



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya D. Lane, Town Manager
Date: November 26, 2019
Re: Monthly Report – October 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 attended the MDC budget workshop.
- 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 promotional ceremony for Sergeant Henry Rodriguez.
- Mrs. Lane attended a retirement celebration for Suzanne Reniewicz.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

Overtime

Paid overtime during the month of October 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	64.7	\$ 3,378.09
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 770.72
ROAD MAINTENANCE	0.1	\$ 5.38
TRAFFIC	4.0	\$ 188.73
LEAF EQUIPMENT PREPARATION	2.0	\$ 110.34
GRINDING AT LANDFILL	9.5	\$ 441.24
TOTALS	96.3	\$ 4,894.50
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
GENERAL GROUNDS AND EVENTS	88.0	\$ 4,512.13
CEMETERY	30.25	\$ 1,571.25
TOTALS	118.25	\$ 6,083.38

	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	\$ 605.93	\$ 7,459.00	\$ 710.66
Patrol	655,308.00	252,628.16	619,839.00	341,759.18
Investigation	89,232.00	10,372.35	81,972.00	16,679.14
Communication	169,820.00	49,996.98	173,143.00	48,418.80
Education/Training	138,826.00	37,507.94	130,461.00	29,906.57
Support Services	59,255.00	15,502.39	36,306.00	13,367.10
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	\$ 366,613.75	\$ 1,050,622.00	\$ 450,841.45
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 6,155.22	\$ 27,142.00	\$ 6,275.82
Snow and Ice Control	165,297.00	0.00	161,264.00	0.00
Traffic	4,057.00	1,006.40	3,958.00	1,428.15
Vehicles and Equipment	32,822.00	6,866.79	32,016.00	6,536.80
Leaf Collection	<u>33,898.00</u>	<u>110.34</u>	<u>33,073.00</u>	<u>0.00</u>
Total	\$ 264,159.00	\$ 14,138.75	\$ 257,453.00	\$ 14,240.77
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 33,662.16	\$ 84,463.00	\$ 24,002.33
Cemeteries	<u>16,445.00</u>	<u>5,587.68</u>	<u>16,045.00</u>	<u>8,464.16</u>
Total	\$ 101,284.00	\$ 39,249.84	\$ 100,508.00	\$ 32,466.49

PERSONNEL

- The vacant Caseworker II position was offered to Janine Pierson, she began her position on October 7, 2019.
- The vacant Police Sergeant position was offered to Henry Rodriguez, he began his position on October 11, 2019.
- A job posting for the vacant Animal Control Officer was posted on October 7, 2019, the closing date is TBA.
- A job posting for the Leaf Collection Program was posted on September 30, 2019 with a closing date of October 15, 2019.
- Sergeant Claude Steiner, retired on October 31, 2019 from the Town of Newington after 22 years of service.
- Suzanne Reniewicz, Administrative Secretary I, retired on October 31, 2019 from the Town of Newington after 20 years of service.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The third 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 September 2019 were \$659,896. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows.

Cumulative Claims through September, 2019

	Town	Board of Education	Total
Estimated Claims	786,678	2,048,100	2,834,778
Actual Claims	392,992	1,338,899	1,731,891

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 91 formal work orders.
- Completing configurations and documentation of off-site backs.
- Updating hardware firmware and line of business applications on the Police Department’s mobile fleet.
- Deployment of (2) new network printers at the Senior and Disabled Center.
- Continuing efforts on Tax Map Annotation (93% complete) and Parcel Update Adjustments (94% complete).
- Completing updates to the 2019/2020 Road Construction Map.
- Assisting Engineering Department with the Geographical Information System (GIS) portion of a Pavement Management program to coincide with updates from the BETA Group.
- Creating GIS mapping layers for Town owned land and drainage structures to assist in budget analysis for the Engineering Department.
- Assisting the Registrar’s Office as needed before the local elections.
- Working with Public Safety Dispatch and Fire Department to recover a lost service call.
- Upgrading the Assessor’s Computer Aided Mass Appraisal (CAMA) line of business (LOB) application to the latest release.
- Working with the Police Department’s Computer Aided Dispatch (CAD) and Records Management System (RMS) provider on a file upload issue.
- Upgrading the Town multi-factor authentication solution to the latest version.
- Completing network configurations as needed to accommodate the Library’s Self-Check-Out and Public PC Management system following an IP address and DNS change by their vendor.
- Attending a mandatory Criminal Justice Information System (CJIS) 2020 FBI audit session in Meriden, CT.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- The Director of Finance attended the MDC budget workshop on October 10^h with the Mayor and Town Manager. Preliminary numbers indicate an increase of \$510,000 in the 2020 Proposed Ad Valorem Tax.
- With the deadline for the December 31 filing of the June 30, 2019 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.
- Instructions were prepared and distributed for the FY 2020-2027 through FY 2024-25 Capital Improvement Plan Budgets request. The deadline to submit these request is 11/8/19.
- During the month there was also continued financial analysis/budget reporting for the Town Hall/Community Center Project.

The Town received during the month from the State of Connecticut College and Pilot grant funds totaling \$1,954,589 and the first installment of the ECS grant in the amount of \$3,358,558. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE
(Unaudited)
10/31/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$241,099	\$41,317,602
Special Revenue Funds	27,000	21,734	720,600

Capital Projects Funds		7,786	1,085,450
Internal Service Fund	25,000	23,334	3,638,594
Trust and Agency Funds		6,795	1,084,781
TOTAL, ESTIMATED BY FUND			\$47,847,027

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

10/31/2019

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.87	1.96	23,657	27,770	\$17,484,299
Bank North	1.27	1.89	655	740	557,368
TDBank (new)	1.75	1.75	16,337	19,009	10,767,631
Farmington Bank	1.50	1.75	16,800	18,594	10,879,926
Webster Bank	1.55	1.60	4,646	4,698	3,148,754
Liberty Bank	2.00		9,049		5,009,049
Total Outstanding Investments					\$47,847,027

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 October 31, 2019.
- Eighty (80%) of all Real Estate building improvement permits for the 2019 Grand List have been inspected and valued.
- Personal property declarations sent out the last week in September 2019 were returned by mail and/or in person over the counter. To date, approximately 63% of the 1,487 declarations have been returned to the Assessor's office.
- The 2018 Motor Vehicle Supplemental List was downloaded from the State of Connecticut Department of Motor Vehicles. Initially the download contained a total of 4,987 vehicles which was approximately 190 vehicles greater than the 2017 Supplemental List. These are the initial download figures and will be adjusted as we receive motor vehicle adds from other towns as well as delete vehicles that have previously assessed on the 2018 Regular Newington Motor Vehicle List back in July and or registered in the wrong town and we forward that information on to the correct jurisdiction. When completed, this list will result in tax bills being sent out by the last week of December.

Revenue Collector

- Collections for October on the 2018 Grand List amounted to \$423,069.07 and back taxes collections were \$251,877.84. Included in the back tax amount was \$5,233.57 which was collected for suspended accounts. Some businesses were sent additional bills by the Assessor for improperly reporting their business information to his office which also resulted in part of the back tax increase.
- This year's total collections through October were on target at 55% which is the same as last year's for the same time frame.
- Alias Tax Warrants for Personal Property and Motor Vehicles were assigned to the Constables for collection early in October and payments are coming in.
- The Tax Collector sent Demand Notices that properties would be sold at our next Tax Sale and sent personal letters to taxpayers with two or more years of taxes due. This prompted some individuals to either sell their home, come forward with funds, or to commit to monthly payments which resulted in our back tax collections being unusually high.

TOWN CLERK

- Revenue for the Month of October was \$45,948.68. There were 68 property transfers for a total of \$10,587,071 in sales. State conveyance tax collected was \$80,915.54; Town tax collected was \$26,217.68.
- Five Residential home purchases over \$300,000 were recorded this month. One Commercial sales was recorded at 16 Progress Circle, Units 2A-2C from A J Sirois Living Trust to Kraklao Holdings LLC for \$420,000.
- There were 441 documents filed on the land records during the month: 122 mortgages, 151 releases, 20 liens, 25 assignments and 15 probate documents.
- 135 certified copies of vital records were issued. Sixteen burial permits and eleven cremation permits were issued.
- Staffed catalogued three liquor permits, five Trade Name Certificates and twelve Notary Public commissions.
- \$10,442 in revenue was generated from 94 electronically recorded documents.
- Land Record copy revenue totaled \$2,151, \$917 was attributed to use of the online portal.
- Absentee ballots for the State Election became available on October 4th (31 days before an election). The office issued 385 Absentee Ballots for the month of October in addition to the regular office duties.

DATA SUMMARY OCTOBER 2019				
	<u>October-18</u>	<u>October-19</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	384	441	1,638	1,754
Dog Licenses Sold	50	43	478	606
Game Licenses Sold	11	2	38	28
Vital Statistics				
Marriages	19	8	83	76
Death Certificates	18	16	69	70
Birth Certificates	21	26	77	101
Total General Fund Revenue	\$ 34,562.75	\$ 45,948.68	\$ 176,746.64	\$ 186,007.41
Town Document Preservation	\$ 1,173.00	\$ 1,479.00	\$ 4,934.00	\$ 5,744.00
State Document Preservation	\$ 2,120.00	\$ 2,512.00	\$ 8,976.00	\$ 9,296.00
State Treasurer (\$36 fee)	\$ 9,468.00	\$ 11,196.00	\$ 40,320.00	\$ 41,400.00
State Treasurer (\$127 fee)	\$ 4,318.00	\$ 4,953.00	\$ 15,240.00	\$ 22,606.00
State Treasurer (\$110 fee)	\$ 4,180.00	\$ 5,940.00	\$ 17,270.00	\$ 24,970.00
LoCIP	\$ 789.00	\$ 933.00	\$ 3,360.00	\$ 3,450.00
State Game Licenses	\$ 282.00	\$ 67.00	\$ 844.00	\$ 660.00
State Dog Licenses	\$ 417.00	\$ 409.00	\$ 3,327.00	\$ 4,398.00
Dog Licenses Surcharge	\$ 130.00	\$ 122.00	\$ 1,142.00	\$ 1,506.00
Marriage Surcharge	\$ 272.00	\$ 170.00	\$ 1,054.00	\$ 1,326.00
Grand Total	\$ 57,711.75	\$ 73,729.68	\$ 273,213.64	\$ 300,753.41

POLICE DEPARTMENT

Patrol Calls for October are as follows:

Abandoned MV	5	Fire Special Detail	1	MV Abandoned	0
Administrative	0	Fire Stand By	1	MV Assist	45
Alarm Commercial Burg Alarm	65	Fire Structure Fire	1	MV Complaint	62
Alarm Hold Up Alarm	8	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	22	Fire Training	0	MVA Evading	14

ALTERED MENTAL STATUS	1	Fire Trouble Alarm	5	MVA Fatal	0
Animal Complaint	31	Fire Water Problem	0	MVA Injury	18
Arson/Fire Invest	0	Fire Vehicle	1	MVA Property Only	116
Assault	3	Fireworks	0	Neighbor	9
Assault in Progress	0	Follow Up	30	Noise	17
Assist Motorist	3	Found Property	6	Non Collect Person	2
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	45	Harassment	8	Open Door/Window	4
Bad Check Insufficient Funds	1	Hazard	39	Parking Violation	9
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	43
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	16	Homicide	0	Pistol Permit	8
Burglar Alarm	1	HOPE PROJECT	1	Prisoner Care	1
Burglary	10	Illegal Dumping	1	Private Duty	0
Car Seat	2	Indecent Exposure	0	Property Found	0
Check Welfare	55	Intoxicated	4	Property Lost	1
Check Welfare 911	54	Juvenile Complaint	20	Prostitution	0
Check Welfare Other	6	K9 Assist	4	Recovered Stolen MV	1
Clear Lot	2	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	2
Court Detail	7	Larceny	64	Robbery	0
Criminal Mischief	10	Larceny from MV	16	Roll Call	2
CSO	1	Lift Assist Only	7	Serve Subpoena	0
Customer Dispute	15	Liquor	0	Serve Warrant	15
Dog Complaint	28	Local Traffic Authority	0	Sexual Assault	2
Domestic	37	Location Check	55	Shots fired	0
Door Check	0	Location General	0	Specific Detail	98
Drug	8	Lockout Building	3	State Pistol Permit	0
DUI	10	Lockout MV	0	Stolen MV	1
EDP	18	Lost Property	3	Sudden Death	1
Escort / Transport	5	LTA	0	Suicide	0
Escort Funeral	5	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	20	Suspicious MV Unoccupied	14
Escort Retrieval	2	Medical Cardiac	8	Suspicious Report	99
Escort Tax	0	Medical Complaint	163	TEST	0
Fingerprint	6	Medical Diabetic	2	Threatening	5
Fire Alarm	21	Medical Fall	33	Tobacco	0
Fire CO Detectors no sympt	6	Medical Mutual	0	Tow	12
Fire CO Detector with sympt	1	Medical Other	1	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	14	Traffic Stop	301
Fire Hazmat	2	Medical Stand by	10	Trespass	4
Fire Mutual Aid Request	0	Medical Trauma	3	Unknown	4
Fire Other	28	Medical Unresponsive	6	Water problem	0
Fire Rescue	1	Missing	6	Total	1,990

- In October, the Community Service Officer (CSO):
 - Coordinated and attended Coffee with a Cop;
 - Met with residents at Constance Leigh regarding various issues. Have scheduled a future date to discuss these issues in detail, along with a scams and personal safety presentation;
 - Coordinated and attended Hidden in Plain Sight, along with Human Services and Newington High School;
 - Read to children at Lifeway Church Preschool;

- Attended a meeting at Newington High School as part of a committee for their upcoming accreditation;
- Met with Chick-fil-A management regarding possible future collaborations;
- Assisted Plainville Police with their RAD program;
- Two meet and greet visits at the Library for parents of young children with safety questions;
- Attended the Downtown Trick or Treat Stroll;
- Hosted a Neighborhood Block Watch meeting;
- Car Safety Seat Checks for 11 Newington residents;
- Maintained social media sites.
- In October, the Detective Division:
 - Handled 71 investigations, 46 remain ongoing, 25 have been closed by investigative methods.
 - Served 24 arrest warrants, 16 by Patrol Officers, 8 by Detective Division.
- In October, the Animal Control Officers had the following activity:
 - 58 Calls – 27 Dog, 21 Animal
 - 1 Dog vs Dog Bites/2 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 4 Impounds – 2 redeemed, 1 sold as pets, 0 euthanized, quarantine, 1 carry over, 0 DOA
 - 0 Infraction written
 - 76 Incoming Phone Calls
 - 4 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 1 Written Warnings
- Breakdown of Calls
 - 510 –
 - 18 Combined Dog/Animal/Specific Detail/Check Welfare
 - 18 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 1 Infractions
 - 1 Dog bite- 1 dog vs human, 0 dog vs dog
 - 1 Dog/Cat Adoption
 - 511 -
 - 6 Combined Dog/Animal/Specific Detail
 - 2 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 2 dog bite- 1 dog vs human, 1 dog vs dog
 - 0 Dog/Cat Adoption
 - Other –
 - 34 police assisted Animal/Dog Complaints.
- In October, the Patrol Division had the following activity:
 - On October 11th, Detective Henry Rodriguez was promoted to the rank of Sergeant. He has been assigned to the Patrol Division as a Shift Supervisor.
 - On October 15th, Officer Petoskey attended a specialized training class titled “Narcotics Tactics for Uniform Patrol”. The class was held in Franklin, Massachusetts and presented by SSR Training and NESPIN.
 - On October 20th at approximately 8:00 a.m., Patrol Officers were dispatched to Discount Tobacco, located at 123 Fenn Road, for a broken window complaint. Dispatch advised that the complainant was the neighboring business and the caller was unsure if someone was inside of the business. Upon arrival, officers observed a large size hole in the store's front window pane and glass all over the exterior and interior of the business. Officers entered the building and found that no one was inside but that a burglary appeared to have occurred. The owner of the business responded to the scene and confirmed that cartons of cigarettes and an undisclosed amount of rolled coins had been taken. Surveillance video showing an unknown suspect inside the store was seized and the Detective Division personnel responded to process the scene for physical evidence. At this time, the suspect in this case has not been identified and the investigation is ongoing.

- On October 22nd, Officer Bugbee attended a Glock Armorers course held in New Britain, Connecticut. Officer Bugbee was certified as a Glock Armorer and will join our firearms staff in the maintenance and repair of our department owned Glock firearms.
- On October 25th at approximately 12:40 a.m., Patrol Officers were dispatched to an active burglary in progress at the Your Store convenience store located at 137 Kelsey Street. A citizen called 911 and indicated that he observed an unknown person exit the store through a front window and then flee in a white older model sedan on Kelsey Street toward New Britain. A BOLO was sent out to neighboring agencies, New Britain and Berlin, to advise of them of the incident and suspect vehicle information. The vehicle was not located. Responding officers arrived on scene and observed broken glass outside the front entrance to the business. A search of building was conducted and no additional suspects were located. Numerous items, including the cash register, were found to have been stolen. Detective Division personnel responded to process the scene for physical evidence. This case is currently under investigation.
- Property Report October 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	3	\$ 2,859
Damaged/Destroyed	15	\$ 14,904
Vehicle Inventory	0	\$ 0
Stolen	109	\$ 47,207
Abandoned	0	\$ 0
Evidence	55	\$ 1,670
Found	4	\$ 102
Lost	0	\$ 0
Seized	22	\$ 20
Recovered	25	\$ 4,234
Impounded	0	\$ 0
Informational	1	\$ 0
Total	234	\$ 70,996

- Police Department Overtime October:
 - Comparison
 - OT September \$ 91,787 2 pay periods
 - OT October \$ 90,635 2 pay periods (1 holiday)
 - \$ 1,152 decrease
 - During October, 2 Officers were on light duty assisting Support Services, 1 Officer vacancy with 1 retiring at the end of October and 2 entry level officers in FTO training. These vacancies have an impact on overtime for a total of 6 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. There is 1 Dispatcher in training, filling all vacancies in dispatch.
 - Admin overtime \$606, an increase for holiday pay.
 - Patrol overtime. \$60,783, an increase of \$1,445. Includes 2 pay periods of overtime and one holiday, (\$13,000 for holiday pay). Overtime includes the following calls and arrests; Midstate Accident Reconstruction investigation, domestic calls, larceny calls, DUI arrests, evidence collection, prisoner hospital duty, booking, subpoenas, search warrants, court appearances, casework, hold overs, and overtime for time off/vacancies/injuries.
 - Detective Division overtime. \$4,413, an increase of \$2,422. Overtime includes background investigations for new hires and \$3,449 for holiday pay.
 - Communications overtime \$12,068, a decrease of \$4,361. Overtime includes \$1,600 for holiday pay, 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 \$7,870, a decrease of \$3,077 and includes overtime for ERT, Command staff training, Meriden recruit assistance, FTO recruit training, recertification, RAD training, Juvenile Law, Fall firearms, Active Aggressor (dispatch), Narcotics tactics, Statement Analysis, Response to Developmental Disabilities and Active Shooter.

- Support Services overtime \$4,895, an increase of \$1,813. Overtime includes holiday pay, RAD training, Hidden In Plain Sight presentation at the school and school coverage.

FIRE DEPARTMENT

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

	October 2019	4 Month Activity
FIRES		
Structure Fire	0	7
Vehicle Fire	1	4
Exterior Fire	1	11
Other Fires	0	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	5
Extrication	3	5
Other Rescue Calls	1	5
SERVICE CALLS		
Hazardous Condition Calls	14	48
Water Problems	2	7
Other Service Calls	5	24
OTHER		
Good Intent Calls	4	11
False Alarm/False Calls	27	100
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	2
Mutual Aid/Standby	1	1
Total	59	234

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

Advance Rope Rescue		16.0 hours
Fire Extinguisher Training		2.0 hours
Fire Service Instructor II		16.0 hours
Haz-Mat Training		8.0 hours
First Due Tactics		8.0 hours
Multi Co Training 1&3	Live Burn	48.0 hours
Multi Co Training 2&4	Live Burn	100.0 hours
Muto Co Training Day	Live Burn	30.0 hours
Emergency Planning		16.0 hours
CPR/AED Training		10.0 hours
Officer Training	Rope Rescue Planning	4.0 hours
Cadet Training	House Line Advancement	42.0 hours
Cadet Training	Alarm Procedures	35.0 hours
Department Training	Rope Rescue	160.0 hours
Officer Training	Root Cause Assessment	50.0 hours
Co-3 Training	Portable Power Equipment	33.0 hours
Co-2 Training	Foam Operations	25.0 hours
Co-4 Training	Tools and Equipment	18.0 hours
Officer Training	Gordon Graham Risk Management	6.0 hours
Total Training		675.0 hours

FIRE MARSHAL

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

INSPECTIONS	14
INSPECTION FOLLOW-UPS	10
PLAN REVIEWS	5
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	6
COMPLAINTS	8
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 26 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended a meeting with Town staff and representatives from Vallabhdham Temple to review plans for their Annual Season of Festivals at the temple.
- Attended the monthly Capital Region Fire Marshals Association meeting in Avon.
- Responded along with Task Force- 51 to assist with the plane crash at Bradley Field. Task Force- 51 units supplied station coverage at East Granby Fire Headquarters for all communities west of the airport.
- Attended the bi-monthly CERT Team meeting at Fire Headquarters.
- Attended a TPZ meeting to review the Cedar Mountain Public Safety Radio Tower and the relocation of Mazzoccoli Way.
- Attended the quarterly meeting of the Connecticut Fire Marshals Association at the Middlefield firehouse.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Participated in the Annual Fire Prevention Open House at Fire Headquarters.
- Attended the monthly meeting of the Board of Fire Commissioners at Fire Headquarters and met with commissioners in executive session to review several personnel issues.
- Attended the monthly Cedar Mountain Men's luncheon and reviewed fire prevention topics with the group.
- Attended the monthly Company Drill at the training tower: Live Burn
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended a Wake for Daniel Muir uncle of Company #3 Lieutenant Austin Muir in New Britain.
- Attended the Annual Balf-Town Committee meeting at Town Hall.
- Conducted firehouse inspections with the Chief Officers and Company Captains to review structural conditions and establish a prioritized list of building maintenance projects.
- Attended the monthly staff meeting at Town Hall.
- Participated in the Annual Chamber of Commerce Halloween Party in the Town Center along with an engine crew and our fire prevention staff.
- Attended a Mass of Christian Burial at Holy Spirit Church for Mark Castellani a former member of Company #2.
- Conducted the monthly command staff meeting at Fire Headquarters.
- Hosted a party for long time Fire Department Secretary Suzanne Reniewicz at Fire Headquarters. Suzie retired after 22 years of loyal service to the department and community.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks and contractor progress meetings
- Attended Department Head and Public Works Team meetings

- Attended quarterly Environmental Quality Commission meeting
- Attended quarterly Local Emergency Planning Committee (LEPC) meeting
- Attended LOTCIP coordination meeting for Robbins/Maple Hill project
- Attended MDC coordination meeting for project pavement restoration on Coles Avenue
- Interviewed seasonal employees for annual leaf collection program

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- No evictions for the month
- Loaded 1000 tons of salt in preparation for the upcoming winter season
- Continued with overgrown tree/vegetation roadside trimming at various locations
- Assisted bid awarded contractor with vegetation grinding / trailer loading at landfill
- Prepared equipment for annual leaf collection program
- Installed concrete barriers / blocks at the Landfill
- Repaired storm water basin structure on Brentwood Road
- Repaired collapsed storm water catch basin wall and top at Church Street and Revere Drive

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Installed signage at two new "Don't Block the Box" locations
- Assisted Police Department with relocating speed detection devices
- Responded to one (1) after hour call in for placement of cones and signs due to motor vehicle accident

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Completed the annual maintenance of leaf seasonal equipment and vehicles
- All Fire Department apparatus/equipment services completed
- Continued outfitting new equipment
- Responded to two (2) after hour call ins for equipment breakdowns

Sanitation/Recycling/Landfill

- Scheduled 1,109 residential bulk items for collection for the month
- Scheduled 152 condominium bulk items for collection for the month
- Scheduled 63 condo/residential scrap metal items for collection for the month
- 2189 tons of cumulative Municipal Solid Waste were collected from July through September
- 593 tons of cumulative recyclables were collected from July through September
- 536 mattresses/box springs were collected from July through September
- 89 televisions were collected from July through September
- Issued 46 permanent landfill permits and 12 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of October 7, 2019:

- Approved Petition #36-19: Special Permit (Section 3.2.2: Public Utility Installation) at 301 Hartford Road. Town of Newington, applicant; Balf Company, owner; Stephen Clark, 131 Cedar Street, Newington CT, contact.
- Approved, with conditions, Petition #37-19: Site Plan Approval (Telecommunication Tower) at 301 Hartford Road. Town of Newington, applicant.
- Approved, with conditions, Petition #33-19: Sec. 8-24 Referral of Proposed Realignment of Mazzoccoli Way. Town of Newington, applicant.

TPZ Meeting of October 25, 2019:

- Voted to Approve Petition #35-19: Sec. 8-24 Referral of Proposed Road Acceptance of "Packard's Way". Town of Newington, applicant.
- Approved Petition #25-19: Special Permit (Section 3.2.1: Daycare) at 55 Faith Road. Newington Interfaith Housing Corporation, owner/applicant.
- Approved, with conditions, Petition #26-19: Site Plan Approval at 55 Faith Road. Newington Interfaith Housing Corporation, owner/applicant.
- Approved Petition #38-19: Special Permit (Section 3.11.6: Restaurant) at 1046 Main Street. Yea Eun Lee, 32 Oil Mill Road Unit 12, Danbury CT, applicant/contact.
- Approved, with conditions, Petition #39-19: Special Permit (Section 6.11: Used Car Dealership) at 16 Progress Circle Units J - M. Polamer Realty LLC, owner/applicant.
- Approved Petition #24-18: Zoning Text Amendment (new Section 3.26: Workforce Assisted Housing District) in accordance with C.G.S. Sec. 8-30g. Dakota Partners Inc., applicant; Timothy S. Hollister, One Constitution Plaza, Hartford CT, contact.
- Approved Petition #25-18: Zoning Map Amendment at 550 Cedar Street in accordance with C.G.S. Sec. 8-30g. Dakota Partners Inc., applicant; 550 Cedar Street Associates LLC, owner; Timothy S. Hollister, One Constitution Plaza, Hartford CT, contact.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Oct 1: Met Police and Fire Chiefs re upcoming festivals.
- Oct 10: Met with TPZ Attorney re Dakota Partners lawsuit.
- Oct 21: Met with Town Manager re Deming Farm bond.
- Oct 24: Met with Town Manager and Victory Gardens applicants.

Grant-Related Project Activities

- Oct: Continued administration of Residential Rehab Program.
- Oct: Continued administration of Community Connectivity grant.

Board and Commission Meetings:

- Oct 7: Attended regular monthly TPZ meeting.
- Oct 23: Attended special TPZ meeting re POCD update.
- Oct 23: Attended regular monthly TPZ meeting.

Professional Development/Training:

- Oct 17-18: Annual Southern NE planning conference in Springfield, MA.
- Oct 30: Attended economic development presentation in New Haven.

Miscellaneous

- Oct 3: Met with Town Manager re TPZ items.
- Oct 11: Attended special Department Head meeting.
- Oct 22: Met with Town Manager re regional bike-share program.
- Oct 23: Attended regular monthly Department Head meeting.
- Oct: Responded to approximately 35 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Oct: Received and sent approximately 466 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 26 excavation permits:
 - Road Excavation = 11 (29 locations)
 - Driveway= 15

Meetings: Represented the Town:

- CRCOG transportation committee meeting

- Public Works meeting
- Communication meeting to improve management communication and trust
- 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 planning/construction meeting(s)
- DOT planning/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:
 - None
- 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 19 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
- 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:

- Prepared CIP budget and operation budget.
- 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 (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, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- Engineering Department - Shepard Drive – design services - Review Manafort shop drawings
- Police Department – Russell Road – Tower Site - Site plan review

ECONOMIC DEVELOPMENT

- Keeney Manufacturing ceased manufacturing of metal containing products.
- Local Market Plaza's owner has engaged his former wholesale supplier, a consultant and two commercial real estate firms to solicit a new grocery store. Provided the owner with a list of thirty-seven potential grocers his team should be sure to contact.
- EDAC, with a major local plant at 275 Richard Street, was sold for \$300 million to a partnership between Hanwha, a South Korean firm, and Greenbriar Equity of Rye, NY.
- The owners of Polamer Precision received permission to open a custom automobile acquisition service at their former location on Progress Circle. A Poke restaurant received TPZ approval for a take-out restaurant in the former Chamber of Commerce location at 1046 Main Street.
- The Flying Monkey restaurant was announced as the new tenant at 2095 Berlin Turnpike. Renovations are underway for a relocation from Hartford and grand opening in November, 2019.
- Unemployment in Newington remained nearly flat at 3.2% in September, 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, business owners and attorneys 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.
- Provided input to the consultant for the 2020-2030 Plan of Conservation and Development.
- Updated the Town Council on current Economic Development happenings.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- A Building Permit was issued for an interior fit out for a dental office located at 435-D Willard Avenue.
- An Electrical Permit was issued to renovate Stop & Shop on Fenn Road to accommodate the new online pick up area.
- A Building Permit was issued to renovate the mechanical room for elevator equipment. The location is the Hartford Health Care on 181 Patricia M. Genova Drive.
- An Electrical Permit was issued to install wiring for general receptacles, lighting controls, HVAC Equipment, new 400 amp distribution panel and sub panels, fire alarm system and low voltage telephone and data cabling for the Amazon storeroom at 65 Holmes Road.
- Also, two applications were issued for 65 Holmes Road. They are a Mechanical Permit to install new roof top units, 3 new cage fans and bathroom exhaust. A Plumbing Application to install new bathrooms and a new water heater.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - New England Municipal Building Officials Seminar – October 7-9, 2019
 - A. Hanke - Existing Buildings – focus on performance compliance – October 25, 2019
 - Residential Code Series: Electrical and Photovoltaic – October 7, 2019
 - K. Kilkenny - Residential Code Series: Electrical and Photovoltaic – October 16, 2019
- Building Department activity for the month of October was as follows: The Inspectors completed a total of 195 Inspections. They were: Above Ceiling (2), Boiler (1), Electrical (17), Final (95), Footings (2), Framing (3), Gas Line (11), Insulation (3), Mechanical (5), Plumbing (1), Pools (2), Rebar(1), Roofing (1), Rough (51).
- The total number of Building/Renovation Permits issued / applied for the month of October was 187 producing a total permit value of **\$1,681,719.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	31	764,134.00
DECK	4	25,975.00
DEMOLITION	0	0.00
ELECTRICAL	42	131,228.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	3,125.00
GARAGE / SHED	2	15,591.00
MECHANICAL	45	332,692.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	67,823.00
POOL	1	4,000.00
ROOFING / SIDING	27	241,628.00
SIGN	4	15,257.00
SOLAR	5	80,266.00
TENT	0	0.00
<u>TOTAL</u>	<u>187</u>	<u>\$1,681,719.00</u>

The total Building income fees received in the month of October was **\$20,470.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$680.00 Environmental \$120.00 Conservation \$0.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$48.00 Driveway / Excavation \$1475.00 Engineering copies \$6.00. The other total income is \$2589.00.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for October:	\$1,681,719.00	\$3,395,881.00
Fees for Permits issued for October	\$20,470.00	\$37,545.00
Other income Fees for October	\$2,589.50	\$7,441.50
Building Permits Issued for October:	187	209

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>
\$8,231,787.00	\$92,261.00	\$10,147,088.00	\$115,510.00

HUMAN SERVICES

- SCORE registration will remain open through November 30th to gain more registrations for the December school break programs.
- The Newington Challenge Course had a great month with more days scheduled in November and early December.
- The SUCCESS/ALPS 5th grade program this month went very well with highly energetic students. We will continue to facilitate these challenge days at our outdoor ropes course unless the winter temperatures make it too cold for the outdoor activities. We are utilizing our “Yurt” on the course with wood heat to keep the 5th graders enthusiastic and warm in between the outdoor portions of the sessions.
- NHS Adventure Club went kayaking- facilitated by Rik, Zack and contract Staff this month and they are planning monthly activities through the remainder of the 2019-2020 school calendar.
- Rik Huggard met with the High School Voc. Prep. Class twice, providing classroom activities and a challenge course field trip. We are planning a community service project for the November food distribution.
- Coordinator Meskill organized volunteer recruitment, assignment and confirmation letters to all holiday volunteers.
- Coordinator Meskill and Director LaBrecque attended High School sponsored presentation on vaping and Pat attended the Career Academy Breakfast.
- Coordinator Meskill and Intern Adamowicz attended annual Truth About Hate presentation at the High School, each facilitating a group of students.
- Coordinator Meskill supervised social work student Emily Adamowicz and attended field supervision meeting at CCSU.
- 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 coordinated multiple food drives from various organizations and businesses in the community gearing up for holiday food distribution to an anticipated 350 households. Part time Caseworker Smith coordinated our gift sponsorship program and is in the process of matching donors to gift requests for the anticipated close to 1000 individuals served with holiday gifts.
- Coordinator Wassik and caseworker Pierson attended Medicare Supplemental and Advantage plan update training. They also attended the Larrabee annual meeting which is a charitable organization that supports many of our elderly & or disabled women with special needs.
- Coordinator Wassik and Caseworker Pierson dealt with numerous emergencies around utility and water shut-offs and coded numerous households as hardships so that their service will be protected during the winter months 11-1st through 4-30th.
- Director LaBrecque, Coordinator Wassik, and Caseworker Pierson attended a training on Implicit Bias sponsored by CLASS(CT Local Administrators of Social services) and CASC (CT Association of Senior Center Personnel).
- Director LaBrecque and Coordinator Wassik attended the Crisis Intervention Team Symposium offered to train police officers and human services officials who may tag team to deal with presenting crisis. Additionally Director LaBrecque attended annual Conference on Aging, Hartford Foundation for Giving Basic Needs Grant assessment meeting, ADA all day training conference to maintain certification, and

provided a presentation on Hoarding in cooperation with Fire Department Lt. Meghan Manke to the monthly CCROG meeting.

- Director LaBrecque in collaboration with Community Officer Jaime Desimone, and High School Principal Terra Tigno organized and presented an evening presentation: “Hidden in Plain Sight” with a discussion around vaping, alcohol, and drug use and how to initiate those difficult discussions with youth. Coordinators Meskill and Huggard attended this as well to be available as community resources.
- The staff had a dedicated clean-out day to address accumulation of records and paperwork in preparation efforts towards the transition to the new Town Hall.

October 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	10	11	50	48
Clinical presentations	0	0 <small>presentations/attendees</small>	0	
Youth & Family Service Hours	33	22	153	142.5
JRB cases	0-6 referrals	1	3	9
JRB Service hours:	4	7	15	13.5
Positive Youth Development	266	107	974	973
Community Service	1	1	4	5
# of hours completed	25	0	65	NR
Challenge Course: Adult	0	0	76	96
youth(outside)	32	289	321	276
Information and Referral	1006	851	3167	2473
Social Casework Cases	78	46	275	366
Under 55 =	43	13	112	104
Under 55 disabled =	13	5	58	73
Over 55 =	46	38	139	141
Social Casework Service Hours	137	101.5	502.75	493.5
Under 55=	26.5	25.5	81.5	130
Over 55 disabled and/or disabled	110.5	76	394	363.5
Food Bank Household visits	153	148	628	622
# bags of groceries distributed	626	616	2661	2728
Mobile truck	88	93	491	528
Clothing household visits	0	0	0	60
# bags of clothes given	0* clothing closet ended	0	0	76
Special Needs	15	7	42	45

*Clothing closet ended

SENIOR AND DISABLED CENTER

- On October 11th, State Senator Lesser and US Senator Richard Blumenthal hosted a round table discussion about prescription drug costs.
- The American History Lecture Series continued this month with Professor Day presenting two classes on “Abraham Lincoln and The Civil War”. Participation in this class continues to grow.
- The Artist’s Journey Series, a six-week program of creation (sculpture, needle felting, painting and drawing) in a supportive environment, started this month and will run through November.
- The Center continued to implement the Lyft Initiative with five more Lyft and Learn sessions in October for a total of 10 altogether. The initiative is part of a study undertaken by Lyft and the National Council on Aging to look at how awareness, education and training impact older adult’s use of rideshare and whether that use improves their lives. To that end, the Center reached its goal of enrolling 150 people in the study. Along with the Lyft and Learn sessions, the Tech Help volunteers provided many participants with assistance in downloading apps and setting up accounts.
- The WISE program, a partnership with CCSU and the Center, brings people of different generations together to engage in thoughtful discussions on various topics. This month there were two sessions with one at the center and one at CCSU. The program was also featured in the Town Crier.
- On October 10th Liberty Mutual provided a fun and informative refresher course on how to choose the right auto policy.
- On October 24th Middlewoods of Newington provided a Paint and Sip art class to a sold out crowd. Over coffee and donuts, participants painted an autumn scene.
- Kaitlyn Cuas, MSN, RN of Hartford Health Care Center for Healthy Aging presented a workshop on dehydration including the importance of staying hydrated, strategies and symptoms of dehydration.
- On October 28th Joe Allen of Physical Therapy & Sports Medicine Centers of Newington presented Vertigo: It’s Enough to Make Your Head Spin!
- The Center’s evidence based programs including two sessions of Aging Mastery Program, Matter of Balance and Tai Chi Quan: Moving for Better Balance continued through the month. By partnering with the CT Healthy Living Collective, the Center is able to offer these program at no cost to participants.
- **47** individuals received MOW in October. Of those 47 recipients:
 - 7 receive meals 7 days per week
 - 29 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’s lunch program would be restored to a full five days at the beginning of October but CRT has indicated that the program may face service reductions again in 2020.
- The Center had a total paid membership of 1,391 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 3649 by 521 people. Dial-a-Ride provided 94 residents 989 trips this month, covering 3170 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 700 hours of unpaid service in 273 instances by 53 volunteers.

PARKS AND RECREATION

Recreation Division

- Most Fall Programs have been ongoing throughout the month of October.
- Staff attended the CRPA Fall Quarterly training on Parks and Recreation marketing on October 10th.
- Planning for the youth basketball program (Kindergarten through grade 12) has begun & brochures were distributed to students through grade 8. Grades 2 through 12 will begin in December, and Kindergarten and Grade 1 will begin in January.
- Over 200 people attended the Children’s Halloween Party held on Saturday afternoon, October 26th in the Community Center. The Newington High School Girls’ Swimming and Diving team volunteered at the event.
- The Department hosted its second Scarecrow Contest consisting of 14 entries. The contest was divided into 2 separate categories: Family and Business. The Scarecrows remained on display until

Saturday, October 26 when the 2 highest vote getters received prizes. Voting took place on the Department Facebook page.

- The inflatables outside the Community Center continue to be a big hit, attracting people daily to take pictures of their children and families with the different inflatables.
- The Exercise the Right Choice after school program took place on Tuesday, October 8 and Tuesday October 22.
- The first session of semi-private swim lessons ended on October 23rd. The second session began on October 30th. Semi-private lessons only allow 2 participants as a maximum number. Of the 20 spots, 19 of them were filled.
- Group lessons were ongoing through the month of October. Group lessons allow up to 8 participants per lesson. Of the 72 available spots, 52 of them are filled.

Parks and Grounds and Cemeteries

- General mowing in the Town of Newington
- Legends field facelift cut back all lips, installed topsoil and Duraedge field mix.
- Cleaned up around the shop.
- Pruned and removed dead or dying trees in the courtyard of Anna Reynolds School.
- Removed 150 American flags from light poles.
- Performed two blight remediation: one on Pine Street and the other on Eleanor Place.
- Stripped the roof off the middle pavilion at Churchill. Prepped the roof for a new steel roof.
- Completed the new ADA parking spots, path and concrete floor for the new pavilion at the skate park. New metal pavilion was installed.
- Completed the installation of Arborvitae's at Lucy Robbins Welles Library.
- Fine graded and seeded east side of Library parking lot.
- Removed the dead maple between the Library and Hartt Lane resident. Installed 6 new Arborvitae's to fill the void.
- At the West Meadow Cemetery we had 1 single, 2 double depth and 6 ash grave interments. There were 6 grave sales.

LIBRARY

- The 80th Anniversary Celebration Series continued in October with two cultural events. An after-hours concert was held on Friday, October 4 with *River City Slim & the Zydeco Hogs* that offered the traditional sounds of the Louisiana bayou with a high, energy beat. Two weeks later on a Sunday afternoon, *Sea Tea Improv Touring Company*, entertained people of all ages with a live "Literary Murder Mystery Experience." The final 80th Anniversary event will be on Sunday, December 8 with a holiday concert by *Whisky Tango Foxtrot*.
- The Friends of the Library held a Friends Reception to thank the many people who support the Friends and the library through their membership to the Friends. The Friends of the Library are busy preparing for the annual fall book that will be held on November 15, 16 & 17 at the Newington Senior and Disabled Center. They have also begun preparing in earnest the Friends Winterfest that will be held at the library on January 17. Tickets are on sale now for this annual fundraiser. \$18 in advance and \$20 at the door.
- The children's department staff offered 74 programs to 3,165 children and their caregivers. School visits continued with 1st and 2nd graders from two of the elementary schools *Pumpkin Palooza* brought in a large crowd to decorate their own pumpkins and make pumpkin crafts. The three cookbook clubs, *Lil Chefs, Jr. Cookbook Club* and *Cookbook Club* were full of children of all ages reading pumpkin themed stories and making pumpkin snacks. Highlights of other programs included a new session of the *Parent/Child Workshop*, *Let's Get Goosebumps*, *Tails to Tails* and *Safety with Guide Dog Ume* and her owner Pam Garde. Children's author Tami Charles, author of *Fearless Mary* and *Like Vanessa* spoke to all 3rd and 4th graders at the high school and then spoke to 7th and 8th graders at both middle schools as part of the *John and Adella Sliva Young Peoples Literary Series*. This series was made possible by an endowment by the Sliva family. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teen librarians were offered 6 programs to 409 teens. *Teen Horror Movie Night* included a showing of the new the horror movie *Lights Out*. Teen librarians were also busy with outreach to the two middle schools offering book talks to 7th and 8th graders and facilitated a book discussion at the high school.

- Adults were offered with 19 programs to 488 adults. In addition to the two 80th Anniversary cultural events the library hosted a film series with Gil Gigliotti titled *A Look at Some Great Directors & Their Films*. Films shown were Charlie Chaplin's *Modern Times*, John Ford's *How Green Was My Valley*, William Wyler's *Roman Holiday* and Steven Spielberg's *Raiders of the Lost Ark*. Highlights of other programs included a book discussion of *The Art Forger* by B.A. Shapiro, *Stress Management 101*, *Interview Skills*, and *Movies and More* with a showing of *POMS*. Outreach to Middlewoods resumed at the end of the month.
- Total circulation of library materials was 23,281. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,900 times from the library website. 13,886 people visited the library during the month. Popular online services included *ReferenceUSA*, *Ancestry.com*, *Creativebug*, and *PebbleGo Social Studies* and *PebbleGo Next: States*. Museum passes were used 61 times this month, the most popular being *Florence Griswold Museum*, *Connecticut Trolley Museum* and *Mystic Seaport* during the month. Staff answered 4,219 reference questions. Free library meeting space including study rooms was used 435 times during the month. *Lucy-to-Go Curbside Service* was used 9 times in September.
- In technology news, Digital Services Librarian Jennifer Hebert held an *Excel Essentials* class in October. Our one-on-one tech support programs *Tech 4 U* and Teen Tech Troubleshooting were held several times throughout the month. Upcoming technology programs will be *Save It to the Cloud* in November and *Google Photos for the Holidays* for December will be *Excel Essentials*. The library's ILS Sierra by Innovative Interfaces, Inc was moved to Amazon Web Services on October 29.
- In personnel news, Cathy Carle, a retired Newington teacher, was hired as a Children's Substitute. She began her training at the end of the month. New Reference Substitutes Patricia Ronalter and Brenda Hankard will begin training in November. Library Director Lisa Masten continued with her work on the Transition Team to hire a new Executive Director for the Library Connection, Inc., the consortium for the Newington Library and 29 other area libraries. Head of Collection Management Jeanette Francini attended the New England Library Association Conference in Groton, CT. Bailey Francis attended a Young Adult Roundtable in the Hartford area. Head of Children's Pat Pierce attended the Connecticut Library Association Hartford area Children's Roundtable. Children's Librarian Joanne Cocola attended the CLA Annual Children's Section Meeting in Wallingford.
- Topics of note that were researched this month included:
 - Kids scary short stories books.
 - Picture books with black and minority characters
 - Information on Medicare Part A & B and how to get a Medicare card.
 - Thriller/horror books that are not paranormal.
 - List of foods that are high in hydration and fiber.