



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

REVISED 6/26/15

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: June 19, 2015  
Re: Monthly Report – May 2015

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#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington including Town Hall renovations, CIP Committee and social media.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mr. Salomone attended the Annual Scholars' Breakfast at Newington High School.
- Mr. Salomone attended Board of Education Strategic Planning Session.
- Mr. Salomone worked with staff on enforcement of various blighted properties.
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.
- Mr. Salomone participated in the interview process for the Parks & Recreation Superintendent position.
- Mr. Salomone worked with staff to negotiate a solid waste disposal contract extension.
- Mr. Salomone attended a planning meeting for the State Little League Tournament, to be held in Newington.

#### Legal Services

The legal amounts for the May monthly report are as follows:

Rome (Modern Tire/Firestone) - \$86,018.04

Murtha (Toll Bros) \$15,198.20

#### Overtime

Paid overtime during the month of May 2015 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	65.9	\$ 3,108.52
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 814.32
ROAD MAINTENANCE	28.1	\$ 1,142.92
TRAFFIC DIVISION	12.8	\$ 478.85
HAZARDOUS WASTE COLLECTION	9.3	\$ 369.40

<b>TOTALS</b>	<b>136.1</b>	<b>\$ 5,914.01</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Herbicide Application	20.0	\$ 1,478.00
Weekend Work	28.0	\$ 1,600.00
Graves	1.5	\$ 41.41
<b>TOTALS</b>	<b>49.5</b>	<b>\$ 3,119.41</b>

<b>POLICE DEPARTMENT</b>	<b>14-15 Budget Overtime Appr.</b>	<b>Overtime Expended 14-15 YTD</b>	<b>13-14 Budget Overtime Appr.</b>	<b>Overtime Expended 13-14 YTD</b>
Administration	\$ 7,059.00	\$ 5,888.32	\$ 6,734.00	\$ 2,481.74
Patrol	607,287.00	674,011.62	641,951.00	603,420.31
Investigation	79,169.00	85,561.07	77,883.00	58,978.35
Communication	161,160.00	161,217.12	118,117.00	96,164.92
Education/Training	117,276.00	101,531.08	121,801.00	59,823.17
Support Services	34,189.00	26,244.10	39,878.00	25,450.97
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 1,054,453.31	\$ 1,011,910.00	\$ 846,319.46
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,622.00	\$ 26,637.34	\$ 29,225.00	\$ 22,834.07
Snow and Ice Control	145,534.00	173,226.53	137,119.00	177,503.74
Traffic	4,665.00	2,556.18	5,684.00	3,845.23
Vehicles and Equipment	29,363.00	26,600.36	28,981.00	21,446.49
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
Total	\$ 259,184.00	\$ 267,828.51	\$ 256,946.00	\$ 263,349.86
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 75,588.00	\$ 124,257.75	\$ 91,968.00	\$ 126,212.74
Cemeteries	18,007.00	13,128.39	16,971.00	13,390.48
Total	\$ 93,595.00	\$ 137,386.14	\$ 108,939.00	\$ 139,603.22

## **PERSONNEL**

- The vacant Chief of Police position was posted on March 5<sup>th</sup> with a closing date of April 8<sup>th</sup>. Thirty-two applications were received, with five applicants chosen to participate in a panel interview, to be held on June 8<sup>th</sup>.
- Interviews for the vacant Superintendent of Parks & Recreation position continued through the month of May with six candidates selected to participate in a panel interview and three finalists proceeding to interview with the Town Manager and staff. The position was offered to the successful candidate, Bill DeMaio, on May 29, 2015.

## **RISK MANAGEMENT**

### 2014-15 Blue Cross/Blue Shield Plan Year

The tenth month of the 2014-15 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2014-15 plan year were estimated at \$848,980. The total paid claims from the Health Benefits Fund for April 2015 were \$829,796. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

#### Cumulative Claims through April, 2015

	Town	Board of Education	Total
Estimated Claims	1,685,430	6,804,370	8,489,800
Actual Claims	1,631,582	6,343,367	7,974,949

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of May. Attended a meeting with OSHA for inspection violations.

### **Work Order Completions**

- The Facilities Maintenance Department has completed 67 formal work orders during the month of May at various Town Buildings.

### **Library**

- The Maintenance Dept. has shut down the boiler in preparation for replacement. New LED lights were installed to illuminate the Cedar Street sign.

### **Town Hall**

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. The final commissioning of the new generator has been completed by CT Electrical. A new fire wall was installed between the stage and auditorium which has created much needed storage space for Human Services. The maintenance dept. has removed all pneumatics controlling the auditorium HVAC unit and CT Electrical rewired the circuit so that it can be controlled by the space needs temperature & usage only resulting in greater utility savings. New LED lights were installed to illuminate the Cedar Street main sign.

### **Senior Center**

- The Maintenance Department assisted ESC in changing out the a/c's chiller ruptured heat exchanger due to the extreme cold winter.

### **Fire House 1**

- Contract to replace the entire shingled roof was awarded to Secondino & Son's and will start during the month of July.

### **Police Department**

- Work has started by ESC on the upgrade to the Energy Management System that will improve equipment performance and result in greater utility savings.

### **Parks & Grounds Buildings**

- The new chapel addition has begun by Warren Builders as well as repairs and upgrades to the main chapel. New electrical controls for the filtration system that were rusted and creating a safety hazard were installed for the wading pool at Mill Pond Park. Hot water heaters were tuned up and commissioned for the upcoming pool season at both pool parks. Well pump at Youngs Farm had an electrical short that was repaired by the Maintenance Department.

## **INFORMATION TECHNOLOGY**

- The Town's Information Technology team consists of Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/Application Specialists, and Mr. Thad Dymkowski, GIS Technician. During the course of the month they participated, assisted and/or were directly involved in one or more of the following:
  - Completing 95 work orders.
  - Replacing 30 computer workstations at the Library used by public patrons.
  - Replaced 2 workstations at the Library used for their Pay for Print system.
  - Handling various software, hardware and service renewals.
  - Adjusting network and server backup jobs to improve performance and remove overlaps in schedules.
  - Finalizing system specifications for an in-car video recording system to be used by the Police Department.
  - Providing Central Connecticut Health District staff with printer specifications so they could purchase a printer that would work within the town's network infrastructure.
  - Completing preparatory work for a conversion of the town's video recording server conversion/upgrade.
  - Performing a computer workstation inventory of all new computers deployed to date.
  - Performing a printer inventory and page count analysis to assist in determining needed replacements.
  - Modifying all BIOS settings on deployed workstations to ensure proper boot order and system security.
  - Providing Geographical Information Systems mapping data for the Town Engineer (Tiger Grant).
  - Modifying internal GIS viewer to allow for landscape oriented printing.
  - Providing GIS mapping services to Town Planner (proposed zoning changes – open space).

- Mr. Dymkowski visited Newington High School's Advanced Placement Environmental Science class to discuss "Redesign Newington" projects and the role of GIS in town.
- Mr. Dymkowski attended the Northeast Arc User's Spring Convention at UMass Amherst campus.
- Providing GIS mapping services to Police Department staff so they could have their Computer Aided Dispatch (CAD) map updated by KT International.
- Upgrading HP universal print drivers to resolve certain printing issues.
- Installing a software upgrade on the Public Safety CAD system to address a communication issue with the Mobile Data Terminals in the police vehicles.
- Assisting police staff and AT&T staff with E911 Next Gen upgrade.
- Deploying 6 new computer workstations at the Senior and Disabled Center Computer Lab for use by members.
- Troubleshooting and configuration adjustments for Library public workstation post-deployment.
- Deploying security updates for Adobe Flash player.
- Assisting regional police departments with password resets and connection files for regional license plate reader system.
- Automating the running of a SQL Flat File backup report for distribution via email on a daily basis.
- Troubleshooting various printing issues.
- Mr. Boutot attended a presentation, "Moving Towards A Gigabit State," held in New Haven, CT.
- Mr. Boutot attended the Commission on Aging and Disability meeting provided them with updates on projects related to the Senior and Disabled Center programs.
- Mr. Boutot attended the monthly Department Head staff meeting.

**FINANCE**

**Accounting and Administration**

- The Town was awarded with the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2013-2014 from the Government Finance Officers Association of the United States and Canada. This is the twenty-fifth consecutive year the Town has received this national recognition for its financial report.
- Ann Harter attended the Connecticut Pension Plan Forum on May 6<sup>th</sup>.
- Ms. Harter met with the Newington Senior and Disabled Center Self-Assessment Process Fiscal Workgroup on May 7<sup>th</sup>.
- On May 18<sup>th</sup>, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. March Shegoski and Ashley Martella of UBS reviewed the third quarter results of the Town's pension funds.
- The 2014-15 fiscal year closeout began with departmental General Fund balances analyzed to determine possible June 30<sup>th</sup> overdrafts. Overages will be covered as part of planned appropriation transfers by the Town Council at its May meeting.

No major grants were received during the month. 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)  
5/31/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2014-15</u>	<u>Actual Year to Date</u>	
General Fund	\$46,350	70,000	\$21,813,170
Special Revenue Funds	5,000	6,165	3,986,248
Capital Projects Funds	800	1,350	1,029,833
Internal Service Fund	2,400	2,387	2,132,142
Trust and Agency Funds	2,400	2,540	979,334
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$29,940,727</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

5/31/2015

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.14	0.15	1,034	880	\$7,760,427
Bank North	0.20	0.20	140	706	533,193
People's Bank	0.32	0.32	2,735	2,646	10,064,000
Santander Bank	0.35	0.35	1,596	2,171	5,052,272
Farmington Bank	0.35	0.35	1,816	2,098	6,530,835
<b>Total Outstanding Investments</b>					<b>\$29,940,727</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of May.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This program was completed by the end of May.
- Approximately 50% of Income and Expense forms for commercial property owners were received and entered into the data base. Numerous follow up letters were mailed to several owners whose forms were incomplete.
- The 2015 revaluation process continued; condo data was converted to the new eQuality database with a line item check by Assessor personnel, residential data mailers were sent out with about a 50% response rate, new functionality was added to the database, the field review process commenced, GIS maps were prepared, and the company and Assessor visited every neighborhood to obtain a general reference point.

**Revenue Collector**

- Revenue Collections for May for Real Estate, Personal Property & Motor Vehicles amounted to \$147,975.82. The Supplemental Motor Vehicle taxes collected were \$12,399.90 and \$35,404.26 was collected for prior year taxes.
- The percentage of collections this year is in line with May of 2014.
- The Tax Office staff is busy preparing for the 2014 Grand List billing. Transfers of ownership for real estate and updates to the motor vehicle records are being completed daily.
- Suspense List was created for review to be approved at the June Town Council meeting.
- Tax Sale list is being finalized.

**TOWN CLERK**

- There were 508 documents filed on the land records during May.
- There were 70 transfers for a total of \$8,931,477. State conveyance tax collected was \$68,261 and \$22,329 was collected in Town conveyance tax.
- There were four residential sales—each over \$300,000. One residential sale conveyed for \$437,844 at 29 Harvest Court.
- Sixteen Foreclosure Registrations were filed during the month.
- The office recorded 102 mortgages, 18 liens, 149 releases, and 20 probate documents.
- Staff issued 140 certified copies of vital records & catalogued 19 burial permits & seven cremation certificates.

- Copy revenue generated during the month totaled \$2,157.
- There were 44 electronically recorded documents during the month generating \$5,500 in revenue.
- Total monthly revenue generated in the Town Clerk's office was \$65,223—nearly 19% more than a year ago.
- The office issued 15 dump passes to Newington residents.
- Over 1,900 dog license renewal notices were mailed at the end of the month.
- Additional recorded activity included: Five Liquor Permits, six Notary Public commissions, five Survey Maps and six Trade Name certificates.
- On May 27<sup>th</sup>, Camille Ledoux, Assistant Town Clerk, attended a class on land records at Central Connecticut State University sponsored by the Connecticut Town Clerks' Association.

<b>DATA SUMMARY MAY 2015</b>				
	<u>May - 15</u>	<u>May - 14</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	508	426	5358	6642
Dog Licenses Sold	9	0	553	493
Game Licenses Sold	84	73	667	772
Vital Statistics				
Marriages	19	17	179	187
Death Certificates	37	34	341	325
Birth Certificates	23	28	261	265
Total General Fund Revenue	\$ 40,535.70	\$ 32,322.63	\$ 448,771.61	\$465,850.90
Town Document Preservation	\$ 825.00	\$ 802.00	\$ 11,798.00	\$ 12,295.00
State Document Preservation	\$ 915.00	\$ 584.00	\$ 77,825.00	\$ 12,090.00
State Treasurer (\$36 fee)	\$ 10,980.00	\$ 10,440.00	\$ 136,225.00	\$216,998.00
State Treasurer (\$127 fee)	\$ 4,318.00	\$ 4,445.00	\$ 53,467.00	\$ --
State Treasurer (\$110 fee)	\$ 5,720.00	\$ 2,420.00	\$ 49,500.00	\$ --
Locip	\$ 915.00	\$ 870.00	\$ 11,259.00	\$ 18,084.00
State Game Licenses	\$ 657.00	\$ 642.00	\$ 6,778.00	\$ 14,653.00
State Dog Licenses	\$ 110.00	\$ 0.00	\$ 3,924.00	\$ 3,206.00
Dog Licenses Surcharge	\$ 38.00	\$ 0.00	\$ 1,362.00	\$ 1,141.00
Marriage Surcharge	\$ 209.00	\$ 133.00	\$ 1,558.00	\$ 1,539.00
<b>Grand Total</b>	<b>\$ 65,222.70</b>	<b>\$ 52,658.63</b>	<b>\$ 802,467.61</b>	<b>\$745,856.90</b>

## **POLICE DEPARTMENT**

- Master Police Officer Timothy Walsh retired from the Police Department on May 16<sup>th</sup> after twenty years of dedicated service to the Town.
- Of the five candidates that continued in background investigations and polygraphs, three were offered Conditional Offers of Employment. They will continue on with Post-Offer Polygraphs, Psychological Testing and Physicals. Appointments are expected to be made in June.

- As there are still several openings, the department has also begun a new recruitment drive as well. Written exams for both Certified and Entry Level candidates are being conducted through Police App and CPCA. The closing dates for both processes are in June. Once results are received, the department will set a cut off score and will schedule appointments for oral examinations for the top candidates.
- Patrol Calls for May are as follows:

Alarm Hold Up Alarm	2	Harassment Report	1	Robbery In Progress	1
Assault In Progress	1	K9 Assist for Other Agency	1	Shots Fired	2
Breach In Progress	10	Landlord Tenant Dispute In Progress	2	Suicide Attempt	2
Burglary In Progress	2	Larceny from MV Report	3	Suspicious In Progress	103
Criminal Mischief In Progress	1	Larceny In Progress	21	Suspicious Report	3
Criminal Mischief Report	1	Larceny Report	1	Threatening In Progress	1
Customer Dispute In Progress	7	Medical Alarm	17	Trespass Report	1
Domestic In Progress	17	Medical Cardiac	22	Total	594
Domestic Report	3	Medical Diabetic	5	Alarm Commercial Burg Alarm	73
Drug Active	3	Medical Fall	66	Alarm Residential Burg Alarm	45
EDP In Progress	14	Medical Other	149	Animal	29
Fire Alarm	20	Medical Respiratory	26	Assault Report	3
Fire Extrication	1	Medical Trauma	5	Assist Notification	2
Fire Hazmat	1	Medical Unresponsive	9	Assist Other Agency	37
Fire Mutual Aid Request	1	MVA Evading	1	Bad Check Insufficient Funds	1
Fire Other	35	MVA Fatal	1	Burglary Report	8
Fire Structure Fire	6	MVA Injury	12	Car Seat	6
Fire Vehicle Fire	5	MVA Property Only	1	Check Welfare 911 hang up	20
Gun In Progress	1	Open Door / Window	7	Pistol Permit Temp Permit Issued	26
Check Welfare Other	55	Juvenile Complaint	15	Property Found	15
Clear Lot	15	K9 Call	3	Property Lost	6
Court Pris/Paperwork to Court	22	Larceny from MV Report	30	Recovered Stolen MV	1
Criminal Mischief Report	13	Larceny Report	35	Serve Warrant	35
CSO	6	Location General	144	Sexual Assault Report	2
Customer Dispute Report	7	Location School	4	Specific Detail CAD number	100
Dog Complaint	66	Lockout Building	2	Stolen MV	4
Domestic Report	11	Lockout MV special circ	3	Sudden Death	5
DUI	4	Medical Other	2	Suspicious In Progress	2
EDP Report	4	Medical Stand By	3	Suspicious Report	40
Escort Funeral	7	Missing	6	Test Police	1
Escort Other	8	MV Abandoned	1	Threatening Report	4
Escort Tax	3	MV Assist	46	Tobacco	1
Fingerprint	14	MV Complaint In Progress	30	Tow	7
Fire CO Detector no symptoms	4	MV Complaint Report	15	Traffic Stop	542
Fire Stand By	2	MVA Evading	6	Trespass In Progress	11
Fire Trouble Alarm	1	MVA Injury	1	Trespass Report	6

FollowUp	109	MVA Property Only	115	<b>Total</b>	<b>2560</b>
Harassment Report	10	Neighbor In Progress	3		
Hazard	52	Neighbor Report	7		
Illegal Dumping	3	Noise	23		
Intoxicated	8	Parking Violation	16		

- In May, Detective Division personnel:
  - Handled 130 investigations, 99 remain ongoing and 31 were closed by investigative methods.
  - Served 29 arrest warrants, 25 by Patrol Officers and 4 by Detective Division personnel.
  - On May 8<sup>th</sup> Detectives began an investigation into a sexual assault complaint involving a juvenile victim. The suspect in this case is the victim's biological father and preliminary investigation has determined that the alleged criminal activity may have been occurring over a period of years. This case is currently under investigation.
  - On May 19<sup>th</sup> at approximately 12:02 pm, Newington Detectives responded to the Dutch Point Credit Union located at 465 Willard Avenue for a report of a bank robbery. The suspect was described as a light-skinned male with blue eyes; wearing a khaki colored hat, a dark bandana over his face, a blue and grey plaid jacket, black pants, and blue sneakers. The suspect was also wearing latex gloves and displayed a hand gun. The suspect acquired an undetermined amount of money and fled the bank to a nearby parking lot where he was observed entering a dark colored Mercedes SUV. The vehicle was last seen traveling westbound on Alumni Road. In the days that followed, Newington Detectives, working with investigators from other area agencies, developed a suspect and ultimately obtained a confession to the crime. An arrest in this case is pending.
  - During the month of May, Detectives spent a significant amount of time completing background investigations on police officer applicants, in anticipation of open positions being filled during the month of June.
- In May, the Community Service Officers (CSO):
  - Worked with the Library on their 'Local Heroes Reading Program'.
  - Organized Law Enforcement Torch Run.
  - Worked with Mothers Against Drunk Driving to provide a speaker previous to the May 21st DUI Checkpoint.
  - Coordinated a PD tour for a local Daisy Troop.
  - Maintained Police Department Social Media websites.
  - Worked with Human Services to establish the services needed for a resident that was over utilizing police services.

**CR/NIBRS Selected Crimes**

<b>Type of Crime</b>	<b>April 2015</b>		<b>April 2014</b>	
	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	0	0	0	0
Forcible Rape	0	0	1	0
Robbery	2	\$1,635	0	\$0
Assault	7	0	3	0
Burglary	4	\$4,485	11	\$26,187
Larceny Theft	40	\$20,288	41	\$19,072
Auto Theft	4	\$20,914	1	\$5,200
<b>Totals</b>	<b>57</b>	<b>\$47,322</b>	<b>57</b>	<b>\$50,459</b>

- In April 2015, the police department arrested 73 adults: 12 for assaults, 1 for burglary, 5 for narcotic violations, 5 for DUI, 4 for offenses against family and children, 1 for disorderly conduct, 16 for larceny theft, 1 for motor vehicle theft, 2 for fraud, 2 for vandalism and 24 for other miscellaneous offenses. The department also arrested or referred 5 persons under the age of 18: 2 for larceny, 2 for sex offenses, and 1 for other offenses.
- Police Department Overtime
  - Comparison
    - OT April                    \$139,876                    3 pay periods, 2 holidays



- OT May \$ 83,451 2 pay periods, no holidays
- Total decrease \$ 56,425
- In May, there was one officer in field training, five officer vacancies, and three officers on light duty. These vacancies in Patrol have an impact on the overtime for a total of 8 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule.
- Administration overtime of \$542 is an increase of \$185.
- Patrol overtime of \$60,330 is a decrease of \$43,694. Calls included domestic calls, motor vehicle accident investigations, larceny, burglary, sudden death investigations, stolen vehicle investigation, burglary, fatal accident investigation, Memorial day parade, court appearances, warrants, search warrants, holdovers, booking process, and overtime for time off/vacancies.
- Detective Division Overtime of \$4,178, is an increase of \$50. Overtime included an investigation in a motor vehicle fatality. Other overtime included sudden death and suicide investigations, and scene processing.
- Communications overtime of \$11,206 is a decrease of \$6,975. Overtime included several time off leaves and staffing for weekends to allow for two dispatchers on for all shifts.
- Education overtime of \$3,254 is a decrease of \$7,389 for training classes. Training for ERT firearms and PTSD/mental illness.
- Support Services overtime of \$3,941 is an increase of \$1,768. Overtime included coverage for time off, Junior Prom coverage, juvenile review board, and the Memorial Day Parade.
- ACO overtime was \$0.

**FIRE DEPARTMENT – MAY 2015 INFORMATION**

- The following is a report of the activities of the Newington Fire Department for the month of May, 2015. During this period fire department members responded to 66 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>May 2015</b>	<b>11 Months Activity</b>
Residential	4	49
Commercial, Industrial, Office	0	16
Hospital, School	0	11
Vehicle	2	14
Rescue, Police Assistance	7	53
Dumpster, Rubbish, Grass, Brush, Leaves	25	69
Hazardous Materials/Clean up	3	39
Investigative Alarm	13	143
False Alarm	9	81
Mutual Aid/Standby	0	9
Carbon Monoxide Investigation	1	42
Water Related Incidents/Pump-Outs	2	30
<b>Total</b>	<b>66</b>	<b>556</b>

**Training Summary**

Multi/Company Training	Haz-Mat Classroom	128 hours
Firefighter Safety/Survival		8 hours
Training Division	Pump Training	18 hours
	Haz/Mat Refresher	2 hours
	Capitol Region Training	4 hours
Company Training #1	Hose Testing Policy	40 hours
Company Training #4	Knots/Ladder Salvage	32 hours
Target Safety Haz Whopper Series		48 hours
Target Safety Hazard Communications		48 hours

<b>Total Hours</b>		<b>327 hours</b>
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**FIRE MARSHAL**

- The Fire Marshal’s Office completed the following activities during the month of May, 2015.
- |                       |    |
|-----------------------|----|
| INSPECTIONS           | 23 |
| INSPECTION FOLLOW-UPS | 36 |
| PLAN REVIEW           | 0  |
| JOB SITE INSPECTIONS  | 7  |
| FIRE INVESTIGATIONS   | 3  |
| FIRE ALARM TROUBLE    | 1  |
| COMPLAINTS            | 3  |
| TANK REMOVALS         | 1  |
| HAZ/MAT               | 0  |
| BLASTINGS             | 2  |

**Incidents:**

- There were no significant fire incidents or injuries reported in May. Responded to **33** fire calls during May.

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

- Attended a Stag Party for Company #3 member Anthony Costa.
- Attended the First Connecticut Conference on Hoarding at CCSU in New Britain.
- Conducted a cause and origin investigation for a fatal fire on New Britain Avenue near Twin City Plaza along with the Police Department and State Fire Marshal’s Office.
- Attended the Annual Connecticut Emergency Management Symposium in Cromwell. Topics: FEMA Community Planning, Public Health Emergencies, Cyber Security, Child Emergency Preparedness and Long Term Recovery.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Manchester.
- Attended the monthly Community Emergency Response Team meeting (CERT) at fire headquarters to administer the Annual Loyalty Oath and review the Emergency Action Plan for their assistance with the coordination of the Annual Memorial Day Parade.
- Conducted a meeting of the chief’s staff to review the current budget status in order to identify funds for end of the year purchases.
- Attended the wake and funeral for Retired West Hartford Police Detective Sergeant Francis Gallagher the father of Fire Commissioner Brian Gallagher.
- Attended several meetings with the Memorial Day Parade Committee, town staff and CERT team members to finalize the emergency action plan for the annual parade.
- Attended the Annual “Tip-A-Firefighter” event at Chili’s to raise funds for the American Cancer Society.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #5 on Maple Hill Avenue.
- Met with East Hartford Fire Officials to review the Capital Region Mobile Data Terminals currently in use by regional fire departments and now being implemented for use in Newington.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Rocky Hill.
- Attended the Annual Newington Fallen Firefighters Memorial Service at fire headquarters and visited the cemetery in New Britain.
- Participated in the Annual Memorial Day Parade and Memorial Service at town hall and hosted a picnic at fire headquarters for all attendees.
- Conducted the monthly Command Staff meeting in the Commissioners Conference Room at headquarters.
- Attended the monthly staff meeting at town hall.
- Attended the quarterly Employee Health and Safety Committee at town hall.

- Responded to a Mutual Aid request along with Engine #3 for station coverage in Farmington during their operations at a structure fire in a condominium complex.
- Attended the Wedding for Company #3 Firefighter Anthony Costa and his new wife Ana at St. Joseph's Cathedral in Hartford.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
- Attended UCONN Professional Development class.
- Attended project coordination meetings with Engineering Department.
- Attended Department Head and Public Works team meetings.
- Attended quarterly Safety Committee meeting.
- Met with contractors regarding various projects.
- Met with DEEP regarding Piper Brook maintenance project.
- Coordinated and hosted MDC Household Hazardous Waste Collection with MDC.
- Continued with landfill closure project tasks.
- Continued to work with outside contractor on refuse/recycling contract extensions.
- Attended Eversource Project meeting.
- Participated in Parks and Recreation Superintendent interviews.
- Scheduled curbing repairs in Municipal Parking Lot.
- Scheduled crack sealing for various Town parking lots.

### **Roadway Maintenance**

- Highway operators continued with Landfill material processing.
- Crews continued town-wide roadway and town building pothole patching, curb and top soil repairs.
- Crews completed large patching projects on Louis St., Deming Road, Costello Road and Long Street.
- Crews completed Town wide sweeping.
- Continued roadside litter and graffiti removal.
- Repaired catch basins at various locations.
- Cleaned catch basins as needed.
- Crews began drainage project on Edward Street.

### **Traffic Division**

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.
- Assisted Sanitation Department in repairing/replacing recycling containers.
- Assisted Police Department with the placement of speed boxes.
- Continued with line striping.
- Assisted with traffic control for annual road race.

### **Fleet Maintenance**

- Mechanics completed all services on Fire Department apparatus and equipment.
- Completed setup of one new police vehicle.
- Mechanics continued with scheduled spring services along with regularly scheduled services.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.

### **Sanitation/Recycling/Landfill**

- Scheduled 898 residential bulk items for collection.
- Scheduled 102 condominium bulk items for collection.
- Scheduled 47 condo/residential scrap metal items for collection.
- 6227 tons of cumulative Municipal Solid Waste were collected from July through April 2015.
- 2319 tons of cumulative recyclables were collected from July through April 2015.
- 826 mattresses and 451 box springs were collected from July through April 2015.
- 307 televisions were collected from July through April 2015.
- Issued 95 permanent landfill permits and 29 temporary permits.

## **TOWN PLANNER**

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

#### **Regular TPZ Meeting on May 13, 2015:**

- Approved, with conditions, Petition #09-15: Site Plan Approval (Continuing Care Retirement Community) at 751 Russell Road. HDC ONE LLC, owner; Amara Community Living LLC, applicant.

Regular TPZ Meeting on May 27, 2015:

- Approved Petition #10-15: Special Exception (Section 6.2.4: Free Standing Sign) at 2897 Berlin Turnpike (Firestone Complete Auto Care) National Sign Corporation, applicant, SB Newington 433 LLC, owner.
- Approved, with conditions, Petition #15-15: Special Exception (Section 3.17.6: Recreation Uses) at 475 Willard Avenue. Fun Quest Inc., applicant.

**Town Planner Activities:**

Approved, Pending, and Future TPZ Applications

- May 12: Stamford Courthouse re: civil suit vs. proposed Firestone store.

CTfastrak/Amtrak Corridor Planning:

- May 21: Met with CRCOG to assist with their application for “complete streets” grant application.
- May 13 and 27: Presented information to TPZ on possible moratorium on higher-density housing in CTfastrak station neighborhoods.

Grant-Funded Project Activities

- May 18: Contract discussion with potential engineering firm for Streetscape Phase VI project on Constance Leigh/Lowrey Place.

Boards and Committees

- May 7: Attended ACHIEVE POCD Implementation subcommittee meeting.
- May 13: Attended bimonthly TPZ meeting.
- May 27: Attended bimonthly TPZ meeting.

Miscellaneous:

- May 1: Attended Board of Education strategic planning session.
- May 15: Attended Planning Day at CT General Assembly.
- May 18: Staff meeting re: possible parking area at Old Highway.
- May 20: Economic Development training by CCM.
- May 20: Participated in outreach event at Senior and Disabled Center.
- May 20: Spoke to AP Science class at Newington High School.
- May: Received and responded to or initiated approximately 467 emails to and from to citizens, applicants, staff and elected/appointed officials.
- May: Received and responded to approximately 30 phone calls from citizens, applicants, staff and elected/appointed officials.

**TOWN ENGINEER**

- During the month of May, 44 excavation permits were issued:

- 36 Road/Driveway Excavations
- 5 Gas laterals
- 1 Gas main
- 1 Water Service
- 1 MDC patch

- Engineering staff prepared the design plans necessary for the re-construction of the parking area at the Kellogg school. Operations are scheduled to commence for the month of June (at end of school year). This pavement rehabilitation project will involve the replacement of pavement base material, building access ramps and a new pavement surface. This pavement rehabilitation project is located on the northern side of the school. Engineering has provided construction survey to facilitate construction activities to be performed by D.P.W. forces. Sidewalk installation will be performed by a vendor (sidewalk contractor).
- Engineering Staff continues to design, administer and coordinate projects for the B.O.E. The major efforts are associated with the reconstruction of pavement (parking lots), drainage and concrete sidewalks. Engineering has administered projects for both Ruth Chaffee (entrance area) and Kellogg School (proposed for June, 2015). Staff is currently designing additional parking (bus loading) area for the Anna Reynolds School. It is a minor effort that will enhance safety and provide a great functional value to the traffic pattern.

- Walls: The Engineering Department has solicited contractors to provide estimates for walls in imminent danger of falling. Engineering is in the process of preparing the necessary documentation (base map, right of entry forms, etc.) necessary to expedite the repair effort. Wall repair has been focused on the extreme cases first that reside in the Town of Newington, right of way. The stone walls identified for repair/rebuild (catalogued to date, ongoing process) are stone walls that are approaching their service life given the age, construction and environmental conditions. Future efforts to catalogue and evaluate the walls will require a major planning effort, analysis of repair and funding.
- The Town Engineer attended the monthly Inland Wetland meeting as staff agent.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Department Head Staff meeting.
- The Town Engineer attended the monthly CRCOG transportation meeting.
- The Town Engineer continues to meet with the sidewalk planning committee with the Town Planner.
- The Town Engineer continues to correspond with D.O.T. personnel (Bridge Division) and engaged in preliminary discussion for the proposed replacement of a bridge located on S.R. 175 (Cedar Street) over the existing Amtrak rail line. The project is in preliminary design with Final Design anticipated in November of 2016. Given this design schedule, the contract award for construction is on pace for the 2017 construction season. The conceptual design plan is to replace the existing (aging) structure (in place) with a pre-cast concrete beam system. This method of construction would allow for the replacement of the superstructure over the course of two weekends, therefore resulting to minor impacts in traffic. This practice of replacement (similar method) was successfully achieved with the replacement of the bridge on S.R. 175 over the "Fastrak" (Busway) line. The D.O.T. is preparing to schedule a Public Information meeting tentatively for the month of July.
- The Town Engineer continues to meet with the M.D.C. as they further develop plans for future "Clean Water" projects. The Clean Water Project is an initiative derived from an EPA mandate. This multi-billion dollar effort is continuing to evaluate, design and maintain their aging infrastructure within all MDC communities. The M.D.C. is currently under design for Project Contract No. 2014-B63 "Newington trunk Sewer" located between Cedar Street, Elton Drive and Dowd Street. The above reference site is another project under design with the intent of identifying and creating access points (roads, easements, etc.) to facilitate the evaluation of the Newington Trunk Sewer infrastructure. Pursuant to the evaluation, a determination as to the appropriate maintenance effort will be decided by the MDC. The MDC will obtain all permits (local, state and federal) as required.
- The Town Engineer and Highway Superintendent have continued to re-evaluate the roads scheduled to be milled and paved for the 2015 construction season. The re-evaluation is a re-assessment of road condition and drainage. Some roads will have drainage repairs while others may receive "edge drain" to mitigate sub-surface waters from entering and ultimately deteriorating the roadway base. As part of this re-evaluation, a coordination effort continues with gas company (C.N.G.) to minimize conflicts with the aggressive installation of gas services. The dynamic and aggressive schedule of CNG is in propelled by the Governor's clean fuel/power initiative. All attempts are being made to dove-tail multiple operations in concert with the road C.I.P. program.
- Wetlands: Application 2015-07, 475 Willard Ave. (water treatment system discharge into Piper Brook) was approved. Additionally, there was one "Agent" approval; Application 2015-08AA, 108 Northwood for a new patio in the Upland Review Area.
- Engineering has been providing administrative support as it relates to the environmental consultant hired to provide wetland delineation at the Landfill (closure per DEEP Stewardship Permit). Additionally, Engineering has also provided the technical assistance in the development of an Inland Wetland application for landfill closure. This second application relates to the site (construction) activities necessary to "cap" (properly cover) and transform the existing landfill into a transfer station. The site activities will involve grading, drainage and alteration of the roadway and transfer components. This application was approved at the April 21st, 2015 Inland Wetland meeting.
- With the local wetlands approved, staff will focus on the next phase of permitting with the DEEP. The permitting is multifaceted including a stormwater pollution control plan (swpcp) as part of the "*General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities*". This permitting requirement will be administered concurrently with the DEEP "*Stewardship Permit*" that provides requirements and instruction for the transitioning of the bulky vegetative waste landfill into a transfer station.

## **BUILDING DEPARTMENT**

- A Permit was issued to build a 2 x 4 metal firewall and sheetrock both sides in the Town Hall.

- Four Applications are under review for single family houses to be built at 2 Deming Farm Drive, 21 Packard's Way, 14 Deming Farm Drive and 23 Deming Farm Drive.
- A Permit was issued for a new single family residence to be built at 10 Deming Farm Drive.
- Applications for 2 New Building Permits for single family townhouses are under review. They are to be built at 26 Harvest Court and 28 Harvest Court.
- Seminars attended by our inspectors for their continuing education were:
  - D. Jourdan - Emergency Power Systems for Life Safety – May 11, 2015.
  - 2011 NEC provisions for Health Care Facilities, Swimming Pools and other General Items – May 21, 2015
  - A. Hanke - Emergency Power Systems for Life Safety – May 4, 2015.
  - Evaluating Fire Protection Systems – May 21, 2015.
  - R. Smith - 2011 NEC provisions for Health Care Facilities, Swimming Pools and other General Items – May 21, 2015.
- There was one Certificate of Occupancy issued in May. It was for a single family residence located at 70 Harvest Court.
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 175 inspections. They were: Apartment Inspection (3) , Boiler (1), CO (2), Damp proofing (3) Decks (6), Drainage (1), Electrical (16), Final (70), Footings (11), Foundation (4), Framing (1), Gas Line (12), Insulation (8), Mechanical (2), Plumbing (2), Pools (3), Roofing (3), Rough (23), Site Visit (2), Slab (1), Tank (1).
- The total number of Building/Renovation Permits issued for the month of May was **228** producing a total permit value of **\$3,218,005.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	24	146,211.00
DECK	8	39,100.00
DEMOLITION	1	15,000.00
ELECTRICAL	65	395,317.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	5,600.00
GARAGE / SHED	2	8,200.00
MECHANICAL	31	273,126.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	7	1,722,195.00
PLUMBING	28	83,375.00
POOL	6	32,635.00
ROOFING/SIDING	27	193,400.00
SIGN	10	17,890.00
TENT	2	3,000.00
SOLAR	15	282,956.00
<b>TOTAL</b>	<b>228</b>	<b>\$3,218,005.00</b>

The total Building income fees received in the month of May was **\$36,041.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1420.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$100.35, Driveway / Excavation \$2025.00 Engineering copies \$68.00. The other total income is \$3793.35.

Below is a comparison of the Permit Values for May 2015 and May 2014:

2015

2014

Value of Permits issued for May:	3,218,005.00	\$2,741,971.00
Fees for Permits issued for May:	\$36,041.00	\$20,785.00
Other income Fees for May:	\$3,793.35	\$3,338.00
Building Permits Issued for May:	228	190

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

<u>2014-2015</u>		<u>2013-2014</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$25,495,010.00	\$277,021.00	\$24,836,115.00	\$306,057.00

## **HUMAN SERVICES**

- The Food Bank assisted 109 households with 553 bags of groceries distributed.
- Open Air Market served 150 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 21 households, providing 22 bags of clothes.
- The Special Needs Fund assisted 7 residents with 8 bills, 2-utility, 2-medical, 2-housing and 2 conservator filing bills. 4 were 60+.
- The Social Casework Program had 100 cases. 46 were new referrals.
- The Youth and Family Counseling Program had 15 active cases. 6 were new cases. Clinicians provided 38 clinical therapy sessions with a total of 43 clinical service hours.
- The Youth Services and Clinical Services Coordinators met to discuss and plan programming centered on youth suicide prevention.
- Our two college interns finished up their internships.
- Summer Youth Adventure 2015 registrations are well underway with a deadline of June 10<sup>th</sup>. Mentors have been selected and staff hired for the summer programs.
- On May 6<sup>th</sup> and 8<sup>th</sup> respectively, MKMS and JWMS students unable to attend their 8<sup>th</sup> grade class trips to D.C., spent the day on the Challenge Course.
- ALPS (formerly ROPE) cycles wrapped up for the school year and will resume next fall.
- The Adventures Build Bridges program with police and youth worked the annual Postal Carriers Food Drive as their community project on May 9<sup>th</sup>. We are pending notification of another submitted OPM grant to continue the program next fiscal year.
- We have had a record month on the challenge course with 205 participants. Current Challenge Course usage extends into mid-November.
- The MKMS Fuel Up to Play 60 Minutes a day program went kayaking on May 18<sup>th</sup> and 21<sup>st</sup>. This is our 3<sup>rd</sup> year collaborating with health and wellness teachers facilitating Challenge Course, hiking, snowshoeing and paddling after-school programs.
- There were 3 requests for community service. 100 hours were completed with carryover into summer.
- There were 4 JRB referrals this month.
- Human Services played an instrumental role in initiating the creation of a Statewide Task Force on Hoarding. We are watching SB 18 and hope it comes to fruition. We, along with several others state wide hoarding working group members, held a very successful conference at CCSU with over 300 people in attendance. CCSU has offered to host this and make it an annual event. CCSU staff and Social Work students also assisted with the preparations and on the conference day. Newington town departments are working collaboratively to enhance the way in which we address these complicated situations.
- The department mourns the recent loss of a 20+ year volunteer, Ann Bruno, who at 90 years old was still volunteering for us up until a couple of weeks before she passed.
- Staff attended workshops, trainings and meetings throughout the month.
- CERT training classes continued this month with 10 members who are scheduled to graduate June 18<sup>th</sup>. The CERT team formed a Relay for Life team and raised more than \$5,000. Several staff joined the group to participate and support the CERT team's efforts.
- The department is still watching potential SDE cuts related to Governor Malloy's proposed budget. We received two vital grants that support our youth programs. We are cautiously optimistic funding may be safe.
- Sandy Pilz, a MKMS Health and Wellness teacher, was nominated and chosen to receive the annual Youth Service Award given by the Newington Chamber of Commerce. Youth Adult Council recognized

him for his many years of volunteer work coordinating the annual fundraising Hoopla Tournament for NHS scholarships.

- The department celebrated Volunteer Recognition with the Transition Academy class and family members. We provided refreshments and gave out certificates of appreciation.
- Karen Futoma, along with staff from the Senior & Disabled Center and the Newington HAT Team participated in the Foodshare Walk Against Hunger on Sunday, May 3<sup>rd</sup>. The Newington Food bank will receive a portion of funds raised.
- The Postal Carrier food collection was a great success. We received a box truck filled with nonperishable food items.
- A department overview presentation was provided to local daycare and preschool providers.

### **May 2015 Statistics**

<b>Selected Programs</b>	<b>FY 14-15 Undp. Total This Month</b>	<b>FY 14-15 Undp. Total Last Month</b>	<b>FY 14-15 Cum. Undp. Total YTD</b>	<b>FY 13-14 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>15</b>	<b>15</b>	<b>32</b>	<b>91</b>
<b>Positive Youth Development</b>	<b>280</b>	<b>288</b>	<b>2773</b>	<b>2336</b>
<b>Information and Referral</b>	<b>517</b>	<b>567</b>	<b>8909</b>	<b>6636</b>
<b>Social Casework Cases</b> Under 55 = 50 Over 55 = 43	<b>100</b>	<b>93</b>	<b>488</b>	<b>560</b>
<b>Food Bank Households</b>	<b>109</b>	<b>138</b>	<b>1504</b>	<b>1596</b>
<b>Special Needs</b>	<b>7</b>	<b>8</b>	<b>78</b>	<b>115</b>

### **SENIOR AND DISABLED CENTER**

- May is known nationally as Older Americans Month and the Center celebrates by recognizing the tremendous contributions of volunteers. The Annual Volunteer and Wall of Honor Recognition Dinner was held on May 26<sup>th</sup> with over 100 people in attendance. Center staff were joined by staff from other Town Departments as volunteers to serve the dinner. New Wall of Honor inductees were Angela Sinnott, Wanda Giroux and Karen Brecher.
- Students from the Hartford Magnet Trinity College Academy sponsored the 6<sup>th</sup> annual senior prom with entertainment, dancing, refreshments & prizes. The kids were great and mingled very well with more than 40 older adult attendees.
- On May 20<sup>th</sup> the Center held two Community Input Forums, one in the afternoon and one in the evening, as part of the strategic planning process. The Forums were well attended.
- On May 12<sup>th</sup> volunteer Darlene Gillis led a cake decorating workshop to teach how to color icing and use a piping bag for borders and writing. Those who took the part one workshop also learned modeling with fondants.



- Ann Valen, Pharm. D, R. Ph. spoke about pharmaceutical issues related to diabetes as part of the diabetes education and support program on May 15<sup>th</sup>.
- Also on May 15<sup>th</sup>, Michelle Mominee from Primary eye Care Center spoke about cataracts, glaucoma, dry eyes, macular degeneration and eye lid surgery in an interactive presentation titled *Protecting our Eyes as We Age*.
- The Atrium of Rocky Hill provided a Lunch and Learn program on May 22 with Sandy Hart, Dementia Practitioner and Executive Director speaking about the basic warning signs of dementia.
- On May 26<sup>th</sup> a group of 12 participants, accompanied by Center Director Dianne Stone, Danielle Herbert from Way To Go Connecticut and Traci Resler, an instructor from the Senior Transit Program from the Kennedy Center took a trip on FasTrak to the West Farms Mall. This was the first in what is expected to be a series of transportation training trips for those who are interested in learning how to use the public transit system.
- The Center currently has 1,699 paid members. There are 824 residents registered for Dial-A-Ride.
- The I&R Center team provided 195 units of direct service. These include applications to the LIHEAP (energy assistance program), a process that can take from an hour to several days with follow up, applications to the Circuit Breaker program, the Renter's Rebate program and assistance with Medicaid related issues. These are particularly problematic because of the process to contact Department of Social Services staff. Each call requires about an hour of waiting on hold and only one client's issue can be discussed in each call.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3164 by 517 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. While Door Counters have been purchased and installed to get a more accurate count of people using the Center, the wireless function has still not been installed and manual reading have been unreliable.
- Dial-a-Ride provided 1433 trips covering 3814 miles during regular hours. The total number of riders was 107.
- Center staffing was complemented by 699 hours of unpaid service in 255 instances by 45 volunteers.

## **PARKS AND RECREATION**

### Administration

- Bill DeMaio has been hired as the Superintendent of Parks & Recreation. Bill's first day of employment with the Town of Newington is July 6, 2015.

### Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, April 29.
- Registration for non-residents began on Wednesday, May 13.
- We are again offering discount tickets for Lake Compounce and Six Flags Amusement Parks. Tickets are available at the Parks and Recreation office and are \$28 for Lake Compounce or \$38 for Six Flags.
- Residents were given the opportunity to purchase Summer 2015 pool passes at a discounted rate on or before May 22. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount.
- The 17<sup>th</sup> Annual Golf Tournament was held at Indian Hill Country Club on Monday, May 11. A total of 72 players registered for a very successful golf tournament.
- Men's and Women's Softball Leagues began play in early May. This year there are 15 Men's teams and 5 Women's teams.
- Interviews were held in late April for seasonal aquatics positions and supervisory promotions. Training for seasonal aquatics staff began in late May.
- Relay for Life was held at Mill Pond Park Friday and Saturday, May 29 and 30.
- Extravaganza vendor applications and sponsor forms were revised and sent to past participants. Information and applications are also available on our website.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.

- Interviews were held throughout the month for Summer Playgrounds staff. Interviews have now been completed and all staff has been hired. Staff planning / training began in mid-May.
- Preschool registration for the 2015-2016 school year has been ongoing throughout the month.
- Planning and preparations for Extravaganza have been ongoing throughout the month.

#### Upcoming – Recreation Division

- A comprehensive training program for all seasonal employees will be completed by the end of June.
- Staff will meet with members of the Board of Parks & Recreation on June 9 regarding the Extravaganza events.
- Graduation ceremonies for students at Creative Playtime Preschool Program will be held on Wednesday, June 3.
- A bird walk will be offered on the old Cedar Mountain trail to celebrate National Trails Day. This event will be held on Saturday, June 6.
- Touch-A-Truck will be held on Saturday, June 13 in combination with the library's Kick-Off to Summer Reading.
- Our Summer Concert Series (sponsored by Data-Mail, Inc.) has been coordinated and finalized by M. Ball.
- Mill Pond Pool and Churchill Pool will be opening on Monday, June 22.
- Most summer programs, including Summer Playgrounds for grades K-7 and Summer Sunshine will begin on Monday, June 22.
- Extravaganza is scheduled for Saturday, July 18. We also have a Newington Family Pool Float Night on Monday, July 13, which will be held at Mill Pond Pool. A Family Tie-Dye Party with Menchie's Frozen Yogurt at Mill Pond Park will be held on Wednesday, July 15. Our Summer Carnival will be held Thursday, Friday and Saturday, July 16–18. A Concert in the Park will be held on Friday, July 17. Details for all of these events are available online or in our Summer 2015 Program Guide.

#### Parks and Grounds

- The traditional Memorial Day preparations were carried out with emphasis on the Cemeteries, Town Hall and parade route. All the flags were hung, the Veterans flower beds planted and mulched and the Cemeteries were all cut and looking sharp.
- Mulching of the flower beds continued throughout the month.
- The Green and Red Tennis courts were completed for play. Parks employees applied six tons of material to the Green tennis courts this year.
- Lester Daigle LT-17 cleaned and repaired cracks in the Churchill Park swimming pool in preparation for a June 22 opening.
- The 16 flower pots for the Town Center were filled and put out for planting.
- There were 12 interments in Town Cemeteries this month.
- Division personnel were offline 49 days this month.

#### LIBRARY

- New computers for the public. Thanks to the hard work of the Town IT department new computers were installed both in the adult, teen and children's departments for internet, database and online catalog use. Assistant Director Karen Benner did a great job coordinating the transition and it went very smoothly. The new computers have a Windows 7 operating system and have Microsoft Office 2013. Patrons love them. The computers run faster and offer a better user experience.
- During May, preparations for the very busy summer time were made. This meant planning of programs for children, teens, and adults, purchasing of books and other materials, and planning of staff time spent in the schools for promotional purposes. The "*Every Hero has a Story*" superhero theme seems to be an appealing one for all age groups, and high numbers of participants are expected during June, July, and August. Promotional visits to elementary schools began in May and will continue into early June. Teen librarians Bailey Francis and Alyssa LaCross created a Prezi summer reading presentation that will be on the high school summer reading assignments webpage.
- At the State level, the budget was passed with some cuts to the State Library budget. Both the Connecticut and the CEN programs had most of the proposed cuts reinstated so the ability for patrons to use their library card anywhere in the state was not affected. The money for the consortium that negotiates purchasing agreements for public libraries and low cost training for library staff was cut almost in half.

- Library Board of Trustees LeeAnn Manke and Maureen Lyons were appointed by the Library Board to be part of the Library Renovation Building Committee. Town Councilors Dave Nagel and Jim Marocchini were also appointed as well as Steve Silvia from the Republican Town Committee.
- The 19<sup>th</sup> running of the *Newington Library 5K Challenge* road race was held on May 17<sup>th</sup> at Mill Pond Park. 334 runners and walkers and the many more spectators enjoyed a beautiful Sunday race. Great raffle prizes, plenty of food, as well as an exciting awards ceremony made for another good fundraiser worked on by the Library Board of Trustees and many generous sponsors.
- The Friends' annual May Booksale was on May 1, 2 and 3 at the Senior and Disabled Center. This is a major fundraiser for the Friends and revenue from it funds most of the Library programs for the year, the Museum and Attraction Pass program, audio-visual materials for the collection, and a myriad of other goods and services that are offered at LRW because of this additional funding.
- Children's staff conducted 106 programs for 2,871 children and their caregivers. Some programming time was devoted to public school outreach, as seven elementary classes visited, and staff visited the elementary schools for Nutmeg book-talk related programs 14 time and spoke to 763 students. Staff and Friends' participated in Newington's Memorial Day Parade to help spark enthusiasm for *Every Hero Has a Story* summer reading program. Other highlights included Spanish storytime programs, *Stories & Art* and *Music Together*.
- Programs for teens and adults numbered 15 to a combined audience of 689. In addition to the library road race programs for adults included *Sell Your Crafts on Etsy*, Film and discussion about *GMO OMG: Is This the End of Real Food*, *Secret Sugars* and the first program in a new series titled "A Taste of Connecticut" about *PEZ* candy made in Orange, CT. This series features products made in CT and the businesses that make them. The next program will feature *Gouveia Winery* in Wallingford, CT.
- Circulation Supervisor Susan Schneider and Kristina Sutay from the Circulation department had a lively, fun book discussion about the book *Midwives* by Chris Bohjalian. The author joined the discussion via Skype and enchanted the 24 people who attended.
- Head of Collection Management Jeanette Francini and Head of Community Services Michelle Royer have been collaborating with the Transition Academy and Home Depot in Berlin on the "Little Free Library" project. A "Little Free Library" is a small structure, typically that have 2 or 3 shelves that is a free book exchange, take a book, leave a book. The little libraries are registered and located on a world-wide map. Home Depot and the Transition Academy are working together to build the little library that will be dedicated at the All-Ages kick-off on June 13.
- In technology news: In addition to the wonderful new computers, the RFID tagging continues. The adult collection is getting closer to completion. Tagging of the children's collection has begun. Technology programs for the public included *Tech 4 U*, *Troubleshooting with Teen* and *Twitter Basics*. *Value Line Investment Center Online* was added as a new online service for our patrons. Patrons love being able to print museum passes online. Usage increased 42% from the previous year.
- In personnel news: Beth Mendelsohn began her new full-time children's library technician. She was immediately thrown into the summer reading school visits planning. Kristina Sutay was hired as the part-time Collection Management/Circulation position that was opened when Nicole Nichols moved from this position to a part-time Reference position. Kristina began her new duties in May. Kristina's former position will be filled in the coming months.
- In facilities news: Heating & cooling continued to be problem. Facilities is working on trying to balance everything. Cleaning continues to be a problem. Lynn works with the cleaning service constantly to try to get the problems corrected.
- Topics of note that were researched this month included:
  1. Information on the Connecticut hiking incentive program.
  2. Why do marigold leaves turn a brownish purple?
  3. How to apply for disability.
  4. New Nutmeg nominees.
  5. Steven Kellogg and Bill Thomson books (school author visits).

MONTHLY CIRCULATION REPORT				
LRW LIBRARY				
MAY 2015				
	2015	2014	Gain/Loss	%Gain/Loss
<b>CIRCULATION</b>				
ADULT	17,006	19,779	-2,773	-14.02%
CHILDREN	10,331	9,852	479	4.86%

YOUNG ADULT	598	719	-121	-16.83%
DVD'S	3,703	6,580	-2,877	-43.72%
<b>Digital Services</b>				
DOWNLOADABLE BOOKS	4,590	2,437	2,153	88.35%
DOWNLOADABLE MAGAZINES	153	156	-3	-1.92%
DOWNLOADABLE MUSIC	458	456	2	0.44%
DOWNLOADABLE MOVIES	52	4	48	1200.00%
E-READERS	13	17	-4	-23.53%
<b>Other</b>				
MUSEUM PASSES	87	61	26	42.62%
TOTAL CIRCULATION	<b>27,935</b>	<b>30,350</b>	<b>-2,415</b>	<b>-7.96%</b>
CUMULATIVE CIRCULATION YTD	<b>342,796</b>	<b>346,297</b>	<b>-3,501</b>	<b>-1.01%</b>
DAYS OPEN/MONTH	27	28	-1	-3.57%
AVG. DAILY CIRC./MONTH	1,035	1,084	-49	-4.55%
PATRON COUNT	15,044	17,134	-2,090	-12.20%
AVG. PATRON COUNT	557	612	-55	-8.95%
SELF CHECKOUT CIRC#	0	318	-318	
REGISTRATIONS-ADULT	47	176	-129	-73.30%
REGISTRATIONS-JUVENILE	118	45	73	162.22%
TOTAL # CARDHOLDERS	13,601	11,554	2,047	17.72%
CONNECTICARD	6,658	7,540	-882	-11.70%
RETURNS	17,821	21,747	-3,926	-18.05%
SUNDAY CIRCULATION	658	613	45	7.34%
SUNDAY PATRON COUNT	464	503	-39	-7.75%
<b>PUBLIC SERVICES</b>				
REFERENCE QUESTIONS - ADULT	2,882	2,014	868	43.10%
REFERENCE QUESTIONS - CHILD	1,419	1,243	176	14.16%
TOTAL REFERENCE QUESTIONS	4,301	3,257	1,044	32.05%
COMPUTER USE ADULT & TEENS	5752	3158	2,594	82.14%
COMPUTER USE CHILDREN	372	320	52	16.25%
TOTAL COMPUTER USE	6,124	3,478	2,646	76.08%
IN-HOUSE DATABASE SEARCHES	1,862	5,797	-3,935	-67.88%
REMOTE DATABASE SEARCHES	3,151	4,973	-1,822	-36.64%
WEBSITE VISITS	7,845	7,090	755	10.65%
HOLDS ON SHELF PULLED	1,743	925	818	88.43%
ILL--LOANS	2,433	868	1,565	180.30%
ILL--BORROWS	1,628	562	1,066	189.68%
PROGRAMS CHILDRENS	106	64	42	65.63%
PROGRAMS CHILDRENS ATTENDANCE	2,871	1,943	928	47.76%
PROGRAMS TEEN	2	3	-1	-33.33%
PROGRAMS TEEN ATTENDANCE	8	23	-15	-65.22%
PROGRAMS ADULT	13	10	3	30.00%
PROGRAMS ADULT ATTENDANCE	681	665	16	2.41%
NOTARY	10	12	-2	-16.67%
VOLUNTEER HOURS	220	109	112	102.76%
MEETING ROOM USAGE-OUTSIDE GOUPS	18	27	-9	-33.33%
MEETING ROOM USAGE-INHOUSE	54	46	8	17.39%
STUDY ROOM USAGE^	280	271	10	3.51%
<b>COLLECTION INVENTORY</b>				
ITEMS ADDED	1,382	1,019	363	35.62%
ITEMS DELETED	895	0	895	
TOTAL LIBRARY HOLDINGS	181,611	183,939	-2,328	-1.27%

#self check out terminal is out of service

^One study room is currently closed for staff usage