



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya D. Lane, Town Manager
Date: October 22, 2019
Re: Monthly Report – September 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 participated in the interview process for the Caseworker II position.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane attended the Connecticut Women’s Suffrage 100th year anniversary at the State Capital.
- Mrs. Lane attended the Anti-Vaping assembly at Newington High School.
- Mrs. Lane attended an event honoring all Newington’s Korean War Veterans at Newington High School.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

Overtime

Paid overtime during the month of September 2019 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	26.2	\$ 1,411.66
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 721.40
ROAD MAINTENANCE	0.5	\$ 21.66
TRAFFIC	0.0	\$ -
LINE STRIPING OF SCHOOLS	13.0	\$ 595.21
WATERFALL FESTIVAL	4.6	\$ 204.19
TOTALS	60.3	\$ 2,954.12
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
GENERAL GROUNDS AND EVENTS	66.0	\$ 3,506.00
CEMETERY	32.0	\$ 1,767.00
TOTALS	98.0	\$ 5,273.00

	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD
POLICE DEPARTMENT				
Administration	\$ 7,927.00	\$ 0.00	\$ 7,459.00	\$ 710.66
Patrol	655,308.00	196,149.41	619,839.00	258,344.58
Investigation	89,232.00	6,785.98	81,972.00	10,871.35
Communication	169,820.00	40,832.12	173,143.00	37,715.82
Education/Training	138,826.00	29,636.57	130,461.00	13,628.49
Support Services	59,255.00	10,684.24	36,306.00	4,884.73
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	\$ 284,088.32	\$ 1,050,622.00	\$ 326,155.63
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 4,142.33	\$ 27,142.00	\$ 3,685.19
Snow and Ice Control	165,297.00	0.00	161,264.00	0.00
Traffic	4,057.00	1,006.40	3,958.00	1,175.04
Vehicles and Equipment	32,822.00	4,049.87	32,016.00	2,966.10
Leaf Collection	<u>33,898.00</u>	<u>0.00</u>	<u>33,073.00</u>	<u>0.00</u>
Total	\$ 264,159.00	\$ 9,198.60	\$ 257,453.00	\$ 7,826.33
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 31,645.17	\$ 84,463.00	\$ 21,721.30
Cemeteries	<u>16,445.00</u>	<u>4,253.45</u>	<u>16,045.00</u>	<u>7,570.17</u>
Total	\$ 101,284.00	\$ 35,898.62	\$ 100,508.00	\$ 29,291.47

PERSONNEL

- Interviews took place on September 4, 2019 for the vacant Caseworker II position in the Town Manager's Office. The position was offered to Janine Pierson. She will begin her new position in October.
- The vacant position as a Part-Time Police Records Clerk was offered to Laurie Montano, she began her new position on September 3, 2019.
- The vacant position as a Public Safety Dispatcher was offered to Kathryn Cazassa, she began her new position on September 9, 2019.
- Testing took place on September 5, 2019 for the vacant Police Sergeant position in the Police Department squad room. Interviews took place on September 26, 2019 by Badge Quest Consultants. The position was offered to Henry Rodriguez, he will begin his new position in October.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The second month of the 2019-20 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2019-20 plan year were estimated at \$944,926. The total paid claims from the Health Benefits Fund for August 2019 were \$478,709. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows.

Cumulative Claims through August, 2019

	Town	Board of Education	Total
Estimated Claims	524,452	1,365,400	1,889,852

Actual Claims 257,180 814,815 1,071,995

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.
- Modifying off-site backup requirements as well as encryption requirements for local and off-site backups.
- Continuing efforts with Tax Map Annotations (89% complete) and Parcel Updates (71% complete).
- Providing Engineering Department with requested sidewalk map edits as well as updating map layers to accommodate their planning for a Bicycle Map.
- Providing map services to Registrar of Voters for voting district maps.
- Completing quarterly map updates to the Town’s parcel layer, internal GIS website layers and updating Assessor information.
- Working with the Assessor’s line of business vendor (QDS) to update their application to a newer version.
- Working with QDS to create a property record export to integrate with the Building Department new online permitting application.
- Automating the secure file transfer of Assessor and Tax Collector files for import into the Building Departments new permitting application.
- Working with the Assessor’s Office to update Personal property mailings and data submission to QDS.
- Creating a website landing page for the Town’s 150th year celebration.
- Upgrading the firmware on several of the Town’s core network infrastructure components (wireless, firewalls, switches).
- Troubleshooting various third-party applications during our Windows 10 validation testing.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- Work continued on the 2018-19 audit. The auditors will be coming to Newington on October 7th for two weeks and we expect the report to be completed by early December.
- Continued financial reporting in support of the new Town Hall/Community Center Project.
- On September 27th in accordance with the Memorandum of Understanding, the 2018-19 Health Benefits Fund settlement was completed with a credit of \$749,547 owed to the Board of Education and the Town side has a positive result of \$673,546.
- Lisa Rydecki, Deputy Finance Director is working with Tyler Technologies to update all of our forms in the MUNIS financial system.
- The Director of Finance attended the MDC budget workshop on September 26th and the NE GFOA conference September 9th-11th.
- The closing of the 2018-19 fiscal year in the MUNIS accounting system took place on September 26th.

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

INVESTMENTS, BY ACCOUNTING TYPE
(Unaudited)
9/30/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$181,132	\$34,620,499

Special Revenue Funds	27,000	18,061	3,216,927
Capital Projects Funds		6,318	1,083,981
Internal Service Fund	25,000	18,711	3,412,549
Trust and Agency Funds		5,382	1,083,367
TOTAL, ESTIMATED BY FUND			\$43,417,323

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2019

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	27,770	29,769	\$14,102,084
Bank North	1.89	1.89	740	790	556,712
TDBank (new)	1.75	1.75	19,009	20,270	12,751,293
Farmington Bank	1.75	1.75	18,594	18,988	12,863,126
Webster Bank	1.60	1.60	4,698	4,925	3,144,108
Total Outstanding Investments					\$43,417,323

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 September, 2019.
- The elderly tax relief program was completed and all required filings were done with the State of Connecticut in a timely manner.
- Income and Expense information from owners of income producing properties was inputted into the computer assisted mass appraisal system. Approximately 97% of the reports that were returned have been entered into the revaluation system.
- All Personal Property accounts were visited to determine taxable status as of October 1, 2019. Personal Property declarations were made available to all business owners in Newington through our internet site and by direct mailing. Each of the three forms are customized to the type of business the taxpayer does: General Business, Leased, Loaned and Rented Equipment, and Manufacturing.
- The Assessor reached a final agreement with eQuality Valuation Services LLC of Waterbury, CT, who is our present vendor, to conduct the 2020 Revaluation. The agreed to price of \$138,000 is approximately \$40,000 less than the contract price of the 2015 revaluation.
- Field inspections for all new real estate improvements since last October 1 continued with the Deputy Assessor visiting over 300 residential properties and the Assessor reviewing approximately 85 commercial/industrial properties.

Revenue Collector

- August Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$743,405.39. Prior year taxes collected amounted to \$194,905.63 and included in that amount is \$7,960.94 for suspended accounts.
- The back tax collections were very high due to the Real Estate Tax Sale on September 4th for five properties.
- This year's September collections on the current Grand List was 55% compared to 54% for September last year.
- Demand Notices were sent to businesses for not having paid their Personal Property tax for the July installment as well as to Real Estate taxpayers who have more than two years delinquent and are not making any effort to bring their account current.

- Demand Notices were also sent out for 4,884 delinquent motor vehicle accounts prior to turning accounts over to the Town Constables.

TOWN CLERK

- Revenue in September generated a total of \$62,762.00. There were 59 property transfers for a total \$7,820,400.00 in sales. State conveyance tax was \$55,938; Town conveyance tax was \$19,551.00.
- There were 399 documents filed on the land records during September including: 97 mortgages, 142 releases, 15 probate certificates, 10 liens and 10 Foreclosure Registrations.
- Three (3) Residential properties were sold for over \$300,000. One Residential property was sold for \$430,000.
- The staff issued 118 certified copies of vital records, 10 burial permits, 4 cremation permits, and issued 13 Marriage licenses.
- Four Notary Public commissions and 7 Trade Name certificates were recorded.
- There were 93 electronically recorded documents generating \$12,066 in recording fees.
- The Town Clerk's office created and began issuing to Military personnel and residents traveling/residing overseas for the November 5, 2018 Municipal Election.
- Staff issued Transfer Station passes for 13 vehicles and 2 trucks.
- On September 19th & 20th, the Town Clerk attended the annual Fall Connecticut Town Clerk's Association (CTCA) Conference. Topics included a review of key Election dates, the Election Management System (EMS), Absentee Ballot procedures and updates to the Connecticut Voter Registration System (CVRS), Minority Representation and a Tabletop Discussion for dealing with emergency situations by the SOTS office staff; Presentation by SOTS-Business Division concerning Trade names and Notary appointments; Presentation by David Nowacki, of Blum Shapiro on Cyber Security Basics; Presentation by Elizabeth Frugale, State Registrar of Vital Records concerning updates to the upcoming Death Registry System.
- The Town Clerk, on September 20th, attended the Master Municipal Clerk Academy Continuing Education presented by Kathie Novak regarding "Leadership Lessons of Dr. Seuss".

DATA SUMMARY SEPTEMBER 2019				
	<u>September-18</u>	<u>September-19</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	369	379	1,254	1,313
Dog Licenses Sold	68	79	428	563
Game Licenses Sold	1	6	27	26
Vital Statistics				
Marriages	24	25	64	68
Death Certificates	18	18	51	54
Birth Certificates	19	27	56	75
Total General Fund Revenue	\$ 31,185.96	\$ 37,098.00	\$ 142,563.89	\$ 140,058.73
Town Document Preservation	\$ 1,114.00	\$ 1,251.00	\$ 3,763.00	\$ 4,265.00
State Document Preservation	\$ 1,984.00	\$ 1,960.00	\$ 6,864.00	\$ 6,784.00
State Treasurer (\$36 fee)	\$ 8,928.00	\$ 8,676.00	\$ 30,852.00	\$ 30,204.00
State Treasurer (\$127 fee)	\$ 3,048.00	\$ 5,842.00	\$ 10,922.00	\$ 17,653.00
State Treasurer (\$110 fee)	\$ 4,070.00	\$ 5,720.00	\$ 13,090.00	\$ 19,030.00
LoCIP	\$ 744.00	\$ 723.00	\$ 2,571.00	\$ 2,517.00
State Game Licenses	\$ 27.00	\$ 149.00	\$ 562.00	\$ 593.00
State Dog Licenses	\$ 547.00	\$ 691.00	\$ 2,910.00	\$ 3,989.00
Dog Licenses Surcharge	\$ 170.00	\$ 210.00	\$ 1,012.00	\$ 1,384.00
Marriage Surcharge	\$ 238.00	\$ 442.00	\$ 782.00	\$ 1,156.00
Grand Total	\$ 52,055.96	\$ 62,762.00	\$ 215,891.89	\$ 227,633.73

POLICE DEPARTMENT

Patrol Calls for September are as follows:

Abandoned MV	2	Fire Special Detail	1	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	54
Alarm Commercial Burg Alarm	60	Fire Structure Fire	6	MV Complaint	43
Alarm Hold Up Alarm	6	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	22	Fire Training	0	MVA Evading	20
ALTERED MENTAL STATUS	1	Fire Trouble Alarm	10	MVA Fatal	0
Animal Complaint	18	Fire Water Problem	2	MVA Injury	8
Arson/Fire Invest	0	Fire Vehicle	2	MVA Property Only	106
Assault	1	Fireworks	0	Neighbor	10
Assault in Progress	0	Follow Up	33	Noise	20
Assist Motorist	1	Found Property	8	Non Collect Person	0
Assist Notification	1	Gun	2	Notification	0
Assist Other Agency	37	Harassment	5	Open Door/Window	8
Bad Check Insufficient Funds	0	Hazard	23	Parking Violation	10
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	28
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	4
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	1
Burglary	3	Illegal Dumping	0	Private Duty	0
Car Seat	1	Indecent Exposure	0	Property Found	2
Check Welfare	55	Intoxicated	4	Property Lost	5
Check Welfare 911	36	Juvenile Complaint	15	Prostitution	0
Check Welfare Other	4	K9 Assist	4	Recovered Stolen MV	1
Clear Lot	4	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	1	Residential Lockout	0
Court Detail	10	Larceny	52	Robbery	0
Criminal Mischief	7	Larceny from MV	11	Roll Call	2
CSO	1	Lift Assist Only	6	Serve Subpoena	0
Customer Dispute	7	Liquor	0	Serve Warrant	41
Dog Complaint	28	Local Traffic Authority	0	Sexual Assault	4
Domestic	31	Location Check	168	Shots fired	0
Door Check	0	Location General	0	Specific Detail	104
Drug	5	Lockout Building	5	State Pistol Permit	0
DUI	11	Lockout MV	4	Stolen MV	7
EDP	19	Lost Property	6	Sudden Death	4
Escort / Transport	6	LTA	0	Suicide	0
Escort Funeral	3	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	11	Suspicious MV Unoccupied	25
Escort Retrieval	3	Medical Cardiac	12	Suspicious Report	120
Escort Tax	0	Medical Complaint	167	TEST	3
Fingerprint	7	Medical Diabetic	3	Threatening	1
Fire Alarm	13	Medical Fall	31	Tobacco	0
Fire CO Detector no symptoms	3	Medical Mutual	0	Tow	14
Fire CO Detector with sympt	1	Medical Other	0	Town Ordinance Violation	0

Fire Extrication	1	Medical Respiratory	22	Traffic Stop	321
Fire Hazmat	2	Medical Stand by	3	Trespass	9
Fire Mutual Aid Request	0	Medical Trauma	3	Unknown	4
Fire Other	14	Medical Unresponsive	5	Water problem	0
Fire Rescue	0	Missing	3	Total	2,036

- In September, the Community Service Officer (CSO):
 - Conducted 7 car safety seat checks.
 - Liaison between the Police Department, property owner and soon to be property owner of 39 Progress Circle regarding rash of break-ins.
 - Conducted Security Assessment with Sergeant Perry for PCX Aero on Fenn Road. Follow up two weeks later with observations and suggestions.
 - Met with Human Services and Newington High School regarding program collaboration.
 - Maintenance of social media sites.
 - Attended Rotary Appreciation Breakfast.
 - Attended Vaping presentation at Newington High School.
 - Hosted RAD class for Newington residents and/or employees in Town.
- In September, the Detective Division:
 - Handled 50 investigations, 50 remain ongoing.
 - Served 26 arrest warrants, 24 by Patrol Officers, 2 by Detective Division.
- In September, the Animal Control Officers had the following activity:
 - 48 Calls – 29 Dog, 18 Animal and 1 Specific Detail/0 Follow-ups
 - 3 Dog vs Dog Bites/2 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 4 Impounds – 3 redeemed, 1 sold as pets, 0 euthanized, 1 quarantine, 1 carry over, 0 DOA
 - 0 Infraction written
 - 142 Incoming Phone Calls
 - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 83 Written Warnings
- Breakdown of Calls
 - 510 –
 - 13 Combined Dog/Animal/Specific Detail/Check Welfare
 - 2 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 2 Dog bite- 1 dog vs human, 1 dog vs dog
 - 0 Dog/Cat Adoption
 - 511 -
 - 3 Combined Dog/Animal/Specific Detail
 - 3 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 3 dog bite- 1 dog vs human, 2 dog vs dog
 - 1 Dog/Cat Adoption
 - Other –
 - 68 police assisted Animal/Dog Complaints.
- Notable Cases/Events
 - 510 completed ACO Academy 9/24/2019, back to normal Monday/Wednesday schedule.
- In September, the Patrol Division had the following activity:
 - On September 15th Officer Justin Thibault completed his field training and was assigned to a midnight shift patrol district for the remainder of this current bid cycle.
 - On Saturday, September 21st Officer Tim Buggee participated in the annual Waterfall Festival where he interacted with members of the community and demonstrated a Newington Police Department patrol cruiser and a patrol motorcycle.

- On September 23rd at approximately 4:30 a.m., a patrol officer located a vehicle traveling on Robbins Avenue near the intersection of Willard Avenue. A registration check on the vehicle's license plate revealed that the car had been reported stolen. Multiple officers responded to the area and a felony motor vehicle stop was initiated. Both occupants of the vehicle were removed and detained for further investigation. A subsequent search of the vehicle's interior led to the discovery of a Remington 12 gauge shotgun and ammunition positioned in the cargo area behind the driver seat.
- The operator of the vehicle was arrested and charged with Larceny in the 3rd Degree, Weapons in a Motor Vehicle, and Criminal Possession of a Firearm. Subsequent investigation revealed that the firearm had been stolen during a burglary in the Town of Wethersfield. Additional charges pertaining the operator's theft of that firearm are pending.
- On September 25th Officers Larrie Douglas and Adam Gore graduated from the Connecticut Police Academy and are now in our 14 week field training program.
- Property Report September 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 3,757
Damaged/Destroyed	2	\$ 1
Vehicle Inventory	0	\$ 0
Stolen	111	\$ 121,754
Abandoned	0	\$ 0
Evidence	102	\$ 1,240
Found	3	\$ 10
Lost	4	\$ 130
Seized	58	\$ 8,014
Recovered	41	\$ 58,725
Impounded	3	\$ 0
Informational	5	\$ 41
Total	331	\$ 193,672

- Police Department Overtime September:
 - Comparison
 - OT August \$ 128,625 3 pay periods
 - OT September \$ 91,787 2 pay periods (1 holiday)
 - \$ 36,838 decrease
 - During September, 2 officers were on light duty assisting Support Services, 1 Officer vacancy, and 2 entry level officers in the Police Academy. These vacancies have an impact on overtime for a total of 5 positions vacant on the schedule in the Patrol Division. A light duty Patrol Officer is assisting in Records and Dispatch and one is being utilized in the Detective Division.
 - Admin overtime \$0, no increase.
 - Patrol overtime. \$59,338, a decrease of \$31,588. Includes 2 pay periods of overtime. Overtime includes the following calls and arrests; Midstate Accident Reconstruction investigation, domestic calls, sexual assault calls, DUI arrests, evidence collection, hospital duty, deceased persons investigation, DCF referral, larceny, firearms seizure, suicide investigations, suspicious person investigation, booking, subpoenas, search warrants, court appearances, casework, hold overs, and overtime for time off/vacancies/injuries.
 - Detective Division overtime. \$1,991, an increase of \$300. Overtime includes background investigations for new hires, sexual assault and crime scene processing.
 - Communications overtime \$16,429, an increase of \$762. Overtime includes several time off leaves, filling schedule vacancy due to training a new dispatcher and staffing for weekends to allow for 2 dispatchers on for all shifts and holiday pay.
 - Education overtime \$10,947, a decrease of \$2,655 and includes overtime for ERT, Command staff training, Meriden recruit assistance, FTO recruit training, recertification, RAD training, Juvenile Law, Fall firearms, Active Aggressor, and Active Shooter.

- Support Services overtime \$3,082, a decrease of \$3,857. Overtime includes holiday pay, RAD training, and school coverage.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of September, 2019. During this period fire department members responded to 43 alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	September 2019	3 Month Activity
FIRES		
Structure Fire	3	7
Vehicle Fire	2	3
Exterior Fire	2	10
Other Fires	2	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	1	5
Extrication	1	2
Other Rescue Calls	1	4
SERVICE CALLS		
Hazardous Condition Calls	7	34
Water Problems	2	5
Other Service Calls	0	19
OTHER		
Good Intent Calls	2	7
False Alarm/False Calls	20	73
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	2
Mutual Aid/Standby	0	0
Total	43	175

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

Driver Training	Road Time	6.0 hours
Task Force Training		17.5 hours
Rescue CORE Training		8.0 hours
Fire Service Instructor II		16.0 hours
Haz-Mat Training		16.0 hours
Driver Requalification		3.0 hours
Multi Co Training 1&3	Hose Line Advancement	48.0 hours
Multi Co Training 2&4	Hose Line Advancement	58.0 hours
Muto Co Training Day	Hose Line Advancement	16.0 hours
Emergency Planning		16.0 hours
CPR/AED Training		4.0 hours
Fire Extinguisher Training		4.0 hours
Cadet Training	House Line Advancement	35.0 hours
Cadet Training	Alarm Procedures	35.0 hours
Department Training	Radio Communications	58.0 hours
	Foam Procedures	10.0 hours
Co-3 Training	Utility 3 Operations	33.0 hours
	SCBA Challenge Course	35.0 hours
Co-4 Training	Ventilation	4.0 hours
Total Training		422.5 hours

FIRE MARSHAL

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

INSPECTIONS	15
INSPECTION FOLLOW-UPS	19
PLAN REVIEWS	8
JOB SITE INSPECTIONS	0
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	13
COMPLAINTS	5
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	2
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	1

Incidents:

- Responded to 11 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended a meeting with public safety agencies from Hartford, West Hartford and Newington to review the possibility of establishing a regional radio system.
- Hosted the monthly meeting of the Capital Region Fire Marshals Association at Bertucci's Restaurant.
- Conducted the quarterly Task Force- 51 meeting at fire headquarters in Newington.
- Attended Company #4s 65th Anniversary Celebration and Neighborhood Block Party at Seymour Park.
- Met with our Eversource representative to review Newington's list of critical facilities for power restoration and review public safety dispatch procedures and Make-Safe Protocols.
- Attended the monthly safe home committee meeting at Town Hall.
- Attended a meeting with Town staff and representatives from the Waterfall Festival Committee to review plans for the annual event on Market Square.
- Conducted the monthly staff meeting with the chief officers.
- Participated in the Annual 9-11 Remembrance Ceremony's at fire headquarters.
- Attended the monthly CERT Team meeting at fire headquarters and administered the annual emergency management loyalty oath for civil preparedness workers.
- Attended the monthly meeting of the Board of Fire Commissioners at Station #2 on Richard Street. Firefighter Collin Whalen was sworn-in to his new position as a Deputy Fire Marshal.
- Activated the CERT Team to assist Bristol's emergency management personnel with traffic control during the city's Annual Mum Festival.
- Attended a special meeting of the Town Council to review emergency fire apparatus access issues associated with the Town Hall project and purposed changes to the Mazzoccoli Way.
- Met with safety personnel at the Balf/Tilcon plant on Hartford Avenue to review their emergency confined space rescue plans and tour the hazardous areas within the complex.
- Attended the quarterly meeting of the Capital Region Fire Chiefs Association at the UCONN Health Center in Farmington.
- Attended the Annual Eversource Emergency Response & Planning meeting at their complex in Berlin.
- Attended a special event honoring all Newington's Korean War Veterans at Newington High School. The Newington Fire Department Honor Guard posted the colors for the program which was led by Lieutenant Governor Susan Bysiewicz.
- Attended a meeting with Town staff and contractors to review fire code concerns associated with the purposed changes to the Mazzoccoli Way. All options were reviewed and a revised plan was approved.
- Attended a Town Council meeting to review the town's emergency preparedness, regional planning, FEMA- EMPG Grant as well as an update on the towns Local Emergency Planning Committee (LEPC) and Community Emergency Response Team (CERT).
- Attended the 50th Anniversary celebration of the founding of the Newington Emergency Medical Services (NVA) at the Casa Mia Restaurant in Berlin.
- Attended the 16th Annual Connecticut Firefighters Memorial Service at the State Fire Academy. The monument bears the name of the two Newington Firefighters who lost their lives in the line of duty.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks and contractor progress meetings
- Attended Department Head and Public Works Team meetings
- Met with staff and NHS Students at the Town Transfer Station for recycling informational discussion
- Met with Eversource and contractors to discuss Sheppard Drive road restoration
- Met with Town staff to discuss various labor issues
- Attended Waterfall Festival coordination meeting
- Attended several project meetings to discuss Library green area drainage and grading

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- One (1) eviction for the month – no storage required
- Constructed concrete block loading ramp at the Transfer Station
- Assisted Traffic Division with line striping
- Completed driveway, curbing and topsoil repairs for overlays
- Repaired large depression in roadway on Allston Road
- Completed subsurface drainage, hauling and grading fill and top soil, curbing installation at the Library
- Began overgrown tree/vegetation roadside trimming at various locations

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Continued painting all stop bars and yellow centerlines on newly paved roadways
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Painted pavement markings and installed signage as needed at various school locations
- Assisted Police Department with relocating speed detection devices
- Assisted with road closures for Waterfall Festival

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Continued with maintenance of seasonal equipment
- Began outfitting and servicing leaf collection equipment
- Completed outfitting the second of three new police patrol vehicle
- Responded to one (1) after hour call in for battery replacement in Fire Chief's vehicle and leaking radiator hose on Engine 4
- Began fall services on all Fire Department Apparatus and equipment

Sanitation/Recycling/Landfill

- Scheduled 941 residential bulk items for collection for the month
- Scheduled 117 condominium bulk items for collection for the month
- Scheduled 31 condo/residential scrap metal items for collection for the month
- 1492 tons of cumulative Municipal Solid Waste were collected from July through August
- 411 tons of cumulative recyclables were collected from July through August
- 363 mattresses/box springs were collected from July through August
- 65 televisions were collected from July through August
- Issued 35 permanent landfill permits and 11 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of September 11, 2019:

- Voted to Approve Petition #31-19: Site Plan Modification at 22-26 Mazzoccoli Way. Lucy Robbins Welles Library, Inc. and Town of Newington, owners.
- Voted to Issue a Favorable Recommendation on Petition #34-19: Sec. 8-24 Referral of Town Acceptance of Open Space Parcel on Mountain Road. Town of Newington, owner/applicant.

TPZ Meeting of September 25, 2019:

- Voted to Approve Petition #35-19: Sec. 8-24 Referral of Proposed Road Acceptance of "Packard's Way". Town of Newington, applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Sept 24: Met Town Hall architect re Mazzoccoli Way 8-24.
- Sept: Continued working with consultant on POCD update.

Grant-Related Project Activities

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

Board and Commission Meetings:

- Sept 11: Attended regular monthly TPZ meeting.
- Sept 12: Attended regular quarterly Open Space Committee meeting.
- Sept 25: Attended special TPZ meeting re POCD update.
- Sept 25: Attended regular monthly TPZ meeting.

Professional Development/Training:

- Sept 19: Annual state-wide Affordable Housing conference in Cromwell.
- Sept 27: Attended CRCOG "Anchor Institutions" meeting in Hartford.

Miscellaneous

- Sept 3: Met with Town Manager re Affordable Housing Plan
- Sept 9: Attended monthly Planning/Wetlands/Engineering meeting.
- Sept 11: Attended monthly Public Works Team meeting.
- Sept 12: Met with staff and Newington Ridge Preserve HOA.
- Sept 25: Attended monthly Department Head meeting.
- Sept: Responded to approximately 33 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Sept: Received and sent approximately 536 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 23 excavation permits:
 - Road Excavation = 12 (31 locations)
 - Driveway= 11

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:
 - None
- Commission Administered applications:
 - One
- 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 21 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
- 80 Fenn Road – Site plan modification review
- 179 Meadow Street – Site plan review
- 49 Fenn Road – Site plan review
- 135 Fenn Road – Site plan review
- 84 Faith Road – Site plan review
- Mountain Road – (Balf site) – Site plan review
- 675 Willard Avenue-Plot plan review
- Packards Way – Review deeds descriptions
- 3443 Berlin Turnpike - As-Built survey 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 (requested CDOT drainage analysis for culvert beneath Main Street)
- 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

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: 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 (LOTICIP 2018 grant application) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – surveying and design services
- Planning Department – Garfield Street Community Connectivity Project – design services
- Planning Department - Deming Farm Road – construction services
- Planning Department – Sidewalk Inventory and Master Plan – project coordination
- Planning Department – Bicycle Inventory and Master Plan – project coordination
- Parks & Recreation Department – 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system
- Highway Department – design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot)
- 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
- Police Department – Russell Road – Tower Site - Site plan review

ECONOMIC DEVELOPMENT

- Local Market closed. The owner is leaving all the grocery store equipment intact with the goal of recruiting a new grocer as soon as possible.
- Considerable renovations were made to 36 Holly Drive as Universal Supply readies the site for its building supply operation.
- Information about the National Welding site was provided to a major developer/owner/operator of hotels in Connecticut.
- SAZ Jamaican Restaurant closed at 2095 Berlin Turnpike. A new lease was signed with an existing restaurant that will relocate from an adjacent community.
- New business openings included Fine Fettle Dispensary (Medical Marijuana) and Credo Financial, both on the Berlin Turnpike. Express Kitchens moved from 3310 Berlin Turnpike across the street to the building they purchased at 3311 Berlin Turnpike.
- Unemployment in Newington fell once more to 3.0% in August, 2019 according to the Connecticut Department of Labor, which is in line with the U.S. Department of Labor’s announcement that the federal unemployment rate of 3.5% is a 50-year low.
- Richards Machine Tool on Stamm Road and Zavarella Woodworking on Commerce Court were both named finalists for Hartford Business Journal’s “Family Business of the Year”.
- 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 and non-profit organizations 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.
- Counseled business and commercial property owners that received directives from the Engineering Department or Zoning Enforcement Officer.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- A Building Permit was issued for the Town Park Garage located at 679 Willard Avenue to expand the height of the overhead door from 144 inches to 156 inches to fit the bucket truck in bay. Work to be performed is to take out existing header and reinstall new LVL carrying header. Refinishing outside opening.
- A Building Permit was applied for and is under review to modify the internet café area to create an online pickup area for Stop & Shop located at 44 Fenn Road.
- An Electrical permit was issued and a Mechanical Application was applied for and is being reviewed for the Bowl-O-Rama at 2143 Berlin Turnpike. The Electrical Permit was to rewire the bar area with new lights & outlets, install emergency exit and emergency lights and wire the handicap bathroom. The Mechanical Application is to replace the old Sanyo mini split system with a new Fujitsu mini split system.
- For the Newington town landfill / recycling center located at 2045 Main Street an Electrical Permit was issued to install a 100 amp service for the shed, install 4", 2", & 1" pvc runs for power & internet. Also to install (1) 20' light pole with 2 heads.
- A Mechanical Permit was issued to remove the 3 way mixing valves & reconnect piping for boilers, make changes to Andover control Systems in the Newington Town Hall.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Residential Code Series: Structural – September 25, 2019.
 - K. Kilkenny - Legal Aspects of Hoarding – September 6, 2019
 - Residential Code Series: Structural – September 30, 2019
- There was one Certificate of Occupancy issued in September. It was for Tony Boloney's located at 2190 Berlin Turnpike.
- Building Department activity for the month of September was as follows: The Inspectors completed a total of 176 Inspections. They were: Electrical (6), Final (104), Footings (4), Foundation (4), Framing (5), Gas Line (16), Insulation (6), Rough (29), Siding (1), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of September was 141 producing a total permit value of \$2,346,145.00
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	25	1,300,497.00
DECK	3	31,990.00
DEMOLITION	0	0.00
ELECTRICAL	29	160,335.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	0	0.00
MECHANICAL	30	250,287.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	11	49,100.00
POOL	1	74,900.00
ROOFING / SIDING	34	434,427.00
SIGN	2	13,250.00
SOLAR	5	30,509.00
TENT	1	850.00

TOTAL	141	\$2,346,145.00
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The total Building income fees received in the month of September was **\$27,099.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$755.00 Environmental \$120.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$61.50 Driveway / Excavation \$2650.00 Engineering copies \$94.00. The other total income is \$3680.50.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for September:	\$2,346,145.00	\$1,805,810.00
Fees for Permits issued for September	\$27,099.00	\$21,403.00
Other income Fees for September	\$3,680.50	\$3,242.25
Building Permits Issued for September:	141	139

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>
\$6,550,068.00	\$71,791.00	\$6,751,207.00	\$77,965.00

HUMAN SERVICES

- Fall SCORE due date for registrations has been extended from Sept. 27 until Oct. 7. We are still receiving calls for program availability and will continue to accept registrations for all dates.
- We had the first classroom sessions and 2 days on the challenge course for the 5th grade SUCCESS/Adventure Learning Program (ALPS).
- The Challenge Course was very busy this month and continues to expand each year. We are also looking forward to a very active October and November on the challenge course.
- The High School Voc. Prep class met for the first time this school year on September 19th. 11 new ninth grade students. We are planning a year of activities that will involve in-school and off-site sessions that will be adventure-based such as challenge course & kayaking along with at least one community service project.
- Coordinator Meskill coordinated volunteer Orientation and Recruitment evening meeting with 35 in attendance.
- Coordinator Meskill attended Suicide: post-vention training and DCF presentation on Restorative Justice.
- Director LaBrecque, Coordinators Huggard and Meskill attended Annual CYSA training conference.
- Coordinator Meskill supervised social work student Emily Adamowicz and attended several meetings with her as well as providing brochures, resources and consultation at High School Open House. Rik Huggard did the same at the Middle School open houses.
- 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 organized and over saw food drive on 9-20 into the evening in efforts to replenish depleted foodbank stock.
- Director LaBrecque & Coordinator Wassik trained a new volunteer for home delivery of food, and conducted second interviews along with TM Lane to fill the Caseworker II position.
- Coordinator Wassik attended CHOICES training- Medicare counseling and along with director Labrecque also attended training on Mental Health for the Aging and The use of mindfulness techniques for self-care and with clients.
- Director LaBrecque met with Superintendent of Schools re Local Prevention Grant and additional ways to collaborate to meet the community's needs.

- West Hill Auto contact the department with an offer of donations of numerous new items that can be used in the Holiday Gift Program. Staff Huggard, Banks, and Wassik reviewed the items available- selecting the most helpful items.
- Several Bed Bug Households were identified- there is a need for an affordable resource for prep of homes/apartments prior to treatment.
- The Statewide Working Group on Hoarding held the 5th Annual Hoarding Conference with great success. Our department had a lead role in this. Successful collaboration with P&R allowing for online payment/registration.

September 2019 Statistics

	FY 19-20 Total This Month	FY 19-20 Total Last Month	FY 19-20 Cumulative Total YTD	FY 18-19 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases Clinical presentations	11 0	16 0 presentations/ attendees	40 0	36
Youth & Family Service Hours	22	47.5	120	103
JRB cases JRB Service hours:	1 7	0 0	3 11	8 12
Positive Youth Development	107	189	708	763
Community Service # of hours completed Challenge Course: Adult youth(outside)	1 0 0 289	1 30 76 0	3 40 76 289	4 NR 96 244
Information and Referral	851	760	2161	1753
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	46 13 5 38	69 8 18 43	197 69 45 93	235 64 53 118
Social Casework Service Hours Under 55= Over 55 disabled and/or disabled	101.5 25.5 76	133.25 27.25 106	365.75 55 283.5	355.5 93 262.5
Food Bank Household visits # bags of groceries distributed Mobile truck	148 616 93	174 758 117	475 2035 403	480 2088 400
Clothing household visits # bags of clothes given	0 0* clothing closet ended	0 0	0 0	59 75
Special Needs	7	15	27	32

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Center continued to implement the “Do You Lyft” initiative with Lyft and Learn Sessions on - Monday, September 9 and Monday, September 23 at the Center and on September 24th at Market Square Apartments. Additionally, two Lyft to Lunch sessions were held with almost 20 people enjoying lunch at Bertucci’s with a Lyft ride. As part of a grant from the National Council on Aging, the goal of the initiative is to provide information and training to learn what rideshare is and how to use it. The Center will continue to provide awareness, education and training throughout the fall. The program is also supported by the Tech Help volunteers who are available every 1st and 3rd Wednesday to provide one on one help with all things technology.
- Center Director Dianne Stone was a guest on Gay Spirit Radio on September 10th as part of a contingent discussing the LGBT Movable Senior Center. This program will continue into its 5th year under the auspices of the CT Healthy Living Collective.
- In recognition of a growing interest in creativity, an informal afternoon of crafting and conversation was held on September 6th.
- On September 10th an End of Summer Trivia Contest & Social was enjoyed by a large audience. The fun trivia contest covering topics such as music, movies, history and more was accompanied by prizes and refreshments.
- A special program on Healthy Backs was provided by Jonathan Sylvain, Hartford HealthCare on September 18, 10:00 a.m. Millions of people suffer from back pain and physical therapy can help to alleviate pain, build strength and stability and prevent back injuries. Mr. Sylvain discussed a best practice model for healing, protecting and strengthening your back.
- The Middlewoods of Newington “Belltones” bell choir were at the Center on September 18th with a performance of traditional songs. The “Belltones” consists of 9 members. They perform at The Wadsworth for the Festival of Trees and also hold concerts for veterans and the community.
- Hartford HealthCare sponsored a Lunch and Learn on September 23rd that addressed the complexities of treating pain with a single purpose: to restore function while providing relief that allows you to resume your routine. Light lunch was provided.
- Allaire Elder Law, LLC provided a presentation estate planning and benefits on September 26th.
- Brought back by popular demand, on September 30th “The Plan”, a presentation panel, was assembled to raise awareness about the importance of making as many legal, medical and health care decisions as possible in advance. With a panel of experts in several different areas, the program was a one-stop experience for a sold out audience.
- **45** individuals received MOW in September. Of those 45 recipients:
 - 7 receive meals 7 days per week
 - 27 receive meals 5 days per week
 - 2 receive meals 4 days per week
 - 5 receive meals 3 days per week
 - 4 receive meals 2 days per week
- The Center was notified that the lunch program would be restored to a full five days but, since arrangement had all been made for the month, the Wednesday congregate lunch program closings continued through the month of September and will be restored in October. The Center has committed to ensuring that a meal is available and, through the generosity of community partners, lunches in September were provided as follows:
 - 9/4/2019 Italian Gourmet Pasta and Salad
 - 9/11/2019 SDC- Pizza and Ice Cream
 - 9/18/2019 Newington Rapid Recovery Rehab
Chicken /pasta/breadsticks/salad/eclairs
 - 9/25/2019 Active Day/Senior Care of E Hartford
Pizza and cookies
- The Center had a total paid membership of 1,321 people as of the end of the month. This number continues to rise as members renew and new members join.
- 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 3282 by 502 people. Dial-a-Ride provided 88 residents 874 trips this month, covering 2884 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 667 hours of unpaid service in 254 instances by 57 volunteers.

PARKS AND RECREATION

Recreation Division

- Registration for fall programs began on September 5th for Newington residents. Registration for non-residents began on September 12th.
- The school year at the Creative Playtime Preschool Program began on September 4th. 51 students are currently enrolled for this school year.
- The indoor Aquatics season began on September 23rd. Lifeguards surveil the water for Newington Swim Club on Mondays, Tuesdays, Thursdays and Fridays. Recreational Swim is offered Mondays, Wednesdays and Fridays and swim lessons are offered Wednesday nights. Currently, there are 152 enrollments for Wednesday evening swim lessons.
- Most fall programs began in early October with a few programs that began in late September. These include fitness and wellness classes for both adults and youth, cultural classes including music, dancing, and art for adults and youth, sports clinics, sports leagues, and more.
- The fall session of swim lessons began on September 25th. Nearly all swim lesson classes are full.
- Department is partnering with Rosenberg Orthodontics for the Youth Basketball program.
- Planning for the Youth Basketball season (K through 12) has begun—the program will begin in early December.
- A new Tighten and Tone class was offered and filled up at its maximum of 15.
- Staff training was held for Community Center supervisors on September 29.
- Staff training was held on September 5th for those who were offered a position to work for the Exercise the Right Choice – After School Program.
- The first day of the Exercise the Right Choice – After School Program was held on September 10th. 64 children were in attendance.

Parks and Grounds and Cemeteries

- General mowing in the Town of Newington
- Completing the renovations to Memorial softball field, removed old infield mix and replaced with new, removed lips and leveled bases.
- Started work on Legends field stripping out all the lips and removing all the old field mix.
- FieldTurf installed 11 tons of infill to Clem Lemire football field.
- Setup for the Cherish the Children's event in West Meadow Cemetery. Weeded, mulched and installed new plants in beds.
- Worked on ambulance building trimming back tree line, mulching beds and installing Junipers and Hosta.
- Fertilized all athletic fields.
- Trimmed back tree's along roads for line of sight issues for school busses.
- Cleaned up and mulched beds at the Library.
- Provided table and chairs for Waterfall festival.
- Performed aeration, seeding and topdressing on the football practice field.
- Performed aeration at Memorial softball field.
- Performed aeration at Mill Pond and Emmanuel soccer fields.
- Started installing Arborvitae's at the Library.
- Had 1 person attend a pool wrap up meeting.
- At the West Meadow Cemetery we had 4 single, 2 double depth and 5 ash grave interments. There were 8 grave sales.

Tree Warden

- Removed Large Elm Tree, lightning strike, from NHS South side by entrance from Willard Ave.
- Remove low hanging branch over sidewalk Robbins Avenue.
- Crew worked on list created by Transportation Department identifying low hanging branches and obstructive views. This work lasted for two days.
- Removed remainder of shrubs around Bus garage.

LIBRARY

- The 80th Anniversary Celebration Series continued on Sunday, September 22 at the library board's annual meeting with guest speaker, humorist and author Dr. Gina Barreca. More than 230 people attended this event that included a brief business meeting and the election of officers: Diane Stamm as President, Maureen Lyons as Vice President, LeeAnn Manke as Treasurer and Iris Larsson as Secretary; the recognition of this year's honoree The Newington Senior and Disabled Center and a funny and witty presentation Dr. Barreca. Dr. Barreca then signed books that were on sale after her program. The next 80th Anniversary event will be on October 4 with a concert by *River City Slim & the Zydeco Hogs*.
- The Friends of the Library had a busy September. They sponsored a bus trip to New York City on September 14. They also held a *Mini-Media Sale* on that same day at the library selling DVDs, Blu-Ray DVDs, music CDs and audiobooks. The Flower Power Fundraiser that had been running during the summer months concluded on September 21. They are also preparing for the fall book sale that will be held on November 15, 16 & 17 at the Newington Senior and Disabled Center.
- The children's department staff offered 46 programs to 2,901 children and their caregivers. The elementary and middle school Open Houses were early the month. Children's staff were at each school's Open House talking to parents and handing out flyers of upcoming programs and services for children and parents. A staff person from Circulation went along to issue library cards if requested and talk about services as well. September is *National Library Card* month and 41 children signed up for their first library card and received a goody bag.
- Teen librarians were offered 5 programs to 565 teens. *Teen Movie Night* included a showing of the new *Aladdin* movie starring Will Smith. Teen librarians were also busy with outreach to the two middle schools and high school at Open House nights to promote the library services to teens and parents. Teen Librarian Bailey Francis also facilitated her first book discussion this year at the high school.
- Adults were offered with 13 programs to 433 adults. In addition to the Library Board of Trustees Annual Meeting with Dr. Gina Barreca, the library kept our adult patrons engaged with a nice variety of programs. Highlights included an engaging presentation about sustainable gardening practices by Judy Preston from the Long Island Sound Study at the UConn Sea Grant; the *Evanston's Living History* program that began with a viewing of a documentary about a community's struggle for justice after the horrific lynching of one of its prominent citizens and concluded with a discussion with the filmmaker Craig Dudnick of the documentary and the many social and legal aspects involved and *Movies and More* that featured a showing of the film *The Public*.
- Total circulation of library materials was 22,535. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,935 times from the library website. 13,083 people visited the library during the month. The reference staff answered 4,369 reference questions during the month. Free library meeting space including study rooms was used 421 times during the month. *Lucy-to-Go Curbside Service* was used 12 times in September.
- In technology news, Reference Librarian Carlene Peterson hosted a program titled *Word Essentials*, a Word overview class. Our one-on-one tech support programs *Tech 4 U* were held several times throughout the month. An upcoming October technology program will be *Excel Essentials*.
- In personnel news, interviews for the Reference Substitute positions were held during the month. Patricia Ronalter and Brenda Hankard were hired and will begin training in November. New Circulation Substitutes Susan Toubman and Linda McDonald began their training in September. Dave Brown began his new position as Maintenance Technician at the library. Several staff members attended meetings for the different LCI committees they are on. Library Director Lisa Masten continued her work on the Transition Team to hire a new Executive Director the library's consortium, Library Connection, Inc.
- In facilities news, a lot of work has been completed thanks to the hard work of Town Engineer Gary Fuerstenberg, Highway Superintendent Tom Molloy and his staff and Parks & Recreation Superintendent Bill DeMaio, Parks, Parks & Grounds Supervisor Emmett House and their staff.
- Topics of note that were researched this month included:
 - Books about starting school.
 - How to start a business for kids.
 - How to sell on Amazon Marketplace.
 - All about bedbugs.
 - Vendors of ignition interlock devices.