



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: January 19, 2018
Re: Monthly Report – December 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 held meetings with department heads to discuss the submitted CIP requests & planned Operational budgets.
- Mrs. Lane attended the CIP Committee Meetings.
- Mrs. Lane participated in the interview process for the Supervisor of Parks & Grounds position.
- Mrs. Lane attended the Town Hall Building Project meetings.

Overtime

Paid overtime during the month of December 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	19.6	\$ 985.20
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,050.16
ROAD MAINTENANCE	0.0	\$ --
TRAFFIC	0.0	\$ --
LEAVES	339.7	\$ 13,301.70
SNOW	895.0	\$ 47,372.59
TOTALS	1,274.3	\$ 62,709.65
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	16.5	\$ 699.46
Special Events	12.0	\$ 491.40
Snow/Ice	321.0	\$ 13,629.70
TOTALS	349.5	\$ 14,820.56

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	352,271.05	609,919.00	334,208.24
Investigation	83,451.00	46,450.01	83,433.00	17,369.12
Communication	170,443.00	89,543.85	170,443.00	108,382.40
Education/Training	130,461.00	57,959.95	130,461.00	70,079.23
Support Services	37,113.00	1,910.48	36,261.00	30,057.38
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	\$ 549,569.74	\$ 1,039,187.00	\$ 560,562.55
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 12,159.36	\$ 25,212.00	\$ 15,510.61
Snow and Ice Control	157,488.00	26,634.22	148,440.00	21,623.44
Traffic	3,861.00	1,582.69	3,702.00	1,970.27
Vehicles and Equipment	31,234.00	16,696.49	29,949.00	14,642.35
Leaf Collection	<u>32,312.00</u>	<u>30,077.78</u>	<u>48,989.00</u>	<u>30,755.27</u>
Total	\$ 251,389.00	\$ 87,150.54	\$ 256,292.00	\$ 84,501.94
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 50,117.28	\$ 77,091.00	\$ 41,326.55
Cemeteries	<u>15,653.00</u>	<u>3,720.05</u>	<u>15,012.00</u>	<u>1,938.14</u>
Total	\$ 98,519.00	\$ 53,837.33	\$ 92,103.00	\$ 43,264.69

PERSONNEL

- Interviews for the vacant Supervisor of Parks, Grounds & Cemeteries position continued through the month of December. The position was offered to the successful candidate, Emmett House, on December 18, 2017. He will begin his new position on February 1, 2018.
- An internal union posting for an Administrative Secretary III (C-10) for the Police Department was posted on November 13, 2017. Testing for the position took place in December. Interviews will be conducted in January.

RISK MANAGEMENT

The fifth 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 November 2017 were \$706,229. 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 November, 2017

	Town	Board of Education	Total
Estimated Claims	1,246,295	3,339,065	4,585,360
Actual Claims	1,132,910	2,369,063	3,501,973

FACILITIES MANAGEMENT

No data available this month.

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 78 work orders.
- Updating the Town’s antivirus products to the latest versions;
- Applying various firmware and security updates on Town assets;
- Troubleshooting printing issues on a third party application used within the Tax and Assessor Departments. Their vendor advised that the issue is known to them and will be resolved with a future product upgrade;
- Improving internal processes related to authoritative Geographical Information Systems (GIS) data structures to allow for version editing;
- Updating an application (Computer Aided Mass Appraisal) for the Assessor’s Office;
- Installation and configuration of a new virtual print server to handle remote access users;
- Preparing Information Technology’s 2018-2019 Operating Budget and 2018-2023 Capital Improvement Budgets;
- Re-configuring backup jobs on several database servers;
- Testing various setups and configurations of the Town’s two-factor/multi-factor authentication solution to accommodate various use cases;
- Working with the Town’s two-factor/multi-factor authentication vendor on upgrading the Towns appliances and login pages;
- Moving Parks and Recreation’s Online Registration and Payment system (WebTrac) into production. The online system allows users to search, register and pay for various services;
- Attended departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- The audit for the fiscal year ending June 30, 2017 was completed allowing the Comprehensive Annual Financial Report (CAFR), State and Federal Single Audits to be filed by the December 31st deadline.
- Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on December 18th and 28th.
- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests and planned Operational budgets.
- Continued analysis regarding funding shortfall in State Aid and any updated figures for the 2017-18 fiscal year.

Due to the status of the State budget, the Town just received the Tax Exempt Colleges grand for \$896,361 and the Municipal Stabilization grand for \$698,607. 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)
12/31/2017

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2016-17</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$142,748	\$35,284.903
Special Revenue Funds	8,700	20,554	4,043,947
Capital Projects Funds	1,500	5,623	1,044,515
Internal Service Fund	13,000	11,440	2,631,929

Trust and Agency Funds	4,000	4,418	1,220,077
TOTAL, ESTIMATED BY FUND			\$44,225,371

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/2017

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.33	1.22	17,669	14,518	\$15,734,613
Bank North	0.51	0.51	257	226	539,169
People's Bank	0.90	0.73	1,862	1,554	2,604,727
Santander Bank	0.75	0.75	4,448	5,052	8,300,401
Farmington Bank	1.00	0.80	5,927	4,688	10,015,338
Webster Bank	0.98	0.98	6,390	5,769	7,031,123
Total Outstanding Investments					\$44,225,371

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December, 2016.
- All new construction and permit related changes to Real Estate have been inspected, valued and processed in our CAMA system for inclusion on the October 1, 2017 Grand List.
- Personal property valuation is approximately 70% complete. A few problem declarations that were filed still need to be processed and then approximately 300 accounts that failed to file a declaration will be electronically valued including statutory required penalties for non-compliance.
- We received the 2017 Regular Motor Vehicle list in from the Connecticut DMV and began pricing all vehicles that did not get priced at DMV. Out of approximately 30,000 vehicles, about 300 need to be priced manually.
- We completed the processing of the 2016 Supplemental Motor Vehicle list and the bills were sent to taxpayers at the end of the month. Feedback from the public in terms of questions, calls and in person visits to the office has been very active.
- We also completed the bill preparation for the Differential tax bills that were being sent out along with the Supplemental Motor Vehicle bills at the end of December. In addition, we also dealt with a significant number of taxpayers that requested to pre-pay these bills to allow them to claim the tax payment as a write-off on their federal income tax return.

Revenue Collector

- Collections for December on the 2016 Grand List amounted to \$10,869,855.01 and back taxes collections were \$37,498.50. Included in the back tax amount was \$1,332.50 which was collected for suspended accounts.
- This year's total collections through December was 64.5% and is 1% higher than the 63.5% which was collected in December of 2016. This is due to taxpayers wanting to get credit for their tax payments in 2017 for income tax purposes.
- The 5,130 Supplemental Motor Vehicle tax bills were mailed for those individuals purchasing new cars after the October 1, 2016 Grand List. A Differential Motor Vehicle tax bill mailing (which appears as a second motor vehicle installment) was done to make up for the 4.59% mill rate difference from the earlier 32 mill rate which was billed in November. There were 17,600 differential Motor Vehicle tax bills which all must be processed in-house.
- Legal Notices were published for the second installment on Real Estate and Personal Property taxes, the Supplemental Motor Vehicle taxes and for the differential Motor Vehicle tax bills.
- Notices were also placed on Newington's web-site and on its social media.
- The staff was extremely busy updating information prior to the mailing of the January 2018 tax bills so information could be as accurate as possible.

TOWN CLERK

- There were 55 property transfers during the month for a total of \$5,489,178.30 in sales. State conveyance tax collected was \$38,989.82; Town conveyance tax collected was \$12,996.61.
- There were two residential sales each over \$300,000.
- There were 450 documents filed during December: 13 liens, 86 mortgages, 112 releases and 8 probate documents. Sixty-five of these documents were electronically recorded bringing in revenue of \$7,788.
- Staff certified and issued 160 copies of vital records (birth, marriage & death certificates), 27 burial permits and eight cremation permits were issued.
- Seven Trade Name certificates, four Liquor permits and four Notary Public commissions were catalogued. Staff issued 11 passes to the landfill station.
- The FY2017/18 budget was prepared and submitted.
- The annual audit for the Town of Newington was filed by the Finance Director. In compliance with the General Statutes, a Legal Notice was placed in the newspaper.
- The Part-time Assistant Town Clerk, Jennifer Robinson attended the Land Records module, presented by the Connecticut Town Clerks Association on December 5, 2017.

DATA SUMMARY DECEMBER 2017				
	<u>Dec.-16</u>	<u>Dec.-17</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	450	319	2,628	2,440
Dog Licenses Sold	23	28	509	463
Game Licenses Sold	10	10	39	48
Vital Statistics				
Marriages	6	9	58	84
Death Certificates	24	27	122	113
Birth Certificates	20	15	103	109
Total General Fund Revenue	\$ 42,407.27	\$ 27,545.61	\$ 377,013.60	\$ 304,978.21
Town Document Preservation	\$ 1,098.00	\$ 1,056.00	\$ 7,091.00	\$ 6,705.00
State Document Preservation	\$ 620.00	\$ 1,856.00	\$ 3,756.00	\$ 5,092.00
State Treasurer (\$36 fee)	\$ 11,088.00	\$ 8,352.00	\$ 67,068.00	\$ 66,348.00
State Treasurer (\$127 fee)	\$ 6,096.00	\$ 4,191.00	\$ 35,052.00	\$ 30,353.00
State Treasurer (\$110 fee)	\$ 5,280.00	\$ 3,960.00	\$ 36,850.00	\$ 30,353.00
LoCIP	\$ 924.00	\$ 696.00	\$ 5,589.00	\$ 5,529.00
State Game Licenses	\$ 289.00	\$ 320.00	\$ 999.00	\$ 1,307.00
State Dog Licenses	\$ 200.00	\$ 272.00	\$ 3,715.50	\$ 3,433.00
Dog Licenses Surcharge	\$ 74.00	\$ 80.00	\$ 1,260.00	\$ 1,084.00
Marriage Surcharge	\$ 209.00	\$ 76.00	\$ 1,045.00	\$ 893.00
Grand Total	\$ 68,285.27	\$ 48,404.61	\$ 539,439.10	\$ 456,302.21

POLICE DEPARTMENT

- Patrol Calls for December are as follows:

Abandoned MV	2	Fire Other	4	Missing	9
Administrative	0	Fire Rescue	1	MV Abandoned	1
Alarm Commercial Burg Alarm	69	Fire Structure Fire	10	MV Assist	48
Alarm Hold Up Alarm	9	Fire Stand by	0	MV Complaint	39
Alarm Residential Burg Alarm	44	Fire Trouble Alarm	6	MVA Evading	16
Animal Complaint	5	Fire Vehicle Fire	2	MV Fire	0
Arson/Fire Invest	0	Fire Water Problem	0	MVA Injury	17

Assault	1	Fireworks	1	MVA Property Only	106
Assault in progress	0	Follow-Up	55	Neighbor	5
Assist notification	1	Found Property	5	Noise	15
Assist Other Agency	31	Gun	0	Open Door/Window	7
Bad Check Insufficient Funds	0	Harassment	6	Parking Violation	32
Breach of Peace/Disorderly	4	Hazard	46	PD ASSIST FIRE DEPT	38
Burglar Alarm	0	Hazmat	1	Pistol Permit	12
Burglary	3	Hold Up Alarm	2	Prisoner Care	4
Car Seat	1	Homicide	0	Property Found	5
Check Welfare	35	Illegal Dumping	4	Property Lost	2
Check Welfare 911	40	Intoxicated	4	Residential lockout	0
Check Welfare Other	3	Juvenile Complaint	9	Recovered Stolen MV	2
Clear Lot	0	K9 Assist	2	Robbery	0
Construction	0	Kidnapping	0	Roll Call	5
Court Detail	5	Landlord / Tenant Dispute	1	Serve Subpoena	2
Criminal Mischief	12	Larceny	60	Serve Warrant	24
CSO	1	Larceny from MV	14	Sexual Assault	1
Customer Dispute	12	Lift Assist Only	3	Shots fired	0
Dog Complaint	18	Local Traffic Authority	0	Specific Detail	112
Domestic	21	Location Check	71	Stolen MV	8
Drug	4	Location General	1	Suicide	1
DUI	2	Lockout Building	3	Suicide Attempt	1
EDP	21	Lockout MV	2	Sudden Death	1
Escort / Transport	4	Lost Property	1	Suspicious MV Unoccupied	15
Escort Funeral	8	Medical Alarm	16	TEST	2
Escort Other	8	Medical Cardiac	16	Suspicious Report	97
Fingerprint	3	Medical Complaint	124	TEST	1
Fire Alarm	19	Medical Diabetic	2	Threatening	2
Fire CO Detector no symptoms	3	Medical Fall	55	Tow	8
Fire CO Detector with sympt.	1	Medical Other	18	Town Ordinance Violation	2
Fire Extrication	1	Medical Respiratory	27	Traffic Stop	327
Fire Hazmat	1	Medical Stand by	1	Trespass	8
Fire Special Detail	0	Medical Trauma	2	Unknown	12
Fire Mutual Aid Request	2	Medical Unresponsive	14	Water problem	1
				Total	1991

- In December, the Detective Division:
 - On December 8th Detectives responded to a location in East Hartford to serve an active arrest warrant on a juvenile suspect. In October of 2017 the juvenile suspect was involved in the commission of a residential burglary and the theft of two motor vehicles that were parked outside the residence. The juvenile was arrested on Burglary and Larceny charges and referred to Juvenile Court.
 - On December 22nd Detectives responded to the Carrier Motor Lodge in response to a 41 year old male who was found deceased inside his motel room. Detectives processed the scene and collected evidence. This case is currently under investigation pending further information from the Office of the Chief Medical Examiner.
 - During the month of December Detectives conducted background investigations on applicants for the positions of Police Officer and Public Safety Dispatcher as part of our current recruitment and hiring process.
- In December, the Community Service Officer (CSO):
 - Worked with Polish American Club regarding noise complaint issues.
 - Organized and attended annual Stuff a Cruiser at Walmart on December 2, 2017. Collected 2030 gifts and \$998.00 in cash and gift card donations.

- Co-instructed RAD, Rape, Aggression, Defense, along with Plainville Police Officers on 4 evenings, 2 in late November and concluded on December 4 and 6.
- Presentation on Scams & General Safety to Cedar Mountain Commons residents on December 5th.
- Continue to work on Lockdown protocol with Emmanuel Christian Academy.
- Attended a Rotary meeting to accept a donation check for the RAD program.
- Coordinated Shop with a Cop.
- Attended Stuff a Cruiser at American Eagle Financial Credit Union with donations going to Human Services.
- Attended monthly Chamber of Commerce meeting.
- Checked/Installed 3 child safety seats.
- Continue to maintain department social media and town webpage sites.
- In December, the Animal Control Officers had the following activity:
 - 31 Calls – 19 dog, 5 animal, and 6 specific detail/1 Car Seat.
 - 1 impound – 0 redeemed, 1 sold as pets, 0 carry over to January.
 - 44 incoming phone calls.
 - 4 Wethersfield mutual aid calls.
 - 1 Written Warning.
- In December the Patrol Division had the following activity:
 - Domestic Arrest – Officers were dispatched to an undisclosed location to investigate a report of a domestic disturbance. While responding, officers were informed that the complainant was struck by her boyfriend and that he was still on scene. Upon arrival, officers located the male. The male stated that he and his girlfriend had engaged in a physical altercation and she was now inside. Officers then located the female who was crying and spoke with her. She stated she and her boyfriend had an argument about their relationship, and the argument became physical. She stated that she slapped her boyfriend during the argument and he became upset. He then forced her to the floor where he began punching her in the back of the head, holding her down and not allowing her to get up from the floor. She stated that she tried to free herself but was unable to because her boyfriend was holding her down in a choke hold with his elbow joint around her neck restricting her ability to breathe. Based on the investigation, the female was arrested for 53a-182 Disorderly Conduct and was issued a misdemeanor summons. The male was arrested for 53a-182 Disorderly Conduct, 53a-61 Assault in the Third Degree, 53a-95 Unlawful Restraint, and 53a-64cc Strangulation.
 - Domestic Arrest – Officers were dispatched to an undisclosed location in Newington, CT to investigate an alleged assault of a 14 year old minor. Upon arrival officers met and spoke with the initial caller. The complainant informed officers that a young man just came knocking on his door asking for help. He then told the complainant that his father had just beaten him up and he needed help. The complainant let the juvenile in the house and contacted the police. When officers arrived, they spoke with the juvenile who told them that he and his father got into a physical altercation during which sustained several injuries. Officers observed the juvenile was bleeding from his forehead above his left eye, had bruising above his left eye, had bruising and redness near his nose on the left side, and he had red marks and scratches on the left side of his neck. Photographs of these injuries were taken. An ambulance was dispatched to the scene. The juvenile advised officers about the very minor cause of the argument with his father. During the argument, the juvenile stated that his father pushed and kicked him resulting in substantial injuries. Also during the incident, the juvenile stated that his father choked him to the point he couldn't breathe. Based on the investigation, the father was charged with violating the following C.G.S. 53a-182 Disorderly Conduct; 53a-61 Assault 3rd; 53a-64cc Strangulation 3rd and 53-21(a) Risk of Injury to a Minor. He was held on a bond. Department of Children and Families is assisting in this case and the juvenile was treated on scene and transported to the Children's Hospital for additional treatment and evaluation.

Property Report December 2017

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	3	\$ 70
Damaged/Destroyed	14	\$ 3,936
Vehicle Inventory	0	\$ 0
Stolen	177	\$ 225,148
Abandoned	0	\$ 0
Evidence	92	\$ 25,021

Found	6	\$	30
Lost	8	\$	1,340
Seized	21	\$	0
Recovered	50	\$	79,649
Impounded	1	\$	0
Informational	3	\$	2
Total	375	\$	335,196

- Police Department Overtime:

- o Comparison

➤ OT November	\$ 95,555	2 pay periods
➤ OT December	\$103,263	2 pay periods
➤	\$ 7,708	Increase in overtime

- o During December, 3 officers were on injury leave, 2 officer vacancies, 2 officers on light duty (1 working dispatch), and 2 dispatcher position vacancies. These vacancies have an impact on the overtime for a total of 8 positions vacant on the schedule in the patrol division and dispatch.
- o Admin overtime, no change.
- o Patrol overtime \$68,137, an increase of \$10,395 (\$17,000 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, sexual assaults, casework, serving warrants, subpoenas, hold overs, booking process, and overtime for time off/vacancies/injuries.
- o Detective Division overtime \$1,888, a decrease of \$6,902. Overtime included death investigations, search warrants, arrest warrant, evidence collection, police candidate backgrounds, and casework follow ups.
- o Communications overtime \$12,494, a decrease of \$5,559 (\$2,000 for holiday pay). Overtime for vacancies, storm coverage, 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. Savings were a result of providing coverage while on light duty.
- Education overtime \$15,273, an increase of \$4,079. Overtime included coverage for holiday, youth council meeting, stuff a cruiser, and vacancies for time off.
- o Support Services overtime \$5,471, an increase of \$4,079. Overtime included coverage for holiday, youth council meeting, stuff a cruiser, and vacancies for time off.
- o ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of November, 2017. During this period Fire Department members responded to 42 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	November 2017	5 Months Activity
FIRES		
Structure Fire	4	13
Vehicle Fire	1	4
Exterior Fire	1	20
Other Fires	0	0
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	1
Extrication	1	3
Other Rescue Calls	1	6
SERVICE CALLS		
Hazardous Condition Calls	7	31
Water Problems	4	15
Other Service Calls	4	20

OTHER		
Good Intent Calls	1	10
False Alarm/False Calls	18	112
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	0	1
Total	42	237

- **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

- The following is a report of the activities of the Newington Fire Department for the month of December, 2017. During this period Fire Department members responded to 40 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	December 2017	6 Months Activity
FIRES		
Structure Fire	1	14
Vehicle Fire	1	5
Exterior Fire	2	22
Other Fires	3	3
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	1	2
Extrication	1	4
Other Rescue Calls	0	6
SERVICE CALLS		
Hazardous Condition Calls	11	42
Water Problems	1	16
Other Service Calls	5	25
OTHER		
Good Intent Calls	0	10
False Alarm/False Calls	11	123
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	3	4
Total	40	277

- **Training Summary for the month of December:**

Company Training – Co.1	Chimney Fires	30.0 hours
Company Training – Co.1	Advancing Hose Lines	11.0 hours
Company Training – Co.2	Ice Rescue Equipment Use	14.0 hours
Company Training – Co. 3	SCBA Review/Facial Hair	26.0 hours
Company Training – Co. 4	SCBA Donning/Doffing	6.0 hours

Multi Company	Firefighter Safety & Survival	118.0 hours
Task Force Training		6.0 hours
Driver Training	Road Time	2.0 hours
Total Training		213.0 hours

FIRE MARSHAL

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

INSPECTIONS	10
INSPECTION FOLLOW-UPS	29
PLAN REVIEW	2
JOB SITE INSPECTIONS	9
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	1
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	3
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

Incidents:

- Responded to 24 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the Annual Veterans Firefighters Association holiday party at the Sphinx Shrine facility on the Berlin Turnpike.
- Attended the Annual Fire Truck Parade and Night of Lights Ceremony in the Town center.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended a meeting with the Fire Department and emergency medical chiefs to review various operational, dispatch and training topics.
- Conducted the monthly command staff meeting at fire headquarters.
- Attended the monthly Community Emergency Response Team meeting at fire headquarters.
- Attended a funeral for James E. Stawarky Sr. father of Company #1 firefighter Jim Stawarky.
- Conducted the quarterly Regional Task Force-51 meeting at fire headquarters.
- Attended a meeting with police, fire and emergency medical personnel to review and revise emergency communications plans.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the Annual Department of Emergency Management and Homeland Security Region-3 meeting with local directors in Hartford.
- Attended a DEMHS Cybersecurity Workshop presented by officers from the Connecticut Intelligence Center.
- Attended the wake for former Town Manager John Salomone's mother at Newington Memorial.
- Attended the monthly meeting of the Board of Fire Commissioners at the old firehouse on Main Street.
- Attended a holiday luncheon with the Town Manager and department heads at Outback Steakhouse.
- Responded along with a crew from Engine-2 to the Berlin firehouse to provide station coverage while Berlin crews were working to extinguish a residential structure fire.
- Met with the staff at the Newington Dialysis Center to review fire drill procedures and disaster preparedness.
- Attended a meeting with the Town Manager and Finance Director to review the departments 2018-2019 CIP budget requests.
- Attended the quarterly department drill in the auditorium at Town Hall. Topic: Firefighter Safety and Survival.
- Conducted a fire cause and origin investigation with representatives from the state fire marshal's office at the Portuguese Club on North Mountain Road.

- Responded to a Task Force activation in Berlin; task force units provided station coverage while crews battled a hotel fire on the Berlin Turnpike.
- Attended the Annual Memorial Ceremony For Master Police Officer Peter Lavery at Police Headquarters.

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 site meeting for Public Safety Radio Tower access road.
- Attended CIP committee meeting.
- Participated in Parks and Grounds Supervisor position interviews.
- Attended Environmental Quality Commission meeting.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with leaf collection.
- Continued with Town wide pot hole patching.
- Began removal of damaged curbing due to snow plowing operations.
- Crews called out 10 times for snow/ice events resulting in snow totals of 12.8”.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Continued to assist Highway Department with Annual Leaf Collection.
- Assisted Highway Department in snow plowing operations.
- Assisted Sanitation Department with maintenance of recycling containers.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Continued to assist road crews with leaf collection.
- Assisted Highway crews in snow plowing operations.
- Completed outfitting of one new Police patrol vehicle.

Sanitation/Recycling/Landfill

- Scheduled 498 residential bulk items for collection for the month.
- Scheduled 74 condominium bulk items for collection for the month.
- Scheduled 21 condo/residential scrap metal items for collection for the month.
- 3681 tons of cumulative Municipal Solid Waste were collected from July to November.
- 1145 tons of cumulative recyclables were collected from July to November.
- 614 mattresses and 404 box springs were collected from July to November.
- 248 televisions were collected from July to November.
- Issued 22 permanent landfill permits and 2 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on December 14, 2017:

- Approved Petition #41-17: Modification to Special Permit #25-17 (Section 3.15.4: Drive-Through Restaurant) at 3240 Berlin Turnpike (“Chick-fil-A”). Chick-fil-A Inc., applicant.
- Approved, with conditions, Petition #29-17: Site Plan Modification at 395 Willard Avenue. 395 Willard LLC, owner/applicant.
- Approved, with conditions, Petition #40-17: Site Plan Modification at 3240 Berlin Turnpike (“Chick-fil-A”). Chick-fil-A Inc., applicant.
- Denied Petition #37-17: Zoning Text Amendment (Section 4.4.8: Prohibition on Principal Buildings within 50 of Wetland or Watercourse). TPZ, applicant.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- Dec. 8: Met with staff and "Packard's Way" developer re: road acceptance.
- Dec. 18: Met with owner of vacant lot at 203 Costello Road.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- Dec. 6: Meeting of Constance Leigh Streetscape Project oversight committee.
- Dec. 11: Met with Town Manager re: grant extension request for Constance Leigh Streetscape Project.
- Dec. 21: Attended CDBG program training.
- Dec: Continued admin. of Streetscape Phase VI (Constance Leigh) project.
- Dec: Continued admin. of Residential Rehab Program.

Board and Commission Meetings:

- Dec. 14: Prepared agenda and reports; attended regular monthly TPZ meeting.

Professional Development/Training:

- Dec. 1: Viewed AICP webinar on planning for diversity.
- Dec. 21: Attended CDBG program training.

Miscellaneous

- Dec. 13: Attended monthly Public Works Team meeting.
- Dec. 18: Met with Town Manager re: new Town Hall project.
- Dec. 19: Reviewed TPZ activities with Town Manager.
- Dec: Responded to approximately 19 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Dec: Received and sent approximately 309 emails from citizens, local businesses, applicants, staff and elected/appointment officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved excavation permits:
 - Road excavation – 5
 - Driveway/Sidewalk - 2

Meetings: Attended Town Meetings:

- Monthly Public Works meeting.
- Monthly Conservation Commission meeting.
- Monthly Planning and Zoning meeting and Supplemental meeting.

Conservation (Inland Wetland) Commission:

1. Administered applications:
 - Commission approval: N/A.
 - Agent approval: N/A.
2. Administered modified applications:
 - Commission approval: N/A.
 - 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 – Subdivision roadway inspection.
 4. Shady Hill Lane – Harvest Ridge subdivision road as-built.
 5. 3240 Berlin Turnpike – Chick-fil-A site plan modification.
 6. Brockett Street – Commercial site plan modification.
 7. Harvest Court – Subdivision.
 8. 49 Fenn Road – Medical Offices.
 9. 3318-3320 Berlin Turnpike – Stone Rock LLC site plan modification.
 10. 1669 Willard Avenue – Residential site plan.

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 throughout town.
- **Engineering:**
 - Assisted the public (residents, developers, contractors, realtors, title searchers, etc.) with Town mapping, ordinances, engineering procedures, building/property addresses, etc.
 - Coordinated with CTDEEP in follow-up to 31 October 2017 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:
 - Town Manager: Constance Leigh Drive (Streetscape) – construction observation services.
 - Park and Recreation Department: West Meadow Cemetery (Section GA) expansion – surveying and engineering services.
 - Highway Department: Proposed above Ground Fuel Storage expansion – engineering and permitting (Conservation Commission and Eversource) services.
 - Economic Development Department: National Welding Site – engineering services.
 - Board of Education: Diesel fuel release Emergency Response – surveying and engineering services.

ECONOMIC DEVELOPMENT

- Supported the activities of Economic Development Commission.
- Newington was not awarded a Responsible Growth / Transit Oriented Development Grant to help buy down the cost of leasing parking spaces in a parking structure for the State Department of Transportation at the National Welding Site.
- Demolition of the structures at 3333 Berlin Turnpike has been completed. At least one development team submitted a proposal to Eversource for purchasing and redeveloping that property.
- Corsicana Mattress of Corsicana Texas announced it had signed a lease for 204,000 sq. ft. in the old Fafnir building to open its eleventh manufacturing plant. Corsicana expects to hire 75-80 people by the time it opens in February, 2018. That workforce is expected to grow to 150-160 employees working two shifts within a year.
- Construction of a medical office building at 395 Willard Avenue should begin later this year after the developer received approval of its modified site plan.
- Chick-fil-A received approval for modifications to its building and parking plans, leading the way for demolition of the former Ruby Tuesday building to begin soon.
- A developer is planning to raze the former Carson Richard Kitchen & Bath/New England Safety Shoe building at 3443 Berlin Turnpike and build an O'Reilly Auto Parts store in its place.
- The 107,776 sq. ft. Sears Warehouse building at 65 Holmes Road is under contract for purchase by an investment group in Westchester, NY. The closing could occur as early as February, 2018. New tenants have not been announced but it is likely the Sears Outlet store will remain open.
- A new Jamaican/Caribbean restaurant is expected to open in the location of the former On-Fire Grill at 2905 Berlin Turnpike after renovations are completed.
- Progress is being made at reopening the former Mobil gas station site at 3191 Berlin Turnpike. Construction fencing has been removed and a Sunoco sign erected.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to Newington.
- Assisted business owners looking for new locations within Town.

- 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

- Work is continuing for the tenant fit-out for the Hartford Health Care Rehabilitation Network to be located in the Stop & Shop Plaza at 40 Fenn Road. A Mechanical Permit has been applied for to furnish and install new ductwork, fans, electric heater and insulation. A Plumbing Permit has been taken out to install waste vent, domestic water pipes and to insulate plumbing fixtures.
- A Building Application was applied for and is under review for directional signs, illuminated arch gateway and order canopies at McDonalds located at 2355 Berlin Turnpike.
- A Building Permit was applied for and is under review for Chick-fil-A Inc. The Permit is for a 5034 sq. ft. food service & drive thru service canopies. It will be located at 3240 Berlin Turnpike.
- A Building Permit was applied for and is under review to build a new demising wall, remove 1 office wall and add new lavatories for the future Corsicana Bedding at 353 Alumni Road.
- Seminars attended by our Inspectors for their continuing education credit were:
 - K. Kilkenny - Installation and Inspection of Alarm Systems Control Panels – Dec. 6, 2017.
- Building Department activity for the month of December was as follows: The Inspectors completed a total of 169 Inspections. They were: CO (1), Electrical (7), Final (62), Footings (13), Foundations (4), Framing (7), Gas Line (22), Insulation (4), Mechanical (7), Plumbing (2), Rough (39), Site Visit (1).
- There were two Certificates of Occupancy issued in December. One single family residence located at 58 Harvest Court. One was for commercial – A partial CO for office space at 385 Stamm Road.
- The total number of Building/Renovation Permits issued / applied for the month of December was **165** producing a total permit value of \$2,516,179.00.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	28	\$459,535.00
DECK	2	3,300.00
DEMOLITION	0	0.00
ELECTRICAL	32	587,781.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	11,325.00
GARAGE / SHED	0	0.00
MECHANICAL	40	233,725.00
NEW COMMERCIAL	1	925,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	27	88,769.00
POOL	0	0.00
ROOFING/SIDING	9	78,617.00
SIGN	1	12,000.00
SOLAR	5	116,127.00
TENT	0	0.00
TOTAL	149	\$2,516,179.00

The total Building income fees received in the month of December was **\$29,544.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$905.00 Environmental \$120.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$49.50 Driveway / Excavation \$575.00 Engineering copies \$30.00. The other total income is \$1,679.50.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for December:	\$2,516,179.00	\$2,416,282.00
Fees for Permits issued for December:	\$29,544.00	\$22,852.00
Other income Fees for December:	\$1,679.50	\$975.00
Building Permits Issued for December:	149	137

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
\$11,802,683.00	\$138,893.00	\$15,253,505.00	\$140,859.00

HUMAN SERVICES

- Fall SCORE programs finished up this month and the Winter/Spring 2018 brochures will be delivered to middle schools, emailed to previous participants, and posted on Web page. 4th grade SCORE brochures will also be distributed.
- The High School Vocational Prep class students participated in annual tree decorating fund raiser at the Wadsworth Atheneum Museum of Art in Hartford. The department wrapped up 11th & 12th grade sessions in December and plan to begin 9th & 10th grade sessions in Feb. 2018.
- We continue to work with Safe Homes Task Force referrals- working collaboratively with fire on a new hoarding/ blight referral that is complex and time period for remediation was extended due to hospitalization of home owner.
- By the end of December 422 Households were registered and assisted with the Holiday Distribution program. This program was successfully administered with the assistance of staff and amazing volunteers- numbering close to 100. Former Director Ken Freidenberg and former Director Karen Futoma both returned to volunteer for one of the gift distribution days. This program was very successful and involved every aspect of the community including: private citizens, town employees, scouting groups, schools, houses of worship, civic organizations, and businesses by volunteering & or donating food, gifts, or financial contributions.
- Coordinator Meskill coordinated the scheduling of all volunteers for the enormous Gift Distribution Project - which entails 224 time and task slots.
- Coordinator Meskill continues to provide direction and supervision for CCSU student, Brianna Patton and holiday volunteers.
- Coordinator Meskill attended Discipline and Attendance Review Board at the high school on 12-14-17- a good example of collaboration between the two departments.
- Human Services held our third Wellness Wednesday series presentation with 12 attendees learning about Financial Wellness and how we can be smarter about our money.
- Pam Wassik coordinated receipt of all food drives and weekly food orders to Food Share to provide food for the ongoing food bank and Turkeys available for December Food Bank sessions. She coordinated volunteers for Food bank sessions, stocking of the pantry, organizing food and checking quality and expiration dates and food pick up from various donors including: Aldi's, Panera's, and Stew Leonard's.
- Director LaBrecque met with representatives from the Wethersfield/Newington General Federation Women's Club, the Board of Education, and the Newington HAT and Church of Christ - Congregational to plan initiation of new Weekend Backpack program to help supplement food needs of households with children over the weekend when they cannot access school breakfast/lunches. This program is targeted to start in January.
- 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.

December 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	11	81	29
Youth & Family Service Hours	38	40	233	211.5
JRB Cases	0	1	3	6
Positive Youth Development	133	169	2312	2029
Community Service	1	1	10	Not reported last year
Information and Referral	204	654	4594	6871
Social Casework Cases	100	99	431	263
Under 55 =	21	22	100	83
Under 55 Disabled =	27	26	103	56
Over 55 =	52	51	227	124
Social Casework Service Hours	118	172.25	783.75	868
Under 55 =	27.75	40.25	162.75	192.75
Over 55 disabled and/or disabled	90.25	132	593	675.25
Food Bank Household Visits	104	138	809	836
# bags of groceries distributed	469	689	4176	4036
Mobile Truck	124	109	825	Not Reported
Clothing household visits	30	22	126	Not reported last year
# bags of clothes given	35	31	150	
Special Needs	7	12	43	41

SENIOR AND DISABLED CENTER

- Center staffing was challenged this month with the absence of two key employees on leave. The remaining staff demonstrated their commitment and resiliency in ensuring that the Center operated at full capacity.
- The second installment of a new lecture series for those who like the great art of opera was held this month. This program featured Puccini's Magic - Turandot, Acts I & II and was presented by Joseph S. Terzo.
- The Center held a Holiday Cookie Social on Friday, December 8th with 45 participants attending. This is an annual event with refreshments provided by the students of the Newington Transition Academy. The Newington Singing Seniors provided entertainment.
- Jill Levin, Bereavement Coordinator from Masonicare Health & Hospice facilitated a Grief and the Holidays program on December 11th.
- The Center held its quarterly birthday party on December 15th. This event, with cake and

entertainment, was attended by 85 people.

- The Card Craft class, offered quarterly, sold out with 12 attendees. This is the maximum number that can be accommodated.
- A new, much needed, projector was installed in the Center's auditorium this month. Previously, a projector donated by the defunct Minutemen Brigade around the turn of the century was set up each time it was needed. At the same time, a new assistive listening system, mandated by the Americans with Disabilities Act, was ordered and will be installed in the upcoming weeks.
- The Aging Mastery Program® for participants who identify as LGBT and allies continued through the month. This program is currently funded through a partnership between the Connecticut Healthy Living Collective, National Council on Aging and Anthem as well as by the Noble Foundation through Connecticut Community Care and the "Getting it Right" initiative.
- As of the end of March, the Center had 1,003 paid members, including 188 Fitness Center members. There are 1003 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 2485 by 434 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 1039 trips this month, covering 3134 miles.
- Center staffing was complemented by 383 hours of unpaid service in 142 instances by 46 volunteers.

PARKS AND RECREATION

Recreation Division

- Registration for Winter programs has been ongoing throughout the month. Most Winter programs will begin the first week of January
- Program information is currently being compiled for the Spring 2018 Program Guide.
- Recreational swimming was offered during Winter vacation week on December 27, 28, and 29.
- Youth Basketball Coach Orientation for Kindergarten through Grade 8 was held on Saturday, December 9 with over 75 volunteer coaches in attendance.
- Boys' Varsity Basketball coach Eddie Quick ran a clinic on Saturday, December 9 for Kindergarten through Grade 8 volunteer coaches.
- Training was held for Youth Basketball staff on December 16.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program began with approximately 450 children in grades 2 through 12 (Kindergarten and Grade 1 program to start on January 6 with approximately 144 children).
- The Grade 9 through 12 Rec Basketball program has 16 teams this year, adding another 130 children playing in our Youth Basketball program.
- The Department hosted a 5th & 6th grade dance with approximately 350 students in attendance.
- The Parks & Recreation and Newington Chamber of Commerce annual "Night of Lights" was held on Saturday, December 2 in the center of town with approximately 500 people in attendance. The event combined the Tree Lighting on the Town Green and the Holiday Carol Sing along with clowns, face painters, magicians and a new hay-wagon ride. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor Zartarian, Board Member Don Woods, our Volunteer Fire Departments, the Police Department, and choirs from Newington High School, Martin Kellogg and John Wallace Middle Schools as well as the Newington High School Girls' Basketball team.
- The Santa's Workshop event was held on the weekend of December 1st and December 2nd. Approximately 500 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. There were also hay-wagon rides during the day at Mill Pond Park on December 2nd. Canned goods were also collected and donated to the Newington Food Bank.
- The 2nd annual Winter Wonderland was held simultaneously with Santa's Workshop in the Mortensen Community Center Gymnasium. This event featured the department's new zippy pets, Jingles the Clown making balloon animals, Monica doing face painting and the Amazing Andy performing magic.

- For the first year, we ran the ‘Light up the Town’ – Holiday House Decorating Contest. We used Facebook to post videos or pictures of each contestant’s decorated house. The winners were chosen by number of “likes” on their house’s post. This event generated thousands of likes between all the posts. It also increased our page followers by over 50 people in the first two days. In addition to this, our page views increased by 1,400% in the first week of the contest.
- The Newington Parks & Recreation Department has begun a tradition of annually honoring businesses, volunteers and/or civic groups that help the Department better serve our residents with a “Building a Strong Community Special Recognition Award”. Recipients of this award were recognized on Dec. 12th for their contributions. This year’s recipients were Century 21 Stamm Eddy, The Haymond Law Firm, The MDC and Saputo. Recipients enjoyed light refreshments prior to the Town Council meeting and then were presented with an award and Proclamation at the Town Council meeting.

Parks and Grounds and Cemeteries

- Division staff provided support and services to ensure that the Night of Lights was a success.
- Snow and ice removal equipment was prepared for the winter season.
- Outside storage areas were reorganized at the Parks and Grounds garage.
- There were 5 snow/ice storms that required salting and plowing.
- The department’s fiscal year 2019 budget was prepared and submitted to the Town Manager.
- There were 17 interments and 2 sales at Town cemeteries.

Tree Warden

- Removed dead Pine Tree at 2 Isabelle Terrace.
- Removed two dead trees, along North side brook, at Churchill Park.
- Checked tree at 197 Ashland Avenue to determine ownership, Tree is on private property.
- Pruned large Oak tree at Elizabeth Green School. (Wethersfield)
- Removed dead Ash Tree at 348 Connecticut Avenue. (Wethersfield)
- Removed three dead pine trees in center island on Valentine Circle. (Wethersfield)
- Pruned Silver Maple corner of Dewey Ave and Connecticut Ave.
- Completed bus route low hanging branch list, provided by Alan Avery. Ten trees in various locations.

LIBRARY

- The Friends are busy planning for their annual Wine & Cheese Social fundraiser that will be held on January 19th in the library. It will include an evening of wine, beer, cider and cheese tasting, a teacup auction, silent auction and musical entertainment by jazz musician Dana Lauren.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to work on the 2018-2019 budget. The budget is due on January 3, 2018.
- Children’s staff offered 47 programs to 1,423 children and their caregivers. Holiday ornament making on Half-Day Tuesday was a big hit. *Winter Craft Night* had more than 120 children despite the snow storm and school delays that morning. In addition to winter themed stories, kids decorated cookies, made jeweled snowflakes, paper bag gingerbread houses and cocoa cones. A *Winter Wonderland* musical program with Margie Warner drew our youngest patrons with their families in for a winter dance. The Friends of the Library and GFWC Newington/Wethersfield Woman’s Club collaborated to offer a *Teddy Bear Clinic* for kids and their stuffed friends who needed some minor sewing surgery. Patrons and children made crafts or colored while the Teddy bear surgeons sewed their magic. Highlights of other programs include *Builder’s Club*, *Tales to Tails*, *Stories and Art* as well as two teen/kids joint programs – *Snapology Saturday* and *Sportstacking Workshop*. School visits, outreach to preschool and daycares and regular story times round out the month.
- Teen librarians had 5 programs for 68 teens. Teens and kids were offered several joint programs this month. The second *Snapology Saturday* had teens and kids using LEGO bricks, motors and gears to create buildings as part of the City Building theme. *Sportstacking Workshop* was the second joint program where teens and kids learned the basics of how to do sport stacking. The month began with teens helping adults with their technology questions at *Tech Troubleshooting with Teens*. 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. Adults showed their creative side at several programs by making jewelry with Karen Caplik and Julie Wolf and repurposing books and book spines to make hidden storage boxes. They could check out related library materials if they wanted to learn

how to make more at home. *A Holiday Nibbles with the Chef* showed people how to make easy and delicious treats for the holidays.

Patrons also enjoyed learning about the process of meditation during a *Meditation for Peace* program. Host Clare Vidich gave an excellent introduction and interactive demonstration that patrons really enjoyed. A *Destress for the Holidays* program included 10 minute chair massages by four local massage/physical therapists. People enjoyed stopping in for a chair massage while conducting library business.

- Total circulation of library materials was 23,155. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,830 times from the library website. 12,511 people visited the library during the month. There were 7,073 visits to the library's homepage. Popular online services included *ProQuest*, *Valueline* and *PebbleGo Animal, Science, Dinosaur* and *Biography* databases. Museum passes were used 131 times this month, the most popular being the *Wadsworth Atheneum, Children's Museum, Roaring Brook Nature Center* and *Connecticut Trolley Museum*. The reference staff answered 5,030 reference questions during the month. Free library meeting space including study rooms was used 283 times during the month.
- In Technology News: Assistant Library Director Karen Benner and Teen Librarian Bailey Francis collaborated once again with the Educational Technology staff at the Board of Education to host an Hour of Code program for people of all ages. More than 40 people turned out to code on Chromebooks, play with mini robots and a flying droid courtesy of the Educational Technology staff. It was a nice mix of families, adults and teens who were helping younger students as well as adults who wanted to learn. The library hopes to collaborate with the Educational Technology staff in the spring. Thanks to Jay Salerno for working with the library to be able to offer this program. Three new databases were added during the month, *Pronunciator, A to Z World Food* and *A to Z Databases*. Two are replacement databases and one is a source of recipes and food customs.
- In Personnel News: Teen Librarian Jennifer Bassett attended a Young Adult Roundtable meeting held at the Berlin Library. Staff training was held for the newly acquired databases and cross training was conducted for circulation and children's library substitutes.
- In Facilities News: Pipes froze in a storage closet at the front of the library which affected the heat in the men's bathroom. Facilities staff unfroze the pipes and is continuing to work on this issue. The Library Board of Trustees House Committee held its library building walk-thru on during the month. This is an annual event for the board to look at all areas of the building both interior and exterior and make a list of tasks that need to be done to keep the library in good shape.
- Topics of note that were researched this month included:
 1. History of Chinese Americans in Connecticut.
 2. How to ice skate.
 3. How to read a barcode on makeup to see how old it is.
 4. Legal advocacy groups in the area.
 5. How to cook brisket in parchment paper.