



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Tanya D. Lane, Town Manager
Date: July 30, 2018
Re: Monthly Report – June 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 Account Clerk II positions and Police Officer position.
- Mrs. Lane attended the Chamber of Commerce Dinner/Business Meeting on June 1st.
- Mrs. Lane met with Eversource to discuss energy efficiency rebates for the new Town Hall/Community Center.
- Mrs. Lane participated in the Governor's Statewide Emergency Preparedness & Planning Exercise on June 20th.
- Mrs. Lane attended the Town Hall Building Project meetings.

Overtime

Paid overtime during the month of June 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	43.3	\$ 2,206.73
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 915.28
ROAD MAINTENANCE	12.0	\$ 558.64
TRAFFIC	9.0	\$ 424.10
TOTALS	84.3	\$ 4,104.75
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	29.5	\$ 1,440.98
General Grounds & Events	189.0	\$ 8,457.53
TOTALS	218.5	\$ 9,898.51

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	\$ 3,575.43	\$ 7,459.00	\$ 1,613.70
Patrol	619,212.00	791,847.51	609,919.00	700,026.56
Investigation	83,451.00	74,380.40	83,433.00	56,878.70
Communication	170,443.00	166,291.97	170,443.00	236,144.67
Education/Training	130,461.00	138,545.08	130,461.00	97,288.94
Support Services	37,113.00	39,381.98	36,261.00	29,887.21
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	\$ 1,214,022.37	\$ 1,039,187.00	\$ 1,121,839.78
HIGHWAY DEPARTMENT				
Highway Operations	\$ 26,494.00	\$ 24,178.62	\$ 25,212.00	\$ 27,832.96
Snow and Ice Control	157,488.00	123,318.73	148,440.00	112,150.83
Traffic	3,861.00	3,516.18	3,702.00	3,958.90
Vehicles and Equipment	31,234.00	29,976.28	29,949.00	28,500.41
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	\$ 211,067.59	\$ 256,292.00	\$ 203,198.37
PARKS AND GROUNDS				
Parks and Grounds	\$ 82,866.00	\$ 92,690.37	\$ 77,091.00	\$ 87,482.80
Cemeteries	<u>15,653.00</u>	<u>13,587.07</u>	<u>15,012.00</u>	<u>7,582.27</u>
Total	\$ 98,519.00	\$ 106,277.44	\$ 92,103.00	\$ 95,065.07

PERSONNEL

- Jennifer Massaro-Cook was promoted to the position of Insurance & Benefits Administrator in the Town Manager's office. She began her new position on June 11th.
- Jennifer Robinson was hired as the new Account Clerk II for the Finance Department, effective June 25th and Josephine Aux was also hired as an Account Clerk II (replacing Lori Longstaff who retired June 30th) effective July 1st.
- Andrew Lindberg was appointed to the position of Police Recruit, his swearing in ceremony took place on June 29, 2018.
- Christopher Cefaratti and Joe Walek were hired for the two vacant Groundskeeper I positions. Christopher began July 16th and Joe will begin his new position on July 30th.
- A public posting for a part-time Assistant Town Clerk was posted on June 11, 2018 with a closing date of June 25, 2018. The interview process will begin in July.
- New dispatcher, Steven Costa, started in the Police Department on June 18, 2018.

RISK MANAGEMENT

The eleventh 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 May 2018 were \$800,781. 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 May, 2018

	Town	Board of Education	Total
Estimated Claims	2,741,849	7,345,943	10,087,792
Actual Claims	2,438,908	6,306,213	8,745,121

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of June 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Meeting with Eversource for Energy Efficiency rebates for the new Town Hall/Community Center.

Work Order Completions

The Facilities Maintenance Department has completed 48 formal work orders the month of June 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 completed on the re-building of the fire damaged concession building. Work on repairing the walk way around the pool has been completed.

Church Hill Park

Repairs to the pool expansion joints has been completed.

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.

Library

Bidding for the new parking lot for the Library begun with a walk through with prospective contractors with bid openings to be the first week of July.

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 87 formal work orders.
- Completing the hardware specifications for replacement of the Town's hyper-converged infrastructure environment.
- Researching and reviewing available HPE printer replacement options.
- Updating the Town's antivirus and anti-malware products.
- Completing all SSL (secure socket layer) certificate replacements.
- Troubleshooting issues with the town's email archive vendor. The vendor identified a bug and provided a fix to resolve issue.
- Improving network logon times by streamlining scripts and group policy objects.
- Configuring, testing and uploading new CrashLogic application for Police Records Division.
- Upgrading many LOB (line of business) application to their latest supported releases.
- Deploying new laptops for use during Emergency Operations Center activations and deployments.
- Resolving SSL certificate issue on guest wireless network preventing some users from connecting.
- 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. She started in her new position on June 11th. On June 25th, Jennifer Robinson started as our new Payroll Account Clerk II.
- Processed the approved contractual increase for the Police including retro.
- The fiscal year end 2018 transactions were processed throughout the month.
- The 2017-18 year end closeout also got underway with a list of requests to be compiled for the Town auditors.
- Lori Longstaff, our Accounts Payable Account Clerk II retired effective the end of June and was replaced by Josie Aux, our part time staff member, starting July 1st. We will start the advertising and interview process to fill this part time position in July.

We have received all payments from the state including the second half of the Town Aid Road. 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)
6/30/2018

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2017-18</u>	<u>Actual Year to Date</u>	
General Fund	\$75,000	\$364,592	\$19,797,227
Special Revenue Funds	8,700	39,881	4,077,188
97Capital Projects Funds	1,500	10,810	1,053,406
Internal Service Fund	13,000	22,997	2,305,822
Trust and Agency Funds	6,392	9,304	1,228,362
TOTAL, ESTIMATED BY FUND			\$28,462,005

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
6/30/2018

	<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	1.96	1.78	14,123	19,107	9,216,846
Bank North	0.85	0.70	350	324	546,123
People's Bank (closed)	0.90	0.90	1,516	3,914	0
TD Bank (new)	1.75	1.60	11,074	13,631	7,555,090
Farmington Bank	1.40	1.15	7,550	7,868	8,071,170
Webster Bank	1.39	1.39	3,951	5,057	3,072,776
Total Outstanding Investments					\$28,462,005

Rates reflect avg. monthly yield, annualized

Assessor

- Files for tax bills for Real Estate, Personal Property and Motor Vehicles were finalized, balanced and sent to our vendor, Quality Data for printing and mailing. All files were confirmed balanced by the vendor and the bills were printed and mailed out on June 29, 2018.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.

- The Elderly Homeowner Tax Relief program was completed by the end of June. All reports associated with this program were filed with the State of Connecticut. This year, 493 elderly taxpayers participated in this program and were granted a total of \$284,334.99 in tax relief.
- Income and Expense forms for owners of incoming producing commercial property which were sent out back in April were due back to the Assessor's office by June 1. To date, 80% of the forms have been returned and the data logged into our revaluation file. Final notices will be sent out to the remaining property owners who have failed to comply advising them that a 10% assessment penalty will be added to their property assessment if they fail to file the report by September.

Revenue Collector

- June Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$136,179.95, the Supplemental Motor Vehicles collected were \$13,055.65, and \$21,564.56 was collected in back taxes and included in that amount is \$3,829.08 for suspended accounts. Pre-collections for the 2017 Grand List amounted to \$437,332.31.
- This year's June collections on the current Grand List were 99% which is the same as last year at 99%.
- A number of delinquent taxpayers are coming in to pay the second installment for the 2016 Grand List motor vehicle bill with questions. These taxpayers also request an immediate motor vehicle release. This process takes extra time since we are not directly linked with the Dept. of Motor Vehicles. Separately, we need to go to a computer to log into the DMV system, locate the taxpayer's personal information and then release the delinquent taxpayer. Almost every taxpayer paying a delinquent bill needs to have this done since they are going to register a car on the same day. Unfortunately, this takes time away from us being able to assist other taxpayers.
- The new 2017 Grand List tax bills were loaded on the Town's website which was available to taxpayers for viewing before the actual bills were mailed. Payments could also be made online through a secure website, which fee based, prior to the bills being mailed. The details of the online services were also printed on the actual tax bills.
- Legal Notices were placed in the Hartford Courant per CT State Statute. A Press Release was also placed in the Rare Reminder and Hartford Courant notifying taxpayers taxes were due as well as the new secure online tax payment system.
- Numerous taxpayers are coming in and calling due to selling and transferring their autos which requires assisting them so they can get a correction on their tax bill, and a new bill printed and sent to them...
- The Tax Collector submitted the M-1 Report for the 2017 Grand List which is filed with the State of Connecticut by July1, as well as additional State Reports.

TOWN CLERK

- There were 80 property transfers during the month for a total of \$13,268,347 in sales. State conveyance tax collected was \$95,429.61; Town conveyance tax collected was \$33,170.86.
- There were five (5) residential sales over \$300,000, and two (2) residential sales over \$400,000.
- Revenue for the month of June totaled \$54,323.87.
- There were 499 documents filed on the land records: 112 mortgages, 49 liens, 138 releases, 99 probate documents. Sixty-one documents were electronically recorded for \$7,197.00 in Revenue.
- Staff certified 132 copies of vital records, and issued 8 burial permits and 3 cremation permits.
- Copy revenue totaled \$2,227, of which \$1,173 was attributed to the online access portal.
- June is "dog license renewal month"—1,546 dog licenses were issued to residents.
- Five liquor permits were put on record; ten notary public commissions and seven trade name certificates were catalogued.
- The office issued 48 dump passes.
- On June 28th the Town Clerk swore-in the new Fire Department Officers.
- On June 29th the Town Clerk swore-in a new Police Officer.

DATA SUMMARY JUNE 2018				
	<u>June-17</u>	<u>June-18</u>	<u>FY16/17 to Date</u>	<u>FY17/18 to Date</u>
Land Record Documents	499	454	4,988	4,623
Dog Licenses Sold	1,635	1,546	2,331	2,098
Game Licenses Sold	13	22	145	264
Vital Statistics				
Marriages	22	26	221	148
Death Certificates	23	23	333	246
Birth Certificates	27	20	262	238
Total General Fund Revenue	\$ 57,166.19	\$ 54,323.87	\$ 621,415.35	\$ 537,868.20
Town Document Preservation	\$ 1,166.00	\$ 1,449.00	\$ 12,999.00	\$ 13,715.00
State Document Preservation	\$ 686.00	\$ 2,480.00	\$ 7,296.00	\$ 18,676.00
State Treasurer (\$36 fee)	\$ 12,348.00	\$ 11,124.00	\$ 130,644.00	\$ 124,992.00
State Treasurer (\$127 fee)	\$ 6,096.00	\$ 3,810.00	\$ 60,960.00	\$ 52,705.00
State Treasurer (\$110 fee)	\$ 5,280.00	\$ 5,720.00	\$ 62,480.00	\$ 51,920.00
LoCIP	\$ 1,029.00	\$ 927.00	\$ 10,887.00	\$ 10,416.00
State Game Licenses	\$ 363.00	\$ 355.00	\$ 4,263.00	\$ 4,922.00
State Dog Licenses	\$ 8,832.00	\$ 8,315.00	\$ 14,211.50	\$ 12,443.50
Dog Licenses Surcharge	\$ 3,622.00	\$ 3,402.00	\$ 5,330.00	\$ 4,690.00
Marriage Surcharge	\$ 323.00	\$ 152.00	\$ 2,014.00	\$ 1,672.00
Grand Total	\$ 96,911.19	\$ 92,057.87	\$ 932,499.85	\$ 834,019.70

POLICE DEPARTMENT

- Patrol Calls for June are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	1
Administrative	3	Fire Stand By	0	MV Assist	53
Alarm Commercial Burg Alarm	52	Fire Structure Fire	8	MV Complaint	60
Alarm Hold Up Alarm	6	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	30	Fire Trouble Alarm	6	MVA Evading	20
Animal Complaint	45	Fire Vehicle Fire	1	MVA Injury	12
Arson/Fire Invest	0	Fire Water Problem	1	MVA Property Only	91
Assault	0	Fireworks	1	Neighbor	16
Assault in Progress	0	Follow Up	43	Noise	31
Assist Motorist	1	Found Property	5	Non Collect Person	1
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	29	Harassment	6	Open Door/Window	2
Bad Check Insufficient Funds	0	Hazard	24	Parking Violation	10
Breach of Peace/Disorderly	17	Hazmat	0	PD ASSIST FIRE DEPT	45
Burglar Alarm	3	Hold Up Alarm	1	Pistol Permit	18
Burglary	2	Homicide	0	Prisoner Care	2
Car Seat	0	Illegal Dumping	0	Property Found	6
Check Welfare	68	Indecent Exposure	1	Property Lost	3
Check Welfare 911	59	Intoxicated	4	Prostitution	0
Check Welfare Other	9	Juvenile Complaint	32	Recovered Stolen MV	1

Clear Lot	6	K9 Assist	2	Residential Lockout	2
Construction	0	Kidnapping	0	Robbery	1
Court Detail	17	Landlord / Tenant Dispute	0	Roll Call	1
Criminal Mischief	12	Larceny	51	Serve Subpoena	0
CSO	5	Larceny from MV	10	Serve Warrant	20
Customer Dispute	9	Lift Assist Only	3	Sexual Assault	1
Dog Complaint	56	Local Traffic Authority	0	Shots fired	0
Domestic	21	Location Check	118	Specific Detail	108
Door Check	0	Location General	34	Stolen MV	3
Drug	6	Lockout Building	4	Sudden Death	0
DUI	4	Lockout MV	2	Suicide	1
EDP	18	Lost Property	3	Suicide Attempt	0
Escort / Transport	6	LTA	1	Suspicious MV Unoccupied	9
Escort Funeral	3	Medical Alarm	15	Suspicious Report	102
Escort Other	3	Medical Cardiac	20	TEST	0
Fingerprint	4	Medical Complaint	165	Threatening	6
Fire Alarm	24	Medical Diabetic	12	Tobacco 0	0
Fire CO Detector no symptoms	6	Medical Fall	40	Tow	29
Fire CO Detector with sympt	1	Medical Mutual	1	Town Ordinance Violation	1
Fire Extrication	0	Medical Other	12	Traffic Stop	368
Fire Hazmat	0	Medical Respiratory	16	Trespass	9
Fire Mutual Aid Request	0	Medical Stand by	9	Unknown	6
Fire Other	10	Missing	4	Water problem	0
Fire Rescue	0			Total	2230

- In June, the Detective Division:
 - During the month of June, Detectives conducted follow up case work on numerous open investigations.
 - Additionally, Detectives continued to conduct background investigations on applicants for the position of Police Officer and Public Safety Dispatcher as part of our current recruitment and hiring process.
- In June, the Community Service Officer (CSO):
 - Continued to be assigned to the high school on a full-time basis.
 - Wrapped up the Citizen's Police Academy on June 13th.
- In June, the Animal Control Officers had the following activity:
 - 100 Calls – 55 Dog, 45 Animal and 2 Specific Detail/ 3 Follow-ups/ 0 Car Seat.
 - 7 Impounds – 2 redeemed, 3 sold as pets, 0 euthanized, 0 Quarantine, 2 carry over to July.
 - 1 Infraction written.
 - 137 Incoming Phone Calls.
 - 7 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
 - 0 Written Warnings.
- Breakdown of Calls
 - 510 -
 - 25 Combined Dog/Animal/Specific Detail/Check Welfare.
 - 7 Delinquent Letters/Written Warnings/No License/Barking/Littering.
 - 0 Infractions.
 - Dog bite – 2 dog vs. human, 1 dog vs. dog.
 - 3 Dog/Rabbit Adoption.
 - 511 -
 - 8 Combined Dog/Animal/Specific Detail.
 - 0 Delinquent letters/Written Warning/No License/Barking/Littering.
 - 1 Infraction.
 - 0 dog bite – dog vs. human (Human not identified).
 - 0 Adoption.

Other –

- 67 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 510 was awarded by Mark Twain House the ACO Service Excellence Award on June 9th.
 - 511 resigned on June 8, 2018.
- In June, the Patrol Division had the following activity:
 - **Domestic Violence** - Officers were dispatched to an address in Newington for a report of a domestic incident. It was reported that the female caller stated her husband was trying to kill her. Dispatch became disconnected. As multiple officers arrived, they heard a male yelling inside the home and observed, through a front picture window. Officers knocked on the door, but the male would not open it. After several minutes, the male opened the door but tried to retreat back into the residence. After a brief struggle, officers were able to restrain the male, who was refusing to comply with officers' commands. Officers then made contact with the female victim inside the home. She stated that she and her husband were sleeping in bed when he woke up out of nowhere and started screaming "I am going to kill you". She stated that her husband had a small pocketknife in his hand and was attempting to cut her with it by making slashing movements towards her. She sustained a small laceration to her right hand attempting to protect herself. The male, who was intoxicated, was having a dream and woke up when this incident was occurring. The male was arrested for violation of CGS 53a-182 Disorderly Conduct, 53a-11 Assault 3rd Degree, 53a-63 Reckless Endangerment, 53a-62 Threatening 2nd Degree, and 53a-167a Interfering with an Officer.
 - **Domestic Violence** - Officers were dispatched to an undisclosed location in Newington for the report of a possible domestic argument between a male and female. Upon arrival, officers knocked on the door and a female answered. The female appeared emotionally upset and was visibly crying. The female had a small scratch on the end of her nose and her face was really red in color. Officers checked the room and found no one else in the room. Officers asked the female a number of questions regarding the incident, but she refused to provide any information. The female continued to say that she was okay and that she did not need police involvement and asked the officers to leave. Officers continued their investigation and determined that the female had assaulted her boyfriend. After the assault, the boyfriend fled the residence prior to police arrival. The female was charged with violation to CGS 53a-181; Breach of Peace and 53a-167a; Interfering with Police.

Property Report June 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 617
Damaged/Destroyed	11	\$ 2,461
Vehicle Inventory	0	\$ 0
Stolen	83	\$ 22,550
Abandoned	0	\$ 0
Evidence	53	\$ 13
Found	14	\$ 3,125
Lost	11	\$ 1,160
Seized	35	\$ 259
Recovered	18	\$ 1,324
Impounded	1	\$ 0
Informational	9	\$ 61
Total	236	\$ 31,570

- Police Department Overtime:
 - Comparison
 - OT April \$ 81,040 2 pay periods – 0 holidays

- OT May \$ 152,490 3 pay periods and retros – 0 holidays
- \$ 71,450 increase
- During June, 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 7 positions vacant on the schedule in the patrol division and dispatch.
- Admin overtime, \$419.
- Patrol overtime \$102,406, an increase of \$51,852. Overtime included 3 pay periods and the retro pay for overtime and the following calls: domestic calls, dui arrest, larceny arrest, Midstate call out, motor vehicle accidents, medical calls, search warrants, funeral coverage, traffic court, casework, hold overs and overtime for time off/vacancies/injuries.
- Detective Division overtime \$3,970, a decrease of \$484. Overtime included 3 pay periods and overtime retro and the following investigations: interviews, burglary investigations, police candidate backgrounds and casework follow ups.
- Communications overtime \$11,460, an increase of \$587, which includes 3 pay periods and overtime retro. Overtime for vacancies, several time off leaves and staffing for weekends to allow for two 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 \$10,870, an increase of \$2,233, and includes retro increases for overtime and for training classes consisted of ERT training, Active Shooter and firearms training.
- Support Services overtime \$11,905, an increase of \$5,383. Overtime includes 3 pay periods and overtime retro and for coverage at Motorcycle Madness, Honor Guard for Memorial Day Parade 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 June, 2018. During this period Fire Department members responded to 49 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	June 2018	12 Months Activity
FIRES		
Structure Fire	6	37
Vehicle Fire	0	9
Exterior Fire	2	37
Other Fires	1	5
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	3	8
Extrication	0	7
Other Rescue Calls	0	14
SERVICE CALLS		
Hazardous Condition Calls	5	80
Water Problems	1	43
Other Service Calls	6	57
OTHER		
Good Intent Calls	2	33
False Alarm/False Calls	22	279
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	6
Total	49	616

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

Target Training	All Posted Assignments	250.0 hours
Firefighter I Certification		106.0 hours
Officer Training	Communications	18.0 hours
CRCOG Training	Quarterly Meeting	6.0 hours
Company Training – Co. 1	Pump & Driving OPS	12.0 hours
Company Training – Co. 2	Pump & Driving OPS	39.0 hours
Company Training – Co. 2	Aerial Operations	39.0 hours
Company Training – Co. 3	Hose Line Advancement	26.0 hours
Company Training – Co. 4	Pump Operations	18.0 hours
Multi-Company – 1 & 3	Live Burn	38.0 hours
Multi-Company – 2 & 4	Live Burn	48.0 hours
Haz/Mat Awareness Certification		16.0 hours
Haz/Mat Operational Certification		32.0 hours
Total Training		648.0 hours

FIRE MARSHAL

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

INSPECTIONS	17
INSPECTION FOLLOW-UPS	22
PLAN REVIEW	11
JOB SITE INSPECTIONS	2
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	7
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	4

Incidents:

- Responded to 14 Fire Incidents Responses during the month.

Fire Marshal’s/Chief’s Activities:

- Met with the fire chiefs from Berlin, Cromwell and Rocky Hill to review various fire service topics and cost sharing opportunities.
- Met with the chief’s staff to review and prepare the 2017-2018 budget close out.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Simsbury.
- Attended the monthly CERT meeting at fire headquarters and administered the Annual DEMHS Oath of office.
- Attended a Memorial Day Parade Committee meeting at fire headquarters to review the day’s activities and identify areas for improvement.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended a special meeting of the Board of Fire Commissioners to review personnel issues.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Conducted an inspection of Classic Car Show on Market Square and posted temporary fire lanes signs as required for the annual event.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in New Britain.
- Met with a representative from Bel-Air Manor to review updates to their facilities emergency preparedness plans.
- Conducted inspections of the tents and electrical equipment prior to the start of the Annual Relay for Life Event at Mill Pond Park.
- Attended a 90th Birthday Party for Retired Fire Chief Joseph “Duke” Kalasky at the Wood-n-Tap Restaurant.

- Participated in the Annual Governor's Statewide Emergency Preparedness and Planning Exercise with Town staff in the Emergency Operation Center at police headquarters.
- Conducted a meeting of the chief's staff to review the officer appointment process and candidate scoring.
- Conducted an inspection of the high school gym and cafeteria areas prior to the Annual All Night Graduation Party.
- Attended the wake for Joanne Gallicchio the wife of retired Company #1 Veteran Anthony Gallicchio at Newington Memorial.
- Participated in a DPH Region - 3 Emergency Catastrophic Patient Surge Exercise at Jefferson House. The exercise simulated the transfer of ten patients from another facility during an emergency.
- Attended a Yard Goats game in Hartford for a special event to help raise funds to repair the State Firefighters Memorial at the Fire Academy in Windsor Locks.
- Attended a meeting with Town staff to review dust complaints and possible health concerns in the area of the Balf/Tilcon Plant on Hartford Avenue.
- Attended the swearing in ceremony for the newly appointed fire officers.

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 LEPC quarterly meeting.
 - Attended Governors annual State Emergency Exercise.
 - Attended First Net public safety communications presentation.
 - Coordinated traffic control and road closure detours for Deming Street MDC pavement repairs.
 - Met with contractors for upcoming milling and paving projects.
 - Met with residents and Engineering Department to discuss upcoming construction projects.
 - Administered exam for Mechanic II position vacancy.
 - Coordinated move of BOE above ground fuel tank from Garfield Street to Highway Department.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Continued with Town wide pot hole patching, curb and top soil repairs.
- Crews completed the repair of several storm water catch basins/pipe at various locations.
- Assisted MDC with traffic control on Deming Street.
- Began drainage improvements for upcoming road paving projects.
- Crew installed concrete jersey barriers on Garfield Street.
- Responded to two (2) evictions with one (1) requiring storage.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Continued to assist with Food Share setup.
- Assisted Police Department with relocating speed detectors.
- Assisted Highway Department with traffic control for catch basin repairs on Pane Road.
- Set up road closure and traffic control for annual car show on Market Square.
- Assisted MDC with traffic control on Deming Street.
- Began repainting of pavement markings town wide.
- Responded to one after hour call in for a traffic light malfunctioning.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Completed up fitting one new police vehicle.
- Maintained road construction and mowing equipment throughout the month.

Sanitation/Recycling/Landfill

- Scheduled 1002 residential bulk items for collection for the month.
- Scheduled 128 condominium bulk items for collection for the month.
- Scheduled 70 condo/residential scrap metal items for collection for the month.
- 7631 tons of cumulative Municipal Solid Waste were collected from July 2017 to May 2018.

- 2472 tons of cumulative recyclables were collected from July 2017 to May 2018.
- 1126 mattresses and 620 box springs were collected from July 2017 to May 2018.
- 450 televisions were collected from July 2017 to May 2018.
- Issued 65 permanent landfill permits and 20 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on June 13, 2018:

- Denied Petition #21-18: Fireworks Tent Sale (Section 3.23.1.B) at 461 New Britain Avenue. Keystone Novelties Distributors LLC, applicant.
- Approved Petition #22-18: Fireworks Tent Sale (Section 3.23.1.B) at 3413 Berlin Turnpike. Keystone Novelties Distributors LLC, applicant.
- Approved, with amendments, Petition #03-18: Zoning Text Amendments (Sections 3.9, 3.12, 3.14, 3.16, 3.18, 3.20, 3.21, 5.3, 6.1, 7.4 and 7.6). Town Plan and Zoning Commission, applicant. Effective upon publication.

Regular Meeting on June 27, 2018:

- Approved, with conditions, Petition #13-18: Special Permit (Section 6.6: Alcoholic Beverage) at 80 Fenn Road. Montana Nights Axe Throwing, applicant.
- Approved, with conditions, Petition #15-18: Site Plan Modification at 80 Fenn Road. 80 Fenn Road LLC, owner; Joseph Sullo, 312 Murphy Road, Hartford CT, applicant.
- Accepted the Withdrawal of Petition #17-18: Zoning Text Amendment (Section 6.16: Medical Marijuana). Seva Sedan LLC, applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- June 6: Pre-trial meeting with judge regarding Berube appeal.
- June 7: Met with applicants re: possible rental of 2172 Berlin Turnpike.

TOD/CTfastrak/Amtrak Corridor Planning:

- June 1: Attended meeting at DOT re: Hartford Line station.

Grant-Related Project Activities

- June 4: Teleconference with BSC re: Constance Leigh.
- June: Continued administration of Streetscape Phase VI project.
- June: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- June 13: Attended regular monthly TPZ meeting.
- June 14: Attended regular monthly Open Space Committee meeting.
- June 27: Attended regular monthly TPZ meeting.

Professional Development/Training:

- June 8: Attended CT planning conference at Goodwin College.

Miscellaneous

- June 13: Attended annual CRCOG luncheon.
- June 13: Participated in Senior Center self-assessment focus group.
- June 14: Attended monthly Public Works Team meeting.
- June 15: Attended monthly Planning/Engineering/Wetlands staff meeting.
- June 18-20: Vacation.
- June: Responded to approximately 21 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- June: Received and sent approximately 254 emails from citizens, local businesses, applicants, staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement).

- Reviewed and approved thirty-one excavation permits:
 - Road excavation – 8 (for 87 pavement patches)
 - Driveway/Sidewalk - 23

Meetings: Attended Town Meetings:

- Monthly Public Works meeting.
- Monthly department coordination meeting (engineering, planning, building).
- Monthly Conservation Commission meeting.
- Emergency Action meetings for BOE diesel release.
- Old Road (Main Street - State Route 176) meeting for property transfer 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:

- Inland Wetland Applications received:
 - 4 (2 regular, 1 modification, 1 map amendment).
- 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.
- Meet with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 24 zoning applications to determine the presence of wetlands and/or Conservation easements.
- The Inland Wetland Agent (Erik Hinckley) attended the June 12th Town Council meeting to present the proposed regulations to council for adoption.

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 West Hartford regarding resurfacing South Main Street in West Hartford at Town Line.
- Coordinated with MDC regarding hydrant bill.
- Coordinated with MDC regarding settlement in Deming Road.
- Coordinated with CDOT 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.
- 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.
- Highway Department: engineering services (topographic survey of gutter grades; layouts for new gutter grades).
- 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, drawings for Significant Environmental Hazard notification 120 day report.
- 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.
- Provided assistance to the Town Council in its consideration, and ultimate decision, to extend a fifty percent, ten year Tax Assessment Fixing Agreement to the developers of the Villas at Cedar Mountain assisted living/independent living project.
- Reviewed the draft Close-Out Report of environmental remediation activities for the National Welding site in anticipation of future development—which will require that report for approval from EPA/DEEP of a final “cap”.
- Participated in reviewing the Department of Transportation updated studies supporting a new train station in Newington as part of the recently opened Hartford Line.
- Batteries + Bulbs opened for business at 3384 Berlin Turnpike, in the location formerly occupied by Dunkin Donuts.
- 550 Cedar Street (site of the former Crest Pontiac dealership) is under contract to Dakota Partners, an affordable housing developer from Massachusetts. Dakota submitted an application to the Conservation Commission for approval to develop a three building, 108 unit apartment complex that encroaches on the Upland Review area.
- Omni Hose Fabrication and Repair Center opened in Zavarella Plaza on the Berlin Turnpike.
- Newington Bicycle was sold to TREK, its major supplier for the last ten years. The manager and most staff will remain. New signage will appear shortly.
- 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 businesses 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 soon be opening in Town.
- Assisted business owners seeking approvals from Town departments.

- As requested by the Mayor and Town Manager, submitted information on sites that could be used for temporary or permanent parking of the school bus fleet.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- A Demolition Permit was issued to demo existing employees’ toilets to make ADA accessible at the Newington High School.
- A Building Application was submitted and is under review for a new single family home, 1800 sq. ft. with a 3 car garage to be located at 63 Frances.
- A Demolition Permit was issued to demolish a structure at 262 Brockett Street.
- An Electrical Permit was issued for temporary overhead service for the Chick-Fil-A, which will be located at 3240 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Significant Changes in the 2015 International Energy Conservation Code – June 6, 2018.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 150 Inspections. They were: CO (1), Damp proofing (1), Electrical (6), Final (60), Footings (8), Foundations (3), Framing (7), Gas Line (11), Insulation (3), Mechanical (2), Pools (3), Rough (44), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of June was **167** producing a total permit value of **\$1,496,788.00**.
They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	25	\$ 336,587.00
DECK	12	51,800.00
DEMOLITION	2	14,000.00
ELECTRICAL	51	335,973.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	9,918.00
GARAGE / SHED	0	0.00
MECHANICAL	25	227,625.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	260,000.00
PLUMBING	17	26,319.00
POOL	2	10,550.00
ROOFING/SIDING	16	110,900.00
SIGN	7	72,035.00
SOLAR	4	36,081.00
TENT	1	5,000.00
TOTAL	167	\$1,496,788.00

The total Building income fees received in the month of June was **\$18,452.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$570.00 Environmental \$120.00 Conservation \$1,850.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$67.50 Driveway / Excavation \$7,700.00 Engineering copies \$54.00. The other total income is \$10,621.50.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for June:	\$1,496,788.00	\$3,278,448.00

Fees for Permits issued for June:	\$18,452.00	\$35,921.00
Other income Fees for June:	\$10,621.50	\$2,067.00
Building Permits Issued for June:	167	167
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>
\$21,495,508.00	\$251,922.00	\$28,355,840.00	\$287,468.00

HUMAN SERVICES

- Summer Youth Adventures has 108 Newington youths registered for our summer programs. We had a great start-up of programs during the last week of June.
- 12 high school mentors have joined us for the Summer Youth Adventure Program. All of the Mentors are prior participants of our SCORE and Summer Youth Adventures programs.
- The High School Vocational Prep Class met for the last time this month to wrap up the spring 2018 session. We have met with the High School staff involved with the program and will start in-class sessions and field trips in September 2018. They will become the “Study Skills” group in the 2018-2019 school year
- We facilitated field games for the 4th grade picnic day program for John Patterson Elementary School. The program was held outside in Mill Pond Park.
- 128 Martin Kellogg Middle School 7th grade students transitioning into 8th grade participated in a day of low ropes team building on the challenge course on June 20.
- 140 Newington Parks & Recreation Summer program staff participated in a low ropes team development training on June 9.
- It was a great month on the challenge course and we continue to schedule challenge course and outdoor educations programs for the summer and fall of 2018.
- Coordinator Meskill participated/facilitated a group chat re: “Ohio Scales Training”, a mental health assessment tool, regarding training/use of scales with Newington YSB staff and other area Youth Service Bureau staff members
- Coordinator Meskill attended **SBIRT** 2-day training re: **S**ubstance Use: **B**rief Intervention and **R**eferral to **T**reatment training through UCONN Medical Center in Farmington and attended 2.5 hour **SBIRT** program focused on treatment with adolescent females at the Wheeler Clearing House in Plainville.
- Coordinator Meskill presented a program to all Parks & Rec. Camp Counselors that focused on children and warning signs for potential mistreatment/DCF referrals and various, more typical, childhood mental health disorders and behavioral issues.
- Coordinator Meskill presented a program to all part-time Youth Service staff members that focused on children and warning signs for potential mistreatment/DCF referrals and various, more typical, childhood mental health disorders and behavioral issues. Staff also participated in various scenarios and brainstormed possible interventions/areas of concern to focus on and/or report to the Youth Services Coordinator.
- Coordinator Meskill coordinated June “Wellness Wednesday” program and held a very successful evening program entitled “Drumming for Wellness” which consisted of a drum circle. Approximately 18 folks were in attendance and all reported that they very much enjoyed the program and were asking for another drum circle to be held next round of Wellness Wednesdays beginning in the fall of 2018.
- Coordinator Meskill & Director LaBrecque met with NHS School Social Worker and School Psychologist re: referral process for students that are truant and also for those that are in defiance of school rules as there is a new state wide policy regarding referral process which now directs these referrals to be made to the Youth Service Bureau as opposed to Juvenile Court or the JRB.
- Coordinator Meskill met with Director Labrecque and Youth Service Coordinator Huggard to review new statewide policy and procedure format re: school referrals to the local Youth Service Bureau regarding students identified as truant and/or in defiance of school rules, as well as those students referred to the JRB. Part of this is in lieu of former FWSN referrals (for these 2 behaviors only) which were made directly to the Juvenile Court and is an effort to reduce the Juvenile Court to jail pipeline which was found to be a result for many juveniles. Other FWSN concerns will remain as originally designed and a referral to Juvenile Court will be the appropriate referral process.

- Coordinator Meskill met with Nancy Baxter, representing the Faith Community, regarding a potential program focused on youth and parenting with a focus on talking with our children about the really difficult subjects. This program may occur in the fall of 2018.
- Coordinator Wassik attended Covering Kids meeting with representatives from community agencies providing services to youth.
- Coordinator Wassik coordinated outreach for donations to support the Back to School Supplies Distribution to be held in August.
- Coordinator Wassik attended evening Hunger Action Team Meeting - discussed various projects enhancing food resources for those in need in Newington and volunteered for one evening watering & weeding the community garden.
- Coordinator Wassik represented Human Services in the statewide Emergency Planning Exercise.
- Coordinator Wassik & Director LaBrecque attended Relocation Training offered by CLASS.
- Coordinator Wassik & Director LaBrecque provided overview of Department's services to the Kiwanis Club meeting on the evening of June 25th.
- Staff attended CLASS, Newington HAT (Hunger Action Team), YAC, CCHD: Achieve & prevention meetings, North Central Regional Mental Health Board, ERASE-(formerly known as CASAC), CYSA, and LIST.

June 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	10	8	146	62
Youth & Family Service Hours	29	29	426.5	514.25
JRB Cases	0	0	5	11
Positive Youth Development	339	114	3291	3256
Community Service Challenge Course-Adult	0 102	0 61	16 175	Not reported last year
Information and Referral	678	607	7385	11,559
Social Casework Cases	86	127	947	554
Under 55 =	30	52	256	174
Under 55 Disabled =	21	27	204	117
Over 55 =	35	49	486	263
Social Casework Service Hours	138.25	175.25	1556.5	1732.75
Under 55 =	34.75	48.5	368.75	374.75
Over 55 disabled and/or disabled	103.5	126.75	1186.75	1358
Food Bank Household Visits	143	155	1596	1638
# bags of groceries distributed	668	715	7739	7786
Mobile Truck	145	106	1556	Not Reported
Clothing household visits	22	28	254	Not reported
# bags of clothes given	27	34	320	last year
Special Needs	7	6	73	105

SENIOR AND DISABLED CENTER

- The month started out with a bang as the Center was awarded the Public Safety Award from the Newington Chamber of Commerce at their Annual Meeting. This was in recognition of the programs and services offered by the Center that help our residents to live safely and independently in the community.
- The Senior and Disabled Center kicked off the self-assessment process that is the first step towards extending National Accreditation. The Center was the first in the state to achieve this status.
- The Senior Club ended another successful program year with their annual banquet on June 11th.
- On June 13 local musician Ginny Worrell provided a fiddle playing demonstration.
- Fall Prevention and Screening – Thursday, 10:00 A.M. (8 attendees).
- Physical Therapist Sharon Treat of the Jefferson House discussed fall prevention methods for older adults and provided basic balance screenings on June 14th.
- Staff from Sheehan-Breen Funeral Home will present this simple step by step approach to planning your legacy in a program entitled “How Do You Want to be Remembered?” on June 18th.
- More than 70 people attended an Ice Cream and Music Social on June 19th with Music by Richie Mitnick & Friends. Ice cream provided by Avery Heights.
- The Plan – Thursday, June 21, 10:00 A.M. (21 attendees).
- “The Plan”, a panel discussion about the importance of making legal, medical and healthcare decisions in advance, was well attended on June 21. The program was coordinated by Nurse Next Door Homecare Services and included Wetherby and Associates, Senior Transitions, Seasons Hospice, Interim Healthcare, Sheehan-Hilborn-Breen Funeral Home and Middlewoods of Newington.
- Hands Touching Hearts, a global outreach effort developed by Vernon artist Ann M. Cosgrove, was at the Center on June 8th. Participants decorated medal ribbons as tokens of appreciation for members of the military. The medals are given out at military bases and healthcare facilities.
- The Center received notice that the Community Renewal Team was freezing intake for the home delivered meal program due to funding issues. The notice was later rescinded. This is a critical program for older adults. 36 Newington residents received home delivered meals in June, delivered by 16 regular and 2 back up volunteer drivers. Of those 36 recipients:
 - 9 receive meals 7 days per week
 - 16 receive meals 5 days per week
 - 1 receives meals 4 days per week
 - 4 receive meals 3 days per week
 - 6 receive meals 2 days per week
- The Center’s Coffee Shop continues to grow with new lunch offerings including chicken salad and cold cut sandwiches, meatball subs and others.
- The Giving Garden is in full swing. New this year are a winter squash garden and a composting program. The main challenge with the garden are the many animals who choose to dine al fresco.
- The Center’s membership year drew to a close and renewal letters were mailed to all members. As of the end of June, the Center had: 1,550 paid members, including 211 Fitness Center members. There are 1021 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 3288 by 537 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. Dial-a-Ride provided 103 residents 1170 trips this month, covering 3501 miles.
- Center staffing was complemented by a recorded 712 hours of unpaid service in 252 instances by 59 volunteers.

PARKS AND RECREATION

Recreation Division

- Final plans and preparations continued for the Life. Be in it. Extravaganza events (Wednesday, July 18 through Saturday, July 21). A logistics’ meeting with representatives from Police, Fire, EMS (Newington, Rocky Hill and Wethersfield), CCHD, Grounds, and Recreation Departments was planned for July 11.

- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED usage at trainings held throughout the month. The Aquatics Supervisors were also certified in Injectable Medication Administration.
- All seasonal summer staff was certified / recertified in First Aid, CPR, AED, Medication and Injectable Medication Administration.
- Approximately 35 seasonal camp staff members attended Camp College on Saturday, June 2.
- A Team Building training was facilitated for camp and aquatics staff to meet and work with each other in a positive, productive, team-oriented environment.
- Comprehensive staff training was held throughout the month for all seasonal employees (Lifeguards, Summer Sunshine & Summer Camp staff, Concessions Attendants, Cashiers).
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Tuesday, June 5 in the Town Hall Auditorium. Registration for the 2018-2019 school year is ongoing.
- Mill Pond Pool and Churchill Pool opened for the season on Monday, June 25th.
- Staff attended a CRPA (CT Recreation & Parks Association) quarterly training session on Time Management and Managing Stress in the Workplace on June 6th.
- Touch-A-Truck was held on Saturday, June 16. Approximately 1000 residents attended this free event, making the event a huge success!
- The Summer Playground program for children in Kindergarten through grade 7 opened on Monday, June 25 (due to the extended school year).
- Camp Sunrise (a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) began on Monday, June 25. The Town (Parks & Recreation Department) is subsidizing camp for 9 Newington campers to attend.
- The American Cancer Society held their Newington Relay for Life event at Mill Pond Park on Saturday & Sunday, June 15 & 16.
- Edythe & Harry Mandell 2018 Summer Concert Series: 4 concerts in June, including a children's concert with a magic show and music by the John Wallace Middle School Show Choir.

Parks and Grounds and Cemeteries

- Started out the month with pool repairs, cleaning and painted the pool at Mill Pond.
- Worked overtime to get fields in shape because of all the rain at the end of May.
- Worked on lining the fields for the Soccer Wrap Up Tournament.
- Events that we supported: Wrap Up Tournament, Touch a Truck, Relay for Life, school picnics, Motorcycle Madness, Thursday Night Concerts in the Park by setting up picnic tables and trash cans and cleaning up after the events.
- Had some vandalism issues in the sensory garden with the irrigation system. Problem has been resolved by just locking up the irrigation box.
- Continued to work in the sensory garden as far as weeding and pond maintenance removing debris so the water would filter down through the rocks and back into the pump. Tom Bahlur will be out to check the pumps to make sure they're running properly. Tom will also be adjusting one of the rocks and performing a general service to the fountain.
- Performed practical exams and interviews for two open groundskeeper positions. We hired two - one will be starting July 16 and the other will be starting July 30.
- Worked with Wethersfield on taking down four hazardous trees down.
- Repaired soccer goal mouth damage from the wrap up tournament, performed aeration to relieve compaction and over seeded. Grass is coming in good.
- On Monday June 25 we had to start getting to Churchill first thing every day to clean the park for summer programs.
- Finally had a rainy day at the end of the month and was able to clean the shop and take care of some much needed mower maintenance.
- Cemetery 3 Ash interments, 3 Single Depth interments and 2 sales.

Tree Warden

- Remove posted tree corner of West Hill and Chapman Street for sidewalk repairs. All wood removed. **(Wethersfield)**
- Remove two posted trees at 32 Putnam Street. **(Wethersfield)**
- Removed two dead trees corner of Garfield and Audubon Ave. **(Wethersfield)**
- Investigated line of sight complaint at corner of Old Farms Drive and Saddle Hill Road.
- Investigated building owner complaint of tree in wires and sewer pipe at 50 Market Square.

LIBRARY

- On Thursday, June 7th, the library's music themed summer reading programs "Libraries Rock" officially began with the adult summer reading kick-off and registration. 261 adults dropped in or registered online and were eligible to win the kick-off prize drawing. By the end of the end of the month, 415 adults were participating in the fun summer program. The All-Ages kick-off was held the next week, on Friday, June 15th in the library. This kick-off was promoting the kids and teen summer reading programs, but adults could sign up as well. The kick-off was held inside due to the impending Town Hall renovation and the uncertainty of the construction start date when our event planning had to be finalized. Over 425 people attended the evening event, which included a percussion petting zoo with Bob Bloom, a rock photo booth, making maracas and other crafts, relay races, snacks and more. Three information tables for all three summer reading programs were set up around the library. It was a very fun evening. Registration for all reading programs is ongoing.
- The Children's Department staff were busy in June visiting the elementary schools and fifth grade in the middle schools to promote the Nutmeg books for summer reading. Teen librarians also visited the two middle schools to promote the Nutmeg books for middle schoolers. It was amazing to see how many students came into the library after the visits to check out these recommended titles. The teachers appreciated the time and effort the library staff put in to the presentations that included booktalks, book trailers and the organization of the books by grade level. The library purchases multiple copies of the new Nutmeg books in print, audio and digital formats.
- The Friends of the Library held their annual meeting, at which election of officers for the coming year was held. Natalie Harbeson will be the President for the organization. The Elderly Brothers, a musical duo entertained the audience with 60's music. The Friends also sponsored a successful bus trip to Block Island on June 2.
- The library hosted the Chamber of Commerce's Women's Networking Group June meeting. Assistant Director Karen Benner and Head of Community Services Michelle Royer gave a brief presentation about library services that may benefit them in their Chamber members as well as in their personal lives.
- The new mobile book shelves on the first floor are great. These units are giving the library more flexibility in the library to open space up especially during larger programs that are held inside like the *All-Ages Summer Reading Kick-Off* and *The Zambonis* concert.
- Children's staff offered 44 programs to 2,246 children and their caregivers. In addition to the Nutmeg Booktalks and the All-Ages kick-off, highlights of other exciting programs were a musical concert by the nationally known hockey music band *The Zambonis* and the annual *Buddy Bake-Off* that had a child and their adult partner competing in a baking contest. Other programs offered included *Super Science Explorers*, *Stories & Art*, *My Gym* story time and movement program and *Lucy's Chess and Checker's Club*. School visits, outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- There were 7 programs offered to 1,623 teens during the month of June. Teen Librarians Bailey Francis and Jen Bassett visited the middle schools to promote the teen summer reading program and events. In addition to the All-Ages Summer reading kick-off program other teen programs included *Teen Volunteer Meeting*, *Movie Night* with a showing of the movie *Jumanji 2*, and *Indoor Laser Tag* that transformed the library into an after-hours adventure for all who participated.
- Adults were offered 17 programs and of 668 adults participated. Adult learned how to make literary vases out of boxes and old book spine labels. Local author Chuck Radda spoke about his latest book *Flood Moon* and his writing process, and the day time library book discussion group talked about their latest pick *The Nightingale* by Kristin Hannah. Highlights of other programs included a showing of the documentary *Score*, a cinematic look at the film musical score, and the viewing of the feature film *The Post* starring Meryl Streep. 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 who were taught about the art of Zentangle by artist Kelley Kelly.
- Total circulation of library materials were 24,820. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,294 times from the library website. 15,435 people visited the library during the month. There were 10,891 visits to the library's homepage. Popular online services included *Morningstar*, *ValueLine*, *Law Depot* and *PebbleGo Biography& Science* databases. Museum passes were used 130 times this month, the most popular being the *Mystic Seaport*, *Springfield Museums* and *Children's Museum/Roaring Brook Nature Center*. The

reference staff answered 5,945 reference questions during the month. Free library meeting space including study rooms was used 302 times during the month.

- In Technology News: Reference Librarian Carlene Peterson offered a Facebook & Twitter program, the first of three programs from our *Social Summer Series*. An *Instagram & Snapchat* program will follow next in July. One-on-one tech support programs *Teen Tech Troubleshooting* and *Tech 4 U* were offered as well.
- In Personnel News: Our Circulation Supervisor is on medical leave and Head of Collection Management Jeanette Francini and Bette Kapij as well as the circulation department staff have been doing a great job covering Sue's duties and addressing any circulation issues while she has been out.
- In Facilities News: The heating and cooling balance continues to be problematic in some areas of the library. Several fans had to be put out during children's programs because the AC units are sometimes delayed in coming on. The Keurig Coffee machine in our cafe that is available for the public stopped working. We are currently working with the Friends to see if we can replace it with something comparable.
- Topics of note that were researched this month included:
 1. Books about the fear of spiders for a preschooler?
 2. How to do ventriloquism.
 3. Benefits of burdock.
 4. How to get a cat down from a tree.
 5. Information on ketogenic diet.