer entry level position advertisement was posted on the PoliceApp website in November.

RISK MANAGEMENT

The fourth 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 October 2017 were \$660,085. 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 October, 2017

	Town	Board of Education	Total
Estimated Claims	997,036	2,671,252	3,668,228
Actual Claims	856,566	1,939,179	2,795,745

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of November. Attended Staff Meeting & IT Departmental Staff needs meeting. Attended Building Committee & New Town Hall/Community Center Staff meeting. Attended Public Works Meeting.

Work Order Completions

The Facilities Maintenance Department has completed 41 formal work orders during the month of November at various Town Buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Started to upgrade all bathrooms with electric hand dryers to help with going paperless throughout the building.

Mill Pond Park

Construction has started on the re-building of the fire damaged concession building.

Fire House 2 & 3

LED lighting upgrade has been ongoing.

Library

The elevator was down for 2 weeks due to the main control board going bad and having to order the part through the holiday week. Elevator is up & working. All outside perimeter building lighting has been upgraded to LED. A new Employee entrance door was installed to replace the rotted broken door.

Historic Houses

Weatherized the Deming Young Farm House & Kellogg Eddy House Basement for the winter.

Senior Center

Winterized the A/C chiller and pumping equipment for the winter.

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.
- Installation and configuration of the latest versions of the Town's antivirus and malware application;
- Set-up and breakdown of computer equipment used during the latest election;
- Migration of users to the latest version of the Town's financial application;
- Researched monitor specifications;
- Obtained price quotes for various items needed to support Town operations and projects;
- Attended a training webinar for upcoming United States Census LUCA (local update of census submission);
- Created a new road construction map for Highway Department;
- Reviewed Geographical Information Systems (GIS) Capability Maturity Model published by the GIS Management Institute, an assessment tool for the quality and completeness of an entity's GIS data;
- Created and published maps for a flood control study by the Town Engineer;
- Worked with several vendors on two-factor authentication testing and configurations;
- Worked with Parks and Recreation staff on WebTrac, their public portal for registration and payment of various recreational activities;
- Submission of the departments (CIP) capital improvement plan budget;
- Testing of Windows 10 Fall Creators Update;
- Re-imaging and re-issuance of Town Council laptops;
- Implemented automated backup jobs for the Town's encryption software database;
- Attended departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Follow-up questions and documents were supplied for our auditors, Blum Shapiro. We should receive the draft copy of the audit the first week of December.
- The MUNIS budget module was activated during the month for Town departments to begin entering their requests for the General Fund FY 2018-19 Operating budget.
- Stipends were paid to public safety volunteers during the month.
- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests.
- Analysis was done regarding plans to make up the \$3.4 million shortfall in State Aid that we happen in the 2017-18 fiscal year.

- On November 18th, Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director, attended the winter meeting of the GFOA.

Due to the status of the State budget, the Town did just receive the first installment (22%) of the Education Cost Sharing (ECS) grant in the amount of \$2,481,888. The amounts due from the state in aid which were due prior to the budget adoption, continue to start coming in. 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)
11/30/2017

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2016-17</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$115,231	\$32,886,065
Special Revenue Funds	8,700	16,364	4,039,757
Capital Projects Funds	1,500	4,450	1,043,342
Internal Service Fund	13,000	8,607	2,519,737
Trust and Agency Funds	4,000	3,576	1,219,235
TOTAL, ESTIMATED BY FUND			\$41,708,136

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
11/30/2017

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.22	1.16	14,518	15,297	\$15,635,046
Bank North	0.51	0.51	226	737	540,431
People's Bank	0.98	0.32	1,000	730	2,602,562
Santander Bank	0.75	0.75	5,052	6,536	8,295,953
Farmington Bank	0.80	0.70	4,688	5,239	7,609,411
Webster Bank	0.98	0.98	5,769	5,956	7,024,733
Total Outstanding Investments					\$41,708,136

Rates reflect avg. monthly yield, annualized

Assessor

- Ninety eight (98%) of all Real Estate improvement permits were inspected for inclusion on the 2017 Grand List. The remaining 2% is a result of having to review all of the permits that were issued this past year by the building Department manually.
- In the past, our software vendor, eQuality built a bridge between the Building Department's permit issuing software and the Assessor's CAMA software whereby the building permit data from the Building program electronically transferred into the Assessor's CAMA program. During the summer, an unannounced change to the Building Inspection program created an issue which prevented the data from being transferred electronically and thus I have had to review all permits manually until this software issue is resolved.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November, 2017.
- Over 1,470 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 43% of the declarations have been

processed. The remaining declarations that have not filed will be assessed and penalized for failure to file sometime in January.

- Completed work on approximately 85% of the Supplemental Motor vehicles file for the billing period as of January 2, 2018.
- In addition, discussions have begun with our vendor for the processing of the Differential Motor Vehicle bills which due to the delay in the passage of the State budget, has forced the Town to send out a second bill representing the difference between the original Motor Vehicle mill rate of 32.00 mills and the final approved Town mill rate of 36.59 mills. In an attempt to save money, our vendor has agreed to match up any Supplemental Motor Vehicle tax bill with the Differential bill and combine them into the same envelope.
- Finally, all office staff were still servicing taxpayers as a result of the regular Motor Vehicle tax bills being sent out in October instead of July.

Revenue Collector

- Collections for October on the 2016 Grand List amounted to \$3,324,291.77 and back taxes collections were \$73,822.19. Included in the back tax amount was \$5,183.60 which was collected for suspended accounts.
- This year's total collections through November was 54.4% and is lower than the 55.7% which was collected in November of 2016. This is due to the fact that the motor vehicle tax bills were billed in November, and the last day to pay without penalty is December 1st.
- The constables are still collecting on overdue personal property taxes.
- The back tax collections are much higher due to the Tax Collector strongly pursuing the delinquent real estate taxpayers and reminding them a new list is being compiled for another Tax Sale.

TOWN CLERK

- There were 71 property transfers in November for a total of \$13,888,792 in sales. State conveyance tax collected was \$115,360.75; Town tax collected was \$33,571.92. There were five residential sales over \$300,000. There was one residential sale for \$475,000 at 81 Barn Hill Lane. There were two Commercial transfers in the amount of: \$2,412,000 at 2407 Berlin Turnpike from General Equities Inc. to CH Realty VIII/CG CT Atlantis LLC; \$1,500,000 at 502 Cedar Street from General Equities Inc. to CH Realty VIII/CG CT Atlantis LLC.
- A total of 419 documents were filed on the land records during the month including: 134 mortgages, 163 releases, 11 liens and 17 probate documents. 81 of these documents were electronically filed on the land records generating \$9,675 in revenue.
- Staff certified and issued 124 copies of vital records (birth, marriage & death certificates), 17 burial permits and ten cremation permits were issued.
- Staff catalogued six liquor permits, six Trade Certificates and nine Notary Public commissions.
- The office issued Twenty-six (26) passes to the landfill station.
- Copy revenue totaled \$1,873; \$1,190 was generated by the online land record portal.
- Staff issued 325 absentee ballots for the November 7th State election for Municipal offices.
- A Recanvas of the Office of Town Council was held on November 11, 2017.

DATA SUMMARY NOVEMBER 2017				
	<u>Nov.-16</u>	<u>Nov.-17</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	353	419	2,178	2,121
Dog Licenses Sold	52	69	497	433
Game Licenses Sold	5	6	28	38
Vital Statistics				
Marriages	7	12	111	75
Death Certificates	18	16	122	86
Birth Certificates	17	16	104	94
Total General Fund Revenue	\$ 37,805.08	\$ 51,578.92	\$ 334,606.33	\$ 277,228.60

Town Document Preservation	\$ 1,129.00	\$ 1,112.00	\$ 5,993.00	\$ 5,649.00
State Document Preservation	\$ 500.00	\$ 622.00	\$ 3,136.00	\$ 3,236.00
State Treasurer (\$36 fee)	\$ 8,964.00	\$ 11,196.00	\$ 55,980.00	\$ 57,996.00
State Treasurer (\$127 fee)	\$ 4,064.00	\$ 6,858.00	\$ 28,956.00	\$ 26,162.00
State Treasurer (\$110 fee)	\$ 6,930.00	\$ 5,390.00	\$ 31,570.00	\$ 26,620.00
LoCIP	\$ 747.00	\$ 933.00	\$ 4,665.00	\$ 4,833.00
State Game Licenses	\$ 111.00	\$ 117.00	\$ 710.00	\$ 987.00
State Dog Licenses	\$ 460.00	\$ 630.00	\$ 3,515.50	\$ 3,161.00
Dog Licenses Surcharge	\$ 144.00	\$ 162.00	\$ 1,186.00	\$ 1,004.00
Marriage Surcharge	\$ 95.00	\$ 95.00	\$ 836.00	\$ 817.00
Grand Total	\$ 60,949.08	\$ 78,693.92	\$ 471,153.83	\$ 407,693.60

POLICE DEPARTMENT

- Patrol Calls for November are as follows:

Abandoned MV	3	Fire Other	13	Missing	6
Administrative	1	Fire Rescue	1	MV Abandoned	1
Alarm Commercial Burg Alarm	73	Fire Structure Fire	5	MV Assist	47
Alarm Hold Up Alarm	4	Fire Stand by	0	MV Complaint	45
Alarm Residential Burg Alarm	47	Fire Trouble Alarm	10	MVA Evading	10
Animal Complaint	13	Fire Vehicle Fire	1	MV Fire	0
Arson/Fire Invest	0	Fire Water Problem	3	MVA Injury	13
Assault	4	Fireworks	0	MVA Property Only	113
Assault in progress	0	Follow-Up	50	Neighbor	6
Assist notification	0	Found Property	11	Noise	20
Assist Other Agency	32	Gun	0	Open Door/Window	5
Bad Check Insufficient Funds	0	Harassment	7	Parking Violation	14
Breach of Peace/Disorderly	4	Hazard	35	PD ASSIST FIRE DEPT	34
Burglar Alarm	6	Hazmat	10	Pistol Permit	9
Burglary	5	Hold Up Alarm	2	Prisoner Care	4
Car Seat	1	Homicide	0	Property Found	4
Check Welfare	46	Illegal Dumping	6	Property Lost	1
Check Welfare 911	45	Intoxicated	4	Residential lockout	0
Check Welfare Other	3	Juvenile Complaint	9	Recovered Stolen MV	1
Clear Lot	1	K9 Assist	5	Robbery	1
Construction	0	Kidnapping	0	Roll Call	5
Court Detail	10	Landlord / Tenant Dispute	0	Serve Subpoena	0
Criminal Mischief	9	Larceny	67	Serve Warrant	14
CSO	4	Larceny from MV	20	Sexual Assault	3
Customer Dispute	11	Lift Assist Only	6	Shots fired	1
Dog Complaint	29	Local Traffic Authority	0	Specific Detail	92
Domestic	24	Location Check	112	Stolen MV	6
Drug	6	Location School	1	Suicide	2
DUI	7	Lockout Building	4	Suicide Attempt	3
EDP	18	Lockout MV	1	Sudden Death	2
Escort / Transport	4	Lost Property	2	Suspicious MV Unoccupied	21
Escort Funeral	5	Medical Alarm	7	TEST	2
Escort Other	9	Medical Cardiac	21	Suspicious Report	105

Fingerprint	9	Medical Complaint	142	Threatening	3
Fire Alarm	21	Medical Diabetic	4	Tow	8
Fire CO Detector no symptoms	5	Medical Fall	48	Town Ordinance Violation	0
Fire CO Detector with sympt.	0	Medical Other	14	Traffic Stop	532
Fire Extrication	0	Medical Respiratory	19	Trespass	11
Fire Hazmat	0	Medical Stand by	3	Unknown	7
Fire Special Detail	0	Medical Trauma	2	Water problem	0
		Medical Unresponsive	8		
				Total	2247

- In November, Detective Division:
 - On November 3rd Detectives interviewed two juveniles suspected of being involved in a residential burglary that occurred on October 20th. The juveniles were in the custody of the West Hartford Police after being found in one of two vehicles that was stolen during the Newington burglary on October 20th. During the burglary, the suspects entered a home through an unlocked door, located keys to two vehicles, and proceeded to steal the vehicles. While interviewing the juvenile suspects, Detectives were able to obtain a confession from one of the juveniles pertaining to his involvement in the burglary and subsequent theft of the vehicles. The second juvenile, although found riding in one of the stolen vehicles, denied involvement in the initial burglary and vehicle theft. During the interview Detectives learned of the location of the second stolen vehicle and were able to recover it. Both vehicles have since been returned to the owner. At this time the identity of the second suspect in the burglary is still under investigation. An arrest of the suspect who confessed is pending.
 - On November 9th Detectives responded to a storage unit located in 26 Masselli Road in response to a 62 year old male who was found deceased inside his storage unit. The Connecticut State Police Major Crime Squad as well as investigators from the State's Attorney's Office and Office of the Chief Medical Examiner responded to assist. This case does not appear to be criminal in nature, and is currently under investigation.
 - During the week of November 27th Newington Detective Division personnel as well as Detectives from surrounding communities attended specialized training on the subject of Crime Scene Processing. This course was instructed by Steve McGibbon of Mobile Crime Scene Academy LLC. The course was held at the Newington Police Department Range and Training Facility and covered topics including Crime Scene Protection and Documentation, Photography, Fingerprints and DNA, Casting of Tire and Shoe Impressions, etc.
- In November, the Community Service Officer (CSO):
 - Worked with Plainville to present RAD, Rape, Aggression, Defense, a women's self-defense program to 8 friends and family of PPD. This was a 4 day, 12 hour program that concluded on 12/6/2017.
 - Maintained department website and social media sites.
 - Car seat installations/checks.
 - Mediating noise complaint/neighbor dispute between Polish American Club and resident in the area.
 - CIT visit with resident that suffers from mental illness.
 - Worked with (and ongoing) Emmanuel Christian Academy on their Lockdown protocol.
- In November, the Animal Control Officers had the following activity:
 - 44 Calls – 28 dog, 13 animal, and 2 specific detail/1 check welfare.
 - 5 impounds – 3 redeemed, 1 sold as pets, 1 carry over from November.
 - 66 incoming phone calls.
 - 3 Wethersfield mutual aid calls.
 - 2 animals abandoned at Connecticut Humane Society.
- In November the Patrol Division had nothing to report.

Property Report November 2017

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	3	\$ 20
Damaged/Destroyed	11	\$ 9,105
Vehicle Inventory	6	\$ 94
Stolen	182	\$ 128,340
Abandoned	0	\$ 0

Evidence	75	\$	2,605
Found	9	\$	1
Lost	8	\$	6,372
Seized	13	\$	0
Recovered	51	\$	85,407
Impounded	1	\$	0
Informational	8	\$	0
Total	367	\$	231,944

- Police Department Overtime:

- o Comparison

➤ OT October	\$114,320	2 pay periods
➤ OT November	\$ 95,555	2 pay periods
➤	\$ 18,765	Decrease in overtime

- o During November, 2 officers on light duty, 2 officer vacancies, 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.
- o Admin overtime \$0, decrease of \$573 in overtime for holiday pay.
- o Patrol overtime \$57,742, a decrease of \$2,263 (\$12,000 for holiday pay). Overtime included 2 pay periods and the following calls, domestic calls, motor vehicle accidents, larcenies, untimely death investigations, hold over for due to weather, rifle cleaning and ammo inventory, Midstate Accident call out, Honor Guard for Veterans Day, Sergeants meeting, casework, serving warrants, subpoenas, holdovers, booking process, and overtime for time off/vacancies.
- o Detective Division overtime \$8,790, a decrease of \$7,201. Overtime included death investigations, search warrants, arrest warrant, evidence collection, police candidate backgrounds, and casework follow-ups.
- o Communications overtime \$18,053, an increase of \$3,199 (\$2,000 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.
- o Education overtime \$9,578, a decrease of \$7,587 for training classes consisted of ERT training, Motorcycle training, Crime Scene Investigation, Death Notification training, and in service training.
- o Support Services overtime \$1,392, a decrease of \$4,340 (\$1,146 for holiday pay). Overtime included coverage for holiday and vacancies for time off.
- o ACO overtime \$0.

FIRE DEPARTMENT

- Training Summary for the month of November:

Company Training – Co.2	SCBA & T.I.C.	26.0 hours
Company Training – Co.3	Ropes & Knots	28.0 hours
Company Training – Co.4	Live Fire	35.0 hours
Office Training	Communications	28.0 hours
Multi Company – Co. 1 & 2	SCBA Core	46.0 hours
Multi Company – Co. 3 & 4	SCBA Core	74.0 hours
Cadet Training	SCBA	4.0 hours
Aerial Operations T-1	Ladder Operations	15.0 hours
Total Training		256.0 hours

FIRE MARSHAL

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

INSPECTIONS	18
INSPECTION FOLLOW-UPS	41
PLAN REVIEW	2
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	12
COMPLAINTS	5
TANK REMOVALS	0
SAFE HOME INSPECTIONS	2
SAFE HOME FOLLOW-UPS	5
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 22 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended a Capital Region Emergency Planning Council ESF-8 meeting at the RCC in Manchester. Training topic: Judicial Branch Office of Victim Services Active Shooter/Active Violence Response Plan.
- Attended a Rotary Club meeting at Elaine's Restaurant in Wethersfield along with the Fire Chiefs from Wethersfield and Rocky Hill to receive a donation of door chocks/wedges to be used by the area firefighters.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford.
- Attended the Annual Connecticut Fire Marshals and Building Officials Conference in Southington. Topic: Mechanical Ventilation Systems and Fire/Smoke Dampers.
- Attended the Annual Fire Department Awards Night at the Portuguese Club on North Mountain Road.
- Conducted a meeting with the chief officers to finalize the departments 2018-2019 CIP budget priorities.
- Attended the monthly Newington Safe Home Committee meeting at Town Hall.
- Attended a meeting with the Town Manager and staff to review updates to the CROG Natural Hazard Mitigation Plan.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters on Main Street.
- Attended the Veterans Day Ceremony at Town Hall. The annual program honors the twenty-nine Newington veterans who gave their lives defending our freedom.
- Assisted the crew from Truck-1 Rise the American Flag at Newington Memorial Funeral Home for their "Sweaters for Veterans" Donation Project.
- Attended a special meeting of NVFD Inc. at fire headquarters.
- Attended the quarterly MDC meeting with local fire marshals at their training facility on Maxim Road in Hartford.
- Attended the Annual International Association of Arson Investigators Conference, in Rocky Hill. Topics included: Boston Marathon Post Blast Investigation; Boat Fire Investigations, Investigation and Mitigation of Clandestine Drug Laboratory Fires and a Medical Examiners Perspective on Fatal Fire Investigations.
- Attended the monthly officers training session: Radio Communications.
- Attended a meeting of the Statewide Hoarding Working Group at Town Hall in Newington.
- Attended a meeting with the town manager, finance director, fire chiefs and commissioners to review the departments purposed 2018-2019 CIP budget.
- Attended a Town Council meeting with the chiefs and commissioners to receive a proclamation honoring the departments one hundred years of service to the community.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly Employee Health and Safety Committee at Town Hall.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Continued with Landfill closure project tasks.
- Attended Department Head and Public Works Team meetings.
- Met with Town Engineer regarding Packard's Way road acceptance inspection.

- Met with DEEP regarding Piper and Mill Brook proposed maintenance requirements.
- Met with CNG regarding ongoing and future projects.
- Coordinated and scheduled annual hearing tests for Highway and Parks and Grounds employees.
- Attended CIP request meeting.
- Attended Nov. 28 Council meeting to discuss proposed Mechanic II job description update.
- Met with CRCOG regarding Hazard Mitigation Plan update.
- Assistant Superintendent Robert Hillman completed CT Transportation Institute T2 Center “Road Scholar” continuing education program.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Crews removed tree stump and repaired sidewalk damage on Frederick Street.
- Began Annual Leaf Collection Program.

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 removal of speed boxes.
- Responded to one after hours call in for traffic control due to motor vehicle accident.
- Assisted Registrar’s office transporting voting machines for Election Day.
- Assisted Highway Department in Annual Leaf Collection.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Assisted road crews with leaf collection.
- Completed outfitting of the new Police ERT trailer.
- Completed fall services to all Fire Department apparatus and equipment.
- Began servicing and outfitting of all snow fighting vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 1106 residential bulk items for collection for the month.
- Scheduled 138 condominium bulk items for collection for the month.
- Scheduled 35 condo/residential scrap metal items for collection for the month.
- 2922 tons of cumulative Municipal Solid Waste were collected from July to October.
- 905 tons of cumulative recyclables were collected from July to October.
- 466 mattresses and 197 box springs were collected from July to October.
- 198 televisions were collected from July to October.
- Issued 45 permanent landfill permits and 9 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on November 8, 2017:

- Recommended the Newington Town Council for Newington to opt out of the “Temporary Health Care Structure” process.
- Approved Zoning Permit #Z-17-30 for a Temporary Sign (banner) at 3475 Berlin Turnpike. Stew Leonard’s, owner/applicant.

Regular Meeting on November 20, 2017:

- Approved Petition #38-17: Special Permit (Section 3.11.4: Laundry Service) at 285 Main Street Unit #8. Raymond Pizzoferrato, 285 Berlin Turnpike, Berlin CT, applicant.
- Approved, with conditions, Petition #39-17: Special Permit (Section 6.13: Accessory Apartment) at 181 Robbins Avenue. Normand Rainville, 181 Robbins Avenue, Newington CT, owner/applicant/contact.
- Approved, effective upon publication, Petition #33-17: Zone Change (R-12 to B-BT) at 2391 Berlin Turnpike. 2391 Berlin Turnpike LLC, owner; John Formato, 17 Farmington Avenue, Plainville CT, applicant/contact.
- Approved, with conditions, Petition #30-17: Site Plan Approval at 262 Brockett Street. 2391 Berlin Turnpike LLC, owner; John Formato, 17 Farmington Avenue, Plainville CT, applicant/contact.
- Voted to Amend Certificate of Action #18-01 at 3320 Berlin Turnpike.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- Nov. 7: Met with applicant re: dog sitting.
- Nov. 10: Met with Town Manager to discuss Packard's Way road acceptance.
- Nov. 13: Met with applicant re: 395 Willard Avenue and 262 Brockett Street.
- Nov. 14: Met with applicant re: subdivision on East Robbins.
- Nov. 17: Met with staff and developer of Newington Ridge Preserve.
- Nov. 27: Met with applicant for 121 Willard Avenue.
- Nov. 28: Met with applicant for 3333 Berlin Turnpike.
- Nov. 30: Met with applicant for 230 West Hill Road.
- Nov. 30: Met with applicant for 3191 Berlin Turnpike.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

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

Board and Commission Meetings:

- Nov. 8: Prepared agenda and reports; attended regular monthly TPZ meeting.
- Nov. 9: Prepared agenda and reports; attended regular monthly Open Space Committee meeting.
- Nov. 12: Special Open Space Committee meeting.
- Nov. 20: Prepared agenda and reports; attended regular monthly TPZ meeting.

Professional Development/Training:

- Nov. 16: Viewed webinar on small cell technology.

Miscellaneous

- Nov. 3: Attended Mobilitie presentation in West Hartford.
- Nov. 8: Attended monthly Public Works Team meeting.
- Nov. 10: Reviewed TPZ activities with Town Manager.
- Nov. 27: Met with Town Manager to review CIP request.
- Nov. 29: Attended monthly Department Head meeting.
- November: Responded to approximately 19 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- November: Received and sent approximately 319 emails from citizens, local businesses, applicants, staff and elected/appointed officials

TOWN ENGINEER

- **Permits:** Reviewed and approved excavation permits:
 - Road excavation - 9
 - Driveway/Sidewalk - 0
- **Meetings:** Attended Town Meetings:
 - Monthly Public Works meeting.
 - Monthly Conservation Commission meeting.
 - Monthly Planning and Zoning meeting.
 - Monthly Town Council meeting.
 - Annual CNG meeting (coordinate Town road program with CNG service expansion program).
- **Conservation (Inland Wetland) Commission:**
 1. Administered applications:
 - Commission approval: 189 Kimberly Road (pool).
 - Agent approval: 94 Mountain View Drive (deck).
 2. Administered modified applications:
 - Commission approval: 395 Willard Avenue.
 - Agent approval: N/A.
 3. Provided guidance to residents/applicants for preparing applications:
 4. Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.

5. Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
 6. Reviewed zoning applications to determine the presence of wetlands.
- **Site Plan Review:** Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission and Conservation Commission Regulations.
 - Reviewed site plans (pending approval):
 1. 395 Willard Ave. – Medical Offices.
 2. 300 Alumni Rd. – Goddard School drainage as-built.
 3. Packards Way – Roadway inspection.
 4. Shady Hill Lane – Harvest Ridge road as-built.
 5. Berlin Turnpike – Chick-fil-A site plan modification.
 6. Brockett Street – Offices on combined sites.
 7. Harvest Court – Detention basin.
 8. 1669 Willard Avenue.

Approved Site Plans: NA.

- **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, developers, contractors, realtors, title searchers, etc.) with Town mapping, ordinances, engineering procedures, etc. Met with Town of West Hartford and City of Hartford in follow up to CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
- **Engineering for Town Project:** Assisted Town departments with in-house projects:
 1. Town Manager: Constance Leigh Drive (Streetscape) – construction observation services.
 2. Park and Recreation Department: West Meadow Cemetery (Section GA) expansion – engineering services.
 3. Highway Department: Proposed above Ground Fuel Storage expansion – engineering and permitting (Conservation Commission and Eversource) services.
 4. Economic Development Department: National Welding Site – engineering services.

ECONOMIC DEVELOPMENT

- Supported the activities of Economic Development Commission.
- Additional cuts announced by Governor Malloy on November 17, 2017 not only affected Newington's budget but the State DOT as well, further delaying the DOT's ability to begin discussions 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 remains pending.
- Environmental remediation and demolition continues at 3333 Berlin Turnpike with estimated completion in December, 2017. A prominent New England commercial developer is preparing a proposal which it expects to submit to Eversource before the end of the year.
- Prior to commencing construction, Chick-fil-A submitted an application for modified site plan approval at 3240 Berlin Turnpike (the former Ruby Tuesday location) to construct canopies to protect employees from the elements when they assist customers with orders placed outside the restaurant.
- The owners of the former Mobil station at 3191 Berlin Turnpike are also planning on requesting modified site plan approval to enlarge the convenience store building in advance of reopening.
- A 6.24 acre development parcel adjacent to the Stop & Shop Plaza at 220-226 Kitts Lane (at the Berlin Turnpike) is being marketed for sale at the reduced price of \$1,995,000.
- Old Glory, a clothing, costume jewelry and vape store, opened its fourth location at 2335 Berlin Turnpike in the space previously occupied by MedCare Express (before MedCare Express built its own building at 2288 Berlin Turnpike).
- Ann & Hope Curtain and Bath announced they will be closing their store at 2631 Berlin Turnpike in December, 2017 due to declining business. The landlord does not yet have a replacement tenant for that 21,000 square foot building.
- Briary opened at 2719 Berlin Turnpike after purchasing and renovating the building for its salon that it relocated from Berlin.
- M&J Video Games and Collectibles and Grand Slam Sports Cards opened in the former PCW Computers location at 3277 Berlin Turnpike.

- Carson Richard Kitchen & Bath relocated to 186A Kelsey Street in advance of their previous location at 3443 Berlin Turnpike being redeveloped for a national chain store.
- The 5 & Dime Canteen opened next door to Goldburgers. The same partners own both restaurants.
- Asia Grocers closed at 230 West Hill Road and opened a new location in Cromwell. The vacated space is expected to be renovated and the entire exterior remodeled in advance of a medical practice opening in mid-2018.
- 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 applications to the Town Plan & Zoning Commission and Conservation Commission.
- Advised commercial property owners looking to lease vacant space.
- 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.
- Assisted the Town Assessor with collecting Personal Property Declaration forms from specific commercial businesses.
- Prepared documents for the Town Manager.

BUILDING DEPARTMENT

- A Building Application was applied for and is under review for the tenant fit-out for the Hartford Health Care Rehabilitation Network to be located in the Stop & Shop plaza on Fenn Road.
- An Electrical Permit was issued for electrical renovation work to the dining area, drive thru, front counter, and outside building lights for McDonalds located at 2355 Berlin Turnpike.
- A Building Permit was issued to rebuild the fire damaged concession stand in Mill Pond Park including truss roof structure, new electrical and plumbing.
- An Electrical Permit was issued to install wiring for the concession stand renovations in the Mill Pond Park.
- An Electrical Permit was issued for the Newington High School, running fiber cable from the MDF to the Mech. Room, through drop ceiling in rafters, using Customer core through Mech. room floor Install wiring for the concession stand renovations.
- There were three Certificates of Occupancy issued in November. Two were for single family residences. They are located at 44 Harvest Court and 28 Packards Way. One was for commercial – The Goddard School located at 320 Alumni Road.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Inspecting Existing Assembly Occupancies – November 9, 2017.
 - Testing and Inspection of Plumbing and Mechanical Systems – Nov. 13, 2017.
 - K. Kilkenny - Inspecting Existing Assembly Occupancies – November 9, 2017.
 - Testing and Inspection of Plumbing and Mechanical Systems – Nov. 13, 2017.
- Building Department activity for the month of November was as follows: The Inspectors completed a total of 232 Inspections. They were: CO (3), Decks (1), Electrical (9), Final (127), Footings (9), Foundations (5), Framing (10), Gas Line (21), Insulation (7), Plumbing (1), Rough (39).
- The total number of Building/Renovation Permits issued / applied for the month of November was **183** producing a total permit value of \$1,520,843.00.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	32	\$666,383.00
DECK	6	13,000.00
DEMOLITION	0	0.00
ELECTRICAL	49	147,921.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	1	8,750.00
FUEL TANK	2	3,745.00

GARAGE / SHED	0	0.00
MECHANICAL	45	246,243.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	1	21,800.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	51,655.00
POOL	2	39,154.00
ROOFING/SIDING	20	222,580.00
SIGN	1	2,500.00
SOLAR	4	97,112.00
TENT	0	0.00
TOTAL	183	\$1,520,843.00

The total Building income fees received in the month of November was **\$18,577.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1045.00 Environmental \$240.00 Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$44.50 Driveway / Excavation \$1475.00 Engineering copies \$50.00. The other total income is \$3054.50.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for November:	\$1,520,843.00	\$2,737,567.00
Fees for Permits issued for November:	\$18,577.00	\$27,335.00
Other income Fees for November:	\$3,054.50	\$1,131.00
Building Permits Issued for November:	183	181

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
\$9,286,504.00	\$109,349.00	\$12,837,223.00	\$118,007.00

HUMAN SERVICES

- Fall SCORE programs continued this month with a full schedule. Attendance was good, consistent and the weather was not a factor for scheduling. Our new "Discovery Tuesday's" program that runs on all of the Tuesday, half-day, professional development days has been a great success. We are looking forward to running it from January until the end of May 2018.
- The Newington Challenge Course wrapped its outdoor season this month and is already booking programs into the 2018 season.
- The High School Vocational Prep class was held on Monday, November 28th. The students participated in tree decorating fund raiser at the Wadsworth Atheneum Museum of Art in Hartford. We are in the planning stage for the class sessions of the Spring 2018 semester.
- Coordinator Rik Huggard remained on medical leave through the month of November. Programs that were pre-planned were run by part-time Youth Worker and contract staff.
- We continue to work with Safe Homes Task Force referrals- working collaboratively with fire on a new hoarding/ blight referral.
- 375 Households were registered for the Holiday Food Distribution program. This program was successfully administered with the assistance of staff and amazing volunteers - numbering close to 100. Former Director Ken Freidenberg returned to volunteer for the day.
- Coordinator Meskill coordinated all scheduling of all volunteers for the enormous Food Distribution Project.
- Coordinator Meskill continues to provide direction and supervision for CCSU student, Brianna Patton and began extensive evaluation process culminating in meeting with CCSU professor.
- Coordinator Meskill & Director LaBrecque met with all public school nurses re: Newington Human Services Department programs and services. Appropriate referrals and possible collaborative efforts with the schools were discussed.

- We held our second Wellness Wednesday series presentation with 30 attendees learning about Nutrition and Yoga and their impact on wellness.
- Pam Wassik coordinated receipt of all food drives, food orders to Stop & Shop to supplement gaps in donations and weekly food orders to Food Share to provide food for both the ongoing food bank and the holiday food distribution. She also recruited volunteers for a newly acquire program in collaboration with Foodshare where we receive good food within appropriate expiration dates from Aldi's on a weekly basis. This was a major undertaking- involving training on her part and then her training new volunteers and numerous phone interaction with Foodshare.
- Director LaBrecque in collaboration with the Wethersfield/Newington General Federation Women's club, the Board of Education, and the Newington HAT submitted and were awarded a \$4100 grant to support a new Weekend Backpack program to help supplement food needs of households with children over the weekend when they cannot access school breakfast/lunches.
- 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.

November 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	11	13	68	28
Youth & Family Service Hours	40	36	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 last year
# bags of clothes given	24	17	84	
Special Needs	6	4	24	35

SENIOR AND DISABLED CENTER

- The Center held its 23rd Annual EXPO on November 9. This event is free and open to the public with vendors offering for free health screenings, vendor giveaways and everything you'd want to know about senior services including housing, home and health services, financial services, government services and more. This year's event was a success with fifty vendors and approximately 250 attendees.
- The Center continued to offer evidence-based programs such as the Aging Mastery Program ® Live Well, Live Well Diabetes (also offered in American Sign Language), Matter of Balance ® and Powerful Tools for Caregivers ®. These programs are designed to improve the well-being of older adults, boomers and those living with chronic illness.
- On November 13, 15 members attended a lunch and learn sponsored by the Health at Glastonbury to enjoy a light lunch and discussion on understanding memory care for those with Alzheimer's and dementia.
- Members had the opportunity to pamper themselves with free manicures provided by Newington Rapid Recovery on November 6.
- The Center, along with all Town Offices, was open for Veteran's Day for the first time in recent memory. Center staff planned a luncheon to honor members who are veterans. Over 60 people attended the luncheon which was provided by Chef Jack Hodes of the Jefferson House. The Greater Hartford Woman's Club provided decorations and flags. The Newington Singing Seniors performed the theme song of each branch of the military while members of each branch were recognized and presented with a flag.
- On November 16, AARP and State Rep. Gary Byron presented a Fraud Protection Forum. Over 30 attendees learned about the latest financial scams and how to protect their personal information.
- The Center offered a Genealogy 101 course for members who wished to learn how to explore their family's history and family tree using both online and offline methods. UConn Library Director Shelia Lafferty led the presentation with over 30 members in attendance.
- Center staff continue to work diligently on updates to the circuit breaker and renter's rebate programs in regards to the State budget.
- Forty individuals received Meals on Wheels in November. Of those recipients, 8 receive meals 7 days per week, 21 receive meals 5 days per week, 2 receive meals 4 days per week, 6 receive meals 3 days per week and 3 receive meals 2 days per week. The program relies on a team of dedicated volunteers who run three delivery routes throughout the town each weekday.
- At the end of November, the Center had 1,448 paid members including 173 Fitness Center members. 1,007 residents are registered for Dial-A-Ride.
- There were over 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 2,945 by 483 people. The actual number of people attending the Center is significantly higher with approximately 1/3 of residents scanning in for programs. Dial-A-Ride provided residents 1146 trips in November, covering 3318 miles.
- Center staffing was complimented by 560 hours of unpaid service in 213 instances by 50 volunteers.

PARKS AND RECREATION

Recreation Division

- The Winter 2017 Program Guide was distributed to approximately 13,000 Newington residents as an insert in the November issue of the Newington Life. Most winter programs will begin the first week of January.
- Two new Winter programs were inserted into the Winter brochure. Kids Sewing 101 will be for children ages 8-13 and will begin on January 9th. Volleyball Fundamentals is for girls in grades 6-8 and will begin on January 2nd.
- Staff attended the Connecticut Recreation & Parks Association Annual educational institute on November 20 & 21. The Newington Parks and Recreation Department was awarded the Program of Merit Award for the Life. Be in it. Extravaganza. This award is given to a Department that has "developed an outstanding ongoing program that is innovative, creative and unique in nature or that demonstrates a new twist on an old theme while still being consistent with current trends. The program must enrich a group, community or individual and is characterized as an organized recreation or leisure activity that is offered either on a daily, weekly, seasonal or annual basis. The program must be in existence for at least two years and the Director of the department must be a member of CRPA in good standing". We were proud to be award recipients of this prestigious award among 10 other award

recipients in an organization consisting of over 650 members and serving 130 of the 169 municipal Parks and Recreation Departments in the state.

- A special Youth Basketball Registration Day was held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 4th. During this special registration, 116 youths (Kindergarten through Grade 8) signed up for our Youth Basketball program.
- Men's Basketball League began on November 30 with 16 teams.
- First Aid / CPR training was held on November 19 for Community Center, Youth Basketball and Exercise the Right Choice staff.
- Planning is underway for the annual 'Night of Lights' scheduled for Saturday, December 2nd. This event is planned in conjunction with the Newington Chamber of Commerce.
- Creative Playtime Preschool Program students are participating in a program offered by the Lucy Robbins Welles Library which provides transportation for field trips to the library for a librarian directed program. A field trip was held on Friday, November 30th.
- Maximum capacity for the Creative Playtime Preschool Program was increased from 30 to 32 for mornings and from 20 to 32 for afternoons. This came after the Fire Marshal approved an updated maximum number. We have already seen an increase in enrollment, with 32 enrolled on Monday, Tuesday and Wednesday mornings & 31 on Friday mornings as well as 22 on Wednesday afternoons.

Parks and Grounds and Cemeteries

- Four employees reported to the Highway Department for the month to assist with leaf pick up in the streets.
- Continued mowing operations on all turf areas.
- Finalized winterization of all equipment, irrigation systems and pools.
- Performed leaf removal tasks on park, school, fire station, Town Hall, library and senior center properties.
- Installed Christmas lights and decorations in the downtown area and also built a Hayride from one of our trailers for the Night of Lights.
- There were 16 interments and 8 sales at Town cemeteries.

Tree Warden

- No data to report this month.

LIBRARY

- The Friends of the Library held its fall book sale on November 3, 4 & 5 at the Senior and Disabled Center. This 3-day book sale is a major fundraiser for the Friends. Hundreds of people found thousands of books at bargain prices. Thank you to the Boy Scouts and Newington High School volunteers for all of their help as well. The Friends are now planning for their next event the annual *Wine, Beer & Cheese Social* that will be held on January 19.
- The Friends also set up shop at three polling places on Election Day. They promoted library programs and services and had library card applications available for voters who wanted to get a library card.
- Library staff had a good time manning the booth at the Senior Expo held at the Newington Senior and Disabled Center on November 9. They enjoyed talking to people and promoting library services.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley began working on the 2018-2019 budget.
- The Library Board of Trustees sponsored a free concert on November 5th featuring the *Cat's Pajamas Vocal Band* as part of the George C. Hanel Fine Arts Series. The concert held at the Martin Kellogg Middle School Auditorium, was a fun filled afternoon of a capella music. The audience was very appreciative of the music and the free afternoon of entertainment.
- Children's staff offered 57 programs to 1,454 children and their caregivers. November brought the library's first sewing class with *Miss Amy*. Kids learned how to thread a needle, make basic stitches, finished off their project and learned library materials related to sewing. They all left with a cute stuffed carrot and were encouraged to sign up for P & R sewing classes if they wanted learn more. Turkeys were the theme of the half day program this month. Kids read a story, ate apple gobbler and made turkey puppets. On Veteran's Day kids dropped in and made cards for veterans. In the afternoon, in honor of the 12th Wimpy Kid book *The Getaway*, the children's staff celebrated with *Greg's Getaway Gala*. Kids made cheesy bookmarks, face masks and played *Wimpy Kid BINGO*. The day after Thanksgiving, kids of all ages enjoyed the movie *Cars 3*. Highlights of other programs include *Building*

with LEGOs, *Tales to Tails, Stories and Art* and *Chess and Checkers Club*. School visits, outreach to preschool and daycares and regular story times round out the month.

- Teen librarians had 5 programs for 68 teens. The month began with teens helping adults with their technology questions at *Tech Troubleshooting with Teens*. A new program called *Teen Lazy Lounge* was offered. It is a little bit of everything, games, book talks, drawing and hanging out with friends. A *Teen Volunteer Meeting* was held to talk about upcoming teen volunteer opportunities at the library but to also thank the teens for the many hours they gave to the library this past summer. The *Newington High School Book Club*, a collaboration between NHS Library and teen librarians, had a fun discussion about the book *The Girl in the Blue Coat* by Monica Hesse.
- 19 programs were attended by the more than 585 adults. A *Brown Bag it with a Documentary* series kicked off the month. Documentaries shown throughout the month featured individuals who had amazing accomplishments. People spotlighted were Freda Kelly, the loyal secretary for The Beatles, the 1936 Olympic American Gold Medal rowing team, Misty Copeland, the first African-American Female Principal Dancer with the American Ballet Theater and Magnus Carlsen, the current and youngest World Chess Champion to date. Other highlights of adult programming included, a discussion of the majesty and mysteries of crop circles with John Root, the book discussion of *The Immortal Life of Henrietta Lacks* by Rebecca Skloot followed a week later with the with a viewing of the newly released movie of the same title starring Oprah Winfrey and the popular *Local Authors Get Together* program titled *So You Wrote a Book ... Not What?* facilitated by author Matthew Dicks.
- Total circulation of library materials were 25,532. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,736 times from the library website. 14,008 people visited the library during the month. There were 7,498 visits to the library's homepage. Popular online services included *Lynda.com, Valueline, Reference USA and PebbleGo Animal and Biography* databases. Museum passes were used 69 times this month, the most popular being the *New Britain Museum of American Art, Wadsworth Atheneum and Lutz Children Museum*. The reference staff answered 4,875 reference questions during the month. Free library meeting space including study rooms was used 325 times during the month.
- In Technology News, two technology classes were held during the month; *Before & After Your Computer*, advice and tips to make the right purchase for a new computer and how to properly dispose of your old computer and *Computer Health Tips*, techniques to keep your computer healthy and running smoothly. One-on-one *Tech 4 U Thursdays* were offered during the month as well as *Tech Troubleshooting with Teens*.
- In Personnel News, Teen Librarian Bailey Francis attended a workshop by Kathleen Ode, a respected former librarian and Chair of the Newbury Award committee that discussed the best new teen books. Children's Librarian Joanne Cocola attended the Capital Region Children's Roundtable on Makerspace programming and the State Library's workshop on *Supercharged Storytimes*. Head of Children's Services Pat Pierce represented the library at the Elizabeth Green Elementary School Literacy Night. Head of Collection Management Jeanette Francini attended the first ACLPD Resource Sharing meeting. This committee will look into best practices for all libraries in the State.
- In Facilities News, the elevator in the library was down for 2 weeks. The control board was replaced and an additional problem took several more days to figure out. Patrons were given space to park strollers on the 1st floor and staff offered to assist anyone that needed help getting their property upstairs. Staff was also carrying library materials upstairs to be reshelved and moving book donations out of the lobby to give patrons access to the book drop. Most everyone was patient with the problem. The weekend cleaning from *KeeClean Cleaning Service* has become a problem again. Several times during the month, the weekend cleaner did not show up to clean. Business Manager Lynn Caley continued to work with the company to address this issue.
- Topics of note that were researched this month included:
 1. What is achalasia?
 2. How to get rid of mice naturally
 3. Lawyers who handle Medicaid.
 4. How do I request a flag for my husband's grave for Veteran's day?
 5. Sign language for babies.