



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: March 22, 2019  
Re: Monthly Report – February 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 attended Sergeant John Zematis and Master Police Officer Johnathan Aselton retirement luncheon.

#### Overtime

Paid overtime during the month of February 2019 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	13.8	\$ 731.00
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 861.12
ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	0.0	\$ -
SNOW	986.4	\$ 50,138.13
<b>TOTALS</b>	<b>1016.2</b>	<b>\$ 51,730.25</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Snow and Ice	273.50	\$ 13,908.99
Cemetery	25.50	\$ 1,171.41
<b>TOTALS</b>	<b>323.50</b>	<b>\$ 15,080.40</b>

<b>POLICE DEPARTMENT</b>	<b>18-19 Budget Overtime Appr.</b>	<b>Overtime Expended 18-19 YTD</b>	<b>17-18 Budget Overtime Appr.</b>	<b>Overtime Expended 17-18 YTD</b>
Administration	\$ 7,459.00	\$ 1,907.56	\$ 7,459.00	\$ 2,581.92
Patrol	619,839.00	665,153.16	619,212.00	486,275.35
Investigation	81,972.00	31,946.83	83,451.00	57,087.90
Communication	173,143.00	103,494.85	170,443.00	114,109.41
Education/Training	130,461.00	108,967.20	130,461.00	72,221.26
Support Services	36,306.00	31,628.48	37,113.00	9,516.76
Animal Control	<u>1,442.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
<b>Total</b>	<b>\$ 1,050,622.00</b>	<b>\$ 943,098.08</b>	<b>\$ 1,049,581.00</b>	<b>\$ 741,792.60</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 27,142.00	\$ 11,171.22	\$ 26,494.00	\$ 15,035.97
Snow and Ice Control	161,264.00	104,538.73	157,488.00	83,302.30
Traffic	3,958.00	2,233.50	3,861.00	2,143.88
Vehicles and Equipment	32,016.00	13,816.54	31,234.00	18,770.43
Leaf Collection	<u>33,073.00</u>	<u>23,802.59</u>	<u>32,312.00</u>	<u>30,077.78</u>
<b>Total</b>	<b>\$ 257,453.00</b>	<b>\$ 155,562.58</b>	<b>\$ 251,389.00</b>	<b>\$ 149,330.36</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,463.00	\$ 69,938.90	\$ 82,866.00	\$ 63,298.23
Cemeteries	<u>16,045.00</u>	<u>7,139.20</u>	<u>15,653.00</u>	<u>6,580.49</u>
<b>Total</b>	<b>\$ 100,508.00</b>	<b>\$ 77,078.10</b>	<b>\$ 98,519.00</b>	<b>\$ 69,878.72</b>

## **PERSONNEL**

- Interviews took place on February 13, 2019 for the vacant Part-Time Police Records Clerk position in the Police Department.
- Interviews took place on February 19, 2019 for the vacant Groundskeeper I position. The position was offered to Jamie Johnson, he will begin his position on March 7<sup>th</sup>, 2019.
- Johnathan Aselton, Master Police Officer, retired on February 28, 2019 from the Town of Newington after 20 years of service.
- Samuel Calvo, Equipment Mechanic II, retired on February 1, 2019 from the Town of Newington after 19 years of service.
- Promotional Ceremonies took place for Deputy Chief Stegmaier, Captain Pedro Machado, 1st Lieutenant Austin Muir and 2nd Lieutenant Chis Ferri.

## **RISK MANAGEMENT**

### 2018-19 Blue Cross/Blue Shield Plan Year

The seventh month of the 2018-19 plan year produced a combined paid claim total that was higher 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 January 2019 were \$1,050,409. 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	1,910,125	4,857,475	6,767,600
Actual Claims	1,148,496	3,245,463	4,393,959

## **FACILITIES MANAGEMENT**

The Facilities Director attended the Public Works Team meeting during the month of February 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 GMP Meetings for the New Town Hall/Community Center Project. Attended meeting with the Commissioning Agent for the new Town Hall/Community Center project.

### **Work Order Completions**

The Facilities Maintenance has completed 18 formal work orders during the month of February 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. Transition Academy moved to new Modular Building at the Senior & Disabled Center overflow parking lot and the area is being prepped for demolition for the 1<sup>st</sup> phase of the new building project.

### **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. Lighting was installed in the new parking lot and the Friends of the Library book storage trailer was moved to its new location on the side of the new parking lot.

### **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**

A new wall mounted HVAC unit is still on order 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 102 formal work orders.
- Completing requested changes and updates to Economic Development web pages.
- Upgrading components of the Town's wireless network infrastructure to the latest software versions.
- Completing all Information Technology (IT) aspects of FuelMaster setup at the Town's Highway Department.
- Troubleshooting and resolving an issue experienced with third parties private APN network and border gateway protocol (BGP).
- Supervising Cox Communications replacement of their uninterruptible power supplies (UPS) supporting telephone communication services.
- Updating of Tax Map annotations (49% completed) and Parcel Updates (adjusted 40%).
- Creation of a new map for Refuse and Recycling (updating all street and pick up lists) and posting for online publication (town website).
- Assisting Engineering Department with updating domains in GIS (Geographic Information Systems) for Stormwater management.
- Updating parcels according to address changes, parcel merges and beginning the process of quarterly update of Assessor's information found online.
- Working with third party vendor to upgrade various components of the town's telephone system.
- Working with Assessor's Office and their third-party Computer Aided Mass Appraisal (CAMA) provider to update their system to the latest version.
- Updating the Assessor's Personal Property Computer Aided Mass Appraisal (PPCAMA) system.
- Working with Police Department staff and their third-party Computer Aided Dispatch/Records Management provider to update various software components.

- Completing several tasks to accommodate Fire Department staff changes.
- Completing network modifications that were no longer needed after the Central Connecticut Health District moved out of Town Hall to their new offices in Rocky Hill.
- Network review and maintenance of old network accounts.
- Working with Town Clerk staff and their third party to apply numerous updates to their records management system.
- Verifying all town servers and workstations have the latest antivirus/malware agent installed and communicating with the appropriate update servers.
- Reviewing Criminal Justice Information Systems (CJIS) requirements, policies and procedures for deploying laptop devices to accommodate Police Department Detective Division remote access request.
- 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 continued working on putting together the CIP budget books.
- Janet Murphy assisted with compilation of information for the Budget Public Hearing in March.
- Several meetings and tasks associated with the 2019-20 budget were undertaken by Janet Murphy and Lisa Rydecki during the month in order to meet the February 28th, submission deadline to the Town Council.
- Work was done on the offering statement in anticipation of going out to bond for the new Town Hall/Community Center Project.
- RFP for auditors was released this month. We have just completed the last year of the contract with Blum Shapiro and are required to put these services out to bid. Responses to the RFP are due on March 22<sup>nd</sup>.

The Town did not receive any State of Connecticut municipal aid payments during this month. 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)  
2/28/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2018-19</u>	<u>Actual Year to Date</u>	
General Fund	\$130,000	\$484,590	\$40,403,132
Special Revenue Funds	8,700	49,594	3,175,490
97Capital Projects Funds	1,500	15,140	1,068,248
Internal Service Fund	13,000	28,679	2,369,815
Trust and Agency Funds	6,392	14,504	1,104,859
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$48,043,697</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
2/28/2019

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	1.96	1.96	34,767	31,727	\$18,568,377
Bank North	1.89	1.87	787	871	550,851
People's Bank (closed)	0.90	0.90	0	0	0

TD Bank (new)	2.00	1.87	20,072	23,339	13,101,805
Farmington Bank	2.00	2.00	19,498	19,498	12,718,473
Webster Bank	1.50	1.50	4,667	5,144	3,104,191
Total Outstanding Investments					\$48,043,697

*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 February.
- Appointments for 33 appeals to the Board of Assessment Appeals to be held in March were made by the Assessor's office. All properties under appeal were sent individual notices of their respective appointments. Of the 33 appeals, 15 were Real Estate, 9 were Personal Property and 9 were Motor Vehicles appeals.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commended during the month. This will be an ongoing program as applications will be taken through May 15, 2019. Approximately 300 letters were sent out to current and future applicants to inform them of the need to submit income information and the time requirement for filling.
- All required reports for the 2018 grand list were submitted to the State of Connecticut.
- As an additional note, the Assessor was contacted by a State official at the Office of Policy & Management during this month. It appears that this individual was visiting the Town's website and particularly the Town Assessor's page when she discovered an information table we have dealing with the various benefit and exemption programs that are available to our taxpayers. She was very impressed with the format and the content of the information and asked for the Assessor's permission to use the same table for the state to display on their website. Special kudos are in order to Rick Wall who designed this table and is responsible for its content.

### **Revenue Collector**

- Collections for February on the 2017 Grand List amounted to \$3,016,914.07, and back tax collections were \$56,144.71. Included in the back tax amount was \$4,938.98 which was collected for suspended accounts.
- This year's total collections through February were 98.2% which was a little higher than last year's collections of 97.7%.
- In February delinquent notices were mailed to 606 real estate taxpayers, 124 personal property taxpayers, 1,538 motor vehicle taxpayers and 1,280 supplemental motor vehicle taxpayers. This month remained busy while the delinquent taxpayers either came in to pay, have their accounts adjusted, or dispute their tax bills.
- Taxpayers come in daily to get copies of their tax information and continue calling for the information. The staff is training taxpayers to use the website which has this information for their IRS filling.
- Constables continue to collect their Alias Tax Warrants and the Tax Sale list is at its ending stage.

### **TOWN CLERK**

- There were 46 transfers during February for a total of \$4,105,000 in sales. State conveyance tax was \$32,026.51; Town conveyance tax collected was \$10,262.51. There was one residential sale for \$325,000 at Barkledge Drive; one residential sale for \$539,000 at Shady Hill Lane.
- There were 285 documents filed on the land records during the month: 81 mortgages, 5 liens, 89 releases, 6 probate certificates and 31 assignments. Seventy-three of these documents were electronically submitted for a total of \$7,608 in revenue.
- Staff certified 152 copies of vital records. Eighteen burial and three cremation permits were issued.
- Eight Notary Public commissions and six Trade Name certificates were catalogued.

<b>DATA SUMMARY February 2019</b>				
	<b>February-18</b>	<b>February-19</b>	<b>FY17/18 to Date</b>	<b>FY18/19 to Date</b>
Land Record Documents	357	285	3,101	3,001
Dog Licenses Sold	22	45	506	658
Game Licenses Sold	3	10	70	118

Vital Statistics				
Marriages	9	2	150	105
Death Certificates	36	19	246	137
Birth Certificates	29	20	179	164
Total General Fund Revenue	\$ 50,458.41	\$ 22,861.01	\$ 379,464.37	\$ 314,221.12
Town Document Preservation	\$ 1,053.00	\$ 988.00	\$ 8,757.00	\$ 9,387.00
State Document Preservation	\$ 2,144.00	\$ 1,936.00	\$ 9,212.00	\$ 17,520.00
State Treasurer (\$36 fee)	\$ 9,612.00	\$ 8,640.00	\$ 84,780.00	\$ 78,300.00
State Treasurer (\$127 fee)	\$ 4,318.00	\$ 2,794.00	\$ 39,497.00	\$ 27,686.00
State Treasurer (\$110 fee)	\$ 2,750.00	\$ 2,420.00	\$ 36,190.00	\$ 30,250.00
LoCIP	\$ 801.00	\$ 720.00	\$ 7,065.00	\$ 6,525.00
State Game Licenses	\$ 105.00	\$ 151.00	\$ 1,999.00	\$ 2,381.00
State Dog Licenses	\$ 163.50	\$ 529.00	\$ 3,787.50	\$ 5,206.50
Dog Licenses Surcharge	\$ 56.50	\$ 126.00	\$ 1,192.00	\$ 1,608.00
Marriage Surcharge	\$ 133.00	\$ 68.00	\$ 1,064.00	\$ 1,666.00
<b>Grand Total</b>	<b>\$ 71,593.91</b>	<b>\$ 41,233.01</b>	<b>\$ 573,037.87</b>	<b>\$ 494,750.62</b>

## **POLICE DEPARTMENT**

Patrol Calls for February are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	1	MV Assist	26
Alarm Commercial Burg Alarm	52	Fire Structure Fire	7	MV Complaint	29
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	23	Fire Training	0	MVA Evading	15
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	3	MVA Fatal	0
Animal Complaint	25	Fire Vehicle Fire	1	MVA Injury	7
Arson/Fire Invest	0	Fire Water Problem	3	MVA Property Only	94
Assault	2	Fireworks	1	Neighbor	5
Assault in Progress	0	Follow Up	30	Noise	6
Assist Motorist	14	Found Property	3	Non Collect Person	0
Assist Notification	1	Gun	0	Notification	0
Assist Other Agency	24	Harassment	9	Open Door/Window	4
Bad Check Insufficient Funds	1	Hazard	45	Parking Violation	20
Blighted Property	0	Hazmat	1	PD ASSIST FIRE DEPT	27
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	8	Homicide	0	Pistol Permit	7
Burglar Alarm	0	HOPE PROJECT	2	Prisoner Care	3
Burglary	1	Illegal Dumping	1	Private Duty	0
Car Seat	6	Indecent Exposure	0	Property Found	4
Check Welfare	31	Intoxicated	4	Property Lost	2
Check Welfare 911	40	Juvenile Complaint	7	Prostitution	0
Check Welfare Other	2	K9 Assist	4	Recovered Stolen MV	1
Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	0
Court Detail	4	Larceny	43	Robbery	3
Criminal Mischief	3	Larceny from MV	6	Roll Call	8
CSO	0	Lift Assist Only	7	Serve Subpoena	0

Customer Dispute	15	Liquor	0	Serve Warrant	28
Dog Complaint	23	Local Traffic Authority	0	Sexual Assault	0
Domestic	16	Location Check	72	Shots fired	0
Door Check	0	Location General	3	Specific Detail	80
Drug	3	Lockout Building	5	State Pistol Permit	0
DUI	6	Lockout MV	2	Stolen MV	7
EDP	11	Lost Property	1	Sudden Death	0
Escort / Transport	5	LTA	0	Suicide	0
Escort Funeral	7	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	12	Suspicious MV Unoccupied	12
Escort Retrieval	1	Medical Cardiac	21	Suspicious Report	103
Escort Tax	0	Medical Complaint	135	TEST	1
Fingerprint	8	Medical Diabetic	3	Threatening	3
Fire Alarm	11	Medical Fall	31	Tobacco	1
Fire CO Detector no symptoms	8	Medical Mutual	0	Tow	16
Fire CO Detector with sympt	0	Medical Other	0	Town Ordinance Violation	1
Fire Extrication	0	Medical Respiratory	26	Traffic Stop	249
Fire Hazmat	0	Medical Stand by	4	Trespass	4
Fire Mutual Aid Request	2	Medical Trauma	3	Unknown	4
Fire Other	5	Medical Unresponsive	5	Water problem	0
Fire Rescue	0	Missing	6	<b>Total</b>	<b>1,642</b>

- In February, the Detective Division:
  - During the month of January, 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 48 investigations, 48 remain ongoing.
  - Served 30 arrest warrants, 27 by Patrol Officers.
- In February, the Animal Control Officers had the following activity:
  - 48 Calls – 25 Dog, 23 Animal and 0 Specific Detail/0 Follow-ups/0 Car Seat
  - 2 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 2 Impounds – 1 redeemed, 1 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over, 1 DOA
  - 0 Infraction written
  - 79 Incoming Phone Calls
  - 1 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 18 Written Warnings
  - 0 Dog Licenses obtain February

**Breakdown of Calls**

510 –

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

511 -

- 16 Combined Dog/Animal/Specific Detail
- 24 Delinquent letters/Written Warning/No License/Barking/Littering
- 0 Infractions
- 1 dog bite- dog vs human
- 1 Dog/Cat Adoption

Other –

- 32 police assisted Animal/Dog Complaints.

- Notable Cases/Events:
  - 511 continues to cover through the month of February M/W and Friday.
  - 510 returned for light duty on 2/11/2019, Monday and Wednesday. Return to full duty once Doctors clears in March 2019.
- In February, the Patrol Division had the following activity:
  - On February 3<sup>rd</sup> Patrol Officers were dispatched to 1044 Main Street (Wings Over Newington) in response to a report that a vehicle had just been stolen within the last 10 minutes. Multiple officers responded to the surrounding area. The stolen vehicle was located as it fled northbound on Main Street. Officers were able to stop the vehicle and discovered that it was occupied by three juveniles who were determined to be responsible for the theft. The juveniles were arrested and transported to the Newington Police Department where they were charged accordingly and later released to a parent/guardian. All three juveniles were required to appear in Juvenile Court.
  - On February 15<sup>th</sup> Patrol Officers investigated a report of a robbery that occurred inside a vehicle on Starr Avenue. The victim was robbed of some money and according to the victim, one of the suspects had a visible handgun in his waistband. The victim and the offenders were known to each other and no one was injured during this incident. The suspects fled the scene prior to the arrival of police, however were located and identified a short time later. Both suspects were arrested and charged with Robbery in the 1<sup>st</sup> Degree and Conspiracy to Commit Robbery in the 1<sup>st</sup> Degree. Both were held on a \$50,000.00 bond.
  - On February 28<sup>th</sup> Master Patrol Officer John Aselton retired from the Newington Police Department. John was currently serving in the Patrol Division as one of our Field Training Officers. We thank John for his 20 years of service to the Town of Newington and wish him well in his future endeavors.
  - During the month of February, Patrol Officers made 6 arrests for Driving Under the Influence, as part of a Division wide effort to consistently address the danger of impaired driving in our community.
- Property Report February 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/forged	5	\$ 1
Damaged/Destroyed	7	\$ 2,862
Vehicle Inventory	0	\$ 0
Stolen	74	\$ 522,178
Abandoned	0	\$ 0
Evidence	64	\$ 3,400
Found	9	\$ 0
Lost	2	\$ 0
Seized	24	\$ 1,538
Recovered	20	\$ 448,884
Impounded	0	\$ 0
Informational	7	\$ 100
<b>Total</b>	<b>212</b>	<b>\$ 978,963</b>

- Police Department Overtime:
  - Comparison
 

➢ OT January	\$ 169,264	3 pay periods – (3 holiday)
➢ OT February	\$ 108,495	2 pay periods – (1 holidays)
	\$ 60,769	decrease
  - During February, 1 officer was on light duty assisting Support Services, 2 officer vacancies, 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 9 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 \$57,532, a decrease of \$58,651 (holiday pay \$11,000). Overtime includes the following calls, domestic calls, Larceny, oral board panel, booking, robbery, shoplifting, search warrants, casework, hold over, and overtime for time off/vacancies/injuries.
- Detective Division overtime \$5,112, a decrease of \$490 (holiday pay \$4,000). Overtime includes background investigations for new hires, crime scene processing, warrants and casework follow ups.
- Communications overtime \$12,433, a decrease of \$9,406 (holiday pay \$2,000), several time off leaves and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Education overtime \$29,322, an increase of \$7,431 and includes overtime for training classes consisted of ERT training days; FTO training; Collect training; Taser, OC, Baton, and Handcuffing; EMR refresher; recertification training; and In service training and citizen RAD training.
- Support Services overtime \$3,498, an increase of \$347 (holiday pay \$1,800). Overtime includes Citizen RAD training and for filling time off.

## **FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of February 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:

	<b>February 2019</b>	<b>8 Months Activity</b>
<b>FIRES</b>		
Structure Fire	1	18
Vehicle Fire	1	6
Exterior Fire	2	18
Other Fires	1	3
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	2	6
Extrication	0	6
Other Rescue Calls	0	8
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	4	44
Water Problems	3	18
Other Service Calls	3	23
<b>OTHER</b>		
Good Intent Calls	4	18
False Alarm/False Calls	17	183
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	2	4
<b>Total</b>	<b>38</b>	<b>356</b>

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

Driver Training	Cone Course	8.0 hours
Cadet Training	Hose Line/Water Supply	20.0 hours
Track Aerial Training	Truck 1	9.0 hours
Officer Training	Basement Fires	24.0 hours
Co-2 Training	Ice Rescue Equipment	14.0 hours
Co-4 Training	R.I.T	10.0 hours
Multi Company Training	Autism Awareness	8.0 hours
	Ice Rescue/Classroom	48.0 hours
	Ice Rescue/Classroom	161.0 hours
Multi Company Training	Day Session	22.0 hours
	Ice Rescue/ Classroom	62.0 hours
<b>Total Training</b>		<b>386.0 hours</b>

**FIRE MARSHAL**

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

INSPECTIONS	13
INSPECTION FOLLOW-UPS	18
PLAN REVIEWS	4
JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	6
COMPLAINTS	3
TANK REMOVALS	0
SAFE HOME INSPECTIONS	4
SAFE HOME FOLLOW-UPS	4
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

**Incidents:**

- Responded to 18 Fire Incidents Responses during the month.

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

- Members provided station coverage at Company #2 in Wethersfield to allow department members to participate in a memorial service for a veteran firefighter.
- Met with BOE staff and representatives from the IT department along with the phone and fire alarm contractors to review alarm communication issues at the schools.
- Met with the Town Engineer and Zoning Enforcement Officer to help resolve neighborhood complaints concerning the equipment storage located in the Eagle Drive emergency access road to the Woodland Estates development.
- Attended a First Responders Breakfast at Middlewoods of Newington.
- Met with a fireworks contractor at Mill Pond Park to review the possibility of conducting a fireworks show from a floating platform on the pond during the upcoming Motorcycle Madness Event.
- Responded with Task Force- 51 and Engine- 2 to a tanker truck fire on Route 91 in Rocky Hill. Task force crews provided station coverage throughout the event.
- Attended the monthly meeting of the Board of Fire Commissioners at Fire Headquarters. Promotional Ceremony: Deputy Chief Stegmaier, Captain Pedro Machado, 1<sup>st</sup> Lieutenant Austin Muir and 2<sup>nd</sup> Lieutenant Chis Ferri.
- Met with Safety Officials at CCSU to review the possibility of our department providing confined space entry and rescue services to the university.
- Members provided station coverage in Rocky Hill to allow members to participate in their annual awards program.
- Attended the monthly company drill. Topic: Cold Water Rescue, classroom session.
- Met with the Town staff at the parks garage to review the floating platform for the Motorcycle Madness fireworks display.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Sent the Annual Hazardous Material Notification notices to local business throughout town as required by town ordinance

**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 Environmental Quality Commission meeting
- Met with Union President to discuss various issues
- Continued with equipment training for Highway Operators

### Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Crews continued with overgrown roadside tree/brush trimming
- Completed catch basin cleaning at various locations
- Assisted Traffic Division with sign repairs
- Continued with Town wide pot hole patching and the removal of damaged curbing
- Began vegetation clearing and access roadway improvements for new Public Safety Radio Tower
- Responded to four (4) snow/ice events for the month totaling 7.5 " of frozen precipitation

### 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
- Assisted Sanitation Department with the replacement/repair of recycling containers

### Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Assisted Highway crews with snow plowing
- 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 at Highway Facility for fueling facility breakdown

### Sanitation/Recycling/Landfill

- Scheduled 470 residential bulk items for collection for the month
- Scheduled 64 condominium bulk items for collection for the month
- Scheduled 19 condo/residential scrap metal items for collection for the month
- 4999 tons of cumulative Municipal Solid Waste were collected from July through January
- 1651 tons of cumulative recyclables were collected from July through January
- 1058 mattresses/box springs were collected from July through January
- 198 televisions were collected from July through January
- Issued 7 permanent landfill permits and 0 temporary permits for the month

## **TOWN PLANNER**

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

- No final actions were taken by TPZ during the month of February.

### **Town Planner Activities:**

#### TPZ Applications (approved, pending, and potential:

- Feb. 7: Met with Town Manager re Newington Ridge Preserve bond.
- Feb. 12: Met with neighbor to review Karanian subdivision plans.
- Feb. 20: Met with Town Manager re 174 Francis Avenue
- Feb. 22: Met with Town Manager re 2719 Berlin Turnpike.

#### TOD/CTfastrak/Amtrak Corridor Planning:

- Feb. 1: Met with planning consultant re TVDD regulations.
- Feb 12: Began reviewing draft TVDD regulations.

#### Grant-Related Project Activities

- Feb. 8: Phone conversation with DOH re Constance Leigh grant.
- Feb: Continued administration of Streetscape Phase VI project.
- Feb: Continued administration of Residential Rehab Program.
- Feb: Continued administration of Community Connectivity grant.

#### Board and Commission Meetings:

- Feb. 13: Attended regular monthly TPZ meeting.

#### Professional Development/Training

- Feb 26: Attended presentation on Affordable Housing in CT.

### Miscellaneous

- Feb. 11: Attended monthly Planning & Engineering departments meeting.
- Feb. 20: Met attended monthly Public Works Team meeting.
- Feb: Continued working on Sec. 8-30g moratorium application.
- Feb: Responded to approximately 21 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Feb: Received and sent approximately 458 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 4 excavation permits:
  - Road Excavation:
    - Gas = 1
    - Water lateral replacement= 1
    - Water, sewer and storm connection= 1
    - Locate/raise value box= 1

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

- CRCOG transportation committee meeting
- Public Works meeting
- Department head staff meeting
- Inter-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 residents

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

- Inland Wetland Applications received:
  - One
- Commission Administered applications:
  - One
- 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:

- 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
- 94 Holmes Road – 94 Holmes Road LLC – Site plan review

**Public Works:** Assessed, investigated and inspected roads, parking lots, 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 developer regarding transfer of Packards Way to Town of Newington
- Revised Capital Improvement Plan for 2019-2020 for Town infrastructure (roads, bridges, dams, sidewalks, storm drainage, flood control, parking lots, and retaining walls) to reflect reduced funding
- Coordinated drainage restoration with Eversource – 1) Reservoir Road, 2) Commerce Court
- Coordinated road restoration with Eversource for GHCCRP
- Coordinated road restoration with Eversource for maintenance on 1783/1785 lines
- Updated CDOT and FHA local road network database (annual)
- Prepared TON traffic signal database
- Updated TON fire run map for CDOT
- Coordinated readdress 2184 Berlin Turnpike - Bianca Real Estate LLC
- Coordinated readdress 63 Eleanor Place (formerly 63 Maple Hill Avenue – aka 569 rear Maple Hill Avenue)

**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: 10-acre conveyance parcel (former Cedarcrest Hospital) – prepared map and deed
- Town Manager: 18-acre preservation parcel (former Cedarcrest Hospital) – prepared conveyance questionnaire
- Town Manager/Board of Education: Diesel fuel release remediation – engineering/environmental services for restoration
- 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 (hold)
- Planning Department – Garfield Street Community Connectivity Project – design services
- Parks & Recreation Department – Clem Lemire Park (Balducci Way) – surveying and design services for accessible parking expansion at turf field and skate park
- Parks & Recreation Department – 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system

## **ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission.
- Provided guidance to the code consultant hired to prepare draft Transit Village Design District Overlay Zone regulations for the area closest to the potential Hartford Line train station on Cedar Street.
- Prepared remarks for the Mayor presented to the Transportation Committee of the Connecticut General Assembly in support of House Bill 7098—An Act Concerning Commuter Rail Infrastructure, Section 4 of which calls for developing a new commuter rail station in Newington.
- Assisted the Town Planner in providing documentation for House Bill 5260—An Act Authorizing Bonds of the State for Design and Planning of a Transit Village Design District Overlay Zone in Newington.
- Coordinated details for the Connecticut Economic Resource Center Municipal Economic Development Workshop to be held 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.
- Created for the Finance Director, the “Economic Development Initiatives” section of the Bond Rating Agency Package prepared in advance of selling bonds for the new Town Hall and Community Center project.
- Assisted the Town Engineer in negotiations with Eversource regarding permitting for the Greater Hartford Reliability project.
- Industrial Protection Products, Artichoke Basile Pizza Restaurant and RE: NU MedSpa all held grand opening celebrations.
- ProHealth Physicians Pediatrics opened in their new facility at 141 Willard Avenue, former location of Asia Grocers.
- LifeWay Church closed on the purchase of the land, building and business at 2170-2172 Berlin Turnpike, the former Super Clubs location. The day care operation will continue after being renamed LifeWay Learning Center.
- Completed updates to the Economic Development section of the Town Website, correcting broken links and adding clarifying text.
- Assisted the Mayor in preparing his Chamber of Commerce “State of the Town” presentation.
- 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 and documents for the Town Manager.

## **BUILDING DEPARTMENT**

- A Building was issued to divide up space to add rooms for a young adult day care at 205 Kelsey Street.
- A Certificate of Completion / Use was issued for the tenant fit out for IPP Industrial Protection Products at 3310 Berlin Turnpike.
- An Electrical Permit was issued to install a fiber optic cable from the MDF to the new IDF above the pool at the Newington High School.
- A Building Application was submitted for review for 2 new buildings totaling 4500 sq. ft. on 324 Alumni Road.
- Seminars attended by our Inspectors for their continuing education credit were:
  - A. Hanke - Energy Code Compliance and Documentation- February 6, 2019.
  - K. Kilkenny - Energy Code Compliance and Documentation- February 6, 2019.
- There were 2 Certificates of Occupancy issued in February. Both were commercial. The first is for a Medical Office at 141 Willard Avenue and the second is for Artichoke Pizza located at 2391 Berlin Turnpike.

- Building Department activity for the month of February was as follows: The Inspectors completed a total of 118 Inspections. They were: Boiler (1), CO (1), Electrical (6), Final (49), Footings (11), Foundation (1), Framing (4), Gas Line (7), Mechanical (1), Rebar (1). Roofing (1), Rough (34), Siding (1).
- The total number of Building/Renovation Permits issued / applied for the month of February was 115 producing a total permit value of **\$960,415.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	21	\$ 186,712.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	29	118,861.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	9,050.00
GARAGE / SHED	0	0.00
MECHANICAL	35	327,102.00
NEW COMMERCIAL	1	161,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	11	14,495.00
POOL	0	0.00
ROOFING/SIDING	4	42,399.00
SIGN	3	9,857.00
SOLAR	7	90,939.00
TENT	0	0.00
<b>TOTAL</b>	<b>115</b>	<b>\$960,415.00</b>

The total Building income fees received in the month of February was **\$11,742.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$930.00 Environmental \$360.00 Conservation \$800.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$28.00 Driveway / Excavation \$350.00 Engineering copies \$16.00. The other total income is \$2484.00.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for February:	\$960,415.00	\$1,182,032.00
Fees for Permits issued for February	\$11,742.00	\$14,007.00
Other income Fees for February	\$2,484.00	\$1,066.50
Building Permits Issued for February:	115	127

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>
\$37,142,291.00	\$169,824.00	\$14,358,886.00	\$ 169,778.00

### **HUMAN SERVICES**

- Winter/Spring SCORE 2019 is under way this month. There are 43 Newington Youth currently registered. We will continue accepting registrations for the April school break SCORE until March 8, 2019.

- We spent one after school session with the “Fuel Up to Play 60” middle school students from MKMS snowshoeing and hiking at Northwest Park & Nature Center in Windsor, CT. This is a program offered through the Health & Wellness extracurricular activities.
- 5th Grade Challenge (ALPS) did not have a February session. They will be running early in March. April, May and June will have 2 sessions each month for the remainder of the 2018-2019 school calendar year.
- The 2018 winter/spring sessions for the 9th & 10th grade students of the Vocation Prep class at Newington High School met in February will continue to meet once a month through the middle of May. The students have helped to plan 1 spring field trip.
- Wellness Wednesday Series being planned for the Spring: April, May, & June. Confirmed program: April- Wake Up Humans by Dr. Steve Judson, May- Mental Health Forum, June- Alzheimers Presentation by Dr. Charles Atkins.
- Coordinator Meskill continued to provide weekly supervision to student intern: Ashley Muzik. Pat met with Ashley and her CCSU professor Tim Scott to review her progress and review status of goals identified on learning contract. Rik Huggard provided supervision to Samantha Nunes from Tunxis.
- Coordinator Meskill attended DARB meeting at Newington High School reviewing students who have behavior or attendance issues.
- Coordinator Meskill attended along with student intern: North Central Regional Mental Health Board & LIST meeting and presentation on E-cigarettes and Vaping.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington and enrolled the Team in the Annual Foodshare Walk- a fundraising effort for Foodshare and our local foodbank.
- 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 continued to work collaboratively with the Towns of Wethersfield, Rocky Hill & Berlin on a State Targeted Response grant with the focus on prevention efforts in the Opioid Crisis.
- Coordinator Wassik and SW Gugliotti attended a regional meeting to identify problems in the energy assistance delivery system. Director LaBrecque and SW Gugliotti attended a CLASS training on the ALICE report and matched savings programs. Director LaBrecque and former Director Futoma completed a 5 week webinar training on Trauma Informed response to Hoarding. Director Labrecque hosted statewide working group on Hoarding.

**February 2019 Statistics**

<b>Selected Programs</b>	<b>FY 18-19 Total This Month</b>	<b>FY 18-19 Total Last Month</b>	<b>FY 18-19 Cumulative Total YTD</b>	<b>FY 17-18 Cumulative Total YTD</b>
<b>Youth &amp; Family Counseling Cases Clinical Presentations</b>	18 0	14 0 presentations/ attendees	102	103
<b>Youth &amp; Family Service Hours</b>	59	43	287.5	286
<b>JRB Cases JRB Service Hours:</b>	0 4	0 3	10 20	5 Not reported last year
<b>Positive Youth Development</b>	65	56	1465	2539
<b>Community Service # of Hours Completed Challenge Course-Adult Challenge Course – Youth (Outside)</b>	1 36 0 0	1 25 0 0	10 124 139 276	12 Not reported last year
<b>Information and Referral</b>	529	600	5634	5171



<b>Social Casework Cases</b>	78	82	634	596
<b>Under 55 =</b>	21	25	175	139
<b>Under 55 Disabled =</b>	11	19	123	132
<b>Over 55 =</b>	46	38	288	323
<b>Social Casework Service Hours</b>	122.75	118.75	889.5	998.5
<b>Under 55 =</b>	27.25	25.5	219	198
<b>Over 55 Disabled and/or Disabled</b>	95.5	93.25	669.5	688.75
<b>Food Bank Household Visits</b>	139	152	1177	1058
<b># bags of groceries distributed</b>	601	701	5253	5310
<b>Mobile Truck</b>	126	182	1107	1061
<b>Clothing household visits</b>	0	0	60	166
<b># bags of clothes given</b>	0*	0	76	214
<b>Special Needs</b>	4	7	78	51

\*Clothing closet ended

### **SENIOR AND DISABLED CENTER**

- Hartford HealthCare Center for Healthy Aging wrapped up their 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.
- The Center's Tech Help program continues with volunteers providing one on one assistance to help members with technology (cell phone, laptops, tablets, software, etc) on a drop in basis. Members are also invited to drop off outdated or unwanted small devices such as cell phones, tablets or laptop computers during Tech Help for recycling.
- Creativity abounded with both the continuation of the needle felt craft series on February 7, a paper craft class on February 22 and a mixed media class that created winter art on canvas on February 8.
- The topic for the American History Lecture series, taught by Carnegie Mellon University professor Jared Day, "The Invention of the Presidency: Washington, Adams, and Jefferson". This monthly program continues to be well attended.
- A Valentine's Day Cupcake Social and Trivia contest was held on February 19<sup>th</sup>. The program was sponsored by Newington Rapid Recovery.
- Emil Johnson, Director of Jefferson House's GoodLife Fitness program presented an inspirational program entitled Growing Older Can Bring New Purpose on February 13.
- Connecticut In-Home Assistance sponsored a round table discussion on February 13<sup>th</sup> with the topic of homecare 101.
- Mindfulness continues to be a popular topic among participants with a sold out audience attending a presentation on February 20<sup>th</sup> by Joe Allen of Physical Therapy and Sports Medicine Centers entitled Mindfulness + Positive Thinking = Success.
- The CT State Department of Banking hosting a rousing game of Financial Fraud Bingo (How to Avoid Banking Scams and Fraud) on February 22.
- Although the weather was frightful at times, the Giving Garden volunteers were hard at work this month preparing for the upcoming season. In preparation, they have started seeds. Some of these seedlings will be planted in the garden and others will be sold at a plant sale during the Library's Book Sale at the end of April to raise funds to support the garden.
- The offices, Information and Referral Center, Gift Shop and A&B rooms had carpet cleaning this month. This also precipitated clean outs in each area.
- 34 individuals received MOW in January. Of those 34 recipients:
  - 6 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 3139 by 470 people. Dial-a-Ride provided 94 residents **891** trips this month, covering 2632 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 561 hours of unpaid service in 199 instances by 52 volunteers. Approximately half of those hours are served in the coffee and gift shops.

## **PARKS AND RECREATION**

### Recreation Division

- Creative Playtime Preschool Program hosted an Open House on February 4<sup>th</sup> with 4 families attending.
- The volunteer program at the Creative Playtime Preschool Program continues to flourish, with 3 volunteers currently utilized when needed but phone inquiries are taken often.
- The spring 2019 Program Guide was distributed to all Newington residents at the end of February as an insert in the March issue of Newington Life.
- Registration for the 2018-2019 school year at Creative Playtime Preschool began on February 5<sup>th</sup> for current families, February 12<sup>th</sup> for new families, and February 26<sup>th</sup> for non-resident families.
- Planning for summer programs is underway.
- Interviews for summer positions are being scheduled.
- Over 85% of summer Aquatics staff members expressed their interest in returning for the upcoming summer season. The Aquatics Director will be returning for her 3<sup>rd</sup> year.
- A lifeguard class is planned and scheduled for May 2019. Up to 10 participants will be able to take the class and 3 have already expressed an interest in a class. The class will be taught by a seasoned Aquatics veteran, who has been with NPR for 6 years.
- Further education in Aquatics is being encouraged with all Aquatics staff. Multiple staff members are going to begin furthering their Aquatics education, paving the way for even better swim lessons and more advanced life-saving training.
- The Department secured tens of thousands of dollars in Public/Private Partnerships for the Motorcycle Madness event. Sponsors include Geico of Newington, Trantolo & Trantolo LLC, CycleFish, Brookfield Indian Motorcycle, West Hill Automotive, Tj's On Cedar, and Puerto Vallarta.
- The Department secured thousands of dollars in Public/Private Partnerships for the Life. Be in it. Extravaganza. Sponsors, so far, include Rosenberg Orthodontics, Century 21 Stamm Eddy, ReMax, and Church of Christ Congregational.
- Staff attended the CRPA Entertainment Showcase to look for high-level musicians and entertainers to bring to Newington's Summer Concert Series, camp program, after-school program, and more. Numerous talented bands and entertainers were found.

### Parks and Grounds and Cemeteries

- Had 2 staff members work at the Churchill Park Pavilion, hanging Rotary Plaques and finishing up a few off jobs to complete the pavilion.
- Mechanical work continued in the garage, getting all the baseball equipment ready and cleaning mowers to send to highway for service.
- As the month went on we continued picking up sticks from ice storms.
- Had a crew work at the high school parking lot elevating the trees on the Southside.
- A crew started working at Alumni baseball outfield fence clearing branches away and limbing up trees behind the fence.
- Finished Bob Stanley Nature trail cutting brush back.
- Worked around the North end of Mill Pond removing unwanted plants and trees from the water's edge.
- Made new players benches, sanded and repainted old ones.
- We had three snow events.
- At the West Meadow Cemetery we had 4 single, 3 double depth and no Ash interment. We had 1 grave sale.

### Tree Warden

- Removed hanging branches over road across from 61 Kitts Lane.
- Removed dead Birch tree from Beacon Park.

- Pruned and removed dead wood from tree at Martin Kellogg rear parking area.
- Pruned and removed dead wood from Oak tree on green at E. Green School.
- Removed hazard tree along walk and parking area at E. Green School.
- Pruned fence line along back path at NHS to fieldhouse.
- Pruned overhanging branches along rear fence at Alumni Baseball Field.

## LIBRARY

- The Kids Winter Reading Program *Ice Cream for Books* kicked-off on Saturday, February 2. This program was held in conjunction with *Take Your Child to the Library Day*. A magic show by Pete and Chris started the day. Kids signed up for the 5 week reading program and received their Activity Log to complete and receive prizes by the end of the program. The Adult Winter Reading program that kicked off on January 31 continued. A prize giveaway basket was given away each week. Winning tickets were pulled from the tickets submitted for books read by the participants. One winner was thrilled. He said "Finally after 10 years I won a prize." By the end of the month, 401 adults had signed up, an increase of 29% from the previous year.
- Library Board of Trustees Library's *80<sup>th</sup> Anniversary Celebration Series* kicked off on February 10 with a musical performance by the woodwind quintet, *Resonant Winds*. 97 people enjoyed a Sunday afternoon of popular music specifically arranged for the quintet. This Series is 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 continue next month on March 24 with the string quartet *Golden Scrolls Soloists*.
- The Library Board of Trustees and the Race Committee continued planning preparations for the *23<sup>rd</sup> Annual Newington Library 5K Challenge Road Race*. Finalizing sponsorship and completing and printing the paper race registration form are the priorities. Online registration is open at [raceentry.com](http://raceentry.com). New features to the race include Virtual Participation Level for people who can't make the race but want to support it, Refer a Friend that gives participants a \$5 credit for each person they refer to register for the race and race incentives for those participants who raise money for the race.
- The Friends of the Library are busy preparing for their Mini-Media Sale to be held on March 9 at the library and their spring book sale that will be held on April 26, 27 & 28 at the Senior and Disabled Center.
- The library experienced substantial DVD theft in February. A person was coming in and stealing the DVDs, and stuffing the security tags and covers in the stacks. The person was identified and police were called into handle the situation.
- Head of Reference Diane Durette and Teen Librarian Bailey Francis hosted a visit by an ESL class from the Newington High School. The students were given a tour of the library and the librarians discussed the print and digital materials that may be of use to them. Students also got a library card if they already did not have one.
- The children's staff presented 65 programs to 1,933 children and their caregivers. February was a crazy, busy month as the statistics for children's circulation and program attendance reflected. In addition, to the winter reading kick-off and the *Take Your Child to the Library Day*, highlights of other programs include: *Meet the Animals* and *Animal Adaptations and Habitats* by *The Children's Museum* during February break; *Pajama Music*, *Ice Cream Fundae*, *Books and Babies* and *Building with LEGO Bricks*. Class visits continued with students from 3<sup>rd</sup> & 4<sup>th</sup> graders and librarians went into the middle schools to do booktalks for the 5<sup>th</sup> & 6<sup>th</sup> graders. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teen author Julia Tannenbaum's program about her new book *Changing Ways* was rescheduled to April due to a winter storm. Teen librarians were busy visiting the John Wallace Middle School 7<sup>th</sup> & 8<sup>th</sup> grade Language Arts classes to talk about new teen fiction and were also at the high school to facilitate a book discussion. They have begun planning for school visits to talk about 2019 Nutmeg Nominee Books and teen summer reading. Staff held 5 programs for 400 teens.
- This past month 18 programs were offered to 487 adults. Adult winter readers were invited to the library for a Friday night *Ice Cream Social* where they made ice cream sundaes and went on a library history treasure hunt. Bristol native and author Mike Reiss spoke to a full house about his new books *Springfield Confidential* and his 30 years writing for the show *The Simpsons*. Highlights of other programs include: *Pet Rescue and Adoption*, *Getting Your Home Ready for Sale*, *Brown Bag it with a Documentary* featuring the film *Everything is Copy: Nora Ephron* and *Brown Bag it with a Book with a Discussion* of the book *The Children Act* with a showing of the movie as well. The monthly *Special*

*Friends* program with the Newington and Wethersfield Transition Academies and outreach to Cedar Mountain Commons and Middlewoods completed the month.

- Total circulation of library materials was 24,330. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,417 times from the library website. 16,081 people visited the library during the month. There were 7,824 visits to the library's homepage. Popular online services included *Ancestry.com*, *Morningstar*, *Lynda.com*, *Bookflix*, *PebbleGo Animal and Biography databases* and *PebbleGo Next States and Next Science databases*. Museum passes were used 76 times this month, the most popular being *Imagine Nation*, *New Britain Museum of American Art* and *Mark Twain Museum*. The reference staff answered 4,323 reference questions during the month. Free library meeting space including study rooms was used 354 times during the month.
- In technology news, this month's technology programs were *Google Photos* as well as one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens*. Upcoming technology program will be *Computer Troubleshooting* on March 14. Newington residents can now place holds on the Wi-Fi Mobil Hotspots.
- In facilities news, the construction project of the new library parking lot is still not completed. The lights were installed and the *Friends* trailer was moved. Some of the work that needs to be done cannot be done until the weather is warmer. 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.
- Topics of note that were researched this month included:
  - Books on mindfulness for kids.
  - Books for kids on dealing with a parent in prison.
  - How does Connecticut rate nationwide for electric rates.
  - Fruits and vegetables that thin your blood.
  - Books made into Hallmark movies.
  - How to write a blog.