



Tanya Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya Lane, Town Manager  
Date: July 22, 2016  
Re: Monthly Report – June 2016

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#### **GENERAL ADMINISTRATION**

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane attended the annual CRCOG meeting.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.
- Mrs. Lane attended the Town Hall Renovations Project Building Committee meeting.

#### Legal Services

The legal amounts for the June monthly report are as follows:  
Rome (Modern Tire/Firestone) - \$119,588.14

Murtha (Toll Bros) \$15,198.20

#### Overtime

Paid overtime during the month of June 2016 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	42.9	\$ 2,038.83
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 705.36
ROAD MAINTENANCE	13.8	\$ 597.38
TRAFFIC DIVISION	14.1	\$ 664.41
LANDFILL	8.5	\$ 355.92
RUTH CHAFFEE SCHOOL	346.7	\$ 15,417.50
<b>TOTALS</b>	<b>442.0</b>	<b>\$ 19,779.40</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	12.0	\$ 542.48

Special Events	12.0	\$ 665.12
Turf and Grounds Maintenance	165.5	\$ 8,336.04
Tree Work	4.7	\$ 196.59
<b>TOTALS</b>	<b>194.2</b>	<b>\$ 9,740.23</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	\$ 2,719.56	\$ 7,059.00	\$ 5,888.32
Patrol	603,738.00	753,221.18	607,287.00	778,378.61
Investigation	76,132.00	65,473.53	79,169.00	89,306.84
Communication	162,698.00	206,694.61	161,160.00	179,083.61
Education/Training	120,943.00	118,455.71	117,276.00	111,499.29
Support Services	34,408.00	36,557.83	34,189.00	33,236.87
Animal Control	<u>3,006.00</u>	<u>0.00</u>	<u>5,546.00</u>	<u>0.00</u>
Total	\$ 1,008,179.00	\$ 1,183,122.42	\$ 1,011,686.00	\$ 1,197,393.54
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 25,212.00	\$ 22,594.01	\$ 29,622.00	\$ 29,204.40
Snow and Ice Control	148,440.00	69,166.22	145,534.00	173,226.53
Traffic	3,000.00	4,665.21	4,665.00	3,435.33
Vehicles and Equipment	26,949.00	26,010.69	29,363.00	28,809.49
Leaf Collection	<u>50,999.00</u>	<u>41,659.37</u>	<u>50,000.00</u>	<u>38,808.10</u>
Total	\$ 254,600.00	\$ 164,095.50	\$ 259,184.00	\$ 273,483.85
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 77,091.00	\$ 83,520.57	\$ 75,588.00	\$ 132,206.25
Cemeteries	<u>18,371.00</u>	<u>8,030.96</u>	<u>18,007.00</u>	<u>14,169.31</u>
Total	\$ 95,462.00	\$ 91,551.53	\$ 93,595.00	\$ 146,375.56

## **PERSONNEL**

- The Newington Town Council appointed Tanya D. Lane as Town Manager of the Town of Newington effective 6/15/16.
- The vacant Town Clerk position was posted on June 24<sup>th</sup> with a closing date of July 11<sup>th</sup>. Interviews will be held in July.
- The Detective Division is conducting backgrounds on two applicants for the Public Safety Dispatcher position that will be available in July.
- New dispatcher, Norma Navarro, started in the Police Department on June 20, 2016.
- A job posting for the Civilian Evidence & Property Officer was posted on June 30<sup>th</sup> with a closing date of July 22<sup>nd</sup>.
- Part-time Children's Librarian vacancy was posted and the closing date was May 27. Interviews were held in June.

## **RISK MANAGEMENT**

### 2015-16 Blue Cross/Blue Shield Plan Year

The eleventh 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 May 2016 were \$679,210. 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 May, 2016

	Town	Board of Education	Total
Estimated Claims	2,016,322	7,310,017	9,326,339
Actual Claims	2,304,830	6,523,135	8,827,965

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of June. Attended Town Hall Building Committee, Staff, Library Building Committee & Safety Committee meetings. Attended union contracts negotiation meetings.

### Work Order Completions

- The Facilities Maintenance Department has completed 86 formal work orders during the month of June at various Town Buildings.

### Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. The New Town Hall renovations building committee has started and a tour of the facilities was given to the new members and open to the public.

### Kellogg Eddy House

- Work continues on the water damage restoration from the heating system on the plumbing side and the room's restoration is almost complete. A new heating system has been installed for the apartment along with other upgrades to the building.

### Senior Center

- Continuing with the replacement of ceiling tiles throughout the building. Repaired the A/C systems main building water pump and performed maintenance on all rooftop A/C units & exhaust fans. A new water line was installed for the garden.

### New Police Training Facility: (Old Dog Pound)

- This building is fully operational now for police training.

### Indian Hill Country Club

- Met with the president of the club on repairs to the building caused by a water pipe that froze this past winter.

### Highway Garage

- Met with DTC Engineers & CNG on the upgrades to the heating system with the change over from oil to natural gas.

## **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 and Mr. Kevin Daley, GIS Technician.

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

- Completing 99 work-orders.
- Completing preparation work for the Alarm system migration in Public Safety Dispatch center.
- Completing migration to new Unitrends backup appliance.
- Applying scheduled upgrades to the town's financial application, Munis.
- Configuration of a new email address for use by Town Council.
- Finalizing printer specifications for the Highway Department (laser printer) and Town Plotter.
- Reviewing technological components of a contract between the Town and NexGen Public Safety Systems for a new computer aided dispatch and records management system to replace KT International CAD and RMS.
- Installing updated geographical information system (GIS) software on new virtual servers. Once setup is completed the old GIS system will be taken offline.
- Researching external data sharing options for GIS datasets.
- Setting up and configuring laptops and Wi-Fi devices for use by Parks and Recreation staff at Churchill Park Pool and Mill Pond Park Pool. Devices were configured to allow connection into Parks and Recreations new records management system, RecTrac.
- Assisting Town Assessor with creating Microsoft SQL reports using SQL Report Builder.
- Installation of various upgrades and patches for applications used on Town computers.
- Upgrading software versions on applications used for file transfers and remote access.
- Configuration of an automated method to push and pull files from Assessor Office, eQuality application and Building Department's permitting application, ViewPermit Cloud. The process allows the sharing of data between two different systems.
- Completing the setup and configuration of the Town's network monitoring and logging solution.
- Mr. Boutot attended department, town and regional meetings as needed and/or required.

**FINANCE**

**Accounting and Administration**

- On June 7<sup>th</sup>, Ann Harter and Lisa Rydecki attended the CIP Committee meeting.
- The fiscal year end 2016 transactions were processed throughout the month including budget appropriation transfers that were approved by the Town Council.
- Analysis for contract negotiations with AFSCME continued during the month.
- On June 20<sup>th</sup>, the Audit Committee met with Nikoleta McTigue of Blum Shapiro & Co. to discuss the scope of the upcoming audit and newly issued Government Accounting Standards Board (GASB) pronouncements.
- The 2015-16 year end closeout also got underway with a list of requests to be compiled for the Town auditors.
- On June 23<sup>rd</sup>, Ms. Harter participated on an interview panel for the Town of Bloomfield.
- Documents were completed to finalize the lease purchase financing of fire rescue truck at \$700,000 for closing on June 30, 2016.

Major grants received during the month included the final payment for the Pequot Grant in the amount of \$89,289 and Municipal Grants in Aid in the amount of \$917,869. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

**INVESTMENTS, BY ACCOUNTING TYPE**  
(Unaudited)  
6/30/2016

	Interest Earnings		\$ Invested
	Budget FY2015-16	Actual Year to Date	
General Fund	\$68,350	\$76,041	\$17,309,846
Special Revenue Funds	5,500	12,105	3,998,990
Capital Projects Funds	800	2,816	1,032,770
Internal Service Fund	2,400	4,624	2,202,697
Trust and Agency Funds	2,400	9,433	1,030,156
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$25,574,459</b>

**INVESTMENTS, BY INSTITUTION TYPE**  
(Unaudited)  
6/30/2016

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.34	0.34	3,650	4,032	\$9,327,976
Bank North	0.20	0.20	88	91	537,074
People's Bank	0.32	0.32	1,989	2,121	7,585,311
Santander Bank	0.45	0.45	1,864	2,339	4,064,657
Farmington Bank	0.40	0.40	1,385	2,293	4,059,441
<b>Total Outstanding Investments</b>					<b>\$25,574,459</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June. New personal property accounts were identified and entered in the database.

- The elderly tax relief homeowner program was completed by the end of June. All reports of this activity were filed with the State of Connecticut before the deadline.
- The Assessor's office staff spent the last two weeks in June explaining revaluation assessments and respective tax bills. There were fourteen property owners of commercial real estate that filed appeals with the Connecticut court system.
- Income and Expense forms for owners of commercial property were received and 80% of those were entered into the database.

**Revenue Collector**

- Revenue Collections for June for Real Estate, Personal Property & Motor Vehicles amounted to \$86,190. The Supplemental Motor Vehicles collected were \$10,460, and back taxes amounted to \$18,562 which included \$547 collected on suspended accounts.
- The annual percentage collected this year was in line with last year at 99%.
- The Real Estate and Personal Property bills were mailed with highlighted information notifying the taxpayers of the single billing notice which included the bill for the second payment installment due in January 2017.
- Advanced collections on the 2015 Grand List were \$4,616,080.85. This is considerably higher than last year's collections of \$2,994,384.35 due to the Real Estate and Personal Property taxes being mailed in the middle of June.
- All tax bill payments continue to be processed manually in the tax office, which results in fewer problems than when using an outside bank lockbox.
- Due to several issues with the information received from the Department of Motor Vehicles when preparing the 2015 Grand List, motor vehicle tax bills were mailed at the very end of June. The department received a tremendous amount of inquiries regarding this issue.
- The Tax Collector completed the M-1 Report of Municipal Property Tax Collectors Certificate which was then filed with the Secretary of the Office of Policy and Management State of Connecticut. Forms M-35B (Owners' Program), M-36 (Freeze Program) and M-42B (Total Disabled Program) were also filed during the month of June to the Tax Relief Unit with the State of Connecticut.

**TOWN CLERK**

- There were 73 property transfers for a total of \$8,705,309. State conveyance tax collected was \$66,689.82 and \$21,763 was collected in Town conveyance tax.
- Revenue for the month of June totaled \$77,978.28.
- A total of 518 documents were filed on the land records during June including: 133 mortgages, 207 releases, 46 liens & 15 probate certificates. Seventy documents were electronically recorded.
- The staff issued 15 burial permits and five cremation permits, 138 certified copies of vital records were issued.
- Copy revenue totaled \$2,352.
- June is "dog month"—1,468 dog licenses were issued to residents.
- Staff catalogued seven Notary Public commissions, four Trade Name certificates and seven Liquor permits.
- The office issued 36 dump passes.
- On June 27<sup>th</sup> the Town Clerk swore-in a Police Officer.

<b>DATA SUMMARY JUNE 2016</b>				
	<u>June - 16</u>	<u>June - 15</u>	<u>FY 15/16 to Date</u>	<u>FY 14/15 to Date</u>
Land Record Documents	518	523	5624	5293
Dog Licenses Sold	1,468	1473	2141	1965
Game Licenses Sold	14	58	541	726
Vital Statistics				
Marriages	13	36	140	238
Death Certificates	15	32	240	331
Birth Certificates	26	24	248	284

Total General Fund Revenue	\$ 42,302.28	\$ 63,448.49	\$ 483,897.74	\$ 476,450.90
Town Document Preservation	\$ 1,148.00	\$ 1,374.00	\$ 12,828.00	\$ 22,987.00
State Document Preservation	\$ 628.00	\$ 784.00	\$ 7,652.00	\$ 7,747.00
State Treasurer (\$36 fee)	\$ 11,304.00	\$ 14,112.00	\$ 137,592.00	\$ 132,444.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 5,588.00	\$ 56,371.00	\$ 49,403.00
State Treasurer (\$110 fee)	\$ 5,720.00	\$ 6,490.00	\$ 56,870.00	\$ 55,440.00
Locip	\$ 942.00	\$ 1,176.00	\$ 11,466.00	\$ 11,036.00
State Game Licenses	\$ 348.00	\$ 399.00	\$ 4,527.00	\$ 6,047.00
State Dog Licenses	\$ 7,785.00	\$ 7,870.00	\$ 11,890.00	\$ 11,292.00
Dog Licenses Surcharge	\$ 3,166.00	\$ 3,192.00	\$ 4,625.00	\$ 4,364.00
Marriage Surcharge	\$ 190.00	\$ 190.00	\$ 1,369.00	\$ 1,520.00
<b>Grand Total</b>	<b>\$ 77,978.28</b>	<b>\$ 104,623.49</b>	<b>\$ 789,087.74</b>	<b>\$ 778,730.90</b>

## **POLICE DEPARTMENT**

- Certified Police Officer, Brandon Caires, was sworn in on June 27, 2016.
- New dispatcher, Norma Navarro, started in the department on June 20, 2016.
- The Detective Division is conducting backgrounds on two applicants for the Public Safety Dispatcher position that will be available in July.
- Patrol Calls for June are as follows:

Alarm Hold Up Alarm	17	Threatening In Progress	3	LandlordTenantDispute Report	2
Assault In Progress	2	Alarm Commercial Burg	72	Larceny from MV Report	14
Breach In Progress	11	Alarm Residential Burg	40	Larceny Report	44
Burglary In Progress	4	Animal	39	Location General	78
Criminal Mischief In Prog	2	Assault Report	9	Lockout Building	2
Customer Dispute In Prog	7	Assist Notification	3	Lockout MV special circ	1
Domestic In Progress	21	Assist Other Agency	29	Medical Other	1
Drug Active	5	Breach Report	2	Medical Stand By	3
EDP In Progress	8	Burglary Report	4	Missing	3
EDP Report	1	Car Seat	2	MV Abandoned	8
Fire Alarm	28	CheckWelfare 911 hang up	14	MV Assist	34
Fire Extrication	1	Check Welfare Other	48	MV Complaint In Progress	27
Fire Hazmat	4	Clear Lot	3	MV Complaint Report	16
Fire Other	17	Court Pris/Paperwork	21	MVA Evading	13
Fire Structure Fire	4	Criminal Mischief Graffiti	1	MVA Property Only	98
Fire Vehicle Fire	2	Criminal Mischief Report	10	Neighbor In Progress	8
Harassment In Progress	1	CSO	1	Neighbor Report	15
Harassment Report	1	Customer Dispute Report	3	Noise	23
Landlord/TenantDisputelnProg	1	Dog Complaint	61	Parking Violation	15
Larceny from MV In Prog	2	Domestic Report	4	Pistol Permit Issued	7
Larceny In Progress	17	Drug or Para found	2	Pistol Temp Permit	21

				Issued	
Medical Alarm	15	DUI	5	Property Found	23
Medical Cardiac	30	EDP In Progress	1	Property Lost	8
Medical Diabetic	4	Escort Funeral	12	Recovered Stolen MV	2
Medical Fall	42	Escort Other	9	Serve Warrant	25
Medical Other	123	Escort Tax	5	Sexual Assault Report	1
Medical Respiratory	30	Fingerprint	32	Specific Detail CAD number	116
Medical Trauma	4	FireCODetector no symp	4	Stolen MV	11
Medical Unresponsive	5	FireStandBy(CAD number)	1	Sudden Death	2
MV Assist	1	Fire Trouble Alarm	2	Suspicious In Progress	1
MVA Injury	16	Fireworks	8	Suspicious Report	22
MVA Property Only	2	FollowUp	87	Threatening Report	3
Open Door / Window	7	Harassment Report	12	Tow	22
Property Lost	1	Hazard	52	Town Ordinance Violation	3
Shots Fired	3	Indecent Exposure	1	Traffic Stop	464
Specific Detail CAD number	1	Intoxicated	7	Trespass In Progress	5
Suicide Attempt	1	Juvenile Complaint	12	Trespass Report	2
Suspicious In Progress	102	K9 Call	2	<b>Total</b>	<b>2309</b>

- Investigations and calls by Patrol Officers in June included:
  - Domestic Dispute - On 6/11/16, officers responded to a fight between two adult women at Clem Lemire Park during a little league baseball game. As officers arrived, they learned that the women had been separated by witnesses and one of the women had left the scene. The woman who remained on scene advised the officers that she knew the other woman involved and they had both dated the same boyfriend in the past. The woman also had a Protective Order against the woman and had her infant child with her during the assault. After taking statements from each witness and the woman who remained at the scene, the woman who fled was eventually arrested for 53-21(a) Injury or Risk of Injury to a minor, 53a-181 Breach of Peace, and 53a-223 Criminal Violation of a Protective Order.
  - Larceny Arrest - On 6/12/2016, an officer was on routine patrol when he observed a vehicle being driven erratically. The officer stopped the vehicle and approached the operator. The operator would not follow the instructions of the officer and appeared very nervous. The operator did not have a license and lied several times to the officer regarding his identity. As the officer spoke to the driver, he noticed that there were numerous gift cards in the vehicle from several different stores. The operator was removed from the vehicle in order to determine his identity. During this time, the officer observed the operator trying to conceal something in his shoe. The officer then located several stolen credit cards in his shoe. Subsequently, it was determined that the operator was using the stolen credit cards to purchase gift cards. The operator was then arrested for 14-242, Improper Turn, CGS 14-233(a), Disobeying an Officers, CGS 15-215, Operating a MV with a Suspended License, CGS 53a-167a, Interfering with an Officer, CGS 53a-139, Forgery in the Second, CGS 53a-128(c), Credit Card Theft, CGS 53a-125a, Larceny in the Fifth Degree by possession.
- In June, Detective Division Personnel:
  - Handled 104 investigations, 75 remain ongoing and 29 were closed by investigative methods.
  - Served 15 arrest warrants, 14 by Patrol Officers and 1 by Detective Division personnel.
  - During the month of June, Detectives conducted background investigations on applicants for the position of Police Officer and Police Dispatcher.
  - During the week of June 20<sup>th</sup> Detectives assisted as instructors for the Newington Youth Police Academy.
  - On June 25<sup>th</sup> Newington Detectives assigned to the Mid-State Major Crime Squad were called to the Town of Cromwell in response to a shooting that resulted in a non-fatal injury to one victim. The Mid-State Major Crime Squad was requested by CPD command staff for the purpose of processing an indoor and an outdoor crime scene associated with the shooting incident. Newington Detective

Larry DeSimone was assigned as the MSMCS case officer and will be completing a detailed report documenting the efforts of the MSMCS. Once completed, that crime scene processing report will be turned over to the Cromwell Police Department Detective Division to be included in their documentation of the incident.

- In June, the Community Service Officer (CSO):
  - Conducted a class on Traffic Control/Safety to Newington CERT.
  - Did a check presentation/donation to Hartford Hospital Breast Cancer Center in honor of retired SPSD Kimberly King.
  - Organized annual Law Enforcement Torch Run to benefit Special Olympics that took place on 6/10/2016.
  - Presented a safety speech to Newington Parks and Rec camp counselors.
  - Represented the police department at the Touch a Truck event.
  - Sat on a panel for Substance Abuse and Mental Illness.
  - Organized and held the Youth Police Academy the week of June 20<sup>th</sup>.
  - Conducted a tour and had lunch with 5 children that won this as a prize at the Touch A truck event.

**UCR/NIBRS Selected Crimes**  
**Preliminary May 2016** **May 2015**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	--	0	--
Forcible Rape	0	--	0	--
Robbery	0	--	2	6,465
Assault	12	--	13	--
Burglary	7	81,571	11	48,252
Larceny Theft	50	16,700	68	41,202
Auto Theft	2	4,000	4	79,800
<b>Totals</b>	<b>71</b>	<b>102,271</b>	<b>98</b>	<b>175,719</b>

- During the month of May 2016 the Police Department arrested 110 adults: 1 for robbery, 14 for aggravated assault, 1 for sex offenses, 16 for drug abuse violations, 1 for offenses against family and children, 8 for DUI, 9 for disorderly conduct, 29 for larceny, and 30 for other offenses. We also arrested or referred 6 persons under the age of 18: 2 for aggravated assault and 4 for other offenses.
- Police Department Overtime:
  - Comparison
    - OT May \$ 78,701 2 pay periods
    - OT June \$121,172 2.9 pay periods (1 holiday)
  - During June, 1 officer vacancy was filled with a certified officer, and 1 officer at the academy in training. These vacancies have an impact on the overtime for a total of 2 positions vacant on the schedule in the patrol division. The Detective Division continues to conduct backgrounds on candidates for the Dispatcher position that will be vacant in July due to a retirement.
  - Admin overtime \$0 a decrease of \$558.
  - Patrol overtime: \$66,976, an increase of \$35,540. Overtime included investigations for accidents Midstate Regional Accident investigation, several DUI arrests, overdose investigation, domestic calls, risk of injury, Parade detail, K9 tracking, Drug arrest, Burglary, Noise Control, Stolen Vehicle, casework, holdovers, booking process, and overtime for time off/vacancies.
  - Detective Division overtime \$6,128, an increase of \$3,727. Overtime included, interviews, burglary investigation, and background investigations for Officer and Dispatcher hiring.
  - Communications overtime \$22,746, an increase of \$5,459. Overtime included several time off leaves, OT to fill a dispatcher out on medical leave, filling of dispatcher vacancy in OT, and staffing for weekends to allow for 2 dispatchers on for all shifts.
  - Education overtime \$14,573 a decrease of \$4,921 for training classes consisting of training for ERT, firearms training, Substance Abuse training, Alarm training, Youth Academy, and Collect recertifications.
  - Support Services overtime \$10,749, an increase of \$2,867. Overtime included Town Council presentation, Citizens Academy, Youth Advisory Committee Scholarship presentation, Parade detail, training room modifications, Graduation, and Touch a Truck.
  - ACO overtime \$0.



**FIRE DEPARTMENT – JUNE 2016 INFORMATION**

- The following is a report of the activities of the Newington Fire Department for the month of June, 2016. During this period Fire Department members responded to 52 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>June 2016</b>	<b>12 Months Activity</b>
Residential	3	61
Commercial, Industrial, Office	2	19
Hospital, School	2	12
Vehicle	1	20
Rescue, Police Assistance	5	51
Dumpster, Rubbish, Grass, Brush, Leaves	8	75
Hazardous Materials/Clean up	7	44
Investigative Alarm	11	129
Mutual Aid/Standby	0	34
Carbon Monoxide Investigation	4	43
Water Related Incidents/Pump-Outs	0	28
False Alarm	9	82
<b>Total</b>	<b>52</b>	<b>598</b>

- The following is a report of the training activities of the Newington Fire Department for the month of June, 2016.

**Training Summary**

Officer Training	Administrative Procedures	12 hours
	Organizational Performance	17 hours
Pump Operations		16 hours
Driver Training	2 Q Exam & Road Time	24 hours
Fire Dept. Safety Officer Certification (4)		128 hours
Company Training – Co. #2	SOP/SOG Review	15 hours
	Haz/Mat Equipment	15 hours
Company Training – Co. #3	E-3 Equipment & Procedures	24 hours
Company Training – Co. #4	SOP/SOG Review	14 hours
Multi-Company Training	Haz/Mat Refresher-Co. #2 & Co. #4	90 hours
Multi-Company Training	Haz/Mat Refresher-Co. #1 & Co. #3	130 hours
Capital Region Chief's Training		6 hours
<b>Total Hours</b>		<b>491 hours</b>

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of June, 2016.

INSPECTIONS	30
INSPECTION FOLLOW-UPS	46
PLAN REVIEW	9
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	2
COMPLAINTS	5
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	7

**Incidents:**

- There were no significant fire incidents or injuries reported in June. Responded to **32** fire calls during the month.

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

- Attended a hearing in New Britain Superior Court to review an ongoing fire code abatement order. Corrective action has been completed; case closed.
- Attended the monthly CERT meeting at fire headquarters.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Simsbury.
- Attended a meeting with the Finance Department and Town Manager to review and finalize the 2015-2016 end of year budget closeout.
- Attended the monthly Safe Home Team meeting at Town Hall.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Conducted an inspection of Classic Car Show on Market Square and posted temporary fire lanes signs as required for the annual event.
- Attended a wake for Paul R. Manke the grandfather of Fire Captain Meghan Manke and father of Town Councilor Tim Manke at Newington Memorial.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #3 on West Hill Road.
- Conducted an inspection of the high school gym and cafeteria areas prior to the Annual All Night Graduation Party.
- Attended the quarterly meeting of the Connecticut Fire Marshals Association in Southington.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in New Britain.
- Attended the monthly Officers Training session: Fire Service Leadership.
- Attended a Hoarding Hazards: Municipal Team Response training session at the Police Academy in Meriden.
- Attended the Annual New England Fire Chiefs Association Conference at Foxwoods Resort.
- Attended the wake and memorial service for retired Company #2 Veteran Bernie Belanger at Newington Memorial.
- Visited the monthly Company Drill: Haz/Mat Refresher.
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works Team meetings.
- Attended various construction project meetings.
- Attended ASFCME contract negotiation meetings.
- Attended LEPC meeting.
- Attended MDC project coordination meeting.
- Coordinated annual paper shredding event for Town residents held June 4<sup>th</sup>.
- Coordinated biannual landfill grinding.
- Continued with Landfill closure project tasks.

### **Roadway Maintenance**

- Continued curb/topsoil repairs.
- Crews continued with litter pickup/graffiti Town wide.
- Continued with Town wide pot hole patching.
- Highway operators continued with Landfill material processing.
- Highway Operators assisted bid awarded contractor with bi-annual landfill vegetation grinding.
- Assist Traffic Division in pavement markings at Ruth Chaffee and Market Square.
- Crews completed the reconstruction of the Ruth Chaffee parking lot project.
- Crews began the construction of a second playground at Ruth Chaffee School.
- Began the reconstruction of Newington Volunteer Ambulance Parking lot.
- Assisted outside contractor in grinding of vegetation debris at landfill.
- Began drainage improvements on roadways scheduled for mill and overlay.
- Cleaned and hauled equipment to Town Hall for annual Touch a Truck event.

### **Traffic Division**

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assist Police Department in the locations of speed boxes.
- Painted pavement markings at Ruth Chaffee School and Market Square.
- Assist Highway Department with construction projects.
- Began Town wide painting of pavement markings.
- Assisted with traffic control for annual car show.
- Assisted Police Department in moving items to new training facility at Highway Garage.

#### Fleet Maintenance

- Continued with scheduled preventative maintenance and emergency repairs for all town vehicles and equipment.
- Began the outfitting of one new police vehicle.
- Completed emergency and support of road reconstruction equipment throughout the month.

#### Sanitation/Recycling/Landfill

- Scheduled 1110 residential bulk items for collection for the month.
- Scheduled 110 condominium bulk items for collection for the month.
- Scheduled 54 condo/residential scrap metal items for collection for the month.
- 7512 tons of cumulative Municipal Solid Waste were collected from July through May.
- 2586 tons of cumulative recyclables were collected from July through May.
- 1134 mattresses and 575 box springs were collected from July through May.
- 407 televisions were collected from July through May.
- Issued 80 permanent landfill permits and 20 temporary permits for the month.

### **TOWN PLANNER**

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

##### Regular TPZ Meeting on June 8, 2016:

- Approved Petition #23-16: Site Plan Modification (Tent Sale) at 2985 Berlin Turnpike (Dick's Sporting Goods). Dick's Sporting Goods, applicant.
- Approved, with conditions, Petition #17-16: Site Plan Modification at 2355 Berlin Turnpike (McDonald's Restaurant). McDonald's USA, owner/applicant.
- Approved Petition #18-16: Special Permit (Section 6.2.4: Freestanding Sign) at 177 Day Street (Newington Veterinary Clinic). Sign Pro Inc., applicant.
- Approved Petition #20-16: Site Plan Modification at 80 Fenn Road. Fenn Road 80 LLC, owner/applicant.

##### Regular TPZ Meeting on June 22, 2016:

- Approved, effective upon publication, Petition #10-16: Zoning Text Amendment (Section 6.15: Low Impact Development). Town Plan and Zoning Commission, applicant.
- Approved, with conditions, Petition #24-16: Site Plan Approval at 131 Summit Street. 131 Summit Street LLC, applicant.
- Approved, with conditions, Petition #25-16: Site Plan Modification at 136 Rockwell Road. Ernest Perlini, applicant.
- Approved Petition #26-16: Site Plan Modification at 75 Rockwell Road. Lynn Welding, applicant.
- Approved, with conditions, Petition #31-16: Site Plan Modification at 300 Alumni Road. Top Gun CT Realty LLC, owner/applicant.

#### **Town Planner Activities:**

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

- June 14: Staff meeting with owner of Skating Arena to discuss addition.
- June 28: Staff meeting with owner of 49 Hollow Tree Lane to discuss addition.

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

- June 15: Completed draft TOD zoning regulations for Newington Junction area.

##### Grant-Funded Project Activities

- June 2: Discussed possible EV charging station grant with Town Manager.
- June 20: Finalized date for Road Safety Audit.

- June 22: Tasked engineering consultant with additional survey work for easements from abutting property owners to the Streetscape Phase VI project.
- June 27: Discussed possible structural assessment grant at Deming-Young Farmhouse with Town Manager.

Boards and Commission Meetings:

- June 8: Attended TPZ regular meeting.
- June 23: Attended TPZ regular meeting.

Professional Development/Training:

- June 3: Attended annual land use law seminar in Hartford.
- June 17: Attended “Anchor Institutions” seminar in Hartford.

Miscellaneous

- June 8: Attended annual CRCOG luncheon.
- June 8: Attended monthly Public Works Department Head meeting.
- June 14: Attended quarterly CRCOG Bike/Ped Committee meeting.
- June 28: Met with CCHD staff to discuss POCD recommendations.
- June: responded to approximately 39 phone messages from citizens, applicants, staff and elected/appointed officials.
- June: Received and sent approximately 495 emails from citizens, applicants, staff and elected/appointed officials.

**TOWN ENGINEER**

- During the month of June, thirty-two excavation permits were issued:
  - Gas Lateral – 3
  - Driveway – 27
  - CATV Conduit – 1
  - Utility Trench – 1

Project Administration DEEP – South Branch of the Park River (SBPR) Flood Control Project: **Status** – Major operations completed last summer/fall; **Current activities:** will include restoration efforts (the installation of topsoil, minor grading and seeding). DEEP has stated the last herbicide application for invasive plants (Japanese Knotweed) will commence this fall.

The bulk of operations are now complete and included: Maintenance activities such as 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. **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 Town Engineer attended the monthly Inland Wetlands meeting.
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer attended the monthly DPW meeting.
- The Town Engineer attended the Monthly CRCOG Transportation meeting.
- The Town Engineer attended and participated in a DOT Public Information Meeting (PIM) for the improvements proposed at the Rte. 175 & Rte. 5&15 off-ramps. The project is scheduled to commence in the 2017 construction season. The operations will be performed by the DOT maintenance division.
- The Town Engineer attended a seminar on ADA compliance with regard to concrete sidewalks.
- The Town Engineer attends streetscape design meetings (Constance Leigh drive) as necessary to assist in the development of the plans (design review) and/or provide technical support.

- **Wetlands:** In the Month of June, The Town Engineer acting as the Wetland Agent, Administered 3 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.
  - I.W. Application - 2016-10AA, 281 Milk Lane, was approved for the installation of bituminous pavement in the Upland Review Area.
  - I.W. Application - 2016-11AA, 1 John Stewart Drive, was approved for the installation of signs (replacement) in the Upland Review Area.
  - I.W. Application - 2016-12AA, 1000 Willard Ave., was approved for the installation of a deck in the Upland Review Area.
  - Engineering staff assisted with residents\applicants in discussion preparation of future applications.
  - Additionally, the Town Engineer and Inland Wetland Chairman regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** Engineering conducted 4 site plan reviews with regard to LID\Stormwater Drainage, TPZ, Zoning and\or Inland Wetland regulations.
- **Sidewalks\Concrete Work:** Status: Engineering staff continues to administer the repair and replacement of concrete sidewalk. The contractor (Martin Laviero Construction) was the successful bid candidate for the FY 2016-2017 concrete maintenance and repairs contract. Engineering continues to assess, catalogue (measure, estimates, etc.) and prepare a schedule in preparation for the next fiscal year beginning 07/01/2016. The first wave of concrete work will include handicap ramp replacement on the roads scheduled for Mill & Overlay. This operation is scheduled to begin the first week or two in July.
- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) will commence on or around the first week of August. Roads are continually evaluated and scheduled for repair, drainage and\or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads requiring edge drainage and\or basin top replacement were catalogued and will be scheduled in advance of the M&O. The Highway Superintendent and Town Engineer met with the MDC in a continued effort to compare paving scheduled and project timelines. These coordination meetings are essential to reduce scheduling conflicts and or to facilitate utility improvements prior to paving operations.
- **B.O.E. Design\Project Administration:** Status – Currently under Construction, Engineering staff is administering the design effort with the Ruth Chaffee parking lot, playground and site improvement plan. Engineering has completed the survey stakeout with operations underway in May by the DPW. The Inland Wetland Application 2016-04 AA, 160 Superior Ave. was Agent Administered for the installation of a second play scape and related drainage appurtenances. Site operations (Phase II) will be prepared & conducted by Town of Newington, Highway forces slated in June for the playground area on the west side of the property.
- **D.O.T. – Vendor in Place Program (VIP) –** The “Maintenance” division of D.O.T. prepares the yearly Mill & Overlay Program that is scheduled to commence this summer for the section of Route #175 from the intersection of Willard Ave. (Rte #173) to the intersection of Constance Leigh Drive. Additionally, the “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) for Traffic Signal Improvements throughout the State. The Town of Newington will receive improvements at (9) intersections throughout town. The Town of Newington website has a link to the D.O.T. construction portal indicating the intersections slated for improvements.
- **D.O.T. – Rte. 175 & Rte. 5\15 Intersection –** The DOT performed a Public Information Meeting outlining the proposed improvements slated for the above referenced intersection. The location experiences both a high flow of traffic at peak hours and accidents with vehicles negotiating the interchange. The improvements include a dedicated ramp for the Rte 5\15 southbound off-ramp, thereby allowing the free flow of traffic to Rte 175 west. Improvements include a traffic island at the exit prohibiting a left turn (illegal) to Rte 175 east bound. This effort will assist in reducing confusion and resultant accidents at this location. This improvement is minor effort and expected to be implemented by the DOT maintenance division scheduled for the 2017 construction season.

## **BUILDING DEPARTMENT**

- Work is continuing at the Wood-N-Tap Restaurant, 3375 Berlin Turnpike. A Plumbing Permit was issued for the fire sprinkler.

- An application was applied for and is under review for 196 Kitts Lane for a tenant fit out.
- Municipal Permits:
  - A Building Application was applied for and is under review to divide a classroom making a new kiln room for the John Wallace Middle School.
  - A Building Application was applied for and is under review to demo existing space and install new windows, exterior door structural steel. Phase 1 at the Newington High School.
  - An Electrical Permit was issued for temporary wiring and generator for the carnival rides for the Extravaganza.
  - An Electrical Permit was issued to supply & install a replacement 36 kW emergency standby generator with replacement automatic transfer switch at Company 3 firehouse at 255 West Hill Road.
  - A Plumbing Permit was issued to install plumbing for boys & girls bathrooms and 1 drinking fountain at the John Paterson School.
- Seminars attended by our inspectors for their continuing education credit were:
  - D. Jourdan - Hoarding Hazards: Municipal Team Approach – June 21, 2016.
  - A. Hanke - Fire Code Application in Existing Buildings – June 2, 2016.
  - R. Smith - Unsafe Structures & Lead / Healthy Housing – June 17, 2016.
- There was one Certificate of Occupancy issued in June. It was residential – 2 Birch Street.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 207 inspections. They were: A/C Installation (2), Above Ceiling (2), Alarm (1), Boiler (1), Decks (5), Drainage (1), Electrical (28), Final (78), Footings (9), Foundation (7), Framing (13), Gas Line (6), Insulation (8), Mechanical (4), Plumbing (3), Pools (7), Rebar (2), Roofing (3), Rough (23), Sheds (1), Siding (2), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of June was **213** producing a total permit value of **\$4,010,182.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	28	2,416,475.00
DECK	11	50,065.00
DEMOLITION	0	0.00
ELECTRICAL	62	405,651.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	5,714.00
GARAGE / SHED	3	33,300.00
MECHANICAL	28	231,018.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	197,500.00
PLUMBING	20	91,470.00
POOL	6	37,357.00
ROOFING/SIDING	27	308,591.00
SIGN	6	14,039.00
SOLAR	16	205,002.00
TENT	3	14,000.00
<b>TOTAL</b>	<b>213</b>	<b>\$4,010,182.00</b>

The total Building income fees received in the month of June was **\$43,016.00**.

The fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1815.00, Environmental \$480.00, Conservation \$700.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$93.50 Driveway / Excavation \$1700.00 Engineering copies \$73.50. The other total income is \$4862.00.

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

	<u>2016</u>	<u>2015</u>
Value of Permits issued for June:	\$4,010,182.00	\$4,763,576.00
Fees for Permits issued for June:	\$43,016.00	\$44,490.00
Other income Fees for June:	\$4,862.00	\$4,706.75
Building Permits Issued for June:	213	259

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	
\$30,205,682.00	\$348,194.00	\$30,258,586.00	\$321,511.00	

## **HUMAN SERVICES**

- The Food Bank assisted 136 households with 678 bags of groceries distributed.
- Open Air Market served 120 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 16 households, providing 24 bags of clothes.
- The Special Needs Fund assisted 10 residents with 12 bills, 7-utility, 3-housing and 2-medical. 4 residents were 60+.
- A very engaging forum was held on the Opiate and Heroin crisis along with substance abuse/misuse and mental health on June 20<sup>th</sup> led by Dr. Charles Atkins.
- A day time workshop with Dr. Atkins was also made available to professionals and town employees with 25 people in attendance including several Newington police.
- There were 60 cases in our Social Casework program. 16 were new referrals. We expect this to jump right back up as residents start to receive notices of cuts/termination of some DSS benefits taking place this summer due to state budget cuts.
- The Youth and Family Counseling Program had 15 active cases. There was 1 new case. Clinicians provided 23 clinical therapy sessions with a total of 27.25 clinical service hours.
- Our LGBTQ group did not meet this month.
- 6 police referrals were received for follow up.
- There were no JRB referrals this month.
- The high school Self-Awareness Class met for the last time. Academic year 2016-2017, the class is changing to the Vocational Preparation Program and will increase the number of students involved each semester. Our staff has met with assigned high school staff and will start in-class sessions and field trips in September with 11<sup>th</sup> and 12<sup>th</sup> grade students.
- We facilitated field games for the 4<sup>th</sup> grade picnic day program for John Paterson Elementary School.
- Summer Youth Adventures has 125 Newington youth registered. This is a 10% increase from summer 2015. We had a great start-up of programs towards the end of June.
- 16 high school mentors have joined the summer program to assist staff. All of them are prior SCORE and SYA participants.
- We had another great month on the challenge course. We are scheduling out challenge course and outdoor education programs through the fall. A permit was approved to construct a small deck and ADA accessible ramp/walkway for the yurt. The ramp will be an Eagle Scout project from Troop 347. We expect it to be constructed in July.
- There was 1 request for community service. 50 hours were completed and 2 people carried over hours and completed them this month.
- Coordinator LaBrecque and Director Futoma attended a statewide hoarding training course being offered for code enforcement and municipal teams responding to situations involving hoarding.
- They also attended an evening program on landlord and tenant rights.
- Pat Meskill, Maria Gonzalez-Soto and Karen Futoma attended a Juvenile Review Board conference at the CCSU Institute.
- Youth Services Coordinator Rik Huggard attended a Challenge Course Managers meeting.
- Carol LaBrecque attended half-day Executive Board meeting with CLASS to plan meetings for the upcoming year.
- Pam Wassik and Carol LaBrecque attended a Person Centered Counseling training program as part of a grant Diane Stone applied for. There are several online courses required, as well.

- Kathryn Scheer, a recent Family Studies graduate of University of New Hampshire, is joining us this summer as a volunteer and will work with the Summer Youth Adventure program to broaden her experience working with youth.
- Clinical Coordinator Pat Meskill co-facilitated Mental Health First Aid in Newington.
- Several staff attended the Transition Academy Graduation, always a nice tradition.
- Staff attended workshops, trainings and meetings throughout the month.

### June 2016 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>	<b>15</b>	<b>14</b>	<b>28</b>	<b>45</b>
<b>Youth &amp; Family Service Hours</b>	<b>27.25</b>	<b>41.5</b>	<b>316.25</b>	<b>394.75</b>
<b>JRB Cases</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>12</b>
<b>Positive Youth Development</b>	<b>401</b>	<b>444</b>	<b>3373</b>	<b>3115</b>
<b>Information and Referral</b>	<b>687</b>	<b>813</b>	<b>10,212</b>	<b>8909</b>
<b>Social Casework Cases</b>	<b>59</b>	<b>78</b>	<b>502</b>	<b>531</b>
<b>Under 55 =</b>	<b>19</b>	<b>24</b>	<b>156</b>	
<b>Under 55 Disabled =</b>	<b>16</b>	<b>22</b>	<b>133</b>	
<b>Over 55 =</b>	<b>24</b>	<b>32</b>	<b>213</b>	
<b>Social Casework Service Hours</b>	<b>88</b>	<b>126.25</b>	<b>1830.75</b>	<b>N/A</b>
<b>Under 55 =</b>	<b>29</b>	<b>29.5</b>	<b>400</b>	
<b>Over 55 disabled and/or disabled</b>	<b>59</b>	<b>96.75</b>	<b>1430.75</b>	
<b>Food Bank Households</b>	<b>136</b>	<b>127</b>	<b>1621</b>	<b>1564</b>
<b>#Bags of Groceries Distributed</b>	<b>678</b>	<b>638</b>	<b>7938</b>	<b>6430</b>
<b>Special Needs</b>	<b>10</b>	<b>6</b>	<b>85</b>	<b>78</b>

### SENIOR AND DISABLED CENTER

- Both the Senior Club and AARP Chapter 697 wrapped up their program years this month. For AARP, it was bittersweet as they also made the difficult decision to close the Chapter. Declining membership and a lack of volunteers to serve in leadership positions made it impossible to continue.
- At a lunch and learn program on June 3<sup>rd</sup>, Mary Jane Densmore, RN, from Bel-Air Manor spoke about pain management.
- On June 10 Kathleen Hallett, Life Guidance Director, from Atria Greenridge Place spoke about strategies for maintaining brain health.
- On June 14 Sandy Macksey, a local Certified Reflexology and Reiki Master spoke about the benefits of each and also included a demo of self-care techniques. Sandy is now taking appointments to see clients at the Center at a reduced rate.
- On June 20<sup>th</sup>, Joe Allen, Physical Therapist, from Physical Therapy & Sports Medicine Centers spoke about lower back pain.



- On June 24, an auditorium full of people beat the heat with a screening of the movie Brooklyn on the big screen. This drama tells the touching story of an Irish immigrant who moves to Brooklyn in the 1950's.
- A group of volunteers began meeting to plan for the future of the computer learning center. There are very few people interested in learning basic computer use so the group is looking to determine what the digital needs are and how they can best be met.
- Another group of volunteers was recruited and convened to address offering trips and travel programs. The closure of the AARP Chapter also brought the end of AARP sponsored trips. The group is looking at options for the operation of a travel program.
- The Giving Garden is in full swing and the first harvested vegetables began going to the food pantry. With the exception of the ongoing damage caused by wildlife, the garden is thriving.
- The Center's membership year came to a close and is in the process of renewals. The total membership in June was 1,655 with 216 people also purchasing fitness center memberships.
- 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 3837 by 582 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 1214 trips to 100 people this month, covering 3710 miles.
- Center staffing was complemented by 728 hours of unpaid service in 266 instances by 50 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- Final plans and preparations are underway for the Mill Pond Park Extravaganza Week, Sunday, July 10 through Saturday, July 16.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED at trainings held throughout the month.
- All Playground directing staff was certified / recertified in First Aid, Adult CPR and injectable medication administration.
- Comprehensive staff training was held throughout the month for all seasonal employees (Lifeguards, Summer Sunshine & Summer Camp staff, Concessions Attendants, Cashiers).
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Tuesday, June 7<sup>th</sup> in the Town Hall Auditorium. Registration for the 2016-2017 school year is ongoing.
- Mill Pond Pool and Churchill Pool opened for the season on Saturday, June 18<sup>th</sup>, two days earlier than normal.
- Touch-A-Truck was held on Saturday, June 18. There were approximately 500-600 residents throughout the morning making the event a huge success!
- The Summer Playground program for children in Kindergarten through grade 7 opened on Monday, June 20.
- Camp Sunrise (a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) began on Monday, June 20. The Town (Parks & Recreation Department) is subsidizing camp for 9 Newington campers to attend.
- Staff met with members from Little League regarding hosting of the District finals (11-year old division) being held in late July at Volunteer Field.

### Upcoming – Recreation Division

- Summer Fun Runs, a free race series, will begin Wednesday, July 13<sup>th</sup>. Runs are held every Wednesday night for 6 weeks. Jay Krusell will return to be our volunteer race coordinator this year.
- The Counselor-in-Training (CIT) program will run for 4 weeks (July 5 through 29). The CIT program provides instruction and skill development related to working with children in a summer camp setting. CIT's learn as they work alongside the veteran Summer Camp staff and assist with the Kindergarten through Grade 4 Summer Camp participants.
- Summer Concerts are scheduled for July 7<sup>th</sup>, 15<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- Extravaganza's weeklong events start on Sunday, July 10 and end with fireworks at 9:30 pm on Saturday, July 16.

- Sunday, July 10: Concert in Mill Pond Park featuring CT National Guard 102<sup>nd</sup> Army Band.
- Monday, July 11: Family Pool Float Night.
- Wednesday, July 13: Menchie's Frozen Yogurt & Family Tie Dye Event; Helicopter Rides; Carnival.
- Thursday, July 14: Carnival and rain date for Helicopter Rides.
- Friday, July 15: Local Craft Beer Tasting & Beer Garden, Concert in the Park; Carnival; tethered hot air balloon rides.
- Saturday, July 16: 35th Annual Life. Be In It. Extravaganza starting at 10:00 am. Vendors, entertainment, carnival, beer garden and more. Fireworks are at 9:30 p.m. Rain date is Sunday, July 17.

#### Parks and Grounds and Cemeteries

- Staff groomed and lined athletic fields daily.
- Mowing of all parks, school, firehouses was performed daily.
- Staff began pruning, edging and mulching West Meadow Cemetery.
- Several irrigation repairs were done at athletic fields.
- There were 4 plot sales and 13 grave openings.

#### Tree Warden

- Removed a dead Hemlock 26 Commonwealth Ave, Wethersfield was utilized for this removal.
- Removed a hazardous Hickory tree in Beacon Park. Tree had been struck by lightning a few years ago and we were watching it. Complaint came in about a loud creaking noise from tree, upon inspection a large split had developed. Tree was removed immediately.
- Removed a dead Elm tree located on North side of Company One Firehouse. Wethersfield was utilized for this removal.
- Removed a large hanging branch from 111 Roseleah Ave., branch was hanging over Town Property at Elizabeth Green School.
- Removed a large dead branch from tree at 90 East Robbins Ave. Will need to go back to remove tree as it is dead.
- Removed a dead Maple tree located at 80 Golf Street. Wethersfield was utilized for this removal.
- Removed a low hanging tree obstructing the roadway into community gardens. Issue came from phone in notification to office. Complainant was called back letting them know issue was resolved.
- Responded to citizen complaint about large broken branch over roadway at 107 Cambria Ave. Branch was removed and area made safe.

#### LIBRARY

- Kick-off events to mark the start of the Library's summer reading programs for children, teens and adults were a major highlight of this month. On June 16, 205 adults came by to sign-up and to get reading suggestions, refreshments and prizes during a morning and evening registration event. On Saturday, June 18, the All-ages kick-off event was held outside in the upper Town Hall parking lot on a beautiful Saturday morning. This event attracted more than 1,700 children, teens and caregivers who turned out to enjoy the Library festivities, plant marigolds at the butterfly garden with Home Depot employees, the P & R Touch-a-Truck and to sign-up for the summer reading programs.
- The library had an early morning break-in to the building in June. The police arrived very quickly after the alarm went off and were able to arrest the intruder as he was leaving the building. This person was able to enter the building due to an emergency exit door that had not closed properly. This had been an ongoing problem with this door and after Dave Langdon examined the door, it was determined that the door and the frame needs to be replaced. This will happen in the coming months.
- The library butterfly gardens located on the property near the Garfield Parking lot that was mistakenly weed whacked by Parks and Grounds last month is coming back thanks to children's librarian Kate Yolen, library volunteers and Parks & Ground. The gardens were cleaned up watered and given a chance to regrow. Parks and Grounds did provide 20 plants to replace the plants that did not make it.
- The Friends of the Library held their annual meeting, at which election of officers for the coming year was held. Brian Wood will continue in his role as President for this organization. Friends also had musician Sherri Miller who performed her favorite Beatles songs and encouraged audience participation as she played this music. The Friends also sponsored a successful bus trip to New York City on June 4.
- The early part of June for the Children's Department staff was taken up with preparing for summer reading and finishing school visits to all elementary and middle schools to promote the Library's

summer reading program “*On Your Mark Get Ready... READ.*” *Wandoo*, a new online summer reading system, courtesy of the State of Connecticut was introduced during visits that will be used for registering and tracking participants reading progress from the library’s website. Response to this new system was very positive. By the end of June, participation in the summer reading program was 878. Other programs included Jr. Cookbook Club, and Cookbook Club where children learned about Ramadan from a group of Newington high School students and learned how to make Tabbouleh salad, Storytime at Sloppy Waffle and Fractured Fairytale Fun. Altogether, 39 programs were held for 3,822 children and their caregivers.

- Teens enjoyed 11 programs to a combined audience of 1,738. Teen librarians Bailey Francis and Alyssa LaCross visited both middle schools to promote the teen summer reading program. A Rolling Video Game truck that offered a mobile video theater with the latest games and equipment was a huge hit. The *Life Hack* series that teaches teens life skills began in June with a kayaking trip, *Introduction to CPR* and *Teen Cooking 101* with Colleen Bell. The month was rounded out with the *Teen Snack & Study/Volunteer Network Meeting* program and a *Lip Sync Battle* program open to all ages.
- Adults were kept busy with 20 programs offered to 779 adults. In addition to the adult summer reading kick-off and registration program, staff offered an enticing variety of adult programs. Two very popular *Made in CT* programs were attended by 140 people - *Hartford Denim Company* and *Lyman Orchards* with guest speaker John Lyman who enthralled the audience with the history of Lyman Orchards. The *Mind, Body and Soul* series kicked-off with *Get Your Body Back* with Jonathan Goodman and Joe Allen. The *And the Winner is...* movie series featuring 2016 Oscar winning movies also kicked off with two showings of the movie *Bridge of Spies*. A speaker from the *CT Women’s Hall of Fame* spoke at a lunch time program about CT women whose powerful voices changed democracy in the state. And finally, CT native Sam Ducharme recounted his 2,180 mile, 14 state and 6 month *Appalachian Trail* hike.
- Total circulation of library materials was 30,773. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,062 times from the library website. An average of 692 people visited the library each day. There were 11,105 visits to the library’s homepage. Popular online services included *Ancestry.com*, *Reference USA*, *Lynda.com* and *Learning Express*, *BookFlix*, *Tumblebooks* and *PebbleGo: Animal and Science* databases. Museum passes were used 140 times this month, the most popular was the *New Britain Museum of Art* and *CT State Parks and Forest Day Pass*. The reference staff answered 6,607 reference questions, a 3% increase from the previous year. Free library meeting space including study rooms was used 487 times during the month.
- DeliverIt, the revamped statewide delivery system, has been very disappointing for both libraries and our patrons. Because the number of holds a patron can have at one time has been reduced to 5 and the types of materials that can be shared has been limited, it is not only taking much longer for patrons to receive interlibrary loan requests but it has also limited the items available to patrons. Over the years this delivery system has been a great way for libraries to share resources effectively and to fulfill our patrons’ needs.
- In technology news, new bestseller eBooks were added to the circulating eReaders as an additional way to offer our patrons access to current bestsellers. Technology programs included *PowerPoint Basics*, *Before & After Your Computer*, *Book a Librarian*, *Tech 4 U* and *Tech Troubleshooting with Teens*.
- In personnel news, interviews for a part-time Children’s Library Technician position were held. 8 people were interviewed for the first round. A second round of interviews will be in July. Library Director Lisa Masten was asked by the Town Manager to be on a website committee with Jamie Trevethan, Assistant to the Town Manager and Roxanne Verbridge, Administrative assistant to the Police Chief to look at the current town website and see what can be done to redesign it. Staff participated in several free online webinars including how to improve the workplace and evaluating children’s books.
- In facilities news, the new cleaning service has been working out fairly well except on weekends. The weekday cleaner has been great, the weekend cleaner has not been doing everything that should be done. Business Manager Lynn Caley is working with the cleaning supervisor to rectify the problems.
- Topics of note that were researched this month included:
  1. How to make pop-up books.
  2. Who invented homework? Answer: Robert Nevellis
  3. The difference between carob and chocolate.
  4. How long does the average MRE food rations last?
  5. LGBTY centers in New Haven and Hartford.