



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: July 23, 2019
Re: Monthly Report – June 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 Active Shooter Training.
- 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 June 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	56.2	\$ 2,879.16
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 938.08
ROAD MAINTENANCE	9.0	\$ 409.62
TRAFFIC	5.1	\$ 234.70
NEWINGTON HIGH SCHOOL PARKING LOT	410.0	\$ 19,411.12
CLEM LEMIRE	66.4	\$ 3,142.45
TOTALS	566.7	\$ 27,015.13
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Regular Grounds	296.25	\$ 10,726.90
TOTALS	296.25	\$ 10,726.90

	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	\$ 3,575.43
Patrol	619,839.00	963,692.85	619,212.00	791,847.51
Investigation	81,972.00	49,031.38	83,451.00	74,380.40
Communication	173,143.00	161,125.46	170,443.00	166,291.97
Education/Training	130,461.00	139,336.03	130,461.00	138,545.08
Support Services	36,306.00	33,307.65	37,113.00	39,381.98
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	\$1,348,400.93	\$ 1,049,581.00	\$ 1,214,022.37
HIGHWAY DEPARTMENT				
Highway Operations	\$ 27,142.00	\$ 21,104.31	\$ 26,494.00	\$ 24,178.62
Snow and Ice Control	161,264.00	126,472.56	157,488.00	123,318.73
Traffic	3,958.00	3,219.86	3,861.00	3,516.18
Vehicles and Equipment	32,016.00	25,500.92	31,234.00	29,976.28
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	\$ 200,100.24	\$ 251,389.00	\$ 211,067.59
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,463.00	\$ 116,680.34	\$ 82,866.00	\$ 92,690.37
Cemeteries	<u>16,045.00</u>	<u>10,254.23</u>	<u>15,653.00</u>	<u>13,587.07</u>
Total	\$ 100,508.00	\$ 126,934.57	\$ 98,519.00	\$ 106,277.44

PERSONNEL

- The vacant position for the Seasonal Part-Time Tax Clerk was offered to Kevin Robinson, he began his position on June 24th, 2019.
- A job posting for the vacant Police Sergeant position was posted on June 5th with a closing date of June 19th, 2019.
- Interviews took place on June 11th for the vacant Certified Police Officer, the position was offered to Justin Thibault.
- Interviews took place on June 25th for the vacant Part-Time Animal Control Officer.
- Testing took place on June 13th and June 25th for the vacant Groundskeeper I position.

RISK MANAGEMENT

2018-19 Blue Cross/Blue Shield Plan Year

The eleventh 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 May 2019 were \$966,250. 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 May, 2019

	Town	Board of Education	Total
Estimated Claims	3,001,625	7,633,175	10,634,800
Actual Claims	2,028,715	6,202,298	8,231,013

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 65 formal work orders.
- Upgrading the Town’s anti-virus/anti-malware applications to their latest versions.
- Researching replacement model options to handle color printing services.
- Installing a new line of business (LOB) application for to assist Public Safety Dispatch with enhancing emergency call taker functions.
- Attending a project kick-off meeting for migrating the Building Department’s LOB application to an enhanced cloud-based application being offered by their current vendor.
- Uploading construction photos and video content on the new Town Hall/Community Center building project to the Town’s website and social media outlets.
- Finalizing Microsoft Windows 10 build 1903 deployment testing.
- Completing firmware and operating system upgrades for the Town’s wireless infrastructure components.
- Working with Parks and Recreation’s LOB vendor to resolve an issue they were experiencing with an email process causing degraded server performance.
- Attending departmental, staff or regional meetings as needed or required.

FINANCE

Accounting and Administration

- Processed the approved increases for administrative staff including retro.
- Continued financial reporting in support of the new Town Hall/Community Center Project.
- The fiscal year end 2019 transactions were processed throughout the month.
- 2018-19 year end closeout also got underway with work beginning on the list of requests that need to be complied for the Town auditors.
- Draft copy of purchase order policy was distributed to the department heads for review and questions and comments were received. The final draft of this will be distributed the first week of July for the new fiscal year.

The Town did receive the Municipal Projects Aid Grant and the final installment of the Mashantucket Pequot Grand payments from the State of Connecticut during this month in the amount of \$917,869 and 454,974 respectively. 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)
6/30/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2018-19</u>	<u>Actual Year to Date</u>	
General Fund	\$130,000	\$772,360	\$37,297,128
Special Revenue Funds	8,700	76,295	3,202,192
97Capital Projects Funds	1,500	24,555	1,077,663
Internal Service Fund	13,000	51,702	2,997,921
Trust and Agency Funds	6,392	22,461	1,112,816
TOTAL, ESTIMATED BY FUND			\$45,687,720

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

6/30/2019

	<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	31,660	50,956	\$16,012,159
Bank North	1.89	1.89	851	878	554,302
TDBank (new)	2.02	2.02	21,646	22,330	13,189,610
Farmington Bank	2.02	2.00	19,626	21,694	12,802,374
Webster Bank	1.60	1.60	5,033	5,192	3,129,275
Total Outstanding Investments					\$45,687,720

Rates reflect avg. monthly yield, annualized

Assessor

- Files for tax bills for Real Estate, Personal Property and Motor Vehicles were finalized, balanced and sent to our vendor, Quality Data for printing and mailing. All files were confirmed balanced by the vendor and the bills were printed and mailed out on June 28, 2019.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.
- The Elderly Homeowner Tax Relief program was completed by the end of June. All reports associated with this program were filed with the State of Connecticut. This year, 479 elderly taxpayers participated in this program and were granted a total of \$283,985.63 in tax relief. Additionally, there were 484 taxpayers that were granted a total of \$244,479 in additional tax relief through the Town of Newington's Local Elderly Tax Relief Program.
- Income and Expense forms for owners of incoming producing commercial property which were sent out back in April were due back to the Assessor's office by June 1. To date 85% of the forms have been returned and the data logged into our revaluation file. Final notices will be sent out to the remaining property owners who have failed to comply advising them that a 10% assessment penalty will be added to their property assessment if they fail to file the report by September 1.

Revenue Collector

- June revenue collections for Real Estate, Personal Property & Motor Vehicles amounted to \$160,022.61. The supplemental Motor Vehicles collected were \$6,845.97 and \$36,027.60 was collected in back taxes and included in that amount was \$1,142.28 for suspended accounts. Pre-collections for the 2018 Grand List amounted to \$664,671.57.
- This year's June collections on the current 2017 Grand List ended with a 99% collection rate which is the same as last year.
- Delinquent taxpayers continue to pay their overdue taxes so they can register their vehicles before the new bills are due. They also request an immediate motor vehicle release. This process takes extra time since we are not directly linked with the Dept. of Motor Vehicles. Separately, we need to go to a computer to log into the DMV system, locate the taxpayer's personal information and then release the delinquent taxpayer. Almost every taxpayer paying a delinquent bill needs to have this done since they are going to register a car on the same day. Unfortunately, this takes time away from us being able to assist other taxpayers. We have had requests and comments about other towns having one late evening. This would be helpful since the Motor Vehicle Dept. is open late on Thursday evenings.
- The new 2018 Grand List tax bills were available on the Town's website as soon as the tax bill information was loaded into the tax system which then made it accessible for taxpayers to make payments before receiving the printed tax bills.
- Legal Notices were placed in the Hartford Courant per CT State Statute. Press Releases were also placed in the Rare Reminder, Hartford Courant, and Town Crier notifying taxpayers taxes are due.

Also, there was information instructing the taxpayers that the Tax Office is open during construction with instructions for the best way to enter the Town Hall.

- A Tax Sale is scheduled to be held on September 4, 2019 which does give delinquent taxpayers an opportunity to bring their taxes current and eliminate them from the sale. Currently there are approximately 20 real estate properties on the list. Information can be found on the Town's website.
- The Revenue Collector submitted the M-1 Report for the 2018 Grand List which is filed with the State of Connecticut by July 1st, as well as additional State mandated reports.

TOWN CLERK

- There were 79 property transfers during the month of June for a total of \$11,233,900 in sales. State conveyance tax collected was \$81,630.57; Town conveyance tax collected was \$27,210.26.
- There were six (6) residential sales over \$300,000.
- Revenue for the month of June totaled \$46,583.76.
- There were 414 documents filed on the land records: 111 mortgages, 13 liens, 117 releases, 17 probate documents. Eighty documents were electronically recorded for \$8,755.00 in Revenue.
- Staff certified 103 copies of vital records, and issued 10 burial permits and 5 cremation permits.
- Copy revenue totaled \$2,088, of which \$956 was attributed to the online access portal.
- June is "dog license renewal month"—1,526 dog licenses and 1 kennel license were issued to residents.
- Three liquor permits were put on record and eight notary public commissions were catalogued.

<u>DATA SUMMARY June 2019</u>				
	<u>June-18</u>	<u>June-19</u>	<u>FY17/18 to Date</u>	<u>FY18/19 to Date</u>
Land Record Documents	454	414	4,623	4,584
Dog Licenses Sold	1,546	1526	2,098	2,243
Game Licenses Sold	22	30	264	245
Vital Statistics				
Marriages	26	10	148	135
Death Certificates	23	22	246	227
Birth Certificates	20	27	238	259
Total General Fund Revenue	\$ 54,323.87	\$ 46,583.76	\$ 537,868.20	\$ 466,007.74
Town Document Preservation	\$ 1,449.00	\$ 1,373.00	\$ 13,715.00	\$ 14,115.00
State Document Preservation	\$ 2,480.00	\$ 2,376.00	\$ 18,676.00	\$ 26,200.00
State Treasurer (\$36 fee)	\$ 11,124.00	\$ 10,404.00	\$ 124,992.00	\$ 116,028.00
State Treasurer (\$127 fee)	\$ 3,810.00	\$ 2,667.00	\$ 52,705.00	\$ 40,259.00
State Treasurer (\$110 fee)	\$ 5,720.00	\$ 5,390.00	\$ 51,920.00	\$ 48,860.00
LoCIP	\$ 927.00	\$ 867.00	\$ 10,416.00	\$ 9,669.00
State Game Licenses	\$ 355.00	\$ 537.00	\$ 4,922.00	\$ 4,096.00
State Dog Licenses	\$ 8,315.00	\$ 8,192.00	\$ 12,443.50	\$ 13,793.00
Dog Licenses Surcharge	\$ 3,402.00	\$ 3,348.00	\$ 4,690.00	\$ 5,068.00
Marriage Surcharge	\$ 152.00	\$ 204.00	\$ 1,672.00	\$ 2,516.00
Grand Total	\$ 92,057.87	\$ 81,941.76	\$ 834,019.70	\$ 746,611.74

POLICE DEPARTMENT

Patrol Calls for June are as follows:

Abandoned MV	2	Fire Special Detail	0	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	38
Alarm Commercial Burg Alarm	74	Fire Structure Fire	4	MV Complaint	49
Alarm Hold Up Alarm	6	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	41	Fire Training	0	MVA Evading	10
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	3	MVA Fatal	0
Animal Complaint	42	Fire Vehicle Fire	4	MVA Injury	10
Arson/Fire Invest	0	Fire Water Problem	0	MVA Property Only	106
Assault	6	Fireworks	1	Neighbor	13
Assault in Progress	0	Follow Up	22	Noise	32
Assist Motorist	3	Found Property	5	Non Collect Person	1
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	25	Harassment	7	Open Door/Window	23
Bad Check Insufficient Funds	0	Hazard	35	Parking Violation	11
Blighted Property	0	Hazmat	1	PD ASSIST FIRE DEPT	34
Bomb Threat	0	Hold Up Alarm	2	Personal Relief	0
Breach of Peace/Disorderly	16	Homicide	0	Pistol Permit	10
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	3
Burglary	5	Illegal Dumping	4	Private Duty	0
Car Seat	2	Indecent Exposure	0	Property Found	4
Check Welfare	50	Intoxicated	6	Property Lost	1
Check Welfare 911	45	Juvenile Complaint	13	Prostitution	0
Check Welfare Other	4	K9 Assist	6	Recovered Stolen MV	1
Clear Lot	4	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	0
Court Detail	4	Larceny	64	Robbery	3
Criminal Mischief	10	Larceny from MV	4	Roll Call	0
CSO	4	Lift Assist Only	5	Serve Subpoena	0
Customer Dispute	7	Liquor	0	Serve Warrant	21
Dog Complaint	50	Local Traffic Authority	0	Sexual Assault	0
Domestic	39	Location Check	38	Shots fired	0
Door Check	0	Location General	0	Specific Detail	116
Drug	4	Lockout Building	5	State Pistol Permit	0
DUI	6	Lockout MV	1	Stolen MV	2
EDP	11	Lost Property	1	Sudden Death	1
Escort / Transport	13	LTA	0	Suicide	0
Escort Funeral	4	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	17	Suspicious MV Unoccupied	12
Escort Retrieval	4	Medical Cardiac	23	Suspicious Report	89
Escort Tax	0	Medical Complaint	166	TEST	0
Fingerprint	4	Medical Diabetic	1	Threatening	0
Fire Alarm	20	Medical Fall	30	Tobacco	0
Fire CO Detector no symptoms	2	Medical Mutual	0	Tow	21
Fire CO Detector with sympt	0	Medical Other	2	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	12	Traffic Stop	422
Fire Hazmat	4	Medical Stand by	2	Trespass	6
Fire Mutual Aid Request	0	Medical Trauma	0	Unknown	4
Fire Other	22	Medical Unresponsive	9	Water problem	0
Fire Rescue	0	Missing	2	Total	2,073

- In June, the Community Service Officer (CSO):
 - The CSO coordinated the Newington Police Department's participation in the Law Enforcement Torch Run to benefit Special Olympics. The run took place on June 7th.
 - Planning began for National Night Out, which will take place on August 6th.
- In June, the Detective Division:
 - During the month of June, Detectives conducted background investigations on applicants for the position of Police Officer, Dispatcher and Animal Control Officer as part of our current recruitment and hiring process.
 - Handled 59 investigations, 59 remain ongoing.
 - Served 16 arrest warrants, 16 by Patrol Officers.
- In June, the Animal Control Officers had the following activity:
 - 95 Calls – 51 Dog, 42 Animal and 2 Specific Detail/0 Follow-ups
 - 1 Dog vs Dog Bites/2 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 9 Impounds – 5 redeemed, 2 sold as pets, 0 euthanized, 0 Quarantine, 2 carry over, 0 DOA
 - 0 Infraction written
 - 95 Incoming Phone Calls
 - 7 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 0 Written Warnings
 - 6 Delinquent Letters/No License/Roaming/Barking/Littering
- Breakdown of Calls
 - 510 –
 - 32 Combined Dog/Animal/Specific Detail/Check Welfare
 - 3 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 2 Dog bite- 1 dog vs human, 1 dog vs dog
 - 2 Dog/Cat Adoption
 - 511 -
 - 9 Combined Dog/Animal/Specific Detail
 - 3 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 1 dog bite- dog vs human
 - 0 Dog/Cat Adoption
 - Other –
 - 54 police assisted Animal/Dog Complaints.
- Notable Cases/Events: N/A
- In June, the Patrol Division had the following activity:
 - On June 11th at approximately 0338 hours Patrol Officers were dispatched to T-Mobile, located at 3111 Berlin Turnpike, for an activated burglar alarm. Upon arrival Officers observed that a window on a front door of the business was shattered. Through the windows, officers could see that several phones were missing from displays and security cables appeared to have been cut. Officers searched the interior of the store and no suspects were located. An employee of T-Mobile responded to the business and was able to provide Officers with an itemized list of what had been stolen. It was discovered that several Apple and Samsung cell phones, as well as several sets of headphones were stolen. Over \$10,000 worth of merchandise was found to have been stolen during this burglary. The crime scene was processed for physical evidence and surveillance video was seized. This case appears to be related to a number of similar burglaries that have been committed in surrounding towns and is currently under investigation.
 - During On June 15th at approximately 1015 hours, Officers were dispatched to Local Market, 175 Lowrey Place, on a report that a male suspect had thrown a woman to the ground and stolen her purse. Dispatch reported that the suspect had left the scene in a maroon Buick headed north on Constance Leigh Drive.

A Patrol Sergeant who was responding to the scene observed a vehicle matching the description of the suspect vehicle traveling on Main Street. The Sergeant made an attempt to stop the vehicle, however the vehicle failed to stop. Based on the circumstances of the reported crime, the sergeant pursued the vehicle onto Hartford Avenue and into Hartford where the sergeant and Hartford Police Officers were able to get the suspect vehicle stopped. The operator was identified by his CT driver's license and detained. Contact was made with Officers at Local Market who were speaking with the victim and watching the security video. Based on the video, the suspect was a white male wearing what appeared to be a black t-shirt and dark colored shorts. It appeared that the passenger side rear tire of the suspect vehicle was a spare tire or missing a hub cap. This description matched that of the car stopped by the Sergeant and the suspect was detained. Additionally, the Sergeant observed a women's purse on the floor area where the driver had been seated. Inside the purse was a wallet containing a CT ID card belonging to the victim.

The suspect was arrested and charged with Robbery Third Degree, Larceny Second Degree, Reckless Endangerment Second Degree, Disobeying the Signal of an Officer, and other motor vehicle charges. He was held on a \$50,000 bond.

- On June 29th at approximately 0400 hours, Officers were dispatched to 272 Connecticut Avenue to investigate an assault. The caller reported that a male showed up at the front door of his home, informing the resident that he had been assaulted. The caller indicated that the male had an injury to his eye and was bleeding severely.

Upon arrival, Officers spoke to the injured male, who had a large laceration near his right eye. The victim told officers that while walking home from a friend's house in Hartford, he was walking south on Connecticut Avenue in the area of Buckingham Street. He observed a black sedan approach his location and two passengers exited the vehicle and approached him from behind. The victim stated one of the suspects asked him for his money. The victim said he didn't have any money, but offered to give the suspects his phone and wallet. He handed the wallet and phone to one of the suspects and moments later, he was struck on the right side of his head, just above his right eye with what appeared to him to be a gun, possibly a bb gun. According to the victim, the suspects got back into the vehicle and fled at a high rate of speed.

A search of the surrounding area was conducted, but a vehicle matching the description given was not located. Medical personnel from AMR and NEMS responded and the victim was transported to a local hospital for evaluation and treatment of his injury. This case is currently under investigation.

- From June 10th – June 21st Officer Tim Buggee attended Police Motorcycle Operator training hosted by Northwestern Center for Public Safety in Linden, New Jersey. Officer Buggee will join our motorcycle patrol unit.
- Property Report June 2019

<u>Category</u>	<u># of Counts</u>	<u>Property Value (\$)</u>
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 20
Damaged/Destroyed	11	\$ 17,326
Vehicle Inventory	0	\$ 0
Stolen	146	\$ 73,785
Abandoned	0	\$ 0
Evidence	121	\$ 48,756
Found	2	\$ 150
Lost	3	\$ 1,098
Seized	27	\$ 3
Recovered	29	\$ 2,821
Impounded	0	\$ 0

Informational	17	\$ 625
Total	357	\$ 144,584

- Police Department Overtime June:

- Comparison
 - OT May \$ 95,834 2 pay periods (1 holiday)
 - OT June \$ 131,127 3 pay periods (1 holiday)
 - \$ 35,293 increase and 3 pay periods instead of 2
- During June, 1 Officer was on light duty assisting Support Services, 2 Officer vacancies, 1 Dispatcher vacancy, 3 Officers out on FMLA, 2 Detectives 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 11 positions vacant on the schedule in the Patrol Division, 2 positions in the Detective 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 positions are covered by staff. One extra pay period in June.
- Admin overtime \$0, no increase.
- Patrol overtime. \$103,343, an increase of \$28,570. Includes holiday pay and 3 pay periods. Overtime includes the following calls and arrests; domestic calls, attempted burglary, motorcycle school attendance, dui arrest, participation in Memorial Day parade, search warrant served, booking, search warrants, funeral escort, court appearance, casework, hold overs, holiday pay, and overtime for time off/vacancies/injuries.
- Detective Division overtime \$2,433, an increase of \$1,399. Overtime includes holiday pay and 3 pay periods, background investigations for new hires, crime scene processing, robbery investigation and arrest, search warrant, and casework follow ups.
- Communications overtime. \$17,472, an increase of \$4,004. Includes holiday pay and 3 pay periods. 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 and holiday pay.
- Education overtime \$174, a decrease of \$1,479 and includes overtime for dispatcher training
- Support Services overtime \$7,879, an increase of \$2,973. Overtime includes holiday pay and 3 pay periods, graduation coverage, 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 June, 2019. During this period fire department members responded to 48 alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	June 2019	12 Months Activity
FIRES		
Structure Fire	1	25
Vehicle Fire	1	10
Exterior Fire	2	32
Other Fires	0	3
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	1	15
Extrication	1	10
Other Rescue Calls	2	18
SERVICE CALLS		
Hazardous Condition Calls	8	73
Water Problems	0	21
Other Service Calls	5	45
OTHER		
Good Intent Calls	4	29
False Alarm/False Calls	22	280
Severe Weather/Natural Disaster	0	0
Special Incident Calls	0	1
Mutual Aid/Standby	1	8
Total	48	570

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

CPR/AED	Certification	8.0 hours
FF-1	Certification	196.0 hours
Company Training	Truck-2-Tac-2	23.0 hours
Officer Training	Radio	21.0 hours
Pump Operations		10.0 hours
Driver Training	Road Time	12.0 hours
Driver Training	Orientation	16.0 hours
Driver Training	Pre-Trip	14.0 hours
June Fire School		32.0 hours
Driver Examination	New Drivers	15.0 hours
Company-1 Training	Forcible Entry	26.0 hours
Company-3 Training	Driver Recertification	6.0 hours
Cadet Training	Suppression	42.0 hours
Cadet Training	Ropes Rescue	54.0 hours
Rope Rescue Training		16.0 hours
Department Training	Extrication/Stabilization	144.0 hours
Multi Company Training	Ladders	42.0 hours
	Ladders	50.0 hours
	Ladders- Day Session	5.0 hours
Total Training		732.0 hours

FIRE MARSHAL

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

INSPECTIONS	7
INSPECTION FOLLOW-UPS	17
PLAN REVIEWS	9
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	3
COMPLAINTS	1
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	9
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	3

Incidents:

- Responded to 20 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended an OSHA Closing Conference to review employee complaints and corrective action associated with a fire alarm malfunction at Town Hall.
- Attended a public safety team meeting to review and revise the fire departments dispatch policies and procedures.
- Attended the quarterly Connecticut Fire Marshals Association meeting in Southington.
- Attended a Memorial Day Parade Committee meeting at fire headquarters to review the day's activities and identify areas for improvement.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Conducted the quarterly Local Emergency Planning Committee meeting at town hall. A representative from the Department of Homeland Security reviewed the new Anti-Terrorism Standards for Chemical Facilities with committee members.
- Attended the monthly meeting of the Board of Fire Commissioners and met in executive session to review personnel issues.

- Conducted an inspection of the high school gym and cafeteria areas prior to the Annual All Night Graduation Party.
- Attended the Annual New England Association of Fire Chiefs conference and Exposition at Foxwoods Resort. Topic: Developing Critical Incident Decision Making Skills.
- Attended a meeting with MDC staff to review new policies and procedures for fire hydrants, sprinkler systems and fire pump operations.
- Conducted the monthly command staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Conducted fire safety inspections and posted the revised Market Square fire lanes signs for the Annual Chamber of Commerce Classic Car Show.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Hartford.

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 blight enforcement meeting
- Attended CT DOT roadway improvement meeting
- Attended LOTCIP kick-off meeting for Maple Hill and Robbins project
- Attended MIRA Facility future solid waste services meeting
- Attended Environmental Quality Commission meeting
- Continued coordination with vendor for Town Wide storm water catch basin cleaning

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 drainage improvement for High School paving project
- Began drainage improvements for upcoming road milling and paving projects
- Cleaned and repaired several storm water catch basins throughout Town
- Two (2) evictions for the month, one required storage

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 with traffic control for annual car show
- Assist outside vendor with traffic control as needed for Town wide catch basin cleaning
- Assist Highway Department with traffic control for roadway improvement projects
- Assisted Sanitation Department with the replacement/repair of recycling containers

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Continued with maintenance of seasonal equipment
- Responded to one after hour call in to repair backhoe at High School

Sanitation/Recycling/Landfill

- Scheduled 888 residential bulk items for collection for the month
- Scheduled 122 condominium bulk items for collection for the month
- Scheduled 56 condo/residential scrap metal items for collection for the month
- 7672 tons of cumulative Municipal Solid Waste were collected from July through May
- 2460 tons of cumulative recyclables were collected from July through May
- 1619 mattresses/box springs were collected from July through May

- 294 televisions were collected from July through May
- Issued 27 permanent landfill permits and 20 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of June 12, 2019:

- Voted to Approve Petition #22-19: Second Extension of Map Filing Deadline for Resub-division of Property at 179 Meadow Street. Estate of Faye H. Karanian, owner/ applicant.
- Voted to Approve, with conditions, Petition #24-19: Fireworks Tent Sale (Section 3.23.1.B) at 3164 Berlin Turnpike. Phantom Fireworks Eastern Region LLC, applicant; Newington VF LLC, owner; Joshua Nielsen, 59 East Street, Vernon CT, contact.

TPZ Meeting of June 26, 2019:

- Voted to Accept the Stipulation to Judgement in the case of Amy Berube v. Town Plan and Zoning Commission of the Town of Newington.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Jun 5: Met with owner and engineer re 135 Fenn Road.
- Jun 6: Met with staff re 395 Willard Avenue site plan.
- Jun 20: Met with staff re Police Tower application.
- Jun 26: Met with staff re Packard's Way road acceptance.
- Jun : Continued working with consultant on POCD update.

TOD/CTfastrak/Amtrak Corridor Planning:

- Jun: Continued working on TVDD regulations.

Grant-Related Project Activities

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

Board and Commission Meetings:

- Jun 11: Attended regular Town Council meeting.
- Jun 12: Attended regular monthly TPZ meeting
- Jun 13: Attended regular Open Space Committee meeting.
- Jun 26: Attended regular monthly TPZ meeting.

Professional Development/Training

- Jun 7: Attended "Complete Streets" workshop in New Haven.
- Jun 14: Attended annual Planning Law update workshop in Hartford.
- Jun 17: Attended "Active Shooter" training.

Miscellaneous

- Jun 6: Met with staff re Sequin Street sidewalk removal.
- Jun 10: Attended monthly Planning/Engineering/Wetlands staff meeting.
- Jun 11: Attended meeting at VA re Victory Gardens II.
- Jun 12: Attended monthly Public Works Team meeting.
- Jun 20: Attended staff LOTCIP project kickoff meeting.
- Jun 25: Attended public hearing at VA re Victory Gardens II.
- Jun 26: Attended monthly department head meeting.
- Jun: Continued working on Affordable Housing Appeal moratorium application.
- Jun: Received and sent approximately 583 emails from citizens, local business, applicants, Town staff, state staff and elected/appointed officials.
- Jun: Responded to approximately 34 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.

TOWN ENGINEER

Permits:

- Reviewed contractor license applications (bond/insurance/agreement)
- Reviewed and approved 28 excavation permits:

- Road Excavation = 9
- 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:
 - Three
- Commission Administered applications:
 - None
- Agent Administered Applications:
 - Two
- 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 20 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
- 135 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: New municipal building (library MDC water pipe) – project coordination
- Facilities Department: New municipal building (library parking lot) – project coordination
- Highway Department (LOT/CIP 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. Commission members approved the draft text and selected pictures for its new brochure. The EDC is also considering changing its slogan “Newington Means Business”.
- Received endorsement from the Town Council for the Transit Village Design District Overlay Zone regulations and submitted those regulations to the Town Plan and Zoning Commission for its approval.
- Unemployment in Newington nudged up to 3.4% in May, 2019 according to the Connecticut Department of Labor.
- New business openings included South End Café & Pastry at 262 Brockett Street, The Shop (barber shop) at 287 Main Street and Rae’s Florist at 2590 Berlin Turnpike.
- 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.
- Helped business owners seeking assistance from Town departments.
- Prepared information and documents for the Town Manager.

BUILDING DEPARTMENT

- An Electrical Permit was issued for a temporary generator and wires for a carnival.
- A Mechanical Permit was issued to install a pyrochem fire suppression for kitchen hood and appliance for Tony Bologna's located at 2190 Berlin Turnpike. Also, a permit was issued to install type 1 hood and fans, fabricate and install duct work.
- A Building Permit was issued for an alteration of a building interior at 40 Commerce Court. 5,174 sf of S-2 enclosed garage space to office space, upgrade existing restrooms, change out furniture and finishes. Entire building will now be business use. No site revisions.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Bridging the Gap – Construction Site Fire Safety – June 14, 2019
 - A. Hanke - Significant Changes to the CT Mechanical and Plumbing Codes- June 13, 2019
 - K. Kilkenny - Significant Changes to the CT Mechanical and Plumbing Codes - June 24, 2019
- A Certificate of Occupancy was issued for Zen Wellness located at 2280 Berlin Turnpike.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 154 Inspections. They were: CO (3), Damp proofing ((2), drainage (2), Electrical (9), Final (66), Footings (8), Framing (4), Gas Line (1), Insulation (9), Mechanical (3), Roofing (1) Rough (45), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of May was 188 producing a total permit value of **\$3,481,836.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	25	1,085,870.00
DECK	4	25,635.00
DEMOLITION	0	0.00
ELECTRICAL	49	469,843.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	13,681.00
MECHANICAL	47	303,221.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	15	51,419.00
POOL	3	9,500.00
ROOFING / SIDING	27	1,452,530.00
SIGN	2	2,400.00
SOLAR	6	67,237.00
TENT	1	500.00
TOTAL	180	\$3,481,836.00

The total Building income fees received in the month of June was **\$40,153.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$605.00 Environmental \$180.00 Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$56.50 Driveway / Excavation \$1,300.00 Engineering copies \$36.50. The other total income is \$2578.00.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for June:	\$3,481,836.00	\$1,496,788.00
Fees for Permits issued for June	\$40,153.00	\$18,452.00
Other income Fees for June	\$2,578.00	\$10,621.50
Building Permits Issued for June:	180	167

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>
\$50,444,944.00	\$261,200.00	\$21,495,508.00	\$ 251,922.00

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 Adventures has started with great enthusiasm! We had a great start-up of programs during the last week of June.
- 12 high school mentors have joined us for the Summer Youth Adventure Program. All of the Mentors are prior participants of our SCORE and Summer Youth Adventures programs.
- We facilitated field games for the 4th grade picnic day program for John Patterson Elementary School. The program was held outside in Mill Pond Park.
- 128 Martin Kellogg Middle School 7th grade students transitioning into 8th grade participated in a day of low ropes team building on the challenge course on June 20.
- 80 Newington Parks & Recreation Summer program staff participated in a low ropes team development training on June 15.
- It was a great month on the challenge course and we continue to schedule challenge course and outdoor educations programs for the summer and fall of 2019.
- Coordinator Meskill attended trainings on Family constellation theory, School based diversion initiatives, and the Ripple effect of Suicide.
- Interviewed and accepted CCSU student: Emily Adamowicz as a student intern for the 2019-2020 academic year.
- Provided staff training to Summer youth adventure staff on behavior management issues, identifying and report abuse/neglect, & motivational interviewing techniques with youth. Additionally provided similar training for 45 P&R summer staff.
- The department offered a very well received day time presentation to 40 area professionals on dementia given by nationally acclaimed presenter Dr. Charles Atkins as well as a community presentation by 15 to 20 on dementia and how to best deal with our loved ones diagnosed with same.
- Director LaBrecque and Coordinator Meskill attended Council meeting- giving a presentation on our local Juvenile Review Board.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington.
- Coordinator Wassik and SW Gugliotti continued to deal with numerous threats of oil outages and water and utility shut-offs: accessing resources and negotiating arrangements with the various companies.
- Director LaBrecque attended ADA training. SW Gugliotti attended CHOICES counseling on the ins & outs of Medicare coverage.
- Coordinator Wassik worked collaboratively with Fire Marshall Schroeder and Lt. Manke on several residents living with hoarding.

June 2019 Statistics

	FY 18-19 Total This Month	FY 18-19 Total Last Month	FY 18-19 Cumulative Total YTD	FY 17-18 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases	19	18	173	146
Clinical presentations	0	0 <small>presentations/attendees</small>		
Youth & Family Service Hours	48.5	55.25	645.75	426.5
JRB cases	1	0	17	5
JRB Service hours:	1.5	3.75	35.5	Not reported last year
Positive Youth Development	388	188	2582	3291
Community Service	0	1	13	16
# of hours completed	0	25	199	
Challenge Course:Adult youth(outside)	52 0	1 90	383 378	175
Information and Referral	572	602	7996	7385
Social Casework Cases	64	66	866	947
Under 55 =	17	24	258	256
Under 55 disabled =	11	10	164	204
Over 55 =	36	32	444	486
Social Casework Service Hours	122	123.6	1385.5	1556.5
Under 55=	35	43.25	358.5	368.75
Over 55 disabled and/or disabled	87	80.25	1026	1186.75
Food Bank Household visits	126	135	1697	1596
# bags of groceries distributed	588	601	7559	7739
Mobile truck	132	118	1619	1556
Clothing household visits	0	0	60	254
# bags of clothes given	0* clothing closet ended	0	76	320
Special Needs	3	10	107	73

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The Center began working on an initiative with the National Council on Aging and LYFT that will provide funding and tools to determine how older adults can access rideshare services to improve their wellbeing and connection to the community. The Center will provide public awareness and information sessions as well as facilitated rides.
- Tech Center volunteers, Ken, Jay and Jim were available to help with technology (cell phone, laptops, tablets, software, etc.) related questions. These volunteers will also assist with downloading and using apps, like LYFT.st drop in with your device or use our computers.
- Chef Courtney Morgan, Dining Director at Jefferson House, presented a cooking demonstration on June 7th that highlighted cooking with local and seasonal produce with vibrant colors and great nutritional value.
- Anthology of Farmington presented “Technology of Health Care” on June 13th, discussing new technology innovations in healthcare and senior living designed to help older adults live fuller and more independent lives.
- The American History Lecture Series continues to grow with Carnegie Mellon University professor Jared Day teaching classes on June 14th and 28th entitled “Driving Destiny: James Polk and Westward Expansion.”
- The ever popular Richie Mitnick and Joe Saimer performed upbeat classics and standards to a group of almost 70 in a “Welcome Summer” concert on June 18th.
- AARP volunteers returned twice this month to present two of their programs: AARP Road to Livability an informative discussion on “what you have” versus “what you need” in future regarding your home, car and community including age-friendly communities, Home Fit, Smart Driver and Car Fit programs and; The Con Artist’s Playbook: AARP Fraud Watch Network a program that allows one to take a look inside the mind of a criminal. Through actual footage of scammers, insights and advice participants walk away with the tools needed to keep themselves and their family safe.
- The Artists Journey Series, a 6-week program where participants create art projects of their own choosing (sculpture, needle felt, painting or drawing) in a supportive environment continued this month.
- The Center hosted an LGBT Moveable Senior Center event on June 28th that was very well attended. The speakers included an attorney from GLAD, Steven Hernandez, Executive Director of the Commission on Women, Children and Seniors and State Rep. Jeff Currey in a presentation entitled “Laws, Legislation and Lunch”.
- **37** individuals received MOW in June. Of those 37 recipients:
 - 7 receive meals 7 days per week
 - 21 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. A membership renewal package was sent to all members since the membership year ends on June 30th. This letter included a survey that is administered in partnership with CCSU to measure the impact of participation.
- 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 3258 by 505 people. Dial-a-Ride provided 97 residents 905 trips this month, covering 2852 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 672 hours of unpaid service in 285 instances by 57 volunteers. Approximately half of those hours are served in the coffee and gift shops.

PARKS AND RECREATION

Recreation Division

- Final plans and preparations continued for the Life. Be in it. Extravaganza events (Wednesday, July 17 through Saturday, July 21). A logistics' meeting with representatives from Police, Fire, EMS (Newington, Rocky Hill and Wethersfield), CCHD, Grounds, and Recreation Departments was planned for July 11.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED usage at trainings held throughout the month. The Aquatics Supervisors were also certified in Injectable Medication Administration.
- All new seasonal summer staff was certified in First Aid, CPR, AED and Injectable Medication Administration.
- Approximately 36 seasonal camp staff members attended Camp College on Saturday, June 1.
- A Team Building training was facilitated for camp and aquatics staff to meet and work with each other in a positive, productive, team-oriented environment.
- Comprehensive staff training was held throughout the month for all seasonal employees (Lifeguards, Summer Sunshine & Summer Camp staff, Concessions Attendants, Cashiers).
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Tuesday, June 4th in the Town Hall Auditorium. Registration for the 2019-2020 school year is ongoing.
- Mill Pond Pool and Churchill Pool opened for the season on Monday, June 22nd.
- Staff attended a CRPA (CT Recreation & Parks Association) quarterly training session on Active Shooters on June 6th.
- Touch-A-Truck was held on Saturday, June 15. Approximately 1000 residents attended this free event, making the event a huge success!
- The Summer Camp program for children entering Kindergarten through grade 8 opened on Monday, June 24.
- Camp Sunrise (a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) began on Monday, June 24. The Town (Parks & Recreation Department) is subsidizing camp for 11 Newington campers to attend.
- The American Cancer Society held their Newington Relay for Life event at Mill Pond Park on Friday night June 14.
- Edythe & Harry Mandell 2018 Summer Concert Series: 4 concerts in June

Parks and Grounds and Cemeteries

- Continued working on the Library project.
- Started out the month with pool repairs. We first used our new hot water pressure washer and washed down both the pools. Savol came in and performed crack repairs at Churchill. They replaced the expiation joint that was gone in the deep end and preformed a few minor repairs throughout the pool. After that was completed Savol acid washed Churchill pool and a crew of 7 guys came in on Saturday for 5.5 hours to paint Churchill pool. The pool is up and running and looks great. At Mill Pond pool they performed the same work to repair a major crack to the deep-end. They could only repair half of it because there was so much ground water coming in. After Mill Pond pool was filled Savol came back and got on their scuba gear and dove down and fixed the rest of the crack. At this present time Mill Pond pool is up and running good. We need to paint Mill Pond pool next year then moving forward keep them on a 2 to 3 year cycle for painting.
- Performed aeration to the soccer fields on the North side of the high school. We used ¾" solid tines that penetrated 6" to 8" into the turf. After that was complete we broadcast 200 lbs of grass seed then top dressed each field with 37 tons of sand. This will help with drainage and fill in low spots.
- Started pruning and mulching at schools and other government buildings within the Town of Newington.
- All the irrigation was turned on and is working well with a few minor repairs Mill Pond soccer irrigation is working great.
- Worked overtime to get mowing done on fields and other town properties.
- Worked on lining fields for the soccer wrap up tournament and moved goals around.

- Events that we supported: Soccer Club of Newington wrap up tournament, Touch-A-Truck, Relay for Life, Fourth grade school picnics, Motorcycle Madness and the Thursday night concerts in the park by setting up picnic tables and trash cans and cleaning up after the events.
- Sensory garden was planted, weeded and mulched. Fountain is working well after we had to do some repair because someone pushed a fountain stone over and it broke off the base.
- Performed written and practical exams to fill one grounds position.
- At West Meadow Cemetery was had four ash, three double depth interments and eight sales.

LIBRARY

- On Tuesday, June 11th, the library's space themed summer reading programs "A Universe of Stories" officially began with the Adult Summer Reading Kick-off and Registration. 222 adults dropped in or registered online and were eligible to win the kick-off prize drawing. By the end of the month, 547 adults were participating in this fun summer program. The All-Ages kick-off was held three days later, on Friday, June 14th in the library. This kick-off was promoting the kids and teen summer reading programs, but adults could sign up as well. 423 people attended the evening event. Numerous stations were set up throughout the library, which included a circus act workshop with *Matica Arts*, a photo booth, crafts, relay races, air brush tattoos and more. Three information tables for all three summer reading programs were set up around the library. Registration for all reading programs is ongoing.
- The children's department staff was busy in June visiting the elementary schools and fifth grade in the middle schools to promote the Nutmeg books for summer reading. Soon after each presentation students were coming to the library to check out the recommended titles. The library purchases multiple copies of the new Nutmeg books in print, audio and digital formats. The staff presented 40 programs to 2,565 children and their caregivers during the month. In addition, to the *All-Ages Summer Reading Kick-off*, highlights of other programs included the *Annual Buddy Bake-Off* (our 20th year) in which young bakers with an adult baked a sweet confection and a winning team was chosen, *Honey Bee Files*, where children learned about honey bees from a real beekeeper and *Over the Moon Animal Adventures* with *Animal Embassy*. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- The Library Board of Trustees continued 80th Anniversary Celebration Series this month with a jazz concert on June 21st celebrating International World Music Day with the *Larry Gareau Quartet*. The audience enjoyed a Friday evening at the library listening to jazz music from around the world. The next program in this anniversary series will be held on Sunday, September 22 at the library board's annual meeting with guest speaker, humorist and author Gina Bareccca.
- The Friends of the Library held their annual meeting, at which election of officers for the coming year was held. Natalie Harbeson will once again be the President for the organization. *Dually Noted*, a musical duo entertained the audience with popular contemporary music over the past several decades. The Friends also sponsored a successful bus trip to Newport Rhode Island on June 1.
- Teens were offered 7 programs to 1,509 teens. Teen librarians Bailey Francis and Jen Bassett visited the two middle schools to promote the teen summer reading program. This year all students in the Newington Middle Schools are required to participate in the teen summer reading program. In addition to the *All-Ages Summer Reading Kick-off*, teens enjoyed an evening of laser tag in the library, showed their creative side at the string art program and attended the Teen Volunteer Network program that highlighted summer volunteer opportunities at the library.
- This past month 21 programs were offered to 684 adults. In addition to the Adult Summer Reading Kick-Off and Registration, adults had a wide variety of programs to choose from. The *Made in CT Series* continued with Catherine Wolko, beekeeper and owner of *The Humble Bee Company* of Watertown. Author and historian Marty Podskoch discussed his new book *The Connecticut 169 Club: Your Passport and Guide to Exploring Connecticut*. Adults make literary bouquets out of old book pages. Adults enjoyed a viewing of the documentary *Apollo 11* on a warm Friday evening at the library. A book discussion on *The Language of Flowers* by Vanessa Diffenbaugh, a showing of the movie *Green Book* and *Books & Bites: Book talks* by Librarians were held at the Senior Center. Outreach continued to three senior living facilities: Cedar Mountain Commons, Middlewoods and Bel Air Manor.
- Total circulation of library materials was 25,119. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,758 times from the library website. 13,739 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*, *Creative Bug*, *BookFlix*, *PebbleGo Animal database* and *PebbleGo Next Science* and *Social Studies* databases. Museum passes were used 108 times this month, the most popular being *Zoo in Forest Park Children's Museum/Roaring*

Brook Nature Center, and *New Britain Museum of American Art*. The reference staff answered 5,245 reference questions during the month. Free library meeting space including study rooms was used 321 times during the month.

- In technology news, Digital Services Librarian Jennifer Hebert hosted *Before and After Your Computer* program and Reference Librarian Carlen Peterson presented a class on *Google Everything Services: Search, Images and Maps*. Our one-on-one tech support programs *Tech 4 U* and *Tech Troubleshooting with Teens* were held several times throughout the month. Upcoming July technology will be *Google Everything: Drives & Docs*.
- In personnel news, Assistant Director Karen Benner and Digital Services Librarian Jennifer Hebert attended the American Library Association national conference in Washington D.C. Library Director Lisa Masten was reelected as the Secretary for the Library Connection Board of Directors. Karolyn McClain was hired for the 16 hour a week Part-time Library Technician position in the Circulation department.
- Topics of note that were researched this month included:
 - Staff helped identify an animal in a patron's backyard. It was a weasel!
 - History of the fabric denim.
 - How to write a eulogy.
 - Price per ounce of gold, silver and copper.
 - New books on fibromyalgia.