



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya D. Lane, Town Manager  
Date: April 21, 2017  
Re: Monthly Report – March 2017

#### 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.
- 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 to meet with various departments regarding budget requests for the upcoming fiscal year and submitted her proposed FY 2017-18 budget to the Town Council.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.

#### Legal Services

The legal amount from November 2012 to March 2017 is \$134,947.50.

#### Overtime

Paid overtime during the month of March 2017 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            | 28.6                  | \$ 1,420.97         |
| WEEKEND STAND-BY AND CALL-IN      | 16.0                  | \$ 805.44           |
| ROAD MAINTENANCE                  | 0.1                   | \$ 5.13             |
| SNOW                              | 426.1                 | \$ 19,641.65        |
| TRAFFIC                           | 4.0                   | \$ 175.62           |
| <b>TOTALS</b>                     | <b>474.8</b>          | <b>\$ 22,048.81</b> |
| <b>PARKS AND GROUNDS DIVISION</b> | <b>Overtime Hours</b> | <b>Cost</b>         |
| Snow/Ice                          | 213.7                 | \$ 9,407.83         |
| Cemetery                          | 32.0                  | \$ 1,492.48         |
| Park Maintenance                  | 5.3                   | \$ 228.93           |
| <b>TOTALS</b>                     | <b>251.0</b>          | <b>\$ 11,129.24</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                                | \$ 1,613.70                                | \$ 7,254.00                            | \$ 2,161.70                                |
| Patrol                    | 609,919.00                                 | 519,630.96                                 | 603,738.00                             | 604,874.94                                 |
| Investigation             | 83,433.00                                  | 42,138.81                                  | 76,132.00                              | 48,778.46                                  |
| Communication             | 170,443.00                                 | 175,392.97                                 | 162,698.00                             | 151,595.50                                 |
| Education/Training        | 130,461.00                                 | 85,657.95                                  | 120,943.00                             | 72,619.29                                  |
| Support Services          | 36,261.00                                  | 21,849.47                                  | 34,408.00                              | 15,079.48                                  |
| Animal Control            | 1,211.00                                   | 0.00                                       | 3,006.00                               | 0.00                                       |
| <b>Total</b>              | <b>\$ 1,039,187.00</b>                     | <b>\$ 846,283.86</b>                       | <b>\$ 1,008,179.00</b>                 | <b>\$ 895,109.37</b>                       |
| <b>HIGHWAY DEPARTMENT</b> |  |  |  |  |
| Highway Operations        | \$ 25,212.00                               | \$ 19,284.04                               | \$ 25,212.00                           | \$ 14,632.30                               |
| Snow and Ice Control      | 148,440.00                                 | 112,150.83                                 | 148,440.00                             | 59,211.52                                  |
| Traffic                   | 3,702.00                                   | 2,748.59                                   | 3,000.00                               | 2,737.99                                   |
| Vehicles and Equipment    | 29,949.00                                  | 16,859.96                                  | 26,949.00                              | 22,703.84                                  |
| Leaf Collection           | 48,989.00                                  | 30,755.27                                  | 50,999.00                              | 41,659.37                                  |
| <b>Total</b>              | <b>\$ 256,292.00</b>                       | <b>\$ 181,798.69</b>                       | <b>\$ 254,600.00</b>                   | <b>\$ 140,945.02</b>                       |
| <b>PARKS AND GROUNDS</b>  |  |  |  |  |
| Parks and Grounds         | \$ 77,091.00                               | \$ 77,786.72                               | \$ 77,091.00                           | \$ 64,041.60                               |
| Cemeteries                | 15,012.00                                  | 5,412.70                                   | 18,371.00                              | 6,024.40                                   |
| <b>Total</b>              | <b>\$ 92,103.00</b>                        | <b>\$ 83,199.42</b>                        | <b>\$ 95,462.00</b>                    | <b>\$ 70,066.00</b>                        |

## **PERSONNEL**

- New dispatcher, John McFee, started in the Police Department on March 1, 2017.
- The vacant part-time Youth Worker position was posted on January 30, with a closing date of February 24. The position was offered to the successful candidate, Zachary Banks on March 21<sup>st</sup>. His starting date will be July 1, 2017.

## **RISK MANAGEMENT**

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

The eighth 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 February 2017 were \$791,549. 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 February, 2017

|                  | Town      | Board of Education | Total     |
|------------------|-----------|--------------------|-----------|
| Estimated Claims | 1,960,816 | 5,940,224          | 7,901,040 |
| Actual Claims    | 1,273,798 | 4,809,719          | 6,083,517 |

## **FACILITIES MANAGEMENT**

Data not available at this time.

## **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 117 help desk work orders.
- Updating secure socket layer (SSL) certificates on various network devices.
- Creating Windows Server 2016 templates.
- Researching Microsoft licensing changes.
- Upgrading the town's back-up solution to the latest supported software version.
- Developing new Geographic Information Systems (GIS) layers to support parcel sales and value analysis.
- Designing a new parcel map book.
- Installing and configuring a new payroll interface module for use by Parks and Recreation staff within their line of business application, Vermont Systems RecTrac. The new module allows for transfer of payroll data from RecTrac to the Town's financial application (time and attendance module).
- Completing the automated set-up of importing permit information from the Building Department's line of business (LOB) application into the Assessor's LOB application.
- Completing the automated set-up of importing Building Department LOB data and integration with Town GIS datasets.
- Working with the Town's back-up application vendor to troubleshoot and resolve issues experienced with an archive component.
- Installation and set-up of a new wireless access point in the basement at the library to assist with inventory operations.
- Upgrading various applications (Adobe Reader, Flash, and Java) to their latest versions to mitigate security risks.
- Upgrading the firmware on all town switches and firewalls to their latest supported versions.
- Modifying various wireless settings and components to provide enhanced network redundancy.
- Upgrading software and firmware on all wireless components to mitigate security risks.
- Attending departmental, staff or regional meetings as needed or required.

## **FINANCE**

### **Accounting and Administration**

- The Town Manager's 2017-18 budget was submitted on March 3<sup>rd</sup> to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager's Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 18<sup>th</sup>.
- The health benefits fund calculation was completed by March 20<sup>th</sup> in accordance with the memorandum of understanding. As a result, the Town has a projected surplus of \$606,609 and the Board of Education has a projected credit of \$1,084,411. A final settlement of actual costs will be completed in September.
- The Town solicited competitive proposals to select a qualified firm to enter into a 5 year tax-exempt lease purchase agreement with semi-annual principal and interest payments for the purchase of a fire engine. On March 23<sup>rd</sup> proposals were received from 10 financial institutions. Following a review of the proposals, it is recommended to finance the acquisition through TD Equipment Finance with a 5-year interest rate of approximately 1.84 percent which is the lowest interest cost of the proposers.

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$82,726 and School Construction Progress Payments for the Newington High Career Tech projects in the amount of \$550,295. 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)  
3/31/2017

|                                 | <u>Interest Earnings</u> |                            | <u>\$ Invested</u>  |
|---------------------------------|--------------------------|----------------------------|---------------------|
|                                 | <u>Budget FY2016-17</u>  | <u>Actual Year to Date</u> |                     |
| General Fund                    | \$71,350                 | \$57,164                   | \$25,887,433        |
| Special Revenue Funds           | 5,400                    | 15,458                     | 4,014,449           |
| Capital Projects Funds          | 1,500                    | 3,925                      | 1,035,695           |
| Internal Service Fund           | 2,400                    | 10,110                     | 2,719,400           |
| Trust and Agency Funds          | 4,000                    | 4,705                      | 1,111,836           |
| <b>TOTAL, ESTIMATED BY FUND</b> |                          |                            | <b>\$34,769,813</b> |

INVESTMENTS, BY INSTITUTION TYPE  
(Unaudited)  
3/31/2017

|                                      | <u>Interest %</u>    |                   | <u>Interest \$</u>   |                   | <u>\$ Invested</u>  |
|--------------------------------------|----------------------|-------------------|----------------------|-------------------|---------------------|
|                                      | <u>Current Month</u> | <u>Last Month</u> | <u>Current Month</u> | <u>Last Month</u> |                     |
| STIF                                 | 0.73                 | 0.64              | 7,995                | 6,433             | \$10,892,831        |
| Bank North                           | 0.20                 | 0.20              | 176                  | 159               | 1,035,755           |
| People's Bank                        | 0.32                 | 0.32              | 706                  | 637               | 2,596,685           |
| Santander Bank                       | 0.50                 | 0.45              | 4,205                | 2,225             | 10,165,148          |
| Farmington Bank                      | 0.50                 | 0.50              | 4,278                | 3,863             | 10,079,394          |
| <b>Total Outstanding Investments</b> |                      |                   |                      |                   | <b>\$34,769,813</b> |

*Rates reflect avg. monthly yield, annualized*

**Assessor**

The Board of Assessment Appeals held meetings on March 7, 8, and 9, 2017 to listen to assessment appeals on the October 1, 2016 Grand List and the October 1, 2015 Supplemental Motor Vehicle Grand List. The meetings occurred at the Assessor's Office, 131 Cedar Street, Newington, Connecticut. The meetings were held over three consecutive nights with all members of the Board in attendance. Notices of their actions were sent out by mail on March 21, 2017. The following table summarizes the financial implications of their deliberations:

- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an ongoing program as applications will be taken through May 15, 2017.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The State Owned Report and Private College and Hospitals Report were prepared and sent to the State of Connecticut for purposes of determining the reimbursed PILOT payments.

**Revenue Collector**

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$471,795.76. The Supplemental Motor Vehicles collections were \$84,325.85, and \$2,377.84 was collected on back taxes.
- This year's March collections on the current Grand List were 98.7% which is the same as last year.
- Demand Notices were mailed to 2,435 delinquent Motor Vehicle taxpayers and 30 Personal Property taxpayers as the first step prior to issuing Alias Tax Warrants to the Constables and Sheriff in April.
- Demand Notices were sent to 56 delinquent real estate taxpayers with two years or more for real estate taxes and are not maintaining monthly payments, or not communicating with the tax office regarding payments.
- Staff is also busy working with taxpayers needing IRS tax information.

**TOWN CLERK**

- There were 54 property transfers in March for a total of \$7,787,689 in sales. State conveyance tax collected was \$174,007 and Town conveyance tax collected was \$19,139.00.
- Notable sales include: Three (3) residential sales over \$400,000, Three (3) residential sales over \$300,000; One (1) Commercial sale for property at 2258 Berlin Turnpike for \$1,340,000 from 2258 Berlin Turnpike LLC to Fine Realty, LLC.
- A total of 388 documents were filed on the land records during the month including: 110 mortgages, 146 releases, 22 probate documents and 10 liens. Sixty-five of these documents were electronically submitted for a total of \$7,955 in revenue.
- The staff certified and issued 116 copies of vital records (birth, marriage & death certificates). Fifteen burial and five cremation permits were issued.
- Twelve Notary Public commissions, five Liquor permits and five Trade Name certificates were catalogued.
- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library—which was done at the end of the month.

| <b><u>DATA SUMMARY MARCH 2017</u></b> |                 |                 |                        |                        |
|---------------------------------------|-----------------|-----------------|------------------------|------------------------|
|                                       | <u>March-16</u> | <u>March-17</u> | <u>FY15/16 to Date</u> | <u>FY16/17 to Date</u> |
| Land Record Documents                 | 412             | 388             | 4,163                  | 3,733                  |
| Dog Licenses Sold                     | 30              | 27              | 559                    | 659                    |
| Game Licenses Sold                    | 23              | 29              | 83                     | 83                     |
| <b><u>Vital Statistics</u></b>        |                 |                 |                        |                        |
| Marriages                             | 11              | 11              | 129                    | 182                    |
| Death Certificates                    | 33              | 14              | 266                    | 272                    |
| Birth Certificates                    | 17              | 23              | 186                    | 197                    |
|                                       |                 |                 |                        |                        |
| Total General Fund Revenue            | \$ 29,102.31    | \$ 34,781.22    | \$ 352,727.90          | \$ 480,443.66          |
| Town Document Preservation            | \$ 956.00       | \$ 1,028.00     | \$ 9,398.00            | \$ 9,969.00            |
| State Document Preservation           | \$ 596.00       | \$ 606.00       | \$ 5,810.00            | \$ 5,484.00            |

|                             |                     |                     |                      |                      |
|-----------------------------|---------------------|---------------------|----------------------|----------------------|
| State Treasurer (\$36 fee)  | \$ 10,728.00        | \$ 10,908.00        | \$ 104,508.00        | \$ 98,100.00         |
| State Treasurer (\$127 fee) | \$ 4,318.00         | \$ 4,191.00         | \$ 42,037.00         | \$ 48,641.00         |
| State Treasurer (\$110 fee) | \$ 3,960.00         | \$ 4,180.00         | \$ 39,490.00         | \$ 49,060.00         |
| LoCIP                       | \$ 894.00           | \$ 909.00           | \$ 8,709.00          | \$ 8,175.00          |
| State Game Licenses         | \$ 885.00           | \$ 673.00           | \$ 2,248.00          | \$ 2,314.00          |
| State Dog Licenses          | \$ 207.50           | \$ 250.00           | \$ 3,911.50          | \$ 5,230.50          |
| Dog Licenses Surcharge      | \$ 78.00            | \$ 74.00            | \$ 1,376.00          | \$ 1,654.00          |
| Marriage Surcharge          | \$ 171.00           | \$ 133.00           | \$ 893.00            | \$ 1,387.00          |
|                             |                     |                     |                      |                      |
| <b>Grand Total</b>          | <b>\$ 51,895.81</b> | <b>\$ 57,733.22</b> | <b>\$ 571,108.40</b> | <b>\$ 710,458.16</b> |

## **POLICE DEPARTMENT**

- On March 1<sup>st</sup>, John McFee was hired as a new Public Safety Dispatcher for the department.
- Patrol Calls for March are as follows:

|                              |    |                           |    |                          |             |
|------------------------------|----|---------------------------|----|--------------------------|-------------|
| Abandoned MV                 | 1  | Fire Mutual Aid Request   | 1  | Medical Unresponsive     | 11          |
| Administrative               | 1  | Fire Other                | 21 | Missing                  | 1           |
| Alarm Commercial Burg Alarm  | 75 | Fire Rescue               | 1  | MV Assist                | 64          |
| Alarm Hold Up Alarm          | 6  | Fire Stand By             | 1  | MV Complaint             | 43          |
| Alarm Residential Burg Alarm | 34 | Fire Structure Fire       | 9  | MVA Evading              | 9           |
| Animal Complaint             | 16 | Fire Trouble Alarm        | 15 | MVA Injury               | 18          |
| Assault                      | 4  | Fire Vehicle Fire         | 1  | MVA Property Only        | 96          |
| Assist Other Agency          | 31 | Fire Water Problem        | 3  | Neighbor                 | 5           |
| Bomb Threat                  | 1  | Follow-Up                 | 53 | Noise                    | 4           |
| Breach of Peace/Disorderly   | 16 | Harassment                | 13 | Open Door/Window         | 5           |
| Burglary                     | 6  | Hazard                    | 42 | Parking Violation        | 61          |
| Check Welfare                | 48 | Illegal Dumping           | 1  | PD Assist Fire Dept.     | 41          |
| Check Welfare 911            | 27 | Intoxicated               | 6  | Pistol Permit            | 9           |
| Check Welfare Other          | 3  | Juvenile Complaint        | 8  | Prisoner Care            | 2           |
| Court Detail                 | 13 | K9 Assist                 | 6  | Property Found           | 8           |
| Criminal Mischief            | 6  | Landlord / Tenant Dispute | 3  | Property Lost            | 1           |
| CSO                          | 1  | Larceny                   | 38 | Robbery                  | 2           |
| Customer Dispute             | 15 | Larceny from MV           | 4  | Serve Warrant            | 32          |
| Dog Complaint                | 18 | Local Traffic Authority   | 1  | Sexual Assault           | 2           |
| Domestic                     | 28 | Location Check            | 57 | Shots Fired              | 1           |
| Drug                         | 10 | Location General          | 10 | Specific Detail          | 105         |
| DUI                          | 9  | Lockout Building          | 2  | Stolen MV                | 9           |
| EDP                          | 13 | Lost Property             | 1  | Sudden Death             | 2           |
| Escort / Transport           | 6  | Medical Alarm             | 13 | Suspicious MV Unoccupied | 29          |
| Escort Funeral               | 8  | Medical Cardiac           | 25 | Suspicious Report        | 86          |
| Escort Other                 | 3  | Medical Complaint         | 94 | TEST                     | 8           |
| Fingerprint                  | 12 | Medical Diabetic          | 6  | Threatening              | 5           |
| Fire Alarm                   | 22 | Medical Fall              | 45 | Tow                      | 12          |
| Fire CO Detector no symptoms | 2  | Medical Other             | 31 | Town Ordinance Violation | 4           |
| Fire Extrication             | 2  | Medical Respiratory       | 16 | Traffic Stop             | 488         |
| Fire Hazmat                  | 1  | Medical Trauma            | 4  | Trespass                 | 7           |
|                              |    |                           |    | <b>TOTAL</b>             | <b>2139</b> |

- Investigations and calls by Patrol Officers in March included:
  - On March 4<sup>th</sup> at 0914 hours, officers responded to Walsh Avenue for a suspicious person complaint. The complainant reported that a soaking wet male wearing only underwear and a tank top knocked on the rear door to their residence. The male requested a towel. The complainant called the Newtonton Police for assistance. Upon arrival the officers spoke with the individual and discovered

that he was the suspect in an evading motor vehicle accident the occurred the night before in that area. The suspect had broken into the complainant's hot tub house and hid in the hot tub all night in order to avoid the police. The suspect was subsequently charged with burglary and other offenses related the evading accident.

- On March 23<sup>rd</sup> at approximately 1318 hours, officers responded to Target located on the Berlin Turnpike for a Bomb Threat. According to an employee, a male called the store and said he planted a bomb in the store. Target called the Newington Police for assistance and simultaneously evacuated the store of all employees and shoppers. Newington Police Officers, Newington Volunteer Fire Department personnel, and the Hartford Bomb Squad (with canine) searched the store for any evidence of bombs or explosives. None were found. The store was reopened and at this time there are no suspects.
- On March 25<sup>th</sup>, officers responded to a 911 hang-up. Upon arrival officers discovered that a domestic dispute had occurred at the residence where the 911 calls emanated from. Through the course of the investigation it was determined that one individual assaulted two people with one of those people being a family member. The assaulted parties each sustained injuries which required them to go to the hospital. It was also discovered that two family members who witnessed the assault interfered with one of the victim's calls to the police. As a result of the investigation three people were arrested. One suspect was arrested for the assault on the two victims and the other two were arrested on charges related to interfering with the 911 calls to the police.
- In March, Detective Division Personnel:
  - Handled 111 investigations, 60 remain ongoing and 51 were closed by investigative methods.
  - Served 29 arrest warrants, 23 by Patrol Officers and 6 by Detective Division personnel.
  - On March 22<sup>nd</sup>, Detective Division personnel presented a class on criminal law and the juvenile justice system to the Newington Police Department Citizens Academy.
  - On March 27<sup>th</sup>, detectives responded to a residential address on Main Street to investigate the death of a 19 year old female who resided in the home. Detectives processed the scene for physical evidence and interviewed family members of the deceased. At this time the cause of death is unknown and this case remains under investigation.
  - On March 28<sup>th</sup>, detectives executed a search and seizure warrant at a residential address in Newington. The search and seizure warrant was served in connection with an ongoing child pornography investigation that began in January of 2017.
  - During the month of March Detective Division personnel participated in guest reader programs at Newington elementary schools and the Lunch and Learn program at Newington middle schools.
- In March, the Community Service Officer (CSO):
  - Was a guest reader at Paterson, Chaffee and E. Green elementary schools.
  - Checked the installation of 6 child safety seats.
  - Coordinated and attended the first 3 Citizens Police Academy classes.
  - Attended Strangulation Training, Civil Disorder Training, and Crisis Negotiator Training.
  - Coordinated the Internship Program for the spring and summer sessions.
  - Coordinated Lunch and Learn programs for officers and middle school students at both Wallace and Kellogg schools.
  - Worked in conjunction with Parks & Rec for the National Night Out initiative.
  - Coordinated with Starbucks for the Coffee with a Cop program.
  - Attended the Chamber of Commerce meeting at the Kellogg Eddy House.
  - Met with 60 Paterson kindergartners for their Community Helpers program.
  - Developed a Neighborhood Watch Program with the Team Captain for the Cheney Lane & Goodale Drive neighborhood.
  - Attended 2 library meetings for parents of children under 3 years old to provide safety tips.

**Property Report March 2017**

| <b>Category</b>      | <b># of Counts</b> | <b>Property Value (\$)</b> |
|----------------------|--------------------|----------------------------|
| Counterfeited/Forged | 3                  | \$203                      |
| Damaged/Destroyed    | 16                 | \$2,642                    |
| Stolen               | 125                | \$188,253                  |
| Evidence             | 136                | \$148                      |
| Found                | 11                 | \$101                      |
| Lost                 | 0                  | \$0                        |
| Seized               | 44                 | \$2,137                    |
| Recovered            | 29                 | \$56,109                   |

|               |            |                  |
|---------------|------------|------------------|
| Informational | 12         | \$15             |
| <b>Totals</b> | <b>376</b> | <b>\$249,608</b> |

- Police Department Overtime:
  - Comparison
    - OT February           \$ 93,935           2 pay periods
    - OT March               \$122,674           3 pay periods and 1 holiday
    - **Total Increase       \$ 28,739**
  - During March, two officers on light duty, one officer on Workers Comp, one dispatcher in training, and one dispatcher vacancy. These vacancies have an impact on the overtime for a total of five positions vacant on the schedule in the Patrol Division & Dispatch.
  - Admin overtime \$573 for holiday pay.
  - Patrol overtime \$72,240, an increase of \$22,188. Overtime included \$10,000 for holiday pay, investigations for DUI arrests, domestic calls, 2 juvenile arrests, dead person investigation, stolen vehicle, larcenies, accident involving an officer, court coverage, parade participation, domestic calls, rifle cleaning and ammo inventory, casework, holdovers, booking process, and overtime for time off/vacancies.
  - Detective Division Overtime \$13,096, an increase of \$3,328. Overtime included 2 Midstate Accident Reconstruction call outs, assault investigation, domestic calls, patrol investigation/officer dragged, sudden death investigation, parade participation, casework follow-ups, and crime scene investigation.
  - Communications overtime \$26,612, an increase of \$4,100. Overtime included \$2,000 for holiday pay, overtime to cover vacancy due to retirement in November, several time off leaves, and staffing for weekends to allow for two dispatchers on for all shifts.
  - Education overtime \$3,677, a decrease of \$3,770 for training classes consisting of Emergency Response Team training, baton, taser, and handcuff training, Civil Disorder, Interview and Interrogation, At Scene Traffic Crash, and Social Media Crimes.
  - Support Services overtime \$6,476, an increase of \$2,893. Overtime included holiday pay. Juvenile review board and parade participation.
  - ACO overtime \$0.

**FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of March, 2017. During this period Fire Department members responded to 56 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

|                                      | <b>March 2016</b> | <b>9 Months Activity</b> |
|--------------------------------------|-------------------|--------------------------|
| <b>FIRES</b>                         |                   |                          |
| Structure Fire                       | 8                 | 29                       |
| Vehicle Fire                         | 0                 | 10                       |
| Exterior Fire                        | 6                 | 33                       |
| Other Fires                          | 1                 | 5                        |
| <b>RESCUE CALLS</b>                  |                   |                          |
| Pressure Ruptures Explosion Overheat | 1                 | 4                        |
| Extrication                          | 2                 | 11                       |
| Other Rescue Calls                   | 3                 | 8                        |
| <b>SERVICE CALLS</b>                 |                   |                          |
| Hazardous Condition Calls            | 3                 | 46                       |
| Water Problem                        | 3                 | 18                       |
| Other Service Calls                  | 6                 | 50                       |
| Good Intent Calls                    | 0                 | 25                       |
| False Alarm/False Call               | 21                | 205                      |
| Severe Weather/Natural Disaster      | 0                 | 1                        |
| Special Incident Calls               | 1                 | 2                        |
| Mutual Aid/Standby                   | 1                 | 7                        |

|              |    |     |
|--------------|----|-----|
| <b>Total</b> | 56 | 454 |
|--------------|----|-----|

**Training Summary**

|                                 |                               |                    |
|---------------------------------|-------------------------------|--------------------|
| Driver Training                 | Test                          | 3.0 hours          |
| Driver Training                 | Road Time                     | 5.0 hours          |
| Officer Training                | Extrication Drill Planning    | 18.0 hours         |
| Officer Training                | Leadership Taking Charge      | 31.0 hours         |
| Company Training Co. - 2        | Ground & Roof Ladders         | 38.0 hours         |
| Company Training Co. - 3        | Portable Power Equipment      | 32.0 hours         |
| Company Training Co. -4         | Rescue Tools/Equipment        | 26.0 hours         |
| Multi Company                   | Co. 2&3 Extrication Classroom | 85.0 hours         |
| Multi Company                   | Co. 1&4 Extrication Classroom | 140.0 hours        |
| Dept. Training Fire Scene Mgmt. |                               | 16.0 hours         |
| Haz/Mat Technician              |                               | 40.0 hours         |
| Cadet Training                  |                               | 17.0 hours         |
| Target Safety Training          | Haz/Whopper Modules           | 187.0 hours        |
| <b>Total Training</b>           |                               | <b>638.0 hours</b> |

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of March, 2017.

|                       |    |
|-----------------------|----|
| INSPECTIONS           | 9  |
| INSPECTION FOLLOW-UPS | 40 |
| PLAN REVIEW           | 8  |
| JOB SITE INSPECTIONS  | 5  |
| FIRE INVESTIGATIONS   | 9  |
| FIRE ALARM TROUBLE    | 20 |
| COMPLAINTS            | 0  |
| TANK REMOVALS         | 0  |
| HAZ/MAT               | 1  |
| BLASTINGS             | 1  |

**Incidents:**

- There were no significant fire incidents or injuries reported in March. Responded to **22** fire calls during the month.

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

- Met with the Town Manager and Town Engineer to review issues relating to the private access road which connects Cedarwood Lane and the Berlin Turnpike.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #3 on West Hill Road and an Executive Session meeting at fire headquarters.
- Assisted the kitchen crew prepare breakfast for personnel participating in the Annual St. Patrick's Day Parade in Hartford.
- Attended the Annual Cadet Division Pancake Breakfast at fire headquarters.
- Met with the Police Chief to review radio communication concerns and future planning issues.
- Relocated the shelter supplies to the high school prior to Blizzard Eugene and coordinated storm preparations DEMHS.
- Conducted cause and origin investigations for a detached garage fire on Maple Hill Avenue and a condominium unit on Pebble Drive.
- Met with the Town Manager, Finance Director and Fire Command Staff to prepare for the Council Budget Session.
- Attended a Town Council meeting along with the Board of Fire Commissioners and Command Staff to review the annual 2017-2018 Fire Department budget.

- Attended a 100<sup>th</sup> Anniversary Badge Ceremony at fire headquarters.
- Attended the Fire Department's 100<sup>th</sup> Anniversary Ball at the Farmington Club.
- Issued the annual blasting permit for the Balf/Tilcon Plant on Hartford Avenue.
- Attended an International Association of Fire Chiefs Seminar at NFPA Headquarters in Quincy, Mass. Topics: Lessons Learned: Boston Back Bay Fire and the Pulse Night Club Shooting in Orlando, Florida and Fire Service Cancer Awareness and Prevention.
- Attended the Annual Connecticut Fire Marshals Association Conference in Berlin. Topics: Electrical Safety, Hoarding, Incendiary Fire Case Study, Legislative Updates, Means of Egress Requirements and Fire Origin Patterns.
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Met with public safety officials and representatives from Vallabhdham Temple on Church Street to review plans for their annual events.
- Met with the High School Graduation Party Committee to review planning for this year's all-night event.
- Met with the owner of Plaza Azteca on the Berlin Turnpike to review plans for this year's Cinco de Mayo Party at the restaurant.
- Attended a meeting with Town staff & representatives from DOT to review plans for the reconstruction of the Amtrak Bridge on Route 175.

## **HIGHWAY DEPARTMENT**

### Administration

- Continued to meet with residents to discuss various issues and concerns.
- Continued with Landfill closure project tasks.
- Attended Department Head and Public Works Team meetings.
- Attended Health and Safety Committee meeting.
- Attended Town Council budget review meeting.
- Attended two MS-4 Municipal Storm water Sewer meetings at MDC Training Center / Town Hall.
- Evaluated all upcoming roadway paving projects with Town Engineer.

### Roadway Maintenance

- Continued with litter pickup/graffiti removal Town-wide.
- Highway operators continued with Landfill material processing.
- Continued with Town-wide pot hole patching.
- Cleared and repaired waterway channel at Beacon Park.
- Replaced several catch basin tops Town-wide.
- Continued with branch trimming alongside roadways Town-wide.
- Highway crews called in 2 times for snow/ice events for a total of 18.9 inches.
- Crews completed snow removal on Market Square, Constitution Square and other locations.
- Employees completed annual on line Target Training workplace safety courses.
- Assisted Mechanics with 10 ton trailer wooden deck replacement.
- Responded to assist with one eviction for the month – no item storage required.

### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assisted Sanitation Department with maintenance of recycling containers.
- Assisted Police Department with the relocation of speed boxes.
- Repaired mailboxes damaged during snow plow operations.
- Assisted Highway Department with snow plowing operations.
- Responded to one after hours traffic light malfunction call out March 11<sup>th</sup>.

### Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Assisted Highway Department in snow plowing operations.
- Completed set-up of one new Police fleet vehicle.
- Began Spring services on road construction and mowing equipment.

### Sanitation/Recycling/Landfill

- Scheduled 564 residential bulk items for collection for the month.
- Scheduled 108 condominium bulk items for collection for the month.

- Scheduled 25 condo/residential scrap metal items for collection for the month.
- 5322 tons of cumulative Municipal Solid Waste were collected from July through February.
- 1825 tons of cumulative recyclables were collected from July through February.
- 738 mattresses and 399 box springs were collected from July through February.
- 308 televisions were collected from July through February.
- Issued 10 permanent landfill permits and 3 temporary permits for the month.

## **TOWN PLANNER**

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

None.

### **Town Planner Activities:**

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

- March 2: Met with owner of Modern Tire to discuss changes to site plan.
- March 10: Met with applicants re: proposed Chik-fil-A.
- March 12: Met with parishioner re: proposed use of St. Mary's School.
- March 16: Met with applicants re: 395 Willard Ave. site.
- March 24: Met with applicant re: use of St. Mary's School.
- March 24: Met with Town Engineer re: 610 N. Mountain Road site plan.
- March 27: Met with Councilwoman Anest re: temporary sign regulations.
- March 30: Met with applicant to discuss proposed new construction in Town Center.
- March 31: Met with applicants re: proposed Chik-fil-A.

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

- March 28: Attended quarterly Transit Corridor Advisory Committee meeting.
- March 31: Attended "Last Mile" symposium at Lyceum in Hartford.

#### **Grant-Funded Project Activities**

- March 7: Met with DOH staff for Small Cities grant closeout review.
- March 17: Met with Town Engineer re: STEAP grant application.
- March 23: Met with Town Engineer re: STEAP grant application.
- March 24: Sent proposed STEAP grant application to Town Manager.

#### **Board and Commission Meetings:**

- March 8: Attended TPZ regular meeting.
- March 23: Attended TPZ regular meeting.
- March 9: Attended Open Space Committee regular meeting.

#### **Professional Development/Training:**

- March 8: Viewed planning/public health webinar.
- March 29: Attended CCAPA legislative breakfast at LOB in Hartford.

#### **Miscellaneous**

- March 3: Met with Town staff and consultant re: MS4 permit.
- March 6: Sent annual Fair Housing resolutions to Town Manager.
- March 7: Met with Town Manager to review proposed FY 2017-18 budget.
- March 8: Monthly Public Works Team meeting.
- March 17: Met with Town Manager and Mobilitie representative.
- March 16: Met with DOT contractor for Cedar Street bridge project.
- March 20: Met with consultant to discuss draft MS4 plan.
- March 24: Lunch meeting with CCHD town planners and CCHD staff.
- March 24: Met with Town Manager to review March 23 TPZ meeting.
- March 27: Met with consultant to review draft MS4 plan.
- March 28: Attended quarterly CRCOG Bike/Ped Advisory Committee meeting.
- March 29: Attended monthly department head meeting.
- March 30: Met with Town Manager and ZEO to discuss several zoning issues.
- March: Responded to approximately 18 phone messages from citizens, applicants, staff and elected/appointed officials.

- March: Received and sent approximately 576 emails from citizens, local business, applicants, staff and elected/appointed officials.

## **TOWN ENGINEER**

- During the month of March, six excavation permits were issued:
  - Gas Lateral – 5
  - Driveway - 1
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Inland Wetlands Meeting.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- The Town Engineer attended a webinar on Potable Water.
- The Town Engineer attended a Municipal Land Use Seminar.
- The Town Engineer attended a meeting at the MDC with regard to Municipal Stormwater MS4.
- The Town Engineer attended and presented department Budget at a Council Meeting.
- The Town Engineer attended a Pre-construction Meeting for DOT Project 093-200.
- The Town Engineer attended a MS4 meeting with the Town's Consultant Engineer Tighe & Bond.
- **Wetlands:** In the month of March, 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. A Total of (3) Inland Wetland Applications were received by Full Commission at the March, 2017 regular scheduled 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 (2) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and\or (3) 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 next phase of sidewalk repair will commence this spring\summer at various locations throughout the Town of Newington.
- **Stonewalls:** Status: Operations completed. Engineering staff continues to administer the first round of stonewall repair work in town. Wall restoration will consist of repair of failing sections of wall utilizing material "in kind" of the existing wall. 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 were completed the month January 2017. The "pilot" repair methodology will be evaluated and future failing walls (as catalogued) will be monitored and programmed for future repair.
- **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 scheduled for the 2017 M&O season were evaluated in March - 2017 in the field by the T.E. & Highway Superintendent for determination of edge drainage, basin top replacement, and sidewalk ramps, etc. This continued inspection effort is imperative for scheduling and coordinating operations in advance of the milling and paving of the roadways.

- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Minor alterations requested  
**Anna Reynolds School – Status: Phase I** - Substantially complete, punch list items remain, minor grading, topsoil, line striping, etc. Engineering provided survey, estimates, design & administrative support to coordinate the improvements including but not limited to: The installation of walks and pavement during the month of October, 2016. The 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.  
**Status: Phase II** – Schedule T.B.D., additional parking designed and to be constructed by DPW forces. The parking will be extended at the southerly parking lot, adjacent to access driveway leading to Fenn Road.
- **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. **Phase II** of the paving construction is scheduled to commence next construction season of 2017. **Roadway Reconstruction:** Judd Lane, reconstruction scheduled for 2017 season.
- **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.  
**(State Project, 093-200) Status:** Beginning 04/17/2017, for the replacement of a bridge on Rte. #175 (Cedar Street) over the Amtrak Bridge. A project narrative and\or construction press release is available on-line. Project updates will be posted as they become available.
- **Engineering Staff:** - Have administered (or continued review) the (2) site plans and (3) Inland Wetland Applications as referenced above. Engineering provided both the ground survey and preparation of design plans for (1) inland Wetland Applications (Mill Pond Easement\concrete pad). The wetland Applications Administration in the form of plan review, calculations and comments for Commission review remain steady for the month of February.
- **DEEP MS4 Permit:** - Engineering and Planning continue a coordinated effort to administer the MS4 plan development with the guidance of the consultant firm Tighe & Bond. The task is to transition the existing permit to meet the requirements of the DEEP guidelines as set forth for the “NEW” DEEP MS4 permit. The town has engaged services of Tighe & Bond Consulting Engineers in (February) such that the MS4 plan can be developed and registered by April 3<sup>rd</sup>, 2017, with implementation scheduled for July, 2017. Development of the ‘Draft’ plan included both educational meetings (discussion of permit requirements) and instructional meetings with department’s demonstrating resource availability to achieve the anticipated tasks of the permit.
- **Alumni & Cedar Traffic Analysis:** The Traffic Engineering (provided by CDM Smith) commenced late November 2016 with research, analysis and counts being developed for a report. Staff requested an expanded scope of services (tasks) to include, but not be limited to: Expansion of the study area to Old Farm Drive East, Traffic Signal “Warrant Analysis” for Old Farm Drive East, traffic counts at Old Farm Drive East and the B.O.E. requested a safety analysis (recommendations) for future opening of the Alumni gate with respect to the parking lot. The B.O.E. also requested a preliminary environmental impact or “fatal flaw” analysis to be performed for the proposed parking. The immediate schedule includes a presentation to staff in the month of February. The presentation will be provided to the council in the form of a Public Information Meeting (P.I.M.) date scheduled for May 2, 2017.

## **BUILDING DEPARTMENT**

- There were 2 Permits issued for New Residential residences. They will be built at 34 Harvest Court and 36 Harvest Court.
- A Building Permit was issued for various ADA code modifications at the Newington High School.
- An Application was submitted and is under review for the “5 & Dime Catering Co”. to be located at 1100 Main Street.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - Significant Changes to the International Mechanical Code – March 8, 2017.

- A. Hanke - Significant Changes to the International Mechanical Code – March 9, 2017.  
- Inspect New and Existing Hotels, Apartments & Dormitories – March 9, 2017.
- K. Kilkenny - Significant Changes to the International Mechanical Code – March 1, 2017.  
- Electrical Continuation Training Class – March 4, 2017.  
- Inspect New and Existing Hotels, Apartments & Dormitories – March 9, 2017.
- There was one Certificate of Occupancy issued in March. It was for a single family residence located at 35 Harvest Court.
- Building Department activity for the month of March was as follows: The Inspectors completed a total of 100 inspections. They were: Above Ceiling (1), CO (1), Decks(1), Electrical (2), Final (29), Footings (5), Foundation (4), Framing (8), Gas Line (1), Insulation (6), Mechanical (1), Plumbing (3), Roofing (4), Rough (34).
- The total number of Building/Renovation Permits issued / applied for the month of March was **104** producing a total permit value of **\$1,631,710.00**.  
They are categorized as follows:

| <u>TYPE OF PERMIT</u>        | <u># OF PERMITS</u> | <u>VALUE OF PERMITS</u> |
|------------------------------|---------------------|-------------------------|
| ADDITIONS / ALTERATIONS      | 22                  | \$ 778,337.00           |
| DECK                         | 4                   | 18,000.00               |
| DEMOLITION                   | 0                   | 0.00                    |
| ELECTRICAL                   | 24                  | 95,368.00               |
| FENCE                        | 0                   | 0.00                    |
| FIRE SUPPRESSION / SPRINKLER | 0                   | 0.00                    |
| FOOTING / FOUNDATION         | 0                   | 0.00                    |
| FUEL TANK                    | 0                   | 0.00                    |
| GARAGE / SHED                | 1                   | 5,000.00                |
| MECHANICAL                   | 15                  | 237,464.00              |
| NEW COMMERCIAL               | 0                   | 0.00                    |
| NEW MUNICIPAL                | 0                   | 0.00                    |
| NEW RESIDENTIAL              | 0                   | 0.00                    |
| PLUMBING                     | 21                  | 202,063.00              |
| POOL                         | 0                   | 0.00                    |
| ROOFING/SIDING               | 11                  | 257,283.00              |
| SIGN                         | 3                   | 16,610.00               |
| SOLAR                        | 2                   | 20,985.00               |
| TENT                         | 1                   | 600.00                  |
| <b>TOTAL</b>                 | <b>104</b>          | <b>\$1,631,710.00</b>   |

The total Building income fees received in the month of March was **\$14,251.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$640.00, Environmental \$240.00, Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$21.00 Driveway / Excavation \$200.00 Engineering copies \$61.75. The other total income is \$1,462.75.

Below is a comparison of the Permit Values for March 2017 and March 2016:

|                                    | <u>2017</u>    | <u>2016</u>    |
|------------------------------------|----------------|----------------|
| Value of Permits issued for March: | \$1,631,710.00 | \$2,327,729.00 |
| Fees for Permits issued for March: | \$14,251.00    | \$27,456.00    |
| Other income Fees for March:       | \$1,462.75     | \$1,555.50     |
| Building Permits Issued for March: | 104            | 190            |

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> |
| \$20,674,128.00  | \$199,170.00      | \$21,578,402.00  | \$250,599.00      |

**HUMAN SERVICES**

- The Food Bank assisted 130 households with 589 bags of groceries distributed.
- The Clothing Closet served 21 households with 25 bags of clothing.
- Open Air Market served 104 households during 2 bi-weekly distributions this month. A 3<sup>rd</sup> distribution date scheduled for March 15<sup>th</sup> was cancelled due to the snowstorm.
- The Special Needs Fund assisted seven residents with 10 bills, 4-housing, 3-utility, 3-medical bills. Three were 60+ residents.
- There were 109 cases in our Social Casework program. 36 were new referrals.
- The Youth and Family Counseling Program had 15 active cases, 3 of which were new. Clinicians provided 44 clinical therapy sessions with a total of 51.50 clinical service hours.
- There were no clinical police referrals received for follow-up.
- A support group for older adults dealing with life after loss continued to meet, facilitated by contract therapist, Dorothy Revzon, LCSW at the Senior & Disabled Center and may wrap up in April, 2017.
- There were no JRB referrals this month.
- Pat Meskill co-facilitated another community Mental Health First Aid course on March 29<sup>th</sup> at Town Hall. Thirteen participants were certified in MHFA. Another training is planned for May 9, 2017.
- Clinical Coordinator Pat Meskill and I met with the school crisis team and offered support to students, family and faculty surrounding the death of a student.
- Carol LaBrecque and Pat Meskill attended a geriatric conference on ageism and mental health.
- Pat Meskill and student intern Kayla Gugliotti attended the annual North Central Regional Mental Health Board breakfast at the LOB
- Staff attended an Active Shooter presentation offered by the Newington Police Department.
- The 5<sup>th</sup> grade Adventure learning Program went well with both groups working enthusiastically and hard to accomplish challenges in the classroom and during final challenge days.
- The 8<sup>th</sup> grade Adventure Bound Challenge Group (ABC) went bowling and out for pizza.
- SCORE had a few weather postponements but were rescheduled and programs were well attended. The Claypen Studio, Geocaching and Nature Center trips stimulated creativity and physical challenges.
- The LEAD group mentors met this month and started to plan for the new incoming mentor recruits for summer 2017.
- The High School Vocational Prep class (formerly self-awareness class) comprised of 9<sup>th</sup> & 10<sup>th</sup> graders met. Students met once and have helped plan trips to the Challenge Course and Fisher Meadow Park. Their other meeting was cancelled due to the snowstorm, so the community service project discussion was postponed.
- There were 4 requests for community service. An average of 30 hours is requested.
- The Summer Youth Adventure brochure is almost complete and will be delivered to the schools during the April vacation week. Summer mentor application packets were also prepared and will be mailed out at the beginning of April.
- Safe Homes Task Force continues to meet to address identified and potential at-risk situations.
- Staff attended CERT meetings, workshops, trainings and other meetings throughout the month.
- The Hoarding Working Group Conference Committee continues to meet to plan the 3<sup>rd</sup> annual (May 25, 2017) conference being held at CCSU.
- Part time Youth Worker interviews were held with Zachary Banks being the chosen candidate. He will assume his duties effective 7/1/2017.
- Director Futoma presented her 2017-2018 budget to the Town Manager and Town Council.
- Director Futoma and Chief Clark were invited to meet with the Clergy Association to discuss local and state substance abuse and the opioid crisis.
- Human Services continues to work closely with the Police Department regarding many of our vulnerable and at-risk residents.

**March 2017 Statistics**

|  | <b>FY 16-17<br/>Undp. Total</b> | <b>FY 15-16<br/>Undp. Total</b> | <b>FY 16-17<br/>Cum. Undp.</b> | <b>FY 15-16<br/>Cum. Undp.</b> |
|--|---------------------------------|---------------------------------|--------------------------------|--------------------------------|
|  |                                 |                                 |                                |                                |

| Selected Programs                          | This Month | Last Month | Total YTD | Total YTD |
|--|------------|------------|-----------|-----------|
| <b>Youth &amp; Family Counseling Cases</b> | 15         | 16         | 38        | 23        |
| <b>Youth &amp; Family Service Hours</b>    | 51.50      | 38.25      | 330.25    | 223       |
| <b>JRB Cases</b>                           | 0          | 2          | 8         | 11        |
| <b>Positive Youth Development</b>          | 109        | 173        | 2399      | 2204      |
| <b>Information and Referral</b>            | 992        | 793        | 9559      | 8712      |
| <b>Social Casework Cases</b>               | 109        | 94         | 376       | 443       |
| <b>Under 55 =</b>                          | 15         | 19         | 119       | 133       |
| <b>Under 55 Disabled =</b>                 | 28         | 29         | 81        | 121       |
| <b>Over 55 =</b>                           | 66         | 46         | 176       | 189       |
| <b>Social Casework Service Hours</b>       | 173.25     | 163        | 1193.50   | 1447.5    |
| <b>Under 55 =</b>                          | 33.25      | 31         | 274       | 303       |
| <b>Over 55 disabled and/or disabled</b>    | 143        | 132        | 919.50    | 1144.50   |
| <b>Food Bank Households</b>                | 130        | 130        | 1235      | 1229      |
| <b>#Bags of Groceries Distributed</b>      | 589        | 631        | 5910      | 5997      |
| <b>Special Needs</b>                       | 7          | 6          | 60        | 63        |

**SENIOR AND DISABLED CENTER**

- In a surprise reversal, the Community Renewal Team announced that the reductions implemented in February were no longer necessary. Attributed to donations, additional funding from the Area Agency on Aging and savings due to the number of storm days, all service days were restored, the cap lifted to 65 and the intake for the home delivered meal program opened. Thanks go to both Newington Rapid Recovery Rehab Center and Jefferson House who had offered to step in to cover the days that would have been closed.
- Center Program Coordinator Eleanor Eichner announced her retirement with a last day of May 5<sup>th</sup>. Ms. Eichner has been in the position since 2001 and began working for the Town in 1996.
- The Center interviewed candidates referred by the Senior Job Bank to fill the Café Site Manager position following a decision to bring the role in-house. Previously the manager was an employee of CRT. The position was offered to Dennis Parise.
- The Center was notified that the grant from Jefferson House Institute to coordinate the Matter of Balance program in the region was approved for an additional year. This evidence based, 8-week program reduces the fear of falling, a major risk factor for falls among older adults. Simultaneously, Hillary Norcia submitted her resignation and coordinator to take a full time position. She and Deborah Thompson completed a new coach training with 12 new graduates so the program will continue to expand.
- Center Director Dianne Stone was appointed to serve on the Legislative Commission on Women, Children and Seniors, the body formed with the consolidation of the previous Permanent Commission on the Status of Women, Commission on Children and Commission on Aging. Ms. Stone represents aging on the Commission.
- The Center has been fortunate to have CCSU student Victoria Hellberg working as an intern since the Fall. Victoria spent first semester entering and analyzing data from the annual membership survey. This semester she is refining the survey tool. In addition, she developed and facilitated a five Week creative writing program that began on March 2.

- On March 22 many participants attended an Aging in Place program sponsored by Home Helpers. A panel of knowledgeable experts spoke about senior living options. Topics included home care, retirement living options, rules of Medicaid, State and Federal assistance programs and managing your money to protect your estate. .
- In honor of St. Patrick's Day, the Center showed the 1959 classic *Darby O'Gill and the Little People* on the big screen with refreshments provided by Newington Rapid Recovery Rehab Center.
- As of the end of March, the Center had 1,577 paid members, including 198 Fitness Center members. There are 1001 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3523 by 475 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 1141 trips this month, covering 3205 miles.
- Center staffing was complemented by 572 hours of unpaid service in 191 instances by 40 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 1<sup>st</sup>.
- Spring program registration for residents began on March 3<sup>rd</sup> and for non-residents on March 17<sup>th</sup>.
- Most Spring programs began in late March.
- Registration for new gardeners interested in participating in our Community Gardens program began March 3. Returning gardeners had until March 31 to renew their gardening spot from last year. There are a total of 110 garden spots available to residents.
- Creative Playtime Preschool Program hosted an Open House on March 15<sup>th</sup> with 13 families attending.
- A new Summer Aquatics Director was put into place along with other Aquatics Supervisors being promoted into new positions.
- The Lifeguard class being offered in May has 14 out of 20 students signed up with many of them applying to be Summer Aquatics members.
- A dance for students in grades 5 & 6 was held on March 3 with approximately 225 students in attendance
- A dance for students in grades 7 & 8 was held on March 17 with approximately 300 students in attendance.
- A meeting was held with representatives from Women's Softball Leagues.
- Men's softball is no longer being run by the Newington Parks & Recreation Department.
- Event planning for the 36<sup>th</sup> annual Extravaganza is underway, stuff-a-bear and helicopter building craft events have been added as part of the week-long events.
- Interviews will begin for summer seasonal staff.
- Playground Pals & Camp RECreate program information will be distributed through the schools to students in Kindergarten through grade 7.
- The Summer Program Guide will be distributed to Newington residents at the end of April in *Newington Life*.

### Parks and Grounds and Cemeteries

- Specialized rental equipment was used to clear brush and trees from the detention basin at Beacon Park.
- Sections of deteriorated chain link fence was removed from Beacon Park and replaced with guard rail.
- Selected roadside areas of Alumni Road and Anna Reynolds School were mowed with specialized rental equipment.
- Selected areas on the perimeter of Mill Pond were pruned for safety, the health of plant material and general aesthetics as part of a multiphase project.
- Picnic tables at Churchill Park were repaired and painted.
- There were 2 snow/ice events.
- There were 7 sales and 10 interments at Town cemeteries.

### Tree Warden

- Two stumps at Town Hall ground; holes filled with soil, area seeded.
- One stump ground at Seventh St. & Dix Ave. Area filled with soil and seeded.
- One stump removed from Sequin St. Area filled with soil and seeded.

- Two trees at 88 Eighth St. posted for removal. Trees are leaning over roadway.
- One day of pruning Locust trees in West Meadow Cemetery.
- Three days of renewal pruning around Mill Pond. Crews also worked on clearing low hanging branches along walk by bridge over the falls.
- Worked on removing hanging branches and deadwood from trees in rear of Mill Pond concession stand. (W)
- Removed large Oak tree with heavy damage on two large limbs. (W)

\* (W) denoted Wethersfield

## LIBRARY

- Library Director Lisa Masten, Assistant Library Director Karen Benner and several library board trustees attended the budget review with the Town Council and the Town Manager on March 22. The Town Councilors were very supportive and appreciative of what the library does for the community. In addition, to reiterating support for the Town Manager's proposed budget, Lisa Masten addressed a comment made at the previous Town Council meeting about duplication of programming between the library and Parks & Recreation. Information about the type of library programming offered, its purpose and lack of duplication were discussed. As of the end of March there had been no indication of any changes to the library's proposed 2017-2018 budget of which we are all very thankful. The fate of the State Library's budget is still up in the air. If the proposed cut to borrowIT goes through library services in Connecticut will change.
- The *2017 Newington Information Packet* was completed and printed and is now available to the public. This packet offers useful information about the Newington community and services.
- The Friends of the Library had a Mini-Media Sale on March 18. The Friends are in full planning mode for the annual Spring Book Sale on April 28, 29 & 30.
- The Library Board of Trustees is planning the 21<sup>st</sup> *Newington Library 5K Challenge* Road Race that will be held on Sunday, May 21. Printed race forms are at the library and available to download from the library website. People can also register online at [reaceentry.com](http://reaceentry.com)
- The Children's Department offered 62 programs to 1,632 children and their caregivers. *Dr. Seuss Cozy Storytime* and a *Dr. Seuss Celebration* program were held in honor of Dr. Seuss' birthday. Other highlights include *Cookbook Club Extravaganza Fiesta* - a combined program with the Cookbook Club and Jr. Cookbook Club where children made Mexican and Latino food from assorted recipes; *Parent/Child Workshop* and *Building with LEGO Bricks*. The staff was also very busy with school visits and outreach to area pre-schools and daycares.
- There were 6 programs offered to 97 teens during the month of March. The *Teen Pop-Up Kitchen: Fiesta* had teens working with children from *the Cookbook Club Extravaganza Fiesta* to make Mexican and Latino food. During the month teens also learned how to etch and paint glasses with local crafter Louise French and they worked with adults to assist them with technology questions as part of *Tech Troubleshooting with Teens*. Teen librarian Bailey Francis was at the John Wallace Middle School on one of the Half-day Tuesdays with her *Afterschool Pop-Up* program where students could drop in and play games, make crafts and talk about books.
- Adults were offered 14 programs that were attended by 409 adults. Two programs, *Mental Health, the Media and the U.S. Veteran* and *Exploring Human Rights*, were presented as part of the *Human Rights Conversation Series*. Other highlights included *Organic Gardening for Everyone with John Root, Movies and More* featuring the film *Florence Foster Jenkins* and a *Local Authors Get Together* that brought local authors and people interested in writing or publishing together for an afternoon. The *Special Friends* program had 68 adults with special needs come together to socialize and decorate cupcakes.
- Total circulation of library materials was 28,365. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,837 times from the library website. 13,845 people visited the library during the month. There were 7,632 visits to the library's homepage. Popular online services included *Literary Reference Center, JobNow, Lynda.com, ReferenceUSA, BookFlix, PebbleGo: Biography* and *Animal* databases and *PebbleGo Next: Science, U.S. States* and *Science* databases. Museum passes were used 80 times this month, the most popular were *Wadsworth Athenaeum, Lutz Museum* and *New Britain Museum of American Art*. This was the highest March circulation in 10 years. The reference staff answered 4,809 reference questions. Free library meeting space including study rooms was used 532 times during the month.

- In Technology News: The library is now circulating two WiFi Mobile Hotspots for our patrons. The hotspots are lendable for 7 days with unlimited data. Jennifer Hebert held a hands-on *Basic Publisher* 2013 class. Other technology programs included *Tech Troubleshooting with Teens* and *Tech 4 U*.
- In Personnel News: Jennifer Bassett who was a children's library substitute began her new position as the part-time teen librarian that was vacated when Alyssa Skorski left for a full-time job at the Wethersfield Public Library. Library Director Lisa Masten continued her work as part of the Town of Newington website committee. Jeanette Francini who is the co-chair of the deliverIT Task Force presented the recommendations of the task force to the State Library Board. Jeanette has been working hard with the task force to investigate possible solutions to the problems with the statewide delivery system. Technology training continued during March with an assignment for staff to view a short video clip of how to use the Roku, a streaming device that the library circulates to the public. After viewing the video, staff had to answer a few questions before getting credit for the training session.
- In Facilities News: The library was closed one day due to a heavy snowstorm. Later in the month, on the first warm day after the heavy snow, the library had a leak that originated in the attic and drained in to the program hallway then down behind the Reference Desk. When Facilities was at the library to check out the leak, they found that all the mouse traps in the attic were full. Guardian Pest Control came and emptied them and put out some new ones. A hot water coil was installed under the sink in the children's room which will be very useful for program clean-up. A lightbulb extender was installed on one of the spotlights to give better light to a collection of books.
- Topics of note that were researched this month included:
  1. Information on buying foreclosed properties.
  2. How to back-up an iPhone.
  3. The effects of Vitamin D on the kidneys.
  4. Books for children to learn Korean.
  5. A.A. Milne books. Pooh stage play is coming to Connecticut.