



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya D. Lane, Town Manager
Date: April 20, 2018
Re: Monthly Report – March 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 participated in the interview process for the Police Dispatcher position.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane and Mayor Zartarian presented the annual State of the Town address on March 1, 2018.
- Mrs. Lane continued to meet with various departments regarding budget requests for the upcoming fiscal year and submitted her proposed FY 2018-19 budget to the Town Council.

Overtime

Paid overtime during the month of March 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	21.0	\$ 1,085.40
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 965.48
ROAD MAINTENANCE	0.0	\$ --
TRAFFIC	0.0	\$ --
SNOW	441.1	\$ 20,907.15
TOTALS	482.1	\$ 22,958.20
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery (12 double – 8 regular)	20.0	\$ 2,271.52
Snow/Ice	236.5	\$ 12,043.35
TOTALS	256.5	\$ 14,314.87

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	\$ 3,155.68	\$ 7,459.00	\$ 1,613.70
Patrol	619,212.00	558,592.77	609,919.00	519,630.96
Investigation	83,451.00	63,472.96	83,433.00	42,138.81
Communication	170,443.00	127,561.40	170,443.00	175,392.97
Education/Training	130,461.00	110,953.46	130,461.00	85,657.95
Support Services	37,113.00	16,079.07	36,261.00	21,849.47
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	\$ 879,815.34	\$ 1,039,187.00	\$ 846,283.86
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 16,386.37	\$ 25,212.00	\$ 19,284.04
Snow and Ice Control	157,488.00	119,835.49	148,440.00	112,150.83
Traffic	3,861.00	2,503.04	3,702.00	2,748.59
Vehicles and Equipment	31,234.00	20,349.76	29,949.00	16,859.96
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	\$ 189,152.44	\$ 256,292.00	\$ 181,798.69
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 76,037.18	\$ 77,091.00	\$ 78,354.87
Cemeteries	<u>15,653.00</u>	<u>9,037.24</u>	<u>15,012.00</u>	<u>5,706.44</u>
Total	\$ 98,519.00	\$ 85,074.42	\$ 92,103.00	\$ 84,061.31

PERSONNEL

- An internal union posting for an Administrative Secretary I (C-8) for the Parks & Recreation Department was posted on January 23, 2018. The position was offered to the successful candidate, Kelly Dickinson. Her starting date was April 3, 2018.
- Kevin Daley, GIS Technician, submitted his resignation on January 24, 2018. A public job posting for the position was posted on March 7, 2018 with a closing date of March 28, 2018.

RISK MANAGEMENT

The eighth 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 February 2018 were \$737,442. 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 February, 2018

	Town	Board of Education	Total
Estimated Claims	1,994,072	5,342,504	7,336,576
Actual Claims	1,797,553	4,086,250	5,883,803

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of March 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Attended Public Works Meeting. Attended daily BOE Bus Depot site environmental cleanup meetings. Attended staff meeting and attended NFMT conference.

Work Order Completions

The Facilities Maintenance Department has completed 58 formal work orders the month of March 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. Work was completed on relocating the Emergency generator for the 1st phase of demolition for the new town hall/ community center.

Mill Pond Park

Construction is continuing on the re-building of the fire damaged concession building. Work has begun on repairing the walk way around the pool with repairs to the pool to follow.

Fire House 2 & 3

Interior LED lighting upgrade has been completed at both fire houses.

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 has been completed that included demolishing the bus garage to remove the contaminated soil that was under the foundation. We are working on backfilling the site with weather permitting.

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.

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

- Completing 95 formal work orders.
- Working with the Revenue Collector's application vendors to integrate a new online payment system. Addition of the payment module and integration with the town's website enhances online features for Newington's tax payers.
- Deploying security related firmware updates to workstations, laptops, servers and networking devices to maintain the town's security posture.
- Correcting backup retention policies and alerting functions.
- Reviewing copier deployments and use within Town departments.
- Working with Parks and Recreation staff and their application vendor to ensure a smooth upgrade to their records management system, RecTrac. The upgrade included both client and server based components.
- Working with Town Highway Garage staff on the setup and configuration of computer related equipment in a new police department vehicle.
- Completing the migration of all users/agencies of the Regional License Plate Reader (LPR) system to new cloud based, vendor hosted LPR system.
- Upgrading the town's desktop management application to the latest version on both the town and public networks.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- The Town Manager's 2018-19 budget was submitted on March 5th to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager's Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 20th.

- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town has a projected defect of \$164,831 and the Board of Education has a projected credit of \$311,285. A final settlement of actual costs will be completed in September.
- The Town solicited competitive proposal to select a qualified firm for our insurance benefits Agent of Record. On March 16th proposals were received from 6 firms. Following a review of the proposals, it was recommended that the Insurance and Pension Benefits Committee interview 3 of them. Interviews are scheduled for April 17th.

Major grants received during the month included the Municipal Grants in Aid in the amount of \$917,869. We also received a check in the amount of \$117,960 for the MIRA class action settlement. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE
(Unaudited)
3/31/2018

	Interest Earnings		\$ Invested
	Budget FY2017-18	Actual Year to Date	
General Fund	\$75,000	\$267,255	\$36,930,120
Special Revenue Funds	8,700	35,856	4,059,249
Capital Projects Funds	1,500	9,828	1,048,721
Internal Service Fund	13,000	21,000	2,632,361
Trust and Agency Funds	6,392	7,882	1,223,541
TOTAL, ESTIMATED BY FUND			\$45,893,992

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
3/31/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.41	1.41	15,755	26,348	10,115,362
Bank North	0.70	0.60	2,564	2,320	2,544,713
People's Bank	0.90	0.90	3,782	3,527	5,114,836
TD Bank (new)	1.40	1.40	11,897	5,370	10,017,267
Farmington Bank	1.15	1.15	9,488	11,446	10,047,135
Webster Bank	0.98	0.98	8,514	7,523	8,054,679
Total Outstanding Investments					\$45,893,992

Rates reflect avg. monthly yield, annualized

Assessor

- The Board of Assessment Appeals held meetings on March 5, 6, and 8, 2018 to listen to assessment appeals on the October 1, 2017 Grand List and the October 1, 2016 Supplemental Motor Vehicles Grand List. The meetings occurred at the Assessor's Office, 131 Cedar Street, Newington, Connecticut. The meetings were held with all members of the Board in attendance. Deliberations were then held on Wednesday March 14, 2018 with all members again in attendance. Notices of their actions were sent out by mail on March 21, 2018. The following table summarizes the financial implications of their deliberations:

Assessment Reductions on 2017 Grand List	\$689,240
Current Mill Rate	0.03659

Tax Loss @ 36.59 Mills Due to BAA Actions	\$25,219	
Number of Appeals	25	
Number Withdrawn/Failed to Show	5	20.00%
Accounts With Changes	13	52.00%
Accounts with No Changes	7	28.00%

- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an ongoing program as applications will be taken through May 15, 2018.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The State Owned Report and Private College and Hospitals Report were prepared and sent to the State of Connecticut for purposes of determining the reimbursed PILOT payments (if any).

Revenue Collector

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$480,353.27. The Supplemental Motor vehicles collected were \$59,581.77, and \$27,291.78 was collected in back taxes. Included in that amount was \$2,489.72 for suspended accounts.
- This year's March collections on the current Grand List were 98.3% which is a little above the same time last year which was 98.1%
- Demand Notices were mailed to 1,300 delinquent Motor Vehicle and 30 Personal Property taxpayers as the first step prior to issuing Alias Tax Warrants to the Constables.
- Taxpayers are still confused with the second installment for the motor vehicles and we take the time to explain the reason. Payments are being made.
- Staff is also busy working with taxpayers needing IRS tax information.

TOWN CLERK

- There were 55 property transfers during the month for a total of \$5,800,849 in sales. State conveyance tax collected was \$38,947.12; Town conveyance tax collected was \$13,967.
- There was one (1) residential sale for \$433,374 at 37 Harvest Court.
- There were 274 documents filed on the land records during the month: 77 mortgages, 77 releases, 19 probate certificates and 11 liens. Fifty-four of these documents were electronically submitted for a total of \$5,520 in revenue.
- Staff certified and issued 130 copies of vital records (birth, marriage & death certificates), fifteen burial permits and eight cremation permits were issued.
- Twelve Notary Public commissions, five Liquor permits and six Trade Name certificates were catalogued.
- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library—which was done at the end of the month.

<u>DATA SUMMARY MARCH 2018</u>				
	<u>March-17</u>	<u>March-18</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	388	274	3,733	3,375
Dog Licenses Sold	27	12	659	519
Game Licenses Sold	29	37	83	107
Vital Statistics				
Marriages	11	4	182	100
Death Certificates	14	21	272	188
Birth Certificates	23	18	197	177
Total General Fund Revenue	\$ 34,781.22	\$ 26,964.63	\$ 480,443.66	\$ 406,429.00
Town Document Preservation	\$ 1,028.00	\$ 972.00	\$ 9,969.00	\$ 9,727.00

State Document Preservation	\$ 606.00	\$ 2,008.00	\$ 5,484.00	\$ 11,212.00
State Treasurer (\$36 fee)	\$ 10,908.00	\$ 9,000.00	\$ 98,100.00	\$ 93,780.00
State Treasurer (\$127 fee)	\$ 4,191.00	\$ 1,524.00	\$ 48,641.00	\$ 41,021.00
State Treasurer (\$110 fee)	\$ 4,180.00	\$ 2,420.00	\$ 49,060.00	\$ 38,610.00
LoCIP	\$ 909.00	\$ 750.00	\$ 8,175.00	\$ 7,815.00
State Game Licenses	\$ 673.00	\$ 518.00	\$ 2,314.00	\$ 2,517.00
State Dog Licenses	\$ 250.00	\$ 109.00	\$ 5,230.50	\$ 3,896.50
Dog Licenses Surcharge	\$ 74.00	\$ 32.00	\$ 1,654.00	\$ 1,224.00
Marriage Surcharge	\$ 133.00	\$ 76.00	\$ 1,387.00	\$ 1,140.00
Grand Total	\$ 57,733.22	\$ 44,373.63	\$ 710,458.16	\$ 617,371.50

POLICE DEPARTMENT

- Patrol Calls for March are as follows:

Abandoned MV	4	Fire Other	11	Missing	4
Administrative	0	Fire Rescue	0	MV Abandoned	2
Alarm Commercial Burg Alarm	87	Fire Structure Fire	6	MV Assist	62
Alarm Hold Up Alarm	3	Fire Stand by	0	MV Complaint	40
Alarm Residential Burg Alarm	41	Fire Trouble Alarm	13	MVA Evading	14
Animal Complaint	16	Fire Vehicle Fire	0	MV Fire	0
Arson/Fire Invest	0	Fire Water Problem	0	MVA Injury	11
Assault	3	Fireworks	1	MVA Property Only	97
Assault in progress	0	Follow-Up	36	Neighbor	12
Assist motorist	1	Found Property	2	Noise	19
Assist Other Agency	27	Gun	1	Notification	0
Bad Check Insufficient Funds	1	Harassment	14	Open Door/Window	3
Breach of Peace/Disorderly	18	Hazard	105	Parking Violation	28
Burglar Alarm	0	Hazmat	0	PD ASSIST FIRE DEPT	41
Burglary	1	Hold Up Alarm	1	Pistol Permit	4
Car Seat	4	Homicide	0	Prisoner Care	2
Check Welfare	39	Indecent Exposure	1	Property Found	1
Check Welfare 911	51	Illegal Dumping	4	Property Lost	2
Check Welfare Other	9	Intoxicated	1	Residential lockout	0
Clear Lot	0	Juvenile Complaint	6	Recovered Stolen MV	0
Construction	0	K9 Assist	6	Robbery	3
Court Detail	9	Kidnapping	0	Roll Call	12
Criminal Mischief	2	Landlord / Tenant Dispute	2	Serve Subpoena	0
CSO	0	Larceny	50	Serve Warrant	45
Customer Dispute	4	Larceny from MV	4	Sexual Assault	0
Dog Complaint	25	Lift Assist Only	4	Shots fired	0
Domestic	24	Local Traffic Authority	0	Specific Detail	106
Door Check	0	Location Check	276	Stolen MV	2
Drug	5	Location General	0	Suicide	0
DUI	3	Lockout Building	4	Suicide Attempt	1
EDP	9	Lockout MV	2	Sudden Death	2
Escort / Transport	5	Lost Property	0	Suspicious MV Unoccupied	7
Escort Funeral	8	Medical Alarm	15	TEST	1
Escort Other	0	Medical Cardiac	19	Suspicious Report	117
Fingerprint	9	Medical Complaint	161	Threatening	4

Fire Alarm	31	Medical Diabetic	4	Tow	17
Fire CO Detector no symptoms	4	Medical Fall	43	Town Ordinance Violation	0
Fire CO Detector with sympt	0	Medical Other	8	Traffic Stop	410
Fire Extrication	1	Medical Respiratory	20	Trespass	10
Fire Hazmat	1	Medical Stand by	0	Unknown	7
Fire Special Detail	0	Medical Trauma	1	Water problem	0
Fire Mutual Aid Request	1	Medical Unresponsive	8	Total	2360

- In March, the Detective Division:
 - On March 16th, Detectives assisted the Patrol Division with the investigation of an armed robbery and the location and arrest of the individual believed to be responsible. The armed robbery, which occurred at Game Stop, 2997 Berlin Turnpike, involved the suspect holding the clerk at gunpoint and restraining him by using zip ties. The suspect then proceeded to take case and merchandise before fleeing the store on foot. The suspect was located shortly after the robbery and arrested.
 - During the month of March, Detectives conducted background investigations on applicants for the position of Police Officer and Public Safety Dispatcher as part of our current recruitment and hiring process.
- In March, the Community Service Officer (CSO):
 - Continued to be assigned to the high school on a full-time basis.
 - Attended the Newington High School Career Fair on March 20th with Sgt. Zematis.
 - Attended the University of New Haven Career Fair on March 26th with Sgt. Zematis.
 - Attended a Library program on March 26th and March 27th with Sgt. Zematis, which gives the parents of young children the ability to get to know officers in a Community Relations setting, with a focus on child safety seats, home security and when to call 911 vs. non-emergency.
- In March, the Animal Control Officers had the following activity:
 - 44 Calls – 24 Dog, 17 Animal and 2 Specific Detail/ 0 Follow-ups/ 1 Car Seat.
 - 0 Dog vs. Dog Bites/0 Dog Bite w/dog/0 Feral Cat Bites w/human.
 - 3 Impounds – 3 redeemed, 0 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over to April.
 - 1 Infraction written.
 - 66 Incoming Phone Calls.
 - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 2 Written Warnings.
 - Breakdown of Calls
 - 510 -
 - 8 Combined Dog/Animal/Specific Detail/Check Welfare.
 - 0 Delinquent Letters/Written Warnings/No License/Barking/Littering.
 - 0 Infractions.
 - 0 dog bite – 0 dog vs. human, 0 dog vs. dog.
 - 0 Dog Adoption.
 - 511 -
 - 10 Combined Dog/Animal/Specific Detail.
 - 6 Delinquent letters/Written Warning/No License/Barking/Littering.
 - 1 Infraction.
 - 0 dog bite – dog vs. human (TOT Meriden).
 - 0 Dog Adoption
 - Other –
 - 25 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 510/511 Animal Cruelty Class was cancelled and rescheduled for 4/5/18. ACO will not be attending as she receive this in the State class.
 - 510 car seat inspection.
 - 510/511 Attended the Kelly Bollen K9 Aggression Seminar on 3/27/2018.
 - 510/511 Attended the Tazer Recert Class on 3/28/2018.
- In March, the Patrol Division had the following activity:
 - **Shoplifting-Assault on a Police Officer** - On 03/11/2018, officers were dispatched to investigate a larceny complaint at WalMart. Loss Prevention reported two suspects, a male and a female, had

both stolen merchandise. The male had fled the scene on foot. The female was in the loss prevention office, but was uncooperative. An officer then made contact with the female in the office as other officers proceeded to search for the male suspect. As the officer spoke to the female, he began to place her in handcuffs. The female resisted and began to fight with the officer. During the struggle, the female reached towards the officer's holstered firearm. The officer was able to control the female's hand and took her down to the ground. Additional officers arrived to assist. As the officer attempted to put her hand behind her back, the female bit the officer's finger resulting in a laceration. The female was eventually detained and the male was located and detained.

Both were charged with Larceny in the Sixth Degree, 53a-48/53a-125b: Conspiracy to Commit Larceny in the Sixth Degree, 53a-18. The female was also charged with CGS 53a-167c: Assault of a Police Officer, 53a-167a: Resisting Arrest, 53a-181 Breach of Peace 2nd degree, and 21a-279(a) (1): Possession of a Controlled Substance after narcotics were found in her possession. Both were held on a bond.

- **Robbery-Prostitution Arrest** - On 03/07/2018 officers were dispatched to speak with a person regarding a robbery. Upon arrival they spoke to a male who stated that he was robbed by a person holding a knife. The suspects then took money and his ATM card. Initially, the victim reported that he was at a motel in Newington when he was lured into a room and then robbed. Eventually, the victim admitted to officers that he was there to meet a prostitute and was robbed by a male who accompanied the prostitute to the motel to meet the victim.

Officers were able to locate the suspects and they were positively identified as the individuals who pulled out a knife and robbed the victim. They were taken into custody and charged with the following Connecticut General Statutes: 53a-92 Kidnapping in the first degree, 53a-48 / 53a-92 Conspiracy to commit kidnapping in the first degree, 53a-95 Unlawful restraint in the first degree, 53a-48 / 53a-95 Conspiracy to commit unlawful restraint in the first degree, 53a-134 Robbery in the first degree, 53a-48 / 53a-134 Conspiracy to commit robbery in the first degree, 53a-125a Larceny in the fifth degree, 53-48 / 53a-125a Conspiracy to commit larceny in the fifth degree, 53a-48 / 53a-125a Conspiracy to commit identity theft in the third degree, 53a-128c(a) Credit card theft, 53a-48 / 53a-128c(a) Conspiracy to commit credit card theft, 53a-48 / 53a-128d* Conspiracy to commit greater than \$500.00 on revoked credit card, 53a-88 Promoting prostitution in the third degree, 53a-181 Breach of peace in the second degree, 53a-48 / 53a-181 Conspiracy to commit breach of peace in the second degree, 53a-62 Threatening in the second degree, 53a-48 / 53a-62 Conspiracy to commit threatening in the second degree, and 53a-63 Reckless endangerment in the first degree.

The victim/ complainant was charged with the following: Violation of Connecticut General Statutes: 53a-83, Patronizing a prostitute.

Property Report March 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	14	\$ 7,953
Vehicle Inventory	2	\$ 3,330
Stolen	131	\$ 116,555
Abandoned	0	\$ 0
Evidence	117	\$ 1,857
Found	1	\$ 0
Lost	4	\$ 260
Seized	23	\$ 346
Recovered	65	\$ 38,420
Impounded	1	\$ 0
Informational	2	\$ 901
Total	360	\$ 169,622

- Police Department Overtime:

- Comparison

➤ OT February	\$ 91,453	2 pay periods – 1 holiday
➤ OT March	\$ 135,890	3 pay periods – 1 holiday



\$ 44,437 Increase in overtime with 3 pay periods

- During March, 3 officers were on injury leave, 1 officer vacancy, 1 officer on light duty working dispatch, and 1 dispatcher position vacancy. These vacancies have an impact on overtime for a total of 5 positions vacant on the schedule in the patrol division and dispatch. The Police Department filled a dispatcher vacancy in March and the part time Animal Control Officer.
- Admin overtime, \$573, a decrease of \$574 for coverage one holiday.
- Patrol overtime \$72,316, an increase of \$17,067 (\$13,000 for holiday pay). Overtime included 3 pay periods and the following calls, domestic calls, motor vehicle accidents, larceny, search for robbery suspect, Grantmoor fire, breach of peach, 2 stolen motor vehicles, rollover accident, K-9 track, death investigation, weather hold over, larceny assist, shoplifting larceny, funeral detail, sudden death, 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 \$6,382, a decrease of \$1,311 (\$3,500 for holiday pay). Overtime included the following investigations; interviews, sudden death, Grantmoor Fire, evidence collection, police candidate backgrounds, and casework follow ups.
- Communications overtime \$13,450, an increase of \$646 which includes 3 pay periods (\$2,000 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 \$24,352, an increase of \$16,003 for training classes consisted of ERT training, taser training, baton, OC, and handcuff training, Legal Issues in IA's training, Interviewing juveniles, 911 Liability, and RAD training.
- Support Services overtime \$4,436, a decrease of \$1,773 (\$2,000 for holiday pay). Overtime included coverage for holiday and RAD training.
- ACO overtime \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of March, 2018. During this period Fire Department members responded to 51 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	March 2018	9 Months Activity
FIRES		
Structure Fire	4	26
Vehicle Fire	0	8
Exterior Fire	1	24
Other Fires	0	4
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	2
Extrication	1	6
Other Rescue Calls	1	10
SERVICE CALLS		
Hazardous Condition Calls	5	64
Water Problems	0	29
Other Service Calls	4	43
OTHER		
Good Intent Calls	2	23
False Alarm/False Calls	33	209
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	6
Total	52	455

o **Training Summary for the month of March:**

Company Training – Co.1	T-1 Set-Up & Equipment	8.0 hours
Company Training – Co. 1	SCBA Inspection/Cleaning	6.0 hours
Company Training – Co. 3	Small Power Plants	24.0 hours
Company Training – Co. 3	Extrication Equipment Review	11.0 hours
Officer Training	CIRMA Unit 3	56.0 hours
Multi Company	Pump Operations	57.0 hours
	Live Fire	104.0 hours
Multi Company – Co. 1 & 4	Firefighter Safety	80.0 hours
Multi Company – Co. 2 & 3	Firefighter Safety	50.0 hours
Department Training	Cold Water Rescue	108.0 hours
Total Training		504.0 hours

FIRE MARSHAL

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

INSPECTIONS	13
INSPECTION FOLLOW-UPS	82
PLAN REVIEW	1
JOB SITE INSPECTIONS	8
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	7
COMPLAINTS	1
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	3
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

Incidents:

- Responded to 20 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the Annual Chamber of Commerce "State of the Town" breakfast at the high school.
- Attended the Graduation Ceremony for Hartford Firefighter Steven Regina. Steven is a member of Company #3 and the son of Deputy Chief Robert Regina.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #2 on Richard Street. State Representative Gary Bryon presented the family of Firefighter Jay Cole Jr. with a replica of the recently installed Memorial Highway sign on Willard Avenue. Firefighter Cole lost his life responding to a fire call in his personal vehicle in December 1964.
- Met with public safety officials and representatives from Vallabhdham Temple on Church Street review plans for their annual events.
- Met with the Command Staff to prepare for the Council Budget Session.
- Attended the wake for Retired Police Officer James Lavery at Newington Memorial.
- Attended a Public Works Team meeting to review updates to the CROG Natural Hazard Mitigation Plan and review the Garfield Street project and the Extravaganza fireworks site requirements.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended a meeting of the High School Graduation Party Committee to review fire code requirements for the annual all night event.
- Attended a meeting of the Memorial Day Parade Committee to review emergency plans for the annual event.
- Attended a Town Council meeting along with the Board of Fire Commissioners and Command Staff to review the annual 2018-2019 fire department budget.
- Attended the wake and funeral for former Company #3 Veteran Joseph Klett in Wethersfield.

- Attended the bi-monthly Employee Health and Safety Committee meeting at Town Hall.
- Attended the Annual Family Easter Party at Company #1.
- Attended a CRCOG Hazard Mitigation Goals & Actions Workshop in Manchester.
- Conducted the quarterly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Participated in a live burn training session in several single family homes at the Cedarcrest property on Russell Road.

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 Safety Committee meeting.
- Attended Town Council budget review meeting.
- Attended Environmental Quality Commission.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching.
- Crews called out four (4) times for snow/ice/ events resulting in snow totals of 21.9”.
- Responded to three (3) evictions - 2 required storage.
- Crews cleaned and repaired several storm water catch basins.
- Continued pick up of damaged curb due to snow plowing operations.
- Responded to one (1) after hour call-in.
- Crews responded to heavy wind, trees down during March 2 weather event.
- Crews cleared various waterways as needed.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Police Department in set up of speed boxes.
- Assisted Highway Department in snow plowing operations.
- Assisted Highway Department in the replacement/repair of mailboxes damaged during snow removal.
- Assisted Sanitation Department with maintenance of recycling containers.
- Responded to one (1) after hour call in for Stop sign.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Continued with the repair/maintenance of snow fighting equipment.
- Assisted Highway crews in snow plowing operations.
- Completed outfitting of one new Police patrol vehicle.
- Completed spring servicing of street sweepers.
- Responded to one (1) after hour call-in for Fire Department – Company #4.

Sanitation/Recycling/Landfill

- Scheduled 751 residential bulk items for collection for the month.
- Scheduled 148 condominium bulk items for collection for the month.
- Scheduled 55 condo/residential scrap metal items for collection for the month.
- 5481 tons of cumulative Municipal Solid Waste were collected from July to February.
- 1801 tons of cumulative recyclables were collected from July to February.
- 811 mattresses and 453 box springs were collected from July to February.
- 341 televisions were collected from July to February.
- Issued 15 permanent landfill permits and 12 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on March 14, 2018:

- Closed the public hearing on Petition #02-18: Zoning Text Amendment (Section 3.4.10 and Section 9.2). Amy Berube, 172 Indian Hill Road, Newington CT, applicant/contact.
- Closed the public hearing on Petition #34-17: Special Permit (Section 3.4.4: Home Occupation) at 172 Indian Hill Road. Amy Berube, 172 Indian Hill Road, Newington CT, applicant/owner/contact.
- Closed the public hearing on Petition #04-18: Special Permit (Recreational Use) at 80 Fenn Road. Montana Nights Axe Throwing, applicant.
- Voted to notify the developer of TPZ's intent to call the Performance Bond for Newington Ridge Preserve.

Regular Meeting on March 28, 2018:

- Continued the public hearing on Petition #05-18: Special Permit (Section 3.15.3: Outside Restaurant Seating) at 3260 Berlin Turnpike ("Plaza Azteca Restaurant"). John Kennelly, applicant; Kleban Newington LLC, owner.
- Closed the Public Hearing on Petition #06-18: Special Permit (Section 3.15.6: Place of Physical Activity) at 2631 Berlin Turnpike. Johanna Serrata and Alexis Pena, applicants; 2631 Berlin Turnpike Associates LLC, owner.
- Approved, with conditions, Petition #10-18: Site Plan Approval at 475 Willard Avenue. Infinity Group, applicant; Shelbourne Newington LLC, owner.
- Denied Petition #02-18: Zoning Text Amendment (Section 3.4.10 and Section 9.2). Amy Berube, 172 Indian Hill Road, Newington CT, applicant/contact.
- Denied Petition #34-17: Special Permit (Section 3.4.4: Home Occupation) at 172 Indian Hill Road. Amy Berube, 172 Indian Hill Road, Newington CT, applicant/owner/ contact.

Town Planner Activities:

Approved, Pending, and Potential TPZ Applications

- March 5: Met with potential tenant for 81-85 Alumni Road.
- March 22: Met with staff to discuss Newington Ridge Preserve.
- March 29: Attended meeting for new Town Hall (library parking lot).

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Funded Project Activities

- March 1: Selected new residential rehab program consultant.
- March 14: Met with staff to discuss Constance Leigh Drive street lights.
- March 21: Met with consultant on site to discuss Gateway sign.
- March 29: Met with consultant on site to discuss street light issue.
- March: Continued administration of Streetscape Phase VI (Constance Leigh) project.
- March: Continued administration of residential rehab program.
- March: Prepared for possible STEAP grant notice of funding availability.

Board and Commission Meetings:

- March 14: Attended regular Environmental Quality Commission meeting.
- March 14: Attended regular monthly TPZ meeting.
- March 15: Attended regular monthly Open Space Committee meeting.
- March 28: Attended regular monthly TPZ meeting.

Professional Development/Training:

- March 2: Attended lunchtime professional development event in Hartford.
- March 9: Attended meeting for annual tristate planning conference.
- March 23: Attended legislative breakfast at LOB.
- March 28: Lunch with other Central CT town planners.

Miscellaneous

- March 1: Attended State of the Town breakfast meeting.
- March 5: Reviewed previous TPZ meeting with Town Manager.
- March 12: Attended monthly Planning/Engineering/Wetlands staff meeting.

- March 12 Attended meeting of Vallabhdham Temple leadership with Police Chief and Fire Marshal.
- March 14: Attended monthly Public Works Team meeting.
- March 19: Spoke at LOB meeting on Cedarcrest Hospital parcel.
- March 19: Reviewed previous TPZ meeting with Town Manager.
- March 27: Phone meeting with West Hartford Town Engineer re: bike lane.
- March 28: Attended Town Manager's monthly department head meeting.
- March: Responded to approximately 10 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- March: Received and sent approximately 419 emails from citizens, local businesses, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- **Permits:**
 - Reviewed contractor license applications (bond/insurance/agreement)
 - Reviewed and approved eight excavation permits:
 - Road excavation – 2
 - Driveway/Sidewalk - 6
- **Meetings:** Attended Town Meetings:
 - Monthly Public Works meeting.
 - Monthly Planning and Engineering meeting.
 - Monthly Conservation Commission meeting.
 - Town Hall Renovation meeting.
 - Emergency Action meetings for BOE diesel release.
 - West Hartford – Coordinate extending bike lanes from West Hartford into Newington.
- **Conservation (Inland Wetland) Commission:**
 1. Commission Administered applications:
 - None.
 2. Agent Administered Applications:
 - Agent approval: 2018-02AA, 475 Willard Ave., fence in URA.
 - Agent approval: 2018-03AA, 1872 Main St., deck in the URA.
 - Modification: 2017-14, 549 Cedar St., monitoring/treatment wells 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 26 zoning applications to determine the presence of wetlands and Conservation easements.
- **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):
 - 3443 Berlin Turnpike – Commercial site plan.
 - 395 Willard Ave – Medical Offices.
 - Packards Way – Subdivision roadway inspection.
 - Shady Hill Lane – Harvest Ridge subdivision road as-built.
 - 262 Brockett Street – Commercial site plan modification.
 - Harvest Court – Harvest village subdivision.
 - 49 Fenn Road – Commercial site plan.
 - 3318-3320 Berlin Turnpike – Stone Rock LLC site plan modification.
 - 1669 Willard Avenue – Residential site plan.
 - 136 Rockwell Road – Commercial as-built.
 - 475 Willard Avenue – Shelbourne – Commercial site plan modification.
- Approved Site Plans: NA.
 - 3240 Berlin Turnpike – Chick-fil-A site plan modification.

- **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 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).
 - Managed engineering finances.
 - Coordinated with CT DOT projects in Newington.
- **Engineering for Town Project:** Assisted Town departments with in-house projects:
 - Town Manager: Constance Leigh Drive (Streetscape) – construction observation services.
 - Planning Department: Constance Leigh Drive (Streetscape) – construction quality control services.
 - Park and Recreation Department: Reviewed maps and property lines for determination of location of trees (town property or private property).
 - Highway Department: Proposed above Ground Fuel Storage expansion – engineering 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.
 - Youth Services: Yurt ADA grading plan – surveying and engineering services.

ECONOMIC DEVELOPMENT

- Supported the activities of the Economic Development Commission.
- The developers of the Villas at Cedar Mountain assisted living/independent living project erected a “Coming Soon” sign at their property on the top of East Cedar Street in anticipation of finalizing their financing and commencing construction.
- Corsicana Mattress Company began its manufacturing operations with approximately 50 employees at 475 Willard Avenue (former Fafnir building). Hiring will continue as the plant ramps up to full production.
- Davidson Specialty Foods and Huttig Building Products are both expanding their operations at 475 Willard Avenue (former Fafnir building).
- PCX Aerostructures sold its land and buildings at 300 Fenn Road for \$9.25 million to Store Master Funding. The Town currently has the property appraised for \$5.1 million.
- Modern Wine & Spirits opened in its second location at the former Grove Hill Clinic space at the corner of Cedar Street and Main Street.
- Saz Jamaican Restaurant (former On-Fire grill location) had its soft opening in advance of its Grand Opening in May, 2018.
- An application to open a bounce house business at 2631 Berlin Turnpike (former Ann & Hope Curtain & Bath) was submitted to the Town Plan and Zoning Commission.
- The broker representing the owners of 550 Cedar Street (former Crest dealership) advised they are entertaining a new offer to purchase the property.
- Reviewed various scenarios for additional development on Alumni Road with the owner of the former Fafnir property.
- Advised several entities pursuing Medical Marijuana Dispensary licenses about Newington regulations covering such an activity and where it could be located.
- Met with a company evaluating purchase of 81-83 Alumni Road (former Lottery headquarters) to expand the distribution of its product.
- 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.
- Provided advice to entrepreneurs looking to start businesses in Newington.
- 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 information for the Town Manager.

BUILDING DEPARTMENT

- A Building Application was approved for a new Single Family Home to be located at 54 Shady Hill Lane.
- An application was received and is in review for the Target Store located at 3265 Berlin Turnpike for alterations to include interior / exterior with food service to include new fixtures, furnishings, mechanicals, plumbing, ceiling & flooring.
- An application is under review for Stop & Shop located on 44 Fenn Road for an interior remodel per plans submitted.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Significant Changes to the 2015 International Residential Code – March 12, 2018.
 - Significant Changes to the Connecticut Fire Prevention Code and Part IV of the Connecticut Fire Safety Code – March 22, 2018
 - K. Kilkeny - Significant Changes to the 2015 International Residential Code – March 12, 2018.
- Building Department activity for the month of March was as follows: The Inspectors completed a total of 119 Inspections. They were: Above Ceiling (2), Boiler (2), CO (4), Electrical (10), Final (46), Footings (1), Framing (3), Gas Line (4), Insulation (2), Mechanical (2), Plumbing (1), Rebar (1), Rough (41).
- There was three Certificates of Occupancy issued in March. A single family residence at 37 Harvest Court and two commercial Cos. The Hospital of Central Connecticut Rehabilitation Network located at 40 Fenn Road and Modern Wine & Spirits located at 18 Cedar Street.
- The total number of Building/Renovation Permits issued / applied for the month of March was **117** producing a total permit value of **\$1,883,150.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	37	\$1,409,012.00
DECK	3	44,050.00
DEMOLITION	1	14,200.00
ELECTRICAL	38	76,456.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	3	31,800.00
MECHANICAL	18	94,950.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	28	48,310.00
POOL	3	5,080.00
ROOFING/SIDING	4	111,711.00
SIGN	11	7,400.00
SOLAR	4	40,181.00
TENT	0	0.00
TOTAL	150	\$1,883,150.00

The total Building income fees received in the month of March was **\$22,808.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$2,190.00 Environmental \$660.00 Conservation \$540.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$57.50 Driveway / Excavation \$425.00 Engineering copies \$28.50. The other total income is \$4,161.00.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for March:	\$1,883,150.00	\$1,631,710.00
Fees for Permits issued for March:	\$22,808.00	\$14,251.00
Other income Fees for March:	\$4,161.00	\$1,462.75
Building Permits Issued for March:	150	104

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

<u>2017-2018</u>		<u>2016-2017</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$16,242,036.00	\$192,586.00	\$20,674,128.00	\$199,170.00

HUMAN SERVICES

- The March 5th Grade Challenge days went quite well with both groups working hard to accomplish the challenges in-class and during the final challenge days. Both groups were highly motivated and embodied the spirit of cooperation and enthusiasm.
- March SCORE programs have had a few weather postponements but we have rescheduled and continue to be well attended. The Claypen Studio, Geocaching and Nature Center trips have stimulated creativity and physical challenges for the youth that participated.
- The Vocational Prep group met for three in-class sessions this month and planned our spring field trips. Hiking on April 5 and kayaking at Fisher Meadows in Avon, CT on April 19, 2018. We will continue to meet in class sessions until the end of May, 2018.
- Our Leadership Education and Advisor Development (LEAD) mentors met this month for the first time in 2018 and started to plan for the new incoming mentor recruits for Summer 2018.
- Summer Youth Adventure brochure is almost completed and will be ready to be distributed through our email parent distribution list on April 12, 2018 and delivered to schools the week after April vacation. Summer Mentors packets are being mailed out during the first week of April.
- Coordinator Huggard & Meskill attended NHS Career Day: Speaking to students about possible career choices in the Human Services field.
- Coordinator Meskill continues to provide direction and supervision for CCSU student, Brianna Patton and met with CCSU professor re: student intern performance concerns. Attended CCSU Field Supervisor meeting in order to discuss common issues and trends in field placements.
- Coordinator Meskill & Director LaBrecque attended NHS presentation on Social Media Safety by Scott Driscoll - this event was co-sponsored by Newington Youth Adult Council.
- Coordinator Meskill attended school meeting for client with regard to updating and amending the student's 504 plan.
- 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's, and Stew Leonard's. This involved coordinating numerous substitutes due to several volunteers experiencing medical issues.
- Coordinator Wassik continues to skillfully carry a large caseload of very complex cases. One case involved coordinating several agencies to secure a ramp in the home of a family experiencing severe medical issues and language barriers. This allowed him to walk with his family after being isolated for several months.
- Staff attended CLASS, State working Group on Hoarding, Newington HAT (Hunger Action Team), YAC, CCHD: Achieve & prevention meetings, North Central Regional Mental Health Board, CASAC, CYSA, and LIST.

March 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	14	11	117	38
Youth & Family Service Hours	49.5	30	335.5	330.25
JRB Cases	0	0	5	8
Positive Youth Development	93	162	2632	2399
Community Service	1	2	13	Not reported last year
Information and Referral	414	419	5585	9559
Social Casework Cases	73	78	669	376
Under 55 =	20	18	159	119
Under 55 Disabled =	10	15	142	81
Over 55 =	43	45	366	176
Social Casework Service Hours	119	83.75	1117.5	1193.50
Under 55 =	34	27	259	274
Over 55 disabled and/or disabled	85	83.75	857.5	919.50
Food Bank Household Visits	106	134	1164	1235
# bags of groceries distributed	471	617	5781	5910
Mobile Truck	118	125	1179	Not Reported
Clothing household visits	20	25	186	Not reported last year
# bags of clothes given	24	40	238	
Special Needs	4	5	55	60
Challenge Course	12			

SENIOR AND DISABLED CENTER

- A Movie on the Big Screen event featuring Murder on the Orient Express was enjoyed by an auditorium full of people on March 7th. This was the first event with the Center’s new projector and was enjoyed by all.
- On March 8th Kris McCue, Leader of the Hartford Area Bionutrient Food Association presented a seed starting workshop. Participants learned about sourcing and timing seeds, soil and nutrients for a successful garden.
- The Middlewoods of Newington “Belltones” bell choir provided a performance of springtime songs on March 14th. The “Belltones” consists of 9 members. They perform at The Wadsworth for the Festival of Trees and also hold concerts for veterans and the community.
- The Seabury Visiting Nurses provided a presentation on medication management on March 19th.
- Home Helpers presented a seminar to share ways to incorporate healthy habits and changes into daily routines in a program entitled Healthy Living=Healthy Brain on March 22.

- On March 28th Congressman John Larson was at the Center for a discussion on current legislative topics and how they affect us.
- Center staff including Dianne Stone, Jaime Trevethan and Denise Haas attended a workshop on the ADA and Senior Centers sponsored by the Connecticut Association of Senior Center Personnel on March 22.
- The cabinets in the Arts and Crafts room and multi-purpose rooms were replaced this month. The project, funded in large part by a donation from the Smart Family Foundation, will provide much needed storage space for program supplies.
- Other storage areas were cleaned and re-shelved to maximize the efficient and safe storage of kitchen and center supplies.
- As of the end of March, the Center had: 1,455 paid members, including 204 Fitness Center members. There are 1006 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 2896 by 452 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 97 residents 982 trips this month, covering 2930 miles. This is lower than usual because of the weather conditions in the month.
- Center staffing was complemented by 544 hours of unpaid service in 187 instances by 53 volunteers. Three new volunteers completed background checks and were trained for the home delivered meal program. This will relieve some of the strain on staff delivering meals.

PARKS AND RECREATION

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 1st.
- Spring program registration for residents began on March 6th and for non-residents on March 13th.
- Most spring programs began in late March.
- Registration for new gardeners interested in participating in our Community Gardens program began April 4. Returning gardeners had until March 30 to renew their gardening spot from last year. There are a total of 110 garden spots available to residents.
- Creative Playtime Preschool Program hosted an Open House on March 28th with 7 families attending.
- Interviews were held for Aquatics openings. Supervisory positions were filled with experienced Lifeguards, Water Safety Instructors, and Lifeguard Instructors. Eight new Lifeguards were hired as well, with six of them having taken our Lifeguard class offered in February.
- A new Summer Camp Director (Megan Collette) was hired, and interviews were held to promote Site Directors/Assistant Site Directors in the Summer Camp program.
- Event planning for the 37th annual Extravaganza is underway.
- Planning for the Summer Camp (Kindergarten through grade 7) has begun. Due to the number of snow days, the Camps will run from June 25 through August 10.
- The Youth Basketball season that started in December ended with the championships being held on March 16 & March 17. There were 721 participants in the Kindergarten through Grade 12 program.

Parks and Grounds and Cemeteries

- Worked with Weather Field on clearing trees for new pavilion at Churchill Park.
- Started building Churchill Pavilion installed all concrete piers and installed the rim board.
- Friday 3-2: Cleaned up down trees on regular time because of a high wind storm.
- Continued building picnic tables 2 handicap complete and 7 standard complete.
- Worked on spring cleanup around the Town Hall.
- Found corners for athletic fields.
- Three workers came in on 3-3-18 to clean up a tree that came down late on Friday 3-2-18 in the cemetery.
- There were 2 snow/ice events.
- There were 11 sales and 3 interments 2 on a Saturday and 1 on Sunday at Town cemeteries.

Tree Warden

- Cleaned up two fallen trees from West Meadow Cemetery due to storm.
- Removed storm damaged Birch tree from Senior Center.
- Removed large storm damaged tree, across path from senior center to St. Mary's.
- Completed large pruning and removal job at upper picnic area for new structure at Churchill Park.
- Removed uprooted hemlock tree in front of 61 Ledgecrest Drive.
- Removed storm damaged Willow tree by brook at 9 Middle Brook Road.
- Removed storm damaged fallen tree at Banks Park.
- Removed broken hanging branches, over sidewalk, in front of 231 New Britain Avenue.
- Removed fallen tree across Bob Stanley nature trail.
- Cleaned up broken and hanging branches at 103 Fifth Street.
- Removed (2) uprooted trees, fallen onto Town Right of Way in rear of 53 Lincoln Road.
- Posted several damaged trees, by contractor, at old bus garage site.
- Removed fallen tree from soccer field at Holy Spirit Church.
- Removed (2) dead birch trees from Beacon Park.

LIBRARY

- Library Director Lisa Masten and Assistant Director Karen Benner as well as Library Board Trustees attended the 2018-2019 budget review session with the Town Manager and the Town Council on March 21. Lisa Masten discussed the proposed library budget and answered questions from the Councilors.
- The Friends of the Library have been busy planning for 2 upcoming fundraising events. In April the Friends and the Newington Children's Theater Company are working together on a joint fundraiser titled *Desserts Ever After: Willy Wonka*. Children can come to the library on April 22 and meet and have their pictures taken with some their favorite Willy Wonka characters. Activities will also be offered as well as ice cream sundaes. Tickets are \$5 per person. On May 4, 5 & 6, the Friends will be holding its annual spring book sale at the Newington Senior & Disabled Center.
- The Library Board of Trustees continues to plan for its 22nd Annual Newington Library 5K Challenge Road Race that will be held on Sunday, May 20 at Mill Pond Park. Race forms are available at the library or can be downloaded from the library website. People can also register online at www.raceentry.com.
- Thanks to the Friends of the Library the library was able to purchase new mobile shelving for the new book area on the first floor. The new shelving units offered some additional space for this overcrowded collection and can be moved to offer more space during larger library events. The new shelves look amazing.
- Children's staff offered 56 programs to 1,492 children and their caregivers. Winter weather played a factor in children's programming this past month. Three programs had to be cancelled and three rescheduled. Another *Snapology Saturday*, a joint program for kids and teens was held in March. This program encourages "Open Creative Play" using LEGO bricks, motors and gears. Babies did paint exploration, made roller paint murals and handprint flowers in the popular *Babies Love Art* program. Highlights of other programs include *Wonders of Science*, *Tales to Tails* and *the Parent/Child Workshop*. School visits, outreach to preschool and daycares, and regular story times round out the month.
- Adults and teens were kept busy with 18 programs offered to a combined audience of 422. Teens hung out at the *Teen Lazy Lounge*, stacking *Keva* planks, talking about books and enjoying Valentine's Day candy. Adults were offered two great food programs during the month. Just before St. Patrick's Day. Kim Larkin a licensed Chocolatier spoke about the history of Irish chocolate and tea and offered delicious samples. Head bread baker of King Arthur Flour and author of the book *Breaking Bread* Martin Philip spoke about his new cookbook and about his journey from his finance career to King Arthur. Highlights of other programs include *Reiki: What's It All About*, *Books and Bites: Book talks by Librarians* and *Movies & More* with a showing of *Battle of the Sexes*.
- Total circulation of library materials was 25,664. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,124 times from the library website. 17,033 people visited the library during the month. There were 8,013 visits to the library's homepage. Popular online services included *Morningstar*, *Universal Class*, *Valueline* and *PebbleGo Animal, Biography* and *Dinosaur* databases. Museum passes were used 83 times this month, the most popular being the *New Britain Museum of American Art* and *Children's Museum/Roaring Brook Nature Center*. The reference

staff answered 4,629 reference questions during the month. Free library meeting space including study rooms was used 424 times during the month.

- In Technology News: Digital Services Librarian Jen Hebert offered a *Save It to the Cloud* class to a full room. A new digital media service, *Hoopla Engage* went live this month. This service allows patrons without library cards to access movies, TV shows, documentaries and music for 3 months in the hopes it will encourage people to get a library card.
- In Personnel News: Emily Sousa was hired as a page in the Circulation Department and interviews were conducted for the permanent part-time opening in the Circulation Department.
- In Facilities News: The library has been very cold or hot in spots during the month but Facilities was able to resolve those issues. Advanced Pest Control performed their monthly inspection and our electrical usage decreased by 11% from last year at this time.
- Topics of note that were researched this month included:
 1. Books on adoption for children.
 2. How to make hard parmesan cheese soft again.
 3. Western DVDs with Clint Eastwood in them.
 4. Free legal aid resources in CT.
 5. What foods to avoid and eat when you have diabetes.