



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: September 18, 2015  
Re: Monthly Report – August 2015

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#### GENERAL ADMINISTRATION

- 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 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 met with an ad-hoc committee to discuss the formation of a new resident open space committee.
- Mr. Salomone participated in the interview process for the Supervisor of Parks, Grounds & Cemeteries position.

#### Legal Services

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

Rome (Modern Tire/Firestone) - \$103,083.34

Murtha (Toll Bros) \$15,198.20

#### Overtime

Paid overtime during the month of August 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	111.0	\$ 5,261.99
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 695.24
ROAD MAINTENANCE	7.6	\$ 335.46
TRAFFIC DIVISION	16.0	\$ 705.36
MARTIN KELLOGG PKG LOT-PHASE 2 & ANNA REYNOLDS PAVING	57.7	\$ 2,582.81
MILLING AND OVERLAYS	170.3	\$ 7,891.03
<b>TOTALS</b>	<b>378.6</b>	<b>\$ 17,471.89</b>

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Weekend Duty	20.0	\$ 1,445.90
Pool Maintenance	60.0	\$ 3,000.51
Herbicide	14.0	\$ 680.34
Graves	1.0	\$ 47.00
<b>TOTALS</b>	<b>95.0</b>	<b>\$ 5,173.75</b>

<b>POLICE DEPARTMENT</b>	<b>15-16 Budget Overtime Appr.</b>	<b>Overtime Expended 15-16 YTD</b>	<b>14-15 Budget Overtime Appr.</b>	<b>Overtime Expended 14-15 YTD</b>
Administration	\$ 7,254.00	\$ 278.93	\$ 7,059.00	\$ 316.42
Patrol	603,738.00	129,077.00	607,287.00	85,195.53
Investigation	76,132.00	8,699.58	79,169.00	6,077.61
Communication	162,698.00	17,285.09	161,160.00	25,288.06
Education/Training	120,943.00	8,285.95	117,276.00	6,668.08
Support Services	34,408.00	2,542.23	34,189.00	3,053.55
Animal Control	3,006.00	0.00	5,546.00	0.00
Total	\$ 1,008,179.00	\$ 166,168.78	\$ 1,011,686.00	\$ 126,599.25
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 25,212.00	\$ 3,023.29	\$ 29,622.00	\$ 6,114.89
Snow and Ice Control	148,440.00	0.00	145,534.00	0.00
Traffic	3,000.00	693.11	4,665.00	898.76
Vehicles and Equipment	26,949.00	4,171.08	29,363.00	7,086.57
Leaf Collection	50,999.00	0.00	50,000.00	0.00
Total	\$ 254,600.00	\$ 7,887.48	\$ 259,184.00	\$ 14,100.22
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 77,091.00	\$ 16,433.21	\$ 75,588.00	\$ 13,314.65
Cemeteries	18,371.00	2,318.45	18,007.00	1,655.54
Total	\$ 95,462.00	\$ 18,751.66	\$ 93,595.00	\$ 14,970.19

## **PERSONNEL**

- The vacant Supervisor of Parks & Grounds & Cemeteries position was posted on July 21 with a closing date of August 12. The position was offered to the successful candidate, Michael Hadvab on August 28, 2015.
- Part Time Human Services Youth Worker Liza Bocchichio submitted her resignation effective August 14, 2015. A public posting for the position was advertised from July 28 – August 10, 2015. Interviews for the position began the week of August 17<sup>th</sup>.

## **RISK MANAGEMENT**

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

The first month of the 2015-16 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2015-16 plan year were estimated at \$847,849. The total paid claims from the Health Benefits Fund for July 2015 were \$995,534. 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:

	<u>Cumulative Claims through July, 2015</u>		
	Town	Board of Education	Total
Estimated Claims	183,302	664,547	847,849
Actual Claims	257,600	737,934	995,534

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of August.

### **Work Order Completions**

- The Facilities Maintenance Department has completed 64 formal work orders during the month of August at various Town Buildings.

### **Library**

- Repairs were made to the sidewalks in the front entrance to the building to eliminate the tripping hazard. Work continues on the installation of the new high efficiency boiler.

### **Town Hall**

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur.

### **Fire House 1**

- Installation of the new High Efficiency Boiler & pumps has begun.

### **Police Department**

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

### **Parks & Grounds Buildings**

- The regrading of the grounds and the walkway paving stones has been completed by the Parks & Grounds Dept. New outside lighting has been installed for the children's cemetery memorial. The commissioning of the new fire & security system is ongoing in all of the Parks & Grounds buildings. The fire alarm & security system for the chapel and annex bldgs. are complete.

### **Ambulance Building**

- New carpeting has been installed in the dispatch office.

### **Highway Garage**

- Installation has started on the gutter system that was damaged last winter with snow guards being installed on the metal roof to rectify any problems in the future.

## **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:
  - Completion of 88 work orders.
  - Identifying and labeling data cabling at the Senior and Disabled Center.
  - Coordinating data cabling work at the Library for their RFID project.
  - Coordinating staff and vendor schedules for wireless infrastructure upgrade.
  - Coordinating with Parks and Recreation staff and VermontSystems, the installation and configuration of their new records management systems (RecTrac/WebTrac). Installation is scheduled to be complete by the end of October and staff training is scheduled for November 2015.
  - Coordinating the completion of the police department's video wall project located in the Public Safety Dispatch Center.
  - Deployment of new computer workstations in the Town Clerk's Office, migrating the Town Clerk's staff over to the town's new domain and installation of all new application servers for their line of business applications.
  - Coordinating the removal and recycling of all end of life electronics used by Town departments.
  - Providing Information Technology staff from the City of Hartford with a demonstration of the equipment used to host the town's hyper-converged virtual infrastructure. The City of Hartford is considering purchasing and deploying the same equipment.
  - Providing assistance with posting electric vehicle charging location on the US Department of Energy website.
  - Providing Geographical Information Systems mapping data to Eversource, Hayes Kauffman Developers, Martinez Couch LLC and Metropolitan District Commission.
  - Providing graphic design assistance to Town Clerk in support of the Town's newsletter.
  - Providing graphic design assistance to Parks and Recreation in support of their seasonal bulletin boards.

- Providing Police Department with assistance in creating an abutters mailing list in support of a sexual offender notification.
- Working with Tax and Assessor staff to implement new CIVLS update.
- Moving Parks and Grounds staff to new domain and remote access system.
- Migrating Library staff from file server on old domain to file server on new domain.
- Mr. Pollock attended two day NetMotion Mobility training class.
- Reconfiguring Docview software used by Police Department for crash reports.
- Assisting Library's RFID vendor with implementation of RFID hardware and software.
- Installation of a computer workstation at library Circulation Desk for use with RFID system.
- Attending staff, departmental and/or regional meetings as needed.

**FINANCE**

**Accounting and Administration**

- Preparation for the 2014-15 financial audit was well underway during the month of August.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.
- Proposals were received for the lease purchase financing of the fire rescue truck at \$700,000. Of the six responses, First Niagara Leasing Inc. submitted the lowest rate of 1.62% for a five year term.

Major grants received during the month included Town Aid Road grant of \$208,126. 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)  
8/31/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2015-16</u>	<u>Actual Year to Date</u>	
General Fund	\$68,350	9,655	\$26,083,275
Special Revenue Funds	5,500	1,192	3,988,077
Capital Projects Funds	800	292	1,030,246
Internal Service Fund	2,400	531	1,956,657
Trust and Agency Funds	2,400	358	984,912
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$34,043,167</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
8/31/2015

	<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	0.16	0.16	997	1,085	\$7,348,362
Bank North	0.20	0.20	940	218	5,534,338
People's Bank	0.32	0.32	1,377	1,377	5,068,525
Santander Bank	0.35	0.35	1,497	510	5,555,599
Farmington Bank	0.40	0.35	3,304	824	10,536,343
<b>Total Outstanding Investments</b>					<b>\$34,043,167</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through August 23, 2015. This office continued to handle motor vehicle adjustments to the October 1, 2014 grand list. There were 208 adjustments made in August that totaled a net reduction of \$216,912.
- The preparation for the October 1, 2015 grand list began. Personal property declarations were ordered and received. Those declarations were placed on the Assessor's website. New business owners were entered in the CAMA system. Building permits were analyzed and recorded in the CAMA system for fall inspections. Field cards were prepared and printed for those inspections. October 1, 2015 motor vehicle pricing books were ordered for use on the grand list.
- The State of Connecticut allowed extensions for 8 individuals to file late for the elderly homeowner's program and we met with those individuals.
- The 2015 revaluation process proceeded well with several accomplishments in August. Slightly more than 50% of residential properties were reviewed by the Assessor and eQuality personnel from the street. The revaluation process will continue through December. Cost schedules, land value schedules, and out building schedules have been developed. The computer systems for both eQuality as well as Vision Appraisal were updated. The Assessor's office continues to supply assessment data via the internet using Vision Appraisal. The revaluation process will continue through December.

**Revenue Collector**

- Collections for August on the 2014 Grand List amounted to \$3,355,076 which includes \$16,089 for pro-rated real estate payments and \$79,909 for back taxes collections.
- This year's total collections through August were 54.04% which is slightly higher than the same period last year which was 51.25%.
- Delinquent notices were sent the first week in August to 6,246 delinquent taxpayers; 509 for Real Estate, 232 for Personal Property and 5,505 for Motor Vehicles.
- The Tax Office was extremely busy with taxpayers coming into the office as well as an unusually high amount of telephone calls due to the current problems with the new motor vehicle system at the CT Dept. of Motor Vehicles. This traffic is due to continue until October, when the Motor Vehicle Dept. moves through their transition period.

**TOWN CLERK**

- Total monthly revenue generated in the Town Clerk's office was \$74,129.89.
- There were 74 transfers for a total of \$12,081,094. State conveyance tax collected was \$100,595.16 and \$30,133.39 was collected in Town conveyance tax.
- A total of 432 documents were filed on the land records during August including 133 mortgages, 164 releases, nine Foreclosure Registrations, 17 liens, and 20 probate documents.
- 95 Day Street conveyed for \$670,000 from Supportplus Group, LLC to 95 Day Street LLC. Three residential properties each sold for over \$300,000; and, one residential property sold for \$406,000.
- The staff issued 88 certified copies of vital records, nine burial permits and one cremation permit.
- Nine Notary Public commissions and three Trade Name certificates were recorded.
- There were 49 electronically recorded documents generating \$5,473 in recording fees.
- The Town Clerk devoted a lot of time during August preparing the upcoming quarterly newsletter that will debut in October. Preparations included many interviews with department heads combined with a lot of research prior to writing the articles. A note of gratitude is extended to Thad Dymkowski in the IT Department for his invaluable assistance in tailoring a template for this new project.

<b>DATA SUMMARY AUGUST 2015</b>				
	<u>Aug. - 15</u>	<u>Aug. - 14</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	432	361	919	862
Dog Licenses Sold	194	69	449	291
Game Licenses Sold	17	38	60	79
Vital Statistics				

Marriages	20	19	42	56
Death Certificates	21	18	59	55
Birth Certificates	28	24	46	56
Total General Fund Revenue	\$ 48,415.39	\$ 33,821.20	\$ 99,516.42	\$ 80,063.20
Town Document Preservation	\$ 1,100.00	\$ 869.00	\$ 2,346.00	\$ 2,020.00
State Document Preservation	\$ 690.00	\$ 612.00	\$ 1,416.00	\$ 1,354.00
State Treasurer (\$36 fee)	\$ 12,420.00	\$ 9,828.00	\$ 25,488.00	\$ 23,148.00
State Treasurer (\$127 fee)	\$ 4,826.00	\$ 2,794.00	\$ 11,049.00	\$ 6,223.00
State Treasurer (\$110 fee)	\$ 4,510.00	\$ 3,190.00	\$ 10,230.00	\$ 7,700.00
Locip	\$ 1,035.00	\$ 819.00	\$ 2,124.00	\$ 1,929.00
State Game Licenses	\$ 54.00	\$ 260.00	\$ 148.00	\$ 536.00
State Dog Licenses	\$ 700.50	\$ 470.00	\$ 2,342.50	\$ 1,856.00
Dog Licenses Surcharge	\$ 246.00	\$ 158.00	\$ 862.00	\$ 666.00
Marriage Surcharge	\$ 133.00	\$ 209.00	\$ 266.00	\$ 399.00
<b>Grand Total</b>	<b>\$ 74,129.89</b>	<b>\$ 53,030.20</b>	<b>\$ 155,787.92</b>	<b>\$125,894.20</b>

## **POLICE DEPARTMENT**

- The Police Department recruitment drive is ongoing as there are still two openings. The department conducted oral interview examinations for a second group of candidates in August. Two candidates from this process have forwarded into background checks.
- The department has also begun a new recruitment drive for entry level police officer. A written exam is scheduled in September and will be conducted by the Connecticut Chief's of Police Association. When results of the written exam are received, the department will set a cut off score and will schedule appointments for oral examinations for the top scoring candidates.
- A Certified Police Officer recruitment process is also underway. The physical agility and written testing will be completed through Policeapp.com. This process will remain ongoing.
- Patrol Calls for August are as follows:

Hold Up Alarm	6	Medical Mutual	1	Check Welfare Other	34
Assault In Progress	2	Medical Other	113	Clear Lot	35
Breach In Progress	15	Medical Respiratory	31	Prisoner / Paperwork to Court	24
Burglary In Progress	2	Medical Trauma	8	Criminal Mischief Report	14
Crim Mischief In Prog	4	Medical Unresponsive	7	CSO	6
Customer Dispute In Progress	9	MV Complaint In Progress	2	Customer Dispute Report	4
Customer Dispute Rpt	1	MVA Injury	9	Dog Complaint	46
Domestic In Progress	22	MVA Property Only	1	Domestic Report	9
EDP In Progress	11	Open Door / Window	8	Drug or Para found	4
Fire Alarm	16	Robbery In Progress	3	DUI	8
Fire Hazmat	2	Serve Warrant	1	EDP In Progress	1
Fire Mutual Aid Request	1	Shots Fired	3	EDP Report	1
Fire Other	27	Stolen MV	1	Escort Funeral	8

Fire Rescue	1	Suicide Attempt	1	Escort Other	7
Fire Structure Fire	2	Suspicious In Progress	118	Escort Tax	12
Harassment In Progress	3	Suspicious Report	2	Fingerprint	23
Larceny from MV In Progress	1	Threatening In Progress	1	CO Detector no symptoms	4
Larceny from MV Report	1	Commercial Burg Alarm	77	Fire Stand By (CAD #)	1
Larceny In Progress	14	Residential Burg Alarm	35	Fire Water Problem	1
Larceny Report	1	Animal	33	Fireworks	5
Medical Alarm	10	Assault Report	3	FollowUp	76
Medical Cardiac	13	Assist Notification	1	Harassment Report	13
Medical Diabetic	8	Assist Other Agency	31	Hazard	25
Medical Fall	75	Burglary Report	8	Illegal Dumping	2
Juvenile Complaint	17	Car Seat	3	Intoxicated	10
K9 Call	7	Check Welfare 911 hang up	15	Serve Warrant	17
Landlord Tenant Dispute Report	1	Missing	3	Sexual Assault Report	1
Larceny from MV Report	27	MV Abandoned	3	Specific Detail CAD #	114
Larceny In Progress	1	MV Assist	58	Stolen MV	4
Larceny Report	34	MV Complaint In Prog	17	Sudden Death	2
Location General	94	MV Complaint Report	14	Suspicious Report	34
Location School	5	MVA Evading	12	Test Fire	1
Lockout Building	2	MVA Property Only	100	Threatening Report	7
Lockout MV special circ	5	Neighbor In Progress	6	Tow	4
Medical Fall	2	Neighbor Report	5	Traffic Stop	512
Medical Other	3	Noise	16	Trespass In Progress	9
Medical Stand By	3	Parking Violation	9	Trespass Report	3
		Pistol Temp Pmt Issued	12	<b>Total</b>	<b>2324</b>
		Property Found	14		
		Property Lost	9		
		Recovered Stolen MV	1		

- Investigations and calls by Patrol Officers in August included:
  - Burglary Arrests - On 08/21/15 at 0142 hours, officers were dispatched to an apartment in town to investigate a report of a suspicious person walking around the apartment complex who did not appear to belong there. Police dispatch advised officers that the complainant described the suspect as a white male with a scruffy brown beard. Upon arrival, officers searched the area on foot and after a few minutes, a second call came into dispatch claiming that a robbery was taking place and that two suspects were escaping on foot. Officers looked across the street and noticed a white male walking on foot at a fast pace. Officers ran across the street and confronted the individual. He stated that he was looking for his friend. Officers continued to look for a second individual and located him on a motor scooter headed southbound on the street. Officers spoke with the complainant who stated that she called the police department when she noticed a guy walking around the apartment complex. She stated that there were two suspects and that one of them had taken a television out of her neighbor's apartment. Officers then brought the complainant to the suspects and she was able to identify them as the suspects she had seen in her neighbor's apartment. Further investigation revealed that the suspects had a master key for the apartment complex and had burglarized several apartments over the last few months. The suspects were taken into custody and charged with 53a-101 Burglary in the First Degree, 53a-48/53a-101 Conspiracy to Commit Burglary in the First Degree, 53a-181 Breach of Peace in the Second Degree, 53a-108 Criminal Trespassing in the Second Degree, 53a-106 Possession of Burglar's Tools, and 53a-125a Larceny in the Fifth Degree. Additional charges are forthcoming from other burglaries.

- On 8/3/2015 at approximately 0345 hours, Newington Police responded to a burglar alarm at the AT&T Wireless Store, which is located at 3243 Berlin Turnpike. Also, there were two recent burglaries of the Verizon Store within the past couple of weeks. Officers arrived on scene and located a person crouched down between two dumpsters on the southeast side of the building. The suspect was placed in handcuffs and detained while the officers continued their search of the building and property. Based on the evidence where the suspect was located, officers believed he or a second suspect may be on the roof of the building. The Fire Department was requested so officers could safely make their way onto the roof. The roof was checked and officers discovered the suspects entered the building from the roof. The interior of the building was checked for a second suspect. During this time, officers were able to locate a second suspect inside the suspended ceiling in the building. The second suspect was taken into custody as well. The suspects were later charged with violation of the following Connecticut General Statutes: Burglary 3rd Degree (53a-103), Conspiracy to Commit Burglary 3rd (53a-48/53a-103), Criminal Mischief 1st Degree (53a-115), Criminal Trespass 2nd Degree (53a-108), Larceny 1st Degree (53a-122), Conspiracy to Commit Larceny 1st Degree (53a-48/53a-122), Interfering With Police (53a-167a), Possession of Burglary Tools (53a-106).
- In August, Detective Division personnel:
  - Handled 122 investigations, 114 remain ongoing and 8 were closed by investigative methods.
  - Served 19 arrest warrants, 17 by Patrol Officers and 2 by Detective Division personnel
  - On August 19<sup>th</sup> Newington Detectives and members of the DEA Narcotics Task Force executed a search and seizure warrant at a room at the Grantmoor Motor Lodge. The search and seizure warrant was based on facts gathered during an ongoing narcotics investigation conducted by a Newington Detective assigned to the task force. Upon arrival, detectives entered the room and seized several items of evidence. The evidence seized included cocaine, heroin, marijuana, drug paraphernalia/packaging material, a digital scale, and U.S. currency. The subject of the investigation was present in the room and was subsequently arrested and charged with the following offenses: Operating a Drug Factory, Possession of Narcotics, Possession of Narcotics with Intent to Sell, Possession of less than ½ ounce of Marijuana, Possession of Drug Paraphernalia, Possession of Narcotics within 1500 feet of a School Zone, Possession of Narcotics with Intent to Sell within 1500 feet of a School Zone. The arrestee was held on a \$50,000 bond.
- In August, the Community Service Officer (CSO):
  - Presented 3 tours of the police department to Parks and Recreation Playground Pals. This presentation reached 54 children.
  - Coordinated the Police Department Internship Program.
  - Coordinated the Fall 2015 Citizen's Police Academy Instructors and Schedule.
  - Conducted Tour for St. Mary's Summer Camp for 30 children.
  - Met with Principal Jason Lambert at Martin Kellogg Middle School regarding CSO curriculum in the middle school for the 2015-2016 school year.
  - Attended a Chamber of Commerce Meeting.
  - Maintained the Police Department's social media sites.
  - Assigned to work specifically on the ATV investigation for the last 2 weeks of August.

**UCR/NIBRS Selected Crimes**  
**Preliminary July 2015**

Type of Crime	# of Offenses	Value of Crime	July 2014	
			# of Offenses	Value of Crime
Murder	-	-	-	-
Forcible Rape	2	-	1	-
Robbery	1	40	2	280
Assault	6	-	4	-
Burglary	8	25,569	6	47,739
Larceny Theft	48	12,554	48	30,965
Auto Theft	1	7,500	2	31,000
<b>Totals</b>	<b>66</b>	<b>45,663</b>	<b>63</b>	<b>109,984</b>

- In August, 2015, the police department arrested 102 adults: 1 for rape, 12 for assaults, 2 for burglary, 3 for forgery/fraud, 3 for vandalism, 1 for a weapons violation, 10 for narcotic violations, 11 for DUI, 3 for offenses against family and children, 4 for disorderly conduct, 23 for larceny theft



and 29 for other miscellaneous offenses. The department also arrested 7 persons under the age of 18: 1 for robbery, 3 for burglary, 1 for larceny, and 2 for other offenses.

- Police Department Overtime

- Comparison

➤ OT July	\$ 69,465	1 1/2 pay periods (1 week in FY 14/15)
➤ OT August	\$ 96,697	2 pay periods
➤ Total increase	\$ 27,232	

- In July, there was one officer in field training, two officer vacancies, two officers on light duty, and three officers at the police academy in training. These vacancies in Patrol have an impact on overtime for a total of eight 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. The overtime reported here is only for 1 ½ pay periods in July and includes one holiday. The first pay period had overtime that was charged to FY 2014-15.
- In August, there were two officer vacancies, one officer on light duty, one out on medical leave, and three officers at the police academy in training. These vacancies in Patrol have an impact on overtime for a total of 7 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. August totals are based on 2 pay periods whereas July was 1 ½ pay periods.
- Administration overtime of \$0 is a decrease of \$279.
- Patrol overtime of \$73,339 is an increase of \$17,602. Calls included several domestic calls, motor vehicle accident investigations, Midstate accident investigation, several DUI arrests, court appearances, warrants, search warrants, burglary calls, drug arrests, a Sergeants meeting, medical calls, holdovers, booking process, and overtime for time off/vacancies.
- Detective Division Overtime of \$7,525, is an increase of \$6,351. Overtime included an investigation in domestic arrests, a sexual assault investigation, a Midstate accident investigation, search warrant, assault investigation, AT&T burglary investigation, and scene processing.
- Communications overtime of \$10,228 is an increase of \$3,172. Overtime included several time off leaves including an extensive leave and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Education overtime of \$3,972 is a decrease of \$34 for training classes. Training for ERT, training for ten officers to attend training on Fair and Impartial Policing, and less lethal/firearms training.
- Support Services overtime of \$1,633 is an increase of \$726. Overtime included an EMS committee meeting and a Library presentation.
- ACO overtime was \$0.

**FIRE DEPARTMENT – AUGUST 2015 INFORMATION**

- The following is a report of the activities of the Newington Fire Department for the month of August, 2015. During this period fire department members responded to 47 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>August 2015</b>	<b>2 Months Activity</b>
Residential	3	7
Commercial, Industrial, Office	1	4
Hospital, School	0	2
Vehicle	0	0
Rescue, Police Assistance	11	15
Dumpster, Rubbish, Grass, Brush, Leaves	14	27
Hazardous Materials/Clean up	3	6
Investigative Alarm	9	16
Mutual Aid/Standby	1	2
Carbon Monoxide Investigation	3	6
Water Related Incidents/Pump-Outs	2	3
False Alarm	4	10
<b>Total</b>	<b>51</b>	<b>98</b>

### Training Summary

Multi/Company Training	Co. #2 & #4 Rope Rescue Co. #1 & #3 Rope Rescue	56 hours 68 hours
Driver Training	Road Time	5 hours
Company Training	Co. #1–Hurst Rescue Tool Review Co. #1–E-1 Pumping/Driving SOP Review Co. #2–Vehicle Extrication/SOP Review Co. #3–Rope Rescue Equipment Hands-On Co. #3–Pump Qualifications Review	12 hours 12 hours 8 hours 34 hours 24 Hours
Co. #4	Driver Recertification	15 Hours
Department Training	CCSU Student Housing Tour	130 Hours
<b>Total Hours</b>		<b>364 hours</b>

### FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of August, 2015.

INSPECTIONS	19
INSPECTION FOLLOW-UPS	21
PLAN REVIEW	12
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	0
COMPLAINTS	4
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	5

### Incidents:

- There were no significant fire incidents or injuries reported in August. Responded to **21** fire calls during August.

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

- Attended a Memorial Service for Company #1 Veteran Member Daniel Gallicchio at Holy Spirit Church.
- Met with representatives at the Balf/Tilcon Plant on Hartford Avenue to conduct a site tour and review emergency action plans.
- Attended the monthly Officer Training Session: Tour of the new CCSU Student Dormitory at the New Britain Campus.
- Met with representative from GKN Aerospace on Louis Street to review and update their emergency action plans.
- Met with representatives from the CCHD and the BOE to review the high school gym and cafeteria areas for use as our emergency pandemic vaccination distribution center.
- Attended the monthly Company Drill at the training tower: Ropes, Knots and Rope Systems.
- Responded to a mutual aid request for assistance with a structure fire in Wethersfield along with Engine-1 and Truck-1.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #3 on West Hill Road.
- Attended a wake for Christine Dignoti the wife of Wethersfield Fire Marshal Anthony Dignoti.
- Traveled out of state on vacation.

### HIGHWAY DEPARTMENT

#### Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended project coordination meetings with Engineering Department.
- Attended Department Head and Public Works team meetings.
- Completed employee evaluations.
- Coordinated all paving and construction projects.
- Coordinated traffic signal loop replacement and pavement striping for various road projects.
- Coordinated all Board of Education paving projects.
- Continued with landfill closure project tasks.

### Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Continued roadside litter and graffiti removal.
- Continued with pot hole patching, curbing and top soil repairs town wide.
- Completed Martin Kellogg parking lot reconstruction project.
- Crews along with outside contractors completed the milling and paving of Chestnut Road, Michael Lane, Woodland Street, Section of Kitts Lane, Section of Griswoldville Avenue, Costello Road, Costello Place, Richard Street and Pickens Drive.
- Highway personnel assisted with court ordered evictions and property storage.
- Two employees attended Landfill Solid Waste Recertification class.
- Rebuilt catch basins on Timber Lane, Eddy Lane and Coburn Avenue.
- Completed paving project at Anna Reynolds School.

### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.
- Assisted Police Department in the setup of stealth speed boxes.
- Continued with line striping including town roadways and school facilities.
- Assisted Highway Department with traffic control for road milling and paving projects.

### Fleet Maintenance

- Continued with scheduled and emergency repairs for all town vehicles and equipment.

### Sanitation/Recycling/Landfill

- Scheduled 731 residential bulk items for collection for the month.
- Scheduled 97 condominium bulk items for collection for the month.
- Scheduled 27 condo/residential scrap metal items for collection for the month.
- 770 tons of cumulative Municipal Solid Waste were collected for the month July.
- 237 tons of cumulative recyclables were collected for the month of July.
- 124 mattresses and 41 box springs were collected for the month of July.
- 30 televisions were collected for the month of July.
- Issued 43 permanent landfill permits and 18 temporary permits for the month.

## **TOWN PLANNER**

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

#### Regular TPZ Meeting on August 26, 2015:

- Approved Petition #24b-15: Site Plan Approval (Section 3.24.6: Restaurant) for “Wood N Tap” restaurant at 3375 Berlin Turnpike (“Raymour & Flanigan”). WNT VIII LLC, applicant.

### **Town Planner Activities:**

#### Approved, Pending, and Future TPZ Applications

- August 12: Met with applicant for subdivision of property at 45-47 Monte Vista.
- August 17: Met with planning consultant re zoning regulations in the B-TC zone.
- August 24: Inspected open space parcels in southeastern Newington.

#### TOD/CTfastrak/Amtrak Corridor Planning:

- None

#### Grant-Funded Project Activities

- August 10: Met with Parks and Rec Superintendent to discuss possible STEAP grant application for lighting at Clem Lemire ballpark.

#### Professional Development/Training:

- August 28: SNEAPA event planning in Hartford.

#### Boards and Committees

- August 11: Attended monthly ACHIEVE meeting.
- August 12: Attended monthly Public Works Staff meeting.
- August 26: Attended monthly Department Head meeting.
- August 26: Attended regular biweekly TPZ meeting.

#### Miscellaneous:

- August 2-3: Vacation
- August 28: Met with EDC chairman to discuss future EDC events.

- August: Received and responded to or initiated approximately 259 emails to and from citizens, applicants, staff and elected/appointed officials.
- August: Received and responded to approximately 22 phone messages from citizens, applicants, staff and elected/appointed officials.

### **TOWN ENGINEER**

- During the month of August, 35 excavation permits were issued:
  - 23 Road/Driveway Excavations
  - 7 Gas laterals
  - 3 CATV
  - 1 MDC Patch
  - 1 Manhole Cover
- N.V.A. – Project status (update): Pre-construction\scheduling of operations - The Engineering Department has scheduled a pre-construction meeting for September 1, 2015 with the anticipated start date of construction on September 8, 2015. Engineering has provided an estimate and is coordinating the concrete work (sidewalk vendor) for the deteriorated walks around the building structure. Additionally, a concrete walk has been design to provide emergency access to the rear of the building to accommodate both building and fire code. Facilities will schedule improvements as it relates to appropriate lighting for the walks, post construction. The pavement rehabilitation schedule is T.B.D. Minor drainage (roof leaders) will be connected to the site drainage system as time permits by Town forces, post construction. (T.B.D.)
- The Town Engineer attended the monthly Inland Wetlands Meeting.
- 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. has currently entered the final design phase for Project Contract No. 2011-73 “Water and Sewer Installation” The project proposes the installation of both a 20” water main and an 18” sewer main. The sewer main will extend from the “Trunk Line” (at Mill Brook) west on Cedar to the Old Farm Drive subdivision and the water main will be installed from Veterans Drive south and west to complete a loop in the vicinity of the Old Farm Drive as well. The project is estimated at ten (10) million dollars (5 million each).
- Engineering staff is finalizing plans & grading for the survey stakeout of the Olympia & Oregon Streets. DPW forces plan to reconstruct these roads in the month of September prior to the “Leaf pick-up Season”. The roads will be reconstructed utilizing edge drain installation, improved drainage structures (as-needed), cross slope and grade of the roadway.
- **Wetlands: In the Month of August, The Town Engineer acting as the Wetland Agent Administered the following Applications:**
  - Administrative Approval – Application 2015-19AA, 113 Cambridge Drive, for the installation of a deck with piers in upland review area.
- **Site Plan Review:** Engineering conducted (5) site plan reviews with regard to LID\Stormwater Drainage, TPZ and/or Zoning regulations.

### **BUILDING DEPARTMENT**

- Two Permits were approved for single family houses. They are located at 30 Harvest Court and 32 Harvest Court.
- A Permit was issued to install a new boiler & pumps including piping for Company 1 Firehouse located at 1485 Main Street
- A Permit was issued to install a new boiler, pumps & piping for the Lucy Robbins Welles Library located at 95 Cedar Street.
- A Permit was issued for a gas line for a natural gas generator for the U.S. Veterans Hospital at 50 Victory Way.
- There were three Certificates of Occupancy issued in August. Two residential – 6 Harvest Court and 48 Harvest Court. One Commercial – Firestone located at 2897 Berlin Turnpike.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 231 inspections. They were: A/C (3), Alarm (1), Boiler (1), CO (4), Decks (5), Electrical (24), Final (87), Footings (6), Foundation (10), Framing (7), Gas Fireplace (1), Gas Line (18), Insulation (12), Mechanical (2), Plumbing (3), Pools (6), Roofing (5), Rough (34), Sheathing (1), Site Visit (1).

- The total number of Building/Renovation Permits issued / applied for the month of August was **201** producing a total permit value of **\$2,072,872.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	26	570,814.00
DECK	4	15,700.00
DEMOLITION	0	0.00
ELECTRICAL	52	222,470.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	3,200.00
GARAGE / SHED	0	0.00
MECHANICAL	40	270,238.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	428,480.00
PLUMBING	37	195,974.00
POOL	0	0.00
ROOFING/SIDING	21	200,746.00
SIGN	2	1,375.00
OTHER	13	159,428.00
SOLAR	2	4,447.00
<b>TOTAL</b>	<b>201</b>	<b>\$2, 072,872.00</b>

The total Building income fees received in the month of August was **\$25,298.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,215.00, Environmental \$420.00, Conservation \$1,100.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$161.50 Driveway / Excavation \$2,375.00 Engineering copies \$114.50. The other total income is \$5,386.00.

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

	<u>2015</u>	<u>2014</u>
Value of Permits issued for August:	\$2,072,872.00	\$915,922.00
Fees for Permits issued for August:	\$25,298.00	\$12,752.00
Other income Fees for August:	\$5,386.00	\$5,776.00
Building Permits Issued for August:	201	153

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

<u>2015-2016</u>		<u>2014-2015</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$4,553,016.00	\$56,949.00	\$2,877,861.00	\$35,188.00

### HUMAN SERVICES

- The Food Bank assisted 146 households with 696 bags of groceries distributed.
- Open Air Market served 127 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 19 households, providing 24 bags of clothes.
- The Special Needs Fund assisted 7 residents with 9 bills, 5-utility, 1-medical, 2-housing, and 1-conservator filing bill. Four residents were 60+.
- The Social Casework Program had 113 cases. 48 were new referrals.
- The Youth and Family Counseling Program had 15 active cases. 1 case was new. Clinicians provided 29 clinical therapy sessions with a total of 35 clinical service hours. There were contract therapist vacations and summer therapy breaks for some individuals.

- Summer Youth Adventure programming wrapped up mid-August with a very successful summer. Participation increased by 22%.
- The Challenge Course also had a very active month with a busy fall booked.
- Planning for the 8<sup>th</sup> grade Adventure Bound Challenge program has begun. Registration will occur in September and the program will begin in October.
- Fall SCORE brochures will be going out to the middle schools and St. Mary's School shortly after school reopens.
- There were 3 requests for community service. 36 hours were completed with carryover into September.
- There was 1 JRB referral this month.
- Staff attended workshops, trainings and meetings throughout the month.
- The department did receive slight cuts to the two SDE grants we receive to support youth programming. For this fiscal year, approximately \$1,000 was cut. We are exploring grants and donations to fill the gap.
- Approximately, 100 youth benefited from the Back-to-School backpack and school supplies distribution held. Once again, individuals, groups and businesses generously donated.
- Staff were very busy meeting with foodbank/holiday baskets recipients to update their eligibility and information for the upcoming year. New eligible residents are also being added.
- Director Futoma spoke at the Town Hall Renovation forum held at the Senior & Disabled Center to offer a perspective of how current work conditions impact residents, programs and services.
- Pat Meskill met with NEMS (Newington Emergency Medical Services, formerly NVA) and will be offering Mental Health First Aid certification training to a group of their volunteers.
- Maria Gonzalez-Soto has been hired to replace part-time Youth Worker, Liza Bocchichio, who secured full time employment. Maria has worked for us contractually since early 2011 and brings solid experience including lead facilitation on outdoor challenge courses.
- Human Services Staff met with Newington Police officer Jamie DeSimone, to discuss in-school and after-school youth program collaboration.
- Director Futoma and Coordinator LaBrecque were invited to a statewide meeting of code agencies and organizations on the State Health Improvement Plan, "Healthy CT 2020." We were asked to come as representatives of the Working Hoarding Group. We are also working with the Central CT Health District on other aspects of the plan.
- Several staff attended a meeting with Elderly Protective Services, to enhance the referral, intervention and collaborative process.
- Staff continue to be involved in initiating voluntary and involuntary conservator applications for at-risk residents, who don't have family or friends able to do so.

### August 2015 Statistics

<b>Selected Programs</b>	<b>FY 15-16 Undp. Total This Month</b>	<b>FY 15-16 Undp. Total Last Month</b>	<b>FY 15-16 Cum. Undp. Total YTD</b>	<b>FY 14-15 Cum. Undp. Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	15	10	11	13
<b>Youth &amp; Family Service Hours</b>	35	33	68	68
<b>JRB Cases</b>	1	1	2	1
<b>Positive Youth Development</b>	244	601	845	711
<b>Information and Referral</b>	652	591	1243	1173
<b>Social Casework Cases</b>	113	98	211	144
Under 55 =	28	19	47	
Under 55 Disabled =	37	35	72	
Over 55 =	48	44	92	
<b>*Social Casework Service Hours</b>	172	191	363	N/A
Under 55 =	37.25	24.25	61.50	
Over 55 and/or disabled	134.75	166.75		
<b>Food Bank Households</b>	146	136	282	360
<b>#Bags of Groceries Distributed</b>	696	674	1370	1632
<b>Special Needs</b>	7	8	15	21

## **SENIOR AND DISABLED CENTER – JULY/AUGUST 2015**

- The highlight of the summer at the Senior and Disabled Center was the Annual Safety Picnic, a collaborative event with the Newington Police Department held on July 31<sup>st</sup>. Newington's finest cooked up a feast of hot dogs and hamburgers. As in other years, a special presentation followed lunch and this year's program was "Meet the Chief" with Chief Steven Clarke. Chief Clarke shared his family history with the site of the Center which was once his grandparents' farm!
- The Giving Garden, in spite of the efforts of five woodchucks, thrived over the summer under the cultivation of a dedicated group of volunteer gardeners. The garden began yielding produce and will supply tomatoes, peppers, onions, squash, lettuces and a bounty of eggplant to the Food Pantry throughout the harvest season.
- On Friday, July 10 Ellie Rodriguez, RPh, from Stop and Shop Pharmacy spoke about the shingles virus and the vaccine. Brunch was provided by the Lodge at Cold Springs.
- Fox Rehab provided a balance screening on July 17<sup>th</sup> to help assess risk of falling. Falls are the top cause of accidental injury among older adults.
- On Friday, July 24th participants enjoyed a Movie on the BIG Screen. BIG EYES is an award winning film about the painter, Margaret Keane, her phenomenal success in the 1950's and the legal difficulties she had with her husband, who claimed credit for her work.
- D.J. Cox from Home Instead Senior Care, demonstrated easy to prepare ways to jazz up chicken salad in a program on July 27<sup>th</sup> titled Meal Prep Under Pressure. Tastes were provided.
- The Readys – Emergency Preparedness Training for People with Access and Functional Needs was presented by Deb Bekish and Elaine Marino from CCCI on August 21<sup>st</sup>. This is an educational program about emergency planning in 4 easy steps.
- In a Greeting Card Workshop on August 24, volunteer Rose Bolton showed the group how to make beautiful watercolor looking backgrounds for greeting cards. Everyone's card was unique and the creativity was flowing.
- The Center has established a partnership among five Senior Centers in the Greater Hartford area to connect the LGBT community to mind-body-spirit, to each other and to services and supports for healthy aging through a pilot Moveable Senior Center. The program will be in Newington on October 16<sup>th</sup>. This project is sponsored by CCCI as part of "Getting it Right": Creating an LGBT-Responsive Organization, a project funded by the John H. and Ethel G. Noble Charitable Trust and was guided by CT LGBT Aging Advocacy.
- As of the end of August, the Center had 1,799 paid members, including 191 Fitness Center members. There are 859 residents registered for Dial-A-Ride.
- The I&R Center team provided 170 units of direct service to 156 residents over the summer. These include applications to the Circuit Breaker program, the Renter's Rebate program, financial assistance 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 over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 6234 by 600 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 1365 covering 4026 miles in July and 1315 trips covering 3937 miles in August. The total number of riders was 141.
- Center staffing was complemented by 1,234 hours of unpaid service in 449 instances by 52 volunteers.

## **PARKS AND RECREATION**

### Administration

- Superintendent spoke at the Rotary Club meeting at Indian Hill Country Club
- Superintendent met with Chris Meyers and his assistant, Dana Morris, to discuss our relationships with the school athletic programs.
- Superintendent met with staff of all divisions to set goals for the immediate future.

- Superintendent worked closely with the Town Manager to advertise, recruit and interview for a park supervisor. A professional panel tested for qualifications. The Town Manager interviewed the top three candidates.
- Superintendent met with the President of Midget Football and the Field Coordinator of Youth Soccer. The Superintendent is trying to establish friendlier terms of cooperation among all the sports field users.
- Superintendent held several conversations with the lacrosse leadership, by-law clarifications were discussed and the organization plans were solidified.
- Superintendent met with the administrative staff to brainstorm new ideas for programming and special events.
- A public input forum was held to encourage input on the redesign of Churchill Park. Over 25 residents were in attendance. A new pool, splash pad and sand volleyball courts were the main focus.
- Superintendent worked continuously with the design team for Churchill to have two to four conceptual plans available for the commission meeting in September.

#### Recreation Division

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- Hundreds of season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Sunday, August 9<sup>th</sup>.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 10<sup>th</sup> from 6:00 – 7:30 p.m. at Mill Pond Pool. 20 dogs attended, accompanied by many owners and family members.
- Churchill Pool closed Sunday, August 16<sup>th</sup>.
- Free Summer Fun Runs were held on Wednesdays, August 5<sup>th</sup> and 12<sup>th</sup>. Approximately 212 unique participants enjoyed the summer fun run series of 5K and 2k walk/runs, an increase of last year's total of 188 unique participants. Attendance each night averaged 72 participants, which was an increase over last year's average of 65 participants each night.
- A consignment ticket program was offered with discounted tickets to Six Flags, Lake Compounce, and the Connecticut Science center. Many residents took advantage of this opportunity to purchase discount tickets.
- Registration has been ongoing for Creative Playtime Preschool Program. Several days are full at this time with students on the waiting list. The first day of classes for the 2015-2016 school year will be Wednesday, September 2<sup>nd</sup>.
- Adult Softball: The Women's 5-team league ended in early August and the Men's 15-team league ended in mid-August
- An average of 325 children in Kindergarten through grade 7 attended the Summer Playground Program each week (as compared to an average of 310 last summer). The 7-week program ended on August 7.
- Program Coordinator met with the Teen Center Director to establish dates for the 2015-2016 school year, 7<sup>th</sup>/8<sup>th</sup> grade dances and began the process of planning Friday night Teen Center events.
- Annual training for our preschool staff was held on Wednesday, August 26<sup>th</sup>.

#### UPCOMING – RECREATION DIVISION

- Registration for fall programs will begin September 4<sup>th</sup> for residents and September 18<sup>th</sup> for non-residents. Most fall programs will begin in late September or early October.
- The indoor pool at Newington High School will open for recreational swimming on Monday, Wednesday and Friday nights beginning September 28<sup>th</sup>. Swim lessons will begin on Wednesday, September 30<sup>th</sup>.
- Training for aquatics staff is scheduled for Wednesday, September 9<sup>th</sup> and 16<sup>th</sup>.
- An open house at Creative Playtime Preschool is scheduled to be held Monday, September 28<sup>th</sup>.
- Staff training will be held for Community Center Supervisors, including First Aid/CPR/AED training
- Begin planning for upcoming Youth Basketball season
- Representatives from fall and winter Youth sports' leagues that fall under the Parks & Recreation umbrella will meet to discuss field and facility requests, including use of the synthetic turf field
- Meetings will be held with representatives from Men's Basketball and Women's Volleyball Leagues
- Men's Softball Advisory Committee will meet to discuss overview of season

#### Parks and Grounds

- Crew members continue to repair deteriorating irrigation parts at Newington High School.
- Crew members made repairs to the irrigation system at the Clem LeMire Sports Complex.



- Crew members removed a forsythia planting at the Newington High School Football Field House. To be landscaped at another time.
- Recreational swimming ended at Mill Pond August 9<sup>th</sup> and at Churchill Park on August 16<sup>th</sup>.
- Preparation for fall sports has begun this month. Field painting has also begun town wide.
- There were nine interments in Town Cemeteries this month.

## LIBRARY

- The three summer reading programs wrapped up in August. The children's summer reading program "Every Hero Has a Story", had 1,095 children who read at least 20 minutes a day. School assemblies to hand out the reading certificates will be held in September. The teen reading program "Unmask @ the Library" ended on August 25. 153 teens participated who submitted 1,406 tickets throughout the summer. The adult summer reading program "Escape the Ordinary" finale had 98 participants who enjoyed an evening of dessert and refreshment, the grand prize drawings and the many door prizes. This was the first time that all 3 grand prize winners were present to accept their prize. It was another very fun evening. 506 adults read 4,392 books during the 8 week program.
- The Library Board of Trustees hosted a George C. Hanel Fine Arts Series program featuring the musical group *Changes in Latitude: A Premiere Jimmy Buffett Tribute Band*. Mr. Hanel left an endowment to the library to be used for cultural entertainment. More than 400 people of all ages sang and danced to the music of this 10 piece band that included Jimmy Buffett music as well as music from the Caribbean at the Newington High School.
- The Children's Department offered 34 programs (many of which were superhero themed) to 1,243 children and their caregivers. Children enjoyed *Super Bunch* and *Afternoon Heroes* story times. They attended the *Superhero Training Academy* and participated in the *Magic Dinner Show featuring Ed the Wizard*. The *Jr. Cookbook Club* read *A Fine Dessert* by Emily Jenkins and made their own blueberry fool and an afternoon of chess was enjoyed by a great group of kids. The new *Ready for Kindergarten* series program concluded just in time for the new kindergarteners to start school. The children's staff did a great job offering a wide variety of fun and educational programs to the children of Newington.
- A *Kid's Craft Show* was held at the library on Saturday, August 15 from 11:00 a.m. – 2:00 p.m. 32 children signed up to sell their crafts. Tables were set up in the Community Room, Leinhard Room and the Children's Program room. 250 customers viewed all of the handmade crafts and purchased the must have items from these crafters. Crafts included wizard wands, doll suitcases, jewelry, magnets and duct tape creations. It was so rewarding to see people visiting each table and hearing the children talk about their crafts with so much pride.
- The teen librarians had a great month of programming, offering 7 programs to 141 teens. In addition to the summer reading program, the *Life Hack* series that began June continued to be very popular. These programs taught life skills to teens by bringing in special speakers talked about a variety of topics. In August topics included financial literacy, teen fitness, first aid and outdoor survival skills. *Cupcake Wars*, *Teen Jewelry Making* and *Teen Jewelry Workshop* were well attended and offered the teens different ways to create and collaborate
- Adults were kept busy with 13 programs offered to a combined audience of 900 adults. Adult actively participated in the summer reading program & the end of summer finale program. 72 people attended the showing of the film *Still Alice* starring Julianne Moore. Two *Brown Bag it with a Documentary* programs featured documentaries about Harry Belafonte & Joan Rivers. The *Taste of Connecticut* series continued in August with *Ice Cream Making with Rodney Mortensen of Mortensen's Ice Cream*. There was standing room only while Rodney & his son talked about ice cream making & gave out free samples. A jazz concert featuring Matt & Atla DeChamplain wowed the audience with songs popularized by Billie Holiday at the end of the month helped conclude a busy programming summer for adults.
- Total circulation of library materials was 31,451. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,168 times from the library website. An average of 728 people visited the library each day. There were 9,623 visits to the library's homepage. The reference staff answered 4,328 reference questions. Free library meeting space was used 356 times during the month.
- The Friends of the Library sponsored a bus trip to the *WaterFire Providence* event where 42 people enjoyed an evening of fire, art and music in Providence, Rhode Island.
- In technology news the RFID tagging was completed in the adult collection and volunteers and staff continued to work very hard to get the children's collection tagged as well. The hardware which included three self-checkouts and the software for staff computers were installed. Staff is now using the

RFID software to checkout and check-in books. The self-checkouts will go live when all of the books in the library collection are tagged. Thad Dymkowski from the Town IT department trained 6 library staff members on the *QScend* software. This is the software that the library and the Town use for its websites. With all of the staff changes over the past year and as duties changed, it important to train new people on the upkeep of the website. Staff received additional training on how to download eBooks to iPads via *Overdrive*. Technology programs for the public included *Tech 4 U* and *Book-A-Librarian*.

In facilities news, we continued to have temperature control problems in the library. A new boiler was installed in the basement. It is about 1/3 the size of the old boiler & much more efficient. There is a little bit more work that needs to be done & then it will be fully functional. The new cleaning service *NuLook* continued to be very problematic. Business Manager Lynn Caley is working with Director of Facilities Dave Langdon to address the problems. Lynn Caley and Assistant Director Karen Benner updated the Emergency Manual that addressed how to handle building, fire, medical and behavior issues.

- Topics of note that were researched this month included:
  1. Why don't turtles talk?
  2. Books in Hindi.
  3. Books about military deployment to read to a preschooler.
  4. Cuban fiction.
  5. What is considered high for a prostate biopsy?
  6. List of CT fairs.