



Tanya Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya Lane, Acting Town Manager
Date: February 19, 2016
Re: Monthly Report – January 2016

GENERAL ADMINISTRATION

- Town Clerk Tanya Lane was appointed Acting Town Manager on January 7, 2016.
- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with residents & area business owners to address issues & concerns as needed.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Mrs. Lane worked with department heads to prepare their presentations to the Town Council for Council's Goal Setting sessions held on January 16 and 20, 2016.
- Mrs. Lane conducted budget hearings with department heads. She prepared and submitted the Town Manager's Proposed Capital Improvement Plan to the CIP Committee.
- Mrs. Lane met with several residents to resolve their complaints/concerns. She also met with various representatives from Eversource, Connecticut Conference of Municipalities and DOT.
- Mrs. Lane had several meetings with department heads to discuss and resolve various issues within their departments.

Legal Services

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

Rome (Modern Tire/Firestone) - \$109,303.84

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of January 2016 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	22.0	\$ 1,065.21
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 805.44
ROAD MAINTENANCE	0.0	\$ --
TRAFFIC DIVISION	0.0	\$ --
SNOW	400.1	\$ 21,181.88
TOTALS	438.1	\$ 23,052.53

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	12.0	\$ 490.00
Snow/Ice	280.0	\$ 13,487.00
Miscellaneous	6.0	\$ 246.00
TOTALS	298.0	\$ 14,223.00

POLICE DEPARTMENT	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD	14-15 Budget Overtime Appr.	Overtime Expended 14-15 YTD
Administration	\$ 7,254.00	\$ 1,150.58	\$ 7,059.00	\$ 858.82
Patrol	603,738.00	473,369.84	607,287.00	376,991.42
Investigation	76,132.00	36,675.85	79,169.00	37,891.09
Communication	162,698.00	110,137.00	161,160.00	107,111.95
Education/Training	120,943.00	54,884.04	117,276.00	61,316.30
Support Services	34,408.00	5,118.82	34,189.00	7,535.27
Animal Control	3,006.00	0.00	5,546.00	0.00
Total	\$ 1,008,179.00	\$ 681,336.13	\$ 1,011,686.00	\$ 591,704.85
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 11,639.06	\$ 29,622.00	\$ 16,545.74
Snow and Ice Control	148,440.00	10,060.80	145,534.00	18,247.31
Traffic	3,000.00	1,704.79	4,665.00	1,220.03
Vehicles and Equipment	26,949.00	20,468.26	29,363.00	21,062.36
Leaf Collection	50,999.00	41,659.37	50,000.00	38,808.10
Total	\$ 254,600.00	\$ 85,532.28	\$ 259,184.00	\$ 95,883.54
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 35,015.87	\$ 75,588.00	\$ 55,627.35
Cemeteries	18,371.00	4,251.55	18,007.00	8,684.26
Total	\$ 95,462.00	\$ 39,267.42	\$ 93,595.00	\$ 64,311.61

PERSONNEL

- John Salomone, Town Manager, submitted his resignation on January 7, 2016. At a special meeting of the Town Council, Town Clerk Tanya Lane was appointed as Acting Town Manager, effective January 7, 2016 for a 90 day period per the Town Charter. The Town Council will organize a Town Manager Search Subcommittee and obtain the services of a consulting firm to facilitate the process of hiring a permanent Town Manager.
- Interviews for the vacant Assistant Town Clerk position continued through the month of January, with six candidates selected to participate in a panel interview and three finalists proceeding to interview with the Acting Town Manager and staff. The position was offered to the successful candidate, Traci Alves, on January 19, 2016.
- An internal posting for the Administrative Secretary III (C-10) position was posted to the union from January 21 – 27, 2016. Seven internal applications were received.
- Thad Dymkowski, GIS Technician, submitted his resignation on January 22, 2016. A public job posting for the position was posted on February 3, 2016 with a closing date of February 24, 2016.

RISK MANAGEMENT

2015-16 Blue Cross/Blue Shield Plan Year

The sixth month of the 2015-16 plan year produced a combined paid claim total that was lower 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 December 2015 were \$724,864. 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 December, 2015

	Town	Board of Education	Total
Estimated Claims	1,099,812	3,987,282	5,087,094
Actual Claims	1,283,123	3,624,937	4,908,060

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of January. Also attended the departments CIP meeting with Accounting & Town Manager & CIP Committee. Attended CRCOG meeting & Safety Committee meeting.

Work Order Completions

- The Facilities Maintenance Department has completed 79 formal work orders during the month of January at various Town Buildings.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Started the structural & feasibility report with Diversified Technology Consultants. Replaced 3 burnt out bathroom exhaust fan motors throughout building.

Kelsey House

- Replaced hot water heater in the basement.

Senior & Disabled Center

- Continued with the replacement of ceiling tiles throughout the building. Installed programmable T-Stats on the hallway heating unit ventilators for better efficiency. Started to upgrade all exterior building lights to LED for better efficiency & lower utility costs.

INFORMATION TECHNOLOGY

The Town's Information Technology team currently consists of Chief Information Officer, Mr. Paul G. Boutot, Network Administrator/Project Leader, Mr. John Bolduc and Network/Application Specialists, Mr. Scott Hoagland and Mr. Steve Pollock.

During the course of the month they participated, assisted and/or were directly involved in:

- Completion of 79 work orders
- Researching potential printer replacement models.
- Modifying DNS (Domain Name System) zone records to accommodate a website change.
- Obtaining maintenance quotes for the town's telephone system.
- Removing virtual servers that were no longer needed from the network.
- Upgrading wireless network cards on some of the town's laptops to support 802.11 ac standards.
- Disabling active directory accounts associated with the town's old domain.
- Applying quarterly network updates to servers, workstations and various networking components.
- Working with Cox Communications on upgrading Internet circuit speeds at some of the town's remote sites.
- Updating agenda and meeting notice templates on the Town's website.
- Configuring a new vitals system application for use by staff in the Town Clerk's Office.
- Working with ViewPoint staff to upgrade the Building Department's ViewPermit application.
- Connecting TaxWise Group to a wireless network service at the Senior and Disabled Center to accommodate their program.
- Deploying a computer workstation at Fire Headquarters/Company 1 (Kalasky Room) to accommodate audio/visual presentations.
- Configuring user accounts on the LPR (license plate reader) system for all sworn officers.
- Updating client configurations on all MDT (mobile data terminals) used by police staff for the LPR system.
- Working with the town's wireless vendor to resolve Apple AirPrint and AirPlay services.
- Troubleshooting POE (Power over Ethernet) issues with experienced at the library.
- Completing the transition of all wireless services to use the new equipment. The new equipment provides town services at the Highway Department, Senior and Disabled Center, Library, Fire HQ/CO-1

Training room and Town Hall. Free wireless services are available during business hours at Town Hall, Police Department, Library and Senior and Disabled Center.

- Decommissioning the Town's older wireless network components.
- Configuration of various firewall services and groups to allow for Guest Wireless services.
- Upgrading and reconfiguring wireless equipment used in 11 snow plow trucks at the Highway Department to communicate with the town's wireless equipment. The equipment in trucks collect various telemetry data which is then transmitted back to the town network when the trucks are within range.
- Upgrading software and firmware on various network assets.
- Mr. Boutot provided the Town Council with a presentation at their Goal Setting meeting on January 16, 2016. Mr. Boutot's presentation covered the department's services and responsibilities.

FINANCE

Accounting and Administration

- Ann Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on January 6th and 25th.
- On January 14th, Ms. Harter participated on the interview panel for Assistant Town Clerk position.
- Department budget hearings were conducted throughout the month as part of the 2016-17 budget process.
- Several year-end 2015 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- Ms. Rydecki completed the critical task of implementing the Affordable Care Act (ACA) Maintenance module on the Town's financial system (MUNIS). This enhanced feature is designed to comply with the IRS filing requirements of reporting information regarding health coverage on Form 1094-C (a transmittal to the IRS) and Form 1095-C (a statement to employees).
- A mid-year financial update and appropriation transfers were presented to the Town Council.
- Ms. Harter presented a financial overview at the Town Council Goal Setting Session held on January 16th.

Major grants received during the month include the second installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,306,693 and School Construction Progress Payments for the J. Wallace Middle School STEM projects in the amount of \$906,283. 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)
1/31/2016

	Interest Earnings		\$ Invested
	Budget FY2015-16	Actual Year to Date	
General Fund	\$68,350	33,978	\$9,691,354
Special Revenue Funds	5,500	5,690	3,992,575
Capital Projects Funds	800	1,232	1,031,186
Internal Service Fund	2,400	2,079	1,523,986
Trust and Agency Funds	2,400	2,205	1,028,280
TOTAL, ESTIMATED BY FUND			\$17,267,381

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
1/31/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.28	0.28	2,166	1,572	\$9,558,370

Bank North	0.20	0.20	90	119	535,961
People's Bank	0.32	0.32	1,379	1,379	5,075,328
Santander Bank	0.45	0.40	369	826	1,051,013
Farmington Bank	0.40	0.40	332	974	1,046,708
Total Outstanding Investments					\$17,267,381

Rates reflect avg. monthly yield, annualized

Assessor

The completed October 1, 2015 Grand List of net taxable property, subject to hearings of the Newington Board of Assessment Appeals is as follows:

TOWN OF NEWINGTON 2015 NET GRAND LIST

CATEGORY	2014	2015	PERCENT	DOLLAR
	Grand List	Grand List	CHANGE	CHANGE
REAL ESTATE	\$2,198,497,030	\$2,262,420,450	2.9%	\$63,923,420
PERSONAL PROPERTY	\$136,180,879	\$132,847,961	-2.4%	-\$3,332,918
MOTOR VEHICLE	<u>\$216,823,515</u>	<u>\$220,426,790</u>	1.7%	<u>\$3,603,275</u>
TOTAL	\$2,551,501,424	\$2,615,695,201	2.5%	\$64,193,777

MANUFACTURING EQUIPMENT EXEMPTION

	2014	2015	PERCENT	DOLLAR
	Grand List	Grand List	CHANGE	CHANGE
GROSS PP	\$214,781,469	\$216,324,961	0.7%	\$1,543,492
MFG & OTHER	<u>\$78,600,590</u>	<u>\$83,477,000</u>	6.2%	<u>\$4,876,410</u>
NET PP	\$136,180,879	\$132,847,961	-2.4%	-\$3,332,918

The October 1, 2015 Grand List for Newington increased by 2.5% over the 2014 Grand List. This increase is primarily attributable to the state mandated revaluation of all real estate parcels. The 2015 grand list is subject to further adjustments by the Board of Assessment Appeals, and pending and future court cases. At the current mill rate of 35.80 and a collection rate of 98% the Grand List increase of \$64,193,777 will provide approximately \$2,252,174 in additional funds.

Revenue Collector

- January Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$29,197,587.41. The amount of Supplemental Motor Vehicles taxes collected was \$655,747.32 with \$58,458.54 taken in for back taxes, and \$970.43 was paid on Suspense.
- This year's January collections on the current Grand List were .32% lower than they were for the same time frame last year. There is generally a delay with taxes being paid when the last day without penalty is February 1st. Collections should realign themselves by the end of February.
- The staff was extremely busy processing all mail and walk-in payments in the office since all tax payments are done in the Tax Office. Taxpayers have been calling and coming in earlier this year for IRS tax information.

TOWN CLERK

- There were 54 transfers for a total of \$5,073,357. State conveyance tax collected was \$39,800.18 and \$12,683.40 was collected in Town conveyance tax.
- There were no notable sales during the month.
- A total of 426 documents were filed on the land records during January including 93 mortgages, 64 liens, 133 releases, 26 probate documents and 18 assignments. 35 of these documents were electronically submitted for a total of \$4,768 in revenue.

- The staff certified & issued 82 certified copies of vital records, eleven burial permits and three cremation permits.
- Staff catalogued six Notary Public commissions and five Trade Name certificates.
- On February 5th (following 12 ½ years with the Town of Newington), the staff said goodbye to Assistant Town Clerk, Antonia St. Pierre.
- On February 8th the office welcomed Traci Alves as the new Assistant Town Clerk.
- Following the resignation of Camille Ledoux, Theresa Freeman was hired as the part-time Assistant Town Clerk. Theresa is presently serving in a full-time capacity to provide adequate office coverage while the Town Clerk is also serving as the Acting Town Manager.
- On January 7th, the Town Council appointed Town Clerk, Tanya Lane, to be the Acting Town Manager following the resignation of John Salomone. By Charter this appointment was for 90-days.
- In her capacity as Acting Town Manager, Mrs. Lane worked with department heads to prepare their presentations to the Town Council for Council's Goal Setting initiative held on January 8th – 9th.
- Mrs. Lane attended the Public Works Team Meeting.
- During January, Mrs. Lane conducted budget hearings with department heads. She prepared and submitted the Town Manager's Proposed Capital Improvement Plan to the CIP Committee.
- As Acting Town Manager, Mrs. Lane met with several residents to resolve their complaints/concerns. She also met with various representatives from Eversource, Connecticut Conference of Municipalities and DOT.
- There were several meetings with department heads to discuss and resolve various issues within their departments.

DATA SUMMARY JANUARY 2015				
	<u>Jan. - 15</u>	<u>Jan. - 14</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	426	332	3305	2923
Dog Licenses Sold	22	30	589	429
Game Licenses Sold	8	120	152	317
Vital Statistics				
Marriages	4	7	102	153
Death Certificates	11	27	158	180
Birth Certificates	13	22	142	170
Total General Fund Revenue	\$ 25,051.40	\$ 29,258.56	\$ 293,274.41	\$269,380.01
Town Document Preservation	\$ 841.00	\$ 736.00	\$ 7,532.00	\$ 6,847.00
State Document Preservation	\$ 542.00	\$ 476.00	\$ 4,644.00	\$ 4,266.00
State Treasurer (\$36 fee)	\$ 9,720.00	\$ 8,568.00	\$ 83,520.00	\$ 75,492.00
State Treasurer (\$127 fee)	\$ 3,429.00	\$ 3,810.00	\$ 33,003.00	\$ 24,511.00
State Treasurer (\$110 fee)	\$ 3,300.00	\$ 2,860.00	\$ 31,680.00	\$ 28,820.00
Locip	\$ 810.00	\$ 714.00	\$ 6,960.00	\$ 6,290.00
State Game Licenses	\$ 279.00	\$ 724.00	\$ 1,131.00	\$ 2,443.00
State Dog Licenses	\$ 185.50	\$ 285.50	\$ 3,504.00	\$ 2,891.50
Dog Licenses	\$ 48.00	\$ 94.00	\$ 1,232.00	\$ 1,002.00

Surcharge				
Marriage Surcharge	\$ 95.00	\$ 76.00	\$ 684.00	\$ 1,083.00
Grand Total	\$ 44,300.90	\$ 47,602.06	\$ 467,164.41	\$423,025.51

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. One candidate is still in the background phase. A new recruitment process is scheduled to begin in February.
- Chief Clark was the Guest Speaker at the Newington Kiwanis Meeting on January 25th.
- Patrol Calls for January are as follows:

Alarm Hold Up Alarm	8	Commercial Burg Alarm	61	Illegal Dumping	15
Assault In Progress	1	Residential Burg Alarm	36	Intoxicated	8
Breach In Progress	8	Animal	16	Juvenile Complaint	1
Burglary In Progress	1	Assault Report	4	K9 Call	21
Criminal Mischief In Prog	1	Assist Notification	1	Lndlr Tenant Dispute Rpt	1
Customer Dispute In Prog	4	Assist Other Agency	26	Larceny from MV Report	8
Domestic In Progress	24	Bad Ck InSufficient Funds	1	Larceny Report	1
Domestic Report	1	Breach Report	2	Location General	4
Drug Active	5	Burglary Report	11	Lockout Building	1
EDP In Progress	14	Car Seat	5	Lockout MV special circ	5
Fire Alarm	20	Ck Welfare 911 hang up	25	Medical Fall	7
Fire Hazmat	1	Check Welfare Other	46	Medical Other	8
Fire Mutual Aid Request	1	Clear Lot	1	Medical Stand By	15
Fire Other	6	Pris / Paperwork to Court	18	Missing	9
Fire Structure Fire	11	Criminal Mischief Graffiti	1	MV Assist	1
Harassment In Progress	1	Criminal Mischief Report	7	MV Complaint In Progress	1
Larceny from MV In Prog	2	CSO	4	MV Complaint Report	89
Larceny In Progress	21	Customer Dispute Report	2	MVA Evading	11
Medical Alarm	9	Dog Complaint	34	MVA Property Only	34
Medical Cardiac	31	Domestic Report	6	Neighbor In Progress	2
Medical Diabetic	8	Drug Drug or Para found	1	Neighbor Report	5
Medical Fall	45	DUI	1	Noise	8
Medical Other	121	EDP Report	1	Parking Violation	7
Medical Respiratory	29	Escort Funeral	4	Pistol Pmt Temp Issued	2
Medical Trauma	7	Escort Other	6	Property Found	38
Medical Unresponsive	4	Escort Tax	14	Property Lost	36
MV Assist	3	Fingerprint	9	Serve Subpoena	111
MVA Injury	10	CO Detector no symptoms	4	Serve Warrant	1
MVA Property Only	2	Fire Trouble Alarm	2	Sexual Assault Report	1
Open Door / Window	5	Fire Water Problem	2	Specific Detail CAD #	2
Robbery In Progress	1	FollowUp	65	Stolen MV	3
Suspicious In Progress	85	Harassment Report	20	Sudden Death	37
Threatening In Progress	4	Hazard	39	Suspicious Report	1
Threatening Report	2	Traffic Stop	344		
Tow	12	Trespass In Progress	6		
Town Ordinance Vio	2	Trespass Report	1	Total	1898

- Investigations and calls by Patrol Officers in January included:
 - Domestic Violence - On January 11, 2016, at approximately 2005 hours officers were dispatched to an undisclosed location regarding an active domestic dispute. Dispatch stated the complainant said his ex-girlfriend was at his residence refusing to leave. Upon arrival officers met the male complainant and located the ex-girlfriend in the house as well.
The female stated that this evening she and her ex-boyfriend had a heated verbal argument. During that argument she lost control of her emotions and punched him in the face.
Officers then spoke to the ex-boyfriend who stated that he was home with a friend when his ex-girlfriend came over. They began to have a verbal argument when she punched him in the face.
The ex-girlfriend then picked up a beer bottle and threatened to kill the friend who was over the house. The ex-boyfriend stated he got in between the two of them and his ex-girlfriend started to punch him in the head and neck. Officers observed scratch marks on the ex-boyfriend's right eye lid and nose, on his forehead and the left side of his neck. He refused medical treatment.
The ex-girlfriend was placed under arrest for assault. She was charged with the violation of the following CT General Statutes: 53a-182: Disorderly Conduct, 53a-61: Assault in the Third Degree and 53a-62: Threatening.
 - Domestic Violence - On 01/29/16 at 0316 hours, officers were dispatched to an undisclosed location to investigate the report of a domestic assault that had occurred approximately an hour prior to the 911 call. The complainant was the victim's mother. She stated that she had received a text message from her daughter stating that she had been beaten by her husband.
Upon arrival, officers spoke with the daughter who was visibly shaken. She stated that her husband had physically beaten her and broken her \$400.00 eyeglasses in the process. She had a small open wound on her forehead and a small red mark on her left cheek. She stated that he had left the property and probably had no place to go. Officers searched the area and were unable to locate him. Surrounding towns were also contacted and checked the border of Newington and were also unable to locate him.
According to the female, the assault took place in the kitchen of their motel room. The kitchen adjoined the living room where the female's four children were sleeping
The female stated that she and her husband were in a verbal argument when her husband became enraged. He then started punching his wife in her face. He punched her hard in the head, ribs, and leg.
The husband later turned himself in to the Newington Police Department and was charged with Assault in the Third Degree, Criminal Mischief in the Third Degree, and 53a-182 Disorderly Conduct.
- In January, Detective Division Personnel:
 - Handled 159 investigations, 106 remain ongoing and 53 were closed by investigative methods.
 - Served 28 arrest warrants, 23 by Patrol Officers and 5 by Detective Division personnel.
 - On January 5th Detectives began the investigation of a sexual assault complaint involving a 14 year old female victim and a 22 year old male suspect. This incident was originally reported to the Hartford Police Department in October of 2015 when sexually explicit images and text messages being sent between the suspect and the victim were discovered by the victim's grandmother, who resides in the city of Hartford. Upon conducting a preliminary investigation into the circumstances, Hartford Police discovered that at least one incident of sexual intercourse between the victim and the suspect occurred at a motel in Newington. This case is currently under investigation.
 - On January 13th Newington detectives assisted agents from the Connecticut Department of Revenue Services (DRS) with the execution of a search and seizure warrant at 90 Waverly Road, Newington. The search and seizure warrant was served in connection with a joint investigation conducted by DRS, the Hartford, Bridgeport, and Wethersfield Police Departments as well as the Office of Connecticut's Chief State's Attorney and Federal Bureau of Alcohol Tobacco and Firearms. This investigation resulted in four arrests of individuals involved in the purchase and sale of large quantities of untaxed tobacco products. Those arrested by DRS agents are facing charges that include possession of untaxed tobacco and larceny in the first degree.
 - On January 17th Detectives began an investigation into allegations of a sexual assault involving a juvenile female victim and an adult male suspect. This incident was reported to police after the 13 year old female victim informed her uncle that the 29 year old step father of one of her friends had fondled her, provided her with alcohol, and sent her inappropriate text messages. This case is currently under investigation.
 - On January 25th Detectives initiated an investigation of a sexual assault involving a 15 year old female victim and an 18 year old male suspect. The incident is alleged to have occurred at the

male's residence and consisted of the suspect physically forcing the victim to perform oral sex on him. This case is currently under investigation.

- In January, the Community Service Officer (CSO):
 - Maintained Social Media sites for the police department.
 - Conducted tour of police department for Girl Scouts
 - Began coordination of first NPD/NFD golf tournament to be held August 23, 2016.
 - Began coordination of Youth Police Academy to take place in June 2016.
 - Conducted two presentations to library employees on Run, Hide, Fight and other safety procedures.
 - Presented statistics and safety tips to residents of Glen Oaks with the regards to vehicle theft and break ins.
 - Attended SOCT Law Enforcement Torch Run Kick Off Event at the DoubleTree in Bristol.

**UCR/NIBRS Selected Crimes
Preliminary December 2015** **December 2014**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	2	--	1	--
Robbery	4	3,468	3	1,506
Assault	7	--	11	--
Burglary	12	4,225	13	9,604
Larceny Theft	75	80,728	70	29,598
Auto Theft	3	41,500	8	61,500
Totals	103	129,921	106	102,208

- During the month of December 2015 the police department arrested 84 adults 4 for Rape, 3 for Robbery, 2 for assaults, 3 for burglary, 2 for forgery/fraud, 2 for vandalism, 2 for weapons violation, 9 for narcotic violations, 10 for DUI, 4 for offenses against family and children, 16 for larceny theft and 27 for other miscellaneous offenses. We also arrested or referred 12 persons under the age of 18: 5 for assault, 5 for larceny and 2 for other offenses.
- Police Department Overtime
 - Comparison
 - OT December \$ 90,995 2 pay periods with one holiday
 - OT January \$ 88,945 2 pay periods with two holidays
 - Total Increase \$ 2,050
 - In January, there was one officer vacancy, one officer on light duty, three officers in the FTO (Field Training Officer) Program, one officer at the Police Academy in training and one dispatcher on medical leave.
 - There was no change in Administrative overtime.
 - Patrol overtime of \$64,866 was an increase of \$10,604. Overtime included two holidays (\$28,000), a Mid-state accident investigation, burglary and larceny investigations, DUI arrest, warrants, court appearances, medical/domestic calls, funeral detail, sexual assault investigation, prisoner hospital watch, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime of \$2,301, is a decrease of \$3,519. Overtime included Holiday pay (\$850), Mid-state accident investigations, sexual assault investigation, prisoner hospital watch, interviews, deceased person investigation, scene/evidence processing, and search warrants.
 - Communications overtime of \$18,416 is an increase of \$3,036. Overtime included two holidays (\$4,100) several time off leaves, extensive leave for one dispatcher, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime of \$10,791 is an increase of \$800 for training classes. Firearms training, Ballistic Shield training, EMR recertification, Watchguard training, and Collect recertification.
 - Support Services overtime of \$2,950 is a decrease of \$2,562. Overtime included Holiday pay (\$1,500), and a Youth Advisory Committee meeting.
 - ACO overtime was \$0.

FIRE DEPARTMENT – JANUARY 2016 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of January, 2016. During this period fire department members responded to 51 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	January 2016	7 Months Activity
Residential	10	38
Commercial, Industrial, Office	2	14
Hospital, School	1	7
Vehicle	6	14
Rescue, Police Assistance	3	37
Dumpster, Rubbish, Grass, Brush, Leaves	2	52
Hazardous Materials/Clean up	4	30
Investigative Alarm	12	65
Mutual Aid/Standby	1	29
Carbon Monoxide Investigation	2	30
Water Related Incidents/Pump-Outs	4	9
False Alarm	<u>4</u>	<u>46</u>
Total	51	371

Training Summary

Driver Training	Road Time Pump Time	3 hours 2 hours
Department Training	Incident Review	47 hours
Company Training	Co. #3 – Railroad Emergencies Building Pre-Plans Co. #2 – Ice Rescue Tools/Equipment Equipment Location & Use Co. #1 – Hurst Tools/Equipment Co. #4 – SOP/SOG Review	48 hours 30 hours 35 hours 20 hours 44 hours 11 hours
Multi Company Training	Co. #2 & Co. #3 Ice Rescue-Classroom Co. #1 & Co. #4 Ice Rescue-Classroom	48 hours 48 hours
Officer Training	Reading Smoke	43 hours
Firefighter I	Certification	106 hours
Haz-Mat	Operational Certification Training	32 hours 8 hours
Cadet Training	Chimney Fires	12 hours
Capitol Region Chiefs Training		4 hours
Total Hours		541 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of January, 2016.
- | | |
|-----------------------|----|
| INSPECTIONS | 20 |
| INSPECTION FOLLOW-UPS | 40 |
| PLAN REVIEW | 4 |
| JOB SITE INSPECTIONS | 5 |
| FIRE INVESTIGATIONS | 5 |
| FIRE ALARM TROUBLE | 3 |
| COMPLAINTS | 2 |
| TANK REMOVALS | 0 |
| HAZ/MAT | 0 |
| BLASTINGS | 0 |

Incidents:

- There were no significant fire incidents or injuries reported in January. Responded to **25** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Met with the Chief Officers to review the current department budget status.
- Attended a meeting of the Safe Home Task Force at Town Hall.
- Attended the quarterly department drill at fire headquarters Topic: Fire Paths.
- Met with Human Services and CERT personnel to review the emergency shelter policy and set-up procedures.
- Conducted the quarterly Task Force-51 meeting in Cromwell.
- Attended a Special Department Heads meeting with the newly appointed Acting Town Manager at Town Hall.
- Attended a meeting with the Acting Town Manager, Finance Director, Fire Commission and Command Staff to review the Departments budget for 2016-2017.
- Conducted a meeting of the 100th Anniversary Committee at the old firehouse on Main Street.

- Attended the monthly meeting of the Capital Region Fire Marshals Association in Rocky Hill.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #2 on Richard Street.
- Met with fire and police personnel to plan for an upcoming NPD/NFD Golf Classic at Indian Hill Country Club.
- Attended the 25th Anniversary of Ordination for Department Chaplin Father Dennis Vincenzo at St. Johns Church in Middlebury.
- Met with the Animal Control Officer and CERT personnel to review and update the pet friendly emergency shelter plans.
- Met with a Girl Scout troop to review plans for their Bronze Award project which will provide emergency service agencies with stuffed animals for distribution to children involved in tragic events.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Enfield.
- Attended a meeting with Town staff to review the Fire Department CIP Budget requests.
- Attended a meeting of the CIP Budget Committee at Town Hall.
- Attended the monthly Company Drill at fire headquarters Topic: Cold Water Rescue-Classroom Session.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly CREPC Get Ready Capital Region Coalition meeting in Hartford.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works team meetings.
- Attended Local Emergency Planning Committee meeting.
- Attended Town Council goal setting session for departmental presentation.
- Attended Ruth Chaffee Parking Lot construction project meetings.
- Attended budget meeting with Town Manager and Finance Department.
- Attended personnel meeting.
- Continued with annual safety training assignments.
- Continued with Landfill closure project tasks.
-

Roadway Maintenance

- Crews completed Town wide Christmas Tree collection.
- Highway Personnel completed annual on line safety training.
- Assisted mechanics with stripping Police vehicles for auction.
- Painted all leaf collection boxes and snow plows.
- Crews continued with waterway debris cleaning.
- Crews continued with litter pickup in various locations.
- Continued with pot hole patching.
- Continued with roadside overgrown tree and brush trimming.
- Highway operators continued with Landfill material processing.
- Crews called in for three snow/ice events amounting to 5.1 inches of precipitation.

Traffic Division

- Assisted Department with two snow events.
- Assisted Mechanic's in the stripping/cleaning vehicles for auction.
- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assist Sanitation Department with delivery/repair of recycling containers.
- Repaired gate at Municipal Parking Lot.

Fleet Maintenance

- Continued the outfitting of one Police Administration Vehicle.
- Continued with maintenance/repair to snow fighting equipment as needed.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.
- Assisted Highway crews in snow plowing operations.

Sanitation/Recycling/Landfill

- Scheduled 468 residential bulk items for collection for the month.
- Scheduled 126 condominium bulk items for collection for the month.
- Scheduled 9 condo/residential scrap metal items for collection for the month.
- 4276 tons of cumulative Municipal Solid Waste were collected from July through December.
- 1464 tons of cumulative recyclables were collected from July through December.
- 651 mattresses and 334 box springs were collected from July through December.
- 263 televisions were collected from July through December.
- Issued 16 permanent landfill permits and 2 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on January 13, 2016:

- Approved Petition #44-15: Special Permit (Section 6.6: Sale of Alcoholic Beverages) at 2640 Berlin Turnpike (Aldi). Aldi Incorporated CT, owner/applicant.

Regular TPZ Meeting on January 27, 2016:

- Approved Petition #01-16: Special Exception (Section 3.2.9: Group Day Care Home and Child Care Centers) at 600 North Mountain Road. Autism Families Connecticut, applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- January 6: Met with TPZ chair and vice chair re: misc. zoning issues.
- January 8: Staff meeting re: Hunter Development on East Cedar Street.
- January 13: Staff meeting re: development at 712 Cedar Street.

TOD/CTfastrak/Amtrak Corridor Planning:

- January 25: Attended CROG Corridor Advisory Committee meeting.

Grant-Funded Project Activities

- January 12: Met with David Goodale re: STEAP grant application for Deming-Young Farmhouse.
- January 25: Streetscape Phase VI presentation to Mayor and Acting Town Manager.
- January 15: Submitted STEAP grant for lights at Clem Lemire ballfield.

Other Boards and Committees:

- January 12: Town Council bi-monthly meeting.
- January 13: TPZ bi-monthly meeting.
- January 14: Open Space Committee monthly meeting.
- January 27: TPZ bi-monthly meeting.

Professional Development/Training:

- January 29: Attended CCAPA Program Committee meeting. Miscellaneous:

Miscellaneous

- January 13: Attended CT Siting Council field review of proposed fuel cell installation at 60 Woodlawn Drive in West Hartford.
- January 22: Budget review with Acting Town Manager.
- January 29: Attended Economic Development Innovations presentation at LOB.
- January: Received and responded to approximately 18 phone messages from citizens, applicants, staff and elected/appointed officials.

- January: Received and responded to approximately 546 emails from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of January, 0 excavation permits were issued:
- Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project Status-Started. The Town Engineer will continue to attend the DEEP progress meetings outlining construction efforts associated with the maintenance work scheduled for Piper and Mill Brooks. The DEEP has developed final plans (available on-line) for these brooks and others tying into the south branch of the Park River. Maintenance activities will include the removal of sediment, animal burrows, woody vegetation within the Flood Control embankments and floodway areas. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge.) Maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project has commenced with construction activities scheduled in Newington October thru January, 2016. **Construction information (documents) including project outline, scope of work and mapping is available on the DEEP website.** The Town of Newington has implemented a portal (via link) on the Town's website. The Town Engineer attends the weekly progress meetings and the current "**STATUS**" is as follows: Dredging of the channel(s) completed at all sediment ponds. Mowing (vegetation removal) has been completed on Piper Brook from West Hartford west to Main Street. Vegetation Minimal restoration (grading, hydro-seeding) has begun in areas throughout the channels, access points, etc. The project is currently in winter shut-down with restoration efforts to resume in spring.
- The Town Engineer attended the monthly Inland Wetlands Meeting.
- The Town Engineer attends the weekly DEEP construction meeting for the SBPR Flood Control Project The DEEP SBPR = South Branch of the Park River Flood Control Project, SBPR - FCP
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer attended the monthly DPW meeting.
- The Town Engineer attended the C.I.P. Committee Meeting
- The Town Engineer attended (2) Council Meetings for the month of January.
- **Wetlands:** In the Month of October, The Town Engineer acting as the Wetland Agent, Administered one (0) Application(s) via the Agent Approval process. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting. Engineering staff assisted with residents\applicants in discussion preparation of future applications..
- Site Plan Review: Engineering conducted (1) site plan reviews with regard to LID\Stormwater Drainage, TPZ and\or Zoning regulations.
- Engineering attended a Council Meeting whereby the results\report for the Deming\Young Farm (soil analysis) were presented by Mr. George Logan of REMA Ecological Services. REMA was requested to conduct a soil analysis, research and report of findings pursuant to a Council "Special Meeting" conducted on 12/12/2015. Field reconnaissance was conducted on 12/15/2015 & 12/17/2015 where soil "auguring" and soil test pits were conducted. A report form REMA Ecological Services was offered to Council for their review and consideration as they work towards a resolve to the matter.
- **Sidewalks\Concrete Work:** Status: Winter shut-down: Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) will resume concrete maintenance and repairs to walk in the late spring\early summer months of the 2016 construction season. Administrative functions as to measurements, estimates, scheduling, etc. will continue over the winter months in preparation of the 2016 sidewalk construction season.
- The Town Engineer continues to periodically meet with MDC staff and respective consultants on various projects in the planning stages as it relates to the "Clean Water Act" initiative. Project plans have and will continue to be prepared for the Inland Wetland Commission for permitting as required.

- Status: **MDC Project 2011-73**, water\sewer improvements at the Willard Ave. and Cedar Street intersection is a significant infrastructure project (+/- 10 million cost) and were discussed at the 01/12/2016 Council meeting. Specifically, the conveyance of land (a small sewer easement) will be required to facilitate the new sewer connection, therefore the Council will commence an 8-24 referral to TPZ for review\recommendation as necessary. At the Council meeting various aspects of the vast and complex project will be discussed, therefore the MDC and their consultant (CDM) will attend and provide a project orientation and entertain questions as necessary. The timeline of the proposed project including nightwork (traffic) are some of the main considerations being considered by council and MDC.
- **B.O.E. Design\Project Administration:** Status – Survey\Design, Engineering staff is administering the design effort with the Ruth Chaffee parking lot, playground and site improvement plan. The plan will include a parking build-out, playground requiring a LID design (bio-swale) and wetland application.

BUILDING DEPARTMENT

- A Building Permit for the Town Hall to fire rate the fan and storage rooms on the 2nd floor ceilings only per the Fire Marshal’s review letter.
- A Building Permit for the renovation of the lower level for I.T. offices per plans at 160 Superior Avenue, Ruth L. Chaffee School.
- There were 90 Permits for Solar Installations for this fiscal year to date.
- Seminars attended by our inspectors for their continuing education credit were:
A. Hanke - Soils and Foundations: 2012 IBC – January 12, 2016.
R. Smith - Soils and Foundations: 2012 IBC – January 12, 2016.
- There were two Certificates of Occupancy issued in January. Both were residential – 51 Harvest Court and 19 Stafford Avenue.
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 154 inspections. They were: A/C (1), Above Ceiling (4), Alarm (1), Boiler (3), CO (4) Decks (5), Electrical (10), Final (67), Footings (4), Foundation (2) Framing (2), Gas Fireplace (1), Gas Line (8), Insulation (8), Mechanical (1), Plumbing (2), Roofing (2), Rough (26), Sheathing (2), Tank (1).
- The total number of Building/Renovation Permits issued / applied for the month of January was **109** producing a total permit value of **\$1,197,836.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	25	370,491.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	27	163,179.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	100.00
GARAGE / SHED	0	0.00
MECHANICAL	21	479,626.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	15	57,014.00
POOL	0	0.00
ROOFING/SIDING	6	66,700.00
SIGN	4	2,475.00
SOLAR	10	58,251.00
TENT	0	0.00
TOTAL	109	\$1,197,836.00

The total Building income fees received in the month of January was **\$9,156.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$345.00, Environmental \$220.00, Conservation \$1000.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$39.50 Driveway / Excavation \$0.00 Engineering copies \$76.50. The other total income is \$1681.00.

Below is a comparison of the Permit Values for January 2016 and January 2015:

	<u>2016</u>	<u>2015</u>
Value of Permits issued for January:	\$1,197,836.00	\$2,862,868.00
Fees for Permits issued for January:	\$9,156.00	\$32,827.00
Other income Fees for January:	\$1,681.00	\$1,022.50
Building Permits Issued for January:	109	119

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

<u>2015-2016</u>		<u>2014-2015</u>	
Value	Permit Fee	Value	Permit Fee
\$17,682,630.00	\$204,749.00	\$14,734,222.00	\$176,123.00

HUMAN SERVICES

- The Food Bank assisted 155 households with 843 bags of groceries distributed
- Open Air Market served 116 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 29 households, providing 38 bags of clothes.
- The Special Needs Fund assisted 7 residents with 7 bills, 1-utility, 6-housing. 1 resident was 60+
- The Social Casework Program had a significant decrease from 124 to 84. (December was higher than usual due to several entitlement enrollment/reenrollment deadlines.) 25 were new referrals.
- The Youth and Family Counseling Program had 8 active cases. There were no new cases. Clinicians provided 16 clinical therapy sessions with a total of 23 clinical service hours.
- 5 police referrals were received for follow up.
- 8th grade Adventure Bound Challenge program took a trip to the new indoor aerial adventure course in New Haven. Future activities include a weekend retreat in March.
- Winter/Spring SCORE registration process is taking place. There were no programs in January.
- The 5th grade Adventure Learning Program (ALPS/SUCCESS) participants had their in class sessions with their final challenge days scheduled the beginning of February.
- NHS Self-Awareness group starts up again in February, this time with 9th and 10th grade students.
- There were 4 requests for community service. 25 hours were completed.
- There were 2 JRB referrals this month.
- Staff attended workshops, trainings and meetings throughout the month.
- CCSU Social Work student intern, Kim Robbins, returned late January to resume her internship with us and the Transition Academy.
- Director Futoma created and presented a power point presentation for the new Town Council orientation.
- Tunxis Community College intern, Thomas McConnell began his spring internship with our department. He will complete 120 hours this semester to complete his Associates Degree.
- The department is currently researching and planning an educational workshop series to be held in the spring. Possible topics include but are not limited to: LGBTQ, Heroin and other addiction /treatment/recovery issues, Executive functions of the brain and learning, Emotional Intelligence, Safe dating, etc.
- At the request of the schools, planning an LGBTQ support group for youth we hope to begin in March, 2016.
- Volunteer Recognition Dinner preparations are underway and will be held on April 21st.
- Newington Human Services is again taking the lead and working on a second annual Hoarding Conference to be held on May 25th at CCSU. Once again, CCSU is providing free space due to our longstanding collaborative relationship. This year's conference focus will be clinical and practical applications for existing clinicians needing more expertise in this critical area, as well as recommended

practice and training for code enforcement officials. Newington departments continue to work together to address these and other “safe home” concerns.

January 2016 Statistics

Selected Programs	FY 15-16 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 15-16 Cum. Undp. Total YTD	FY 14-15 Cum. Undp. Total YTD
Youth & Family Counseling Cases	8	12	19	22
Youth & Family Service Hours	23	15	167	170.50
JRB Cases	2	2	7	5
Positive Youth Development	76	156	1944	1949
Information and Referral	1056	1273	6450	6619
Social Casework Cases	84	124	384	338
Under 55 =	19	41	113	
Under 55 Disabled =	30	37	107	
Over 55 =	35	46	164	
Social Casework Service Hours	156.50	162.50	1117.50	N/A
Under 55 =	22	60.25	244	
Over 55 disabled and/or disabled	134.50	102.25	873.50	
Food Bank Households	155	112	968	1059
#Bags of Groceries Distributed	843	558	4712	3990
Special Needs	7	4	51	52

SENIOR AND DISABLED CENTER

- Representative Gary Byron visited the Center for a comprehensive tour on January 12th.
- A new Woodcarving program was piloted this month. Woodcraftsman Warren Blessing led a 3-week, hands-on workshop which provided a basic understanding of: carving styles, safety, sharpening tools, woods appropriate for carving, types of tools and how to take an idea from pattern to wood.
- The TED Talk and Discussion continued to pick up steam with "Tipping Point" author Malcolm Gladwell's "Choice, happiness and spaghetti sauce" featured this month.
- Cooking with Kara- Preparing Meals for 1 or 2 was repeated this month. Kara Boninsegna, who is working on her Girl Scout Gold Award, wrote a cookbook and demonstrated several recipes in this hands on workshop. Attendees received a copy of her cookbook
- On January 15th, Robert Lord, Certified Alzheimer's Specialist, spoke about the different types of dementia at a lunch and learn program sponsored by the Atrium of Rocky Hill.
- The Italian Film Cineclub launched this month. Each week a different film will be shown followed by a moderated discussion in English and Italian. Each film will explore different Italian regions, revealing their different culture, history, dialects, food and music. This is an opportunity to familiarize yourself with Italian culture and language in a relaxing and fun setting. The 5 week series is presented by Monica Georgeo, former Yale University professor, Italian Department.
- CCSU Student Emily Corbeil started an internship with the Center this month. Emily will primarily assist in the Information and Referral Center.
- The Center finally has wifi available to the public and this has been warmly received.
- The IT Department worked on the door counter wireless capacity this month and all three counters are now connected for access to a running count.

- As of the end of August, the Center had 1,665 paid members, including 198 Fitness Center members. There are 883 residents registered for Dial-A-Ride.
- 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 2938 by 444 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. The Door Counters were re-installed and connected to the Town's network so more accurate counting should be available soon.
- Dial-a-Ride provided 1141 trips this month, covering 3205 miles.
- Center staffing was complemented by 682 hours of unpaid service in 228 instances by 51 volunteers.
- The Information and Referral Center provided direct services to 80 individuals this month. This does not include the many people who receive information and referral.

PARKS AND RECREATION

Recreation Division

- Most winter programs began in early January, and registration is ongoing. New programs offered for the winter session include Preschool Play Nights and Little Artists.
- We are currently accepting applications for seasonal summer employment.
- An Open House at the Creative Playtime Preschool Program was held on Thursday, January 14. Over 10 families attended.
- Staff has been communicating with facilitators to secure camp programs for the spring/summer.
- Registration for Creative Playtime Preschool Program for the 2016-2017 school year began on January 26 for current families and siblings.
- Preliminary planning has begun for the July 16 Extravaganza (weeklong events will begin on July 11).
- The Department has secured a new company for the fireworks, and the contract has been signed for the July 16 display.
- A 7th & 8th grade dance was held on January 29 with approximately 400 youths in attendance. Students also donated a large amount of food for the Newington Human Services Food Pantry.
- Camp Sunrise Applications are now available on the town website and being accepted through Glastonbury Parks & Recreation beginning February 8. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.
- Department staff participated in a week of training from January 4–8 for our new RecTrac software program. We are slated to begin using RecTrac internally for spring program registration, which will begin in early March.
- Press releases for upcoming programs and events have been sent out regularly, and our website and Facebook page have been updated constantly.
- New events/promotions:
 - Motorcycle Madness (May 19)
 - Wave Car Wash – discounts at Shell station on Main Street (through September 1)
 - Home Energy Solutions – schedule a Home Energy Assessment and \$50 will be donated toward the 2016 Extravaganza fireworks

UPCOMING – RECREATION DIVISION

- The Spring Program Guide will be distributed to Newington residents in the March issue of Newington Life, which is scheduled for distribution at the end of February.
- Another Open House at the Creative Playtime Preschool Program is scheduled for Wednesday, February 3.
- Planning will begin shortly for the 2016 Summer Playground program.
- A meeting with representatives from spring youth and adult sports teams and NHS Athletics will be held to determine and coordinate field needs.
- A meeting with the Men's Softball Advisory Committee will be held next month to discuss rules and regulations for the upcoming season. The Committee will then meet with representatives from all teams who are planning to participate in the 2016 season.
- Contract for the carnival held during the 2016 Extravaganza week is being reviewed now.

Parks and Grounds and Cemeteries

- Christmas decorations were removed.
- There were two snow events.
- The lack of snow permitted crews to perform maintenance in many areas that haven't been accessible for the past few years. The work has included: fence line clearing at Newington High, Paterson and Elizabeth Green schools, stump grinding at various locations, tree removal and trimming.
- The Parks and Grounds building interior is in the process of being painted.
- Design and construction of new community sign boards has started.
- New signs for West Meadow Cemetery are in the design stage.
- There were 6 interments and 1 plot sale in town cemeteries.

LIBRARY

- The Friends of the Library had their most successful Wine, Beer and Cheese Social yet. This annual fundraiser sold more than 260 tickets with 213 people actually attending the event. The evening included beer and wine tasting courtesy of *Connecticut Beverage Mart* and *Thomas Hooker Brewery*, cheese tasting courtesy of *Stew Leonard's*, a teacup auction and jazz music provided by *The DeChamplain Trio*.
- The children's department offered 59 programs to 1,495 children and their caregivers. The children's winter reading program "Be a Smart Cookie READ!" kicked off with day filled with sweets and treats themed activities. Other highlights included *Lego Junior Makerspace*, *Who's a Fraidy Kat?* and *Tales to Tails*. The children's staff were also busy with class visits from 3rd & 4th grade elementary school students, outreach to daycares and preschools and regular story times.
- Adults and teens were kept busy with 13 programs offered to a combined audience of 537 adults and teens. Programs for adults included a *Brown Bag it With a Book Discussion* about the book *The Light Between the Oceans* by M.L. Stedman, the adult winter reading "Be a Smart Cookie READ!" kick-off and registration and a *Brown Bag with a Documentary* series "Culinary Cuisine", a series of culinary themed documentaries to tie in with the winter reading theme. Documentaries featured were *Kings of Pastry*, *Jiro Dreams of Sushi*, *Spinning Plates* and *Three Stars*. Teen Programs included *Teen Advisory Board*, *Forever YA Book Club* and *Snack and Study*.
- Total circulation of library materials was 28,276. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,419 times from the library website. An average of 487 people visited the library each day. There were 8,654 visits to the library's homepage. Popular online services included *Morningstar*, *ProQuest*, *Reference USA*, *Tumblebooks*, *PebbleGo: Animal*, *Social Studies & Biography* databases. Museum passes were used 64 times this month. The reference staff answered 5,271 reference questions. Free library meeting space was used 328 times during the month.
- The Statewide delivery system called C-Car that transports interlibrary loans and materials returned to our library back to the owning libraries still is not fully functional. The backlog of items that had been sitting in a sorting warehouse were delivered adding a lot of extra work for staff to process these several pallets of items in addition to the day to day deliveries. The State Library will be taking over the delivery of the interlibrary loans for the library in March. Until then, an outside vendor continued to handle the deliveries and this service was adequate at best.
- The 2016-2017 library budget was submitted on January 4, 2016. The budget came in with a 0% increase as requested by the Town Manager.
- Print State and Federal tax forms slowly began arriving in January. Many of the forms and schedules are only available online. Staff laminated these more popular forms and schedules for patrons to copy. A link to the state and federal tax sites are available from the libraries website as well.
- In technology news, the Library began circulating Samsung Galaxy tablets in-house to patrons who wanted to use the tablets to read magazines or search the Internet while in the library. Four of the training laptops were replaced and the remaining six laptops were reimaged with Windows 7 and Microsoft Office 2013. Library staff met with a representative from *Constant Contact* to demo the online email marketing service. The Library will begin using it in February. Technology programs for the public included *Useful Sites & Apps*, *Edit and Share Your Holiday Photos with Picasa*, *Tech Troubleshooting with Teens*, and *Tech 4 U*.
- In personnel news, Jeanette Francini attended a very informative workshop on library advocacy at the State Library. Sgt. Perry and Officer DeSimone attended the Library's staff meetings to talk about how

to handle emergency situations like a bomb threat, an active shooter or how handle a disturbance with a mentally ill patron.

- In facilities news, space heaters were put in the men's and women's restrooms to prevent pipes from freezing and bursting like they did last year. Temperatures on the first floor continued to be erratic. An air handler on the 2nd floor was turned off after staff reported a very loud noise coming from the roof unit. Facilities replaced the damaged parts and turned the unit back on.
- Topics of note that were researched this month included:
 1. A dry shampoo recipe for dogs.
 2. Discounts offered by AARP.
 3. Date the DOT opened on the Berlin Turnpike.
 4. List of French bakeries in CT.
 5. How to get a book published.
 6. Books on minecraft.