



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: January 18, 2019
Re: Monthly Report – December 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 attended the Town Hall Building Project meetings.
- Mrs. Lane attended the CCM Workshop.
- Mrs. Lane held meetings with department heads to discuss the submitted CIP requests.
- Mrs. Lane participated in the interview process for the Police Officer and Executive Assistant/HR Specialist positions.

Overtime

Paid overtime during the month of December 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	61.7	\$ 2,504.13
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,076.40
ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	4.0	\$ 184.08
LEAF COLLECTION	393.8	\$ 16,170.82
SNOW	63.2	\$ 3,795.00
TOTALS	542.7	\$ 23,730.43
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
General Grounds & Events	29.00	\$ 1,401.25
Cemetery	14.5	\$ 614.58
TOTALS	43.5	\$ 2,015.83

POLICE DEPARTMENT	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD	17-18 Budget Overtime Appr.	Overtime Expended 17-18 YTD
Administration	\$ 7,459.00	\$ 710.66	\$ 7,459.00	\$ 1,434.40
Patrol	619,839.00	491,435.13	619,212.00	352,271.05
Investigation	81,972.00	21,231.18	83,451.00	46,450.01
Communication	173,143.00	69,220.29	170,443.00	89,543.85
Education/Training	130,461.00	57,702.46	130,461.00	57,959.95
Support Services	36,306.00	24,977.35	37,113.00	1,910.48
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
Total	\$ 1,050,622.00	\$ 665,277.07	\$ 1,049,581.00	\$ 549,569.74
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 8,562.74	\$ 26,494.00	\$ 12,159.36
Snow and Ice Control	161,264.00	20,483.33	157,488.00	26,634.22
Traffic	3,958.00	2,187.48	3,861.00	1,582.69
Vehicles and Equipment	32,016.00	11,671.92	31,234.00	16,696.49
Leaf Collection	<u>33,073.00</u>	<u>23,802.59</u>	<u>32,312.00</u>	<u>30,077.78</u>
Total	\$ 257,453.00	\$ 66,708.06	\$ 251,389.00	\$ 87,150.54
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 42,826.69	\$ 82,866.00	\$ 50,117.28
Cemeteries	<u>16,045.00</u>	<u>4,371.20</u>	<u>15,653.00</u>	<u>3,720.05</u>
Total	\$ 100,508.00	\$ 47,197.89	\$ 98,519.00	\$ 53,837.33

PERSONNEL

- Interviews took place on December 10, 2018 for the vacant Executive Assistant/HR Specialist position in the Town Managers Office. The position was offered to Heather Shonty. She began her new position on December 27th.
- A job posting for the vacant Part Time Parts Coordinator/Mechanic Assistant was posted on December 4th with a closing date of January 4th, 2019.
- Lester Daigle, Parks Mechanic II, retired on December 28, 2018 from the Town of Newington after 30 years of service.

RISK MANAGEMENT

2018-19 Blue Cross/Blue Shield Plan Year

The fifth 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 November 2018 were \$522,937. 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.

Cumulative Claims through November, 2018

	Town	Board of Education	Total
Estimated Claims	1,364,375	3,469,625	4,834,000
Actual Claims	686,135	1,989,965	2,676,100

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of December 2018. Attended Building Committee, New Town Hall/Community Center & Staff meeting. Continued Meetings with EverSource for Energy Efficiency rebates for the new Town Hall/Community Center. Attended meetings on

the new Library parking lot and attended the bid opening for the new cleaning contract. Attended CIP meeting.

Work Order Completions

The Facilities Maintenance Department has completed 29 formal work orders during the month of December 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. Installed new gas line for the emergency generator for preparation of the demolition of the building wing.

Library

Meetings with the project foreman from B & W Paving & Landscaping with the Library staff on the new parking lot. Paving and new curbs was completed and landscaping will be completed in the spring

Highway Garage

The BOE fuel tank has been moved from Garfield St. to a new pad adjacent to the highways main fueling tank and installation of the new fueling station is in progress with the outside contractor with the electrical continuing by the Town's electrician.

Police Department

New on-demand hot water heaters installation has been completed which will now run independent from the boilers for greater control and energy savings.

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 and Mrs. Dawn Frank, GIS/IT Technician.

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

- Completing 84 formal work orders.
- Installation of software updates, patches and firmware on numerous servers within the Town's network infrastructure.
- Working with Police Department staff and their vendor on a new booking room and cell monitoring solution.
- Completing all prep work required for moving the Town's hyper-converged infrastructure (HCI) to new equipment.
- Moving 15 HCI servers to the town's new equipment.
- Updating State of Connecticut Open Space and Cedar Mountain maps for the Town Planner.
- Creating Transit Village District maps for Town Planner and Town Economic Developer.
- Updating the Town's Wetlands Map, completing Parcel Encroachments Map based upon Town Properties and making adjustments to the Town's Easement Map for the Engineering Department.
- Working on Tax Map Annotation (30% complete) and Parcel Updates (Adjusted 20% of Town's parcels).
- Completing iPhone upgrade/deployment for selected Newington Volunteer Fire Department (NVFD) staff members.
- Working with Police Department's Computer Aided Dispatch (CAD) and Records Management System (RMS) vendor to bring their line of business applications to the latest supported versions.
- Working with Parks and Recreation's Records Management System vendor to bring their line of business applications to the latest supported versions.
- Working with Assessor's Office vendor to apply an update to their line of business applications.
- Submission of CIP and Operating Budgets for fiscal year 2019-2020.
- Meeting with Town's current telephone system vendor to discuss various end of year upgrade offers.
- Modifying firewall rules to accommodate operation and installation of anti-virus software on the police department's mobile data terminals to accommodate a third-party cloud hosted solution.
- Installation of various tax and end of year forms on the Town's line of business financial system.
- Upgrading accessibility software on the Superintendent of Parks and Recreations' office computer.
- Troubleshooting and resolving issue with uninterruptable power supply (UPS).
- Implementing and testing the automated deployment of Microsoft Office 2019.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- The audit for the fiscal year ending June 30, 2018 was completed allowing for the Comprehensive Annual Financial Report (CAFR), State and Federal Single Audits to be filed by the December 31st deadline.
- Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Finance Director prepared documentation for the Town Manager to review the departmental CIP request.
- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests.
- Departments started submitting their operational budgets for review. All operational budgets are due by January 2, 2019.

The Town did not receive any grant funds during the month from the State of Connecticut. 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)
12/31/2018

	Interest Earnings		\$ Invested
	Budget FY2018-19	Actual Year to Date	
General Fund	\$130,000	\$350,606	\$37,202,740
Special Revenue Funds	8,700	38,386	3,164,282
97Capital Projects Funds	1,500	11,315	1,062,423
Internal Service Fund	13,000	20,941	2,081,670
Trust and Agency Funds	6,392	10,843	1,101,197
TOTAL, ESTIMATED BY FUND			\$44,614,312

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
12/31/2018

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	30,600	35,668	\$15,228,249
Bank North	1.87	1.32	862	590	549,192
People's Bank (closed)	0.90	0.90	0	0	0
TD Bank (new)	1.87	1.87	20,487	19,879	13,058,394
Farmington Bank	1.75	1.75	18,187	18,184	12,679,429
Webster Bank	1.50	1.39	4,678	4,520	3,099,048
Total Outstanding Investments					\$44,614,312

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December, 2018.
- All new construction and permit related changes to Real Estate have been inspected, valued, and processed in our CAMA system for inclusion on the October 1, 2018 Grand List.
- Personal property valuation is approximately 75% complete. A few problem declarations that were filed still need to be processed and then approximately 300 accounts that failed to file a declaration will be electronically valued including statutory required penalties for non-compliance.

- We received the 2018 Regular Motor Vehicle list in from the Connecticut DMV and began pricing all vehicles that did not get priced at DMV. Out of approximately 30,000 vehicles, about 3,600 need to be priced manually.
- We completed the processing of the 2017 Supplemental Motor Vehicle list and the bills were sent to taxpayers at the end of the month. Feedback from the public in terms of questions, calls, and in person visits to the office has been very active.
- Finally, our new Assessment Technician I, Jane Kallinich officially started her full time tenure in the Assessor's office on December 17, although I agreed to have her continue to work in the Town Manager's office, training her replacement for a few weeks until she gets up to speed. In the meantime, her training continues as to the multiple tasks that she is required to do in the Assessor's office, including real property transfers and adjustments to Supplemental Motor Vehicle tax bills.

Revenue Collector

- Collections for December on the 2017 Grand List amounted to \$8,763,468.73, and back tax collections were \$68,674.42. Included in the back tax amount was \$2,450.50 which was collected for suspended accounts.
- This year's total collections through December was 63.5% and is 1% lower than the 64.5% which was collected in December of 2017. The lower amount reflects taxpayers wanting to claim their taxes last year prior to the end of 2017 for IRS purposes.
- There were 4,715 Supplemental Motor Vehicle tax bills mailed at the end of December for individuals registering cars after October 1, 2017. Availability to pay online or to access amounts was placed online for payment and viewing.
- Legal Notices were published for the second installment on Real Estate and Personal Property taxes, the Supplemental Motor Vehicle taxes.
- Real Estate eligible for a Tax Sale is being updated and taxpayers received letters after they received their Demand Notices.
- Press Releases were also place in the Rare Reminder, the Town Crier and the Hartford Courant as well as on Newington's web-site and its social media to remind taxpayers of their tax obligations.
- The staff was extremely busy updating information prior to the mailing of the January 2019 tax bills so information could be as accurate as possible

TOWN CLERK

- There 78 property transfers during the month for a total of \$9,169,450 in sales. State conveyance tax collected was \$72,702.38; Town conveyance tax collected was \$22,319.12.
- There was one residential sale each over \$300,000. There was one commercial sale at 172 Kelsey Street, from Souto Properties of Connecticut LLC to LNL Realty LLC for \$1,125,000.
- There were 345 documents filed during December: 8 liens, 98 mortgages, 103 releases and 13 probate documents. Sixty-four of these documents were electronically recorded bringing in revenue of \$6,920.
- Staff certified and issued 102 copies of vital records. Thirteen burial and five cremation permits were issued.
- Four Trade Name certificates, four Liquor permits and four Notary Public commissions were catalogued. Staff issued 4 passes to the landfill station.
- The FY2018/19 budget was prepared and submitted.
- The annual audit for the Town of Newington was filed by the Finance Director. In compliance with the General Statutes, a Legal Notice was placed in the newspaper.
- The Part-time Assistant Town Clerk, Elizabeth Thompson attended the Other Duties module, presented by the Connecticut Town Clerks Association on December 4, 2017.

DATA SUMMARY DECEMBER 2018				
	<u>December-17</u>	<u>December-18</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	319	345	2,440	2,346
Dog Licenses Sold	28	35	463	544
Game Licenses Sold	10	19	48	73
Vital Statistics				
Marriages	9	9	84	99
Death Certificates	27	16	113	101

Birth Certificates	15	21	109	121
Total General Fund Revenue	\$ 27,545.61	\$ 37,541.62	\$ 304,978.21	\$ 263,375.26
Town Document Preservation	\$ 1,056.00	\$ 1,210.00	\$ 6,705.00	\$ 7,295.00
State Document Preservation	\$ 1,856.00	\$ 2,216.00	\$ 5,092.00	\$ 13,416.00
State Treasurer (\$36 fee)	\$ 8,352.00	\$ 9,936.00	\$ 66,348.00	\$ 60,156.00
State Treasurer (\$127 fee)	\$ 4,191.00	\$ 2,921.00	\$ 30,353.00	\$ 20,193.00
State Treasurer (\$110 fee)	\$ 3,960.00	\$ 4,180.00	\$ 30,353.00	\$ 24,970.00
LoCIP	\$ 696.00	\$ 828.00	\$ 5,529.00	\$ 5,013.00
State Game Licenses	\$ 320.00	\$ 444.00	\$ 1,307.00	\$ 1,624.00
State Dog Licenses	\$ 272.00	\$ 355.50	\$ 3,433.00	\$ 3,962.50
Dog Licenses Surcharge	\$ 80.00	\$ 82.00	\$ 1,084.00	\$ 1,308.00
Marriage Surcharge	\$ 76.00	\$ 170.00	\$ 893.00	\$ 1,496.00
Grand Total	\$ 48,404.61	\$ 59,884.12	\$ 456,302.21	\$ 402,808.76

POLICE DEPARTMENT

Patrol Calls for December are as follows:

Abandoned MV	0	Fire Special Detail	0	MV Abandoned	1
Administrative	1	Fire Stand By	0	MV Assist	39
Alarm Commercial Burg Alarm	58	Fire Structure Fire	11	MV Complaint	36
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	1
Alarm Residential Burg Alarm	32	Fire Training	0	MVA Evading	10
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	3	MVA Fatal	0
Animal Complaint	14	Fire Vehicle Fire	1	MVA Injury	11
Arson/Fire Invest	0	Fire Water Problem	0	MVA Property Only	93
Assault	3	Fireworks	2	Neighbor	6
Assault in Progress	0	Follow Up	46	Noise	15
Assist Motorist	7	Found Property	4	Non Collect Person	1
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	25	Harassment	6	Open Door/Window	9
Bad Check Insufficient Funds	0	Hazard	26	Parking Violation	13
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	29
Bomb Threat	2	Hold Up Alarm	3	Personal Relief	0
Breach of Peace/Disorderly	11	Homicide	0	Pistol Permit	15
Burglar Alarm	0	Illegal Dumping	2	Prisoner Care	1
Burglary	0	Indecent Exposure	0	Private Duty	0
Car Seat	1	Intoxicated	6	Property Found	8
Check Welfare	49	Juvenile Complaint	15	Property Lost	1
Check Welfare 911	46	K9 Assist	2	Prostitution	0
Check Welfare Other	1	Kidnapping	0	Recovered Stolen MV	0
Clear Lot	0	Landlord / Tenant Dispute	3	Rescue Call	0
Construction	0	Larceny	68	Residential Lockout	0
Court Detail	9	Larceny from MV	35	Robbery	2
Criminal Mischief	7	Lift Assist Only	12	Roll Call	2
CSO	0	Liquor	0	Serve Subpoena	0
Customer Dispute	10	Local Traffic Authority	0	Serve Warrant	22
Dog Complaint	28	Location Check	46	Sexual Assault	2
Domestic	28	Location General	1	Shots fired	0

Door Check	0	Lockout Building	1	Specific Detail	76
Drug	8	Lockout MV	2	State Pistol Permit	0
DUI	6	Lost Property	2	Stolen MV	7
EDP	19	LTA	0	Sudden Death	2
Escort / Transport	2	Meal	0	Suicide	0
Escort Funeral	6	Medical Alarm	20	Suicide Attempt	0
Escort Other	0	Medical Cardiac	17	Suspicious MV Unoccupied	11
Escort Retrieval	2	Medical Complaint	165	Suspicious Report	117
Escort Tax	0	Medical Diabetic	3	TEST	0
Fingerprint	9	Medical Fall	43	Threatening	5
Fire Alarm	14	Medical Mutual	0	Tobacco	0
Fire CO Detector no symptoms	3	Medical Other	5	Tow	5
Fire CO Detector with sympt	0	Medical Respiratory	16	Town Ordinance Violation	0
Fire Extrication	0	Medical Stand by	4	Traffic Stop	270
Fire Hazmat	5	Medical Trauma	4	Trespass	6
Fire Mutual Aid Request	0	Medical Unresponsive	4	Unknown	9
Fire Other	9	Missing	5	Water problem	0
Fire Rescue	1			Total	1823

- In December, the Detective Division:
 - Detectives responded to a residence in Newington for a 57 year old male who was found deceased inside his home. Detectives processed the scene and collected evidence. This case is currently under investigation pending further information from the Office of the Chief Medical Examiner.
 - During the month of December, Detectives conducted background investigations on applicants for the positions of Police Officer and Animal Control Officer as part of our current recruitment and hiring process.
 - Handled 98 investigations, 65 remain ongoing and 33 were closed by investigative methods.
 - Served 19 arrest warrants, 17 by Patrol Officers and 2 by Detective Division personnel.
- In December, the Animal Control Officers had the following activity:
 - 43 Calls – 28 Dog, 14 Animal and 1 Specific Detail/0 Follow-ups/0 Car Seat
 - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 6 Impounds – 4 redeemed, 0 sold as pets, 0 euthanized, 0 Quarantine, 1 carry over, 1 DOA
 - 0 Infraction written
 - 85 Incoming Phone Calls
 - 3 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 29 Written Warnings
 - 2 Dog Licenses obtain December
- Breakdown of Calls
 - 510 -
 - 9 Combined Dog/Animal/Specific Detail/Check Welfare
 - 105 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - Dog bite- 0 dog vs human, 0 dog vs dog
 - 0 Dog/Cat Adoption
 - 511 -
 - 6 Combined Dog/Animal/Specific Detail
 - 157 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 0 dog bite- dog vs human
 - 0 Adoption

Other –

- 28 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 510 attended training in Wethersfield on 12/6/2018
 - 510 supported oral boards on 12/19/2018 for the position of PT ACO
 - 510 will be out with surgery starting 1/7/2019 and will plan to return light duty Feb 2019
 - 511 started covering Fridays on 12/7/2018 and will continue coverage starting 1/7/2019 Monday, Wednesday and Friday until 510 returns on light duty.
- In December, the Patrol Division had the following activity:
 - On 11/4/18, at approximately 0235 hours patrol officers were dispatched to Stop and Shop located at 44 Fenn Road. Newington Police Dispatch was contacted by the New Britain Department who had received a 911 call from a female stating that she just had a gun held to her head. Upon arrival to the area, patrol officers located the female inside the Mobil Gas Station next door to Stop and Shop. The victim was interviewed and officers learned that the victim had been in the car with her ex-boyfriend Deshawn Thomas and another male she knew as “Thomas’s brother”. Thomas’s brother was driving and there was another female in the car, however the victim did not know her name. Officers learned that an argument had occurred in the car during which Thomas stated that he was going to shoot the victim and her new boyfriend. The victim also indicated that she had been physically assaulted.
 - The victim additionally explained that earlier in the evening prior to coming to Newington, they stopped at a house in Waterbury. According to the victim, the driver got out of the car and went into the house. During that time, Thomas got out of the car and started firing rounds into the air. The driver came out of the house, got in the car, and they left the area. At this time, the victim saw Thomas hand the gun to the driver. After going to an apartment in New Britain, the group ended up on Fenn Road in Newington and pulled into the parking lot of Stop and Shop because the victim wanted to get out of the car. The driver got out of the driver's seat, pulled the victim out of the car, and held her down to the ground. At this time, he held the gun to her head and threatened her. He then got back into the vehicle and the remaining occupants of the car fled the parking lot.
 - Through an extensive investigation, that included collaboration with the Waterbury Police Department, witness interviews, review of surveillance video and information posted on Facebook, officers were able to identify the driver of the vehicle as Daniel Noland of Waterbury, CT. The Waterbury Police Department indicated that they were currently investigating a past-tense shots fired incident matching the description of the incident provided by the victim. The totality of the information gathered by the investigating officer supported the credibility of the victim’s complaint. Probable cause was developed to arrest both Deshawn Thomas and Daniel Noland for their involvement in this incident.
 - On December 15th, Daniel Noland was arrested by warrant and charged with Disorderly Conduct, Threatening in the First Degree, Weapons in a Motor Vehicle, and Criminal Possession of a Firearm. He was held on a \$100,000.00 court set bond.
 - An arrest warrant for Deshawn Thomas was issued for one count of Disorderly Conduct with a \$75,000 court set bond. This warrant has not yet been served.
 - During the month of December, Officer Andrew Lindberg graduated from the Connecticut Police Academy and has begun his field training program in the Patrol Division. He is currently assigned to his primary FTO, Officer Rich Petoskey, on the evening shift.
- Property Report December 2018

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/forged	3	\$ 2,103
Damaged/Destroyed	23	\$ 10,772
Vehicle Inventory	0	\$ 0
Stolen	195	\$ 95,188

Abandoned	0	\$ 0
Evidence	109	\$ 325
Found	18	\$ 11,006
Lost	6	\$ 485
Seized	17	\$ 3
Recovered	32	\$ 24,291
Impounded	6	\$ 210
Informational	6	\$ 4,800
Total	415	\$ 149,183

- In December, the Community Service Officer (CSO):
 - On December 1st, 2018, the Newington Police Department, in conjunction with the Newington Human Services Department, conducted its annual “Stuff a Cruiser” toy drive. The event, which was held at Walmart, 3164 Berlin Turnpike, Newington, CT, resulted in the collection of over 1,500 toys and other items, as well as nearly \$900 in cash donations and gift cards. These items were subsequently turned over to the Human Services Department, where they were distributed to families in need within the Newington community.
- Police Department Overtime:
 - Comparison

➤ OT November	\$ 105,042	2 pay periods – (1 holiday)
➤ OT December	\$ 109,171	2 pay periods – (1 holiday)
	\$ 4,129	decrease
 - During November, 1 officer was on light duty assisting Support Services, 1 officer vacancy, 1 Certified Officer in training, 1 Police Officer Recruit in FTO, and 3 entry level officers in the Police Academy. These vacancies have an impact on overtime for a total of 7 positions vacant on the schedule in the Patrol Division. The SRO officer is working in the Patrol Division to assist with vacancies in the schedule.
 - Admin overtime \$0.
 - Patrol overtime \$78,594, an increase of \$7,514 (holiday pay \$15,000). Overtime includes the following calls: domestic calls, dui arrest, drug arrest, hospital prisoner detail, larceny, Mid State Accident reconstruction, coverage for tree lighting ceremony, motor vehicle accidents, missing juvenile, medical calls, search warrants, casework, hold overs, and overtime for time off/vacancies/injuries.
 - Detective Division overtime \$2,872, an increase of \$1,194 (holiday pay \$650) Overtime includes drug arrest and investigation, background investigations for new hires, and casework follow ups.
 - Communications overtime \$10,785, an increase of \$771 (holiday pay \$2,400) several time off leaves, and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime \$14,267, an increase of \$753 and includes overtime for training classes consisted of ERT training days, FTO training, Ballistic Shield training, Fall Firearms, recertification training, and Collect.
 - Support Services overtime \$2,653, a decrease of \$6,103 (holiday pay \$650). Overtime includes hospital prisoner detail, Citizens Police Academy, and for filling vacancies.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of December 2018. During this period fire department members responded to 38 alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	October 2018	4 Months Activity
FIRES		
Structure Fire	4	16
Vehicle Fire	1	4
Exterior Fire	2	17
Other Fires	0	2
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	2	3

Extrication	2	6
Other Rescue Calls	1	6
SERVICE CALLS		
Hazardous Condition Calls	8	36
Water Problems	1	6
Other Service Calls	1	15
OTHER		
Good Intent Calls	4	14
False Alarm/False Calls	12	143
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	2
Total	38	271

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

Driver Training	Pre-Trip Inspection	3.0 hours
Cadet Training	Forcible Entry	35.0 hours
Task Force Training	Quarterly Agenda	10.0 hours
Company #2 Training	Rescue	27.0 hours
Officer Training	CCSU Tour	46.0 hours
Driver Training	Cone Course	3.0 hours
Total Training		131.0 hours

FIRE MARSHAL

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

INSPECTIONS	6
INSPECTION FOLLOW-UPS	23
PLAN REVIEWS	4
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	2
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 17 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the Annual Parks & Recreation Departments Night of Lights Ceremony, Carol Sing and Fire Truck Parade in the Town center.
- Attended a special meeting of the Connecticut Emergency Managers Association at the University of New Haven. Training topic: New Haven Green Mass Overdose Incident after action review and lessons learned.
- Attended the monthly Capital Region Fire Marshals Association meeting in Wethersfield.
- Conducted the quarterly Task Force-51 meeting at the Berlin firehouse.
- Attended the Annual Veterans Firefighters Association holiday party at the Sphinx Shrine facility on the Berlin Turnpike.
- Attended the Annual Family Holiday Party's at Companies 1 & 3.
- Attended a fire marshal certification training session in East Hartford: Changes to NFPA-1 and the State Fire Prevention Code.

- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters on Main Street- Executive Session- Personnel.
- Attended the monthly officer training session: Pre-plan tour of the new Willard/Diloretto Hall and Energy Management Center at CCSU in New Britain.
- Attended a meeting with the Town Manager and Finance Director to review the departments 2019-2020 CIP budget requests.
- Met with Chief Clark to review communications issues, funding authorization and the radio tower project.
- Attended the wake for Anita Szahaj's, the wife of Zenon, a Town employee and former volunteer firefighter.
- Attended the monthly staff meeting at Town Hall.
- Attended the Annual Memorial Ceremony For Master Police Officer Peter Lavery at Police Headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Continued with Landfill closure project tasks and contractor progress meetings.
- Attended Department Head and Public Works Team meetings.
- Attended Eversource meeting regarding Central Connecticut Reliability Project upgrades.
- Attended Environmental Quality Commission meeting.

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide.
- Highway operators continued with Landfill material processing.
- Crews completed the Annual Leaf Collection Program.
- Assisted mechanics in the break down/cleaning of leaf collection equipment.
- Continued with Town wide pot hole patching and the removal of damaged curbing.
- Responded to one (1) snow/ice event for the month totaling 0.4 "of snow.
- Two (2) evictions were scheduled for the month 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 contractor with traffic control for storm water system video inspection on Maple Hill and Robbins Avenues.
- Assisted Highway Department with Annual Leaf Collection Program.

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment.
- Assisted Highway crews with Annual Leaf Collection Program.
- Mechanics completed the breakdown of leaf collection equipment/vehicles.
- Continued with up fitting of new Police Department vehicles.
- Continued services on snow fighting equipment for Parks and Highway Departments.
- Responded to one (1) after hours call in for fire apparatus.

Sanitation/Recycling/Landfill

- Scheduled 630 residential bulk items for collection for the month.
- Scheduled 92 condominium bulk items for collection for the month.
- Scheduled 23 condo/residential scrap metal items for collection for the month.
- 3734 tons of cumulative Municipal Solid Waste were collected from July through November.
- 1072 tons of cumulative recyclables were collected from July through November.
- 947 mattresses/box springs were collected from July through November.
- 135 televisions were collected from July through November.
- Issued 21 permanent landfill permits and 3 temporary permits for the month.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting on December 12, 2018:

- Approved Petition #50-18: Special Permit (Sec. 3.4.9: Interior Lot) 179 Meadow Street. Estate of Faye H. Karanian, owner/applicant.
- Approved, with conditions, Petition #51-18: Re-Subdivision at 179 Meadow Street. Estate of Faye H. Karanian, owner/applicant.
- Approved, with conditions, Petition #52-18: Site Plan Approval at 188 Costello Road. 188 Costello Road LLC, owner/applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Dec. 3: Met with Vallabhdham temple re temple grounds expansion.
- Dec. 3: Met with reporter re Dakota Partners TPZ application.
- Dec. 12: Met with applicant re possible can/bottle recycling facility.
- Dec. 27: Met with applicant re church site plan and special permit.

TOD/CTfastrak/Amtrak Corridor Planning:

- Dec. 7: Met with TM re proposed Hartford Line station on Cedar Street.
- Dec. 11: Met with TM re proposed Hartford Line station on Cedar Street.
- Dec. 28: Conference call with planning consultant re TVDD regulations.

Grant-Related Project Activities

- Dec. 3: Staff meeting re Garfield Street bike/pedestrian improvement project.
- Dec. 11: Attended Brownfield Remediation grant training at Goodwin College.
- Dec. 17: Met with homeowner to execute rehab grant documents.
- Dec. 20: Met with DEEP official re possible Open Space grant.
- Dec: Continued administration of Streetscape Phase VI project.
- Dec: Continued administration of Residential Rehab Program.
- Dec: Continued administration of Community Connectivity grant.

Board and Commission Meetings:

- Dec. 13: Attended regular Open Space Committee meeting (no quorum).
- Dec. 11: Attended Town Council meeting re Shady Hill Lane road acceptance.
- Dec. 12: Attended regular monthly TPZ meeting.

Professional Development/Training

- Dec. 6: CCAPA annual awards luncheon

Miscellaneous

- Dec. 10: Attended monthly Planning/Engineering Department meeting.
- Dec. 12: Attended monthly Public Works Team meeting.
- Dec. 12: Began preparing 8-30g moratorium application.
- Dec. 13: Participated in NHS marketing class presentations.
- Dec. 14: Attended SustainableCT workshop at Three Rivers College.
- Dec. 19: Attended Safe Homes Task Force meeting.
- Dec. 20: Brief TM on previous TPZ meetings.
- Dec. 21: Phone conversation with Rep.-elect Turco re open space.
- Dec. 28: Attended monthly department head meeting.
- Dec. 31: Submitted FY 2019-2020 budget for Planning Department.
- Dec: Responded to approximately 34 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Dec: Received and sent approximately 371 emails from citizens, local business, applicants, town staff, state staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 6 excavation permits:
 - Road Excavation:
 - Gas = 6

Meetings: Represented the Town:

- CRCOG transportation committee meeting
- Public Works meeting
- Department head staff meeting
- Department coordination meeting (engineering, planning, building)
- Town Council Meeting(s)
- Conservation Commission meeting(s)
- Planning and Zoning meeting(s)
- Deming Farm Road meeting (s)
- MDC construction meeting – Willard and Cedar water and sewer construction.
- DOT coordination meeting – CDOT District crosswalk improvements.
- Project meetings with developers and engineers/architects.
- Meetings with residents.

Conservation (Inland Wetland) Commission:

- Inland Wetland Applications received:
 - One
- 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 7 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:

- 3333 Berlin Turnpike – GDG Development concept plan
- 3443 Berlin Turnpike – O'Reilly site plan
- 49 Fenn Road – Stuart Calle site plan
- 129 Patricia M. Genova Drive – Hartford Hospital site plan (parking lot only)
- 2719 Berlin Turnpike – BriAry site plan modification
- Packards Way – Site inspection
- 324 Alumni Road – Pizzoferrato - Site plan
- 179 Meadow Street – Karanian - Subdivision site plan
- 188 Costello Road – DiCioccio Brothers - Site plan
- 2172 Berlin turnpike – Webber – Site plan

Public Works: Assessed, investigated and inspected roads, bridges, curb, sidewalks, traffic signals, dams, 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 portions of drainage system.
- 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).
- Assisted Deming Farm HOA and developer.
- Coordinated with MDC/CNG/ Eversource(CL&P) regarding utility 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 Packards Way to Town of Newington.
- Prepared Capital Improvement Plan for 2019-2020 for Town infrastructure (roads, bridges, dams, sidewalks, storm drainage, flood control, parking lots, and retaining walls).
- Prepared Engineering Department budget.
- Prepared plan summarizing encroachments onto Town property.
- Prepare plan summarizing drainage issues throughout Town.
- Coordinated drainage restoration with Eversource – 1) Reservoir Road, 2) Commerce Court
- Coordinated road restoration with Eversource for GHCCRP.

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

- Economic Development Department: National Welding Site – engineering services
- Town Manager: Myra Cohen Way – engineering Services (Right of Way Acceptance)
- Town Manager/Board of Education: Diesel fuel release remediation – engineering services for restoration and wetland permitting
- Board of Education: Bus Garage Subsurface Drainage System – design services
- Facilities Department: New municipal building site plan and drainage (library parking) – construction observation
- Highway Department (LOTICIP 2018 grant application) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – surveying and design services
- Highway Department – Woodbridge Road – surveying and design services
- Planning Department – Garfield Street Community Connectivity Project – design services
- Parks & Recreation Department – Clem Lemire Park – surveying and design services for accessible parking expansion at turf field and skate park
- Parks & Recreation Department – Mill Pond Park – design services for pyrotechnics launch site feasibility
- Parks & Recreation Department – 569 Maple Hill Avenue (rear) – design services for irrigation system

ECONOMIC DEVELOPMENT

- With the election of a new Governor, there is the potential to reopen discussion of building a private parking structure adjacent to the CTfastrak Cedar Street Station at the National Welding site.
- The nominee to be the new Commissioner of the State Department of Transportation has a lifelong transit background, increasing the potential to reopen discussion of building a private parking structure adjacent to the CTfastrak Cedar Street Station at the National Welding site.
- Construction drawings continued to be refined for the Villas at Cedar Mountain Assisted Living / Independent Living project. 100% drawings are expected to be complete in the next few months with a target of submittal to the Building Department in March, 2019.
- The developer for 3333 Berlin Turnpike terminated its contract with Eversource to purchase the property, citing its inability to obtain retail tenant commitments. Rather than allowing the developer more time, Eversource has chosen to remarket the property.
- The Town Manager presented to the Town Council a draft outline of potential Transit Village Development District Overlay Zone regulations that would form the basis for detailed regulations to be presented to the Town Plan and Zoning Commission.
- The owner of the Toys-R-Us building at Newington Fair advised they will be deciding shortly on which tenants they will select to reoccupy the building.
- Renovations at 141 West Hill Road are nearing completion. Pro Health Physicians is expected to open its pediatric practice at that new location in January, 2019.
- The State Department of Consumer Protection awarded a medical marijuana dispensary license to Try-Zen, which expects to open at 2288 Berlin Turnpike within the next couple of months.
- Demolition of the former Carson Richard building at 3443 Berlin Turnpike was completed and site work began for a new O'Reilly Autoparts store.

- Construction of Hartford Healthcare’s 131 car parking expansion neared completion adjacent to John Stewart Drive. Those spaces will allow for some 100 employees to be transferred to Newington, while also providing much needed additional parking for Jefferson House.
- New businesses on the Berlin Turnpike that have opened, or are close to opening, include Nostrom Pharmacy, Turnpike Pizza, Renu Medspa, Artichoke Basile, Original Foot Spa, ENL Nail Bar and Optimo Hand Car Wash.
- Assisted the new Chamber of Commerce Executive Director in establishing goals for the Chamber.
- 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.
- Assisted businesses with preparing their applications to the Town Plan and 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.
- Helped business owners seeking assistance from Town departments.
- Prepared information for the Town Manager.

BUILDING DEPARTMENT

- A Building Application was applied for and is under review for 300 Alumni Road, the ice skating rink, and locker room for the Southington girls Ice Hockey Team. An Electrical Application was applied for and is under review for the lighting and receptacles for the locker room.
- A Electrical Application was applied for the wiring of O’Reilly’s Auto Parts located at 3443 Berlin Turnpike.
- An Electrical Permit was issued for 3240 Berlin Turnpike, Chick-fil-A, to run and terminate up to 60 cat5e cables to support CFA network devices.
- A Building Permit was issued to install a 250 gallon LP tank for a 27kw Generac generator at the building for the transition school at 50 Mill Street Ext. Also, an Electrical Permit was issued to wire the dishwasher, range, water heater, heat tape. Garbage disposal and relocate the lighting circuit.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - NECBOA ICC Training Day – December 13, 2018
 - A. Hanke - Residential Electrical Inspections – December 3, 2018
 - 2015 IEBC and Significant Changes – December 11, 2018
 - K. Kilkenny - Residential Electrical Inspections – December 3, 2018
 - 2015 IEBC and Significant Changes – December 13, 2018
- Building Department activity for the month of December was as follows: The Inspectors completed a total of 138 Inspections. They were: Above Ceiling (3), Boiler (1), Decks (1), Electrical (4), Final (55), Footings (6), Foundation (4), Framing (3), Gas Line (18), Insulation (3), Mechanical (3), Rebar (1), Rough (35), Sheetrock (1).
- The total number of Building/Renovation Permits issued / applied for the month of December was 117 producing a total permit value of **\$691,689.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	19	\$ 163,516.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	37	216,704.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	00.00
FUEL TANK	2	7,512.00
GARAGE / SHED	0	0.00

MECHANICAL	33	199,861.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	17	18,949.00
POOL	0	0.00
ROOFING/SIDING	6	52,876.00
SIGN	2	3,600.00
SOLAR	1	28,671.00
TENT	0	0.00
TOTAL	117	\$691,689.00

The total Building income fees received in the month of December was **\$9,279.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$745.00 Environmental \$120.00 Conservation \$1050.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$45.00 Driveway / Excavation \$400.00 Engineering copies \$62.50. The other total income is \$2,422.50.

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

	<u>2018</u>	<u>2017</u>
Value of Permits issued for December:	\$691,689.00	\$2,516,179.00
Fees for Permits issued for December	\$9,279.00	\$29,544.00
Other income Fees for December	\$2,422.50	\$1,679.50
Building Permits Issued for December:	117	149

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

<u>2018-2019</u>		<u>2017-2018</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$12,184,976.00	\$141,271.00	\$11,802,683.00	\$138,893.00

HUMAN SERVICES

- Fall SCORE Fall SCORE programs finished up this month and the Winter/Spring 2019 brochures have been sent out to the schools and to our parent email distribution. It is also posted on web site.
- The 5th grade Adventure Learning Program met for their final challenge days on 12/3 (outdoor course due to mild weather) & 12/4.
- We have sent out registration inquiries for our “Leadership Education & Advisor Development” (L.E.A.D.) program for high school students that have been summer mentors with us.
- We finished preparing the 4th grade SCORE brochure for Spring 2019.
- Staff and volunteers facilitated Holiday Gift Distribution for 420 households on two different distribution days and one delivery day to about 70 frail households.
- Wellness Wednesday Presentation: Stress Reduction through Mindfulness techniques was well attended and well received.
- Coordinator Meskill continued to provide weekly supervision to student intern: Ashley Muzik. Formal written evaluation was completed and submitted to CCSU.
- Coordinator Meskill attended Discipline and Attendance Review Board meeting that she serves on.
- Coordinator Wassik and Meskill coordinated annual gift collection through the police “Stuff a Cruiser “event and the Fire Stuff a Truck event.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington.
- Coordinator Wassik and SW Gugliotti continued to deal with numerous threats of oil outages and water and utility shut-offs: accessing resources and negotiating arrangements with the various companies.
- Director LaBrecque worked collaboratively with the towns of Wethersfield, Rocky Hill & Berlin on a State Targeted Response grant intended to raise awareness re the opioid epidemic. She also

collaborated with CCHD in the application process of a grant to enhance community resources for family of and those directly struggling with opioid use disorder. The grant was approved and will greatly improve access to treatment options and information re the road to recovery.

- The department received donations in food, gifts, gift cards, monetary donations and volunteer hours from every component of the community including: individual residents, schools, houses of worship, businesses, town employees, civic organizations, republican town committee, and first responders.

December 2018 Statistics

Selected Programs	FY 18-19 Total This Month	FY 17-18 Total Last Month	FY 18-19 Cumulative Total YTD	FY 17-18 Cumulative Total YTD
Youth & Family Counseling Cases Clinical Presentations	8 1/12 attendees	14 1/12 presentations/ attendees	70	81
Youth & Family Service Hours	18	25	185.5	233
JRB Cases JRB Service Hours:	0 0	1 2.5	10 16	3 Not reported last year
Positive Youth Development	121	250	1344	2312
Community Service # of Hours Completed Challenge Course-Adult Challenge Course – Youth (Outside)	2 28 43 0	1 25 12 0	8 63 139 276	10 Not reported last year
Information and Referral	992	1040	4505	4594
Social Casework Cases Under 55 = Under 55 Disabled = Over 55 =	60 15 11 34	48 10 9 29	474 129 93 204	431 100 103 227
Social Casework Service Hours Under 55 = Over 55 Disabled and/or Disabled	73.25 20 53.25	80.25 16.25 64	647 166.25 480.75	783.75 162.75 593
Food Bank Household Visits # bags of groceries distributed Mobile Truck	116 527 140	148 696 131	886 3951 799	809 4176 825
Clothing household visits # bags of clothes given	0 0*	0 0	60 76	126 150
Special Needs	12	10	67	43

*Clothing closet ended

SENIOR AND DISABLED CENTER

- Several holiday events were held at the Center including a holiday dance and social with traditional square and contra dancing, the Senior Club's holiday party on December 10 catered by Middlewoods

of Newington and a holiday celebration during the December 19 congregational lunch, including festive table decorations and carols by the Newington Singing Seniors.

- Craft classes this month included needle felting using wool and special felting needles to sculpt festive holiday decorations and a holiday gift tag and gift card holder workshop.
- Personal trainer Rich DeStefano presented a program on bone density, how it affects health and steps to strengthen bones.
- The twice monthly Tech Help program continues to be popular. Volunteers are on hand to help with all technology related questions and participants are encouraged to bring in their devices.
- The six week Ukulele course wrapped up. Led by local musician Sue Hill, the students performed carols throughout the Center to conclude their program.
- The monthly Veterans Coffee Hour continued. All veterans are invited to attend to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services. Coffee Hour is conducted by Wayne I. Rioux, Veterans Liaison for Hartford Health Care at Home.
- The American History Lecture series, presented by Carnegie Mellon University professor Jared Day, featured is "On the Frontiers of Empire: The French and Indian War, 1756-1763", which examined what Winston Churchill considered the first global war.
- The Aging Mastery Program continued throughout the month with both a day class and evening class. Additionally, the Matter of Balance program wrapped up at the end of the month. These evidence based programs are facilitated by Center staff.
- **36** individuals received MOW in November. Of those 36 recipients:
 - 6 receive meals 7 days per week
 - 17 receive meals 5 days per week
 - 2 receive meals 4 days per week
 - 6 receive meals 3 days per week
 - 5 receive meals 2 days per week
- The Center's Coffee Shop continues to grow. There are currently 10 Coffee Shop volunteers who work full or partial shifts. Some of the top selling items in November were coffee, English muffins, grilled cheese and chicken salad sandwiches.
- 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 2868 by 459 people. Dial-a-Ride provided 99 residents **1055** trips this month, covering 3050 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded **579** hours of unpaid service in 181 instances by 52 volunteers. Approximately half of those hours are served in the coffee and gift shops.

PARKS AND RECREATION

Recreation Division

- The Registration for Winter programs has been ongoing throughout the month. Most Winter programs will begin the first week of January.
- Program information is currently being compiled for the Spring 2019 Program Guide.
- Youth Basketball Coach Orientation for Kindergarten through Grade 8 was held on Saturday, December 8 with over 75 volunteer coaches in attendance.
- Boys' Varsity Basketball coach Eddie Quick ran a clinic on Saturday, December 8 for Kindergarten through Grade 8 volunteer coaches.
- Training was held for Youth Basketball staff on December 15.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program has 51 teams and 415 children in grades 2 through 8 (Kindergarten and Grade 1 program to start on January 5 with approximately 139 children).
- The Grade 9 through 12 Rec Basketball program has 12 teams this year, adding another 100 children playing in our Youth Basketball program.
- The annual "Night of Lights" was held on Saturday, December 1st in the center of Town with approximately 3,000 people in attendance. For the first time ever, Main Street was closed down for the duration of the event. The event combined the Tree Lighting on the Town Green and the Holiday Carol Sing along with clowns, face painters, magicians, a hay-wagon ride, Big Daddy's Racing Track, a video game truck, a professional ice sculpture, a live nativity scene, and a warming fire with an s'mores station. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor

Zartarian, Board Member Don Woods, our Volunteer Fire Departments, the Police Department, and choirs from Newington High School, Martin Kellogg and John Wallace Middle Schools as well as the Newington High School Girls' Basketball team. Also, a special thanks to our sponsors, Church of Christ Congregational, Spring Brook Ice and Fuel Services, Rosenberg Orthodontics, 7-Eleven of Newington, and the Chamber of Commerce.

- The Santa's Workshop and Winter Wonderland event was held on the weekend of November 30th and December 1st. Approximately 1000 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station, some one-on-one time with Santa a 2-story-high inflatable slide, and tons of games. This event was free and enjoyed by all. There were also hay-wagon rides during the day at Mill Pond Park on December 1st. Canned goods were also collected and donated to the Newington Food Bank.
- The Newington Parks & Recreation Department has begun a tradition of annually honoring businesses, volunteers and/or civic groups that help the Department better serve our residents with a "Building a Strong Community Special Recognition Award". Recipients of this award were recognized on December 27th for their contributions. This year's recipients were Dr. Ellen Leonard and Greg Matthaey, Chris Miner and Central Property Services, Tony Palermino and Family, and Carla and Sergio Juvencio Re/Max Precision, Newington. Recipients enjoyed light refreshments prior to the Town Council meeting and then were presented with an award and Proclamation at the Town Council meeting.

Parks and Grounds and Cemeteries

- Wreaths Across America Ceremony was held at the West Meadow Cemetery.
- Four staff members came back from highway after working with them for a little over a month on Town leaf pickup.
- General work started back up at West Meadow Cemetery filing graves, tree pruning and leaf clean up.
- Started hedge removal project in West Meadow Cemetery. Section B first row. This will help keep the cemetery a little more secure because you will be able to see all the way to the back from the front.
- Cleaned up from Night of Lights broke down Santa Clause room and hayride.
- Leaf cleanup was performed in all parks, town owned properties and schools.
- Two staff members spent one day cleaning up the trash around the community gardens.
- Started grinding stumps around town.
- At the West Meadow Cemetery we had 5 single, 1 double depth and 1 ash interment. We had one grave sale.

Tree Warden

- Removed two dead trees and one hazardous tree over garage along ROW from Richard Street to Industrial Park.
- Removed dead maple tree in front of 39 Sequin Street.
- Safety pruned oak tree in front of 63 Sequin Street.
- Removed dead oak tree on Nicholson Street.
- Pruned branches out of wires 55 Nathan Hale Drive.
- Removed dead fallen tree along path from Groveland to Chestnut.
- The department in conjunction with the highway department went out to bid for a 75 foot 2006 GMC bucket truck. The purchasing agent opened the bids the town will be receiving the truck the week of January 14, 2019.

LIBRARY

- The work on the new library parking lot is still not completed and will not be completed until the Spring. The lot was paved but it immediately started cracking and water was coming up through the cracks. The paving was done after a rainy weekend and when it was cold. The paving company now has to come back in early spring when conditions are permissible to redo the paving. It was very disheartening and so discouraging to have had this happen. It is also hard to understand how this could have happened. In addition to the problems with the paving of the lot, the sidewalk from the library to the Garfield Lot was not finished by the end of December. A pole in the middle of the new sidewalk had not been removed to finish pouring the concrete. The light fixtures were also not installed because the light bulbs had not come in. The paving company has been less than impressive and the work they are doing reflects this.

- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley completed the library's proposed budget for 2019-2020 and will submit the budget with a 0% increase as requested on January 2, 2019.
- The Friends are finalizing plans for the *Friends Winterfest*, formerly known as *The Friends Wine & Cheese Social* that will be held on January 18, 2019. There have been some great donations for the teacup and silent auctions. Tickets for this event are currently on sale at the library, \$15 in advance and \$18 at door. Wine, beer and spirits vendors are being lined up for the evening. Bluegrass band *Audrey Mae* will be the musical entertainment, it should be a very fun evening.
- The library will be celebrating its 80th anniversary in 2019. To honor this milestone, the Library Board of Trustees will be offering an 80th Anniversary Celebration Series funded by the George G. Hanel Fine Arts Series and the Lucy Robbins Welles Library Legacy Society. During the year eight cultural events will be held to signify the library' eight decades of service to the Newington Community. All events held at the library are free for the public. The Series will kick-off on February 10 with a concert by *Resonant Winds*, a Woodwind Quintet.
- December was an eventful month for the children's department with 57 programs offered to 1,789 children and their caregivers. School visits from 1st and 2nd graders to the library as well as book talks to the Martin Kellogg Middle School 5th and 6th graders. Several special holiday programs were held including *Winter Craft Night*, a night of cookie decorating, stained glass stars and lollipop snowmen, *Holiday Ornament Art* and a *New Year's Eve Preschool Party* where the ball dropped at 12 noon. Highlights of other programs include *Babies Love Art*, *How Cool is That*, that had children dissecting owl pellets, *Art Sparkle*, an art and story time program where kids learned about Henri Matisse and an all-ages holiday concert featuring the *Joe Grangrasso Band*. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- For teens 5 programs were offered to 226 teens during the month. Programs included a holiday version of *Teen Makerspace*, where teens made picture frames, ornaments, buttons and puzzles, a *Teen Game Night* and book talks to older students at Martin Kellogg Middle School.
- This past month adults were offered 13 programs to 293 adults. Creative adults repurposed old books into blank literary journals as part of the *ReDefined READS* program and made bracelets during the *Make Your Own Holiday Bling* program. Licensed chocolatier Kim Larking offered tips pairing foods and setting your holiday table in her Holiday Harvest program. Highlights of other programs included *Movies and More* that featured the film *Finding Your Feet*, a lunch time book discussion of the book *Our Souls at Night* by Kent Haruf and a holiday Special Friends program with the Newington and Wethersfield Transition Academies that offered lunch and the opportunity to decorate gift bags and ornaments. Outreach to Cedar Mountain Commons and Middlewoods completed the month.
- Total circulation of library materials was 23,451. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,096 times from the library website. 13,581 people visited the library during the month. There were 7,108 visits to the library's homepage. Popular online services included *Ancestry.com*, *Morningstar*, *Universal Class*, *Lynda.com*, and *PebbleGo Science*, *Biography* and *Social Studies* databases. Museum passes were used 101 times this month, the most popular being *Wadsworth Atheneum*, *New Britain Museum of American Art* and *Children's Museum/Roaring Brook Nature Center*. The reference staff answered 4,323 reference questions during the month. Free library meeting space including study rooms was used 296 times during the month.
- In technology news, a hands-on class *Publisher Essentials* was held in December as well as one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens*. Upcoming technology program will be *Save It to the Cloud* on January 10.
- In personnel news, Digital Services Librarian Jennifer Hebert attended Library Connection's UX Committee meeting that focuses on the public library catalog and user experience and Library Director Lisa Masten attended Library Connection's Personnel Committee meeting as part of her role on LCI's Board of Directors.
- In facilities news, the construction project of the new library parking lot continued. As stated earlier the project will not be completed until the spring of 2019. The KeeClean cleaning service continued to do a poor job with all aspects of cleaning in December. The cleaning contract went out to bid in December and a new cleaning service will begin in January. The half wall between the seating area under the atrium and the new book area on the first floor was removed and new mobile shelving was added to the space. The new shelving will allow the library to open even more space for larger events. The children's department also got some new mobile shelving in the picture book area on the 2nd floor. The existing cubed blocks that housed the picture books was repurposed and the new shelves as well and the revamped space looks great. This mobile shelving will held to open some space upstairs for larger events as well. The study rooms were extremely cold. Facilities was working on fixing the problem.

- Topics of note that were researched this month included:
 - Why does the moon change shape?
 - How to get rid of bad dreams.
 - Best routers and modems.
 - Yoga for osteoporosis
 - Property tax assessments in Newington.