



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: February 22, 2019
Re: Monthly Report – January 2019

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 Parks Mechanic II position.

Overtime

Paid overtime during the month of January 2019 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	11.7	\$ 635.07
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 861.12
ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	1.0	\$ 46.02
SNOW	769.2	\$ 44,627.68
TOTALS	798.0	\$ 46,169.89
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Snow and Ice	292.50	\$ 16,399.65
Cemetery	31.00	\$ 1,394.07
TOTALS	323.50	\$ 17,793.72

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	\$ 1,309.11	\$ 7,459.00	\$ 1,434.40
Patrol	619,839.00	607,619.71	619,212.00	431,024.43
Investigation	81,972.00	26,833.95	83,451.00	49,391.48
Communication	173,143.00	91,060.73	170,443.00	101,304.38
Education/Training	130,461.00	79,644.58	130,461.00	63,870.83
Support Services	36,306.00	28,128.86	37,113.00	3,307.11
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	\$ 834,596.94	\$ 1,049,581.00	\$ 650,332.63
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 10,245.30	\$ 26,494.00	\$ 13,588.89
Snow and Ice Control	161,264.00	53,947.21	157,488.00	64,446.19
Traffic	3,958.00	2,233.50	3,861.00	2,143.88
Vehicles and Equipment	32,016.00	12,858.28	31,234.00	17,552.82
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	\$ 103,086.88	\$ 251,389.00	\$ 127,809.56
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 54,744.74	\$ 82,866.00	\$ 59,108.05
Cemeteries	<u>16,045.00</u>	<u>5,992.56</u>	<u>15,653.00</u>	<u>5,114.30</u>
Total	\$ 100,508.00	\$ 60,737.30	\$ 98,519.00	\$ 64,222.35

PERSONNEL

- Interviews took place on January 24, 2019 for the vacant Parks Mechanic II position in the Town Managers Office. The position was offered to Thomas Lapierre. He began his new position on January 28th.
- Interviews took place on January 22, 2019 for the Part Time Parts Coordinator/Mechanic Assistant. The position was offered to Gregory Hendrickson. He began his new position on January 31st.
- The vacant position for the Equipment Mechanic II in the Highway Department was offered to Erik Klein, he began his new position on January 28th.
- The vacant position as a Certified Police Officer was offered to Giovanni Zaino. He began his new position on January 14th.
- A job posting for the vacant Part Time Police Records Clerk was posted on January 2nd with a closing date of January 15th, 2019.
- A job posting for the vacant Groundskeeper I position was posted on January 30th with a closing date of February 5th, 2019.

RISK MANAGEMENT

2018-19 Blue Cross/Blue Shield Plan Year

The sixth 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 December 2018 were \$667,451. 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	1,637,250	4,163,550	5,800,800
Actual Claims	847,067	2,496,483	3,343,550

FACILITIES MANAGEMENT

The Facilities Director attended the Public Works Team meeting during the month of January 2019. 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 & Attended CIP & Budget meetings. Attended Scope Reviews for the new Town Hall/Community Center Bldg. Project. Attended the bid opening for a new cleaning services contract.

Work Order Completions

The Facilities Maintenance Department has completed 21 formal work orders during the month of January 2019 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 BOE roof top HVAC units for preparation of the demolition of the Transition Academy wing. New cleaning contract was awarded to Uncle Sam's Cleaning Services.

Library

Meetings with the project foreman from B & W Paving & Landscaping with the Library staff on the new parking lot. Paving will have to be re-done in the spring as well as the landscaping. Trees were planted and will also be finished 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 still in progress with the outside contractor & town's electrician.

Senior & Disabled Center

New carpet was installed in both hallways, multi-purpose room & social lounge. A new wall mounted HVAC unit was ordered for the Directors office to replace the defected unit.

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 78 formal work orders.
- Completing the Town's migration to 2nd generation hyper-converged infrastructure (HCI) hardware.
- Completing the installation and configuration of all third-party software related to the Town's HCI hardware migration.
- Decommissioning all 1st generation HCI hardware and related services.
- Upgrading numerous Town and department line of business (LOB) applications and/or systems to the latest supported software versions.
- Continuing efforts with Tax Map Annotation (42% complete) and Parcel Updates (34% complete).
- Updating Town Street Map for Police Department and Recycling Map for Town Highway Department.
- Creating a map of Mill Pond for Parks and Recreation, verifying a map for Library and creating a Train Location area map.
- Assisting Town Engineering with compiling data for MS4 reporting.
- Assisting Assessor's Office and their LOB vendor with year-end closing processes.
- Deployment of (3) new program kiosks at the Senior and Disabled Center.
- Updating the Police Department's mobile data terminal (MDT) units to the latest records management system release.
- Working with the Town's telephone service provider and on-premise phone system support vendor to identify and correct an issue impacting faxing services. Root cause analysis determined that the Town's telephone service provider needed to correct settings on their equipment to resolve the issue.
- Making network switching and firewall changes as required to accommodate the Highway Department's Fuel Management system.

- Removing various settings from the Town's network infrastructure that were no longer needed after the Central Connecticut Health District moved their staff to a new location in Rocky Hill, CT.
- Assisting Town Manager's Office, Town Clerk's Office and their vendor with resolving an issue they were experiencing with Google Maps sharing and collaboration.
- Upgrading the Town's core firewall systems to the latest supported firmware version.
- Upgrading one of the Town's virtual private network (VPN) systems to the latest supported release.
- Working with the Police Department's software vendor to improve hardware communication between their system and camera equipment used during booking room operations.
- Beginning the review process of current Information Technology policies and procedures in preparation of submitting updates and revisions to the Office of Town Manager to reflect needed changes.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on January 10th, 17th, 24th and 31st.
- Department budget hearings were conducted throughout the month as part of the 2019-20 budget process.
- Continued work on putting together the Town Manager's recommended budget.
- Several year-end 2018 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- Janet Murphy, Director of Finance started preparing the offering statement for the bonding that we will be going out for at the start of March.

The Town did receive the second payment of the ECS Grant in the amount of \$3,273,610 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)
1/31/2019

	Interest Earnings		\$ Invested
	Budget FY2018-19	Actual Year to Date	
General Fund	\$130,000	\$409,274	\$40,403,132
Special Revenue Funds	8,700	43,856	3,169,752
97Capital Projects Funds	1,500	13,140	1,066,248
Internal Service Fund	13,000	24,511	2,222,293
Trust and Agency Funds	6,392	12,619	1,102,973
TOTAL, ESTIMATED BY FUND			\$47,964,398

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
1/31/2019

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	31,727	30,600	\$18,533,610
Bank North	1.87	1.87	871	862	550,063
People's Bank (closed)	0.90	0.90	0	0	0
TD Bank (new)	1.87	1.87	23,339	20,487	13,081,733
Farmington Bank	2.00	1.75	15,372	18,817	12,694,801

Webster Bank	1.50	1.50	5,144	4,678	3,104,191
Total Outstanding Investments					\$47,964,398

Rates reflect avg. monthly yield, annualized

Assessor

The month of January 2019 was spent by all staff members finalizing the October 1, 2018 Grand List which was formally signed in front of the Town Clerk on Thursday, January 31, 2019. The final totals for the Grand List are shown below:

**Town of Newington
2018 Net Taxable Grand List
January 31, 2019**

<u>Category</u>	<u>2017 Grand List</u>	<u>2018 Grand List</u>	<u>Dollar Change</u>	<u>% Change</u>
Real Estate	2,253,662,350	2,253,289,510	-372,840	-0.02%
Personal Property	145,795,972	154,804,410	9,008,438	6.18%
Motor Vehicles	<u>224,949,705</u>	<u>232,481,010</u>	<u>7,531,305</u>	<u>3.35%</u>
Total	\$2,624,408,027	\$2,640,574,930	16,166,903	0.62%
Tax Exempt	397,034,020	396,956,650	-\$77,370	-0.02%

PERSONAL PROPERTY EXEMPTIONS

<u>2017 Grand List</u>	<u>2018 Grand List</u>	<u>Dollar Change</u>	<u>% Change</u>
240,896,722	254,171,830	13,275,108	5.51%
81,609,630	87,455,520	5,845,890	7.16%
4,237,090	3,897,520	-339,570	-8.01%
<u>9,254,030</u>	<u>8,014,380</u>	<u>-1,239,650</u>	<u>-13.40%</u>
\$145,795,972	\$154,804,410	\$9,008,438	6.18%

COMMENTARY ON THE OCTOBER 1, 2018 GRAND LIST

The October 1, 2018 Net Grand List for the Town of Newington totals \$2,640,574,930 which is an increase of \$16,166,903 or 0.62% from the 2017 Grand List total. At the present mill rate of 38.50, this increase would generate an additional **\$622,425** in new tax revenue.

This increase is primarily attributable to a significant increase in the business Personal Property section of the Grand List which increased \$9,008,438.

These totals are subject to further adjustments by the Board of Assessment Appeals, and any future court cases.

The **Real Estate** section of the 2018 Grand List totals \$2,253,289,510 which is a decrease of \$372,840 or .02% less than the 2017 Grand List. This decrease was attributable to the demolition of several buildings in town including the former Eversource complex at 3333 Berlin Turnpike, the former Ruby Tuesday restaurant at 3240 Berlin Turnpike and a large group of vacant buildings located at the Tilcon quarry on Hartford Ave. Additionally, adjustments to the assessments of several commercial buildings that have experienced lengthy total vacancies contributed to the decrease in the total value of real estate in town. Although there was a small offset due to the completion of 18 residential homes, the absence of any new significant commercial development has continued to affect the overall growth of the real estate portion of the Grand List in Newington.

The **Personal Property** section of the 2018 Grand List totals \$154,804,410 which is an increase of \$9,008,438 or 6.18% over the 2017 Grand List. The gross increase was actually \$13,275,108 or 5.51% however this was reduced by an increase of \$4,266,670 or 4.49% in the non-reimbursable State

manufacturing machinery and equipment exemption. Major investment in personal property by Eversource, Stop & Shop Supermarkets, Data Mail, Data Graphics, and Sam's Club as well as the continuation of future benefits realized as a result of our highly successful audit program were the major sources of the increase in the Personal Property section of the Grand List.

The **Motor Vehicle** section of the 2018 Grand List totals \$232,481,010 which is an increase of \$7,531,305 or 3.35% over the 2017 Grand List. Although the total number of motor vehicles being assessed was slightly less than last year (-367), the average assessment of the vehicles on the list this year increased from \$7,715 to \$8,075.

The **Tax Exempt** portion of the 2018 Grand List totals \$396,956,650 which represents 14.94% of the total real estate assessment values in Town.

Revenue Collector

- Collections for January on the 2017 Grand List amounted to \$32,316,302.49, and back tax collections were \$49,179.90. Included in the back tax amount was \$2,676.45 which was collected for suspended accounts.
- This year's total collections through January was 95.2% which was a little higher than last year's collections of 94.7%.
- January is an extremely busy month with the second installment payments coming in for the Personal Property and Real Estate taxes as well as for the Supplemental Motor Vehicles for cars registered after October 1, 2017.
- The Newington website, newspapers and social media were used at the beginning and end of the month to remind taxpayers' taxes were due.

TOWN CLERK

- There were 53 property transfers during January for a total of \$5,616,940 in sales. State conveyance tax collected was \$46,302.05; Town conveyance tax collected was \$13,837.35. There were three (3) home sales over \$300K; two (2) Commercial sales at: 152 Rockwell Drive, Units A1 & A2 from Stirling Lloyd Pension Scheme to Point Investments LLC for \$355,000; and, 60 Holmes Road from Moe Coelho LLC to Metro Homes Real Estate LLC for \$600,000.
- There were 370 documents filed on the land records during January including: 68 mortgages, 41 liens, 112 releases, 12 probate documents and 31 assignments. Ninety-five of these documents were electronically submitted for a total of \$10,696 in revenue.
- Staff certified and issued 149 copies of vital records. Seventeen burial and nine cremation permits were issued.
- Five Trade Name certificates and thirteen Notary Public commissions were catalogued.
- Meeting was held on January 24, 2019 to review the upcoming FY2019-2020 proposed budget of the Town Clerk's office with the Town Manager and Finance Director.
- The Town Clerk attended a User's Meeting with COTT at the West Hartford Town Hall on January 28, 2019, to discuss and receive updates on the Land Records System upgrades and Online Portal changes.
- During January the Town Clerk's staff issued 5 Land Fill permits for the Highway Department.

DATA SUMMARY January 2018				
	<u>January-18</u>	<u>January-19</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	304	370	2,744	2,716
Dog Licenses Sold	24	69	489	614
Game Licenses Sold	19	35	489	108
Vital Statistics				
Marriages	8	4	141	103
Death Certificates	28	17	210	118
Birth Certificates	22	23	150	144
Total General Fund Revenue	\$ 24,307.75	\$ 27,984.85	\$ 329,035.96	\$ 291,360.11

Town Document Preservation	\$ 995.00	\$ 1,104.00	\$ 7,704.00	\$ 8,888.00
State Document Preservation	\$ 1,960.00	\$ 2,168.00	\$ 7,068.00	\$ 15,584.00
State Treasurer (\$36 fee)	\$ 8,820.00	\$ 9,504.00	\$ 75,168.00	\$ 69,660.00
State Treasurer (\$127 fee)	\$ 4,826.00	\$ 4,699.00	\$ 35,179.00	\$ 24,892.00
State Treasurer (\$110 fee)	\$ 2,860.00	\$ 2,860.00	\$ 33,440.00	\$ 27,830.00
LoCIP	\$ 735.00	\$ 792.00	\$ 6,264.00	\$ 5,805.00
State Game Licenses	\$ 587.00	\$ 606.00	\$ 1,894.00	\$ 2,230.00
State Dog Licenses	\$ 191.00	\$ 715.00	\$ 3,624.50	\$ 4,677.50
Dog Licenses Surcharge	\$ 52.00	\$ 174.00	\$ 1,136.00	\$ 1,482.00
Marriage Surcharge	\$ 38.00	\$ 102.00	\$ 931.00	\$ 1,598.00
Grand Total	\$ 45,371.75	\$ 50,708.85	\$ 501,443.96	\$ 453,517.61

POLICE DEPARTMENT

Patrol Calls for January are as follows:

Abandoned MV	2	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	51
Alarm Commercial Burg Alarm	56	Fire Structure Fire	6	MV Complaint	34
Alarm Hold Up Alarm	6	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	38	Fire Training	0	MVA Evading	16
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	5	MVA Fatal	0
Animal Complaint	13	Fire Vehicle Fire	1	MVA Injury	10
Arson/Fire Invest	0	Fire Water Problem	8	MVA Property Only	90
Assault	2	Fireworks	0	Neighbor	9
Assault in Progress	0	Follow Up	30	Noise	10
Assist Motorist	15	Found Property	3	Non Collect Person	0
Assist Notification	0	Gun	2	Notification	0
Assist Other Agency	23	Harassment	2	Open Door/Window	5
Bad Check Insufficient Funds	1	Hazard	41	Parking Violation	37
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	32
Bomb Threat	0	Hold Up Alarm	3	Personal Relief	0
Breach of Peace/Disorderly	9	Homicide	2	Pistol Permit	16
Burglar Alarm	0	HOPE PROJECT	1	Prisoner Care	2
Burglary	3	Illegal Dumping	2	Private Duty	0
Car Seat	0	Indecent Exposure	0	Property Found	6
Check Welfare	46	Intoxicated	2	Property Lost	0
Check Welfare 911	40	Juvenile Complaint	6	Prostitution	0
Check Welfare Other	3	K9 Assist	1	Recovered Stolen MV	2
Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	4	Residential Lockout	0
Court Detail	8	Larceny	31	Robbery	0
Criminal Mischief	8	Larceny from MV	6	Roll Call	1
CSO	0	Lift Assist Only	6	Serve Subpoena	0
Customer Dispute	12	Liquor	0	Serve Warrant	29
Dog Complaint	15	Local Traffic Authority	0	Sexual Assault	1
Domestic	20	Location Check	25	Shots fired	0
Door Check	0	Location General	1	Specific Detail	95
Drug	5	Lockout Building	3	State Pistol Permit	0
DUI	3	Lockout MV	4	Stolen MV	5
EDP	12	Lost Property	5	Sudden Death	4

Escort / Transport	4	LTA	0	Suicide	0
Escort Funeral	12	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	18	Suspicious Unoccupied MV	19
Escort Retrieval	1	Medical Cardiac	19	Suspicious Report	88
Escort Tax	0	Medical Complaint	189	TEST	0
Fingerprint	8	Medical Diabetic	1	Threatening	6
Fire Alarm	21	Medical Fall	38	Tobacco	1
Fire CO Detector no symptoms	3	Medical Mutual	1	Tow	6
Fire CO Detector with sympt	1	Medical Other	3	Town Ordinance Violation	1
Fire Extrication	0	Medical Respiratory	18	Traffic Stop	227
Fire Hazmat	0	Medical Stand by	4	Trespass	8
Fire Mutual Aid Request	0	Medical Trauma	1	Unknown	6
Fire Other	7	Medical Unresponsive	11	Water problem	0
Fire Rescue	0	Missing	4	Total	1,716

- In January, the Detective Division:
 - 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 66 investigations, 66 remain ongoing.
 - Served 26 arrest warrants, 26 by Patrol Officers.
- In January, the Animal Control Officers had the following activity:
 - 32 Calls – 15 Dog, 16 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
 - 4 Impounds – 4 redeemed, 0 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over, 0 DOA
 - 0 Infraction written
 - 73 Incoming Phone Calls
 - 3 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 21 Written Warnings

Breakdown of Calls

510 –

- 0 Combined Dog/Animal/Specific Detail/Check Welfare
- 1 Delinquent Letters/Written Warnings/ No License/Barking/Littering
- 0 Infractions
- 0 Dog bite- 0 dog vs human, 0 dog vs dog
- 0 Dog/Cat Adoption

511 -

- 13 Combined Dog/Animal/Specific Detail
- 120 Delinquent letters/Written Warning/No License/Barking/Littering
- 0 Infractions
- 0 dog bite- 0 dog vs human, 0 dog vs dog
- 0 Dog/Cat Adoption

Other –

- 19 police assisted Animal/Dog Complaints.

- Notable Cases/Events:
 - 511 attended COLLECT Training 1/17/198 and is now COLLECT certified
- In January, the Patrol Division had the following activity:
 - On January 10th, Officer Alan Tancreti was recognized as our Officer of the Month for an outstanding investigation that he conducted in November and December of 2018.
 - On January 14th, Officer Giovanni Zaino was sworn in as a Newington Police Officer. Zaino is a Connecticut Certified Police Officer and was currently employed by the West Haven Police

Department. Officer Zaino has begun his field training program in the Patrol Division. He is currently assigned Field Training Officer Tim Rinaldo on the evening shift.

- From January 14th – January 18th, Officers Scott Amalfi and Alan Tancreti attended a specialized training course on the topic of impaired driving detection and enforcement. The course was held at the Waterford Police Department.
- On January 31st, the Newington Police Department began our participation in “Operation Hope”. This is a program set up by the Hospital of Central Connecticut to provide immediate services to individuals suffering from opiate addiction. Patrol Officers often encounter individuals suffering from addiction. The Hope Program provides officers with an option to bring these individuals directly to the hospital for immediate and/or long term treatment as long as the individual is willing to participate. The program can be used in lieu of or in conjunction with an arrest. The program allows for drugs and paraphernalia to be turned over to the police without the consequence of being arrested. The Hospital of Central Connecticut and Mid-State Medical Center are the two healthcare facilities participating in the program. The New Britain Superior Court is also a proponent of the Hope Program and is supporting our participation. The Newington Police Department is currently training all officers on the use of the Hope Program.
- Property Report January 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/forged	3	\$ 0
Damaged/Destroyed	14	\$ 2,800
Vehicle Inventory	0	\$ 0
Stolen	89	\$ 151,595
Abandoned	0	\$ 0
Evidence	57	\$ 1
Found	4	\$ 0
Lost	4	\$ 376
Seized	11	\$ 0
Recovered	17	\$ 58,748
Impounded	0	\$ 0
Informational	16	\$ 0
Total	215	\$ 213,520

- In January, the Community Service Officer (CSO):
 - Another session of the RAD (Rape, Aggression, and Defense) program began in late January. Several Newington women participated in the program.
 - Car seat installations/inspections were performed.
 - The CSO maintains the Police Department’s Social Media Websites.
- Police Department Overtime:
 - Comparison

➤ OT December	\$ 109,171	2 pay periods – (1 holiday)
➤ OT January	\$ 169,264	3 pay periods – (3 holidays)
	\$ 60,093	increase
 - During November, 1 officer was on light duty assisting Support Services, 1 officer vacancy, 2 Certified Officers 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 8 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 \$598, an increase of \$598 (holiday pay).
 - Patrol overtime \$116,183, an increase of \$37,589 (holiday pay \$42,000). Overtime includes the following calls, domestic calls, larceny, suspicious person, shoplifting, hospital prisoner detail, deceased body investigations, burglaries, stolen motor vehicle, trespassing, assault, ERT call out, K-9 search, motor vehicle accidents, medical calls, search warrants, casework, hold overs, and overtime for time off/vacancies/injuries.

- Detective Division overtime \$5,602, an increase of \$2,730 (holiday pay \$4,457) Overtime includes background investigations for new hires, crime scene processing, ERT call out, warrant/report and casework follow ups.
- Communications overtime \$21,839, an increase of \$11,054 (holiday pay \$7,200) several time off leaves and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Education overtime \$21,891, an increase of \$7,624 and includes overtime for training classes consisted of ERT training days, FTO training, Collect training, and citizen RAD training.
- Support Services overtime \$3,151, an increase of \$498 (holiday pay \$1,800). Overtime includes Hospital prisoner detail, Citizen RAD training and for filling vacancies.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of January 2019 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:

	January 2019	7 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 January:**

Department Training	Defensive Driving	140.0 hours
Target Safety Training	Haz Whooper Series	254.0 hours
Cadet Training	Hose/appliances	20.0 hours
Cadet Training	Search/Rescue	22.0 hours
Officer Training	Chain Saw Safety	47.0 hours
Multi Company	2&3 Basic Rope Rescue	77.0 hours
Multi Company	1&4 Basic Rope Rescue	62.0 hours
Multi Company	Day Session Basic Rope Rescue	25.0 hours
Co-2 Training	Water Supply	4.0 hours
Co-2 Training	Confined Space	9.0 hours
Co-4 Training	Communication	17.5 hours
Driver Training	Cone Course	4.5 hours
Total Training		682.0 hours

FIRE MARSHAL

- The Fire Marshal’s Office completed the following activities during the month of January, 2019.

INSPECTIONS	18
INSPECTION FOLLOW-UPS	27
PLAN REVIEWS	5
JOB SITE INSPECTIONS	8
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	8
COMPLAINTS	4
TANK REMOVALS	0
SAFE HOME INSPECTIONS	2
SAFE HOME FOLLOW-UPS	1
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 20 Fire Incidents Responses during the month.

Fire Marshal’s/Chief’s Activities:

- Attended the quarterly department training session in the auditorium at the Town Hall. Topic: CIRMA- Defensive Driving.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Rocky Hill.
- Met with Police Officers and representatives from Temple Sinai on West Hartford Road to review safety and security concerns.
- Attended the monthly meeting of the Board of Fire Commissioners at Station #2 on Richard Street.
- Attended the wake for Newington Emergency Medical Services Assistant Chief John Szczerkowski at Newington Memorial.
- Attended the wake and funeral for Retired Co. #4 Fire Lieutenant Harry Clark at Newington Memorial.
- Attended a Special Meeting of the Board of Fire Commissioners to review personnel matters.
- Attended the quarterly Capital Region Emergency Planning Council meeting in Hartford.
- Conducted the quarterly Local Emergency Planning Committee meeting at the Town Hall.
- Attended a CIP Committee meeting at the Town Hall, along with the command staff to review the Fire Departments prioritized equipment and building project requests.
- Met with school security staff to review the annual updates to the BOE School Emergency Plans.
- Attended a St. Patrick’s Day Parade fundraiser honoring Wethersfield Fire Chief Rich Bailey as Wethersfield’s “Irishman of the Year”.
- Conducted a meeting with the Chief Officers to review and revise their areas of responsibilities, establish goals and objectives for each division and to identify promotional opportunities.
- Attended the monthly staff meeting at the Town Hall.
- Attended the bi-monthly Employee Health and Safety Committee at Town Hall.
- Attended a meeting with public safety staff to review upgrades to the high school communications tower.
- Attended a meeting with Town staff to review Verizon’s Wireless Priority Service program for public safety agencies.
- Attended a meeting with the Town Manager, Finance Director, Fire Commission and Command Staff to review the department’s budget requests for 2019-2020.
- Attended the monthly company drill at fire headquarters. Topic: Ropes & Pulleys.
- Conducted the monthly command staff meeting at fire 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 CIP Committee meeting
- Met with Town Manager and Finance Department for departmental budget review

- Met with ASFCME leadership to discuss various issues
- Participated in conference call with Materials Innovation and Recycling Authority (MIRA) regarding solid waste plant breakdown
- Filled vacancy (part time) Parts Coordinator position in the Central Repair Garage
- Met with CNG to discuss various issues and concerns
- Began equipment training for Highway Operators

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Completed annual Christmas Tree curbside collection
- Assisted Facility Department with excavation and trenching for new light poles at the Library
- Highway employees completed annual Target Solutions on-line safety training
- Continued with Town wide pot hole patching and the removal of damaged curbing
- Responded to three (3) snow/ice events for the month totaling 7.3 " of snow

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Police Department with relocating speed detection devices
- Assisted Highway Department with snow plowing

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Assisted Highway crews with snow plowing
- Completed setup for new bucket truck
- Continued with up fitting of new Police Department vehicles
- Continued services on snow fighting equipment for Parks and Highway Departments

Sanitation/Recycling/Landfill

- Scheduled 749 residential bulk items for collection for the month
- Scheduled 87 condominium bulk items for collection for the month
- Scheduled 11 condo/residential scrap metal items for collection for the month
- 4357 tons of cumulative Municipal Solid Waste were collected from July through December
- 1287 tons of cumulative recyclables were collected from July through December
- 947 mattresses/box springs were collected from July through December
- 170 televisions were collected from July through December
- Issued 13 permanent landfill permits and 3 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular Meeting of Wednesday, January 9, 2019:

- Approved Petition #53-18: Special Permit (Sec. 6.13: Accessory Apartment) at 99 Cedarwood Lane. Callahan Qualified Personal Residence Trust, owner.

Regular Meeting of Wednesday, January 23, 2019:

- Approved Petition #01-19: Special Permit (Sec. 3.2.1: Churches and Places of Worship) at 2172 Berlin Turnpike. Lifeway Church, applicant.
- Approved, with conditions, Petition #02-19: Site Plan Modification at 2172 Berlin Turnpike. Lifeway Church, applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Jan. 3: Met with Keeney Manufacturing re future plans.
- Jan. 4: Met with pastor of Lifeway Church.
- Jan. 11: Met with engineer for 94 Holmes Road site plan amendment.
- Jan. 15: Met with engineer for Foster Street industrial building.
- Jan. 23: Met with engineer for 135 Fenn Road property.

TOD/CTfastrak/Amtrak Corridor Planning:

- Jan. 8: Attended CRCOG Corridor Advisory Committee meeting.
- Jan 15: Phone meeting with planning consultant re TVDD regulations.

Grant-Related Project Activities

- Jan. 3: Phone conversation with DOH re Constance Leigh grant.
- Jan. 22: Attend DOH training on Small Cities grant funding.
- Jan. 30: Received loan documents for 30 Greenlawn residential rehab.
- Jan: Continued administration of Streetscape Phase VI project.
- Jan: Continued administration of Residential Rehab Program.
- Jan: Continued administration of Community Connectivity grant.

Board and Commission Meetings:

- Jan. 9: Attended regular monthly TPZ meeting.
- Jan. 23: Attended regular monthly TPZ meeting.

Professional Development/Training

- Jan. 17: Attended CERC presentation on economic development.
- Jan. 24: Bi-monthly luncheon with other CCHD town planners.
- Jan. 31: Phone meeting of CCAPA Program Committee.

Miscellaneous

- Jan. 14: Attended monthly Planning/Engineering Department meeting.
- Jan. 9: Attended monthly Public Works Team meeting.
- Jan. 23: Attended monthly department head meeting.
- Jan: Continued working on 8-30g moratorium application.
- Jan: Responded to approximately 21 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Jan: Received and sent approximately 431 emails from town staff, applicants, citizens, local business, and local elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 5 excavation permits:
 - Road Excavation:
 - Gas = 2
 - Electric conduit= 3

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(s)
- DOT coordination meeting (s)
- Project meetings with developers and engineers/architects
- Meetings with residence

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 9 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
- 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 – Gary Webber – Site plan
- Faith Road – BGI – Conceptual site plan review meeting

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 (171-417)
- Coordinated with CDOT regarding transfer of Myra Cohen Way 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
- Updated CDOT and FHA local road network database (annual)
- Prepared TON traffic signal database
- Updated TON fire run map for CDOT
- Coordinated address 2184 Berlin Turnpike - Bianca Real Estate LLC
- Coordinated utility patching with CNG

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 (correct out-of-specification construction)
- 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 – 569 Maple Hill Avenue (rear) – design services for irrigation system
- Parks & Recreation Department – Balducci Way – Accessible parking plan

ECONOMIC DEVELOPMENT

- Enlisted the aid of the Connecticut Department of Transportation’s CT Transit Administrator to spearhead the response of DOT departments in formulating an Operations and Maintenance Agreement associated with transferring ownership of Myra Cohen Way from the State to the Town.
- Initiated discussion with the CT Transit Administrator about DOT reconsidering leasing spaces in a privately owned parking structure to be built at the National Welding site for the benefit of CTfastrak users.
- Assisted with hiring a code consultant to prepare draft Transit Village Design District Overlay Zone regulations for the area closest to the potential Hartford Line train station on Cedar Street.
- Arranged for the Connecticut Economic Resource Center to present a Municipal Economic Development Workshop on March 30, 2019 for members of the Town Council, Economic Development Commission, Town Plan and Zoning Commission, Chamber of Commerce leadership and select Town staff.
- Assisted the Town Engineer in negotiations with Eversource regarding permitting for the Greater Hartford Reliability project.
- Assisted the Town Planner in preparing documentation in support of a Connecticut General Assembly House bill to provide \$100,000 in funding for train station area planning.
- 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 a business 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 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 and Mayor.

BUILDING DEPARTMENT

- A Building Permit was issued for Verizon to replace 6 remote radio heads (non antenna) to their existing antenna equipment on the tower at 123 Costello Road.
- A Building Permit was issued to add a temporary overhang for the protection of the handicap ramp at the new Transition School on 40 Mill Street Extension. Also an Electrical Application was applied for and is under review for a security system and alarms at the school.
- An Electrical Permit was issued to wire and install low voltage cable and equipment for fire, cameras and security systems at the Chick-fil-A.
- An Electrical Permit was issued to install a new 100a service on a pole and 26 dedicated plugs at 120 Garfield Street.

- A Plumbing Application was applied for and is under review for the Polish American Club, located at 140 Wilson Avenue to install an ansul fire suppression system in the downstairs kitchen.
- A Building Application is under review for a proposed 7500 sq. ft. building to be locate at 188 Costello Road.
- The Building Permit was issued for the construction of O'Reilly Auto Parts at 3443 Berlin Turnpike.
- A permit was submitted and under review for the new Town Hall.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Tall Wood Buildings for Local Code Officials – January 7, 2019
 - Means of Egress, with Mixed Occupancies and Signage – January 16, 2019
- There were 2 Certificates of Occupancy issued in January. One for a single family residence located at 54 Shady Hill Lane. The other was for Re-Nu 180 Botox located at 262 Brockett Street.
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 126 Inspections. They were: Above Ceiling (4), Boiler (1), CO (3), Decks (1), Electrical (2), Final (55), Footings (3), Foundation (1), Framing (2), Gas Line (21), Insulation (5), Mechanical (1), Plumbing (1), Rough (26).
- The total number of Building/Renovation Permits issued / applied for the month of January was 117 producing a total permit value of **\$23,996,900.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	16	\$ 353,224.00
DECK	2	4,550.00
DEMOLITION	0	0.00
ELECTRICAL	20	117,029.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	00.00
FUEL TANK	2	4,844.00
GARAGE / SHED	1	6,966.00
MECHANICAL	38	257,891.00
NEW COMMERCIAL	1	504,000.00
NEW MUNICIPAL	1	22,571,098.00
NEW RESIDENTIAL	0	0.00
PLUMBING	21	46,779.00
POOL	0	0.00
ROOFING/SIDING	8	93,848.00
SIGN	5	15,675.00
SOLAR	2	20,996.00
TENT	0	0.00
TOTAL	117	\$23,996,900.00

The total Building income fees received in the month of January was **\$16,811.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1,170.00 Environmental \$300.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$30.00 Driveway / Excavation \$425.00 Engineering copies \$10.00. The other total income is \$1,935.00.

Below is a comparison of the Permit Values for January 2019 and January 2018:

	<u>2019</u>	<u>2018</u>
Value of Permits issued for January:	\$23,996,900.00	\$1,374,179.00
Fees for Permits issued for January	\$16,811.00	\$16,878.00
Other income Fees for January	\$1,935.00	\$934.50
Building Permits Issued for January:	117	120

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

2018-2019		2017-2018	
Value	Permit Fee	Value	Permit Fee
\$36,181,876.00	\$158,082.00	\$13,176,854.00	\$ 155,771.00

HUMAN SERVICES

- Winter/Spring SCORE 2019 programs are in the registration process. As of January 31, 2019 we have 20 registered. Registrations will continue through March 7th (for April vacation programs).
- 5th Grade Adventure Learning Programs had their in class sessions January 11, 2019. Their challenge course dates were on Jan. 14 & 15.
- The High School Vocational Prep class (formerly Self-Awareness class) of 9th and 10th grade students met on Jan 30, 2019 to discuss Spring sessions and events.
- Newington Challenge Course is currently scheduling programs for 2019.
- Volunteer Coordinator: Pat Meskill sent out Thank you's to all volunteers who assisted with Holiday Gift Distribution and all preparation for same.
- The Department provided an evening presentation to EMS at one of their training meetings. This was an overview of Human Services and discussion on appropriate referrals from EMS.
- Wellness Wednesday Series being planned for the Spring: April, May, & June.
- Coordinator Meskill continued to provide weekly supervision to student intern: Ashley Muzik. Additionally two students were interviewed for Spring placements. Samantha Nunes from Tunxis will be interning for the Spring primarily with Rik Huggard-Youth Programs. The student who interviewed from MCC was not selected primarily due to scheduling conflicts.
- Coordinator Meskill and Director LaBrecque attended quarterly meeting of North Central Suicide Prevention Coalition.
- Coordinator Meskill coordinated and co-facilitated with Director LaBrecque and high school psychologist, Angie Magnano a meeting/presentation on Human Services Programs to promote collaborative efforts and increased awareness of resources available to the schools through Human Services. Meeting held 1-8-19 at the high school.
- Coordinator Wassik, Coordinator Meskill, Director LaBrecque and Contract Therapist Lang met to explore the option of providing counseling in combination with financial casework coordination for a resident with a recurring hoarding issue.
- 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 to plan an informational Breakfast on the Connecticut Prescription Monitoring and Reporting System. This will be a free breakfast for all prescribing medical providers and pharmacies on March 4, 2019 at the Wethersfield Community Center.
- The four towns additionally held a meet and greet meeting with Legislators, Town Managers, Mayors and Human Services Staff from each town to discuss pressing youth issues.
- Coordinator Wassik and SW Gugliotti attended a Mindfulness Training at Wheeler. Director LaBrecque and Coordinator Wassik attended a CLASS training on the Elderly Ombudsman Program. Director LaBrecque and former Director Futoma attended 3 out of a 5 week webinar training on Trauma Informed response to Hoarding.
- Director LaBrecque attended meeting to review proposed budget with TM Lane and Finance: Rydecki & Murphy. B

January 2019 Statistics

Selected Programs	FY 18-19 Total This Month	FY 18-19 Total Last Month	FY 18-19 Cumulative Total YTD	FY 17-18 Cumulative Total YTD
Youth & Family Counseling Cases	14	8	84	92

Clinical Presentations	0	1/12 presentations/ attendees		
Youth & Family Service Hours	43	18	228.5	256
JRB Cases JRB Service Hours:	0 3	0 0	10 16	5 Not reported last year
Positive Youth Development	56	121	1400	2377
Community Service # of Hours Completed Challenge Course-Adult Challenge Course – Youth (Outside)	1 25 0 0	2 28 43 0	9 88 139 276	10 Not reported last year
Information and Referral	600	992	5105	4752
Social Casework Cases Under 55 = Under 55 Disabled = Over 55 =	82 25 19 38	60 15 11 34	556 154 112 242	518 121 117 278
Social Casework Service Hours Under 55 = Over 55 Disabled and/or Disabled	118.75 25.5 93.25	73.25 20 53.25	765.75 191.75 574	914.75 198 688.75
Food Bank Household Visits # bags of groceries distributed Mobile Truck	152 701 182	116 527 140	1038 4652 981	924 4693 936
Clothing household visits # bags of clothes given	0 0*	0 0	60 76	141 174
Special Needs	7	12	74	46

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Center got a much needed improvement this month with the installation of new carpeting in the main hallways and multi-purpose room. New carpeting was installed in the TV Lounge, replacing carpet that had been damaged when a radiator flooded the area.
- Hartford HealthCare Center for Healthy Aging presented a five-week Healthy Brain series with fun activities to challenge the mind and keep the brain sharp. The sessions included Intro - Eat Brain Foods & Stay Hydrated; Challenge Your Mind Daily; Coping with Changes and Managing Stress; Count Sheep - Be Creative and Have Fun and; Be Positive - Find a Purpose. All five sessions were sold out.
- On January 10th Middlewoods of Newington provided a free winter themed sip & paint art class. Participants enjoyed coffee and donuts while painting their choice of a winter scene or a winter cardinal.
- On January 16th a new 6-week session of Ukulele lessons, taught by local musician Sue Hill, started.
- The Center's crafting opportunities expanded with a 4-week Needle Felting class. Needle Felting is a craft using wool and special felting needles to sculpt anything you imagine. The sold out class provided the materials and step-by step instructions on how to create needle felted decorations for the home.

- On January 25th, Jefferson House's GoodLife Fitness program presented Focused Awareness Meditation, a simple, 5-step, scientifically based practice can help you feel more relaxed, focused and calm. Participants should bring a large towel or small blanket for proper positioning in their chair. Sponsored by GoodLife Fitness.
- 35 individuals received MOW in January. Of those 35 recipients:
 - 7 receive meals 7 days per week
 - 18 receive meals 5 days per week
 - 2 receive meals 4 days per week
 - 5 receive meals 3 days per week
 - 3 receive meals 2 days per week
- 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 3364 by 476 people. Dial-a-Ride provided 99 residents 1044 trips this month, covering 3101 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 595 hours of unpaid service in 205 instances by 51 volunteers. Approximately half of those hours are served in the coffee and gift shops.

PARKS AND RECREATION

Recreation Division

- Most winter programs began in early January, and registration is ongoing.
- A new Smart Start basketball program was offered for children ages 3-5 (a maximum of 20 children are currently in the program). This program encourages and requires parental participation and is equally beneficial for both parents and children in a fun learning environment. Start Smart baseball will be offered in the spring.
- Applications are now being accepted for seasonal summer employment. The Department is looking to hire Camp Counselors, Concessions' Attendants, Lifeguards, and Water Safety Instructors.
- An Open House at the Creative Playtime Preschool Program was held on Tuesday, January 8, and 6 families were in attendance.
- Staff has been communicating with facilitators to secure programs for the spring. Multiple new programs are being created.
- Planning has begun for the July 20, 2019 Life. Be in it. Extravaganza (weeklong events will begin on July 17th).
- Camp Sunrise Applications are now available on the Town website and being accepted through Glastonbury Parks & Recreation beginning February 5. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.
- Press releases for upcoming programs and events have been sent out regularly, and the website and Facebook page have been updated on an ongoing basis.
- Adjustments were made to the fiscal year 2019-2020 budget.
- The Spring Program Guide will be mailed to residents in the March edition of the Newington Life which will be published at the end of February.

Parks and Grounds and Cemeteries

- Removed and stored Christmas decorations from around the Town. The snowman and the tree lights by the shops will be turned off February 15th.
- Ground and top soiled stumps in different locations within the Town.
- Performed leaf cleanup around Mill Pond pool.
- Repaired gates at different athletic fields.
- Continued hedge removal project in West Meadow Cemetery. Section B first row.
- Staff worked at the Bob Stanley Nature Trail on cutting back and removing bush from trail.
- Working on upper pavilion at Churchill on some trim work that need to be completed.
- Cut back all ornamental grasses at Town signs to get them in shape for Spring.
- Performed written testing, practical exam and interview for the Parks Mechanic II position. Tom Lapierre is the new mechanic.
- We had two snow storms to keep staff busy before, during and after the storms.

- At West Meadow Cemetery we had 7 single, 6 double depth and 2 ash interments. There were 6 grave sales.

Tree Warden

- Removed hanging branches over road across from 61 Kitts Lane.
- Pruned dead wood and hanging branches from oak tree next to pathway at Martin Kellogg Middle School.
- Pruned trees away from house service at 55 Nathan Hale Drive, (Starr Park)
- Removed two dead trees from Town ROW in front of 77 Theodore Street.
- Removed fallen tree next to Chapel at West Meadow Cemetery.
- Removed three dead trees at Elizabeth Green Elementary School, empty lot across from parking lot on East side of school.

LIBRARY

- The Friends of the Library Winterfest (formerly known as the Wine, Beer & Cheese Social) was a huge success. This annual fundraiser was held on Friday, January 18 in the library. Tickets sold out for the first time prior to the event. More than 300 people enjoyed an evening of wine, beer, cider and spirits tasting, tasty food, teacup and silent auctions and entertainment by the great bluegrass band *Audrey Mae*. Thanks to the recent purchases of mobile book shelving on the first floor which was funded by the Friends, the library was able to open up huge areas of space for everyone to enjoy themselves. Co-Chairs Terri Buganski and Head of Community Service Michelle Royer did a wonderful job planning and organizing this fundraiser. A special thanks to the businesses and individuals who donated to the Winterfest and the many Friends and student volunteers who worked to make this such a successful occasion.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley submitted the library's proposed budget for 2019-2020 on January 2. It was a 0% increase budget as requested. We met with the Town Manager, Finance Director, Deputy Finance Director and the Chair of the Library Trustees Budget Committee to review the budget and answer any questions.
- Library Board of Trustees and library staff continued planning for the library's 80th Anniversary Celebration Series that will be held throughout in 2019. This Series will be funded by the George G. Hanel Fine Arts Series and the Lucy Robbins Welles Library Legacy Society. Eight cultural events will be held to signify the library's 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.
- Federal and state tax forms finally began arriving. There are limited quantities especially from the state this year. The library has reproducible for many of the forms and schedules and has direct access to the IRS from the library website.
- Reference staff has begun updating the *Newington Information Packet*. This is a publication that the library puts out each year that has statistics and information about the Town of Newington.
- Head of Collection Management Jeanette Francini and Head of Children Services Pat Pierce worked with the Newington Transition Academy to make sure that all the students had library cards. They also gave the students a tour of the library and worked with them to help choose books to read independently outside of class.
- The children's staff presented 70 programs to 1,798 children and their caregivers. This month saw school visits from 3rd and 4th graders to the library as well as book talks facilitated by librarians at the middle schools. Kids in grades 3 -6 learned sewing basics. The Pajama Music Series began again in January with kids and parents' alike coming to the library in their pajamas for a nighttime story time. The new Li'L Chefs program for preschoolers ages 3 -4 had kids reading the story *Miss Spider's Tea Party* and making edible bugs. Highlights of other programs included *Building with LEGO Bricks*, *Stories and Art* and *Tales to Tails*. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- This past month 19 programs were offered to 864 teens and adults. Teens enjoyed a fun afternoon being creative at Teen Makerspace and Teen Librarian Bailey Francis facilitated another book talk at the Newington High School. This group made up of mostly seniors discussed the book *Out Story* by Ashley Easton. Adults began the month with a very informative program about the new tax law changes. Mid- month they learned about the importance of the cervical vertebra to their overall health from Chiropractor Steve Judson. They finished the month with the Adult Winter Reading Program "Ice Cream for Books" Kick-Off and Registration that had 184 brave the bitter cold weather to sign up for

this 5 week reading program. Highlights of other programs included *Movies and More* that featured the film *Adrift*, two *Brown Bag It with a Documentary* lunch time programs with showings of *Bright Lights*, a film about Debbie Reynolds and Carrie Fisher and the critically acclaimed film *Three Identical Strangers* and the monthly *Special Friends* program with the Newington and Wethersfield Transition Academies that offered lunch and the a movie. Outreach to Cedar Mountain Commons and Middlewoods completed the month.

- Total circulation of library materials was 25,293. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,871 times from the library website. 16,410 people visited the library during the month. There were 8,058 visits to the library's homepage. Popular online services included *Ancestry.com*, *A to Z Database*, *Lynda.com*, *BookFlix*, *PebbleGo Dinosaurs*, *PebbleGo Next States Science* and *Social Studies* databases. Museum passes were used 71 times this month, the most popular being *Wadsworth Atheneum*, *New Britain Museum of American Art* and *Lutz Children's Museum*. The reference staff answered 4,154 reference questions during the month. Free library meeting space including study rooms was used 381 times during the month.
- In technology news, an upgrade to the library's ILS software Sierra was done. This month's technology programs were *Save It to the Cloud* as well as one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens*. Upcoming technology program will be *Google Photos* on February 7.
- In facilities news, the construction project of the new library parking lot is still not completed. The side walk from the library to the Garfield Parking Lot was finished. The light fixtures for the new lot still have not arrived. There are several items including the Friends trailer and the dumpsters to be moved and new railing will need to be installed before the lot can be opened. It will need to be repaved in the spring because of all the cracks in the pavement. The project will not be completed until the spring of 2019. The new cleaning service Uncle Sam's Contactors began on January 2. The cleaning has been pretty good so far. We are still working with the company to make sure everything in the contract is being done properly.
- Topics of note that were researched this month included:
 - Information on how to set up a GoFundMe page.
 - Risks of having anesthesia.
 - Keto diet books.
 - Where to get tax help in the area.
 - Property tax assessments in Newington.