

# Town of Newington



## Annual Report 2015-2016

# Town of Newington

Annual Report  
2015-2016



Edited by:  
Jane Kallinich and Jaime Trevethan

Town Hall  
131 Cedar Street  
Newington, CT 06111  
[www.newingtonct.gov](http://www.newingtonct.gov)

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# Newington

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## Mission

*Our mission is to offer excellent community services by maximizing our resources in a proactive, responsible, and accountable manner that enhances the quality of life for all generations in Newington.*

## Government

Newington received its Charter from the State of Connecticut in 1871 and is currently governed under the Council-Manager form of government with a nine member Town Council. The Mayor, elected separately, is a member and presiding official of the Council with the power to vote. Recognized as the official head of the Town for ceremonial and military purposes, the Mayor has the authority to appoint the Town Attorney and the Clerk of the Council.

The Town Manager is appointed by the Town Council and serves as the Chief Executive and administrative officer of the Town. The Town Manager is empowered to supervise and administer all commissions, boards, departments, offices, and agencies of the Town except for those elected by the people, appointed by the Council, appointed by the Mayor, or appointed by regional, state, or federal authority. The Town Manager is also responsible for the faithful execution of all laws and ordinances governing the Town.

## Location

Newington, located five (5) miles south of Hartford, is centrally located in the New York – Boston corridor. Travelers have easy access to Route 5/15, Route 9, and major interstate highways I-84 and I-91. Newington is conveniently located near Brainard Airport and Bradley International Airport. Transportation services also include buses to Hartford and New Britain and rail transportation stations in Hartford and Berlin.

## Taxes

Newington's mill rate in 2014-2015 was 34.77. The mill rate is applied to the Grand List of fair market value. All commercial and residential properties were revaluated in 2011.

## History

Newington, part of the Town of Wethersfield until 1871, is located in an area which was referred to in early times as Pipestave Swamp, then Cow Plain, and later, West Farms; such names reflected the area's use. It was first a source of staves for making pipes (large sized barrels) used in colonial trade, and later a pasture for cattle. It eventually became home to the new farms taken up by descendants of early Wethersfield

who had been given grants on the western frontier of their riverside town. By 1721, there were enough new farmers on these grants to request that the General Assembly of the Colony of Connecticut give them the name Newington, which means "new town in the meadow."

Since most early Newington inhabitants were related to Wethersfield families, Newington accepted government by Wethersfield Town Meeting until 1871. When the railroad came through Newington in the 1830's, the frequent and inexpensive transportation attracted growth and further expansion. Years later, however, a Wethersfield Town Meeting refused to approve expenses for highway improvements for better access to the railroad. Ready to take government into its own hands, Newington applied to the General Assembly of the State of Connecticut for incorporation, which was approved in 1871.

Early in the 20<sup>th</sup> century, both the trolley car and the automobile brought more development. Newington's location in the center of the state, combined with steady improvements to the highway system, attracted many new residents and businesses. The trolley, replaced by regular bus service, made commuting to Hartford and New Britain convenient. By 1966, the increasing population had outgrown the Town Meeting form of government and the Town adopted the Council-Manager form of government.

## Historical Sites

The **Kellogg-Eddy House**, a typical New England Georgian-style farmhouse, was built in 1808 by General Martin Kellogg.

The **Enoch Kelsey House** was built in 1799 and was the home of a Connecticut farmer and tinsmith. It features rare, freehand-painted wall decorations, basement to attic paneling, as well as a beehive oven and fireplaces.

The **National Iwo Jima Memorial Monument**, located off Route 9 at the Newington/New Britain line, was dedicated on February 23, 1995 in memory of those who gave their lives at Iwo Jima. The names of the 100 Connecticut marines killed at Iwo Jima are inscribed on the base.

# Newington Government Town Council

## **Roy Zartarian, Mayor**

The Town Council is the governing and legislative body of the Town with all the rights, powers, duties, and obligations conferred by law. Council members are responsible for adopting the budget, fixing the tax rate for the Town, proposing and amending ordinances and resolutions for the execution of the powers vested in the Town, for the government of the Town and management of its businesses, and for the preservation of good order, peace, health and safety of the Town and its inhabitants.

The Town Council consists of the Mayor and eight members elected from the Town at large every two years. The Mayor, elected separately, is a member and presiding official of the Council with power to vote. The Town Council meets on the second and fourth Tuesday of each month at 7:00 p.m. Meetings are broadcast live on Newington Community Television.



Mayor  
Roy Zartarian



Councilor  
Carol Anest



Councilor  
Gail Budrejko



Councilor  
Diana Serra



Councilor  
Beth DelBuono



Councilor  
Maureen Klett



Councilor  
Tim Manke



Councilor  
James Marocchini



Councilor  
David Nagel

### **2015-2016 Budget**

On April 21, 2015 the Town Council Adopted the Fiscal Year 2015-2016 Budget as follows:

- Total appropriations: \$113,594,454
- Mill Rate: 35.80 mills
- Approved the Town of Newington Long Range Capital Improvement Plan 2015-2016 through 2019-2020

### **2016-2017 Budget**

On April 5, 2016 the Town Council Adopted the Fiscal Year 2016-2017 Budget as follows:

- Total appropriations: \$115,616,482
- Mill Rate: 35.75 mills
- Approved the Town of Newington Long Range Capital Improvement Plan 2016-2017 through 2020-2021

Duties of the Council on the budget are pursuant to sections C-805 and C-806 of the Town Charter.

### **2015-2016 Highlights**

- Granted a bid waiver for the purchase of a fire rescue truck.
- Created an ordinance entitled "The Student Technology Insurance Fund".
- Executed an amended rental agreement between the Town and the Indian Hill Country Club.
- Amended the makeup and charge of the Open Space Committee to make recommendations to the Town Council on various open space issues as directed.
- Closed out several completed projects and disbanded the associated Project Building Committees.
- Honored Jonas P. Roberts as the 2015-16 Teacher of the Year.
- Accepted the resignation of Town Manager John L. Salomone.
- Appointed Town Clerk Tanya D. Lane as Acting Town Manager.

# Newington Government

# Town Council

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## 2015-2016 Highlights, Cont.

- Authorized the Town Manager to enter into an agreement with Murphy Road Recycling to extend the current municipal recycling disposal agreement for the period of November 16, 2015 through June 30, 2018.
- Authorized the Town Manager to retain consulting services for an engineering study of Town Hall.
- Extended the Town's agreement with CIRMA for workers compensation, liability, property and casualty insurance through June 2018.
- Created a Blight Ordinance Subcommittee to consider and recommend amendments to the Blight Code.
- Appointed a Town Manager Search Subcommittee to provide oversight on the search for a new Town Manager.
- Honored resident Patricia Frost for her bravery in assisting residents in a house fire on January 25, 2016.
- Honored former Councilors Chris Banach, Aden Baume, Terry Borjeson, Clarke Castelle, Dan Dinunzio, Beth McDonald and former Mayor Steve Woods for their service.
- Extended the lease agreement between the Newington Historical Society & Trust and the Town for the Kellogg Eddy House for a 20 year period.
- Endorsed a Fair Housing Policy in accordance with State and Federal requirements.
- Honored Mitchell K. Page & Troop 314 Boy Scouts of America as the 2015 Volunteers of the year.
- Authorized the Town Manager to enter into an agreement with Murphy Road Recycling to extend the current municipal recycling disposal agreement for the period of November 16, 2015 through June 30, 2018.
- Honored the Newington High School Boy's Basketball team on their undefeated season.
- Approved updates to various Planning, Zoning and Engineering Department fees.
- Honored several former Town employees in their retirement.
- Committed to participate in the CRCOG Regional Natural Hazard Mitigation Planning Grant program.
- Disbanded the Town Hall Renovations Project Building Committee and dismissed the project architect.
- Established a new Town Hall Renovations Project Building Committee consisting of two members of the Town Council and five members of the public.
- Amended Code of Ordinances Chapter 8, Article XI, Emergency Medical Services Committee to change the makeup of the Committee.
- Honored Newington Police Officers Brendon LaChance and Mark Benham for their quick response and courageous actions related to an armed robbery.
- Appointed Blum Shapiro as the Town's auditor for the fiscal year ending June 30, 2016.
- Honored Edward Pizella and Everett Weaver for their many years of valuable service to NCTV.
- Authorized the Superintendent of Schools to apply for grant funding for the John Wallace Wing Reconfiguration project.
- Appointed Acting Town Manager Tanya D. Lane as permanent Town Manager effective June 15, 2016.
- Authorized the Town Manager to enter into a Memorandum of Understanding between the Town Council and Board of Education regarding the Non-Lapsing Education Fund.
- Approved a job description for a new Civilian Evidence Officer in the Police Department.
- Made numerous appointments to various boards, commissions and committees.

Town Council meeting schedules, agendas and related materials, minutes and rules of procedure are available on the Town website:  
**[www.newingtonct.gov](http://www.newingtonct.gov)**

# Newington Administration

# Town Manager

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**John L. Salomone, Town Manager**  
(July 2015 - Jan. 2016)

**Tanya D. Lane, Town Manager**  
(Acting Town Manager Jan. - June 2016)  
(Appointed Permanent Town Manager June 15, 2016)

The Town Manager, appointed by the Town Council for an indefinite period of time at the pleasure of the Council, serves as the Chief Executive of the Town and manages the day-to-day operations of the Town departments. In addition to supporting the goals and objectives of the Town Council, the Town Manager, with the assistance of Town staff, is responsible for Purchasing, Risk Management, and Personnel. The Town Manager also serves as the local Traffic Authority, Public Safety Director, and Local Emergency Planning Coordinator.

## 2015-2016 Highlights

- Worked with department heads on budget and CIP requests and prepared the Town Manager's proposed FY 2015-16 and 2016-17 budgets in conjunction with the Finance Department.
- Met with the Public Works team to discuss various matters.
- Attended Town Council meetings and performed research and follow-up of deliverables.
- Attended Town Council goal setting sessions for the 2015-16 Fiscal Year.
- Met with department heads to review their annual performance evaluations & goals.
- Met with an ad-hoc committee to discuss the formation of a new resident open space committee.
- Attended various MDC meetings.
- Met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Worked with staff on enforcement of various blighted properties.
- Met with staff, union and legal representatives regarding personnel issues.
- Met with various residents and constituencies to discuss concerns.
- Continued work related to the AFSCME union contract negotiations.

- Attended the Town Hall Renovations Project Building Committee meetings and continued with the process of appointing a project architect.
- Appointed Town Website Committee to make changes and updates to the Town of Newington's website.
- Participated in the interview process for various full-time positions.

## Employee Anniversaries

### 35 Years

- Diane Durette—Library

### 30 Years

- Karen Futoma—Human Services
- Nicholas Miano—Police

### 20 Years

- Carol Labrecque—Human Services
- Anthony Lanza—Highway
- Lisa Masten—Library
- John Nesklada, Jr.—Highway
- Edward Patz—Police
- Chris Schroeder—Fire Marshal
- Susan Smith—Highway

### 15 Years

- Gary Beaulieu—Police
- Daniel Kaufmann—Police
- Therese Planco—Library
- Stephen Tofeldt—Parks & Cemeteries

### 10 Years

- Michele Almarode—Sr. & Disabled Center
- Ralph Chater—Police
- Richard Castellani—Parks & Grounds
- Thomas LaPierre—Parks & Grounds
- Daniel McAloon—Police
- Richard Smith—Building
- Brendan Volz—Parks & Grounds

### 5 Years

- Yuri Branzburg—Police
- Joanne Cocola—Library
- Jamie Goulet—Highway
- Richard Wall—Assessor

# Newington Administration

# Town Clerk

## **Tanya Lane, Town Clerk**

The Town Clerk's office is responsible for preserving all of the Town's official records, many of which date back to Newington's inception in 1871, as well as making them easily accessible to the public. The office operates in accordance with Connecticut General Statutes, the Town Charter and Code of Ordinances.

Responsibilities include the recording and the search & retrieval of all land records, Veterans' Discharges, Trade Names and vital statistics; maintaining the agenda notices and minutes of Town Council and other boards and commissions, as well as tracking membership and terms for all board and commission members; preparing election ballot configurations and issuing absentee ballots for all elections; keeping abreast of all pertinent legislation (the department administers over 600 State Statutes); responding to and researching numerous public inquiries; updating the Code of Ordinances; issuing various licenses and permits, and maintaining financial records disclosing fees collected for the Town and the State.

The office is charged with insuring the integrity and longevity of all the documents entrusted to our care so that the Town has accurate and accessible data for future generations.

### **2015-2016 Highlights**

- Presidential Preference Primaries were held for the Democrat and Republican Parties on April 26, 2016.
- Acquired \$5,000 Historic Document Preservation Grant used to continue backfile scanning project of land record images-volumes scanned and posted to online portal. Online images currently available from 1986 to present.
- Continued scanning Town Council minutes into Laserfiche software completing eleven years of searchable history.
- Collaborated with IT for the implementation to allowing for issuance and tracking of absentee ballots through the online voter registry.
- Promoted professional development for Assistant Town Clerks through Connecticut Conference of Municipalities and the Connecticut Town Clerks Association.

### **2016-2017 Goals**

- Update and integrate newly adopted ordinances into the Code of Ordinances.
- Apply for FY2017 Historic Preservation Grant to continue backfile scanning and linking of land record images.
- Train Assistant Town Clerk(s) to scan commission minutes into Laserfiche.
- Cross-train staff to create office continuity when office staff is away during training or vacations.
- Research acceptance of Credit Card/Debit Cards for payment of services.
- Research possibility of licensing of dogs and kennels through the use of an online service.
- Collaborate with IT to upload office filed maps to the Land Records portal for additional revenue.
- Seek opportunities to promote professional development for Town Clerk & staff.

<b><u>Town Clerk Statistical Summary 2015-16</u></b>		
<b><u>LAND RECORDS</u></b>	<b><u>2015-16</u></b>	<b><u>2014-15</u></b>
Documents	5,660	5,115
Maps	14	28
<b><u>VITAL STATISTICS</u></b>		
Births	257	274
Marriages	192	359
Deaths	359	371
<b><u>LICENSES</u></b>		
Sporting	151	212
Dog	2,044	1,929
Kennel	1	1
<b><u>MISCELLANEOUS</u></b>		
Veteran's Discharges	35	36
Trade Name Certificates	80	92
Liquor Permits	39	46
<b><u>RECEIPTS – TOWN</u></b>		
Recording Fees	\$152,465.00	\$147,617.00
Conveyance Tax	\$264,495.65	\$252,717.24
Document Preservation	\$12,760.00	\$12,351.00
Vital Statistics	\$30,088.00	\$31,887.00
Dog Licenses	\$2,051.00	\$1938.50
Sporting Licenses	\$134.00	\$202.00
Copy Fees	\$26,129.00	\$31,118.25
Miscellaneous	\$2,719.00	\$3,103.00
<b>TOTAL GEN. FUND</b>	<b>\$490,841.65</b>	<b>\$480,933.99</b>
<b><u>RECEIPTS– STATE</u></b>		
Document Preservation	\$7,634.00	\$7,396.00
Dog License Surcharge	\$4,608.00	\$4,318.00
Dog Licenses	\$11,903.00	\$11,166.50
Sporting Licenses	\$4,412.00	\$6,038.00
Marriage Surcharge	\$1,368.00	\$1,862.00
State Treasurer	\$250,086.00	\$235,784.00
LoCip	\$11,439.00	\$10,959.00
<b>TOTAL STATE</b>	<b>\$291,450.00</b>	<b>\$277,523.50</b>
<b>GRAND TOTAL</b>	<b>\$782,291.65</b>	<b>\$758,457.49</b>

# Information Technology

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## **Paul Boutot, Chief Information Officer**

The Department of Information and Technology provides strategic and policy direction for the implementation and management of technology for the Town of Newington. Core activities include development of the Town's IT strategic plan, technology support, policy formulation, and the review and revision of technology standards.

### **Mission**

Information Technology will provide leadership, policy guidance and assistance in the use of technology while offering the highest quality technology-based services, in a cost-effective manner, and maintaining a secure, robust and efficient communications network for our departments and the community we serve.

### **2015-2016 Highlights**

- Town Alarm monitoring system upgrade/ replacement.
- Town backup server upgrade.
- Public Safety (Police/Fire) NexGen Computer Aided Dispatch, Records Management, Mobile and Nex-

Responder deployment.

- Large format copier/scanner/ printer deployment (GIS/Engineering).
- Geographical Information Systems upgrade (Geocortex).
- Automation of file transfers between Building Department and Assessor's Office line of business applications.
- Managed File Transfer system deployment.
- Enhanced network logging (Syslog) and Network Monitoring to accommodate PCI and CJIS requirements.
- E911 system upgrade.

### **2016-2017 Goals**

- Work with Town departments to help identify areas where technology can assist them in reaching their goals and objectives for internal and external purposes.
- Enhance wired and wireless network capabilities.

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# Registrar of Voters

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## **Linda Cultrera (R) • Marie Fox (D)**

The office of Election Administrators-Registrars of Voters is governed by the General Statutes of the State of Connecticut, the Office of the Secretary of the State, and the State Elections Enforcement Commission.

### **Elections Administrator-Registrar of Voters:**

- Register & remove all electors, update felony convictions and releases, and oversee all election materials.
- Conduct the State-mandated annual voter registration canvass by NCOA, (National Change of Address), telephone, mail or house to house.
- Supervise primaries, elections & special referenda.
- Train and hire all elections officials, update all training materials and maintain accurate State mandated certification lists of all election officials. Moderators by unfunded mandate must have certification every two years.
- Oversee the central counting of absentee ballots on Election Day.
- Determine that all eight polling places are handicapped accessible, meeting the requirements of the 2002 Help America Vote Act (HAVA) including supervising EDR (Election Day Registration) as a polling place.
- Oversee the general maintenance of the 18 town-owned voting tabulators, 9 handicapped voting machines, telephones & all related equipment required at each polling place on Election Day including EDR as a polling place.
- Conduct mandatory supervised absentee balloting at all

six institutions.

- Update the registry list and voter files daily.
- Hold mandated and special voter making sessions.

### **2015-2016 Highlights**

- There were 17,106 registered voters as of Nov. 3, 2015.
- Voter turnout for the 11/3/15 Mayoral Election was 32.2%.
- Also implemented this year was the Electronic Registration Information Center (ERIC) in conjunction with 14 other States to update our registry lists.

### **2016-2017 Goals**

- Continue to update our technology of voting machines with battery less memory cards & install new technology for the handicap voting machines in all 9 polling places.
- Establish updated education & training procedures for all election officials.

### **Polling Places (all handicapped accessible)**

District 1: Town Hall, 131 Cedar Street  
District 2: Ruth L. Chaffee School, 160 Superior Ave.  
District 3: Anna Reynolds School, 85 Reservoir Road  
District 4: Elizabeth Green School, 30 Thomas Street  
District 5: John Wallace Middle School, 71 Halleran Dr.  
District 6: John Paterson School, 120 Church Street  
District 7: Martin Kellogg Middle School, 155 Harding Ave.  
District 8: John Wallace Middle School, 71 Halleran Dr.  
EDR: Town Hall, 131 Cedar St.

# Facilities Management

The Facilities Management Department has the main responsibility to provide for the physical maintenance of Town Manager designated buildings to the level allowed by Council approved funding. Typically this includes repair & maintenance of the major building components such as heating & cooling systems. The department also manages capital improvement projects for these same buildings whether funded by the Town or through grant funding that this dept. is able to obtain.

### 2015-2016 Highlights

- Facilities Director continues to meet with Energy Consultants on ways to improve the energy efficiencies of all Town owned buildings which would lead to greater cost savings for the Town.
- The Maintenance Dept. installed a new roof on the Senior Center's Gazebo & a new fence was installed for better animal control for the centers garden. Also the Senior Center tunnels which run underneath the entire building where abated of all asbestos making it a safer working & healthy environment for all that occupy the building.
- A new high efficiency radiant heating system was installed in the Parks & Grounds main garage for better utility cost control as well as a new high efficiency heating & A/C system for the admin area in the same building. Blown in insulation to both attics was added for better energy conservation for the entire building with the addition of a high efficiency hot water heat pump. A new security & fire alarm system was added to all Parks & Grounds building including the new chapel annex & chapel itself. A new whole building generator was installed for better operations during storm related power outages.
- The Maintenance Dept. updated all of Market Square's sidewalk pole lights to energy efficiency LED as well as Market Square's parking lot pole lights.
- Town Hall's roof repairs continued throughout the building during the year on an as-needed basis. A ruptured main sewer line was replaced that resulted in the closing of the Town Hall while work was being done & a second main sewer line that also showed signs of distress was replaced with no down time. All of the outside parking lot pole lights and building wall lights were upgraded to LED for better energy consumption and utilities cost for the Town of Newington. A new entrance door was installed to the rear entrance to the Town Hall building & the main front entrance to the Police Department due to rotted frames and for better energy efficiency and temperature control in both foyers. Police Dispatch Center had repairs done due to a frozen fire sprinkler pipe which included new spray foam insulation in the entire area of the frozen pipe and new sound dampening flooring was installed as well as a new paint job in the entire space.
- The Kellogg Eddy House had extensive repairs done to the home due to a frozen water main throughout the home. Upgrades included a new heating & A/C system for the 2<sup>nd</sup> floor apartment which is now being occupied by a caretaker for better maintenance & security of the home. New dehumidifiers were installed in the basement to help preserve the hardwood floors throughout the home and new insulation was added to the attic to help control energy costs.
- The Kelsey House had energy upgrades done which included new insulation in the attic & basement. A new roof was installed as well as a new cellar entrance door & window repairs with the complete painting of the exterior of the home for a more pristine historical look for the Town.

- Fire House 1—A new stand-alone energy management system was installed for the new High Efficiency Boiler for better energy control which will help lower utilities operation costs.
  - ◊ Fire houses 2 & 3 had new high efficiency boilers installed and fire house 3 included a new high efficiency radiant ceiling heater for the truck bay.

### 2016-2017 Goals

- Continue a yearly comprehensive survey of the physical conditions of Town Buildings to include infrared inspections of the electrical & mechanical systems to provide a proactive approach to continued scheduled maintenance.
- Assist the new Town Hall & Library Renovations Committee & Town Manager as requested in the effort to renovate or build new the Town Hall building & Community Center & the Library addition.
- Continue to schedule roof replacements & major building heating component replacements as priority items and as budget allows during the next year.

Department Phone Numbers	
Assessor	860-665-8530
Building	860-665-8580
Engineering	860-665-8570
Facilities Management	860-665-8579
Finance	860-665-8520
Fire	860-667-5900 (routine) 911 (emergency)
Fire Marshal	860-667-5910
Health District	860-665-8588
Highway Sanitation Division	860-667-5810 860-667-5874
Human Services	860-665-8590
Information Technology	860-665-8555
Lucy Robbins Welles Library	860-665-8700
Parks & Recreation	860-665-8666
Police	860-666-8445 (routine) 911 (emergency)
Registrar of Voters	860-665-8516 (Democratic) 860-665-8517 (Republican)
Revenue Collection	860-665-8540
Senior & Disabled Center	860-665-8778
Town Clerk	860-665-8545
Town Manager	860-665-8510
Town Planner	860-665-8575

# Finance Department

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## ***Ann Harter, Director***

The Department of Finance consists of the Administration and Accounting, the Assessor's office & Revenue Collector's offices. The Administration & Accounting office has the responsibility of administering the Town's finances and accounting for all Town funds. The office provides complete accounting services for all the boards, commissions and departments of the Town except the Board of Education. Detailed statements of this accounting appear in the Town's Comprehensive Annual Financial Report, which is on file in the Town Clerk's Office, excerpts of which are included in this report. In addition, the office helps develop & administers the Town budget, handles the daily Treasury operations & manages cash & debt obligations.

### **Mission Statement**

*To provide accurate, timely financial reporting, information & services to Town departments, the public and policy leaders. We strive to stay current on accounting standards and financial practices and procedures in order to provide cost effective services and financial information to all users of Town financial information.*

### **2015-2016 Highlights**

#### **Accounting and Administration**

- For the twenty-sixth consecutive year, the Town was awarded the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2014-2015. The Town received this national recognition for its financial report by the Government Finance Officers Association of the United States & Canada.
- The Town benefits from a high credit rating of AA+ by Standard & Poor's & Aa2 by Moody's Investor Services.
- An Affordable Care Act (ACA) Maintenance module was successfully implemented onto MUNIS, the Town's accounting system. Staff was involved with the critical task of executing this financial system module which was designed to comply with the IRS filing requirements of reporting information regarding health coverage on Form 1094-C (a transmittal to the IRS) and Form 1095-C (a statement to employees).
- Analysis for contract negotiations with the AFSCME bargaining group were performed periodically during the year.
- A Request for Proposal was issued for the lease purchase financing of a fire rescue truck costing \$700,000. The Town received six responses and accepted the proposal from First Niagara Leasing Inc. who submitted the lowest rate of 1.62% for a five year term.
- The Town updated its future debt capacity with the assistance of the Town's financial advisor Matthew A. Spornidle, Sr. Managing Director of Phoenix Advisors, LLC.
- The Student Technology Insurance Fund was established to account for & finance the Town's repair & replacement costs of computer devices associated with Newington Public Schools 1:1 Technology Initiative.

#### **Accounting and Administration Continued**

- In response to a Request for Proposal for audit services, interviews were conducted with the Town's audit committee for the appointment of Town auditor. As a result of the interviews and the quality of their proposal, the audit firm of Blum Shapiro of West Harford was recommended and appointed by the Town Council for a three year term.

#### **Assessor**

*-S. Steven Juda*

The mission of the Newington Assessor's office is to fulfill in a timely manner the requirements of Connecticut state law relative to the assessment of real property, personal property, and motor vehicles, in a way that provides residents, administrators, and professionals with accurate, and timely information, ensuring that all taxpayers are treated in the most equitable manner possible, within a caring and responsive environment.

Real Property is assessed at 70% of a base year of value established on October 1, 2015, which was the date of the last revaluation. Commercial Personal Property and Motor Vehicles are assessed at 70% annually. The Grand List consists of over 12,000 real estate parcels, 1,400 commercial personal property accounts and over 30,000 taxable motor vehicles. The office is also responsible for assisting special service programs by annually updating over 550 elderly, 50 blind, 6,100 special assessment adjustments for veterans, and 250 disabled exemptions for Newington taxpayers.

### **2015-2016 Highlights**

- Provided professional service to general public and taxpayers.
- Completed October 1, 2015 Grand List on time as required by law which included a revaluation of all real estate parcels. The revaluation was performed by eQuality out of Waterbury, Connecticut and the Assessor's office converted to their software. This software was used for online internet searches.
- Continued to maintain and administer the computer interface with the Geographic Information System (GIS) and the Town of Newington website.
- Sent out 500 Income and Expense forms to owners of commercial properties.
- Processed over 500 applications for elderly tax relief and sent required reports to the State.

### **Department Goals FY 2016-2017**

- Continue to provide taxpayers with courteous, professional & responsive service in a timely manner.
- Maintain an equalized tax base according to State Statutes and professional appraisal/assessment standards.
- Prepare court defense of appeals emanating from the 2015 revaluation of all real estate.

# Finance Department

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

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

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

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

This increase is due to a number of events that are explained in the following paragraphs.

## Real Estate

The 2015 net real estate Grand List increased from \$2,198,497,030 to \$2,262,420,450, an increase of \$63,923,420 or 2.9%. The increase is due primarily to the State mandated revaluation of all real estate. Any changes by the Board of Assessment Appeals and continuing court actions as a result of tax appeals filed in response to the revaluation will produce reductions to this figure.

## Motor Vehicles

The 2015 motor vehicle component of the Grand List increased by \$3,603,275, or 1.7% over the 2014 Grand List. The motor vehicle Grand List for 2015 is \$220,426,790.

## Personal Property

The personal property component of the 2015 grand list experienced a decrease of \$3,332,918, or 2.4% from the 2014 Grand List on a net basis. The personal property gross Grand List increased by \$1,543,492 but was offset by the non-reimbursable exemptions for manufacturing equipment that increased by \$4,876,410.

# Finance Department

**Revenue Collector**

-Corinne Aldinger, CCMC

The Tax Office is responsible for the administration of all billing and collection activity for all real estate, motor vehicle and personal property taxes. It is the largest source of the Town's operating revenue, and necessitates the billing and collection of taxes. These taxes are essential to provide the services for the Town's residents, Town departments, youth and elderly programs, and to provide the funds for the Board of Education to operate at peak levels to highly educate the children in our community.

The primary objectives of the Revenue Collector are to secure the maximum collection of revenues due the town, maintain accurate collection records, ensure proper controls and safeguard the revenue collected. When these objectives are accomplished in an efficient manner they reflect the financial well being of the Town, which is the backbone of the municipality in regard to fiscal debt and bonding ability. This office enforces Connecticut State Statutes by operating in accordance with guidelines established by the Office of Policy and Management. Revenue generated by all other Town departments is balanced in the Tax Office and then deposited.

The office of the Revenue Collector also serves as a center for property tax information. The staff assists attorneys, title searchers, real estate agents, residents and others regarding payment history and other information available from the tax records. agents, residents and others regarding payment history and other information available from the tax records.

**Tax Collection Activity FY 2015-2016**

Taxes on Current Levy	\$89,893,700.13
Taxes on Motor Vehicle Supplemental List	916,429.09
Taxes on Prior Years List	756,377.89
Interest, Liens and Other Fees	432,689.30
Taxes on Advanced Collection 2015 Grand List	4,613,507.22
Taxes and Fees Collected	96,612,703.63
Collection Rate on Current Levy	99.29%

**TOWN OF NEWINGTON, CT**

**TOP TWENTY FIVE TAXPAYERS - 2015 GRAND LIST**

RANK	TAXPAYER	DESCRIPTION	GROSS
1	CONNECTICUT LIGHT & POWER CO	UTILITY	\$38,085,750
2	GKN AEROSPACE NEWINGTON LLC	MANUFACTURING	\$25,474,730
3	IREIT NEWINGTON FAIR LLC	SAMS	\$21,509,790
4	TLG NEWINGTON LLC	STOP & SHOP/BOB'S	\$20,447,730
5	NEWINGTON VF LLC	WALMART	\$20,300,000
6	NEWINGTON GROSS LLC	STEW LEONARDS	\$19,462,690
7	BRIXMOR GA TURNPIKE PLAZA LLC	PRICE CHOPPER & DICKS	\$17,850,000
8	HAYES KAUFMAN NEWINGTON ASSOCIATES	RETAIL	\$17,164,240
9	SAPUTO DAIRY FOODS	RETAIL	\$14,121,800
10	MANDELL PROPERTIES LLC	PRINTING/MAILING	\$13,758,650
11	HARTFORD HOSPITAL	APARTMENTS/LAB	\$12,877,320
12	SCELZA/LANDMARK/CAMBRIDGE/BALDWIN APTS.	APARTMENTS	\$12,546,400
13	LOWES HOME CENTERS INC. #623	RETAIL	\$12,114,080
14	BALF COMPANY THE	MANUFACTURING	\$10,576,610
15	RENO PROPERTIES II LLC	MANUFACTURING	\$10,160,710
16	TARGET CORPORATION T 1802	RETAIL	\$9,940,000
17	FURNITURE EXECUTIVES NO 4 L P	RETAIL	\$9,800,000
18	NEWINGTON 2007 LLC	MANUFACTURING	\$8,823,820
19	BRE SELECT HOTELS PROPERTIES LLC	COURTYARD MARRIOTT	\$8,695,690
20	COHEN FAMILY LIMITED PARTNERSHIP	APARTMENTS/RETAIL	\$7,121,810
21	BERLIN NEWINGTON ASSOCIATES LLC	RETAIL	\$7,055,240
22	CONNECTICUT NATURAL GAS CORP.	UTILITY	\$6,753,820
23	GRISWOLD HILLS OF NEWINGTON LTD PARTNER.	APARTMENTS	\$6,489,000
24	FENNWOODE DEVELOPMENT LLC	APARTMENTS	\$6,144,600
25	CERES NEWINGTON ASSOCIATIONS LLC	RETAIL	\$5,968,900
	<b>TOTAL</b>		<b>\$343,243,380</b>

This list reflects the gross assessment for the properties. Some accounts receive manufacturing exemptions which reduce the actual tax paid.

# Newington Community Services

# Human Services

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## **Karen Futoma, Director**

The Human Services Department provides a variety of human service programs and services for children, youth, adults, elderly, persons with disabilities and families. Service areas include information and referral, community education and coordination, prevention and positive youth and family development, social work and case management, clinical therapy, crisis and disaster response, and economic assistance.

### **Mission**

*We serve residents of all ages to achieve their maximum quality of life by increasing their knowledge, skill and self-sufficiency through a comprehensive coordinated continuum of social work & community services.*

### **Our Motto:**

“A Helping Hand For All Ages.”

### **2015-16 Highlights:**

- A major accomplishment was the successful passing of a new bill, Senate Bill 119 “to establish a taskforce to study hoarding,” which was reintroduced this year with the support of Senator Paul Doyle and Representative Gary Byron. SB 119 was approved by both the House and Senate this spring and signed by the Governor in May, 2016. A similar bill failed last year with SB 18 dying in the House. It is anticipated that several members of our statewide working group will sit on the task force. Karen Futoma, Director of Human Services has been nominated by Senator Paul Doyle as the “municipal human services director” representative appointee by the Governor. The task force will be charged with filing a report with recommendations by January, 2017. Much of the groundwork has been established by the working group. The hoarding working group (established in 2014 at our initiation) organized a second annual Conference on Hoarding held May 25, 2016, sponsored by CCSU, CLASS, CAHCEO, Wheeler, NASW and IAAI. CT Train videotaped the conference so it will be available for viewing online for free. More than 300 individuals statewide attended another sold out conference.
- The Newington Safe Homes Task Force comprised of various Town departments including health, fire, building and zoning, EMS, animal control, police, human services, senior & disabled center and Town Manager’s office continue to meet. The purpose of meeting is to collaborate, address concerns, complaints and identify at-risk residents/housing situations in Newington and work toward resolution of safer and healthier living.
- Director Futoma, Coordinator LaBrecque and Social Worker Wassik participated in a free week-long workshop in Crisis Intervention Training (CIT) along with three Newington Police Officers, LaChance, Buggee and Benham. This program is intended to enhance the skill set of police working with and de-escalating mental health responses, while encouraging town teams to include non-law enforcement responders. Clinical Services Coordinator Pat Meskill has participated in the training previously.

- In the Fall of 2015, a 24’round yurt was constructed at the Newington Challenge Course. Lowes donated and installed a wood stove and polyurethaned the floors at no cost. An ADA accessible ramp will be constructed summer of 2016 by a local Eagle Scout and his troop. This new program room enhances our year round options including camping, serves as an educational classroom, as well as protection from extreme weather days. We are exploring grants and donations to further furnish the yurt and enhance the challenge course.
- There continued to be significant collaboration with police, fire, health, building & zoning, senior & disabled center, library, tax, parks and recreation and the schools. This included at-risk situations, crisis intervention, program development and partnering.
- Director Futoma, Coordinators LaBrecque & Meskill and Social Worker Wassik continue to participate in CERT meetings to build relationships with CERT volunteers and attend educational trainings offered. Staff also participated in a mock shelter set up exercise held at the Senior & Disabled Center in April, 2016 with the CERT Team.

### **Program Highlights:**

#### **Prevention and positive youth development programs**

are offered through a variety of activities teaching skills in decision-making, problem-solving, communication, team cooperation leadership and community service:

- Positive youth development programs grew from 3,115 to 3,373 program registrations, with a more than 8% increase this fiscal year. These programs include SCORE, ALPS, Adventure Builds Bridges, NHS Awareness Program, Summer Youth Adventure and the Newington Challenge Course.
- SUCCESS/ALPS which replaced the former ROPE program last year has us working with 5<sup>th</sup> graders instead of 6<sup>th</sup> graders, allowing us to teach good decision-making, problem-solving skills earlier. This past year, 320 fifth-grade students participated in this program as part of the school health and wellness curriculum.
- LEAD, Leadership Education Advisor Development, develops high school mentors that will be with our youth programs year round and take a leadership role with summer mentors. This year 12 students participated in this program.
- Student Challenge of Recreation/Education (SCORE) offered after-school activities and opportunities to middle school age youth. In SCORE this year we had 422 participation slots filled serving 105 youth.
- The Summer Youth Adventure (SYA) Program had a full schedule of cultural, educational and adventure activities saw a significant increase from 565 to 612 program participation slots filled with youth entering fifth through ninth grade. 148 unduplicated youth participated with a slight increase from last year.
- The high school self-awareness group is a collaboration with the high school psychologist and special education services to provide social skill enhancement programs through experiential education opportunities such as hiking, canoeing, geo-caching, challenge course and in-class sessions involving team building exercises. 17 youth participated.

# Newington Community Services

# Human Services

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## 2015-16 Program Highlights Continued:

- The Outdoor Challenge Ropes Course offered low and high element initiatives & saw an increase from 1,303 to 1,344 participants comprised of school age youth, college students, businesses, Houses of Worship, other town youth service bureaus and non-profits. There has been an increase in participation for the past four years. One Eagle Scout earned an award for a project enhancing the challenge course. This year's project was building a rack for storing our kayaks.
- Youth and adults are also offered community service placements as required by the justice system. Community service projects included community clean-ups, assistance with the food bank and high school youth mentoring middle school youth. 17 youth and adults requested community service hours this year. We were able to accommodate 9 of those requests with monitored community service assignments. We took fewer individuals but served people who had large community service hour requirements. The average number of hours per person to complete was 50-100 hours with more adult offenders requesting hours.
- The alternate Washington D.C. trip option with a day at the Newington Challenge Course was provided to 76 8<sup>th</sup> grade John Wallace & Martin Kellogg Middle School students in May .
- Field games were also provided for 90 4<sup>th</sup> grade students end-of-year picnic for Ruth Chaffee.
- Three collaborative programs with the library brought a total of 30 middle & high school youth out kayaking, on the challenge course & for the third program, teaching them outdoor survival skills.
- **Youth & Family Counseling Programs**
- Community education and parent programs sponsored this year included "Getting Ready for Kindergarten", Safe Dates, LBGTQ & a Forum on Substance Abuse & Mental Health including the opiate/heroin crisis.
- The Juvenile Review Board is an alternative & early means of identifying & assisting youth seventeen & younger whose behaviors put them at risk. The Board is composed of representatives from Police, Schools, Human Services, Juvenile Court, State Department of Children & Families. This year was an increase in referrals from 12 to 15 youth, a 25% increase. Youth & their parents appeared before the Board for incidents such as vandalism, shoplifting, fighting, criminal mischief, disorderly conduct, bullying, truancy, defiance of school rules & domestic conflict.
- A new LBGTQ support group was initiated in the spring of 2016 for youth facilitated by Pat Meskill, Clinical Services Coordinator and student intern Kim Robbins, who also spent several hours a week facilitating an art group with the Transition Academy class.
- Several staff attended multiple trainings and conferences related to a variety of mental health, wellness and other informational topics.
- Pat Meskill offered and co-facilitated 3 Mental Health First Aid workshops including one for our local NEMS and police.
- Pat Meskill also provided ongoing consultation to Parks and Recreation staff and local day care providers. She also provided a training for summer P & R staff to identify at-risk situations and protocol for intervention/referral.
- Youth and Family Counseling handled an average of 18 cases per month.
- **The Food Bank, Holiday Food and Gift programs, Energy Assistance, Clothing Closet and Special Needs Fund** assist eligible residents with basic need assistance. Newington households in need continue to feel the impact of the difficult economy as a result of unemployment, underemployment, fixed income, healthcare costs and ever-increasing expenses.
- The Food Bank averaged 135 households monthly. The Mobile Foodshare site (Newington collaborates with them) provides a free food distribution every other week to approximately 133 visits per month. The annual holiday programs served 415 households representing 862 children, adults and elderly. Clothing closet use was steady and this year, 535 bags of clothing were distributed compared to 518 last year. This increase reflects the inclusion of winter clothing distributed to more than 200 households during our Thanksgiving food distribution day. Approximately 100 students received backpacks and school supplies in August.
- A pilot school program was initiated by a nurse at Ruth Chaffee School to save and redistribute uneaten fruit, yogurt and milk cartons to our food bank.
- School bus drivers initiated a large food drive at Sam's Club collecting a conference room full of cases of food & sponsored numerous households for holiday gifts in Dec.
- Both school initiatives were recognized at our annual Volunteer Recognition Dinner.
- Newington HAT participated in Newington night at a Rock Cats game to raise hunger awareness, food and cash for Newington Food Bank.
- Donations of money, gift cards, food, clothing and gifts were received to support residents in need and youth programs throughout the year.
- Staff also administered the Operation Fuel Program which saw another rise in applicants. Those served increased from 71 last year to 73 households totaling \$29,000 in heating assistance grants.
- Special Needs award decreased from 91 to 85 requests this year. Special Needs Funds assist with emergency bills such as medical, medication, energy and housing.
- **More than 200 dedicated volunteers** continue to make a difference to residents in need.
- Volunteers help sort, organize, stock, shop for food, pick up donations & assist resident shoppers using the food bank. They also volunteer to prepare & distribute for the holidays, along with general department support. A local AARP chapter & the Newington Public School's Transition Academy students continue to sort & launder clothing donations regularly. Our annual Volunteer Recognition Dinner was held in April recognizing Kelly Daniels & the Newington bus drivers & Erica Martin, a school nurse for their new and successful food collection efforts.
- Two undergraduate students interned this past fiscal year.

# Newington Community Services

## Human Services

### 2016-2017 Goals

- Continue to maintain quality casework services to meet the needs of all Newington residents. Maintain private funding and social work support for emergency basic need assistance in response to ongoing need and continued diminishing outside resources.
- Continue to enhance & provide quality youth programs & counseling services, while exploring new programs & services based on identified needs. Expand & enhance counseling support through provision of clinical/support groups.
- Continue to maintain and hopefully grow participation in youth adventure programs despite anticipated cuts in grants.
- If funding support is sufficient, expand challenge course programming
- Continue to enhance staff skills and knowledge through attendance in training and workshops that will keep us current in ever-changing needs and trends.
- To continue to offer community suicide prevention and other mental health topic presentations/trainings while continuing to provide educational opportunities for Town employees to enhance understanding, identifying and responding to those with mental health issues in a supportive, helpful manner. Mental Health First Aid training opportunities will continue to be offered by our in-house certified trainer.
- Continue to explore grant & fundraising options to support our programs/services including positive youth development, the challenge course & recently added yurt.

### ANNUAL STATISTICS

	<u>2015-16</u>	<u>2014-15</u>
**Youth & Family Counseling	109*	45*
Average Monthly Y & F Cases	18*	16*
**Youth & Family Service Hours	407.50 hrs.	637 hrs.
Total Casework Cases	284**	318
***Ave. Monthly Casework Cases	98*	102*
***Casework Service Hours	1830.75 hrs.	1725 hrs.
Special Needs	85 cases	91 cases
Food Bank	1621 Visits	1690 visits
Open Air Market	1601 Visits	1584 visits
Clothing Closet	458 Visits	478 visits
Holiday Food, Gifts	415*	426*
Positive Youth Development	3373 reg.	3115 reg.
Juvenile Review Board	15 cases	12 cases
Information & Referral	10,906 req.	9467 req.
Educ./Training Participants	700	N/A

\*Households —\*\*More individuals but less hours due to 2 client groups meeting during the same clinical hr.

\*\*\*Less individuals but more service hours due to complexity of presenting needs.

### Youth-Adult Council

The Youth-Adult Council (YAC) acts as an advisory to the Human Services Department. The members are appointed by the Mayor and represent parents, youth, police, schools, library, business and liaisons from the Town Council, Board of Education and Parks and Recreation. Their purpose is to review youth and family issues and foster community education and support among agencies and residents.

- Each year YAC sponsors the Super Hoop-La Basketball Game involving students from every elementary and middle school. They compete in a friendly tournament to raise funds for three scholarships awarded to graduating high school students. In April, 2016, 79 teams, representing approximately 316 elementary and middle students participated with another great year of family and friends cheering them on in the stands. Three high school students were selected to receive scholarships of \$500 each after submitting an essay that reflected their going above and beyond in community service.
- YAC was able to enhance active youth member involvement including 2 middle school representatives along with 3 high school students.
- Through an annual grant from the Capital Area Substance Abuse Council, substance abuse prevention/education programs were offered to middle and high school age youth. Funds supported a life star visit to NHS, an IMPACT (safe driving) program held prior to prom, Safe Graduation Party held at NHS, Newington Library for a collaborative youth program with Human Services and other Human Services youth programs.
- A mini-grant application was offered to all Newington public elementary & middle schools to create a community svc project that would give back/pay it forward to the community. Award distribution will be determined in Fall, 2016.

### Human Rights Commission

The purpose of the Human Rights Commission is to promote understanding & respect among all racial, religious, ethnic & other groups & to secure equality of & opportunity for all people. Commission members are appointed by the Town Council & conform to State and Federal laws regarding discrimination.

- HRC participated in the Waterfall Festival again. A tree with leaves was a focal point where residents could write on a leaf what human rights meant to them. The completed tree was put on display at the library.
- The HRC participated in the Business Showcase in March, 2016 to become more visible.
- Pencils, bookmarks and member t-shirts were purchased to further market and promote the Human Rights Commission visibility and awareness campaign.

### Fair Rent Commission

The purpose of the Fair Rent Commission is to make studies and investigations, conduct Hearings and receive complaints relative to rental charges on housing accommodations...within its jurisdiction...in order to control and eliminate excessive rental charges on such accommodations... Fair Rent Commission did not meet this past year.

### Committee on Community Safety

The Committee on Community Safety advises the Town Council regarding the needs & potential solutions for ensuring the safety of the community. The Committee is comprised of 7 citizens with 3 Town Council Liaisons, 2 Board of Education Liaisons & 1 Liaison from the Youth-Adult Council. This committee was inactive this fiscal yr. Committee did not meet this past year.

# Lucy Robbins Welles Library

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## **Lisa Masten, Director**

Newington's Library continues to be a vital community center providing information, education & cultural enrichment to its patrons, both in-house & virtually through the library's website, Facebook, Twitter & e-mail notifications. Library staff is committed to providing professional, friendly & excellent customer service. As each year passes it brings new challenges, renewed creativity on the part of staff & new ways to meet the needs of this vibrant community of Newington.

This past year 191,419 people visited the library and another 109,756 visited the library via the library's website. We circulated 350,104 items and the reference staff answered 61,702 questions. 29,859 items were added to the collection. Volunteers recorded 1,107 hours. With the ability to print museum passes from home, usage increased 124% with 2,374 passes being checked out.

## **2015-2016 Highlights**

**Budget:** The past year has been a very difficult year as it relates to the budget. The library will no longer be open on Sundays. The library has been open for 25 Sundays a year since 1997. The hope is that in the coming years the hours will be reinstated. The library not only felt the effect of budget cuts at the local level but also at the state level. The CT Education Network – CEN had its budget cut as well. CEN provided free internet access to public & school libraries throughout the state. This cut meant that public libraries were now going to be billed for internet access through CEN. The unexpected cut was not planned into next year's budget because the decision came after the town budget was set. Also, due to the cuts to the State Library, the delivery service that picks up & delivers interlibrary loans to & from libraries & returns materials to the owning libraries was severely impacted.

**Personnel:** This past year there were very few personnel changes: Robin Stumpf, a part-time Children's Library Technician left the library & Sara Riordan, a part-time Circulation Library Technician Substitute was hired to replace her. Staff continued to take advantage of the great programming offered by the *CT State Library & CT Library Consortium*. In-house training was also offered to help staff learn software, online databases & hardware used and offered by the library.

**Technology:** The Technology Committee consisting of Asst. Library Director Karen Benner, Digital Services Jennifer Hebert & part-time Technology Librarian Carlene Peterson is helping the library to better serve the patrons and our staff.

Library Automated Collection Management System project that allows staff & patrons to checkout & check-in materials by placing the items on a RFID pad, helps the library better control inventory & offers better security for the library's collection was mostly completed. In Aug. 2015 staff began using the new system when processing new materials & for circulation functions. As this was happening, staff & volunteers tagged the existing collection with RFID tags that were encrypted with item information using the new RFID software. By March 2016, with most of the tagging done, three new self-checkout stations went live to the public. Patrons were now able to go to one of the self-check stations & checkout their own materials. This new system is improving how staff processes & handles library items & makes the experience for patrons easier as well. Asst. Director Karen Benner & Jeanette Francini, Head of Collection Management helped make sure this project was completed in a timely manner.

Use of digital downloadable material continued to grow in popularity. 31,603 eBooks were downloaded. With *Zinio*, a digital service, 1,813 magazines were down loaded from a collection of 77

titles. 5,875 songs were downloaded or streamed from *Freagal* & 665 movies were downloaded from the online streaming service *Hoopla*.

The library continued to offer several kinds of technology programs for the public. Instructional technology programs to help patrons learn how to use specific devices, software or online services were offered throughout the year. These programs included *Video Chat Apps*, *Google Everything*, *Facebook 101*, *RealPad*, *Useful Sites & Apps*, *Picasa*, *Computer Health*, *What's on My Desktop*, *Word 2013 Basic*, *Excel 2013 Basic*, *Twitter Basics Before & After your Computer*, & *PowerPoint 2013 Basic*. Other kinds of technology programs offered that continued to be very popular were *Tech Troubleshooting with Teens*, *Tech 4 U*, and *Book a Librarian*. All of these programs allowed patrons to have one on one help with technology questions & concerns. A total of 44 technology programs were offered to 393 people.

**Children's:** The Children's staff presented 736 educational & entertainment programs to 25,184 children & their caregivers. The Children's Summer Reading Program "Every Hero Has a Story" kicked-off a summer of reading & activities related to everyday heroes as well as super heroes. Over 1,095 children participated by reading, earning prizes & being entertained by such activities as trying on fire equipment, hearing about police work & touring an ambulance. Numerous local heroes had their pictures on READ posters located in the library & at their workplace & children had to find the posters & name the local hero.

*The Annual John & Adella Sliva Memorial Young People's Literary Series* event welcomed bestselling illustrator/author, Ben Hatke. He entertained 3<sup>rd</sup> & 4<sup>th</sup> graders speaking about his series *Zita, the Spacegirl* & used a PowerPoint presentation to show audiences his upcoming book. He then visited the 5<sup>th</sup> & 6<sup>th</sup> graders at Martin Kellogg Middle School & ended his day at the library signing copies of his book. The library hosted a *Fantastical Hatke Party* with a presentation of *Dragons & Dreams* by the *Sciencetellers* & additional activities based on his books.

Other highlighted programs included a "Be a Smart Cookie – READ!" winter reading program, *Take Your Child to the Library Day*, *Star Wars* party, *Junior LEGO Makerspace* WWE Wrestler Bob Backlund & a new program *Babies Love Art* which encourages infants to explore texture, color, shapes & creativity. Staff continued to be very active in the community & schools. Their dedication to promoting literacy & supporting children's education is to be commended. Of the 736 programs offered this past year, 232 of them were outreach programs.

**Teens:** The library staff offered 55 programs to an audience of 2,203 teens. The Teen Summer Reading Program "Unmask @ the Library" had 153 teens reading & participating in the super hero themed programs including *Batman Day*, *Cupcake War*, *Book & Speed Dating*. The *Life Hack* Series that began in the spring continued throughout the summer offering programs that taught teens life skills to enable them to unmask their own abilities. These programs included *Outdoor Survivor Skills*, *Cultivating Confidence*, *Financial Literacy & Adventure Bound Challenge*. Many of the popular teen programs promoted hands-on learning & creativity. Library resources related to these topics were promoted during these programs as well. *Craft Blowout Night*, *Crafting DIY Fashion Edition* & *Teen Jewelry Workshop* were some of the programs offered. The teen librarians had a very popular *Teen Nerd Day* that celebrated that "Smart is Cool". The concept as stated by Hank & John Green is that "Nerdfighters are people who, instead of being made up of cells & organs, are made up of pure awesome. Teens were asked to be ready to geek out & have fun! Reading was emphasized at the middle schools & high school with a diverse collection & reading suggestions to support the school curriculum & leisure reading.

# Lucy Robbins Welles Library

## Highlights Continued

**Adults:** Staff planned & implemented 155 programs to 5,892 adults. A wide variety of programs were offered thanks to the hard work of the programming committee. The series programs continued to be very popular. *Movies & More @ the Library*, an afternoon movie program offered films such as *The Martian, Unbroken & Woman in Gold. Brown Bag it with a Documentary*, featured a diverse selection of documentaries to educate & entertain. For several of the books chosen this year, the film based on the book was shown as well so it could be part of the discussion. The *Made in Connecticut* series that featured companies that made products in CT was successful. Jane Austen fans were invited to the Jane Austen series Everything Jane Austen. The series included four Jane Austen films. In addition to successful adult summer & winter reading programs, highlights of other programs offered were a Frank Sinatra film series with Gil Gigliotti, *How to Eat & Become Healthy, Black Bears in CT, Career Strategies, An Afternoon with the Gillettes The Boys of Summer-The New Britain Bees, The Roots of Rock & Roll with Brian Gille & The Death of Cancer with author Dr. Vincent DeVita.* Adults also liked to be creative & learned how to repurpose old books into pumpkins, flowers & wreaths, old CDs into wind chimes & color with the new Adult Coloring program. Adults ended the spring into summer playing "Library BINGO". It was a great way to encourage patrons to explore the library & its services.

**Library Board of Trustees:** The Library Board of Trustees had another busy year working to insure the future of the library through its work on the board & its presence in the community, promoting & advocating for the library. This year was especially trying for the board as they worked with the Library Director & staff to try to preserve the budget as much as possible during a very difficult budget season that saw a \$60,000 cut to the library operating budget.

In Aug. 2015, as part of the Library Board's "George C. Hanel Fine Art Series", the Board offered a free concert featuring *Changes in Latitude*, a Jimmy Buffet tribute band to more than 400 people at the Newington High School. The Trustees also presented its 20<sup>th</sup> Annual Newington Library's 5K Challenge Road Race, the Board's annual fundraiser that had 300 runners/walkers & many more spectators. This fundraiser has become a very popular family event with adults & their children running the race together.

The Board of Trustees worked with the Library Renovation/Addition Project Building Committee that was formed in April 2015 to pursue a possible expansion. After Library Director Lisa Masten completed a space needs assessment in the Fall of 2015, regular committee meetings were held to reach the next step of hiring a consultant for a feasibility study to move the process forward.

**Friends of the Library:** The Friends continued to fundraise & advocate for the Newington Library. Another successful membership drive, 2 book sales, 2 min-media sales, a *Wine, Beer & Cheese Social* & bus trips to New York City & to WaterFire, Providence, RI helped the Friends raise money for the library. The Friends finished the year with their annual meeting featuring the musician Sheri Miller who sang Beatles songs to a delighted crowd. Without the Friends, many of the programs, museum passes, DVDs/Blu-Rays & technology the library offers would not be possible.

## 2016-2017 Goals

- Continue to repurpose space when possible to address the space issues in the library.
- Continue to pursue funding opportunities to offer innovative programming and new services to the public.
- Work with staff to offer a collection both in print and digital that meets the needs of the community.

- Continue to build relationships in Town & work to collaborate on programs & services when possible.
- Investigate alternatives to print management software that offers easy to use wireless printing.
- Investigate the possibility of offering a digital conversion lab.
- Continue with staff training and professional development.
- Work with the Library Board of Trustees to pursue expansion of the library in the near future.

Statistical Summary	2015-2016
Items circulated	350,104
Total downloads	39,956
Downloads: eBooks & Book views	28,996
Downloads: audiobooks	2,607
Downloads: magazines	1,813
Downloads: music	1,265
Music & video streaming	5,275
Museum Pass usage	2,374
Online database usage	64,456
Total # cardholders	13,049
Patron count	191,419
New card registration	1,797
Reference questions answered	61,702
Children's programs	736
Children Attendance	25,184
Teen Programs	55
Teen Attendance	2,203
Adult Programs	155
Adult Attendance	5,892
Teen programs	30
Attendance	1,045
Items added	29,859
Items deleted	12,735
Meeting Rooms usage	962
Study Room usage	4,020
Homepage visits	109,756
Library holdings	174,629
Volunteer hours	1,107
Books mended	616
AV repairs	2,371

# Senior and Disabled Center

## **Dianne Stone, Director**

Open to all persons aged 55 and older and younger adults with disabilities; the Center provides information, opportunities and assistance through its program's and services across all dimensions of wellbeing: physical (health physical activity, nutrition), social, financial, cognitive, purpose, spiritual, environmental and emotional. These include information and referral, health prevention and promotion services, fitness and wellness, leisure and recreation, social activities and special events, life long learning, supportive services including case management, transportation and nutrition. It was the first Center in the State of Connecticut to be nationally accredited and is the designated Community Focal Point for aging services.

## **Mission**

*The Mission of the Newington Senior and Disabled Center is to improve the well-being of older adults and adults with disabilities in the Town of Newington.*

## **2015-2016 Highlights**

- Held more than 30 different health promotion & disease prevention programs throughout the year. These include evidence based programs (interventions that have been proven to have a specific impact & that are designed to be delivered in the community): LiveWell (Chronic Disease Self-Management), Diabetes Self-Management & Matter of Balance. The Center was awarded a grant to coordinate the Matter of Balance program for a 5 town region by the Jefferson House Institute. All of these programs were also made available in American Sign Language, a first for the State. The Center also continues to offer the innovative Aging Mastery Program which is being implemented nationwide. Other programs include a comprehensive array of educational workshops & presentations provided by experts in the community. The Center's Wellness Clinic continues to be in high demand as do the Footcare Services, weekly blood pressure screenings provided by the Berlin VNA, dental cleanings coordinated by CCHD through a North Central Area Agency on Aging Older Americans Act grant, low cost massage therapy program and, new this year, reiki.
- The LGBT Moveable Senior Center, a first in the nation approach to reaching members of the LGBT community who are underserved and at risk completed a full year with five participating centers. The program is funded through Connecticut Community Care, Inc. A second year of funding will allow the program to expand to 10 Centers.
- The Center began offering free public wifi which not only meets the demand of participants but accommodated a new 'tech time' program piloted by a student intern & taken over by volunteers & allowed for wireless connection to the Center's door counters. Other facility upgrades included renovations in the east wing bathrooms, and the work of the Giving Garden volunteers who continued to develop the organic garden that benefits the Food Pantry.
- The Center is fortunate to have a dedicated roster of more than 100 volunteers who recorded more than 8,300 hours of service. Even at minimum wage, this represents a value of \$80,000. The Center continues to develop teams of self-directed volunteers to manage programs and areas of operations. The coffee & gift shops have always operated this way & teams have been or are being developed for

the technology center, Giving Garden, woodworking, and trips and travel.

- Received assistance through sponsorship, in kind donation of goods or services or direct assistance from more than 30 different businesses & agencies including several long term care facilities, health care agencies and town businesses.
- Through the Information & Referral Center more than a 1000 residents received assistance with supportive programs including Energy Assistance, Renter's Rebate, Medicare Part D, ConnPace, Meals on Wheels, Tax preparation, Medicare Savings Program (MSP) & case management.
- Held several annual events including the Annual Expo, a Senior Prom presented by students from the Hartford Magnet Trinity College Academy, a holiday party featuring the High School's Madrigal Singers and catered by the Transition Academy, the annual Police Safety Picnic, a general membership meeting and the Volunteer Recognition dinner.
- Dial-A-Ride provided 15086 trips covering 43965 miles and was used by 229 people. The Out of Town Medical Transportation program, provided through a collaborative partnership with Wethersfield and Rocky Hill and funded by the DOT Matching Grant for Demand Responsive Transportation, continues to be fully utilized.
- Center Director Dianne Stone has been actively involved in representing municipal aging services including service on the State Commission on Aging, and leadership positions with the Executive Committee of the Connecticut Elder Action Network and in the National Council on Aging/National Institute of Senior Centers (NISC). Additionally, Ms. Stone was asked to co-chair a committee of the Elder Justice Coalition with a focus on senior center safety.
- Each month there are 200+ participation opportunities at the Center with some daily, weekly, once a month & one time only. The total recorded attendance for the year was more than 39,306 by more than 1,018 different people. The highest recorded activity is fitness with nutrition & leisure close behind. New programs this year included chair yoga, Italian Cineclub, Reiki, TED Talks, Woodcarving, meditation & gardening workshops. Actual attendance is higher as many participants still do not sign in. The installation of door counters revealed that actual attendance may be as much as 3 times greater.
- The Senior & Disabled Center has an annual membership that peaked at just under 1,800 by the end of the year. Membership is not required for residents to use Dial-A-Ride, social & support services or to attend the congregate meal and more than 700 residents are registered for those services alone.

## **2016-2017 Goals**

- Continue to assess & respond to the changing needs of older adults & people with disabilities in the community.
- Complete a strategic plan & the National Accreditation self-assessment & accreditation process for the 3<sup>rd</sup> time.
- Continue efforts to strengthen community engagement to support aging in place.
- Build on the professional services of the Center.
- Develop programs & services that improve wellbeing with measurable goals & evaluation.

# Parks & Recreation

## **William DeMaio, Superintendent**

The Parks and Recreation Department is comprised of two divisions—Recreation and Parks & Grounds—and provides comprehensive recreation services and facilities for Newington residents.

### **Recreation Division**

The Town of Newington has established a firm commitment to recreational resources & opportunities for its residents. The Town operates outdoor swimming pools in Mill Pond Park and Churchill Park. Indoor swimming is available at Newington High School. Tennis enthusiasts can find courts at Churchill Park and Newington High School, along with four clay & four har-tru tennis courts located at Mill Pond Park. Golfers can enjoy the beauty of the landscape at the Town-owned but privately operated 18-hole Indian Hill Country Club. Several trails and a skate park are also available.

The Parks & Recreation Department offers a wide variety of recreational programs, special events, sports leagues, facility rentals (Churchill Park pavilions and Mortensen Community Center) and leisure opportunities for all ages, including the Teen Center, which is open for youths in grades 7 to 12. Programs include Summer Camps (Preschool age through Grade 7), Counselor-In-Training Program (Grades 9 & 10), Year-round Aquatics (Preschool through Adult), Community Gardens, Adult Sports Leagues (Men's and Women's Softball, Women's Volleyball, Men's Basketball), Youth Basketball (Grades K-12) and a host of other programs and special events, including fitness and cultural programs for youth and adults of all ages. Although operated independently, youth sports organizations including T-Ball, Little League, Softball, Challenger Baseball, Soccer, Swim Club, Lacrosse, Travel Basketball, Midget Football and Cheerleading fall under the umbrella of the Parks & Recreation Department. The Department works closely with various citizen committees, civic groups and the Board of Education. The Department's Creative Playtime Preschool program is fully licensed through the State of Connecticut and open to children ages 3 to 5. The Department also sponsors the annual Extravaganza celebration in July at Mill Pond Park, highlighted by an evening fireworks display.

### **2015-2016 Highlights**

- Approximately 100 programs with approximately 600 classes were offered throughout the year & approximately 9,000 participants registered for these programs.
- 133 residents reserved picnic sites at Churchill Park during the 2015-2016 fiscal year.
- 105 gardeners reserved garden plots in our Community Garden Farm.
- The department has joined the social media world in the form of a very popular and informative Facebook page. Our website also continues to be updated regularly hundreds of rentals for private events and meetings.
- New programs offered included a Swim Instructor Aide program, Water Polo, Florals – Sketch & Paint class, Insanity® Live!, Preschool Play Nights, Little Artists, NHS Field Hockey Big Sister/Little Sister program and Collage Creations.
- New special events included:

- \* A movie premiere of 'The Peanuts Movie' was held in Nov. & the entire theatre was sold out. Newington native Cornelius Uliano, co/writer & co/producer of the film, was in attendance to show his appreciation to the Parks & Recreation Department.
- \* Winter Wonderland offered an afternoon of family fun featuring animatronic animals, a juggler/magician and a clown to add to our existing opportunities for visits with Santa.
- \* Motorcycle Madness was held at Mill Pond Park in May. This event included hundreds of motorcycles, live music, beer garden, awards and prizes, and raised a total of \$4,440 for the 2016 Extravaganza fireworks.
- \* A Police Appreciation Breakfast was held in May & residents were invited to join this free opportunity to enjoy breakfast with members of the Newington Police Dept.
- \* 'I Went to a Garden Party' was held at the Deming-Young farm in June. Refreshments were provided by Rooster Co., & Don Woods of Stonehedge Landscaping & Garden Center spoke about organic gardening.
- \* A 'Pay it Forward' scavenger hunt promotion was offered in Dec. Envelopes were hidden in parks around town & a photo clue was made available to participants as a hint of where the envelope could be found. Each envelope contained two gift certificates – one for the winner, and one for the winner to give away to a friend. This was featured on several local TV news stations.
- Additional free opportunities for recreation & leisure were offered, including Fun Runs, Concerts at Mill Pond Park, Pictures with Santa/Sleigh Rides, free family fishing classes, free demonstration classes, as well as free special events such as Touch-A-Truck, Family Fishing Derby, National Trails Day Bird Walk at Cedar Mountain, Night of Lights & more.
- The annual Mill Pond Park Extravaganza included a family pool party & float night, carnival, Family Tie Dye & Frozen Yogurt Party, a new Local Craft Beer Tasting & a concert in the park, in addition to the traditional crafts, entertainment and fireworks.
- Creative Playtime Preschool Program has remained a popular choice for parents of 3-5 year old children.

### **Motorcycle Madness**



# Parks & Recreation

## **Parks & Grounds Division**

- *Michael Hadvab, Supervisor*

The Parks & Grounds Division is responsible for the year round maintenance of 833 acres of parks & public green spaces including 2 community parks, 10 neighborhood parks & three historic properties; Kellogg-Eddy House, Kelsey House & Young Farm. It also maintains the Town greens, three cemeteries, the Municipal Parking Lot, the Town Center, the grounds of all Newington public buildings, the 110 community garden plots, the picnic & recreation facilities at Churchill Park, skate park at Clem Lemire Recreation Complex, 2 outdoor swimming pools Churchill Park & Mill Pond Park, playgrounds, several miles of hiking/biking trails, numerous public rights-of-way, 64 cul-de-sacs, roadside mowing, numerous flower beds, 17 decorative planters on Main St. & the placing of flags & decorations & lighting for the holidays, 5 Fire Stations, Senior Center, Town Hall, Library, Ambulance Building and 7 schools. Maintenance activities include mowing, pruning, trash removal & athletic field preparation for scholastic & recreational use, snow removal for schools & public building parking areas, sidewalks & school walk routes through Town spaces. Parks & Grounds is responsible for the maintenance of trees on all streets, parks, cemeteries, schools, right-of-ways & all Town owned property. The trees are valued over 20 million dollars.

### **2015-2016 Highlights**

- The Parks & Grounds Division provides extensive support for Town wide events such as the: Water Fall Festival, Life Be In It Extravaganza, Night of Lights, High School football games, Little League District Tournaments, Community Garden Party, Mill Pond Concerts & Touch-A-Truck.

- The Nutmeg Games used the Newington High School baseball field and the synthetic turf at Clem Lemire.
- Division personnel installed drainage at the perimeter of the Mill Pond Park playscapes. Also, drainage tile & a new rubber surface were installed at the Mill Pond Park playscapes.
- All the surfaces were regraded at the 4 Har-Tru and 4 clay tennis courts at Mill Pond Park. Tapes at 4 of the courts were replaced.
- Crew members repaired numerous pipes, valves and sprinkler heads on the ageing irrigation systems for the various athletic fields.
- Crew members refinished the basketball court in the Mortenson Community Center.
- Four Parks and Grounds staff members reported to the Highway Department for 6 weeks to perform leaf removal on Town streets.
- The West Meadow Cemetery chapel was opened and set-up for the Wreaths Across America Ceremony in December. The ceremony is conducted by local veterans in conjunction with the nationwide Wreaths Across America effort.
- The landscaping at West Meadow Cemetery Chapel & office was completed.
- Staff members performed many repairs to Churchill & Mill Pond swimming pools.
- There were 127 interments in Town Cemeteries this year.
- All soccer fields were groomed & lined for the wrap up Youth Soccer Tournament.

## **Parks in Newington**

	Baseball	Softball	Play-ground	Multise Fields*	Tennis	Pool	Volleyball	Bocce	Basket-ball	Trails	Skating Ice	Picnic Shelter	Water Features	Skate Park
Badger Field - <i>Walsh Ave.</i>														
Beacon Park - <i>Beacon St.</i>														
Beechwood Park - <i>Woodbridge Rd.</i>														
Candlewick Park - <i>Lamp Lighter La.</i>														
Churchill Park - <i>Main St.</i>														
Clem Lemire - <i>New Britain Ave.</i>														
Eagle Lantern Park - <i>Eagle Dr.</i>														
Little Brook Park - <i>Little Brook Dr.</i>														
Mill Brook Farms Park - <i>Main St.</i>														
Mill Pond Park - <i>Garfield St.</i>														
Seymour Park - <i>Seventh St.</i>														
Starr Park - <i>Brook St.</i>														
Mary Wells Park - <i>Cedar St.</i>														

Denotes facilities available in that park.

# Newington Planning & Development

# Building Department

## Douglas Jourdan, Building Official

The Building Department has a number of responsibilities to insure the health, safety & welfare of the residents of Newington. The Department does this by enforcing state building codes & inspections of all commercial/industrial buildings, rental properties & all places of assembly & individual residences. Building codes are laws or ordinances adopted at the local or state level that set minimum safety standards for the construction of residential and commercial buildings. The building codes regulate structural & fire safety, electrical, plumbing & mechanical systems, zoning & energy conservation. The Building Department works very closely with homeowners & contractors in processing & issuance of permits. The Department also works with the Fire Marshal, Town Engineer, Health Director, Police, Social Services & The Health Department.

### 2015-2016 Highlights

- A total of 35 Certificates of Occupancy were issued from July 2015—June 2016. 7 Certificates of Occupancy were Commercial & 28 were for Single Family Residences.
- Commercial Certificates of Occupancy included:
  - ◆ Firestone located at 2897 Berlin Turnpike
  - ◆ Verizon – 3140 Berlin Turnpike
  - ◆ Subway – located at 63 East Cedar Street
  - ◆ Jump on In located at 405 Alumni Road
  - ◆ A partial C of O for the Three Angels SDA Church (upper level only) – 580 Church St.
  - ◆ Enterprise Rent-a-Car – 2431 Berlin Turnpike

**Income Received From Permit Fees:     \$348,194.00**

**Total Income:                                 \$388,677.25**

Other Income Received	Amount
Town Plan and Zoning Applications Fees	\$11,241.00
Environmental Fees	3,595.00
Conservation Commission Applications Fees	10,800.00
Zoning Board of Appeals	770.00
Copies, Books and Maps	1,003.50
Work in Right of Way	11,925.00
Engr. Copies	1,148.75
<b>Total</b>	<b>\$40,483.25</b>

## Permits Issued 2015-2016

Type of Permit	#	Value of Permits
Additions and Alterations	330	9,309,549.00
Decks	44	222,345.00
Demolition	7	63,300.00
Electrical	608	3,613,588.00
Fence	0	0.00
FSS	0	0.00
Footing/Foundation	1	0.00
Fuel Tank	22	46,150.00
Garages/Sheds	16	147,434.00
Mechanical	355	2,982,396.00
New Comm.	1	520,000.00
New Municipal	1	23,046.00
New Residential	26	5,370,428.00
Plumbing	266	1,199,656.00
Pools	25	204,644.00
Roofing/Siding	288	4,199,717.00
Sign	85	191,091.00
Tent	16	189,042.00
Solar	163	1,915,896.00
Other	1	4,400.00
<b>Total</b>	<b>2255</b>	<b>\$30,202,682.00</b>

### 2016-2017 Goals

- Maintaining State Mandated Continuing Education for all staff.
- Firm and consistent enforcement of all State codes to protect the health, safety and welfare of all Newington residents.

**Number of Inspections:**

**2290**

# Town Planner

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## **Craig Minor, AICP Town Planner**

The Planning and Development Department provides professional and administrative support to the Town Plan and Zoning Commission, the Open Space Committee, the Zoning Board of Appeals, the Affordable Housing Monitoring Agency, the Economic Development Commission, and other boards and committees as directed. The Department assists the Town Council and the Town Manager by meeting with land developers and state officials, providing a long-range perspective on development opportunities, and carrying out special projects as assigned by the Town Manager.

The Department is responsible for providing a wide range of planning and zoning services to the general public, town officials, and the business community. The Department offers hands-on assistance to individuals and businesses that seek various types of zoning approval, as well as vigorous enforcement of the zoning regulations and the Town of Newington's blight ordinance.

The Department also prepares state and federal grant applications.

### **Mission**

*The mission of the Planning and Development Department is to help the Town of Newington maintain a high quality of life by promoting sustainable land use and economic growth that conserve the community's natural resources, and to help citizens and businesses achieve their own development goals.*

### **2015-2016 Highlights**

**Town Plan and Zoning Commission:** During this fiscal year the TPZ received approximately 53 petitions for special exceptions, site plan approvals, zoning amendments & various activities, including the following:

- **Special Permits:** 3 free-standing signs; 7 miscellaneous (special events; nursing home expansion; in-home daycare; autism support; dance studio); 1 home business; 3 restaurant expansions; 1 liquor permit.
- **Site Plan Approval/Modification:** 2 new construction (6,150 s.f.); 1 conversion to different use (10,000 s.f.); 5 building expansions (35,999 s.f.); 2 parking lot redevelopment.
- **Other TPZ Approvals:** 4 tent sale permits, 1 subdivision, 1 Sec. 8-24 recommendation.
- **Zoning Amendments:** 4 text amendments (definition of "commercial vehicle", high density residential moratorium; modification to Low Impact Development regulations; create TOD overlay district). 1 map amendment (CD to B).

During this fiscal year the Zoning Enforcement Officer; investigated & acted upon 135 zoning complaints, issued 340 zoning approvals; issued 14 certificates of zoning compliance; investigated 86 complaints of blight.

### **Zoning Board of Appeals:**

- During this fiscal year the ZBA received approximately 10 petitions for variances, and approved 10. The Department collected \$750 in ZBA application fees this fiscal year.

### **Economic Development Commission:**

The Economic Development Commission met 8 times during the fiscal year & accomplished the following:

- ♦ The second annual "Meet the Town Officials Business Network" event was hosted by the EDC on 12/03/15. The "Business of the Year" award was presented to Data Mail.
- ♦ The following Mission Statement was adopted:

*The mission of the Newington Economic Development Commission is to encourage business and community initiatives that foster economic growth, increase employment opportunities, improve prosperity and expand the Town's tax base in order to preserve Newington's unique character and create a better quality of life for all Newington citizens.*

- ♦ A list of Goals and Strategies in support of the Mission Statement was adopted.
- ♦ Three working groups were established: Social Media, Literature & Brochures and Business Events & Awards.
- ♦ EDC members discussed various business and planning issues and developments and provided input to the Economic Development Director.

**Affordable Housing Monitoring Agency:** The Agency met twice during this fiscal year, and approved the resale of 2 houses in Hopkins Village.

### **Administrative:**

- **Permit and Application Fee Revenue:** During this fiscal year the Department collected \$5,449 in TPZ permit and application fees.
- **Grants Administration:** During this fiscal year the Department prepared the following grant applications:
- During this fiscal year the Town Planner administered the following grants:
  - ♦ Town Center Streetscape Phase VI (\$500,000)
  - ♦ Cedar Village Public Housing Modernization (\$800,000).
  - ♦ Electrical Vehicle Charging Station (\$10,000).
  - ♦ Residential Rehab Program (revolving loan fund).

# Engineering Department

## **Chris Greenlaw, Town Engineer**

The Engineering Department oversees the construction & maintenance of all activities occurring within the Town's right-of-ways. This includes work performed by developers, contractors and/or utility companies. In addition, the dept. serves as Wetlands Agent to the Conservation Commission & monitors all activities that may impact wetlands and/or watercourses. Engineering provides survey design, plans & estimates for the reconstruction efforts associated with the Town's infrastructure & related projects. Design & estimates are prepared for both the D.P.W. and B.O.E. as it relates to construction design (roadway, parking lots, drainage, etc.) The Engineering Dept. implements both the repair & replacement of sidewalks & stone walls throughout town. Engineering reviews site plans & verifies that the designs satisfy the various town regulations as they relate to roadway geometry, grading, drainage including the new storm water Low Impact Design (L.I.D.) methods & techniques. The Engineering Dept. has continued to research, catalogue & develop L.I.D. design guidelines to further assist engineers in development of site plans. The Town Engineer administers large projects (MDC-Clean Water Project) requiring coordination of meetings with appropriate Town staff, state agencies & stakeholders from concept design through to project completion. Project administration includes the review of plans, evaluation of traffic, wetland impacts & coordination of other agencies & Town of Newington projects. This effort may involve monitoring of site operations, coordination with public events, programs & general public outreach efforts. The Engineering Dept. calculates bond estimates for subdivisions, single sites & large private developments (e.g. Newington Ridge Preserve) requiring administration & inspections necessary to determine bond releases. The Town Engineer also serves as the Agent to the Conservation Commission.

### **2015-2016 Highlights**

- During the 15-16 Fiscal Year, the department granted permits for & monitored the installation of 159 private driveways, 59 gas line laterals, 2 gas mains, 3 water lateral, 1 CNG pavement restoration, 4 MDC patches, 1 MDC trench, 2 drainage items, 1 electrical conduit, 4 cable service, 1 utility trench repair.
- As the Wetland Agent for the Conservation Commission, staff administered nineteen (29) applications for residential, retail & commercial sites. This administration process involves meeting with each applicant (and/or design consultant) to assist with the preparation & development of the proposed plans, documents, reports, etc. for Commission review. The Town Engineer (Acting as the Wetland Agent) was authorized to administer 16 applications (a.k.a. Agent Approvals). Applications processed by the Agent involve the Chairman's review (with staff), a standard application fee, standard field & office analysis & an Agent report to the commission via the monthly meeting. The commission met for a total of (11) meetings in order to hear, process & render judgement of the applications. Administrative oversight involves documenting that the necessary stormwater & conservation easements are filed in the land records after the maylars are received & signed by the Chairman. The Engineering Dept. continues to provide significant administrative assistance to facilitate the monthly applications and/or Agenda items. Administrative support involves scheduling special meetings, public hearings & notifications coupled with the coordination of technical experts & the continuous effort to review and compile the multitude of plan revisions, details, reports, data & correspondence.
- Wetlands Projects-In-House: Engineering staff administered (4) Inland Wetland Permits to facilitate Public Works, Parks & B.O.E. projects. Engineering coordinated the hiring of environmental consultants, provided survey, estimates, design of plans & construction stakeout necessary to complete the following projects in wetlands: National Welding Site (Wetland Map Amendment), Milk Lane (Highway Garage) resurfacing project for access road & parking area north of facility & the B.O.E.-Chaffee School, new parking area, playground area (surface/equipment) & access path .

- Engineering provides support to Public Works for inquiries as they pertain to drainage (easements), street line, record (plot) plans, etc. Additionally, some inquiries have resulted in field reconnaissance and survey as needed. The Engineering Department has continued to provide survey, estimates and hydraulic design analysis for locations demonstrating repeated flooding, damage and/or creating a hazard to the public. Areas targeted for design analysis and construction were: Fenn Road (BOE – exit drive & walk design), Veterans Drive (High School drainage installation), Newington Volunteer Ambulance – installation of concrete walks and resurfacing of bituminous parking lot, Martin Kellogg drainage improvements (associated with paving projects), Milk Lane – survey and design for the reconstruction of the access road, parking lot (northern) and drainage. Golf Street – survey, estimate and administration of the wall restoration. Longview Drive – engineering support for the installation of drainage (C.B.).
- The Engineering Department continued to administer the sidewalk maintenance & repair contract. Approximately \$53,000 was allocated to this project (contract). The contract entails methods to repair and/or replace damaged sidewalk within the Town R.O.W. A portion of the contract incorporates a provision to raise sidewalk slabs or “mud jacking” at locations where adjoining slabs cause tripping hazards. The department administered the installation of 4671 S.F. of concrete sidewalk, 982 S.F. of 8” concrete sidewalk, 284 S.F. handicap ramp & 0 S.F. of Mudjacking.
- Engineering has begun to catalogue the aged stone walls in an effort to identify the walls failing at the end of their respective life span. Many of the walls are 40 years old and comprised of just mortar and stone. The original intent of the walls were to facilitate the installation of walks throughout the Town of Newington. Currently, a pilot repair program utilized approximately \$10,000 for various spot repairs and restorations.
- Engineering staff developed the plans, estimates & provided survey for the reconstruction of Oregon & Olympia Ave. Construction items included adding roadway edge drainage & replacement of the concrete catch basin frame & grates. The roadway base, cross slope, grade, etc. were improved while providing a new bituminous surface & continuous width throughout the project limits.

### **Streetscape Grant:**

- The Town was a successful candidate with the Constance Leigh Streetscape application therefore resulting in the award of monies to facilitate the design & implementation of the next streetscape. The Town Planner & Engineer are administering this project & report that the selection committee has determined BSC Group to be the consultant engineer. Preliminary design analysis & plan development have been accomplished with the guidance of the project committee. The project enters final design scheduled for FY 2016-2017, bid in 2017.
- Engineering Projects-Projects exclusively researched, surveyed, estimated, designed including construction survey stakeout-project support for DPW forces to construct: The following is a list of the above described projects completed in FY 2015-2016:  
**Longview Drive**-Storm Drainage, catch basin.  
**Superior Ave.**-B.O.E.-Design of new parking & playground areas, construction 85% this effort also included the administration of the necessary Inland Wetland Permit.  
**Fenn Road**-BOE-Design, estimate of sidewalk & pavement proposal including the administration of the necessary Inland wetland permits.  
**Oregon & Olympia Ave.**-Engineering provided survey & estimates necessary to facilitate the restoration of the roadways including but not limited to: edge drainage & replacement of the concrete catch basin frame & grates. The roadway base, cross slope, grade, etc. were improved while providing a new bituminous surface & continuous width throughout the project limits. The project is complete.  
**Newington Volunteer Ambulance**-Engineering provided the design, estimate & construction layout for the installation of concrete sidewalks & for the reconstruction efforts associated with replacing the bituminous parking lot.

# Highway Department

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## ***Tom Molloy, Superintendent***

The Highway Department and its various divisions are responsible for leaf collection, snow plowing and snow removal, street sweeping, catch basin cleaning and repair, waterway maintenance, landfill operations, refuse collection and disposal, recycling, traffic signals, signage and road markings, fleet maintenance and procurement, road construction and maintenance, alterations and repairs of all Town roads and Rights of Way.

### **2015-2016 Highlights**

- Continued with project coordination of the long term Landfill conversion to Transfer Station.
- Continued with the annual Target Solution on line employee safety training program along with annual hearing tests for all personnel.
- Hosted the annual MDC sponsored hazardous waste collection program on May 7, 2016 & hosted the annual paper shredding event on June 4, 2016.
- Nine (9) roads totaling approximately 2.9 miles were milled and resurfaced along with drainage improvements on various roads. Roads included in the mill and overlay program include Chestnut Road, Costello Road, Costello Place, Griswoldville Avenue (partial), Kitts Lane (partial), Michael Lane, Pickens Drive, Richard Street & Woodland Street.
- Crack sealed approximately 15 miles of roadway.
- Completed the reconstruction of the Newington Volunteer Ambulance Facility Parking Lot.
- Completed the reconstruction of the east side of Martin Kellogg Middle School Parking Lot.
- Completed the reconstruction of Olympia Avenue & Oregon Avenue.
- Completed large drainage improvement project on Edward Street.
- Completed the removal of deteriorating stone wall and landscaping improvements at Indian Hill Country Club.
- Blight remediation assistance was completed at various residential and commercial locations.
- Highway Department personnel collected nearly 15,000 cubic yards of leaves from November through December. Four crews consisting of 24 people, including Parks and Grounds personnel were devoted to the program.
- Highway crews responded to 13 snow/ice events totaling 33" of snow and ice.
- Waterway maintenance continued with crews clearing brush and debris including beaver colonies (licensed trappers) in an effort to keep the town waterways flowing properly. Catch basins were cleaned and repaired throughout Town to ensure adequate storm water flow. Annual maintenance also addresses brush and tree trimming as well as waterway dredging.
- Completed the annual vegetation trimming along the banks of Piper Brook.
- Vegetation grinding was performed twice during the year by a private contractor with assistance from Highway personnel & equipment. The Landfill provides a disposal site for Town residents who wish to dispose of grass clippings, leaves & vegetative waste. It is also a recycling center for items such as metal appliances, scrap metal, propane tanks, used motor oil, automotive batteries, single stream recycling, covered electronic devices & textiles.
- Town-wide street sweeping was completed during the month of April.
- Town-wide Christmas tree collection was completed late December / early January.
- Private contractors collected refuse at 9,273 residential homes and 2,240 condominiums and elderly housing complexes each week totaling approximately 8,290 tons of residential municipal solid waste brought to Covanta Energy of Wallingford for fiscal year 2015/2016. In addition 9,360 household bulky waste items, 1,308 condominium bulky waste items and 393 combined metal items were collected curbside throughout the year. 439 television sets over 19" were collected and recycled. 1199 mattresses and 639 box springs were collected curbside throughout the year.
- Private contractors collected recyclables at 11,518 residential homes, condominiums and elderly housing complexes. Recyclables are brought to the Automated Material Handling facility in Berlin for processing. Over 2,845 tons of recyclables were collected curbside for fiscal year 2015/2016. The Town is currently contracted to receive \$5.00 per ton of recycling.
- The Traffic Division continued with the blanket replacement of worn out regulatory signs Town-wide, continued with roadway line painting Town-wide along with assisting Highway and other departments as needed.
- The Central Repair Garage is responsible for vehicle and equipment procurement, outfitting and disposal, preventative maintenance and emergency repairs for Police, Fire, Highway, Parks and Grounds, Volunteer Ambulance, Dial-a Ride, and General Government. The Central Repair Garage is also responsible for the Town's fueling facilities. Town Departments rely on repair garage personnel for emergency equipment installation, fabrication, diagnosis and repair of Town owned vehicles and equipment.
- Mechanics completed the outfitting of five (5) new Police vehicles, two (2) Highway vehicles, one (1) Parks and Grounds vehicle and one (1) Fire Administration vehicle.

# Newington Public Works

# Information

## REGULATIONS GOVERNING THE SEPARATION, PLACEMENT, COLLECTION AND DISPOSAL OF REFUSE, RECYCLABLES, AND YARD VEGETATION WASTE WITHIN THE TOWN OF NEWINGTON

- **Household Rubbish:** All household refuse is to be placed in the green container provided by the Town for curbside automated collection.
- **Household Recycling:** All household recyclables are now collected Automated Single Stream in the Town provided blue container.
- **Oversized (non metal) Items:** Items noted below may be placed at the curb for weekly pick up in accordance with the requirements indicated.
- **Residents must call the Town's Highway/Sanitation Department at (860) 667-5874 by Tuesday at 3:30 p.m. of each week to schedule an oversized pick up for a Thursday collection.**
  - ◇ **Branches:** Branches placed at the curbside must be tied into bundles (individual branches cannot exceed four (4) inches in diameter or be more than four (4) feet in length) and should be light enough for one man to lift. Households are limited to five (5) bundles each week.
  - ◇ **Wooden and Upholstered Furniture, Carpeting, and other Large Household Items:** These items (mattresses, box springs, wood doors, chairs, couches, etc.) may be placed at the curbside and are limited to two (2) items each week. Items must be able to be loaded into the refuse truck by two men. Carpeting must be rolled up, less than four (4) feet in length, tied, and light enough for one man to lift. There is a limit of five (5) rolls of carpeting per week.
  - ◇ **Building Materials:** Material such as sheetrock, roofing shingles, insulation and other building materials may be disposed of at CWPM located at 475 Christian Lane, Berlin (860) 828-1162. Material disposal fees are on a per ton basis.

**NOTE: The disposal of any remodeling or building materials generated by a contractor's work is the responsibility of the contractor and will not be included in the oversize pick up.**
  - ◇ **Automobile Tires:** Two (2) tires (rims removed) may be left at the curbside each week. Rims may be disposed of at the Town's Landfill/Recycling Center.
  - ◇ **Electronics Recycling:** Beginning January 1, 2011 covered electronic devices will not be allowed in your curbside rubbish container per State law. Items such as desktop and laptop computers, computer monitors, printers, televisions must be recycled. Residents may dispose of these items at the Newington Landfill. For additional information contact the Sanitation Division at (860) 667-5874.
- **Materials Not Acceptable for Placement in the Curbside Containers:** Dangerous or environmentally unsafe materials or substances including, but not limited to, cleaning fluids, oil base paints, caustics, explosives, acids, poisons, drugs, radioactive materials, asbestos, swimming pool chemicals, etc., should be disposed of on Household Hazardous Waste Collection Days (HHWCD). Please call the Newington Sanitation Department (860) 667-5874 for a schedule of these collection days or visit [www.themdc.com](http://www.themdc.com).
- **Scrap Metal:** Large appliances and other metal items are collected by the Town's contractor each week at the curbside. **Residents must pre-pay (\$10 for one item, \$5 for each additional item) at the Highway Department on Milk Lane (off Fenn Road) by Monday at 3:00 p.m. to be scheduled for Tuesday pick up.** Residents also have the option of taking these items to the Town's Landfill/Recycling Center on Main Street at no charge. Residents must show proof of residency at the Town landfill. If you have any questions, please call (860) 667-5874.
- **Leaves/Grass Clippings:** **Leaves** will continue to be collected by the Town at the curbside **each fall**. Residents may also take leaves to the Town's Landfill/Recycling Center but must remove leaves from bags, boxes, etc. prior to disposal at the landfill. **Grass clippings** can be left on the lawn, put into a backyard compost pile, or taken to the Town landfill. **Do not put leaves or grass clippings in either curbside container. Rubbish & recycling carts containing grass or leaves will not be emptied.**
- **Waste Motor Oil/Propane Gas Tanks:** Waste motor oil can be disposed of at the Town Highway Garage (off Fenn Road), Monday – Friday, 8:00 a.m. to 3:00 p.m., or at the Town's Landfill/Recycling Center on the weekends. Oil must be delivered and in sealed containers.
- **Propane gas tanks:** From gas grills can be brought to the Town Landfill/Recycling Center.
- **Motor Vehicle Batteries:** May be brought to the Town Landfill/Recycling Center.

**Any questions about the Town's rubbish/recycling collection programs may be directed to the Sanitation Division of the Newington Highway Department at (860) 667-5874.**

# Newington Public Works Information

## Snow Plowing Guidelines

1. Prior to a winter storm event, Highway crews may apply treated salt to all roadways.
2. Plowing begins when snow accumulation reaches one half inch (1/2") or forecasts indicate that it will. A maximum of 14 plow trucks may be called out to plow pre-determined snow routes.
3. Once snowfall has stopped, plowing and treated salt applications will continue until all Town roads are clear.

*It is the Town's policy, when conditions allow, to plow the full width of the street, curb to curb, during major storms. This ensures that the stormwater basins are obstruction-free, allowing storm water and snow melt to drain, thus preventing flooding and icing conditions.*

## Sidewalks

Residents are required to remove snow from their sidewalks within 12 hours after a snowstorm.

## Mailbox Damage

The Town will repair or replace mailbox/posts only when there is evidence of the plow or truck striking the mailbox/post (max. \$25).

The Town will not accept responsibility for mailboxes/posts which have fallen or are damaged due to the weight or force of the snow thrown by the plow.

## Winter Sand

Winter sand is available in small quantities to residents and is located at the Highway Department on Milk Lane.

## Town Vegetation Landfill/Recycling Center

A permit is required to dispose of vegetation. Permits may be obtained at the Highway Department, 281 Milk Lane (off of Fenn Road) or at the Town Clerk's office, Town Hall. No permit required for recyclables. Must show proof of residency.

Location: 2045 Main Street, south of Churchill Park  
Hours: 9:00 a.m.—5:00 p.m.  
April - December, **Saturday & Sunday**  
January - March, **Saturday Only**

## Winter Parking Bans

Parking on streets is not allowed for more than 30 minutes between the hours of 2:00 a.m. and 6:00 a.m. on any day November through March.

Parking on any street during any snowfall or for a period of eight hours after the end of a snowfall, or which impedes or interferes with snow plowing operations, is not allowed.

## Driveways

While the Highway Department tries to minimize the amount of snow plowed into driveways, some accumulation is unavoidable.

- Plow blades cannot be lifted as they pass by a driveway as a mound of snow would be left in the roadway.
- Snow will be plowed into driveways during curb-to-curb plowing.
- Residents may wish to clear driveways several times during a storm or wait until the storm and plowing operations have ended.
- Shoveling, plowing, or blowing snow into the street is a violation of town ordinances and violators will be subject to fines (Article IV § 367-23).
- Clearing driveway openings is the responsibility of the property owner.

## Leaf Collection Guidelines

Leaves should be raked to the edge of the property (not into the street). Plastic bags should not be used as they cannot be recycled. Do not mix leaves with household trash, branches, sticks, or other debris. Leaves may be taken to the Town landfill on Saturdays and Sundays, 9:00 a.m. to 5:00 p.m. A permit is not required to dump leaves at the landfill.

## Refuse Collection

Curbside collection of rubbish and recyclables will be delayed one day on these holidays (unless the holiday falls on a weekend):

Collections are made on the normal day for all other holidays. **WHEN IN DOUBT PUT IT OUT**

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

# Police Department

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## **Stephen Clark, Chief of Police**

### ***“To Protect and Serve.”***

The Newington Police Department consists of 51 full time police officers, 1 recruit training position, 13.5 civilian employees and 2 part time Animal Control officers. The department's commitment to the community is to preserve peace and public order, provide community assistance, prevent and deter crimes, apprehend offenders, and protect persons and property in accordance with the laws of the State of Connecticut and the ordinances of the Town of Newington.

### **2015-2016 Highlights**

- **Department Staffing:** During the 2015-2016 fiscal year, the Police Department saw a number of personnel changes. On July 6, 2016, after an extensive search for a new chief, Stephen Clark was sworn in as the department's seventh Chief of Police. Tyler Grant, Michael Fallon, and Brandon Caires were sworn in as police officers bringing department staffing to 50 officers out of an authorized strength of 51. Norma Navarro was hired as a Public Safety Dispatcher, Taylor Verbridge as a part time Animal Control Officer, and Lindsay Schumann as the Administrative Secretary for the Chief of Police. The department also saw the retirement of two long time dedicated employees. Ilona Oslund retired as the Administrative Secretary for the Chief of Police and Kimberly King as Senior Public Safety Dispatcher.
- **Department Activity:** During the 2015–2016 fiscal year, the Newington Police Department responded to 37,993 calls for service. The department made 1,032 criminal arrests and investigated 1,036 “Part I” crimes, such as robbery, burglary, sexual assault, aggravated assault, arson, and larceny. The department investigated 1,453 traffic accidents, made 5,355 traffic stops, and arrested 125 motorists for driving while under the influence of alcohol/drugs.
- **Major Cases:** On April 22, 2016, during the early morning hours, Officer Brendon LaChance and Officer Mark Benham responded to a report of a hold up alarm at the Seven-Eleven convenience store located at 337 Willard Avenue. Officer LaChance was first to arrive & observed the store clerk bleeding from a serious laceration to his head. Officer LaChance entered the store & was confronted by two suspects who were armed with a shotgun & a handgun. Officer Benham then arrived & entered the store to assist Officer LaChance. One of the suspects grabbed the store clerk from around the neck & used him as a “human shield” in an effort to keep the officers at bay. The officers stood their ground with their weapons drawn in an effort to rescue the store clerk and a customer who had been in the store during the robbery. The officers ordered the suspects to release the hostages & drop their weapons. The suspects refused. Rather than continue to risk the safety of the hostages, officers exited the store & took up positions to prevent the suspects

escape. The suspects eventually surrendered without any further harm to the store clerk and the customer. The officers' quick response & brave actions lead to the successful resolution of incident.

In December of 2015, Newington detectives arrested two Hartford men after an investigation of an armed robbery of the Seven-Eleven convenience store, located at 461 New Britain Avenue. The men were charged with larceny, robbery, criminal possession of a firearm, and criminal use of a firearm.

After an extensive robbery investigation, detectives arrested two Hartford men who were responsible for two armed robberies of a Subway Restaurant, located at 975 Main Street, on November 18, 2015, and the Quick Stop convenience store, located at 1125 Willard Avenue, on December 7, 2015. The men were charged with larceny, robbery, assault & weapon related charges.

- **Community Outreach:** The Newington Police Department is committed to developing programs that foster & improve police-community relations. The department continued to provide local residents & business owners with the Citizens Police Academy. The program is offered twice a year & continues to be successful. The department also provided local youth with an opportunity to participate in a Police Youth Academy. During a full week in June, eighteen local youth worked side by side with Newington police officers with the hope of encouraging them to consider a career in law enforcement or public service. The program was very successful & will be offered again next summer. In an effort to improve communication between the Police Department & local residents, the department established a Police-Community Council. The Police Community Council provides an opportunity for community members & the Newington Police Department to meet together in a collaborative process toward implementation of Community Policing. The Council's main goal is to reduce crime & enhance the quality of life for all residents.
- **Police Department Training:** The Police Department recorded over 5,500 hours in officer training during the 2015-2016 fiscal period. Some of that training focused on de-escalation techniques as a way of reducing conflict with adversarial persons & the need for officers to use physical force. The department also created a Crisis Intervention Team, which works collaboratively with Newington Human Services & other mental health service providers. The officers assigned to the unit received specialized training in crisis intervention and will respond to calls dealing with persons in crisis. During the Spring of 2016, the department trained & equipped officers with Naloxone nasal spray for the emergency treatment of persons known or suspected to be suffering from an opioid overdose. Since equipping officers with Naloxone, officers have successfully administered the drug on a number of patients who have overdosed on opiates.

# Newington Public Safety

# Fire Marshal

## **Chris Schroeder, Fire Marshal**

The local Fire Marshal is responsible for the enforcement of the Connecticut Fire Safety Code and is required to:

- Annually inspect annually all buildings and facilities, with the exception of residential buildings, designed to be occupied by one or two families.
- Inspect the installation of flammable and combustible fuel storage tanks.
- Review all plans for new construction and conduct on site inspections to ensure code compliance.
- Establish fire lanes to ensure accessibility of fire apparatus.
- Determine the need and locations of new fire hydrants.
- Investigate all fires or explosions.
- Investigate all fire alarm dispatches to determine proper operation and compliance with the local fire ordinance.
- Issue blasting permits & be on site to ensure safety & compliance with state & federal standards.
- Respond to and investigate reported accidental or intentional release of hazardous materials.

### **2015-2016 Highlights**

- Significant fire incidents for the 2015/2016 fiscal year included:
  - ◊ December 9, 2015—An accidental fire in the garage of a single family home on Raymond St. caused extensive damage to the residence. No injuries were reported.
  - ◊ January 25, 2016—An accidental fire in the garage of a single family home on Pheasant Run caused extensive damage to the residence. No injuries were reported.
  - ◊ February 2, 2016—An exterior fire in the driveway of a single family home on Amidon Avenue extended into the residence, resulting in extensive damage. No injuries were reported.
- Provided oversight for standard blasting activity at Balf/Tilcon on Hartford Avenue.
- Personnel continued to make fire prevention and life safety a priority throughout the year by assisting the NVFD Fire Prevention Bureau in delivering fire prevention programs and activities for local schools, businesses, and healthcare facilities.
- Conducted special event inspections for private & public events in town, including the Waterfall Festival, the Extravaganza and the Classic Car Show.
- The Fire Marshal's Office played a lead role in the passing of a bill to establish a Legislative Hoarding Task Force. This office also participated in monthly meetings of Newington's Safe Homes Task Force.
- Fire Marshal & Deputy Fire Marshals participated in numerous continuing education courses & seminars throughout the year, in accordance with state mandates.

### **Fire Marshal Statistical Summary**

Inspections & Inspection Follow Ups	758
Plan Reviews	81
Job Site Inspections	72
Fire Investigations	22
Fire Alarm Trouble	32
Tank Removals	0
Complaints	40
Hazmat Incidents	2
Blast Monitoring	31

### **Newington Office of Emergency Management Community Emergency Response Team (CERT) Chris Schroeder, Emergency Management Director**

The Newington Community Emergency Response Team (CERT) Program is part of the Connecticut Department of Emergency Management and Homeland Security (DEMHS), Citizens Corps Council, and the National Citizen Corps effort to incorporate and utilize volunteers in the community. The Citizen Corps is endorsed by the President of the United States and the Federal Department of Homeland Security. CERT members are trained in basic response techniques in order to assist local citizens and first responders in disaster or emergency situations.

**CERT Mission Statement:** To provide Newington residents & first responders with a quality resource that is dedicated, trained & equipped to carry out special missions such as but not limited to: emergency shelter operations, amateur radio (ham radio) communication, & any other function ordered by the Town Mgr., Emergency Management Dir., Fire Chief, Police Chief, and/or their designees.

### **2015-2016 Highlights**

- Received grant FEMA/EMPG grant funds, which helped offset costs associated with training programs, maintenance of the Emergency Operations Center & various CERT activities.
- Applied for & received a grant through Eversource, which was used to purchase much needed animal sheltering supplies for our pet-friendly shelter location.
- CERT members were activated to assist with a number of non-emergency events including:
  - ◊ Provided traffic assistance & crowd control at the annual Little League Playoffs in August, 2015.
  - ◊ Assisted the CCHD with their annual flu clinics in October, 2015.
  - ◊ Provided additional aid, resources & support for Bristol, CT CERT members during their "Wall That Heals" event in June, 2016.
  - ◊ Provided traffic assistance & crowd control during the Parks & Rec Department's first Motorcycle Madness event held in May, 2016.

### **CERT STATISTICAL SUMMARY**

Emergency Activations	0
Non-Emergency Activations	7
Community Events	4
Training Exercises	11
Meetings	9

# Newington Volunteer Fire Dept.

## **Chris Schroeder, Chief**

The Newington Volunteer Fire Department was established in 1917. It is an all-volunteer organization comprised of approximately 120 members. In addition, the Department hosts a Fire Cadet program that provides full-level training, equivalent to that of an active firefighter, to 16 and 17 year olds interested in the fire service.

Department members are responsible for the fire, rescue, and hazardous materials response services for residential and commercial properties in the Town of Newington, CT. The Department also provides comprehensive Fire Prevention and Fire Education programs designed to meet the specific needs and requirements for both residents and commercial businesses. Oversight is provided by three elected members of the Board of Fire Commissioners, whose powers and duties are vested by Town Charter.

### **2015-2016 Highlights**

- Twenty six new members joined the department during the year and have completed or are in the process of completing their Firefighter Certification training. Six individuals joined our Cadet Division. Sixteen members resigned or were terminated from the department during the year; their average length of service was 14 years.
- Department members participated in a variety of weekly, monthly and quarterly classroom and field-based training exercises throughout the year, including:
  - ◊ An in depth refresher training in hazardous materials and decontamination procedures.
  - ◊ Comprehensive seminar and demonstration on flow path concerns.
  - ◊ Live Burn and Ice Water Rescue drills were held throughout the year.
- The Fire Prevention Bureau continued to provide a variety of fire and life safety education programs to area businesses, schools, daycare centers, and healthcare and assisted living facilities.
  - ◊ Participated in numerous public and privately sponsored events and meetings.
  - ◊ Hosted Annual Open House Event, which included live fire safety demonstrations.
  - ◊ Applied for and received a grant to host a Wildfire Preparedness Day event on May 07, 2016, which included a cleanup effort on Cedar Mountain and the distribution of preparedness materials in the neighborhoods surrounding the mountain.
- Hosted Annual 9/11 Remembrance Ceremony, sounding the building sirens at the times of the attacks on the World Trade Center.
- The Department held its Annual Awards Night celebration at the Portuguese Club on North Mountain Road. Years of service and special commendation awards were distributed.

- Hosted Annual Memorial Day Ceremony, honoring two members who gave their lives in the line of duty; Co. 1 Firefighter Francis Kochanowicz, 6/5/62 & Co. 2 Firefighter Jay Cole, 12/26/64. The Honor Guard participated in the Town's Annual Memorial Day Service at Town Hall.
- Chief Schroeder accepted an award on behalf of the late Asst. Chief James Kiley, which honored Chief Kiley's posthumous acceptance into the CT Firefighters Association Hall of Fame.
- Joined other town and regional agencies in participating in the Governor's Annual Severe Weather Exercise held in the Emergency Operations Center.
- Personnel continued preparing for the Department's 100<sup>th</sup> Anniversary celebration, which is planned for the calendar year of 2017.
- A committee was established to determine specifications for the replacement of Engine 1.
- Department members participated in numerous Town and privately sponsored events throughout the year.

### **Statistical Summary**

	2015/2016	<u>2014/2015</u>
Residential	70	54
Commercial, Industrial, Office	20	18
Hospitals, Schools	13	11
Vehicle	17	15
Rescue, Police Assist	56	56
Dumpster, Rubbish, Grass Brush, Leaves	82	74
Hazard Materials/ Clean-Up	46	38
Alarm Investigations	134	135
False Alarms	86	98
Mutual Aid	14	11
Carbon Monoxide Investigation	41	45
Water Related Incidents/ Pump-Outs	28	43
<b>TOTALS</b>	<b>607</b>	<b>598</b>

## **Dr. William C. Collins, Superintendent**

The Newington Public School System consists of four elementary schools, two middle schools, & one high school. An elected nine member Board of Education, whose powers and duties are specified by Connecticut General Statutes, provides policy oversight & direction to the school administration.

### **Mission**

*The Mission of the Newington Public School System, an educational partnership of school, family & community, is to ensure every student acquires the knowledge, skills, & attitudes to continue to learn, live a productive life, and contribute to a diverse, rapidly changing society. This is accomplished within a caring environment through a planned program of quality learning experiences that challenge & encourage each individual to reach full potential.*

### **Vision**

*Every Student—College, Career and Citizenship ready*

### **District Goal**

*To enhance students' growth, learning & critical thinking skills by deepening educator's practice in incorporating questioning & discussion strategies into instruction & using data driven decision making within the Professional Learning Community model.*

### **2015-2016 General Highlights**

#### **Anna Reynolds Elementary School**

— Dr. Jeremy Visone, Principal

#### **2015-2016 School Goals**

- Students' ability to apply mathematical knowledge and comprehend text will improve by promoting inquiry, questioning, and discussion amount adults and students.
- Students will treat one another with respect.
- Parents will have knowledge about their child's progress in reading and math prior to progress reporting periods.

#### **To accomplish these goals, we:**

- Implemented new integrated language arts/content area units that required students to use literacy skills to research and communicate about content knowledge.
- Learned professionally through vertical conversations that focused on our delivery of intervention services and the progression of curricular standards across the Grades K-4.
- Observed other colleagues teach at each grade level.
- Conducted professional development sessions that helped to support instruction in the classroom as connected to our school improvement plan action steps.
- Participated in a school-wide problem-solving initiative each trimester, during which all students in the school worked with other children to solve a rigorous, common math problem by grade level.
- Provided Tier II (small group, pull out) reading and math intervention that did not interfere with Tier I instruction (classroom), while moving toward refining our model so that intervention is provided most often by the most qualified educators.
- Created short-cycle learning goals at our grade level data teams to focus on specific skills in need of more attention.
- Examined behavioral data for frequency and student recurrences, in an effort to provide behavioral interventions for students in need.

- Continued our implementation of Positive Behavioral Supports that will help our students to learn & live our Anna Reynolds Elementary School expectations, complete with colorful expectation grids, explicit lessons to teach the expectations, & several positive reinforcement strategies (ex. bullet filling, classroom bracelets, & principal's lunch pals).
- Implemented a school-wide campaign to increase the number of kind comments and deeds, while reducing the incidence of mean ones.
- Continued our implementation of Positive Behavioral Supports that will help our students to learn and live our Anna Reynolds Elementary School expectations, complete with colorful expectation grids, explicit lessons to teach the expectations, and several positive reinforcement strategies (i.e. bullet filling; classroom bracelets; resident Superhero-in-Residence, Captain Kindness; and principal's lunch pals).
- Communicated, in an organized and strategic way, with parents about their children's progress with respect to math and literacy.

#### **Elizabeth Green Elementary School**

— James Marciano, Principal

#### **2015-2016 School Goals**

- Increase students' ability to read and comprehend grade level texts with a focus on word study that included phonics instruction and vocabulary.
- Increase students' ability to think mathematically with a focus on problem solving.
- Increase students' ability to think critically.
- Engaging parents through written communication and dialogue in regards to our school's high expectations.

#### **To accomplish these goals, we:**

- Participated in professional learning to deepen our understanding of how to effectively teach phonics and vocabulary through an analysis of the standards and expectations at each grade level.
- Participated in coaching cycles related to phonics instruction which included observing colleagues & post debriefing sessions.
- Developed a common language around letters and letter sounds (vowels, consonants, digraphs, digraph blends) to be used consistently across grade levels.
- Increased opportunities for students to think critically about words, their meanings and their parts through Reader's and Writer's workshop.
- Participated in professional learning to refine and improve our small group instruction in both reading and math.
- Participated in professional learning to increase student's ability to solve problems using the Math Standards of Practice. Additional emphasis was put on increasing opportunities for discussion during math workstations.
- Piloted one new inquiry-based social studies unit.
- Refined and improved, through embedded professional development, our data driven decision making process.

# Newington Public Schools

## **Elizabeth Green Elementary School—Cont'd**

- Engaged in weekly PLC or Data Driven Decision Making Team meetings where staff members developed measurable student achievement goals, planned for instructional effectiveness, developed assessments, and reflected on progress towards goals.
- Every student set achievement goals in the areas of reading or math.
- Discussed with parents at conferences, our high expectations using the goals set by students as a vehicle for the conversation.
- Communicated with parents through newsletters, websites, and/or Facebook our high expectations in relation to the topics or units of study being taught.

## **John Paterson Elementary School**

— *Michael Gaydos, Principal*

### **2015-2016 School Goals**

- Students will improve reading comprehension skills.
- Students will improve mathematical thinking skills.
- Help parents/guardians feel more involved with our school.

### **To accomplish these goals, we:**

- Engaged in Professional Learning Communities/Grade-Level Data Teams to implement short-cycle improvement plans that enabled us to enhance the data-driven decision making process to target instruction for all students.
- Provided tiered instruction (including intervention services as well as challenge/enrichment opportunities) to meet the needs of all of our learners.
- Fully implemented 1:1 use of Chromebooks in grades 3&4 to increase student engagement and foster new learning opportunities.
- Continued to implement school-wide math problem-solving activities throughout the school year in which all students in the school worked with other children to solve a common, rigorous math problem by grade level. Staff then debriefed the results with colleagues from other grade levels.
- Implemented a new integrated Social Studies Curriculum.
- Focused on “mindfulness” and implemented “Yoga4Classrooms”.
- Focused embedded professional learning opportunities on questioning and discussion techniques and strategies that promoted high order learning.
- Continued to engage in a process in which colleagues observed each-others practice to enhance their own.
- Communicated in an organized and strategic way with parents about the many opportunities that were available to them to participate in a host of activities and events that were specifically designed to increase parental engagement within our school.

## **Ruth Chaffee Elementary School**

— *Beverly Lawrence, Principal*

### **2015-2016 School Goals**

- Students in grades 2-4, reading comprehension will improve as evidenced by 70% of students meeting their

individual growth target on the Spring MAP assessment.

◇ **Overall Reading Results—81% students fell in the average range or better.**

- Students in grades 2-4, mathematical thinking will improve as evidenced by 70% of students meeting their individual growth target on the Spring MAP assessment.

◇ **Overall Math Results—74% students fell in the average range or better.**

- Parent Engagement: Parents will gain a better understanding of our behavioral expectations and progressive discipline policy as evidenced by an increase in the percentage of parents responding “Strongly Agree/Agree” to “Discipline is enforced fairly at my children’s school” from 81% to 86% on the Spring 2016 Parent Survey.

◇ **Overall Results: Eighty-nine (89%) of our parents indicated that they Strongly Agree/Agree that discipline is enforced fairly.**

**We were able to accomplish, and in some cases, exceed our goals by:**

- Primary grade teachers K-2 wrote their SLOs to address current levels of reading and/or math performance. Focused on early literacy skills and comprehension to address the integration of CCSS.
- Instructional Support Team (principal, instructional coach, reading consultant) conducted weekly meetings to review data, discuss current interventions, and provide appropriate professional learning support to teachers.
- Collaborated with staff to analyze assessment data to identify students’ strengths and areas in need of improvement to identify differentiated learning needs for all students.
- Provided staff the necessary resources to use evidence-based strategies and instructional practices to meet the diverse learning needs of their students.
- Professional conversations with teachers to discuss student performance and achievement.
- Professional development was provided around the creation of math stations to improve students’ numeracy skills in the four critical areas: Geometry (**All Grades**), Operations/Algebraic Thinking, Fractions, (3rd/4th), Counting/Cardinality (K), Measurement, place value (1st/2nd).
- Math Interventionist provided support to teachers in the area of intervention, through Smart Notebook lessons, games/activities for stations.
- Instructional Support Team (principal, instructional coach, reading consultant) provided support to teachers in the area of enrichment.
- Provided staff the necessary resources to use evidence-based strategies and instructional practices to meet the diverse learning needs of their students.

**Future practices to ensure that we continue to meet our goals:** *Utilize collaboration within our PLC’s and collegial visits as part of our professional learning and growth.*

# Newington Public Schools

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## **John Wallace Middle School**

--David Milardo - Principal

### **2015-2016 School Goals**

- Students will improve their understanding of mathematical thinking (concepts and applications).
- Students will improve their reading comprehension skills.
- Students will improve their behavior and to realize a reduction in "repeat offenders" .
- Parents will have knowledge about their child's progress prior to progress reporting periods.
- Teachers will use higher-order questions and discussion techniques.

### **To accomplish these goals, the John Wallace Community:**

- Held weekly PLC (Professional Learning Community) meetings to help support instruction and provide ongoing professional development, analyze student performance data, design SMART goals, planned instruction based on that data, and develop common formative assessments. (1, 2)
- Held monthly SDT (School Data Team) meetings to develop and monitor progress towards each of the goals from the 2015-16 School Improvement Plan (1, 2, 3, 4, 5)
- Held weekly SRBI (Scientific Research Based Instruction) literacy, numeracy, and behavior team meetings to discuss student performance data and develop more effective Tier II and Tier III support. (1, 2, 3)
- Developed a new early intervention plan that streamlines the process and allows for greater programming flexibility scheduling for students. (1, 2, 4)
- Developed the 2015-16 and 2016-17 School Improvement Plans by the School Data Team. (1 2, 3, 4, 5)
- Utilized "Learning Targets" and "Performance of Understanding" in all classrooms to help student learning. (1, 2, 3)
- Expanded algebra into grade 6 in order to provide more students with an opportunity to accelerate their math course progression. (1)
- Continued the Discipline Review Board to provide students with opportunities for positive behaviors. (4)
- Created action steps (each teacher) to enhance communication with parents. (5)
- Utilized each of the early dismissal days to provide staff with professional development in the areas of short-cycle process, rigorous assessments, creating rubrics, assessments of learning and for learning, backwards unit design (overview), and standards-based practices.

## **Martin Kellogg Middle School**

--Jason S. Lambert - Principal

### **2015-2016 School Highlights**

- Successful roll-out of our 1:1 Chromebook implementation.
- Developed a Standards-Based Grading committee to support our transition to SBG.
- Successful opening of the Academy of Biomedical Sciences at Martin Kellogg Middle School in grades 7 & 8.
- Met or exceeded all school goals from our school improvement plan in the areas of numeracy, literacy, and school climate.
- Second year implementation of PBIS (Positive Behavioral Intervention and Supports) that included many special events including pep rallies and positive recognitions to inspire appropriate school behavior and decision-making. Introduced our

new school mascot, "Marty" to support PBIS and school-wide celebrations.

- Continued "Battle of the Books program that included grade 6 teachers and students from John Wallace Middle School.
- Maintained our sister school partnership, through participation in the AMISTAD program to give students opportunities to interact with students from urban environments.
- Expanded our grade 8 American Experience Program, which included touring various national monuments and touring various museums and exhibitions relevant to the grade 8 social studies curriculum.
- Produced the musical "Shrek" that included over 200 student, parent and staff participants.
- Active participation by students in the town-wide art show, winter and spring music concerts, talent show, school clubs and activities, and active involvement in the community programs and projects.
- Participation in a variety of fundraisers, social events, and celebrations that provide the student council with funds to support many worthwhile endeavors at Kellogg.
- Visiting photographer, Tom Mezzanote, worked with students in grade 5 to complement our light unit in science.
- Active staff participation in various building and district committees including the following:
  - ⇒ School Climate Committee
  - ⇒ PBIS Committee
  - ⇒ Standards-Based Grading Committee
  - ⇒ Teacher & Administrator Evaluation Committee
  - ⇒ Professional Development Committee
  - ⇒ Various Curriculum Development Committees aligned to CCSS

## **Newington High School**

—James Wenker - Principal

### **2015-2016 Highlights**

- Five Newington High School students were recognized at the statewide Scholastic Arts competition. Two students were nationally recognized for Scholastic Arts.
- Student Athletes supported a variety of community service projects that spanned all three seasons across all twenty-seven sports programs. The Athletic Department also coordinated fundraising & awareness initiatives during the fall & winter athletic seasons.
- The Social Studies department is ready for the launch of a new course: AP U.S. Government & Politics. Mr. James Kravontka received national recognition by the Gilder Lehrman Institute of American History as History Teacher of the Year of CT.
- NHS hosted its first Hour of Code event where approximately 250 students participated in various programming activities and learned more about computer science. The Hour of Code is a global movement reaching tens of millions of students in 180+ countries.
- Twenty-eight students competed in the State wide DECA competition and three students moved on to the International Conference that was held in Nashville Tennessee. Two students received awards of excellence for their participation. It was a great experience for the students.
- NHS implemented a group, the student tech support, comprised of ten students from various grade levels, have helped teachers get technology support as fast as possible.

# Boards and Commissions

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## **AFFORDABLE HOUSING MONITORING AGENCY**

Established by the Town Council in 1991, the Affordable Housing Monitoring Agency is responsible for the preparation, adoption and administration of standards for selecting eligible households to participate in affordable housing programs in Newington.

## **COMMISSION ON AGING AND DISABLED**

The Commission on Aging and Disabled, consisting of nine (9) members, is responsible for monitoring and assessing the needs of seniors and people with disabilities in the community. It also provides policy oversight for the Senior and Disabled Center.

## **BOARD OF ASSESSMENT APPEALS**

Created by State Statute, the Board of Assessment Appeals provides a means to review and revise the taxable values of real estate and personal property established by the Town Assessor. The Board serves as the first level of appeal, and its actions are binding until a successful appeal is taken to the Superior Court. While no fees are charged and representation by legal counsel is not necessary, the taxpayer must appear before the Board.

## **CONSERVATION COMMISSION/ INLAND WETLANDS AGENCY**

The Conservation Commission, comprised of seven (7) regular and three (3) alternate members, is responsible for advising and making recommendations to the Town Manager, Town Council, and other boards and commissions concerning the development and conservation of natural resources, which include water resources within the territorial limits of the Town.

As the Town's designated Inland Wetlands Agency, the Commission is responsible for regulating activities that affect the inland wetlands and watercourses of the Town in accordance with Connecticut General Statutes. As such, the Commission has the power to develop and adopt regulations protecting and preserving inland wetlands and watercourses for Town Council approval. In addition, the Commission is charged with administering the regulations under its authority.

## **DEVELOPMENT COMMISSION**

The Development Commission, consisting of nine (9) regular members and three (3) alternate members, is established for the promotion and growth of the development resources of the Town of Newington.

## **DOWNTOWN REVITALIZATION COMMITTEE**

The Downtown Revitalization Committee was established in June 2008 to oversee grant funding used to revitalize the Town's center. The seven (7) member

Committee is comprised of members of the Town Council, Development Commission and the public.

## **BOARD OF EDUCATION**

The Board of Education consists of nine (9) members elected at each regular Town election for a term of two years. State Statute charges the Board of Education with maintaining public elementary and secondary schools, implementing the educational interest of the State, and providing such other educational activities as in its judgment best serve the interests of the school district.

## **EMPLOYEE INSURANCE AND PENSION BENEFITS COMMITTEE**

The Employee Insurance and Pension Benefits Committee (EIPBC) is composed of nine (9) regular and two (2) alternate members who oversee all aspects of the health insurance programs and pension benefits for employees. The Committee is appointed by the Town Council and serves to oversee the EIPBC Agent of Record. The Committee determines the needs and develops specifications for the employee insurance and pension benefits program, reviews all submitted insurance proposals, periodically reviews employee insurance benefits, and makes recommendations to the Town Manager and Council.

## **ENVIRONMENTAL QUALITY COMMISSION**

Activities of the Environmental Quality Commission date back to 1986, when the Town Council established the Environmental Quality Committee. In October 1987, the Town Council established (by Ordinance) a permanent commission and outlined its scope of authority. The Commission is charged with addressing issues affecting environmental concerns or the quality of life within the town.

Eleven (11) Commissioners are appointed by the Town Council for two year terms. Representation on the Commission includes members of the Newington Fire Department, Volunteer Ambulance, local industry and the Public. There are also five (5) student liaisons representing the two middle schools and the high school.

## **BOARD OF ETHICS**

The Board of Ethics is comprised of seven (7) regular and two (2) alternate members appointed by the Town Council, including two registered Democrats, two registered Republicans, and three unaffiliated or other party registered voters. The Board (a) has the authority to recommend action pertaining to the Code of Ethics to the Town Council, Town Manager, and Board of Education or the Superintendent of Schools; and (b) establish procedures by which the public may initiate complaints alleging a violation of the Code of Ethics.

# Boards and Commissions

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## **FAIR RENT COMMISSION**

The Fair Rent Commission is comprised of five (5) regular and three (3) alternate members. It has the authority to make studies and investigations, conduct hearings, and receive written complaints relative to rental charges or proposed increases in rental charges on housing accommodations in Newington.

## **BOARD OF FIRE COMMISSIONERS**

Pursuant to an act adopted in 1929, the Board of Fire Commissioners was established to manage and control the Newington Fire Department. The Board, comprised of three (3) elected Commissioners, is responsible for the supervision and care of all Fire Department buildings, equipment, and apparatus.

## **HOUSING AUTHORITY**

The Newington Housing Authority was established in 1973 by the Town Council and charged with the responsibility of providing housing for the Town of Newington's elderly population.

## **HUMAN RIGHTS COMMISSION**

The purpose of the Human Rights Commission is to promote mutual understanding and respect among all racial, religious, ethnic, and other groups, and to secure equality of, and opportunity for, all people. The Commission seeks compliance with State and Federal laws regarding discrimination. Complaints regarding discrimination can be filed through the Department of Human Services.

## **LIBRARY BOARD**

The Board of Directors of the Lucy Robbins Welles Library, Newington's public Library, is comprised of twelve (12) directors, six (6) of whom are appointed by the Town Council and six (6) of whom are appointed by the Library corporation. Membership is open to any resident of the Town of Newington. The Library Board is charged with managing the affairs of the Library. The Library's operations are funded by the Town of Newington.

## **OPEN SPACE COMMITTEE**

The Open Space Committee was established in December 2009 to determine the means to acquire, preserve and protect Cedar Mountain and various other open space parcels throughout the Town. The eleven (11) member Committee is comprised of various members of the Town Council. TPZ, Conservation Commission and the public.

## **BOARD OF PARKS & RECREATION**

The Board of Parks & Recreation consists of eleven (11) members who determine the use of Town parks,

public greens, and other public grounds. The Board also plans and arranges recreational facilities and programs for the Town.

## **COMMITTEE ON COMMUNITY SAFETY**

The Committee on Community Safety was formed to determine the needs and potential solutions for ensuring the safety of the community, with consideration to future budgetary requirements. The Committee is comprised of thirteen (13) members, three (3) from the Newington Town Council, two (2) from the Board of Education, one (1) from the Youth-Adult Council, and seven (7) from the public.

## **STANDING INSURANCE COMMITTEE**

The Standing Insurance Committee, comprised of nine (9) regular and two (2) alternate members, is responsible for (a) the determination of needs and specifications for Town insurance; (b) recommendation to the Town Council of the appointment and termination of the Agent of Record; (c) recommendation to the Town Council of a proposed Town insurance program; and (d) the Workers Compensation insurance provided by the Town.

## **TOWN PLAN AND ZONING COMMISSION**

The Newington Town Plan and Zoning Commission (TPZ) is a citizen body of seven (7) regular and three (3) alternate members appointed by the Town Council. The Commission's meetings are normally held on the second and fourth Wednesdays. TPZ members also devote time to serve on the Town Center Study Committee, Open Space Committee, New Britain-Hartford Busway Municipal Advisory Committee, and the Capitol Region Council of Government Planning Commission.

## **YOUTH-ADULT COUNCIL**

The Youth-Adult Council acts as an advisory board to the Human Services Department. Appointed by the Mayor, its purpose is to review youth and family issues and foster community education and support among Town agencies and residents. The school system, community groups, concerned citizens and young people all participate in monthly meetings aimed at sharing information and coordinating services.

## **ZONING BOARD OF APPEALS**

A bipartisan appointed body of five (5) regular and three (3) alternate members, the Zoning Board of Appeals' primary function is to hear applications for variances from the Zoning Regulations in which enforcement of regulations could result in a hardship. The Board also hears cases in which the applicant alleges errors in the Zoning Enforcement Officer's orders.

# Summary of Town of Newington



## Financial Report 2015-2016

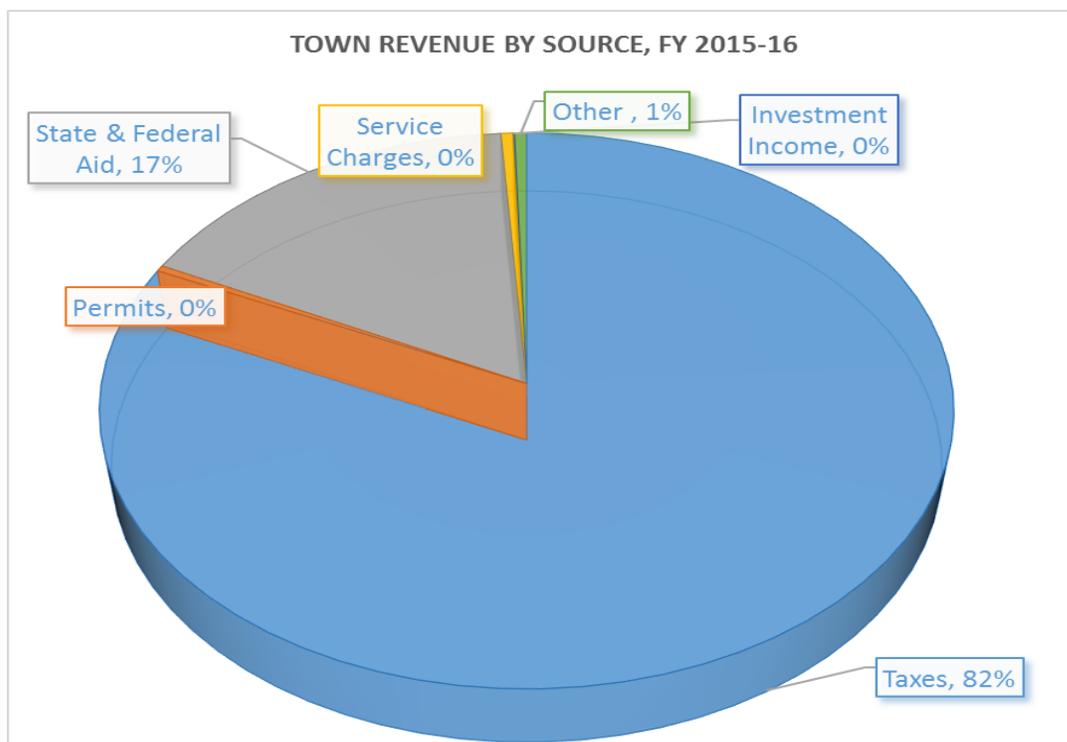
# Town Finances FY 2015-2016

- The Town's adopted General Fund budget for 2015-16 totaled **\$113,594,454**.
- The Mill Rate was 35.80.
- The Town benefits from a high credit rating of Aa2 by Moody's Investor Services and AA+ by Standard and Poor's.
- The Town achieved a collection rate of 99.3% on the current levy.
- The Town's bond indebtedness at June 30, 2016 totaled \$6,255,000.
- The Town's actual expenditures were \$112,722,473 and actual revenues totaled \$112,469,964.

The comparative budgetary information, by function and funding source is presented here. A detailed document of the Town's Comprehensive Annual Financial Report is on file in the Town Clerk's office and on the Town's website.

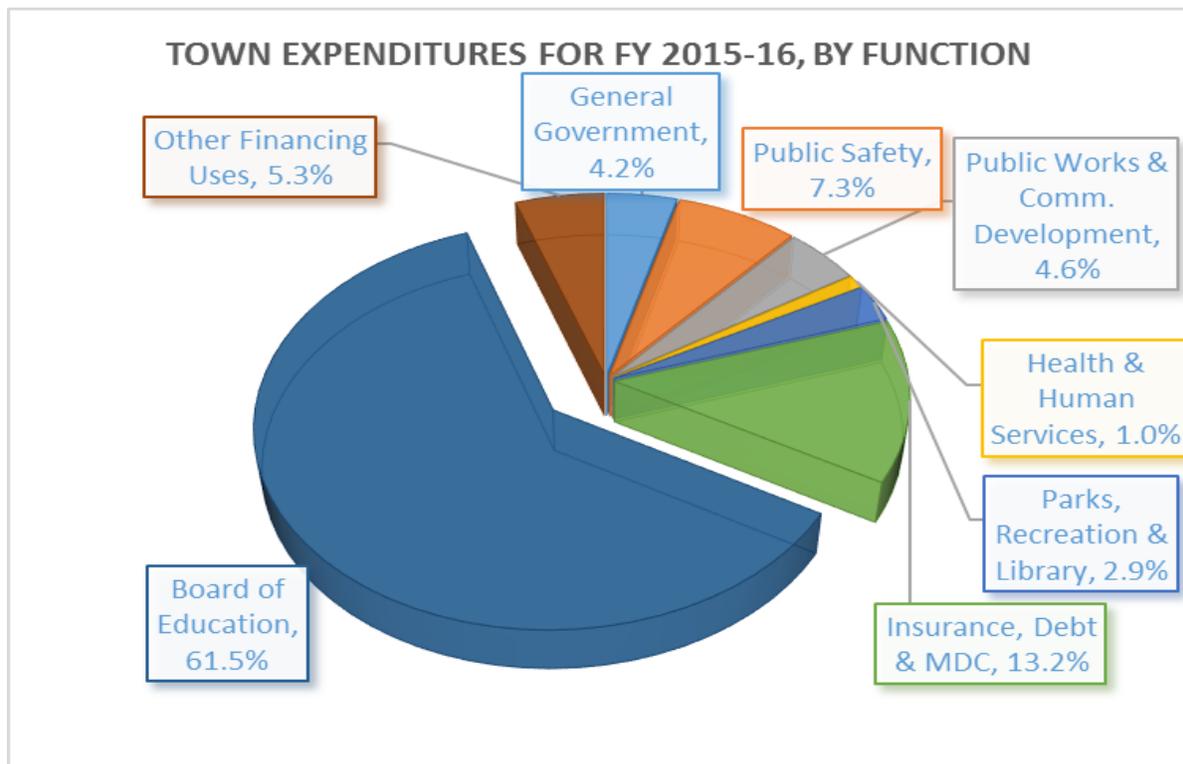
### Actual Town Revenues for 2015-16, by Source (\$ thousands)

Source	2014-15	2015-16	\$ Change
<b>Taxes</b>	89,177	92,240	3,063
<b>Permits</b>	345	380	35
<b>State &amp; Federal Aid</b>	18,421	18,651	230
<b>Service Charges</b>	544	558	14
<b>Investment Income</b>	74	76	2
<b>Other</b>	939	565	(374)
<b>TOTAL</b>	<b>109,500</b>	<b>112,470</b>	<b>2,970</b>



# Town Finances FY 2015-2016

Function	2014-15	2015-16	\$ Change
General Government	4,499	4,678	179
Public Safety	7,958	8,177	219
Public Works & Comm. Development	5,406	5,160	(246)
Health & Human Services	1,160	1,180	20
Parks, Recreation & Library	3,254	3,322	68
Insurance, Debt Service & MDC	13,742	14,921	1,179
Board of Education	67,979	69,326	1,347
Other Financing Uses	4,836	5,958	1,122
<b>TOTAL</b>	<b>108,834</b>	<b>112,722</b>	<b>3,888</b>



# Town Finances FY 2015-2016

**Bonds Outstanding June 30, 2016**  
**(in thousands)**

<b>Function</b>	<b>Amount</b>
Schools	2,833
General Purpose	3,422
<b>TOTAL</b>	<b>6,255</b>

**Schedule of Debt Principal and Interest by Year as of June 30, 2016**  
**(in thousands)**

<b>Year Ending June 30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017	1,035	157	1,192
2018	1,025	126	1,151
2019	695	91	786
2020	690	70	760
2021	675	56	731
2022-2026	2,135	93	2,228
<b>TOTAL</b>	<b>6,255</b>	<b>593</b>	<b>6,848</b>





