



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: September 21, 2018  
Re: Monthly Report – August 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 Social Worker II, Police Officer and Part Time Assistant Town Clerk positions.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane attended CIRMA Meeting re: "Understanding Social Media" on August 27, 2018 with Mayor Zartarian.

#### Overtime

Paid overtime during the month of August 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	37.8	\$ 1,623.20
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 946.92
ROAD MAINTENANCE	0.0	\$ --
MILLING – OVERLAYS	351.4	\$ 17,117.06
TRAFFIC	4.0	\$ 184.08
ANNA REYNOLDS SCHOOL	193.3	\$ 9,248.41
JOHN PATERSON SCHOOL	10.0	\$ 474.78
<b>TOTALS</b>	<b>616.5</b>	<b>\$ 29,594.45</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
General Grounds & Events	166.50	\$ 7,707.48
Cemetery	59.25	\$ 3,111.84
<b>TOTALS</b>	<b>225.75</b>	<b>\$ 10,819.32</b>

<b>POLICE DEPARTMENT</b>	<b>18-19 Budget Overtime Appr.</b>	<b>Overtime Expended 18-19 YTD</b>	<b>17-18 Budget Overtime Appr.</b>	<b>Overtime Expended 17-18 YTD</b>
Administration	\$ 7,459.00	\$ 710.66	\$ 7,459.00	\$ 860.64
Patrol	619,839.00	177,816.73	619,212.00	108,907.30
Investigation	81,972.00	9,036.04	83,451.00	11,392.43
Communication	173,143.00	25,391.73	170,443.00	31,506.75
Education/Training	130,461.00	3,853.10	130,461.00	6,228.24
Support Services	36,306.00	1,506.71	37,113.00	4,573.40
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 1,050,622.00</b>	<b>\$ 218,314.97</b>	<b>\$ 1,049,581.00</b>	<b>\$ 163,468.76</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 27,142.00	\$ 2,749.61	\$ 26,494.00	\$ 3,665.80
Snow and Ice Control	161,264.00	0.00	157,488.00	0.00
Traffic	3,958.00	806.88	3,861.00	247.81
Vehicles and Equipment	32,016.00	2,216.34	31,234.00	3,223.44
Leaf Collection	<u>33,073.00</u>	<u>0.00</u>	<u>32,312.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 257,453.00</b>	<b>\$ 5,772.83</b>	<b>\$ 251,389.00</b>	<b>\$ 7,137.05</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,463.00	\$ 19,245.08	\$ 82,866.00	\$ 25,289.33
Cemeteries	<u>16,045.00</u>	<u>6,409.35</u>	<u>15,653.00</u>	<u>1,331.10</u>
<b>Total</b>	<b>\$ 100,508.00</b>	<b>\$ 25,654.43</b>	<b>\$ 98,519.00</b>	<b>\$ 26,620.43</b>

## **PERSONNEL**

- Interviews took place on August 1, 2018 for the vacant Social Worker II position in the Human Services Department. The position was offered to Kayla Gugliotti. She began her new position on Sept. 4<sup>th</sup>.
- A public posting for the Zoning Enforcement Officer/Asst. Town Planner was posted on August 29, 2018 with a closing date of September 18, 2018.
- Dawn Frank began her new position as the GIS Technician in the IT Department on Sept. 4, 2018.
- A public posting for the Part Time Accounts Administrator position closed on August 2<sup>nd</sup>. Melanie Depamphilis was offered the position. She began working in the Finance Dept. on August 27, 2018.

## **RISK MANAGEMENT**

The first month of the 2018-19 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2018-19 plan year were estimated at \$966,800. The total paid claims from the Health Benefits Fund for July 2018 were \$772,329. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows:

### Claims for July, 2018

	Town	Board of Education	Total
Estimated Claims	272,875	693,925	966,800
Actual Claims	273,073	499,256	772,329

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of August 2018. Attended Building Committee & New Town Hall/Community Center Staff meetings. Continued Meetings with EverSource for Energy Efficiency rebates for the new Town Hall/Community Center. Attended meetings with the State of CT on BOE reimbursement for the new building project. Attended TPZ Meeting

for the New Transition Academy's Modular Bldg. approval. Attended the Lucy Wells Robbins new Parking lot kick off meeting. Meeting with CNG for new Town Hall/Community Center project.

#### Work Order Completions

The Facilities Maintenance Department has completed 38 formal work orders the month of August 2018 at various Town Buildings.

#### Town Hall

Ongoing roof repairs & inspections 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. Dug more test pits in the front parking lot of the Town Hall for environmental review for the new building project. Installed new window heat pumps in the Helen Nelson room of the BOE to replace the failed wall units.

#### 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 materials have been ordered and the site finishing will be completed by the Highway Dept. starting in September.

#### Library

Met with the project foreman from B & W Paving & Landscaping with the Library staff on the new parking lot schedule of events.

### **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 120 formal work orders.
- Completing online network security training.
- Performing quarterly updates to various servers.
- Setup and configuration of seven (7) new copiers in the Police Department.
- Resolving an email delivery issue for messages sent outbound.
- Implementing an Email Domain Spoof Detection rule to enhance spam protection.
- Working with Police Department staff and their designated vendor on a video management project for prisoner cell monitoring.
- Upgrading the town's remote access network system to their latest cumulative updates.
- Assisting Registrar of Voters with website updates.
- Working with Parks and Recreation's records management vendor to update their line of business application to their latest supported release.
- Serving as liaison to the Police Department, Facilities Department and state E911 vendor on the installation and setup of new equipment to monitor electrical power.
- Troubleshooting and resolving a heartbeat/communication issue between certain network devices and the town's logging and network monitor equipment.
- Identifying data, voice and audio visual drop locations needed in the new Town Hall/Community Center project.
- Troubleshooting and resolving an issue with Firehouse inventory function on behalf of Newington Volunteer Fire Department.
- Attending departmental, staff or regional meetings as needed or required.

### **FINANCE**

#### **Accounting and Administration**

- Preparation for the 2017-18 financial audit was well underway during the month of August.

- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.
- The 2017-18 fiscal year closeout continued through the month; particularly busy was accounts payable area where end of year transactions from departments were forwarded for processing.
- Interviews were held for our current vacant part time Accounts Administrator position. Melanie Depamphilis was selected and started working in our office on August 27<sup>th</sup>.

There were no major grants received from the State of Connecticut during the month of August. 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)  
8/31/2018

	Interest Earnings		\$ Invested
	Budget FY2018-19	Actual Year to Date	
General Fund	\$130,000	\$107,322	\$43,781,497
Special Revenue Funds	8,700	11,322	4,088,511
97Capital Projects Funds	1,500	2,969	1,056,375
Internal Service Fund	13,000	6,706	1,435,727
Trust and Agency Funds	6,392	3,092	1,231,307
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$51,593,417</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
8/31/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	30,581	21,909	18,269,337
Bank North	0.85	0.85	394	394	546,912
People's Bank (closed)	0.90	0.90	0	0	0
TD Bank (new)	1.75	1.75	21,656	15,257	14,592,002
Farmington Bank	1.50	1.40	13,646	13,646	15,104,033
Webster Bank	1.39	1.39	4,176	4,176	3,081,133
<b>Total Outstanding Investments</b>					<b>\$51,593,417</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through August 15.
- Preparation for the October 1, 2018 Grand List began with the final re-design of the personal property declarations that will be sent out at the end of September. Personal Property field inspections were completed to pick up any new accounts that opened for business since last year.
- Building permit inspections continued to assess all new building improvements that were done by permit as well as the completion of new homes built since last year.
- Unfortunately we also received several permits for demolition of existing buildings which will initially decrease the value of the property by the amount of the building assessment. The most significant of these demolitions occurred at 3333 Berlin Turnpike where all of the existing buildings were taken down. The total loss of value to the 2018 Grand List will be \$2,032,970 for this property alone.
- Seven (7) of the eight Personal Property audits were completed by our outside auditing firm. Gross totals from these reviews resulted in approximately \$125,000 increase in tax revenues for the Grand List years 2015, 2016, and 2017.

**Revenue Collector**

- August Revenue Collections for Real Restate, Personal Property & Motor Vehicles amounted to \$4,464,945.57. Prior year taxes collected amounted to \$72,788.69 and included in that amount is \$7,550.22 for suspended accounts.
- This year's August collections on the current Grant List are 54% compared with 51% for August last year. Keep in mind we billed later last year for motor vehicles.
- Most taxpayers come in without their tax bills which requires looking up their accounts and printing out new tax bills daily and explaining why they have one when it comes to their motor vehicle taxes.
- Over 6,000 in total delinquent notices were sent for unpaid Real Estate, Personal Property and Motor Vehicle tax bills.
- Daily taxpayers are expecting motor vehicle releases which takes considerable time. Releases are not directly linked with the Dept. of Motor Vehicles. Time must be taken to log into the Motor Vehicle website, then look up each taxpayer's customer and vehicle numbers shown on the tax system and go back to the Motor Vehicle website and reinsert their numbers to continue the release. If a taxpayer is joint this process needs to be done twice. Taxpayers who pay taxes on time do not need to go through this process.

**TOWN CLERK**

- Revenue for August was \$53,910.33. There were 74 property transfers during the month for a total of \$14,977,628.55 in sales. State conveyance tax collected was \$127,600; Town conveyance tax was \$36,599.83.
- A total of 417 documents were filed on the land records including: 98 mortgages, 173 releases, 10 probate certificates, 12 liens and 13 Foreclosure Registrations.
- Two Commercial Properties conveyed at: 65 Holmes Road for \$3,200,000 from Sears Outlet Stores LLC to 65 Holmes Investment Partners LLC; 3443 Berlin Turnpike for \$710,000 from Laura & Edward S Seremet Jr. Amended & Restated Trust to MCG Newington LLC.
- Five residential properties conveyed for over \$300,000. Three residential properties conveyed at over \$400,000: 49 Harvest Court for \$432,199.00 from Harvest Village LLC to Kelly A Harper; 142 Pfister Drive for \$420,000 from Ashley Tara & Joseph Fortune to Marc Prendergast; 44 Cinnamon Road from James L & Margaret Bazzano to Tracy Pingalore & Philip Knowlton.
- The staff issued 138 certified copies of vital records, 9 burial permits and 3 cremation permits.
- Nine Notary Public commissions and 13 Trade Name certificates were recorded.
- A Republican Primary was held on August 14, 2018. The office issued 43 absentee ballots and completed the mandated audit of the Head Moderator's report of votes.
- A Democrat Primary was held on August 14, 2018. The office issued 172 absentee ballots and completed the mandated audit of the Head Moderator's report of votes.

<b><u>DATA SUMMARY AUGUST 2018</u></b>				
	<u>Aug.-17</u>	<u>Aug.-18</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	427	417	808	885
Dog Licenses Sold	81	104	266	357
Game Licenses Sold	6	16	13	26
<b><u>Vital Statistics</u></b>				
Marriages	52	13	32	37
Death Certificates	54	8	38	28
Birth Certificates	37	18	37	38
Total General Fund Revenue	\$ 51,134.94	\$ 53,910.33	\$ 94,345.94	\$ 111,037.93
Town Document Preservation	\$ 1,160.00	\$ 1,285.00	\$ 2,198.00	\$ 2,662.00
State Document Preservation	\$ 652.00	\$ 2,440.00	\$ 1,240.00	\$ 4,912.00

State Treasurer (\$36 fee)	\$ 11,664.00	\$ 10,980.00	\$ 22,248.00	\$ 22,104.00
State Treasurer (\$127 fee)	\$ 5,080.00	\$ 4,572.00	\$ 8,255.00	\$ 7,874.00
State Treasurer (\$110 fee)	\$ 5,610.00	\$ 4,070.00	\$ 10,560.00	\$ 9,020.00
LoCIP	\$ 972.00	\$ 915.00	\$ 1,854.00	\$ 1,842.00
State Game Licenses	\$ 193.00	\$ 359.00	\$ 352.00	\$ 535.00
State Dog Licenses	\$ 589.00	\$ 762.00	\$ 1,744.50	\$ 2,363.50
Dog Licenses Surcharge	\$ 176.00	\$ 260.00	\$ 594.00	\$ 842.00
Marriage Surcharge	\$ 133.00	\$ 374.00	\$ 285.00	\$ 544.00
<b>Grand Total</b>	<b>\$ 77,363.94</b>	<b>\$ 79,927.33</b>	<b>\$ 143,676.44</b>	<b>\$ 163,736.43</b>

## POLICE DEPARTMENT

Patrol Calls for August are as follows:

Abandoned MV	2	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	49
Alarm Commercial Burg Alarm	75	Fire Structure Fire	8	MV Complaint	45
Alarm Hold Up Alarm	1	Fire Task Force Activation	0	MV Fire	1
Alarm Residential Burg Alarm	26	Fire Trouble Alarm	4	MVA Evading	15
Animal Complaint	29	Fire Vehicle Fire	1	MVA Fatal	1
Arson/Fire Invest	0	Fire Water Problem	1	MVA Injury	15
Assault	6	Fireworks	1	MVA Property Only	88
Assault in Progress	0	Follow Up	41	Neighbor	14
Assist Motorist	1	Found Property	5	Noise	25
Assist Notification	0	Gun	0	Non Collect Person	0
Assist Other Agency	29	Harassment	12	Notification	0
Bad Check Insufficient Funds	0	Hazard	33	Open Door/Window	13
Blighted Property	1	Hazmat	0	Parking Violation	19
Breach of Peace/Disorderly	12	Hold Up Alarm	1	PD ASSIST FIRE DEPT	50
Burglar Alarm	1	Homicide	0	Pistol Permit	10
Burglary	2	Illegal Dumping	0	Prisoner Care	3
Car Seat	1	Indecent Exposure	1	Property Found	7
Check Welfare	53	Intoxicated	9	Property Lost	2
Check Welfare 911	55	Juvenile Complaint	12	Prostitution	0
Check Welfare Other	3	K9 Assist	0	Recovered Stolen MV	2
Clear Lot	1	Kidnapping	0	Residential Lockout	2
Construction	0	Landlord / Tenant Dispute	4	Robbery	0
Court Detail	7	Larceny	59	Roll Call	3
Criminal Mischief	6	Larceny from MV	21	Serve Subpoena	0
CSO	2	Lift Assist Only	11	Serve Warrant	18
Customer Dispute	11	Local Traffic Authority	0	Sexual Assault	1
Dog Complaint	51	Location Check	40	Shots fired	0
Domestic	27	Location General	0	Specific Detail	98
Door Check	0	Lockout Building	5	Stolen MV	10
Drug	4	Lockout MV	4	Sudden Death	1
DUI	2	Lost Property	2	Suicide	2
EDP	19	LTA	0	Suicide Attempt	2
Escort / Transport	10	Medical Alarm	13	Suspicious MV Unoccupied	11
Escort Funeral	12	Medical Cardiac	15	Suspicious Report	111
Escort Other	7	Medical Complaint	157	TEST	1
Escort Tax	1	Medical Diabetic	4	Threatening	4

Fingerprint	10	Medical Fall	41	Tobacco	0
Fire Alarm	39	Medical Mutual	0	Tow	20
Fire CO Detector no sympt	3	Medical Other	10	Town Ordinance Violation	0
Fire CO Detector with sympt	0	Medical Respiratory	18	Traffic Stop	210
Fire Extrication	1	Medical Stand by	1	Trespass	10
Fire Hazmat	0	Medical Trauma	2	Unknown	4
Fire Mutual Aid Request	0	Medical Unresponsive	14	Water problem	0
Fire Other	10	Missing	2		
Fire Rescue	0	Medical Alarm	13	<b>Total</b>	<b>1939</b>

- In August, the Detective Division:
  - During the month of August, Detectives conducted follow up case work on numerous open investigations.
  - On August 9<sup>th</sup>, Detectives responded to 30 Willard Avenue and assumed responsibility for the investigation of the death of a 50 year old male.
  - On August 7<sup>th</sup>, Detective Division personnel participated in our Department's National Night Out event.
  - During the month of August, Detectives participated in oral board interviews of applicants for both Certified and Entry Level Police Officer positions. Additionally, Detectives conducted background investigations on applicants for the position of Certified and Entry Level Police Officer as part of our current recruitment and hiring process.
- In August, the Animal Control Officers had the following activity:
  - 80 Calls – 52 Dog, 28 Animal and 0 Specific Detail/ 2 Follow-ups/ 1 Car Seat.
  - 0 Dog vs Dog Bites/1 Dog Bite w/Human/0 Feral Cat Bites w/human.
  - 7 Impounds – 6 redeemed, 1 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over to September.
  - 0 Infractions written.
  - 88 Incoming Phone Calls.
  - 5 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD.
  - 22 Written Warnings.
- Breakdown of Calls
  - 510 -
    - 28 Combined Dog/Animal/Specific Detail/Check Welfare.
    - 93 Delinquent Letters/Written Warnings/No License/Barking/Littering.
    - 0 Infractions.
    - Dog bite – 1 dog vs. human, 0 dog vs. dog.
    - 1 Dog/Cat Adoption.
  - 511 -
    - 0 Combined Dog/Animal/Specific Detail.
    - 0 Delinquent letters/Written Warning/No License/Barking/Littering.
    - 0 Infractions.
    - 0 dog bite – dog vs. human (Human not identified).
    - 0 Adoption.
  - Other –
    - 55 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
  - Currently sending letters for delinquent license and follow-up on all our residence who had been sent a warning previously.
  - Safe Homes Meeting on 8/15/2018.
  - In August, the Community Service Officer (CSO):
    - On 8/7/18, several members of the Newington Police Department participated in the 2<sup>nd</sup> Annual Newington National Night Out. This event, held nationwide, was done in collaboration with the Newington Parks and Recreation Department and was a tremendous success, allowing officers to interact with members of the community in a positive manner.
    - In August, Sergeant Zematis participated in a safety drill conducted by members of the Southfield Daycare Center, focused on active shooter and fire alarm protocols.

- In August, the Patrol Division had the following activity:
  - **Domestic Violence** - On 8/24/2018, officers were dispatched to investigate a domestic violence incident at an undisclosed residence in Newington. Dispatch received a call from a woman who stated that her husband had assaulted her in their home. She then fled the residence and was waiting for the police nearby.  
 Officers attempted to make contact with the husband from outside the residence, but the husband did not respond to officers' attempts. Officers entered the residence and found that the husband had also fled the residence.  
 As officers were attempting to locate the husband, the victim stated that her husband had been yelling at her during the night. The husband then took the batteries out of the phones so the victim couldn't call 911. The husband then assaulted the victim and threatened her with a sword he had in the residence.  
 The husband was found a short time later by officers and charged with violations of CGS 53a-182: Disorderly Conduct, 53a-223\*: Violation of a Protective Order, 53a-61: Assault in the 3<sup>rd</sup> Degree, 53a-62: Threatening in the 2<sup>nd</sup> Degree, 53a-95: Unlawful Restraint in the 1<sup>st</sup> Degree, 53a-64: Reckless Endangerment in the 2<sup>nd</sup> Degree, 53a-64bb: Strangulation in the 2<sup>nd</sup> Degree and 53a-183b: Interfering with an Emergency Call. He was held on a \$250,000.00 bond.

- Police Department Overtime:

- Comparison
 

➤ OT July	\$ 60,526	1 pay period – (0 holiday)
➤ OT August	\$ 157,781	3 pay periods – (1 holiday)
	\$ 97,255	increase due to 3 checks in Aug. & only one in July
- During August, 1 officer was out on medical leave, 3 officer vacancies, 1 officer on light duty working as a dispatcher, 1 School Resource Officer on light duty and assigned to the Detective Division, returning in time for the school year. These vacancies have an impact on overtime for a total of 6 positions vacant on the schedule in the Patrol Division.
- Admin overtime, \$710.
- Patrol overtime \$129,523, an increase of \$81,230. Overtime included 3 pay periods and the following calls, domestic calls, stolen vehicles, DUI arrest, larcenies, Hoffman's investigation, Extravaganza Park/Traffic/Security coverage, motor vehicle accidents, medical calls, prisoner detail, sexual assault, burglary, search warrants, casework, hold overs, and overtime for time off/vacancies/injuries.
- Detective Division overtime \$7,591, an increase of \$6,147. Overtime included 3 pay periods and the following investigations: Council meeting interviews, police candidate backgrounds, crime scene processing, domestic/suicide, barricaded subject, overdose investigation, Hoffman's investigation and casework follow-ups.
- Communications overtime \$16,966, an increase of \$8,542, which includes 3 pay periods. 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. One dispatcher hired and in training.
- Education overtime \$2,654, an increase of \$1,458 and includes overtime for training classes consisted of 2 ERT training days, COLLECT training and School Resource Officer Training.
- Support Services overtime \$337, a decrease of \$832. Overtime included 3 pay periods and coverage for a vacancy.
- ACO overtime \$0.

## FIRE DEPARTMENT

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

	August 2018	2 Months Activity
<b>FIRES</b>	6	37
Structure Fire	0	9
Vehicle Fire	2	37
Exterior Fire	1	5
Other Fires		
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	3	8
Extrication	0	7
Other Rescue Calls	0	14
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	5	80
Water Problems	1	43
Other Service Calls	6	57
<b>OTHER</b>		
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
<b>Total</b>	49	616

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

Driver Training	Road Time	16.0 hours
Driver Training	Cone Course	3.0 hours
Driver Training	Pump Time	2.0 hours
Cadet Training	Hydrants	12.0 hours
Cadet Training	PPE Donning/Doffing	12.0 hours
Cadet Training	Hose and Nozzles	20.0 hours
Cadet Training	Hose Packing & 5" Hose	28.0 hours
Firefighter I Certification		106.0 hours
Firefighter II Certification		96.0 hours
Department Training	Haz Mat	116.0 hours
Company Training – Co. 2	Apparatus Check Procedures	12.0 hours
Multi Company Training	1&2 Ladders	54.0 hours
Multi Company Training	3&4 Ladders	50.0 hours
<b>Total Training</b>		<b>527.0 hours</b>

### **FIRE MARSHAL**

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

INSPECTIONS	16
INSPECTION FOLLOW-UPS	34
PLAN REVIEWS	5
JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	22
COMPLAINTS	4
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

### **Incidents:**

- Responded to 14 Fire Incidents Responses during the month.

### **Fire Marshal's/Chief's Activities:**

- Met with the Town Engineer and Town Planner to review the site plans and fire safety concerns associated with the proposed Cedar Pointe housing development.
- Met with the CERT team coordinators to review recent team activities, the fall training schedule and recruitment opportunities.
- Attended a pre-construction meeting at the MDC facility on Brainard Road in Hartford to review the Cedar Street Sanitary Sewer Project.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #4 on Fifth Street.
- Attended a meeting with Town staff to review construction plans and grant funding requirements for the new board of education offices and transition academy.
- Met with the chief officers to review work assignments, ongoing projects and personnel matters.
- Conducted inspections of all public and private schools. All schools buildings were found to be in reasonable fire code compliance for the start of the school.
- Attended a Farewell Party for Zoning Enforcement Officer Mike D'Amato at Town Hall.
- Conducted inspections for the tents, stage, electrical wiring and propane cooking equipment prior to the opening of the Hartford Saengerbund Annual German Beer Fest on North Mountain Road.
- Traveled out of state on vacation.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
  - Continued with Landfill closure project tasks and coordination meetings.
- Attended Landfill closure bid opening for final closure of phases three and four.
- Attended Department Head and Public Works Team meetings.
- Coordinated contractors for milling and paving of various Town roads.
- Worked with Engineering Department to finalize various construction projects.
- Coordinated video and cleaning 1000' of clogged storm drainage pipe on Walsh Avenue.
- Attended several MDC project meetings.
- Hosted DEEP Landfill Operator certification class.
- Attended environmental compliance seminar.

### **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.
- Completed the milling and overlaying of various roads in Town working with a bid awarded contractor.
- Responded to one eviction –requiring storage.
- Crews removed large trees and stumps in preparation of the construction of Elton Drive terminus.
- Reconstructed pathway at Anna Reynolds School.
- Pave area near playground at John Patterson School.
- Construct swale on Green Avenue to improve drainage.

### **Traffic Division**

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Began line striping of roadways.
- Continued to assist with Food Share setup.
- Assist Highway crews with traffic control for paving of overlays.
- Assist Police Department relocating speed boxes.
- Responded to one after hour call in for a traffic control due to an accident.

### **Fleet Maintenance**

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

- Responded to one after hour call in for Fire Department – Truck #2.
- Mechanics assisted Highway crews as drivers/laborers as needed.

Sanitation/Recycling/Landfill

- Scheduled 1124 residential bulk items for collection for the month.
- Scheduled 155 condominium bulk items for collection for the month.
- Scheduled 55 condo/residential scrap metal items for collection for the month.
- 744 tons of cumulative Municipal Solid Waste were collected for the month of July.
- 187 tons of cumulative recyclables were collected for the month of July.
- 151 mattresses/box springs were collected for the month of July.
- 32 televisions were collected for the month of July.
- Issued 78 permanent landfill permits and 32 temporary permits for the month.

**TOWN PLANNER**

**Town Plan and Zoning Commission Actions:**

Regular Meeting on August 8, 2018:

- Approved, with conditions, Petition #33-18: Special Permit (Sec. 3.11.6: Restaurant) at 14 East Cedar Street. TJ's on Cedar, applicant.
- Approved, with conditions, Petition #36-17: Special Permit (Sec. 6.2.5: Free-Standing Sign) at Costello Road. Stone Rock LLC, owner

Regular Meeting on August 22, 2018:

- Approved, with conditions, Petition #29-18: Sec. 8-24 Referral from Newington Town Council – Proposed Modular Building at 25 Mill Street Extension.
- Approved Petition #32-18: Accessory Outside Use (Sec. 3.23.1.B) at 225 Richard Street. H. O. Penn Machinery Company Inc., applicant.

Special Meeting on August 29, 2018

- Approved Petition #36-18: Sec. 8-24 Referral from Newington Town Council – Proposed Turn-Around at Elton Drive. Newington Town Council, applicant.
- Approved, with one change, Petition #28-18: Zoning Text Amendment (Section 6.16: Medical Marijuana). Seva Sedan LLC, applicant.
- Approved Petition #20-18: Special Permit (Section 6.16.3: Medical Marijuana Dispensary) at 2272 Berlin Turnpike. Seva Sedan LLC, owner/applicant.

**Town Planner Activities:**

TPZ Applications (approved, pending, and potential:

- Aug. 16: Met with Dakota Partners to review application material.

TOD/CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Related Project Activities

- Aug. 29: Met with TM and Human Services re: possible applicant.
- Aug: Continued administration of Streetscape Phase VI project.
- Aug: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- Aug. 8: Attended regular monthly TPZ meeting.
- Aug. 9: Attended regular monthly Open Space Committee meeting.
- Aug. 29: Attended special TPZ meeting.

Professional Development/Training:

- Aug. 3: Attended monthly SNEAPA conference planning meeting.

Miscellaneous

- Aug. 8: Participated in Senior and Disabled Center reaccreditation process.
- Aug. 30: Final road inspection of Shady Hill Lane.
- July 18: Attended monthly Planning/Engineering/Wetlands staff meeting.
- Aug: Responded to approximately 26 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.

- Aug: Received and sent approximately 540 emails from citizens, local businesses, applicants, staff and elected/appointed officials.

## **TOWN ENGINEER**

### **Permits:**

- Reviewed contractor license applications (bond/insurance/agreement).
- Reviewed and approved excavation permits:
  - Road excavation – 28
  - Driveway/Sidewalk Excavation - 19

### **Meetings:** Represented the Town:

- CRCOG transportation committee meeting.
- Public Works meeting.
- Department coordination meeting (engineering, planning, building).
- Conservation Commission meeting(s).
- Town Council Meeting(s).
- Planning and Zoning meeting(s).
- Library Parking Lot pre-construction meeting.
- Deming Street meeting with HOA and Developer's new engineer.
- MDC pre-construction meeting – Paving Ancient Highway to stand pipe.
- MDC pre-construction meeting – Willard and Cedar water and sewer construction.
- DOT coordination meeting – signal improvements on Route 175.
- Project meetings with developers and engineers/architects.
- Project meetings with residence.
- Eversource meeting – site drainage.
- New Police Department Tower – observed subsurface exploration work.
- Job performance meeting.

### **Conservation (Inland Wetland) Commission:**

- Inland Wetland Applications received:
  - None
- Commission Administered applications:
  - None.
- Agent Administered Applications:
  - One.
- 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 20 zoning applications to determine the presence of wetlands and/or Conservation easements.

### **Site Plan Review:** Reviewed plans and calculations for conformance with the Town of Newington Planning & Zoning Commission and Conservation Commission Regulations.

#### Reviewed site plans:

- Shady Hill Lane – Harvest Ridge subdivision road as-built.
- 3191 Berlin Turnpike - Commercial site plan.
- 80 Fenn Road – Commercial site plan.
- 1669 Willard Avenue – Residential site plan.
- 136 Rockwell Road – Commercial as-built.
- Deming Street – Griswold Farms LLC residential subdivision.
- 149 Meadow Street – Karanian residential subdivision.
- 49 Fenn Road – Stuart Calle site plan.
- 129 Patricia M. Genova Drive – Hartford Hospital site plan (parking lot only).
- 550 Cedar Street – Dakota Properties site plan.

Approved Site Plans: NA

**Public Works:** Assessed, investigated and inspected road pavement, curbs, sidewalks, drainage, stone wall and other infrastructure issues throughout town.

**Engineering:**

- Assisted public (residents, developers, contractors, realtors, title searchers, etc.) with Town engineering data (GIS, maps, etc.), 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 projects in Newington.
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants).
- Coordinated with CDOT regarding 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.
- Coordinated with developer regarding transfer of Shady Hill Lane to Town of Newington.
- Coordinated with developer regarding transfer of Packards Way to Town of Newington.

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

- Highway Department: Elton Drive terminus – surveying and design services.
- Economic Development Department: National Welding Site and Myra Cohen Way – engineering services
- Board of Education: Diesel fuel release remediation – project coordination, surveying and engineering services for backfilling and restoration, wetland permitting.
- Facilities Department: New municipal building site plan and drainage (library parking) – engineering review.
- Facilities Department + BOE: Learning Academy – Prepared Modular Building Utility Plan – surveying and design services.
- Highway Department (LOTICIP 2018 grant application) – Complete Street Project – Robbins Avenue and Maple Hill Avenue – surveying, subsurface explorations and design services.

**ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission.
- The developers of the Villas at Cedar Mountain assisted living/independent living project continue to analyze additional financing proposals from lenders. Simultaneously, construction drawings are being refined to reach the 90 percent level compelled by their lenders. Substantial additional documentation required by those lenders will likely delay closing for several months. Groundbreaking is now anticipated for the Spring of 2019.
- The developer for 3333 Berlin Turnpike is recruiting retail tenants and exploring partnership with a housing builder for the residential component of the development.
- Two buildings comprising Mauro Plaza at 2594-2600 Berlin Turnpike were sold for a combined \$1 million. Shortly thereafter, the owners of Old Towne Coin, which had been at Mauro Plaza for 35 years, and in business in Newington since 1971, closed their retail location, but are still serving customers by phone and internet. Clippers barber shop moved into the space vacated by Old Towne Coin.
- The property at 65 Holmes Road, home to the Sears warehouse since 1960, was sold for \$3.2 million (less than \$30/foot for a 107,776 square foot building). The Sears outlet store will remain for now, but the new owner is seeking tenants for the entire building.
- 445 Willard Avenue was sold for \$2.225 million (\$228/ft. for a 9,760 square foot commercial condominium). The adult day care and dialysis center remain in operation.
- 3443 Berlin Turnpike was sold for \$710,000 to MCG Newington, which will demolish the former Carson Richard Kitchen & Bath (New England Safety Shoe before that) building and construct a new O'Reilly Auto Parts store.

- Montana Nights axe throwing opened at 80 Fenn Road after completing significant building and parking improvements.
- Hospital of Central Connecticut Rehabilitation Network physical therapy relocated from Kelsey Street to 40B Fenn Road (Stop & Shop Plaza) adjacent to GO Health, both owned by Hartford Health Care.
- Demolition and construction of a new Pro Health Physicians practice began at 141 Willard Avenue, previously the site of Asia Grocers.
- Closings included Halo at 610 North Mountain Road (moved to Hartford), Envy Café at 39 Market Square, Bella Couture Hair, Skin and Makeup at 2435B Berlin Turnpike and M&J Video Games at 3277 Berlin Turnpike.
- 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 and Zoning Commission and Conservation Commission.
- Counseled businesses and commercial property owners that received directives from the Building Department or Zoning Enforcement officer.
- 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.
- Helped business owners seeking assistance from Town departments.
- Prepared information for the Town Manager.

### **BUILDING DEPARTMENT**

- A Building Permit was issued for the installation of new chick-fil-A exterior building signage.
- A Building Application was applied for and is under review to build a locker room in the Red Rink at the Connecticut Skating Center located at 300 Alumni Road.
- A Building Application was applied for and is under review for interior renovations for a new medical office to be located at 141 Willard Avenue.
- A Mechanical Permit was issued to install a ductless heat pump system with air for air heat exchange for outside air at the Newington High School.
- There were 3 permits for the Target store. One Plumbing Application is under review to add and relocate pendant and upright sprinkler heads. A plumbing Permit was issued for the rough and finish plumbing for installation of plumbing fixtures. And a Mechanical Permit was issued to reconfigure ductwork for new store layout and install owner supplied RTU's.
- There was 1 Certificate of Occupancy issued in August for 54 Harvest Court.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 144 Inspections. They were: Above Ceiling (3), CO (4), Decks (1), Electrical (5), Final (63), Footings (8), Foundation (3), Framing (7), Gas Line (12), Hood (1), Insulation (2), Mechanical (3), Plumbing (1), Pools (1), Rebar (1), Rough (27), Slab(1), Tank (1).
- The total number of Building/Renovation Permits issued / applied for the month of August was **157** producing a total permit value of **\$2,346,973.00**.

They are categorized as follows:

<b><u>TYPE OF PERMIT</u></b>	<b><u># OF PERMITS</u></b>	<b><u>VALUE OF PERMITS</u></b>
ADDITIONS / ALTERATIONS	33	\$ 910,857.00
DECK	10	223,859.00
DEMOLITION	0	0.00
ELECTRICAL	26	175,785.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	4,994.00
GARAGE / SHED	0	0.00
MECHANICAL	36	344,433.00

NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	218,282.00
POOL	2	7,150.00
ROOFING/SIDING	18	354,594.00
SIGN	7	75,475.00
SOLAR	3	31,544.00
TENT	0	0.00
<b>TOTAL</b>	<b>157</b>	<b>\$2,346,973.00</b>

The total Building income fees received in the month of August was **\$26,619.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications / Publications) \$500.00 Environmental \$60.00 Conservation \$200.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$34.00 Driveway / Excavation \$2925.00 Engineering copies \$12.00. The other total income is \$3731.00.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for August:	\$2,346,973.00	\$2,907,697.00
Fees for Permits issued for August:	\$26,619.00	\$34,378.00
Other income Fees for August:	\$3,731.00	\$7,310.00
Building Permits Issued for August:	157	156

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

<u>2017-2018</u>		<u>2016-2017</u>	
Value	Permit Fee	Value	Permit Fee
\$4,945,397.00	\$56,562.00	\$4,335,859.00	\$51,086.00

## **HUMAN SERVICES**

- Summer Youth Adventures provided 195 program registrations for about 100 Newington youth in August. We had a very successful summer.
- The Challenge Course also had a very busy month providing 3 outside programs to 118 adults and youth.
- Director LaBrecque and Coordinator Meskill renewed contracts with contract therapists Revzon and Lang. We are sad to say that we did not renew our contract with long-time contractual therapist Dr. Valerie Dripchak as she is moving to Florida. She was a great asset to our program and will be missed.
- Coordinator Meskill coordinated all Juvenile Review Board communications re: referrals and completed all appropriate paperwork and administrative tasks.
- Director LaBrecque and Coordinator Meskill attended regional CYSA/ LIST meeting which included a drum circle which a popular tool for enhancing health and mindfulness.
- Coordinator Meskill provided orientation for our new CCSU Social Work student intern, Ashley Muzik. Coordinator Meskill will supervise Ashley for 2018-2019 academic year and Ashley will receive a broad range of exposure to all program the department provides.
- Coordinator Meskill provided A-SBIRT training to Newington Public school counselors from both middle schools and the high school
- Coordinator Meskill met with Nancy Baxter of the Newington Interfaith Clergy Association to assist with a presentation that they are sponsoring in October. Pat will be providing a presentation on effective communication between parents and their children on tough topic with primary focus on opioid use/abuse. Pat will be assisting with bringing in a co-presenter to speak more specifically to current trends in opioid use in youth, signs & symptoms of use, etc.
- Coordinator Wassik, Director LaBrecque, SW Smith, and student intern Muzik continued the process of Food Bank /Holiday Program redeterminations-with 241 households currently registered. This process is done annually for over 400 households and close to 1000 individuals. All income, living

circumstances, etc. are verified by appropriate documentation and as part of this process households are assessed for possible other resources that they might be eligible for.

- Coordinator Wassik coordinated distribution of school supplies for 176 youth. Recruitment of donations, organization and packing of school back packs and distribution was all accomplished with the assistance of 20 volunteers a numerous community partners from houses of worship & civic organizations to businesses and private residents.
- Coordinator Wassik and Director LaBrecque continued to deal with numerous threats of water and utility shut-offs: accessing resources such as Operation Fuel and negotiating arrangements with the various companies.
- Director LaBrecque attended a DCF offered training in current local trends in drug use.
- We are incredibly pleased to share that an interview panel and second interviews were held for the Social Worker II position resulting in the selection and hire of Kayla Gugliotti scheduled to start 9-4-2018.

### **August 2018 Statistics**

<b>Selected Programs</b>	<b>FY 18-19 Total This Month</b>	<b>FY 17-18 Total Last Month</b>	<b>FY 18-19 Cumulative Total YTD</b>	<b>FY 17-18 Cumulative Total YTD</b>
<b>Youth &amp; Family Counseling Cases</b>	14	10	24	31
<b>Youth &amp; Family Service Hours</b>	38	38	76	82
<b>JRB Cases</b>	2	3	7	1
<b>JRB Service Hours:</b>	4	6	10	Not reported last year
<b>Positive Youth Development</b>	207	439	646	1525
<b>Community Service</b>	1	1	2	2
<b>Challenge Course-Adult</b>	96	0	96	Not reported
<b>Challenge Course – Youth (Outside)</b>	12	0	12	last year
<b>Information and Referral</b>	643	547	1190	1287
<b>Social Casework Cases</b>	81	91	172	179
<b>Under 55 =</b>	20	27	47	47
<b>Under 55 Disabled =</b>	23	16	39	41
<b>Over 55 =</b>	38	48	86	91
<b>Social Casework Service Hours</b>	118	147.5	265.5	278.75
<b>Under 55 =</b>	28.75	40	68.75	69.5
<b>Over 55 disabled and/or disabled</b>	89.25	107.5	196.75	209
<b>Food Bank Household Visits</b>	166	158	324	299
<b># bags of groceries distributed</b>	730	713	1443	1372
<b>Mobile Truck</b>	135	137	272	290
<b>Clothing household visits</b>	23	22	45	40
<b># bags of clothes given</b>	31	27	58	43
<b>Special Needs</b>	9	10	19	14

## **SENIOR AND DISABLED CENTER**

- The Annual Safety Picnic was held on August 3<sup>rd</sup>. Newington Police Department Officers and staff cooked up hotdogs and hamburgers for more than 100 people and were joined by Fire Department staff and volunteers for a presentation on emergency preparedness and sheltering in place. Also assisting in the day was the Parks Department who supplied the grills.
- Center staff, volunteers and other stakeholders continued to meet to work through the Center's Self-Assessment process. This is the first step toward accreditation.
- The Center hosted a meeting of the towns participating in the Tai Ji Quan: Moving for Better Balance program. This is a 24 –week, evidence based fall prevention program and is funded by the Older Americans Act through the North Central Agency on Aging. Classes will begin in October.
- On August 6<sup>th</sup>, arts instructor Rose Bolton lead an Art Crayon on Canvas class. Ms. Bolton, in addition to managing the Center's Gift Shop, volunteers her creative talents to lead this and other classes.
- Liberty Mutual was on hand on August 8<sup>th</sup> to present information about the latest identity theft scams and how to protect against the tactics used to gain personal, private information.
- The Parks and Recreation Leaders-In-Training Program participants presented their second annual trivia contest. Complete with prizes and refreshments, the students did an excellent job in all aspects of this event.
- The Center and Parks and Recreation co-sponsored an end-of-summer pool party during the free senior and disabled swim time at Mill Pond Park pool on August 14<sup>th</sup>. The Center plans on hosting another party, with summertime music and refreshments, at the beginning of next year's swim season.
- Homewatch CareGivers sponsored a long term care insurance workshop on August 28<sup>th</sup>.
- **35** individuals received home delivered meals in August. Of those 35 recipients:
  - 7 receive meals 7 days per week
  - 17 receive meals 5 days per week
  - 2 receive meals 4 days per week
  - 5 receive meals 3 days per week
  - 4 receive meals 2 days per week
- As of the end of August the Center had a total of 1,143 paid members, a great response to the membership renewal efforts this summer. Many members do not attend in the summer so that number is expected to increase in September. There are 1017 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 3158 by 483 people. The actual number attending the center is significantly higher with a door count of 7,592 or approximately 40% of participants scanning in for programs. Dial-a-Ride provided 105 residents 1259 trips this month, covering 3884 miles.
- Center staffing was complemented by a recorded 592 hours of unpaid service in 218 instances by 44 volunteers.

## **PARKS AND RECREATION**

### Recreation Division

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- On August 7<sup>th</sup>, the Newington Police Department hosted its second annual National Night Out, "America's Night Out Against Crime". The Parks & Recreation Department partnered with the Newington Police Department for this free family event. Approximately 300 residents attended and enjoyed hotdogs, ice cream, face painting, animal balloons and a waterslide, along with a K-9 demonstration and Mobile Command Center tours.
- Over 2,600 season pool pass holders enjoyed utilizing their passes at both Mill Pond Park Pool and Churchill Park Pool during the month of August. This is a significant increase from last year's 2,400 pool pass holders.
- Mill Pond Pool closed on Sunday, August 19<sup>th</sup>. This was an additional week that was added two years ago that was enjoyed by hundreds of people again this year.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 20<sup>th</sup> from 6:00 – 7:30 p.m. at Mill Pond Pool. Over 25 dogs attended, accompanied by many owners and family members.

- Churchill Pool closed Sunday, August 12<sup>th</sup>.
- Free Summer Fun Runs were offered on Wednesdays, July 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> and August 1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup>. Despite three of the weeks having inclement weather, we still had over 180 unique participants throughout the three weeks that ran with good weather. Participants enjoyed the summer fun run series of 5K and 2k walk/runs. Attendance each night averaged 60 participants, with a high of 91.
- The Creative Playtime Preschool classroom was thoroughly cleaned in preparation for the upcoming school year. Carpets were shampooed and the space was sanitized.
- The Creative Playtime Preschool Program also expanded and is now offering space for more participants. An additional sink was installed, per state licensure regulations, and the storage room was cleared out to make room for additional students.
- Registration has been ongoing for Creative Playtime Preschool Program. All morning time slots as well as most afternoons have met capacity. We also have students on a wait list. The first day of classes for the 2018-2019 school year is Wednesday, September 5<sup>th</sup>.
- An average of 333 children in Kindergarten through grade 7 attended the Summer Camp RECreate/Playground Pals Program each week (approximately the same number as last summer). The 7-week program ended on August 10.
- Camp S'More was held (for the third year) for children entering Kindergarten through grade 4. Camp S'More was the week immediately following Camp RECreate / Playground Pals and offered swimming, games, activities & entertainment. Approximately 50 children attended.
- A new Exercise the Right Choice After School Program staff has been selected. Training is set for the first week of September.
- Annual training for our preschool staff was held on Thursday, August 23<sup>rd</sup>. A review of department and program policies and procedures was conducted. This includes, but is not limited to; educational plans, mandated reporting, scheduling, day structure with new capacity, and much more.
- We offered two massive pool parties to the playground program participants as well as the public. The first pool party was offered at Mill Pond Park Pool on Wednesday, August 8<sup>th</sup> and saw over 100 kids enjoying the fun and games. The second one was held at Churchill Park Pool on Thursday, August 9<sup>th</sup> and saw another 100 kids taking part in the different pool activities and games that were offered. We had members of the public join us at both pool parties as well.

#### Parks and Grounds and Cemeteries

- Two staff members worked at the skate park removing the blacktop and 3 concrete ramp transitions.
- Full time staff and seasonal staff pruned bushes at all of the elementary, middle and high schools to get ready for the first day of school.
- Completed lining fields for high school sports.
- Started and completed the lining for the Soccer Club of Newington fields.
- Completed two small projects for the Board of Education: installed a basketball pole at Wallace and installed a stone exit pad at Paterson for the preschool playground.
- Over seeded and fertilized all the fields at the high school.
- Fertilized fields at Clem Lemire sports complex.
- Took flags down along streets.
- Shut down pools for the season.
- Started clearing line of site issues for the school busses.
- Continued roadside mowing.
- General mowing and string trimming at all Town of Newington facilities.
- At West Meadow Cemetery, we had 7 ash, 4 single and 1 double depth interments. There were 6 grave sales.

#### Tree Warden

- Removed large broken limb over sidewalk corner of Main Street and Hartford Avenue.
- Removed fallen tree from Town property 335 Lloyd Street, abutting Martin Kellogg Property.
- Pruned tree hanging into parking spaces at Municipal Parking lot.
- Removed fallen tree into parking lot at Fire Headquarters.
- Cleaned up fallen white pine branches along road and in Seymour Park.
- Cleaned up fallen white pine branches from trees at Churchill Overflow.

## LIBRARY

- The three summer reading programs “Libraries Rock “concluded during August. The adult summer reading program ended at the finale and grand prize drawings on August 17<sup>th</sup>. 90 people attended the fun filled evening enjoying refreshments, door prizes and the drawings of the three grand prizes. Overall, 551 adult participated (a 19% increase from the previous year) reading 4,284 books during this 9 week program. The teen summer reading program concluded the following Friday with an 80’s Flashback Party. Overall 131 teens participated in this reading program giving out 630 prizes. The children’s summer reading program concluded on August 29. 639 children actively participated in the program reading and completing activities to earn goody bags, free paperbacks and book plates in new library books. The new format of the program was very popular with children and parents alike. School assemblies to recognize the summer reading participants will be held in September.
- A planning meeting about the upcoming construction of the new library parking lot was held with Facilities Director Dave Langdon, Michael Errickson, DTC Jim Healy AIA, and Ken Golden from B & W Paving, Library Director Lisa Masten, Assistant Library Director Karen Benner, Business Manager Lynn Caley and Library Trustee LeeAnn Manke. In the meeting the time frame for the proposed project was discussed as well as the logistics of what to expect during the length of the parking lot construction.
- The Library Board of Trustees hosted another cultural event as part of the George C. Hanel Fine Art Series on August 3 at the library. This after-hours event featured The Larry Gareau Quartet who entertained the audience with a combination of jazz and contemporary music. Mr. Gareau even had the children in the audience come to the front and gave them cymbals, maracas and small drums to play with his quartet. It was a very fun evening and thanks to the Friends who funded the purchase of the new mobile books shelves, we were able to move the shelves out of the way to seat more people and give them a better view of the musicians during the concert.
- The Friends of the Library funded the recent purchase of mobile shelving for the music CDS. The new shelving arrived at the beginning of the month, just in time for a large musical event that was held in the library. The mobile shelving is portable, allowing us to move it out of the way and open space for larger events. The Friends are also in planning mode for the upcoming Fall Book Sake that will be held at the Newington Senior and Disabled Center on October 26, 27 & 28.
- For the month of August the Children’s staff held 43 programs to 1,342 children and their caregivers. The annual *Kids Craft Show* was held on a rainy Saturday morning with 25 tables of young crafters ready to sell their wares. More than 150 people came to browse and buy. Children in Kindergarten through grade 2 had a fun time learning about the wind, drawing cloud formations and building windsocks as part of our *Weather Forecasting for Kids* program. Other highlights included *Go Bananas – Stuffed Monkey Party* for prize winners of the summer reading program, *PuppetTree – Caps for Sale* puppet show, *Chess & Checkers Club* and *Building with LEGOS*. Outreach to preschool and daycares, and music-themed story times and monthly programs rounded out the month.
- The variety of teen programming has been great this summer with high attendance at most programs. 8 programs were offered to 140 teens. In addition to the summer reading activities, programs offered were a *Horror Movie Night* with a showing of *A Quiet Place*, an *International Cook-off*, *Alcohol Ink Art*, a *DIY Workshop* where kids learned how to create and decorate pieces made of leather and metal and a *Slime Party*.
- Adults were offered 14 programs and 497 adults participated. A special movie night featuring the movie *Rhythm on the Range* starring Bing Crosby was held in memory of longtime library volunteer Bob Larson who passed away in February. Bob hosted a movie series in August of each year for more than 20 years. Each movie series had at least one Bing Crosby movie, Bob’s all-time favorite entertainer. It was a lovely tribute to Bob. In addition to the adult summer reading finale, highlights of other programs include *The Burning Man Festival* with presenter Matthew Mercure, a viewing of the music documentaries *Take Me to the River* and *It May Get Loud*, a book discussion and film presentation of *Water For Elephants* and a fun program for adults and teens with motivational magician Brian Miller whose TEDx Talks about how to connect, engage and inspire those around you was viewed by more than 3 million people. Outreach visits to Cedar Mountain Commons and Middlewoods completed the month.
- Total circulation of library materials was 28,272. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,465 times from the library website. 17,311 people visited the library during the month. There were 10,891 visits to the library’s homepage. Popular online services included *Morningstar*, *Universal Class*, *Ancestry.com*, and *BookFlix*. Museum passes were used 210 times this month, the most popular being *Mystic Seaport*, *Lutz Children’s Museum* and *Connecticut Trolley Museum*. The reference staff answered 6,634 reference questions

during the month. Free library meeting space including study rooms was used 369 times during the month.

- In Technology News, Reference Librarian Carlene Peterson and Karen Benner offered a *Pinterest* and *Goodreads* program, the final program from our *Social Summer Series*. A series of hands on computer programs featuring Microsoft Excel and Word will be offered in the fall. The One-on-one tech support program *Tech 4 U* was offered as well.
- In Personnel News, Circulation technician Victoria Buttaro attended a CT State Library workshop on how to make video book trailers for the library website. Rebecca Cobb from the Children's Department attended an Anna Reynolds Kindergarten Playdate afternoon to do a story time and talk about the library. Sarah Riordan also from the Children's Department represented the library at the KinderCare Open House.
- In Facilities News, in anticipation of the construction of the new library parking lot that was to begin the first week of September, the Friends of the Library trailer that is used to store donated books for its book sales was moved from its permanent location next to the library to its temporary location in the upper Town Hall parking lot. The library's dumpsters were also moved next the trailer in the parking lot until the new lot is built. The lighting for the Garfield Parking Lot was disconnected because of the anticipated Town Hall Renovation project. This was very problematic for staff and patrons from the library or from Parks and Recreation programs who were using this lot at night when it was dark outside. When staff reported this problem to us, we spoke with Dave Langdon to express our concern about safety from falling, assault, theft and more. A generator was placed in the corner of the lot that is turned on each evening and turned off after the library closes. The lighting situation will be fixed when the new library parking lot is completed.
- Topics of note that were researched this month included:
  1. Information on the now defunct Emerson Wildlife Animal Farm in Newington.
  2. What are the fees for a disabled/senior citizen using the CT Transit system?
  3. Travel information for the Galapagos Islands.
  4. Children books on how to deal with bullying.
  5. Books about starting school.