



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: November 28, 2018  
Re: Monthly Report – October 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 Zoning Enforcement Officer/Assistant Town Planner position.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane attended the LEPC Meeting and the MDC Budget Workshop.

#### Overtime

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	65.7	\$ 2,866.89
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 752.00
ROAD MAINTENANCE	28.0	\$ 1,162.88
TRAFFIC	7.0	\$ 322.14
LINE STRIPING OF SCHOOLS	11.0	\$ 492.65
<b>TOTALS</b>	<b>127.7</b>	<b>\$ 5,596.56</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds & Events	43.25	\$ 2,805.18*
Cemetery	63.50	\$ 2,078.56
<b>TOTALS</b>	<b>106.75</b>	<b>\$ 4,883.74</b>

\*(24 hours double time)

<b>POLICE DEPARTMENT</b>	<b>18-19 Budget Overtime Appr.</b>	<b>Overtime Expended 18-19 YTD</b>	<b>17-18 Budget Overtime Appr.</b>	<b>Overtime Expended 17-18 YTD</b>
Administration	\$ 7,459.00	\$ 710.66	\$ 7,459.00	\$ 1,434.40
Patrol	619,839.00	341,759.18	619,212.00	228,389.86
Investigation	81,972.00	16,679.14	83,451.00	35,770.60
Communication	173,143.00	48,418.80	170,443.00	58,995.32
Education/Training	130,461.00	29,906.57	130,461.00	33,107.52
Support Services	36,306.00	13,367.10	37,113.00	14,527.67
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 1,050,622.00</b>	<b>\$ 450,841.45</b>	<b>\$ 1,049,581.00</b>	<b>\$ 372,225.37</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 27,142.00	\$ 6,275.82	\$ 26,494.00	\$ 7,890.17
Snow and Ice Control	161,264.00	0.00	157,488.00	0.00
Traffic	3,958.00	1,428.15	3,861.00	606.97
Vehicles and Equipment	32,016.00	6,536.80	31,234.00	10,039.54
Leaf Collection	<u>33,073.00</u>	<u>0.00</u>	<u>32,312.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 257,453.00</b>	<b>\$ 14,240.77</b>	<b>\$ 251,389.00</b>	<b>\$ 18,536.68</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,463.00	\$ 24,002.33	\$ 82,866.00	\$ 31,911.69
Cemeteries	<u>16,045.00</u>	<u>8,464.16</u>	<u>15,653.00</u>	<u>1,331.10</u>
<b>Total</b>	<b>\$ 100,508.00</b>	<b>\$ 32,466.49</b>	<b>\$ 98,519.00</b>	<b>\$ 33,242.79</b>

## **PERSONNEL**

- Interviews took place for the Zoning Enforcement Officer/Assistant Town Planner. The position was offered to the successful candidate Andrew Armstrong. He started his new position on October 22<sup>nd</sup>.
- An internal union posting for the Assessment Technician I (T-2) position in the Assessor's office was posted on September 11<sup>th</sup> with a closing date of September 17<sup>th</sup>. The position was offered to the successful candidate, Jane Kallinich. Her starting date will be December 17, 2018.
- Thomas Bugbee was appointed to the Police Officer position and Christopher Cappiello was appointed to the Police Recruit position for the Newington Police Department effective October 1, 2018.
- A job posting for the vacant Executive Assistant/Human Resource Specialist position in the Town Manager's office was posted on October 19<sup>th</sup>, with a closing date of November 9<sup>th</sup>.
- An external posting for a Part Time Custodian position, evenings, was posted on October 2<sup>nd</sup> with a closing date of October 18<sup>th</sup>. Interviews will take place in November.

## **RISK MANAGEMENT**

The third 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 September 2018 were \$376,165. 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 September, 2018

	Town	Board of Education	Total
Estimated Claims	818,625	2,081,775	2,900,400
Actual Claims	481,401	1,185,138	1,666,539

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of October 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, attended meetings with the CT State Dept. of Schools for re-imbursement for the BOE portion of the Town Hall/Community Center project.

### **Work Order Completions**

The Facilities Maintenance Department has completed 35 formal work orders the month of October 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. Installed new gas lines for all town hall roof top heating units for the building project's phase one demolition.

### **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**

Meetings with the project foreman from B & W Paving & Landscaping with the Library staff on the new parking lot. Temporary power has been installed for the Garfield parking lot lights until the feed is reestablished to the new parking lot lights as well as a new walkway pole light for pedestrian safety. Work is progressing nicely except for the weather delays and concrete, drainage & utility work has begun.

### **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 is in progress with the outside contractor with the electrical continuing by the Town's electrician.

### **Police Department**

New on-demand hot water heaters installation has begun 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 was completed 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 and Mr. Steve Pollock, Network/Application Specialists and Mrs. Dawn Frank, GIS/IT Technician.

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

- Completing 88 formal work orders.
- Installation, setup and configuration of (6) new hyper converged infrastructure devices.
- Installation, setup and configuration of Uninterruptable Power Supplies (UPS) at all Wide Area Network locations.
- Updating the software and/or firmware of many line of business applications to their latest versions.
- Working with Police Department's vendor on the setup and configuration of new booking room and cell monitoring equipment.
- Updating the town's Easement Map, creating new layers for swale locations, land not currently deeded the town and existing drainage with no easements.
- Updating Highway Department's Road Pavement Management map.
- Updating catch basin cleaning map for the town's contractor and Quality Assurance and Quality Control purposes.

- Working with Police Department staff and their Computer Aided and Records Management vendor to update their CAD, RMS and Mobile product lines to the latest versions.
- Providing website maintainer classes to several staff members in Human Services Department.
- Working with Senior and Disabled Center staff on their Energy Blitz project.
- Working with Assessor staff and their vendor to upgrade the town's Personal Property CAMA (Computer Aided Mass Appraisal) system to the latest version.
- Working with Assessor staff and their vendor to apply fall motor vehicle update.
- Mr. Hoagland worked with the Assessor's Office to update their system with the fall motor vehicle update.
- Completing network preparation tasks for the pending installation and migration to the town's second generation hyper converged infrastructure.
- Creating and implementing scripts to automate moving inactive log file archives to external storage and implementing scheduled backups of logging equipment based on vendor recommendations.
- Updating Police Department's license plate reader (LPR) client software to the latest supported versions.
- Attending departmental, staff or regional meetings as needed or required.

## **FINANCE**

### **Accounting and Administration**

- The Director of Finance attended the MDC budget workshop on October 16<sup>th</sup> with the Mayor and Town Manager. Preliminary numbers indicate an increase of \$528,000 in the 2019 Proposed Ad Valorem Tax. She also attended the CPPF fall conference on October 24<sup>th</sup> in Rocky Hill.
- The Deputy Finance Director closed out the 2017-2018 fiscal year in the MUNIS accounting system and rolled over the accounts into the 2018-2019 fiscal year on October 12<sup>th</sup>.
- With the deadline for the December 31 filing of the June 30, 2018 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.
- Instructions were prepared and distributed for the FY 2019-2020 through FY 2023-24 Capital Improvement Plan Budgets request. The deadline to submit these request is 11/9/18.

The Town received during the month from the State of Connecticut Pilot grant funds totaling \$1,954,589 and should be expecting receipt of the first installment of the ECS grant during November. 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)  
10/31/2018

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2018-19</u>	<u>Actual Year to Date</u>	
General Fund	\$130,000	\$230,810	\$39,520,189
Special Revenue Funds	8,700	25,376	4,102,564
97Capital Projects Funds	1,500	6,673	1,060,079
Internal Service Fund	13,000	12,667	1,825,464
Trust and Agency Funds	6,392	6,799	1,240,698
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$47,748,994</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

10/31/2018

	<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	33,850	30,210	18,333,397
Bank North	0.95	0.95	442	38	547,741
People's Bank (closed)	0.90	0.90	0	0	0
TD Bank (new)	1.85	1.85	22,428	21,148	13,135,579
Farmington Bank	1.75	1.50	21,015	17,380	12,642,428
Webster Bank	1.50	1.39	4,664	4,052	3,089,849
<b>Total Outstanding Investments</b>					<b>\$47,748,994</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- October marked the first full month that the Assessor's office was down a full time staff member following the retirement of Betty Molloy.
- Following successfully taking and passing a written examination, and interview with the Finance Director and the Town Assessor, the position was offered to Jane Kallinich. She is the current Secretary in the Town Manager's office and will start training 2 days a week in the Assessor's office until December 17<sup>th</sup> when she will be working full time.
- Eighty (80%) of all Real Estate improvement permits were inspected and valued.
- Real estate deeds were read and entered in the computer assisted mass appraisal system up to October 1, 2018.
- Personal property declarations sent out the last week in September 2018 were returned by mail and/or in person over the counter. To date, approximately 56% of the 1,475 declarations have been received.

**Revenue Collector**

- Collections for October on the 2017 Grand List amount to \$480,057.26 and back tax collections were \$91,025.37. Included in the back tax amount was \$3,135.05 which was collected for suspended accounts.
- This year's total collections through October were similar to last year for Real Estate which was 51% and 59% for Personal Property. To date, we have collected 92% Motor Vehicles. Last year we did not collect for motor vehicles until November.
- Alias Tax Warrants for Personal Property and Motor Vehicles were assigned to the Constables for collection.
- Demand Notices were sent to taxpayers with two or more years of taxes due and payments not being made as well as 235 delinquent real estate notices.
- Daily staff is updating address changes, and researching returned motor vehicle notices.

**TOWN CLERK**

- Revenue for the Month of October was \$57,711.75. There were 73 property transfers for a total of \$7,885,700 in sales. State conveyance tax collected was \$58,177.76; Town tax collected was \$19,059.25.
- Residential sales included three home purchases over \$300,000. There were 384 documents filed on the land records during the month: 98 mortgages, 148 releases, 7 liens, 23 assignments and 15 probate documents.
- 138 certified copies of vital records were issued. Sixteen burial permits and five cremation permits were issued.
- Staffed catalogued four liquor permits, six Trade Name Certificates and five Notary Public commissions.
- \$8,017 in revenue was generated from 74 electronically recorded documents.

- Land Record copy revenue totaled \$1,772.
- Absentee ballots for the State Election became available on October 5<sup>th</sup> (31 days before an election). The office issued 683 Absentee Ballots for the month of October in addition to the regular office duties.
- Part-time Assistant Town Clerk Elizabeth Thompson joined the office on October 1, 2018.

<b>DATA SUMMARY OCTOBER 2018</b>				
	<u>Oct.-17</u>	<u>Oct.-18</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	475	384	1702	1,638
Dog Licenses Sold	67	50	364	478
Game Licenses Sold	7	11	32	38
<b>Vital Statistics</b>				
Marriages	15	19	63	83
Death Certificates	11	18	70	69
Birth Certificates	28	21	78	77
Total General Fund Revenue	\$ 50,422.29	\$ 34,562.75	\$ 225,804.68	\$ 176,746.64
Town Document Preservation	\$ 1,251.00	\$ 1,173.00	\$ 4,536.00	\$ 4,934.00
State Document Preservation	\$ 714.00	\$ 2,120.00	\$ 2,612.00	\$ 8,976.00
State Treasurer (\$36 fee)	\$ 12,744.00	\$ 9,468.00	\$ 46,800.00	\$ 40,320.00
State Treasurer (\$127 fee)	\$ 5,969.00	\$ 4,318.00	\$ 19,304.00	\$ 15,240.00
State Treasurer (\$110 fee)	\$ 5,940.00	\$ 4,180.00	\$ 21,230.00	\$ 17,270.00
LoCIP	\$ 1,062.00	\$ 789.00	\$ 3,900.00	\$ 3,360.00
State Game Licenses	\$ 126.00	\$ 282.00	\$ 869.00	\$ 844.00
State Dog Licenses	\$ 509.50	\$ 417.00	\$ 2,531.00	\$ 3,327.00
Dog Licenses Surcharge	\$ 154.00	\$ 130.00	\$ 842.00	\$ 1,142.00
Marriage Surcharge	\$ 247.00	\$ 272.00	\$ 722.00	\$ 1,054.00
<b>Grand Total</b>	<b>\$ 79,138.79</b>	<b>\$ 57,711.75</b>	<b>\$ 329,150.68</b>	<b>\$ 273,213.64</b>

## **POLICE DEPARTMENT**

Patrol Calls for October are as follows:

Abandoned MV	3	Fire Special Detail	0	MV Abandoned	3
Administrative	1	Fire Stand By	0	MV Assist	55
Alarm Commercial Burg Alarm	55	Fire Structure Fire	3	MV Complaint	47
Alarm Hold Up Alarm	5	Fire Task Force Activation	0	MV Fire	1
Alarm Residential Burg Alarm	34	Fire Trouble Alarm	11	MVA Evading	13
ALTERED MENTAL STATUS	0	Fire Vehicle Fire	1	MVA Fatal	0
Animal Complaint	16	Fire Water Problem	2	MVA Injury	17
Arson/Fire Invest	0	Fireworks	0	MVA Property Only	124
Assault	4	Follow Up	47	Neighbor	5
Assault in Progress	0	Found Property	6	Noise	21
Assist Motorist	4	Gun	0	Non Collect Person	0
Assist Notification	0	Harassment	9	Notification	0
Assist Other Agency	31	Hazard	33	Open Door/Window	14
Bad Check Insufficient Funds	0	Hazmat	0	Parking Violation	17
Blighted Property	0	Hold Up Alarm	0	PD ASSIST FIRE DEPT	26
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	9

Burglar Alarm	0	Illegal Dumping	3	Prisoner Care	0
Burglary	15	Indecent Exposure	0	Property Found	4
Car Seat	2	Intoxicated	9	Property Lost	2
Check Welfare	59	Juvenile Complaint	16	Prostitution	0
Check Welfare 911	49	K9 Assist	1	Recovered Stolen MV	2
Check Welfare Other	3	Kidnapping	0	Rescue Call	0
Clear Lot	0	Landlord / Tenant Dispute	5	Residential Lockout	3
Construction	0	Larceny	65	Robbery	0
Court Detail	11	Larceny from MV	24	Roll Call	4
Criminal Mischief	16	Lift Assist Only	8	Serve Subpoena	0
CSO	3	Liquor	1	Serve Warrant	15
Customer Dispute	14	Local Traffic Authority	0	Sexual Assault	0
Dog Complaint	48	Location Check	66	Shots fired	2
Domestic	22	Location General	2	Specific Detail	97
Door Check	0	Lockout Building	1	Stolen MV	8
Drug	7	Lockout MV	4	Sudden Death	2
DUI	8	Lost Property	2	Suicide	0
EDP	20	LTA	0	Suicide Attempt	1
Escort / Transport	6	Medical Alarm	11	Suspicious MV Unoccupied	14
Escort Funeral	8	Medical Cardiac	10	Suspicious Report	133
Escort Other	3	Medical Complaint	156	TEST	1
Escort Tax	0	Medical Diabetic	2	Threatening	3
Fingerprint	7	Medical Fall	53	Tobacco	1
Fire Alarm	20	Medical Mutual	0	Tow	18
Fire CO Detector no symptoms	3	Medical Other	6	Town Ordinance Violation	0
Fire CO Detector with sympt	0	Medical Respiratory	11	Traffic Stop	228
Fire Extrication	1	Medical Stand by	5	Trespass	17
Fire Hazmat	1	Medical Trauma	1	Unknown	7
Fire Mutual Aid Request	1	Medical Unresponsive	14	Water problem	0
Fire Other	10	Missing	5	<b>Total</b>	<b>2005</b>
Fire Rescue	0				

- In October, the Detective Division:
  - Detectives received information that narcotic sales and purchases were taking place at a local business parking lot in Town. Detectives conducted surveillance on the location on several occasions during the month of October. While conducting surveillance on 10/30/18, detectives observed the suspects in the parking lot. Detectives stopped the suspects and continued their investigation. The detectives were able to locate a large amount of heroin in the vehicle and arrested three suspects during this investigation.
  - Handled 101 investigations, 62 remain ongoing and 39 were closed by investigative methods.
  - Served 18 arrest warrants, 13 by Patrol Officers and 5 by Detective Division personnel.
- In October, the Animal Control Officers had the following activity:
  - 63 Calls – 48 Dog, 15 Animal and 2 Specific Detail/ 0 Follow-ups/ 1 Car Seat.
  - 7 Impounds – 3 redeemed, 2 sold as pets, 0 euthanized, 1 Quarantine, 1 carry over to October.
  - 1 Infraction written.
  - 82 Incoming Phone Calls.
  - 2 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
  - 9 Written Warnings.
  - 49 Dog Licenses obtained last month.
- Breakdown of Calls  
510 -
  - 18 Combined Dog/Animal/Specific Detail/Check Welfare.
  - 11 Delinquent Letters/Written Warnings/No License/Barking/Littering.

- 1 Infraction.
- Dog bite – 1 dog vs. human, 1 dog vs. dog.
- 2 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 –

- 48 police assisted Animal/Dog Complaints.

Notable Cases/Events:

- Taught Citizens Academy on 11/10/2018.
- Still unable to find a rescue to take our pittie, who has been in our pound since 9/21/2018. Working with one last rescue. A trainer did reach out to foster the dog and do training, need to know if this is a viable solution the Town is willing to engage in.

• In October, the Patrol Division had the following activity:

- On October 16<sup>th</sup> patrol officers responded to Walmart, 3164 Berlin Turnpike, for a report from loss prevention that two females and one male in the store were attempting to steal a large amount of merchandise. Upon arrival, officers located and detained the individuals involved. An on scene investigation was initiated and probable cause was developed to arrest two out of the three individuals involved. One of the individuals arrested was found to be in possession of a large amount of narcotics, including suspected heroin, fentanyl, MDMA (molly), cocaine, and marijuana. This individual was also in possession of over \$1,000.00 in cash. This person was charged with Larceny 6<sup>th</sup> Degree, Criminal Mischief 3<sup>rd</sup> Degree, Possession of a Controlled Substance (2 counts), Possession of Narcotics with intent to Sell (2 counts), Possession of less than ½ ounce of Marijuana, Possession of a Hallucinogenic Substance, and Possession of a Hallucinogenic Substance with intent to Sell. He was held on a \$50,000.00 bond. The second individual arrested was charged with Larceny 6<sup>th</sup> Degree for his involvement in the shoplifting. He was released on a \$5,000.00 non-surety bond.
- During the month of October, members of the Patrol Division served as instructors at our fall 2018 Citizens Police Academy. Officers provided classroom instruction on Patrol Division operations as well as field instruction on the topics of car stops and building searches.
- During the month of October, newly hired police officer Thomas Bugbee began his field training with Field Training Officers within the Patrol Division. Newly appointed Field Training Officers Tim Rinaldo and Rich Petoskey will each begin their tenure as Field Training Officers by spending a two week phase of field training with Officer Bugbee.

• Property Report October 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/forged	1	\$ 50
Damaged/Destroyed	27	\$ 19,876
Vehicle Inventory	1	\$ 0
Stolen	199	\$ 136,197
Abandoned	0	\$ 0
Evidence	73	\$ 574
Found	0	\$ 0
Lost	4	\$ 418
Seized	52	\$ 1,088
Recovered	53	\$ 54,800
Impounded	3	\$ 0
Informational	7	\$ 39
<b>Total</b>	<b>420</b>	<b>\$ 213,042</b>

- In October, the Community Service Officer (CSO):
  - Continued Fall 2018 Session of the Citizen's Police Academy;



- Hosted the Newington Police/Newington Fire Charity Golf Tournament at Indian Hill Country Club;
- Installed/checked 8 car seats for residents;
- Sergeant Perry and Sergeant Zematis performed a security inspection at the Goddard School;
- Began first RAD class (Rape Aggression Defense);
- Hosted a Girl Scout tour of the Police Department.
- Police Department Overtime:
  - Comparison
    - OT September           \$ 107,836           2 pay periods – (1 holiday)
    - OT October             \$ 124,680           2 pay periods – (1 holiday)
    - \$ 16,844           increase
  - During October, 1 officer was out on medical leave, 1 officer vacancy, 2 certified officers in training, and 4 entry level officers 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. 1 Dispatcher has completed training and has filled the vacancy in Dispatch. The SRO officer is working in the Patrol Division to assist with vacancies in the schedule.
  - Admin overtime \$0.
  - Patrol overtime \$84,413, an increase of \$3,886 (holiday pay \$13,000). Overtime includes the following calls, domestic calls, drug arrest, hospital prisoner detail, Sergeants meeting, deceased person investigation, bookings, motor vehicle accidents, medical calls, search warrants, casework, hold overs, and overtime for time off/vacancies/injuries.
  - Detective Division overtime \$5,807, an increase of \$3,973 (holiday pay \$4,400). Overtime includes crime scene processing and casework follow ups.
  - Communications overtime \$10,702, a decrease of \$1,621 (holiday pay \$2,000), which includes overtime for vacancies, several time off leaves and staffing for weekends to allow for two dispatchers on for all shifts.
  - Education overtime \$16,277, an increase of \$6,502 and includes overtime for training classes consisted of 2 ERT training days, travel time for training, Felony Stop and Stop Stick, Homicide Seminar, EMR, Ballistic Shield, Collect, Building Clearing and Shoot Decisions training.
  - Support Services overtime \$8,481, an increase of \$5,104 (holiday pay \$2,300). Overtime includes Citizens Police Academy coverage and for filling vacancies.
  - ACO overtime \$0.

**FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of October, 2018. During this period Fire Department members responded to 41 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>October 2018</b>	<b>4 Months Activity</b>
<b>FIRES</b>	1	10
Structure Fire	1	3
Vehicle Fire	3	14
Exterior Fire	1	1
Other Fires		
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	0	1
Extrication	1	2
Other Rescue Calls	1	5
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	5	19
Water Problems	1	3
Other Service Calls	4	14
<b>OTHER</b>		
Good Intent Calls	1	7

False Alarm/False Calls	21	104
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	2
<b>Total</b>	<b>41</b>	<b>186</b>

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

Driver Training	Road Time	12.0 hours
Cadet Training	SCBA	20.0 hours
Company #2 Training	Salvage/Overhaul	21.0 hours
	SCBA Maintenance	17.0 hours
	Mutual Aid/Task Force Operations	6.0 hours
Company #4 Training	First Due Engine Requirements	12.0 hours
Department Training	CNG/LNG Presentation	144.0 hours
Multi-Company Training	Public Education	123.0 hours
	Live Burn-Cedarcrest	64.0 hours
	Live Burn – Co. #1 & 2	52.0 hours
	Live Burn – Co. #3 & 4	80.0 hours
<b>Total Training</b>		<b>551.0 hours</b>

### **FIRE MARSHAL**

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

INSPECTIONS	9
INSPECTION FOLLOW-UPS	25
PLAN REVIEWS	6
JOB SITE INSPECTIONS	9
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	3
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	5

### **Incidents:**

- Responded to 11 Fire Incidents Responses during the month.

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

- Attended the third in a series of Department of Public Health Region- 3 Emergency Disaster Drills at Jefferson House; this drill simulated the relocation and transportation of all 96 patients from Jefferson House to other area health care facilities as a result of tropical storm damage, power loss and generator failure.
- Attended a fire marshal training session in East Hartford, topic: Responsibilities of the Connecticut State Police Fire and Explosion Investigation Unit.
- Attended the monthly Capital Region Fire Marshals Association meeting in Avon.
- Attended the bi-monthly CERT Team meeting at fire headquarters.
- Attended a fire marshal training session in East Hartford, topic: Special Inspections and tests.
- Attended a meeting with town staff and representatives from Vallabhdham Temple to review plans for their Annual Season of Festivals at the temple.
- Participated in the Annual Fire Prevention Open House at Fire Headquarters.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters.

- Attended several meetings with the architect and building official to review code issues and changes to the plans for the new Town Hall.
- Attended the Annual Balf-Town Committee meeting at Town Hall.
- Met with town staff and representatives from Plaza Azteca to review last year's event and possible plans for another Cinco de Mayo Party at the restaurant.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Hartford.
- Attended the monthly Company Drill at the training tower: Live Fire Scenarios.
- Attended the monthly staff meeting at Town Hall.
- Attended a meeting with Town staff and representatives from DOT to review the transfer of Myra Cohen Way to the Town.
- Participated in a Farmington Fire Department Fire Station Location & Deployment Study along with other area mutual-aid chiefs.
- Conducted the Annual Department Meeting at fire headquarters.
- Attended a meeting with contractors and public safety personnel to review plans for the new radio system and antenna tower on Cedar Mountain.

## **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 Local Emergency Planning Committee (LEPC) meeting.
- Hired eight employees for seasonal leaf collection positions.
- Continued the coordination of the Highway Department Fueling Facility upgrade project.
- Participated on oral panel for ZEO position vacancy.

### 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.
- Crews began roadside trimming of overhanging limbs town wide.
- One eviction for the month requiring storage.
- Crews completed the construction of the Elton Drive Terminus project.
- Repaired waterway on Grandview Drive.
- Repaired drainage pipe on Linwood Avenue.
- Cleaned out waterway near Main and Dowd Streets.
- Responded to two (2) after hours call-ins due to tree limbs in road.

### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued with line striping at various locations.
- Continued to assist with Food Share set-up.
- Assist Police Department relocating speed boxes.
- Responded to two (2) after hours call ins for traffic light malfunction and flooding condition.
- Assisted with traffic control for Robbins Avenue test hole borings.

### Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Mechanics completed annual maintenance and setup of all leaf collection equipment and vehicles.
- Continued with up fitting of new equipment.
- Completed Fall services on all Fire Department Apparatus.
- Completed major refurbishing of side dump truck body which included the replacement of conveyor.
- Began annual maintenance and repairs on all snow fighting equipment.

### Sanitation/Recycling/Landfill

- Scheduled 979 residential bulk items for collection for the month.
- Scheduled 106 condominium bulk items for collection for the month.
- Scheduled 46 condo/residential scrap metal items for collection for the month.

- 2,222 tons of cumulative Municipal Solid Waste were collected from July through September.
- 599 tons of cumulative recyclables were collected from July through September.
- 455 mattresses/box springs were collected from July through September.
- 79 televisions were collected from July through September.
- Issued 54 permanent landfill permits and 15 temporary permits for the month.

## **TOWN PLANNER**

### **Town Plan and Zoning Commission Actions:**

#### Regular Meeting on October 10, 2018:

- Approved Petition #38-18: Special Permit (Sec. 3.2.1: Church or Place of Worship) at 2175 Berlin Turnpike. IBNP One Nation in Christ, applicant.
- Approved the Release of the Performance Bond Release at 197 Deming Street (“Harvest Village”) in the amount of \$76,000. Harvest Village LLC, owner/applicant.
- Approved the Release of the Performance Bond on Shady Hill Lane (“Harvest Ridge”) in the amount of \$6,075. Allen Home Builders LLC, owner/applicant.

#### Regular Meeting on October 24, 2018:

- Voted to deny Petition #24-18: Zoning Text Amendment (new Section 3.26: Workforce Assisted Housing District) in accordance with C.G.S. Sec. 8-30g. Dakota Partners Inc., applicant.
- Voted to deny Petition #25-18: Zoning Map Amendment at 550 Cedar Street in accordance with C.G.S. Sec. 8-30g. Dakota Partners Inc., applicant; contact.
- Voted to deny Petition #26-18: Site Plan Approval at 550 Cedar Street (“Cedar Pointe”) in accordance with C.G.S. Sec. 8-30g. Dakota Partners Inc., applicant.
- Voted to approve Petition #43-18: Special Permit (Section 6.2.5: Alcoholic Beverages) at 30B Fenn Road (“California Sushi”). Hayes Kaufman Newington Associates LLC, owner.
- Voted to approve Petition #46-18: Special Permit (Section 6.2.5: Free-Standing Sign) at 80 Fenn Road (“Montana Nights”). Merle McKenzie, 1183 Killingworth Road, Higganum CT, contact.

### **Town Planner Activities:**

#### TPZ Applications (approved, pending, and potential):

- Oct. 1: Discussed site with Berlin Turnpike business owner.
- Oct. 1: Discussed multi-family project with The Women’s Institute.
- Oct. 3: Discussed additional buildings on Berlin Turnpike parcel with owner.
- Oct. 15: Discussed possible new restaurant with consultant.
- Oct. 15: Met with attorney for Cinco de Mayo event to discuss outcome.
- Oct. 15: Met with subdivision developer to discuss road acceptance.
- Oct. 29: Met with applicant’s attorney to discuss several projects.
- Oct. 31: Met with applicant’s attorney to discuss possible zone change.

#### TOD/CTfastrak/Amtrak Corridor Planning:

- Oct. 18: Facilitated Hartford Line train station PIM.
- Oct. 25: Met with DOT and Town officials to discuss Myra Cohen Way.

#### Grant-Related Project Activities

- Oct. 4: Participated in ribbon-cutting event at Constance Leigh Drive.
- Oct. 15: Attended Open Space grant workshop in Middletown.
- Oct: Continued administration of Streetscape Phase VI project.
- Oct: Continued administration of Residential Rehab Program.
- Oct: Continued administration of Community Connectivity Grant.

#### Board and Commission Meetings:

- Oct. 10: Attended regular monthly TPZ meeting.
- Oct. 11: Attended regular monthly Open Space Committee meeting.
- Oct. 24: Attended regular monthly TPZ meeting.

#### Professional Development/Training:

- Oct. 18-19: Attended annual SNEAPA conference in Hartford.
- Oct. 26: Attended CCAPA Awards Committee meeting.

Miscellaneous

- Oct 2: Discussed possible Eagle Scout project with Eagle Scout.
- Oct. 4: Conducted employment interviews.
- Oct. 10: Attended monthly Public Works Team meeting.
- Oct. 10: Participated in meeting at Police Chief's office with Vallabhdham Congregation representatives regarding upcoming celebrations.
- Oct. 12: Briefed Town Manager on TPZ meeting of October 10.
- Oct. 24: Attended Department Head meeting.
- Oct. 29: Met with Town Manager to discuss blight complaint.
- Oct. 31: Met with Town Manager to discuss affordable housing count.
- Oct: Responded to approximately 64 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Oct: Received and sent approximately 590 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
    - Gas – 22
    - Perm. Road Patch - 43
  - Driveway/Sidewalk Excavation - 7

**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 residents.

**Conservation (Inland Wetland) Commission:**

- Inland Wetland Applications received:
  - None
- Commission Administered applications:
  - Approved 2018-06 (550 Cedar Street).
- 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 28 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.
- 2719 Berlin Turnpike – BriAry site plan modification.
- Packards Way – Storm sewer inspection.
- Shady Hill Lane – Site inspection.
- Fenn Road – Future Wendy's – Preliminary meeting.

**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.
- Prepared Capital Improvement Plan for 2019-2020 for Town infrastructure (roads, bridges, dams, sidewalks, storm drainage, flood control, parking lots, and retaining walls).
- Performed test borings for LOTCIP grant application (data gap).

**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.
- Town Manager/Board of Education: Diesel fuel release remediation – engineering services for restoration and wetland permitting.
- Board of Education: Bus Garage Subsurface Drainage System – design services.
- 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 and design services.
- Highway Department – Woodbridge Road – surveying and design services.
- Planning Department – Garfield Street Community Connectivity Project – design services.
- Town Manager: Myra Cohen Way – engineering Services (Right of Way Acceptance).
- Parks and Recreation Department – Clem Lemire Park – surveying and design services (accessible parking expansion for turf field and skate park).

**ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission.
- Sixteen members of Town staff and Connecticut Department of Transportation employees, including DOT's Transit Administrator (responsible for CTfastrak), met to review thirty-two items to be considered in an Operation and Maintenance Agreement in conjunction with transferring ownership of Myra Cohen Way from the State to the Town.

- All three applications of Dakota Partners' to build an affordable housing project at 550 Cedar Street were denied by TPZ. The Economic Development Director provided testimony to TPZ opposing the project on the basis of inferior quality. It is unknown if Dakota will appeal TPZ's decisions to the court under State Statute 8-30g.
- The developer for 3333 Berlin Turnpike continues to refine its overall scheme for a mix of retail and residential development. Site plans are being modified in response to the demands of potential tenants.
- A Public Information Meeting was held at the library to further acquaint citizens with the rationale for a train station on Cedar Street as part of the Hartford Line. DOT representatives made a presentation, followed by a question and answer period. The next step is for Town staff to prepare draft regulations for a Transit Village Design District that would guide potential development which would be complementary to a new Cedar Street train station.
- Walgreens completed its makeover of the former Rite-Aid store on Cedar Street, including new signage.
- Gregorio's Pizza opened to positive reviews at the former location of Stretches Pizza on the corner of Main and Cedar streets.
- Dilly's Café is preparing to open in the space formerly occupied by Envy Café on Market Square. Soft-As-A-Petal Massage opened on the second floor of that same building.
- AAG Tax and Accounting opened on the second floor of the southern most building in Mauro Plaza on the Berlin Turnpike.
- Industrial Protection Products has leased long vacant space at 3310 Berlin Turnpike for warehousing, distribution and sales of its safety shoes and eyewear products.
- Mattress Firm announced its bankruptcy filing, followed soon after by the closing of two of its three locations on the Berlin Turnpike, instantly adding over 16,000 square feet of vacant space to the Turnpike.
- Peoples Bank announced that as part of its acquisition of Farmington Bank, it would be closing a number of Farmington Bank branches, including the Newington office on Main Street.
- 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 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 issued for the installation of a new 2000 sq. ft. modular building that will house the BOE Transition Academy to be located at 50 Mill St. Ext.
- An application was applied for and is under review for the addition of a locker room and bathroom at the Ice Skating Arena located at 300 Alumni Road.
- An Application was applied for and is under review for the fabrication and installation of one new 18' x 19'-4" canopy structure for Stop &Shop Pick-up for cars to drive under and park to obtain their grocery orders.
- A Permit was issued for the electrical work at the Ice Skating Arena for the locker room in the red rink.
- An Electrical Permit was issued for the complete wiring for the Artichoke Pizza to be located at 2391 Berlin Turnpike.
- A permit was issued for wiring for pole lighting at the Lucy Robbins Welles Library.
- An Electrical Permit was issued for a 400 amp temp electrical service - single phase for school trailer at 50 Mill Street Extension. Install temp 27kw Generac generator stand-by backup system for one heating panel.
- Seminars attended by our Inspectors for their continuing education credit were:

- D. Jourdan - New England Municipal Building Officials Seminar – October 1-3, 2018.
- A. Hanke - The Many Facets and Special Topics of the CSP FEIU – October 4, 2018.
- Special Inspections and Tests – October 10, 2018.
- There was 1 Certificate of Occupancy issued in October. It was for a Single Family Residence located at 20 Packards Way.
- ▲ Building Department activity for the month of October was as follows: The Inspectors completed a total of 209 Inspections. They were: Boiler (1), CO (1), Electrical (15), Final (81), Footings (10), Foundation (1), Framing (7), Gas Line (13), Insulation (6), Mechanical (6), Roofing (1), Rough (65), Sign (2).
- The total number of Building/Renovation Permits issued / applied for the month of October was **209** producing a total permit value of **\$3,395,881.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	36	\$ 856,715.00
DECK	3	14,000.00
DEMOLITION	0	0.00
ELECTRICAL	56	240,553.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	5,351.00
GARAGE / SHED	0	0.00
MECHANICAL	46	360,820.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	1	121,760.00
NEW RESIDENTIAL	1	150,000.00
PLUMBING	25	139,209.00
POOL	0	0.00
ROOFING/SIDING	20	1,287,730.00
SIGN	7	44,200.00
SOLAR	11	175,543.00
TENT	0	0.00
<b>TOTAL</b>	<b>209</b>	<b>\$3,395,881.00</b>

The total Building income fees received in the month of October was **\$37,545.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1530.00 Environmental \$300.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$44.50 Driveway / Excavation \$5425.00 Engineering copies \$142.00. The other total income is \$7,441.50.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for October:	\$3,395,881.00	\$1,923,936.00
Fees for Permits issued for October:	\$37,545.00	\$22,017.00
Other income Fees for October:	\$7,441.50	\$3,277.50
Building Permits Issued for October:	209	183

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>
\$10,147,088.00	\$115,510.00	\$7,765,661.00	\$90,772.00



## **HUMAN SERVICES**

- Registration for December school break programs will remain open through November 30<sup>th</sup>.
- The Challenge Course also had a very busy month looking forward to a busy November and December schedule.
- 5<sup>th</sup> grade SUCCESS/Adventure Learning Program- an interactive program presented to all 5<sup>th</sup> graders over the course of the school year in collaboration with the school health curriculum went very well this month. We will continue to facilitate the challenge days for ALP at our outdoor challenge course through the winter as weather permits. We are utilizing our “Yurt” on the course with wood heat to keep 5<sup>th</sup> graders enthusiastic and warm rotating between outdoor portions of the sessions.
- Coordinator Huggard led the High School Voc Prep class in two classroom interactive activity days and an off -site hiking/geocaching field trip to Fisher Meadows Park in Avon, CT.
- Director LaBrecque and Coordinator Meskill attended CT Youth Services Association Annual meeting/conference.
- 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. They met with the transition academy to explore possible groups that might be offered to the students as part of Ashley’s intern experience.
- Coordinator Meskill continues to recruit volunteers for Thanksgiving preparations / set-up and distribution: mailing out volunteer applications, scheduling volunteers and sending confirmations of their assigned schedules.
- Coordinator Meskill offered presentation on “Having difficult discussions with Teens” at an October 18<sup>th</sup> meeting coordinated by the Interfaith Clergy Association and attended by 20 residents.
- Coordinator Meskill attended annual Truth About Hate program offered by the High School to all 10<sup>th</sup> graders and co-facilitated along with 2 high school leaders/mentors a small group discussion to explore issues and concerns of youth that affect them in a negative, destructive and or divisive manner.
- Staff attended web training offered by IT staff: Scott Hoagland and individually completed online training and testing on security measures.
- Director LaBrecque, Coordinators Wassik & Meskill and Social Worker Gugliotti met with Dept. of Labor representative to learn about employment and training opportunities for Youth and Adults.
- Coordinator Wassik, Director LaBrecque, SW Smith, and student intern Muzik continued the process of Food Bank / Holiday Program redeterminations-with 354 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 numerous food drives supporting our Thanksgiving food distribution and ongoing monthly foodbank from various civic organizations, houses of worship, schools and businesses.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington. Wassik attended October fundraiser sponsored by HAT to raise money for two collaborative programs: Got Lunch & Weekend Backpack Food Program.
- Staff continued with Holiday Program planning and implementation.
- Coordinator Wassik and SW Gugliotti continued to deal with numerous threats of water and utility shut-offs: accessing resources and negotiating arrangements with the various companies.
- Kayla Gugliotti in her second month as SWII received a very complimentary email sent to Director LaBrecque from a client with whom she worked who appreciated her patience and willingness to listen and assist client in issues other than her immediate presenting need. This was forward to and appreciated by Town Manager Lane.
- Wellness Wednesday Presentation on Love, Laughter & Self-Care well received with 20 attendees

## **October 2018 Statistics**

<b>Selected Programs</b>	<b>FY 18-19 Total This Month</b>	<b>FY 17-18 Total Last Month</b>	<b>FY 18-19 Cumulative Total YTD</b>	<b>FY 17-18 Cumulative Total YTD</b>
<b>Youth &amp; Family Counseling Cases Clinical Presentations</b>	12 1/20 attendees	12	48	57
<b>Youth &amp; Family Service Hours</b>	39.5	27	142.5	155
<b>JRB Cases JRB Service Hours:</b>	0 1.5	1 2	9 13.5	3 Not reported last year
<b>Positive Youth Development</b>	210	117	973	2010
<b>Community Service # of Hours Completed Challenge Course-Adult Challenge Course – Youth (Outside)</b>	1 10 0 32	2 0 232	5 96 276	8 Not reported last year
<b>Information and Referral</b>	720	563	2473	3736
<b>Social Casework Cases Under 55 = Under 55 Disabled = Over 55 =</b>	83 40 20 23	63 17 14 32	366 104 73 141	331 79 76 175
<b>Social Casework Service Hours Under 55 = Over 55 Disabled and/or Disabled</b>	138 37 101	90 24.25 65.75	493.5 130 363.5	493.5 94.75 370.75
<b>Food Bank Household Visits # bags of groceries distributed Mobile Truck</b>	142 640 128	156 645 128	622 2728 528	567 3018 592
<b>Clothing household visits # bags of clothes given</b>	1 1	14 17	60 76	74 84
<b>Special Needs</b>	13	13	45	24

### **SENIOR AND DISABLED CENTER**

- The Senior and Disabled Center’s fall semester of evidence-based health and wellness programs started this month. These include: Aging Mastery Program (funded by Anthem Foundation through the Connecticut Healthy Living Collective); Powerful Tools for Caregivers; Matter of Balance (funded by Jefferson House Institute), and Tai Ji Quan: Moving for Better Balance (TJQ:MBB) with a total enrollment of 75. The TJQ:MBB program is a ten town initiative funded by the North Central Area Agency on Aging through the CHLC.
- The volunteer led Tech Help program continues to be well used. This is a drop in program that provides help with all kinds of technology (smart phones, laptops, tablets etc).
- A new learning opportunity started with an American History Lecture series. Each month Carnegie Mellon University professor Jared Day will present a different topic related to our nation’s history, presented over two classes. October’s lecture was “The Divine Experiment: the Founding of Plymouth

Colony” which examined the enormous obstacles faced by settlers of Plymouth in 1620.

- The Center has developed a collaborative relationship with Central Connecticut State University's Gerontology program. One of the opportunities is W.I.S.E. - (Working Together: Intergenerational Student/Senior Exchange), a two-session program developed by Professor Carrie Andreoletti to provide opportunities for younger and older adults to discuss topics of mutual interest through structured discussions with undergrad students. This year the sessions were on October 18<sup>th</sup> at the Center and October 25<sup>th</sup> on CCSU's campus.
- On October 19<sup>th</sup> Sharad Saxena of Home Helpers presented a rousing live game of The Price is Right.
- Brought back by popular demand, “The Plan” a presentation panel assembled to raise awareness about the importance of making as many legal, medical and health care decisions as possible in advance was held on October 23<sup>rd</sup>.
- On October 24<sup>th</sup> a few dozen participants enjoyed Chef Hunter Merrill of Newington Rapid Recovery Rehab Center's demonstration of how to make Apple Turnovers. And yes, participants got to sample the results.
- Dr. Camelia Lawrence of UConn Health was on hand October 30<sup>th</sup> to discuss breast cancer, including prevention, early detection and treatment of breast cancer.
- The Center staffed exhibit tables in the facility during both the CCHD flu shot clinic on October 16<sup>th</sup> and the Library's Book Sale on October 26-28.
- **38** individuals received home delivered meals in October. Of those 38 recipients:
  - 7 receive meals 7 days per week
  - 18 receive meals 5 days per week
  - 2 receive meals 4 days per week
  - 6 receive meals 3 days per week
  - 5 receive meals 2 days per week
- As of the end of August the Center had a total of 1,238 paid members. There are **1037** 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 3843 by 513 people. Dial-a-Ride provided 102 residents 1254 trips this month, covering 3628 miles.
- Center staffing was complemented by a recorded 700 hours of unpaid service in 261 instances by 58 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- Most Fall Programs have been ongoing throughout the month of October.
- Staff attended the CRPA Fall Quarterly training on Aquatics and Aquatic Facilities on October 3<sup>rd</sup>.
- Planning for the youth basketball program (Kindergarten through grade 12) has begun & brochures were distributed to students through grade 8. Grades 2 through 12 will begin in December, and Kindergarten and Grade 1 will begin in January.
- Over 200 children attended the Children's Halloween Party held on Saturday afternoon, October 27 in the Community Center. The Newington High School Girls' Swimming and Diving team volunteered at the event.
- The Department hosted its second Scarecrow Contest consisting of 20 entries. The contest was divided into 2 separate categories: Family and Business. The Scarecrows remained on display until Saturday, October 27 when the 3 highest vote getters received prizes. Voting took place on the Department Facebook page.
- The inflatables outside the Community Center continue to be a big hit, attracting people daily to take pictures of their children and families with the different inflatables...
- The Exercise the Right Choice after school program took place on Tuesday, October 9 and Tuesday October 23. On October 9, the children created Scarecrows for the Scarecrow Contest.
- The first session of semi-private swim lessons ended on October 17<sup>th</sup>. The second session began on October 24<sup>th</sup>. Semi-private lessons only allow 2 participants as a maximum number. Of the 20 spots, 18 of them were utilized.

- Group lessons were ongoing through the month of October. Group lessons allow up to 8 participants per lesson. Of the 72 available spots, 47 of them are being utilized.

#### Parks and Grounds and Cemeteries

- Crews worked on keeping baseball fields open for fall baseball. Very difficult because of all the rain.
- Mowed, rolled and lined high school field for different athletic contests through the month.
- Worked on keeping fields in good shape for the Soccer Club of Newington.
- Emmanuel Christian field pulled out old backstop, bases and seeded those spots. We also over seeded the whole West half to make more fields for the soccer club.
- Had staff at the skate park through the month cleaning up a few things with the contractor and getting ready for the grand opening.
- Had extra help in the cemetery trimming hedges and filling graves on a daily basis.
- At the end of October, we started blowing out the irrigation systems at different locations.
- Conducted boom mowing at Piper Brook
- At West Meadow Cemetery, we had 1 single, 2 double depth, 6 ash interments and 4 grave sales.

#### Tree Warden

- Removed dead tree in front of 22 Eddy Lane.
- Cleaned up fallen tree from Town row, in front of 1958 Main Street.
- Pruned trees, around bus garage parking area, East side, as requested by Transportation Manager.
- Removed two dead and two damaged leaning trees, along wood line, old bus garage site.

#### LIBRARY

- The work on the new library parking lot continued. During the month the drainage was installed and most of the grading of the property was done. Several meetings were held with Facilities Director Dave Langdon, Michael Errickson, DTC, Ken Golden from B & W Paving, Library Director Lisa Masten, and Assistant Library Director Karen Benner to discuss the project and give any updates. The project that was originally scheduled to be completed by the end of October should be done by the end of November. In the next few weeks an electrician will be running wires and conduit for the parking lot lights, concrete will be poured for the light fixtures and the pads for the dumpsters and shed and paving will be completed.
- The Friends of the Library sponsored a bus trip to New York City on October 6. The Friends held a very successful Fall Book Sale on October 26, 27 & 28 at the Newington Senior & Disabled Center. Hundreds of people found thousands of books at bargain prices. Thank you to the many Friends of the Library book sale volunteers who work year round to get ready for the books sales, the Boy Scouts and Newington High School volunteers for all of their help as well. There was a snafu with the pickup of the books after the book sale was over but that was resolved after a few very frustrating days. The Friends of the Library celebrated *National Friends of the Library* week October 14 – 20 with a reception at the library for current Friends. More than 50 people attended. The Friends were also busy planning for the *Friends Winterfest*, formerly known as *The Friends Wine & Cheese Social* that will be held on January 18, 2019. Tickets for this event are currently on sale at the library, \$15 in advance and \$18 at door.
- For the month of August the Children's staff held 74 programs to 2,997 children and their caregivers. *Pumpkin Palooza* was once again a big hit. Kids came and decorated their own pumpkins or made fun pumpkin crafts. *Pajama Yoga* had its biggest crowd yet. Families had fun listening to a story and doing yoga together in their PJs before heading home, relaxed and ready for bed. This month the first *Li'l Chefs* program was held for preschoolers ages 3 -4 and their caregivers. They read a story and created delicious pumpkin pudding. The library has been offering two similar programs *Jr. Cookbook Club* and *Cookbook Club* kids in K – 6 grade for several years. The 17<sup>th</sup> Annual Johan and Adella Sliva Memorial Young People's Literary Series presentation was held on October 26. All 3<sup>rd</sup> and 4<sup>th</sup> graders in town were bused to the high school to hear children's author and illustrator Leslie Bulion who talked about her fiction books and her popular series of science poetry. Ms. Bulion then met students at the two middle schools and ended her day at the library signing books and talking students. Highlights of other programs included *Safety with Ume and Pam*, *Let's Get Goosebumps*, *Stories and Art* and *Tales to*

*Tails* reading program. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.

- Teens were offered 6 programs to 401 teens during the month. *Teen Horror Movie Night* had the teens voting to watch *Truth or Dare*. *Makerspace Halloween* had teens creating zombie babies and Barbies, decorating pumpkins and making creepy cupcakes. Teen librarians Bailey Francis and Jennifer Bassett book talked to the 8<sup>th</sup> graders at John Wallace Middle School and the 7<sup>th</sup> graders at Martin Kellogg Middle School. Many of the suggested books were checked out immediately after these programs.
- Adults were offered 24 programs to 550 adults. CCSU Professor Gil Gigliotti hosted a 4-part Katharine Hepburn film series that featured such movies as *African Queen* and *On Golden Pond*. As part of the *Made in CT* series, the owners of the *Hartford Flavor Company* spoke about their company and the uniquely flavored liqueurs they produce. Attorney Dyke Spear discussed and evaluated information and UFO evidence to a very interested and completely full house. The Louisa May Alcott series that began in September finished with a showing of the 1933 version of *Little Women* and a book discussion of the book facilitated by CCSU Professor Christine Doyle. Highlights of other programs include *Movies & More* with a showing of *The Book Club*, *Brown Bag with a Documentary* that showed the film *RBG-Ruth Bader Ginsburg*, a first-time home buyers program featuring a panel of professionals sponsored by the Newington Chamber of Commerce and *Books & Bites*: a focus on Fall Fiction. Outreach visits to Cedar Mountain Commons and Middlewoods completed the month.
- Total circulation of library materials was 23,602. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,400 times from the library website. 16,937 people visited the library during the month. There were 9,656 visits to the library's homepage. Popular online services included *Law Depot*, *Morningstar*, *Universal Class*, *Lynda.com*, and *PebbleGo: Animal & Science* databases. Museum passes were used 49 times this month, the most popular being *Florence Griswold*, *Connecticut Trolley Museum* and *New England Air Museum*. The reference staff answered 4,771 reference questions during the month. Free library meeting space including study rooms was used 359 times during the month.
- In Technology news, Digital Services Librarian Jennifer Hebert presented a hands-on program on *Excel Essentials* to a full class. The next class to be offered will be *PowerPoint 2013 Essentials* in early November. One-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens* were offered as well.
- In Personnel news, as part of her role on the State Library's eResource Advisory Task Force Commission, Karen Benner began to purchase digital material for or the upcoming state eBook platform eGO. Head of Community Services Michelle Royer attended a workshop that focused on making effective promotional flyers that offered by the State Library. Bailey Ortiz attended an all-day workshop offered by the State Library called *Everyone Included* that focused on serving the LGBTQ community.
- In Facilities news, the construction project of the new library parking lot continued and will hopefully be done in November. The Town Facilities Department put in a temporary light post along the sidewalk between the library and the Garfield Parking Lot. There were no lights at night and it was a real safety hazard. The refrigerator in the Community Room is on its last leg and will be replaced in November.
- Topics of note that were researched this month included:
  1. Voting and election books for kids.
  2. Tax law changes for 2018.
  3. Winners of the "Great American Read."
  4. Selling online through *Etsy* and *eBay*.
  5. Natural mouse repellants.