



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: October 19, 2018
Re: Monthly Report – September 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 Police Officer and Part Time Assistant Town Clerk positions.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane participated in the Annual 9-11 Remembrance Ceremony at fire headquarters.
- Mrs. Lane attended the Waterfall Festival on September 15th.
- Mrs. Lane attended the MDC Budget Workshop.
- Mrs. Lane attended the Eversource Emergency Preparation meeting.

Overtime

Paid overtime during the month of September 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	36.8	\$ 1,875.61
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 703.80
ROAD MAINTENANCE	4.0	\$ 184.08
TRAFFIC	4.0	\$ 184.08
ANNA REYNOLDS SCHOOL (hours included 2 Parks & Grounds Employees)	30.9	\$ 1,475.47
TOTALS	91.7	\$ 4,423.04
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds & Events	57.50	\$ 2,476.22
Cemetery	18.00	\$ 1,160.82
TOTALS	75.50	\$ 3,637.04

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	\$ 710.66	\$ 7,459.00	\$ 860.64
Patrol	619,839.00	258,344.58	619,212.00	168,383.80
Investigation	81,972.00	10,871.35	83,451.00	19,778.17
Communication	173,143.00	37,715.82	170,443.00	44,140.18
Education/Training	130,461.00	13,628.49	130,461.00	15,941.25
Support Services	36,306.00	4,884.73	37,113.00	8,794.81
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	\$ 326,155.63	\$ 1,049,581.00	\$ 257,898.85
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 3,685.19	\$ 26,494.00	\$ 5,453.43
Snow and Ice Control	161,264.00	0.00	157,488.00	0.00
Traffic	3,958.00	1,175.04	3,861.00	427.39
Vehicles and Equipment	32,016.00	2,966.10	31,234.00	5,819.62
Leaf Collection	<u>33,073.00</u>	<u>0.00</u>	<u>32,312.00</u>	<u>0.00</u>
Total	\$ 257,453.00	\$ 7,826.33	\$ 251,389.00	\$ 11,700.44
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 21,721.30	\$ 82,866.00	\$ 29,710.57
Cemeteries	<u>16,045.00</u>	<u>7,570.17</u>	<u>15,653.00</u>	<u>1,331.10</u>
Total	\$ 100,508.00	\$ 29,291.47	\$ 98,519.00	\$ 31,041.67

PERSONNEL

- A public posting for the Zoning Enforcement Officer/Assistant Town Planner was posted on August 29, 2018 with a closing date of September 18, 2018. Interviews will take place in October.
- Elizabeth Thompson was offered the vacant Part Time Assistant Town Clerk position. She started her new position on October 1, 2018.
- Betty Molloy, Assessment Technician I, retired as of September 28th after 22 years of service. An internal job posting for the position was posted on September 11th with a closing date of September 17th. Testing for the position took place on September 27th and an interview for the position was held in October.
- A public posting for seasonal workers for the leaf collection program was posted October 1st with a closing date of October 15th.
- Patricia White, part time secretary in the Highway Department, retired on September 28th. The position was offered to the successful candidate Jose Rivera. He started his new position on October 1, 2018.
- Eric Chapdelaine was appointed to the Police Officer position and David Cyr & Zachary Cyr were appointed Police Recruit positions for the Newington Police Department effective September 17, 2018.

RISK MANAGEMENT

The second month of the 2018-19 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2018-19 plan year were estimated at \$966,800. The total paid claims from the Health Benefits Fund for August 2018 were \$518,045. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

Cumulative Claims through August, 2018

	Town	Board of Education	Total
Estimated Claims	545,750	1,387,850	1,933,600
Actual Claims	372,178	918,196	1,290,374

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of September 2018. Attended Building Committee, New Town Hall/Community Center & Staff meeting. Continued Meetings with EverSource for Energy Efficiency rebates for the new Town Hall/Community Center.

Work Order Completions

The Facilities Maintenance Department has completed 24 formal work orders the month of September 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. Disconnected main building hot water heater gas line from meter at Transition Academy and re-connected to main gas meter to the building for removal of the transition academy wing during construction.

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 and the final grade has been completed.

Library

Met with the project foreman from B & W Paving & Landscaping with the Library staff on the new parking lot schedule of events. Clearing of the site has begun and the temporary construction fence has been installed and temporary power has been installed for the Garfield parking lot lights until the feed is reestablished to the new parking lot lights.

Highway Garage

The BOE fuel tank has been moved from Garfield St. to a new pad adjacent to the highways main fueling tank and installation of the new fueling station has begun by an outside contractor with the electrical being done by the town's electrician.

Senior & Disabled Center

An upgrade to the roofs drainage system included cleaning & repairing the back side gutters and installing 2 new drain pipes to take the water away from the buildings foundation. Installed air hand dryers to help lessen the need for paper towels.

Police Department

New on-demand hot water heaters have been ordered to replace the 2 leaking main building heaters which will now run independent from the boilers for greater control and energy savings. Upgrades to all of the rooftop HVAC economizers units has begun which will provide free cooling during the periods when A/C is not needed resulting in greater energy savings.

INFORMATION TECHNOLOGY

The Town's Information Technology team consists of Mr. Paul G. Boutot, CGCIO-Chief Information Officer, Mr. John Bolduc, Network Administrator/Project Leader, Mr. Scott Hoagland, Mr. Steve Pollock, Network/Application Specialists and Ms. Dawn Frank, GIS Technician.

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

- Completing 78 formal work orders.
- Researching and selecting uninterruptible power supply (UPS) options for remote location devices. Units to be deployed during October 2018.
- Researching and selecting remote room monitoring equipment to accommodate environmental monitoring in two core network locations.
- Completing several preparatory tasks associated with deployment of the town's new data/server room equipment.
- Completing the Police Department copier deployment project.
- Working with the town's antivirus and antimalware vendor to diagnose an installation issue.

- Completing the required preparatory tasks for the Police Department audio/video monitoring of the prisoner cells.
- Completing Geographical Information Systems (GIS) parcel edits as needed and creating a single condominium parcel layer for the Assessor.
- Correcting an issue with the Town Clerk's Dog Database that is integrated with the town's GIS system.
- Providing Registrar of Voters with 2018 voting maps.
- Providing Highway Department with an updated and printed Road Construction Map for 2018-19.
- Upgrading the Assessor's Computer Aided Mass Appraisal (CAMA) system to the latest version supported by their vendor.
- Data, voice and data drop layouts for the New Town Hall & Community Center.
- Recovering a corrupted database for the Police Department.
- Upgrading the town's disk encryption platform to the latest versions.
- Upgrading the town's wireless network infrastructure software and firmware to the latest versions.
- Upgrading the town's firewalls to the latest software versions.
- Configuring new virtual local area network (VLAN's) to accommodate various network needs.
- Modifying network backup jobs to accommodate various needs.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Work continued on the 2017-18 audit. The auditors will be coming to Newington on October 9th for two weeks and we expect the report to be completed by early December.
- On September 27th, in accordance with the Memorandum of Understanding, the 2017-18 Health Benefits Fund settlement was completed with a credit of \$405,608 owed to the Board of Education and the Town side had a positive result of \$50,617.
- The Director of Finance attended the MDC budget workshop on September 17th and the NE GFOA conference September 24th-26th.
- The MUNIS accounting system continues to be worked on to prepare for closing of the 2017-18 fiscal year which is currently scheduled for October 12th.

There were no major grants received from the State of Connecticut during the month of September. 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)
9/30/2018

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2018-19</u>	<u>Actual Year to Date</u>	
General Fund	\$130,000	\$167,629	\$43,534,745
Special Revenue Funds	8,700	17,960	4,095,012
97Capital Projects Funds	1,500	4,716	1,058,122
Internal Service Fund	13,000	9,438	1,745,833
Trust and Agency Funds	6,392	4,848	1,232,747
TOTAL, ESTIMATED BY FUND			\$51,666,459

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2018

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.96	1.96	30,210	30,581	18,299,410
Bank North	0.95	0.85	388	394	547,300
People's Bank (closed)	0.90	0.90	0	0	0
TD Bank (new)	1.85	1.76	21,148	21,656	14,613,151
Farmington Bank	1.50	1.50	17,380	19,218	15,121,413
Webster Bank	1.39	1.39	4,052	4,181	3,085,185
Total Outstanding Investments					\$51,666,459

Rates reflect avg. monthly yield, annualized

Assessor

- The elderly tax relief program was completed and all required filings were done with the State of Connecticut in a timely manner.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of September, 2018.
- Income and Expense information from owners of income producing properties was continued to be inputted into the computer assisted mass appraisal system. Approximately 91% of the reports were returned and have been entered into the revaluation system.
- All Personal Property accounts were visited to determine taxable status as of October 1, 2018. Personal Property declaration were made available to all business owners in Newington through our internet site and by direct mailing. Each of the three forms were customized to the type of business the taxpayer does: General Business, Leased, Loaned and Rented Equipment and Manufacturing.
- Betty Molloy, Assessment Technician I, retired as of September 28, 2018 after 22 years of service. As a result, the Assessor worked closely with the Benefits Coordinator who was a tremendous help in coordinating and administering a technical written examination to three employees who requested consideration to replace Betty. Only one of the three candidates was successful in passing the exam and went on to sit for an oral interview with the Finance Director and the Assessor. As a result of the interview, an offer was made to the candidate and her decision is still forthcoming.

Revenue Collector

- September Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$441,497.35. Prior year taxes collected amounted to \$67,966.08 and included in that amount is \$3,004.46 for suspended accounts.
- This year's September collections on the current Grand List for Real Estate was 50.8% which is down a little from the 50.9% for last year. The Personal Property this year was 59.2% compared to 59.1% for last September. Motor Vehicles collected was 90.9% which stands alone since last year's billing was delayed.
- Demand Notices were sent to businesses for not having paid their Personal Property tax for the July installment as well as Real Estate taxpayers who have more than two years delinquent and are not making any effort to bring their account current.

TOWN CLERK

- Revenue in September generated a total of \$52,055.96. There were 50 property transfers for a total \$6,631,583.33 in sales. State conveyance tax was \$49,216.88; Town conveyance tax was \$16,578.96.
- A total of 369 documents were filed on the land records including: 83 mortgages, 162 releases, 16 probate certificates, 12 liens and 11 Foreclosure Registrations.
- A total of two (2) Residential properties each sold for over \$300,000.

- The staff issued 131 certified copies of vital records, 13 burial permits, 4 cremation permits and 7 Marriage licenses.
- Seven Notary Public commissions and 12 Trade Name certificates were recorded.
- There were 63 electronically recorded documents generating \$7,157 in recording fees.
- The Town Clerk's office began issuing Blank Ballots to Military personnel and residents traveling/ residing overseas for the November 6, 2018 State Election.

DATA SUMMARY SEPTEMBER 2018				
	<u>Sept.-17</u>	<u>Sept.-18</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	419	369	1,227	1,254
Dog Licenses Sold	38	68	304	428
Game Licenses Sold	12	1	25	27
Vital Statistics				
Marriages	16	24	48	64
Death Certificates	21	18	59	51
Birth Certificates	13	19	50	56
Total General Fund Revenue	\$ 81,036.45	\$ 31,185.96	\$ 175,382.39	\$ 142,563.89
Town Document Preservation	\$ 1,087.00	\$ 1,114.00	\$ 3,285.00	\$ 3,763.00
State Document Preservation	\$ 658.00	\$ 1,984.00	\$ 1,898.00	\$ 6,864.00
State Treasurer (\$36 fee)	\$ 11,808.00	\$ 8,928.00	\$ 34,056.00	\$ 30,852.00
State Treasurer (\$127 fee)	\$ 5,080.00	\$ 3,048.00	\$ 13,335.00	\$ 10,922.00
State Treasurer (\$110 fee)	\$ 4,730.00	\$ 4,070.00	\$ 15,290.00	\$ 13,090.00
LoCIP	\$ 984.00	\$ 744.00	\$ 2,838.00	\$ 2,571.00
State Game Licenses	\$ 391.00	\$ 27.00	\$ 743.00	\$ 562.00
State Dog Licenses	\$ 277.00	\$ 547.00	\$ 2,021.50	\$ 2,910.00
Dog Licenses Surcharge	\$ 94.00	\$ 170.00	\$ 688.00	\$ 1,012.00
Marriage Surcharge	\$ 190.00	\$ 238.00	\$ 475.00	\$ 782.00
Grand Total	\$ 106,335.45	\$ 52,055.96	\$ 250,011.89	\$ 215,891.89

POLICE DEPARTMENT

Patrol Calls for September are as follows:

Abandoned MV	1	Fire Special Detail	1	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	27
Alarm Commercial Burg Alarm	65	Fire Structure Fire	4	MV Complaint	49
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	36	Fire Trouble Alarm	9	MVA Evading	12
ALTERED MENTAL STATUS	2	Fire Vehicle Fire	3	MVA Fatal	0
Animal Complaint	14	Fire Water Problem	0	MVA Injury	14
Arson/Fire Invest	0	Fireworks	3	MVA Property Only	93
Assault	4	Follow Up	38	Neighbor	13
Assault in Progress	0	Found Property	3	Noise	22
Assist Motorist	3	Gun	0	Non Collect Person	0
Assist Notification	0	Harassment	10	Notification	0
Assist Other Agency	35	Hazard	41	Open Door/Window	16
Bad Check Insufficient Funds	0	Hazmat	1	Parking Violation	9

Blighted Property	0	Hold Up Alarm	0	PD ASSIST FIRE DEPT	33
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	10
Burglar Alarm	0	Illegal Dumping	3	Prisoner Care	4
Burglary	10	Indecent Exposure	0	Property Found	2
Car Seat	3	Intoxicated	10	Property Lost	3
Check Welfare	56	Juvenile Complaint	17	Prostitution	0
Check Welfare 911	56	K9 Assist	2	Recovered Stolen MV	2
Check Welfare Other	8	Kidnapping	0	Rescue Call	1
Clear Lot	5	Landlord / Tenant Dispute	6	Residential Lockout	1
Construction	0	Larceny	48	Robbery	0
Court Detail	9	Larceny from MV	35	Roll Call	3
Criminal Mischief	5	Lift Assist Only	2	Serve Subpoena	1
CSO	0	Local Traffic Authority	0	Serve Warrant	42
Customer Dispute	8	Location Check	35	Sexual Assault	2
Dog Complaint	39	Location General	1	Shots fired	0
Domestic	26	Lockout Building	5	Specific Detail	109
Door Check	0	Lockout MV	1	Stolen MV	8
Drug	7	Lost Property	4	Sudden Death	2
DUI	1	LTA	0	Suicide	0
EDP	16	Medical Alarm	15	Suicide Attempt	0
Escort / Transport	5	Medical Cardiac	20	Suspicious MV Unoccupied	8
Escort Funeral	5	Medical Complaint	150	Suspicious Report	153
Escort Other	3	Medical Diabetic	1	TEST	0
Escort Tax	0	Medical Fall	49	Threatening	4
Fingerprint	3	Medical Mutual	1	Tobacco	0
Fire Alarm	20	Medical Other	8	Tow	8
Fire CO Detector no symptoms	1	Medical Respiratory	19	Town Ordinance Violation	0
Fire CO Detector with sympt	0	Medical Stand by	3	Traffic Stop	215
Fire Extrication	0	Medical Trauma	5	Trespass	12
Fire Hazmat	0	Medical Unresponsive	21	Unknown	3
Fire Mutual Aid Request	1	Missing	6	Water problem	0
Fire Other	9			Total	1930
Fire Rescue	1				

- In September, the Detective Division:
 - Handled 74 investigations, 54 remain ongoing, 0 suspended, and 20 were closed by investigative methods.
 - Served 38 arrest warrants, 36 by Patrol Officers and 2 by Detective Division personnel.
- In September, the Animal Control Officers had the following activity:
 - 53 Calls – 39 Dog, 14 Animal and 1 Specific Detail/ 0 Follow-ups/ 0 Car Seat.
 - 6 Impounds – 2 redeemed, 2 sold as pets, 0 euthanized, 0 Quarantine, 2 carry over to October.
 - 0 Infractions written.
 - 93 Incoming Phone Calls.
 - 2 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 5 Written Warnings.
- Breakdown of Calls
510 -
 - 22 Combined Dog/Animal/Specific Detail/Check Welfare.
 - 89 Delinquent Letters/Written Warnings/No License/Barking/Littering.
 - 0 Infractions.
 - Dog bite – 1 dog vs. human, 0 dog vs. dog.
 - 2 Dog/Cat Adoption.

511 -

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

Other –

- o 32 police assisted Animal/Dog Complaints.

Notable Cases/Events:

- Continuing to send out delinquent dog license letters.
- ACO Conference on 9/20/2018 – WPD paid the conference fee.
- Officers are not advising ACO of impounded dogs nor advising ACO when there are follow ups on calls they handle. Beagle and Husky and a Feral Cat bite.
- In September, the Community Service Officer (CSO):
 - o Participated in Waterfall Festival, promoting Department interactions with the community.
 - o Assisted in reviewing active shooter protocols at Southfield Daycare Center.
 - o Began the 2018 Fall Session of the Citizens Police Academy.
 - o Hosted the Newington Police / Newington Fire Charity Golf Tournament at Indian Hill Country Club.
 - o Installed / Checked 8 car seats for residents.
- In September, the Patrol Division had the following activity:
 - o On September 19th patrol officers responded to the area of Fenn Road near the intersection of Cedar Street for a report of a motor vehicle accident with injuries. Upon arrival officers found that the operator of one of the vehicles was unresponsive. Patrol officers, along with members of the Newington Fire Department, began CPR in an effort to resuscitate the individual. The operator was transported to an area hospital where he was pronounced dead. Due to the fact that the accident involved a fatality, the Mid-State Accident Reconstruction Squad responded to the scene and assumed responsibility for the remainder of the investigation.
 - o During the month of September, Officers Timothy Rinaldo and Richard Petoskey were selected to become Field Training Officers and attended a three day FTO training class hosted by the West Hartford Police Department. Officers Rinaldo and Petoskey will participate in the field training of six new officers recently hired by the Newington Police Department.
 - o During the month of September, Officer Derrick Walker was selected for a two year assignment to the Detective Division. Officer Walker will transfer to his new assignment on Sunday, October 21st. Officer Brendon LaChance, will complete his two year assignment to the Detective Division on October 21st and return to the Patrol Division.
- Police Department Overtime:
 - o Comparison
 - OT August \$ 157,781 3 pay periods – (1 holiday)
 - OT September \$ 107,836 2 pay periods – (1 holiday)
 - \$ 49,945 decrease
 - o During September, 1 officer was out on medical leave returning Oct. 1, 2 officer vacancies, 1 officer on light duty working as a dispatcher, 3 in training, and 1 officer in the Police Academy. These vacancies have an impact on overtime for a total of 8 positions vacant on the schedule in the Patrol Division. The Patrol Division has three new hires, one is a certified officer from Longmeadow, Mass, and two will be going to the Police Academy in October. The SRO officer is working in the Patrol Division to assist with vacancies in the schedule.
 - o Admin overtime \$0, decrease by \$710.
 - o Patrol overtime \$80,527, a decrease of \$48,906.
 - o Detective Division overtime \$1,834, a decrease of \$5,757. Overtime included the following investigations; larceny investigation, fatal accident investigation, Midstate Accident call out, police candidate backgrounds, crime scene processing, and casework follow ups.
 - o Communications overtime \$12,323, a decrease of \$4,643, which includes 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.

- Education overtime \$9,775, an increase of \$7,121 and includes overtime for training classes consisted of 2 ERT training days, travel time for training, Live Shot range training, Felony Stop and Stop Stick, Advanced Crime Scene and Critical Care, and Internal Investigation training.
- Support Services overtime \$3,377, an increase of \$3,340. Overtime included Citizens Police Academy coverage, Waterfall Festival coverage and for filling vacancies.
- ACO overtime \$0.

FIRE DEPARTMENT

- Training Summary report for the Newington Fire Department during September, 2018.

Driver Training	Road Time (10 members)	30.0 hours
Driver Training	Pump Time (10 members)	20.0 hours
Company Training	(65 members) @ 2 hours each	130.0 hours
Department Drill	2 @ 4 hours each	8.0 hours
Multi Company Training	Haz-Mat Refresher	54.0 hours
	71 Members @ 6 hours each	426.0 hours
Building Pre-Plan	10 @ 2 hours each	20.0 hours
Officers Training	23 @ 2 hours each	46.0 hours
Total Training		734.0 hours

FIRE MARSHAL

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

INSPECTIONS	11
INSPECTION FOLLOW-UPS	19
PLAN REVIEWS	7
JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	3
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	6

Incidents:

- Responded to 16 Fire Incidents Responses during the month.

Fire Marshal’s/Chief’s Activities:

- Attended the wake and funeral for former Company #1 Firefighter and Chairman of the Board of Fire Commissioners Francis “Rip” Callahan at Newington Memorial.
- Attended a meeting with Town staff and a representative from Eversource to update Newington’s list of critical facilities for power restoration and review public safety dispatch procedures and Make-Safe Protocols.
- Hosted the monthly meeting of the Capital Region Fire Marshals Association at Bertucci’s Restaurant.
- Conducted the quarterly Task Force- 51 meeting at Company #2 in Wethersfield.
- Participated in the Annual 9-11 Remembrance Ceremony at fire headquarters.
- Participated in a Hartford Healthcare “System Wide Catastrophic Patient Surge/Influx Exercise” at Jefferson House.
- Attended the Annual Emergency Response & Planning meeting at the Eversource Complex in Berlin.
- Attended a 9-11 Appreciation Event and Road Race sponsored by the NHS boys and girls Cross Country Teams at John Wallace Middle School.
- Attended the monthly meeting of the Board of Fire Commissioners at Station #5 on Maple Hill Avenue.

- Attended a retirement party for Company #2 Firefighter Walter Brideaux who retired after 47 years of volunteer service to the community.
- Conducted inspections of all temporary fire lanes, tents, electrical and propane cooking equipment prior to the start of the Annual Waterfall Festival on Market Square.
- Attended the monthly officers training session at fire headquarters. Topic: Fire Officer Expectations.
- Attended the monthly company drill at fire headquarters. Topic: Annual Hazardous Material Refresher Training.
- Attended the quarterly meeting of the Capital Region Fire Chiefs Association at Jackson Laboratories in Farmington.
- Attended a meeting with contractors and public safety staff to review the communications tower project and radio system concerns.
- Attended a Town Council meeting recognizing Retired Fire Captain Walter Brideaux for his 47 years of volunteer service to the community.
- Conducted the monthly command staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended the bi-monthly Employee Health & Safety Committee meeting at Town Hall.
- Attended the 16th Annual Connecticut Firefighters Memorial Service at the State Fire Academy. The monument bears the name of the two Newington Firefighters who lost their lives in the line of duty.

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 Safety Committee meeting.
- Coordinated employment posting for seasonal leaf collection positions.
- Continued the coordination of the Highway Department Fueling Facility upgrade project.
- Coordinated the backfilling of Garfield Street remediation site.
- Attended Eversource emergency preparation meeting.
- Attended meeting regarding Myra Cohen Way road acceptance.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching.
- Crews completed the repair of several storm water catch basins/pipe at various locations.
- Completed the driveway, curb and topsoil repairs resulting from the milling and overlays.
- No Evictions for the month.
- Crews began the construction of the Elton Drive Terminus project.
- Completed Garfield Street remediation site backfill project
- Completed trench paving for Highway Garage fueling facility upgrade project.
- Equipment Operator 1 attended Flagger Certification Training Seminar.
- Paved upper level of Town Hall Parking Lot test pit excavations.
- Responded to one (1) after hours call in due to tree limbs in road.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued with line striping of roadways.
- Continued to assist with Food Share setup.
- Assist Police Department relocating speed boxes.
- Assisted with traffic control for Annual Waterfall Festival.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Mechanics began annual maintenance of all leaf removal equipment and vehicles.
- Continued with up fitting of new equipment.

- Began Fall services on all Fire Department Apparatus.
- Began major refurbishing of side dump truck body which included the replacement of conveyor.

Sanitation/Recycling/Landfill

- Scheduled 640 residential bulk items for collection for the month.
- Scheduled 88 condominium bulk items for collection for the month.
- Scheduled 22 condo/residential scrap metal items for collection for the month.
- 1,543 tons of cumulative Municipal Solid Waste were collected from July through August.
- 406 tons of cumulative recyclables were collected from July through August.
- 335 mattresses/box springs were collected from July through August.
- 71 televisions were collected from July through August.
- Issued 39 permanent landfill permits and 16 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on September 12, 2018:

- Approved Petition #37-18: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Tent Sale at 3388 Berlin Turnpike (“Rizzo Pools”).
- Approved, with conditions, Petition #34-18: Special Permit (Sec. 3.11.6: Restaurant) at 2391 Berlin Turnpike. JGF Holding Company LLC, owner.

Regular Meeting on September 26, 2018:

- Approved, with conditions, with conditions, Petition #27-18: Site Plan Approval at 181 Patricia M. Genova Drive. Hartford Hospital, owner.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Sept. 7: Met with owner of Montana Nights re: his sign application.

TOD/CTfastrak/Amtrak Corridor Planning:

- Sept. 5: Met with Town Manager regarding Hartford Line Station.

Grant-Related Project Activities

- Sept: Continued administration of Streetscape Phase VI project.
- Sept: Continued administration of Residential Rehab Program.
- Sept: Continued administration of Community Connectivity Grant.

Board and Commission Meetings:

- Sept. 12: Attended regular monthly TPZ meeting.
- Sept. 13: Attended regular monthly Open Space Committee meeting.
- Sept. 26: Attended regular monthly TPZ meeting.

Professional Development/Training:

- Sept. 7: Attended monthly SNEAPA conference planning meeting.
- Sept. 14: Attended CCAPA Program Committee meeting.

Miscellaneous

- Sept 5: Met with CT Life reporter.
- Sept. 12: Attended monthly Public Works Team meeting.
- Sept. 12: Attended CROG Hazard Mitigation Plan meeting.
- Sept. 13: Attended MDC project update meeting.
- Sept. 13: Briefed Town Manager on TPZ meeting of July 11.
- Sept. 14: Attended staff meeting re: Myra Cohen Way.
- Sept. 21: Blight inspection at 54 Pine Street.
- Sept. 26: Attended Department Head meeting.
- Sept: Responded to approximately 80 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Sept: Received and sent approximately 642 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 – 13
 - Driveway/Sidewalk Excavation - 10

Meetings: Represented the Town:

- CRCOG transportation committee meeting.
- Public Works meeting.
- Department head staff meeting.
- Department coordination meeting (engineering, planning, building).
- Town Council Meeting(s).
- Conservation Commission meeting(s).
- Planning and Zoning meeting(s).
- Deming Street meeting.
- MDC construction meeting – Willard and Cedar water and sewer construction.
- DOT coordination meeting – signal improvements on Route 175.
- Project meetings with developers and engineers/architects.
- Project meetings with residence.

Conservation (Inland Wetland) Commission:

- Inland Wetland Applications received:
 - None
- 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.
- Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 17 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:

- 3443 Berlin Turnpike – O'Reilly site plan.
- 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.
- 135 Fenn Road – Truss site plan.

Public Works: Assessed, investigated and inspected road pavement, curbs, sidewalks, drainage, stone wall and other infrastructure issues throughout town.

Engineering:

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), ordinances, engineering procedures, building/property addresses, etc.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected portions of drainage system.
- 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).
- Assisted Deming Farm HOA and developer.
- Coordinated with MDC regarding projects in Newington.

- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants).
- 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.
- Coordinated with developer regarding transfer of Shady Hill Lane to Town of Newington.
- Coordinated with developer regarding transfer of Packards Way to Town of Newington.

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

- Highway Department: Elton Drive terminus – surveying and design services.
- Economic Development Department: National Welding Site and Myra Cohen Way – engineering services
- Board of Education: Diesel fuel release remediation – project coordination, surveying and engineering services for backfilling and restoration, wetland permitting.
- Facilities Department: New municipal building site plan and drainage (library parking) – construction observation.
- Highway Department (LOTICIP 2018 grant application) – Complete Street Project – Robbins Avenue and Maple Hill Avenue – surveying, subsurface explorations and design services.
- Town Manager: Myra Cohen Way – Engineering Services (Right of Way Acceptance).

ECONOMIC DEVELOPMENT

- Supported the activities of the Economic Development Commission.
- Met with Town staff to identify approximately thirty items to be considered in an Operations and Maintenance agreement with the Connecticut Department of Transportation in conjunction with transferring ownership of Myra Cohen Way from the State to the Town.
- The developer for 3333 Berlin Turnpike has prepared a preliminary site plan that includes 80,000 square feet of retail space plus eighty-two townhouse style residential units. Due diligence activities are underway, including soil borings and a traffic study.
- Hartford Healthcare received Town Plan and Zoning approval to construct a 131 car parking lot near John Stewart Drive. That parking lot will accommodate employees who are being relocated from Hartford to Newington plus provide approximately thirty spaces for Jefferson House employees. Jefferson House has experience a parking shortage for several years due to an increase in employees and visitors.
- Plans are being developed for two new buildings at 324 Alumni Road totaling 4,500 square feet that will be leased to small businesses.
- Reno Machine and Reno Properties have begun a two-story, 5,400 square foot expansion to the front of their building at 170 Pane Road. The expansion will house additional office space.
- Elecnor Hawkeye has leased 181 Pane Road for their utility infrastructure construction business. That location is advantageously placed near Eversource’s engineering headquarters on the Berlin Turnpike.
- Arby’s announced their intention to purchase the Sonic chain. That could reopen discussions to replace the Arby’s at 3206 Berlin Turnpike with a Sonic Drive-In.
- 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.
- Helped business owners seeking assistance from Town departments.
- Prepared information for the Town Manager.
-

BUILDING DEPARTMENT

- A Building Application was applied for and is under review for Wal-Mart to remove, relocate, and add new apparel & electronics fixtures. Remove / replace fitting rooms. Also an Electrical Permit is under review to add power to fitting rooms & necessary apparel & electronics fixtures.
- An Electrical Permit was issued for the addition of 8 Security Cameras with Audio in the Police Department Cell Block.
- An Electrical Permit was issued to install piping and wiring to new gas pumps and reconfigure old pumps at the Highway Garage located at 281 Milk Lane.
- A Plumbing Application was applied for and is under review to remodel the existing bathroom at the Skating Rink on 300 Alumni Road.
- An Application was applied for and is under review for new construction of O'Reilly Auto Parts to be built at 3443 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Roofing, Flashing and Related Materials – September 10, 2018.
 - K. Kilkenny - IBEW & NECA continuing electrical education – September 15, 2018.
 - Connecticut Association of Housing Code Officials - September 21, 2018.
 - Roofing, Flashing and Related Materials – September 24, 2018. 2018.
- There was 1 Certificate of Occupancy issued in September. It was for 80 Fenn Road, Montana Nights Axe Throwing.
- Building Department activity for the month of September was as follows: The Inspectors completed a total of 140 Inspections. They were: Above Ceiling (2), Boiler (1), CO (1), Decks (0), Electrical (10), Final (55), Footings (7), Foundation (4), Framing (5), Gas Line (11), Insulation (3), Mechanical (2), Rough (39).
- The total number of Building/Renovation Permits issued / applied for the month of September was **139** producing a total permit value of **\$1,805,810.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	26	\$ 497,256.00
DECK	1	4,000.00
DEMOLITION	0	0.00
ELECTRICAL	35	177,426.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	2,985.00
GARAGE / SHED	2	27,500.00
MECHANICAL	31	170,182.00
NEW COMMERCIAL	1	600,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	15	28,868.00
POOL	0	0.00
ROOFING/SIDING	12	92,100.00
SIGN	5	23,850.00
SOLAR	9	179,643.00
TENT	1	2,000.00
TOTAL	139	\$1,805,810.00

The total Building income fees received in the month of September was **\$21,403.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications / Publications) \$1565.00 Environmental \$360.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$92.25 Driveway / Excavation \$1,225.00 Engineering copies \$0.00. The other total income is \$3,242.25.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for September:	\$1,805,810.00	\$1,505,866.00
Fees for Permits issued for September:	\$21,403.00	\$17,669.00
Other income Fees for September:	\$3,242.25	\$4,783.50
Building Permits Issued for September:	139	165
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>
\$6,751,207.00	\$77,965.00	\$5,841,725.00	\$68,755.00

HUMAN SERVICES

- Fall SCORE registrations extended to October 19th-continued program availability.
- The Challenge Course also had a very busy month looking forward to a busy Fall schedule.
- First 5th grade SUCCESS/Adventure Learning Program - an interactive program presented to all 5th graders over the course of the school year in collaboration with the school health curriculum.
- High School Voc Prep class met with 13 new ninth grade students and 2 returning seniors. Program includes in school interactive activities/discussions, off-site adventure based programs and at least one community service project.
- Director LaBrecque and Coordinator Meskill attended Suicide prevention symposium and opioid training.
- Coordinator Meskill coordinated all Juvenile Review Board communications re: referrals and completed all appropriate paperwork and administrative tasks.
- Coordinator Meskill provided ongoing supervision for our new CCSU Social Work student intern, Ashley Muzik. Coordinator Meskill will supervise Ashley for 2018-2019 academic year and Ashley will receive a broad range of exposure to all program the department provides.
- Coordinator Meskill attended NHS open houses and Coordinator Huggard attended Middle School open houses.
- Staff manned a booth at the Waterfall Festival.
- Staff including Senior Center staff met with Visiting Angel Program to expand resource knowledge.
- Coordinator Wassik, Director LaBrecque, SW Smith, and student intern Muzik continued the process of Food Bank / Holiday Program redeterminations-with 241 households currently registered. 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.
- Coordinator Wassik coordinated food drive at both Stop & Shops on 9-22-18 to build up food resources which typically dwindle over the summer.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington. Wassik secured donations for October fundraiser as well as personally contributing to the silent auction/raffle.
- Staff met to kick-off Holiday Program planning and implementation.
- Coordinator Wassik and SW Gugliotti continued to deal with numerous threats of water and utility shut-offs: accessing resources such as Operation Fuel and negotiating arrangements with the various companies.
- Director LaBrecque worked with CCHD Recovery and prevention groups to initiate application for regional State Opioid Response Grant to develop a program creating local resources for access into treatment/recovery. Additionally Newington was awarded for the second year a State Targeted Response prevention grant in collaboration with Rocky Hill.
- Kayla Gugliotti started her position as Social Worker II on 9-4-18 and hit the ground running. Director LaBrecque and Coordinator Wassik conducted extensive orientation and training and she shadowed numerous cases with Coordinator Wassik. Kayla carried 13 cases independently in her first month.
- Coordinator Wassik and Social Worker Gugliotti attended an Annual Energy Assistance Symposium and a Housing Coalition Conference.
- Director LaBrecque attended half-day ADA training.

September 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	12	14	36	44
Youth & Family Service Hours	27	38	103	119
JRB Cases	1	2	8	1
JRB Service Hours:	2	4	12	Not reported last year
Positive Youth Development	117	207	763	1835
Community Service	2	1	4	4
Challenge Course-Adult	0	96	96	Not reported last year
Challenge Course – Youth (Outside)	232	12	244	
Information and Referral	563	643	1753	2651
Social Casework Cases	63	81	235	254
Under 55 =	17	20	64	61
Under 55 Disabled =	14	23	53	58
Over 55 =	32	38	118	134
Social Casework Service Hours	90	118	355.5	379
Under 55 =	24.25	28.75	93	69.5
Over 55 disabled and/or disabled	65.75	89.25	262.5	281.5
Food Bank Household Visits	156	166	480	434
# bags of groceries distributed	645	730	2088	2416
Mobile Truck	128	135	400	466
Clothing household visits	14	23	59	56
# bags of clothes given	17	31	75	60
Special Needs	13	9	32	18

SENIOR AND DISABLED CENTER

- Monica Georgeo, Yale University Italian Language Instructor, was on hand to discuss the Italian language, culture and travel in this free class on September 6th. Ms. Georgeo teaches an eight-week class that culminates in a trip to Italy.
- On September 14th, resident Bob Newbold presented his “Stroke of Luck” program. Motivated by his own personal experience with stroke, Mr. Newbold has created this program to share how technology and quick reaction to symptoms can lead to positive outcomes.
- The Center’s Art Workshops featured an art canvas class where participants created beautiful autumn scenes on canvas using cut out materials and acrylic paints. These workshops sell out quickly as do

the Card Craft Workshops.

- Dr. Zdanys of UConn Health provided a seminar with discussion about signs and symptoms of depression in older adults as well as options for treatment and overcoming depression in September 26th. The program was very well attended, highlighting the need for information about this important topic.
- Enrollment for the Center's series of evidence based programs took place over the month. These include Matter of Balance®, Tai Ji Quan: Moving for Better Balance®, Live Well®, Aging Mastery Program® and Powerful Tools for Caregivers®.
- Staff continued to work on the self-assessment materials, including the development of a strategic plan, as part of the Center's application for National Accreditation.
- The Center hosted a monthly roundtable discussion for the Connecticut Association of Senior Center Personnel (CASCP) on September 27th. The topic of discussion was hoarding and how it poses health and safety risks for older adults. Meghan Manke of the Newington Fire Department was the presenter.
- In preparation of purchasing a new piece of equipment for the Center's Fitness Room, participants were given an opportunity to try a new recumbent machine and to vote between it and a NuStep machine. The NuStep won by a narrow margin and will be ordered.
- **38** individuals received home delivered meals in September. Of those 38 recipients:
 - 7 receive meals 7 days per week
 - 19 receive meals 5 days per week
 - 2 receive meals 4 days per week
 - 6 receive meals 3 days per week
 - 4 receive meals 2 days per week
- There are currently 15 volunteers who deliver meals on a regular basis and 3 volunteers who are trained to be backup drivers. Deliveries are split into three daily routes, Monday through Friday. Weekend meals are delivered each Thursday and Friday.
- Due to scheduled vacations and unexpected volunteer cancellations, Dial-A-Ride assisted with meal delivery routes on September 25 and staff also assisted with deliveries as needed.
- As of the end of September the Center had a total of 1,189 paid members, a great response to the membership renewal efforts this summer. There are **1026** 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 3025 by 455 people. The actual number attending the center is significantly higher with a door count of 6,392 or approximately 40% of participants scanning in for programs. Dial-a-Ride provided 97 residents 1007 trips this month, covering 3041 miles.
- Center staffing was complemented by a recorded 583 hours of unpaid service in 214 instances by 55 volunteers.

PARKS AND RECREATION

Recreation Division

- Registration for fall programs began on September 6th for Newington residents. Registration for non-residents began on September 13th.
- The school year at the Creative Playtime Preschool Program began on September 5th. 70 students are currently enrolled for this school year.
- The indoor Aquatics season began on September 24th. Lifeguards surveil the water for Newington Swim Club on Mondays, Tuesdays, Thursdays and Fridays. Recreational Swim is offered Mondays, Wednesdays and Fridays and swim lessons are offered Wednesday nights.
- Most fall programs began in early October with a few programs that began in late September. These include fitness and wellness classes for both adults and youth, cultural classes including music, dancing, and art for adults and youth, sports clinics, sports leagues, and more.
- The fall session of swim lessons began on September 26th. Nearly all swim lesson classes are full.
- Department is partnering with Rosenberg Orthodontics and Dick's Sporting Goods for Youth Basketball.
- Planning for the Youth Basketball season (K through 12) has begun—the program will begin in early December.

- A brand new Low Impact Zumba class was offered and attracted 29 participants. Only 35 spots were available per the space it is held in. Participants range in age from 41 to 70.
- A new Smart Start soccer program was offered for children ages 3-5. This program encourages and requires parental participation and is equally beneficial for both parents and children in a fun learning environment. Basketball and baseball will be offered in the winter and spring.
- Staff training was held on September 6th for those who were offered a position to work for the Exercise the Right Choice – After School Program.
- The first day of the Exercise the Right Choice – After School Program was held on September 11th. 65 children were in attendance.

Parks and Grounds and Cemeteries

- General mowing in the Town of Newington
- Continued to make irrigation repairs to the Town fields.
- Setup for the Cherish the Children's event in West Meadow Cemetery. Weeded, mulched and installed new plants in beds.
- Fertilized all athletic fields.
- Over seeded football and Mill Soccer.
- Cleaned up and mulched beds at Anna Reynolds School.
- Cleaned up and mulched beds and the Library.
- Continued to work on roadside mowing.
- Completed inventory of holiday decorations and placed an order for more decorations.
- Provided tables and chairs for the Waterfall Festival.
- Worked with facilities on limbing up trees at parking lot by library for town hall project.
- Performed aeration, seeding and topdressing on Alumni football field.
- Started preparations for irrigation at the Cherish the Children site at West Meadow. Installed a sleeve under the road to bring a new water service over to the site.
- Purchased 2,000 bulbs to plant in Cemetery and around town for spring.
- Put up plaques at Rotary Pavilion at Churchill Park.
- I and three other staff members attended a wrap up talk about pools in Glastonbury.
- Had a staff member work at the skate park bringing in stone and assisting in leveling the subbase.
- Took all staff members to a turf seminar at Hebron Park for a half day.
- We had 4 single and 2 double depth interments at West Meadow Cemetery. We had 2 grave sales.

Tree Warden

- Trim/pruned various intersections for line of sight issues, from list provided by Dean Barns, Director of Transportation.
- Pruned Pine tree corner of Garfield and Willard Ave for line of sight issue.
- Pruned trees in Library parking lot at request of the Facilities Director.
- Removed hazardous tree in front of 412 Connecticut Ave.

LIBRARY

- The work on the new library parking lot began on September 5. Most of the month was spent cutting down the trees, removing all the logs and removing the additional shrubbery around the two lots. Weekly progress meetings were held with Facilities Director Dave Langdon, Michael Errickson, DTC, Ken Golden from B & W Paving, Library Director Lisa Masten, Assistant Library Director Karen Benner. October will include the installation of drainage, grading the property, lighting and the paving of the lot. By the end of the month, the project was on track.
- The annual Library Board of Trustees meeting was held, at which new officers were elected; Diane Stamm as President, Maureen Lyons as Vice President, Judy Igielski as Secretary, and LeeAnn Manke as Treasurer. Paul Crosswaith, a Library Board of Trustee since 1997 who recently resigned from the Board was recognized for his many years of service. Library Shelf reader Elizabeth Sisson and Terri Carpenter from Cold Noses, Warm Heart, an organization that brings certified reading dogs into the library for our Tales to Tails programs were honored.. Long time library volunteer Robert Larsson who passed away in February and who also hosted an annual film series at the library was inducted into the

Legacy Society for his meritorious service to the library. In addition, a film series to be held each summer was also named in honor of Bob. Megan Torrey Clark, CEO of the World Affairs Council of Connecticut was the guest speaker.

- Each year the Newington Waterfall Festival Committee chooses a non-profit organization in town to receive a check for the net proceeds from the Waterfall Festival. This year the library was chosen to be the recipient of this year's donation. A check for \$1,000 was presented to the library from the Waterfall Festival Committee.
- The Friends of the Library held a very successful Mini- Media Sale on September 8 at the library. DVDs, Blu-Ray DVDs, music CDs, audiobooks and VHS tapes were sold. The Friends were also present at the Waterfall Festival on September 15. At their booth, they sold books and promoted the library. They are very busy getting ready for their upcoming Fall Book Sake that will be held at the Newington Senior and Disabled Center on October 26, 27 & 28.
- For the month of August the Children's staff held 45 programs to 3,037 children and their caregivers. September is a month of summer wrap-up and autumn gear ups. Summer Reading Recognition Assemblies were held at each elementary school with a music and magic show called *Rockin' with Libraries* with performers Debbie and Tom O'Carroll. Staff then turned around and went to all of the elementary and middle school Open Houses, talking to parents about library services and programs. Staff also visited Martin Kellogg Middle School and conducted Library Resources Assemblies for all of the students in each grade level to let them know the resources the library had to offer both in print and online to help them with their homework assignments. *The Coder School of Farmington* came this month to conduct basic coding classes for kids and teens. Highlights of other programs include *Pajama Music, Books and Babies*, a story time for our youngest patrons, ages 0 -12 months, *Lucy's Chess and Checkers Club* and *Tales to Tails* reading program. Outreach to preschool and daycares, and music-themed story times and monthly programs rounded out the month.
- Teens were offered 7 programs to 672 teens during the month. *The Coder School of Farmington* held a coding program just for teens. Teens also participated in the fun and crazy *Teen Taste Challenge*. Teen librarians Bailey Francis and Jen Bassett spoke to more than 400 7th and 8th graders at the Martin Kellogg Middle School about library resources available to them for their homework assignments. They also attended the Open Houses at the middle schools and Newington High school. Bailey finished the month with a book discussion at the high school.
- Adults were offered 16 programs and 440 adults participated. Artist Mikki Zadrowski and her granddaughter Photographer Vallerie Perrault gave a fascinating presentation of the beauty in nature found through many media and photography alike. Former sports writer for the Boston Herald, Mike Shaling spoke about his book *The Hometown Team: Four Decades of Boston Red Sox Photography* to a very enthusiastic audience. Sonia Farid, Director of Edible Brands came and spoke about *Edible Arrangements* as part of the *Made in Connecticut* program. Staff kicked off a celebration of the 150th anniversary of the publication of Louisa May Alcott's novel *Little Women* with a program that featured guest speaker CCSU English Professor Christine Doyle who specializes in 19th century American literature. Professor Doyle offered an engaging discussion about *The Life and Works of Louisa May Alcott*. Highlights of other programs include Movies & More with a showing of *The Leisure Seekers*, *Brown Bag with a Documentary* that showed the film *Won't You Be My Neighbor* about Fred Rogers and Crafts and Conversations, an adult coloring and craft program. The Special Friends monthly program with the Newington Transition Academy and Buckingham Services started up again in September. 54 adults decorated medals and made cards to be given to veterans. Outreach visits to Cedar Mountain Commons and Middlewoods completed the month.
- Total circulation of library materials was 23,515. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,655 times from the library website. 14,040 people visited the library during the month. There were 9,201 visits to the library's homepage. Popular online services included *Morningstar*, *Universal Class*, *A to Z Lynda.com*, and *PebbleGo: Animal & Science* databases. Museum passes were used 210 times this month, the most popular being *Mystic Seaport*, *Lutz Children's Museum* and *Mystic Aquarium*. The reference staff answered 4,888 reference questions during the month. Free library meeting space including study rooms was used 310 times during the month.
- In Technology news, the library began circulating solar chargers. These chargers allow patrons to charge their devices from the sun. The Town IT staff installed an additional battery back-up to the switch in the Collection Management Department. The hard drive on one of the self-checkout stations crashed. A new one is being sent to replace it. Reference Librarian Carlene Peterson held a hands on computer class on Basic Word 2013. The One-on-one tech support programs *Tech 4 U* and Tech Troubleshooting with Teens were offered as well.

- In Personnel news, Circulation Technician Victoria Buttaro attended a CT State Library intermediate workshop on how to make video book trailers for the library website. Head of Collection Management Jeanette Francini attended the Resource Sharing Committee of the ACLP at the State Library Middletown Service Center.
- In Facilities news, the big news was the beginning of the construction project of the new library parking lot. The library's skylight had several leaks during the month with the heavy rains. The Town Facilities department did look at the problem and is trying to find a permanent resolution. The lighting along the sidewalk from the library to the Garfield Parking Lot is a real problem at night. With the construction going on and the two temporary fences along the way, walking to or from this lot is not good.
- Topics of note that were researched this month included:
 1. How to dry and store lemon slices.
 2. Information on the history of tobacco in CT?
 3. Is it illegal to own and carry a bayonet in CT?
 4. How to make a paper doll.
 5. Books on sleeping in a big boy bed.