



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: July 21, 2017
Re: Monthly Report – June 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 and staff began the collective bargaining process for the IPBO (police) union contract, which expires on June 30, 2017.

Legal Services

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

Overtime

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	52.0	\$ 2,548.76
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 884.76
ROAD MAINTENANCE	7.6	\$ 323.40
TRAFFIC	11.0	\$ 351.28
LANDFILL	1.0	\$ 51.35
RUTH CHAFFEE SCHOOL	34.3	\$ 1,227.21
MARTIN KELLOGG SCHOOL	126.3	\$ 5,761.65
TOTALS	252.2	\$ 11,148.41
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	23.6	\$ 996.86
Park Maintenance	17.3	\$ 817.64
Turf & Grounds Maintenance	110.0	\$ 5,291.42
TOTALS	150.9	\$ 7,105.92

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POLICE DEPARTMENT	16-17 Budget Overtime Appr.	Overtime Expended 16-17 YTD	15-16 Budget Overtime Appr.	Overtime Expended 15-16 YTD
Administration	\$ 7,459.00	\$ 1,613.70	\$ 7,254.00	\$ 2,719.56
Patrol	609,919.00	700,026.56	603,738.00	753,221.18
Investigation	83,433.00	56,878.70	76,132.00	65,473.53
Communication	170,443.00	236,144.67	162,698.00	206,694.61
Education/Training	130,461.00	97,288.94	120,943.00	118,455.71
Support Services	36,261.00	29,887.21	34,408.00	36,557.83
Animal Control	1,211.00	0.00	3,006.00	0.00
Total	\$ 1,039,187.00	\$ 1,121,839.78	\$ 1,008,179.00	\$ 1,183,122.42
HIGHWAY DEPARTMENT				
Highway Operations	\$ 25,212.00	\$ 27,832.96	\$ 25,212.00	\$ 22,594.01
Snow and Ice Control	148,440.00	112,150.83	148,440.00	69,166.22
Traffic	3,702.00	3,958.90	3,000.00	4,665.21
Vehicles and Equipment	29,949.00	28,500.41	26,949.00	26,010.69
Leaf Collection	48,989.00	30,755.27	50,999.00	41,659.37
Total	\$ 256,292.00	\$ 203,198.37	\$ 254,600.00	\$ 164,095.50
PARKS AND GROUNDS				
Parks and Grounds	\$ 77,091.00	\$ 87,482.80	\$ 77,091.00	\$ 83,520.57
Cemeteries	15,012.00	7,582.27	18,371.00	8,030.96
Total	\$ 92,103.00	\$ 95,065.07	\$ 95,462.00	\$ 91,551.53

PERSONNEL

- Town Engineer Chris Greenlaw gave notice to resign effective May 12th. The public posting for the Town Engineer position has been extended until July 21st.
- Jaime Trevethan was appointed to the position of Program Coordinator at the Senior & Disabled Center on June 12, 2017.
- Carol LaBrecque was promoted to the Director of Human Services.
- Pam Wassick was appointed to the position of Financial Casework Coordinator in the Human Services Department.
- Norma Baldini was promoted to the position of Police Officer on June 23, 2017.

RISK MANAGEMENT

2016-17 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2016-17 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2016-17 plan year were estimated at \$987,630. The total paid claims from the Health Benefits Fund for May 2017 were \$847,362. 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 May, 2017</u>		
	Town	Board of Education	Total
Estimated Claims	2,696,122	8,167,808	10,863,930
Actual Claims	2,015,599	6,872,690	8,888,289

FACILITIES MANAGEMENT

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

Work Order Completions

The Facilities Maintenance Department has completed 47 formal work orders during the month of June at various Town Buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur.

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. New lift is on order.

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 69 help desk work orders.
- Migrating the town's voicemail server from physical server to a virtual server.
- Upgrading various line of business applications to their latest releases.
- Network user account review and maintenance.
- Attending admin and user training for the town's new website content management system.
- Updating PDF maps made available for download on the Town's website.
- Developing a Geographical Information Systems (GIS) based application for internal use by Animal Control Officers and staff for licensed dogs.
- Developing a GIS based application for internal use by Parks and Recreation staff to assist them in locating recreational facilities.
- Upgrading the Town's Security Information Event Management (SIEM) solution to the latest release.
- Participating in several online classes and labs involving security analysis.
- New website preparation, set-up and configuration for a production cutover to the new content management system scheduled sometime during the last week of July 2017.
- Mr. Boutot presented at the CT-GMIS Security summit held in Berlin, CT. Approximately 100 people attended and to learn about Cyber Security, Network Security, Criminal Justice Information System security as well as many other security related topics.
- Attending departmental, staff or regional meetings as needed or required

FINANCE

Accounting and Administration

- Tasks associated with the implementation of the High Deductible Health Plan (HDHP) and Health Savings Account (HSA) began during the month. This optional health plan for AFSCME and Administrative staff will go into effect July 1, 2017.
- Ann Harter attended the June 13th Town Council meeting to request authorization to transfer Board of Education unexpended funds to the Non-Lapsing Fund.
- The fiscal year end 2017 transactions were processed throughout the month.
- Analysis for contract negotiations with IBPO began during the month.
- On June 21st, Ann Harter along with Chief Clark and Town Manager Tanya Lane attended a Technology and Cyber Security Symposium.
- On June 22nd, Lisa Rydecki and Ann Harter met with Blum Shapiro & Co. to discuss the scope of the upcoming audit and newly issued Government Accounting Standards Board (GASB) pronouncements.

- The 2016-17 year end closeout also got underway with a list of requests to be compiled for the Town auditors.

Major grants received during the month included the final payment for the Pequot Grant in the amount of \$82,726, Municipal Grants in Aid in the amount of \$917,869 and School Construction Progress Payments for the Newington High Career Tech projects in the amount of \$383,049. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
6/30/2017

	Interest Earnings		\$ Invested
	Budget FY2016-17	Actual Year to Date	
General Fund	\$71,350	\$78,024	\$5,339,528
Special Revenue Funds	5,400	24,402	4,023,393
Capital Projects Funds	1,500	6,122	1,038,893
Internal Service Fund	2,400	14,964	2,140,024
Trust and Agency Funds	4,000	8,012	1,115,142
TOTAL, ESTIMATED BY FUND			\$13,656,980

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
6/30/2017

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.93	0.84	6,899	8,056	\$8,763,887
Bank North	0.51	0.51	15	79	34,881
People's Bank	0.32	0.32	683	752	2,598,758
Santander Bank	0.65	0.65	893	3,047	1,674,074
Farmington Bank	0.50	0.50	240	1,880	585,380
Total Outstanding Investments					\$13,656,980

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June. New personal property accounts were identified and entered in the database.
- The elderly tax relief homeowner program was completed by the end of June. All reports of this activity were filed with the State of Connecticut before the deadline.
- Income and Expense forms for owners of commercial property were received and 95% of those were entered into the database.
- Files for tax bills for Real Estate and Personal Property were finalized, balanced and sent to our vendor, Quality Data for printing and mailing. All files were confirmed balanced by the vendor.

Revenue Collector

- June Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$85,444.14. The Supplemental Motor Vehicles collected were \$13,414.98 and \$16,456.98 was collected from back taxes. We received \$1,069.85 in suspended accounts which is included in the back tax figure.
- This year's total collections were 99% which is in line with last year's percentage.

- The Constables continue to collect for outstanding taxes.
- Taxpayers continue to 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.
- The Real Estate and Personal Property 2016 Grand List tax bills were mailed June 19th for the new fiscal year. Motor Vehicles will be mailed at a later date when the State budget is adopted and a decision on the motor vehicle tax cap is finalized.

TOWN CLERK

- There were 89 property transfers in June for a total of \$13,036,474 in sales. State conveyance tax collected was \$106,613.50 and Town conveyance tax collected was \$32,591.19.
- There were eight (8) residential sales over \$300,000; and one (1) residential sale for \$425,000.
- Revenue for the month of June totaled \$57,166.19.
- A total of 499 documents were filed on the land records during the month including: 147 mortgages, 181 releases, 29 probate documents and 43 liens. Eighty-six documents were electronically recorded for \$9,335.00 in Revenue.
- The staff certified and issued 201 copies of vital records (birth, marriage & death certificates). 20 burial and six cremation permits were issued.
- Copy revenue totaled \$2,051.
- June is “dog license renewal month”—1,635 dog licenses were issued to residents.
- Six liquor permits were put on record; nine notary public commissions and eight trade name certificates were catalogued.
- The office issued 41 dump passes.
- On June 23rd the Town Clerk swore-in a Patrol Officer.

<u>DATA SUMMARY JUNE 2017</u>				
	<u>June-16</u>	<u>June-17</u>	<u>FY15/16 to Date</u>	<u>FY16/17 to Date</u>
Land Record Documents	518	499	5,660	4,988
Dog Licenses Sold	1,464	1,635	2,057	2,331
Game Licenses Sold	14	13	151	145
Vital Statistics				
Marriages	28	22	190	221
Death Certificates	32	23	359	333
Birth Certificates	31	27	257	262
Total General Fund Revenue	\$ 42,302.28	\$ 57,166.19	\$ 478,081.65	\$ 621,415.35
Town Document Preservation	\$ 1,148.00	\$ 1,166.00	\$ 12,760.00	\$ 12,999.00
State Document Preservation	\$ 628.00	\$ 686.00	\$ 7,634.00	\$ 7,296.00
State Treasurer (\$36 fee)	\$ 11,304.00	\$ 12,348.00	\$ 137,268.00	\$ 130,644.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 6,096.00	\$ 56,388.00	\$ 60,960.00
State Treasurer (\$110 fee)	\$ 5,720.00	\$ 5,280.00	\$ 56,430.00	\$ 62,480.00
LoCIP	\$ 942.00	\$ 1,029.00	\$ 11,439.00	\$ 10,887.00
State Game Licenses	\$ 348.00	\$ 363.00	\$ 4,412.00	\$ 4,263.00
State Dog Licenses	\$ 7,785.00	\$ 8,832.00	\$ 11,903.00	\$ 14,211.50
Dog Licenses Surcharge	\$ 3,166.00	\$ 3,622.00	\$ 4,608.00	\$ 5,330.00
Marriage Surcharge	\$ 190.00	\$ 323.00	\$ 1,368.00	\$ 2,014.00
Grand Total	\$ 77,978.28	\$ 96,911.19	\$ 782,291.65	\$ 932,499.85

POLICE DEPARTMENT

- Patrol Calls for June are as follows:

Abandoned MV	0	Fire Other	11	Missing	4
Administrative	0	Fire Special Detail	2	MV Abandoned	0
Alarm Commercial Burg Alarm	57	Fire Structure Fire	3	MV Assist	62
Alarm Hold Up Alarm	5	Fire Trouble Alarm	5	MV Complaint	68
Alarm Residential Burg Alarm	35	Fire Vehicle Fire	1	MVA Evading	9
Animal Complaint	43	Fire Water Problem	2	MVA Injury	18
Assault	2	Fireworks	4	MVA Property Only	91
Assist Motorist	0	Follow-up	71	Neighbor	19
Assist Notification	1	Found Property	3	Noise	27
Assist Other Agency	34	Gun	1	Notification	0
Bad Check Insufficient Funds	10	Harassment	16	Open Door/Window	16
Breach of Peace/Disorderly	14	Hazard	33	Parking Violation	11
Burglar Alarm	10	Hazmat	2	PD ASSIST FIRE DEPT	28
Burglary	3	Hold Up Alarm	2	Personal Relief	1
Car Seat	1	Illegal Dumping	4	Pistol Permit	38
Check Welfare	49	Indecent Exposure	0	Prisoner Care	4
Check Welfare 911	67	Intoxicated	17	Property Found	16
Check Welfare Other	3	Juvenile Complaint	18	Property Lost	2
Clear Lot	3	K9 Assist	1	Recovered Stolen MV	2
Construction	0	Kidnapping	0	Robbery	1
Court Detail	9	Landlord / Tenant Dispute	2	Roll Call	1
Criminal Mischief	13	Larceny	56	Serve Subpoena	1
CSO	4	Larceny from MV	37	Serve Warrant	31
Customer Dispute	9	Lift Assist Only	5	Sexual Assault	1
Dog Complaint	47	Location Check	121	Shots fired	2
Domestic	31	Location General	39	Specific Detail	116
Drug	4	Location school	0	Stolen MV	10
DUI	8	Lockout Building	3	Suicide	1
EDP	22	Lockout MV	2	Suicide Attempt	1
Escort / Transport	10	Lost Property	2	Sudden Death	1
Escort Funeral	5	Medical Alarm	14	Suspicious MV Unoccupied	22
Escort Other	9	Medical Cardiac	38	TEST	0
Fingerprint	5	Medical Complaint	115	Suspicious Report	134
Fire Alarm	20	Medical Diabetic	7	Threatening	3
Fire CO Detector no symptoms	1	Medical Fall	45	Tow	19
Fire Extrication	1	Medical Other	58	Town Ordinance Violation	3
Fire Mutual Aid Request	2	Medical Respiratory	25	Traffic Stop	392
		Medical Stand by	3	Trespass	10
		Medical Trauma	7	Unknown	1
		Medical Unresponsive	15	Total	2482

- Investigations and calls by Patrol Officers in June included:
 - **Domestic Violence** – Assault on Police Officers – Officers were dispatched to an undisclosed location on a report of a fight between an uncle and nephew. As officers arrived, they located the uncle whose shirt was ripped and he appeared to be out of breath. He told officers that he and his nephew got into a physical altercation over chips. While speaking with the uncle, officers on scene could hear screaming coming from the residence. When entering the residence, officers observed a brief altercation ensue in the basement of the residence between the nephew and his aunt. At this time, officers attempted to calm the nephew down but were unsuccessful. The nephew was extremely angry, was behaving aggressively towards his family, as well as officers on scene. The nephew then attempted to strike an officer with his head. Officers attempted to restrain the nephew when he began kicking the officers in the leg area. The nephew then struck one officer with a closed fist two times in the face and spit in the officers' face as well. Officers were eventually able to get the nephew to the ground, but he continued to be combative. While he was still resisting arrest on the ground an officer utilized his Taser to get compliance from the nephew. The nephew continued to resist which was when the officer administered the Taser for a second time. Shortly after the second Taser, the nephew began to follow directives and placed his hand behind his back. The nephew was handcuffed and brought to police vehicle. During this time, the nephew threatened to shoot and kill the officers that were at the location. One officer sustained an abrasion to his left eye, a second officer suffered abrasions to his right arm and a third officer was transported to the hospital to treat a broken wrist and saliva/blood spit in his face. The nephew was charged with 53a-182: Disorderly conduct, 53a-61: Assault in the Third Degree, 53a-223: Violation of a Protective Order, 53-21a: Risk of Injury to a Minor, 53a-167a: Interfering with a Police Officer, 53a-62: Threatening in the Second, 53a-167c: Assault on a Police Officer.
 - **Shoplifting** - Officers were dispatched to investigate a larceny complaint a department store where a large group of young males were actively concealing items and leaving the store without paying for them. Due to the nature of the complaint additional officers responded as well. Upon arrival, officers were advised that two of the males were in the parking lot. Officers approached the males and observed multiple gaming CDs underneath the vehicle where the males were standing. These males were detained. An additional four individuals were detained inside the store. Two of the individuals were young adults and the other four were juveniles. The store security officer stated that he observed the six individuals in the store select various items from the shelves, open the packaging and conceal the items on their person. Two of the individuals then left the store as the others continued to conceal items. During the investigation, it was learned that the individuals had gone to the store in order to steal video games and controllers. They would then go to another store close by and sell the items as used and collect cash from the sale. The store declined to press charges on the juveniles. However, the two young adult males were arrested and charged with CGS 53a-125b: Larceny in the Sixth Degree, 53a-48/53a-125b Conspiracy to Commit Larceny in the Sixth Degree, and 53-21(a)(1): Risk of Injuring/Impairing the Morals of a Minor (four counts).
- In June, Detective Division Personnel:
 - Handled 106 investigations, 71 remain ongoing, 2 suspended and 33 were closed by investigative methods.
 - Served 21 arrest warrants, 20 by Patrol Officers and 1 by Detective Division personnel.
 - On June 22nd detectives responded to a wooded area located on Cedar Mountain to investigate a deceased body that was discovered by an individual hiking in the area. The body was in a state of partial decomposition. Detectives processed the scene, seized physical evidence, and located items that have assisted in tentatively identifying the deceased. Detectives are currently working with personnel from the Office of the Chief Medical Examiner to positively identify the individual and determine cause and manner of death. This case remains under investigation.
 - On June 30th detectives responded to a residential address in Newington to investigate the untimely death of a 34 year old male. Detectives processed the scene, seized physical evidence, and interviewed a family member who discovered the deceased. At this time the cause of death is unknown and this case remains under investigation.
 - During the week of June 26th detectives served as instructors for portions of the Newington Police Department Youth Academy.
- In June, the Community Service Officer (CSO):
 - Attended training for new Town webpage.
 - Organized 2017 Law Enforcement Torch Run which took place on June 9, 2017.
 - Managed the internship program.
 - Managed department social media sites.

- Attended a Touch A Truck visit, along with the FD, at Southfield Children's Center.
- Provided training on various topics to Parks and Rec Camp Counselors.
- Checked 4 Child Safety Seats for proper installation.
- Conducted a tour and had a pizza party lunch with 5 local kids that were raffle prize recipients at Touch A Truck.
- Hosted the 2017 Youth Police Academy for 16 local youth.
- Worked on fundraising for and coordination of National Night Out.

Property Report June 2017

Category	# of Counts	Property Value (\$)
Counterfeited/Forged	1	\$100
Damaged/Destroyed	21	\$8,682
Burned	0	\$0
Stolen	194	\$251,118
Abandoned	0	\$0
Evidence	98	\$305
Found	36	\$300
Lost	8	\$348
Seized	31	\$122
Recovered	55	\$126,622
Impounded	0	\$0
Informational	11	\$30,001
Total	455	\$417,598

- Police Department Overtime:
 - Comparison
 - OT May \$ 58,855 Holidays
 - OT June \$ 93,189 3 pay periods to close end of FY
 - \$ 34,334 Increase in overtime due to 3rd pay periods
 - During June, 3 officers were on light duty and 1 dispatcher in training. These vacancies have an impact on the overtime for a total of 4 positions vacant on the schedule in the patrol division and dispatch. Overtime included 3 pay periods this month.
 - Admin overtime \$0, no change for this account.
 - Patrol overtime \$52,791, an increase of \$34,587. Overtime included 3 pay periods, DUI arrests, domestic calls, gun seizure, hospital escort, motor vehicle accidents, stolen motor vehicle, subpoenas, Graduation party, prisoner pick up, deceased person investigation, investigations for burglary, All Terrain Vehicle assignments, eviction assistance, assault arrest, rifle cleaning and ammo inventory, casework, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division Overtime \$6,627, an increase of \$3,347. Overtime included 3 pay periods coverage for search warrants, evidence collection, deceased person investigation, stolen Motor vehicle investigation, domestic calls, police candidate backgrounds, All Terrain Vehicle detail, Council meeting coverage, and casework follow-ups.
 - Communications overtime \$25,878, an increase of \$8,013. Overtime included overtime for training a new hire, 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 \$3,489, a decrease of \$1,291 for training classes consisting of Crime Scene photography and spring fire arms qualifications.
 - Support Services overtime \$4,404, an increase of \$2,479. Overtime included the Youth Academy, Memorial Day Parade participation, drug arrest, and DUI arrests.
 - ACO overtime \$0.

FIRE DEPARTMENT

- o The following is a report of the activities of the Newington Fire Department for the month of June, 2017. During this period Fire Department members responded to 43 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	June 2017	12 Months Activity
FIRES		
Structure Fire	2	39
Vehicle Fire	1	12
Exterior Fire	2	41
Other Fires	1	6
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	4
Extrication	3	14
Other Rescue Calls	2	12
SERVICE CALLS		
Hazardous Condition Calls	7	61
Water Problem	2	26
Other Service Calls	2	67
OTHER		
Good Intent Calls	1	34
False Alarm/False Calls	19	270
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	1	11
Total	43	600

Training Summary

Officer Training	Fire Behavior	20.0 hours
Fire Officer III Certification	2 Firefighters	80.0 hours
Company Training	Co. – 1 Rescue & Truck Equipment	24.0 hours
Company Training	Co. – 2 Task Force/Mutual Aid	29.0 hours
CRFCA Training		9.0 hours
Multi-Company	Co. 1&2 Haz-Mat Core	56.0 hours
Multi-Training	Co. 3&4 Haz-Mat Core	62.0 hours
Fire Service Instructor	Certification 1 Firefighter	56.0 hours
Haz-Mat Technician	Certification 2 Firefighter	196.0 hours
Fire Ground Safety & Survival	Train the Trainer	8.0 hours
Target Safety Assignments (4)		174.0 hours
Total Training		714.0 hours

FIRE MARSHAL

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

INSPECTIONS	23
INSPECTION FOLLOW-UPS	47
PLAN REVIEW	9
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	4
COMPLAINTS	2
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	5

Incidents:

- There were no significant fire incidents or injuries reported in June. Responded to **21** fire calls during the month.

Fire Marshal's/Chief's Activities:

- Attended the monthly meeting of the Capital Region Fire Marshals Association in Simsbury.
- Attended the monthly CERT meeting at fire headquarters.
- Responded to a Task Force activation in Berlin along with a crew from Engine- 2 to assist at the scene of a residential structure fire.
- Attended a meeting of the 100th Anniversary Legacy Album Committee at fire headquarters.
- Met with chief officers to review the final budget closeout for 2016-2017.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Conducted an inspection of Classic Car Show on Market Square and posted temporary fire lanes signs as required for the annual event.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #1 on Main Street.
- Assisted the Newington Veteran Firefighters Association with the set-up and registration prior to the start of their Annual Golf Tournament in New Britain.
- Conducted inspections of the tents and electrical equipment prior to the start of the Annual Relay for Life Event at Mill Pond Park.
- Attended the monthly Safe Home Team meeting at Town Hall.
- Attended a wake for Kevin Lockery father of Company #1 Firefighter Tyler Bailey at Newington Memorial.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in New Britain.
- Attended the quarterly meeting of the International Association of Arson Investigators in Old Saybrook.
- Attended a wake for James Calvo the father and uncle of Highway Department employees Sam Calvo and Jack Nesklada.
- Conducted an inspection of the high school gym and cafeteria areas prior to the Annual All Night Graduation Party.
- Attended a retirement party for Human Services Director Karen Futoma at Town Hall.
- Attended the Annual New England Fire Chiefs Association Conference at Foxwoods Resort.
- Attended the monthly company training session at the training tower; Annual Hazardous Materials Refresher.
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.
- Attended a meeting with town staff to review plans for this year's Annual Extravaganza and Fireworks Show.
- Attended the monthly staff meeting at Town Hall.

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.
- Participated in Town Engineer position interviews.
- Attended DOT Cedar Street Bridge progress meeting.
- Attended various construction project meetings.
- Attended multi-day Town website training sessions.
- Attended Environmental Quality Commission meeting.

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 two evictions for the month – no storage required.
- Completed the parking lot extension at Ruth Chaffee School.

- Began reconstruction of pathway at Martin Kellogg Middle School.
- Assisted in the Annual Touch a Truck event.
- Began preparing roads (drainage improvements) for upcoming milling and overlay schedule.

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 Special Olympics Event and Annual Car Show.
- Line painted Mill Pond Parking Lot and installed new signage.
- Assisted with traffic control for various Town owned traffic control light maintenance projects.

Fleet Maintenance

- Performed routine preventative maintenance / emergency repairs for all town vehicles and equipment.
- Began outfitting new Facilities Department vehicle.
- Continued with the maintenance of all mowing and construction equipment.

Sanitation/Recycling/Landfill

- Scheduled 1028 residential bulk items for collection for the month.
- Scheduled 169 condominium bulk items for collection for the month.
- Scheduled 72 condo/residential scrap metal items for collection for the month.
- 6897 tons of cumulative Municipal Solid Waste were collected from July through May.
- 2522 tons of cumulative recyclables were collected from July through May.
- 1015 mattresses and 554 box springs were collected from July through May.
- 413 televisions were collected from July through May.
- Issued 26 permanent landfill permits and 15 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on June 14, 2017:

- Approved Petition #19-17: Special Permit (Section 3.2.5: School) to conduct day programming for adults with intellectual disabilities at 652 Willard Avenue (Saint Mary's School). Catholic Charities Archdiocese of Hartford, applicant.
- Approved Petition #23-17: TPZ Approval (Section 3.23.1: Accessory Outside Use) to sell fireworks at 3413 Berlin Turnpike ("Olympia Diner"). Keystone Fireworks, applicant.
- Approved, Petition #16-17: TPZ Approval (Section 3.23.1: Accessory Outside Use) to display exterior furniture at 56 Costello Road ("Ashley Furniture"). Sami Abunasra, applicant.

Regular Meeting on June 28, 2017:

- Approved Petition #09-17: Text Amendment and Map Amendment (new Section 3.25: Open Space Zone). Newington Open Space Committee, applicant/contact.
- Approved Petition #20-17: Moratorium on Temporary Sign Permit Applications (Section 6.2.1.F: Temporary Sign Permits). Town Plan and Zoning Commission, applicant.
- Approved Petition #14-17: Text Amendment to Revise Waiver Provisions (Various Sections). Town Plan and Zoning Commission, applicant.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- June 2: Met with staff and applicant for elderly housing project on East Cedar Street.
- June 28: Met with owner of Willard Avenue property re possible zone change.
- June 30: Staff meeting to review revised plans for elderly housing project on East Cedar Street.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- June 2: Staff meeting re: possible bike/ped grant application.
- June 8: CCM-sponsored grant-writing workshop in Wethersfield.

- June 20: Pre-bid conference for Streetscape Phase VI (Constance Leigh) bid.
- June 29: Bid opening for Streetscape Phase VI (Constance Leigh Drive).
- June: Began preparation of possible DOT “Community Connectivity Program” grant application.
- June: Finished preparation of two OPM “Responsible Growth/TOD” grant applications.
- June: Continued working on DOH-funded “Constance Leigh Streetscape” project.

Board and Commission Meetings:

- June 8: Attended Open Space Committee meeting.
- June 13: Attended Town Council meeting.
- June 14: Attended TPZ special meeting.
- June 28: Attended TPZ special meeting.

Professional Development/Training:

- June 16: Attended annual AICP training meeting.
- June 19: Attended meeting of CCAPA awards committee.

Miscellaneous

- June 8: Met with staff re blight enforcement management.
- June 8: Annual CRCOG luncheon.
- June 9: Met with TM re blight enforcement management.
- June 14: Monthly Public Works Team meeting.
- June 15: Met with consultant re MS4.
- June 15: Attended meeting between TM and Eversource.
- June 26: Attended CRCOG Transportation Committee meeting.
- June 27: Watched webinar on MS4 process
- June 28: Attended meeting at SHPO re State historic preservation planning
- June 29: Attended monthly department head meeting
- June: Responded to approximately 22 phone messages from citizens, applicants, staff and elected/appointed officials.
- June: Received and sent approximately 573 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of June, twenty-seven excavation permits were issued:
Gas Lateral – 5
Driveway/Sidewalk – 22
- Engineering Staff attended the monthly Public Works Staff meeting and the monthly Inland Wetlands Meeting.
- **Wetlands:** In the month of June, the acting Inland 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.
- 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 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.
- **C.I.P. (Roadway Items):** Milling and paving of the roadways is scheduled to begin in the month of July, 2017.
- **B.O.E. Design\Project Administration: Anna Reynolds School – 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.O.T. – (State Project, 171-382) – Status:** “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).**
- **Engineering Staff:** - Engineering provided various construction staking to facilitate design implementation and maintenance activities including line striping. Also, Engineering staff have been locating and marking drainage outfalls with pink flagging and numbers in various locations throughout town.
- **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, 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 Project:** The Town Manager has referred the project to the Connecticut Department of Transportation.

ECONOMIC DEVELOPMENT

- Supported the activities of the Economic Development Commission, including planning for the CERC Municipal Economic Development Training Workshop, which was subsequently cancelled.
- Prepared, in conjunction with the Town Planner, an application for a Responsible Growth / Transit Oriented Development Grant to help buy down the cost of leasing parking spaces in a parking structure for the State Department of Transportation at the National Welding Site.
- At the request of the IT Department, designed and developed the content for the Economic Development section of the new Town Website.
- Advised the owners of the Hunter Development Site (top of East Cedar Street at Russell Road) on issues pertaining to their applications to the Town Planning and Zoning Commission for approval to construct an Assisted Living and Independent Care facility.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to or expanding within Newington.
- Assisted Eversource in considering alternatives for 3333 Berlin Turnpike following the death of the developer.
- Provided information to property owners in the Newington Junction area interested in learning more about development and sale options.
- Obtained the final easements required for the Constance Leigh Drive Streetscape project to proceed.
- 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.
- Provided information to businesses that recently opened or will soon be opening in Town.
- Advised commercial property owners looking to lease vacant space.
- Assisted businesses with understanding building and fire code issues.
- Prepared documents for the Town Manager.
- Made suggestions to the Library Board of Trustees for their vision of the “library of the future”.
- Participated in the interview panel for the Town Engineer position.

BUILDING DEPARTMENT

- Two Permits were issued for 2 new single family residences. The addresses are 41 Harvest Court and 43 Harvest Court.
- An application was received for signs for the new Sunoco Gas Station located at 3191 Berlin Turnpike.
- A Certificate of Completion was issued for the Aldi’s addition at 2640 Berlin Turnpike.

- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Tents and Temporary Structures – June 1, 2017.
- 2012 International Existing Building Code – June 14, 2017.
 - K. Kilkenny - Tents and Temporary Structures – June 6, 2017.
- There were two Certificates of Occupancy issued in June. They were for single family residences located at 36 Harvest Court and 147 Maple Hill Avenue.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 150 Inspections. They were: Above Ceiling (3), Boiler (1), CO (4), Decks (2), Electrical (8), Final (48), Footings (13), Foundation (2), Framing (4), Gas Line (6), Insulation (9), Mechanical (4), Plumbing (1), Pools (3), Roofing (2), Rough (37), Slab (3).
- The total number of Building/Renovation Permits issued / applied for the month of June was **167** producing a total permit value of **\$3,278,448.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	30	\$1,879,088.00
DECK	8	30,090.00
DEMOLITION	0	0.00
ELECTRICAL	35	64,480.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	2	9,000.00
MECHANICAL	40	286,879.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	395,165.00
PLUMBING	20	40,139.00
POOL	4	44,350.00
ROOFING/SIDING	18	478,376.00
SIGN	4	26,700.00
SOLAR	1	20,544.00
TENT	3	3,637.00
TOTAL	167	\$3,278,448.00

The total Building income fees received in the month of June was **\$35,921.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$775 Environmental \$60.00 Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$70.50 Driveway / Excavation \$925.00 Engineering copies \$36.50. The other total income is \$2067.00.

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

	<u>2017</u>	<u>2016</u>
Value of Permits issued for June:	\$3,278,448.00	\$4,010,182.00
Fees for Permits issued for June:	\$35,921.00	\$43,016.00
Other income Fees for June:	\$2,067.00	\$4,862.00
Building Permits Issued for June:	167	213

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>
\$28,355,840.00	\$287,468.00	\$30,205,682.00	\$348,194.00

HUMAN SERVICES

- The Food Bank assisted 131 households with 592 bags of groceries distributed.
- The Clothing Closet served 23 households with 27 bags of clothing.
- Open Air Market served 114 households during 2 bi-weekly distributions this month.
- The Special Needs Fund assisted 26 residents with 10-housing, mortgage, 13-utility, oil, water, 3-medical, 1-safe homes referrals.
- There were 103 cases in our Social Casework program. 25 were new referrals.
- The Youth and Family Counseling Program had 19 active cases, 2 of which were new. Clinicians provided 59 clinical therapy sessions with a total of 74 clinical service hours.
- There were 2 after-hours police referrals for residents in need of services.
- There were two JRB referrals this month, two prior cases remain open.
- Summer Youth Adventures has 100 Newington youth registered for our summer programs. We had a great start- up week during the last week of June. 16 high school mentors have joined us and summer staff is in place. Staff and mentors went through an extensive training/ orientation 2 day program.
- We facilitated field games for the 4th grade picnic day for John Patterson Elementary School.
- It was a great month on the challenge course and we continue to schedule challenge course and outdoor education programs for the summer and the fall 2017.
- Safe Homes Task Force continues to meet to address identified and potential at-risk situations. We work extensively with health, DCF, Animal control and human services on one school referral of a household with bedbugs.
- Staff attended CERT meeting, CLASS (CT Local Administrators of Social Services) training, Covering Kids and Families quarterly meeting, and other meetings.
- Pam Wassik secured a donation through Bob's Discount Furniture toward a bed for an elderly gentleman.
- Mental Health First Aid for Adults Training was offered by Clinical Coordinator Pat Meskill with 16 people in attendance.
- Two mental health/behavioral health/DCF/child development trainings were developed and implemented both for 42 Park & Recreation summer staff and 8 Human Services Summer Youth Adventure staff.
- We continue to work closely with the police department regarding many of our vulnerable and at-risk residents.
- A fitting community open-house with approximately 110 attendees was held in honor of Karen Futoma's 32 years of service and retirement.
- Carol LaBrecque was promoted to Director and Pam Wassik was promoted to Financial Casework Coordinator.

June 2017 Statistics

Selected Programs	FY 16-17 Undp. Total This Month	FY 15-16 Undp. Total Last Month	FY 16-17 Cum. Undp. Total YTD	FY 15-16 Cum. Undp. Total YTD
Youth & Family Counseling Cases	19	18	62	28
Youth & Family Service Hours	74	64	514.25	316.5
JRB Cases	2	1	11	15
Positive Youth Development	366	131	3256	3373
Community Service	2			
Information and Referral	200	621	11,559	10,906
Social Casework Cases	103 23	107 28	554 174	502 156

Under 55 =	27	24	117	133
Under 55 Disabled =	53	55	263	213
Over 55 =				
Social Casework Service Hours	183.75	201.5	1732.75	1830.75
Under 55 =	27.25	38.25	374.75	400
Over 55 disabled and/or disabled	156.5	163.25	1358	1430.75
Food Bank Households	131			
#Bags of Groceries Distributed	592	136	1638	1621
Mobile Truck	114	637	7786	7938
Clothing household visits	23			
#bags of clothes given	27			
Special Needs	27	9	105	85

SENIOR AND DISABLED CENTER

- The highlight of the month was the Center's Annual Membership Meeting. Attended by more than 100 members, hot and cold hors d'oeuvres were catered by Jefferson House following a "state of the Center" presentation by Director Dianne Stone. A drawing was also held for door prizes for members who had renewed membership and submitted an annual survey. These surveys, analyzed by students at CCSU, help guide program development and measure Center impact.
- Jamie Trevethan assumed the Program Coordinator position on June 12th and hit the ground running. Her experience in Town government and in the Town Manager's Office will serve the Center quite well.
- Ms. Stone continues to Co-Chair the Legislative Senior Center Task Force at the Capitol.
- Former Program Coordinator Eleanor Eichner returned in a volunteer role, providing orientation to Ms. Trevethan and working with Karen Halpert and volunteer Rose Bolton to provide a Greeting Card Workshop on June 2. These workshops are held on a regular basis and allow participants to create one of a kind greeting cards using stamping and other paper craft techniques.
- The Center's new popcorn machine was put through its paces on June 9th with a Movie on the BIG Screen. An auditorium full of people enjoyed LA LA LAND and refreshments. The popcorn machine was purchased with part of the proceeds of an award from the National Council on Aging in a Flu Shot Challenge. The Center won second place and \$3000. Also purchased were hand sanitizing stations for each of the Center's entrances.
- On June 13th, Pam Gosselin, Director of Rehabilitation Services at Ellis Manor presented a program on home safety as we age. This program was free and open to the public.
- The Veteran's Coffee Hour, held on June 16th, continues to be very popular. All who served in the U. S. Military are invited to attend to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services. Coffee Hour is conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home. Veterans may bring discharge papers to determine if they are eligible for any medals and/or commendations.
- The Giving Garden is in full bloom with early crops almost ready to harvest, assuming the groundhogs leave any behind. New this year is a blueberry patch.
- Membership renewal letters and an annual survey were sent out to more than 1,500 people this month. Membership numbers will be available in July.
- 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 3551 by 569 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 99 residents 1186 trips this month, covering 3567 miles.
- Center staffing was complemented by 543 hours of unpaid service in 217 instances by 44 volunteers.

PARKS AND RECREATION

Recreation Division

- Final plans and preparations continued for the Mill Pond Park Extravaganza events (Wednesday, July 12 through Saturday, July 15 including a logistics' meeting on June 29 with representatives from Police, Fire, EMS (Newington & Rocky Hill), Health, Grounds & Recreation departments.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED at trainings held throughout the month. The Aquatics Supervisors were also certified in Medication and Injectable Medication Administration.
- All seasonal summer staff was certified / recertified in First Aid, CPR, AED, Medication and Injectable Medication Administration.
- Approximately 40 seasonal camp staff members attended Camp College on Saturday, June 3.
- Comprehensive staff training was held throughout the month for all seasonal employees (Lifeguards, Summer Sunshine & Summer Camp staff, Concessions Attendants, Cashiers).
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Tuesday, June 6 in the Town Hall Auditorium. Registration for the 2017-2018 school year is ongoing.
- Mill Pond Pool and Churchill Pool opened for the season on Wednesday, June 21st.
- Staff attended a CRPA (CT Recreation & Parks Association) training session on Dealing with Challenging Behaviors on June 7.
- Touch-A-Truck was held on Saturday, June 17. Approximately 500-600 residents attended this free event, making the event a huge success!
- The Summer Playground program for children in Kindergarten through grade 7 opened on Wednesday, June 21 (due to the extended school year).
- Camp Sunrise (a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) began on Wednesday, June 21. The Town (Parks & Recreation Department) is subsidizing camp for 10 Newington campers to attend.
- The American Cancer Society held their Newington Relay for Life event at Mill Pond Park on Saturday & Sunday, June 10 & 11.
- Edythe & Harry Mandell 2017 Summer Concert Series: 5 concerts in June, including one at the June 29 grand opening of the outdoor Saputo Fitness Center at Mill Pond Park.
- Members of the US Tennis Association provided tennis instruction to all Newington Physical Education teachers on June 21 at Newington High School.

Parks and Grounds and Cemeteries

- All soccer fields were lined and in great shape for the Youth Soccer Wrap-Up tournament.
- Churchill and Mill Pond pools were prepared and ready for opening day.
- Staff continued grooming and lining ball fields daily.
- Irrigation systems were energized for the season.
- Mill Pond Park was given an extra cleaning for the Thursday evening concerts.
- There was 1 plot sale and 9 grave openings at Town cemeteries.

Tree Warden

- Removed dead Oak tree at entrance to Beechwood Park, Also pruned and removed deadwood and hazardous branches from trees around entrance. (Wethersfield).
- Removed falling Cottonwood tree from Newington R.O.P.E.S. course. We received notification of tree falling and pressuring cabling for the course, and engineers had closed course until repairs could be made. Superintendent DeMaio felt it was necessary to complete work for Humane Services as the coordinator was cancelling programs while course was closed. (Wethersfield).
- Pruned low hanging branches at Mill Pond Park around sensory garden and playscape.
- Pruned low hanging branches at Maple Hill Green.

LIBRARY

- Kick-off events to mark the start of the Library's "Build a Better World" summer reading programs for children, teens and adults were a major highlight of this month. On June 8, 285 adults came by to sign-up and to get reading suggestions, refreshments and prizes during a morning and evening sessions of the Adult Summer Reading Kick-off and Registration event. On Saturday, June 17, the All-ages Kick-off

event was held outside in the upper Town Hall parking lot on a beautiful Saturday morning. This event attracted more than 1,500 children, teens and caregivers who turned out to enjoy the Library festivities, plant marigolds at the butterfly garden with Home Depot employees, the P & R Touch-a-Truck and to sign-up for the summer reading programs.

- The Friends of the Library held their annual meeting, at which election of officers for the coming year was held. Natalie Harbeson will be the new President for this organization. Local author Matthew Dicks was the guest speaker. He spoke about his adult fiction titles as well as his 2017 Teen Nutmeg nominee *Memoirs of an Imaginary Friend*. He was a very dynamic and entertaining speaker. The Friends also sponsored a successful bus trip to Boston on June 3.
- Head of Community Services Michelle Royer was honored as the Newington Chamber of Commerce Member of the Year at its annual meeting on June 2. Michelle is the library liaison to the Chamber and was honored for all of her hard work with the Chamber.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Head of Reference Diane Durette attended a 2-day training session to learn how to use the new Civic Plus website software. After completing the training, we all began to work hard to get the new library website ready to go live at the end of July. Additional staff will be trained to help with the maintenance of the website in the near future.
- The State Library statewide delivery system deliverIT stopped its normal operations in mid-June to retool for the scaled back version beginning in mid-July. As a result, the library stopped pulling hold for interlibrary loans so that the delivery and pick-up backlog on the State's part could be addressed. The new delivery system will severely impact patrons' ability to borrow items from other libraries and the time frame for any deliveries will be much slower.
- With the State failing to reach a budget agreement by the end of the fiscal year, several additional cuts were made to the State Library budget which will impact the library. Several online resources including the Historical Hartford Courant Online and some other major online newspapers were dropped. The Budget for the Connecticut Library Consortium was zeroed out. This consortium negotiates group purchases for libraries that gives the libraries significant discounts in the purchases of books, other library materials, software and technology. These cuts may or may not be restored. This in addition to the deep cuts to deliverIT and borrowIT are going to greatly impact library services in the future.
- The children's department had 46 programs to 3,954 children and their caregivers. The early part of June the Children's staff was busy preparing for summer reading and finishing school visits to all elementary and middle schools to promote the Library's summer reading program "*Build a Better World*." *Wandoo*, the online summer reading system, courtesy of the State of Connecticut, will be used once again for registering and tracking participants reading progress from the library's website. A new program series titled *Super Science Explorers* was a big hit. Preschoolers and their families explored the world of science by hearing a story on the theme of the week and the rotating through different stations to do an experiment relevant to the theme. In addition to the many story times and regular programming, highlights of other programs the *Annual Buddy Bake-Off* that attracted bakers of all ages, *Fairy House Fun* where children, teens and adults created their own fairy houses for their gardens and an after-hours *Science and Stories* event.
- There were 11 programs offered to 1,840 teens during the month of June. Teen Librarians Bailey Francis and Jen Bassett visited the middle schools to promote the teen summer reading program and also visited the 8th grade English classes at John Wallace Middle School to book talk Nutmeg books and summer reading suggestions. Other teen programs included *Teen Kindness Rocks*, *Build a Better Pizza*, *Teen Soap Making*, a *Lip Sync Battle* and a *Harry Potter Anniversary Celebration*.
- Adults were offered 23 programs that were attended by 851 adults. The very popular *Made in Connecticut* series continued with *Hartford Prints Company* of Hartford. A new series program titled *Books & Bites* kicked off in June. A group of librarians talked about books they have read recently that they enjoyed and encouraged people who attended to do the same. Circulation Supervisor Susan Schneider and Kristina Sutay discussed the book *A Pilot's Wife* by Anita Shreve at their very popular lunchtime book discussion program and later in the month showed the movie version of *A Pilot's Wife*. Other programs included *Movies and More* with a viewing of the movie *La La Land*, *Contributions of Islam & Muslims to a Better World* with Chaplain Sami Aziz and *Adult Painting Party*. The *Special Friends* program this month 51 adults with special needs come together a movie and pizza.
- Total circulation of library materials was 28,496. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 3,609 times from the library website. 17,184 people visited the library during the month. There 10,991 visits to the library's homepage. Popular online services included *Morningstar*, *Value Line*, *Literary Reference Center*, *Reference USA*, *Animal*, *Dinosaur* and *Social Studies* databases and *PebbleGo Animal* and *Dinosaur* databases and

Tumblebooks. Museum passes were used 133 times this month, the most popular were *State Parks & Forests DAY Pass*, *New Britain Museum of American Art*, and *Beardsley Zoo*. The reference staff answered 6,429 reference questions. Free library meeting space including study rooms was used 465 times during the month.

- In Technology news: Reference Librarian Carlene Peterson held an *Intermediate Word* class. Other technology programs included *Tech 4 U* and *Book a Librarian*. Due to State budget cuts, the Hartford Courant Online and several online newspapers are no longer available through iCONN.
- In Personnel news, Teen Librarians Bailey Francis and Jennifer Bassett attended the BEA conference in New York City. Library Director Lisa Masten continued her work as part of the Town of Newington website committee. Lisa Masten, also attended the annual American Librarians Association conference in Chicago. Jeanette Francini continued her work as the co-chair of the deliverIT Task Force.
- In Facilities news: The library has been experiencing problems with the cleaning service especially on the weekends. The cleaning has not been good and/or the person is not showing up to clean. Business Manager Lynn Caley is addressing the problem. The AC compressor in the Community Room broke down and had to be replaced. The library sign that is on the front lawn is falling apart. Facilities removed the sign and installed the new improved sign at the end of the June.
- Topics of note that were researched this month included:
 1. Fiction titles about surviving a disaster.
 2. Where to get an ID for a non-driver in CT.
 3. Osteopenia versus osteoporosis.
 4. Books on improv for kids
 5. Captain Underpants books.