



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: August 28, 2018
Re: Monthly Report – July 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 Equipment Mechanic II position.
- Mrs. Lane attended the Town Hall Building Project meetings.

Overtime

Paid overtime during the month of July 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	24.2	\$ 1,253.84
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 735.00
ROAD MAINTENANCE	23.0	\$ 1,321.54
TOWN HALL TEST PITS	62.5	\$ 2,935.33
MILLING – OVERLAYS	13.5	\$ 576.26
PAVING – PANE ROAD	16.5	\$ 818.38
TRAFFIC - XTRAVAGANZA	12.0	\$ 552.24
TOTALS	167.7	\$ 8,192.59
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	295.5	\$ 11,537.60
Turf & Grounds Maintenance	44.0	\$ 3,297.51
TOTALS	339.5	\$ 14,835.11

POLICE DEPARTMENT	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD	17-18 Budget Overtime Appr.	Overtime Expended 17-18 YTD
Administration	\$ 7,459.00	\$ 0.00	\$ 7,459.00	\$ 860.64
Patrol	619,839.00	48,293.30	619,212.00	41,471.90
Investigation	81,972.00	1,444.11	83,451.00	4,655.44
Communication	173,143.00	8,424.20	170,443.00	7,407.13
Education/Training	130,461.00	1,196.90	130,461.00	2,100.37
Support Services	36,306.00	1,169.10	37,113.00	3,710.26
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
Total	\$ 1,050,622.00	\$ 60,527.61	\$ 1,049,581.00	\$ 60,205.74
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 3,265.95	\$ 26,494.00	\$ 760.59
Snow and Ice Control	161,264.00	0.00	157,488.00	0.00
Traffic	3,958.00	219.36	3,861.00	0.00
Vehicles and Equipment	32,016.00	412.57	31,234.00	795.28
Leaf Collection	<u>33,073.00</u>	<u>0.00</u>	<u>32,312.00</u>	<u>0.00</u>
Total	\$ 257,453.00	\$ 3,897.88	\$ 251,389.00	\$ 1,555.87
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 4,163.26	\$ 82,866.00	\$ 8,426.09
Cemeteries	<u>16,045.00</u>	<u>1,402.86</u>	<u>15,653.00</u>	<u>475.65</u>
Total	\$ 100,508.00	\$ 5,566.12	\$ 98,519.00	\$ 8,901.74

PERSONNEL

- An external posting for the Highway Equipment Mechanic II position (HLT-17) was posted on May 17, 2018. The position was offered to the successful candidate, Richard Wells. He started his new position on August 27, 2018.
- A public posting for a part-time Accounts Administrator was posted on July 19, 2018 with a closing date of August 2, 2018. The position was offered to Melanie Depamphilis. She began her new position on August 27, 2018.

RISK MANAGEMENT

The 2017-18 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2017-18 plan year were estimated at \$2,991,108 for the Town and 8,013,756 for the Board of Education. The total paid claims from the Health Benefits Fund for 2017-18 were \$2,639,639 for the Town and \$ 6,974,048 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2016-17 Settlement Report.

The breakdown for the active participants for Town and Board of Education is as follows:

Claims for June, 2018

	Town	Board of Education	Total
Estimated Claims	2,991,108	8,013,756	11,004,864
Actual Claims	2,639,639	6,974,048	9,613,687

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of July 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Continued Meetings with EverSource for Energy Efficiency rebates for the new Town Hall/Community Center. Attended meetings with the State of CT on BOE reimbursement for the new building project.

Work Order Completions

The Facilities Maintenance Department has completed 41 formal work orders the month of July 2018 at various Town Buildings.

Town Hall

Ongoing roof repairs & inspections 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. Dug test pits in the front parking lot to determine if the Jr. High School's foundation is underneath the parking lot to see if there are any contaminants on the site and how much of the foundation is remaining.

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 has been completed that included demolishing the bus garage to remove the contaminated soil that was under the foundation. Backfilling the site has been completed with final grade and materials have been ordered and the site finishing will be completed by the Highway Dept. starting in September.

Library

Bids were received and a contract was awarded to B & W Paving & Landscaping LLC. Construction to start in September.

Highway Garage

New Shop air compressor was installed and wired by the town's electrician. The 8000 gallon BOE fuel tank was transported from the spill site to its new home next to the 12,000 gallon fuel tank at the garage. Connection will begin in September to have the pumps fully operational and controlled by the Highway Garage.

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 and Mr. Steve Pollock, Network/Application Specialists.

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

- Completing 87 formal work orders.
- Completing annual hardware and software contract renewals.
- Applying cumulative update patches to the Town's email servers.
- Determining a method to export large batches of emails from an email archive appliance for possible migration to a replacement platform.
- Implementing a security awareness program for users of the Town's network and communication infrastructure.
- Reviewing printer management options and quotes in preparation a printer replacement project.
- Upgrading the Police Department's Computer Aided Dispatch, Records Management System and Mobile platforms to the latest versions supported by their vendor.
- Troubleshooting and resolving a point of sale issue in the Parks and Recreation Department.
- Development and deployment of an automated server disk space report.
- Maintaining application security posture with the installation of updates to various line of business products.
- Set-up, testing and deployment of a new line of business application for use by Parks and Grounds to manage water irrigation.
- Facilitating a change of ownership of two phone lines from Town to Newington Housing Authority that were mistakenly identified by Frontier Telephone as belonging to the Town.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- The 2017-18 fiscal year closeout continued through the month; particularly busy was accounts payable area where end of year transactions from departments were forwarded for processing.
- The Actuarially Determined Contribution payments were made to the Town's Defined Benefit Pension plans and Other Post-Employment Benefits trust accounts.
- Data was gathered for the actuaries to perform their audit disclosure statements.
- Town Manager went out on medical leave starting July 17th and Janet Murphy, Finance Director, was appointed Acting Town Manager in her absence.
- Training continued for Jennifer Robinson and Josephine Aux in their new positions as Payroll and Accounts Payable Account Clerk II.
- Notice was posted for our current vacant part time position and all responses are due by August 3rd.

There were no major grants received from the State of Connecticut during the month of July. 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)
7/31/2018

	Interest Earnings		\$ Invested
	Budget FY2018-19	Actual Year to Date	
General Fund	\$130,000	\$45,687	\$43,719,861
Special Revenue Funds	8,700	4,593	4,081,782
97Capital Projects Funds	1,500	1,201	1,054,607
Internal Service Fund	13,000	2,629	2,431,651
Trust and Agency Funds	6,392	1,229,487	1,229,487
TOTAL, ESTIMATED BY FUND			\$52,517,388

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
7/31/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	21,909	14,123	19,238,756
Bank North	0.85	0.85	394	350	546,517
People's Bank (closed)	0.90	0.90	0	1,516	0
TD Bank (new)	1.75	1.75	15,257	11,074	14,570,347
Farmington Bank	1.40	1.40	13,646	7,550	15,084,816
Webster Bank	1.39	1.39	4,176	3,951	3,076,952
Total Outstanding Investments					\$52,517,388

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 July.
- Residential permit work has continued, reviewing improvements made by property owners who secured a building permit. The corresponding change in the property value has been entered in the

computer assisted mass appraisal system. Permits issued up through the end of January 2018 have been completed.

- Business Personal Property field work began which identifies any new personal property accounts not previously assessed and the corresponding information has been entered in the Personal Property CAMA database.
- Selected personal property audits were completed during the month of July. Eight accounts were reviewed by an outside auditor. Three of the twelve accounts have been completed as of the end of July and are being reviewed by the Assessor before final adjustments are made and any tax bills issued.
- Owners of income producing properties who failed to file the annual Income and Expense forms which were due June 1, 2017, were identified and will be assessed a penalty next month for failure to comply.
- The elderly tax relief homeowner program was completed. All reports of this activity were filed with the State of Connecticut before the deadline.
- Lastly, tax bills were mailed out on Friday, June 29, 2018. Approximately 29,000 motor vehicle bills, 1,400 personal property bills and 3,900 real estate bills (9,100 were sent to banks for direct payment). All staff were occupied most of this month at the counter, on the telephone, and on email, answering billing questions from taxpayers. The last few days of the month, the Assessor took tax payments that were made by check in the exact amount to alleviate the long lines that formed in the corridor outside the Tax Office waiting to pay in person.

Revenue Collector

- July Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to 449,715,779. Prior year taxes collected amounted to \$236,818.94 and included in that amount is \$4,890.13 for suspended accounts.
- This year's July collections on the current Grand List was 49.92% which is a little higher than last year which was 48.40%. Last year we did not bill for motor vehicles until later in the year.
- Daily delinquent taxpayers were coming in only to pay their old taxes to either register or purchase a car.
- Legal notices were placed in the Hartford Courant, and a Press Release was placed in the Rare Reminder and Hartford Courant to inform them there are online payments.
- Online payments did not keep taxpayers away for the Tax Office. There was heavy traffic in the office and we had several hundred taxpayers through the month of July and reaching as high as 800 taxpayers near the end of the month.

TOWN CLERK

- There were 92 property transfers during the month for a total of \$16,779,577.11 in sales. State conveyance tax collected was \$132,291.28; Town conveyance tax collected was \$39,586.60.
- Seven residential properties transferred—with five over \$300,000 and two sales over \$400,000. Three commercial properties transferred – 1) 445-445A Willard Avenue from Rotundo Developers LLC to Nickerson Properties for \$2,225,000; 2) 2600 Berlin Turnpike from 2600 Berlin Turnpike LLC to Durham 2600 LLC for \$700,000; 3) 2590 Berlin Turnpike from 2590 Berlin Turnpike LLC to 2590 Newington LLC for \$300,000.
- A total of 468 documents were filed on the land records including: 97 mortgages, 199 releases, 16 probate certificates and nine Foreclosure Registrations.
- Eleven Notary Public commissions and eight Trade Name certificates were recorded.
- Staff issued 117 certified copies of vital record; 15 burial and 9 cremation permits were issued. Five Marriage Licenses were issued to couples.
- Staff created and began issuing Absentee Ballots for the Republican and Democrat Primaries to be held on August 14, 2018.
- There were 53 electronically recorded documents for a total revenue of \$5,946.00.
- The office issued 33 dump passes.

DATA SUMMARY JULY 2018				
	<u>July-17</u>	<u>July-18</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	381	468	381	468
Dog Licenses Sold	185	255	185	255
Game Licenses Sold	7	10	7	10
Vital Statistics				
Marriages	12	12	12	12
Death Certificates	16	20	16	20
Birth Certificates	23	19	23	19
Total General Fund Revenue	\$ 43,291.00	\$ 57,127.60	\$ 43,291.00	\$ 57,127.60
Town Document Preservation	\$ 1,040.00	\$ 1,377.00	\$ 1,038.00	\$ 1,377.00
State Document Preservation	\$ 592.00	\$ 2,472.00	\$ 592.00	\$ 2,472.00
State Treasurer (\$36 fee)	\$ 10,584.00	\$ 11,124.00	\$ 10,584.00	\$ 11,124.00
State Treasurer (\$127 fee)	\$ 3,175.00	\$ 3,302.00	\$ 3,175.00	\$ 3,302.00
State Treasurer (\$110 fee)	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00
LoCIP	\$ 882.00	\$ 927.00	\$ 882.00	\$ 927.00
State Game Licenses	\$ 159.00	\$ 176.00	\$ 159.00	\$ 176.00
State Dog Licenses	\$ 1,155.50	\$ 1,601.00	\$ 1,155.50	\$ 1,601.00
Dog Licenses Surcharge	\$ 418.00	\$ 582.00	\$ 418.00	\$ 582.00
Marriage Surcharge	\$ 152.00	\$ 170.00	\$ 152.00	\$ 170.00
Grand Total	\$ 66,398.50	\$ 83,808.60	\$ 66,398.50	\$ 83,808.60

POLICE DEPARTMENT

- Patrol Calls for July are as follows:

Abandoned MV	4	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	47
Alarm Commercial Burg Alarm	68	Fire Structure Fire	8	MV Complaint	41
Alarm Hold Up Alarm	6	Fire Task Force Activation	1	MV Fire	1
Alarm Residential Burg Alarm	42	Fire Trouble Alarm	9	MVA Evading	16
Animal Complaint	36	Fire Vehicle Fire	0	MVA Injury	16
Arson/Fire Invest	0	Fire Water Problem	1	MVA Property Only	99
Assault	1	Fireworks	10	Neighbor	11
Assault in Progress	0	Follow Up	49	Noise	39
Assist Motorist	2	Found Property	8	Non Collect Person	0
Assist Notification	0	Gun	0	Notification	1
Assist Other Agency	29	Harassment	22	Open Door/Window	8
Bad Check Insufficient Funds	0	Hazard	39	Parking Violation	24
Breach of Peace/Disorderly	16	Hazmat	0	PD ASSIST FIRE DEPT	36
Burglar Alarm	5	Hold Up Alarm	0	Pistol Permit	12
Burglary	3	Homicide	0	Prisoner Care	2
Car Seat	0	Illegal Dumping	2	Property Found	7
Check Welfare	64	Indecent Exposure	0	Property Lost	2
Check Welfare 911	48	Intoxicated	8	Prostitution	0
Check Welfare Other	6	Juvenile Complaint	16	Recovered Stolen MV	1
Clear Lot	4	K9 Assist	3	Residential Lockout	1

Construction	0	Kidnapping	0	Robbery	0
Court Detail	10	Landlord / Tenant Dispute	5	Roll Call	6
Criminal Mischief	9	Larceny	50	Serve Subpoena	0
CSO	5	Larceny from MV	29	Serve Warrant	39
Customer Dispute	12	Lift Assist Only	4	Sexual Assault	1
Dog Complaint	49	Local Traffic Authority	0	Shots fired	0
Domestic	26	Location Check	64	Specific Detail	97
Door Check	0	Location General	1	Stolen MV	9
Drug	4	Lockout Building	2	Sudden Death	2
DUI	3	Lockout MV	2	Suicide	0
EDP	11	Lost Property	1	Suicide Attempt	1
Escort / Transport	14	LTA	0	Suspicious MV Unoccupied	3
Escort Funeral	6	Medical Alarm	10	Suspicious Report	101
Escort Other	5	Medical Cardiac	17	TEST	0
Escort Tax	1	Medical Complaint	163	Threatening	5
Fingerprint	9	Medical Diabetic	0	Tobacco	0
Fire Alarm	20	Medical Fall	34	Tow	21
Fire CO Detector no sympt	2	Medical Mutual	0	Town Ordinance Violation	0
Fire CO Detector with sympt	0	Medical Other	3	Traffic Stop	240
Fire Extrication	1	Medical Respiratory	16	Trespass	12
Fire Hazmat	0	Medical Stand by	5	Unknown	3
Fire Mutual Aid Request	0	Medical Trauma	4	Water problem	0
Fire Other	13	Medical Unresponsive	4		
Fire Rescue	0	Missing	5	Total	2033

- In July, the Detective Division:
 - During the month of July, Detectives conducted follow up case work on numerous open investigations.
 - On July 6th, Detectives arrested Farmington resident Jonathan Landry for the charges of Harassment and Interfering with Police. This arrest was the result of an extensive investigation that began in January of 2018.
 - On July 18th, Detectives participated in “Operation Praying Mantis” which was a state-wide arrest warrant service detail organized by the Connecticut Intelligence Center (CTIC). The purpose of the operation was for officers across the state of Connecticut to simultaneously serve active arrest warrants held by their respective jurisdictions.
 - During the month of July Detectives participated in oral board interviews of applicants for both Certified and Entry Level Police Officer positions. Additionally, Detectives conducted background investigations on applicants for the position of Certified and Entry Level Police Officer as part of our current recruitment and hiring process.
- In July, the Animal Control Officers had the following activity:
 - 86 Calls – 49 Dog, 35 Animal and 0 Specific Detail/ 1 Follow-up/ 1 Car Seat.
 - 2 Dog vs Dog Bites/1 Dog Bite w/Human/0 Feral Cat Bites w/human.
 - 7 Impounds – 5 redeemed, 1 sold as pets, 0 euthanized, 0 Quarantine, 1 carry over to August.
 - 0 Infraction written.
 - 99 Incoming Phone Calls.
 - 4 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 7 Written Warnings.
- Breakdown of Calls
510 -
 - 29 Combined Dog/Animal/Specific Detail/Check Welfare.
 - 16 Delinquent Letters/Written Warnings/No License/Barking/Littering.
 - 0 Infractions.
 - Dog bite – 1 dog vs. human, 2 dog vs. dog.
 - 1 Dog/Cat Adoption.

511 -

- 0 Combined Dog/Animal/Specific Detail.
- 0 Delinquent letters/Written Warning/No License/Barking/Littering.
- 0 Infractions.
- 0 dog bite – dog vs. human (Human not identified).
- 0 Adoption.

Other –

- 57 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - Trying to stay current on all cases during this transition period.
- In July, the Patrol Division had the following activity:
 - **Domestic Violence** - Officers were dispatched to a location on the report from a third party of a domestic dispute at that location. Upon arrival, officers entered the home and found a male and female arguing at the top of the stairs of the home. The male was physically restraining the female from going down the stairs to speak with the officers. Officers ordered the male to let the female go and after a brief period the male released the female who retreated to the officers downstairs.
Initially, the female told officers that she had no idea why the Police were called to her house or why anyone would call the police regarding an argument. The female was being very evasive and not cooperation. Officers also observed an injury on the left side of her neck, which the female denied was the result of a physical altercation.
Officers continue to investigate and discovered that the male and female were boyfriend and girlfriend. They were having a verbal argument when the male assaulted the female.
As officers attempted to take the male into custody, the male assaulted the officer. The male was then taken into custody and charged with 53a-182 Disorderly; 53a-95 Unlawful Restraint; 53a-61 Assault 3rd; 53a-62 Threatening 2nd; 53a-167a Interfering with Police and 53a-167c Assault on a Police Officer.

Property Report July 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	0	\$ 0
Vehicle Inventory	0	\$ 0
Stolen	10	\$ 3,779
Abandoned	0	\$ 0
Evidence	2	\$ 0
Found	0	\$ 0
Lost	0	\$ 0
Seized	6	\$ 200
Recovered	0	\$ 0
Impounded	0	\$ 0
Informational	5	\$ 18,501
Total	23	\$ 22,480

- Police Department Overtime:
 - Comparison
 - OT June \$ 152,490 3 pay periods with retros – (0 holiday)
 - OT July \$ 60,526 1 pay period (1 holiday)
 - \$ 91,964 decrease

- During July, 2 officers were on injury leave, 2 officer vacancies, 1 officer on light duty working as a dispatcher, 1 School Resource Officer on light duty and assigned to the Detective Division, 1 dispatcher on medical leave. These vacancies have an impact on overtime for a total of 7 positions vacant on the schedule in the patrol division and dispatch. One Patrol Officer was hired and sent to the Academy for training. The first paycheck in July was paid from previous FY budget.
- Admin overtime, \$0.
- Patrol overtime \$48,293, a decrease of \$54,113. Overtime included 1 pay period and the following calls, domestic calls, Graduation, 2 stolen vehicles, DUI arrest, Walmart larceny, Midstate call out, motor vehicle accidents, medical calls, search warrants, casework, hold overs, and overtime for time off/vacancies/injuries.
- Detective Division overtime \$1,444, a decrease of \$2,526. Overtime included 1 pay period and the following investigations; interviews, police candidate backgrounds, and casework follow ups.
- Communications overtime \$8,424, a decrease of \$3,036, which included 1 pay period. 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. One dispatcher hired and in training.
- Education overtime \$1,196, a decrease of \$9,674, and includes overtime for training classes consisted of ERT training and Hostage Negotiations Training.
- Support Services overtime \$1,169, a decrease of \$10,736. Overtime included 1 pay period and for coverage at Graduation ceremonies.
- ACO overtime \$0.

FIRE DEPARTMENT

Data not available at this time.

FIRE MARSHAL

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

INSPECTIONS	28
INSPECTION FOLLOW-UPS	20
PLAN REVIEWS	6
JOB SITE INSPECTIONS	4
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	22
COMPLAINTS	3
TANK REMOVALS	3
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	3

Incidents:

- Responded to 17 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended a meeting with the Town Manager and representatives from the Balf/Tilcon plant to review various neighborhood health and safety concerns and possible solutions.
- Attended several meetings with Town staff and contractors to review safety concerns with the upcoming Town Hall project and the location of the construction staging area.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended a meeting with Town staff to review emergency action plans and safety concerns in preparation of the Annual P&R Extravaganza and Fireworks Show.
- FMO staff conducted fire extinguisher training for the employees at the Atlas Stamping & Manufacturing Company on North Mountain Road.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #3 on West Hill Road.
- Attended a wake for Dorothy Connery mother of Company #2 Firefighter John Connery.

- Conducted a Special Meeting of the Balf-Town Committee to review health and safety concerns related to dust complaints from several business owners.
- Attended a Change in Command Ceremony at Company #2 to welcome the new officers and thank the past officers for their service.
- Fire Personnel established a safety zone and provided fire standby during the P&R Extravaganza Helicopter Rides.
- Conducted an inspection of the carnival equipment with the building official and a representative from the State Fire Marshal's office prior to the opening of the annual carnival.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Hartford.
- Conducted inspections of the tents and electrical equipment to be used for the Annual P&R Extravaganza.
- Activated the CERT team for the Extravaganza to assist parks and recreations staff with traffic and crowd control duties. CERT personnel also helped maintain site security for the fireworks staging area.
- FMO personnel conducted the fireworks display site inspections and maintained site security during the annual Extravaganza and fireworks show.
- Attended the monthly meeting of the Connecticut Fire Chiefs Association in Portland.
- Conducted the monthly Command Staff meeting at fire headquarters.

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.
- Coordinated bid awarded contractor for milling and paving of Town roads.
- Met with residents and Engineering Department to discuss upcoming construction projects.
- Coordinated the reconstruction of Anna Reynolds Pathway.
- Coordinated written test and oral interviews for Mechanic II position vacancy.
- Coordinated and attended Landfill closure pre-bid meeting.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching, curb and top soil repairs.
- Crews completed the repair of several storm water catch basins/pipe at various locations.
- Installed additional drainage on Schoolhouse and Middlebrook Roads in preparation of upcoming road paving project.
- Assisted bid awarded contracting in milling of various Town roads.
- No evictions for the month.
- Assist Parks Department for Extravaganza event.
- Excavated additional test pit in upper Town Hall parking lot.
- Responded to two (2) after hour call-ins for tree branches/limbs in roadway.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Set up traffic pattern for milling of various roads.
- Assisted Parks Department with traffic control for Extravaganza event.
- Assisted Police Department Animal control.
- Responded to one after hour call in for a traffic control due to down tree branches/limbs.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Maintained road construction and mowing equipment throughout the month.
- Responded to one after hour call in for Police Department generator.

Sanitation/Recycling/Landfill

- Scheduled 1008 residential bulk items for collection for the month.
- Scheduled 137 condominium bulk items for collection for the month.
- Scheduled 45 condo/residential scrap metal items for collection for the month.

- 8397 tons of cumulative Municipal Solid Waste were collected from July 2017 to June 2018.
- 2694 tons of cumulative recyclables were collected from July 2017 to June 2018.
- 1222 mattresses and 675 box springs were collected from July 2017 to June 2018.
- 480 televisions were collected from July 2017 to June 2018.
- Issued 63 permanent landfill permits and 15 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on July 11, 2018:

- Approved, effective upon publication, Petition #23-18: Zoning Text Amendment (Section 6.6: Alcoholic Beverages). Hayes-Kaufman Associates LLC, applicant; Mark Shipman, 433 So. Main Street, West Hartford CT, contact.

Regular Meeting on July 25, 2018:

- Approved, with conditions, Petition #12-18: Site Plan Modification at 49 Fenn Road. A Walk-in Medical Center LLC, owner/applicant; Barton N. Bovee P.E., P.O. Box 7316 Kensington CT, contact.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- July 13: Met with applicant for possible auto-related use on Pane Road.
- July 19: Met with applicants re: restaurant expansion at 14 East Cedar Street.
- July 19: Met with staff to review site plans for 49 Fenn Road.
- July 27: Site meeting at Newington Ridge Preserve.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Related Project Activities

- July: Continued administration of Streetscape Phase VI project.
- July: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- July 11: Attended regular monthly TPZ meeting.
- July 13: Attended regular monthly Open Space Committee meeting.
- July 25: Attended regular monthly TPZ meeting.

Professional Development/Training:

- July 13: Attended monthly SNEAPA conference planning meeting.

Miscellaneous

- July 11: Attended monthly Public Works Team meeting.
- July 13: Briefed Town Manager on TPZ meeting of July 11.
- July 18: Attended monthly Planning/Engineering/Wetlands staff meeting.
- July 26: Met with citizen re: zoning complaint.
- July: Responded to approximately 20 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- July: Received and sent approximately 504 emails from citizens, local businesses, applicants, staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement).
- Reviewed and approved excavation permits:
 - Road excavation – 14
 - Driveway/Sidewalk Excavation - 13

Meetings: Attended Town Meetings:

- Monthly CRCOG meeting.
- Monthly Public Works meeting.

- Monthly department coordination meeting (engineering, planning, building).
- Monthly Conservation Commission meeting.
- New Library Parking Lot pre-bid meeting.
- Field demonstration at Welles Drive North terminus.
- Emergency Action meetings for BOE diesel release.
- Sidewalk contractor – 2018 sidewalk improvements.
- Deming Street meeting with HOA and Developer's new engineer.
- MDC public meeting – Willard and Cedar water and sewer construction.
- Meetings with developers and engineers/architects.
- Meetings with residents.

Conservation (Inland Wetland) Commission:

- Inland Wetland Applications received:
 - 1 (regular).
- Commission Administered applications:
 - None.
- Agent Administered Applications:
 - One.
- Provided guidance to residents/applicants for preparing applications.
- Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
- Meet with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 34 zoning applications to determine the presence of wetlands and/or 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):

- Shady Hill Lane – Harvest Ridge subdivision road as-built.
- 3191 Berlin Turnpike - Commercial site plan.
- 80 Fenn Road – Commercial site plan.
- 1669 Willard Avenue – Residential site plan.
- 136 Rockwell Road – Commercial as-built.
- Deming Street – Griswold Farms LLC residential subdivision.
- 149 Meadow Street – Karanian residential subdivision.
- 49 Fenn Road – Stuart Calle site plan.
- 129 Patricia M. Genova Drive – Hartford Hospital site plan (parking lot only).
- 550 Cedar Street – Dakota Properties site plan.

Approved Site Plans: NA

Public Works: Assessed/investigated right-of-way damage/hazard reports by performing field inspection for road pavement, curb, sidewalks, drainage, 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 systems.
- 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 West Hartford regarding resurfacing South Main Street in West Hartford at Town Line.
- Coordinated with MDC regarding hydrant bill.
- Coordinated with MDC regarding Projects in Newington.
- Coordinated with CDOT regarding projects in Newington.
- Coordinated with CDOT regarding transfer of Myra Cohen Way 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:

- Highway Department: Elton Drive terminus – surveying and design services.
- Highway Department: Engineering services (topographic survey of gutter grades; layouts for new gutter grades)
- Economic Development Department: National Welding Site and Myra Cohen Way – engineering services
- Board of Education: Diesel fuel release Emergency Response – project coordination, surveying and engineering services for backfilling and restoration, drawings for Significant Environmental Hazard notification 120 day report.
- Facilities Department: New municipal building site plan and drainage (library parking) – engineering review.
- Facilities Department + BOE: Learning Academy – Modular Building Utility Plan – surveying and design services.
- LOTCIP 2018 grant application – Complete Street upgrade for Robbins Avenue and Maple Hill Avenue.

ECONOMIC DEVELOPMENT

- Supported the activities of the Economic Development Commission.
- Armed with the Tax Assessment Fixing Agreement approved by the Town Council, the developers of the Villas at Cedar Mountain assisted living/independent living project are analyzing additional financing proposals from lenders.
- The developer for the hotel at the National Welding site received an updated market study from their consultant and are redesigning their project accordingly.
- Home Care Assistance relocated its business from East Cedar Street to O’Neil Plaza on the Berlin Turnpike.
- The walk-in medical facility proposed for 49 Fenn Road received its modified site plan approval from the Town Plan and Zoning Commission, subject to resolving technical issues with the Town Engineer and Health Department.
- Assisted the Town Planner with information about Dakota Partners and 550 Cedar Street in advance of the Town Plan and Zoning Commission meeting to discuss applications from Dakota for a proposed affordable housing development at that location.
- Researched a false rumor that In-N-Out Burger was replacing Chick-fil-A at the former Ruby Tuesday site on the Berlin Turnpike. Chick-fil-A demolished the Ruby Tuesday building and began site work for the new restaurant.
- Advised commercial real estate brokers representing Newington properties for sale or rent.
- Assisted commercial real estate brokers and business owners searching for locations in Newington to open new businesses.
- Assisted existing business owners seeking new locations within Town.
- Provided advice to entrepreneurs looking to start businesses in Newington.
- Assisted businesses with preparing their applications to the Town Plan and Zoning Commission and Conservation Commission.
- Counseled businesses and commercial property owners that received directives from the Building Department or Zoning Enforcement officer.
- 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.
- Assisted business owners seeking approvals from Town departments.
- Provided additional information to the Acting Town Manager and Acting Superintendent of Schools regarding sites that could be used for temporary parking of the school bus fleet.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- Two Permits were issued for the new Chick-fil-A, 3240 Berlin Turnpike. One was an Electrical Permit to wire the new restaurant including new service, interior & exterior building lighting, site lighting, new

drive-thru and restaurant equipment. The second permit was a Mechanical Permit for the HVAC equipment.

- A Building Application was issued for a new single family home, 1800 sq. ft. with a 3 car garage to be located at 63 Frances Avenue.
- An Electrical Permit was issued for a temporary generator for rides for the Extravaganza.
- A Plumbing Permit was issued for installing a men / women's handicap bathroom with 3 water closets and 2 lavs at the Newington High School.
- Also a Building Permit was issued to install a new suspended ceiling, and rework the sprinklers at the Newington High School
- An Electrical Permit was issued for Lighting and receptacles in the general open area for Montana Nights Axe. Throwing located at 80 Fenn Road.
- A Mechanical Permit was issued to install a new gas line & replacement burner for the field house at the Newington High School.
- There were 3 Certificates of Occupancy issued in July. They were for 52 Harvest Court, 56 Harvest Court, and 64 Harvest Court.
- Building Department activity for the month of July was as follows: The Inspectors completed a total of 160 Inspections. They were: Above Ceiling (1), CO (3), Electrical (11), Final (69), Footings (8), Framing (8), Gas Line (5), Insulation (4), Mechanical (2), Pools (2), Rough (47).
- The total number of Building/Renovation Permits issued / applied for the month of July was **164** producing a total permit value of **\$2,598,424.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	26	\$ 324,523.00
DECK	3	15,800.00
DEMOLITION	0	0.00
ELECTRICAL	36	670,812.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	6,721.00
GARAGE / SHED	1	16,000.00
MECHANICAL	40	434,196.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	21	128,421.00
POOL	3	14,900.00
ROOFING/SIDING	22	916,465.00
SIGN	2	7,300.00
SOLAR	4	45,809.00
TENT	3	17,477.00
TOTAL	164	\$2,598,424.00

The total Building income fees received in the month of July was **\$29,943.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$2835.00 Environmental \$660.00 Conservation \$200.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$77.50 Driveway / Excavation \$1450.00 Engineering copies \$80.00. The other total income is \$5562.50.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for July:	\$2,598,424.00	\$1,428,162.00
Fees for Permits issued for July:	\$29,943.00	\$16,705.00
Other income Fees for July:	\$5,562.00	\$7,310.00

Building Permits Issued for July:

164

156

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

<u>2017-2018</u>		<u>2016-2017</u>	
Value	Permit Fee	Value	Permit Fee
\$2,598,424.00	\$29,943.00	\$1,428,162.00	\$16,705.00

HUMAN SERVICES

- Summer Youth Adventures has 108 Newington youths registered for our summer programs. We had a great start-up of programs during the last week of June and July.
- 12 high school mentors have joined us for the Summer Youth Adventure Program. All of the Mentors are prior participants of our SCORE and Summer Youth Adventures programs.
- We are working with the Middle School to finalize the schedule and structure for the 5th Grade Adventure Learning Program. We will facilitate this program in conjunction with the Health & Wellness curriculum for the 2018-2019 academic year.
- We are collaborating with the High School Adventure Club to organize fall 2018-2019 activities.
- Fall SCORE (after-school) programs are being planned and the brochure is scheduled to be in the school by September 6, 2018. Our email distribution will go out by 8-31-18.
- We continue to receive requests for autumn 2018 challenge course programs from new and returning clients.
- Coordinator Meskill, Coordinator Huggard, and Director LaBrecque continue to review new procedures re: referrals to YSB for truancy and defiance of school rules cases that were formerly referred from the schools directly to Juvenile court. Meeting to discuss protocols had been set up with previous Superintendent of Schools. This conversation will have to be reinitiated ideally before school starts again.
- Coordinator Meskill and Director LaBrecque attended regional meeting sponsored by CCHD with representation from all stakeholders dealing with/ affected by Opioid/ Substance Epidemic. Director LaBrecque did a PowerPoint presentation of the work that we did in the past year as a result of the STR grant collaboration with Rocky Hill.
- Coordinator Wassik, Director LaBrecque, and SW Smith started the process of Food Bank / Holiday Program redeterminations. This process is done annually for over 400 households and close to 1000 individuals. All income, living circumstances, etc. are verified by appropriate documentation and as part of this process households are assessed for possible other resources that they might be eligible for. 100 households have been reviewed in July.
- Coordinator Wassik was in charge while Director LaBrecque was on vacation during the first week of July and dealt with one after-hours police referral.
- Coordinator Wassik coordinated outreach for donations Supplies and collaboration collection project with the Chapel to support the Back to School Distribution to be held in August.
- Coordinator Wassik and Director LaBrecque dealt with numerous threats of water and utility shut-offs: accessing resources such as Operation Fuel and negotiating arrangements with the various companies.
- Coordinator Meskill, Coordinator Wassik and Director LaBrecque attended a Staff Self-care webinar which is crucial when dealing with numerous stressful, sad client situations.
- Coordinator Wassik and Director Labrecque worked on a very complex, sad case involving numerous contacts from concerned neighbors and family, numerous police reports and incidents and resulted in referral to probate court-requesting a conservator be appointed.

July 2018 Statistics

Selected Programs	FY 18-19 Total This Month	FY 17-18 Total Last Month	FY 18-19 Cumulative Total YTD	FY 17-18 Cumulative Total YTD
Youth & Family Counseling Cases	10	10	10	16

Youth & Family Service Hours	38	29	38	41
JRB Cases	3	0	5	1
JRB Service Hours:	6	NR	6	Not reported last year
Positive Youth Development	439	339	439	645
Community Service Challenge Course-Adult	1 0	0 102	1 0	1 Not reported last year
Information and Referral	547	678	547	419
Social Casework Cases	91	86	91	92
Under 55 =	27	30	27	25
Under 55 Disabled =	16	21	16	22
Over 55 =	48	35	48	45
Social Casework Service Hours	147.5	138.25	147.5	142.5
Under 55 =	40	34.75	40	34.25
Over 55 disabled and/or disabled	107.5	103.5	107.5	105.25
Food Bank Household Visits	158	143	158	136
# bags of groceries distributed	713	668	713	601
Mobile Truck	137	145	137	97
Clothing household visits	22	22	22	19
# bags of clothes given	27	27	27	21
Special Needs	10	7	10	4

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center continued to work through the Self-Assessment process through the month. This is the first, and most important, step to achieving National Accreditation which the Center will do for the third time.
- The Senior and Disabled Center partnered with 9 Centers in the north central region and the Connecticut Healthy Living Collective (lead by Connecticut Community Care) in a collaborative grant application to the North Central Area Agency on Aging to implement Tai Ji Quan: Moving for Better Balance (TJQ:MBB). TJQ:MBB is an evidence based fall prevention program that uses Tai Ji moves to increase strength and balance for older adults at risk for falls. The grant was awarded to Connecticut Community Care and the program will be implemented in the fall.
- On July 11, participants enjoyed a big screen viewing of A Wrinkle in Time, complete with fresh popped popcorn.
- On July 17- close to 30 people attended an afternoon of traditional ballroom and line dancing. Musician Richie Mitnick hosted this event.
- In another musical event, local musician Sue Hill provided a demonstration of the ukulele to a room full of aspiring musicians.
- Arts programs this month included a card craft workshop on July 20 and an art crayon on canvas class on July 30 (with a sold-out class and a large waiting list). Both classes were led by Rose Bolton.

- On July 26, The Vitamin Shoppe Newington hosted a discussion of foods and lifestyle habits to help increase your energy naturally entitled “Good Nutrition + Good Habits = More Energy!”
- On July 30, Newington Rapid Recovery Rehab Center hosted Strategies to Manage & Reduce Your Stress, an informal presentation and discussion on strategies you can use to manage and enjoy life with less stress.
- The Giving Garden continued to grow under the nurturing of a dedicated group of volunteers. The main challenge for the garden continues to be the insatiable hunger of local wildlife.
- Home delivered meals were served to **35** individuals in July. Of those 35 recipients:
 - 7 receive meals 7 days per week
 - 17 receive meals 5 days per week
 - 2 receive meals 4 days per week
 - 5 receive meals 3 days per week
 - 4 receive meals 2 days per week
- 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. Weekend meals are delivered each Thursday and Friday.
- The Center’s membership year drew to a close at the end of June and renewal letters were mailed to all members. As of the end of July, the approximately 70% of members had renewed for a total of 1,083 paid members, a great response rate. Many members do not attend in the summer so that number is expected to increase in September. There are 1017 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 3178 by 516 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 90 residents 1066 trips this month, covering 3457 miles.
- Center staffing was complemented by a recorded 703 hours of unpaid service in 205 instances by 52 volunteers.

PARKS AND RECREATION

Recreation Division

- Over 1200 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- Free Summer Fun Runs were held on Wednesdays, July 11th, 18th and 25th. This program continues to grow and attract more runners each year. In July, we had over 200 runners attend between the three weeks.
- Parks & Recreation Summer Concert Series completed a successful 26th season sponsored by Data-Mail, Inc. Six of the 14 concerts were held on July 5th, 12th, 19th, 20th, 21st, 26th. Local businesses partnered with us for a second year promotion, the “Crazy Concert Cookie Giveaway”, in which we passed out 300 donated cookies at each concert.
- Events to celebrate the 37th Annual Life. Be in it. Extravaganza were held from Wednesday, July 18 through Saturday, July 21.
- Wednesday, July 18
 - Sundaes on Wednesday sponsored by Church of Christ, Congregational
 - Carnival
 - Family Tie Dye event
 - Century 21 Stamm Eddy Helicopter Rides
- Thursday, July 19
 - Carnival
 - Concert featuring ‘What Is It’
 - Bring your Own Cheese Party–free wine sponsored by CT Beverage Mart
- Friday, July 20
 - Re/Max Precision Realty Hot Air Balloon Rides
 - Local Craft Beer Tasting and Beer Garden
 - Data-Mail, Inc. Concert featuring New England’s Head Over Heels’
 - Carnival

- Saturday, July 21
 - 37th Annual Life. Be in it. Extravaganza
 - The weather was perfect for the Extravaganza this year. The fireworks budget was increased by \$1K (\$26,000 fireworks' show), largely due to advertising programs, partnerships with local businesses, sponsors, and fundraising efforts through special events held throughout the year.
- Camp RECreate for children entering Grades 2-8 has been attended by an average of 258 children per week.
- The Leader in Training (L.I.T.) program, in its second year, increased to 12 participants (from 9 last year). This program focuses on leadership development for young adults. These LIT's were mentored by our experienced counselors, directors, lifeguards and employees to build leadership skills and abilities. This program offered job preparedness and training along with community service experience.
- Playground Pals for children entering Kindergarten and Grade 1 has been attended by an average of 75 children each week, with an additional average of 46 children attending after care each week.
- Summer Sunshine for children ages 3-5 was attended by an average of 11 participants each week.
- Staff worked to put together a comprehensive variety of programs and events for the fall season, and the Parks and Recreation Fall 2018 Program Guide is being created.
- An intensive, advanced Summer Band Academy was created by one of the Summer Music instructors. The program was a huge success, attracting 97 students in its first year. The program ran for two weeks and ended with a concert for parents, family, and friends.
- The Culinary Camp ran for its second year in a row and was a huge success. The program ran for two separate weeks and both weeks were filled to the maximum capacity of 20 students for week one and 22 students for week two.

Parks and Grounds and Cemeteries

- General maintenance of town property mowing, litter pick up and bathroom cleaning.
- Maintained softball and baseball fields in the month of July for outside groups.
- Removed graduation banners from fences around town.
- Worked with outside contractor on general maintenance of the Sensory Garden fountain pump.
- Outside contractor started the irrigation at Mill Pond soccer and completed it on Monday, July 9th. At the time the contractor trained staff on running and programming the system.
- Cemetery planted flowers at the Cherish the Children section. Took out plants in section B planted new and mulched section.
- Cleaned up wood between Paterson and the farm for the fun run that takes place on Wednesday nights.
- Worked with Wethersfield on hazardous tree take downs.
- Rebuilt the mound at Legends.
- Assisted outside contractor with installing new speakers at Mill Pond and Clem football press box.
- Worked two days on cleaning up wood for hazardous tree take downs.
- Spent the week of July 16th getting things ready for the Extravaganza.
- Spent three days the week of July 23rd cleaning up from the Extravaganza.
- Aerated and over seeded Mill Pond after the Extravaganza to help relieve compaction and get some new grass growing.
- Two new grounds persons started in July.
- Started work at the skate park, removed blacktop and hauled it away in four days it's ready for the contractor to start work.
- Cemetery interments: 3 ash, 3 single depth and 4 double depth. There were 5 sales.

Tree Warden

- Removed wood from tree removal on Garfield Street
- Removed wood from tree removal on Crestview Drive.
- Pruned hazard on Fenn Road near sidewalks.

LIBRARY

- The three summer reading programs “Libraries Rock “are in full swing. The kids and teens programs have a different format that encourage participants to read and do activities, offering incentives when certain specific activities are completed. The feedback for this format change has been very positive from kids/teens and their parents. A parent of a teen was thrilled her teen was reading more and trying different activities outside the norm like watching a TedX talk as part of a program. Adults are actively participating in their program as well. By the end of July 552 adults had registered and were enthusiastically reading and submitting prize tickets for each book they have read.
- The Library Board of Trustees signed an agreement with the Town to allow a parking lot to be built on the empty property that is next to the library that is owned by the Library Board. Due to the fact that Mazzoccoli Way will be closed during the Town Hall Renovation project and there will be little parking for the Library, this agreement will allow for parking both during and after the project is completed. The parking lot project went out to bid in June and was awarded to B & W Paving in July. After the Town attorney gave the complete package of documents to the Library Board, it was reviewed by the Board and signed by the President of the Board in July.
- The Friends of the Library purchased additional mobile book shelves for the audiobooks section in the library. This will allow staff to move all of the shelving in the new books and audiobooks areas for larger programs. Mobile shelving for the music CDS was ordered as well to replace the existing shelves and allow for even more space for programs under the atrium. The Friends have also been packing up and moving the books that were being stored in the trailer outside the library into the library basement in anticipation of the trailer being moved prior to the start of the parking lot project.
- The children’s department has been busy not only due to summer reading but also with the many great programs that were offered to children and their caregivers. For the month of July, 37 programs were offered to 966 kids. Kids learned to sew with Miss Amy. Miss Gayan from *Citizen Science* held a program for preschoolers where they examined an actual mud pie to see what they could discover. Brothers Pete and Chris entertained at the *Dinner and A Show* program. And older kids learned about glass sculptor Dale Chihuly and made amazing sculptures with plastic bottles and markers. Outreach to preschool and daycares, and music-themed story times and monthly programs (to tie in with the summer reading theme) rounded out the month.
- Teen programming has been great this summer. There were 8 programs offered to 87 teens during the month of July. Teen Librarians Bailey Francis and Jen Bassett have been offering a variety of programs that were educational, collaborative and fun. In addition to the summer reading activities, programs included learning Zentangle, *College Essay 101*, creating a vision board, *Escape to the Library* and *Monday Makers* where teens made buttons with the new button maker or created crafts with washi tape and thumbprint art.
- Adults were offered 14 programs and 395 adults participated. *Brown Bag it with a Documentary – Libraries Rock* lunchtime series continued with a viewing of *Muscle Shoals*. A new evening series program was introduced titled *Dine with a Documentary – Libraries Rock* that offered a viewing of the film *Rumble: The Indians Who Rocked the World*. The owners of *Fancy Bagels* spoke about their bagel company as part of the *Made in CT* series, and adults also had the opportunity to learn about Zentangle. *Movies and More* featuring the movie *Wonder*, *Crafts and Conversations* and outreach visits to Cedar Mountain Commons and Middlewoods completed the month.
- Total circulation of library materials was 29,042. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,453 times from the library website. 16,704 people visited the library during the month. There were 10,891 visits to the library’s homepage. Popular online services included *Morningstar*, *Valueline*, *Law Depot*, *BookFlix* and *National Geographic for Kids*. Museum passes were used 199 times this month, the most popular being *The CT Trolley Museum*, *Lutz Children’s Museum* and *Children’s Museum/Roaring Brook Nature Center*. The reference staff answered 6,634 reference questions during the month. Free library meeting space including study rooms was used 369 times during the month.
- In technology news, Digital Services Librarian Jennifer Hebert offered an *Instagram & Snapchat* program, the second program from our *Social Summer Series*. A *Pinterest & Goodreads* program will follow next in August. The One-on-one tech support program *Tech 4 U* was offered as well. Patrons love the circulating Mobile Hotspots and the in-library use of portable chargers.

- In personnel news, Circulation Supervisor Sue Schneider returned part-time from her medical leave. Head of Collection Management Jeanette Francini and Bette Kapij as well as the circulation department staff did a great job covering Sue's duties and addressing any circulation issues while she has been out. We are very happy to have Sue back. Two new pages were hired to fill several openings we have had since last year's hiring freeze. They began their training towards the end of the month. Library Director Lisa Masten has taken a more active role on the board of Library Connection. She is the current Secretary and as such is on the Personnel Committee and Governance Committee as well. Meetings for each committee were held during the month of July. Assistant Director Karen Benner attended her first meeting with the State Library's researchIT CT advisory task force. The group will be selecting materials for the new state e-book platform as well as helping to select a vendor for a new database contract with the state.
- In facilities news, the heating and cooling balance continues to be problematic in some areas of the library especially on the 2nd floor. Several times it was too warm and we had to notify Facilities to try to resolve the problem. New locks were installed on several doors that had locks that were malfunctioning. The basement call button on the elevator stopped working. We are waiting for a replacement button to fix the problem.
- Topics of note that were researched this month included:
 1. How to make slime.
 2. Books on camping.
 3. Colorectal surgeons in the area.
 4. Symptoms and treatment of rosacea.
 5. Belly dancing music.