



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: February 23, 2018
Re: Monthly Report – January 2018

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 met with various departments regarding budget requests for the upcoming fiscal year.
- Mrs. Lane attended the CIP Committee Meetings.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane held daily briefings with consultants regarding remediation of the diesel fuel leak at the Board of Education's Bus Garage.

Overtime

Paid overtime during the month of January 2018 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	25.9	\$ 1,330.55
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 840.00
ROAD MAINTENANCE	0.0	\$ --
TRAFFIC	0.0	\$ --
SNOW	504.8	\$ 24,576.24
TOTALS	546.7	\$ 26,746.79
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	35.0	\$ 2,522.23
Snow/Ice	117.5	\$ 5,783.79
TOTALS	152.5	\$ 8,306.02

POLICE DEPARTMENT	17-18 Budget Overtime Appr.	Overtime Expended 17-18 YTD	16-17 Budget Overtime Appr.	Overtime Expended 16-17 YTD
Administration	\$ 7,459.00	\$ 1,434.40	\$ 7,459.00	\$ 466.18
Patrol	619,212.00	431,024.43	609,919.00	397,335.31
Investigation	83,451.00	49,391.48	83,433.00	20,172.60
Communication	170,443.00	101,304.38	170,443.00	126,266.55
Education/Training	130,461.00	63,870.83	130,461.00	74,530.56
Support Services	37,113.00	3,307.11	36,261.00	11,788.17
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,211.00</u>	<u>0.00</u>
Total	\$ 1,049,581.00	\$ 650,332.63	\$ 1,039,187.00	\$ 630,559.37
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 13,588.89	\$ 25,212.00	\$ 16,988.26
Snow and Ice Control	157,488.00	64,446.19	148,440.00	38,754.69
Traffic	3,861.00	2,143.88	3,702.00	2,113.77
Vehicles and Equipment	31,234.00	17,552.82	29,949.00	15,070.24
Leaf Collection	<u>32,312.00</u>	<u>30,077.78</u>	<u>48,989.00</u>	<u>30,755.27</u>
Total	\$ 251,389.00	\$ 127,809.56	\$ 256,292.00	\$ 103,682.23
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 59,108.05	\$ 77,091.00	\$ 48,809.76
Cemeteries	<u>15,653.00</u>	<u>5,114.30</u>	<u>15,012.00</u>	<u>1,957.49</u>
Total	\$ 98,519.00	\$ 64,222.35	\$ 92,103.00	\$ 50,767.25

PERSONNEL

- An internal union posting for an Administrative Secretary III (C-10) position for the Police Department was posted on November 9, with a closing date of November 15. The position was offered to the successful candidate, Linda Cruff on January 22nd. Her starting date will be February 5, 2018.
- An internal union posting for an Administrative Secretary I (C-8) for the Parks & Recreation Department was posted on January 23, 2018. Testing for the position took place on February 15th. Interviews will be conducted in March.

RISK MANAGEMENT

The sixth month of the 2017-18 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2017-18 plan year were estimated at \$917,072. The total paid claims from the Health Benefits Fund for December 2017 were \$826,126. 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:

Claims for December, 2017

	Town	Board of Education	Total
Estimated Claims	1,495,554	4,006,878	5,502,432
Actual Claims	1,328,508	2,999,592	3,501,973

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the months of December 2017 & January 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Attended Public Works Meeting. Attended Library Discussion meeting on potential new parking lot. Attended CIP council meeting. Attended daily site environmental cleanup meetings.

Work Order Completions

The Facilities Maintenance Department has completed 83 formal work orders months of December 2017 & January 2018 at various Town Buildings.

Town Hall

Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Continuing to upgrade all bathrooms with electric hand dryers to help with going paperless throughout the building. Worked with environmental consulting company on final phase of environmental contaminates to be abated during the demolition phase after the new Town Hall/Community center is built.

Mill Pond Park

Construction is continuing on the re-building of the fire damaged concession building.

Fire House 2 & 3

LED lighting upgrade is ongoing with the outside perimeter lights will be replaced weather permitting.

BOE Fueling Station on Garfield Street

Responded to a diesel fuel leak at Mill Brook and determined the underground piping from the above ground fuel storage tank to the fuel dispenser has been leaking for some time releasing thousands of gallons of diesel fuel into the grounds where the buses are stored. This resulted into an environmental cleanup site to remediate the contaminated soil around the source of where the leak started. This involved working with CT DEEP agency along with a remediation company and environmental consulting firm. Clean up is and will be on going for some time.

Kellogg Eddy House

Conducted interviews for a new caretaker which resulted in the hiring of a new caretaker that has started January 1st 2018.

INFORMATION TECHNOLOGY

No data available this month.

FINANCE

Accounting and Administration

- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on January 8th and 22nd.
- Department budget hearings were conducted throughout the month as part of the 2018-19 budget process.
- Continued work on putting together the Town Manager’s recommended budget.
- Several year-end 2017 tax reporting tasks were completed during the month of January including the generation of 1099’s and W-2’s.

We continue to receive the grants from the State and have received year to date \$5,370,268.67 of the Educational Cost Share Grant. 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)

1/31/2018

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2016-17</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$184,250	\$56,009,402
Special Revenue Funds	8,700	23,752	4,047,145
Capital Projects Funds	1,500	6,472	1,045,365
Internal Service Fund	13,000	13,581	2,755,250
Trust and Agency Funds	4,000	5,234	1,220,893
TOTAL, ESTIMATED BY FUND			\$65,078,055

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
1/31/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.38	1.33	21,424	17,669	\$26,362,520
Bank North	0.60	0.51	661	257	5,039,830
People's Bank	0.90	0.90	2,552	1,862	5,104,974
Santander Bank	0.75	0.75	5,487	4,448	505,888
Farmington Bank	1.00	1.00	10,863	5,927	20,026,201
Webster Bank	0.98	0.98	7,519	6,390	8,038,642
Total Outstanding Investments					\$65,078,055

Rates reflect avg. monthly yield, annualized

Assessor

- The month of January was spent by all staff members finalizing the October 1, 2017 Grand List which was formally signed in front of the Town Clerk on Wednesday, January 31, 2018.
- Continued to service taxpayer's countless questions regarding both the Differential and Supplemental Motor Vehicle billing. Specifically we did 585 Certificate of Corrections
- Steven Kosofsky, Assessor, visited approximately 50 new businesses that failed to file a personal property declaration in order to take a physical inventory of their taxable assets.
- To alleviate the long lines that were assembling in the hallway outside the Tax Collector's office, Steven Kosofsky, Assessor, approached and asked residents' questions to speed along the process.

Revenue Collector

- January Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$28,140,778.27. The amount of Supplemental Motor Vehicles taxes collected was \$829,057.20 with \$28,834.76 taken in for back taxes, and \$1,447.75 was collected on suspended accounts.
- This year's January collections on the current Grand List was 94.72% which was about ½% lower than they were for January 2017.
- The staff was extremely busy due to the second installment of the motor vehicle taxes which were not able to be processed directly by our Lockbox service. Mail needed to be reviewed by all staff members before being able to be forwarded to the bank for further processing.
- As of today, payments continue to be processed in-house for those payments Lockbox was not able to handle.
- Taxpayers were very confused by getting a second installment for their motor vehicles this year even though every effort was made to inform the taxpayers ahead of time.
- Taxpayers are still contacting the Tax Office directly for payment information for IRS information rather than looking up their history which is now provided on-line.

TOWN CLERK

- There were 43 property transfers during the month for a total of \$4,419,500 in sales. State conveyance tax collected was \$31,121.25; Town conveyance tax collected was \$10,373.75.
- There were two home sales over \$300K; 97 Brookside Road-\$340,000; 94 Mountain View Drive-\$348,900.
- There were 304 documents filed on the land records during January: 12 liens, 83 mortgages, 105 releases, 13 probate documents and 13 assignments. Sixty-nine of these documents were electronically submitted for a total of \$7,993 in revenue.
- Staff certified and issued 187 copies of vital records (birth, marriage & death certificates), twenty-five burial permits and eight cremation permits were issued.
- Five Trade Name certificates and six Notary Public commissions were catalogued.

- Meeting was held on January 9, 2018 to review the upcoming FY2018-2019 proposed budget of the Town Clerk's office with the Town Manager and Finance Director.
- During January the Town Clerk's staff issued 7 Land Fill permits for the Highway Department.

DATA SUMMARY JANUARY 2018				
	<u>Jan.-17</u>	<u>Jan.-18</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	373	304	3,001	2,744
Dog Licenses Sold	46	24	566	489
Game Licenses Sold	16	19	55	67
Vital Statistics				
Marriages	8	4	59	88
Death Certificates	12	27	180	140
Birth Certificates	16	22	49	131
Total General Fund Revenue	\$ 34,312.04	\$ 24,347.75	\$ 411,325.64	\$ 329,325.96
Town Document Preservation	\$ 984.00	\$ 999.00	\$ 8,075.00	\$ 7,704.00
State Document Preservation	\$ 556.00	\$ 1,976.00	\$ 4,312.00	\$ 7,068.00
State Treasurer (\$36 fee)	\$ 9,936.00	\$ 8,820.00	\$ 77,004.00	\$ 75,168.00
State Treasurer (\$127 fee)	\$ 5,969.00	\$ 4,826.00	\$ 41,021.00	\$ 35,179.00
State Treasurer (\$110 fee)	\$ 4,730.00	\$ 2,860.00	\$ 41,580.00	\$ 33,440.00
LoCIP	\$ 828.00	\$ 735.00	\$ 6,417.00	\$ 6,264.00
State Game Licenses	\$ 492.00	\$ 587.00	\$ 1,491.00	\$ 1,894.00
State Dog Licenses	\$ 528.00	\$ 191.00	\$ 4,243.50	\$ 3,624.00
Dog Licenses Surcharge	\$ 144.00	\$ 52.00	\$ 1,404.00	\$ 1,136.00
Marriage Surcharge	\$ 76.00	\$ 38.00	\$ 1,121.00	\$ 931.00
Grand Total	\$ 58,555.04	\$ 45,431.75	\$ 597,994.14	\$ 501,733.96

POLICE DEPARTMENT

- Patrol Calls for January are as follows:

Abandoned MV	3	Fire Other	11	Missing	1
Administrative	0	Fire Rescue	0	MV Abandoned	1
Alarm Commercial Burg Alarm	100	Fire Structure Fire	12	MV Assist	63
Alarm Hold Up Alarm	6	Fire Stand by	0	MV Complaint	34
Alarm Residential Burg Alarm	41	Fire Trouble Alarm	1	MVA Evading	16
Animal Complaint	10	Fire Vehicle Fire	3	MV Fire	1
Arson/Fire Invest	0	Fire Water Problem	10	MVA Injury	6
Assault	4	Fireworks	0	MVA Property Only	91
Assault in progress	0	Follow-Up	40	Neighbor	6
Assist motorist	1	Found Property	6	Noise	5
Assist Other Agency	39	Gun	0	Notification	1
Bad Check Insufficient Funds	0	Harassment	9	Open Door/Window	25
Breach of Peace/Disorderly	5	Hazard	42	Parking Violation	21
Burglar Alarm	0	Hazmat	1	PD ASSIST FIRE DEPT	58
Burglary	0	Hold Up Alarm	0	Pistol Permit	9
Car Seat	1	Homicide	0	Prisoner Care	4
Check Welfare	33	Illegal Dumping	0	Property Found	3
Check Welfare 911	46	Intoxicated	0	Property Lost	0

Check Welfare Other	7	Juvenile Complaint	7	Residential lockout	1
Clear Lot	1	K9 Assist	2	Recovered Stolen MV	2
Construction	0	Kidnapping	0	Robbery	0
Court Detail	9	Landlord / Tenant Dispute	4	Roll Call	10
Criminal Mischief	7	Larceny	52	Serve Subpoena	0
CSO	0	Larceny from MV	39	Serve Warrant	36
Customer Dispute	7	Lift Assist Only	6	Sexual Assault	1
Dog Complaint	29	Local Traffic Authority	0	Shots fired	0
Domestic	35	Location Check	145	Specific Detail	135
Door Check	3	Location General	2	Stolen MV	8
Drug	2	Lockout Building	1	Suicide	2
DUI	2	Lockout MV	0	Suicide Attempt	1
EDP	8	Lost Property	5	Sudden Death	2
Escort / Transport	5	Medical Alarm	13	Suspicious MV Unoccupied	11
Escort Funeral	11	Medical Cardiac	15	TEST	0
Escort Other	4	Medical Complaint	147	Suspicious Report	102
Fingerprint	4	Medical Diabetic	2	Threatening	2
Fire Alarm	27	Medical Fall	45	Tow	24
Fire CO Detector no symptoms	5	Medical Other	17	Town Ordinance Violation	2
Fire CO Detector with sympt	1	Medical Respiratory	30	Traffic Stop	344
Fire Extrication	1	Medical Stand by	1	Trespass	12
Fire Hazmat	2	Medical Trauma	2	Unknown	8
Fire Special Detail	0	Medical Unresponsive	11	Water problem	0
Fire Mutual Aid Request	1			Total	2187

- In January, the Detective Division:
 - On January 30th Detectives responded to the Carrier Motor lodge and assumed responsibility for the investigation of a reported assault. Upon arrival Detectives met with the victim who explained that she has been physically assaulted and then sexually assaulted by a male who had since fled the area. The victim was transported to an area hospital for treatment of her injuries and collection of physical evidence. Detectives processed the victim's motel room for physical evidence and this incident is currently under investigation.
 - During the month of January Detectives participated in oral board interviews and conducted background investigations on applicants for the position of Police Officer and Public Safety Dispatcher as part of our current recruitment and hiring process.
 - Handled 76 investigations, 76 remain ongoing, 0 suspended, and 0 were closed by investigative methods.
 - Served 33 arrest warrants, 26 by Patrol Officers and 7 by Detective Division personnel.
- In January, the Community Service Officer (CSO):
 - Maintained social media accounts.
 - Installed/Checked 5 child safety seats.
 - Instructed 4 classes of Rape, Aggression, Defense with Plainville Police Department.
 - Met with Emmanuel Christian Academy regarding their Lockdown/Shelter in Place protocol.
 - Attended Crisis Negotiator Training at POST.
 - Coordination of current internship schedule.
 - Recruitment video research.
- In January, the Animal Control Officers had the following activity:
 - 41 Calls – 29 Dog, 10 Animal, and 1 Specific Detail, 0 Follow-ups, 1 Car Seat.
 - 3 Dog vs. Dog Bites/0 Dog Bite w/ dog/0 Feral Cat Bites w/human.
 - 0 Impounds – 0 redeemed, 0 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over to January.
 - 0 Infraction written.
 - 65 Incoming Phone Calls.
 - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 7 Written Warnings.
 - Break down of Calls.

- 12 Combined Dog/Animal/Specific Detail/Check Welfare.
- 10 written warnings No License/Barking/Littering.
- 0 Infractions.
- 3 dog bite- 0 dog vs human, 0 dog vs dog, 0 Dog Adoption.
- .In January, the Patrol Division had the following activity:

Property Report January 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 100
Damaged/Destroyed	14	\$ 13,178
Vehicle Inventory	1	\$ 10
Stolen	147	\$ 88,051
Abandoned	0	\$ 0
Evidence	88	\$ 19,568
Found	4	\$ 0
Lost	2	\$ 240
Seized	20	\$ 2
Recovered	32	\$ 57,337
Impounded	4	\$ 0
Informational	3	\$ 2
Total	316	\$ 178,488

- Police Department Overtime:
 - Comparison
 - OT December \$103,263 2 pay periods
 - OT January \$100,758 2 pay periods – 2 holidays (\$30,000)
 - \$ 2,505 Decrease in overtime
 - During January, 2 officers were on injury leave, 2 officer vacancies, 2 officers on light duty (1 working dispatch), and 2 dispatcher position vacancies. These vacancies have an impact on the overtime for a total of 6 positions vacant on the schedule in the patrol division and dispatch.
 - Admin overtime, no change.
 - Patrol overtime \$78,752, an increase of \$10,615 (\$25,000 for holiday pay). Overtime included 2 pay periods and the following calls, domestic calls, motor vehicle accidents, larceny, suicide investigation, hold over for due to weather, Midstate Accident call outs, prisoner detail, traffic court, casework, serving warrants, subpoenas, hold overs, booking process, and overtime for time off/vacancies/injuries.
 - Detective Division overtime \$2,940, an increase of \$1,052 (\$1,200 for holiday pay). Overtime included suicide investigation, evidence collection, police candidate backgrounds, and casework follow ups.
 - Communications overtime \$11,760, a decrease of \$734 (\$3,400 for holiday pay). Overtime for vacancies, several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts. Light duty personnel were utilized to offset some overtime costs. Savings were a result of providing coverage while on light duty.
 - Education overtime \$5,910, a decrease of \$9,363 for training classes consisted of ERT training, Crisis Negotiation training, Active Shooter, CPR training and In service training.
 - Support Services overtime \$1,396, a decrease of \$4,075. Overtime included coverage for holiday, youth council meeting, and vacancies for time off.
 - ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of January, 2018. During this period Fire Department members responded to 68 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	January 2018	7 Months Activity
FIRES		
Structure Fire	4	18
Vehicle Fire	1	6
Exterior Fire	1	23
Other Fires	0	3
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	2
Extrication	0	4
Other Rescue Calls	1	7
SERVICE CALLS		
Hazardous Condition Calls	8	50
Water Problems	12	28
Other Service Calls	7	32
OTHER		
Good Intent Calls	7	17
False Alarm/False Calls	26	149
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	5
Total	68	345

- **Training Summary for the month of January:**

Company Training – Co.1	Hydrant Procedures	24.0 hours
Company Training – Co. 2	Cold Water Rescue/Operations	22.0 hours
Company Training – Co. 2	Forcible Entry Procedures	11.0 hours
Company Training – Co. 2	SCBA Use/Care	26.0 hours
Company Training – Co. 3	Apparatus Placement	32.0 hours
Multi Company – Co. 1 & 4	Firefighter Safety & Survival	120.0 hours
Multi Company – Co. 2 & 3	Firefighter Safety & Survival	54.0 hours
Driver Training	2Q Orientation Class	15.0 hours
Cadet Training	Communications	8.0 hours
Department Training	Electrical Emergencies	165.0 hours
Officer Training	Fire Service Leadership	68.0 hours
CRCOG Training	Capital Region Meeting	5.0 hours
Total Training		550.0 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of January, 2018.

INSPECTIONS	24
INSPECTION FOLLOW-UPS	46
PLAN REVIEW	9
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	6
FIRE ALARM TROUBLE	2
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	4
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

Incidents:

- Responded to 23 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended a meeting with the building committee from the Portuguese Club and a representative from the state fire marshal's office to update members on the ongoing fire investigation.
- Monitored Storm Brody from fire headquarters and coordinated storm updates with the State Emergency Operations Center through Web-EOC.
- Assisted with a cause and origin investigation for the residential fire on Stuart Street.
- Attended the monthly meeting at Company #4 on Fifth Street
- Attended a meeting with the Town Manager, Finance Director, Fire Commission and Command Staff to review the department's budget requests for 2018-2019.
- Attended several town council meetings to review the State Homeland Security Grant Memorandum of Agreement.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the quarterly department training session in the auditorium at Town Hall. Topic: Electrical Safety – Eversource.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Rocky Hill.
- Attended the monthly meeting of the Board of Fire Commissioners at Station #2 on Richard Street.
- Attended the Grand Re-Opening of the Sam's Club store along with other local and state officials.
- Attended the quarterly Capital Region Emergency Planning Council meeting in Hartford.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Hosted the Capital Region Fire Chiefs Association meeting at fire headquarters.
- Attended a CRCOG Natural Hazard Mitigation Plan Workshop along with the Town Planner at Farmington Police Headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended a meeting with the building official and architects working on the Town Hall project to review alternate sites for the transition academy and code issues related to construction.
- Attended the bi-monthly Employee Health and Safety Committee at Town Hall.
- Captain Manke and I assisted the Human Services Department deliver "Meals on Wheels" due to a shortage of volunteer drivers.
- Conducted a meeting with the chief officers to review and update the fire department public safety dispatch procedures.
- 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 and coordination meetings.
- Attended Department Head and Public Works Team meetings.
- Attended quarterly LEPC and Safety committee meetings.
- Coordinated Target Safety on-line work safety courses for all department employees.
- Administered Operator II written test for applicants.
- Attended meeting to discuss new Public Safety Radio Tower.
- Attended department budget review meeting with Town Manager and Finance Department.
- Attended Town Council meeting to discuss trash and recycling collection contract extensions.

Roadway Maintenance

- Crews completed sixth and final leaf collection.
- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching.
- Assisted bid awarded contractor with biannual grinding of vegetation at landfill.
- Completed annual town-wide Christmas tree collection.
- Operators began Target Safety on line work safety training courses.
- Completed snow removal at Town Center.
- Crews called out 4 times for snow/ice/ events resulting in snow totals of 16.8".

- No evictions scheduled for the month.
- Responded to three (3) after hour call-ins for salting iced areas due to water main breaks (Kitts, Lamplighter Ln; Long & Ralph St).

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Continued to assist Highway Department with the collection of Christmas trees.
- Assisted Highway Department in snow plowing operations.
- Assisted Sanitation Department with maintenance of recycling containers.
- Responded to 3 after hour call ins for traffic control due to water main breaks and traffic light issues.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Assisted Highway crews in snow plowing operations.
- Began outfitting of one new Police patrol vehicle.

Sanitation/Recycling/Landfill

- Scheduled 498 residential bulk items for collection for the month.
- Scheduled 74 condominium bulk items for collection for the month.
- Scheduled 21 condo/residential scrap metal items for collection for the month.
- 4306 tons of cumulative Municipal Solid Waste were collected from July to December.
- 1371 tons of cumulative recyclables were collected from July to December.
- 667 mattresses and 372¹ box springs were collected from July to December.
- 282 televisions were collected from July to December.
- Issued 14 permanent landfill permits and 0 temporary permits for the month.

¹ Correction in number of box springs collected.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on January 10, 2018:

- Continued the public hearing on Petition #34-17: Special Permit (Section 3.4.4: Home Occupation) at 172 Indian Hill Road. Amy Berube, applicant/owner/contact.
- Approved Petition #43-17: Site Plan Modification at 3318 Berlin Turnpike (“Global Granite”). Bruno Zavarella, 343 Brooke Meadow Road, Berlin CT, applicant/contact.
- Approved the Bond Reduction at 3320 Berlin Turnpike (“Global Granite”) from \$4,320 to \$1,000.
- Approved the Bond Release at 580 Church Street (“Three Angels Church”) in the amount of \$33,000.

Regular Meeting on January 24, 2018:

No actions taken.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- Jan. 16: Met with staff re: approved site plan at 262 Brockett Street.
- Jan. 25: Met with staff re: approved site plan at 136 Rockwell Avenue.
- Jan. 25: Met with staff re: traffic control signage at 2355 Berlin Turnpike.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- Jan 22: Attended mandatory CDBG training in Hartford.
- Jan: Continued admin. of Streetscape Phase VI (Constance Leigh) project.
- Jan: Began RFP process to find successor to L. Wagner Assoc. for the residential rehab program.

Board and Commission Meetings:

- Jan. 10: Attended regular monthly TPZ meeting.
- Jan. 18: Attended regular monthly Open Space Committee meeting.

- Jan. 24: Attended regular monthly TPZ meeting.

Professional Development/Training:

- Jan. 5: Attended meeting for annual tri-state planning conference.
- Jan. 10: Viewed TOD webinar.
- Jan. 12: Attended annual planning awards luncheon in Middletown.

Miscellaneous

- Jan. 3: Attended meeting of Town and Library re: new Town Hall project.
- Jan. 5: Met with college student majoring in city and regional planning.
- Jan. 10: Attended monthly Public Works Team meeting.
- Jan. 11: Reviewed proposed departmental budget with Town Manager.
- Jan. 11: Attended meeting of Town and Library re: new Town Hall project.
- Jan. 23: Attended regional Natural Hazard Mitigation Plan meeting in Farmington.
- Jan. 24: Attended Town Manager's monthly department head meeting.
- Jan. 26: Reviewed recent TPZ activities with Town Manager.
- Jan: Responded to approximately 20 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Jan: Received and sent approximately 362 emails from citizens, local business, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- **Permits:**
 - Reviewed contractor license applications (bond/insurance/agreement)
 - Reviewed and approved excavation permits:
 - Road excavation – 2
 - Driveway/Sidewalk - 0
- **Meetings:** Attended Town Meetings:
 - Monthly Public Works meeting.
 - Monthly Conservation Commission meeting.
 - CIP Committee meeting.
- **Conservation (Inland Wetland) Commission:**
 1. Administered applications:
 - Commission approval: Application 2017-21, 49 Fenn Road, parking lot in URA.
 - Agent approval: N/A.
 2. Administered modified applications:
 - Commission approval: N/A.
 - Agent approval: Application 2017-12AA Modification, 312-316 Cedar Street, four light poles in the URA.
 3. Provided guidance to residents/applicants for preparing applications:
 4. Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
 5. Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
 6. Reviewed zoning applications to determine the presence of wetlands and Conservation.
- **Site Plan Review:** Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission and Conservation Commission Regulations.
- Reviewed site plans (pending approval):
 - 395 Willard Ave – Medical Offices.
 - 300 Alumni Rd – commercial as-built.
 - Packards Way – subdivision roadway inspection.
 - Shady Hill Lane – Harvest Ridge subdivision road as-built.
 - 3240 Berlin Turnpike – Chick-fil-A site plan modification.
 - Brockett Street – Commercial site plan modification.
 - Harvest Court – Subdivision.
 - 49 Fenn Road – Medical Offices.

- 3318-3320 Berlin Turnpike – Stone Rock LLC site plan modification.
- 1669 Willard Avenue – residential site plan.
- 136 Rockwell Road – commercial as-built.

Approved Site Plans: NA.

- **Public Works:** Assessed/investigated right-of-way damage/hazard reports by performing field inspection for road pavement, curb, sidewalks, drainage, and settlement issues throughout town.
- **Engineering:**
 - Assisted the public (residents, developers, contractors, realtors, title searchers, etc.) with Town mapping, ordinances, engineering procedures, building/property addresses, etc.
 - Coordinated with Hartford and Newington in follow up to 31 October 2017 CTDEEP and NRCS inspection of portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
 - Coordinated with Hartford and Newington for USACOE flood mitigation assistance portions of Piper Brook and Mill Brook (South Branch Park River Flood Control System).
 - Prepared annual operating budget.
 - Reviewed CIP budget.
 - Assessed pedestrian crossings on local roads for State Project 171-437.
 - Coordinated with CT DOT projects.
- **Engineering for Town Project:** Assisted Town departments with in-house projects:
 - Town Manager: Constance Leigh Drive (Streetscape) – construction observation services.
 - Park and Recreation Department: New Town Hall Parking Evaluation – engineering services.
 - Highway Department: Proposed above Ground Fuel Storage expansion – engineering and permitting (Conservation Commission and Eversource) services.
 - Economic Development Department: National Welding Site and Myra Cohen Way – engineering services.
 - Board of Education: Diesel fuel release Emergency Response – surveying and engineering services for excavation and restoration.

ECONOMIC DEVELOPMENT

- Supported the activities of Economic Development Commission.
- Activities are underway preliminary to transferring the ownership of Myra Cohen Way from the State to the Town in advance of redeveloping the National Welding site.
- Should the deferral of \$4.3 million of Department of Transportation projects announced by Governor Malloy be implemented as threatened, the construction of a new Hartford Line rail station in Newington would be further delayed or potentially eliminated.
- Eversource acknowledged they received multiple offers for purchase and development of 3333 Berlin Turnpike, but has not disclosed a timetable for negotiating or accepting any of those offers.
- The opening of a new Corsicana Mattress factory at the former Fafnir building garnered a lot of media attention. Renovations and hiring are underway for opening in February/March of 2018.
- The Price Chopper/Dick's Plaza on the Berlin Turnpike, including Chili's, Supercuts, Subway, Game Stop and Laser Quest, is for sale for an undisclosed amount.
- A New York financial group is getting close to finalizing a deal with the developers of the Hunter Development (former Amara) site at the top of East Cedar Street, but concerns over meeting financial performance targets persist.
- Bloomin Brands is expecting to execute a sublease with a local restaurant chain that would have a new restaurant operating in the former Bonefish location by summer, 2018.
- Toys-R-U's announced the closing of its Newington store on the Berlin Turnpike. Although that will reduce personal property tax collections as furniture, fixtures and equipment are removed from the building, real property tax collections might not be impacted for several years as the lease runs until 1/31/2022. However, the lease could be modified by the bankruptcy judge and the building could be released at a rate that would make it more or less valuable than its current assessment.
- Plans have been submitted to raze the former Carson Richard Kitchen & Bath/New England Safety Shoe building at 3443 Berlin Turnpike and build an O'Reilly Auto Parts store in its place. Some revisions are required prior to an application being acted upon by the Town Plan and Zoning Commission.

- Renovations are underway for the new SAZ Jamaican restaurant that will open in the location of the former On-Fire Grill at 2905 Berlin Turnpike.
- Although final paving cannot be completed until the Spring, the owner of the Sunoco gas station site at 3191 Berlin Turnpike (former Mobil station) anticipates opening soon.
- The location of the former Dunkin Donuts at 3384 Berlin Turnpike has been released and will become a Batteries + Bulbs store within a few months.
- Two new businesses are preparing to open at 289 Main Street (location of King Donuts): Mediterranean Grocer and Ray's Laundry Service.
- Advised commercial real estate brokers representing properties to sell or rent or with clients considering relocating to Newington.
- Assisted existing or potential business owners looking for locations within Town.
- Assisted businesses with preparing their applications to the Town Plan & Zoning Commission.
- Advised commercial property landlords seeking new tenants.
- 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.
- Prepared documents for the Town Manager.

BUILDING DEPARTMENT

- Work is continuing at 8 Stoddard Avenue for a laundry service. An Electrical Permit was issued to wire gas fired dryers and replace 2 store light fixtures. A Mechanical Permit was issued for duck work for dryer vent & make up air. Also a Plumbing Permit for the gas main to the dryers.
- A Plumbing Permit was applied for and is under review for Corsicanna Bedding to be located at 407 Alumni Road.
- A Demolition Permit was issued for the demolition of the former Capitol Pipe located at 400 Mountain Road.
- The Housing Authority located at 241 West Hill Road received a Plumbing Permit to relocate plumbing fixtures to meet ADA requirement for units 21A – 22B, and 1A & 2B.
- An Electrical Permit was issued for the Portuguese Club of Hartford located at 730 North Mountain Road for temporary 200 amp service to run temporary heat for the renovation of the club after the fire.
- Seminars attended by our Inspectors for their continuing education credit were:
 - K. Kilkenny - Inspecting the Thermal Envelope and Practical Whole House Ventilation Compliance Assessment – January 25, 2018.
 - A. Hanke - The State Fire Codes Hazardous Materials Requirements – Jan. 31, 2018.
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 132 Inspections. They were: Above Ceiling (1), Boiler (1), Chimney (1), CO (2), Electrical (4), Exterior Walls (1), Final (49), Footings (1), Framing (5), Gas Line (13), Hot Water Heater (1), Insulation (9), Mechanical (3), Plumbing (6), Rough (34), Tank (1).
- There were two Certificates of Occupancy issued in January. One single family residence located at 10 Trotter lane. One was for commercial – Party City located at 3091 Berlin Turnpike.
- The total number of Building/Renovation Permits issued / applied for the month of January was **120** producing a total permit value of **\$1,374,171.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	21	\$512,667.00
DECK	0	0.00
DEMOLITION	1	110,000.00
ELECTRICAL	32	143,505.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	825.00
GARAGE / SHED	0	0.00

MECHANICAL	29	298,861.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	28	240,076.00
POOL	0	0.00
ROOFING/SIDING	4	38,517.00
SIGN	3	8,900.00
SOLAR	1	20,820.00
TENT	0	0.00
TOTAL	120	\$1,374,171.00

The total Building income fees received in the month of January was **\$16,878.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$400.00 Environmental \$120.00 Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$35.50 Driveway / Excavation \$25.00 Engineering copies \$54.00. The other total income is \$934.50.

Below is a comparison of the Permit Values for January 2018 and January 2017:

	<u>2018</u>	<u>2017</u>
Value of Permits issued for January:	\$1,374,171.00	\$1,933,052.00
Fees for Permits issued for January:	\$16,878.00	\$22,723.00
Other income Fees for January:	\$934.50	\$1,618.50
Building Permits Issued for January:	120	114

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

<u>2017-2018</u>		<u>2016-2017</u>	
Value	Permit Fee	Value	Permit Fee
\$13,176,854.00	\$155,771.00	\$17,186,557.00	\$163,582.00

HUMAN SERVICES

- Winter/Spring SCORE 2018 programs are in the registration process. As of 1-31-18 we have 45 registered and have filled all available programs.
- Rik Huggard conducted a Google Hang out which is an online communication with the 8th grade Health and Wellness classes at MKMS. Students listen to a brief presentation and then can interact with questions and comments such as what might happen if I came to Human Services with a problem.
- We continue to work with Safe Homes Task Force referrals- working collaboratively with fire on a new hoarding/blight referral that is complex and time period for remediation was extended due to hospitalization of home owner. We are working on two additional referrals in cooperation with Health and Fire.
- We started a new Weekend Backpack program and distributed to 8 families with children as a way of supplementing food resources over the weekend when families do not have access to school breakfasts or lunches.
- Coordinator Meskill supervised two community service volunteers and sent out thank you notes to our holiday volunteers.
- Coordinator Meskill continues to provide direction and supervision for CCSU student, Brianna Patton and communicated with CCSU professor re: goals for the remainder of her internship.
- Coordinator Meskill was a guest panelist on Dr. Collins NCTV "After the Bell" program discussing how the schools, human services and private agencies all work to meet the needs of Newington Youth.
- Pam Wassik coordinated receipt of all food drives and weekly food orders to Food Share to provide food for the ongoing food bank. She coordinated volunteers for Food bank sessions, stocking of the pantry, organizing food and checking quality and expiration dates and food pick up from various donors including: Aldi's, Panera, and Stew Leonard's.

- Coordinator Wassik has skillfully carried a large caseload of very complex cases. There were many phone calls and sessions regarding the MSP program. The fact that this program was scheduled to be cut in half and then after special legislative session was resumed at least through June 30, 2018 created much anxiety for residents who rely on this as their Medicare supplement plan. A loss of this program could result in a loss in about \$400 worth of monthly benefits thus drastically reducing their monthly available income.
- Staff attended CLASS, State working Group on Hoarding, Newington HAT (Hunger Action Team), YAC, CCHD: Achieve & prevention meetings, NC regional mental health board, CASAC, CYSA, and LIST.

January 2018 Statistics

Selected Programs	FY 17-18 Total This Month	FY 17-18 Total Last Month	FY 17-18 Cumulative Total YTD	FY 16-17 Cumulative Total YTD
Youth & Family Counseling Cases	11	13	92	30
Youth & Family Service Hours	23	38	256	240.5
JRB Cases	2	0	5	6
Positive Youth Development	65	133	2377	2117
Community Service	1	1	10	Not reported last year
Information and Referral	158	204	4752	7774
Social Casework Cases	87	100	518	300
Under 55 =	21	21	121	94
Under 55 Disabled =	14	27	117	66
Over 55 =	51	52	278	140
Social Casework Service Hours	131	118	914.75	1030.5
Under 55 =	35.25	27.75	198	243
Over 55 disabled and/or disabled	95.75	90.25	688.75	787.50
Food Bank Household Visits	115	104	924	975
# bags of groceries distributed	517	469	4693	4690
Mobile Truck	111	124	936	Not Reported
Clothing household visits	15	30	141	Not reported last year
# bags of clothes given	24	35	174	
Special Needs	3	7	46	47

SENIOR AND DISABLED CENTER

- Janet McClendon, Director of Culinary Services at Atria Greenridge Place presented a Chef Demo of BBQ Short Ribs for a sold out crowd on January 10th.
- NVFD Fire Prevention Bureau were guests of the Coffee Talk to discuss how to keep homes safe in winter, and general Q&A with volunteer firefighters.

- Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home continues to host a Veteran's Coffee Hour. 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.
- Bob Newbold presented "A Stroke of Luck" on January 25th. This is a program he developed following his own experience with a stroke. The program raises awareness about today's technology, signs and symptoms and how taking quick action can create positive outcomes.
- Director Dianne Stone continued to Co-Chair the Legislative Senior Center Task Force through the month. This task force was established to study the role and training needs of senior centers/municipal aging services in the state and will wrap up by February 6, 2018 prior to the start of the Legislative session.
- The Center currently delivers 109 meals each week to 39 residents, mostly through the dedicated service of volunteers and backed up by staff including Dial-A-Ride. This month saw an unusual shortage of volunteers due to illness, life changes and other factors and staff were called on more frequently. The Center reached out to other Town staff to volunteer on their lunch breaks and is grateful to Chris Schroeder and Meghan Manke of the Fire Marshall's Office, Human Service's Rik Huggard, ZEO Mike D'Amato and Town Planner Craig Minor for stepping up.
- In addition to the home delivered meal program, volunteers are integral to other program areas of the center. The Gift Shop, Coffee Shop, Trips and Travel program and the Giving Garden are all operated by teams of volunteers. Recruitment is ongoing.
- A new point of sale system was installed in the Coffee Shop. This will create efficiency in maintaining inventory and in tracking sales to enhance the shop.
- As of the end of March, the Center had 1,386 paid members, including 191 Fitness Center members. There are 998 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center over the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2391 by 410 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 91 residents 882 trips this month, covering 2827 miles. This is lower than usual because of the weather conditions in the month.
- Center staffing was complemented by 383 hours of unpaid service in 142 instances by 46 volunteers.

PARKS AND RECREATION

Recreation Division

- Most winter programs began in early January, and registration is ongoing. New offerings were Kids Sewing 101 and Volleyball Fundamentals for girls in grades 6-8. Kids Sewing 101 filled within days with 6 out of 6 participants. The program was so popular, it was requested by parents to add another one in February. Volleyball Fundamentals attracted 12 participants ranging from age 11 to 13.
- Applications are now being accepted for seasonal summer employment. The Department is looking to hire Camp Counselors, Lifeguards and Water Safety Instructors.
- An Open House at the Creative Playtime Preschool Program was held on Tuesday, January 9, and 12 families were in attendance.
- Staff has been communicating with facilitators to secure programs for the spring. Multiple new programs are expected to be created.
- Planning has begun for the July 21, 2018 Life. Be in it. Extravaganza (weeklong events will begin on July 18th).
- Camp Sunrise Applications are now available on the Town website and being accepted through Glastonbury Parks & Recreation beginning February 6. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.
- Press releases for upcoming programs and events have been sent out regularly, and the website and Facebook page have been updated on an ongoing basis.
- Adjustments were made to the fiscal year 2019 budget.
- The Spring Program Guide will be mailed to residents in the March edition of the *Newington Life*.

Parks and Grounds and Cemeteries

- Snow and ice removal equipment was maintained for the winter season.
- Mowing and leaf equipment was cleaned and stored.
- Parks members repaired water damaged ceiling in Chester's concession stand for the Soccer Club of Newington.
- Parks crews worked on the trimming of fence lines as time permitted.
- Brendan Volz repaired the rollup storage box at Mill Pond Baseball for the storage of the WAKA organization's equipment.
- There were 3 snow/ice storms that required salting and plowing.
- Adjustments were made to the fiscal year 2019 budget.
- There were 12 interments and 3 sales at Town cemeteries.

Tree Warden

- Call from resident at 827 Main Street reporting dead tree, investigated and determined it was State tree and notified Adam Boone, state arborist, for removal.
- Removed fallen tree from town property at Cedar Street and Hawley Street.
- Removed one remaining tree causing line of sight issue at Chapman Street and Summit Street.
- Removed eight shrubs causing line of sight issues at Wilson Avenue and Ashland Avenue, stumps were removed, and area leveled and seeded.
- Removed fallen tree from walk path between Groveland Terrace and Chestnut Road.

LIBRARY

- The Friends of the Library annual Wine, Beer & Cheese Social fundraiser was a huge success with more than 300 people attending this event. The evening included wine, beer and cider tasting, a teacup auction, silent auction and musical entertainment by jazz musician Dana Lauren. Co-chairs Terri Buganski and Head of Community Service Michelle Royer did a wonderful job planning and organizing the event. A special thanks to the businesses and individuals who donated to the Social and the many Friends and student volunteers who worked to make this such a successful event.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and several Library Board of Trustees met with the Town Manager, Finance Director and Deputy Finance Director to review the library's proposed 2018-2019 budget that was submitted at the beginning of the year.
- Federal and state tax forms arrived at the library. There are limited quantities especially form the state this year. The library has reproducible for many of the forms and schedules and has direct access to the IRS form the library website.
- Reference staff has begun updating the *Newington Information Packet*. This is a publication that the library puts out each year that has statistics and information about the Town of Newington.
- Children's staff offered 57 programs to 1,459 children and their caregivers. The kids winter reading program "Swing onto Reading" kick-off on January 20. The theme this year is the rainforest. As part of the kick-off *Animal Embassy* came with live rainforest animals for the kids to learn about and touch. The format of the reading program changed this year with children working on challenge sheets to earn prizes throughout the 5 weeks. An afterschool Tuesday program included making rainforest crafts including sloths on limbs and beaded rainforest snakes. *Pajama Music*, a story time that includes reading, singing and dancing brought record attendance. *Snapology Saturday*, a joint program with the Teen Department brought in over 80 people. This program encourages "Open Creative Play" using LEGO bricks, motors and gears. Extra LEGO bricks were borrowed from the Children's department to build a LEGO city from one end of the Community Room to the other. Highlights of other programs include *Movers and Shakers*, *Tales to Tails* and *Chess & Checkers Club* School visits from 3rd & 4th graders, outreach to preschool and daycares and regular story times round out the month.
- Adults and teens were kept busy with 17 programs offered to a combined audience of 783. In addition to *Snapology Saturday*, teens hung out at the new *Teen Lazy Lounge*, playing, games talking about books and enjoying snacks. The adult winter reading program "Swing into Reading" kicked-off on January 18 with 185 people stopping in to register for this 5 week reading program. The reading theme for adults was swing dance and music. A documentary titled "Alive and Kicking" about the current swing dance world was shown at the end of the month to tie in with the reading program. A Happy, Healthy New Year's Series was offered through the month with programs that discussed the health of your nervous system, a paleo lifestyle and positive thinking and mindfulness. Highlights of other

programs include *Movies and More* with a viewing of *Megan Leavey*, the *Joy of Coloring*, *Special Friends* and outreach to Middlewoods and Cedar Mountain Commons.

- Total circulation of library materials was 24,702. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 1,590 times from the library website. 15,855 people visited the library during the month. There were 8,018 visits to the library's homepage. Popular online services included *Consumer Reports*, *Valueline* and *PebbleGo Animal, Science, and Biography* databases. Museum passes were used 51 times this month, the most popular being the *New Britain Museum of American Art* and *Lutz Children's Museum*. The reference staff answered 3,969 reference questions during the month. Free library meeting space including study rooms was used 317 times during the month.
- In Technology News: Portable chargers with cords are available for patrons to use in the library if their devices are running low and need to be recharged. Online connectivity to the postage machine as well Wi-Fi access in the Reference office were projects completed thanks to the Town IT staff. Reference Librarian Carlene Peterson offered an excellent *Google Everything* class to a full room.
- In Personnel News: Teen Librarian Bailey Francis went out on maternity leave in mid-January. Part-time Teen Librarian Jennifer Bassett will handle Teen Department duties with assistance from staff as needed while Bailey is out. Library.
- In Facilities News: The heating and cooling balance in the library continued to be problematic. Facilities was very responsive to these problems.
- Topics of note that were researched this month included:
 1. A copy of the new tax form for pension withholding from the State.
 2. Diet for a person with acid reflux.
 3. Doctors and centers in Connecticut and New York that treat with stem cells.
 4. What channels can I get without cable?
 5. *Wrinkle in Time* books is in high demand due to the upcoming movie.