



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: January 27, 2019
Re: Monthly Report – November 2019

GENERAL ADMINISTRATION

- The former Town Manager attended the Town Hall Renovations Building Committee meetings.
- The former Town Manager met with the Public Works team to discuss various matters.
- The former Town Manager met with QAM Architect and Downes Construction Company to discuss Town Hall/Community Center Building project.
- The former Town Manager attended the Veterans Day Ceremony at the Senior and Disabled Center.
- The former Town Manager attended the Topping of the Steel for the Town Hall Project.
- The former Town Manager met with Departments to discuss CIP.
- The former Town Manager attended Swearing in Ceremony for newly elected Councilors.
- The former Town Manager met with staff, union and legal representatives regarding personnel issues.
- The former Town Manager worked with staff on enforcement of various blighted properties.
- Throughout the month, she met with various residents and constituencies to dialogue about their concerns.

Overtime

Paid overtime during the month of November 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		
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 964.40
ROAD MAINTENANCE	5.0	\$ 238.15
TRAFFIC	7.2	\$ 339.70
LEAF COLLECTION	569.7	\$ 28,000.85
LEAF COLLECTION - SEASONAL	198.2	\$ 3,567.60
SNOW EQUIP PREPARATION	54.5	\$ 2,861.35
TOTALS	854.6	\$ 35,972.05
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
GENERAL GROUNDS AND EVENTS	228.25	\$ 9,895.32
CEMETERY	4.00	\$ 276.00
TOTALS	232.25	\$ 10,171.32

	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	310,607.47	619,839.00	412,839.69
Investigation	89,232.00	14,208.18	81,972.00	18,357.75
Communication	169,820.00	65,493.91	173,143.00	58,433.74
Education/Training	138,826.00	52,216.75	130,461.00	43,421.80
Support Services	59,255.00	20,898.48	36,306.00	22,323.83
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	\$ 464,030.72	\$ 1,050,622.00	\$ 556,087.47
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 7,647.15	\$ 27,142.00	\$ 7,591.22
Snow and Ice Control	165,297.00	2,395.12	161,264.00	18,487.46
Traffic	4,057.00	1,534.76	3,958.00	2,003.40
Vehicles and Equipment	32,822.00	11,192.37	32,016.00	7,911.50
Leaf Collection	<u>33,898.00</u>	<u>23,861.11</u>	<u>33,073.00</u>	<u>2,052.00</u>
Total	\$ 264,159.00	\$ 46,630.51	\$ 257,453.00	\$ 38,045.58
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 43,701.74	\$ 84,463.00	\$ 32,163.73
Cemeteries	<u>16,445.00</u>	<u>5,863.68</u>	<u>16,045.00</u>	<u>10,343.46</u>
Total	\$ 101,284.00	\$ 49,565.42	\$ 100,508.00	\$ 42,507.19

PERSONNEL

- The vacant Police Sergeant position was offered to Brandon LaChance, he began his position on November 1, 2019.
- The vacant Animal Control Officer was posted in October, we are still accepting applications.
- A job posting for Supervisor of Parks, Grounds & Cemeteries was posted on November 7, 2019 with a closing date of November 29, 2019.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The fourth 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 October 2019 were \$447,098. 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 October, 2019

	Town	Board of Education	Total
Estimated Claims	1,048,904	2,730,800	3,779,704
Actual Claims	490,659	1,688,331	2,178,990

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 67 formal work orders.
- Updating core network components and servers with the latest patches and firmware.
- Replacing an old network printer in Parks and Recreation Department with a newer model.
- Creating, configuring and deploying a new print server.
- Deploying a new printer at Fire Company 5.
- Deploying Windows 10 to all workstations within the Police Department.
- Updating Tax Map Annotation (97% complete) and making Parcel Update Adjustments to GIS Maps (98% complete).
- Completing updates to the Town’s Zoning Map and combining information from 2 previous maps to create a new layout per department request.
- Creating a bridge layer and Bridge Map for Engineering Department.
- Updating Pavement Layer for all Town Owned Properties.
- Installing the latest security patches on the Town’s Remote Access infrastructure.
- Upgrading Parks and Recreation’s line of business (LOB) application to the latest release.
- Setting up and testing equipment in support of Election Day Registration and District 1 for Election Day.
- Updating all firmware and software supporting the wireless components in Police Department vehicles.
- Updating Group Polices and various settings to accommodate Windows 10 changes.
- Deploying updated (operating system, antivirus, productivity suite, etc.) images on all Town Council laptops.
- Troubleshooting and resolving performance issues with adding new printers on Windows 10 endpoints.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- Follow up questions and documents were supplied for our auditors, Blum Shapiro. We just finished reviewing the first draft copy of the audit report and should receive the final report by mid-December.
- Deputy Finance Director, Lisa Rydecki, worked with the IT department and Munis to update our financial forms. Testing is under way to make sure that all of the checks and purchase orders print out correctly. We should be able to go live with this in December.
- Munis budget module was activated during the month for Town departments to begin entering their requests for the General Fund FY 2020-21 Operating budget.
- Departments submitted all of their Capital Improvement Request for the 2020-21 fiscal year. Meetings were held with the Town Manager, Finance and Department heads to review them through the month.

The Town did not receive during the month from the State of Connecticut any grant money. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE
(Unaudited)
11/30/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$290,405	\$41,176,136
Special Revenue Funds	27,000	25,607	724,473
Capital Projects Funds		9,347	1,087,011
Internal Service Fund	25,000	28,565	3,834,598
Trust and Agency Funds		8,069	1,086,054

TOTAL, ESTIMATED BY FUND			\$47,908,272
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INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2019

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.87	1.87	25,140	23,657	\$17,509,439
Bank North	1.27	1.27	573	655	557,941
TDBank (new)	1.75	1.75	11,948	16,337	10,779,578
Farmington Bank	1.50	1.50	11,676	16,800	10,891,602
Webster Bank	1.55	1.55	4,218	4,646	3,152,972
Liberty Bank	2.00	2.00	7,691	9,049	5,016,740
Total Outstanding Investments					\$47,908,272

Rates reflect avg. monthly yield, annualized

Assessor

- Ninety-eight (98%) of all Real Estate improvement permits were inspected for inclusion on the 2019 Grand List.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through October 22, 2019.
- Over 1,490 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 29% of the declarations have been processed. Any remaining declarations that have not been filled out will be assessed and penalized for failure to file sometime in January.
- Completed work on the 2018 Supplemental Motor Vehicle file for the billing period as of January 1, 2020. This year there were 4,860 vehicles on the list with a total net assessment of \$33,250,985.
- Based on our current mill rate of 39.45 this list is expected to produce approximately \$1,311,751 in new tax revenue.

Revenue Collector

- Collections for November on the 2018 Grand List amounted to \$796,227.35 and back tax collections were \$39,221.86 which includes \$2,683.21 for suspense collections.
- This year's total collections through November were 56% which is comparable to last year's figure of 56%.
- The Town Constables are busy collecting on delinquent Personal Property and Motor Vehicle taxes.
- Delinquent notices were mailed to 199 real estate tax payers the first week of November as well as 2,339 delinquent motor vehicles, and 83 personal property tax bills.
- Preparation is under way for the Supplemental Motor Vehicle bills. Real Estate property transfers have been sent the second installment bill for their payment, or for them to pass along to their escrow company for payment in January. The Supplemental Motor Vehicle tax bills will be mailed at the end of December since changes are still being made in the Tax Office and Assessor's Office before final steps are taken for balancing and submission to the software company for printing and mailing.

TOWN CLERK

- There were 66 property transfers in November for a total of \$9,942,834 in sales. State conveyance tax collected was \$76,938.76; Town conveyance tax collected was \$24,857.09.
- There were seven residential sales over \$300,000. There was one Commercial transfer in the amount of: \$550,000 at 609-610 North Mountain Road from 610 North Mountain Road LLC to 610 MLINA LLC.
- There were 366 documents filed on the Land Records: 110 mortgages, 12 liens, 118 releases and 6 probate documents, and 93 of these documents were electronically filed on the land records generating \$11,618 in revenue.
- The staff issued a total of 129 certified copies of birth, death and marriage certificates. Thirteen burial permits and three cremation permits were issued.

- Staff catalogued five liquor permits, four Notary Public commissions and two Trade Name certificates.
- The office issued fourteen (14) passes to the landfill station.
- Copy revenue totaled \$1,895; \$1,067 was generated by the online land record portal.
- Staff issued 402 absentee ballots for the November 5th Municipal election.
- The office has completed the re-creation, scanning and microfilming of the Town Plan & Zoning Commission minutes from 1924-2019. The Conservation Commission minutes have been re-created and scanned from 1984-2019. Staff will be completing the remaining years, back to the commission creation in 1972, after which they will be sent for microfilming preservation. The Board of Parks and Recreation minutes from 1938-July 1998 have been re-created, scanned and microfilmed. The remaining years from August 1998-current will be completed shortly. This allows for keyword search through the entire record set.

DATA SUMMARY NOVEMBER 2019				
	<u>November-18</u>	<u>November-19</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	363	366	2,001	2,120
Dog Licenses Sold	36	39	509	645
Game Licenses Sold	16	9	54	34
Vital Statistics				
Marriages	7	12	90	88
Death Certificates	16	17	85	87
Birth Certificates	23	12	100	113
Total General Fund Revenue	\$ 49,087.00	\$ 42,068.59	\$225,833.64	\$228,076.00
Town Document Preservation	\$ 1,151.00	\$ 1,233.00	\$ 6,085.00	\$ 6,977.00
State Document Preservation	\$ 2,224.00	\$ 2,064.00	\$ 11,200.00	\$ 11,360.00
State Treasurer (\$36 fee)	\$ 9,900.00	\$ 9,252.00	\$ 50,220.00	\$ 50,652.00
State Treasurer (\$127 fee)	\$ 2,032.00	\$ 5,334.00	\$ 17,272.00	\$ 27,940.00
State Treasurer (\$110 fee)	\$ 3,520.00	\$ 5,060.00	\$ 20,790.00	\$ 30,030.00
LoCIP	\$ 825.00	\$ 771.00	\$ 4,185.00	\$ 4,221.00
State Game Licenses	\$ 336.00	\$ 182.00	\$ 1,180.00	\$ 842.00
State Dog Licenses	\$ 280.00	\$ 346.00	\$ 3,607.00	\$ 4,744.00
Dog Licenses Surcharge	\$ 84.00	\$ 98.00	\$ 1,226.00	\$ 1,604.00
Marriage Surcharge	\$ 272.00	\$ 306.00	\$ 1,326.00	\$ 1,632.00
Grand Total	\$ 69,711.00	\$ 66,714.59	\$342,924.64	\$368,078.00

POLICE DEPARTMENT

Patrol Calls for November are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	1
Administrative	0	Fire Stand By	0	MV Assist	30
Alarm Commercial Burg Alarm	101	Fire Structure Fire	18	MV Complaint	50
Alarm Hold Up Alarm	7	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	30	Fire Training	0	MVA Evading	13
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	3	MVA Fatal	0
Animal Complaint	16	Fire Water Problem	0	MVA Injury	16
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	102
Assault	2	Fireworks	0	Neighbor	15
Assault in Progress	0	Follow Up	35	Noise	16

Assist Motorist	5	Found Property	6	Non Collect Person	4
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	0	Harassment	7	Open Door/Window	7
Bad Check Insufficient Funds	1	Hazard	40	Parking Violation	13
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	40
Bomb Threat	0	Hold Up Alarm	1	Personal Relief	0
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	8
Burglar Alarm	1	HOPE PROJECT	0	Prisoner Care	5
Burglary	2	Illegal Dumping	3	Private Duty	0
Car Seat	1	Indecent Exposure	0	Property Found	2
Check Welfare	47	Intoxicated	4	Property Lost	1
Check Welfare 911	49	Juvenile Complaint	15	Prostitution	0
Check Welfare Other	3	K9 Assist	2	Recovered Stolen MV	0
Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	3	Residential Lockout	2
Court Detail	7	Larceny	53	Robbery	0
Criminal Mischief	6	Larceny from MV	16	Roll Call	2
CSO	1	Lift Assist Only	6	Serve Subpoena	0
Customer Dispute	13	Liquor	0	Serve Warrant	37
Dog Complaint	40	Local Traffic Authority	0	Sexual Assault	1
Domestic	29	Location Check	70	Shots fired	0
Door Check	0	Location General	0	Specific Detail	95
Drug	11	Lockout Building	3	State Pistol Permit	0
DUI	10	Lockout MV	1	Stolen MV	2
EDP	21	Lost Property	4	Sudden Death	4
Escort / Transport	4	LTA	0	Suicide	0
Escort Funeral	6	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	19	Suspicious MV Unoccupied	16
Escort Retrieval	0	Medical Cardiac	19	Suspicious Report	117
Escort Tax	0	Medical Complaint	197	TEST	0
Fingerprint	11	Medical Diabetic	1	Threatening	7
Fire Alarm	24	Medical Fall	35	Tobacco	0
Fire CO Detectors no sympt	6	Medical Mutual	0	Tow	16
Fire CO Detector with sympt	1	Medical Other	0	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	11	Traffic Stop	255
Fire Hazmat	2	Medical Stand by	5	Trespass	0
Fire Mutual Aid Request	0	Medical Trauma	0	Unknown	7
Fire Other	11	Medical Unresponsive	5	Water problem	6
Fire Rescue	0	Missing	5	Total	1,968

- In November, the Community Service Officer (CSO):
 - On November 30th, the Newington Police Department, in conjunction with the Newington Human Services Department, conducted its annual “Stuff a Cruiser” toy drive. The event was held at Walmart, 3164 Berlin Turnpike, Newington, CT.
 - The CSO conducted another four-night session of the Rape, Aggression, Defense program for Newington women residents and business woman
 - Several car Safety Seat Checks for 11 Newington residents;
 - Maintained social media sites.
- In November, the Detective Division:
 - Handled 49 investigations, 42 remain ongoing, 7 have been closed by investigative methods.
 - Served 35 arrest warrants, 28 by Patrol Officers, 7 by Detective Division.
- In November, the Animal Control Officers had the following activity:

- 55 Calls – 39 Dog, 17 Animal
- 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
- 10 Impounds – 7 redeemed, 2 sold as pets, 0 euthanized, 1 quarantine, 0 carry over, 0 DOA
- 0 Infraction written
- 102 Incoming Phone Calls
- 0 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
- 1 Written Warnings
- 10 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 21 Combined Dog/Animal/Specific Detail/Check Welfare
 - 10 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 1 Written Warning
 - 0 Dog bite- 1 dog vs human, 0 dog vs dog
 - 2 Dog/Cat Adoption
 - 511 -
 - 2 Combined Dog/Animal/Specific Detail
 - 0 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warnings
 - 0 dog bite- 0 dog vs human, 0 dog vs dog
 - 0 Dog/Cat Adoption
 - Other –
 - 33 police assisted Animal/Dog Complaints.
- In November, the Patrol Division had the following activity:
 - On November 1st, Officer Brendon LaChance was promoted to the rank of Sergeant. He was assigned to the Patrol Division as a shift supervisor.
 - During the month of November, newly promoted Patrol Supervisors Sergeant Henry Rodriguez and Sergeant Brendon LaChance attended a specialized training course on the topic of police supervision and leadership.
 - During the month of November, Officer Eric Chapdelaine attended a week-long specialized training course on the topic of police response to active shooters.
 - On November 17th, a midnight shift patrol officer observed a vehicle exit the parking lot of the Grantmoor Motor Lodge and begin traveling north on the Berlin Turnpike. The officer ran a check on the license plate, which indicated no record found. Suspecting the vehicle might be unregistered, the officer initiated a traffic stop. The officer contacted the driver of the vehicle and her two passengers. The operator stated she did not have her license with her but identified herself as Jordan Burke. The front seat passenger identified himself as “Michael Kelly from 9 Vineyard Lane, East Haven, CT”. He was asked how old he was, he replied “Im thirt.... im about to be 42”. It should be noted that the date of birth that he previously provided would make him forty years old. The rear-seat passenger was positively identified as Lynnette Richardson.

Additional officers arrived on scene to assist. By querying the information provided by the occupants of the vehicle, the officer discovered that Jordan Burke's operator's license was suspended. A query of “Michael Kelly” revealed a wanted person hit for “Richard Smith” 11-17-1984, which listed “Michael Kelly” as an alias. Through the use of photographs and descriptions of tattoos, the officer was able to identify this individual as Smith. The officer asked Smith to step out of the vehicle and as he did he threw a small plastic bag, consistent with the type used to store narcotics, to the ground. Smith was subsequently found to be in possession of crack cocaine. Smith was placed under arrest.

The remaining occupants were asked to exit the vehicle. A female officer conducted pat downs of both female occupants. A search of the vehicle's interior was also conducted. At this time a small plastic bag containing crack cocaine was located on the passenger seat. A bag containing Heroin/Fentanyl was located on the driver side floor board. Based on this discovery, Burke was placed under arrest. In the back seat of the vehicle, miscellaneous needles and tools used to inject heroin were discovered. Burke claimed ownership of those items.

A search of the VIN number on the vehicle revealed that it was listed as a stolen motor vehicle out of Bridgeport, CT. It was later determined that the passenger, who was positively identified as Richard Smith, was the subject of three outstanding arrest warrants from New Haven, CT and four PRAWN arrest warrants.

Smith was charged with Possession of a Controlled Substance, Larceny in the 3rd degree (stolen vehicle), and Interfering with an Officer. Smith was held on a \$10,000 bond. The outstanding PRAWN arrest warrants were served.

Burke was charged with Possession of a Controlled Substance, Possession of Drug Paraphernalia, Larceny in the 3rd degree (stolen vehicle), Operating an Unregistered Motor Vehicle, Operating Under Suspension, Misuse of a Marker Plate, and Failure to Carry an Insurance Card. Burke was held on a \$25,000 bond.

- On November 25th, Sergeant Ryan Deane was transferred to the Support Services Division where one of his responsibilities will be to provide administrative support to the day shift Patrol Supervisor. Sergeant Deane's patrol responsibilities include case review and management, booking room and prisoner oversight, building equipment and vehicle inspections, patrol supervision in the absence of the primary patrol supervisor.
- Property Report November 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	12	\$ 3,800
Vehicle Inventory	0	\$ 0
Stolen	96	\$ 114,100
Abandoned	1	\$ 0
Evidence	66	\$ 1,000
Found	1	\$ 0
Lost	3	\$ 125
Seized	43	\$ 2,181
Recovered	32	\$ 4,668
Impounded	0	\$ 0
Informational	9	\$ 1,500
Total	263	\$ 127,374

- Police Department Overtime November:
 - Comparison
 - OT October \$ 90,635 2 pay periods (1 holiday)
 - OT November \$ 97,413 2 pay periods (1 holiday)
 - \$ 6,778 increase
 - During November, 1 Officer out on workers' compensation, 1 Officer was on light duty assisting Support Services, 2 Officer vacancies 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 the Detective Division. The increase in Dispatch overtime is primarily because the light duty officer assisting in Dispatch went out on full leave.
 - Admin overtime \$0
 - Patrol overtime. \$ Patrol overtime \$57,979, an increase of \$2,804. 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, burglary, threatening call, evidence collection, prisoner hospital duty, motor vehicle accidents, weather related coverage, missing juvenile, suicide, booking, subpoenas, search warrants, court appearances, casework, hold overs, and overtime for time off/vacancies/injuries.
- Detective Division overtime. \$3,835, an increase of \$578. Overtime includes background investigations for new hires, death investigation, smash and grad investigation, out of state extradition, crime scene processing and \$3,449 for holiday pay.
 - Communications overtime \$15,496, an increase of \$3,428. 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 \$14,708, an increase of \$6,838 and includes overtime for the following training: ERT, FTO recruit training, recertification, RAD training, Taser training, Fall firearms, Police Response to Active Killers, Crisis Intervention, Intelligence Liaison Conference and Supervisor training for new Sergeants.
 - Support Services overtime \$5,395, an increase of \$500. Overtime includes holiday pay, a Library presentation, Halloween stroll Market Square and Veterans Day Honor Guard.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of November, 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:

	November 2019	5 Month Activity
FIRES		
Structure Fire	2	7
Vehicle Fire	0	4
Exterior Fire	1	11
Other Fires	1	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	5
Extrication	0	5
Other Rescue Calls	0	5
SERVICE CALLS		
Hazardous Condition Calls	12	60
Water Problems	1	8
Other Service Calls	5	29
OTHER		
Good Intent Calls	3	14
False Alarm/False Calls	30	130
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	2
Mutual Aid/Standby	0	1
Total	55	289

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

CO-4 Training	Mayday SOP search Techniques	10.0 hours
Driver Training	2-Q Orientation	32.0 hours
Fire Service Instructor II		56.0 hours
Haz-Mat Training		8.0 hours
First Due Tactics		8.0 hours
Multi Co Training	TI-9 Rescue Tool	78.0 hours
Air Bag/Stabilizer Jacks	Training Demo	51.0 hours
Cadet Training	Forcible Entry	40.0 hours
CCROG Training	AFFF Use Awareness	8.0 hours
Officer Training	Confine Space Equipment	4.0 hours
Cadet Training	Hose Line Advancement	42.0 hours

Cadet Training	Search/Rescue	73.0 hours
Multi Company Training Day	CCSU Confined Space	35.0 hours
Officer Training	Cancer Awareness	31.0 hours
Total Training		476.0 hours

FIRE MARSHAL

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

INSPECTIONS	8
INSPECTION FOLLOW-UPS	15
PLAN REVIEWS	7
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	3
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 26 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the Annual Fire Department Awards Night at the Casa Mia Restaurant in Berlin.
- Attended several Public Health Long Term Care Mutual Aid Exercises at Jefferson House and Bel-Air Manor. The drills simulated the relocation of patients as a result of a major storm, power loss and major structural damage to their facilities.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford.
- Attended the Annual Junior/Cadet Division pancake breakfast at Fire Headquarters.
- Met with the Finance Director and Deputy Chief Stegmaier to review the department's pension programs.
- Conducted the monthly chiefs meeting at Fire Headquarters.
- Met with the Town Manager, Finance Director and Command Staff to review the departments CIP Budget requests.
- Attended the swearing in ceremony for the newly elected Town Officials in the council chambers at Town Hall.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the Annual International Association of Arson Investigators Conference and Meeting in Rocky Hill. Topics included: Field Interviews and Witness Statements, Interviews and Interrogations and Arson for Profit Fires.
- Attended a joint meeting of the Hartford County Fire Emergency Plan and the Capital Region Fire Chiefs Association in Avon.
- Attended the MDC Local Fire Marshals meeting at the MDC maintenance facility on Maxim Road in Hartford.
- Attended a meeting with Town staff to review plans for the Annual Parks and Recreation Departments "Night of Lights" Celebration in the Town Center.
- Attended a rescue drill and air bag demonstration at the training tower; several surrounding departments also participated.
- Attended a retirement party for Suzanne Reniewicz to help celebrate her retirement after 22 years as the Fire Department Secretary.
- Attended a Town Council meeting to review the 2019 Homeland Security Grant Program Region- 3 Memorandum of Agreement.
- Conducted the monthly command Staff Meeting at Fire Headquarters.
- Participated in a confined space rescue drill at CCSU along with our rescue squad and crews from the New Britain and West Hartford Fire Departments.

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 CIP meeting with Town Manager
- Met with ASFCME representatives to discuss various issues
- Met with CT DOT to discuss traffic light improvement project at Maple Hill Avenue and Cedar Street
- Attended Eversource meeting to discuss road excavation restoration
- Attended Annual Truck Fleet Seminar
- Coordinated Annual Hearing Tests for Highway, Parks and Seasonal employees

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- One eviction scheduled for the month – no storage required
- Highway personnel, along with a crew from the Parks Department, and seasonal employees, began the annual fall leaf collection program

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
- Assisted Highway Department with annual leaf collection program

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Police Mechanic continued outfitting one new patrol vehicle
- Responded to two (2) after hour call ins
- Assisted with Annual Leaf Collection program providing drivers as needed
- Mechanics converted trucks and equipment from leaf collection equipment to snow removal due to an early snow event
- Completed plowing and salting equipment setup for the Parks and Grounds Department

Sanitation/Recycling/Landfill

- Scheduled 841 residential bulk items for collection for the month
- Scheduled 96 condominium bulk items for collection for the month
- Scheduled 31 condo/residential scrap metal items for collection for the month
- 2932 tons of cumulative Municipal Solid Waste were collected from July through October
- 802 tons of cumulative recyclables were collected from July through October
- 719 mattresses/box springs were collected from July through October
- 116 televisions were collected from July through October
- Issued 25 permanent landfill permits and 7 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of November 13, 2019:

- Approved, with conditions, Petition #30-19: Site Plan Modification at 135 Fenn Road. Stanwell Associates LLC, owner/applicant
- Approved a Waiver from Section 3.12 (Trees and Planting) of the Subdivision Regulations for the “Packard’s Way” Subdivision.
- Approved the Release of Performance Bond for the “Packard’s Way” Subdivision in the amount of \$54,150 and the establishment of a Road Maintenance Bond in the amount of \$2,850.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- Nov 7: Met with potential brewery applicant.
- Nov 7: Met with Church Street Hindu temple congregation leadership.
- Nov 12: Met with owner of 2221 Berlin Turnpike re possible use.
- Nov 14: Met with owner of 80 Walsh Avenue re boundary adjustment.
- Nov 20: Met with medical office developers re possible project in Newington.

Grant-Related Project Activities

- Nov: Continued administration of Residential Rehab Program.
- Nov: Continued administration of Community Connectivity grant.
- Nov: Continued administration of Streetscape Phase VI (Constance Leigh).

Board and Commission Meetings:

- Nov 13: Attended Town Hall Building Committee meeting.
- Nov 13: Attended regular monthly TPZ meeting
- Nov 15: Attended Affordable Housing Monitoring Agency meeting.
- Nov 25: Attended special TPZ meeting re POCD update.
- Nov 25: Attended regular monthly TPZ meeting.
- Nov 26: Attended regular Town Council meeting.

CRCOG/Professional Development/Training:

- Nov 1: CRCOG "Anchor Institutions" activity in Windsor Locks.
- Nov 5: CCAPA Awards Committee meeting in Windsor.
- Nov 6: Greet CRCOG Scenario Planning Conference attendees at Cedar Street Fastrak Station.

Miscellaneous

- Nov 13: Attended Public Works Team meeting.
- Nov 13: Discussed Mazzoccoli Way with Town Manager.
- Nov 21: Witnessed loan documents for housing rehab grant recipient.
- Nov 26: Briefed Town Manager on recent TPZ meetings.
- Nov 26: Met with Town Manager re FY 2020-21 CIP budget request.
- Nov: Responded to approximately 25 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Nov: Received and sent approximately 373 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 11 excavation permits:
 - Excavation = 11

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 23 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
- 135 Fenn Road – Site plan review
- 84 Faith Road – Site plan review
- 3443 Berlin Turnpike - As-Built survey review
- 109 Goode Drive – Pool site plan

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 for Town Infrastructure 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
- Coordinated with MDC regarding restoration of Old Farms Drive

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/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)
- Police Department – Russell Road – Tower Site - Site plan review
- Facilities Department - Senior Center Parking lot layout – surveying and design services
- Parks & Recreation Department – Clem Lemire Sports Complex – AARP Adult exercise and child playscape layout – surveying and design services

ECONOMIC DEVELOPMENT

- There was new interest expressed in the National Welding Site from an office building developer.
- EDAC, following its recent sale, has rebranded itself Hanwha, the name of its South Korean parent, and installed temporary signage at its plant on Richard Street.
- Amazon has leased space in the former Sears Warehouse building on Holmes Road.
- Corsicana Mattress on Alumni Road is doubling production and adding 35 new employees.
- The Flying Monkey restaurant opened at 2095 Berlin Turnpike with overflow crowds and many pleased customers.
- Unemployment in Newington ticked up slightly to 3.3% in October, 2019 according to the Connecticut Department of Labor.
- Advised commercial real estate brokers representing Newington properties for sale or rent.
- Assisted commercial real estate brokers and business owners searching for locations in Newington to open new businesses.
- Assisted existing business owners 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 and Zoning Board of Appeals.
- 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 property owners that received directives from the Engineering Department or Zoning Enforcement Officer.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- A Building Application was applied for and is under review for an interior renovation of the nurse's station, dining room (seating area) and corridors for the Jefferson House located at 1 John H. Steward Drive.
- A fit up for a hair salon Application was applied for and is under review to remove a 6' section of a wall to create a washer & dryer closet and add 10 shampoo sinks at 3320 Berlin Turnpike.
- An Application was applied for 2434-3 Berlin Turnpike for a restaurant fit out.
- An Application was applied for and is under review for a bathroom, 3 bay sink, hand sink, lighting, hot water heater, and sushi salad bar at 1046 Main Street.
- An Electrical Permit was issued to wire new upgraded furl dispensers reusing existing wire and pipe. This is a dispenser swap at the Citgo Station on 2407 Berlin Turnpike.

- An Electrical Permit was issued for the complete electrical wiring fit out for the new dental office and treatment rooms at 435-D Willard Avenue. Also, a Mechanical Permit was issued to install condensing units to the two (2) existing split system furnaces and install RGD with drops off the existing duct work mains. There was also a Plumbing Permit issued to install 9 sinks, 2 water closets 1 shower, 1 new electric water heater, 1 dental vacuum system, and medical gas piping for O2 and NO2 from the regulators in the cylinder storage room to the 3 treatment rooms.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Residential Code Series: Mechanical, Radon and Plumbing – 11/6/2019
 - K. Kilkenny - Residential Code Series: Mechanical, Radon and Plumbing – 11/13/2019
- Building Department activity for the month of November was as follows: The Inspectors completed a total of 152 Inspections. They were: Above Ceiling (2), Boiler (2), CO (1), Electrical (8), Final (63), Footings (6), Framing (4) Gas Line (8), Insulation (3), Mechanical (4), Plumbing (1), Pools (2), Rough (45), Sign (1), Slab (2).
- The total number of Building/Renovation Permits issued / applied for the month of November was 175 producing a total permit value of **\$3,245,291.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	27	891,405.00
DECK	1	7,500.00
DEMOLITION	0	0.00
ELECTRICAL	38	302,039.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	5,000.00
GARAGE / SHED	3	8,500.00
MECHANICAL	49	733,853.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	171,322.00
POOL	1	68,000.00
ROOFING / SIDING	20	986,524.00
SIGN	2	25,925.00
SOLAR	8	45,223.00
TENT	0	0.00
TOTAL	175	\$3,245,291.00

The total Building income fees received in the month of November was **\$36,628.00**

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 November 2019 and November 2018:

	<u>2019</u>	<u>2018</u>
Value of Permits issued for November:	\$3,245,291.00	\$1,346,199.00
Fees for Permits issued for November	\$36,628.00	\$16,482.00
Other income Fees for November	\$3,227.50	\$3,273.50
Building Permits Issued for November:	175	148

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

2018-2019		2017-2018	
Value	Permit Fee	Value	Permit Fee
\$11,477,078.00	\$128,889.00	\$11,493,287.00	\$131,992.00

HUMAN SERVICES

- Fall SCORE programs continued this month with a full schedule. Attendance has been consistent and the weather was not a factor for scheduling. The second school year with the “Discovery Tuesday’s” program that runs during the half-day, professional development days continues to be a great success. We are looking forward to facilitating it from February 2020 through the end of May 2020.
- The Newington Challenge Course has had a very active November and plans to continue outdoor ropes course programs as long as weather permits. We are already scheduling dates throughout the 2019 season.
- We are developing a collaboration with the 9th grade special education team at Newington High School. We facilitated one in-class session and one day at Newington Challenge Course. Our plan is to continue with more in-class sessions and additional outdoor experiences.
- The High School Vocational Prep class met one day in-class this month. We are currently planning for the class sessions of the winter/spring 2019 semester.
- Coordinator Meskill coordinated volunteer scheduling of assignments and developing schedule for December & sending schedule confirmation letters to all holiday volunteers. Over 200 time slots were filled by 84 different volunteers.
- Coordinator Meskill and student attended a meeting at Newington Pediatrics to share services and programs offered by this department to numerous pediatric providers in Newington.
- Coordinator Meskill supervised social work student Emily Adamowicz and completed her fall semester evaluation for CCSU.
- Staff attended an informational meeting re the Atrium in Rocky Hill to develop resources.
- 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.
- Part time Caseworker Smith continues to coordinate 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 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.
- The focus for November has been the coordination of volunteers, packing food bags for the food distribution and giving out to close to 300 households and delivering food to close to 70 households.

November 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	14 0	10 0 <small>presentations/att endees</small>	64 0	62
Youth & Family Service Hours	36	33	189	167.5
JRB cases JRB Service hours:	1/5 still pending 5 hearing	0/6 referrals 4	4 20	10 16
Positive Youth Development	250	266	1224	1223

Community Service # of hours completed Challenge Course: Adult youth(outside)	1 25 12 0	1 25 0 32	5 90 88 321	9 NR NR NR
Information and Referral	1102	1006	4266	3513
Social Casework Cases Under 55 = Under 55 disabled = Over 55 =	67 26 6 35	78 43 13 46	342 138 64 174	414 114 82 170
Social Casework Service Hours Under 55= Over 55 disabled and/or disabled	71 30.75 40.25	137 26.5 110.5	502.75 81.5 394	573.75 146.25 427.5
Food Bank Household visits # bags of groceries distributed Mobile truck	115 445 46	153 626 88	743 3106 537	770 3424 659
Clothing household visits # bags of clothes given	0 0* clothing closet ended	0 0	0 0	60 76
Special Needs	20	15	62	55

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Center's Annual EXPO was held on November 7 from 10:00 a.m. - 1:00 p.m. Free and open to the public, the Expo was attended by approximately 400 people who enjoyed free health screenings, vendor giveaways and information about everything you want to know about senior services including housing, home and health services, financial services, government services and more! To accommodate parking issues, a free shuttle was offered from the municipal parking lot at Market Square during the EXPO.
- While the Center's Giving Garden was wrapping up their season, the garden saw a major improvement with the installation of sidewalks to connect the garden and improve accessibility. This will allow more people to use the garden and plans are in the works to use the pavilion for outdoor education.
- On November 4, Health Equity Solutions presented What's New in Primary Care, a discussion about new developments in primary healthcare. Feedback from this session will help the Office of Health Strategy's healthcare delivery models in a way that is responsive to older adults' needs.
- The American History Lecture Series, where professor Jared Day presents a topic related to our nation's history, featured "Citizen Grant: Ulysses Grant as Civil War General and Reconstruction President" this month.
- Bel Air Manor presented a Lunch & Learn on November 13. The topic, Strength & Balance, included a discussion on ways to improve strength and balance to prevent falls.,
- The Veteran's Coffee hour reconvened this month with a new facilitator, Sherri Voight, Veterans Liaison for Hartford Health Care. Ms. Voight is an Army veteran who served in Germany during the Cold War and through Desert Storm. She is a former social studies teacher and congressional aide who in her spare time travels to Walter Reed to visit the wounded with Operation Gift Card. These monthly gatherings are an opportunity for veterans to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services.

- A group of creative people enjoyed the Crafts, Coffee & Coloring gathering on November 20. These informal events provide an afternoon of crafting and conversation.
- Discussion - Medical Marijuana/CBD - Thursday, November 21, 10:00 a.m. (30 in attendance) On November 21, Eric Halpbern, Pharmacist at Fine Fettle Dispensary, presented information on how medical marijuana, THC and CBD are used in healthcare. He also explained the process for patients to receive a medical card to purchase medical marijuana and what to expect at a dispensary. The program was sold out.
- **48** individuals received MOW in November. Of those 48 recipients:
 - 7 receive meals 7 days per week
 - 30 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
- At a meeting at Community Renewal Team in November, the Center was informed that CRT will be implementing a budget mitigation plan that will result in no food provided on two days each month beginning in February. The Center will work with community partners to ensure that meals will offered on those days.
- The Center had a total paid membership of 1,415 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 2762 by 494 people. Dial-a-Ride provided 93 residents 801 trips this month, covering 2853 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 640 hours of unpaid service in 226 instances by 55 volunteers.

PARKS AND RECREATION

Recreation Division

- The Winter Program Guide was distributed to approximately 13,000 Newington residents as an insert in the November issue of the Newington Life. Most winter programs will begin the first week of January.
- New programs in the Winter Program Guide are: Tighten and Tone; a Pilates-based fitness class, Intro to Guitar for Adults, and American Sign Language classes for both Adults and Children.
- Staff attended the Connecticut Recreation & Parks Association's annual educational institute on November 25th & 26th. One of the Newington Parks and Recreation Department's sponsorship partners, Central Property Services, owned and operated by Chris Miner, was awarded the Selected Organization Award for his many contributions and volunteerism over recent years. Specifically, CRPA requires that "the organization should have made an outstanding voluntary contribution to the field of public recreation and parks, significant enough to have had a stimulating effect on recreation at a town, city, state, or national level." The Department was also awarded the Program of Merit Award for its Motorcycle Madness event. CRPA states that, "this award will be given to a department that has developed an outstanding ongoing program that is innovative, creative, and unique in nature or that demonstrates a new twist on an old theme while still being consistent with current trends. This program must enrich a group, community, or individual and is characterized as an organized recreation or leisure activity that is offered either on a daily, weekly, seasonal, or annual basis. The program must be in existence for a minimum of two (2) years and the Director of the department/organization must be a member of CRPA in good standing." We were proud to be with Mr. Miner and the sponsors of Motorcycle Madness, including Dave Johnson of Geico and Norm Leblanc of Trantolo & Trantolo, when the awards were received. These awards were given among 10 other award recipients in an organization consisting of over 650 members and serving over 130 of the 169 municipal Parks and Recreation Departments in the state.
- Online registration is getting a new look! Staff was oriented on a new splash page for the online registration software known as WebTrac. This will make the page much more user-friendly and help to modernize the look. Implementation is expected sometime in January after all programming has been completed.
- A special registration day was held on Saturday, November 2 in the lobby of Rosenberg Orthodontics. Rosenberg is a gold sponsor for the Youth Basketball program, and attendees enjoyed a video game truck along with free pizza and cookies. Over 140 youths in Kindergarten through Grade 8 signed up for our Youth Basketball program at this event.

Parks and Grounds and Cemeteries

- Four staff members reported to Highway for leaf pickup for the month of November.
- Cut base path at Legends baseball field.
- Leaf cleanup at town parks started.
- Finished winterizing irrigation systems and concession stands.
- Hung up holiday pole decorations.
- Worked in cemetery filling graves and leaf pickup.
- At the West Meadow Cemetery, we had 3 single, 4 double depth and 1 Ash interment. We had 2 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

- As the year comes to an end, the Library Board of Trustees will hold its final cultural event as part of the 80th Anniversary Celebration Series with a holiday music concert by Whisky Tango Foxtrot. The Celebration Series offered eight cultural events throughout 2019 to celebrate the library's 80 years of service to the Newington community.
- The Friends held a very successful Fall Book Sale on November 15, 16 & 17 at the Newington Senior & Disabled Center. Hundreds of people found thousands of books at bargain prices. Thank you to the many Friends of the Library book sale volunteers who work year-round to get ready for the books sales, the Boy Scouts and Newington High School volunteers for all of their help as well. The Friends are also very busy preparing for the Annual 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 Friends of the Library and the Library lost a very special and dedicated volunteer on Thanksgiving Day. Anita Wilson, a member of the Friends of the Library for more than 30 years, as well as a very active user of the library died after brief battle with leukemia. Anita was active on our Friends Advisory Board, she was responsible for sorting donated children's book to the book sale to have them ready for book sale day and she always pitched in wherever or whenever she was needed. She was Past-President on the Friends Board and was Past-President on the statewide Friends of Connecticut Library Board as well. She was kind, wise and very hardworking and a ferocious advocate for the Newington Library and libraries in Connecticut. She loved our library and truly believed that all people should have equal access to libraries and all they have to offer. She will be so missed by all who knew her and all the benefited from her dedicated volunteerism.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley began working on the library's proposed budget for 2020-2021 and will submit the budget on January 3, 2020.
- The children's department staff offered 75 programs to 2,168 children and their caregivers. School visits continued with 1st and 2nd graders from two of the elementary schools. Staff went to each middle school and did book talks to the 5th & 6th graders. The most rewarding part of these book talks is to see the students come to the library to check out the books the librarians were talking about. The *Babies and Books* drew a very large crowd with babies' ages 0- 12 months and their caregivers enjoying a stimulating age-appropriate program to introduced them to the library. Highlights of other programs included an all-ages storytelling program featuring Rona Leventhal from Connecticut Storytelling Center as part of the *Tellebration*, an afternoon movie showing of the new *Lion King* movie, *Pajama Yoga*, *Babies Love Art* and *Tales to Tails* reading program with certified reading dogs. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teens and adults were offered 21 programs to 573 teens and adults. Teens had a holiday makerspace program and made festive creations for themselves or as a gift. Adults had a wide variety programming to choose from in November. Gil Gigliotti hosted a film series that featured the movie *Love Affair* and its subsequent remakes. The popular *Made in Connecticut Series* was back this time *Exploring the Connecticut Wine Trail* and former Library Director Marian Amodeo gave a fascinating photographic presentation of her recent trip to Morocco. Highlights of other programs included *Movies and More* with

a showing of the film *Yesterday, We Were There: Writing Our Military Experiences* with the Russell Library Veterans' Writing Group and *Instant Pot 101*. Outreach to Middlewoods, Cedar Mountain Commons and the Senior Expo rounded out the month.

- Total circulation of library materials was 22,210. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,563 times from the library website. 12,971 people visited the library during the month. Popular online services included *ReferenceUSA*, *Creativebug*, and *PebbleGo Biography and PebbleGo Next: American Indians*. Museum passes were used 59 times this month, the most popular being *Wadsworth Atheneum*, *Peabody Museum of Natural History* and *the Mark Twain House* during the month. Staff answered 3,857 reference questions. Free library meeting space including study rooms was used 413 times during the month. *Lucy-to-Go Curbside Service* was used 8 times in September.
- In technology news, Digital Services Librarian Jennifer Hebert held a *Save It to the Cloud* program in November. 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 *Google Photos for the Holidays* in December and *Computer Security and You* for January. We received three new WiFi Hotspots to replace the existing ones that were several years old.
- In personnel news, Cathy Carle, a new Children's Substitute and Patricia Ronalter and Brenda Hankard, new Reference Substitutes were trained and began working on the public desks 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., participating in the first round of interviews during the month. Teen Librarians Bailey Francis and Jennifer Bassett attended a Young Adult Roundtable at the Farmington Library. Bailey Francis also attended the annual *Kathleen Odean Book Talk Seminar*. Reference Librarian Dorothy Russell attended the LCI Bibliographic Services meeting and Circulation Supervisor attended the LCI Circulation Committee meeting. Assistant Director Karen Benner worked with Business Manager Lynn Caley throughout the month to understand the many duties that would need to be done in the Administration office while Lynn was out on extended medical leave.
- In facilities news, the irrigation system was completed. A privacy fence was installed around the two dumpsters in the parking lot. There will still need to be some plantings in the spring as well as additional drainage. The Library Board of Trustees continued to work with the Town Engineer to have the Town complete the lot as stipulated in the lease agreement.
- Topics of note that were researched this month included:
 - Books explaining poverty for an early elementary aged child to read.
 - Sports fiction in graphic novel format
 - Election results for Newington
 - Side effects from albuterol in Adults and Children
 - How to wrap and turn in knitting.