



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: January 2, 2019
Re: Monthly Report – November 2018

GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane attended the Newington Chamber of Commerce Silent Auction.
- Mrs. Lane attended the CCM Workshop.

Overtime

Paid overtime during the month of November 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	48.4	\$ 2,490.46
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 725.48
ROAD MAINTENANCE	8.0	\$ 402.36
TRAFFIC	12.0	\$ 552.24
LEAF COLLECTION	190.6	\$ 9,083.20
SNOW	393.7	\$ 18,976.44
TOTALS	668.7	\$ 32,230.18
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds & Events	98.25	\$ 4,895.32
Snow and Ice Storm	121.00	\$ 6,028.34
Cemetery	40.25	\$ 1,879.30
TOTALS	234.25	\$ 12,879.30

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	\$ 1,434.40
Patrol	619,839.00	412,839.69	619,212.00	286,132.61
Investigation	81,972.00	18,357.75	83,451.00	44,561.35
Communication	173,143.00	58,433.74	170,443.00	77,049.03
Education/Training	130,461.00	43,421.80	130,461.00	42,685.81
Support Services	36,306.00	22,323.83	37,113.00	15,920.58
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	\$ 556,087.47	\$ 1,049,581.00	\$ 467,783.78
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 7,591.22	\$ 26,494.00	\$ 10,247.88
Snow and Ice Control	161,264.00	18,487.46	157,488.00	1,214.57
Traffic	3,958.00	2,003.40	3,861.00	1,343.25
Vehicles and Equipment	32,016.00	7,911.50	31,234.00	13,906.79
Leaf Collection	<u>33,073.00</u>	<u>2,052.00</u>	<u>32,312.00</u>	<u>17,306.48</u>
Total	\$ 257,453.00	\$ 38,045.58	\$ 251,389.00	\$ 44,018.97
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 32,163.73	\$ 82,866.00	\$ 36,256.92
Cemeteries	<u>16,045.00</u>	<u>10,343.46</u>	<u>15,653.00</u>	<u>2,363.88</u>
Total	\$ 100,508.00	\$ 42,507.19	\$ 98,519.00	\$ 38,620.80

PERSONNEL

- A job posting for the vacant Part Time Animal Control Officer was posted on November 21st with a closing date of December 3, 2018.
- A job posting for the vacant Executive Assistant/Human Resource Specialist position in the Town Manager's office was posted on October 19th, with a closing date of November 9th. Interviews will take place in December.

RISK MANAGEMENT

The fourth 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 October 2018 were \$486,623. 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.

	<u>Cumulative Claims through October, 2018</u>		
	Town	Board of Education	Total
Estimated Claims	1,091,500	2,775,700	3,867,200
Actual Claims	592,363	1,560,800	2,153,163

FACILITIES MANAGEMENT

No data available.

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 76 formal work orders.
- Installation, configuration and testing of new hyper-converged infrastructure hardware, software and firmware.
- Creating a Night of Lights map for Parks and Recreation Department, Location map (buffer region) for Town Manager Lane.
- Creating new templates for the town’s internal GIS application and updates to the Town’s GIS data concerning Master Pavement BETA Database and integration of said data set.
- Parcel Adjustments and Tax Map annotation in areas surrounding Town owned land for Town Engineering Department and Town Planner (Encroachments).
- Assisting Senior and Disabled Center’s Tax Wise program team with network setup to accommodate their tax program requirements.
- Assisting Police Department Records staff with a File Transfer Protocol (FTP) issue.
- Upgrading the Assessor’s Office Personal Property Computer Aided Mass Appraisal (PPCAMA) line of business application to latest supported version.
- Deployment of new mobile phones for key Fire Department staff.
- Set-up of a temporary training room for Parks and Recreation staff to accommodate Vermont Systems Maintenance Trac end user training.
- Troubleshooting and resolving issues with the Police Department’s License Plate Reader (LPR) system no generating hits on known bad plates.
- Upgrading the Police Departments in-car video recording system to the latest version.
- Upgrading the Town Clerk’s core line of business application to the latest version.
- Applying a new update from one of the Town’s Virtual Private Networking (VPN) software vendors to determine if the update corrected an issue identified with the Town’s Two-Factor Authentication system. Testing confirmed the update resolved the issue between the two platforms.
- Submission of Information Technology’s Capital Improvement Program (CIP) budget.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Follow up questions and documents were supplied for our auditors, Blum Shapiro. We just finished reviewing the first draft copy of the report and should receive the final report by mid-December.
- The MUNIS budget module was activated during the month for Town departments to begin entering their requests for the General Fund FY 2019-20 Operating budget.
- Stipends were paid to public safety volunteers during the month.
- Department submitted all Capital Improvement Requested and these were summarized and given to the Town Manager for review.

The Town received during the month from the State of Connecticut ECS grant funds totaling \$3,273,610 which is approximately 28% of the amount we budgeted to receive. 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)
11/30/2018

	Interest Earnings		\$ Invested
	<u>Budget FY2018-19</u>	<u>Actual Year to Date</u>	
General Fund	\$130,000	\$289,346	\$37,191,587
Special Revenue Funds	8,700	32,303	3,158,199

97Capital Projects Funds	1,500	9,176	1,062,284
Internal Service Fund	13,000	16,976	1,969,303
Trust and Agency Funds	6,392	8,846	1,099,200
TOTAL, ESTIMATED BY FUND			\$44,480,573

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	35,668	33,850	\$15,142,675
Bank North	1.32	0.95	590	442	548,331
People's Bank (closed)	0.90	0.90	0	0	0
TD Bank (new)	1.87	1.87	19,879	22,428	13,039,106
Farmington Bank	1.75	1.75	18,184	21,015	12,660,612
Webster Bank	1.50	1.39	4,520	4,664	3,089,849
Total Outstanding Investments					\$44,480,573

Rates reflect avg. monthly yield, annualized

Assessor

- Ninety eight (98%) of all Real Estate improvement permits were inspected for inclusion on the 2018 Grand List.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of October, 2018.
- Over 1,490 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 54% of the declarations have been processed. The remaining declarations that have not filed will be assessed and penalized for failure to file sometime in January.
- Training of the new Assessment Technician continued during the month. Jane Kallinich, Secretary in the Town Manager's office was appointed last month and started working two mornings a week in anticipation of her full time move to the office scheduled for late December.
- Completed work on the Supplemental Motor Vehicle file for the billing period as of January 1, 2019.

Revenue Collector

- Collections for November on the 2017 Grand List amount to \$547,837.59 and back tax collections were \$52,218.37. Included in the back tax amount was \$3,101.80 which was collected for suspended accounts.
- This year's total collections through November were 55.7% which is slightly above last year's figure of 54.4%.
- The Constables were assigned additional Alias Tax Warrants for motor vehicles.
- Delinquent notices were mailed for 203 real estate accounts for the first week of November for 2,622 delinquent motor vehicles and 103 for personal property tax bills.
- Preparation is under way for the Supplemental Motor Vehicle bills. Real Estate property transfers have been sent the second installment bill for their payment, or for them to pass along to their escrow company for payment in January. The Supplemental Motor Vehicle tax bills will be mailed at the end of December since changes are still being made in the Tax Office and Assessor's Office before final steps are taken for balancing and submission to the software company for printing and mailing.

TOWN CLERK

- There were 72 property transfers in November for a total of \$13,452,396 in sales. State conveyance tax collected was \$115,117.97; Town tax collected was \$33,206.00. There were five residential sales over \$300,000. There were two residential sales over \$400,000 at 7 and 8 Harvest Court. There were two Commercial transfers in the amount of: \$2,000,000 at 95-127 Fenn Road from Fenn Road Newington LLC to 95 Fenn Road LLC; \$1,100,000 at 3311 Berlin Turnpike from Bulley Company II LLC to Express Kitchens Newington LLC.
- There were 363 documents filed on the land records: 90 mortgages, 15 liens, 127 releases and 12 probate documents, and 42 of these documents were electronically filed on the land records generating \$4,203 in revenue.
- The staff issued a total of 97 certified copies of birth, death and marriage certificates. Twelve burial permits and five cremation permits were issued.
- Staff catalogued eight liquor permits, five Notary Public commissions and two Trade Name certificates.
- The office issued fourteen (14) passes to the landfill station.
- Copy revenue totaled \$2,555; \$1,282 was generated by the online land record portal.
- Staff issued 771 absentee ballots for the November 8th Gubernatorial State election.

DATA SUMMARY NOVEMBER 2018				
	<u>Nov.-17</u>	<u>Nov.-18</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	419	363	2,121	2,001
Dog Licenses Sold	69	36	433	509
Game Licenses Sold	6	16	38	54
Vital Statistics				
Marriages	12	7	75	90
Death Certificates	16	16	86	85
Birth Certificates	16	23	94	100
Total General Fund Revenue	\$ 51,578.92	\$ 49,087.00	\$ 277,228.60	\$ 225,833.64
Town Document Preservation	\$ 1,112.00	\$ 1,151.00	\$ 5,649.00	\$ 6,085.00
State Document Preservation	\$ 622.00	\$ 2,224.00	\$ 3,236.00	\$ 11,200.00
State Treasurer (\$36 fee)	\$ 11,196.00	\$ 9,900.00	\$ 57,996.00	\$ 50,220.00
State Treasurer (\$127 fee)	\$ 6,858.00	\$ 2,032.00	\$ 26,162.00	\$ 17,272.00
State Treasurer (\$110 fee)	\$ 5,390.00	\$ 3,520.00	\$ 26,620.00	\$ 20,790.00
LoCIP	\$ 933.00	\$ 825.00	\$ 4,833.00	\$ 4,185.00
State Game Licenses	\$ 117.00	\$ 336.00	\$ 987.00	\$ 1,180.00
State Dog Licenses	\$ 630.00	\$ 280.00	\$ 3,161.00	\$ 3,607.00
Dog Licenses Surcharge	\$ 162.00	\$ 84.00	\$ 1,004.00	\$ 1,226.00
Marriage Surcharge	\$ 95.00	\$ 272.00	\$ 817.00	\$ 1,326.00
Grand Total	\$ 78,693.92	\$ 69,711.00	\$ 407,693.60	\$ 342,924.64

POLICE DEPARTMENT

Patrol Calls for November are as follows:

Abandoned MV	2	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	52

Alarm Commercial Burg Alarm	70	Fire Structure Fire	9	MV Complaint	40
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	37	Fire Trouble Alarm	7	MVA Evading	13
ALTERED MENTAL STATUS	0	Fire Vehicle Fire	0	MVA Fatal	0
Animal Complaint	8	Fire Water Problem	2	MVA Injury	15
Arson/Fire Invest	0	Fireworks	0	MVA Property Only	115
Assault	1	Follow Up	41	Neighbor	10
Assault in Progress	0	Found Property	7	Noise	19
Assist Motorist	26	Gun	0	Non Collect Person	0
Assist Notification	0	Harassment	3	Notification	0
Assist Other Agency	29	Hazard	48	Open Door/Window	5
Bad Check Insufficient Funds	0	Hazmat	1	Parking Violation	46
Blighted Property	0	Hold Up Alarm	0	PD ASSIST FIRE DEPT	35
Breach of Peace/Disorderly	10	Homicide	0	Pistol Permit	15
Burglar Alarm	1	Illegal Dumping	1	Prisoner Care	1
Burglary	3	Indecent Exposure	0	Property Found	2
Car Seat	2	Intoxicated	8	Property Lost	0
Check Welfare	55	Juvenile Complaint	11	Prostitution	0
Check Welfare 911	36	K9 Assist	0	Recovered Stolen MV	0
Check Welfare Other	0	Kidnapping	0	Rescue Call	0
Clear Lot	0	Landlord / Tenant Dispute	6	Residential Lockout	2
Construction	0	Larceny	43	Robbery	0
Court Detail	9	Larceny from MV	27	Roll Call	1
Criminal Mischief	7	Lift Assist Only	7	Serve Subpoena	0
CSO	4	Liquor	0	Serve Warrant	14
Customer Dispute	13	Local Traffic Authority	0	Sexual Assault	3
Dog Complaint	34	Location Check	51	Shots fired	0
Domestic	20	Location General	1	Specific Detail	94
Door Check	0	Lockout Building	5	Stolen MV	5
Drug	5	Lockout MV	4	Sudden Death	3
DUI	5	Lost Property	5	Suicide	0
EDP	14	LTA	0	Suicide Attempt	0
Escort / Transport	7	Medical Alarm	8	Suspicious MV Unoccupied	18
Escort Funeral	3	Medical Cardiac	12	Suspicious Report	95
Escort Other	2	Medical Complaint	176	TEST	0
Escort Tax	0	Medical Diabetic	4	Threatening	2
Fingerprint	7	Medical Fall	31	Tobacco	0
Fire Alarm	28	Medical Mutual	0	Tow	9
Fire CO Detector no symptoms	3	Medical Other	2	Town Ordinance Violation	2
Fire CO Detector with sympt	0	Medical Respiratory	12	Traffic Stop	298
Fire Extrication	2	Medical Stand by	3	Trespass	7
Fire Hazmat	1	Medical Trauma	1	Unknown	1
Fire Mutual Aid Request	0	Medical Unresponsive	7	Water problem	0
Fire Other	5	Missing	4	Total	1922
Fire Rescue	0				

- o In November, the Detective Division:
 - o Detectives received information that narcotics were being sold in a commercial parking lot by an unknown individual. Detectives conducted surveillance for weeks on the location. Detectives were able to identify the individual and were able to make an arrest of the suspect as he conducted a narcotics sale. Detectives also arrested the person who purchased the narcotics. A search of the suspect's residence revealed additional narcotics, firearms and paraphernalia.

- Handled 81 investigations, 69 remain ongoing and 12 were closed by investigative methods.
- Served 15 arrest warrants, 12 by Patrol Officers and 3 by Detective Division personnel.
- In November, the Animal Control Officers had the following activity:
 - 41 Calls – 34 Dog, 7 Animal and 2 Specific Detail/ 0 Follow-ups/ 0 Car Seat.
 - 7 Impounds – 6 redeemed, 1 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over to October.
 - 1 Infraction written.
 - 57 Incoming Phone Calls.
 - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 2 Written Warnings.
 - 36 Dog Licenses obtained last month.

- Breakdown of Calls

510 -

- 16 Combined Dog/Animal/Specific Detail/Check Welfare.
- 2 Delinquent Letters/Written Warnings/No License/Barking/Littering.
- 0 Infractions.
- Dog bite – 0 dog vs. human, 0 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 –

- 27 police assisted Animal/Dog Complaints.

Notable Cases/Events:

- 510 handled 1 animal dump at CHS on 11/5/2018 – Cat – no charges, CHS adopted cat.
- 510 attended Safe Homes Task force on 11/14/2018 from 10-11:30.

- In November, the Patrol Division had the following activity:

- On November 9th, at approximately 2:35 a.m., a patrol officer discovered a vehicle that had been reported stolen, operating on Halleran Drive near Church Street. Officers attempted to stop the vehicle but the vehicle fled, engaging officers in pursuit. The operator fled down New Britain Avenue into the city of New Britain where he left the roadway and abandoned the stolen vehicle. After a short foot pursuit, patrol officers apprehended the suspect. The suspect was operating a stolen motor vehicle and was later found to be in possession of a large amount of narcotics. The suspect was charged with Larceny in the Second Degree (stolen vehicle), Reckless Operation, Failure to Obey the Signal of an Officer, Engaging in Pursuit, Operation of a Motor Vehicle while under Suspension, Interfering with an Officer, Possession of Narcotics, and 2 counts of Possession of Narcotics with Intent to Sell. The suspect was detained on a \$50,000.00 bond.
- During the month of November, 23 members of the Patrol Division participated in the No Shave November fundraiser. A total of 34 employees of the Police Department grew beards and in doing so, were able to raise a total of \$8,727.00 for the Connecticut Cancer Foundation. The Newington Police Department was second highest on the list of top fundraising agencies in Connecticut.
- During the month of November, Officer Thomas Bugbee finished his field training and has been integrated into the patrol schedule on the evening shift. Newly hired police officer Eric Chapdelaine began his 14 week field training with Field Training Officers within the Patrol Division. Field Training Officer Tim Rinaldo will serve as his primary FTO.

- Property Report November 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/forged	1	\$ 20
Damaged/Destroyed	10	\$ 1,901
Vehicle Inventory	0	\$ 0
Stolen	106	\$ 104,802
Abandoned	0	\$ 0
Evidence	132	\$ 12,946

Found	7	\$ 0
Lost	2	\$ 700
Seized	18	\$ 61
Recovered	21	\$ 4,909
Impounded	0	\$ 0
Informational	7	\$ 546
Total	304	\$ 125,885

- In November, the Community Service Officer (CSO):
 - Officer DeSimone, along with Officer Amalfi and Officer Williams, completed the first RAD class for a group of 7 students. The class consisted of four (4) sessions, each lasting approximately 3 hours and was aimed at empowering women through various methods including situational awareness and self-defense techniques.
 - Concluded the Fall 2018 Citizens Police Academy Program (17 students graduated).
 - Maintained Department website and Facebook page.
 - Participated in an “Invited Guest” program at Anna Reynolds Elementary School.
- Police Department Overtime:
 - Comparison
 - OT October \$ 124,680 2 pay periods – (1 holiday)
 - OT November \$ 105,042 2 pay periods – (1 holiday)
 - \$ 19,638 decrease
 - During November, 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 \$71,080, a decrease of \$23,333 (holiday pay \$10,000). Overtime includes the following calls, domestic calls, prisoner security, prisoner detail, domestic calls, dui arrest, drug arrest, hospital prisoner detail, sudden death, assault, bookings, motor vehicle accidents, medical calls, search warrants, casework, hold overs, and overtime for time off/vacancies/injuries.
 - Detective Division overtime \$1,678, a decrease of \$4,129 (holiday pay \$4,400). Overtime includes burglary crime scene processing, drug arrest, and casework follow ups.
 - Communications overtime \$10,014, a decrease of \$688 (holiday pay \$2,000), which includes gun data entry, overtime for vacancies, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime \$13,514, a decrease of \$2,763 and includes overtime for training classes consisted of 2 ERT training days, RAD training, Search and Seizure, Facebook 101, and Lockup Ground Combat.
 - Support Services overtime \$8,756, an increase of \$275 (holiday pay \$1,700). Overtime includes Citizens Police Academy coverage, Veterans Day Honor Guard, Youth Adult Council, and for filling vacancies.
 - ACO overtime \$0.

FIRE DEPARTMENT

No data available.

FIRE MARSHAL

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

INSPECTIONS	9
INSPECTION FOLLOW-UPS	20
PLAN REVIEWS	9
JOB SITE INSPECTIONS	1
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	6
COMPLAINTS	3

TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 23 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford.
- Attended the Annual Fire Department Awards Night at the Casa Mia Restaurant in Berlin.
- Attended a fire marshal certification training session in East Hartford: Above Ceiling Inspections.
- Attended a department after action review of the tree vs car incident on Main Street.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #2 on Richard Street.
- Attended a Public Works Team meeting to review the town's updates to the Capital Region Natural Hazards Mitigation Plan.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended a joint meeting of the Hartford County Fire Emergency Plan and the Capital Region Fire Chiefs Association in Avon.
- Attended the Annual International Association of Arson Investigators Conference and Meeting in Rocky Hill. Topics included: Digital Evidence Investigation Considerations, Lithium Battery Fire Hazards, Concentrated Sunlight Incident Investigations and A Defense Attorney's Perspective for Fire Investigators.
- Attended the wake and funeral for former Company #1 Captain and Fire Commissioner Newell Stamm at Newington Memorial.
- Attended the monthly officers training session: Pre-Plan Tour- State DOT Headquarters to review the ongoing building renovation project.
- Attended the monthly company drill at fire headquarters: SCBA refresher training.
- Attended a joint meeting with our newly elected state legislators and the fire department command staff to review state and local fire service topics and funding concerns.
- Attended the quarterly Employee Health and Safety Committee at town hall.
- Met with a detective from the State Police Fire & Explosion Investigation Unit to review blasting activity at the Balf/Tilcon plant on Hartford Avenue.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks and contractor progress meetings
- Attended Department Head and Public Works Team meetings
- Attended quarterly Safety Committee meeting
- Attended MDC Long Term Control Plan (LTCP) meeting
- Attended Connecticut Transportation Institute Sustainable Snow Fighting seminar
- Coordinated Annual Hearing Tests for Highway, Parks and Seasonal employees

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Crews began the Annual Leaf Collection Program
- Crews completed the cleaning of several storm water catch basins
- Trimmed roadside branches and vegetation
- Responded to the first snow storm of the season totaling 7" of snow
- Two (2) evictions were scheduled for the month one (1) requiring storage
- Responded to one (1) after hours call-in due to tree in road

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs

- Continued to assist with Food Share setup
- Assist Police Department relocating speed boxes
- Responded to three (3) after hours call ins for traffic light malfunctions
- Assisted Parks Department with traffic control for Night of Lights Festivities
- Assisted Highway Department in Annual Leaf Collection

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Mechanics continued to maintain vehicles and equipment for the Annual Leaf Collection
- Assisted Highway crews with the leaf collection program
- Mechanics converted leaf collection trucks to snow removal due to an early snowfall
- Completed with up fitting of new police vehicle
- Continued services on snow fighting equipment for Parks and Highway Departments

Sanitation/Recycling/Landfill

- Scheduled 1025 residential bulk items for collection for the month
- Scheduled 112 condominium bulk items for collection for the month
- Scheduled 33 condo/residential scrap metal items for collection for the month
- 2,995 tons of cumulative Municipal Solid Waste were collected from July through October
- 857 tons of cumulative recyclables were collected from July through October
- 594 mattresses/box springs were collected from July through October
- 108 televisions were collected from July through October
- Issued 33 permanent landfill permits and 9 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on November 14, 2018:

- Approved, effective upon publication, Petition #45-18: Zoning Text Amendment (Section 6.6.3: Alcoholic Beverages). GFP Newington LLC, applicant.
- Approved, effective November 21, 2018, Petition #39-18: Special Permit (Sec. 6.6: Alcoholic Beverages) at 2391 Berlin Turnpike/262 Brockett Street. Matt Rusconi, 195 West Main Street #16, Avon CT, applicant/contact.
- Approved, with conditions, Petition #44-18: Site Plan Modification at 2719 Berlin Turnpike. Briary Hair Studio LLC, owner/applicant.
- Approved, with conditions, Petition #48-18: Site Plan Approval at 324 Alumni Drive. 342 Alumni Road LLC, owner/applicant.
- Voted to Issue a Favorable Report on Petition #49-18: Sec. 8-24 Referral from Newington Town Council: Road Acceptance for Portion of Shady Hill Lane.

Regular Meeting on November 28, 2018:

- Closed the Public Hearing on Petition #50-18: Special Permit (Sec. 3.4.9: Interior Lot) 179 Meadow Street. Estate of Faye H. Karanian, owner/applicant.
- Closed the Public Hearing on Petition #51-18: Re-Subdivision at 179 Meadow Street. Estate of Faye H. Karanian, owner/applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Nov. 2: Met with possible developer re vacant Buckingham Street parcel
- Nov. 13: Met with owner/seller re vacant parcel on Lucille Street.
- Nov. 14: Met with staff and applicant re development of 324 Alumni Road.
- Nov. 30: Met with staff and developers re 3333 Berlin Turnpike.

TOD/CTfastrak/Amtrak Corridor Planning:

- Nov. 20: Met with staff re Hartford Line station on Cedar Street.

Grant-Related Project Activities

- Nov. 1: Staff meeting to prepare bid documents for Community Connectivity Grant-funded project (Garfield Street bike/pedestrian improvements).
- Nov. 5: Discussed possible rehab grant with homeowner at Pebble Court.
- Nov. 7: Community Connectivity grant training at CRCOG.
- Nov. 7: Final inspection of Constance Leigh.
- Nov.13: Discussed pending rehab grant at Connecticut Ave. with consultant.
- Nov. Continued administration of Streetscape Phase VI project.
- Nov. Continued administration of Residential Rehab Program.
- Nov. Continued administration of Community Connectivity grant.

Board and Commission Meetings:

- Nov. 8: Attended regular monthly Open Space Committee meeting.
- Nov. 14: Attended regular monthly TPZ meeting.

Professional Development/Training

- Nov. 2: Attended CCAPA awards committee meeting.

Miscellaneous

- Nov. 5: Met with TM re blighted property at 44-46 8th Street.
- Nov. 14: Attended monthly Public Works Team Meeting.
- Nov. 19: Attended Multi-Modal Transit Conference in Hartford.
- Nov. 26: Met with new legislative delegation.
- Nov: Responded to approximately 25 phone messages from citizens, local businesses, applicants, staff and elected/appointed delegation.
- Nov: Received and sent approximately 379 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement).
- Reviewed and approved 14 excavation permits:
 - Road Excavation
 - Gas – 9 (23 locations)
 - Utility – 2 (4 locations)
 - Driveway/Sidewalk Excavation - 3

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 Farm Road meeting (s).
- MDC construction meeting – Willard and Cedar water and sewer construction.
- DOT coordination meeting – CDOT District crosswalk improvements.
- Project meetings with developers and engineers/architects.
- Meetings with residents.

Conservation (Inland Wetland) Commission:

- Inland Wetland Applications received:
 - One
- Commission Administered applications:
 - 2018-08, 206 Garfield St. – continued to next meeting, no action taken.

- Agent Administered Applications:
 - None.
- 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:

- 3333 Berlin Turnpike – GDG Development concept plan.
- 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.
- 2719 Berlin Turnpike – BriAry site plan modification.
- Packards Way – Site inspection.
- Shady Hill Lane – Site inspection.
- Fenn Road – Future Wendy's – Preliminary meeting.
- 324 Alumni Road – Pizzoferrato – Site plan.
- 179 Meadow Street – Karanian – Subdivision site plan.
- 188 Costello Road – DiCioccio Brothers – Site plan.

Public Works: Assessed, investigated and inspected roads, bridges, curb, sidewalks, traffic signals, dams, 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/CNG/ Eversource (CL&P) regarding utility 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).
- Coordinated drainage restoration with Eversource – 1) Reservoir Road, 2) Commerce Court.

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

- Economic Development Department: National Welding Site – 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.
- Parks and Recreation Department – Clem Lemire Park – surveying and design services (accessible parking expansion for turf field and skate park).

ECONOMIC DEVELOPMENT

- With the election of a new governor, there is the potential to reopen discussion of building a private parking structure adjacent to the CTfastrak Cedar Street Station at the National Welding site.
- Dakota Partners' appealed TPZ's denial of the affordable housing project they proposed at 550 Cedar Street on the basis of State Statute 8-30g. Separately, Dakota Partners did not submit an application to the Connecticut Housing and Finance Authority for the 9% Low Income Housing Tax Credits they typically need to finance their affordable housing projects.
- 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.
- The Town Manager presented to the Town Council her vision for what development could look like in the area of the proposed Hartford Line Station at 565 Cedar Street. The Economic Development Director assisted in preparing that presentation and the accompanying "Vision Statement" distributed to Town Councilors.
- Lidl, an international grocery chain, announced it would be acquiring all of Best Market's stores except for the Newington location. The owners of Best Market, who also own the Best Market plaza, plan to keep the Newington store open, rebranding it "Local Market".
- The long vacant property at 3311 Berlin Turnpike, former location of Acorn-Thompson, was sold for \$1.1 million to Express Kitchens.
- The multi-tenant strip shopping plaza at 95 Fenn Road was sold for \$1.1 million to a local commercial real estate broker and property owner.
- By court order, a foreclosure auction of the property at 2170-2172 Berlin Turnpike, home of Super Clubs, has been scheduled for December 15, 2018.
- The Town Plan and Zoning Commission approved construction of two new flex buildings at 324 Alumni Road
- Briefed the Mayor on Newington development projects in advance of his radio interview.
- 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.
- 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 Certificate of Occupancy was issued for 8 Harvest Court. This is the last Certificate of Occupancy for this development. There were 60 townhouses built there.
- A Demolition Permit was issued to demo the Carson Richard Kitchen & Bath building at 3443 Berlin Turnpike for the new O'Reilly's Auto Parts to be built there.
- A Sign Permit was issued for Artichoke Basille's Pizza located at 2391 Berlin Turnpike.
- Work is continuing at the new Chick-fil-A. A Plumbing Permit was issued to install an ansul fire system.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - CBOA – Communicating with Impact – November 29, 2018.
 - A. Hanke - Above Ceiling Inspections – November 7, 2018.

- There were 2 Certificates of Occupancy issued in November. They were both for single family residences located at 8 Harvest Court and 19 Oregon Avenue.
- Building Department activity for the month of November was as follows: The Inspectors completed a total of 184 Inspections. They were: Above Ceiling (1), Boiler (1), CO (1), Damp proofing (1), Electrical (7), Exterior Walls (1), Final (59), Footings (10), Foundation (4), Framing (10), Gas Line (26), Insulation (12), Mechanical (2), Plumbing (2), Pools (1), Roofing (3), Rough (43).
- The total number of Building/Renovation Permits issued / applied for the month of November was **148** producing a total permit value of **\$1,346,199.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	22	\$ 452,539.00
DECK	0	0.00
DEMOLITION	1	2,500.00
ELECTRICAL	37	221,588.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	1	20,000.00
FUEL TANK	1	1,137.00
GARAGE / SHED	0	0.00
MECHANICAL	53	304,580.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	9	27,345.00
POOL	0	0.00
ROOFING/SIDING	18	214,094.00
SIGN	2	37,000.00
SOLAR	4	65,416.00
TENT	0	0.00
TOTAL	148	\$1,346,199.00

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

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$560.00 Environmental \$60.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$44.50 Driveway / Excavation \$2525.00 Engineering copies \$84.00. The other total income is \$3,273.50.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for November:	\$1,346,199.00	\$1,520,843.00
Fees for Permits issued for November:	\$16,482.00	\$18,577.00
Other income Fees for November:	\$3,273.50	\$3,054.50
Building Permits Issued for November:	148	183

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

<u>2018-2019</u>		<u>2017-2018</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$11,493,287.00	\$131,992.00	\$9,286,504.00	\$109,349.00

HUMAN SERVICES

- Fall SCORE programs continued this month with a full schedule. Attendance has been consistent and the weather was not a factor for scheduling. The second school year with the “Discovery Tuesday’s” program that runs during the half-day, professional development days continues to be a great success. We are looking forward to facilitating it from February 2019 through the end of May 2019.
- The Newington Challenge Course has had a very active November and plans to continue outdoor ropes course programs as long as weather permits. We are already scheduling dates throughout the 2019 season.
- We are developing a collaboration with the 9th grade special education team at Newington High School. We facilitated one in-class session and one day at Newington Challenge Course. Our plan is continue with more in-class sessions and additional outdoor experiences.
- The High School Vocational Prep class met one day in-class this month. We are currently planning for the class sessions of the winter/spring 2019 semester.
- Staff pulled together to prepare for and facilitate Holiday Food Distribution for close to 400 households.
- Wellness Wednesday Presentation: Drum Circle with 18 in attendance.
- Coordinator Meskill attended 2 workshops: Getting a Grip on Gender and Art Therapy: When Words are not enough.
- Coordinator Meskill co-facilitated w/ Wheeler’s Judith Stonger A-SBIRT training for school nurses.
- 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.
- 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.
- Director LaBrecque was out due to the illness and passing of her husband.

November 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 Clinical Presentations	14 1/12 attendees	12	62	68
Youth & Family Service Hours	25	39.5	167.5	195
JRB Cases JRB Service Hours:	1 2.5	0 1.5	10 16	3 Not reported last year
Positive Youth Development	250	210	1223	2179
Community Service # of Hours Completed Challenge Course-Adult Challenge Course – Youth (Outside)	1 25 12 0	1 10 0 32	6 35 96 276	9 Not reported last year
Information and Referral	1040	720	3513	4390
Social Casework Cases Under 55 = Under 55 Disabled = Over 55 =	48 10 9 29	83 40 20 23	414 114 82 170	331 79 76 175

Social Casework Service Hours	80.25	138	573.75	665.75
Under 55 =	16.25	37	146.25	135
Over 55 Disabled and/or Disabled	64	101	427.5	502.75
Food Bank Household Visits	148	142	770	702
# bags of groceries distributed	696	640	3424	3707
Mobile Truck	131	128	659	701
Clothing household visits	0	1	60	96
# bags of clothes given	0*	1	76	115
Special Needs	10	13	55	36

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Center held its annual Senior Living Expo on November 8th. There were 49 vendors representing home health, government services, housing, health care and more and a record number of attendees of 500. A new feature this year was a shuttle bus offered from the municipal parking lot.
- On November 12th, the Center held its 2nd Annual Veterans Luncheon. The event featured a catered lunch provided by Jefferson House, music provided by the Newington Singing Seniors, flags and decorations provided by the General Federation of Women's Clubs CT. Each of the 25 veterans in attendance was recognized and given a flag.
- A six-week ukulele class started this month. Offered by local musician Sue Hill, the class offers instruction for beginners in this instrument that is fun and easy to play.
- On November 15th, Middlewoods of Newington provided a free fall-themed sip & paint art class, complete with instruction, materials and cider and donuts.
- The American History Lecture series continued this month. Each month Carnegie Mellon University professor Jared Day presents a different topic related to our nation's history, November's lecture was "America's First Citizen: Ben Franklin and His Times".
- The Center's fall semester of evidence based programs continued through the month with the Aging Mastery Program®, Matter of Balance and Powerful tools for Caregivers.
- In a meeting with CRT, the agency that is contracted by the North Central Area Agency on Aging to provide both home delivered meals and the daily hot lunch, we learned that the funding for the congregate meal would likely mean that there would be fewer service days. Currently the meal is served 5 days a week. It is anticipated that we will lose 2 meals per month. Center staff is confident that we, working with community partners, can ensure that an alternate meal is provided. We are also hopeful that the Elderly Nutrition Program is adequately funded in federal and state budgets.
- **36** individuals received MOW in November. Of those 36 recipients:
 - 6 receive meals 7 days per week
 - 17 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
- The Center's Coffee Shop continues to grow. There are currently 10 Coffee Shop volunteers who work full or partial shifts. Some of the top selling items in November were coffee, English muffins, grilled cheese and chicken salad sandwiches.
- On November 20th, newly elected state legislators including Representatives-elect Gary Turco and Kerry Wood and Senator-elect Matt Lesser took a tour of the Senior and Disabled Center.
- 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 3280 by 509 people. Dial-a-Ride provided 99 residents 1077 trips this month, covering 3229 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 514 hours of unpaid service in 185 instances by 53

volunteers. Approximately half of those hours are served in the coffee and gift shops.

PARKS AND RECREATION

Recreation Division

- The Winter Program Guide was distributed to approximately 13,000 Newington residents as an insert in the November issue of the Newington Life. Most winter programs will begin the first week of January.
- New programs in the Winter Program Guide are: Fundamentals of Fitness and Nutrition and Smart Start basketball 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. Start Smart Baseball will be offered in the spring.
- Staff attended the Connecticut Recreation & Parks Association annual educational institute on November 19 & 20. One of the Newington Parks and Recreation Department's Board Members, Eileen Francolino, was awarded the Public Service Award for her many years of service and volunteerism for the Department and Newington residents. Specifically, CRPA requires that "the Nominee shall be an individual elected or appointed to public office, at any level of government, who has provided unselfish service for at least three years in the interest of parks, recreation, conservation and/or community services." We were proud to be with Ms. Francolino when she received this prestigious award among 10 other award recipients in an organization consisting of over 650 members and serving 130 of the 169 municipal Parks and Recreation Departments in the state.
- A special registration day was held on Saturday, November 3 in the lobby of Rosenberg Orthodontics. Rosenberg is a gold sponsor for the Youth Basketball program, and attendees enjoyed a video game truck along with free pizza and ice cream. Over 125 youths in Kindergarten through Grade 8 signed up for our Youth Basketball program at this event.
- Men's Basketball League began on November 29 with 16 teams.
- First Aid / CPR training was held on November 18 for Youth Basketball staff.

Parks and Grounds and Cemeteries

- Four staff members reported to Highway for leaf pickup for the month of November.
- Help with site cleanup at the skate park and assisted with setup and take down for the grand opening.
- Cut base path at Legions baseball field.
- Leaf cleanup at town parks started.
- Finished winterizing irrigation systems and concussion stands.
- Had one snow storm received between 6" to 8".
- Worked on taking old lights down and installing all new lights in trees in the center of town.
- Hug up holiday pole decorations.
- Worked in cemetery filling graves and leaf pickup.
- At the West Meadow Cemetery we had 3 single, 4 double depth and 1 ask interment. We had 2 grave sales.

Tree Warden

- Pruned low hanging branches in front of 80 Glenview Drive.
- Cleaned up broken branches from past storms along property line at Churchill overflow.
- Pruned three trees around the high school for security cameras.

LIBRARY

- The work on the new library parking lot was not completed. The new lot was supposed to have been completed by the end of October. But due to the late start of the project and weather, it was not completed as we were assured it would be when the contract was signed in July. The new sidewalk was also not completed. A pole that is sitting in the middle of the new sidewalk was never removed making it impossible to pour the concrete to finish the new walkway. The problem with this is that the old sidewalk was ripped up to make room for the new sidewalk. The new sidewalk is not open to the public because it is not done and not safe to walk on. People are walking up Mazzaccoli Way from the Garfield Parking Lot rather than cross it and use the sidewalk on the other side. The lack of lighting also makes things very challenging for staff and patrons at night. It is a huge safety issue and one of

- great concern. We have been meeting on a regular basis with all the parties involved and will find out if the new parking lot and sidewalk can be completed in December or if it will have to wait until the spring.
- Two new services were added to the library. The children's department began circulating silicone cake pans. Patrons can check out a cake pan for a week. There is a nice assortment of well know characters to choose from. The library also began offering a new streaming service for Newington patrons. Using their Newington library card number, patrons can stream shows and movies from *Acorn TV*, a streaming service that features world-class mysteries, dramas and comedies from Britain and beyond, including a full slate of original and exclusive programming.
 - The Friends are in full planning mode 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. Wine, beer and spirits vendors are being lined up for the evening. Bluegrass band *Audrey Mae* will be the musical entertainment. Donations for teacup and silent auctions items are being collected. It should be a very fun evening.
 - The Library Board of Trustees offered a program as part of the *George C. Hanel Fine Arts Series* titled *A Celebration of Books and Their History*. Artist Susan Kapuscinski Gaylord spoke about books from around the world, their history and the amazing work contemporary artists are creating with the book form. A hand-on workshop concluded the program. The Trustees are also planning for some special events to help celebrate the 80th anniversary of the library in 2019.
 - For the month of November, the children's staff held 64 programs to 1,811 children and their caregivers. Staff was busy with school visits from 1st and 2nd graders to the library. Staff also went to the Martin Kellogg Middle School for book talks to the 5th and 6th graders. Highlights of other programming include *Turkey Tuesday*, an afternoon of turkey crafts, games and snacks, *Stories and Art*, a story and art program for 2 – 4 year olds, *Building with LEGO Bricks*, that had its highest attendance in 2 years and a fun all-ages program called *Support Our Troops with Art*, where people of all ages decorated medal ribbons that was attached to handcrafted medals of appreciation for members of the military. The medals are given out at military bases and healthcare facilities by the organization *Hands Touching Hearts*. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
 - Teens were offered 6 programs to 226 teens during the month. *Teen Henna Workshop* was a big hit. The movie *Avengers: Infinity War* was shown for teens the Friday after Thanksgiving. Teen librarians visited the Martin Kellogg Middle School to do book talks for 7th grade. Teachers from the John Wallace Middle School have asked to have the teen librarian's book talk at their school as well.
 - Adults were offered a wide variety of programming this past month with 18 programs to 646 adults. Historian Sally Mummey enthralled a full room with her portrayal of Mary Todd Lincoln. Former Connecticut State Archeologist Nick Bellantoni spoke about his new book *The Long Journeys Home: The Reparations of Henry Opukaha'ia and Albert Afraid*. Veteran sports writer Don Amore talked about his book *A Franchise on the Rise: The First Twenty Years of the New York Yankees*. And author and former Newington Town Manager Frank Connolly entertained patrons as he discussed his new book *Hidden Agenda: Inside the Town Hall*. Highlights of other programs include *Forewarned is Forearmed*, a program about holiday shopping scams and schemes, *Movies & More* with a showing of the film *Chappaquiddick* and the *All Ages Support Our Troops with Art*. A Special Friends program and outreach visits to the Senior Expo, Cedar Mountain Commons and Middlewoods completed the month.
 - Total circulation of library materials was 23,451. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,223 times from the library website. 14,448 people visited the library during the month. There were 7,535 visits to the library's homepage. Popular online services included *Ancestry.com*, *Morningstar*, *Universal Class*, *Lynda.com*, *PebbleGo Next: American Indian* and *PebbleGo Science* and *Social Studies* databases. Museum passes were used 56 times this month, the most popular being *New Britain Museum of American Art*, *Lutz Children's Museum*, and *Children's Museum/Roaring Brook Nature Center*. The reference staff answered 4,222 reference questions during the month. Free library meeting space including study rooms was used 296 times during the month.
 - In technology news, in addition to launching the new streaming service *Acorn TV*, a hands-on class *PowerPoint 2013 Essentials* was held in early November as well as one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens*.
 - In personnel news, Business Manager Lynn Caley has begun training specific staff members to help cover her duties when she is out on extended medical leave in January. Teen librarians Bailey Francis and Jennifer Bassest attended and all-day *Young Adult Statewide Roundup* program that featured author Natasha Ford and gave an overview of Graphic Novels and other upcoming new teen novels. Bailey Francis also volunteered at the *Best New YA Book Seminar* with Kathleen Odean. Head of

Reference Diane Durette attended a webinar on *USA Learns* that focused on citizenship and ESL free learning resources. Head of Collection Management Jeanette Franicini attended the *ACLPD State Library Resource Sharing* meeting at the Middletown Service Center. Assistant Director Karen Benner attended the State Library's *eResource Advisory Task Force Committee* to discuss the selection process for the state ebook platform *eGO*. Several staff represented the library at the Newington Senior and Disabled Center Senior Expo in November. In addition to promoting library services, this year they were able to bring a laptop and issue new library cards via the library's ILS software.

- In facilities news, the construction project of the new library parking lot continued. The closed sidewalk and the lack of lighting to the Garfield Parking Lot from the library is a real problem for patrons and staff. The KeeClean cleaning service was unacceptable this past month. The cleaners were not bringing trash to the dumpsters at night, not completing the daily duties like vacuuming or cleaning high traffic areas as required by the contract and refused to clean up a real mess on the men's bathroom, leaving early rather than handling it. The Town is going out to bid for a new contract soon to try to find a better service. The Library Board of Trustees House Committee had its annual walk through in November making a list of tasks and identifying problems with the building that would need to be addressed.
- Topics of note that were researched this month included:
 1. Information on the new polio-like disease.
 2. What region of the world do bedbugs come from?
 3. Biographies that are audiobooks.
 4. How to recognize animal tracks.
 5. Gluten-free recipes.