



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: May 18, 2018
Re: Monthly Report – April 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 attended the Town Hall Building Project meetings.
- Mrs. Lane attended the Human Services Volunteer Dinner and Library Volunteer Reception.
- Mrs. Lane participated in the interview process for the Equipment Operator I position.
- Mrs. Lane attended the Midstate Collaborative Meeting and the "Complete Streets" seminar hosted by CCHD/CRCOG.
- Mrs. Lane met with various departments to discuss their floor plan for the new Town Hall/Community Center.

Overtime

Paid overtime during the month of April 2018 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	90.1	\$ 4,525.85
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 727.04
ROAD MAINTENANCE	23.1	\$ 1,071.74
TRAFFIC	0.0	\$ --
SNOW	63.5	\$ 3,519.73
TOTALS	192.7	\$ 9,844.36
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	14.5	\$ 418.42
Park Maintenance	80.5	\$ 3,664.72
TOTALS	95.0	\$ 4,083.14

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	\$ 3,155.68	\$ 7,459.00	\$ 1,613.70
Patrol	619,212.00	638,884.92	609,919.00	585,223.47
Investigation	83,451.00	65,953.81	83,433.00	46,970.31
Communication	170,443.00	138,074.15	170,443.00	192,398.90
Education/Training	130,461.00	119,008.55	130,461.00	89,017.87
Support Services	37,113.00	20,952.02	36,261.00	23,556.01
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	\$ 986,029.13	\$ 1,039,187.00	\$ 938,780.26
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 18,631.22	\$ 25,212.00	\$ 20,933.06
Snow and Ice Control	157,488.00	123,318.73	148,440.00	112,150.83
Traffic	3,861.00	2,570.38	3,702.00	3,099.83
Vehicles and Equipment	31,234.00	23,027.28	29,949.00	21,256.82
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	\$ 197,625.39	\$ 256,292.00	\$ 188,195.81
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 77,805.88	\$ 77,091.00	
Cemeteries	<u>15,653.00</u>	<u>9,696.94</u>	<u>15,012.00</u>	<u>5,706.44</u>
Total	\$ 98,519.00	\$ 87,502.82	\$ 92,103.00	\$ 84,061.31

PERSONNEL

- Insurance & Benefits Administrator, Charlene Drzata will retire on May 31, 2018 from the Town of Newington after 28 years of service. A posting for her position was posted on April 26th with a closing date of May 4th.
- New dispatcher, Nicholas Siena, started in the Police Department on April 2, 2018.
- Lori Longstaff, Account Clerk II, has announced her retirement effective June 30, 2018 after 28 years of service with the Town. A public posting for an Account Clerk II (C-10) was posted on April 25th with a closing date of May 10th. Testing for the position will be in May.

RISK MANAGEMENT

The ninth month of the 2017-18 plan year produced a combined paid claim total that was higher 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 March 2018 were \$1,067,323. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Claims for March, 2018</u>		
	Town	Board of Education	Total
Estimated Claims	2,243,331	6,010,317	8,253,648
Actual Claims	2,079,049	4,872,077	6,951,126

FACILITIES MANAGEMENT

Data not available at this 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 94 formal work orders.
- Deploying new BIOS firmware and related update to address reported security issues with Intel and AMD processors.
- Applying cumulative updates on the Town’s email servers.
- Supervising the set-up, installation and configuration of two (2) new security cameras at the Library.
- Completing the set-up and configuration of the Revenue/Tax Collector’s new online payment system.
- Modifications to alert notifications tied to the town’s virtual infrastructure.
- Applying security updates on the town’s remote access system.
- Applying upgrades related to line of business applications used by the Assessor’s Office and Parks and Recreation departments.
- Reviewing application compatibility of in-house developed Microsoft Access Databases with the newest version of Microsoft’s Access 2016 64-bit version of the application. Testing revealed minor modifications that will need to be made prior to upgrading departments to the latest suite.
- Working with the Building Department’s line of business application vendor to identify and fix a data export issue experienced by the Assessor’s Office.
- Configuring new virtual private network (VPN) policies to accommodate secure remote access for the Police Department’s Detective Division staff.
- Upgrading the town’s two-factor/multi-factor authentication system to the latest version supported by our vendor.
- Supervising the upgrade of telecommunications equipment a several wide area network (WAN) sites.
- Replacing a failed piece of equipment at the Library.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Town Council meetings for the FY 2018-19 budget were completed during the month.
- On April 16th, the Town’s FY 2018-19 budget of \$118.7 million was adopted with a mill rate of 38.50.
- Health Insurance Agent of Records interviews were conducted on April 17th and the committee selected Lockton to continue in that position.
- Lori Longstaff, our A/P Account Clerk II, has announced her retirement effective June 30, 2018 after working for the Town of Newington over 28 years. We have posted her position and will be testing and holding interviews during May. Lori has been updating all of the instructions and documents relating to her position and we will review all of this prior to her retirement.

During the month the Town received the final payment of the ECS grant in the amount of \$5,649,907. 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)
4/30/2018

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2017-18</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$308,467	\$36,469,397
Special Revenue Funds	8,700	39,881	4,063,274

Capital Projects Funds	1,500	10,810	1,049,703
Internal Service Fund	13,000	22,997	2,286,197
Trust and Agency Funds	6,392	9,304	1,224,963
TOTAL, ESTIMATED BY FUND			\$45,093,534

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.54	1.54	14,293	15,755	15,279,562
Bank North	0.70	0.60	735	2,564	545,448
People's Bank	0.90	0.90	3,784	3,782	5,118,620
TD Bank (new)	1.40	1.40	13,119	11,897	10,030,385
Farmington Bank	1.15	1.15	8,615	9,488	8,055,751
Webster Bank	0.98	0.98	9,090	8,514	6,063,768
Total Outstanding Investments					\$45,093,534

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through April 16, 2018.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut were sent out to approximately 250 homeowners. There are still about 20 of those accounts that have not yet applied for benefit and the deadline is May 15, 2018.
- Income and Expense forms were prepared and mailed out to 500+/-owners of commercial real estate. The Assessor's office received 62 of those forms back during the month. Electronic forms have been placed on the Assessor website. Due date for these forms is June 1, 2018.
- Completed updating the Personal Property Leased Equipment database from changes that were reported to the Assessor last winter. The updated database will be the source of the 2018 Grand List Leased Equipment reports that will be mailed along with the regular Personal Property Declaration scheduled this fall.
- (M-13) Taxable Grand List Totals, (M-13A) Tax Exempt Totals, (M37) State Owned Real Property, and (M37 C&H) Private College & Hospital reports of the 2017 Grand List were submitted to the State of Connecticut in a timely manner.
- Prepared testimony and submitted it electronically to the Legislative Appropriations committee of the General Assembly expressing my opposition to proposed State Bill #274 which would have eliminated the provision in the statues permitting the Assessor from assessing and subsequently taxing new construction that was partially complete on the previous Grand List on a pro-rated basis determined by when the Building Inspector issues the Certificate of Occupancy.
- Prepared and offered a re-design of the proposed Assessor's office layout for the proposed New Town Hall. When submitted to the Director of Public Facilities, he approved it and sent it along to the architect for inclusion into the final design.

Revenue Collector

- April Revenue Collections for Real Estate, Personal Property, Motor Vehicle, and Supplemental Motor Vehicle taxes amounted to \$361,607.05. \$21,538.46 was collected for back taxes and we received \$3,953.06 in suspended accounts which is included in the back tax figure.
- We are close to our percentage of collections for the same time period last year which was 98.90%. Our current figure is 98.7%.
- A new secure online payment system was implemented and began early in April. Taxpayers will now be able to pay taxes with EFT/ACH at \$.95 per transaction and with Credit/Debit cards which has a service fee of 2.95% per payment.

- Demand Notices were mailed in April as the step necessary prior to the issuance of Alias Tax Warrants to the Constables.
- Taxpayers come in daily to pay motor vehicle taxes and need to be released immediately since they are picking up a new car, or need to go to the Dept. of Motor Vehicles. This takes additional time for the staff who need to gather the taxpayers paid information look up their motor vehicle identification number as well as the individual taxpayer's motor vehicle numbers. Then, log in to the Dept. of Motor Vehicles secure web-site to insert their information for a release.
- Daily, accounts are being updated for the 2017 Grand List.

TOWN CLERK

- There were 52 property transfers during the month for a total of \$7,597,931 in sales. State conveyance tax collected was \$63,827; Town conveyance tax collected was \$18,994.83.
- There was one (1) residential sale for over \$300,000; and two (2) residential sales over \$400,000; and one (1) commercial sale for \$1,231,000 from Boniface Inc. to F&M Equipment LTD at 283 Pane Road.
- There were 334 documents filed on the land records during the month: 92 mortgages, 12 liens, 107 releases and 17 probate certificates. Seventy-nine of these documents were electronically recorded and generated \$8,047 in revenue.
- Staff certified and issued 152 copies of vital records (birth, marriage & death certificates), 17 burial permits and five cremation permits were issued.
- Ten Notary Public commissions and eight Trade Name certificates were catalogued.
- The office issued a total of 56 passes to the landfill.
- On April 18-20, 2018, the Town Clerk, James E. Krupienski, attended the annual Connecticut Town Clerks Spring Conference held in Southbury.

DATA SUMMARY APRIL 2018				
	<u>April-17</u>	<u>April-18</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	348	334	4,081	3,709
Dog Licenses Sold	17	16	675	540
Game Licenses Sold	29	102	112	209
Vital Statistics				
Marriages	8	8	190	108
Death Certificates	18	16	290	204
Birth Certificates	23	18	220	195
Total General Fund Revenue	\$ 37,255.81	\$ 35,483.83	\$ 517,699.47	\$ 441,642.83
Town Document Preservation	\$ 864.00	\$ 1,168.00	\$ 10,833.00	\$ 10,895.00
State Document Preservation	\$ 496.00	\$ 2,224.00	\$ 5,980.00	\$ 13,436.00
State Treasurer (\$36 fee)	\$ 8,856.00	\$ 10,008.00	\$ 106,956.00	\$ 103,788.00
State Treasurer (\$127 fee)	\$ 3,429.00	\$ 3,683.00	\$ 52,070.00	\$ 44,704.00
State Treasurer (\$110 fee)	\$ 4,070.00	\$ 3,190.00	\$ 53,130.00	\$ 41,800.00
LoCIP	\$ 738.00	\$ 834.00	\$ 8,913.00	\$ 8,649.00
State Game Licenses	\$ 941.00	\$ 1,524.00	\$ 3,255.00	\$ 4,041.00
State Dog Licenses	\$ 114.00	\$ 117.00	\$ 5,344.50	\$ 4,013.50
Dog Licenses Surcharge	\$ 40.00	\$ 36.00	\$ 1,694.00	\$ 1,260.00
Marriage Surcharge	\$ 152.00	\$ 209.00	\$ 1,539.00	\$ 1,349.00
Grand Total	\$ 56,955.81	\$ 58,476.83	\$ 767,413.97	\$ 675,578.33

POLICE DEPARTMENT

- Patrol Calls for April are as follows:

Abandoned MV	1	Fire Rescue	0	Missing	9
Administrative	0	Fire Special Detail	0	MV Abandoned	0
Alarm Commercial Burg Alarm	74	Fire Stand By	0	MV Assist	51
Alarm Hold Up Alarm	4	Fire Structure Fire	5	MV Complaint	70
Alarm Residential Burg Alarm	31	Fire Trouble Alarm	3	MV Fire	2
Animal Complaint	21	Fire Vehicle Fire	1	MVA Evading	11
Arson/Fire Invest	0	Fire Water Problem	13	MVA Injury	6
Assault	3	Fireworks	0	MVA Property Only	83
Assault in Progress	0	Follow Up	51	Neighbor	15
Assist Motorist	0	Found Property	6	Noise	19
Assist Notification	1	Gun	3	Notification	0
Assist Other Agency	45	Harassment	5	Open Door/Window	5
Bad Check Insufficient Funds	0	Hazard	38	Parking Violation	10
Breach of Peace/Disorderly	10	Hazmat	0	PD ASSIST FIRE DEPT	39
Burglar Alarm	5	Hold Up Alarm	3	Pistol Permit	11
Burglary	0	Homicide	0	Prisoner Care	0
Car Seat	2	Illegal Dumping	2	Property Found	2
Check Welfare	33	Indecent Exposure	1	Property Lost	2
Check Welfare 911	45	Intoxicated	5	Prostitution	3
Check Welfare Other	9	Juvenile Complaint	16	Recovered Stolen MV	1
Clear Lot	5	K9 Assist	3	Residential Lockout	0
Construction	0	Kidnapping	0	Robbery	1
Court Detail	16	Landlord / Tenant Dispute	2	Roll Call	4
Criminal Mischief	6	Larceny	58	Serve Subpoena	0
CSO	0	Larceny from MV	6	Serve Warrant	32
Customer Dispute	10	Lift Assist Only	1	Sexual Assault	0
Dog Complaint	23	Local Traffic Authority	0	Shots fired	0
Domestic	21	Location Check	161	Specific Detail	111
Door Check	0	Location General	0	Stolen MV	2
Drug	6	Lockout Building	5	Sudden Death	3
DUI	3	Lockout MV	1	Suicide	0
EDP	18	Lost Property	4	Suicide Attempt	1
Escort / Transport	4	Medical Alarm	19	Suspicious MV Unoccupied	8
Escort Funeral	5	Medical Cardiac	14	Suspicious Report	98
Escort Other	4	Medical Complaint	124	TEST	0
Fingerprint	6	Medical Diabetic	4	Threatening	1
Fire Alarm	21	Medical Fall	43	Tow	19
Fire CO Detector no symptoms	2	Medical Mutual	2	Town Ordinance Violation	1
Fire CO Detector with sympt	0	Medical Other	16	Traffic Stop	375
Fire Extrication	1	Medical Respiratory	19	Trespass	14
Fire Hazmat	0	Medical Stand by	1	Unknown	9
Fire Mutual Aid Request	0	Medical Trauma	1	Water problem	0
Fire Other	19	Medical Unresponsive	10	Total	2118

- In April, the Detective Division:
 - In the Summer of 2017, the Newington Police Department received multiple complaints from citizens surrounding large groups of illegal dirt bikes and all-terrain vehicles (ATV) operating on public roads. At times these groups ranged in numbers from five to over thirty operators, who were

observed riding recklessly on public roads by pulling wheelies, cutting off traffic and disregarding stop signs and traffic control signals. Understanding how this problem was effecting the safety of our citizens and the motoring public, the investigation was turned over to the Newington Police Detective Division. An in-depth investigation was initiated to identify these operators, who often wore masks to conceal their faces. After a lengthy investigation and multiple search warrants, the Newington Police Detective Division was able to identify multiple riders and two arrests have recently been made in the case.

- On March 28th, 21 year old Jan Javier Sanchez of 48 Crystal Avenue, New London was arrested and charged with four counts of Reckless Driving, four counts of Reckless Endangerment 2nd Degree, and four counts of Operating an Unregistered Motor Vehicle.
- On April 8th, 26 year old Roberto Alicea of 38 Dewey Street, New Britain, CT was arrested and charged with three counts of Operating an Unregistered Motor Vehicle, three counts of Operating a Motor Vehicle Under Suspension, three counts of Reckless Driving and one count of Reckless Endangerment 2nd Degree.
- On April 16th, Detectives conducted an undercover operation on the Berlin Turnpike that resulted in the arrest of three individuals for prostitution. 33 year old Tamar Creel of Stafford, CT was arrested and charged with prostitution and drug charges after offering to engage in sexual conduct in exchange for a fee. In a second incident during the same operation, detectives arrested 38 year old Nicole Laflamme of Simsbury for prostitution. Detectives also arrested a third female in another incident during the same operation, identified as Valerie Marco of Middletown for prostitution.
- During the month of April, Detectives participated in 5 days of entry level police officer applicant interviews and are currently conducting background investigations on several of those applicants.
- In April, the Community Service Officer (CSO):
 - Continued to be assigned to the high school on a full-time basis.
 - Hosted the Citizen's Police Academy on Wednesday evenings.
- In April, the Animal Control Officers had the following activity:
 - 55 Calls – 23 Dog, 22 Animal and 3 Specific Detail/ 7 Follow-ups/ 0 Car Seat.
 - 1 Dog vs. Dog Bites/0 Dog Bite w/dog/0 Feral Cat Bites w/human.
 - 4 Impounds – 0 redeemed, 0 sold as pets, 0 euthanized, 0 Quarantine, 4 carry over to May.
 - 0 Infraction written.
 - 102 Incoming Phone Calls.
 - 5 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 2 Written Warnings.
- Breakdown of Calls
 - 510 -
 - 2 Combined Dog/Animal/Specific Detail/Check Welfare.
 - 0 Delinquent Letters/Written Warnings/No License/Barking/Littering.
 - 0 Infractions.
 - 0 dog bite – 0 dog vs. human, 0 dog vs. dog.
 - 0 Dog Adoption.
 - 511 -
 - 24 Combined Dog/Animal/Specific Detail.
 - 7 Delinquent letters/Written Warning/No License/Barking/Littering.
 - 0 Infractions.
 - 0 dog bite – dog vs. human, 1 Dog vs. dog
 - 0 Dog Adoption
- Other –
 - 29 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 04-22 Dog in Protective custody: owner is paying for all kennel fees.
 - 04-20 CHS cat dumped: Cat went to rescue, never impounded.
 - Animal law clinic training \$ 20 a person, both Deb and I are waiting for approval.
 - WPD handled Cat euthanasia at CVC; Invoice should be on its way.
- In April, the Patrol Division had the following activity:
 - **Breach of Peace – Gun Arrest** - On 4/27/18, officers dispatched to a location in Town for a report of a male and female arguing outside of a motor vehicle. Due to the nature of the call, multiple

officers responded to the scene. When officers arrived, they found a vehicle parked in the roadway and a male and a female standing outside the car. The female stated that they pulled over because they were lost. The two began yelling at each other due to an argument about being lost. The two individuals were asked to show some identification. During this time, the female stated that she had some marijuana in her possession. The marijuana was recovered and seized as evidence. As the officers continued to speak with the suspects, one of the officers looked inside the vehicle from the outside and noticed a black handgun on the floor of the vehicle. Both suspects were detained in handcuffs at that time.

It was later determined that the female was in possession of the handgun and she did not have a permit for the gun. She was charged with 29-38 Illegal Possession of a Weapon in a Motor Vehicle, 53a-217c Criminal Possession of a Pistol or Revolver, and 21a-279a Possession of Less than a Half Ounce of Marijuana. She was detained on a \$25,000 bond.

- **Domestic Assault** - 4/20/18 officers were dispatched to a residence in Newington on an active domestic dispute with a stabbing. A female caller stated that she was attacked by her boyfriend and she cut him with a knife. As officers responded, the boyfriend contacted the Police Department and stated that his girlfriend was intoxicated and that she had stabbed him with a knife. Once officers arrived, they separated the two individuals and spoke to them. Both individuals stated that they had been at the house and began to have a verbal argument. During the argument, it became physical. At some point, the female had a knife in her possession and cut the male during the physical confrontation. The injury to the male was minor.

Based on the investigation the female was charged with Assault in the 2nd degree in violation of CGS 53a-60, Disorderly Conduct in violation of CGS 53a-182, and Criminal Mischief 2nd degree in violation of CGS 53a-116.

Based on the investigation the male was charged with Disorderly Conduct in violation of CGS 53a-182, Reckless Endangerment in violation of CGS 53a-64, Unlawful Restraint in the Second Degree in violation of CGS 53a-96, and Assault in the 3rd degree in violation of CGS 53a-61.

Property Report April 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	4	\$ 28
Damaged/Destroyed	4	\$ 3,810
Vehicle Inventory	0	\$ 0
Stolen	105	\$ 37,447
Abandoned	0	\$ 0
Evidence	144	\$ 229
Found	35	\$ 2,808
Lost	6	\$ 168
Seized	39	\$ 2,504
Recovered	38	\$ 8,649
Impounded	2	\$ 0
Informational	17	\$ 648
Total	394	\$ 56,291

- Police Department Overtime:
 - Comparison
 - OT March \$ 135,890 3 pay periods – 1 holiday
 - OT April \$ 106,211 2 pay periods – 2 holidays
 - \$ 29,679 decrease
- During April, 1 officer was on injury leave, 1 officer vacancy, 3 officers on light duty, 1 working Dispatch, 1 in the Detective Division and 1 in Records, and 1 dispatcher position vacancy. These vacancies have an impact on overtime for a total of 6 positions vacant on the schedule in the Patrol Division and Dispatch.
- Admin overtime, \$0, a decrease of \$573 for coverage one holiday.

- Patrol overtime \$80,292, an increase of \$7,976 (\$25,330 for 2 holiday pays). Overtime included 3 pay periods and the following calls, domestic calls, rifle inventory, court, larceny, motor vehicle accidents, search warrants, traffic court, casework, hold overs, and overtime for time off/vacancies/injuries.
- Detective Division overtime \$2,480, a decrease of \$3,902. Overtime included the following investigations; interviews, prostitution detail, sudden death, crime scene processing, police candidate backgrounds, and casework follow ups.
- Communications overtime \$10,512, a decrease of \$2,938 which includes 3 pay periods (\$3,500 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 \$8,055, a decrease of \$16,297 for training classes consisted of ERT training, LOCKUP instructor training, and firearms training.
- Support Services overtime \$4,872, an increase of \$436 (\$627 for holiday pay). Overtime included coverage for holiday, council meeting, Citizens Police Academy class, and a juvenile arrest.
- ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of April, 2018. During this period Fire Department members responded to 52 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	April 2018	10 Months Activity
FIRES		
Structure Fire	4	26
Vehicle Fire	0	8
Exterior Fire	1	24
Other Fires	0	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	2
Extrication	1	6
Other Rescue Calls	1	10
SERVICE CALLS		
Hazardous Condition Calls	5	64
Water Problems	0	29
Other Service Calls	4	43
OTHER		
Good Intent Calls	2	23
False Alarm/False Calls	33	209
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	6
Total	52	455

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

Company Training – Co.1	Truck Company Operations	20.0 hours
Company Training – Co. 4	Fire Exam Prep. & Co. Review	11.0 hours
Officer Training	CIRMA Unit 3	56.0 hours
Multi Company – Co. 3 & 4	Firefighter Safety/Survival	63.0 hours
Multi Company – Co. 1 & 2	Firefighter Safety/Survival	64.0 hours
Haz-Mat Awareness		32.0 hours

Office Training	Module 4 Chief Pendl	58.0 hours
Passenger Train Emergencies		8.0 hours
Total Training		312.0 hours

FIRE MARSHAL

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

INSPECTIONS	16
INSPECTION FOLLOW-UPS	55
PLAN REVIEW	10
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	1
COMPLAINTS	5
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	2
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	3

Incidents:

- Responded to 19 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the Annual Connecticut Emergency Management Symposium in Cromwell. Topics: FirstNet Initiative, School Security Planning, Hurricane Recovery Support, Cyber Security Planning, Long Term Care Facilities Mutual Aid Plans, CT Citizens Corp CERT Team Updates and a DPH Briefing on the Influenza Season.
- Issued the annual blasting permits to the Balf/Tilcon Plant on Hartford Avenue and monitored blasting operations during the month.
- Contacted our State Legislators requesting their help in defeating Senate Bill-435 an act concerning the use and sale of consumer grade fireworks.
- Attended the International Association of Fire Chiefs Annual Meeting and Educational Seminar in Portsmouth New Hampshire. Training Topic: Leadership Lessons Learned After Getting the Badge.
- Attended a Stag Party for Company #2 Member/New Haven Firefighter Colin Whalen in New Britain.
- Attended the monthly Newington Safe Home Committee meeting at Town Hall.
- Attended the quarterly meeting of the Connecticut Emergency Managers Association at the Regional Communications Center in Manchester.
- Conducted the quarterly meeting of the Newington Local Emergency Planning Committee at Town Hall.
- Attended the Annual Connecticut Fire Marshal Association Conference in Berlin. Topics: Electrical Safety, Tent Ballasting, CPSC Product Safety, Fire Investigation Case Studies, Legislation Updates, Fire Resistive Construction and Sparktaclar FX Machines.
- Attended the monthly Board of Fire Commissioners Meeting at Company #5 on Maple Hill Avenue.
- Attended the monthly officers training session in the Kalasky Room at fire headquarters; topic: Fire Service Leadership
- Attended the monthly company training session at the training tower, topic: Bail-Out Drills.
- Attended a CTDOT Passenger Train Emergency Planning Workshop at the State Fire Academy in Windsor Locks.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended a Parks and Recreation Department Motorcycle Madness event planning meeting with Town staff.
- Met with Town staff and representatives from Plaza Azteca to establish emergency plans for the Annual Cinco di Mayo Party at the restaurant.

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.
- Attended Environmental Quality Commission/Earth Day coordination meeting.
- Administered written examination and oral panel interview for Equipment Operator 1 position vacancy.
- Attended Local Emergency Planning Committee meeting.
- Attended MDC Hazardous Waste Collection coordination meeting.
- Attended Myra Cohen Way meeting with CT DOT.
- Hosted DEEP Landfill Operator Training class.
- Attended "Complete Streets" seminar hosted by CRGOC.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Constructed new loading ramp at landfill as part of landfill closure reconfiguration.
- Completed Town wide broken/damaged curbing pickup.
- Began Town wide street sweeping.
- Completed street sweeping, pot hole patching, curb repairs at all schools.
- Continued with Town wide pot hole patching, curb and top soil repairs.
- Crews called out two (2) times for snow/ice/ events resulting in snow totals of 5.8".
- Responded to one (1) eviction - no storage required.
- Crews completed the repair of several storm water catch basins/pipe at various locations.
- Jet rodded clogged drainage pipe at Mill Pond Pool.
- Continued pick-up of damaged curb due to snow plowing operations.
- Responded to two (2) after hours call in.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assisted Police Department with relocating speed detectors.
- Assisted Highway Department in snow plowing operations.
- Assisted Highway Department in the material processing at landfill.
- Assisted Sanitation Department with maintenance of recycling containers.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Began spring services of all Fire Department apparatus.
- Began spring services of Parks and Highway Departments' seasonal equipment.
- Assisted Highway crews in snow plowing operations.
- Continued to maintain street sweepers.
- Responded to two (2) after hour call-ins for Police and Fire Departments – Company #2.

Sanitation/Recycling/Landfill

- Scheduled 844 residential bulk items for collection for the month.
- Scheduled 113 condominium bulk items for collection for the month.
- Scheduled 32 condo/residential scrap metal items for collection for the month.
- 6059 tons of cumulative Municipal Solid Waste were collected from July to March.
- 2008 tons of cumulative recyclables were collected from July to March.
- 916 mattresses and 491 box springs were collected from July to March.
- 379 televisions were collected from July to March.
- Issued 107 permanent landfill permits and 30 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on April 11, 2018:

- Approved Petition #11-18: Special Permit (Section 3.2.7: Charitable Event) at 2550 Berlin Turnpike. Melanie Goodin, 66 Highview Avenue, Wethersfield CT, applicant/contact.
- Approved, with conditions, Petition #01-18: Site Plan Approval at 3443 Berlin Turnpike. Garrett Homes LLC, applicant; Edward S. and Laura Seremet, owners.
- Approved with conditions, Petition #06-18: Special Permit (Section 3.15.6: Place of Physical Activity) at 2631 Berlin Turnpike. 2631 Berlin Turnpike Associates LLC, owner; Johanna Serrata, 304 Orchard Avenue, Newington CT, applicant/contact.

Regular Meeting on April 25, 2018:

- Approved, with conditions, Petition #05-18: Special Permit (Section 3.15.3: Outside Restaurant Seating) at 3260 Berlin Turnpike ("Plaza Azteca Restaurant"). John Kennelly, applicant; Manuel Rubio, 3260 Berlin Turnpike, Newington CT, contact.
- Approved, with conditions, Petition #07-18: Site Plan Approval at 22-26 Mazzoccoli Way. Lucy Robbins Welles Library, Inc. and Town of Newington, applicant; Tanya D. Lane, 131 Cedar Street, Newington CT, contact.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- April 5: Met with McDonald's reps re: zoning text amendment.
- April 16: Met with Town Manager re: TPZ appeal.
- April 23: Met with applicant for rear lot on E. Robbins Avenue.
- April 30: Attended staff/applicant meeting for Cinco de Mayo event.

TOD/CTfastrak/Amtrak Corridor Planning:

- April 18: Attended CROG Corridor Advisory Committee meeting.
- April 20: Attended staff/DOT meeting re: Myra Cohen Way.

Grant-Funded Project Activities

- April 5: Met with staff to discuss Constance Leigh Drive mill and overlay.
- April 10: Met with consultant on site to discuss Gateway sign.
- April: Continued administration of Streetscape Phase VI (Constance Leigh) project.
- April: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- April 11: Attended regular monthly TPZ meeting.
- April 25: Attended regular monthly TPZ meeting.
- April 25: Attended special Environmental Quality Commission meeting.

Professional Development/Training:

- April 6: Attended lunchtime professional development event in Hartford.
- April 13: Attended planning meeting for annual tristate planning conference.
- April 26: Attended CT Fair Housing Association annual meeting.

Miscellaneous

- April 2: Discussed previous TPZ meeting with Town Manager.
- April 5: Attended Complete Streets workshop by CCHD/CROG.
- April 9: Attended monthly Planning/Engineering/Wetlands staff meeting.
- April 11: Attended monthly Public Works Team meeting.
- April 23: Discussed previous TPZ meeting with Town Manager.
- April 25: Attended Town Manager's monthly department head meeting.
- April: Responded to approximately 43 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- April: Received and sent approximately 452 emails from citizens, local businesses, applicants, staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved thirty-six excavation permits:
 - Road excavation – 19
 - Driveway/Sidewalk - 17

Meetings: Attended Town Meetings:

- Monthly Public Works meeting.
- Monthly Planning and Engineering meeting.
- Monthly Conservation Commission meeting.
- Town Hall Renovation meeting.
- Emergency Action meetings for BOE diesel release.
- Constance Leigh Streetscape committee meeting.
- Myra Cohen Way meeting for property transfer with CDOT.
- Old Road (Main Street – State Route 176) meeting for property transfer with CDOT.

Conservation (Inland Wetland) Commission:

1. Commission Administered applications:
 - None.
2. Agent Administered Applications:
 - None.
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 21 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):

- 3443 Berlin Turnpike – Commercial site plan.
- Packards Way – subdivision roadway inspection.
- Shady Hill Lane – Harvest Ridge subdivision road as-built.
- 3443 Berlin Turnpike – Commercial site plan.
- 262 Brockett Street – Commercial site plan modification.
- 49 Fenn Road – commercial site plan.
- 80 Fenn Road – commercial site plan.
- 1669 Willard Avenue – residential site plan.
- 136 Rockwell Road – commercial as-built.
- 475 Willard Avenue – Shelbourne – commercial site plan modification.

Approved Site Plans: NA.

- 3240 Berlin Turnpike – Chick-fil-A site plan modification.

Public Works: Assessed/investigated right-of-way damage/hazard reports by performing field inspection for road pavement, curb, sidewalks, drainage, stone wall, and settlement issues throughout town.

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town mapping, ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected drainage system during and following 16 April 2018 storm event (2.75 inches of rain = 50-year event).
- Coordinated with Hartford and West Hartford 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 MDC regarding hydrant bill.
- Coordinated with MDC regarding settlement in Deming Road.
- Coordinated with CT DOT projects in Newington.
- Coordinated with CDOT regarding transfer of Myra Cohen Wat to Town of Newington.
- Coordinated with CDOT regarding transfer of Old Road (part of Route 176 corridor) to Town of Newington.

Engineering for Town Project: Assisted Town departments with in-house projects:

- Mayor: Old Road – engineering services.

- Town Manager: Elton Drive terminus – surveying and engineering services.
- Planning Department: Constance Leigh Drive (Streetscape) – construction quality control services.
- Park and Recreation Department: Reviewed maps and property lines for determination of location of trees (town property or private property).
- Park and Recreation Department: Churchill Park pavilion grading plan - surveying and engineering services.
- Highway Department: Proposed Above Ground Fuel Storage expansion – engineering services.
- Economic Development Department: National Welding Site and Myra Cohen Way – engineering services.
- Board of Education: Diesel fuel release Emergency Response – 1) project coordination, surveying and engineering services for backfilling and restoration – 2) soil and water sampling for permitting and public relations.
- Youth Services: yurt ADA grading plan – surveying and engineering services.
- Facilities Department: New municipal building site plan and drainage (library parking) – engineering review.

ECONOMIC DEVELOPMENT

- Supported the activities of the Economic Development Commission.
- The Villas at Cedar Mountain assisted living/independent living project moved closer to beginning construction as the developers continued to refine their business plan to close the financing gap that has stalled them.
- Eversource selected a developer to purchase its property at 3333 Berlin Turnpike. Although the Purchase & Sale Agreement is still being finalized, the developer is actively engaged in recruiting tenants and creating a site plan for a mixed use development.
- The purchase of the Sears property at 65 Holmes road has not closed, but the buyer advised it is planning renovations in conjunction with new tenants. In the meantime, it is expected that the Sears Warehouse and Outlet Center will remain in operation.
- Construction has begun at 2395 Berlin Turnpike/262 Brockett Street to expand and reconfigure the Sculptures Plaza.
- In conjunction with the sale of the East PBE business, the property at 283 Pane Road was sold to F&M Equipment, a division of Komatsu, for \$1,231,000. The Town appraisal of land and buildings is \$1,113,807.
- The landlord for 2903 Berlin Turnpike, the site of the former Bonefish restaurant, rejected the sublease proposal that would have brought Newington a new location for a local restaurant group. Bloomin' Brands, the Bonefish owner, is pursuing a locally based "burger joint" as an alternative.
- The application to open a bounce house business at 2631 Berlin Turnpike (former Ann & Hope Curtain & Bath) was approved by the Town Plan and Zoning Commission.
- Chick-fil-A finally received its demolition permit to demolish the building at 3240 Berlin Turnpike that formerly housed the Ruby Tuesday restaurant.
- The RAK, a plus-size women's clothing store, opened at 354 Main Street, in the space formerly occupied by Lyman Kitchens.
- Utopia Intimate Secrets/Smoke & Vape at 2221 Berlin Turnpike, closed after a little less than five years in business.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to Newington.
- Assisted existing or potential business owners seeking locations within Town.
- Provided advice to entrepreneurs looking to start businesses in Newington.
- Assisted businesses with preparing their applications to the Town Plan & Zoning Commission.
- Advised commercial property landlords seeking new tenants or to sell their properties.
- 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.
- Researched sites that could be used for temporary parking of the school bus fleet.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- A Building Application was approved for the demolition of the Ruby Tuesday’s building located at 3240 Berlin Turnpike.
- An application was received for the relocation of the above ground storage tank from the Board of Education to the Highway Garage.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - National Electrical Code and International Residential Code Electrical Updates with Photo Voltaic system Requirements – April 2, 2018.
 - K. Kilkenny - National Electrical Code and International Residential Code Electrical Updates with Photo Voltaic system Requirements – April 2, 2018.
 - D. Jourdan - Class on View Permit – April 16, 2018.
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 133 Inspections. They were: A/C (1), Boiler (4), CO (1), Electrical (5), Final (58), Footings (4), Foundations (1), Framing (4), Gas Fireplace (1), Gas Line (1), Insulation (5), Mechanical (2), Plumbing (1), Roofing (1), Rough (43), and Sill (1).
- There was one Certificate of Occupancy issued in April. A single family residence at 43 Harvest Court.
- The total number of Building/Renovation Permits issued / applied for the month of April was **151** producing a total permit value of **\$1,941,576.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	34	\$1,124,486.00
DECK	0	0.00
DEMOLITION	1	65,000.00
ELECTRICAL	33	67,040.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	29,014.00
GARAGE / SHED	1	55,000.00
MECHANICAL	25	190,223.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	18	36,312.00
POOL	4	51,169.00
ROOFING/SIDING	24	167,090.00
SIGN	1	3,800.00
SOLAR	6	152,442.00
TENT	0	0.00
TOTAL	151	\$1,941,576.00

The total Building income fees received in the month of April was **\$22,826.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1120.00 Environmental \$240.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$144.00 Driveway / Excavation \$2175.00 Engineering copies \$62.00. The other total income is \$3741.00.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for April:	\$1,941,576.00	\$2,911,441.00
Fees for Permits issued for April:	\$22,826.00	\$33,888.00
Other income Fees for April:	\$3,741.00	\$2,140.75

Building Permits Issued for April:

151

152

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>
\$18,183,612.00	\$215,412.00	\$23,585,569.00	\$233,058.00

HUMAN SERVICES

- Middle School SCORE programs finished up this month and the Summer Youth Adventures 2018 (SYA) brochures went online to our web site, emailed and distributed in the schools by April 30. We have already begun receiving registrations for SYA.
- 4th grade SCORE programs began this month during the April school break and will continue through the Month of May offering after school outdoor programs to 31 registrants.
- April's 5th Grade Challenge program was able to hold in-class and final challenge sessions outdoors. Both classes were active and enthusiastic groups of students that learned about cooperation, communication and commitment from their challenge experiences.
- Newington Challenge Course officially opened for the season this month on April 4, 2018. We have scheduled programs through the upcoming spring, summer and fall.
- The high school Vocational Prep group had a field trip day with us at the challenge course. They learned how to belay (with staff back-up) and were very enthusiastic about the high ropes challenges they participated in.
- Coordinator Meskill continues to provide direction and supervision for CCSU student, Brianna Patton who assisted with volunteer recognition ceremony for the student volunteers of the Transitional Academy. Completed & submitted Bri's final evaluation to CCSU.
- Coordinator Meskill attended training on CyberBullying and its effect on the mental health of children, and attended Newington Street/Smart Street presentation.
- Coordinators Meskill and Wassik attended Gatekeeper's Conference including training sessions on PTSD, Human Trafficking, early life trauma and its impact on aging persons and how to recover emotionally from natural disaster trauma.
- Coordinator Meskill and Director LaBrecque manned a booth at the Chamber of Commerce Home & Business Showcase on Saturday April 21st- available to meet residents and answer their questions.
- Coordinator Wassik and Director LaBrecque manned the Stop & Shop, Foodshare, Channel 30 NBC statewide food drive on Saturday April 28th-collecting much needed items for the Foodbank with the assistance of numerous community volunteers.
- The department held a successful Volunteer Recognition Dinner on 4-24th in an effort to show a measure of appreciation for all that the volunteers do to support the important work of the department.
- The Department held a presentation on the Facts of RX Drug Use/Abuse in CT & nationally including some warning signs in teens and prevention strategies and including the personal stories of two young people whose lives were impact by drugs both through family use and personal use. Resources for education and treatment were also provided. This event was well attended and we received very positive feedback re the value of this program.
- 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.

April 2018 Statistics

Selected Programs	FY 17-18 Total This Month	FY 17-18 Total Last Month	FY 17-18 Cumulative Total YTD	FY 16-17 Cumulative Total YTD
Youth & Family Counseling Cases	11	14	128	39
Youth & Family Service Hours	33	49.5	368.5	375.25

JRB Cases	0	0	5	8
Positive Youth Development	206	93	2838	2759
Community Service Challenge Course	3 61	1 12	16 73	Not reported last year
Information and Referral	515	414	6100	10,738
Social Casework Cases	65	73	734	408
Under 55 =	15	20	174	131
Under 55 Disabled =	14	10	156	86
Over 55 =	36	43	402	191
Social Casework Service Hours	125.5	119	1243	1347.50
Under 55 =	26.5	34	285.5	309.25
Over 55 disabled and/or disabled	99	85	956.5	1038.25
Food Bank Household Visits	134	106	1298	1371
# bags of groceries distributed	575	471	6356	6557
Mobile Truck	126	118	1305	Not Reported
Clothing household visits	18	20	204	Not reported last year
# bags of clothes given	21	24	259	
Special Needs	5	4	60	69

SENIOR AND DISABLED CENTER

- Two new sessions of the Aging Mastery Program® kicked off this month with a Tuesday evening session and a Friday morning session of the 10-week program. Through a partnership with the Connecticut Healthy Living Collective and the National Council on Aging, the program is receiving funding from Anthem as a benefit to their beneficiaries and enrollment is high.
- The Center is also delivering the LiveWell and Livewell Diabetes chronic disease self-management classes and the Matter of Balance program. These are all evidence based programs lead by certified instructors.
- The Center partnered with CCSU Professor Carrie Andreoletti in the WISE program. This intergenerational program brings older adults and students together and met three times in April, once at the center and twice at CCSU, as part of a Positive Psychology class.
- Newington Rapid Recovery provided a manicure day to 10 lucky participants on April 6th.
- Dr. Mohamad Halawi, M.D. discussed joint pain and surgical and nonsurgical methods to overcome it in a seminar on April 25th provided by Stryker Orthopedic. Dr. Halawi is an orthopedic surgeon at UCONN Health who specializes in hip and knee reconstructive surgery.
- Reverse Mortgage Advisor Brian Turley of Norcom Mortgage presented a workshop covering the basics, general eligibility requirements, cash-out and repayment options available for a reverse mortgage **on April 26th**.
- There are currently 16 volunteers who deliver MOW on a regular basis and 2 volunteers who are trained to be backup MOW drivers. Deliveries are split into three daily routes, Monday through Friday. **35** individuals received home delivered meals in April. Of those 35 recipients:
 - 9 receive meals 7 days per week
 - 16 receive meals 5 days per week
 - 1 receives meals 4 days per week
 - 4 receive meals 3 days per week
 - 5 receive meals 2 days per week

- New items were introduced in the Coffee Shop with great success this month. The Coffee Shop, operated by 11 volunteers, provides a low cost alternative to the congregate meal for participants and visitors.
- As of the end of March, the Center had: 1,477 paid members, including 209 Fitness Center members. There are 1014 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 3263 by 493 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 103 residents 1140 trips this month, covering **3391** miles.
- Center staffing was complemented by 697 hours of unpaid service in 237 instances by 51 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

- Spring indoor swim lessons are being offered on Monday and Wednesday nights to accommodate those looking for lessons before the summer season. Stew Leonard's generously donated \$4,500 to help subsidize the cost of swim lessons for families. As a result, all spring group swim lessons were \$10.00, as opposed to \$40.00.
- Interviews for seasonal staff positions are ongoing.
- Registration for the 2018-2019 school year at our Creative Playtime Preschool is ongoing.
- The Summer Program Guide was completed and distributed to 13,000 Newington households during the week of April 30.
- Residents may now purchase summer pool passes at a discounted rate through June 6th.
- Summer program registration for residents starts on May 2nd.
- Camp RECreate and Playground Pals' program information was distributed to Newington students entering Kindergarten through grade 8. Program dates are Monday through Friday, June 25 through August 10 (no program on July 4). Camp RECreate hours are 7:30 to 5:30 and Playground Pals' hours are 7:30 to 2:00 with an option for Extended Care from 2:00 to 5:30. Discounted rates are available if children are registered by June 1. A sibling discount is also being offered for families with more than one child enrolled.
- Camp S'More is being offered the week of August 13 through 17 (7:30 to 5:30) for children entering Kindergarten through grade 4.
- Staff attended CRPA Spring Quarterly on April 12.
- New programs being offered and included in the Summer Program Guide are: Summer Band Academy, Boys' Basketball Team Clinic, Beginner Digital Photography.

Parks and Grounds and Cemeteries

- Churchill Pavilion – installed trusses, poured the concrete floor, installed water and electric, installed steel roof.
- Finished up all the work on Alumni baseball field, it's ready for the year.
- Finished cutting fields for little league baseball.
- We have two staff members dedicated to getting baseball fields ready each day.
- Worked with Walmart at Mill Pond Falls and gazebo on a community beautification.
- One staff member started working Tuesday to Saturday to cover cleanup from weekend events.
- Completed spring cleanup at all firehouses and ambulance building.
- Fixed pavers ant Mill Pond playscape.
- Started paver patio at Mill Pond gazebo.
- Worked on getting pools cleaned so crack repair and painting can get done.
- Continue to clean up cemetery and install military markers.
- We had two ice and snow events.
- There were 4 sales and 7 interments at Town cemeteries.

Tree Warden

- Cleaned up two fallen trees from West Meadow Cemetery due to storm.
- Removed hanging branches, dead wood in trees at Mill Pond Falls.
- Removed dead Maple from Mill Pond Falls.
- Removed dead Ash tree from Mill Pond falls.
- Removed fallen tree, across path at Eagle Park.
- Cleaned up broken White Pine branched from High School path.
- Removed dead Maple from Clem Lemaire Park.
- Removed leaning tree over path at end of Farmstead Road.
- Removed dead pine trees at corner of Hawley and Hall St.
- Removed storm damaged Alberta Spruce from Old Co-3 Firehouse.
- Removed two remaining posted trees at Churchill Park, for construction project.
- Removed very hazardous Silver Maple at corner of Connecticut Ave. and Dewy St.
- Removed dead Ash tree behind Parks Garage.
- Removed dead Ash tree from Cemetery.

LIBRARY

- The Town's 2018-2019 budget was passed in April. The library's budget had a 0% increase. Thankfully there were no cuts to the proposed budget.
- In April the Friends of the Library and the Newington Children's Theater Company held a joint fundraiser titled *Desserts Ever After: Willy Wonka*. Children came to the library on April 22 and met and had their pictures taken with some their favorite Willy Wonka characters. Activities were offered as well as ice cream sundaes. The library was transformed into Willy Wonka Land thanks to the hard work of library staff, Friends and a core group of student volunteers. More than 189 tickets were sold. Children of all ages as well as many adults had a great time doing all things Wonka, meeting the characters of the NCTC Willy Wonka Jr. cast and eating ice cream sundaes provided by Newington Rapid Recovery Rehab Center. The Friends also had a presence at the Newington Chamber of Commerce Home & Business Showcase and 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 continues to plan for its 22nd 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.
- The library staff hosted its annual Volunteer Appreciation Breakfast on April 26. The breakfast is a way for staff to thank the many library volunteers who help make the library a vital component in the community. The theme this year was rock n' roll, to tie in the with summer reading theme Libraries Rock. In addition to offering a delicious breakfast spread, many library staff dressed up as their favorite rock n' roll performers including Janis Joplin, Carol King and Axel Rose.
- The library celebrated National Library Week, the week of April 8 – 14. This coincided with school vacation week. The theme this year for NLW was Libraries Lead, a time to celebrate libraries and their contributions to the community and to promote library use and support. During this week, the library offered a diverse selection of programs for all ages. In addition, information about the library services and what it has to offer was available in the library and online and inspirational posters that offered quotes about the importance of libraries were placed around the building.
- Children's staff offered 67 programs to 1,662 children and their caregivers. The Children's Librarians are very busy preparing for May school visits to the elementary and middle schools to promote Nutmeg Nominee books and the library's summer reading programs. April vacation included programs for every age: preschool in the mornings and school age in the afternoon and evenings. In addition to regular story times, vacation week programs included *Mr. Gym*, *Builders Club* with Keva Planks, a showing of the movie *CoCo* and *Art Sparkles* where kids created their own version of a Van Gogh painting. Highlights of other programs throughout the month included *Give Peas a Chance*, a nutrition program given by local author Kate Samela, *Pajama Yoga*, *Books and Babies* and *Ready for Kindergarten*, a four week program for children entering kindergarten to help them prepare for a successful start in school. School visits, outreach to preschool and daycares, and regular story times rounded out the month.

- Adults and teens were kept busy with 21 programs offered to a combined audience of 799. CCSU Professor Gil Gigliotti hosted an Alfred Hitchcock movie series that included the movies *39 Steps*, *North by Northwest*, *Rear Window* and *Psycho*. To celebrate the upcoming Royal Wedding, a lunchtime documentary series featured biographical documentaries about the royal family. Hailey Billipp, granddaughter of Roger Eddy, spoke about the history of the Eddy Farm as part of the *Made in CT* series. Staff are actively planning for adult and teen summer reading and the many activities to tie in with these programs.
- Total circulation of library materials was 24,429. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,193 times from the library website. 14,998 people visited the library during the month. There were 7,218 visits to the library's homepage. Popular online services included *Literary Reference Center- EBSCO*, *Universal Class*, *ValueLine* and *PebbleGo Animal*, *Science* and *PebbleGo Next States* databases. Museum passes were used 137 times this month, the most popular being the *Wadsworth Atheneum*, *Springfield Museums* and *Children's Museum/Roaring Brook Nature Center*. The reference staff answered 4,412 reference questions during the month. Free library meeting space including study rooms was used 503 times during the month.
- In Technology news, Digital Services Librarian Jen Hebert offered a *Google Everything* class. One-on-one tech support programs *Teen Tech Troubleshooting* and *Tech 4 U* were offered as well. The portable chargers that can be checked out in-house while patrons are using the library are very popular. Many people bring their mobile devices to use in the library so having the ability to recharge them if needed is a very welcome service.
- In Personnel news, Teen Librarian Bailey Francis returned from maternity leave. She is jumping right into summer reading planning and preparation. Part-time Teen Librarian Jennifer Basset did a great job covering many of Bailey's duties while she was out. Several staff members attended the Connecticut Library Association's Annual Conference in Danbury, CT. This is a great opportunity for staff to attend informational sessions and network with their peers. An online training video on *Instagram Basics* was sent out for staff to complete during the month.
- In Facilities news, two additional security cameras were added to the children's room to help offset some theft of A/V materials. The new mobile bookshelves are great. We were able to enjoy the benefits of these shelving units during the *Desserts Ever After* program where we moved the shelves around to offer a more open space for one of the Wonka activities.
- Topics of note that were researched this month included:
 1. Books on manners for preteens.
 2. Ratings of local rehab centers.
 3. Are dryer sheets good to use with moisture wicking fabrics.
 4. Can I bake at home and sell my baked goods?
 5. What office in Connecticut handles renter rebate checks?