



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya D. Lane, Town Manager  
Date: June 23, 2017  
Re: Monthly Report – May 2017

#### GENERAL ADMINISTRATION

- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with various organizations such as the Central CT Health District and Newington.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.
- Mrs. Lane attended the Town Hall Renovations Project Building Committee meetings.
- Mrs. Lane met with the Town Website Committee regarding changes to the Town of Newington's website.
- Mrs. Lane attended the Library Volunteer Breakfast on May 2<sup>nd</sup>.

#### Legal Services

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

#### Overtime

Paid overtime during the month of May 2017 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

| <b>HIGHWAY DEPARTMENT</b>         | <b>Overtime Hours</b> | <b>Cost</b>        |
|-----------------------------------|-----------------------|--------------------|
| VEHICLES AND EQUIPMENT            | 97.2                  | \$ 4,715.16        |
| WEEKEND STAND-BY AND CALL-IN      | 16.0                  | \$ 680.00          |
| ROAD MAINTENANCE                  | 4.7                   | \$ 196.06          |
| SWEEPING                          | 36.0                  | \$ 1,791.52        |
| TRAFFIC                           | 3.8                   | \$ 166.86          |
| GRINDING AT LANDFILL              | 3.0                   | \$ 130.21          |
| HAZARDOUS WASTE COLLECTION        | 10.1                  | \$ 417.43          |
| MEMORIAL DAY PARADE               | 13.0                  | \$ 584.55          |
| <b>TOTALS</b>                     | <b>183.8</b>          | <b>\$ 8,681.79</b> |
| <b>PARKS AND GROUNDS DIVISION</b> | <b>Overtime Hours</b> | <b>Cost</b>        |
| Cemetery                          | 8.0                   | \$ 327.60          |
| Park Maintenance                  | 64.4                  | \$ 2,904.06        |
| <b>TOTALS</b>                     | <b>72.4</b>           | <b>\$ 3,231.66</b> |

| <b>POLICE DEPARTMENT</b>  | <b>16-17 Budget<br/>Overtime<br/>Appr.</b> | <b>Overtime<br/>Expended<br/>16-17 YTD</b> | <b>15-16 Budget<br/>Overtime Appr.</b> | <b>Overtime<br/>Expended<br/>15-16 YTD</b> |
|---------------------------|--|--|--|--|
| Administration            | \$ 7,459.00                                | \$ 1,613.70                                | \$ 7,254.00                            | \$ 2,719.56                                |
| Patrol                    | 609,919.00                                 | 616,229.43                                 | 603,738.00                             | 686,243.31                                 |
| Investigation             | 83,433.00                                  | 50,250.66                                  | 76,132.00                              | 59,343.79                                  |
| Communication             | 170,443.00                                 | 210,265.05                                 | 162,698.00                             | 183,946.99                                 |
| Education/Training        | 130,461.00                                 | 93,798.86                                  | 120,943.00                             | 103,880.57                                 |
| Support Services          | 36,261.00                                  | 25,482.66                                  | 34,408.00                              | 28,432.23                                  |
| Animal Control            | <u>1,211.00</u>                            | <u>0.00</u>                                | <u>3,006.00</u>                        | <u>0.00</u>                                |
| Total                     | \$ 1,039,187.00                            | \$ 997,640.36                              | \$ 1,008,179.00                        | \$ 1,064,566.45                            |
| <b>HIGHWAY DEPARTMENT</b> |  |  |  |  |
| Highway Operations        | \$ 25,212.00                               | \$ 25,072.41                               | \$ 25,212.00                           | \$ 19,758.44                               |
| Snow and Ice Control      | 148,440.00                                 | 112,150.83                                 | 148,440.00                             | 69,166.22                                  |
| Traffic                   | 3,702.00                                   | 3,099.83                                   | 3,000.00                               | 3,720.97                                   |
| Vehicles and Equipment    | 29,949.00                                  | 25,212.31                                  | 26,949.00                              | 23,992.45                                  |
| Leaf Collection           | <u>48,989.00</u>                           | <u>30,755.27</u>                           | <u>50,999.00</u>                       | <u>41,659.37</u>                           |
| Total                     | \$ 256,292.00                              | \$ 196,290.65                              | \$ 254,600.00                          | \$ 158,297.45                              |
| <b>PARKS AND GROUNDS</b>  |  |  |  |  |
| Parks and Grounds         | \$ 77,091.00                               | \$ 79,290.63                               | \$ 77,091.00                           | \$ 68,364.66                               |
| Cemeteries                | <u>15,012.00</u>                           | <u>6,390.59</u>                            | <u>18,371.00</u>                       | <u>7,455.42</u>                            |
| Total                     | \$ 92,103.00                               | \$ 85,681.22                               | \$ 95,462.00                           | \$ 75,820.08                               |

## **PERSONNEL**

- Town Engineer Chris Greenlaw gave notice to resign effective May 12<sup>th</sup>. A public posting for the Town Engineer position was posted on May 2<sup>nd</sup> with a closing date of May 23, 2017. Interviews will commence in June.
- Karen Futoma, Director of Human Services, announced her intent to retire in June.
- Kayla Gugliotti, former student intern, will be the part time secretary in Human Services replacing Stephanie Soto.

## **RISK MANAGEMENT**

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

The tenth month of the 2016-17 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2016-17 plan year were estimated at \$987,630. The total paid claims from the Health Benefits Fund for April 2017 were \$994,585. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

|                  | <u>Cumulative Claims through April, 2017</u> |                    |           |
|------------------|--|--------------------|-----------|
|                  | Town   | Board of Education | Total     |
| Estimated Claims | 2,451,020                                    | 7,425,280          | 9,876,300 |
| Actual Claims    | 1,759,267                                    | 6,281,660          | 8,040,927 |

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of May. Attended Town Hall Building Committee & Staff meeting, Library Building Committee & Safety Committee meetings. Attended job performance evaluation with the Town Manager.

### **Work Order Completions**

The Facilities Maintenance Department has completed 52 formal work orders during the month of May at various Town Buildings.

#### **Town Hall**

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Performed maintenance on all A/C units for summer operation.

#### **Senior Center**

10 new HVAC wall units for the 1<sup>st</sup> phase replacement throughout the building has been completed and the remaining 8 units have been ordered for the 2<sup>nd</sup> phase. Performed maintenance on the a/c chiller and all rooftop a/c units for summer operation.

#### **Indian Hill Country Club**

Work is still in progress on the finishing of the bathrooms that was damaged by the water leakage to the ground floor of the main club house by Indian Hills Management Company.

#### **Highway Garage**

Work is still in progress on the oil to gas conversion of all the heating units and the admin HVAC unit should be completed in July due to a defective indoor a/c coil. An environmental cleanup took place in the mechanics bay due to a hydraulic fluid leak coming from the lift that will now have to be replaced.

#### **Library**

Performed maintenance on all rooftop a/c units for summer operation.

#### **Kelsey House**

Installed central a/c on the 2<sup>nd</sup> floor that houses the tenant who oversees the Kelsey House.

## **INFORMATION TECHNOLOGY**

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

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

- Closing 77 help desk work orders.
- Reviewing all network accounts and disabling any unused accounts.
- Reviewing all Town computer assets for antivirus compliance and Microsoft updates.
- Deploying new public access computers in the Town Clerk's office.
- Assisting Quality Data staff with upgrading the Assessor and Revenue Collector's line of business applications.
- Modifying internal processes to enhance deployment of security updates and patches.
- Updating Fire Marshal's evacuation map for the Town's Memorial Day Parade.
- Migrating Town Geographical Information Services (GIS) parcels into ESRI's parcel fabric
- Installing and configuring new People Counter system at the Library.
- Preparing training curriculum for website maintainers in preparation of a move to a new website content management system scheduled to take place by July 2017.
- Upgrading several line of business platforms to their latest supported firmware/software versions.
- Deploying a new wireless presentation device in Town Council Chambers.
- Participating in a State and Federal Cyber Security readiness exercise in South Windsor, CT.
- Attending departmental, staff or regional meetings as needed or required.

## **FINANCE**

### **Accounting and Administration**

- On May 1<sup>st</sup>, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. March Shegoski and Ashley Martella of UBS reviewed the third quarter results of the Town's pension funds.
- On May 3<sup>rd</sup>, documents were completed to finalize the lease purchase financing of the fire pumper truck at \$715,000.

- Ann Harter attended the presentations regarding the High Deductible Health Plan (HDHP) that is offered as an optional health plan to AFSCME and Administrative staff which is going into effect as of July 1, 2017.
- On May 17<sup>th</sup>, Ms. Harter and Mayor Zartarian attended an MDC meeting to discuss the study initiated by MDC to evaluate moving from billing sewer use on an ad valorem basis to a user charge.
- The Town was awarded with the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2015-2016 from the Government Finance Officers Association of the United States and Canada. This is the twenty-seventh consecutive year the Town has received this national recognition for its financial report.

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

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)  
5/31/2017

|                                 | <u>Interest Earnings</u> |                            | <u>\$ Invested</u>  |
|---------------------------------|--------------------------|----------------------------|---------------------|
|                                 | <u>Budget FY2016-17</u>  | <u>Actual Year to Date</u> |                     |
| General Fund                    | \$71,350                 | \$75,260                   | \$5,418,874         |
| Special Revenue Funds           | 5,400                    | 21,386                     | 4,020,376           |
| Capital Projects Funds          | 1,500                    | 5,304                      | 1,038,075           |
| Internal Service Fund           | 2,400                    | 13,409                     | 2,473,686           |
| Trust and Agency Funds          | 4,000                    | 7,379                      | 1,114,511           |
| <b>TOTAL, ESTIMATED BY FUND</b> |                          |                            | <b>\$14,065,522</b> |

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
5/31/2017

|                                      | <u>Interest %</u>    |                   | <u>Interest \$</u>   |                   | <u>\$ Invested</u>  |
|--------------------------------------|----------------------|-------------------|----------------------|-------------------|---------------------|
|                                      | <u>Current Month</u> | <u>Last Month</u> | <u>Current Month</u> | <u>Last Month</u> |                     |
| STIF                                 | 0.83                 | 0.83              | 8,056                | 7,842             | \$9,174,262         |
| Bank North                           | 0.51                 | 0.31              | 79                   | 233               | 34,866              |
| People's Bank                        | 0.32                 | 0.32              | 752                  | 638               | 2,598,074           |
| Santander Bank                       | 0.65                 | 0.65              | 3,047                | 4,985             | 1,673,180           |
| Farmington Bank                      | 0.50                 | 0.50              | 1,880                | 3,866             | 585,140             |
| <b>Total Outstanding Investments</b> |                      |                   |                      |                   | <b>\$14,065,522</b> |

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of May.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This program was completed by the end of May. Reports will be sent during June 2017 to the State of Connecticut.
- Approximately 90% of Income and Expense forms for commercial property owners were received and entered into the data base. Follow up letters will be mailed to several owners who failed to file the required forms.

- Certificates of Corrections were continued to be processed in anticipation of the production of the 2016 Tax Billing file. There were 99 Real Estate corrections, 25 Personal Property corrections and 703 Motor Vehicle corrections processed to date.

**Revenue Collector**

- May Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$150,561.82. The Supplemental Motor Vehicles collected were \$17,012.24 and \$47,190.19 was collected from back taxes. We received \$1,475.95 in suspended accounts which is included in the back tax figure.
- This year's May collections on the current Grand List is 99.1% which is in line with same time period last year.
- The Tax Sale list continues to be updated.
- The staff is educating taxpayers and the general public by helping them understand how to access the on-line information.
- The Constables continue to collect for outstanding taxes.
- The Suspense List will be completed for the June Town Council meeting.
- Taxpayers come in daily to pay motor vehicle taxes and need to be released at the Dept. of Motor Vehicles. This takes additional time for the staff to access the motor vehicle information to release these taxpayers on an individual basis.
- Accounts are being updated for the 2016 Grand List on a daily basis.

**TOWN CLERK**

- There were 63 property transfers in May for a total of \$11,558,875 in sales. State conveyance tax collected was \$86,704 and Town conveyance tax collected was \$27,927.00.
- A total of 408 documents were filed on the land records during the month including: 117 mortgages, 155 releases, 29 probate documents and 7 liens. Fifty-six of these documents were electronically recorded.
- The staff certified and issued 186 copies of vital records (birth, marriage & death certificates). Twenty-one burial and six cremation permits were issued.
- Ten Notary Public commissions were catalogued, seven Trade Name certificates and two Liquor Permits were catalogued.
- 2,160 dog license renewal notices were mailed at the end of the month.

| <b>DATA SUMMARY MAY 2017</b> |               |               |                        |                        |
|------------------------------|---------------|---------------|------------------------|------------------------|
|                              | <u>May-16</u> | <u>May-17</u> | <u>FY15/16 to Date</u> | <u>FY16/17 to Date</u> |
| Land Record Documents        | 506           | 408           | 5,142                  | 4,489                  |
| Dog Licenses Sold            | 8             | 8             | 593                    | 696                    |
| Game Licenses Sold           | 17            | 20            | 137                    | 132                    |
| <b>Vital Statistics</b>      |               |               |                        |                        |
| Marriages                    | 19            | 9             | 162                    | 199                    |
| Death Certificates           | 32            | 20            | 327                    | 310                    |
| Birth Certificates           | 19            | 15            | 226                    | 235                    |
|                              |               |               |                        |                        |
| Total General Fund Revenue   | \$ 46,982.20  | \$ 46,369.69  | \$ 435,382.37          | \$ 563,819.16          |
| Town Document Preservation   | \$ 1,248.00   | \$ 1,000.00   | \$ 11,612.00           | \$ 11,830.00           |
| State Document Preservation  | \$ 690.00     | \$ 630.00     | \$ 7,008.00            | \$ 6,604.00            |
| State Treasurer (\$36 fee)   | \$ 12,348.00  | \$ 11,340.00  | \$ 125,928.00          | \$ 118,296.00          |
| State Treasurer (\$127 fee)  | \$ 5,715.00   | \$ 2,794.00   | \$ 51,943.00           | \$ 54,864.00           |
| State Treasurer (\$110 fee)  | \$ 6,160.00   | \$ 4,070.00   | \$ 50,710.00           | \$ 57,200.00           |
| LoCIP                        | \$ 1,029.00   | \$ 945.00     | \$ 10,494.00           | \$ 9,858.00            |

|                        |                     |                     |                      |                      |
|------------------------|---------------------|---------------------|----------------------|----------------------|
| State Game Licenses    | \$ 579.00           | \$ 645.00           | \$ 4,064.00          | \$ 3,900.00          |
| State Dog Licenses     | \$ 61.50            | \$ 35.00            | \$ 4,118.00          | \$ 5,379.50          |
| Dog Licenses Surcharge | \$ 16.00            | \$ 14.00            | \$ 1,442.00          | \$ 1,708.00          |
| Marriage Surcharge     | \$ 152.00           | \$ 152.00           | \$ 1,178.00          | \$ 1,691.00          |
|                        |                     |                     |                      |                      |
| <b>Grand Total</b>     | <b>\$ 74,980.70</b> | <b>\$ 67,994.69</b> | <b>\$ 703,879.37</b> | <b>\$ 835,149.66</b> |

**POLICE DEPARTMENT**

- Patrol Calls for May are as follows:

|                              |    |                           |     |                          |             |
|------------------------------|----|---------------------------|-----|--------------------------|-------------|
| Abandoned MV                 | 3  | Fire Hazmat               | 1   | Missing                  | 2           |
| Administrative               | 3  | Fire Mutual Aid Request   | 1   | MV Abandoned             | 1           |
| Alarm Commercial Burg Alarm  | 44 | Fire Other                | 18  | MV Assist                | 46          |
| Alarm Hold Up Alarm          | 8  | Fire Structure Fire       | 4   | MV Complaint             | 74          |
| Alarm Residential Burg Alarm | 33 | Fire Trouble Alarm        | 3   | MVA Evading              | 6           |
| Animal Complaint             | 37 | Fire Water Problem        | 2   | MVA Injury               | 11          |
| Assault                      | 7  | Fireworks                 | 4   | MVA Property Only        | 111         |
| Assist Motorist              | 3  | Follow-Up                 | 67  | Neighbor                 | 9           |
| Assist Notification          | 1  | Found Property            | 3   | Noise                    | 20          |
| Assist Other Agency          | 28 | Gun                       | 0   | Notification             | 0           |
| Bad Check Insufficient Funds | 0  | Harassment                | 11  | Open Door/Window         | 24          |
| Breach of Peace/Disorderly   | 15 | Hazard                    | 37  | Parking Violation        | 20          |
| Burglar Alarm                | 18 | Hazmat                    | 3   | PD ASSIST FIRE DEPT      | 46          |
| Burglary                     | 6  | Hold Up Alarm             | 0   | Pistol Permit            | 50          |
| Car Seat                     | 1  | Illegal Dumping           | 2   | Prisoner Care            | 4           |
| Check Welfare                | 41 | Indecent Exposure         | 1   | Property Found           | 9           |
| Check Welfare 911            | 56 | Intoxicated               | 4   | Property Lost            | 4           |
| Check Welfare Other          | 6  | Juvenile Complaint        | 23  | Recovered Stolen MV      | 1           |
| Clear Lot                    | 5  | K9 Assist                 | 11  | Robbery                  | 1           |
| Construction                 | 3  | Kidnapping                | 0   | Serve Warrant            | 23          |
| Court Detail                 | 14 | Landlord / Tenant Dispute | 2   | Sexual Assault           | 2           |
| Criminal Mischief            | 12 | Larceny                   | 57  | Shots fired              | 1           |
| CSO                          | 1  | Larceny from MV           | 10  | Specific Detail          | 122         |
| Customer Dispute             | 14 | Lift Assist Only          | 11  | Stolen MV                | 8           |
| Dog Complaint                | 45 | Location Check            | 109 | Suicide                  | 1           |
| Domestic                     | 23 | Location General          | 54  | Suicide Attempt          | 4           |
| Drug                         | 6  | Location school           | 1   | Sudden Death             | 1           |
| DUI                          | 2  | Lockout Building          | 7   | Suspicious MV Unoccupied | 39          |
| EDP                          | 13 | Lockout MV                | 0   | Suspicious Report        | 134         |
| Escort / Transport           | 5  | Lost Property             | 0   | TEST                     | 0           |
| Escort Funeral               | 3  | Medical Alarm             | 22  | Threatening              | 1           |
| Escort Other                 | 3  | Medical Cardiac           | 25  | Tow                      | 18          |
| Fingerprint                  | 3  | Medical Complaint         | 114 | Town Ordinance Violation | 2           |
| Fire Alarm                   | 27 | Medical Diabetic          | 4   | Traffic Stop             | 456         |
| Fire CO Detector no symptoms | 7  | Medical Fall              | 55  | Trespass                 | 9           |
|                              |    | Medical Other             | 35  | <b>Unknown</b>           | <b>10</b>   |
|                              |    | Medical Respiratory       | 34  | <b>Total</b>             | <b>2517</b> |
|                              |    | Medical Stand by          | 4   |                          |             |
|                              |    | Medical Trauma            | 6   |                          |             |
|                              |    | Medical Unresponsive      | 8   |                          |             |

- Investigations and calls by Patrol Officers in May included:
  - **Burglary** – On May 22, 2017 at approximately 0224 hours, an officer was conducting routine patrol. The officer then observed a vehicle parked in a business that was closed. The officer approached the vehicle and observed that it was occupied by a single female. The officer spoke to the female who stated she was there because she was in a fight with her boyfriend. However, as the officer continued to speak with the female, he observed landscaping tools in the rear of her vehicle. The tools appeared to have been thrown in the back of the vehicle. As the officer spoke to the female, the female admitted that the items were stolen and her boyfriend was out looking for other items to steal. Officers then began to set up a perimeter around the area and began to search for her boyfriend. A mutual aid request was made and a police K-9 from a neighboring department responded to assist officers. After an extensive search, officers were able to locate her boyfriend in a heavily wooded area. The boyfriend was taken into custody and was transported to the Newington Police Department. During the investigation, officers learned that the suspects had parked in the area of a construction project with the intent of burglarizing the construction trailers. Numerous items were taken and recovered that totaled thousands of dollars. The suspects were charged with several burglary and larceny charges. It was also learned that the suspect was currently on parole for similar thefts and was turned over to the department of Corrections.
  - **Larceny-Burglary** - When officers have an unidentified suspect(s) in their investigations, they routinely post that information to the members of the department, Facebook or to the media in an attempt to identify the suspect(s). On 05/10/17 at approximately 0031 hours, an officer was on a routine patrol on New Britain Avenue. The officer observed a male looking over the guardrail, down into an embankment area. It appeared that the male party had a difficult time standing and walking. As the officer approached the male, he recognized the individual from a posting sent by a NPD officer. That individual was a suspect who had used a stolen credit card that was taken from a vehicle. The officer approached the individual, and spoke to him briefly. The officer asked for the male's identification. When the male pulled his identification from his pocket, an item that was stolen during the theft of the credit card was located. Officers then placed the male under arrest for possession of the stolen property. He was transported to the Newington Police Department where he was processed and held on a bond. He will also be arrested by warrant for the original burglary into the vehicle incident. Officers also learned that the male suspect was currently on probation for similar charges. This information was forwarded to the probation department.
- In May, Detective Division Personnel:
  - Handled 94 investigations, 77 remain ongoing, 2 suspended and 17 were closed by investigative methods.
  - Served 17 arrest warrants, 12 by Patrol Officers and 5 by Detective Division personnel.
  - On May 9th Detectives responded to a report of an assault involving a female victim who had been assaulted by a male acquaintance. The assault was reported to have occurred in and around the suspect's vehicle on the former Cedar Crest Hospital property on Russell Road. Upon interviewing the victim at a local hospital, Detectives learned that the male suspect had physically assaulted the victim, strangled her, restrained her with plastic zip ties, and threatened to kill her with a box cutter style razor knife. Once the woman was restrained, the suspect drove her to a location in Wethersfield where she was able to escape and contact police. The victim sustained non-life threatening injuries, was treated at the hospital, and released. As a result of this investigation Detectives were able to identify and locate the suspect and his vehicle. The suspect's vehicle was seized and later searched pursuant to a search and seizure warrant issued by the New Britain Superior Court. Inside the vehicle Detectives located evidence related to the crime. Detectives subsequently obtained an arrest warrant for the suspect of New Britain. On May 30th Detectives arrested suspect on the charges of Kidnapping First Degree, Unlawful Restraint First Degree, Strangulation Second Degree, Threatening Second Degree, Assault Third Degree, and Reckless Endangerment First Degree. Suspect was processed and detained on a \$250,000.00 court set bond.
  - During the month of May Detective Division personnel presented an instructional course on crime scene investigation, evidence processing, and evidence collection to the students of the NPD Citizens Police Academy.
  - During the month of May Detectives participated in oral board interviews and conducted background investigations on applicant for the position of Newington Police Officer.
- In May, the Community Service Officer (CSO):
  - Held the first Neighborhood Blockwatch meeting for Cheney Lane/Goodale Drive.
  - Met with a charitable group within the Newington community to discuss various projects that require funding.

- Concluded the Spring 2017 citizens Police Academy session with graduation on May 24th. Topics presented in the month of May were ERT, Detective Division, and Accident Reconstruction/DUI.
- Installation/Check of 4 Car Safety Seats
- Continued to work on Youth Police Academy, RAD, National Night Out, PD and FD golf tournament and PD vs FD Charity Softball game.

**Property Report May 2017**

| Category          | # of Counts | Property Value (\$) |
|-------------------|-------------|---------------------|
| Damaged/Destroyed | 5           | \$7,690             |
| Burned            | 0           | \$0                 |
| Stolen            | 10          | \$16,388            |
| Abandoned         | 0           | \$0                 |
| Evidence          | 11          | \$101               |
| Found             | 2           | \$101               |
| Lost              | 2           | \$325               |
| Seized            | 22          | \$2                 |
| Recovered         | 1           | \$250               |
| Impounded         | 0           | \$0                 |
| Informational     | 4           | \$10                |
| <b>Total</b>      | <b>57</b>   | <b>\$24,867</b>     |

- Police Department Overtime:
  - Comparison
    - OT April               \$ 92,492       Overtime for April – 2 pay periods and 2 Holidays
    - OT May                 \$ 58,855       Overtime for May – 2 pay periods
    - **Total Decrease     \$ 33,637**
  - During May, 3 officers were on light duty and 2 new dispatchers in training. These vacancies have an impact on the overtime for a total of 5 positions vacant on the schedule in the patrol division and dispatch.
  - Admin overtime \$0 for this account. Overtime included 2 pay periods this month.
  - Patrol overtime \$31,005, a decrease of \$34,587 Overtime included 2 pay periods, investigations for burglary, All Terrain Vehicle assignments, hospital detail, stolen motor vehicle investigation, kidnapping, prisoner transport, prisoner detail, domestic calls, rifle cleaning and ammo inventory, casework, holdovers, booking process, and overtime for time off/vacancies.
  - Detective Division Overtime \$3,280, a decrease of \$8,265. Overtime included coverage for search warrants, evidence collection, stolen Motor vehicle investigation, domestic calls, police candidate backgrounds and casework follow-ups.
  - Communications overtime \$17,865, an increase of \$860. Overtime included overtime for training 2 new hires, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts. Light duty personnel were utilized to offset overtime costs.
  - Education overtime \$4,780, an increase of \$1,421 for training classes consisting of Homicide investigation, simmunitions training, and Big Data/Solving Crime training.
  - Support Services overtime \$1,925, an increase of \$220. Overtime included the blockwatch meeting, prom coverage, and a juvenile complaint.
  - ACO overtime \$0.

**FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of May, 2017. During this period Fire Department members responded to 62 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

|                                      | <b>May<br/>2016</b> | <b>11 Months<br/>Activity</b> |
|--------------------------------------|---------------------|-------------------------------|
| <b>FIRES</b>                         |                     |                               |
| Structure Fire                       | 3                   | 37                            |
| Vehicle Fire                         | 1                   | 11                            |
| Exterior Fire                        | 5                   | 39                            |
| Other Fires                          | 0                   | 5                             |
| <b>RESCUE CALLS</b>                  |                     |                               |
| Pressure Ruptures Explosion Overheat | 0                   | 4                             |
| Extrication                          | 0                   | 11                            |
| Other Rescue Calls                   | 2                   | 10                            |
| <b>SERVICE CALLS</b>                 |                     |                               |
| Hazardous Condition Calls            | 6                   | 54                            |
| Water Problem                        | 5                   | 24                            |
| Other Service Calls                  | 8                   | 65                            |
| <b>OTHER</b>                         |                     |                               |
| Good Intent Calls                    | 4                   | 33                            |
| False Alarm/False Calls              | 27                  | 251                           |
| Severe Weather/Natural Disaster      | 0                   | 1                             |
| Special Incident Calls               | 0                   | 2                             |
| Mutual Aid/Standby                   | 1                   | 10                            |
| <b>Total</b>                         | <b>62</b>           | <b>557</b>                    |

#### Training Summary

|                                   |                                    |                    |
|-----------------------------------|------------------------------------|--------------------|
| Driver Training                   | Pre-Trip Inspection                | 3.0 hours          |
| Officer Training                  | Live Fire Pre-Plan Visit           | 5.0 hours          |
| Officer Training                  | Officer Expectations for Drills    | 18.0 hours         |
| Company Training                  | Co. – 1 Apparatus Check Procedures | 17.0 hours         |
| Company Training                  | Co. – 2 Hose Testing Procedures    | 40.0 hours         |
| Company Training                  | Co. – 3 SCBA Buddy Breathing       | 26.0 hours         |
| Company Training                  | Co. – 4 CPR/AED Training           | 23.0 hours         |
| Pump Operations                   |                                    | 36.0 hours         |
| Multi Company                     | Co. 2&3 Live Burn                  | 74.0 hours         |
| Multi Company                     | Co. 1&4 Live Burn                  | 48.0 hours         |
| Live Fire Training                | Scene Safety for R.H. Live Burn    | 12.0 hours         |
| Connecticut Fire Chief's Training |                                    | 8.0 hours          |
| Capitol Region Training           |                                    | 6.0 hours          |
| <b>Total Training</b>             |                                    | <b>316.0 hours</b> |

#### FIRE MARSHAL

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

|                       |    |
|-----------------------|----|
| INSPECTIONS           | 19 |
| INSPECTION FOLLOW-UPS | 40 |
| PLAN REVIEW           | 9  |
| JOB SITE INSPECTIONS  | 9  |
| FIRE INVESTIGATIONS   | 1  |
| FIRE ALARM TROUBLE    | 4  |
| COMPLAINTS            | 13 |
| TANK REMOVALS         | 0  |
| HAZ/MAT               | 0  |
| BLASTINGS             | 7  |

#### Incidents:

- There were no significant fire incidents or injuries reported in May. Responded to **23** fire calls during the month.

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

- Conducted a meeting of the chief's staff to review the current budget status in order to prepare for the 2016-2017 budget close out.
- Conducted fire extinguisher training for the staff at Newington Pediatrics on Willard Avenue.
- Attended the wake for Mary Aivaz the mother-in-law of Training Division Captain Peter Sweeney.
- Attended a meeting with Town staff to review the CERT team's participation in the Parks & Recreation Departments Annual Motorcycle Madness event at Mill Pond Park.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Manchester.
- Attended the monthly CERT team meeting at fire headquarters.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended a meeting of the 100<sup>th</sup> Anniversary Legacy Album Committee at fire headquarters.
- Attended a goodbye party for Town Engineer Christopher Greenlaw at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #5 on Maple Hill Ave.
- Attended the quarterly meeting of the Capital Region Fire Chiefs Association at the Bradley Airport Fire Station.
- Conducted site set-up and vender inspections prior to the start of the Motorcycle Madness Event at Mill Pond Park.
- Attended the monthly Company Drill at the Rocky Hill Training Tower; live fire training.
- Attended the monthly meeting of the Connecticut Fire Chiefs Association in Glastonbury.
- Attended the quarterly Employee Health and Safety Committee at Town Hall.
- Participated in the Annual Memorial Day Parade and hosted a joint picnic at fire headquarters with the members of the Parade Committee and area veterans.
- Attended the Annual Newington Fallen Firefighters Memorial Service at fire headquarters and visited the cemetery in New Britain.
- Attended the monthly staff meeting at Town Hall.
- Conducted the monthly Command Staff meeting at fire headquarters.

### **HIGHWAY DEPARTMENT**

#### Administration

- Continued to meet with residents to discuss various issues and concerns.
- Continued with Landfill closure project tasks.
- Attended Department Head and Public Works Team meetings.
- Attended Safety Committee meeting.
- Attended DOT pre-construction meeting and Cedar Street Bridge progress meeting.
- Attended Landfill pre-construction meeting, Municipal Parking Lot improvement meeting.
- Met with Facility Manager and various contractors regarding Highway Department fuel tank and truck lift replacement and remediation.
- Attended Ruth Chaffee Parking Lot upgrade pre-construction meeting.
- Hosted annual MDC sponsored hazardous waste collection day at the Highway Department May 6<sup>th</sup>.

#### Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching, curbing and top soil repairs.
- Continued with storm water catch basin top replacement and basin wall repair Town-wide.
- Responded to assist with one eviction for the month – storage required.
- Completed Town wide street sweeping.
- Assisted with MDC sponsored Hazardous Waste Collection.
- Reset portable curbs at Municipal lot.
- Assisted bid awarded contractor for vegetative material grinding at landfill.
- Began construction of parking lot expansion at Ruth Chaffee School.
- Continued with branch trimming alongside roadways Town-wide.

#### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.

- Assisted Sanitation Department with maintenance of recycling containers.
- Mark out various streets for line painting (stop bars, fog line and crosswalks).
- Assisted with traffic control for Memorial Day Parade and Library 5K race.

#### Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Completed setup of one new police patrol vehicle.
- Mechanics concentrated on the preparation/maintenance of all construction and mowing equipment.

#### Sanitation/Recycling/Landfill

- Scheduled 866 residential bulk items for collection for the month.
- Scheduled 91 condominium bulk items for collection for the month.
- Scheduled 46 condo/residential scrap metal items for collection for the month.
- 6601 tons of cumulative Municipal Solid Waste were collected from July through April.
- 2273 tons of cumulative recyclables were collected from July through April.
- 924 mattresses and 501 box springs were collected from July through April.
- 387 televisions were collected from July through April.
- Issued permanent 80 landfill permits and 21 temporary permits for the month.

### **TOWN PLANNER**

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

##### Regular Meeting on May 10, 2017:

- Approved Petition #15-17: Biennial Review of Balf Quarry Operations and Site Plan Approval. Tilcon Connecticut Inc., owner/applicant.
- Approved Petition #17-17: Rescind Petition #40-16: Revocation of Special Permit #03-04 at 174 Francis Avenue. Town Plan and Zoning Commission, applicant.
- Approved, with conditions, Petition #11-17: Site Plan Approval (Parking Area) at 610 North Mountain Road. 610 North Mountain Road LLC, owner/applicant.

##### Regular Meeting on May 24, 2017:

- No approvals

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

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

- May 11: Met with owner of vacant lot on Day Street.
- May 12: Attended Wethersfield P&Z meeting.
- May 12: Met with Deer Run HA representative re: open space.
- May 23: Met with owner of 2143 Berlin Turnpike re: possible project.
- May 23: Met with developer re possible project at 3333 Berlin Turnpike.
- May 31: Met with Chik-fil-A attorney.

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

- May: Continued work on OPM "Responsible Growth/TOD" grant application.

##### Grant-Funded Project Activities

- May 11: Phone conversation with CCM "Grant Finder" vendor.
- May 13: Mandatory HUD training to remain grant eligible.
- May 30: Mandatory HUD training to remain grant eligible.
- May 26: Sent memo to TM re successful DECD "Survey and Planning" grant for Deming-Young Farmhouse.
- May: Began preparation of possible DOT "Community Connectivity Program" grant application.
- May: Continued preparation of OPM "Responsible Growth/TOD" grant application.
- May: Continued working on DOH-funded "Constance Leigh Streetscape" project.
- May: Discussed possible "Neighborhood Assistance Act" grant application with Town staff.

##### Board and Commission Meetings:

- May 10: Attended TPZ regular meeting.
- May 11: Attended Open Space Committee meeting.
- May 23: Attended Town Council meeting.
- May 24: Attended TPZ special meeting.

- May 24: Attended TPZ regular meeting.

Professional Development/Training:

- May 15: Mandatory HUD training to remain grant eligible.
- May 30: Mandatory HUD training to remain grant eligible.

Miscellaneous

- May 1: Prep for Alumni Road Traffic Signal PIM.
- May 2: Alumni Road Traffic Signal PIM.
- May 5: Participate in BOE strategic planning session.
- May 5: Meet with TM re Town Engineer duties.
- May 8: Personnel evaluation with Town Manager.
- May 10: Monthly Public Works Team meeting.
- May 11: Prep for Alumni Road Traffic Signal presentation to NTC.
- May 22: Attended CRCOG Transportation Committee meeting.
- May 23: Prep for NTC meeting.
- May: Responded to approximately 31 phone messages from citizens, applicants, staff and elected/appointed officials.
- May: Received and sent approximately 611 emails from citizens, local business, applicants, staff and elected/appointed officials.
- April: Received and sent approximately 586 emails from citizens, local business, applicants, staff and elected/appointed officials.

**TOWN ENGINEER**

- During the month of May, twenty-seven excavation permits were issued:
  - Gas Lateral – 5
  - Gas Main – 2
  - Driveway – 18
  - MDC Patches – 1
  - MDC Water - 1

- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer Staff attended the monthly Inland Wetlands Meeting.

Christopher Greenlaw, who was the Town Engineer for 15 years, has decided to accept a position elsewhere. His last day of work was May 12, 2017. The Town Engineer position was advertised and closed on May 23, 2017.

- **Wetlands:** In the month of May, Town Engineering staff, acting as the Wetland Agent, Administered (1) Application(s) via the Agent Approval process. Additionally, Engineering continues to assist in preparation of applications for presentation\review at the regular Inland Wetland Commission meeting. A Total of (2) Inland Wetland Applications were approved by Full Commission at the May 16, 2017 regular scheduled meeting.
- Engineering staff assisted with residents\applicants in discussion preparation of future applications. Additionally, the Engineering staff regularly meet and perform field inspections to facilitate the Agent Administered applications.
- **Site Plan Review:** Engineering continued to review (3) site plan applications with regard to LID\Stormwater Drainage, TPZ, Zoning and\or (2) Inland Wetland regulations. Engineering reviews multiple iterations of plans and calculations to ensure conformance with the Town of Newington TPZ, Zoning and Inland Wetland Regulations.
- **Sidewalks\Concrete Work:** Status: Sidewalks marked out for anticipated completion by July 1, 2017.
- **Stonewalls:** Status: Operations completed. Wall restoration were completed the month January 2017. The “pilot” repair methodology will be evaluated and future failing walls (as catalogued) will be monitored and programmed for future repair.

- **C.I.P. (Roadway Items):** Status: Roadways scheduled for maintenance (i.e. Mill and Overlay) have been completed. Roads are continually evaluated and scheduled for repair, drainage and/or re-assigned maintenance depending on the many factors contributing to their respective deterioration. Roads scheduled for the 2017 M&O season were evaluated in March - 2017 in the field by the T.E. & Highway Superintendent for determination of edge drainage, basin top replacement, sidewalk ramps, etc. This continued inspection effort is imperative for scheduling and coordinating operations in advance of the milling and paving of the roadways scheduled to begin in the month of July, 2017.
- **B.O.E. Design\Project Administration: Ruth Chaffee School:** Status – Minor alterations requested  
**Anna Reynolds School – Status: Phase I** - Substantially complete, punch list items remain, minor grading, topsoil, line striping, etc. Engineering provided survey, estimates, design and administrative support to coordinate the improvements including but not limited to: the installation of walks and pavement **Status: Phase II** – schedule T.B.D., additional parking designed and to be constructed by DPW forces. The parking will be extended at the southerly parking lot, adjacent to access driveway leading to Fenn Road.
- **D.P.W. Projects:** Public Works Garage, re-construction, Status: completion (**Phase I**) – Engineering provided the survey, estimate and design to facilitate the construction efforts of DPW forces for the above referenced project. The re-surfacing/reconstruction of the public works garage is a “Phase I” of the Public Resurfacing initiative at the Highway Garage **Phase II** of the paving construction is scheduled to commence next construction season of 2017. **Roadway Reconstruction:** Judd Lane, reconstruction scheduled for 2017 season.
- **D.O.T. –** The “Construction” division of D.O.T. has awarded a contract (**State Project, 171-382**) **Status:** On-going, for Traffic Signal Improvements throughout the State. The Town of Newington will receive improvements at (9) intersections throughout town. The Town of Newington website has a link to the D.O.T. construction portal indicating the intersections slated for improvements. The DOT operations have commenced and are at various stages of construction. Rizzo construction is the primary contractor and Martin Laviero is the sub-contractor responsible for all sidewalk replacement (**State Project, 093-200**) **Status:** Beginning 04/17/2017, for the replacement of a bridge on Rte. #175 (Cedar Street) over the Amtrak rail Lines. A project narrative and/or construction press release is available on-line. Project updates will be posted as they become available.
- **Engineering Staff:** - Roadway excavation and driveway permits are increasing as the construction season begins with improved weather conducive to construction. Engineering staff prepared construction material estimates for B.O.E. projects scheduled for the 2017 construction season. Additionally, Engineering provided various construction staking to facilitate design implementation, maintenance activities including line striping.
- **DEEP MS4 Permit:** - Engineering and Planning continue a coordinated effort to administer the MS4 plan development with the guidance of the consultant firm Tighe & Bond. The task is to transition the existing permit to meet the requirements of the DEEP guidelines as set forth for the “NEW” DEEP MS4 permit. The town has engaged services of Tighe & Bond Consulting Engineers in (February) such that the MS4 plan could be developed and registered by April 3<sup>rd</sup>, 2017, with implementation scheduled for July, 2017. Development of the ‘Draft’ plan included both educational meetings (discussion of permit requirements) and instructional meetings with department’s demonstrating resource availability to achieve the anticipated tasks of the permit.
- **Alumni & Cedar Traffic Analysis:** The Traffic Engineering (provided by CDM Smith) commenced late November 2016 with research, analysis and counts being developed for a report. Staff requested an expanded scope of services (tasks) to include, but not be limited to: Expansion of the study area to Old Farm Drive East, Traffic Signal “Warrant Analysis” for Old Farm Drive East, traffic counts at Old Farm Drive East and the B.O.E. requested a safety analysis (recommendations) for future opening of the Alumni gate with respect to the parking lot. The B.O.E. also requested a preliminary environmental impact or “fatal flaw” analysis to be performed for the proposed parking.

### **ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission, including two meetings in May, 2017.
- Pursued funding for a parking structure at the National Welding site.
- Advised commercial real estate brokers representing clients considering relocating to or expanding within Newington.

- Assisted the potential developer for 3333 Berlin Turnpike.
- Provided information to property owners in the Newington Junction area interested in learning more about development options.
- Helped potential applicants to the Town Plan & Zoning Commission and Conservation Commission prepare their applications.
- Researched and provided information to businesses interested in moving to Newington.
- Made suggestions to a non-profit organization attempting to renegotiate its lease.
- Toured developers and business owners to see potential properties for projects and relocations.
- Advised commercial property owners looking to lease vacant space.
- Expedited easements for the Constance Leigh Drive Streetscape project.
- Assisted the Alumni Road consulting engineers in development of their Public Information Meeting and Town Council presentations.
- Prepared documents for the Town Manager.
- Participated in the Board of Education Strategic Planning session.

### **BUILDING DEPARTMENT**

- A Permit was issued for a new single residence to be built at 177 Richard Street.
- A Building Permit and a Plumbing were reviewed and issued for a 10,000 sq. ft. Child Care Center to be located at 320 Alumni Road.
- An Electrical Permit was issued for the new 5 and Dime restaurant located at 1100 Main Street.
- An Electrical Permit and a Mechanical Permit were issued for the addition of Aldi's located at 2640 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - NFPA – 13D Automatic Sprinkler Systems for Residential Occupancies – May 11, 2017.
    - Connecticut User Group ViewPermit Training – May 23, 2017.
  - A. Hanke - NFPA – 13D Automatic Sprinkler Systems for Residential Occupancies – May 11, 2017.
    - Swimming Pools – May 17, 2017.
  - K. Kilkenny - NFPA – 13D Automatic Sprinkler Systems for Residential Occupancies – May 30, 2017.
    - Swimming Pools – May 9, 2017.
- There was four Certificates of Occupancy issued in May. They were for single family residences located at 2 Deming Farm Drive and 39 Harvest Court, 16 Harvest Court and 62 Harvest Court.
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 150 Inspections. They were: Air Conditioning (1), Above Ceiling (1), Chimney (1), CO (4), Decks (1), Electrical (6), Final (61), Footings (6), Foundation (6), Framing (6), Gas Line (6), Insulation (8), Mechanical (4), Plumbing (3), Pools (4) Rebar (1), Rough (30), Sheathing (1).
- The total number of Building/Renovation Permits issued / applied for the month of May was **161** producing a total permit value of **\$1,491,823.00**.  
They are categorized as follows:

| <b><u>TYPE OF PERMIT</u></b> | <b><u># OF PERMITS</u></b> | <b><u>VALUE OF PERMITS</u></b> |
|------------------------------|----------------------------|--------------------------------|
| ADDITIONS / ALTERATIONS      | 20                         | \$ 212,274.00                  |
| DECK                         | 3                          | 8,500.00                       |
| DEMOLITION                   | 1                          | 0.00                           |
| ELECTRICAL                   | 46                         | 274,700.00                     |
| FENCE                        | 0                          | 0.00                           |
| FIRE SUPPRESSION / SPRINKLER | 0                          | 0.00                           |
| FOOTING / FOUNDATION         | 0                          | 0.00                           |
| FUEL TANK                    | 1                          | 2,585.00                       |
| GARAGE / SHED                | 0                          | 0.00                           |
| MECHANICAL                   | 23                         | 176,814.00                     |
| NEW COMMERCIAL               | 0                          | 0.00                           |

|                 |            |                       |
|-----------------|------------|-----------------------|
| NEW MUNICIPAL   | 0          | 0.00                  |
| NEW RESIDENTIAL | 0          | 0.00                  |
| PLUMBING        | 24         | 112,144.00            |
| POOL            | 6          | 35,869.00             |
| ROOFING/SIDING  | 28         | 527,970.00            |
| SIGN            | 0          | 0.00                  |
| SOLAR           | 5          | 127,088.00            |
| TENT            | 4          | 13,879.00             |
| <b>TOTAL</b>    | <b>161</b> | <b>\$1,491,823.00</b> |

The total Building income fees received in the month of May was **\$18,489.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1280.00 Environmental \$300.00, Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$82.50 Driveway / Excavation \$1930.00 Engineering copies \$117.00. The other total income is \$3909.50.

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

|                                  | <u>2017</u>    | <u>2016</u>    |
|----------------------------------|----------------|----------------|
| Value of Permits issued for May: | \$1,491,823.00 | \$2,296,421.00 |
| Fees for Permits issued for May: | \$18,489.00    | \$27,767.00    |
| Other income Fees for May:       | \$3,909.50     | \$3,944.00     |
| Building Permits Issued for May: | 161            | 191            |

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

| <u>2016-2017</u> |                   | <u>2015-2016</u> |                   |
|------------------|-------------------|------------------|-------------------|
| <u>Value</u>     | <u>Permit Fee</u> | <u>Value</u>     | <u>Permit Fee</u> |
| \$25,077,392.00  | \$251,547.00      | \$26,195,500.00  | \$305,178.00      |

## **HUMAN SERVICES**

- The Food Bank assisted 136 households with 637 bags of groceries distributed.
- The Clothing Closet served 15 households with 17 bags of clothing.
- Open Air Market served 113 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 9 residents with 10 bills, 4-housing, 3-utility, 1-medical, 2-home clean out bills. Two were 60+ residents.
- There were 107 cases in our Social Casework program. 43 were new referrals.
- The Youth and Family Counseling Program had 18 active cases, 4 of which were new. Clinicians provided 51 clinical therapy sessions with a total of 64 clinical service hours.
- There were 2 after-hours police referrals for active clinical cases in need of additional support.
- There was one JRB referral this month.
- A spring "Healthy Youth" educational series will be offered in June.
- Summer Youth Adventure registrations are well under way with the deadline of June 8<sup>th</sup>. Mentors have been selected and summer staff is in place.
- New and returning high school mentors met for an orientation on May 16<sup>th</sup>. We have 18 mentors signed up for Summer Youth Adventures 2017.
- On May 4<sup>th</sup> & 5<sup>th</sup>, MKMS students that were not able to attend the 8<sup>th</sup> grade class trip to Washington D.C. spent May 4<sup>th</sup> on the Challenge Course and May 5<sup>th</sup> canoeing and cleaning at the Fisher Meadows Park in Avon, CT.
- On May 10<sup>th</sup>, JWMS students that were not able to attend the 8<sup>th</sup> grade class trip to Washington, D.C. spent the day on the challenge course.
- The High School Vocational Prep group went kayaking at Rainbow Reservoir on May 11<sup>th</sup>. This wrapped up the year-long experience with 11<sup>th</sup> & 12<sup>th</sup> grade students in the fall semester and 9<sup>th</sup> & 10<sup>th</sup> grade students in the spring semester. Planning is underway for the 2017-2018 school year.
- 4<sup>th</sup> grade SCORE programs met twice this month on the challenge course and enjoyed a trip to the Peabody Museum in New Haven. This is our third year offering 4<sup>th</sup> grade SCORE programs.

- The 8<sup>th</sup> grade Adventure Bound Challenge program along with the high school mentors worked the annual Postal Food Drive as their community service project on May 13<sup>th</sup>.
- The MKMS FUTP 60 (Fuel Up to Play 60 Minutes a day) program went kayaking after school on May 25<sup>th</sup> at Batterson Park Pond. This is our 5<sup>th</sup> year collaborating with MKMS Health & Wellness teachers and facilitating challenge course, hiking, snowshoeing and paddling programs after school.
- Safe Homes Task Force continues to meet to address identified and potential at-risk situations.
- Staff attended CERT meetings, workshops, trainings and other meetings throughout the month.
- The Hoarding Working Group hosted its 3<sup>rd</sup> sold out annual (May 25, 2017) conference held at CCSU.
- We continue to work closely with the police department regarding many of our vulnerable and at-risk residents.
- Carol LaBrecque and members of the Newington Hunger Action Team participated in the 34<sup>th</sup> annual Walk Against Hunger for Foodshare.
- Kayla Gugliotti, former student intern assumed the part time secretarial position as we bid Stephanie Soto a fond farewell as she moves on to a full time supervisory social work position with Wheeler Clinic.
- Director Futoma announced her intent to retire in June and move on to another position with CHFA.

**May 2017 Statistics**

| <b>Selected Programs</b>                   | <b>FY 16-17<br/>Undp. Total<br/>This Month</b> | <b>FY 15-16<br/>Undp. Total<br/>Last Month</b> | <b>FY 16-17<br/>Cum. Undp.<br/>Total YTD</b> | <b>FY 15-16<br/>Cum. Undp.<br/>Total YTD</b> |
|--|--|--|--|--|
| <b>Youth &amp; Family Counseling Cases</b> | 18   | 16   | 43   | 27   |
| <b>Youth &amp; Family Service Hours</b>    | 64   | 46   | 440.25                                       | 289  |
| <b>JRB Cases</b>                           | 1  | 0  | 9  | 15   |
| <b>Positive Youth Development</b>          | 131  | 360  | 2890   | 2972   |
| <b>Information and Referral</b>            | 621  | 1179   | 11,359                                       | 10,212                                       |
| <b>Social Casework Cases</b>               | 107  | 100  | 451  | 487  |
| <b>Under 55 =</b>                          | 28   | 26   | 151  | 147  |
| <b>Under 55 Disabled =</b>                 | 24   | 24   | 90   | 131  |
| <b>Over 55 =</b>                           | 55   | 50   | 210  | 209  |
| <b>Social Casework Service Hours</b>       | 201.50   | 154  | 1549   | 1742.75                                      |
| <b>Under 55 =</b>                          | 38.25  | 35.25  | 347.50                                       | 371  |
| <b>Over 55 disabled and/or disabled</b>    | 163.25   | 118.75   | 1201.50                                      | 1371.75                                      |
| <b>Food Bank Households</b>                | 136  | 136  | 1507   | 1485   |
| <b>#Bags of Groceries Distributed</b>      | 637  | 647  | 7194   | 7260   |
| <b>Special Needs</b>                       | 9  | 9  | 78   | 75   |

## **SENIOR AND DISABLED CENTER**

- May is recognized nationally as Older Americans' Month and the highlight for the Senior and Disabled Center was the Annual Volunteer Recognition and Wall of Honor Dinner. Attended on May 18<sup>th</sup> by several members of Town Council and the Commission on Aging and Disability, the dinner celebrated the contributions of more than 100 volunteers. Dennis Doyle, our certified CHOICES Counselor, was honored as the Wall of Honor recipient.
- Program Coordinator Eleanor Eichner officially retired on May 5<sup>th</sup> after serving the Town for more than 20 years. Fortunately, she returned as a volunteer after a vacation and will assist with the orientation of her successor.
- The Center hosted a full day event of the LGBT Moveable Senior Center on May 13<sup>th</sup>. These programs, held now in 11 area Centers, are an effort to both create inclusivity in Senior Centers and to introduce people who identify as LGBT to aging services. This event featured a panel including State Department on Aging Commissioner Betsy Ritter, North Central Area Agency on Aging Executive Director Maureen McIntyre and Gayle Kataja, Director of Innovation and Community Partnerships with Connecticut Community Care.
- Center Director Dianne Stone attended meetings of the legislative Task Force to study Senior Centers as the Co-Chair. This task force will identify the core role of senior centers in the delivery of health and human services to older adults and effective means to provide the resources and training needed.
- Ms. Stone was an invited panelist at the annual of an "Aging Matters" conference hosted by the Connecticut Coalition on Aging and Developmental Disabilities, The CT Department of Developmental Services & The CT Chapter of the American Association on Intellectual and Developmental Disabilities on May 5<sup>th</sup>.
- JoAnn DeWind assumed the position of Special Olympics Coordinator. Ms. DeWind has a long history with the program as the parent of an athlete and hit the ground running with the start of the summer games season. Parks and Recreation Supervisor Karen Gallicchio provided invaluable assistance in on-boarding Ms. DeWind and ensuring program stability.
- The Giving Garden was fully planted with organic vegetables, herbs and perennials that will be shared with the Food Pantry. The Open House and volunteer recruitment event held in April was successful in that there are several new volunteers working in the garden.
- As of the end of March, the Center had 1,586 paid members, including 202 Fitness Center members. There are 1010 residents registered for Dial-A-Ride. Membership renewal letters and an annual survey are being prepared for the new fiscal year.
- There were 200+ opportunities to participate in programs at the Center over the summer with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3734 by 500 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 109 residents 1205 trips this month, covering **3829** miles.
- Center staffing was complemented by 623 hours of unpaid service in 208 instances by 48 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, April 26; registration for non-residents began on Wednesday, May 10.
- We are again offering discount tickets for Lake Compounce, Six Flags, and the Connecticut Science Center. Tickets are available at the Parks and Recreation office.
- Residents were given the opportunity to purchase summer 2017 pool passes at a discounted rate on or before May 24<sup>th</sup>. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount. Pool passes were changed to key fobs last summer. The fobs are scanned at the pools using a laptop with a scanner and provide the aquatics cashier with a picture of the resident who purchased that pass. This helps to ensure security with pool passes.

- Residents also had the opportunity to save 10 percent on Summer Camp registration (children entering Kindergarten through children currently in grade 7). Prices increased on June 2. Sibling discounts of \$20 per week per child (after first child) are again being offered for Camp RECreate & Playground Pals.
- Interviews were held in March, April and early May for seasonal aquatics and camp counselor position as well as supervisory promotions. Training for seasonal staff began in late May.
- The American Red Cross has released many updates in both Lifeguarding and CPR. All updates are being introduced to the staff and practiced accordingly. All seasonal staff are now required to be First Aid and CPR certified, so training has begun to ensure that all summer staff has current certifications prior to the start of summer camp.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Preschool registration for the 2017-2018 school year has been ongoing throughout the month.
- Planning and preparations for July Extravaganza continue.
- The second annual Motorcycle Madness event sponsored by Haymond Law, Geico, West Hill Automotive, and CT Cruise News was held on Thursday, May 18 at Mill Pond Park from 5:30 to 9:00 p.m. The event included the first concert in the 2017 Edythe & Harry Mandell Summer Concert Series featuring The Savage Brothers. Approximately 477 motorcyclists and hundreds more spectators enjoyed the event. Eight food vendors participated, along with 13 other product and miscellaneous vendors. This event raised money for the Life. Be In It. Extravaganza fireworks.
- The Department hosted a pancake breakfast in celebration of Police Appreciation Day for all the Newington Police officers, staff and residents of the community on Tuesday, May 16 from 8:00 to 10:30 a.m. in the Mortensen Community Center gymnasium. Approximately 50 people attended the event.

#### Parks and Grounds and Cemeteries

- Completed spring start up maintenance on athletic fields.
- All athletic fields in use are having lines painted on a weekly basis.
- Baseball and softball fields are being groomed on a regular basis for practices and games.
- Energized the potable water in the park facilities.
- Began energizing the irrigation systems.
- Designed and built a Parks and Recreation float for the Memorial Day Parade.
- Performed finishing touches to the exterior grounds of all fire stations, cemeteries, Town Hall and parade route.
- Installed flags on telephone poles along the parade route.
- Weeded, pruned and mulched Martin Kellogg Middle School in preparation for a visit from the Connecticut Association of Schools as part of their selection process to determine their School of the Year award.
- There were 1 sale and 9 interments at Town cemeteries.

#### Tree Warden

- Removed hanging branch, from Town tree, over shed at 69 Brook Street.
- Removed two (2) dead trees from Starr Park, North side of basketball court. \*Wethersfield.
- Reported dying tree, in Center Island, at Centerwood Road Cul-de-sac. Tree added to town removal list.
- Reported dying tree in island as you enter Candlewyck Drive. Tree added to town removal list.
- Removed fallen tree, onto dumpster, at Senior Center.
- Reported dying roadside trees, at 114 Kelsey Street. Measured location of trees from plot plan, and trees are not in Town Right of Way.
- Removed hanging branch, deadwood and pruned remaining of oak tree at Mill Pond Park. \*Wethersfield.
- Removed posted tree at 412 Connecticut Avenue. \*Wethersfield.
- Removed low hanging branches and deadwood from town tree at 6 Trumbull Street.

#### **LIBRARY**

- Since summer is almost here, staff has been very busy getting ready the many programs that will be offered for children, teens and adults including the three summer reading programs. The children's staff visited all grades at both elementary schools to promote summer reading. They along with the teen librarians will be visiting the 5<sup>th</sup> through 8<sup>th</sup> graders in June to promote the summer reading programs as well. The teen librarians collaborated with the high school to create a list of summer reading

recommendations to be distributed to teens at the end of the school year. In addition, the children's librarians did the Nutmeg Booktalks to all 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in Town, discussing the new Nutmeg book nominees with the students. Staff has also been purchasing additional books and materials to support the summer reading and Nutmeg programs. This year's theme for summer reading is "Build a Better World," a very timely theme. Programs and reading suggestions will promote ways to make the world a better place for everyone involved.

- The Library Board of Trustees held its 21<sup>st</sup> annual *Newington Library 5K Challenge* road race on May 21<sup>st</sup>. Keeney Manufacturing was the once again the main sponsor. 265 runners/walkers as well as many more spectators participated in the morning event. It was perfect running morning for a race, sunny and cool. The volunteers did another amazing job with the planning and implementation of the race.
- The staff from the Children's Department and the Friends of the Library marched in the Memorial Day Parade on May 26 to promote the library and summer reading.
- The State Library statewide delivery system that has been in use for more than 40 years will be changing dramatically in July. This system allows reciprocal borrowing of library materials throughout the state via the interlibrary loan service and allows people to return library items to any library in the state because the delivery system will transport the materials back to the owning library. It has been a wonderful way to share resources which has been vital during these hard economic times. It makes available materials that people need for school, work or any kind of research that our library may not have or may never buy. And it makes the borrowing and returning of library materials more convenient for people throughout the state. Beginning in July, there will be fewer deliveries per week and the types of items and the number of items that can be transported will be decreased. These decreases will change some of the basic library services dramatically. In addition, due to the possible defunding of another State Library program called *borrowIT*, the ability to use your library card in any library in the state may also change. Until the State budget is passed we do not know how some library services will ultimately change.
- The library honored its volunteers with the annual Volunteer Breakfast. Staff cooks and bakes a breakfast for the many volunteers that help the library on a regular basis. The theme this year was the 1950's. Some staff dressed up in 1950's style, a Sock Hopper, Pink Lady, Charlie Brown, Howdy Doody and a Greaser. Volunteers enjoyed a delicious breakfast and had fun with the 50's trivia quiz and hanging out with staff and other volunteers.
- Due to serious space constraints with audiobook, entertainment and non-fiction DVDs/Blu-Ray DVDs and the print collection a lot of shifting and some weeding was done to try to find more space. The career and ESL collections were moved to make room for all of the non-fiction audiobooks. Also we were able to pick up a free oversize CD display case and modify it thanks to the Town Facilities department and use this new case to help expand space for the seriously overcrowded and heavily used music CD collection.
- The Children's Department had a whirlwind month with regular programming, outreach to preschools and daycare centers, the many school visits as mentioned before and special events. 128 programs were offered to 3,132 children and their caregivers. The library held *Free Comic Book Day* as part of the *International Free Comic Book Day* thanks to comic book donations from *Eye Opener Comic Store* in Newington. Kids had their pictures taken with comic book characters, picked out free comic books and made super hero crafts with teen volunteers. The library's second *Babies Love Art* program was held for infants. Babies could visit a number of stations in the room to explore texture, color, shapes and creativity. The parents and infants alike loved this program. Other highlights included *Tales to Tails*, *Building with LEGOS*, *Chess & Checkers Club* and *Book Buddies*.
- There were 4 programs offered to 44 teens during the month of May. Our tech savvy teen volunteers once again assisted adults with their devices as part of the *Tech Troubleshooting with Teens*. Teens also helped out at the *Smart Phone Support* technology program held at the end of the month. Other programs included combined Teen/Children Program – *Free Comic Book Day* and *College Planning, It's Never Too Late*.
- Adults were offered 15 programs that were attended by 618 adults. The very popular *Made in Connecticut* series continued with *Carla's Pasta* from South Windsor. Carla and her son Sergio, VP of Operations, came to talk, cook and serve pasta. People who attended were served the homemade pasta salad and rigatoni and charmed by Carla who began her business in 1978. Carla even sent the library a hand-written thank you note saying how lucky Newington is to have such programs for their community. A very engaging local author Dennis Sullivan spoke about his book *Irving Street & Other Hartford Memories* to a full house. Adults showed their creative sides at the *Redefined READS* program making colorful paper flowers from old book pages and at the *Adult Painting Night* where they

painted wine glasses with local crafter Louise French. Other programs included *Movies and More* with a viewing of the movie *Light Between Two Oceans*, *Cut the Cord*, *Millennials* and *50 Shades of Mud*. The *Special Friends* program had 60 adults with special needs come together to paint kindness rocks for the library butterfly garden.

- Total circulation of library materials was 26,019. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,953 times from the library website. 14,419 people visited the library during the month. There were 6,858 visits to the library's homepage. Popular online services included *Lynda.com*, *Value Line*, *PebbleGo: Animal*, *Dinosaur* and *Social Studies* databases and *PebbleGo Next: U.S. States* database. Museum passes were used 80 times this month, the most popular were *Beardsley Zoo*, *Mystic Aquarium* and *Mark Twain House*. The reference staff answered 4,611 reference questions. Free library meeting space including study rooms was used 473 times during the month.
- Technology News: Head of Reference Diane Durette produced the library's Summer Educator's Newsletter and it was distributed to all Board of Education employee. Digital Librarian Jennifer Hebert held a *Computer Troubleshooting* class and assisted in the *Smart Phone Support* program. Other technology programs included *Tech Troubleshooting with Teens* and *Tech 4 U*. The Town IT staff installed a new people counter in the library entrance.
- Personnel News: Megan Phan was hired as a part-time substitute for both the Circulation and Children's departments. Victoria Buttaro was hired as a part-time Circulation Library Technician. She replaced Kelly Clark who left in May. Teen Librarian Bailey Francis attended her first Youth Adult Council meeting in May. Library Director Lisa Masten continued her work as part of the Town of Newington website committee. Jeanette Francini continued her work as the co-chair of the deliverIT Task Force.
- Facilities News: The three study rooms and the staff bathroom were painted and look great. A dedicated volunteer has been shifting all of the non-fiction to make the shelves less crowded in all subject areas. The music CD's continue to be very popular and the collection is outgrowing the space. The library picked up a donated CD rack from another library to help alleviate the problem. Thanks to Facilities, it was cut down and modified and fits really well in its new spot.
- Topics of note that were researched this month included:
  1. Books explaining foster care to an older child.
  2. List of African American authors.
  3. Subsidized rents in Newington.
  4. How to remove moldy smells from upholstered furniture.
  5. Battle of the Books titles.