



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: April 18, 2019
Re: Monthly Report – March 2019

GENERAL ADMINISTRATION

- Mrs. Lane Delivered the Town Manager’s annual State of the Town address at Newington High School.
- Mrs. Lane participated in interviews for Construction Oversight Firms for the Town Hall/ Community Center project.
- Mrs. Lane attended the Town Hall Building Project meetings.
- Mrs. Lane met with the Public Works team to discuss various matters
- Mrs. Lane attended the CERC- Economic Development Training workshop.
- Mrs. Lane attended ground breaking ceremony for the Town Hall/ Community Center.
- Mrs. Lane met with staff, union and legal representatives regarding personnel issues.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

Overtime

Paid overtime during the month of March 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	59.1	\$ 2,976.00
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 1,054.04
ROAD MAINTENANCE	0.7	\$ 32.21
TRAFFIC	0.0	\$ -
SNOW	342.1	\$ 17,948.72
TOTALS	421.9	\$ 22,011.27
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Snow and Ice	142.50	\$ 7,154.92
Cemetery	11.00	\$ 518.27
Regular Grounds	100.00	\$ 4,769.24
TOTALS	253.50	\$ 12,442.43

	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD	17-18 Budget Overtime Appr.	Overtime Expended 17-18 YTD
POLICE DEPARTMENT				
Administration	\$ 7,459.00	\$ 1,907.56	\$ 7,459.00	\$ 3,155.68
Patrol	619,839.00	715,962.76	619,212.00	558,592.77
Investigation	81,972.00	33,036.78	83,451.00	63,472.96
Communication	173,143.00	116,646.36	170,443.00	127,561.40
Education/Training	130,461.00	118,556.51	130,461.00	110,953.46
Support Services	36,306.00	15,062.40	37,113.00	16,079.07
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	\$1,001,172.37	\$ 1,049,581.00	\$ 879,815.34
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 12,032.34	\$ 26,494.00	\$ 16,386.37
Snow and Ice Control	161,264.00	126,472.56	157,488.00	119,835.49
Traffic	3,958.00	2,233.50	3,861.00	2,503.04
Vehicles and Equipment	32,016.00	15,335.45	31,234.00	20,349.76
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	\$ 179,876.44	\$ 251,389.00	\$ 189,152.44
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 78,872.93	\$ 82,866.00	\$ 76,037.18
Cemeteries	<u>16,045.00</u>	<u>7,934.62</u>	<u>15,653.00</u>	<u>8,852.01</u>
Total	\$ 100,508.00	\$ 86,807.55	\$ 98,519.00	\$ 84,889.19

PERSONNEL

- Interviews took place on March 5, 2019 for two Police Recruit Officers in the Police Department. The position was offered to Adam Gore and Larrie Douglas, they began their position on March 25th.
- The vacant position for the Part-Time Animal Control Officer was offered to Kristina Muszynski, she began her new position with the Police Department on March 25th.
- The vacant position for the Groundskeeper I was offered to Jamie Johnson, he began his position on March 7th, 2019.
- Walter Golembeski, Police Dispatcher, retired on March 18th, 2019 from the Town of Newington after 15 years of service.
- A job posting for the vacant Equipment Operator I was posted on March 21st with a closing date of March 27th, 2019.

RISK MANAGEMENT

2018-19 Blue Cross/Blue Shield Plan Year

The eighth 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 February 2019 were \$1,095,621. 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 February, 2019

	Town	Board of Education	Total
Estimated Claims	2,183,000	5,551,400	7,734,400
Actual Claims	1,384,678	4,104,902	5,489,280

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.
- Coordinating the update of firmware on all Newington Volunteer Fire Department iPads.
- Modifying room alert (temperature, humidity) notifications for the town's telecommunications rooms.
- Resolving a fiber optic cable issue experienced at the Senior and Disabled Center. Issue was resolved by switching over to a spare fiber pair.
- Applying various security updates and patches to several backend servers and appliances to enhance the town's security posture.
- Updating Tax Map Annotation (57% complete) and Town Parcel Updates (49% complete).
- Creating an MS4 map using Town of Newington data and Connecticut Environmental Conditions Online (CTECO) data for impervious coverage (updates on pavement, pools & buildings still needed for a more valid map).
- Creating a map for Town Planning and Zoning to show residential areas within 50' or 100' of industrial areas.
- Creating a map buffer for residents directly adjacent by tree removal and construction for notification purposes.
- Creating parking area maps for the new Town Hall & Community Center building project.
- Updating Economic Development Areas map (additions and name assignments).
- Updating the town's remote access system network applications.
- Working with Parks and Recreation staff and their line of business (LOB) application vendor to update their system to the latest supported version.
- Updating the organizations contained within the Business Directory on the Town's website. The data for this update was provided by staff at the Library.
- Testing various PDF application solutions to identify an enterprise solution for Town use.
- Identifying and moving all copper telephone lines needed at the Library and Senior and Disabled Center prior to the beginning of sitework and excavation for the new Town Hall and Community Center.
- Working with Cox Communications to complete the replacement of uninterruptable power supplies (UPS) in their equipment rack.
- Configuring and deploying a replacement switch at the Senior and Disabled Center.
- Upgrading the Town's scripting tools to the latest supported versions.
- Configuring, testing and setup of an automated deployment of a PDF application selected users are testing for enterprise use.
- Working with Cox Communications to troubleshoot and resolve connections issues at Fire Company 2. Cox Communications replaced hardware and made some system changes that resolved the issue allowing for normal operations.
- Working with a third-party company to test DMARC data sampling to determine risk and level of service needed to protect the Town's network.
- Assisting the Mayor and Town Manager's Office with preparation for the State of the Town Address sponsored by the Newington Chamber of Commerce.
- Evaluation of several Service Desk and Email Archiving solutions.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- The Town Manager's 2019-20 budget was submitted on March 4th to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- Janet Murphy, Director of Finance, attended the State of the Town address on March 7th at Newington High School.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager's Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 19th.

- The Health benefits calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town and Board of Education have a projected credit of \$648,996 and \$585,262 respectively. A final settlement of actual costs will be completed in September
- The Town solicited competitive proposals to select a qualified audit firm. On March 22nd proposals were received from 2 firms. The Audit Committee will be interviewing these 2 firms on April 17th.

The Town did receive the second payment on the Mashantucket Pequot Grant in the amount of \$54,975 from the State of Connecticut 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)
3/31/2019

	Interest Earnings		\$ Invested
	Budget FY2018-19	Actual Year to Date	
General Fund	\$130,000	\$556,393	\$40,284,379
Special Revenue Funds	8,700	55,969	3,181,865
97Capital Projects Funds	1,500	17,363	1,070,471
Internal Service Fund	13,000	33,610	2,547,096
Trust and Agency Funds	6,392	16,454	1,106,809
TOTAL, ESTIMATED BY FUND			\$48,190,620

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
3/31/2019

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.96	1.96	38,750	34,767	\$18,568,377
Bank North	1.89	1.89	875	787	550,851
TD Bank (new)	2.02	2.02	22,255	20,072	13,101,805
Farmington Bank	2.00	2.00	20,226	19,498	12,718,473
Webster Bank	1.60	1.50	5,175	4,667	3,104,191
Total Outstanding Investments					\$48,043,697

Rates reflect avg. monthly yield, annualized

Assessor

- The Board of Assessment Appeals held meetings on March 12, 13, and 14, 2019 to listen to assessment appeals on the October 1, 2018 Grand List and the October 1, 2017 Supplemental Motor Vehicle Grand List. The meetings occurred at the Assessor's Office, 131 Cedar Street, Newington, Connecticut. The meetings were held with all members of the Board in attendance. Deliberations were then held on Thursday March 14, 2019 with all members again in attendance. Notices of their actions were sent out by mail on March 19, 2019. The following table summarizes the financial implications of their deliberations:

Assessment Reductions on 2018 Grand List	\$267,827	
Current Mill Rate	0.03850	
Tax Loss @38.50 Mills Due to BAA Actions	\$ 10,311	
Number of Appeals	30	
Number Withdrawn/Failed to Show	9	30.00%
Accounts With Changes	14	47.00%
Accounts With No Changes	7	23.00%

- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an ongoing program as applications will be taken through May 15, 2019.
- Real Estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The State Owned Report and Private College and Hospitals Report were prepared and sent to the State of Connecticut for purposes of determining the reimbursed PILOT payments (if any).

Revenue Collector

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$315,397.14. The Supplemental Motor Vehicles collected were \$55,466.26, and \$36,470.85 was collected for prior year taxes. Included in that amount was \$3,815.35 for suspended accounts.
- This year's March collections on the current Grand List are 98.6% which is a little above the same time last year which was 98.3%. We are right on track with collections.
- Demand Notices were mailed to 1,078 delinquent Motor Vehicle taxpayers in order to reissue new Alias Tax Warrants to the Town Constables.
- Intent to Lien Notices were sent to 284 real estate taxpayers alerting them if taxes are not paid in full in April a Lien would be recorded in the Town Clerk's Office land records. This is standard procedure prior to the new Grand List billing.
- Fifty UCC Liens were recorded with the Secretary of State's Office for unpaid personal property taxes.
- A retention application was submitted with the State for approval to dispose of old files and information pertaining to taxes for our shredding day in April.
- Daily assistance is still being provided to taxpayers who need to locate their IRS information and have difficulty using a computer.

TOWN CLERK

- There were 52 transfers during March for a total of \$4,721,320 in sales. State conveyance tax collected was \$33,336.75; Town conveyance tax collected was \$11,112.25.
- We saw three (3) residential sales over \$300,000.
- There were 289 documents filed on the land records during March including: 75 mortgages, 91 releases, 13 probate certificates & 22 liens. Fifty-six of these documents were electronically recorded bringing in revenue of \$5,872.
- Staff certified and issued 148 vital records (birth, marriage & death certificates). Sixteen burial and two cremation permits were issued.
- Sixteen Notary Public commissions, one Liquor permit and four Trade Name certificates were catalogued.
- Attended the 2019 State of the Town on March 7, 2019 at Newington High School.
- Swore-in two Police Officers and the Animal Control Officer on March 25, 2019.
- During March the Town Clerk's staff issued 20 Land Fill permits for the Highway Department.
- Annually, in conformance with §7-14 of the Connecticut General Statutes, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library—which was done at the end of the month.

DATA SUMMARY March 2019				
	<u>March-18</u>	<u>March-19</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	274	289	3,375	3,290
Dog Licenses Sold	12	24	519	684
Game Licenses Sold	37	27	107	146
Vital Statistics				
Marriages	7	5	157	110
Death Certificates	37	26	283	163
Birth Certificates	18	21	197	185

Total General Fund Revenue	\$ 26,964.63	\$ 25,190.00	\$ 406,429.00	\$ 339,415.87
Town Document Preservation	\$ 972.00	\$ 967.00	\$ 9,727.00	\$ 10,354.00
State Document Preservation	\$ 2,008.00	\$ 1,968.00	\$ 11,212.00	\$ 19,488.00
State Treasurer (\$36 fee)	\$ 9,000.00	\$ 8,820.00	\$ 93,780.00	\$ 87,120.00
State Treasurer (\$127 fee)	\$ 1,524.00	\$ 1,524.00	\$ 41,021.00	\$ 29,210.00
State Treasurer (\$110 fee)	\$ 2,420.00	\$ 2,530.00	\$ 38,610.00	\$ 32,780.00
LoCIP	\$ 750.00	\$ 735.00	\$ 7,815.00	\$ 7,260.00
State Game Licenses	\$ 518.00	\$ 286.00	\$ 2,517.00	\$ 2,668.00
State Dog Licenses	\$ 109.00	\$ 245.50	\$ 3,896.50	\$ 5,452.00
Dog Licenses Surcharge	\$ 32.00	\$ 68.00	\$ 1,224.00	\$ 1,676.00
Marriage Surcharge	\$ 76.00	\$ 136.00	\$ 1,140.00	\$ 1,802.00
Grand Total	\$ 44,373.63	\$ 42,470.25	\$ 617,371.50	\$ 537,225.87

POLICE DEPARTMENT

Patrol Calls for March are as follows:

Abandoned MV	0	Fire Special Detail	0	MV Abandoned	1
Administrative	0	Fire Stand By	0	MV Assist	44
Alarm Commercial Burg Alarm	66	Fire Structure Fire	10	MV Complaint	55
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	24	Fire Training	0	MVA Evading	17
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	4	MVA Fatal	0
Animal Complaint	20	Fire Vehicle Fire	0	MVA Injury	7
Arson/Fire Invest	0	Fire Water Problem	1	MVA Property Only	90
Assault	3	Fireworks	0	Neighbor	3
Assault in Progress	0	Follow Up	51	Noise	10
Assist Motorist	11	Found Property	9	Non Collect Person	3
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	16	Harassment	9	Open Door/Window	3
Bad Check Insufficient Funds	0	Hazard	54	Parking Violation	25
Blighted Property	0	Hazmat	2	PD ASSIST FIRE DEPT	38
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	12	Homicide	0	Pistol Permit	15
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	4
Burglary	3	Illegal Dumping	1	Private Duty	0
Car Seat	7	Indecent Exposure	0	Property Found	5
Check Welfare	29	Intoxicated	2	Property Lost	3
Check Welfare 911	53	Juvenile Complaint	17	Prostitution	1
Check Welfare Other	2	K9 Assist	3	Recovered Stolen MV	2
Clear Lot	0	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	3	Residential Lockout	0
Court Detail	3	Larceny	33	Robbery	0
Criminal Mischief	7	Larceny from MV	17	Roll Call	2
CSO	1	Lift Assist Only	6	Serve Subpoena	1
Customer Dispute	8	Liquor	0	Serve Warrant	22
Dog Complaint	26	Local Traffic Authority	0	Sexual Assault	3
Domestic	33	Location Check	58	Shots fired	1
Door Check	0	Location General	0	Specific Detail	96
Drug	10	Lockout Building	1	State Pistol Permit	0

DUI	6	Lockout MV	3	Stolen MV	4
EDP	21	Lost Property	5	Sudden Death	3
Escort / Transport	7	LTA	0	Suicide	1
Escort Funeral	4	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	18	Suspicious MV Unoccupied	19
Escort Retrieval	0	Medical Cardiac	21	Suspicious Report	136
Escort Tax	0	Medical Complaint	174	TEST	0
Fingerprint	6	Medical Diabetic	4	Threatening	2
Fire Alarm	26	Medical Fall	43	Tobacco	2
Fire CO Detector no symptoms	6	Medical Mutual	0	Tow	21
Fire CO Detector with sympt	1	Medical Other	0	Town Ordinance Violation	2
Fire Extrication	1	Medical Respiratory	18	Traffic Stop	616
Fire Hazmat	0	Medical Stand by	2	Trespass	10
Fire Mutual Aid Request	3	Medical Trauma	1	Unknown	5
Fire Other	10	Medical Unresponsive	8	Water problem	0
Fire Rescue	0	Missing	1	Total	2,285

- In March, the Detective Division:
 - During the month of March, 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 51 investigations, 51 remain ongoing.
 - Served 15 arrest warrants, 12 by Patrol Officers.
- In March, the Animal Control Officers had the following activity:
 - 48 Calls – 29 Dog, 19 Animal and 0 Specific Detail/0 Follow-ups/0 Car Seat
 - 0 Dog vs Dog Bites/2 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 4 Impounds – 3 redeemed, 1 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over, 0 DOA
 - 0 Infraction written
 - 56 Incoming Phone Calls
 - 2 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 1 Written Warnings
 - 0 Dog Licenses obtain February
- Breakdown of Calls
 - 510 –
 - 3 Combined Dog/Animal/Specific Detail/Check Welfare
 - 4 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 -
 - 11 Combined Dog/Animal/Specific Detail
 - 4 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 2 dog bite- dog vs human
 - 1 Dog/Cat Adoption
 - Other –
 - 34 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - Kristina Muszynski began training on 3/25/19, 2 days a week
 - Deb Monde's last day was 3/27/19.
- In March, the Patrol Division had the following activity:

- During the month of March, Officers Leroy Feeney and Brendon LaChance attended specialized training in the area of motor vehicle accident investigation hosted by the State of Connecticut Division of Criminal Justice.
- On March 25th, two new employees, Larrie Douglas and Adam Gore were sworn in as Newington Police recruits. Douglas and Gore will report to the Connecticut Police Academy to begin their Basic Training on Friday April 5th. Upon successfully completing basic training, Officers Douglas and Gore will return to NPD and begin their field training with Field Training Officers in the Patrol Division.
- On March 27th, Officers David Cyr and Zachary Cyr graduated from the Connecticut Police Academy. They are currently assigned to Field Training Officers Jamie DeSimone and Jeffrey Wagner of the Patrol Division.
- On March 29th, Officers and Supervisors from the Patrol Division volunteered to participate in the 14th annual Ciara McDermott Basketball Classic. This event provided an excellent opportunity for officers to interact with members of the public and the Newington High School community.
- On March 31st, Officers Jeffrey Wagner and Leroy Feeney were promoted to Master Patrol Officer.
- Property Report March 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/forged	1	\$ 26,000
Damaged/Destroyed	10	\$ 3,511
Vehicle Inventory	0	\$ 0
Stolen	97	\$ 113,031
Abandoned	0	\$ 0
Evidence	65	\$ 16
Found	6	\$ 0
Lost	2	\$ 3,100
Seized	29	\$ 0
Recovered	25	\$ 32,310
Impounded	1	\$ 0
Informational	16	\$ 2,400
Total	252	\$ 180,368

- Police Department Overtime:
 - Comparison
 - OT February \$ 108,495 2 pay periods – (1 holiday)
 - OT March \$ 77,817 2 pay periods
 - \$ 30,678 decrease
 - During March, 1 officer was on light duty assisting Support Services, 2 officer vacancies, 1 dispatcher vacancy, 3 Police Officer Recruits 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 and 1 position vacant in the Communications schedule. The SRO officer is working in the Patrol Division to assist with vacancies in the schedule.
 - Admin overtime \$0, a decrease of \$598.
 - Patrol overtime \$50,809, a decrease of \$6,723. Overtime includes the following calls and arrests; domestic calls, larceny investigations, burglary investigation, K-9 track, attempted suicide, prisoner detail, DUI arrest, sudden death, stolen vehicle, booking, search warrants, casework, hold overs and overtime for time off/vacancies/injuries.
 - Detective Division overtime \$1,089, a decrease of \$4,023 (holiday pay \$4,000). Overtime includes background investigations for new hires, crime scene processing, weapons removal, burglary, warrants and casework follow ups.
 - Communications overtime \$13,151, an increase of \$718 (holiday pay \$2,000). One vacancy due to retirement created overtime filling on the schedule, several time off leaves and staffing for weekends to allow for 2 dispatchers on for all shifts.
 - Education overtime \$9,588, a decrease of \$19,734 and includes overtime for training classes consisted of ERT training days; Taser, OC, Baton and Handcuffing; Lethal Weapon, Crime Scene Investigation, recertification training; and In-service training and citizen RAD training.

- Support Services overtime \$3,180, a decrease of \$318. Overtime includes parade attendance and for filling time off.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of March 2019. During this period fire department members responded to alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	March 2019	9 Months Activity
FIRES		
Structure Fire	1	18
Vehicle Fire	1	6
Exterior Fire	2	18
Other Fires	1	3
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	2	6
Extrication	0	6
Other Rescue Calls	0	8
SERVICE CALLS		
Hazardous Condition Calls	4	44
Water Problems	3	18
Other Service Calls	3	23
OTHER		
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
Total	38	356

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

Cadet Training	Hydrants/Hookups/Operations	28.0 hours
Cadet Training	Apparatus Checks/SCBA	18.0 hours
Cadet Training	Radio Operations/Communications	22.0 hours
Officer Training	Reading Buildings	20.0 hours
Department Training	Cold Water Rescue	155.0 hours
Task Force Training	Communications/Incident Review	10.0 hours
Capital Region Training		5.0 hours
Department Training	FF Safety Seminar CCSU	56.0 hours
Fire Officer IV Certification		40.0 hours
CPR/AED Training		35.0 hours
Fire Administration Training	Small Town Departments	8.0 hours
CRHMRT		8.0 hours
Multi Company Training	R.I.T down FF Recover 1,2,3,&4	130.0 hours
CO.#2 Training	R.I.T Procedures and Fire Behavior	27.0 hours
CO.#3 Training	New Utility Vehicle	28.0 hours
CO.#4 Training	Ground Ladders	5.0 hours
Haz Mat Explosives Training		4.0 hours
NIMS Training		4.0 hours
FEMA Training	Decision Making/ Problem Solving	4.0 hours
Aerial Training		25.0 hours
Total Training		632.0 hours

FIRE MARSHAL

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

INSPECTIONS	30
INSPECTION FOLLOW-UPS	19
PLAN REVIEWS	7
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	7
FIRE ALARM TROUBLE	6
COMPLAINTS	1
TANK REMOVALS	2
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	4
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	0

Incidents:

- Responded to 27 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.
- Attended the Annual Chamber of Commerce "State of the Town" breakfast at the high school.
- Issued the annual blasting permit for the Balf/Tilcon Plant on Hartford Avenue.
- Conducted the quarterly meeting of State and Regional Task Force- 51 at the West Street Station in Cromwell.
- Participated in the Annual St. Patrick's Day Parade in Hartford.
- Worked with the High School Graduation Party Committee to review fire code requirements for the decorations to be used for the annual all night event
- Attended the Premier Opening of the Chick-Fil-A Restaurant on the Berlin Turnpike.
- Conducted a cause and origin investigation for a basement fire in a single family home on Hawley Street. The fire caused extensive damage and resulted in the temporary relocation of the owners.
- Attended a Town Council meeting along with the Board of Fire Commissioners and Command Staff to review the annual 2019-2020 fire department budget.
- Attended the annual cold water/ice rescue drill at Churchill Park.
- Met with public safety officials and representatives from Vallabhdham Temple on Church Street to review safety and security plans for their annual events.
- Attended the monthly meeting of the Capital Region Fire Chief Association in Bristol.
- Attended a Small Town Fire Chiefs Seminar in Westerly RI. The program was presented by the National Volunteer Fire Council.
- Attended a Fire-2025 Summit at the state fire academy to review and plan for the many challenges facing the fire service in the state of Connecticut.
- Attended the Annual Department of Emergency Management & Homeland Security meeting with Region-3 Local Emergency Management Directors at the public safety complex in Hartford.
- Conducted the monthly command staff meeting at fire headquarters.
- Attended the monthly staff meeting at the Town hall.
- Attended a meeting with town staff and contractors to review the site logistics plan for the partial building demolition and construction of the new Town hall.
- Attended the bi-monthly Employee Health and Safety Committee meeting at Town hall.
- Met with parks staff and the contractor to review plans for the Lantern Festival at Mill Pond Park.
- Attended the Cromwell Fire Departments 90th Anniversary Celebration at the Courtyard by Marriott in Cromwell.

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
- Continued to meet with ASFCME Union President to discuss various issues
- Attended Town Council departmental budget meeting
- Assisted with new Library Parking Lot project
- Attended siting and construction meeting for Town Hall

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
- Cleared Main Street Waterway
- Continued with Town wide pot hole patching and curb repairs
- Completed construction of access road for new Public Safety Radio Tower
- Responded to three (3) snow/ice events for the month totaling 14.5 " of frozen precipitation
- Completed snow removal at Town Center Parking Lot
- Cleared catch basin and waterway at Beacon Park
- Relocated Garfield Street Jersey Barriers
- Began construction of handicap parking area at Clem Lemire Park

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 services on snow fighting equipment for Parks and Highway Departments
- Completed spring services on mowers and street sweeper
- Responded to one (1) after hours call at Highway Facility for fueling facility breakdown

Sanitation/Recycling/Landfill

- Scheduled 618 residential bulk items for collection for the month
- Scheduled 114 condominium bulk items for collection for the month
- Scheduled 32 condo/residential scrap metal items for collection for the month
- 5518 tons of cumulative Municipal Solid Waste were collected from July through February
- 1842 tons of cumulative recyclables were collected from July through February
- 1210 mattresses/box springs were collected from July through February
- 226 televisions were collected from July through February
- Issued 34 permanent landfill permits and 3 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of March 13, 2019:

- Approved Petition #04-19: Special Permit (Sec. 3.11.6: Restaurant) at 2184 Berlin Turnpike. Anthony Taricani, 230 Jubilee Street, New Britain CT, contact.
- Approved Petition #05-19: Special Permit (Sec. 6.2.4: Free-Standing Sign) at 3443 Berlin Turnpike. Garrett Homes LLC, owner; C+ Sign Service, applicant.

TPZ Meeting of March 27, 2019:

- Approved, with conditions, Petition #10-19: Special Permit (Sec. 3.2.7: Charitable, Religious, Social and Civic Events) at the Municipal Parking Lot ("Big K Flea Market"). Kiwanis Club of Newington, applicant.

- Approved Petition #09-19: Special Permit (Sec. 3.2.8: Group Day Care Homes and Child Care Centers, and Adult Day Care Centers) at 395 Willard Avenue. Colchester Properties LLC, applicant.
- Approved, with conditions, Petition #08-19: Site Plan Modification at 395 Willard Avenue. Colchester Properties LLC, applicant.
- Approved, with conditions, Petition #06-19: Site Plan Modification at 94 Holmes Road. 94 Holmes Road LLC, owner/applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Mar. 20: Met with applicant re parking lot expansion on Fenn Road.
- Mar. 21: Met with property owners re special permit application on Church Street.

TOD/CTfastrak/Amtrak Corridor Planning:

- Mar.22: Met with planning consultant re TVDD regulations.
- Mar. : Continued reviewing draft TVDD regulations.

Grant-Related Project Activities

- Mar.12: Met with Town Manager and Rehab Consultant re residential rehab project.
- Mar: Continued administration of Town Center Streetscape Phase VI project.
- Mar: Continued administration of Residential Rehab Program.
- Mar: Continued administration of Community Connectivity grant.

Board and Commission Meetings:

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

Professional Development/Training

- Mar 19: Attended CCM training on economic development in Thomaston.

Miscellaneous

- Mar. 6: Met with staff of Victory Garden re affordable housing moratorium.
- Mar. 7: Attended State of the Town presentation.
- Mar. 11: Attended monthly Planning & Engineering departments meeting.
- Mar. 13: Attended monthly Public Works Team meeting.
- Mar. 19: Met with Town Manager re blight complaint.
- Mar. 21: Attended quarterly CRCOG town planners meeting.
- Mar. 27: Attended monthly department head meeting.
- Mar. : Continued working on Sec. 8-30g affordable housing moratorium application.
- Mar. : Responded to approximately 30 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Mar. : Received and sent approximately 428 emails from citizens, local business, applicants, Town staff, state staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 18 excavation permits:
 - Road Excavation:
 - Gas = 5
 - Water, sewer and storm connection= 1
 - Driveway= 9
 - Electric Conduit= 3

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:
 - Two
- Commission Administered applications:
 - None
- Agent Administered Applications:
 - One
- Provided guidance to residents/applicants for preparing applications.
- Assisted residents/applicants with preparing applications for presentation/review at Commission meetings.
- Meet with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 11 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
- 395 Willard Avenue – 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 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 road/drainage restoration with Eversource for GHCCRP
- Coordinated road/drainage restoration with Eversource for maintenance on 1769/1783/1785 lines

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 (library parking)
- 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
- Highway Department – CIP road paving preparation
- Highway Department – CIP town facility paving preparation (senior center, FD4, high school)

ECONOMIC DEVELOPMENT

- Supported the activities of the Economic Development Commission.
- Assisted the Town Manager and Mayor in preparing their speeches at the State of the Town Breakfast held on March 7, 2019.
- 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.
- Coordinated the Fundamentals of Municipal Economic Development Workshop presented by the Connecticut Economic Resource Center to members of the Town Council, Economic Development Commission, Town Plan and Zoning Commission, Conservation Commission and Chamber of Commerce on March 30, 2019.
- Assisted with preparing supporting documentation for bills affecting Newington being considered by the Connecticut General Assembly.
- Assisted the Town Engineer in negotiations with Eversource regarding permitting for the Greater Hartford Reliability project and the transmission pole replacement project.
- Tyler English Fitness closed its location in Local Market Plaza. The owners of the plaza have hired a new commercial real estate broker from New York to complete the lease up of remaining spaces. That broker has also been directed to market the property for sale.
- The former Fafnir building on Willard Avenue is now 100% leased with the addition of EB Carports and Metal Structures that is relocating from Elmwood.
- Industrial Protection Products at 3310 Berlin Turnpike held a ribbon-cutting ceremony.
- Tony Boloney's Deli received a Special Permit from the Town Plan and Zoning Commission to open a restaurant at 2184 Berlin Turnpike.
- On March 14, 2019, Chick-fil-A opened its Newington location at 3240 Berlin Turnpike, on the site of the former Ruby Tuesday's.
- Assisted a health care facility in town seeking to refinance.
- 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 applications to the Town Plan and Zoning Commission.
- Advised commercial property landlords seeking new tenants or to sell their properties.
- Researched and provided information to businesses interested in moving to Newington.
- Provided information to businesses that recently opened or will soon be opening in town.
- Helped business owners seeking assistance from Town departments.
- Prepared information and documents for the Town Manager.

BUILDING DEPARTMENT

- A Mechanical Application was applied for and is pending to install a pressure regulator on the boiler for the community room at 312-316 Cedar Street, Cedar Village, Newington Housing Authority.
- A Mechanical Permit was issued for the Newington Emergency Medical Services, located at 71 J. H. Stewart Drive, to install a new heating & cooling system.
- A Building Permit was issued for interior alterations to People’s Bank in Stop & Shop on 44 Fenn Road to accommodate the new ATM
- Building, Electrical, Plumbing and Mechanical Permits were approved for Zen Wellness to be located at 2280 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Focus on Height and Area: 2015 IBC Chapters 3-10 – March 13, 2019.
 - K. Kilkenny - Continuing Education for Electricians – March 2, 2019
 - Engineered Wood Products and Tall Wood Buildings – March 4, 2019
 - Focus on Height and Area: 2015 IBC Chapters 3-10 – March 20, 2019
- There was 1 Certificate of Occupancy issued in March. It was for Chick-fil-A located at 3240 Berlin turnpike.
- Building Department activity for the month of March was as follows: The Inspectors completed a total of 125 Inspections. They were: CO (2), Electrical (6), Final (53), Footings (6), Foundation (5), Framing (7), Gas Line (7), Hot Water Heater (1), Insulation (4), Mechanical (1), Rough (33).
- The total number of Building/Renovation Permits issued / applied for the month of March was 145 producing a total permit value of **\$1,115,912.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	32	\$ 519,952.00
DECK	3	3,000.00
DEMOLITION	0	0.00
ELECTRICAL	42	138,033.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	700.00
GARAGE / SHED	0	0.00
MECHANICAL	25	171,368.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	22	55,518.00
POOL	1	6,000.00
ROOFING/SIDING	15	138,055.00
SIGN	2	22,500.00
SOLAR	2	60,786.00
TENT	0	0.00
TOTAL	145	\$1,115,912.00

The total Building income fees received in the month of March was **\$13,834.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$435.00 Environmental \$60.00 Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$67.50 Driveway / Excavation \$800.00 Engineering copies \$6.00. The other total income is \$1668.50.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for March:	\$1,115,912.00	\$1,883,150.00

Fees for Permits issued for March	\$13,384.00	\$22,808.00
Other income Fees for March	\$1,668.00	\$4,161.50
Building Permits Issued for March:	145	150

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

2018-2019		2017-2018	
Value	Permit Fee	Value	Permit Fee
\$38,258,203.00	\$183,658.00	\$16,242,036.00	\$ 192,586.00

HUMAN SERVICES

- The March 5th Grade Challenge days (ALPS) went quite well with both groups working hard to accomplish the challenges in-class and during the final challenge days. Both groups were highly motivated and embodied the spirit of cooperation and enthusiasm.
- March SCORE programs have had a few weather postponements but we have rescheduled and continue to be well attended. The Claypen Studio, Geocaching and Nature Center trips have stimulated creativity and physical challenges for the youth that participated.
- Our Leadership Education and Advisor Development (LEAD) mentors met this month for the first time in 2019 and started to plan for the new incoming mentor recruits for Summer 2019.
- Summer Youth Adventure brochure is almost completed and will be ready to be distributed through our email parent distribution list on April 12, 2019 and delivered to schools the week after April vacation. Summer Mentors packets are being mailed out during the first week of April.
- Coordinator Meskill continued to provide weekly supervision to student intern: Ashley Muzik. 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: DMHAS meeting with legislators to discuss mental health gaps, needs, and existing services.
- Coordinator Meskill attended Suicide Prevention webinar. Coordinator Meskill and SW Gugliotti attended Motivational Interviewing training. Coordinator Meskill and Director LaBrecque attended evening presentation on Human Trafficking sponsored by the Rotary.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington and recruited walkers and donations for 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.
- Director Labrecque attended ADA training.
- Coordinator Wassik and Director LaBrecque attended Hoarding Training, and meeting with CCHD re: two new programs for Newington residents dealing with opioid addiction either directly or for the loved one. The programs are Project HOPE where the police will provide a warm hand-off to the hospital for someone seeking treatment and “ How Can I Help?” where CCHD will work with connecting folks to treatment and other resources and provide support to family and friends.
- Representative: Gary Turco initiated a meeting with Department staff to learn more about our department, its services and legislation that impacts the work that we do.

March 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 Clinical Presentations	18 0	14 0 presentations/ attendees	120	117

Youth & Family Service Hours	50.25	43	337.75	335.50
JRB Cases	2	0	12	5
JRB Service Hours:	5	3	25	Not reported last year
Positive Youth Development	304	56	1769	2632
Community Service	1	1	11	13
# of Hours Completed	25	25	149	Not reported last year
Challenge Course-Adult	0	0	139	
Challenge Course – Youth (Outside)	0	0	276	
Information and Referral	554	600	6188	5585
Social Casework Cases	82	78	716	669
Under 55 =	21	21	196	159
Under 55 Disabled =	11	11	134	142
Over 55 =	50	46	338	366
Social Casework Service Hours	133.25	122.75	1022.75	1117.50
Under 55 =	26.5	27.25	245.50	259
Over 55 Disabled and/or Disabled	106.75	95.50	776.25	857.50
Food Bank Household Visits	138	139	1315	1164
# bags of groceries distributed	614	601	5867	5781
Mobile Truck	137	126	1244	1179
Clothing household visits	0	0	60	186
# bags of clothes given	0*	0	76	238
Special Needs	11	4	89	55

*Clothing closet ended

SENIOR AND DISABLED CENTER

- Middlewoods of Newington presented a free sip & paint art class on March 7th. Participants enjoyed coffee and donuts while painting their choice of a springtime scene.
- In addition to their seed starting, the volunteers of the Giving Garden gave a presentation at the Lucy Robbins Welles Library on March 7th on topics including seed starting, soil testing, growing in small spaces and using grow bags. The Giving Garden is entirely volunteer run and is looking to expand their ranks. Over the course of the spring and summer they grow hundreds of pounds of organic produce for the Food Pantry.
- A four week needle felting class started this month. Needle Felting is a craft using wool and special felting needles to sculpt anything you imagine.
- Veteran’s Coffee Hour, open to all who served in the U. S. Military, provides an opportunity to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services and is facilitated by Wayne I. Rioux, Veterans Liaison for Hartford Health Care.
- On March 15th, Newington’s State Representatives Gary Turco, Kerry Wood and State Senator Matt Lesser held a community conversation at the Center. Approximately 60 people attended for a legislative update and conversation.
- On March 18th, Sanitas Medical Center, Newington sponsored a program entitled How to Keep Your Heart Healthy. Chronic care nurses were on hand to discuss heart health awareness, healthy eating habits, prevention and maintaining heart conditions. The Aging Mastery Program, in addition to its core 10-week program, offers elective classes. This month, Aging Mastery Program– Aspirations/Bucket Lists was presented on March 20th. The spring semester of evidence based programs will begin in April with most classes fully enrolled.

- Chef Ron Albrizio of Brookdale of Rocky Hill presented a chef demo on March 27th, demonstrating simple cooking techniques and secrets that will enhance the healthy qualities and taste of the meals cooked at home. Sponsored by Brookdale of Rocky Hill.
- Center Director Dianne Stone was appointed to Chair a Task Force to Study Best Practices in Transportation for Seniors, People with Disabilities and Veterans. This task force was established by Special Act 18-3.
- 37 individuals received MOW in January. Of those 36 recipients:
 - 7 receive meals 7 days per week
 - 20 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 3407 by 481 people. Dial-a-Ride provided 105 residents 1130 trips this month, covering 3167 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 651 hours of unpaid service in 220 instances by 50 volunteers. Approximately half of those hours are served in the coffee and gift shops.

PARKS AND RECREATION

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 1st.
- Spring program registration for residents began on March 5th and for non-residents on March 12th.
- Most spring programs began in late March.
- Registration for new gardeners interested in participating in our Community Gardens program will begin on April 1. Returning gardeners had until March 29th to renew their gardening spot from last year. There are a total of 110 garden spots available to residents.
- Creative Playtime Preschool Program hosted an Open House on March 6th with 6 families attending.
- Interviews were held for Aquatics openings. Supervisory positions were filled with experienced Lifeguards, Water Safety Instructors, and Lifeguard Instructors. Nine new Lifeguards were hired as well, with six of them having taken our Lifeguard class offered in January.
- A new Summer Camp Director (Christa Pizzoferrato) was hired, and interviews were held to promote Site Directors/Assistant Site Directors in the Summer Camp program.
- Event planning for the 38th annual Extravaganza is underway.
- Planning for the Summer Camp (Kindergarten through grade 8) has begun. The Camps will run from June 24 through August 9.
- The Youth Basketball season that started in December ended with the championships being held on March 15 & March 16. There were 654 participants in the Kindergarten through Grade 12 program.

Parks and Grounds and Cemeteries

- Jamie Johnson came over to the Parks Department from the Board of Education on March 7th.
- The cemetery part-time person started.
- Worked on cemetery clean up still on going.
- Finished tree work at Alumni baseball field.
- Finished making and painting new player benches
- Repaired fence on Barn Hill leading to Candlewyck Park.
- Continued stump removal and seeding.
- Cleaned up branches and black top curbs from around the Town of Newington.
- A two man crew built 4 8' x 8' docks for the floating fireworks display for Motorcycle Madness.
- Placed playground wood chips at Clem Lemire playground.
- Fixed the monkey bars at Mill Pond Park and a seesaw at Beacon Park.
- We have a baseball crew that worked on cutting, filling and measuring on Alumni baseball, varsity softball and Legions. These fields were also rolled.
- Started training a new hire on lining fields and started setting up for varsity sports, club soccer and lacrosse.

- A crew worked at a retention pond on Hawley Street cleaning up a Maple that fell in it.
- We had two snow and ice events.
- At West Meadow Cemetery we had 8 single depth, 2 double depth and no ash interments. We had 1 grave sale.

Tree Warden

- Removed dead maple from Senior Center, Cedar Street side.
- Removed two dead hemlocks from 29 Foster Street.
- Stumps that were marked out have been ground, areas soiled and seeded.
- Called for mark outs on a new group of stumps.

LIBRARY

- Library Director Lisa Masten and Assistant Director Karen Benner as well as Library Board Trustees attended the 2019 -2020 budget review session with the Town Manager and the Town Council on March 14. Lisa Masten answered questions from the Councilors.
- The Adult and Kids Winter Reading Program *Ice Cream for Books* concluded in March. The grand prize drawing for the adults, an ice cream maker and Mortensen's gift certificate was held on March 8. During this 5 week reading program, 451 adults participated, a 46% increase from last year and they read 2199 books, a 43 % increase. The kid's winter reading program concluded the next day on March 9. Children had a fun activity log related to the ice cream theme that they had to complete over their 5 week program. They dropped in on March 9 to hand in their log and participate in the many crafts available for them to do.
- The Library Board of Trustees Library's *80th Anniversary Celebration Series* held its 2nd cultural event on March 24 with a musical performance by the string quartet, *Golden Scroll Soloists*. 90 people enjoyed a Sunday afternoon of Irish and Celtic music as well as popular contemporary hits. Susan and her son Nathan from Loose Teas served organic tea and Newington Rapid Recovery Rehab Center provided the cookies. 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 April 7 with Grayson Hugh and Polly Messer.
- The Library Board of Trustees and the Race Committee continued planning for the *23rd Annual Newington Library 5K Challenge Road Race*. Sponsorship was finalized and the paper race registration forms were printed and sent out to past participants. Online registration is open at raceentry.com. Collecting prizes for the race drawings and publicizing the race are the new priorities. The race will be held on Sunday, May 19.
- The Friends of the Library had a very successful Mini-Media Sale on March 9 at the library and are very busy preparing for their spring book sale that will be held on April 26, 27 & 28 at the Senior and Disabled Center.
- The children's staff presented 76 programs to 2445 children and their caregivers. The month kicked off with *Dr. Seuss Day* where children enjoyed a variety of crafts, maze and word searches. Additional highlights of other programs include: the *Winter Reading Finale* where, in keeping with the ice cream theme, children enjoyed a beach party with airbrush machine tattoos, beach games and ice cream. PJ Yoga was another favorite and draws a bigger crowd each time it is held. Class visits continued for students in Kindergarten and 4th grade and librarians went into the middle schools to do booktalks for the 5th & 6th graders. Outreach to preschool and daycares, regular story times and monthly programs rounded out the month.
- Teen librarians Bailey Francis and Jen Bassett attended a Youth Adult Council meeting to talk about ways to collaborate and presented an idea involving the *Sandy Hook Promise* which was well received by the council. Bailey Francis attended a Young Adult Roundtable meeting that included representatives from area libraries whose goal was to discuss upcoming summer reading programs and share ideas. They have begun to plan school visits to talk about the summer reading program and 2019 Nutmeg books.
- This past month 20 programs were offered to 539 adults. *The Day of Tears Touring Company* presented a powerful stage adaptation of the book *Day of Tears* by Julius Lester depicting the largest recorded auction of people held in slavery in American History. The room was packed with attendees who enjoyed an excellent and informative presentation. Highlights of other programs include: *Career Assessment Workshop*, *Perennial Garden Secrets*, *Keep Moving Series*, *Leonard Bernstein: The Rise to Fame*, *Getting There: Connecticut's Transportation Past and Future*, *Page Turners Book Discussion*

of *Jane Austen's Sense & Sensibility* and the *Adult Winter Reading Finale*. 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 26,881. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,976 times from the library website. 17,459 people visited the library during the month. There were 7,941 visits to the library's homepage. Popular online services included, *Lynda.com*, *Books in Print*, *Proquest*, *Ancestry.com*, *PebbleGo Animal and Biography databases* and *PebbleGo a Next Science and Next Social Studies databases*. Museum passes were used 82 times this month, the most popular being *New Britain Museum of American Art*, *Lutz Children's Museum* and *the Connecticut Science Center*. The reference staff answered 3,608 reference questions during the month. Free library meeting space including study rooms was used 343 times during the month.
- In technology news, this month's technology programs were *Computer Troubleshooting* as well as one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens*. Upcoming technology program will be a presentation on *Linked In* and a *Spring Into Digital Services* series.
- In personnel news, Digital Services Librarian Jennifer Hebert attended Library Connection's UX Committee meeting that focuses on the public library catalog and user experience and Assistant Library Director Karen Benner attended the state's *eResource Advisory Task Force* committee meeting whose focus is to select digital materials for the state's eResource collection.
- In facilities news, the new library parking lot is going to be opened on April 8th. Mazzoccoli Way, access to the upper Town Hall and library parking lots will be closed until the construction for the new Town Hall is completed.
- Topics of note that were researched this month included:
 - Books on fish ecosystems.
 - The History of Fenway Park.
 - Phlebotomy exam preparation.
 - Where is the descendant of the Charter Oak tree planted?
 - What can cause seizures?