



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Tanya D. Lane, Town Manager  
Date: June 22, 2018  
Re: Monthly Report – May 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 and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2017. The contract was ratified by the union on May 24, 2018.
- Mrs. Lane attended the Town Hall Building Project meetings.

#### Overtime

Paid overtime during the month of May 2018 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	101.1	\$ 5,047.29
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 695.36
ROAD MAINTENANCE	14.1	\$ 506.05
TRAFFIC	10.7	\$ 541.77
HAZARDOUS WASTE COLLECTION	8.2	\$ 346.53
LANDFILL – GRINDING	15.6	\$ 690.14
BOARD OF EDUCATION – JOHN WALLACE	12.0	\$ 548.08
<b>TOTALS</b>	<b>177.7</b>	<b>\$ 8,375.22</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds	94.0	\$ 4,531.21
Cemetery	42.25	\$ 2,030.55
<b>TOTALS</b>	<b>136.25</b>	<b>\$ 6,561.76</b>

<b>POLICE DEPARTMENT</b>	<b>17-18 Budget Overtime Appr.</b>	<b>Overtime Expended 17-18 YTD</b>	<b>16-17 Budget Overtime Appr.</b>	<b>Overtime Expended 16-17 YTD</b>
Administration	\$ 7,459.00	\$ 3,155.68	\$ 7,459.00	\$ 1,613.70
Patrol	619,212.00	689,440.30	609,919.00	616,229.43
Investigation	83,451.00	70,408.51	83,433.00	50,250.66
Communication	170,443.00	148,947.94	170,443.00	210,265.05
Education/Training	130,461.00	127,646.56	130,461.00	93,798.86
Support Services	37,113.00	27,474.96	36,261.00	25,482.66
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,211.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 1,049,581.00</b>	<b>\$ 1,067,073.95</b>	<b>\$ 1,039,187.00</b>	<b>\$ 997,640.36</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 26,494.00	\$ 21,462.41	\$ 25,212.00	\$ 25,072.41
Snow and Ice Control	157,488.00	123,318.73	148,440.00	112,150.83
Traffic	3,861.00	2,570.38	3,702.00	3,099.83
Vehicles and Equipment	31,234.00	27,231.38	29,949.00	25,212.31
Leaf Collection	<u>32,312.00</u>	<u>30,077.78</u>	<u>48,989.00</u>	<u>30,755.27</u>
<b>Total</b>	<b>\$ 251,389.00</b>	<b>\$ 204,660.68</b>	<b>\$ 256,292.00</b>	<b>\$ 196,290.65</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 82,866.00	\$ 81,343.95	\$ 77,091.00	\$ 79,290.63
Cemeteries	<u>15,653.00</u>	<u>11,136.38</u>	<u>15,012.00</u>	<u>6,390.59</u>
<b>Total</b>	<b>\$ 98,519.00</b>	<b>\$ 92,480.33</b>	<b>\$ 92,103.00</b>	<b>\$ 85,681.22</b>

## **PERSONNEL**

- Jennifer Massaro-Cook was appointed to the position of Insurance & Benefits Administrator in the Town Manager's office. She began her new position on June 11<sup>th</sup>.
- Michael Chasse, Highway Equipment Mechanic II, will retire on July 27, 2018 from the Town of Newington after 17 years of service. A posting for his position was posted on May 17<sup>th</sup> with a closing date of June 6<sup>th</sup>.

## **RISK MANAGEMENT**

The tenth month of the 2017-18 plan year produced a combined paid claim total that was higher 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 April 2018 were \$993,215. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Claims for April, 2018</u>		
	Town	Board of Education	Total
Estimated Claims	2,492,590	6,678,130	9,170,720
Actual Claims	2,283,163	5,661,177	7,944,340

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the months of April & May 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Attended daily BOE Bus Depot site environmental cleanup meetings. Attended staff meetings & TPZ meeting.

### Work Order Completions

The Facilities Maintenance Department has completed 93 formal work orders the months of April & May 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.

#### Mill Pond Park

Construction is continuing on the re-building of the fire damaged concession building. Work on repairing the walk way around the pool has been completed with repairs to the pool in progress. New LED Pole lighting was installed overlooking the park grounds for greater visibility & Security.

#### Church Hill Park

Repairs to the pool expansion joints is in progress. New electrical & water lines were installed for the new gazebo.

#### Fire House 2 & 3

Exterior 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. Backfilling the site has been completed with final grade and material to be determined.

## **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 and Mr. Steve Pollock, Network/Application Specialists.

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

- Completing 92 formal work orders.
- Renewal purchase and installation of new secure socket layer (SSL) security certificates on all external and internal end points that require secure communications. SSL certificates are valid for a maximum of 2 years and need to be updated to remain valid.
- Deploying a new printer in the Police Department's Detective Division
- Integrating two (2) new security cameras at the Library with the Town's video management system
- Completing BIOS upgrades on town computer assets to address Meltdown and Spectre vulnerabilities
- Attending vendor (CBS) hosted event to review printer and print management technology
- Troubleshooting various line of business applications related to network logons in order to improve logon times. Several changes were made and logon times improved.
- Organizing oral panel board to conduct interviews for the open position of GIS Technician.
- Attending departmental, staff or regional meetings as needed or required.

## **FINANCE**

### **Accounting and Administration**

- Jennifer Massaro-Cook, our payroll Account Clerk II, has accepted a promotion to Pension and Benefit Coordinator replacing the retiring Charlene Drzata.
- Met with representatives of Bank of America regarding investment and reduction of bank fees.
- During the month we received applications and scheduled testing/interviews for the two open Account Clerk II positions.
- Processed the approved administration increases including retro calculations.

- Both Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Director of Finance continued reviewing the procedures and duties of the two Account Clerk II positions in preparation for the vacancies.

We have received all payments from the state, expect for the potential to receive the second half of the Town Road Aid. During the month the Town received only tax and charges for services. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)  
5/31/2018

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2017-18</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$334,026	\$28,820,507
Special Revenue Funds	8,700	39,881	4,064,089
Capital Projects Funds	1,500	10,810	1,049,703
Internal Service Fund	13,000	22,997	2,286,197
Trust and Agency Funds	6,392	9,304	1,226,116
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$37,446,612</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
5/31/2018

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.72	1.72	19,107	14,293	9,601,719
Bank North	0.70	0.70	324	735	545,773
People's Bank	0.90	0.90	3,914	3,911	5,122,661
TD Bank (new)	1.60	1.60	13,630	13,119	10,044,015
Farmington Bank	1.15	1.15	7,868	8,616	8,063,619
Webster Bank	1.39	1.39	5,057	9,090	4,068,825
<b>Total Outstanding Investments</b>					<b>\$37,446,612</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of May.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This program was completed by the end of May. Reports will be sent during June 2018 to the State of Connecticut.
- Approximately 70% of Income and Expense Reports for commercial property owners were received and entered into the database. Follow up letters will be mailed to several owners who failed to file the required forms. This information is required to be filed annually to the Assessor for use in the next town wide revaluation scheduled for October 1, 2020.
- All recently new construction real estate that was listed as partially complete on the October 1, 2017 Grand List was inspected, assessed, and prorated assessments were created to be billed out to taxpayers in addition to the regular real estate tax bill that will be mailed in late June.
- Certificates of Corrections were continued to be processed in anticipation of the production of the 2017 Tax Billing file. There were 72 Real Estate corrections, 23 Personal Property corrections and 684 Motor Vehicle corrections processed to date.

- There were eight residential properties that were completed and one commercial. The nine properties along with their prorated assessments and corresponding taxes are listed below:

37 Harvest Court	Residential	\$71,513
43 Harvest Court	Residential	\$62,061
44 Harvest Court	Residential	\$105,763
50 Harvest Court	Residential	\$79,969
58 Harvest Court	Residential	\$72,729
149 Maple Hill Ave.	Residential	\$30,841
28 Packards Way	Residential	\$124,680
10 Trotter Lane	Residential	\$37,543
320 Alumni Road	Pre-School Day Care	<u>\$133,848</u>
Total		\$718,947 x .03850 = \$27,679.46

**Revenue Collector**

- May Revenue Collections for Real Estate, Personal Property, Motor Vehicle, and Supplemental Motor Vehicle taxes amounted to \$136,179.95. The Supplemental Motor Vehicles collected were \$16,090.67, and \$39,495.47 was collected in back taxes. Included in that amount was \$1,578.38 for suspended accounts.
- This year's May collections on the current Grand List were 98.9% which is close to the same time last year which was 99.1%.
- Delinquent Notices were sent to 187 Real Estate, 2774 Motor Vehicle and 33 Personal Property taxpayers. Demand Notices were also sent to taxpayers with two years or more of real estate taxes due.
- Taxpayers are still confused with the second installment billed for the motor vehicles and are coming in daily to receive motor vehicle releases.
- Staff is busy daily updating information for the 2017 Grand List.

**TOWN CLERK**

- There were 69 property transfers during the month for a total of \$9,327,600 in sales. State conveyance tax collected was \$72,699; Town conveyance tax collected was \$23,319.
- In May there were 408 documents filed on the land records: 121 mortgages, 121 releases, 264 liens and 15 probate documents. Sixty documents were electronically recorded bringing in revenue of \$7,349.
- Staff certified 138 copies of vital records; four cremation and fourteen burial permits were issued.
- Ten Notary Public commissions were filed, thirteen Trade Name certificates and seven Liquor permits were catalogued.
- 2,158 dog license renewal notices were mailed at the end of the month.
- Jennifer Robinson, Assistant Town Clerk attended the Town Clerks training at CCSU on May 2, 2018 for Vital Records.

<b>DATA SUMMARY MAY 2018</b>				
	<u>May-17</u>	<u>May-18</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	408	634	4,489	4,343
Dog Licenses Sold	8	12	696	547
Game Licenses Sold	20	33	132	242
<b>Vital Statistics</b>				
Marriages	9	14	199	122
Death Certificates	20	19	310	223
Birth Certificates	15	23	235	218
Total General Fund Revenue	\$ 46,369.69	\$ 41,911.50	\$ 563,819.16	\$ 484,464.33
Town Document Preservation	\$ 1,000.00	\$ 1,371.00	\$ 11,830.00	\$ 12,279.00

State Document Preservation	\$ 630.00	\$ 2,760.00	\$ 6,604.00	\$ 16,234.00
State Treasurer (\$36 fee)	\$ 11,340.00	\$ 10,080.00	\$ 118,296.00	\$ 113,868.00
State Treasurer (\$127 fee)	\$ 2,794.00	\$ 4,191.00	\$ 54,864.00	\$ 48,895.00
State Treasurer (\$110 fee)	\$ 4,070.00	\$ 4,400.00	\$ 57,200.00	\$ 46,200.00
LoCIP	\$ 945.00	\$ 840.00	\$ 9,858.00	\$ 9,489.00
State Game Licenses	\$ 645.00	\$ 526.00	\$ 3,900.00	\$ 4,567.00
State Dog Licenses	\$ 35.00	\$ 115.00	\$ 5,379.50	\$ 4,128.50
Dog Licenses Surcharge	\$ 14.00	\$ 28.00	\$ 1,708.00	\$ 1,288.00
Marriage Surcharge	\$ 152.00	\$ 171.00	\$ 1,691.00	\$ 1,520.00
<b>Grand Total</b>	<b>\$ 67,994.69</b>	<b>\$ 66,393.50</b>	<b>\$ 835,149.66</b>	<b>\$ 742,932.83</b>

## **POLICE DEPARTMENT**

- Patrol Calls for May are as follows:

Abandoned MV	4	Fire Special Detail	0	Missing	1
Administrative	0	Fire Stand By	0	MV Abandoned	3
Alarm Commercial Burg Alarm	54	Fire Structure Fire	10	MV Assist	63
Alarm Hold Up Alarm	3	Fire Task Force Activation	1	MV Complaint	51
Alarm Residential Burg Alarm	37	Fire Trouble Alarm	3	MV Fire	1
Animal Complaint	32	Fire Vehicle Fire	0	MVA Evading	12
Arson/Fire Invest	0	Fire Water Problem	1	MVA Injury	8
Assault	2	Fireworks	0	MVA Property Only	100
Assault in Progress	0	Follow Up	40	Neighbor	12
Assist Motorist	0	Found Property	6	Noise	27
Assist Notification	1	Gun	0	Notification	0
Assist Other Agency	34	Harassment	6	Open Door/Window	1
Bad Check Insufficient Funds	0	Hazard	40	Parking Violation	5
Breach of Peace/Disorderly	14	Hazmat	2	PD ASSIST FIRE DEPT	49
Burglar Alarm	11	Hold Up Alarm	0	Pistol Permit	5
Burglary	10	Homicide	0	Prisoner Care	0
Car Seat	2	Illegal Dumping	0	Property Found	6
Check Welfare	49	Indecent Exposure	0	Property Lost	1
Check Welfare 911	50	Intoxicated	0	Prostitution	0
Check Welfare Other	10	Juvenile Complaint	17	Recovered Stolen MV	2
Clear Lot	7	K9 Assist	2	Residential Lockout	1
Construction	0	Kidnapping	0	Robbery	0
Court Detail	14	Landlord / Tenant Dispute	2	Roll Call	6
Criminal Mischief	8	Larceny	50	Serve Subpoena	0
CSO	2	Larceny from MV	17	Serve Warrant	24
Customer Dispute	14	Lift Assist Only	4	Sexual Assault	1
Dog Complaint	47	Local Traffic Authority	1	Shots fired	0
Domestic	17	Location Check	137	Specific Detail	113
Door Check	0	Location General	1	Stolen MV	9
Drug	4	Lockout Building	2	Sudden Death	1
DUI	12	Lockout MV	0	Suicide	0
EDP	22	Lost Property	5	Suicide Attempt	0
Escort / Transport	6	Medical Alarm	12	Suspicious MV Unoccupied	5
Escort Funeral	12	Medical Cardiac	12	Suspicious Report	107
Escort Other	4	Medical Complaint	139	TEST	1

Fingerprint	7	Medical Diabetic	3	Threatening	5
Fire Alarm	25	Medical Fall	49	Tobacco	1
Fire CO Detector no symptoms	3	Medical Mutual	0	Tow	31
Fire CO Detector with sympt	0	Medical Other	11	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	21	Traffic Stop	486
Fire Hazmat	0	Medical Stand by	3	Trespass	12
Fire Mutual Aid Request	0	Medical Trauma	2	Unknown	9
Fire Other	16	Medical Unresponsive	13	Water Problem	0
Fire Rescue	0			<b>Total</b>	<b>2304</b>

- In May, the Detective Division:
  - On May 9<sup>th</sup>, Detectives assumed responsibility for the investigation of a case involving a 21 day old infant who was brought to Connecticut Children’s Medical Center by his parents due to a leg injury. Medical examination revealed that the infant had suffered a broken femur. Detectives assigned to the investigation worked in conjunction with medical staff at CCMC as well as staff from the Connecticut Department of Children and Families. The parents of the child were interviewed and it was discovered that the infant’s father was responsible for the injury to the infant’s leg and that the incident occurred at the family’s home in Newington. An arrest warrant was applied for and on May 21<sup>st</sup> the infant’s father was arrested and charged with Risk of Injury to a Minor and Assault in the 3<sup>rd</sup> Degree. He was later released on a \$25,000.00 bond and appeared in court the following day.
  - On May 22<sup>nd</sup>, Detectives arrested Curtis Pertillar of 459 Edgewood Avenue, Hartford CT as the result of an investigation into a physical and sexual assault that occurred on January 30, 2018 at the Carrier Motor Lodge, 2660 Berlin Turnpike. Pertillar was charged with Sexual Assault in the First Degree and Robbery in the First Degree. Pertillar was held on a \$250,000.00 court set bond.
  - During the month of May, 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 May, the Community Service Officer (CSO):
  - Continued to be assigned to the high school on a full-time basis.
  - Hosted the Citizen’s Police Academy on Wednesday evenings.
- In May, the Animal Control Officers had the following activity:
  - 87 Calls – 48 Dog, 30 Animal and 3 Specific Detail/ 6 Follow-ups/ 0 Car Seat.
  - 0 Dog vs. Dog Bites/1 Dog Bite w/Human/0 Feral Cat Bites w/human.
  - 5 Impounds – 1 redeemed, 2 sold as pets, 1 euthanized, 0 Quarantine, 0 carry over to June.
  - 0 Infraction written.
  - 129 Incoming Phone Calls.
  - 7 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
  - 1 Written Warning.
- Breakdown of Calls
  - 510 -
    - 18 Combined Dog/Animal/Specific Detail/Check Welfare.
    - 8 Delinquent Letters/Written Warnings/No License/Barking/Littering.
    - 0 Infractions.
    - 0 dog bite – 0 dog vs. human, 0 dog vs. dog.
    - 1 Dog Adoption.
  - 511 -
    - 31 Combined Dog/Animal/Specific Detail.
    - 4 Delinquent letters/Written Warning/No License/Barking/Littering.
    - 0 Infractions.
    - 1 dog bite – dog vs. human (Human not identified)
    - 1 Cat Adoption
  - Other –
    - 38 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
  - 510 Attended 5/9/2018 Safe Homes Meeting. Need to follow up with 879 Main Street.

- 510 Instructed CPA on 5/16/2018 for Animal Control.
- 510 Attended Animal Law Hosted by UCONN Law on 5/30/2018.
- 511 First day riding alone 5/13/2018.
- In May, the Patrol Division had the following activity:
  - **Domestic Violence** - Officers were dispatched to a location on a report of a physical domestic violence complaint. Upon arrival, officers spoke with a female who stated she and her adult brother had gotten into a physical altercation at her mother's house. Officers observed blood on her shirt and red colored marks around her neck.  
The female stated that she and her brother were in a verbal argument. Her brother, who was intoxicated, then grabbed her large necklace and twisted it causing her to have trouble breathing. The female began punching at her brother in an attempt to get him off of her. During this time, they fell to the ground.  
The brother was later charged with violation of Connecticut General Statute 53a-182 Disorderly Conduct and 53a-64bb Strangulation 2nd Degree. He was held on a \$10,000.00 bond.
  - **Domestic Violence** - Officers were dispatched to an undisclosed location in Newington on a report of a domestic violence complaint that was in progress.  
Upon arrival, officers observed a male and a female sitting in a vehicle. When officers spoke to them individually, the male stated that he and his girlfriend had a verbal argument. During the argument, he became very angry and pushed her. After he pushed her, he began to slap her while in the vehicle. The female's face was injured but declined medical attention. The female also refused to cooperate with the investigation and would not describe what had occurred.  
Based on the information developed at the scene, the boyfriend was arrested for violation of C.G.S. 53a-61: Assault 3rd Degree and 53a-182: Disorderly Conduct.

**Property Report May 2018**

<b>Category</b>	<b># of Counts</b>	<b>Property Value (\$)</b>
Burned	0	\$ 0
Counterfeited/Forged	2	\$ 21
Damaged/Destroyed	10	\$ 3,711
Vehicle Inventory	0	\$ 0
Stolen	126	\$ 128,001
Abandoned	0	\$ 0
Evidence	111	\$ 297
Found	9	\$ 1
Lost	7	\$ 1,912
Seized	24	\$ 34,920
Recovered	32	\$ 11,220
Impounded	0	\$ 0
Informational	5	\$ 310
<b>Total</b>	<b>326</b>	<b>\$ 180,393</b>

- Police Department Overtime:
  - Comparison
    - OT April \$ 106,211 2 pay periods – 2 holidays
    - OT May \$ 81,040 2 pay periods – 0 holidays
    - \$ 25,171 decrease
  - During May, 2 officers were on injury leave, 2 officer vacancies, 1 officer on light duty working as a dispatcher, 1 School Resource Officer on light duty and assigned to the detective division, 1 dispatcher position vacancy. These vacancies have an impact on overtime for a total of 6 positions vacant on the schedule in the patrol division and dispatch.
  - Admin overtime, \$0.
  - Patrol overtime \$50,554, a decrease of \$29,738. Overtime included 2 pay periods and the following calls: domestic calls, ATV detail, dui arrest, hospital detail, larceny arrest, burglary

- investigations, rifle inventory, court, motor vehicle accidents, medical calls, search warrants, traffic court, casework, hold overs, and overtime for time off/vacancies/injuries.
- Detective Division overtime \$4,454, an increase of \$1,974. Overtime included the following investigations: interviews, burglary investigations, police candidate backgrounds, and casework follow ups.
- Communications overtime \$10,873, an increase of \$361, which includes 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 \$8,637, an increase of \$582 for training classes consisted of ERT training, LOCKUP instructor training, and firearms training.
- Support Services overtime \$6,522, an increase of \$1,650. Overtime included Active Shooter presentation and the Citizens Police Academy classes.
- ACO overtime \$0.

## **FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of May, 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:

	<b>May 2018</b>	<b>11 Months Activity</b>
<b>FIRES</b>		
Structure Fire	3	31
Vehicle Fire	0	9
Exterior Fire	6	35
Other Fires	0	4
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	1	5
Extrication	1	7
Other Rescue Calls	2	14
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	8	75
Water Problems	2	42
Other Service Calls	3	51
<b>OTHER</b>		
Good Intent Calls	7	31
False Alarm/False Calls	22	257
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	7
<b>Total</b>	<b>56</b>	<b>569</b>

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

Department Training	Vehicle Extrication-Airbags	124.0 hours
Company Training – Co. 3	Hand Line Operations	4.0 hours
Company Training – Co. 4	Foam Operations	5.0 hours
	Advancing Hose Lines	5.0 hours
Multi Company – 3 & 4	Firefighter Safety/Survival	43.0 hours
Multi-Company – 1 & 2	Firefighter Safety/Survival	42.0 hours
CPR Recertification		3.0 hours
Haz-Mat Awareness		32.0 hours

Firefighter I Certification	2 Firefighters	212.0 hours
Haz-Mat Awareness Certification	2 Firefighters	32.0 hours
Haz-Mat Operational Certification	2 Firefighters	64.0 hours
<b>Total Training</b>		<b>566.0 hours</b>

**FIRE MARSHAL**

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

INSPECTIONS	12
INSPECTION FOLLOW-UPS	59
PLAN REVIEW	7
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	15

**Incidents:**

- Responded to 22 Fire Incidents Responses during the month.

**Fire Marshal’s/Chief’s Activities:**

- Attended a meeting along with other local fire marshals at the MDC Training Center on Maxim Road in Hartford to review various MDC fire service topics.
- Conducted a meeting of the chief’s staff to review the current budget status in order to prepare for the 2017-2018 budget close out.
- Conducted fire extinguisher training for the staff at Newington Pediatrics on Willard Avenue.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #1 on Main Street.
- Attended the wake for Michael Guertin, father of Hartford Deputy Fire Chief Adam Guertin a former member of Company #2.
- Responded with Task Force - 51 to a Statewide Fire Emergency Plan Activation in the Town of Brookfield. Task force personnel conducted search and rescue operations, a damage assessment review and minor street clearing operations in the Candlewood Lake area.
- Attended the quarterly Task Force - 51 meeting in Rocky Hill.
- Attended the quarterly Rescue Drill: Vehicle Air Bags/Lifting Systems
- Coordinated a special clean-up detail at the old firehouse to prepare for the building for the Annual Memorial Day Parade.
- Hosted the Annual BAPS Walk-a-Thon at fire headquarters. The annual event raise funds for our volunteer fire department, American Cancer Society and the Nature Conservancy.
- Met with the high school graduation party committee to review and finalize the decoration plans for the annual all night graduation party at the high school.
- Met with representatives from DaVida Dialysis Center to review and update their emergency plans.
- Issued a blasting permit for a project at a residential property on Cedarwood Lane and monitored blasting activities.
- Attended a Memorial Day Parade committee preparedness meeting at Town Hall.
- Attended the quarterly Employee Health and Safety Committee at Town Hall.
- Conducted site set-up and vender inspections prior to the start of the Motorcycle Madness Event at Mill Pond Park.
- Attended the Annual “Tip-a-Firefighter Night” at Chili’s. The annual event raises funds for the American Cancer Society.
- Attended the Annual Newington Fallen Firefighters Memorial Service at fire headquarters and visited the cemetery in New Britain.

- Participated in the Annual Memorial Day Parade and hosted a joint picnic at fire headquarters with the members of the Parade Committee and area veterans.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended a retirement ceremony for Charlene Drzata at Town Hall.

## **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.
- Met with CT DOT regarding Main Street (Rt. 176) paving project.
- Attended Town Council meeting to discuss trash and recycling disposal contracts.
- Met with MDC to discuss Deming Street sewer trench failure.
- Met with contractors for upcoming milling and paving projects.
- Met with residents and Engineering Department to discuss upcoming construction projects.

### Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Completed Town wide street sweeping.
- Constructed stone pathway at Churchill Park.
- Assisted Bid Awarded contractor with vegetable grinding at landfill.
- Continued with Town wide pot hole patching, curb and top soil repairs.
- Responded to one (5) evictions – one (1) storage required.
- Crews completed the repair of several storm water catch basins/pipe at various locations.

### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share set-up.
- Assisted Police Department with relocating speed detectors.
- Assisted Highway Department with material processing at landfill.
- Set up traffic patterns for 5K Road Race and Memorial Day Parade.

### Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Continued with spring services of all Fire Department apparatus.
- Completed spring services of Parks seasonal equipment.
- Began work on up fitting one new police vehicle.
- Responded to one (1) after hour call in for Fire Departments.
- New Highway Dump truck was outfitted; lettered and entered into service.

### Sanitation/Recycling/Landfill

- Scheduled 1208 residential bulk items for collection for the month.
- Scheduled 159 condominium bulk items for collection for the month.
- Scheduled 64 condo/residential scrap metal items for collection for the month.
- 6741 tons of cumulative Municipal Solid Waste were collected from July to April.
- 2223 tons of cumulative recyclables were collected from July to April.
- 1010 mattresses and 548 box springs were collected from July to April.
- 410 televisions were collected from July to April.
- Issued 98 permanent landfill permits and 25 temporary permits for the month.

## **TOWN PLANNER**

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

#### Regular Meeting on May 9, 2018:

- Voted to issue a Favorable Report on the Proposed Acquisition of DOT property at 1904-1910 Main Street. Newington Town Council, applicant.

Regular Meeting on May 23, 2018:

- Voted to approve, with conditions, Petitions #16-18: Special Permit (Section 6.2.5: Free-Standing Business Sign) at 225 Richard Street (HO Penn), H.O. Penn Machinery Company Inc., applicant.

**Town Planner Activities:**

TPZ Applications (approved, pending, and potential):

- May 18: Met with applicant's site engineer for 80 Fenn Road.
- May 21: Met with officials of Vallabhdham Temple.

TOD/CTfastrak/Amtrak Corridor Planning:

- None

Grant-Related Project Activities

- May 4: Attended site meeting at Constance Leigh.
- May 9: Attended Streetscape Phase IV oversight committee meeting.
- May 17: Attended staff meeting for LOTCIP grant application.
- May 21: Met with Human Services staff re: Residential Rehab Program.
- May: Continued administration of Streetscape Phase VI project.
- May: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- May 9: Attended regular monthly TPZ meeting.
- May 10: Attended regular monthly Open Space Committee meeting.
- May 21: Attended special meeting of Affordable Housing Monitoring Agency.
- May 23: Attended regular monthly TPZ meeting.

Professional Development/Training:

- May 16: Attended SHPO conference in Rocky Hill.

Miscellaneous

- May 1: Discussed previous TPZ meeting with Town Manager.
- May 7: Attended monthly Public Works Team meeting.
- May 8: Attended meeting at DOT re: parcel on Main Street.
- May 14: Attended monthly Planning/Engineering/Wetlands staff meeting.
- May 24: Participated in Marketing Class presentations at NHS.
- May: Responded to approximately 22 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- May: Received and sent approximately 430 emails from citizens, local businesses, applicants, staff and elected/appointed officials.

**TOWN ENGINEER**

**Permits:**

- Reviewed contractor license applications (bond/insurance/agreement).
- Reviewed and approved forty-four excavation permits:
  - Road excavation – 14
  - Driveway/Sidewalk - 30

**Meetings:** Attended Town Meetings:

- Monthly Public Works meeting.
- Monthly department coordination meeting (engineering, planning, building).
- Monthly Conservation Commission meeting.
- Town Hall Renovation meeting.
- Emergency Action meetings for BOE diesel release.
- Constance Leigh Streetscape committee meeting.
- Myra Cohen Way meeting for property transfer with CDOT.
- Old Road (Main Street – State Route 176) meeting for property transfer with CDOT.
- Main Street (State Route 176) pre-construction meeting for resurfacing roadway with CDOT.
- Reno Properties – Stamm Road flooding.
- Newington Train Station (Hartford Line) – CDOT.

- CNG – Alumni Road gas service.
- Sidewalk contractor – 2018 sidewalk improvements.
- MDC – Deming Road settlement and repair.

**Conservation (Inland Wetland) Commission:**

- Commission Administered applications:
  - None.
- Agent Administered Applications:
  - None.
- Provided guidance to residents/applicants for preparing applications:
- Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
- Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 23 zoning applications to determine the presence of wetlands and Conservation easements.
- Updated Inland Wetland regulations for Commission adoption at May 15<sup>th</sup> public hearing.

**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):

- Shady Hill Lane – Harvest Ridge subdivision road as-built.
- 3191 Berlin Turnpike - Commercial site plan.
- 262 Brockett Street – Commercial site plan modification.
- 80 Fenn Road – Commercial site plan
- 1669 Willard Avenue – Residential site plan.
- 136 Rockwell Road – Commercial as-built
- 475 Willard Avenue – Shelbourne – Commercial site plan modification.
- 3240 Berlin Turnpike – Chick-fil-A site plan modification.
- 131 Cedar Street – Town of Newington site plan.

Approved Site Plans: NA

**Public Works:** Assessed/investigated right-of-way damage/hazard reports by performing field inspection for road pavement, curb, sidewalks, drainage, stone wall, 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.
- Assisted public (residence and businesses) with drainage/flooding concerns and inspected drainage systems.
- Coordinated with Hartford and West Hartford 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 MDC regarding hydrant bill.
- Coordinated with MDC regarding settlement in Deming Road.
- Coordinated with CT DOT projects in Newington.
- Coordinated with CDOT regarding transfer of Myra Cohen Way to Town of Newington.
- Coordinated with CDOT regarding transfer of Old Road (part of Route 176 corridor) to Town of Newington.

**Engineering for Town Project:** Assisted Town departments with in-house projects:

- Mayor: Old Road – engineering services.
- Town Manager: Elton Drive terminus – surveying and engineering services.
- Planning Department: Constance Leigh Drive (Streetscape) – construction quality control services.
- Park and Recreation Department: Churchill Park pavilion grading plan - surveying and engineering services.
- Highway Department: Proposed Above Ground Fuel Storage expansion – engineering services.
- Highway Department: Elton Drive Terminus – surveying and engineering services.

- Economic Development Department: National Welding Site and Myra Cohen Way – engineering services.
- Board of Education: Diesel fuel release Emergency Response – project coordination, surveying and engineering services for backfilling and restoration.
- Facilities Department: New municipal building site plan and drainage (library parking) – engineering review.
- LOTCIP 2018 grant application – Complete Street upgrade for Robbins Avenue and Maple Hill Avenue.

## **ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission.
- Reviewed the Villas at Cedar Mountain assisted living/independent living project with the Town Council and outlined the developer’s proposal for a Tax Assessment Fixing Agreement.
- The developer for 3333 Berlin Turnpike has signed a Purchase & Sale Agreement with Eversource and attended the International Council of Shopping Centers mega trade show in Las Vegas to recruit tenants.
- The owner of 2631 Berlin Turnpike, the former Ann & Hope store, advised that the “bounce house” tenant did not follow through on the lease, even after receiving Town Plan and Zoning approval. That property is now being remarketed.
- Truss Manufacturing, currently located at Stanwell Road, closed on the purchase of 135 Fenn Road, site of the long-vacant Elmwood Welding building, along with two adjacent parcels at 191 and 197 Fenn Road, at a total purchase price of \$850,000. Truss plans to expand the existing building and make other improvements after receiving Town Plan and Zoning Commission approval.
- Beacon Industries, 549 Cedar Street, has again put out the front half of its property (170,000 square feet) up for lease. The new broker is focusing on recruiting industrial and office uses.
- Advised commercial real estate brokers representing Newington properties for sale or rent.
- Assisted commercial real estate brokers and business owners searching for locations in Newington to open new businesses.
- Assisted existing business owners seeking new locations within Town.
- Provided advice to entrepreneurs looking to start business in Newington.
- Assisted businesses with preparing their applications to the Town Plan & Zoning Commission and Conservation Commission.
- Advised commercial property landlords seeking new tenants or to sell their properties.
- Researched and provided information to businesses interested in moving to Newington.
- Provided information to businesses that recently opened or will be opening in Town.
- Assisted business owners seeking approvals from Town departments.
- At the direction of the Mayor and Town Manager, identified and analyzed sites that could be used for temporary parking of the school bus fleet.
- Provided updated information for the Connecticut Economic Resource Center Town of Newington Profile.
- Prepared information for the Town Manager.

## **BUILDING DEPARTMENT**

- A Mechanical Permit was issued to replace a 155 ton chiller at the Martin Kellogg School located at 155 Harding Ave.
- Four Permits were issued for the Stop and Shop on 44 Fenn Road. They are a Building Permit for the interior remodel, 2 Mechanical Permits for the refrigeration piping of commercial refrigeration cases and a new deli hood with makeup air / exhaust ductwork, and a Plumbing Permit for gas and water piping and floor drains.
- Chief Building Official Douglas Jourdan was selected to be the chairman of the Health and Safety Commission.
- Seminars attended by our Inspectors for their continuing education credit were:
  - A. Hanke - Demystifying the Structural Requirements of the International Residential Code and Roofing – May 9, 2018.
  - Inspection of Schools and Educational Occupancies – May 15, 2018.

- Building Department activity for the month of May was as follows: The Inspectors completed a total of 188 Inspections. They were: Boiler (2), CO (1), Decks (1), Electrical (12), Final (81), Footings (13), Foundations (2), Framing (10), Gas Line (12), Insulation (6), Mechanical (3), Pools (1), Roofing (3), Rough (41).
- There was one Certificate of Occupancy issued in May. A single family residence at 149 Maple Hill Ave.
- The total number of Building/Renovation Permits issued / applied for the month of May was **164** producing a total permit value of **\$1,815,108.00**.  
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	24	\$ 382,048.00
DECK	8	33,942.00
DEMOLITION	0	0.00
ELECTRICAL	44	75,568.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	2,500.00
GARAGE / SHED	1	6,147.00
MECHANICAL	32	949,105.00
NEW COMMERCIAL	1	25,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	23	125,081.00
POOL	4	34,530.00
ROOFING/SIDING	19	163,489.00
SIGN	0	0.00
SOLAR	2	10,692.00
TENT	4	7,006.00
<b>TOTAL</b>	<b>164</b>	<b>\$1,815,108.00</b>

The total Building income fees received in the month of May was **\$18,058.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,675.00, Environmental \$300.00, Conservation \$1,100.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$129.00, Driveway / Excavation \$3,050.00, Engineering copies \$73.00. The other total income is \$6,327.00.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for May:	\$1,815,108.00	\$1,491,823.00
Fees for Permits issued for May:	\$18,058.00	\$18,489.00
Other income Fees for May:	\$6,327.00	\$3,909.50
Building Permits Issued for May:	164	161

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>
\$19,998,720.00	\$233,470.00	\$25,077,392.00	\$251,547.00

## **HUMAN SERVICES**

- SCORE - after school programs wrapped up with a day at the ropes course climbing and zip lining on May 29<sup>th</sup>.
- Summer Youth Adventures 2018 (SYA) brochures went online to our web site, emailed and were distributed in the schools by April 30<sup>th</sup>. Registrations have started filling up. Mentors have been selected and contract staff are on board for another summer of exciting programs.  
On May 22<sup>nd</sup>, we provided an orientation for 12 new and returning High School Mentors who will be assisting with our Summer Youth Adventure program. Current high school mentors volunteered for the Annual Postal Carriers Food Drive as their community service project on May 12<sup>th</sup>.
- Our 2017-2018 5<sup>th</sup> Grade Challenge program finished this month & next year's 2018-2019 school year has been scheduled and organized- offering team building and decision making activities to all 5<sup>th</sup> graders as part of their Health Curriculum.
- The high school Vocational Prep group went kayaking at Rainbow Reservoir on May 10<sup>th</sup> & met on May 24<sup>th</sup> to start planning next year's activities.
- On May 2<sup>nd</sup>, 3<sup>rd</sup>, & 9<sup>th</sup> an alternative program was offered to 8<sup>th</sup> grade students at MKMS & JWMS that were not able to attend the trip to Washington DC on the Challenge Course & at Fisher Meadows Park in Avon, CT canoeing and grounds cleaning.
- The MKMS FUTP 60 (Fuel Up to Play 60 minutes a day) program went kayaking after school on May 10<sup>th</sup> & 17<sup>th</sup> at Batterson Park Pond. This is our 6<sup>th</sup> year collaborating with MKMS Health & Wellness teachers in providing adventure based programs after school.
- Director LaBrecque served on State wide conference planning committee for 4<sup>th</sup> Annual Conference on Hoarding: Clinical Interventions and treatment. Director LaBrecque, Coordinators Meskill & Wassik assisted with set-up & registration and attended the conference which was very well received.
- Director LaBrecque & Coordinator Meskill attended networking training with DCF on Prevalence of Sex Trafficking with youth.
- Director LaBrecque, Coordinators Wassik & Meskill assisted the Senior & Disabled Center with their Volunteer Recognition Dinner the evening of 5-23-18.
- Coordinator Meskill communicated with Ashley Muzik, a CCSU student referred for internship opportunity at Human Services for school year 18/19. Set up staff interview- accepted her as an upcoming intern.
- Coordinator Meskill attended training on Juvenile Review Boards, Opioid & RX Drug Overdose Prevention, Gen Silent on concerns of elder LGBTQ population, Ohio Scales Training including Train the trainer segment- now certified as a trainer.
- Coordinator Meskill presented a 1 hour program on Mindfulness for the residents of Cedar Mountain Commons - approximately 20 residence were in attendance.
- Coordinator Wassik attended Elder Justice Seminar training on important elder law issues.
- Coordinator Wassik coordinated all programs supporting the Food bank including meeting with Raymour & Flannigan re partnership with the store to support the Food Bank & Clothing Closet through events & drives; scheduled volunteers for Highway Department sponsored food drive supporting the Food Bank and a program known as Got Lunch that delivers food to households with children on the weekend during the summer to compensate for the loss of free/reduced school lunches over the summer.
- Coordinator Wassik attended evening Hunger Action Team Meeting - discussed various projects enhancing food resources for those in need in Newington including a possible monthly community dinner sponsored by HAT & volunteers.
- Director LaBrecque & Coordinator Wassik dealt with numerous threatened utility shut-offs - requiring numerous phone calls to negotiate arrangements and seek assistance funds from Operation Fuel due to the end of the moratorium which protects the service of financial hardship customers from 11-1-18 through 4-30-18.
- Director LaBrecque & Coordinator met with Craig Minor & Peter Testa re changes in protocol for the Residential Rehab Program.
- Staff attended CLASS, State working Group on Hoarding, Newington HAT (Hunger Action Team), YAC, CCHD: Achieve & prevention meetings, North Central Regional Mental Health Board, ERASE- (formerly known as CASAC), CYSA, and LIST.

**May 2018 Statistics**

<b>Selected Programs</b>	<b>FY 17-18 Total This Month</b>	<b>FY 17-18 Total Last Month</b>	<b>FY 17-18 Cumulative Total YTD</b>	<b>FY 16-17 Cumulative Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	8	11	136	43
<b>Youth &amp; Family Service Hours</b>	29	33	397.5	440.25
<b>JRB Cases</b>	0	0	5	9
<b>Positive Youth Development</b>	114	206	2952	2890
<b>Community Service Challenge Course</b>	0 61	3 12	16 73	Not reported last year
<b>Information and Referral</b>	607	515	6707	11,359
<b>Social Casework Cases</b>	127	65	861	451
<b>Under 55 =</b>	52	15	226	151
<b>Under 55 Disabled =</b>	27	14	183	90
<b>Over 55 =</b>	49	36	451	210
<b>Social Casework Service Hours</b>	175.25	125.5	1418.25	1549
<b>Under 55 =</b>	48.5	26.5	334	347.50
<b>Over 55 disabled and/or disabled</b>	126.75	99	1083.25	1201.50
<b>Food Bank Household Visits</b>	155	134	1453	1485
<b># bags of groceries distributed</b>	715	575	7071	7260
<b>Mobile Truck</b>	106	126	1411	Not Reported
<b>Clothing household visits</b>	28	18	232	Not reported
<b># bags of clothes given</b>	34	21	293	last year
<b>Special Needs</b>	6	5	66	75

**SENIOR AND DISABLED CENTER**

- The Center held its Annual Volunteer Recognition and Wall of Honor Dinner on May 23<sup>rd</sup>. Hosted by the Commission on Aging and Disability and attended by the Mayor, Council members and around 80 volunteers, the dinner was a great event. Center and Town staff (including Carol LaBrecque, Pam Wassik and Pat Meskill from Human Services and Economic Development Director Andy Brecher) the dinner was subsidized and catered by Jefferson House. The Commission inducted Giving Garden coordinator Helena Thompson to the Wall of Honor.
- On May 18<sup>th</sup>, the National Junior Honor Society of Hartford Magnet Trinity College Academy hosted the 9<sup>th</sup> Annual Senior Prom. More than 40 participants joined the students in dancing, refreshments and general merrymaking. Interestingly, the students who conceived and hosted the first of these events at the Center graduated from college this month!
- The Center held a kick-off event to begin the self-assessment process required for national accreditation on May 7<sup>th</sup>

- On May 24<sup>th</sup>, the Giving Garden held an open house. Tours of the garden, plant sales and volunteer recruitment were all successful. The gardeners also held a plant sale at the Library's book sale. These sales help to sustain this all-volunteer effort that produced more than 500 pounds of produce for the food pantry last year.
- UConn Health's Ophthalmologist, Dr. Khayyam Durrani, gave a presentation on May 9<sup>th</sup> about the common eye problems that the aging population faces, and provided tips that can help prevent eye deterioration.
- Two sessions of the Aging Mastery Program as well as a LiveWell Diabetes and LiveWell with Chronic Conditions classes continued through the month.
- The Center's Coffee Shop has seen an influx of business commensurate with new menu items. Currently, there are 11 Coffee Shop volunteers who work full or partial shifts and the top selling items in May were coffee, chicken salad sandwiches, English muffins and meatball subs.
- As of the end of March, the Center had: 1,506 paid members, including 210 Fitness Center members. There are 1019 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 3531 by 464 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 105 residents 1137 trips this month, covering **3537** miles.
- Center staffing was complemented by **906** hours of unpaid service in 291 instances by 59 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 Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, May 2<sup>nd</sup>; registration for non-residents began on Wednesday, 9<sup>th</sup>.
- Residents were given the opportunity to purchase summer 2018 pool passes at a discounted rate on or before June 6<sup>th</sup>. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount. Pool passes were changed to key fobs two summers ago and continue to be a popular addition. The fobs are scanned at the pools using a laptop with a scanner and provide the aquatics cashier with a picture of the resident who purchased that pass. This helps to ensure security with pool passes. It also keeps track of the number of patrons entering the facility.
- Families also had the opportunity to save 10 percent on Summer Camp registration (children entering Kindergarten through children currently in grade 7). Prices increased on June 1. Sibling discounts of \$20 per week per child (after first child) are again being offered for Camp RECreate and Playground Pals.
- Interviews were held in March, April and early May for camp counselor positions as well as supervisory promotions. This season, 15 new counselors were hired, and 5 promotions were made to accommodate staff that did not return. Training for directing staff began in late May.
- Interviews were held in March and April for Aquatics positions. 13 new Lifeguards were added to staff and promotions were made to accommodate retiring staff.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Preschool registration for the 2018-2019 school year has been ongoing throughout the month. Wednesday mornings are already at capacity.
- Planning and preparations for July Extravaganza continue.
- The third annual Motorcycle Madness event sponsored by Haymond Law, Geico, West Hill Automotive, Brookfield Indian Motorcycle, and CT Cruise News was held on Thursday, May 24 at Mill Pond Park from 4:30 to 9:30 p.m. The event included the first concert in the 2018 Edythe & Harry Mandell Summer Concert Series featuring The Savage Brothers. Approximately 684 motorcyclists and thousands more spectators enjoyed the event. Ten food vendors participated, along with 18 other

product and miscellaneous vendors. This event raised money for the Life. Be In It. Extravaganza fireworks.

#### Parks and Grounds and Cemeteries

- Finished up pavilion at Churchill (shiplap, grills, site work, seeded). A company installed a brick paver patio and we worked with Lowe's to do plantings. First picnic was over Memorial Day weekend and was very successful.
- Rototilled Deming Young Farm. Four people came in on a Saturday to stake out the garden.
- Completed work at the Sensory Garden which included getting power to the irrigation system making sure it worked. Installed plant and mulching, put down stone dust, planted two trees and got the fountain all done.
- Installed American flags on the old parade route which includes going from the firehouse down to Yanni's, Garfield Street around the Town offices, Market Square and Constance Leigh Drive.
- Staff members worked as a team to construct the Memorial Day parade float; great opportunity for them to work together--they had a great time.
- Two more 120-day employees started this month.
- Continued to work in pools, cleaning and getting them ready to paint. We have an average of three part time people working with Lester each day to get the pools ready.
- We continue to try and keep up on the mowing at schools and parks.
- Had a very busy beginning of the month with school sports--working to get all the games in because of the rainouts and started getting fields ready for spring football.
- We had a lot of overtime this month as we had to come in and spray early for crabgrass, roundup in beds and also fertilize fields and trash cleanup over the holiday weekend.
- Cemetery interments – 4 ashes, 4 single, 4 double and 3 new sales.

#### Tree Warden

- Resident complaint 17 Hopkins Village, fears tree roots nearing foundation. Town tree in good shape explained tree cannot be removed as requested.
- Resident request to remove tree at 138 Carriage Hill Drive, looked at tree no reason to remove, but needs to be pruned. Spoke with homeowner explained tree was good and we will add to our pruning list.
- Check on resident concern of dead tree at 105 Kenlock Street. Checked tree and it is dead, and is added to our removal list.
- Dead tree reported at 32 Putnum Street. Looked at tree and added to removal list.
- Removed downed tree limb rear of 20 Meadowview Court.
- Resident report of dead maple tree on Cambridge Drive near apartments. Looked at tree and added to removal list.

#### **LIBRARY**

- During May, preparations for the very busy summer time were made. This meant planning of programs for children, teens, and adults, purchasing of books and other materials, and much staff time spent in the elementary schools for promotional purposes. Middle school visits will be held in the beginning of June. This year's theme for summer reading is "Libraries Rock" (which we do!). Programs and reading suggestions will be related to this music theme. In addition, the children's librarians did the Nutmeg Booktalks to all 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in Town, discussing the new Nutmeg book nominees with the students. Teen librarians Bailey Francis and Jen Bassett collaborated with the NHS librarians to create recommended reading lists for the summer. There is a link in the library teen webpage as well as the NHS webpage.
- After being approached by two reading specialists from Martin Kellogg School for more community involvement next school year, the result was The Children's Department and the Teen Department will be presenting a program on library resources to the entire middle school next fall and conducting monthly book talks at the school.
- The Friends' annual May Booksale was held for a full weekend at the Senior and Disabled Center. Each year, the Friends' outdo themselves on the planning and preparation of this huge event, and people flock from all around to buy books at what has gained a reputation as one of the best library booksales in the state due to its selection, pricing and organization. This is a major fundraiser for the Friends, and revenue from it funds most of the Library programs for the year, the Museum and

Attraction Pass program, audio-visual materials for the collection, and a myriad of other goods and services that are offered at LRW because of this additional funding.

- The Friends' also held a bus trip to Greenwood Glassblowing Studio in Riverton CT. In addition, to the demonstration by Glassblower Chris Greenwood and a tour of his studio, people also enjoyed a lunch at Sweet Peas and a tour of the area. A bus trip to Block Island, Rhode Island is planned for the first Saturday in June.
- The 22nd running of the *Newington Library 5K Challenge* road race was held on May 20<sup>th</sup> at Mill Pond Park. 301 runners and walkers set to work on the relatively easy course on a gorgeous Sunday morning. More than 200 spectators were there to cheer the race participants on. Great raffle prizes, plenty of food, as well as an exciting awards ceremony made for another good fundraiser worked on by the Library Board of Trustees and many generous sponsors.
- Children's staff conducted 120 programs to 2,822 children and their caregivers. In addition to the school summer reading visits and school Nutmeg book talks, other highlights included our 2<sup>nd</sup> Free Comic Book Day where kids dressed up in costume, made super hero crafts and received a free comic book courtesy of The Eye Opener, the first *Babies Love Music* program for our youngest patrons, our last *Snapology* program for the school year and Wishing Day on May 1<sup>st</sup> where patrons of all ages wrote a wish on a paper star and hung it on a tree in front of the library. Wishes included "I wish my Mom could find a job" to "I wish good health for everyone" Many sweet and moving wishes floated on the breeze that day. A drop in program to make crafts of kindness was held that same day. Staff, Friends' and patrons participated in Newington's Memorial Day Parade to help spark enthusiasm for "Libraries Rock" summer reading program. School visits, outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Adults and teens were kept busy with 19 programs offered to a combined audience of 746. Rob Metz, owner of *Avery Soda*, gave a funny, informative presentation to a full-house about the production of this local soda. Marcia Lareau offered tips about upcoming career fields and how to find employment and author Michael Zacchea discussed his book *The Ragged Edge: A U.S. Marine's Account of Leading the Iraqi Army*. Highlights of other programs included a program that offered tips about core stabilization, a viewing of the movie *The Darkest Hour* starring Gary Oldman and the conclusion of the Alfred Hitchcock film series with Gil Gigliotti with a showing of the movies *North by Northwest* and *Psycho*. Outreach for adults continues to grow with regular visits to Cedar Mountain Commons and Middlewoods as well as a monthly Special Friends Program for adults with special needs.
- Total circulation of library materials was 23,036. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 1,881 times from the library website. 13,973 people visited the library during the month. There were 7,201 visits to the library's homepage. Popular online services included *Morningstar*, *Valueline*, *Law Depot* and *PebbleGo Biography* database. Museum passes were used 80 times this month, the most popular being the *New Britain Museum of American Art*, *Springfield Museums* and *Children's Museum/Roaring Brook Nature Center*. The reference staff answered 4,519 reference questions during the month. Free library meeting space including study rooms was used 303 times during the month.
- In technology news, Digital Services Librarian Jen Hebert offered a *Google Everything: Sheets and Slides* class. One-on-one tech support programs *Teen Tech Troubleshooting* and *Tech 4 U* were offered as well.
- In Personnel news, a part-time staff member and full-time supervisor were out on extended medical leave. Teen Librarian Bailey Francis hosted the Capital Region Young Adult Roundtable to share teen programming ideas.
- In Facilities news, the heating and cooling balance continues to be problematic in some areas of the library. The staff's concerted effort to turn off lights, computers and printers is helping the effort of reducing electrical usage for the library.
- Topics of note that were researched this month included:
  1. What are the new Nutmeg Nominee book?
  2. How to replace a lost Social Security card.
  3. CPA and CAN exam prep books.
  4. How to upload files to Google Drive.
  5. Books that are based on Shakespeare plays.