



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya D. Lane, Town Manager  
Date: August 27, 2019  
Re: Monthly Report – July 2019

#### GENERAL ADMINISTRATION

- Mrs. Lane attended the Town Hall Renovations Building Committee meetings.
- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with QAM Architect and Downes Construction Company to discuss Town Hall/Community Center Building project.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane attended the Extravaganza event.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

#### Overtime

Paid overtime during the month of July 2019 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	26.6	\$ 1,404.11
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 710.24
ROAD MAINTENANCE	16.0	\$ 764.52
TRAFFIC	8.0	\$ 440.32
NEWINGTON HIGH SCHOOL PARKING LOT	95.4	\$ 4,622.25
MILLING OF VARIOUS ROADS	39.0	\$ 1,901.72
<b>TOTALS</b>	<b>201.0</b>	<b>\$ 9,843.16</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
CEMETERY	6.5	\$ 383.00
GENERAL GROUNDS AND EXTRAVAGANZA	384.75	\$ 19,820.68
<b>TOTALS</b>	<b>391.25</b>	<b>\$ 20,203.50</b>

	<b>19-20 Budget Overtime Appr.</b>	<b>Overtime Expended 19-20 YTD</b>	<b>18-19 Budget Overtime Appr.</b>	<b>Overtime Expended 18-19 YTD</b>
<b>POLICE DEPARTMENT</b>				
Administration	\$ 7,927.00	\$ 0.00	\$ 7,459.00	\$ 0.00
Patrol	655,308.00	45,883.61	619,839.00	48,293.30
Investigation	89,232.00	3,301.51	81,972.00	1,444.11
Communication	169,820.00	8,733.96	173,143.00	8,424.20
Education/Training	138,826.00	2,886.45	130,461.00	1,196.90
Support Services	59,255.00	662.82	36,306.00	1,169.10
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
Total	\$ 1,121,879.00	\$ 61,468.35	\$ 1,050,622.00	\$ 60,527.61
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,085.00	\$ 355.08	\$ 27,142.00	\$ 3,265.95
Snow and Ice Control	165,297.00	0.00	161,264.00	0.00
Traffic	4,057.00	0.00	3,958.00	219.36
Vehicles and Equipment	32,822.00	517.33	32,016.00	412.57
Leaf Collection	<u>33,898.00</u>	<u>0.00</u>	<u>33,073.00</u>	<u>0.00</u>
Total	\$ 264,159.00	\$ 872.41	\$ 257,453.00	\$ 3,897.88
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,839.00	\$ 5,525.50	\$ 84,463.00	\$ 4,163.26
Cemeteries	<u>16,445.00</u>	<u>724.50</u>	<u>16,045.00</u>	<u>1,402.86</u>
Total	\$ 101,284.00	\$ 6,250.00	\$ 100,508.00	\$ 5,566.12

### **PERSONNEL**

- A job posting for the vacant Caseworker II was posted on July 22<sup>nd</sup> with a closing date of August 12<sup>th</sup>, 2019.
- Interviews took place on July 3<sup>rd</sup>, 2019 for the Groundskeeper I. The position was offered to William Nichols. He began his new position on July 22<sup>nd</sup>.
- The vacant position as a Certified Police Officer was offered to Justin Thibault. He began his new position on July 8<sup>th</sup>.

### **RISK MANAGEMENT**

#### 2018-19 Blue Cross/Blue Shield Plan Year

The 2018-19 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2018-19 plan year were estimated at \$3,274,500 for the Town and 8,327,100 for the Board of Education. The total paid claims from the Health Benefits Fund for 2018-19 were \$2,362,344 for the Town and \$ 6,915,634 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2018-19 Settlement Report.

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

#### Cumulative Claims through June, 2019

	Town	Board of Education	Total
Estimated Claims	3,274,500	8,327,100	11,601,600
Actual Claims	2,362,344	6,915,634	9,277,978

## **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 49 formal work orders.
- Installation, configuration, testing and of the Town's new email archiving solution followed by the migration of over 6 million plus email records.
- Creating a new virtual server to accommodate the installation of an upgraded version of the Town's antimalware protection suite.
- Creating and testing a new virtual server template based on Microsoft Windows Server 2019.
- Completing yearly software and hardware-based renewals for fiscal year 2020.
- Working with the Finance Department's line of business (LOB) vendor on the migration plan of their existing forms-based product (Adobe Central) to their new vendor DocOrigin.
- Updating Geographical Information Systems (GIS) Tax Map Annotation (77% complete) and Parcel Updates Adjustments (61% complete).
- Updating condominiums, off road trails and crosswalk GIS layers.
- Creating new GIS layers (no thru trucks, Point of Interest, Shopping Areas and Places of Worship).
- Creating and continuing work on a new sidewalk map showing new and updated layers for sidewalk planning purposes for Engineering Department.
- Setting up 3 new payment card devices for Parks and Recreation for use at this year's Extravaganza ticket window and beer garden.
- Completing line of business (LOB) application updates for Parks and Recreation.
- Updating various software and hardware components supporting the Town's remote access network.
- Replacing old iPhones devices issued to the Parks and Recreation Supervisor and Human Services Director.
- Replacing 6 basic phones used by Human Services, Engineering and Highway Departments.
- Preparing Microsoft Windows 10 image for deployment to pilot group of devices in each department for final production deployment testing.
- Finalizing setup, configuration and testing of hard-drive encryption on select workstations.
- Identifying possible camera locations to mount a time-lapse camera for the new Town Hall/ Community Center project.
- Attending departmental, staff or regional meetings as needed or required.

## **Accounting and Administration**

- The 2018-19 fiscal year closeout continued through the month; particularly busy was accounts payable area where end of year transactions from departments were forwarded for processing.
- Continued financial reporting in support of the new Town Hall/Community Center Project.
- The fiscal year end 2019 transactions were processed throughout the month.
- Actuarially Determined Contribution payments were made to the Town's Defined Benefit Pension plans and Other Post-Employment Benefits trust accounts.
- The final version of the purchase order policy was distributed to the department heads at the beginning of the July for the new fiscal year.
- Requested financial information for the auditor's visit the week of August 5<sup>th</sup> have begun to be gathered.

There were no major grants received from the State of Connecticut during the month of July. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE  
(Unaudited)  
7/31/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$67,591	\$37,187,839
Special Revenue Funds	27,000	6,271	3,205,138
Capital Projects Funds		2,180	1,079,843
Internal Service Fund	25,000	6,064	3,219,021
Trust and Agency Funds		1,944	1,079,930
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$45,771,771</b>

INVESTMENTS, BY INSTITUTION TYPE  
(Unaudited)  
7/31/2019

	<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	32,386	31,660	\$16,044,546
Bank North	1.89	1.89	880	851	555,182
TDBank (new)	2.02	2.02	22,404	21,646	13,212,014
Farmington Bank	2.02	2.00	23,170	19,626	12,825,544
Webster Bank	1.60	1.60	5,209	5,033	3,134,485
<b>Total Outstanding Investments</b>					<b>\$45,771,771</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of July
- Residential permit work has continued, reviewing improvements made by property owners who secured a building permit. The corresponding change in the property value has been entered in the computer assisted mass appraisal system.
- Business Personal Property field work began which identifies any new personal property accounts not previously assessed and the corresponding information has been entered in the Personal Property CAMA database.
- Selected personal property audits were continued during the month of July. Ten accounts were reviewed by an outside auditor and an additional large utility account was reviewed by the Assessor. All audit results are being reviewed by the Assessor with final adjustments due to be processed in August.
- Owners of income producing properties who failed to file the annual Income and Expense forms which were due June 1, 2019, were identified and assessed a penalty for failure to comply.
- The elderly tax relief homeowner program was completed. As reports of this activity were filed with the State of Connecticut before the deadline.
- Tax bills were mailed on Friday June 28, 2019. Approximately 29,000 motor vehicle bills, 1,400 personal property bills and 3,900 real estate bills (9,100 were sent to banks for direct payment). All staff were occupied most of this month at the counter, on the telephone, and on emails answering billing questions from taxpayers.

**Revenue Collector**

- July Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$50,520,029.29. Prior year taxes collected amounted to \$208,609.99 and included in that amount is \$7,433.94 for suspended accounts.
- This year's July collections on the current Grand list is 50% which is a little higher than last year which was 49%. Personal Property (business) taxes are much lower at 38% this year compared to 53% last July.
- Brinks Security now picks up the deposits for the Revenue Office and takes them to the bank.
- Daily delinquent taxpayers were coming in only to pay their old taxes to either register or purchase a car and needed immediate releases. This takes time away from the staff since the releases are not automatic with the Dept. of Motor Vehicles. We need to go to another terminal to access the Motor Vehicle website, then research their tracking numbers on the individuals as well as for their cars. Once we gather that information we can proceed to release them.
- Legal notices were placed in the Hartford Courant, and a Press Release was placed in the Rare Reminder and Hartford Courant to inform taxpayers that online payments are available and reminding them they can pay anytime during July with the last day without interest is August 1st. Information was supplied as to the best ways to enter the Town Hall building during construction.
- Online payments did not keep taxpayers away from the Tax Office. There was heavy traffic in the office every day.

**TOWN CLERK**

- In July we saw revenue of \$56,808.09. There were 99 property transfers for a total of \$14,445,810.96 in sales. State conveyance tax was \$103,451.01; Town conveyance was \$35,133.59.
- Seven residential properties transferred—with four over \$300,000 and three sales over \$400,000.
- A total of 505 documents were filed on the land records including: 117 mortgages, 172 releases, 12 probate certificates and ten Foreclosure Registrations.
- Six Notary Public commissions and eight Trade Name certificates were recorded.
- Staff issued 147 certified copies of vital records; 19 burial and 10 cremation permits were issued. Five Marriage Licenses were issued to couples.
- Candidate nominations for the 2019 Municipal Election were received, advertised and reported to the office of the Secretary of the State.
- Officer Justin Thibault was sworn-in on July 8, 2019.
- Met with design professionals regarding the layout of the new Municipal vault on July 10<sup>th</sup> & 23<sup>rd</sup>.
- Attended a meeting at the Secretary of the State to review requested system updates to the Connecticut Voter Registration System, Town Clerk module.
- There were 100 electronically recorded documents for a total revenue of \$12,813.00.
- The office issued 38 dump passes.

<b><u>DATA SUMMARY JULY 2019</u></b>				
	<u>July-18</u>	<u>July-19</u>	<u>FY 18/19 to Date</u>	<u>FY 19/20 to Date</u>
Land Record Documents	468	505	468	505
Dog Licenses Sold	255	303	255	303
Game Licenses Sold	10	17	10	17
Vital Statistics				
Marriages	12	17	12	17
Death Certificates	20	18	20	18
Birth Certificates	19	17	19	17
Total General Fund Revenue	\$ 57,127.60	\$ 56,808.09	\$ 57,127.60	\$ 56,808.09
Town Document Preservation	\$ 1,377.00	\$ 1,619.00	\$ 1,377.00	\$ 1,619.00
State Document Preservation	\$ 2,472.00	\$ 2,616.00	\$ 2,472.00	\$ 2,616.00

State Treasurer (\$36 fee)	\$ 11,124.00	\$ 11,700.00	\$ 11,124.00	\$ 11,700.00
State Treasurer (\$127 fee)	\$ 3,302.00	\$ 6,096.00	\$ 3,302.00	\$ 6,096.00
State Treasurer (\$110 fee)	\$ 4,950.00	\$ 7,040.00	\$ 4,950.00	\$ 7,040.00
LoCIP	\$ 927.00	\$ 975.00	\$ 927.00	\$ 975.00
State Game Licenses	\$ 176.00	\$ 409.00	\$ 176.00	\$ 409.00
State Dog Licenses	\$ 1,601.00	\$ 1,900.00	\$ 1,601.00	\$ 1,900.00
Dog Licenses Surcharge	\$ 582.00	\$ 700.00	\$ 582.00	\$ 700.00
Marriage Surcharge	\$ 170.00	\$ 340.00	\$ 170.00	\$ 340.00
<b>Grand Total</b>	<b>\$ 83,808.60</b>	<b>\$ 90,203.09</b>	<b>\$ 83,808.60</b>	<b>\$ 90,203.09</b>

## POLICE DEPARTMENT

Patrol Calls for July are as follows:

Abandoned MV	2	Fire Special Detail	0	MV Abandoned	1
Administrative	0	Fire Stand By	1	MV Assist	55
Alarm Commercial Burg Alarm	66	Fire Structure Fire	5	MV Complaint	37
Alarm Hold Up Alarm	5	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	27	Fire Training	0	MVA Evading	18
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	6	MVA Fatal	0
Animal Complaint	27	Fire Veh Maintenance	1	MVA Injury	10
Arson/Fire Invest	0	Fire Vehicle	1	MVA Property Only	86
Assault	3	Fireworks	10	Neighbor	11
Assault in Progress	0	Follow Up	27	Noise	17
Assist Motorist	5	Found Property	8	Non Collect Person	1
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	28	Harassment	11	Open Door/Window	16
Bad Check Insufficient Funds	2	Hazard	49	Parking Violation	16
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	41
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	12	Homicide	0	Pistol Permit	14
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	4
Burglary	6	Illegal Dumping	2	Private Duty	0
Car Seat	1	Indecent Exposure	1	Property Found	3
Check Welfare	53	Intoxicated	7	Property Lost	2
Check Welfare 911	42	Juvenile Complaint	11	Prostitution	0
Check Welfare Other	12	K9 Assist	0	Recovered Stolen MV	3
Clear Lot	3	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	2
Court Detail	5	Larceny	56	Robbery	2
Criminal Mischief	8	Larceny from MV	20	Roll Call	1
CSO	2	Lift Assist Only	5	Serve Subpoena	0
Customer Dispute	7	Liquor	0	Serve Warrant	22
Dog Complaint	64	Local Traffic Authority	0	Sexual Assault	2
Domestic	22	Location Check	63	Shots fired	0
Door Check	0	Location General	0	Specific Detail	131
Drug	8	Lockout Building	3	State Pistol Permit	0
DUI	14	Lockout MV	3	Stolen MV	2
EDP	5	Lost Property	3	Sudden Death	4
Escort / Transport	8	LTA	0	Suicide	0
Escort Funeral	4	Meal	0	Suicide Attempt	2
Escort Other	0	Medical Alarm	19	Suspicious MV	14
Escort Retrieval	2	Medical Cardiac	15	Unoccupied	
				Suspicious Report	112

Escort Tax	0	Medical Complaint	206	TEST	0
Fingerprint	6	Medical Diabetic	2	Threatening	5
Fire Alarm	22	Medical Fall	40	Tobacco	0
Fire CO Detector no symptoms	6	Medical Mutual	0	Tow	24
Fire CO Detector with sympt	0	Medical Other	3	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	12	Traffic Stop	427
Fire Hazmat	0	Medical Stand by	6	Trespass	11
Fire Mutual Aid Request	1	Medical Trauma	1	Unknown	15
Fire Other	27	Medical Unresponsive	6	Water problem	0
Fire Rescue	1	Missing	4	<b>Total</b>	<b>2,227</b>

- In July, the Community Service Officer (CSO):
  - The CSO worked at finalizing arrangements for National Night Out scheduled for August 6th.
  - Several child car safety seat installations were conducted during the month.
  - The CSO spoke to a group of incoming high school freshman and sophomores at a Career Day hosted by the Parks and Recreation Department.
- In July, the Detective Division:
  - During the month of July, Detectives conducted background investigations on applicants for the position of Police Officer, Dispatcher and Animal Control Officer as part of our current recruitment and hiring process.
  - Handled 59 investigations, 59 remain ongoing.
  - Served 22 arrest warrants, 20 by Patrol Officers, 2 by Detective Division.
- In July, the Animal Control Officers had the following activity:
  - 95 Calls – 66 Dog, 28 Animal and 1 Specific Detail/1 Follow-ups
  - 1 Dog vs Dog Bites/2 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 11 Impounds – 5 redeemed, 3 sold as pets, 0 euthanized, 2 Quarantine, 2 carry over, 1 DOA
  - 1 Infraction written
  - 119 Incoming Phone Calls
  - 7 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 1 Written Warnings
- Breakdown of Calls
  - 510 –
    - 35 Combined Dog/Animal/Specific Detail/Check Welfare
    - 1 Delinquent Letters/Written Warnings/ No License/Barking/Littering
    - 1 Infractions
    - 3 Dog bite- 2 dog vs human, 1 dog vs dog
    - 0 Dog/Cat Adoption
  - 511 -
    - 10 Combined Dog/Animal/Specific Detail
    - 36 Delinquent letters/Written Warning/No License/Barking/Littering
    - 0 Infractions
    - 0 dog bite- dog vs human
    - 3 Dog/Cat Adoption
  - Other –
    - 50 police assisted Animal/Dog Complaints.
- Notable Cases/Events: N/A
- In July, the Patrol Division had the following activity:
  - On July 2<sup>nd</sup> at approximately 1:00 am, Patrol Officers were dispatched to a report of a large brawl in the parking lot of Plaza Azteca, located at 3260 Berlin Turnpike. The caller reported hearing a gunshot, but he did not see anyone with a weapon. Officers arrived on scene and observed a large number of vehicles leaving the area but no victims were identified. Officers initiated an investigation into the incident. Approximately 30 minutes later, the Newington Police Department

was notified by the Waterbury Police Department that a gunshot victim was currently being treated at Waterbury Hospital and the victim reported he was shot at Plaza Azteca. The victim sustained a non-life threatening injury. Newington Detectives responded to Plaza Azteca to process the crime scene for evidence from the shooting. This case is currently under investigation.

- On July 24<sup>th</sup>, Officers Tyler Zajac and Eric Chapdelaine attended a specialized training course on Investigation and Prosecution of Drug Impaired Driving. This course was hosted by the Division of Criminal Justice at the Connecticut Police Academy in Meriden, CT.
- Property Report July 2019

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	7	\$ 8,074
Damaged/Destroyed	5	\$ 10,365
Vehicle Inventory	0	\$ 0
Stolen	144	\$ 78,041
Abandoned	0	\$ 0
Evidence	84	\$ 1,320
Found	6	\$ 319
Lost	3	\$ 353
Seized	54	\$ 762
Recovered	39	\$ 15,524
Impounded	0	\$ 0
Informational	1	\$ 349
<b>Total</b>	<b>343</b>	<b>\$ 115,107</b>

- Police Department Overtime July:

- Comparison
  - OT June \$ 131,127 3 pay periods (1 holiday)
  - OT July \$ 61,465 1 pay periods (1 holiday)
  - \$ 69,662 decrease and (1 pay period in the new fiscal yr)
- During July, 2 Officers were on light duty assisting Support Services, 1 Officer vacancy, 1 Dispatcher vacancy, 1 Officer out on FMLA, 1 Detective out on FMLA, 3 Police Officer Recruits in FTO, and 2 entry level officers in the Police Academy. These vacancies have an impact on overtime for a total of 9 positions vacant on the schedule in the Patrol Division, 1 position in the Detective Division, and 1 position vacant in the Communications schedule. The SRO officer is working in the Patrol Division to assist with vacancies in the schedule, a Patrol Officer is assisting in Records and Dispatch, and the Detective positions are covered by staff. The decrease is a result of only 1 pay period in the new fiscal year this month, next month will reflect 3 pay periods.
- Admin overtime \$0, no increase.
- Patrol overtime \$45,883, a decrease of \$57,460. Includes holiday pay (\$12,000) and 1 pay period of overtime. Overtime includes the following calls and arrests; booking, search warrants, court appearance, casework, hold overs, holiday pay and overtime for time off/vacancies/injuries.
- Detective Division overtime \$3,301, an increase of \$868. Overtime includes background investigations for new hires, crime scene processing and investigation for Azteca shooting and a dead person investigation.
- Communications overtime \$8,732 a decrease of \$8,741. Includes holiday pay (\$2,100). One vacancy due to retirement created overtime filling on the schedule, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts and holiday pay.
- Education overtime \$2,886, an increase of \$2,712 and includes overtime for ERT, Negotiator training, Preventing School Attacks, Drug Impaired Driving, and Active Shooter training.
- Support Services overtime \$662, a decrease of \$7,217. Overtime includes holiday pay.



**FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of July, 2019. During this period fire department members responded to 79 alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	<b>July 2019</b>	<b>1 Month Activity</b>
<b>FIRES</b>		
Structure Fire	2	2
Vehicle Fire	1	1
Exterior Fire	7	7
Other Fires	1	1
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	0	0
Extrication	1	1
Other Rescue Calls	2	2
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	14	14
Water Problems	0	0
Other Service Calls	12	12
<b>OTHER</b>		
Good Intent Calls	3	3
False Alarm/False Calls	32	32
Severe Weather/Natural Disaster	0	0
Special Incident Calls	1	1
Mutual Aid/Standby	0	0
<b>Total</b>	<b>76</b>	<b>76</b>

• **Training Summary for the month of July:**

Driver Training	Road Time	10.0 hours
Department Training	Technology in the Fire Service	8.0 hours
Cadet Training	R.I.T	20.0 hours
Multi Company Training	Fire Extinguishers	4.0 hours
Co-1 Training	Air Packs and Radio Procedures	7.0 hours
Co-1 Training	Vehicle Extrication/Stabilization	34.0 hours
Co-2 Training	Portable Radios and Pre Plans	9.0 hours
Co-3 Training	Scene size-up and Building Construction	22.0 hours
Co-4 Training	Water Supply and SCBA Buddy Breathing	22.5 hours
Multi Company Training	Ropes and Knots 2&3	72.5 hours
Multi Company Training	Ropes and Knots 1&4	80.0 hours
<b>Total Training</b>		<b>289.0 hours</b>

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of July, 2019.

INSPECTIONS	21
INSPECTION FOLLOW-UPS	15
PLAN REVIEWS	5
JOB SITE INSPECTIONS	9
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	8
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	7

**Incidents:**

- Responded to 25 Fire Incidents Responses during the month.

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

- Met the consultant working on the updates to the Town Planning & Zoning 2010 Conservation and Development Plan.
- Conducted the monthly chief's staff meeting at fire headquarters.
- Attended the monthly Safe Home Committee meeting at Town Hall. Representatives from the city of Hartford were in attendance to review Newington's safe homes program.
- Attended a meeting with Town staff to review emergency action plans and safety concerns in preparation of the Annual P&R Extravaganza and Fireworks Show.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #3 on West Hill Road.
- Attended a special work detail to assist a fellow Newington and East Hartford firefighter who was recently diagnosed with lung cancer.
- Conducted an inspection of the carnival equipment with a representative from the state fire marshal's office prior to the opening of the annual carnival.
- Attended the wake for lifelong 'Newington resident and businessman Skip Stamm at Newington memorial.
- Attended a meeting at CCSU to review a confined space rescue agreement with the university and New Britain and West Hartford fire departments.
- Attended a meeting with Town staff to review and revise the emergency action plans for the annual extravaganza due to the forecasted extreme heat conditions.
- Attended a meeting with Town staff, contractors and representatives from MDC to review the Town Hall construction site to identify fire protection requirements and future hydrant locations.
- Conducted inspections of the tents and electrical equipment to be used for the Annual P&R Extravaganza.
- Activated the CERT team for the Extravaganza to assist parks and recreations staff with traffic and crowd control duties. CERT personnel also helped maintain site security for the fireworks staging area.
- FMO personnel conducted the fireworks display site inspections and maintained site security during the annual extravaganza and fireworks show.
- Assigned personnel for a fire-watch at Middlewoods of Newington after a quick rain storm caught the roofing contractors off guard. The rain caused major damage to the assisted living facility and disabled the buildings fire alarm system. In addition several residence had to be relocated.
- Conducted the monthly Command Staff meeting at fire headquarters

**HIGHWAY DEPARTMENT**

**Administration**

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks and contractor progress meetings
- Attended Department Head and Public Works Team meetings
- Coordinated with vendors and staff for upcoming milling and paving road projects
- Attended blight enforcement meeting
- Continued coordination with vendor for Town Wide storm water catch basin cleaning

**Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching, curb repairs and topsoil
- Worked with contractor for the paving of High School Parking Lot
- Continued with drainage improvements for upcoming road milling and paving projects
- Cleaned and repaired several storm water catch basins throughout Town
- One (1) eviction for the month no storage required
- Crews responded to two (2) after hour Call Ins due to tree limbs in roadway
- Repaired sinkhole in Municipal Parking Lot

### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Parks Department in traffic control for annual Extravaganza Event
- Repainted stop bars and crosswalks as needed
- Assist Highway Department with traffic control for milling and paving projects
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Repaired dumpster gate enclosure at Municipal Lot
- Responded to two (2) after hour call ins for stop sign and cones due to traffic light malfunctions

### Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Continued with maintenance of seasonal equipment
- Completed outfitting of one (1) new police administrative vehicle and put into service
- Began outfitting one (1) new police patrol vehicle
- Responded to two (2) after hour call ins to repair Engine #4 pump overheating @ Mill Pond and problem with a Police cruiser

### Sanitation/Recycling/Landfill

- Scheduled 1003 residential bulk items for collection for the month
- Scheduled 128 condominium bulk items for collection for the month
- Scheduled 46 condo/residential scrap metal items for collection for the month
- 8414 tons of cumulative Municipal Solid Waste were collected from July through June
- 2662 tons of cumulative recyclables were collected from July through June
- 1853 mattresses/box springs were collected from July through June
- 341 televisions were collected from July through June
- Issued 45 permanent landfill permits and 16 temporary permits for the month

## **TOWN PLANNER**

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

#### TPZ Meeting of July 24, 2019:

- Approved, effective upon publication, Petition #14-19: Zoning Text Amendment (Section 3.11.3, Section 3.17.8, and Section 6.11) regarding motor vehicle service uses. Town Plan and Zoning Commission, applicant.

### **Town Planner Activities:**

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

- Jul 18: Met with owner and engineer re 135 Fenn Road.
- Jul 18: Met with staff re 395 Willard Avenue site plan.
- Jul 23: Met with staff re Police Tower application.
- Jul 23: Met with staff re Packard's Way road acceptance.
- Jul 25: Met with Town Manager re TVDD text amendment.
- Jul 30: Met with Police Chief re Police Tower project.
- Jul 31: Met with Avon Town Planner re TVDD text amendment.
- Jul : Continued working with consultant on POCD update.

#### Grant-Related Project Activities

- Jul: Continued administration of Streetscape Phase VI project.
- Jul: Continued administration of Residential Rehab Program.
- Jul: Continued administration of Community Connectivity grant.

#### Board and Commission Meetings:

- Jul 24: Attended regular monthly TPZ meeting.
- Jul 31: Attended special Open Space Committee meeting.

### Miscellaneous

- Jul 19: Tour of Town with POCD planning consultant.
- Jul 25: Met with Planning/Engineering intern re detention basin project.
- Jul 26: Met with Joseph Harpie re Town Hall project.
- Jul 24: Attended monthly department head meeting.
- Jul 30: Attended public information meeting on Robbins Avenue project
- Jul 31: Met with POCD planning consultant.
- Jul: Responded to approximately 19 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Jul: Received and sent approximately 388 emails from citizens, local business, applicants, Town staff, State staff and elected/appointed officials.

### **TOWN ENGINEER**

#### **Permits:**

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 28 excavation permits:
  - Road Excavation = 16
  - Driveway= 12

#### **Meetings:** Represented the Town:

- CRCOG transportation committee meeting
- Public Works meeting
- Department head staff meeting
- Inter-Department coordination meeting (engineering, planning, building)
- Town Council Meeting(s)
- Conservation Commission meeting(s)
- Planning and Zoning meeting(s)
- Eversource/CL&P planning/construction meeting(s)
- MDC construction meeting(s)
- DOT coordination meeting(s)
- Project meetings with developers and engineers/architects
- Meetings with residents

#### **Conservation (Inland Wetland) Commission:**

- Inland Wetland Applications received:
  - Two
- Commission Administered applications:
  - None
- Agent Administered Applications:
  - One
- Provided guidance to residents/applicants for preparing applications.
- Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
- Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 26 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:

- 94 Holmes Road – Site plan review
- 188 Costello Road – Site plan review
- 765 Willard Avenue – Site plan review
- 80 Fenn Road – Site plan modification review

- 84 Faith Road- Site plan review
- 395 Willard Avenue – Site plan review
- 179 Meadow Street – Site plan review
- 49 Fenn Road- Site plan review
- 135 Fenn Road- Site plan review
- Mountain Road- (Balf Site)- Site plan review

**Public Works:** Assessed, investigated and inspected roads, parking lots, 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 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 CDOT regarding projects in Newington
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants)
- Coordinated with CDOT regarding transfer of Myra Cohen Way to Town of Newington
- Coordinated with CDOT regarding flooding on SR176 (Main Street) near Dowd (abandoned CNG gas pipe conflict with storm sewer)
- Coordinated with developer regarding transfer of Packards Way to Town of Newington
- Coordinated road/drainage restoration with Eversource for GHCCRP
- Coordinated road/drainage restoration with Eversource for maintenance on 1769/1783/1785 lines
- Coordinated with MDC regarding restoration of Coles Avenue
- Coordinated leak detection services for evaluating wading pool leaks at Mill Pond Pool and Churchill Park Pool
- Coordinated sidewalk master plan (inventory of existing sidewalks and proposed sidewalks based on pedestrian generators and receptors)

**Engineering for Town Project:** Assisted Town Departments with in-house projects:

- Economic Development Department: National Welding Site – engineering services
- Town Manager: Myra Cohen Way – engineering Services (Right of Way Acceptance)
- Town Manager: 10-acre conveyance parcel (former Cedarcrest Hospital) – engineering services
- Town Manager: 18-acre preservation parcel (former Cedarcrest Hospital) – engineering services
- Town Manager/Board of Education: Diesel fuel release remediation – engineering/environmental services for restoration
- Facilities Department: New municipal building (MDC water pipe) – project support
- Facilities Department: New municipal building (library parking lot) – project coordination
- Highway Department (LOT/CIP 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
- Planning Department - Deming Farm Road – construction services
- Planning Department – Sidewalk Plan – project coordination
- Parks & Recreation Department – Clem Lemire Park (Balducci Way) – surveying and design services for accessible parking expansion at turf field and skate park
- Parks & Recreation Department – 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system
- Highway Department – design services - CIP road paving preparation
- Highway Department – design services - CIP town facility paving preparation (senior center, FD4, high school)
- Engineering Department - Shepard Drive – design services - Review Manafort shop drawings

- BOE (Martin Kellogg MS) – engineering services – surveying and design services
- BOE (Newington High School) – engineering services - parking lot layout

**ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission including preparing a revised draft of its new brochure.
- Presented the Transit Village Design District Overlay Zone regulations at a hearing of the Town Plan and Zoning Commission. Appeared at a second TPZ hearing to offer additional testimony. Subsequently, the TPZ voted to close the hearing and move the petition for approval of the Transit Village Design District Overlay Zone regulations to old business, for discussion and potential action at its next meeting in August, 2019.
- Met with Connecticut’s new Commissioner of the Department of Transportation, along with the Mayor, Town Manager and Town Council Majority Leader, to secure his commitment that the DOT will add a Hartford Rail Line Newington Station to its capital program if Newington’s TPZ adopts the TVDD regulations.
- Provided input to the consultant hired to prepare the draft 2020-2030 Plan of Conservation and Development.
- Unemployment in Newington crept up again to 3.6% in June, 2019 according to the Connecticut Department of Labor.
- Advised commercial real estate brokers representing Newington properties for sale or rent.
- Assisted commercial real estate brokers and business owners searching for locations in Newington to open new businesses.
- Assisted existing business owners seeking new locations within Town.
- Provided advice to entrepreneurs looking to start a business in Newington.
- Assisted businesses with applications to the Town Plan and Zoning Commission.
- Advised commercial property landlords seeking new tenants or to sell their properties.
- Researched and provided information to businesses interested in moving to Newington and developers looking to build in 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 Permit was issued for an outdoor seating area at Montana Nights Axe throwing located at 80 Fenn Road.
- A Building Permit was issued to build a new ADA accessible bathroom in the nurse’s office in the John H. Patterson School.
- Middlewoods of Newington Inc. received a Building Permit for a new roof.
- A Plumbing Application was received and is under review for a modification to the existing fire sprinkler system at Big Sky per NFPA13.
- Work is continuing on the new Town Hall. Inspections were done on the footings and foundation.
- Building Department activity for the month of July was as follows: The Inspectors completed a total of 151 Inspections. They were: A/C (1), Above Ceiling (3), Chimney (1), Electrical (11), Final (77), Footings (11), Foundation (3), Framing (5), Gas Line (7), Insulation (5), Mechanical (3), Pools (1), Rough (22), Siding (1).
- The total number of Building/Renovation Permits issued / applied for the month of July was 156 producing a total permit value of **\$1,750,571.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	25	307,049.00
DECK	4	27,640.00
DEMOLITION	1	2,000.00
ELECTRICAL	40	217,720.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00

FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	23,500.00
MECHANICAL	31	380,512.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	48,000.00
NEW RESIDENTIAL	0	140,000.00
PLUMBING	16	41,995.00
POOL	3	6,300.00
ROOFING / SIDING	27	419,189.00
SIGN	2	17,300.00
SOLAR	6	116,066.00
TENT	1	3,300.00
<b>TOTAL</b>	<b>156</b>	<b>\$1,750,571.00</b>

The total Building income fees received in the month of July was **\$20,274.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$725.00 Environmental \$240.00 Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$86.50 Driveway / Excavation \$1,450.00 Engineering copies \$70.00. The other total income is \$2971.50.

Below is a comparison of the Permit Values for July 2019 and July 2018:

	<u>2019</u>	<u>2018</u>
Value of Permits issued for July:	\$1,750,571.00	\$2,598,424.00
Fees for Permits issued for July	\$20,274.00	\$29,943.00
Other income Fees for July	\$2,971.50	\$5,562.00
Building Permits Issued for July:	156	164

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>
\$1,750,571.00	\$20,274.00	\$2,598,424.00	\$ 29,943.00

### **HUMAN SERVICES**

- Summer Youth Adventure programs are in full swing this month and all programs are filled with a waiting list for each day.
- We are working with the Middle Schools to finalize the schedule and structure for the 5th grade Adventure Learning Program. We will facilitate this program in conjunction with the Health & Wellness curriculum for the 2019-2020 academic year.
- We are collaborating with the High School Adventure Club to organize fall 2019-2020 activities
- Fall SCORE programs are being planned and the brochure is scheduled to be in schools by September 6, 2019. Our email distribution will go out by August 31, 2019
- We continue to receive requests for autumn 2019 challenge course programs from new and returning clients.
- Coordinator Meskill coordinated two JRB hearings and developed the schedule for next year's hearings.
- Coordinator Wassik and Director LaBrecque tag-teamed on a complex case involving a 90 year old resident with many layers of service needs –requiring a protective service referral and petition for conservator.
- Coordinator Wassik attended an 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 oil outages and water and utility shut-offs: accessing resources and negotiating arrangements with the various companies.
- We are sad to say good-bye to SW Gugliotti, whose last day was 7-26-19.

**July 2019 Statistics**

	<b>FY 19-20 Total This Month</b>	<b>FY 19-20 Total Last Month</b>	<b>FY 19-20 Cumulative Total YTD</b>	<b>FY 18-19 Cumulative Total YTD</b>
<b>Selected Programs</b>				
<b>Youth and Family Counseling Cases</b>	<b>13</b>	<b>19</b>	<b>13</b>	<b>10</b>
<b>Clinical presentations</b>	<b>0</b>	<b>0</b> <small>presentations/attendees</small>		
<b>Youth &amp; Family Service Hours</b>	<b>50.5</b>	<b>48.5</b>	<b>50.5</b>	<b>38</b>
<b>JRB cases</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>5</b>
<b>JRB Service hours:</b>	<b>4</b>	<b>1.5</b>	<b>4</b>	<b>6</b>
<b>Positive Youth Development</b>	<b>412</b>	<b>388</b>	<b>412</b>	<b>439</b>
<b>Community Service # of hours completed</b>	<b>1</b> <b>10</b>	<b>0</b> <b>0</b>	<b>1</b> <b>10</b>	<b>1</b>
<b>Challenge Course: Adult youth(outside)</b>	<b>0</b> <b>0</b>	<b>52</b> <b>0</b>	<b>0</b> <b>0</b>	<b>0</b>
<b>Information and Referral</b>	<b>550</b>	<b>572</b>	<b>550</b>	<b>547</b>
<b>Social Casework Cases</b>	<b>82</b>	<b>64</b>	<b>82</b>	<b>86</b>
<b>Under 55 =</b>	<b>48</b>	<b>17</b>	<b>48</b>	<b>48</b>
<b>Under 55 disabled =</b>	<b>22</b>	<b>11</b>	<b>22</b>	<b>22</b>
<b>Over 55 =</b>	<b>12</b>	<b>36</b>	<b>12</b>	<b>12</b>
<b>Social Casework Service Hours</b>	<b>131</b>	<b>122</b>	<b>131</b>	<b>138.25</b>
<b>Under 55=</b>	<b>29.5</b>	<b>35</b>	<b>29.5</b>	<b>34.75</b>
<b>Over 55 disabled and/or disabled</b>	<b>101.5</b>	<b>87</b>	<b>101.5</b>	<b>103.5</b>
<b>Food Bank Household visits</b>	<b>153</b>	<b>126</b>	<b>153</b>	<b>158</b>
<b># bags of groceries distributed</b>	<b>661</b>	<b>588</b>	<b>661</b>	<b>713</b>
<b>Mobile truck</b>	<b>193</b>	<b>132</b>	<b>193</b>	<b>145</b>
<b>Clothing household visits</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>22</b>
<b># bags of clothes given</b>	<b>0*</b> clothing closet ended	<b>0</b>	<b>76</b>	<b>27</b>
<b>Special Needs</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>10</b>



## **SENIOR AND DISABLED CENTER**

- The Center's Lyft Project started this month with a convening of an advisory committee. The initiative, a partnership with the National Council on Aging and funded by Lyft, will provide awareness, training and access to ridesharing as a transportation option. Staff attended the Extravaganza on July 20 with a booth and materials regarding the Lyft project. The intent was to raise awareness about the project and rideshare as a transportation option. Unfortunately, extreme heat kept attendance at a lower level than expected.
- On July 2<sup>nd</sup> Addolorata Ciccone, PharmD, BCGP, Geriatric Pharmacist at Jefferson House, presented Understanding the Complexities of Medication.
- The Healthy Brain Series, a 5-week class that offer tips to keep your brain sharp and activities to challenge the mind, all while having fun, returned by popular demand. The program, presented by Patty O'Brian, CDP, and Michelle Wyman, CDP, dementia specialists, Hartford HealthCare Center for Healthy Aging was sold out for the duration.
- The American History Lecture Series continued this month with Carnegie Mellon University professor Jared Day teaching classes on July 12<sup>th</sup> and 26<sup>th</sup> entitled "The Boiling Republic: The Coming of the Civil War."
- Participants in a Paint and Sip Art Class exercised creativity with staff from Middlewoods of Newington on July 12<sup>th</sup>. The Center's arts offerings have become quite popular with a wait list for participation. New instructors are always welcome.
- The Giving Garden held a well-attended Breakfast in the Garden on July 16<sup>th</sup>. Participants viewed the various vegetables, flowers, fruits and herbs grown by volunteer gardeners and learned how to get involved over breakfast.
- Fox Rehab presented a workshop entitled Are You Strong Enough on July 17<sup>th</sup> with information about how aging-related losses in muscle strength, flexibility or balance reactions can be addressed through balance strength assessments or rehabilitation therapy.
- **39** individuals received MOW in July. Of those 39 recipients:
  - 7 receive meals 7 days per week
  - 23 receive meals 5 days per week
  - 2 receive meals 4 days per week
  - 4 receive meals 3 days per week
  - 3 receive meals 2 days per week
- The Wednesday congregate lunch program closings continued through the month of July. The Center has committed to ensuring that a meal is available and, through the generosity of community partners, lunches in July were provided as follows:
  - July 3 – Provided by the Senior & Disabled Center (hot dogs, potato salad, dessert) for 55 participants
  - July 10 – Provided by Avery Heights for 56 participants
  - July 17 – Provided by Italian Gourmet for 51 participants
  - July 24 – Provided by the Senior & Disabled Center (turkey grinders and salad) for 53 participants
  - July 31 - Provided by Newington Rapid Recovery Rehab Center for approximately 55 participants
- The Center had a total paid membership of 1,039 people as of the end of the month. A membership renewal package was sent to all members since the membership year ends on June 30<sup>th</sup> so this makes a 70% renewal rate which is phenomenal at this time of year. This letter included a survey that is administered in partnership with CCSU to measure the impact of participation and the survey had a 50% response rate.
- 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 3782 by 500 people. Dial-a-Ride provided 105 residents 1019 trips this month, covering 3255 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 720 hours of unpaid service in 266 instances by 51 volunteers. Approximately half of those hours are served in the coffee and gift shops.

## **PARKS AND RECREATION**

## Recreation Division

- Over 1200 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- Free Summer Fun Runs were held on Wednesdays, July 10th, 17th and 24<sup>th</sup> and 31<sup>st</sup>. This program continues to grow and attract more runners each year. In July, we had over 200 runners attend between the four weeks.
- Parks & Recreation Summer Concert Series completed a successful 27th season sponsored by Data-Mail, Inc. Six of the 14 concerts were held on July 11th, 17th, 18th, 19th, 20th, 25th.
- Events to celebrate the 38th Annual Life. Be in it. Extravaganza were held from Wednesday, July 17 through Saturday, July 20. The unusually humid weather had a huge impact on the events of Extravaganza Week.
- A new 'Carnival Day in Newington' event was held during the day on Wednesday, July 17 with over 850 children in attendance from Parks and Recreation Departments in New Britain, Glastonbury, Guilford, Berlin and Newington. The event had to be shortened due to the extreme heat.
- Wednesday, July 17
  - Sundaes on Wednesday sponsored by Church of Christ, Congregational (held indoors due to weather)
  - Carnival (cancelled due to weather)
  - Family Tie Dye event (cancelled due to weather)
  - Beer Garden (held indoors due to weather)
  - Concert featuring 'Larry Stevens Band' (held indoors due to weather)
- Thursday, July 18
  - Carnival
  - Kindness Counts sign recipients – group photo
  - Concert featuring 'What Is It'
  - Bring your Own Cheese Party: free wine sponsored by CT Beverage Mart
- Friday, July 19
  - Re/Max Precision Realty Hot Air Balloon Rides (cancelled due to wind)
  - Local Craft Beer Tasting and Beer Garden
  - Data-Mail, Inc. concert featuring 'Last Licks'
  - Carnival
- Saturday, July 20
  - 38th Annual Life. Be in it. Extravaganza
  - The extreme heat and humidity forced Saturday's events to be postponed to a start time of 5:00 pm rather than 10:00 am. Civic Groups, Corporate Row and Craft Vendors who normally showcase and sell their products from 10:00 a.m. until 4:00 pm also started at 5:00 pm and moved to a new location in the parking lot near the tennis courts so that the fireworks' spectators arriving in the park at 5:00 had ample seating. The fireworks budget was increased by \$1K (\$27,000 fireworks' show), largely due to advertising programs, partnerships with local businesses, sponsors, and fundraising efforts through special events held throughout the year.
- Camp RECreate for children entering Kindergarten through grade 8 has been attended by an average of 420 children per week (compared to an average of 330 per week last year).
- The Leader in Training (LIT) program, in its third year, had 10 participants. This program focuses on leadership development for young adults. These LIT's were mentored by our experienced counselors, directors, lifeguards and employees to build leadership skills and abilities. This program offered job preparedness and training along with community service experience.
- Summer Sunshine for children ages 3-5 was changed to a flexible 2, 3, or 5-day option, attended by an average of 33 participants each week.
- Staff worked to put together a comprehensive variety of programs and events for the fall season, and the Parks and Recreation Fall 2019 Program Guide is being created.
- An intensive, advanced Summer Band Academy was continued for the second year by one of the Town's music instructors. The program was a huge success, attracting 131 students in its second year, an increase from 87 for its first year. The program ran for two weeks and ended with a concert for parents, family, and friends.
- The Culinary Camp ran for its third year in a row and was a huge success. The program is now running for one week in each of June, July, and August. The July program was at capacity of 22 participants.

## Parks and Grounds and Cemeteries

- Continued working on the Library project.

- General maintenance of Town property mowing, litter pick up and bathroom cleaning.
  - Completed roadside mowing
  - Mowed Brookside
- Maintained softball and baseball fields in the month of July for outside groups.
- Removed graduation banners from fences around Town.
- Started pruning and mulching beds at schools.
- Installed three new checker board tables, Mill Pond playscape, and one handicap picnic table.
- Three groundsman attended a Two day chainsaw course.
- Cemetery started sheering hedges.
- Spent the week of July 15th getting things ready for the Extravaganza.
- Spent three days of the week of July 22nd cleaning up from the Extravaganza.
- Had one new grounds person start in the month of July.
- Started prepping basketball courts for resurfacing.
- Started installing new sprinkler heads at the tennis courts.
- Started gearing up for projects to start up in September.
- Cemetery interments 7 ash and 3 single depth. We had 5 sales during July.

## LIBRARY

- The three summer reading programs “A Universe of Stories “are in full swing. The kids and teens programs have a different format that encourage participants to read and do activities, offering incentives when certain specific activities are completed. There are many space themed programs being offered for all ages. The children’s room is very busy with kids completing specific reading activities or finding great books to read over the summer. Registration for the teen summer reading program has increased substantially because all Newington middle school students are required to participate in the program. By the end of July, 442 teens had registered. Adults are actively participating in their program as well. By the end of July 766 adults had registered and were enthusiastically reading and submitting prize tickets for each book they have read. This is 39% increase from the previous summer.
- The library staff continued to offer some programing at alternative times and venues in an attempt to be able to insure access to parking so patrons can easily attend the programs. *Documentaries After Dark* was held on a Friday evening at the library to a full house with a showing of the film *Tea with the Dames*. Several programs were held at the Newington Senior Center including *Movies & More* and *Digeridoo Down Under*. And this month, we had two programs that offered our patrons great cultural and educational experiences at alternate venues. The *Universe of Stories Planetarium Show at CCSU’s Copernican Observatory and Planetarium* and the first program of the *Teen One Read” The Poet X Series* held at the Hill-Stead Museum.
- The Library Board of Trustees continued to work on its 80<sup>th</sup> Anniversary Celebration Series. The next program in this anniversary series will be held on Sunday, September 22 at the library board’s annual meeting with guest speaker, humorist and author Dr. Gina Barreca.
- Pat Pierce, Head of Children’s Services was approached by Parks and Recreation in the spring to do a story time program for younger summer campers (kindergarten and 1<sup>st</sup> grade) this summer. In the spirit of inter-departmental collaboration and cooperation, Pat agreed to offer 2 story times every Monday for 6 weeks at the library for the campers. Children’s staff has been entertaining these children with fun stories and activities as part of their camp experience.
- The children’s department staff had a busy July offering 49 programs to 1,337 children and their caregivers. *A Universe of Cooking*, a cookbook club program for all ages, had food related space-themed stations that kids visited and sampled. Miss Gayna from *Citizen Science* held a program for the *After Lunch Bunch* story time and kids made astronomy templates to attach to a flashlight. A certified massage therapist volunteered to give a baby massage workshop to parents and their adorable babies to help parents learn how to calm their babies and reduce stress. The annual *Dinner & a Show* program for kids 5 – 12 featured a dinner of pizza, pasta and dessert and a magic program by Ed Popielarczyk. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teens also had a busy month with a variety of great programming with 10 programs offered to 117 teens. In addition to the teen summer reading program, teens made beautiful galaxy paintings with Jamie Pinto and they decorated out of this-world cupcakes at the Teen Cupcake decorating program.

They learned how to paint henna on wood and learned the basic of what it was to DJ with a DJ from *Bach to Rock*. Teen Horror Movie night saw a larger than normal crowd who watched the movie *Winchester*, ate popcorn and enjoyed each other's company. The Newington Library is one of several area libraries participating in *Teen One Read: The Poet X @ The Hill-Stead Museum*. The library is collaborating in celebration of the Hill-Stead Museum Young Poets Day on a series of programs based on Elizabeth Acevedo's *The Poet X*. All programs will be held at the Hill-Stead Museum in Farmington, CT. The first program to kick-off the series was a book discussion of the *The Poet X* on July 24.

- Adults were kept busy as well with 12 programs offered to 321 adults. In addition to the Adult Summer Reading program, highlights of other programs included *Apollo Moon Landing: Looking Back 50 years* with Dr. Kristen Larsen, from CCSU, *Movies & More @ the Senior Center* with a viewing of *Bohemian Rhapsody*, *Documentaries After Dark* with a showing of *Tea with the Dames* and the standing room only program *Cutting the Cord: How to Eliminate Cable and Save Money* with Hal and Gail Whitney. Outreach to senior living facilities was rescheduled for July.
- Library staff offered several all-ages programs during the month of July. Patrons of all ages learned how to play ukulele with Julie Stepanek. They were entertained at a high energy, Australian-themed show that combined music, culture, puppetry, comedy, character building, storytelling and audience participation a *Digeridoo Down Under @ the Senior Center*. And they experienced the sky's thousands of glittering stars and learned about astronomy and the universe around us at *the Universe of Stories Planetarium Show at CCSU's Copernican Observatory and Planetarium*.
- Total circulation of library materials was 28,190. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,504 times from the library website. 15,070 people visited the library during the month. Popular online services included, *Morningstar*, *Learning Express*, *Creative Bug*, *Lynda.com*, *BookFlix*, and *PebbleGo Social Studies* database. Museum passes were used 172 times this month, the most popular being *Zoo in Forest Park*, *Children's Museum/Roaring Brook Nature Center*, and *Imagine Nation*. The reference staff answered 6,628 reference questions during the month. Free library meeting space including study rooms was used 375 times during the month. *Lucy-to-Go Curbside Service* was used 21 times in July.
- In technology news, Reference Librarian Carlen Peterson presented a class on *Google Everything Services: Search, Images and Maps*. Our one-on-one tech support programs *Tech 4 U* were held several times throughout the month. Upcoming August technology will be *Ready, Set Stream*.
- In personnel news, Circulation Supervisor Sue Schneider and Children's Librarian Joanne Cocola interviewed several teens for part-time library page positions. An Outlook training video was sent out for library staff to complete by the end of August. Part-time Collection Management Library Technician Vitoria Buttaro attended 2 workshops on book repair at the Middletown Library Service Center. Library Director Lisa Masten continued her work on the Personnel Committee of Library Connection Inc. to work with the new interim Executive Director and to begin work on finding a new director.
- Topics of note that were researched this month included:
  - Music or art classes for two year olds in Newington.
  - How to squirrel-proof a propane hose for a barbecue grill.
  - French mystery writers.
  - Information on the Pan American railroad route.
  - Mueller Report.