



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: June 21, 2019  
Re: Monthly Report – May 2019

#### GENERAL ADMINISTRATION

- Mrs. Lane attended the Town Hall Renovations Building Committee meetings.
- Mrs. Lane met with the Public Works team to discuss various matters.
- Mrs. Lane met with QAM Architect and Downes Construction Company to discuss Town Hall/Community Center building project.
- Mrs. Lane Attended the Annual Volunteer Recognition Dinner.
- Mrs. Lane attended the Annual Scholars Breakfast.
- 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 May 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	87.6	\$ 4,397.80
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 712.64
ROAD MAINTENANCE	3.0	\$ 145.36
LANDFILL- GRINDING	10.4	\$ 469.67
STREET SWEEPING	40.0	\$ 1,877.52
TRAFFIC- ROAD RACE	4.0	\$ 184.00
TRAFFIC- MEMORIAL DAY PARADE	14.0	\$ 659.75
HAZARDOUS WASTE COLLECTION	8.5	\$ 368.14
NEWINGTON HIGH SCHOOL PARKING LOT	59.0	\$ 2,826.02
<b>TOTALS</b>	<b>242.5</b>	<b>\$ 11,640.98</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Regular Grounds	350.25	\$ 16,777.60
<b>TOTALS</b>	<b>350.25</b>	<b>\$ 16,777.60</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>
<b>POLICE DEPARTMENT</b>				
Administration	\$ 7,459.00	\$ 1,907.56	\$ 7,459.00	\$ 3,155.68
Patrol	619,839.00	860,348.13	619,212.00	689,440.30
Investigation	81,972.00	46,597.35	83,451.00	70,408.51
Communication	173,143.00	143,652.22	170,443.00	148,947.94
Education/Training	130,461.00	139,161.17	130,461.00	127,646.56
Support Services	36,306.00	25,426.99	37,113.00	27,474.96
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	\$1,217,093.42	\$ 1,049,581.00	\$ 1,067,073.95
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 27,142.00	\$ 20,184.68	\$ 26,494.00	\$ 21,462.41
Snow and Ice Control	161,264.00	126,472.56	157,488.00	123,318.73
Traffic	3,958.00	2,417.58	3,861.00	2,570.38
Vehicles and Equipment	32,016.00	20,442.97	31,234.00	27,231.38
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	\$ 193,320.38	\$ 251,389.00	\$ 204,660.68
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 84,463.00	\$ 100,446.47	\$ 82,866.00	\$ 81,343.95
Cemeteries	<u>16,045.00</u>	<u>8,623.75</u>	<u>15,653.00</u>	<u>11,136.38</u>
Total	\$ 100,508.00	\$ 109,070.22	\$ 98,519.00	\$ 92,480.33

### **PERSONNEL**

- The vacant position for the Groundskeeper I was internally posted on May 3<sup>rd</sup>, with a closing date of May 9<sup>th</sup>. The position was posted to the public on May 10<sup>th</sup> with a closing date of May 28<sup>th</sup>.
- The vacant position for the Seasonal Part-Time Tax Clerk was posted on May 23<sup>rd</sup>, with a closing date June 7<sup>th</sup>.
- Testing took place on April 12, 2019 for the vacant Equipment Operator I position. The position was offered to Brendan Volz, he will begin his position on May 13<sup>th</sup>, 2019.
- Interviews took place for the vacant Part-Time Animal Control Officer.

### **RISK MANAGEMENT**

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

The tenth month of the 2018-19 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2018-19 plan year were estimated at \$966,800. The total paid claims from the Health Benefits Fund for April 2019 were \$821,291. 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 April, 2019

	Town	Board of Education	Total
Estimated Claims	2,728,750	6,939,250	9,668,000
Actual Claims	1,751,873	5,512,890	7,264,763

## **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 66 formal work orders.
- Attending online training session pertaining to encryption.
- Working with HPE support to replace a faulty hardware item.
- Supervised the installation and termination of new fiber optic connections at the Library and Police Department.
- Testing and then deploying additional security enhancements for the Police Department.
- Working with Dell ASAP and Microsoft on the town's renewal for software licensing.
- Continued creation of Tax Map Annotations (75% complete) and Parcel Update Adjustments (60% complete).
- Adding additional condominium areas to the towns internal GIS application to include units (90% complete).
- Completing drainage mapping for field checks and drainage/easement maps for Engineering Department. This information was subsequently passed onto Town Council.
- Gathering information for updating the Plan of Conservation and Development and Wetland maps for Planning Department.
- Assisting Revenue Collector with updates to their Tax/Assessor address compare procedures.
- Working with the Assessor's line of business (LOB) application vendor to upgrade their system to the latest supported version.
- Upgrading the Town's multi-authentication system to the latest supported version.
- Troubleshooting and resolving an issue with Microsoft Office 2019 patch updates and downloads.
- Completing network documentation and switch cleanup (removing settings that were no longer needed).
- Applying required firewall changes to accommodate Parks and Recreations credit card processing vendor to securely communicate with the terminals that process credit/debit card transactions.
- Deploying additional security group policies as outlined by Microsoft SECCON to our pilot group of devices. Additional testing will continue.
- Attending departmental, staff or regional meetings as needed or required.

## **FINANCE**

### **Accounting and Administration**

- Work was concluded on putting together the annual operational and CIP budget books.
- Continued financial reporting in support of the new Town Hall/Community Center Project.
- Town Manager, Tanya Lane and Director of Finance, Janet Murphy, participated in the rating agency call in preparation to go out to bond for the Town Hall/Community Center Project. The rating came in favorably for the Town.
- On May 23rd we went out to bond for a \$9M bond and \$6M note for the Town Hall/Community Center Project. The achieved interest rates were lower than anticipated.

The Town did not receive any payments 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)

5/31/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2018-19</u>	<u>Actual Year to Date</u>	
<u>General Fund</u>	<u>\$130,000</u>	<u>\$709,267</u>	<u>\$37,355,467</u>
<u>Special Revenue Funds</u>	<u>8,700</u>	<u>70,170</u>	<u>3,196,066</u>
<u>97Capital Projects Funds</u>	<u>1,500</u>	<u>22,424</u>	<u>1,075,533</u>
<u>Internal Service Fund</u>	<u>13,000</u>	<u>46,123</u>	<u>2,815,936</u>
<u>Trust and Agency Funds</u>	<u>6,392</u>	<u>20,574</u>	<u>1,110,929</u>
<b><u>TOTAL, ESTIMATED BY FUND</u></b>			<b><u>\$45,553,931</u></b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

5/31/2019

	<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	50,956	37,924	\$15,925,525
Bank North	1.89	1.89	878	848	553,451
TDBank (new)	2.02	2.02	22,330	21,574	13,167,964
Farmington Bank	2.02	2.00	21,694	22,355	12,782,748
Webster Bank	1.60	1.60	5,192	5,017	3,124,243
<b>Total Outstanding Investments</b>					<b>\$45,553,931</b>

*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 May.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This program was completed by the end of May. Reports will be send during June 2019 to the State of Connecticut and all benefits will be applied to the real estate tax bills that will be mailed in late June.
- Approximately 50% of Income and Expense Reports for commercial property owners were received and entered into the data base. Follow up letters will be mailed to several owners who failed to file the required forms. This information is required to be filed annually to the Assessor for use in the next town wide revaluation scheduled for October 1, 2020.
- As a confirmation of the slow-down in new real estate development in Newington, for the second consecutive month there were no certificates of occupancy issued by the Building Department which would have resulted in a Pro-Rated New Construction Real Estate tax bill being sent out.
- Certificates of Corrections were continued to be processed in anticipation of the production of the 2018 Tax Billing file. There were 82 Real Estate corrections, 31 Personal Property corrections and 701 Motor Vehicle corrections processed to date.

**Revenue Collector**

- Revenue Collections for Real Estate, Personal Property, Motor Vehicle, and Supplemental Motor taxes amounted to \$148,706.66. The back taxes collected were \$40,008.28 and we received \$1,857.35 in suspended accounts which is included in the back tax figure.
- Our current percentage of collection on the 2017 Grand list is 99% which is similar to last year's 98.9%.
- Constables continue to collect on delinquent motor vehicle and personal property accounts.

- The Revenue Collector submitted the required forms to the State of Connecticut Office of Policy and Management.
- The Revenue Collector filed 193 real estate liens with the Town Clerk's Office.
- Delinquent notices were mailed to 193 real estate, 48 personal property and 1,494 motor vehicle taxpayers for the 2017 Grand List.
- The Tax Sale for 23 real estate properties is moving forward.
- Information continues to be updated for the new 2018 Grand List tax bills which will be mailed at the end of June.

**TOWN CLERK**

- There were 58 property transfers during the month of May for a total of \$9,781,542 in sales. State conveyance tax collected was \$75,332; Town conveyance tax collected totaled \$ 24,453.86.
- In May there were 502 documents filed on the land records: 79 mortgages, 103 releases, 200 liens and 16 probate documents. Sixty documents were electronically recorded bringing in revenue of \$7,825.
- Staff certified 124 copies of vital records; five cremation and nine burial permits were issued.
- Thirteen Notary Public commissions were filed, eleven Trade Name certificates and eight Liquor permits were catalogued.
- 2,237 dog license renewal notices were mailed at the end of the month for the June renewal period.
- Elizabeth Thompson, Assistant Town Clerk attended the Town Clerks training at CCSU on May 15, 2019 for Records Management.

<b>DATA SUMMARY May 2019</b>				
	May-18	May-19	FY17/18 to Date	FY18/19 to Date
Land Record Documents	634	502	4,343	4,170
Dog Licenses Sold	12	6	547	704
Game Licenses Sold	33	15	242	215
Vital Statistics				
Marriages	14	10	122	125
Death Certificates	19	12	223	205
Birth Certificates	23	23	218	232
Total General Fund Revenue	\$ 41,911.50	\$ 39,131.36	\$ 484,464.33	\$ 419,423.98
Town Document Preservation	\$ 1,371.00	\$ 1,067.00	\$ 12,279.00	\$ 12,742.00
State Document Preservation	\$ 2,760.00	\$ 1,912.00	\$ 16,234.00	\$ 23,672.00
State Treasurer (\$36 fee)	\$ 10,080.00	\$ 8,244.00	\$ 113,868.00	\$ 105,624.00
State Treasurer (\$127 fee)	\$ 4,191.00	\$ 3,683.00	\$ 48,895.00	\$ 37,592.00
State Treasurer (\$110 fee)	\$ 4,400.00	\$ 3,960.00	\$ 46,200.00	\$ 41,470.00
LoCIP	\$ 840.00	\$ 687.00	\$ 9,489.00	\$ 8,802.00
State Game Licenses	\$ 526.00	\$ 180.00	\$ 4,567.00	\$ 3,559.00
State Dog Licenses	\$ 115.00	\$ 25.50	\$ 4,128.50	\$ 5,601.50
Dog Licenses Surcharge	\$ 28.00	\$ 10.00	\$ 1,288.00	\$ 1,720.00
Marriage Surcharge	\$ 171.00	\$ 340.00	\$ 1,520.00	\$ 2,312.00
<b>Grand Total</b>	<b>\$ 66,393.50</b>	<b>\$ 59,239.86</b>	<b>\$ 742,932.83</b>	<b>\$ 662,669.98</b>

**POLICE DEPARTMENT**

Patrol Calls for May are as follows:

Abandoned MV	1	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	1	MV Assist	46
Alarm Commercial Burg Alarm	85	Fire Structure Fire	5	MV Complaint	60
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	1
Alarm Residential Burg Alarm	27	Fire Training	0	MVA Evading	15
ALTERED MENTAL STATUS	1	Fire Trouble Alarm	10	MVA Fatal	0
Animal Complaint	25	Fire Vehicle Fire	0	MVA Injury	13
Arson/Fire Invest	0	Fire Water Problem	0	MVA Property Only	86
Assault	3	Fireworks	1	Neighbor	8
Assault in Progress	0	Follow Up	22	Noise	21
Assist Motorist	1	Found Property	5	Non Collect Person	0
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	29	Harassment	8	Open Door/Window	20
Bad Check Insufficient Funds	0	Hazard	38	Parking Violation	8
Blighted Property	0	Hazmat	4	PD ASSIST FIRE DEPT	44
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	11	Homicide	0	Pistol Permit	13
Burglar Alarm	2	HOPE PROJECT	0	Prisoner Care	3
Burglary	2	Illegal Dumping	2	Private Duty	0
Car Seat	4	Indecent Exposure	0	Property Found	2
Check Welfare	53	Intoxicated	3	Property Lost	0
Check Welfare 911	46	Juvenile Complaint	15	Prostitution	1
Check Welfare Other	4	K9 Assist	9	Recovered Stolen MV	0
Clear Lot	1	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	0
Court Detail	4	Larceny	47	Robbery	0
Criminal Mischief	4	Larceny from MV	4	Roll Call	4
CSO	1	Lift Assist Only	6	Serve Subpoena	0
Customer Dispute	8	Liquor	0	Serve Warrant	35
Dog Complaint	38	Local Traffic Authority	0	Sexual Assault	0
Domestic	28	Location Check	78	Shots fired	0
Door Check	0	Location General	1	Specific Detail	85
Drug	12	Lockout Building	4	State Pistol Permit	0
DUI	8	Lockout MV	1	Stolen MV	0
EDP	9	Lost Property	2	Sudden Death	0
Escort / Transport	8	LTA	0	Suicide	0
Escort Funeral	7	Meal	0	Suicide Attempt	1
Escort Other	0	Medical Alarm	14	Suspicious MV Unoccupied	10
Escort Retrieval	0	Medical Cardiac	16	Suspicious Report	110
Escort Tax	0	Medical Complaint	180	TEST	0
Fingerprint	5	Medical Diabetic	3	Threatening	5
Fire Alarm	24	Medical Fall	30	Tobacco	0
Fire CO Detector no symptoms	5	Medical Mutual	0	Tow	32
Fire CO Detector with sympt	1	Medical Other	2	Town Ordinance Violation	1
Fire Extrication	1	Medical Respiratory	14	Traffic Stop	412
Fire Hazmat	0	Medical Stand by	5	Trespass	10
Fire Mutual Aid Request	0	Medical Trauma	1	Unknown	10
Fire Other	17	Medical Unresponsive	4	Water problem	0
Fire Rescue	0	Missing	5	<b>Total</b>	<b>2,079</b>

- In May, the Community Service Officer (CSO):
  - The CSO visited Lifeway Church and read to their daycare.
- In May, the Detective Division:
  - During the month of May, Detectives conducted background investigations on applicants for the position of Police Officer as part of our current recruitment and hiring process.
  - Handled 45 investigations, 45 remain ongoing.
  - Served 24 arrest warrants, 21 by Patrol Officers.
- In May, the Animal Control Officers had the following activity:
  - 67 Calls – 39 Dog, 25 Animal and 2 Specific Detail/1 Follow-ups
  - 1 Dog vs Dog Bites/1 Dog Bite w/ Human/0 Feral Cat Bites w/human
  - 3 Impounds – 2 redeemed, 1 sold as pets, 0 euthanized, 0 Quarantine, 0 carry over, 0 DOA
  - 0 Infraction written
  - 71 Incoming Phone Calls
  - 11 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
  - 0 Written Warnings
- Breakdown of Calls
  - 510 –
    - 26 Combined Dog/Animal/Specific Detail/Check Welfare
    - 0 Delinquent Letters/Written Warnings/ No License/Barking/Littering
    - 0 Infractions
    - 2 Dog bite- 1 dog vs human, 1 dog vs dog
    - 0 Dog/Cat Adoption
  - 511 -
    - 9 Combined Dog/Animal/Specific Detail
    - 0 Delinquent letters/Written Warning/No License/Barking/Littering
    - 0 Infractions
    - 0 dog bite- dog vs human
    - 0 Dog/Cat Adoption
  - Other –
    - 32 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
  - 510 completed FTO Training – began first week of covering Monday's and Wednesday's on 5/20/2019
  - 511 back to Friday coverage
- In May, the Patrol Division had the following activity:
  - On May 20<sup>th</sup> at approximately 0403 hours, Officers responded to Gas Man, located at 476 Fenn Road, on a report of a burglar alarm activated by shattered glass. Upon arrival, Officers observed severe damage to the building. The entrance's metal security gate was damaged, the glass doors located behind the metal security gate were shattered and there was damage to the exterior portion of the structure. Officers viewed surveillance video and observed a dump truck enter the parking lot and then proceed to back into the building multiple times in an apparent attempt to crash through the security door and access the interior of the building. The attempts were unsuccessful and the vehicle fled the property, traveling south on Fenn Road.

The suspect vehicle was marked with some identifying information allowing officers to connect it with a business. Further investigation revealed that the suspect vehicle had been stolen prior to its involvement in this incident. The vehicle was later located abandoned in the parking lot of a nearby apartment complex. The vehicle was recovered, processed for physical evidence and this case remains under investigation.

- During the month of May, the Newington Police Department Honor Guard participated in the annual Connecticut Law Enforcement Memorial Ceremony at the Connecticut Police Academy and the Memorial Day Parade in Newington center.

- Property Report May 2019

<b>Category</b>	<b># of Counts</b>	<b>Property Value (\$)</b>
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	11	\$ 28,101
Vehicle Inventory	0	\$ 0
Stolen	67	\$ 56,123
Abandoned	0	\$ 0
Evidence	73	\$ 21
Found	1	\$ 500
Lost	5	\$ 970
Seized	30	\$ 303
Recovered	9	\$ 1,950
Impounded	1	\$ 0
Informational	5	\$ 0
<b>Total</b>	<b>202</b>	<b>\$ 87,989</b>

- In May, the Police Administration Report:

- On May 21st, the First Annual Newington Police Department Awards Ceremony was held at John Wallace Middle School. The following recipients received awards: Officer Scott Amalfi, SPSP Gary Beaulieu, Officer Mark Benham, MPO Paul Camara, Officer Ralph Chater, Detective Laurence DeSimone, Officer Jamie DeSimone, former Newington Police Officer Michael Fallon, Dispatcher Russell Garuti, former Newington Police Officer Tyler Grant, Detective Kathleen Kelliher, Officer Brendon LaChance, Detective Shannon LaChance, Officer Eric Petlik, Officer Richard Petoskey, Officer Henry Rodriguez, Officer Alan Tancreti, MPO Jeffrey Wagner and Dispatcher Tommy Williams.

- Police Department Overtime May:

- Comparison
  - OT April \$ 120,079 2 pay periods (1 holiday)
  - OT May \$ 95,834 2 pay periods (1 holiday)
  - \$ 24,245 decrease
- During May, 1 Officer was on light duty assisting Support Services, 2 Officer vacancies, 1 Dispatcher vacancy, 1 Officer out on FMLA, 1 Detective out on FMLA, 3 Police Officer Recruits in FTO, and 2 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 and the Detective position is covered by staff.
- Admin overtime \$0, no increase.
- Patrol overtime. \$74,773, an increase of \$5,162. Overtime includes the following calls and arrests; domestic calls, Midstate Accident Reconstruction call out, assisted Wethersfield Police, larceny investigation, robbery investigation, ERT call out, DUI arrests, domestic calls, search warrant served, intoxicated person arrest, booking, search warrants, juvenile complaint, court appearance, casework, hold overs, holiday pay and overtime for time off/vacancies/injuries.
- Detective Division overtime \$1,034, a decrease of \$11,491. Overtime includes background investigations for new hires, robbery investigation, and casework follow ups.
- Communications overtime. \$13,468, a decrease of \$685. 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 \$1,653, a decrease of \$17,297 and includes overtime for training classes consisted of ERT training days; recertification training; and in-service training.
- Support Services overtime \$4,906, a decrease of \$551. Overtime included Jr. Prom coverage, ERT call out, car seat clinic, arrest, holiday pay and for filling time off.

**FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of May, 2019. During this period fire department members responded to 51 alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	<b>May 2019</b>	<b>11 Months Activity</b>
<b>FIRES</b>		
Structure Fire	1	22
Vehicle Fire	2	9
Exterior Fire	2	25
Other Fires	0	3
<b>RESCUE CALLS</b>		
Pressure Ruptures Explosion Overheat	1	8
Extrication	1	8
Other Rescue Calls	3	15
<b>SERVICE CALLS</b>		
Hazardous Condition Calls	7	60
Water Problems	2	21
Other Service Calls	6	33
<b>OTHER</b>		
Good Intent Calls	2	22
False Alarm/False Calls	24	230
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	0	7
<b>Total</b>	<b>51</b>	<b>464</b>

• **Training Summary for the month of May:**

CO. #2 Training	R.I.T & Equipment	10.0 hours
CO. #4 Training	Engine Equipment Use/Location	15.0 hours
Pump Operations		8.0 hours
Driver Training	Cone Course	14.0 hours
Chiefs Training		9.0 hours
Rescue Training		16.0 hours
Fire Investigation		7.0 hours
Building Construction		7.0 hours
Rope Rescue Training		16.0 hours
Department Training	Drug House Safety	28.0 hours
Fire Service Instructor	Certification	56.0 hours
CPR Certification		5.0 hours
Multi Company Training	Live Fire Training 1 & 2	46.0 hours
	Live Fire Training 2 & 4	62.0 hours
	Live Fire Training Day Session	21.0 hours
<b>Total Training</b>		<b>320.0 hours</b>

**FIRE MARSHAL**

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

INSPECTIONS	14
INSPECTION FOLLOW-UPS	18
PLAN REVIEWS	9
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	0

FIRE ALARM TROUBLE	6
COMPLAINTS	0
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	7
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	4

**Incidents:**

- Responded to 23 Fire Incidents Responses during the month.

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

- Attended a meeting with Town staff to review emergency plans for the Annual Motorcycle Madness Event at Mill Pond Park.
- Met with the Facilities Manager at Data Mail to review their emergency plans and tour their Hartford Avenue building.
- Attended the quarterly Task Force- 51 meeting in Rocky Hill.
- Attended the Wethersfield Fire Departments Annual Awards Night at the Chowder Pot Restaurant in Hartford.
- FMO staff provided fire safety coverage for the Annual Cinco de Mayo Party at Plaza Azteca on the Berlin Turnpike.
- Attended a Hartford Health Care emergency planning meeting to prepare for an upcoming Full Scale Emerging High Impact Pathogen Emergency Exercise at Jefferson House.
- Attended the monthly Safe Home Committee meeting at Town hall.
- Hosted the Capital Region Emergency Planning Councils Communication Resource Rally at fire headquarters on Main Street.
- Attended a meeting with Town staff and CRCOG officials to review the Capital Regional Transportation Safety Plan.
- Conducted a meeting of the chiefs staff to review the current budget status in order to prepare for the 2018-2019 budget close out.
- Attended a Memorial Day parade committee emergency preparedness meeting at fire headquarters.
- Attended a town council meeting to review updates to the Capital Regions 2019-2024 Natural Hazard Mitigation Plan.
- Attended the Annual New England Association of Fire Marshals Educational Seminar in Westerly RI. Topic: Fire Protection and Life Safety Concerns in Cannabis Cultivation and Production Facilities.
- Attended the monthly company drill at the training tower: Live Fire Training
- Attended the First Annual Newington Police Department Awards Program at John Wallace Middle School.
- Attended the quarterly Employee Health and Safety Committee at Town hall.
- Attended the Annual Newington Fallen Firefighters Memorial Service at fire headquarters and visited the cemetery in New Britain.
- Participated in the Annual Memorial Day Parade and hosted a joint picnic at fire headquarters with the members of the Parade Committee and area veterans.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town hall.
- Attended a Full Scale Emerging High Impact Pathogen Emergency Exercise at Jefferson House.
- Attended the Annual "Tip-a-Firefighter Night" at the Wood-N-Tap. The annual event raises funds for the American Cancer Society.
- Attended a Connecticut Fireworks & Special Effects Regulation review presented by the State Police Fire and Explosion Investigation Unit. The training session was held at CCSU in New Britain.
- Met with the high school graduation party committee to review plans and materials to be used in this years all night event.
- Coordinated fire department and CERT activities during the Motorcycle Madness event and fireworks show at Mill Pond Park and conducted fire safety inspections for the food trucks and the fireworks site.

## **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
- Coordinated with vendors and staff for upcoming milling and paving road projects
- Coordinated with vendors and staff for High School parking lot milling and paving
- Attended quarterly Safety Committee meeting
- Met with DOT to discuss storm drainage at Main and Down Street intersection
- Coordinate with vendor for Town Wide catch basin cleaning
- Hosted the MDC annual Hazardous Waste Collection
- Met with Eversource to discuss roadway restoration agreements

### **Roadway Maintenance**

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching, curb repairs and topsoil
- Completed Town Wide street sweeping
- Continued with drainage improvement for High School paving project
- Cleaned and repaired several storm water catch basins throughout Town
- Assisted bid awarded contractor with vegetation grinding at the landfill
- Assisted with Motorcycle Madness event
- Constructed handicapped parking area at Clem Lemire Turf Field
- Replaced stone and topsoil due to poor drainage (washout) on Francis Ave
- One eviction for the month, no item storage required

### **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 Sanitation Department with the replacement/repair of recycling containers
- Responded to one (1) after-hours call in to set up cones due to motor vehicle accident
- Assist with the setup of traffic control 5K Road Race and Memorial Day parade
- Assist in the setup of Motorcycle Madness event

### **Fleet Maintenance**

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Continued with maintenance of seasonal equipment
- Completed up fitting of one new police administrative vehicle and began uplifting another police administrative vehicle

### **Sanitation/Recycling/Landfill**

- Scheduled 1195 residential bulk items for collection for the month
- Scheduled 171 condominium bulk items for collection for the month
- Scheduled 53 condo/residential scrap metal items for collection for the month
- 6839 tons of cumulative Municipal Solid Waste were collected from July through April
- 2237 tons of cumulative recyclables were collected from July through April
- 1510 mattresses/box springs were collected from July through April
- 253 televisions were collected from July through April
- Issued 76 permanent landfill permits and 24 temporary permits for the month

## **TOWN PLANNER**

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

TPZ Meeting of May 8, 2019:

- Voted to Approve, with conditions, Petition #15-19: Special Permit (Section 3.15.3: Restaurant Outside Seating) at 2391 Berlin Turnpike (“Artichoke Basille’s Pizza”). JGF Holding Company, owner.
- Voted to Approve Petition #16-19: Site Plan Modification at 2391 Berlin Turnpike (“Artichoke Basille’s Pizza”). JGF Holding Company, owner; Matt Rusconi, 195 W. Main Street #16, Avon CT, applicant/contact.
- Voted to Deny Petition #17-19: Site Plan Modification at 262 Brockett Street. JGF Holding Company LLC, owner/applicant.
- Voted to Approve, with conditions, a portion of Petition #18-19: Site Plan Modification at 80 Fenn Road. 80 Fenn LLC, owner; Montana Nights, applicant.
- Voted to Notify the Developer of the Town’s intent to complete the improvements at Newington Ridge Preserve. Griswold Farms LLC, developer.

TPZ Meeting of May 22, 2019:

- No significant action taken.

**Town Planner Activities:**

TPZ Applications (approved, pending, and potential:

- May 1: Met with property owner rep re 2950 Berlin Turnpike.
- May 1: Met with potential developer of 719 Cedar Street.
- May 3: Met with staff re 49 Fenn Road site plan
- May 3: Met with potential developer on property on West Hill Road.
- May 9: Met with applicant’s attorney re Vaishnav Parivar special permit.
- May 15: Met with staff to inspect Library parking lot.
- May 21: Met with developers in Wethersfield re 2180 Berlin Turnpike.
- May 22: Met with staff re Deming Farm Road project.
- May: Continued working with consultant on POCD update.

TOD/CTfastrak/Amtrak Corridor Planning:

- May: Continued working on TVDD regulations.

Grant-Related Project Activities

- May: Continued administration of Streetscape Phase VI project.
- May: Continued administration of Residential Rehab Program.
- May: Continued administration of Community Connectivity grant.

Board and Commission Meetings:

- May 8: Attended regular monthly TPZ meeting.
- May 21: Attended quarterly Human Rights Commission meeting.
- May 22: Attended regular monthly TPZ meeting.
- May 28: Attended regular Town Council meeting.

Professional Development/Training

- May: Attended SHPO conference.

Miscellaneous

- May 6: Attended monthly Public Works Team meeting.
- May 13: Attended meeting re CRCOG regional transportation safety plan.
- May 13: Attended monthly Planning/Engineering/Wetlands staff meeting.
- May 23: Met with staff re detention/retention ponds.
- May 29: Attended monthly department head meeting.
- May: Continued working on Affordable Housing Appeal moratorium application.
- May: Responded to approximately 15 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- May: Received and sent approximately 476 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 26 excavation permits:
  - Road Excavation = 7
  - Driveway= 19

**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)
- Eversource/CL&P planning/construction 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 30 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:

- 94 Holmes Road – Site plan review
- 188 Costello Road – Site plan review
- 765 Willard Avenue – Site plan review
- 80 Fenn Road – Site plan modification review
- 2391 Berlin Turnpike and 262 Brockett Street – Site plan modification review
- 395 Willard Avenue – Site plan review
- 179 Meadow Street – Site plan review
- 49 Fenn Road- 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 CDOT regarding flooding on SR176 (Main Street) near Dowd (abandoned CNG gas pipe conflict with storm sewer)
- Coordinated with CCHD regarding sewage discharge from 544 Main Street to Mill Brook tributary
- Coordinated with developer regarding transfer of Packards Way to Town of Newington
- Coordinated road/drainage restoration with Eversource for GHCCRP
- Coordinated road/drainage restoration with Eversource for maintenance on 1769/1783/1785 lines
- Coordinated with CNG regarding gas services at Chapman Street, Magnolia Street, Colby Circle
- Coordinated with CNG regarding gutter slope paving in Sleepy Hollow Road
- Coordinated with MDC regarding sewer pipe and lateral repair (at concession building) in Mill Pond Park
- Coordinated with MDC regarding new cross-connect pipe between Eleanor and Dartmouth

**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) – engineering services
- Town Manager: 18-acre preservation parcel (former Cedarcrest Hospital) – engineering services
- Town Manager/Board of Education: Diesel fuel release remediation – engineering/environmental services for restoration
- Facilities Department: engineering services – coordinated resetting War Monument
- Facilities Department: engineering services – prepared emergency exit drawings
- Facilities Department: New municipal building (library parking) – project coordination
- Highway Department (LOTICIP 2018 grant application) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – surveying and design services
- Highway Department – Woodbridge Road – surveying and design services
- Planning Department – Garfield Street Community Connectivity Project – design services
- Planning Department - Deming Farm Road – construction services - construction estimates
- 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 – design services - CIP road paving preparation
- Highway Department – design services - CIP town facility paving preparation (senior center, FD4, high school)
- Highway Department - Sleepy Hollow Road – surveying and design services for gutter
- Highway Department - Timothy Street – surveying services for checking drainage
- Engineering Department - Shepard Drive – design services - Review Manafort shop drawings
- BOE (Martin Kellogg MS) – engineering services – surveying and design services
- BOE (Newington High School) – engineering services - parking lot layout

**ECONOMIC DEVELOPMENT**

- Supported the activities of the Economic Development Commission. The EDC continued its efforts to create a “Newington Means Business” brochure, develop a visitation script as part of the reestablishment of “districts” assigned to EDC members and explore “What Should Be Our Sales Pitch”.
- Presented the draft Transit Village Design District Overlay Zone regulations to the Town Council and responded to the questions of Town Councilors.
- Appeared before the Town Council to provide a periodic update of economic development activities.
- The developers of The Villas at Cedar Mountain advised they are still pursuing financing. Construction start is now estimated to be Spring, 2020.
- The developer who had proposed a hotel at the National Welding site advised that it would not be pursuing a hotel at that location in the near future. However, an alternate hotel developer has expressed interest in that site.

- Although Grossman Development Group terminated its agreement with Eversource to purchase 3333 Berlin Turnpike, that firm is still marketing the property to prospective tenants with the potential to return to Eversource with a revised purchase proposal.
- The Connecticut Department of Labor reported Newington's unemployment fell again in April, 2019 to 3.2%.
- New business openings included Connecticut Security Locksmiths at 354 Main Street, All Things Vape at 2186 Berlin Turnpike and Sign Wiz/Biz Wiz at 2327 Berlin Turnpike.
- New construction included pouring of foundations for two new flex buildings at 324 Alumni Road, erection of a prefabricated building for DiCioccio Brothers Landscaping at 188 Costello Road and steel being erected for O'Reilly Autoparts at 3443 Berlin Turnpike.
- Renovations underway for new businesses include Rae's Florist Shop at 2590 Berlin Turnpike, Tony Boloney's Deli at 2186 Berlin Turnpike and Neptune Cremation Service at 3153 Berlin Turnpike.
- The Town installed a new white picket fence at the border of the Center Cemetery (behind the Congregational Church), significantly improving the appearance of the Town Center at the intersection of Main Street and Cedar Street.
- 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 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 and developers looking to build in Newington.
- Provided information to businesses that recently opened or will soon be opening in Town and mortgage holders being asked to approve renovation proposals.
- Helped business owners seeking assistance from Town departments.
- Spoke to the Human Rights Commission about development of affordable housing.
- Prepared information and documents for the Town Manager.

#### **BUILDING DEPARTMENT**

- A Demolition Permit was issued to demolish the Town Hall.
- A Building Permit was issued for the Highway Garage on 281 Milk Lane to replace 13 windows & front entrance with automatic door.
- A Building Permit was applied for and is under review for 1989 Main Street, Churchill Park, to perform structural repairs on the existing steel columns on the pool house.
- A Building Permit was applied for and is under review for the Martin Kellogg Middle School located at 155 Harding Ave. to add new ceiling in cafeteria, new lights and sprinklers.
- A Building Permit was applied for and is under review for the John Paterson School, 120 Church Street, for a ramp from the classroom to the exterior play yard.
- An Electrical Permit was issued for the installation of a fire alarm system & intrusion system upgrade at the Highway Garage on 281 Milk Lane.
- A Plumbing Application was applied for and is under review to install a new fire protection system to meet NFPA13 code at the Town Hall.
- A Plumbing Permit was issued for the plumbing for the new Town Hall.
- Seminars attended by our Inspectors for their continuing education credit were:
  - A. Hanke - Structural Risk Categories and Design Criteria for Construction Documents- May 8, 2019
  - Commercial Cooking and Grease-Laden Exhaust- May 14, 2019
  - K. Kilkenny - Commercial Cooking and Grease- Laden Exhaust- May 14, 2019
  - Structural Risk Categories and Design Criteria for Construction Documents- May 8, 2019
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 151 Inspections. They were: Above Ceiling (1), Decks (2), Electrical (8), Final (66), Footings (5), Foundation (6), Framing (7), Gas Line (9), Insulation (4), Mechanical (2), Plumbing (2), Pools (2), Rough (37).

- The total number of Building/Renovation Permits issued / applied for the month of May was 188 producing a total permit value of **\$2,348,724.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	32	431,434.00
DECK	9	72,677.00
DEMOLITION	1	50,000.00
ELECTRICAL	42	340,279.00
FENCE	0	0.00
FIRE SUPPRESSION/ SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	332,983.00
GARAGE / SHED	0	0.00
MECHANICAL	37	360,528.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	21	423,618.00
POOL	2	6,267.00
ROOFING / SIDING	33	297,566.00
SIGN	2	9,403.00
SOLAR	3	22,694.00
TENT	1	1,275.00
<b>TOTAL</b>	<b>186</b>	<b>\$2,348,724.00</b>

The total Building income fees received in the month of May was **\$21,371.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1155.00 Environmental \$300.00 Conservation \$500.00, Zoning Board of Appeals \$260.00, Copies, Books and Maps \$92.50 Driveway / Excavation \$1,025.00 Engineering copies \$82.50. The other total income is \$3,415.00.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for May:	\$2,348,724.00	\$1,941,576.00
Fees for Permits issued for May	\$21,371.00	\$22,826.00
Other income Fees for May	\$3,415.50	\$3,741.50
Building Permits Issued for May:	186	164

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>
\$46,963,108.00	\$221,047.00	\$19,998,720.00	\$ 233,470.00

### **HUMAN SERVICES**

- Middle School SCORE programs are still going strong into May and the Summer Youth Adventures 2019 (SYA) brochures were emailed and will be distributed into the middle and the 4th grades of the elementary schools. We are receiving registrations for SYA.
- Summer Youth Adventure registrations are filling up with the final registration date on June 6th, 2019. Mentors have been selected and the contract staff are ready.

- Our 2018-2019 school year 5th grade challenge (ALPS) Adventure Leadership Program exploring positive decision making & team building finished this month. We are scheduling & organizing the 2019-2020 school year- all 5<sup>th</sup> grade students participate in this program.
- New and returning and new High School Mentors met for an orientation on May 21. We have 10 mentors signed up for the summer youth adventures 2019.
- On May 1 & 2, MKMS students that were not able to attend the 8<sup>th</sup> Grade class trip to Washington D.C. spent 5/1 on the challenge course and 5/2 at Northwest Park in Windsor, CT hiking and geo-caching.
- On May 8, JWMS students that were not able to attend the 8<sup>th</sup> Grade class trip to Washington D.C. spent the day on the challenge course.
- SCORE programs wrapped up on May 14 with a program on our ropes course climbing and zip lining.
- The high school mentors and the Newington High School Golf Team volunteered for the Annual Postal food drive as their community service project on Saturday, May 11.
- Coordinator Meskill ended supervision to student intern: Ashley Muzik. Rik Huggard ended supervision to Samantha Nunes from Tunxis as they completed their required hours for their school.
- As part of Ashley's internship, she and Pat organized and facilitated a thank –you celebration for the Transitional Academy students who volunteer for us throughout the year.
- Coordinator Meskill attended DARB meeting at Newington High School reviewing students who have behavior or attendance issues, also met with counselor at JWMS re student needing additional supports.
- Coordinator Meskill along with Director LaBrecque attended CYSA meeting.
- Coordinator Meskill attended annual day-long training on Truancy & Juvenile Review Boards with break-out sessions on Working with LGBTQ and gender non-conforming youth, Strategies for working with school avoidant youth, Children and problem sexual behaviors, Keys to an effective and successful JRB.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington.
- Coordinator Wassik and SW Gugliotti continued to deal with numerous threats of oil outages and water and utility shut-offs: accessing resources and negotiating arrangements with the various companies.

#### May 2019 Statistics

	<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>Selected Programs</b>				
<b>Youth and Family Counseling Cases</b>	<b>18</b>	<b>16</b>	<b>154</b>	<b>136</b>
<b>Clinical presentations</b>	<b>0</b>	<b>0</b> <small>presentations/attendees</small>		
<b>Youth &amp; Family Service Hours</b>	<b>55.25</b>	<b>50.25</b>	<b>597.25</b>	<b>397.5</b>
<b>JRB cases</b>	<b>0</b>	<b>4</b>	<b>16</b>	<b>5</b>
<b>JRB Service hours:</b>	<b>3.75</b>	<b>9</b>	<b>34</b>	<b>Not reported last year</b>
<b>Positive Youth Development</b>	<b>188</b>	<b>237</b>	<b>2194</b>	<b>2952</b>
<b>Community Service # of hours completed</b>	<b>1</b> <b>25</b>	<b>1</b> <b>25</b>	<b>13</b> <b>199</b>	<b>16</b> <b>Not reported last year</b>
<b>Challenge Course:Adult youth(outside)</b>	<b>12</b> <b>90</b>	<b>180</b> <b>12</b>	<b>331</b> <b>378</b>	

<b>Information and Referral</b>	<b>602</b>	<b>634</b>	<b>7424</b>	<b>6707</b>
<b>Social Casework Cases</b>	<b>66</b>	<b>68</b>	<b>802</b>	<b>861</b>
<b>Under 55 =</b>	<b>24</b>	<b>21</b>	<b>241</b>	<b>226</b>
<b>Under 55 disabled =</b>	<b>10</b>	<b>9</b>	<b>153</b>	<b>183</b>
<b>Over 55 =</b>	<b>32</b>	<b>38</b>	<b>408</b>	<b>451</b>
<b>Social Casework Service Hours</b>	<b>123.5</b>	<b>117.25</b>	<b>1263.5</b>	<b>1418.25</b>
<b>Under 55=</b>	<b>43.25</b>	<b>34.75</b>	<b>323.5</b>	<b>334</b>
<b>Over 55 disabled and/or disabled</b>	<b>80.25</b>	<b>82.5</b>	<b>939</b>	<b>1083.25</b>
<b>Food Bank Household visits</b>	<b>135</b>	<b>121</b>	<b>1571</b>	<b>1453</b>
<b># bags of groceries distributed</b>	<b>601</b>	<b>503</b>	<b>6971</b>	<b>7071</b>
<b>Mobile truck</b>	<b>118</b>	<b>125</b>	<b>1487</b>	<b>1411</b>
<b>Clothing household visits</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>232</b>
<b># bags of clothes given</b>	<b>0* clothing closet ended</b>	<b>0</b>	<b>76</b>	<b>293</b>
<b>Special Needs</b>	<b>10</b>	<b>5</b>	<b>104</b>	<b>66</b>

\*Clothing closet ended

### **SENIOR AND DISABLED CENTER**

- The highlight of the month was the Annual Volunteer Recognition and Wall of Honor dinner held on May 28th. With a theme of "Lights, Camera, Appreciation!" approximately 90 people including volunteers and members of the Commission on Aging and Disability and Town Council enjoyed a dinner catered by Jefferson House and served by Center and Town staff while listening to the piano stylings of Clarke Castelle. Three volunteers were inducted to the Wall of Honor: Marie DaMotta, Chylene Pender and Maryann Wilk
- The daily hot lunch is enjoyed by 40-60 older adults each weekday and is critical for many from both a nutritional and social perspective. The Center is committed to ensuring that a meal is available and reached out to long term care and assisted living facilities to help in June. The Center will also reach out to Newington's restaurant community to explore partnerships for the remaining months.
- Great progress has been made in the Giving Garden. New beds have been built, and the garden volunteers have been busy with all their vegetable & flower plants. They had a very successful sale during the Library Book Sale.
- On May 1, Hal and Gail Whitney provided a reprise of the popular program Cutting the Cord: How to Eliminate Cable & Save Money!
- The National Junior Honor Society of Hartford Magnet Trinity College Academy presented the 10th Annual Spring Fling senior prom on May 3rd. This tradition includes music, dancing, refreshments and raffles and was well enjoyed.
- On May 7th a sold out class enjoyed a "Cooking for One" presentation by Lou Roca, Dining Director at Cedar Mountain Commons. Sponsored by Cedar Mountain Commons.
- Middlewoods of Newington returned with their popular Paint and Sip Art Class, with participants enjoying refreshments while painting a spring scene.

- The American History Lecture Series continues to grow with Carnegie Mellon University professor Jared Day teaching classes on May 10th and May 30th entitled “Andrew Jackson: Hero of Democracy?”
- On May 31 AARP presented its award winning Disrupt Aging presentation. The goal of this program is to encourage people to explore aging from a new perspective and to challenge attitudes about aging.
- 37 individuals received MOW in May. 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
  - 4 receive meals 3 days per week
  - 3 receive meals 2 days per week
- The Center had a total paid membership of 1,507 people as of the end of the month.
- 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 3720 by 491 people. Dial-a-Ride provided 105 residents 1089 trips this month, covering 3441 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 800 hours of unpaid service in 302 instances by 58 volunteers. Approximately half of those hours are served in the coffee and gift shops.

## **PARKS AND RECREATION**

### Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, May 1st; registration for non-residents began on Wednesday, 8th.
- Residents were given the opportunity to purchase summer 2019 pool passes at a discounted rate on or before May 17th. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount. Pool passes were changed to key fobs three summers ago and continue to be a popular addition. The fobs are scanned at the pools using a laptop with a scanner. It also keeps track of the number of patrons entering the facility.
- A special registration day for Summer Camp RECreate was held on Saturday, May 18 in the lobby of Rosenberg Orthodontics. Rosenberg is a sponsor for the Camp RECreate program, and families enjoyed a video game truck along with free pizza and ice cream donated by Rosenberg Orthodontics. Over 45 youths entering Kindergarten through Grade 8 signed up for our Summer Camp RECreate program at this event.
- Sibling discounts of \$20 per week per child (after first child) are again being offered for Camp RECreate.
- Interviews were held in April and May for camp counselor position as well as supervisory promotions. This season, 20 new counselors were hired, and 9 promotions were made to accommodate directing staff that did not return. Training for directing staff began in late May.
- Interviews were held in March for open Aquatics positions. 9 new Lifeguards were added to staff and promotions were made to accommodate retiring staff.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Preschool registration for the 2019-2020 school year has been ongoing throughout the month.
- Planning and preparations for July Extravaganza continue.
- The fourth annual Motorcycle Madness event sponsored by Trantolo and Trantolo LLC, Geico, West Hill Automotive, Brookfield Indian Motorcycle, Cyclefish, TJ's on Cedar, and Puerto Vallarta was held on Friday, May 31 at Mill Pond Park from 4:30 to 9:30 p.m. The event included the first concert in the 2019 Edythe & Harry Mandell Summer Concert Series featuring Last Licks. Approximately 610 motorcyclists and thousands more spectators enjoyed the event. Ten food vendors participated, along with 18 other product and miscellaneous vendors. This event raised money for the Life. Be In It. Extravaganza fireworks.

## Parks and Grounds and Cemeteries

- Continued working on the library project.
- Put up flags for Memorial Day.
- Put parade float together.
- Mulched trees a municipal lot and mulched beds at firehouse 1.
- Had the rest of the 120 seasonal employee's start.
- Repaired the area in front of the Alumni baseball dugouts, stone dust, topsoil and reseeded area.
- Installed dock in Mill Pond for Motorcycle Madness firework show.
- Repaired and turned lights on in Newington Center.
- Completed repairs at Mill Pond and Churchill pools.
- At the West Meadow Cemetery we had 4 single, 2 double depth and 4 ash interment. There were 4 grave sales.

## LIBRARY

- Preparations for the very upcoming summer time were made. Middle school visits will be held in the beginning of June. This year's theme for summer reading is "A Universe of Stories". In addition, the children's librarians did the Nutmeg booktalks to all 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in Town, discussing the new Nutmeg book nominees with the students. Teen librarians Bailey Francis and Jen Bassett collaborated with the NHS librarians to create recommended reading lists for the summer. There is a link in the library teen webpage as well at the NHS webpage.
- The library was the recipient of the Chamber of Commerce 2019 Public Service Award. Library Director Lisa Masten, Assistant Library Director Karen Benner, Head of Community Services Michelle Royer and several Library Board Trustees and Friends Advisory Board members represented the library at the Newington Chamber of Commerce's Annual Meeting to receive this award. Because service to the public is our number one priority, being recognized for the library's service to the Newington community meant a lot and was very much appreciated.
- The library began offering 2 new services in May. *Lucy to Go*, a curbside service and an outdoor book drop bin. The curbside service allows patrons to call in advance to arrange to pick up library materials on hold. Librarians will check out the materials on the patron's card and run them out to their car at the designated time. The new outdoor book bin allows patrons to quickly return items in the new bin located near the top of the new parking lot without having to park their cars or enter the building.
- The 23<sup>rd</sup> running of the *Newington Library 5K Challenge* road race was held on May 19<sup>th</sup> at Mill Pond Park. 274 runners and walkers set to work on the flat course on an overcast Sunday morning. More than 200 spectators were there to cheer the race participants on. Great raffle prizes, plenty of food, as well as an exciting awards ceremony made for another good fundraiser thanks to the many generous sponsors including the race's main sponsor Keeney Manufacturing.
- The Children's library staff and Friends of the Library marched in the Memorial Day Parade to promote the library and handout flyers of upcoming summer programs and candy to the many spectators along the route.
- Assistant Director Karen Benner gave a presentation at the Newington Historical Society's Annual Meeting on the history of the Lucy Robbins Welles Library. Because it is the 80<sup>th</sup> anniversary of the library this year.
- The children's staff presented 122 programs to 2,903 children and their caregivers. Other highlights included our 3<sup>rd</sup> *Free Comic Book Day* where kids dressed up in costume, made super heroes and Star Wars crafts and received a free comic book courtesy of *The Eye Opener*, *Babies Love Art*, where babies explored color and textures while creating some beautiful murals and *Super Explorers*, a new series that centered on stories and math concepts and *Lil' Chefs* a new cooking program for younger kids that combines stories and food. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teens were offered 2 programs to 31 teens. Teen librarians Bailey Francis and Jen Bassett participated in *Free Comic Book Day* helping teens make buttons and handing out free comic books. They were also very busy preparing for upcoming book talks and summer reading visits to the middle schools to be held at the schools in early June. Through their hard work and collaboration with the middle schools, they received great news that all middle school students will be required to participate in the library's teen summer reading program.

- This past month 17 programs were offered to 714 adults. Professor Gil Gigliotti hosted a Paul Newman film series that feature the films, *Cat on a Hot Tin Roof*, *Hud*, *Butch Cassidy and the Sundance Kid* and *Absence of Malice*. The *Made in CT Series* continued with author Charles Monagan who spoke about his books *Connecticut Icons*.
- Total circulation of library materials was 21,954. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,734 times from the library website. 12,254 people visited the library during the month. There were 7,401 visits to the library's homepage. Popular online services included, *Morningstar*, *Universal Class*, *Valueline*, *Ancestry.com*, *BookFlix*, *PebbleGo Animal and Biography databases* and *PebbleGo a Next Science* database. Museum passes were used 77 times this month, the most popular being *New Britain Museum of American Art*, *Mystic Aquarium* and *Imagine Nation*.. The reference staff answered 4,533 reference questions during the month. Free library meeting space including study rooms was used 374 times during the month.
- In technology news, Digital Services Librarian Jennifer Hebert hosted *Computer Health Tips* program to give people advice on how to keep their computers running smoothly and Reference Librarian Carlen Peterson presented a program on *RBDigital* and *Acorn TV*. Our one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens* were held several times throughout the month. Upcoming technology program will be a presentation on *Google Everything Services: Search, Images and Maps*. The library switched its online subscription from *Chilton's* database to *Auto Research Center* because of better pricing and functionality.
- In personnel news, several librarians attended the Book Expo in New York City. It is a great opportunity to see what new books are coming out and to pick up many free books for the summer reading programs. Head of Collection Management Jeanette Francini attended the State Library's ACLPD Resource Sharing meeting. Digital Services Librarian Jennifer Hebert and Reference Librarian Dorothy Russell continued their committee work for our library consortium. Head of Children's Services Pat Pierce met with Martin Kellogg's Reading Specialist to set up next year's book talks. She also attended the Capital Region Children's Roundtable meeting in East Hartford and participated in a webinar on social and emotional learning. Interviews were held for the 16 hour a week part-time circulation position.
- Topics of note that were researched this month included:
  - What do elephants eat?
  - Books in Arabic.
  - Does caffeine affect bones
  - How to treat bed bugs.
  - Ratings of string trimmers.