



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: December 23, 2016  
Re: Monthly Report – November 2016

---

#### 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 Town Hall Renovations Project Building Committee meetings.
- Mrs. Lane continued work related to the AFSCME union contract negotiations.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane attended the Kiwanas Club meeting on November 28, 2016.

#### Legal Services

The legal amount from November 2012 to November 2016 is \$125,321.14.

#### Overtime

Paid overtime during the month of November 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            | 120.1                 | \$ 5,885.45         |
| WEEKEND STAND-BY AND CALL-IN      | 16.0                  | \$ 676.84           |
| HIGHWAY GARAGE – DRIVEWAY         | 13.0                  | \$ 333.72           |
| ANNUAL LEAF COLLECTION            | 737.7                 | \$ 29,777.31        |
| SNOW EQUIPMENT PREPARATION        | 7.6                   | \$ 309.49           |
| <b>TOTALS</b>                     | <b>894.4</b>          | <b>\$ 36,982.81</b> |
| <b>PARKS AND GROUNDS DIVISION</b> | <b>Overtime Hours</b> | <b>Cost</b>         |
| Cemetery                          | 29.4                  | \$ 1,236.70         |
| Park Leaf Pick-up                 | 74.4                  | \$ 3,387.67         |
| Turf and Grounds Maintenance      | 8.1                   | \$ 336.04           |
| <b>TOTALS</b>                     | <b>111.9</b>          | <b>\$ 4,960.41</b>  |

| <b>POLICE DEPARTMENT</b>  | <b>16-17 Budget<br/>Overtime<br/>Appr.</b> | <b>Overtime<br/>Expended<br/>16-17 YTD</b> | <b>15-16 Budget<br/>Overtime Appr.</b> | <b>Overtime<br/>Expended<br/>15-16 YTD</b> |
|---------------------------|--|--|--|--|
| Administration            | \$ 7,459.00                                | \$ 466.18                                  | \$ 7,254.00                            | \$ 1,150.58                                |
| Patrol                    | 609,919.00                                 | 281,339.03                                 | 603,738.00                             | 353,879.93                                 |
| Investigation             | 83,433.00                                  | 14,034.04                                  | 76,132.00                              | 28,523.12                                  |
| Communication             | 170,443.00                                 | 87,812.41                                  | 162,698.00                             | 76,339.30                                  |
| Education/Training        | 130,461.00                                 | 44,521.63                                  | 120,943.00                             | 34,099.64                                  |
| Support Services          | 36,261.00                                  | 23,792.43                                  | 34,408.00                              | 15,358.14                                  |
| Animal Control            | <u>1,211.00</u>                            | <u>0.00</u>                                | <u>3,006.00</u>                        | <u>0.00</u>                                |
| <b>Total</b>              | <b>\$ 1,039,187.00</b>                     | <b>\$ 451,965.72</b>                       | <b>\$ 1,008,179.00</b>                 | <b>\$ 509,350.71</b>                       |
| <b>HIGHWAY DEPARTMENT</b> |  |  |  |  |
| Highway Operations        | \$ 25,212.00                               | \$ 13,214.68                               | \$ 25,212.00                           | \$ 8,870.63                                |
| Snow and Ice Control      | 148,440.00                                 | 280.09                                     | 148,440.00                             | 1,629.06                                   |
| Traffic                   | 3,702.00                                   | 1,798.07                                   | 3,000.00                               | 1,360.39                                   |
| Vehicles and Equipment    | 29,949.00                                  | 11,543.30                                  | 26,949.00                              | 17,209.96                                  |
| Leaf Collection           | <u>48,989.00</u>                           | <u>25,600.40</u>                           | <u>50,999.00</u>                       | <u>32,090.46</u>                           |
| <b>Total</b>              | <b>\$ 256,292.00</b>                       | <b>\$ 52,436.54</b>                        | <b>\$ 254,600.00</b>                   | <b>\$ 61,160.50</b>                        |
| <b>PARKS AND GROUNDS</b>  |  |  |  |  |
| Parks and Grounds         | \$ 77,091.00                               | \$ 31,250.95                               | \$ 77,091.00                           | \$ 30,102.55                               |
| Cemeteries                | <u>15,012.00</u>                           | <u>1,651.31</u>                            | <u>18,371.00</u>                       | <u>3,047.65</u>                            |
| <b>Total</b>              | <b>\$ 92,103.00</b>                        | <b>\$ 32,902.26</b>                        | <b>\$ 95,462.00</b>                    | <b>\$ 33,150.20</b>                        |

## **PERSONNEL**

- Applications are under review for the vacant Part Time Assistant Town Clerk position. Interviews will be scheduled in December.
- Julie Barsel was hired as a part-time Reference Library Technician replacing Nicole Nichols who resigned in September. Karolyn McLain was hired to fill a vacant Children's Library Technician Substitute position.

## **RISK MANAGEMENT**

### 2016-17 Blue Cross/Blue Shield Plan Year

The fourth month of the 2016-17 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2016-17 plan year were estimated at \$987,630. The total paid claims from the Health Benefits Fund for October 2016 were \$791,796. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

### Cumulative Claims through October, 2016

|                  | Town    | Board of Education | Total     |
|------------------|---------|--------------------|-----------|
| Estimated Claims | 980,408 | 2,970,112          | 3,950,520 |
| Actual Claims    | 559,586 | 2,337,527          | 2,897,113 |

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of November. Attended Town Hall Building Committee & Staff, Library Building Committee & Safety Committee meetings. Attended union contract negotiation meetings. Attended Certified Facilities Manager workshop at the State Capitol. Attended Central Regional Workshop on Energy conservation put on by Eversource. Attended 2017 CIP budget meeting.

### Work Order Completions

The Facilities Maintenance Department has completed 62 formal work orders during the month of November at various Town Buildings.

### Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Sidewalk repairs have been ongoing as with maintenance throughout the building. All front parking lot & Garfield parking lot lights have been converted over to LED by the maintenance department.

### Senior Center

Work has started on the total asbestos abatement of all the tunnels underneath the building which will make the building much safer for all occupants of the building especially for the maintenance department & contractors.

### Parks & Grounds Building

The final work has been completed by insulating the entire attic above the main garage for greater energy efficiency with the new heating equipment that has been installed and all other upgrades to the building.

### Indian Hill Country Club

Work has started on the finishing the bathrooms that was damaged by the water leakage to the ground floor of the main club house by Indian Hills Management Company.

### Highway Garage

Work has started on the installation of the new gas line for heating equipment and the new equipment has been ordered.

## **INFORMATION TECHNOLOGY**

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

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

- Closing 73 help desk work orders.
- Working with the Police Department's vendor, NexGen, on the setup and configuration of application and database servers for the department's Computer Aided Dispatch and Records Management system cutover scheduled for December 12, 2016.
- Automating the deployment of NexGen software and required third party software across mobile data terminals and workstation computers.
- Working with AT&T to deploy an additional E911 Automatic Number Identification/Automatic Location Identification (ANI/ALI) interface port for the new NexGen CAD interface.
- Setting up and configuring mobile data terminals and computer workstations for train the trainer classes and end user training for the police departments NexGen Computer Aided Dispatch (CAD), Records Management System (RMS) and Mobile CAD/RMS project. The set-up allowed for real-time training across the entire platform.
- Set-up of Emergency Operations Center (EOC) for participation in the State of Connecticut's EOC drill on November 2, 2016.
- Researching and recommending printer models for an upcoming replacement project.
- Updating licensing and firmware on various Town telephone system components.
- Decommissioning seven old servers that were no longer needed.
- Researching Geographical Information Systems (GIS) solutions for EOC support.
- Training selected Town Hall staff/users on the project capabilities of the Town's internal web based GIS product.
- Assisting Human Services staff with their Holiday basket program.
- Completing the installation of People Counter equipment used at the Senior and Disabled Center.
- Troubleshooting and correcting slow application queries on the Police Department's mobile data terminals.
- Attending department, town, and regional meetings as needed or required.

**FINANCE**

**Accounting and Administration**

- Ann Harter, Director of Finance, attended a meeting at the Metropolitan District Commission (MDC) to discuss the need to establish an \$8 million reserve in the event the City of Hartford defaults on its payments. This would equate to an additional \$718,100 for the Town of Newington. The MDC is adopting its budget on November 22<sup>nd</sup>.
- The MUNIS budget module was activated during the month for Town departments to begin entering their requests for the General Fund FY 2017-18 Operating budget.
- Stipends were paid to public safety volunteers during the month.
- Financial statements for the 2015-16 audit were finalized and forwarded to the Town's auditors.
- On November 28<sup>th</sup>, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. Marc Shegoski and Ashley Martella of UBS reviewed the first quarter results of the Town's pension funds.
- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests.

The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

**INVESTMENTS, BY ACCOUNTING TYPE**  
(Unaudited)  
11/30/2016

|                                 | Interest Earnings |                     | \$ Invested         |
|---------------------------------|-------------------|---------------------|---------------------|
|                                 | Budget FY2016-17  | Actual Year to Date |                     |
| General Fund                    | \$71,350          | \$32,317            | \$2,947,365         |
| Special Revenue Funds           | 5,400             | 7,956               | 4,006,947           |
| Capital Projects Funds          | 1,500             | 1,870               | 1,034,640           |
| Internal Service Fund           | 2,400             | 5,172               | 3,146,096           |
| Trust and Agency Funds          | 4,000             | 3,147               | 1,110,279           |
| <b>TOTAL, ESTIMATED BY FUND</b> |                   |                     | <b>\$12,245,327</b> |

**INVESTMENTS, BY INSTITUTION TYPE**  
(Unaudited)  
11/30/2016

|                                      | Interest %    |            | Interest \$   |            | \$ Invested         |
|--------------------------------------|---------------|------------|---------------|------------|---------------------|
|                                      | Current Month | Last Month | Current Month | Last Month |                     |
| STIF                                 | 0.44          | 0.47       | 2,796         | 3,303      | \$7,884,392         |
| Bank North                           | 0.20          | 0.20       | 192           | 335        | 38,373              |
| People's Bank                        | 0.32          | 0.32       | 680           | 1,839      | 2,593,934           |
| Santander Bank                       | 0.45          | 0.45       | 1,898         | 3,143      | 1,157,834           |
| Farmington Bank                      | 0.40          | 0.40       | 1,438         | 2,880      | 570,794             |
| <b>Total Outstanding Investments</b> |               |            |               |            | <b>\$12,245,327</b> |

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- One hundred (100%) of all Real Estate improvement permits were inspected including major corrections to two tax exempt campuses: the former Cedarcrest Hospital on Russell Road and the Hartford Healthcare campus on Patricia M. Genova Drive. Both properties were updated/corrected as

to what buildings were actually still there and the respective conditions of each. This may have a minor effect to the State Owned PILOT we receive from the State for next year.

- Approximately 10% of the newest homes that were partially constructed as of the assessment date of October 1, 2016 remain to be valued.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November 2016. Many of these deeds have required map changes to the town's GIS to comply with current town zoning requirements.
- Approximately 70% of the 1,400 Personal property declarations have been received. The remaining declarations that have not filed will be assessed and penalized for failure to file sometime in January.
- Completed work on approximately 85% of the Supplemental Motor Vehicle file for the billing period as of January 1, 2017.

**Revenue Collector**

- Collections for November on the 2015 Grand List amounted to \$421,939.46 and back taxes collections were \$38,898.03, included in the back tax amount is \$2,130.32 for suspense collections.
- This year's total collections through November were 55.7% which is slightly above last year's figure of 55.2% for November 2015.
- The Constables are still collecting overdue taxes.
- During the first week of November delinquent notices were mailed for 235 real estate accounts and for 2,325 motor vehicle accounts. There are still 91 personal property accounts due.
- Preparation is under way for the January collections. Real Estate accounts with property transfers have been sent the second installment bill for payment or to be passed along to an escrow company. The Supplemental Motor Vehicle tax bill file will be sent at the end of December. Adjustments are being made before the still making changes in the Tax Office before the file is returned to the Assessor's and final steps are taken for balancing and submission to the software company for printing and mailing. This year there were many errors to correct due to the change in the Motor Vehicle Dept. software change.

**TOWN CLERK**

- There were 62 property transfers in November for a total of \$8,306,029 in sales. State conveyance tax collected was \$61,057.73 and Town tax collected was \$20,352.58.
- There were seven residential sales - each sold for over \$300,000. There were two residential sales over \$400,000 at 64 Groveland Terrace & 29 Barn Hill Lane.
- There were 59 electronically recorded documents generating \$7,419 in recording fees.
- A total of 440 documents were filed on the land records during the month: 96 mortgages, 9 liens, 114 releases and 14 probate documents.
- The staff certified a total of 126 copies of birth, death and marriage certificates. Sixteen burial permits and seven cremation permits were issued.
- Staff catalogued four liquor permits, ten Trade Name Certificates & eight Notary Public commissions.
- The office issued seven passes to the landfill station.
- Copy revenue totaled \$1,867; \$862 was generated by the online land record portal.
- Staff issued 1,067 absentee ballots for November 8<sup>th</sup> Federal election.

| <b><u>DATA SUMMARY NOVEMBER 2016</u></b> |                  |                  |                         |                         |
|--|------------------|------------------|-------------------------|-------------------------|
|  | <u>Nov. - 16</u> | <u>Nov. - 15</u> | <u>FY 16/17 to Date</u> | <u>FY 15/16 to Date</u> |
| Land Record Documents                    | 440              | 353              | 2,407                   | 2,178                   |
| Dog Licenses Sold                        | 31               | 52               | 468                     | 497                     |
| Game Licenses Sold                       | 4                | 5                | 32                      | 28                      |
| Vital Statistics                         |                  |                  |                         |                         |
| Marriages                                | 10               | 7                | 100                     | 111                     |
| Death Certificates                       | 24               | 18               | 141                     | 122                     |
| Birth Certificates                       | 15               | 17               | 114                     | 104                     |
|  |                  |                  |                         |                         |

|                             |                     |                     |                      |                      |
|-----------------------------|---------------------|---------------------|----------------------|----------------------|
| Total General Fund Revenue  | \$ 34,612.43        | \$ 37,805.08        | \$ 228,673.13        | \$ 334,606.33        |
| Town Document Preservation  | \$ 942.00           | \$ 1,129.00         | \$ 5,711.00          | \$ 5,993.00          |
| State Document Preservation | \$ 582.00           | \$ 500.00           | \$ 3,472.00          | \$ 3,136.00          |
| State Treasurer (\$36 fee)  | \$ 10,476.00        | \$ 8,964.00         | \$ 62,460.00         | \$ 55,980.00         |
| State Treasurer (\$127 fee) | \$ 4,445.00         | \$ 4,064.00         | \$ 25,781.00         | \$ 28,956.00         |
| State Treasurer (\$110 fee) | \$ 3,960.00         | \$ 6,930.00         | \$ 24,640.00         | \$ 31,570.00         |
| Locip                       | \$ 873.00           | \$ 747.00           | \$ 5,205.00          | \$ 4,665.00          |
| State Game Licenses         | \$ 72.00            | \$ 111.00           | \$ 730.00            | \$ 710.00            |
| State Dog Licenses          | \$ 267.00           | \$ 460.00           | \$ 3,232.50          | \$ 3,515.50          |
| Dog Licenses Surcharge      | \$ 90.00            | \$ 144.00           | \$ 1,152.00          | \$ 1,186.00          |
| Marriage Surcharge          | \$ 38.00            | \$ 95.00            | \$ 532.00            | \$ 836.00            |
| <b>Grand Total</b>          | <b>\$ 56,357.43</b> | <b>\$ 60,949.08</b> | <b>\$ 361,588.63</b> | <b>\$ 471,153.83</b> |

## **POLICE DEPARTMENT**

- Patrol Calls for November are as follows:

|                        |    |                          |    |                              |     |
|------------------------|----|--------------------------|----|------------------------------|-----|
| Alarm Hold Up          | 9  | Shots Fired              | 2  | Intoxicated                  | 5   |
| Alarm Residential Burg | 1  | Suicide Attempt          | 1  | Juvenile Complaint           | 10  |
| Assault In Progress    | 2  | Suicide                  | 1  | K9 Call                      | 2   |
| Assist Other Agency    | 1  | Suspicious In Progress   | 90 | LandlordTenantDispute Report | 1   |
| Breach In Progress     | 14 | Suspicious Report        | 4  | Larceny from MV Report       | 9   |
| Burglary In Progress   | 1  | Threatening In Progress  | 1  | Larceny Report               | 34  |
| Check Welfare Other    | 1  | Alarm Commercial Burg    | 60 | Location General             | 77  |
| Cust. Dispute In Prog. | 3  | Alarm Residential Burg   | 47 | Location School              | 4   |
| Domestic In Progress   | 14 | Animal                   | 14 | Lockout Building             | 5   |
| Domestic Report        | 1  | Assault Report           | 5  | Lockout MV special Circ      | 3   |
| Drug Active            | 1  | Assist Notification      | 1  | Medical Other                | 3   |
| Drug or Para found     | 1  | Assist Other Agency      | 28 | Medical Respiratory          | 1   |
| EDP In Progress        | 15 | Breach In Progress       | 1  | Medical Stand By             | 3   |
| EDP Report             | 1  | Breach Report            | 1  | Medical Trauma               | 1   |
| Fire Alarm             | 34 | Burglary Report          | 2  | Missing                      | 4   |
| Fire Extrication       | 2  | Car Seat                 | 5  | MV Abandoned                 | 1   |
| Fire Hazmat            | 1  | Check Welfare911 hangup  | 14 | MV Assist                    | 45  |
| Fire Other             | 16 | Check Welfare Other      | 42 | MV Complaint In Progress     | 31  |
| Fire Structure         | 6  | Clear Lot                | 1  | MV Complaint Report          | 12  |
| Gun In Progress        | 1  | Pris/Paperwork to Court  | 8  | MVA Evading                  | 15  |
| Harassment In Progress | 1  | Criminal Mischief Report | 12 | MVA Property Only            | 116 |
| K9 Assist for Other Ag | 3  | CSO                      | 2  | Neighbor Report              | 9   |
| Larceny from MVReport  | 2  | Customer Dispute Report  | 1  | Noise                        | 10  |
| Larceny In Progress    | 6  | Dog Complaint            | 34 | Parking Violation            | 46  |
| Larceny Report         | 1  | Domestic Report          | 8  | Pistol Temp Permit Issued    | 3   |
| Medical Alarm          | 13 | Drug or Para found       | 2  | Property Found               | 5   |

|                       |     |                           |    |                            |             |
|-----------------------|-----|---------------------------|----|----------------------------|-------------|
| Medical Cardiac       | 26  | DUI                       | 5  | Property Lost              | 4           |
| Medical Diabetic      | 3   | EDP In Progress           | 1  | Serve Warrant              | 13          |
| Medical Fall          | 54  | EDP Report                | 1  | Sexual Assault Report      | 2           |
| Medical Other         | 130 | Escort Funeral            | 9  | Specific Detail CAD number | 105         |
| Medical Respiratory   | 22  | Escort Other              | 5  | Stolen MV                  | 6           |
| Medical Trauma        | 6   | Fingerprint               | 5  | Sudden Death               | 1           |
| Medical Unresponsive  | 10  | Fire CO Detector no sympt | 6  | Suspicious In Progress     | 1           |
| MV Assist             | 4   | Fire Other                | 1  | Suspicious Report          | 30          |
| MV Complaint In Prog. | 1   | Fire Trouble Alarm        | 4  | Test Police                | 1           |
| MV Complaint Report   | 1   | Fire Water Problem        | 1  | Threatening In Progress    | 1           |
| MVA Evading           | 2   | Follow Up                 | 70 | Threatening Report         | 4           |
| MVA Injury            | 14  | Harassment Report         | 14 | Tow                        | 5           |
| MVA Property Only     | 2   | Hazard                    | 19 | Town Ordinance Violation   | 2           |
| Open Door/Window      | 6   | Illegal Dumping           | 2  | Traffic Stop               | 642         |
| Robbery In Progress   | 1   | Indecent Exposure         | 1  | Trespass In Progress       | 5           |
|                       |     |                           |    | <b>TOTAL</b>               | <b>2241</b> |

- Investigations and calls by Patrol Officers in November included:
  - On 11/8/16 at 1650 hours officers were dispatched to an undisclosed location in Newington to investigate the report of a domestic disturbance. The complainant informed Newington Dispatch that his 24 year old son threatened him with a knife and was now in the process of leaving the residence in his car. While units were arriving on the scene, officers observed the vehicle leaving the home. Officers stopped the vehicle and detained the suspect due to the allegations. Inside the vehicle, officers discovered a large knife that was later identified as the knife used to threaten his father with. Officers spoke to the father who stated that he and his son were having an argument regarding his son drinking. During the argument, his son pulled the phone away as he was calling the police. His son also threatened to harm him and his grandmother with the knife. The suspect was arrested for 53a-182 Disorderly Conduct; 53-62 Threatening 2nd and 53a-183b interfering with an Emergency Call.
  - On 11/29/2016 officers were dispatched to Best Buy, located at 3377 Berlin Turnpike in Newington, on a shoplifting in progress. The dispatcher informed officers that the suspect had left the store and was getting into a vehicle in the parking lot. Upon arrival, one officer located the suspect as he was entering his vehicle in the parking lot. As the officer spoke to the suspect, the suspect was very uncooperative and also acting irrational. When the officer then attempted to place the suspect in handcuffs, the suspect fled on foot into a wooded area near Pane Road. The area was quickly surrounded with officers as a police K-9 was called to the scene in an attempt to track the suspect. The area was very thick with brush making it difficult and dangerous to walk through looking for the suspect. At the time, very heavy rain was making the search with the K-9 extremely difficult. After approximately two hours, the K-9 was unable to locate the suspect. The suspect was eventually located by Newington officers after they walked through the woods. The suspect was charged with violation of C.G.S. 53a-125b: Larceny in the sixth degree and 53a-167a: Interfering/Resisting Arrest.
- In November, Detective Division Personnel:
  - Handled 63 investigations, 44 remain ongoing and 19 were closed by investigative methods.
  - Served 19 arrest warrants, 17 by Patrol Officers and 2 by Detective Division personnel.
  - On November 3<sup>rd</sup> Detectives responded to and assumed investigative responsibility for an armed robbery that occurred at the T- Mobile store located at 3111 Berlin Turnpike. Upon arrival, Detectives learned that two male suspects approached three employees while they were in the process of locking up the store, just after 8:00 pm. Both suspects forced the employees back into the store where they tied up two employees while forcing the other to open the safe at gun point.
  - The male suspects were described as large black males wearing all dark colored clothing and ski style masks covering their faces. One black male was described as being approximately 6'1 heavier build, believed to be in his twenties. The second black male was described as also being in his twenties, tall but shorter and thinner than the other male. Detectives processed the crime scene for physical evidence, seized surveillance video, and conducted interviews with the three

employees. Investigative leads have been developed and this case remains active and under investigation.

- In November, the Community Service Officer (CSO):
  - Inspected and reinstalled 6 child car safety seats.
  - Worked with Zoning on an issue with Vendors on Holmes Road.
  - Coordinated and attended Citizen Police Academy sessions.
  - Coordinated and attended a mini Stuff a Cruiser event at the American Eagle Financial Credit Union.
  - Met with a resident of Ridgeway who is actively looking to pursue a neighborhood watch program in his residential area.

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

| <b>Type of Crime</b> | <b># of Offenses</b> | <b>Value of Crime</b> | <b># of Offenses</b> | <b>Value of Crime</b> |
|----------------------|----------------------|-----------------------|----------------------|-----------------------|
| Murder               | --                   | --                    | --                   | --                    |
| Forcible Rape        | 1                    | --                    | 1                    | --                    |
| Robbery              | 1                    | --                    | 4                    | 469                   |
| Assault              | 11                   | --                    | 9                    | --                    |
| Burglary             | 12                   | 3,176                 | 18                   | 79,462                |
| Larceny Theft        | 49                   | 46,420                | 52                   | 23,508                |
| Auto Theft           | 4                    | 51,620                | 8                    | 87,818                |
| <b>Totals</b>        | <b>78</b>            | <b>101,216</b>        | <b>92</b>            | <b>191,257</b>        |

- During the month of October 2016 the Police Department arrested 58 adults: 1 for robbery, 9 for assaults, 2 for vandalism, 21 for drug violations, 2 for offenses against family and children, 6 for dui, 1 for liquor laws, 3 for disorderly conduct, 10 for larceny, and 17 for other offenses. We also arrested or referred 7 persons under the age of 18: 1 for assault and 6 for other offenses.
- Police Department Overtime:
  - Comparison
    - OT October           \$ 88,457       2 pay periods in October with a holiday OT
    - OT November       \$ 97,928       increase in overtime for November with a holiday
    - Total increase       \$ 9,471
  - During November, 1 officer out on medical leave, and 1 dispatcher vacancy. These vacancies have an impact on the overtime for a total of 2 positions vacant on the schedule in the patrol division and dispatch. The dispatcher's position is a result of a retirement.
  - Admin overtime \$179 an decrease of \$107.
  - Patrol overtime \$53,730, an increase of \$422. Overtime included \$14,000 for holiday pay, investigations for 3-Midstate Regional Accident investigation, DUI arrests, prisoner watch at hospital, ammo inventory, missing person, burglary, domestic calls, 2-robberies, Citizens Police Academy, rifle cleaning, casework, holdovers, booking process, and overtime for time off/vacancies.
  - Detective Division Overtime \$3,813, a decrease of \$1,381. Overtime included \$1,000 for holiday pay, 3-motor vehicle accident with Mid State, 2-robberies, Veterans Day honor guard, casework follow ups, evidence seizure, crime scene investigation, burglary investigation, and interviews.
  - Communications overtime \$18,068, an increase of \$791. Overtime included \$1,500 for holiday pay, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
  - Education overtime \$11,907, an increase of \$5,501 for training classes consisting of Emergency Response Team training, Internal Affairs School, FOI training, School Threat Assessment training, and completion of Fall firearms training.
  - Support Services overtime \$10,231, an increase of \$4,245. Overtime included \$1,100 for holiday pay, Citizens Police Academy, NexGen CAD/RMS system install, bike safety presentation, Veterans Day honor guard, student arrest, Mid State Regional Accident investigation, and staff coverage.
  - ACO overtime \$0.



**FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of November, 2016. During this period fire department members responded to 64 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

|                                      | <b>November 2016</b> | <b>5 Months Activity</b> |
|--------------------------------------|----------------------|--------------------------|
| <b>FIRES</b>                         |                      |                          |
| Structure Fire                       | 2                    | 11                       |
| Vehicle Fire                         | 0                    | 4                        |
| Exterior Fire                        | 5                    | 24                       |
| Other Fires                          | 1                    | 4                        |
| <b>RESCUE CALLS</b>                  |                      |                          |
| Pressure Ruptures Explosion Overheat | 1                    | 3                        |
| Extrication                          | 2                    | 6                        |
| Other Rescue Calls                   | 2                    | 3                        |
| <b>SERVICE CALLS</b>                 |                      |                          |
| Hazardous Condition Calls            | 7                    | 27                       |
| Water Problem                        | 2                    | 9                        |
| Other Service Calls                  | 7                    | 24                       |
| Good Intent Calls                    | 2                    | 20                       |
| False Alarm/False Call               | 33                   | 124                      |
| Severe Weather/Natural Disaster      | 0                    | 1                        |
| Special Incident Calls               | 0                    | 1                        |
| Mutual Aid/Standby                   | 0                    | 1                        |
| <b>Total</b>                         | <b>64</b>            | <b>262</b>               |

**Training Summary**

|                                 |                                       |                    |
|---------------------------------|---------------------------------------|--------------------|
| Driver Training                 | Road Time                             | 4.0 hours          |
| Cadet Training                  | SCBA                                  | 11.0 hours         |
| SCBA Fill Station Training      |                                       | 36.0 hours         |
| Officer Training                | Landmark Apartment Procedures         | 63.0 hours         |
| Company Training Co. 1          | Rescue Equipment Use/Placement        | 24.0 hours         |
| Company Training Co. 3          | Driver Recertification                | 56.0 hours         |
| Company Training Co. 4          | SCBA                                  | 20.0 hours         |
| Electrical Safety               | Line Hazards                          | 8.0 hours          |
| Building Construction           |                                       | 4.0 hours          |
| Capitol Region Chief's Training |                                       | 2.0 hours          |
| Multi Company Training          | 1 & 3 Ropes, Knots – Lowering Devices | 105.0 hours        |
| Multi Company Training          | 1 & 4 Ropes, Knots – Lowering Devices | 65.0 hours         |
| <b>Total Training</b>           |                                       | <b>398.0 hours</b> |

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of November, 2016.
- |                       |    |
|-----------------------|----|
| INSPECTIONS           | 18 |
| INSPECTION FOLLOW-UPS | 44 |
| PLAN REVIEW           | 4  |
| JOB SITE INSPECTIONS  | 2  |
| FIRE INVESTIGATIONS   | 6  |
| FIRE ALARM TROUBLE    | 6  |
| COMPLAINTS            | 2  |
| TANK REMOVALS         | 0  |
| HAZ/MAT               | 0  |
| BLASTINGS             | 6  |

### **Incidents:**

- There were no significant fire incidents or injuries reported in November. Responded to **28** fire calls during the month.

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

- Participated in the Annual Department of Emergency Management & Homeland Security's Statewide EPPI Severe Weather Exercise along with town staff in the Emergency Operations Center at Police Headquarters.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford.
- Attended the Annual Department Awards Night at the Portuguese Club on North Mountain Road.
- Attended the monthly Newington Safe Home Committee meeting at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at Station Three on West Hill Road.
- Attended a 100<sup>th</sup> Anniversary Legacy Album Committee meeting at Fire Headquarters.
- Attended a Rotary Club meeting at Elaine's Restaurant in Wethersfield to receive a donation of a large electric exhaust fan for use on Truck-1.
- Attended the Annual International Association of Arson Investigators Conference and Meeting in Rocky Hill. Topics included: Fire Investigation Professional Knowledge, Accelerant Evidence Detection Identification and Collection, Arc Mapping and NFPA 921 Fire Investigation Updates.
- Conducted a meeting with the chief officers to finalize the departments 2017-2018 CIP budget request.
- Attended a town council meeting to review a Memorandum of Understanding between the Town, State, DEMHS Region-3 and CREPC.
- Attended a meeting with the town manager, finance director, fire chiefs and commissioners to review the departments purposed 2017-2018 CIP budget.
- Attended the monthly Company Drill: Rope Systems/Knots
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the quarterly Department Drill: Revised Firefighter Rehab Policy.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
- Attended Department Head and Public Works Team meetings.
- Attended Governors Emergency Planning and Preparedness Initiative Statewide Exercise.
- Conducted annual roadway condition evaluations with Town Engineer.
- Coordinated required annual hearing tests for Highway/Parks and Grounds personnel.
- Attended November 22<sup>nd</sup> Council Meeting to discuss oversized bulk collection.
- Attended CIP meeting.

### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Crews began Town Wide Annual Leaf Collection Program.

### **Traffic Division**

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Registrar's Office with the location/removal of voting machines.
- Assisted Highway Department with Annual Leaf Collection.

### **Fleet Maintenance**

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Continued with leaf collection equipment maintenance
- Mechanics filled in as needed with Annual Leaf Collection program
- Plow trucks serviced and salters installed in preparation of early snowfall
- Completed Fall Fire Department apparatus services

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

- Scheduled 676 residential bulk items for collection for the month.
- Scheduled 142 condominium bulk items for collection for the month.
- Scheduled 65 condo/residential scrap metal items for collection for the month.

- 2821 tons of cumulative Municipal Solid Waste were collected from July through October
- 905 tons of cumulative recyclables were collected from July through October
- 424 mattresses and 185 box springs were collected from July through October
- 161 televisions were collected from July through October
- Issued 28 permanent landfill permits and 9 temporary permits for the month

## **TOWN PLANNER**

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

#### Regular Meeting on October 13, 2016:

- Approved Petition #43-16: Special Permit (Section 6.6.3: Alcoholic Beverages) at 3375 Berlin Turnpike (Wood 'N' Tap). WNT VIII LLC, applicant.
- Approved Petition #47-16: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Tent Sale at 3388 Berlin Turnpike ("Rizzo Pools"). Albert Rizzo Inc., owner.

#### Regular Meeting on October 26, 2016:

- Approved Petition #44-16: Special Permit (Section 3.11.1: Fitness Center) at 161-169 Lowrey Place. Tyler English Fitness LLC, applicant; Lowrey Place Realty LLC, owner.
- Approved, with stipulations, Petition #40-16: Revoke Special Permit #03-04 at 174 Francis Avenue. American Muscle Inc., permittee.
- Approved Modification to Petition #38-16: Special Permit (Section 6.2.4: Free-Standing Business Signs) at 2288 Berlin Turnpike and Prospect Street. Parth Patel, owner.

#### Regular Meeting on November 21, 2016:

- Denied, without prejudice, Petition #41-16: Special Permit (Section 6.2.4: Free-Standing Business Signs) at 2545 Berlin Turnpike (Artisan Vapors). George Emerson, owner.

### **Town Planner Activities:**

#### Approved, Pending, and Potential TPZ Applications

- Oct. 11: Met with staff re: project at 610 Mountain Road.
- Oct. 13: Met with applicants re: possible project at 1000 Main Street.
- Oct. 14: Met with applicant re: possible project at 129 Willard Avenue.
- Nov. 2: Met with potential buyer of property at 712 Russell Road.
- Nov. 22: Met with Chamber re: signage regulations.

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

#### Grant-Funded Project Activities

- Oct. 6: Discussed recreation-related grant opportunity with Town Manager.
- Nov. 21: Discussed easements for Streetscape Phase VI project with ED Director.

#### Board and Commission Meetings:

- Oct. 13: Attended TPZ regular meeting.
- Oct. 26: Attended TPZ regular meeting.
- Nov. 21: Attended TPZ regular meeting.

#### Professional Development/Training:

- Oct. 5: Attended "Art of Planning" reception in Norwich (evening).
- Oct. 20-21: Attended annual SNEAPA Conference in Worcester, MA.

#### Miscellaneous

- Oct. 5: Attended "Knowledge Corridor" presentation at CCSU.
- Oct. 5: Attended quarterly CRCOG bike/ped committee meeting in Hartford.
- Oct. 14: Met with Town Manager re: condition of Veterans Drive.
- Oct. 18: Attended quarterly CRCOG Corridor Study Committee meeting in Hartford.
- Oct. 19: Attended seminar on MS4 in Southington.
- Oct. 25: Attended staff meeting re: code enforcement on Berlin Turnpike.
- Oct. 26: Attended Chamber/EDC event at Stew Leonard's.
- Oct. 26: Attended monthly department head meeting.
- Oct. 26: Met with Town Manager re: proposed road-closure event on Church Street.

- October: Responded to approximately 22 phone messages from citizens, applicants, staff and elected/appointed officials.
- October: Received and sent approximately 460 emails from citizens, applicants, staff and elected/appointed officials.
- November 22: Met with staff and consultants for Alumni Road/Maple Hill project.
- November 30: Reviewed final RSA report with staff.
- November: Responded to approximately 10 phone messages from citizens, applicants, staff and elected/appointed officials.
- November: Received and sent approximately 226 emails from citizens, local business, applicants, staff and elected/appointed officials.
- Town Planner was on vacation Nov. 3-18.

## **TOWN ENGINEER**

- During the month of November, six excavation permits were issued:
  - Gas Lateral – 2
  - Driveway – 2
  - MDC Water – 1
  - Wall Replacement - 1
- The Town Engineer attended a webinar on “Ground Water”.
- The Town Engineer attended a seminar on “FEMA” flood maps.
- The Town Engineer attended a C.I.P. meeting.
- The Town Engineer attended the Alumni Road/Cedar Street Traffic analysis “kick-off” meeting.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Inland Wetland meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- **Wetlands:** In the Month of November, The Town Engineer acting as the Wetland Agent, Administered (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. Additionally, the Town Engineer and Inland Wetland Chairman regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** Engineering continued to review (3) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and\or (5) Inland Wetland regulations. Engineering reviews multiple iterations of plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations.
- **Sidewalks\Concrete Work:** Status: Completed for Calendar year. Repair/replacement work to reconvene in the spring. 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 calendar year 2017. The first wave of concrete work has been accomplished for handicap ramp replacement on the roads scheduled for Mill & Overlay. The next phase of sidewalk repair will commence next summer at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Engineering staff continues to administer and prepare the first round of stonewall repair work in town. Staff has catalogued and slated repairs for as early as this fall. Wall restoration will consist of repair of failing sections of wall utilizing material “in kind” of the existing wall. To reiterate, the wall restoration includes removal, repair and minor drainage efforts. Walls will continue to be examined, monitored and scheduled for repair as the program moves forward. Wall restoration efforts will commence this fall in the month of December, 2016 (weather dependent).

- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) have been completed. 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 will continue to meet in a continued effort to compare paving evaluations and perform field inspections scheduled for later in the fall (November) in advance of preparing/updating the (5) year roadway C.I.P.
- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Complete, punch list items remain for site work. **Anna Reynolds School** – Status: Substantially complete, Engineering provided survey (stakeout) for both the sidewalk contractor and DPW to assist in the installation of walks and pavement during the month of October, 2016. The remaining operations are punch list items, including but not limited to: line striping, x-walk, signage, etc. Engineering developed the necessary plans to facilitate the Inland Wetland Application; 2016-14AA, 85 Reservoir Road. This application was administered by the Wetland Agent and approved in July, 2016. Activities proposed entail a proposed concrete sidewalk along the exit drive with minor paving and grading. This sidewalk serves two purposes by which it creates a safer, more formalize parking & child transfer area and it connects the building walks with Fenn Road. The concrete contractor is scheduled to commence operations the first two weeks of Oct. DPW forces will be responsible for the bituminous concrete pavement restoration.
- **D.P.W. Projects:** Public Works Garage, re-construction, Status: completion (Phase I) – Engineering provided the survey, estimate and design to facilitate the construction efforts of DPW forces for the above referenced project. The re-surfacing/reconstruction of the Public Works Garage is a “Phase I” of the Public Resurfacing initiative at the Highway Garage. Last year’s culvert replacement (twin 30” ADS pipes and stormwater swale construction) preceded the reconstruction of the access road from Milk Lane that was paved in October, 2016. Additional drainage will be upgraded or replace (as necessary) in advance of future pavement improvements at the Highway Garage. Phase II of the paving construction is scheduled to commence next construction season of 2017.
- **D.O.T. –** The “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) **Status:** On-going, 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. The DOT operations have commenced and are at various stages of construction. Rizzo construction is the primary contractor and Martin Laviero is the sub-contractor responsible for all sidewalk replacement. Engineering has coordinated the efforts of both DOT operations to include the milling, overlay, updating of loops, etc. in advance of the Constance Leigh Streetscape Project and the Town of Newington M&O.
- **Engineering Staff:** - Have administered (or continued review) the (3) site plans and (5) Inland Wetland Applications as referenced above. Engineering provided both the ground survey and preparation of design plans for (2) inland Wetland Applications. Administration in the form of plan review, calculations and comments for Commission review remain steady for the month of November.

## **BUILDING DEPARTMENT**

- An Application was applied for and is under review for a new single family residence to be built at 10 Trotter Lane.
- Applications were applied for and are under review for new single family residences to be built at 42 Harvest Lane and 44 Harvest Lane.
- An Electrical Permit was issued for the wiring of the new Starbucks located at 14 Fenn Road.
- A Plumbing Permit was issued for plumbing fixtures, piping, and gas line for the Newington High School.
- A Mechanical Permit was issued for new sheet metal, new roof top units, new cabinet unit heaters, new gas lines and new radiators at the Newington High School.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - Significant Changes to the IMC and IPC – November 4, 2016.
  - A. Hanke - Significant Changes to the IMC and IPC – November 14, 2016.
  - K. Kilkenny - Significant Changes to the IMC and IPC – November 14, 2016.
- There were five Certificates of Occupancy issued in November. Three were for single family residences located at 33 Harvest Court, 21 Deming Farm Drive, and 60 Harvest Court. Two were for commercial -

Wood-n-Tap Restaurant located at 3375 Berlin Turnpike, and Medicare Express / Primary Care Walk-in Clinic located at 2288 Berlin Turnpike.

- Building Department activity for the month of November was as follows: The Inspectors completed a total of 181 inspections. They were: Above Ceiling (3), CO (6), Electrical (15), Final (69), Footings (12), Foundation (3), Framing (10), Gas Fireplace (1), Gas Line (15), Insulation (7), Mechanical (6), Plumbing (1), Rough (32), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of November was **181** producing a total permit value of **\$2,737,567.00**.

They are categorized as follows:

| <u>TYPE OF PERMIT</u>        | <u># OF PERMITS</u> | <u>VALUE OF PERMITS</u> |
|------------------------------|---------------------|-------------------------|
| ADDITIONS / ALTERATIONS      | 28                  | 632,843.00              |
| DECK                         | 1                   | 24,000.00               |
| DEMOLITION                   | 0                   | 0.00                    |
| ELECTRICAL                   | 43                  | 173,143.00              |
| FENCE                        | 0                   | 0.00                    |
| FIRE SUPPRESSION / SPRINKLER | 0                   | 0.00                    |
| FOOTING / FOUNDATION         | 1                   | 8,025.00                |
| FUEL TANK                    | 3                   | 6,099.00                |
| GARAGE / SHED                | 0                   | 0.00                    |
| MECHANICAL                   | 37                  | 552,152.00              |
| NEW COMMERCIAL               | 0                   | 0.00                    |
| NEW MUNICIPAL                | 0                   | 0.00                    |
| NEW RESIDENTIAL              | 3                   | 721,240.00              |
| PLUMBING                     | 24                  | 178,427.00              |
| POOL                         | 2                   | 27,800.00               |
| ROOFING/SIDING               | 15                  | 216,596.00              |
| SIGN                         | 10                  | 37,350.00               |
| SOLAR                        | 14                  | 159,892.00              |
| TENT                         | 0                   | 0.00                    |
| <b>TOTAL</b>                 | <b>181</b>          | <b>\$2,737,567.00</b>   |

The total Building income fees received in the month of November was **\$27,335.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$690.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$32.00 Driveway / Excavation \$200.00 Engineering copies \$29.00. The other total income is \$1,131.00.

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

|                                       | <u>2016</u>    | <u>2015</u>    |
|---------------------------------------|----------------|----------------|
| Value of Permits issued for November: | \$2,737,567.00 | \$2,569,699.00 |
| Fees for Permits issued for November: | \$27,335.00    | \$30,370.00    |
| Other income Fees for November:       | \$1,131.00     | \$1,196.75     |
| Building Permits Issued for November: | 181            | 206            |

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

| <u>2016-2017</u> |                   | <u>2015-2016</u> |                   |
|------------------|-------------------|------------------|-------------------|
| <u>Value</u>     | <u>Permit Fee</u> | <u>Value</u>     | <u>Permit Fee</u> |
| \$12,837,223.00  | \$118,007.00      | \$13,007,340.00  | \$157,091.00      |

### **HUMAN SERVICES**

- The Food Bank assisted 116 households with 552 bags of groceries distributed. Note: The Food Bank was closed 2 days due to Thanksgiving basket distribution & Thanksgiving holiday closing.

- Generous food donations poured in throughout the month in support of the food bank and Thanksgiving basket program.
- Our Thanksgiving Distribution ran very smoothly despite a glitch resulting in a separate turkey pick-up day. Foodshare was unable to accommodate our usual pick-up of turkeys and fresh veggies on our distribution day. With some fast and creative thinking, we approached St. Mary's Church and used their parking lot to provide a drive-through allowing participants to stay in their cars and have volunteers put turkeys directly into their cars, along with fresh veggies. Volunteers and staff bravely battled frigid temperatures to make this happen. More than 350 households were served.
- Open Air Market served 101 households during 2 bi-weekly distributions this month.
- Our winter clothing give-away held during the Thanksgiving Basket distribution along with regular clothing closet use provided 83 households with 146 bags of clothes.
- The Special Needs Fund assisted 4 residents with 4 bills, 3-housing and 1-mattress. 2 residents were 60+.
- There were 87 cases in our Social Casework program. 28 were new referrals.
- The Youth and Family Counseling Program had 17 active cases, 2 of which were new. Clinicians provided 29 clinical therapy sessions with a total of 37 clinical service hours.
- 2 clinical police referrals were received for follow-up.
- There were 3 JRB referrals this month.
- Fall SCORE programs continued with good attendance and cooperative weather.
- The Challenge Course wrapped up its outdoor season and well on its way with spring 2017 bookings.
- The 8<sup>th</sup> grade Adventure Bound Challenge Group (ABC) rock climbed and held a meeting at our yurt with challenge course activities.
- Our new high school "Outdoor Trekkers" program joined the ABC group at Wolf Rock. They also participated in a community service project assisting Human Services with the Thanksgiving basket distribution. We are mapping out plans for spring including a mentor training to develop their leadership skills.
- The NHS Self-Awareness class participated in the annual Wadsworth Atheneum tree decorating. Planning is underway for 9<sup>th</sup> & 10<sup>th</sup> grade students participation in spring 2017.
- There was 1 request for community service. An average of 25 hours is requested.
- Safe Homes Task Force continues to meet to address at-risk and/or complaints.
- Director Futoma and Coordinator LaBrecque participated in the annual statewide emergency preparedness exercise staged at the EOC.
- Staff attended CERT meetings, workshops, trainings and other meetings throughout the month.
- Human Services had an informational booth at the annual Senior Expo held at the Senior & Disabled Center.
- Director Futoma continues to participate in the CCHD ACHIEVE group which has mental health and substance abuse as one of its priority focuses.
- We also continue to work closely with the Police Department regarding many of our vulnerable and at-risk residents.

**November 2016 Statistics**

| <b>Selected Programs</b>                   | <b>FY 16-17<br/>Undp. Total<br/>This Month</b> | <b>FY 15-16<br/>Undp. Total<br/>Last Month</b> | <b>FY 16-17<br/>Cum. Undp.<br/>Total YTD</b> | <b>FY 15-16<br/>Cum. Undp.<br/>Total YTD</b> |
|--|--|--|--|--|
| <b>Youth &amp; Family Counseling Cases</b> | <b>17</b>                                      | <b>16</b>                                      | <b>28</b>                                    | <b>19</b>                                    |
| <b>Youth &amp; Family Service Hours</b>    | <b>37</b>                                      | <b>40</b>                                      | <b>181.50</b>                                | <b>129</b>                                   |
| <b>JRB Cases</b>                           | <b>3</b>                                       | <b>1</b>                                       | <b>4</b>                                     | <b>3</b>                                     |
| <b>Positive Youth Development</b>          | <b>145</b>                                     | <b>364</b>                                     | <b>1902</b>                                  | <b>1712</b>                                  |
|  |  |  |  |  |

|   |             |               |               |               |
|---|-------------|---------------|---------------|---------------|
| <b>Information and Referral</b>         | <b>1197</b> | <b>979</b>    | <b>5144</b>   | <b>4121</b>   |
| <b>Social Casework Cases</b>            | <b>87</b>   | <b>91</b>     | <b>227</b>    | <b>318</b>    |
| <b>Under 55 =</b>                       | <b>23</b>   | <b>22</b>     | <b>73</b>     | <b>88</b>     |
| <b>Under 55 Disabled =</b>              | <b>27</b>   | <b>25</b>     | <b>48</b>     | <b>95</b>     |
| <b>Over 55 =</b>                        | <b>37</b>   | <b>47</b>     | <b>106</b>    | <b>135</b>    |
| <b>Social Casework Service Hours</b>    | <b>114</b>  | <b>172.75</b> | <b>737.50</b> | <b>798.50</b> |
| <b>Under 55 =</b>                       | <b>19</b>   | <b>35.25</b>  | <b>170.00</b> | <b>161.75</b> |
| <b>Over 55 disabled and/or disabled</b> | <b>95</b>   | <b>137.50</b> | <b>567.50</b> | <b>636.75</b> |
| <b>Food Bank Households</b>             | <b>116</b>  | <b>127</b>    | <b>701</b>    | <b>701</b>    |
| <b>#Bags of Groceries Distributed</b>   | <b>552</b>  | <b>605</b>    | <b>3333</b>   | <b>3311</b>   |
| <b>Special Needs</b>                    | <b>4</b>    | <b>11</b>     | <b>36</b>     | <b>40</b>     |

### **SENIOR AND DISABLED CENTER**

- The 22nd Annual Senior Living Expo was held on Friday, November 4, 2016 from 10:00—1:00. There were more than 50 vendors with free health screenings, vendor giveaways and lots of valuable information about senior services including housing, home and health services, financial services, government services and more. Attendance was over 300.
- Ann Jones, Bereavement Coordinator from Masonicare Home Health and Hospice facilitated a Grief and the Holidays program on November 17<sup>th</sup>. Human Services therapist Dorothy Revzon attended and spoke with the group about an upcoming 4 week group for those who have lost a loved one.
- Jeopardy – Tuesday, November 29 at 1:00 p.m. Sharad Saxena from Home Helpers returned to facilitate another afternoon of Jeopardy on November 29<sup>th</sup>.
- Hilary Norcia returned to the Center to take over the coordination of the Matter of Balance program, funded by Jefferson House. As part of her role, she will be working with community partners in the region to recruit and train new coaches and to develop a plan to sustain the program.
- The Care Through Community Program, an initiative to develop a partner network for access to information and services to support long term support, held a kick-off meeting on November 29<sup>th</sup>. The Town of Newington was selected as one of only three communities to participate in the development of the concept. Human Services Director Karen Futoma and Center Director Dianne Stone attended.
- The Aging Mastery Program® wrapped up with classes on falls prevention, healthy relationships and community engagement. A new session will begin in the spring.
- Partners at Connecticut Community Care received notice that the grant from the Ethel and John Noble Foundation was renewed for another year. This grant funds the LGBT Moveable Senior Center and, so, that program will continue for another year as well.
- As of the end of November, the Center had 1,585 paid members, including 170 Fitness Center members.
- 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 3242 by 517 people. The actual number attending the center is significantly higher with the door counters showing that approximately 250 people a day used the Center.
- Dial-a-Ride provided 1047 trips to 109 people this month, covering 3145 miles.
- Center staffing was complemented by 563 hours of unpaid service in 190 instances by 39 volunteers.

### **PARKS AND RECREATION**

#### Recreation Division

- The Winter 2017 Program Guide was distributed to approximately 13,000 Newington residents as an insert in the December issue of the Newington Life. A new Karate program has been added for youth & adults. Most winter programs will begin the first week of January.



- The 8<sup>th</sup> Annual 'Fat Friday' Zumba Fundraiser was held on Friday, November 25. Instructors Mary Woods and Cristina Tsombanos volunteered their time for this event with approximately 50 participants. Over \$235 and nearly one hundred non-perishable food items were donated for the Newington Food Bank.
- Staff attended the Connecticut Recreation & Parks Association Annual Educational Institute on November 21 & 22.
- A special Youth Basketball Registration Day was held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 5<sup>th</sup>. Over 135 youths (Kindergarten through Grade 8) signed up for our Youth Basketball program during this special registration.
- Men's Basketball League began on November 27 with 19 teams.
- First Aid / CPR training was held on November 20 for Community Center, Youth Basketball and Exercise the Right Choice staff.
- Club Total Rec events:
  1. Grade 7 & 8 co-ed dodgeball tournament was held on November 4<sup>th</sup> with approximately 60 students participating
  2. Grade 9-12 co-ed dodgeball tournament was held on November 18<sup>th</sup> with approximately 65 students participating
- Planning is underway for the annual 'Night of Lights' scheduled for Saturday, December 3<sup>rd</sup>. This event is planned in conjunction with the Newington Chamber of Commerce.
- Parks & Recreation holiday ornaments are on sale for \$5.00. A portion of this cost will go directly toward the 2017 Extravaganza Fireworks.
- Creative Playtime Preschool Program students are participating in a program offered by the Lucy Robbins Welles Library which provides transportation for field trips to the library for a librarian directed program. The first field trip was held on Friday, November 18.

#### Parks and Grounds and Cemeteries

- Four employees reported to the Highway Department for the month to assist with leaf pick-up.
- Pruned crabapple trees on Garfield Street.
- Continued mowing operations on all turf areas.
- Finalized winterization of all equipment, irrigation systems and pools.
- Performed leaf removal tasks on park, school, fire station, Town Hall, library and senior center properties.
- Installed decorations, a speaker and lighting for Thanksgiving.
- Installed Christmas lights and decorations in the downtown area.
- New multi-colored LED lights were installed on the Christmas tree on Center Green.
- There were 11 interments and 5 sales at Town cemeteries.

#### Tree Warden

- There are no activities to report for November due to our participation in the town-wide leaf collection program.

#### **LIBRARY**

- The Friends of the Library held its very popular fall book sale the weekend of November 16<sup>th</sup> at the Senior and Disabled Center; this 3-day book sale is a major fundraiser for the Friends. Hundreds of people found thousands of books at bargain prices. Thank you to the Boy Scouts and Newington High School volunteers for all of their help as well. The next event will be the annual Wine & Cheese Social that will be held on January 20<sup>th</sup>.
- The Friends also set-up shop at three polling places on Election Day. Nearly 60 people were signed up for library cards and information about services and programs was disseminated among the many voters who stopped by their tables.
- Library staff had a good time manning the booth at the Senior Expo held at the Newington Senior and Disabled Center on November 4. They enjoyed talking to people and promoting library services.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley began working on the 2017-2018 budget.
- Teen librarians Bailey Francis and Alyssa Skorski were guest speakers at the *Connecticut Library Association Young Adult Meet Up & Life Hack* presentation. They spoke about the library's *Life Hack* series that offers programs to teens that teach them life skills.

- The Children's staff offered 58 programs to 1,592 children and their caregivers. To tie in with last month's Sliva author visit from Dana Alison Levy, the Children's staff held a program titled *Family Fletcher Fun Night* based on her book *The Misadventures of the Family Fletcher*. Kids did activities and hobbies based on the four boys in the book which consisted of writing letters to military veterans, decorating cupcakes, relay races involving hockey sticks and frog eyes, making nameplates out of twigs and building bridges out of recycled materials. Other programs this month included *Casey Carle's Bubblemania Movers and Shakers, Jr. LEGO Makerspace*, and *Cookbook Club*. With the schools unable to offer free child care for early dismissal Tuesdays, attendance at the *Half Day Fun* programs has soared. Regular story times and outreach to pre-schools and daycares rounded out the month.
- Adults and Teens were offered 17 programs to 266 teens and adults. Teen programming included the *Teen Advisory Board* and *Teen Volunteer Network Luncheon*. Adult programs included *Strapped into the American Dream* with guest speaker author Glenn Maynard, who for several years travelled the United States in his RV with his wife to find the American Dream; *Movies and More* featuring the film *The Meddler*; *Veteran's Benefits* and the very popular *Made in CT* series program that highlighted the *New England Cider Company* of Wallingford.
- For the first time in 20 years the library did not open on Sundays beginning in November. The closure due to budget cuts is impacting patrons' ability to use the library. For many people, this was the only way that they could use the library due to work or to visit it as a family. The closure will also impact the usage statistics of the library. Nothing can be checked out or used at the library if the building is closed.
- Total circulation of library materials was 25,359. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,830 times from the library website. 12,912 people visited the library during the month. There were 6,816 visits to the library's homepage. Popular online services included *Ancestry.com*, *ProQuest*, *Reference USA*, *Morningstar*, and *PebbleGo Animal* database. Museum passes were used 70 times this month, the most popular were *Lutz Children's Museum* and *Children's Museum Roaring Brook Nature Center*. The reference staff answered 4,813 reference questions. Free library meeting space including study rooms were used 354 times during the month.
- Technology News: There was a software upgrade on the library's ILS. Troubleshooting continued on this software because of the login issues. Lisa Masten & Karen Benner are exploring possible wireless printing solutions for the library. Karen Benner and Bailey Francis met with Director of Educational Technology Jay Salerno and Kate Norton from the Educational Technology Department to finalize the details on an upcoming collaborative program titled *An Hour of Code*. Technology programs offered were *Word 2013 Basics*, *Word 2013 Intermediate*, *Tech Troubleshooting with Teens* and *Tech 4 U*.
- Personnel News: Julie Barsel was hired as a part-time Reference Library Technician replacing Nicole Nichols who left in September. Karolyn McLain was hired to fill a vacant Children's Library Technician Substitute position. Circulation Supervisor Susan Schneider hosted our consortium's LCI Circulation Committee monthly meeting. Head of Collection Management Jeanette Francini was named Chair of the State Library' deliverIT CT Short Term Task Force that was put together to find short-term solutions for the problems encountered by the libraries and the State with the statewide delivery system. Jeanette also attended the State Library Board meeting on November 14 that focused on the deliverIT CT service. Alyssa Skorski attended the Youth Adult Council meeting.
- Facilities News: With the winter months upon us, the temperature in the library started to once again become a problem. When the front doors open a cold, wind tunnel effect can be felt from the lobby all the way down to the Adult Information desk. It makes for an uncomfortable user experience for patrons & uncomfortable working conditions for staff. We are working with Facilities to try to rectify this problem.
- Topics of note that were researched this month included:
  1. How many U.S. Presidents have been assassinated in office?
  2. How to explain racism to a preschooler.
  3. Where to buy holy water in France.
  4. What are the symptoms of low blood sugar?
  5. How to stop binge eating.