



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: March 23, 2018  
Re: Monthly Report – February 2018

#### 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 participated in the interview process for the Highway Operator II and Police Officer positions.
- Mrs. Lane attended a Discussion on Regional Initiatives with other Town Managers at the West Hartford Town Hall.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane held daily briefings with consultants regarding remediation of the diesel fuel leak at the Board of Education's Bus Garage.

#### Overtime

Paid overtime during the month of February 2018 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	11.8	\$ 573.40
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 840.00
ROAD MAINTENANCE	0.6	\$ 26.31
TRAFFIC	4.0	\$ 179.60
GRINDING - LANDFILL	13.6	\$ 927.08
SNOW	526.4	\$ 27,707.57
<b>TOTALS</b>	<b>572.4</b>	<b>\$ 30,253.96</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	13.0	\$ 824.04
Snow/Ice	145.5	\$ 7,811.24
<b>TOTALS</b>	<b>230.1</b>	<b>\$ 8,635.28</b>

<b>POLICE DEPARTMENT</b>	<b>17-18 Budget Overtime Appr.</b>	<b>Overtime Expended 17-18 YTD</b>	<b>16-17 Budget Overtime Appr.</b>	<b>Overtime Expended 16-17 YTD</b>
Administration	\$ 7,459.00	\$ 2,581.92	\$ 7,459.00	\$ 1,039.94
Patrol	619,212.00	486,275.35	609,919.00	447,388.52
Investigation	83,451.00	57,087.90	83,433.00	29,941.91
Communication	170,443.00	114,109.41	170,443.00	148,779.72
Education/Training	130,461.00	72,221.26	130,461.00	81,978.59
Support Services	37,113.00	9,516.76	36,261.00	15,371.79
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,211.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 1,049,581.00</b>	<b>\$ 741,792.60</b>	<b>\$ 1,039,187.00</b>	<b>\$ 724,500.47</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 26,494.00	\$ 15,035.97	\$ 25,212.00	\$ 18,036.87
Snow and Ice Control	157,488.00	83,302.30	148,440.00	70,722.33
Traffic	3,861.00	2,143.88	3,702.00	2,572.97
Vehicles and Equipment	31,234.00	18,770.43	29,949.00	15,344.30
Leaf Collection	<u>32,312.00</u>	<u>30,077.78</u>	<u>48,989.00</u>	<u>30,755.27</u>
<b>Total</b>	<b>\$ 251,389.00</b>	<b>\$ 149,330.36</b>	<b>\$ 256,292.00</b>	<b>\$ 137,431.74</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 82,866.00	\$ 63,298.23	\$ 77,091.00	\$ 62,716.18
Cemeteries	<u>15,653.00</u>	<u>6,580.49</u>	<u>15,012.00</u>	<u>3,473.01</u>
<b>Total</b>	<b>\$ 98,519.00</b>	<b>\$ 69,878.72</b>	<b>\$ 92,103.00</b>	<b>\$ 66,189.19</b>

## **PERSONNEL**

- An internal union posting for an Administrative Secretary I (C-8) for the Parks & Recreation Department was posted on January 23, 2018. Testing for the position took place on February 15<sup>th</sup>. Interviews will be conducted in March.
- An internal union posting for a Police Records Supervisor II (C-10) was posted on February 2<sup>nd</sup> with a closing date of Feb. 8<sup>th</sup>. The position was offered to the successful candidate, Paula Lawless. Her starting date will be March 26, 2018.

## **RISK MANAGEMENT**

The seventh 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 January 2018 were \$818,260. 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 January, 2018

	Town	Board of Education	Total
Estimated Claims	1,744,813	4,674,691	6,419,504
Actual Claims	1,584,737	3,561,623	5,146,360

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of February 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Attended Public Works Meeting. Attended daily site environmental cleanup meetings including meeting with CT DEEP representatives.

### Work Order Completions

The Facilities Maintenance Department has completed 61 formal work orders the month of February 2018 at various Town Buildings.

#### Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Continuing to upgrade all bathrooms with electric hand dryers to help with going paperless throughout the building. Work has begun on relocating the Emergency generator for the 1<sup>st</sup> phase of demolition for the new town hall/ community center.

#### Mill Pond Park

Construction is continuing on the re-building of the fire damaged concession building.

#### Fire House 2 & 3

LED lighting upgrade is ongoing with the outside perimeter lights will be replaced weather permitting.

#### BOE Fueling Station on Garfield Street

Responded to a diesel fuel leak at Mill Brook and determined the underground piping from the above ground fuel storage tank to the fuel dispenser has been leaking for some time releasing thousands of gallons of diesel fuel into the grounds where the buses are stored. This resulted into an environmental cleanup site to remediate the contaminated soil around the source of where the leak started. This involved working with CT DEEP agency along with a remediation company and environmental consulting firm. Clean up is and will be on going for some time.

### **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.

During the course of the month they participated, assisted and/or were directly involved in:

- Completing 113 formal work orders.
- Overseeing the full deployment of available Microsoft Windows patches that address security vulnerabilities for "Meltdown" and "Spectre."
- Deploying available micro-code (BIOS) to address "Meltdown" and "Spectre."
- Modifying Microsoft Windows Server Update Services to accommodate a broader set of servers, workstations and laptops that will serve as test machines for security patches and updates.
- Assisting with the setup and deployment of 16 additional iPad Pro's for use by the Newington Volunteer Fire Department. The mobile devices allow NVFD to electronically receive public safety dispatches and view information from their backend records management solution (Firehouse). The addition of these devices brings their total mobile device count to 33 devices (21 iPads and 12 iPhones).
- Supervising the update of Quality Data Systems products used by the Office of Assessor and Revenue Collector.
- Modification of procedures to address profile size growth for the town's remote access users.
- Upgrading the town's remote access gateways to the latest available builds to address vendor security patches.
- Supervising the upgrade of Parks and Recreation's records management systems (RecTrac & WebTrac).
- Additional testing of the town's two-factor/multi-factor authentication system.
- Working with the Police Department's License Plate Reader (LPR) vendor to implement their migration to a hosted solution.
- Working with NCTV staff and their vendor (CASTUS), to ensure newly purchased equipment was able to communicate properly over the internet.
- Attending departmental, staff or regional meetings as needed or required.

### **FINANCE**

#### **Accounting and Administration**

- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director continued working on putting together the CIP budget books.
- Janet Murphy assisted with compilation of information for the State of the Town on March.

- Several meetings and tasks associated with the 2018-19 budget were undertaken by Ann Harter and Lisa Rydecki during the month in order to meet the February 28th, submission deadline to the Town Council.

We continue to receive the grants from the State but none were received during the month of February. During the month the Governor declined to go out to bond which could result in us losing the second half of our Town Road Aid Grant. 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)  
2/28/2018

	Interest Earnings		\$ Invested
	Budget FY2017-18	Actual Year to Date	
General Fund	\$75,000	\$228,184	\$45,556,723
Special Revenue Funds	8,700	29,756	4,053,149
Capital Projects Funds	1,500	8,195	1,047,087
Internal Service Fund	13,000	17,297	2,374,284
Trust and Agency Funds	6,392	6,392	1,222,051
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$54,253,294</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
2/28/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.38	1.38	26,348	21,424	\$16,017,709
Bank North	0.60	0.60	2,320	661	5,042,149
People's Bank	0.90	0.90	3,527	2,552	5,111,054
TD Bank (new)	1.40	0.75	5,370	5,487	10,005,370
Farmington Bank	1.15	1.00	11,446	10,863	10,037,647
Webster Bank	0.98	0.98	7,523	7,519	8,039,365
<b>Total Outstanding Investments</b>					<b>\$54,253,294</b>

*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.
- Appointments of 27 appeals to the Board of Assessment Appeals to be held in March were made by the Assessor's Office. All properties under appeal were sent individual notices of their respective appointments. Of the 27 appeals, 8 were Real Estate, 9 were Personal Property and 10 were Motor Vehicle appeals.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an ongoing program as applications will be taken through May 15, 2017. Approximately 300 letters were sent out to current and future applicants to inform them of the need to submit income information and the time requirement for filing.
- All required reports for the 2017 grand list were submitted to the State of Connecticut.

**Revenue Collector**

- February Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$2,770,490.49. The amount of Supplemental Motor Vehicles taxes collected was \$190,872.53 with \$16,274.09 paid on back taxes, which included \$3,099.61 for suspended accounts.
- This year's February collections on the 2016 Grand List was lower than they were for February last year which was 98.15% our collection rate is currently 97.8%.
- The staff has been really busy with telephone calls and walk-ins from taxpayers whose motor vehicle taxes are now late and are very confused about the second installment.
- We also had many upset taxpayers who were late with real estate payments due to the fact of not sending out the second installment.

**TOWN CLERK**

- There were 52 property transfers during the month for a total of \$14,225,362 in sales. State conveyance tax collected was \$152,940.22; Town conveyance tax collected was \$35,563.41.
- There were residential sales for \$300,000. There was one residential sale for \$458,000; 10 Trotter Lane. There was one residential sale for \$500,000; 115 Waverly Drive. One Commercial sale at 300 Fenn Road - \$9,250,000 from PCX Aerostructures LLC to Store Master Funding XIII LLC.
- There were 357 documents filed on the land records during the month: 78 mortgages, 43 liens, 119 releases, 9 probate documents and 18 assignments. Fifty-five of these documents were electronically submitted for a total of \$6,527 in revenue.
- Staff certified and issued 162 copies of vital records (birth, marriage & death certificates), twenty-four burial permits and seven cremation permits were issued.
- Ten Trade Name certificates and ten Notary Public commissions were catalogued.

<b>DATA SUMMARY FEBRUARY 2018</b>				
	<u>Feb.-17</u>	<u>Feb.-18</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	344	357	3,345	3,101
Dog Licenses Sold	62	22	628	506
Game Licenses Sold	5	3	60	70
<b>Vital Statistics</b>				
Marriages	7	8	165	96
Death Certificates	20	27	219	167
Birth Certificates	21	28	165	159
Total General Fund Revenue	\$ 34,336.80	\$ 50,138.41	\$ 445,662.44	\$ 379,464.37
Town Document Preservation	\$ 866.00	\$ 1,051.00	\$ 8,941.00	\$ 8,755.00
State Document Preservation	\$ 566.00	\$ 2,136.00	\$ 4,878.00	\$ 9,204.00
State Treasurer (\$36 fee)	\$ 10,188.00	\$ 9,612.00	\$ 87,192.00	\$ 84,780.00
State Treasurer (\$127 fee)	\$ 3,429.00	\$ 4,318.00	\$ 44,450.00	\$ 39,497.00
State Treasurer (\$110 fee)	\$ 3,300.00	\$ 2,750.00	\$ 44,880.00	\$ 36,190.00
LoCIP	\$ 849.00	\$ 801.00	\$ 7,266.00	\$ 7,065.00
State Game Licenses	\$ 150.00	\$ 105.00	\$ 1,641.00	\$ 1,999.00
State Dog Licenses	\$ 737.00	\$ 56.00	\$ 4,980.50	\$ 3,787.50
Dog Licenses Surcharge	\$ 176.00	\$ 163.50	\$ 1,580.00	\$ 1,192.00
Marriage Surcharge	\$ 133.00	\$ 133.00	\$ 1,254.00	\$ 1,064.00
<b>Grand Total</b>	<b>\$ 54,730.80</b>	<b>\$ 71,263.91</b>	<b>\$ 652,724.94</b>	<b>\$ 572,997.87</b>

**POLICE DEPARTMENT**

- Patrol Calls for February are as follows:

Abandoned MV	1	Fire Other	8	Missing	1
Administrative	0	Fire Rescue	0	MV Abandoned	1
Alarm Commercial Burg Alarm	60	Fire Structure Fire	14	MV Assist	37
Alarm Hold Up Alarm	4	Fire Stand by	0	MV Complaint	39
Alarm Residential Burg Alarm	42	Fire Trouble Alarm	3	MVA Evading	16
Animal Complaint	7	Fire Vehicle Fire	1	MV Fire	1
Arson/Fire Invest	1	Fire Water Problem	1	MVA Injury	9
Assault	4	Fireworks	0	MVA Property Only	84
Assault in progress	1	Follow-Up	31	Neighbor	5
Assist motorist	0	Found Property	3	Noise	13
Assist Other Agency	29	Gun	2	Notification	0
Bad Check Insufficient Funds	0	Harassment	15	Open Door/Window	17
Breach of Peace/Disorderly	13	Hazard	26	Parking Violation	17
Burglar Alarm	0	Hazmat	0	PD Assist Fire Dept.	44
Burglary	6	Hold Up Alarm	0	Pistol Permit	15
Car Seat	3	Homicide	0	Prisoner Care	3
Check Welfare	26	Illegal Dumping	1	Property Found	2
Check Welfare 911	51	Intoxicated	6	Property Lost	1
Check Welfare Other	7	Juvenile Complaint	12	Residential lockout	0
Clear Lot	0	K9 Assist	4	Recovered Stolen MV	6
Construction	0	Kidnapping	0	Robbery	0
Court Detail	11	Landlord / Tenant Dispute	1	Roll Call	8
Criminal Mischief	9	Larceny	41	Serve Subpoena	0
CSO	0	Larceny from MV	18	Serve Warrant	38
Customer Dispute	10	Lift Assist Only	8	Sexual Assault	1
Dog Complaint	17	Local Traffic Authority	0	Shots fired	1
Domestic	19	Location Check	179	Specific Detail	95
Door Check	0	Location General	0	Stolen MV	6
Drug	12	Lockout Building	3	Suicide	0
DUI	2	Lockout MV	1	Suicide Attempt	1
EDP	14	Lost Property	1	Sudden Death	3
Escort / Transport	1	Medical Alarm	15	Suspicious MV Unoccupied	4
Escort Funeral	7	Medical Cardiac	14	TEST	3
Escort Other	3	Medical Complaint	154	Suspicious Report	104
Fingerprint	7	Medical Diabetic	3	Threatening	3
Fire Alarm	28	Medical Fall	41	Tow	14
Fire CO Detector no symptoms	6	Medical Other	26	Town Ordinance Violation	0
Fire CO Detector with sympt	1	Medical Respiratory	24	Traffic Stop	357
Fire Extrication	1	Medical Stand by	0	Trespass	13
Fire Hazmat	0	Medical Trauma	5	Unknown	3
Fire Special Detail	0	Medical Unresponsive	6	Water problem	0
Fire Mutual Aid Request	0			<b>Total</b>	<b>2035</b>

- In February, the Detective Division:
  - On February 1<sup>st</sup>, Detectives arrested Tywan Edwards in connection with a robbery that occurred on November 3, 2016 at the T-Mobile Store located at 3111 Berlin Turnpike. During this incident Edwards and an accomplice, armed with a firearm entered the store before closing time. Edwards and his accomplice restrained the employees with zip-ties and proceeded to steal cash and items from store inventory. Edwards was charged with Robbery 1<sup>st</sup> Degree, Kidnapping 1<sup>st</sup> Degree with a

- Firearm, Conspiracy to Commit Kidnapping 1<sup>st</sup> Degree with a Firearm, Larceny 2<sup>nd</sup> Degree, and Larceny 3<sup>rd</sup> Degree. He was detained on a \$750,000.00 bond. The accomplice in this case was arrested in connection with this incident in April of 2017.
- On February 4<sup>th</sup>, Newington Detectives assigned to the Mid-State Major Crime Squad responded to a business in Rocky Hill for the purpose of processing the crime scene of an alleged sexual assault.
  - On February 13<sup>th</sup>, Detectives assumed responsibility for the investigation of an arson that occurred at the Grantmoor Motor Lodge located at 3000 Berlin Turnpike.
  - During the month of February, Detectives conducted background investigations on applicants for the position of Police Officer and Public Safety Dispatcher as part of our current recruitment and hiring process.
  - Handled 72 investigations, 72 remain ongoing, 0 suspended and 0 were closed by investigative methods.
  - Served 33 arrest warrants, 27 by Patrol Officer and 6 by Detective Division personnel.
  - In February, the Community Service Officer (CSO):
    - Maintained social media accounts.
    - Spoke to the Congregational Church about an Active Shooter protocol with Sergeant Saccente.
    - Organized Read Across America in the schools.
  - In February, the Animal Control Officers had the following activity:
    - 25 Calls – 16 Dog, 7 Animal and 0 Specific Detail/ 0 Follow-ups/ 2 Car Seat.
    - 0 Dog vs Dog Bites/0 Dog Bite w/dog/0 Feral Cat Bites w/human.
    - 1 Impound – 1 redeemed, 0 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over to January.
    - 0 Infraction written.
    - 67 Incoming Phone Calls.
    - 2 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
    - 3 Written Warnings.
    - Breakdown of Calls
      - 10 Combined Dog/Animal/Specific Detail/Check Welfare.
      - 3 written warnings No License/Barking/Littering.
      - 0 Infractions.
      - 0 dog bite – 0 dog vs human, 0 dog vs dog.
      - 0 Dog Adoption.
      - 15 police assisted Animal/Dog Complaints.
      - CHS Held Meet and Greet on 2/1 with lunch.
      - Car seat inspection – 2/21 and 2/28.
      - Safe Homes meeting 2/14.
  - In February, the Patrol Division had the following activity:
    - **Larceny from Motor Vehicle Arrests** - On 02/07/18 at approximately 0346 hours, officers were dispatched to a condo complex on a report of three individuals attempting to break into cars. Upon the first officers' arrival, he located two suspects attempting to enter their vehicle to flee the lot. The two suspects were then detained while additional officers checked the area for the third suspect. These suspects denied any criminal acts. As officers spoke to the two suspects, officers observed several wallets and purses in the interior of the suspects' vehicle. While on scene investigating, officers were able to locate the third suspect in the area. This suspect was detained as well as. The suspect was questioned and admitted to being in the lot with the other two suspects to break into vehicles and steal items from within the vehicles. The suspects were arrested for violating C.G.S. 53a-48/53a-125b: Conspiracy to Commit Larceny in the Sixth Degree, and 53a-48/53a-103: Conspiracy to Commit Burglary in the Third Degree. Each were held on a \$50,000 bond.
    - **Narcotics and Firearm Arrest** - On 02/01/2018, an officer was traveling southbound on Route 5/15, when he observed a vehicle in front of him failing to maintain its proper lane. The officer believed the operator may be intoxicated and stopped the vehicle on the Berlin Turnpike. While speaking with the driver and his passenger, the officer smelled a strong odor of marijuana coming from inside the vehicle. The officer and back-up officer with his K-9 partner then had the occupants exit their vehicle. The K-9 officer searched the vehicle with his K-9 who alerted to areas in the vehicle. The areas were then searched by the officers who located marijuana and other

paraphernalia. Officers continued to search the vehicle and then located a handgun with multiple rounds of ammunition. Both occupants of the vehicle were convicted felons who by law could not possess the firearm. In addition, neither had a valid pistol permit.

It was later determined that the driver was the person who had possessed the gun and the marijuana. He was subsequently arrested for 21a-279a(a)(1); possession of marijuana less than 1/2 ounce, 21a-279(a); possession of drug paraphernalia; 29-38; weapons in motor vehicle and 2 counts of 53a-217; criminal possession on a firearm and criminal possession of ammunition by a convicted felon. He was held on a \$75,000 bond.

**Property Report February 2018**

<b>Category</b>	<b># of Counts</b>	<b>Property Value (\$)</b>
Burned	1	\$ 1,000,000
Counterfeited/Forged	4	\$ 60
Damaged/Destroyed	10	\$ 1,343
Vehicle Inventory	0	\$ 0
Stolen	140	\$ 93,973
Abandoned	0	\$ 0
Evidence	127	\$ 2,701
Found	8	\$ 0
Lost	2	\$ 0
Seized	30	\$ 191
Recovered	51	\$ 32,132
Impounded	1	\$ 700
Informational	6	\$ 350
<b>Total</b>	<b>380</b>	<b>\$ 1,131,450</b>

- o Police Department Overtime:
  - o Comparison
    - OT January \$100,758 2 pay periods – 2 holidays
    - OT February \$ 91,453 2 pay periods – 1 holiday
    - \$ 9,305 Decrease in overtime
  - o During February, 2 officers were on injury leave, 1 officer vacancy, 1 officer on light duty working dispatch, and 2 dispatcher position vacancies. These vacancies have an impact on overtime for a total of 5 positions vacant on the schedule in the patrol division and dispatch. The Police Department filled a police officer vacancy with a certified officer in February, who is currently in our training program.
  - o Admin overtime, \$1,147 increase for coverage in patrol and one holiday.
  - o Patrol overtime \$55,249, a decrease of \$23,503 (\$13,000 for holiday pay). Overtime included 2 pay periods and the following calls, domestic calls, motor vehicle accidents, larceny, suicide investigation, barricade situation, stolen vehicle, death investigation, Garfield traffic control, suspicious person, sexual assault, breach of peace, Midstate Accident call outs, prisoner detail, traffic court, casework, serving warrants, subpoenas, hold overs, booking process, and overtime for time off/vacancies/injuries.
  - o Detective Division overtime \$7,695, an increase of \$1,052 (\$4,000 for holiday pay). Overtime included the following investigations; robbery, sexual assault, Grantmoor Fire, evidence collection, police candidate backgrounds, and casework follow-ups.
  - o Communications overtime \$12,804, an increase of \$1,044 (\$2,000 for holiday pay). 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. Savings were a result of providing coverage while on light duty.
  - Education overtime \$8,349, an increase of \$2,439 for training classes consisted of ERT training, RAD training, Draeger recertification.
  - o Support Services overtime \$6,209, an increase of \$4,813 (\$3,000 for holiday pay). Overtime included coverage for holiday, youth council meeting, school TV show, and juvenile review board.
  - o ACO overtime \$0.



**FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of February, 2018. During this period Fire Department members responded to 58 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>February 2018</b>	<b>8 Months Activity</b>
<b>FIRES</b>		
Structure Fire	4	22
Vehicle Fire	2	8
Exterior Fire	0	23
Other Fires	1	4
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	0	2
Extrication	1	5
Other Rescue Calls	2	9
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	9	59
Water Problems	1	29
Other Service Calls	7	39
<b>OTHER</b>		
Good Intent Calls	4	21
False Alarm/False Calls	27	176
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	0	5
<b>Total</b>	<b>58</b>	<b>403</b>

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

Company Training – Co.1	Apparatus Check Procedures	6.0 hours
Company Training – Co. 1	SCBA Inspection/Cleaning	6.0 hours
Company Training – Co. 2	Fire Behavior	22.0 hours
Company Training – Co. 2	Tools & Equipment T-2	12.0 hours
Officer Training	Planning Session for Drill	12.0 hours
Officer Training	Module #2 Chief Pendl	72.0 hours
Multi Company – Co. 3 & 4	Firefighter Safety/Survival	70.0 hours
Multi Company – Co. 1 & 2	Firefighter Safety/Survival	99.0 hours
Driver Training	2Q Orientation Class	15.00 hours
<b>Total Training</b>		<b>314.0 hours</b>

**FIRE MARSHAL**

- The Fire Marshal’s Office completed the following activities during the month of February, 2018.

INSPECTIONS	15
INSPECTION FOLLOW-UPS	60
PLAN REVIEW	10
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	5
FIRE ALARM TROUBLE	4
COMPLAINTS	6
TANK REMOVALS	0

SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	4
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

**Incidents:**

- Responded to 29 Fire Incidents Responses during the month.

**Fire Marshal's/Chief's Activities:**

- Attended the monthly CERT team meeting at fire headquarters.
- Reviewed fire safety requirements for the high school all night graduation party with the committee chairperson.
- Coordinated storm activities and preparations with the State Office of Emergency Management during the two February snow storms.
- Participated in a Conference Call/Web Cast to review the City of Hartford's Emergency Action Plan for incidents involving the Batterson Park Pond Dam and Dike in New Britain.
- Met with electrical contractors replacing the fire alarms at Kelleher and New Meadow Elderly Housing complexes to review codes issues and requirements for maintaining fire detection during the project.
- Met with the building official and architects to review code issues relating to the new Town Hall project and relocation of some Town services.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #3 on West Hill Road.
- Conducted a cause and origin investigation for an incendiary fire at the Grantmoor Motor Lodge on the Berlin Turnpike. Additional assistance was requested from the Police Department and State Fire Marshal's office.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Sent the Annual Hazardous Material Notification notices to local business throughout town.
- Attended a wake for former Co. #4 Member Felix Morales at Newington Memorial.
- Attended a funeral for the grandfather of Co. #4 Member Andrinna Baez in New Britain.
- Met with public safety dispatchers to review ongoing issues relating to the computer aided dispatch reports.

**HIGHWAY DEPARTMENT**

Administration

- Continued to meet with residents to discuss various issues and concerns.
  - Continued with Landfill closure project tasks and coordination meetings.
  - Attended Department Head and Public Works Team meetings.
  - Met with Tilcon to discuss upcoming milling and paving projects.
  - Completed Operator II position interviews with Town Manager.
  - Participated in three (3) DEEP Webinars.
  - Attended Environmental Quality Commission meeting.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Constructed new loading ramp at Town Landfill.
- Continued with Town wide pot hole patching.
- Completed biannual grinding of vegetation at landfill.
- Crews called out six (6) times for snow/ice/ events resulting in snow totals of 9.1".
- Responded to two (2) evictions - no storage required.
- Crews cleaned storm basins as needed.
- Completed On Line Target training.
- Assisted Mechanics in preparing vehicles and equipment for auction.
- Began pick-up of damaged curb due to snow plowing operations.
- Responded to one (1) after hours call in.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Mechanics in preparing vehicles for auction.

- Assisted Highway Department in snow plowing operations.
- Install signage at landfill.
- Assisted Highway Department in the replacement/repair of mailboxes damaged during snow removal.
- Assisted Sanitation Department with maintenance of recycling containers.
- Responded to one (1) after hour call in.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Continued with the repair/maintenance of snow fighting equipment.
- Assisted Highway crews in snow plowing operations.
- Continued outfitting of one new Police patrol vehicle.
- Began spring servicing of street sweepers.
- Responded to one (1) after hour call in for Fire Department.

Sanitation/Recycling/Landfill

- Scheduled 560 residential bulk items for collection for the month.
- Scheduled 97 condominium bulk items for collection for the month.
- Scheduled 30 condo/residential scrap metal items for collection for the month.
- 4945 tons of cumulative Municipal Solid Waste were collected from July to January.
- 1612 tons of cumulative recyclables were collected from July to January.
- 724 mattresses and 406 box springs were collected from July to January.
- 303 televisions were collected from July to January.
- Issued 13 permanent landfill permits and 2 temporary permits for the month.

**TOWN PLANNER**

**Town Plan and Zoning Commission Actions:**

Regular Meeting on February 14, 2018:

- Approved the Bond Reduction at Shady Hill Lane (“Harvest Ridge Subdivision”) from \$50,500 to \$6,075.
- Approved the Temporary Sign permit for “Karma’s Closet” at 3253 Berlin Turnpike.

Regular Meeting on February 28, 2018:

No actions taken.

**Town Planner Activities:**

Approved, Pending, and Potential TPZ Applications

- Feb. 6: Phone conversation with pet care text amendment applicant.
- Feb. 15: Met with applicant for possible new church at 3066 Berlin Turnpike.
- Feb. 27: Met with applicant for new retail building at 3443 Berlin Turnpike.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- Feb. 26: Reviewed RFP’s for new residential rehab program consultant.
- Feb. 27: Discussed issue with new streetlights on Constance Leigh Drive with project consultant.
- Feb: Continued administration of Streetscape Phase VI (Constance Leigh) project.
- Feb: Continued RFP process to find successor L. Wagner Associates for the residential rehab program.

Board and Commission Meetings:

- Feb. 14: Attended regular monthly TPZ meeting.
- Feb. 28: Attended regular monthly TPZ meeting.

Professional Development/Training:

- Feb. 2: Attended lunchtime professional development event in Hartford.
- Feb. 9: Attended meeting for annual tristate planning conference.
- Feb. 7: Attended sustainable development seminar in New Canaan.
- Feb. 27: Attended seminar on economic development benefits at TOD at Lyceum in Hartford.

Miscellaneous

- Feb. 12: Attended monthly Planning/Engineering/Wetlands staff meeting.

- Feb. 27: Attended Town Manager's monthly department head meeting.
- Feb: Responded to approximately 10 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Feb: Received and sent approximately 419 emails from citizens, local business, applicants, staff and elected/appointed officials.

## **TOWN ENGINEER**

- **Permits:**
  - Reviewed contractor license applications (bond/insurance/agreement)
  - Reviewed and approved excavation permits:
    - Road excavation – N/A
    - Driveway/Sidewalk - 3
- **Meetings:** Attended Town Meetings:
  - Monthly Public Works meeting.
  - Monthly Conservation Commission meeting.
  - Monthly Town Council meeting.
  - CT DOT pre-construction meeting for signal improvements at Cedar Street and Maple Hill Avenue.
  - Emergency Action meetings for BOE diesel release.
- **Conservation (Inland Wetland) Commission:**
  1. Commission Administered applications:
    - Commission approval: Application 2018-01, 3443 Berlin Turnpike, Utility Work and Grading in the URA.
  2. Agent Administered Applications:
    - Agent approval: N/A.
    - Agent approval: Application 2017-12AA Modification, 312-316 Cedar Street, four light poles in the URA.
  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 15 zoning applications to determine the presence of wetlands and Conservation easements.
- **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):
  - 395 Willard Ave – Commercial site plan.
  - Packards Way – Subdivision roadway inspection.
  - Shady Hill Lane – Harvest Ridge subdivision road as-built.
  - 3443 Berlin Turnpike – Commercial site plan (Auto Parts).
  - 262 Brockett Street – Commercial site plan modification.
  - Harvest Court – Subdivision.
  - 49 Fenn Road – Commercial site plan.
  - 1669 Willard Avenue – Residential site plan.
  - 136 Rockwell Road – Commercial as-built.
- Approved Site Plans: NA.
  - 300 Alumni Road – Commercial as-built.
  - 3240 Berlin Turnpike – Site plan modification (Chick-fil-A).
- **Public Works:** Assessed/investigated right-of-way damage/hazard reports by performing field inspection for road pavement, curb, sidewalks, drainage, and settlement issues 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 Hartford and Newington 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).
- Coordinated with Hartford and Newington for USACOE flood mitigation assistance portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
- Prepared annual operating budget.
- Reviewed CIP budget.
- Assessed pedestrian crossings on local roads for State Project 171-437.
- Coordinated with CT DOT projects.
- **Engineering for Town Project:** Assisted Town departments with in-house projects:
  - Town Manager: Constance Leigh Drive (Streetscape) – construction observation services.
  - Planning Department: Constance Leigh Drive (Streetscape) – construction quality control services.
  - Park and Recreation Department: New Town Hall Parking Evaluation – engineering services.
  - Highway Department: Proposed above Ground Fuel Storage expansion – engineering and permitting (Conservation Commission and Eversource) services.
  - Economic Development Department: National Welding Site and Myra Cohen Way – engineering services.
  - Board of Education: Diesel fuel release Emergency Response – surveying and engineering services for excavation and restoration.

## **ECONOMIC DEVELOPMENT**

- Supported the activities of Economic Development Commission.
- The Downtown Business Association announced it was disbanding. However, a group of merchants are discussing launching a new association to promote the Town Center business community.
- A Letter of Intent (LOI) was requested from the developer/contractor/operator interested in building a hotel on the National Welding site.
- Negotiations continue for financing the Villas at Cedar Mountain assisted living/independent living project, with emphasis on closing the cash flow gap that occurs during the early years of operation.
- Bloomin Brands has negotiated a sublease for a new restaurant at the former Bonefish location and is awaiting approval by the landlord.
- The former Mobil gas station on the Berlin Turnpike was reopened as a Sunoco station. Completion of renovations and final paving will occur when the weather warms.
- Sunpower is completing renovations for a sales and distribution center in 14,400 square feet at 50 Rockwell Road.
- Two new businesses are preparing to open at the Zavarella Granite plaza on the Berlin Turnpike: One-on-One Skin Care Salon and DeStefano Personal Training, owned by a husband and wife team.
- Blackhawk Industrial relocated its operations from Hartford to a leased building on North Mountain Road.
- Modern Wine & Spirits is renovating the former Grove Hill Clinic space at the corner of Cedar Street and Main Street for its second location.
- Taj Alsham Cuisine<sup>1</sup> Damascus Grill opened on Willard Avenue in the space previously occupied by Caribbean Food Concepts.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to Newington.
- Assisted existing or potential business owners looking for locations within Town.
- Assisted businesses with preparing their applications to the Town Plan & Zoning Commission and Conservation Commission.
- Advised commercial property landlords seeking new tenants.
- 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.
- Prepared documents for the Town Manager.

**BUILDING DEPARTMENT**

- A Building Application was submitted and is under review for a new Single Family Home to be located at 54 Shady Hill Lane.
- A Building Permit was issued for a hair salon to be located at 109 Fenn Road. An Electrical Permit was issued and a Plumbing Permit was issued for sinks and bathroom fixtures.
- An Electrical Permit was issued for the rehabilitation center at 40 Fenn Road for voice, data and wireless cabling.
- An Electrical Permit, Mechanical Permit and a Plumbing Permit were issued for 18 Cedar Street for Modern Wine & Spirits.
- A Demolition Permit was issued to tear down the bus garage at 206 Garfield Street.
- A Building Permit was issued to build a 24' x 42' pavilion at Churchill Park at 1989 Main Street.
- On February 13<sup>th</sup> our Building Inspector Kieran Kilkenny was called out to an early morning fire at the Grantmoor Motor Lodge. The Building was deemed unsafe due to major structural deterioration. Building and Fire Dept. approval is required before any future occupancy.
- Seminars attended by our Inspectors for their continuing education credit were:
  - A. Hanke - Significant Changes to the 2018 State Building Code – Feb. 28, 2018.
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 92 Inspections. They were: Above Ceiling (2), CO (1), Electrical (7), Final (39), Framing (4), Gas Fireplace (1), Gas Line (6), Insulation (4), Mechanical (2), Plumbing (3), Rough (23).
- There was one Certificate of Occupancy issued in February. A single family residence at 50 Harvest Court.
- The total number of Building/Renovation Permits issued / applied for the month of February was **117** producing a total permit value of **\$1,182,032.00**.

They are categorized as follows:

<b><u>TYPE OF PERMIT</u></b>	<b><u># OF PERMITS</u></b>	<b><u>VALUE OF PERMITS</u></b>
ADDITIONS / ALTERATIONS	23	\$327,772.00
DECK	1	14,000.00
DEMOLITION	1	28,500.00
ELECTRICAL	32	151,204.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,000.00
GARAGE / SHED	1	8,000.00
MECHANICAL	24	160,966.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	1	6,500.00
NEW RESIDENTIAL	1	325,000.00
PLUMBING	18	33,835.00
POOL	1	25,550.00
ROOFING/SIDING	4	25,680.00
SIGN	4	11,125.00
SOLAR	5	62,900.00
TENT	0	0.00
<b>TOTAL</b>	<b>117</b>	<b>\$1,182,032.00</b>

The total Building income fees received in the month of February was **\$14,007.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$475.00 Environmental \$60.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$87.50 Driveway / Excavation \$250.00 Engineering copies \$161.00. The other total income is \$1,033.50.

Below is a comparison of the Permit Values for February 2018 and February 2017:

	<u>2018</u>	<u>2017</u>
Value of Permits issued for February:	\$1,182,032.00	\$1,855,861.00
Fees for Permits issued for February:	\$14,007.00	\$21,337.00
Other income Fees for February:	\$1,033.50	\$2,172.50
Building Permits Issued for February:	117	86

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

<u>2017-2018</u>		<u>2016-2017</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$14,358,886.00	\$169,778.00	\$19,042,418.00	\$184,919.00

**HUMAN SERVICES**

- Winter/Spring SCORE 2018 programs have started with 63 Newington Youth registered which is a 30% increase over past years.
- Rik Huggard collaborated with several school programs including Fuel Up to Play 8—a health & wellness extracurricular activity, 5<sup>th</sup> grade challenge for the ALPS program- also part of the health curriculum and the 9<sup>th</sup> & 10<sup>th</sup> grade Vocational Prep class.
- Newington Challenge Course facilitated 2 large professional development programs.
- Director LaBrecque worked collaboratively with Fire, Health and recruited Red Cross to assess and meet the needs of those customers who were displaced as a result of a fire. There were numerous short term stays who found other hotel lodging and several repeated short term stays (staying three weeks at a time) who received financial assistance from the Red Cross.
- We did additional outreach for the Weekend Backpack program in hopes of meeting the needs of more households with school age children.
- Coordinator Meskill assisted in facilitation of Newington High School's "Truth About Hate"- involving a day of training and a day of facilitation with high student participation sharing how they personally have felt excluded.
- Coordinator Meskill continues to provide direction and supervision for CCSU student, Brianna Patton and met with CCSU professor re: goals for the remainder of her internship.
- Coordinator Meskill and Director LaBrecque attended a networking meeting with NB DCF office to discuss Truancy and Youth Homelessness.
- Pam Wassik coordinated receipt of all food drives and weekly food orders to Food Share to provide food for the ongoing food bank. 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, and Stew Leonard's.
- Coordinator Wassik has skillfully carried a large caseload of very complex cases. One case requiring extensive hours and coordination of agencies involved a displaced family from Puerto Rico who are now homeless, struggling to receive FEMA benefits, find stable housing, register child for school. Pam advocated for this family and secured placement in a family shelter- family promise and assisted them in developing a plan for the future.
- Staff attended CLASS, State working Group on Hoarding, Newington HAT (Hunger Action Team), YAC, CCHD: Achieve & prevention meetings, North Central Regional Mental Health Board, CASAC, CYSA, and LIST.
- Part-time secretary announced that 3-27-18 will be her last day due to extensive internship requirements for her Master's program in social work.

**February 2018 Statistics**

<b>Selected Programs</b>	<b>FY 17-18 Total This Month</b>	<b>FY 17-18 Total Last Month</b>	<b>FY 17-18 Cumulative Total YTD</b>	<b>FY 16-17 Cumulative Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	11	11	103	35
<b>Youth &amp; Family Service Hours</b>	30	23	286	278.75
<b>JRB Cases</b>	0	2	5	8
<b>Positive Youth Development</b>	162	65	2539	2290
<b>Community Service</b>	2	1	12	Not reported last year
<b>Information and Referral</b>	419	158	5171	8567
<b>Social Casework Cases</b>	78	87	596	340
<b>Under 55 =</b>	18	21	139	110
<b>Under 55 Disabled =</b>	15	14	132	76
<b>Over 55 =</b>	45	51	323	154
<b>Social Casework Service Hours</b>	83.75	131	998.5	1193.50
<b>Under 55 =</b>	27	35.25	225	274
<b>Over 55 disabled and/or disabled</b>	83.75	95.75	772.5	919.50
<b>Food Bank Household Visits</b>	134	115	1058	1105
<b># bags of groceries distributed</b>	617	517	5310	5321
<b>Mobile Truck</b>	125	111	1061	Not Reported
<b>Clothing household visits</b>	25	15	166	Not reported last year
<b># bags of clothes given</b>	40	24	214	
<b>Special Needs</b>	5	3	51	53

**SENIOR AND DISABLED CENTER**

- The Center released its Spring Course Guide for evidence-based programs and classes that includes: Aging Mastery Program®, LiveWell and LiveWell Diabetes, Matter of Balance® and Powerful Tools for Caregivers®. All of these programs are multi-week classes lead by certified instructors.
- On February 22 Home Helpers sponsored a program entitled Talking with your Children: How to Start a Conversation about Needs and Wants. This topic is critical to aging well.
- Pharmacist Ellie Rodriguez of Stop & Shop Pharmacy was on hand on February 23<sup>rd</sup> to discuss the benefits of various vaccines, including a new shingles vaccine. Ms. Rodriguez answered questions regarding flu, shingles and pneumonia vaccines.
- Chris Olson, Rehabilitation Manager for Bel-Air Manor presented Physical Therapy: How Can it Benefit Me? discussing the benefits of physical therapy on February 28<sup>th</sup>. Balance screenings and other assessments were also provided.
- Volunteer Rose Bolton led another successful card-making class on February 9<sup>th</sup>. This class has grown in popularity and attendance.



- On February 13<sup>th</sup>, a cafeteria full of participants enjoyed cupcakes and a Valentine Day trivia contest sponsored by Newington Rapid Recovery.
- Center Director Dianne Stone wrapped up work on the legislature's Senior Center Task Force on February 6<sup>th</sup>. The recommendations of the task force were introduced in a bill raised by the Aging Committee and would help to define and support senior centers across the state.
- On February 22<sup>nd</sup>, the Center hosted a meeting of the staff of senior centers participating in the LGBT Moveable Senior Center. Funded by Connecticut Community Care through a grant from the Noble Foundation, the program is now entering its third year.
- As of the end of March, the Center had 1,423 paid members, including 199 Fitness Center members. There are 1000 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 2659 by 430 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 99 residents 851 trips this month, covering 2584 miles. This is lower than usual because of the weather conditions in the month.
- Center staffing was complemented by 579 hours of unpaid service in 182 instances by 49 volunteers. Three new volunteers completed background checks and were trained for the home delivered meal program. This will relieve some of the strain on staff delivering meals.

## **PARKS AND RECREATION**

### Recreation Division

- Creative Playtime Preschool Program hosted an Open House on February 5<sup>th</sup> with 7 families attending.
- The volunteer program at the Creative Playtime Preschool Program continues to flourish, with 3 volunteers currently utilized when needed but phone inquiries are taken often.
- The spring 2018 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- Registration for the 2018-2019 school year at Creative Playtime Preschool began on February 6<sup>th</sup> for current families, February 13<sup>th</sup> for new families, and February 27<sup>th</sup> for non-resident families.
- Planning for summer programs is underway.
- Interviews for summer positions are being scheduled.
- The Grade 1 Youth Basketball program ended on February 24, with a special ceremony for Jim Bazzano, who will be moving out of state after running the Grade 1 Youth Basketball program since its inception 13 years ago. Jim was presented with a shirt signed by all of the Kindergarten and Grade 1 participants, along with a plaque for his years of dedication and a Proclamation presented by Mayor Roy Zartarian.
- 85% of summer Aquatics staff members expressed their interest in returning for the upcoming summer season.
- One Lifeguard who was unable to work in the summer of 2017 has requested that they be considered to return for summer of 2018. The Lifeguard is a seasoned swim instructor, as well, and will be rejoining the Aquatics team.
- A lifeguard class is planned and scheduled for May 2018. Up to 10 participants will be able to take the class and 3 have already expressed an interest in a class. The class will be taught by a seasoned Aquatics veteran who is currently finishing Physical Therapy education. She is also one of the Pool Directors for the Summer Pool season.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training. Another Lifeguard has acquired their Lifeguard Instructor (LGI) certification and will be teaching a class in March. This LGI will also be utilized to conduct in-service trainings and assist during recertification courses that all Lifeguards are required to take before the season begins.
- The Department secured tens of thousands of dollars in Public/Private Partnerships for the Motorcycle Madness event. Sponsors include Geico of Newington, Haymond Law, CT Cruise News, and Brookfield Indian Motorcycle.

- The Department secured thousands of dollars in Public/Private Partnerships for the Life. Be in it. Extravaganza. Sponsors, so far, include Rosenberg Orthodontics, Century 21 Stamm Eddy, ReMax, and Church of Christ Congregational.
- Staff attended the CRPA Entertainment Showcase to look for high-level musicians and entertainers to bring to Newington's Summer Concert Series, camp program, after-school program, and more.

#### Parks and Grounds and Cemeteries

- Staff cleaned up Park and Recreation Storage Facilities and equipment.
- Stripped and replaced roof at Seymour Park pavilion.
- Department staff began preparing equipment for the spring season.
- Got at 45' storage container from the Board of Education bus garage – great new storage shelter.
- Removed pool deck at Mill Pond per David Langdon.
- Build wooden benches for fields and started painting them.
- Started building picnic tables going to make 10 regular and 2 handicap.
- Ground up, topsoil and seeded 6 stumps.
- Worked on permit paper work for the new Churchill pavilion.
- A crew began repairing snow plow damage at town facilities.
- There were 3 sales and 7 interments at Town cemeteries.
- There were 2 snow/ice events.

#### Tree Warden

- Removed down tree, 50 Tom Lin Road, tree came down from Martin Kellogg property.
- Removed down tree, 116 Gilbert Road, also from Martin Kellogg property.
- Remove tree for CNG by bus garage.
- Remove dead ash tree 11 Paris Lane, tree is in Eagle Park property. **(Wethersfield)**
- Remove rotted leader from beech tree at 88 Golf Street. **(Wethersfield)**
- Pruned and removed dead wood from maple tree at corner of Mountain View and Crestview Dr.
- Removed dead wood and pruned oak tree at 73 Sequin Street.
- Removed dead pine tree from rear of John Wallace School.
- Removed dead dogwood from bus stop green, also pruned and removed dead wood from maple trees.
- Removed low hanging branches over road along with dead wood in oak tree at 16 Walnut Street.
- Called in four locations to Dig Safe for stump removals.

#### LIBRARY

- The library like all Town departments will be attending budget reviews with the Town Manager and the Town Council in March. As of the end of February there had been no indication of any changes to the library's proposed 2018-2019 budget.
- The Friends of the Library are busy planning for 2 upcoming events. In April the Friends and the Newington Children's Theater Company are working together on a joint fundraiser titled *Desserts Ever After: Willy Wonka*. Children can come to the library on April 22 and meet and have their pictures taken with some their favorite Willy Wonka characters. Activities will also be offered as well as ice cream sundaes. Tickets are \$5 per person. On May 4, 5 & 6, the Friends will be holding its annual spring book sale at the Newington Senior & Disabled Center.
- The Library Board of Trustees is well into the planning for its 22<sup>nd</sup> Annual Newington Library 5K Challenge Road Race that will be held on Sunday, May 20 at Mill Pond Park. Race forms are available at the library or can be downloaded from the library website. People can also register online at [www.raceentry.com](http://www.raceentry.com).
- Children's staff offered 58 programs to 1,502 children and their caregivers. The kids' winter reading program "Swing onto Reading" concluded on February 24. The new format for the reading program that included a challenge sheet to earn prizes was very popular with kids and parents alike. February 3 was "Take Your Child to the Library Day" an international program that parents and caregivers to bring their children into the library and learn what it has to offer. A special program featuring storyteller Christopher Agostino was held in which he told a story as he painted the faces of several characters from his story on kids in the audience Basic *Sewing with Miss Amy* was another big hit as kids learned how to sew felt hearts for Valentine's Day. There was a nice article in Newington Life about this program. Pajama Yoga was once again filled to capacity. Highlights of other programs include

*Rainforest Games, Building with LEGO Bricks* and *Chess & Checkers Club*. School visits from 2<sup>nd</sup> & 4<sup>th</sup> graders, outreach to preschool and daycares and regular story times round out the month.

- Adults and teens were kept busy with 18 programs offered to a combined audience of 422. Teens hung out at the *Teen Lazy Lounge*, stacking *Keva* planks, talking about books and enjoying Valentine's Day candy. The adult winter reading program "Swing into Reading" finished on February 23<sup>rd</sup>. 309 adults participated in the 5 week reading program, reading 3,806 books. The *Tea & Scones Series – A Look at Queen Victoria* was very popular. This 3-part series included the movie *Victoria & Abdul*, *Tea with Queen Victoria*, a presentation by Sally Muumey as Queen Victoria as she discussed her life and a book discussion of the *Victoria* by Daisy Goodwin. Highlights of other programs include *Tai Chi: What's It All About*, a concert by *Perpetuity: A Hartford Men in Harmony Quartet* and *Powerful Beyond Measure*, with author *Cindy Mazzaferro*.
- Total circulation of library materials was 23,287. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 1,696 times from the library website. 14,169 people visited the library during the month. There were 7,785 visits to the library's homepage. Popular online services included *Morningstar*, *Law Depot* and *PebbleGo Animal* and *Biography* databases. Museum passes were used 83 times this month, the most popular being the *New Britain Museum of American Art* and *Lutz Children's Museum*. The reference staff answered 3,974 reference questions during the month. Free library meeting space including study rooms was used 342 times during the month.
- In Technology News: Reference Librarian Carlene Peterson offered an *iPad Essentials* class to a full room. In March, the library will be offering a *Save It to the Cloud* program. One-on-one *Tech 4 U Thursdays* were offered during the month as well as *Tech Troubleshooting with Teens*.
- In Personnel News, staff received training for the new A to Z online database from the vendor. Head of Community Services Michelle Royer expanded her outreach to include Cedar Mountain Commons. She showed a documentary and brought books for the residents to check out.
- In Facilities News, the Reference office continues to be very cold during the day. There is a balancing issue with the heat in the office and the quiet study area. New hand dryers were installed in the downstairs restroom, replacing the towel dispensers and an on-demand hot water heater was installed to replace the existing one for the bathrooms as well.
- Topics of note that were researched this month included:
  1. Books about gluten-free for parents.
  2. Books about the Winter Olympics for kids.
  3. Landlord tenant lawyers in the area.
  4. Symptoms of eczema and psoriasis.
  5. How much money can you make on social security and disability in the years, 2016, 2017 & 2018.