



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: September 24, 2019
Re: Monthly Report – August 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 met with staff, union and legal representatives regarding personnel issues.
- Mrs. Lane worked with staff on enforcement of various blighted properties.
- Mrs. Lane attended the National Night Out event.
- Mrs. Lane attended the Newington High School Convocation.
- Throughout the month, Mrs. Lane met with various residents and constituencies to dialogue about their concerns.

Overtime

Paid overtime during the month of August 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	38.4	\$ 2,034.16
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 970.60
ROAD MAINTENANCE	12.0	\$ 593.16
TRAFFIC	12.0	\$ 566.16
NEWINGTON HIGH SCHOOL PARKING LOT	15.1	\$ 726.22
MARTIN KELLOGG PATHWAY	154.7	\$ 7,530.99
PAVING OF VARIOUS ROADS	144.9	\$ 6,971.26
TOTALS	397.1	\$ 19,392.55
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
CEMETERY GENERAL GROUNDS AND EVENTS	190.5	\$ 10,443.00
TOTALS	190.5	\$ 10,443.00

	19-20 Budget Overtime Appr.	Overtime Expended 19-20 YTD	18-19 Budget Overtime Appr.	Overtime Expended 18-19 YTD
POLICE DEPARTMENT				
Administration	\$ 7,927.00	\$ 0.00	\$ 7,459.00	\$ 710.66
Patrol	655,308.00	136,810.16	619,839.00	177,816.73
Investigation	89,232.00	4,794.03	81,972.00	9,036.04
Communication	169,820.00	24,402.51	173,143.00	25,391.73
Education/Training	138,826.00	18,688.25	130,461.00	3,853.10
Support Services	59,255.00	7,601.89	36,306.00	1,506.71
Animal Control	<u>1,511.00</u>	<u>0.00</u>	<u>1,442.00</u>	<u>0.00</u>
Total	\$ 1,121,879.00	\$ 192,296.84	\$ 1,050,622.00	\$ 218,314.97
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 3,090.51	\$ 27,142.00	\$ 2,749.61
Snow and Ice Control	165,297.00	0.00	161,264.00	0.00
Traffic	4,057.00	1,006.40	3,958.00	806.88
Vehicles and Equipment	32,822.00	2,848.15	32,016.00	2,216.34
Leaf Collection	<u>33,898.00</u>	<u>0.00</u>	<u>33,073.00</u>	<u>0.00</u>
Total	\$ 264,159.00	\$ 6,945.06	\$ 257,453.00	\$ 5,772.83
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 28,435.04	\$ 84,463.00	\$ 19,245.08
Cemeteries	<u>16,445.00</u>	<u>1,626.00</u>	<u>16,045.00</u>	<u>6,409.35</u>
Total	\$ 101,284.00	\$ 30,061.04	\$ 100,508.00	\$ 25,654.43

PERSONNEL

- A job posting for the vacant Caseworker II was posted on July 22nd with a closing date of August 12th, 2019. Panel interviews took place on August 26, 2019.
- P/T Library Circulation Substitute and P/T Library Reference Substitute was posted on July 30, 2019 with a closing date of August 15, 2019.
- Interviews for the vacant Police Dispatcher position took place on August 21, 2019.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The first month of the 2019-20 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2019-20 plan year were estimated at \$944,926. The total paid claims from the Health Benefits Fund for July 2019 were \$593,286. 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 July, 2019

	Town	Board of Education	Total
Estimated Claims	262,226	682,700	944,926
Actual Claims	169,945	423,341	593,286

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 73 formal work orders.
- Finalizing annual renewals of hardware and software maintenance contracts.
- Reviewing backup processes and modifying business continuity procedures to accommodate network changes.
- Attending training session on the town's new mail processing machine.
- Completing hardware and software application preparatory tasks to accommodate a system upgrade for the Finance Department’s line of business application with regards to electronic forms.
- Continuing creation of Tax Map Annotation (86% complete) and Parcel Update Adjustments (68% complete).
- Updating zoning database with new addresses and corrected any database errors.
- Working with Engineering Department to produce a new sidewalk map showing new and updated layers to be used for planning purposes.
- Providing Newington Volunteer Fire Department with a Town-wide map broken up into grids to assist them with radio coverage tests.
- Upgrading Parks and Recreation line of business (LOB) applications to the latest supported version.
- Attending project kick-off meeting for Building Department’s LOB application to their vendors newer cloud platform.
- Working with Assessor’s Office to create a one-time master address table for new permit applications.
- Working with Revenue Collector’s LOB vendor to update tax delinquency list for new permit applications.
- Replacing a firewall at one of the town’s remotes sites that suffered damage during a storm.
- Assisting the town’s construction company and their electrical contractor with the installation and setup of security cameras overlooking the main construction site.
- Assisting the town’s vendor, IES, with the installation and setup of a time lapse camera overlooking the main construction site.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- Preparation for the 2018-19 financial audit was well underway during the month of August, with the auditors do pre-field work here the week of august 5th.
- Continued financial reporting in support of the new Town Hall/Community Center Project.
- The fiscal year end 2019 transactions were processed throughout the month.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms and is working on a project with our software company to update the forms that we use.

There were no major grants received from the State of Connecticut during the month of August. 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)
8/31/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
General Fund	\$250,000	\$126,935	\$37,182,126
Special Revenue Funds	27,000	12,021	3,210,887

Capital Projects Funds		4,183	1,081,847
Internal Service Fund	25,000	11,991	3,290,005
Trust and Agency Funds		3,663	1,081,649
TOTAL, ESTIMATED BY FUND			\$45,846,514

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2019

	<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	29,769	32,386	\$16,074,314
Bank North	1.89	1.89	790	880	555,973
TDBank (new)	1.75	2.02	20,270	22,404	13,232,284
Farmington Bank	1.75	2.00	18,988	23,170	12,844,533
Webster Bank	1.60	1.60	4,925	5,209	3,139,410
Total Outstanding Investments					\$45,846,514

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through August 30.
- Preparation for the October 1, 2019 Grand List began with the final re-design of the personal property declarations that will be sent out at the end of September. Personal Property field inspections were completed to pick up any new accounts that opened for business since last year.
- Building permit inspections continued to assess all new building improvements that were done by permit as well as the completion of new homes built since last year.
- Ten (10) Personal Property audits were completed by our outside auditing firm as well as to (2) additional accounts that were done by the Assessor. Gross totals from these reviews resulted in approximately \$278,000 increase in tax revenues for the Grand List years 2016, 2017 and 2018.
- The Assessor reached a tentative agreement with eQuality Valuations (our present revaluation vendor) to perform the October 1, 2020 state required town-wide property revaluation for a total cost of \$138,000 which is \$41,900 less than the cost of the last revaluation completed as of October 1, 2015. Work on the 2020 revaluation is scheduled to begin in March 2020.
- The Assessor was successful in getting Town Council approval for a new program that will permit elderly taxpayers that are presently receiving state and local tax relief benefits to pay their annual property taxes in twelve (12) monthly installments with no interest or additional late fees. This program will go into effect as of the October 1, 2019 Grand List and starting with the July 1, 2020 tax bills.

Revenue Collector

- August Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$5,365,502.17. Prior years collected taxes amounted to \$170,194.72 and included in that amount was \$6,102.02 for suspense accounts.
- The original Tax Sale list of 27 properties was reduced to 9 properties prior to the Tax Sale date of September 4th.
- This year's August collections on the current Grand List is 54% which is comparable to last year.
- Taxpayers coming into the office continue to be high during our peak collection period with taxpayers wanting the security of knowing an individual is processing their payments, even though many taxpayers do use the online payment service.
- Most taxpayers coming into the office to pay their delinquent taxes do not have their tax bill and their bills need to be reprinted to enable processing in the office.

- Over 6,000 in total delinquent notices were sent for unpaid Real Estate, Personal Property and Motor Vehicle tax bills.
- Daily taxpayers require motor vehicle releases which takes considerable time. Releases are not directly linked with the Dept. of Motor Vehicles. Time must be taken to log into the Motor Vehicle website, then look up each taxpayer's customer and vehicle number shown on the tax system and go back to the Motor Vehicle website and reinsert their numbers to continue the release. If a taxpayer is joint this process needs to be done twice. Taxpayers who pay taxes on time do not need to go through this process.

TOWN CLERK

- Revenue for August was \$42,370.64. There were 77 property transfers for a total \$11,151,855.00 in sales. State conveyance tax was \$86,916.42; Town conveyance tax was \$27,512.14.
- There were 429 documents filed on the land records during August including: 101 mortgages, 180 releases, 15 probate certificates, 12 liens and 12 Foreclosure Registrations.
- One Commercial Property conveyed at: 136-140 Day Street for \$876,000 from the George A Guertin Trust to Carol Shafman dba 136 Day Street LLC.
- Five residential properties conveyed for over \$300,000. One residential property conveyed at \$435,000: 30 Waverly Drive from Peter & Deneed Maylor to Jose Acosta.
- The staff issued 151 certified copies of vital records, 13 burial permits, 7 cremation permits and issued 11 marriage licenses.
- Ten Notary Public commissions and 13 Trade Name certificates were recorded.
- The Town Clerk attended the Registrar of Voters lottery for placement of candidates on the ballots for the November 5, 2019 Municipal Election.

DATA SUMMARY AUGUST 2019				
	<u>August-18</u>	<u>August-19</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	417	429	885	934
Dog Licenses Sold	104	181	357	484
Game Licenses Sold	16	3	26	20
Vital Statistics				
Marriages	13	25	37	43
Death Certificates	8	19	28	36
Birth Certificates	18	31	38	48
Total General Fund Revenue	\$ 53,910.33	\$ 42,370.64	\$111,037.93	\$94,971.73
Town Document Preservation	\$ 1,285.00	\$ 1,183.00	\$ 2,662.00	\$ 2,537.00
State Document Preservation	\$ 2,440.00	\$ 1,824.00	\$ 4,912.00	\$ 3,864.00
State Treasurer (\$36 fee)	\$ 10,980.00	\$ 8,172.00	\$ 22,104.00	\$ 17,316.00
State Treasurer (\$127 fee)	\$ 4,572.00	\$ 1,397.00	\$ 7,874.00	\$ 2,667.00
State Treasurer (\$110 fee)	\$ 4,070.00	\$ 5,500.00	\$ 9,020.00	\$ 11,990.00
LoCIP	\$ 915.00	\$ 681.00	\$ 1,842.00	\$ 1,443.00
State Game Licenses	\$ 359.00	\$ 35.00	\$ 535.00	\$ 444.00
State Dog Licenses	\$ 762.00	\$ 1,398.00	\$ 2,363.50	\$ 3,298.00
Dog Licenses Surcharge	\$ 260.00	\$ 474.00	\$ 842.00	\$ 1,174.00
Marriage Surcharge	\$ 374.00	\$ 374.00	\$ 544.00	\$ 714.00
Grand Total	\$ 79,927.33	\$ 63,408.64	\$163,736.43	\$140,418.73

POLICE DEPARTMENT

Patrol Calls for August are as follows:

Abandoned MV	3	Fire Special Detail	2	MV Abandoned	1
Administrative	0	Fire Stand By	0	MV Assist	62
Alarm Commercial Burg Alarm	68	Fire Structure Fire	6	MV Complaint	45
Alarm Hold Up Alarm	7	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	31	Fire Training	0	MVA Evading	13
ALTERED MENTAL STATUS	0	Fire Trouble Alarm	8	MVA Fatal	0
Animal Complaint	37	Fire Water Problem	2	MVA Injury	8
Arson/Fire Invest	0	Fire Vehicle	2	MVA Property Only	89
Assault	4	Fireworks	1	Neighbor	15
Assault in Progress	0	Follow Up	50	Noise	18
Assist Motorist	5	Found Property	17	Non Collect Person	3
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	48	Harassment	8	Open Door/Window	7
Bad Check Insufficient Funds	1	Hazard	39	Parking Violation	9
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	32
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	7	Homicide	0	Pistol Permit	12
Burglar Alarm	1	HOPE PROJECT	0	Prisoner Care	3
Burglary	7	Illegal Dumping	2	Private Duty	0
Car Seat	1	Indecent Exposure	0	Property Found	7
Check Welfare	71	Intoxicated	3	Property Lost	1
Check Welfare 911	45	Juvenile Complaint	15	Prostitution	0
Check Welfare Other	4	K9 Assist	8	Recovered Stolen MV	3
Clear Lot	2	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	3	Residential Lockout	5
Court Detail	4	Larceny	54	Robbery	1
Criminal Mischief	7	Larceny from MV	35	Roll Call	3
CSO	1	Lift Assist Only	11	Serve Subpoena	0
Customer Dispute	12	Liquor	0	Serve Warrant	37
Dog Complaint	33	Local Traffic Authority	0	Sexual Assault	2
Domestic	29	Location Check	98	Shots fired	0
Door Check	1	Location General	0	Specific Detail	129
Drug	7	Lockout Building	3	State Pistol Permit	0
DUI	13	Lockout MV	4	Stolen MV	8
EDP	10	Lost Property	4	Sudden Death	2
Escort / Transport	8	LTA	0	Suicide	0
Escort Funeral	2	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	20	Suspicious MV Unoccupied	17
Escort Retrieval	3	Medical Cardiac	13	Suspicious Report	135
Escort Tax	0	Medical Complaint	170	TEST	1
Fingerprint	9	Medical Diabetic	2	Threatening	2
Fire Alarm	17	Medical Fall	37	Tobacco	0
Fire CO Detector no symptoms	1	Medical Mutual	0	Tow	22
Fire CO Detector with sympt	0	Medical Other	2	Town Ordinance Violation	0
Fire Extrication	0	Medical Respiratory	15	Traffic Stop	352
Fire Hazmat	3	Medical Stand by	5	Trespass	6
Fire Mutual Aid Request	0	Medical Trauma	4	Unknown	9
Fire Other	18	Medical Unresponsive	11	Water problem	0
Fire Rescue	0	Missing	3	Total	2,237

- In August, the Community Service Officer (CSO):
 - Planned for National Night Out.
 - Hosted National Night Out on August 6th.
 - Five child car safety seat installation checks.
 - RAD scheduling.
 - Maintained social media sites.
- In August, the Detective Division:
 - During the month of August, Detectives conducted background investigations on applicants for the position of Dispatcher and Animal Control Officer as part of our current recruitment and hiring process.
 - Handled 55 investigations, 55 remain ongoing.
 - Served 20 arrest warrants, 15 by Patrol Officers, 5 by Detective Division.
- In August, the Animal Control Officers had the following activity:
 - 68 Calls – 32 Dog, 36 Animal and 0 Specific Detail/0 Follow-ups
 - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 8 Impounds – 3 redeemed, 3 sold as pets, 1 euthanized, 0 Quarantine, 1 carry over, 0 DOA
 - 0 Infraction written
 - 92 Incoming Phone Calls
 - 4 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 42 Written Warnings
- Breakdown of Calls
 - 510 –
 - 3 Combined Dog/Animal/Specific Detail/Check Welfare
 - 72 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 0 Dog bite- 0 dog vs human, 0 dog vs dog
 - 1 Dog/Cat Adoption
 - 511 -
 - 19 Combined Dog/Animal/Specific Detail
 - 326 Delinquent letters/Written Warning/No License/Barking/Littering
 - 0 Infractions
 - 0 dog bite- dog vs human
 - 2 Dog/Cat Adoption
 - Other –
 - 68 police assisted Animal/Dog Complaints.
- Notable Cases/Events
 - 510 in academy training, ending 9/24
- In August, the Patrol Division had the following activity:
 - During the month of August and into the first week of September, Patrol Officers conducted undercover surveillance of an industrial building on Progress Circle based on recent burglary activity at that location. During this detail, which lasted multiple weeks, Officers made arrests of individuals found to be committing burglary, attempting to commit burglary, and trespassing on the property.
 - On August 4th, Officer Zachary Cyr completed his field training and was assigned to a day shift patrol district for the remainder of this current bid cycle.
 - On August 6th, Officers from the Patrol Division participated in our annual National Night Out event.
 - On August 17th, a Patrol Officer attempted to stop a vehicle in the parking lot of the Grantmoor Motor Lodge. The operator of the vehicle failed to stop for the officer and fled onto the Berlin Turnpike. Heavy smoke could be seen coming from the engine compartment and the vehicle soon became disabled allowing officers to catch up to the fleeing vehicle and its occupants. The vehicle was found to be occupied by one male and one female passenger, who were both removed from the car and detained. The male occupant had a small satchel around his waist that fell to the ground when he stepped away from the vehicle. This satchel was found to contain .32 caliber

handgun ammunition. A police K9 responded to the scene and conducted an article search which led to the discovery of a .32 caliber handgun which had been thrown from the vehicle as the operator initially fled from police. This incident resulted in the operator being charged with Reckless Endangerment, Interfering with Police, Tampering with Evidence, Weapon in a Motor Vehicle, Criminal Possession of a Firearm by a Convicted Felon and Criminal Possession of Ammunition by a Convicted Felon. The operator was processed on the aforementioned charges and held on a \$50,000.00 bond.

- In the month of August, Sergeant William Jordan received a letter of commendation for his role in a recent narcotics investigation that ultimately resulted in the seizure of a large amount of illegal drugs as well as over \$45,000.00 in cash.
- Property Report August 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	1	\$ 240
Damaged/Destroyed	9	\$ 1,845
Vehicle Inventory	0	\$ 0
Stolen	129	\$ 211,667
Abandoned	0	\$ 0
Evidence	127	\$ 626
Found	22	\$ 5,877
Lost	10	\$ 5,770
Seized	20	\$ 40
Recovered	27	\$ 42,094
Impounded	0	\$ 0
Informational	3	\$ 0
Total	348	\$ 268,159

- Police Department Overtime August:
 - Comparison
 - OT July \$ 61,465 1 pay period (1 holiday)
 - OT August \$ 128,625 3 pay periods
 - \$ 67,160 increase
 - During August, 2 Officers were on light duty assisting Support Services, 1 Officer vacancy, 1 Dispatcher vacancy, 1 Detective out on FMLA and 2 entry level Officers in the Police Academy. These vacancies have an impact on overtime for a total of 5 positions vacant on the schedule in the Patrol Division, 1 position in the Detective Division, and 1 position vacant in the Communications schedule. The CSO officer has returned to her duties as Community Services Officer, a Patrol Officer is assisting in Records and Dispatch and the Detective positions are covered by staff. The August overtime is higher than July due to July only having 1 pay period and August has 3.
 - Admin overtime \$0, no increase.
 - Patrol overtime. \$90,926, an increase of \$45,093. Includes 3 pay periods of overtime. Overtime includes the following calls and arrests; Midstate Accident Reconstruction investigation, Extravaganza event, domestic calls, sexual assault calls, Sergeants meeting, prisoner details, missing juvenile cases, DUI arrests, stabbing (critical incident), stolen motor vehicle, evidence collection, assault, welfare check, building sweep, DCF referral, Motor Vehicle evading and search, motor vehicle traffic post, Human Services reference, First day of school assistance, school detail, booking, subpoenas, search warrants, court appearances, casework, hold overs, and overtime for time off/vacancies/injuries.
 - Detective Division overtime. \$1,491, a decrease of \$1,810. Overtime includes background investigations for new hires, New York extradition, a weapon search, and a vehicle search.
 - Communications overtime \$15,667, an increase of \$6,935. Includes 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 \$13,602, an increase of \$10,716 and includes overtime for ERT, EMR training, Meriden recruit assistance, Female Enforcers training, Street Crimes and Active Shooter
- Support Services overtime \$6,939, an increase of \$6,277. Overtime includes Extravaganza event.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of August, 2019. During this period fire department members responded to 76 alarms or emergencies. A summary of these alarms and a manpower response break down is detailed below:

	August 2019	2 Month Activity
FIRES		
Structure Fire	2	2
Vehicle Fire	1	1
Exterior Fire	7	7
Other Fires	1	1
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	0	0
Extrication	1	1
Other Rescue Calls	2	2
SERVICE CALLS		
Hazardous Condition Calls	14	14
Water Problems	0	0
Other Service Calls	12	12
OTHER		
Good Intent Calls	3	3
False Alarm/False Calls	32	32
Severe Weather/Natural Disaster	0	0
Special Incident Calls	1	1
Mutual Aid/Standby	0	0
Total	76	76

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

Cadet Training	Apparatus Checks Foam Use/Operations	24.0 hours 36.0 hours
Multi Company Training	SCBA C.O.R.E 2&3 SCBA C.O.R.E Day SCBA C.O.R.E 1&4	4.0 hours 21.0 hours 84.0 hours
Driver Training	Road Time	2.0 hours
Co-1 Training	Hose Lays & Water Supply	25.0 hours
Co-2 Training	Water Supply	9.0 hours
Co-3 Training	Utility 3 Off Road Operations SCBA Refresher	36.0 hours 10.0 hours
Co-4 Training	SOB/SOG Review	22.0 hours
Department Training	Fire and Life Safety Educator	8.0 hours
FFI Certification		126.0 hours
Total Training		407 .0 hours

FIRE MARSHAL

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

INSPECTIONS	26
INSPECTION FOLLOW-UPS	9
PLAN REVIEWS	14
JOB SITE INSPECTIONS	3

FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	7
COMPLAINTS	4
TANK REMOVALS	0
SAFE HOME INSPECTIONS	1
SAFE HOME FOLLOW-UPS	3
HAZ-MAT/HAZARDOUS CONDITION	0
BLASTINGS	6

Incidents:

- Responded to 23 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Met the consultant working on the updates to the Town Planning & Zoning 2010 Conservation and Development Plan.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #4 on Fifth Street.
- Conducted the monthly chief's staff meeting at fire headquarters.
- Department personnel participated in a "Block Party" at the Staples store on the Belin Turnpike to promote fire safety and volunteer recruitment opportunities.
- Attended a meeting with the Town Manager and Building Official to review numerous complaints from an indivial concerning a local business.
- Attended a Raksha Bandhan Celebration at Vallabhdham Temple on Church Street along with other Town and Public Safety Officials. The celebration honors those who protect society by putting their lives in harm's way.
- Conducted the monthly command staff meeting at fire headquarters.
- Conducted inspections of all public and private schools. All schools buildings were found to be in fire code compliance for the start of the school year.
- Attended the monthly company drill at fire headquarters: SCBA
- Fire personnel manned the grills for the Annual Public Safety Picnic at the Senior & Disabled Center and conducted a fire safety educational program.

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
- Meet with CRCOG team for Maple Hill and Robbins LOTCIP Project progress meeting
- Continued coordination with vendor for Town Wide storm water catch basin cleaning
- Met with staff to discuss Library green area drainage and grading

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
- Crews worked with contractor with paving of various town roads
- Reconstructed bituminous pathway at Martin Kellogg Middle School
- Cleaned and repaired several storm water catch basins throughout Town
- Three (3) evictions for the month, two requiring storage
- Crews responded to two (2) after hour Call Ins due to fallen tree and roadway flooding
- Hauled, spread and compacted fill material needed for Landfill closure project

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Painted all stop bars and yellow centerlines on newly paved roadways

- Repainted stop bars and crosswalks as needed at various locations
- Assist Highway Department with traffic control for milling and paving projects
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Responded to one (1) after hour call in for portable stop signs and cones due to traffic light malfunction

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Continued with maintenance of seasonal equipment
- Completed outfitting one (1) new police patrol vehicle
- Responded to two (2) after hour call ins for generator failure and equipment breakdown

Sanitation/Recycling/Landfill

- Scheduled 950 residential bulk items for collection for the month
- Scheduled 107 condominium bulk items for collection for the month
- Scheduled 64 condo/residential scrap metal items for collection for the month
- 770 tons of cumulative Municipal Solid Waste were collected for the month of July
- 219 tons of cumulative recyclables were collected for the month of July
- 181 mattresses/box springs were collected for the month of July
- 31 televisions were collected for the month of July
- Issued 57 permanent landfill permits and 17 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of August 14, 2019:

- Approved, with conditions, Petition #18-19: Site Plan Modification at 80 Fenn Road. 80 Fenn LLC, owner; Montana Nights, applicant.
- Approved Petition #27-19: Biennial Review of Balf Quarry Operations and Site Plan Approval. Tilcon Connecticut Inc., owner/applicant.
- Approved, effective upon publication, Petition #23-19: Zoning Text Amendment (New Section: Transit Village Design District). Newington Town Council, applicant.

TPZ Meeting of August 28, 2019:

- Approved Petition #28-19: Special Permit (Section 3.4.4: Home Professional Office) at 944 Main Street. Jeffrey Hedberg, applicant.
- Approved Petition #29-19: Special Permit (Section 6.13: Accessory Apartment) at 102 Ashland Avenue. Victor Gonzales, 102 Ashland Avenue, Newington CT, owner/applicant/contact.

Town Planner Activities:

TPZ Applications (approved, pending, and potential):

- Aug 8: Met with COP re telecommunications tower project.
- Aug 8: Met with Intern re draft parking regulations amendment.
- Aug 8: Met with resident re proposed development in her neighborhood.
- Aug: Continued working with consultant on POCD update.

Grant-Related Project Activities

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

Board and Commission Meetings:

- Aug 14: Attended regular monthly TPZ meeting.
- Aug 28: Attended regular monthly TPZ meeting.

Professional Development/Training:

- Aug: Quarterly luncheon with Town Planners in CCHD

Miscellaneous

- Aug 1: Staff meeting for Robbins Avenue project.
- Aug 7: Met with resident re purchase of surplus Town-owned land.
- Aug 9: Met with Town Manager re blight remediation.
- Aug 14: Attended monthly Public Works Team meeting.
- Aug 15: Attended monthly Planning/Wetlands/Engineering meeting.
- Aug 16: Met with Town Manager re Mazzoccoli Way.
- Aug 16: Exit interview with Planner/Engineering summer intern.
- Aug 29: POCD workshop PIM meeting at NHS.
- Aug: Responded to approximately 27 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Aug: Received and sent approximately 421 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 21 excavation permits:
 - Road Excavation = 5
 - Driveway= 16

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:
 - None
- 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.
- Met with residents/applicants and performed field inspections to facilitate Agent Administered applications.
- Reviewed 31 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
- 179 Meadow Street – Site plan review
- 49 Fenn Road – Site plan review
- 135 Fenn Road – Site plan review
- 765 Willard Avenue – Site plan review
- 84 Faith Road – Site plan review
- Mountain Road – (Balf site) – Site plan review
- 675 Willard Avenue-Plot plan review
- Packards Way – Review deeds descriptions
- 3443 Berlin Turnpike - As-Built survey 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 CDOT regarding projects in Newington
- Coordinated with MDC regarding updating Town Ordinance 267 (hydrants)
- 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 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 MDC regarding restoration of Coles Avenue
- Coordinated leak detection services for evaluating wading pool leaks at Mill Pond Pool and Churchill Park Pool
- Coordinated sidewalk master plan (inventory of existing sidewalks and proposed sidewalks based on pedestrian generators and receptors)

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 (MDC water pipe) – project support
- Facilities Department: New municipal building (library parking lot) – 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
- Planning Department – Sidewalk Plan – project coordination
- 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)
- 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

- Received approval from the Town Plan and Zoning Commission for new Transit Village Design District Overlay Zone regulations. Subsequently, the state Department of Transportation added Newington Station to its capital program for construction in 2022-2023.
- Provided an Economic Development update to the Town Council.
- Seeking alternate hotel developers for the National Welding site, now that BBL has declined to pursue its proposed project.
- Notable leases announced included Trumpf taking 141,000 square feet of warehouse space at 81-85 Alumni Road and United Builders Supply leasing all 65,000 square feet at 36 Holly Drive.
- New business openings included Neptune Cremation Services, O'Reilly Autoparts and Tony Boloney's restaurant.
- Unemployment in Newington fell once more to 3.2% in July, 2019 according to the Connecticut Department of Labor.
- 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 and non-profit organizations 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 for the Town Manager.

BUILDING DEPARTMENT

- A Building Permit was issued for the Town Park Garage located at 679 Willard Avenue to expand the height of the overhead door from 144 inches to 156 inches to fit the bucket truck in bay. Work to be performed is to take out existing header and reinstall new LVL carrying header. Refinishing outside opening.
- A Building Permit was issued for 192 Kitts Lane to install fixtures and a sign for Halloween City.
- Electrical Permits were issued for the four elementary schools, the two middle schools and the high school for various locations in the schools for 3 cat, 6 plenum rated cables.
- There were numerous Permits issued for the Southfield Day Care Center. A Plumbing Permit was issued for rough-in 2 new bathrooms. 1 @ child height lav & W.C. 1 staff Bath lav. & W.C. & 1 single wall hung counter height sink. A second Plumbing Permit was issued to add sprinklers per new partition layout. An Electrical Permit was issued to move cable's "comp" cameras, wall horns, telephone, remount TV add horn. Another Electrical Permit was issued to relocate outlets and fixtures for building alterations.
- There was one Certificate of Occupancy issued in August. It was for O'Reilly's Auto Parts, 3443 Berlin Turnpike
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 168 Inspections. They were: Certificate of Occupancy (5), Electrical (10), Final (64), Footings (12), Foundation (3), Framing (8), Gas Line (9), Hood (1), Insulation (5), Mechanical (5), Pools (2), Rough (43), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of August was 211 producing a total permit value of \$2,453,352.00

- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	42	639,253.00
DECK	5	67,664.00
DEMOLITION	1	55,000.00
ELECTRICAL	54	447,453.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	10,654.00
MECHANICAL	41	324,779.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	214,000.00
PLUMBING	23	71,141.00
POOL	3	58,246.00
ROOFING / SIDING	27	205,343.00
SIGN	3	8,300.00
SOLAR	7	345,819.00
TENT	3	5,700.00
TOTAL	211	\$2,453,352.00

The total Building income fees received in the month of August was **\$24,418.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1405.00 Environmental \$120.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$45.00 Driveway / Excavation \$775.00 Engineering copies \$14.00. The other total income is \$2359.00.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for August:	\$2,453,352.00	\$2,346,973.00
Fees for Permits issued for August	\$24,418.00	\$26,619.00
Other income Fees for August	\$2,359.50	\$3,731.00
Building Permits Issued for August:	211	157

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>
\$4,203,923.00	\$44,692.00	\$4,945,397.00	\$56,562.00

HUMAN SERVICES

- Summer Youth Adventure programs are in full swing this month and all programs are filled with a waiting list for each day.
- August finished up our Summer Youth Adventures program with a very successful summer.
- We have put together our 8th Grade Adventure Bound Challenge program flyer and sent it out via our parent email list, we are printing and distributing them to the Middle Schools.

- ALPS 5th grade challenge program is scheduled for the school year and ready to kick-off on September 16th & 17th.
- Fall SCORE program brochures have been sent via our parent email list and are going to be printed and delivered into the middle schools. Registration will run throughout September.
- We have started our collaboration with the High School Adventure Club during the 2019-2020 school year. We will be meeting with the club members during mid-September.
- The Challenge Course had an active month and we are looking forward to a very active fall 2019 schedule.
- Coordinator Meskill coordinated JRB communications and scheduled upcoming hearings 2019-2020.
- Director LaBrecque and Coordinator Wassik worked on several cases identified with health and safety needs by the Safe Homes Committee.
- Coordinator Wassik attended evening Hunger Action Team Meeting with representatives from a cross section of the community to address Hunger issues in Newington.
- Welcomed CCSU social work student Emily Adamowicz who will be working with us for academic year 2019/2020
- Coordinator Meskill Renewed Daycare/ Social Work consultation agreements.
- Coordinator Wassik organized and over saw the distribution of back to school supplies and back pack packs to 132 children in collaboration with the Chapel.

August 2019 Statistics

	FY 19-20 Total This Month	FY 19-20 Total Last Month	FY 19-20 Cumulative Total YTD	FY 18-19 Cumulative Total YTD
Selected Programs				
Youth and Family Counseling Cases	16	13	29	24
Clinical presentations	0	0 presentations /attendees		
Youth & Family Service Hours	47.5	50.5	98	76
JRB cases	0	2	2	7
JRB Service hours:	0	4	4	10
Positive Youth Development	189	412	601	646
Community Service	1	1	2	2
# of hours completed	30	10	40	NR
Challenge Course:Adult	76	0	76	96
youth(outside)	0	0	0	12
Information and Referral	760	550	1310	1190
Social Casework Cases	69	82	151	172
Under 55 =	8	48	56	47
Under 55 disabled =	18	22	40	39
Over 55 =	43	12	55	86

Social Casework Service Hours	133.25	131	264.25	265.5
Under 55=	27.25	56.75	29.5	68.75
Over 55 disabled and/or disabled	106	101.5	207.5	196.75
Food Bank Household visits	174	153	327	324
# bags of groceries distributed	758	661	1419	1443
Mobile truck	117	193	310	272
Clothing household visits	0	0	0	45
# bags of clothes given	0* clothing closet ended	0	0	58
Special Needs	15	5	20	19

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The highlight of the month was the Annual Safety Picnic on August 28th. The Newington Volunteer Fire Department stepped up to partner with the Center, preparing and serving hotdogs, hamburgers and salads to more than 80 participants. This was followed by an impactful presentation on fire safety for older adults.
- The Center held the first of its Lyft and Learn Sessions on August 12th with more than 30 people in attendance and again on August 22 with 25 participants. As part of a grant from the National Council on Aging, the goal of the session was to provide information and training to learn what rideshare is and how to use it. The Center will continue to provide awareness, education and training throughout the fall.
- On August 7th, State Representative Gary Turco hosted a Coffee Talk with 27 attendees enjoying coffee, refreshments and conversation.
- On August 13th, Nicholas Arsenault, Transitional Care Nurse, Hartford HealthCare Center for Healthy Aging presented a workshop on the importance of staying hydrated, strategies to stay hydrated, and the symptoms someone may experience when they are dehydrated.
- The Center hosted its annual Pool Party at Mill Pond Pool in partnership with Parks and Recreation on Wednesday, August 14, during the free senior and disabled swim at the Mill Pond Park pool. Participants were able to cool off in the pool and enjoy summertime music and light refreshments poolside!
- A seminar entitled Let it Go: A Guide to a More Serene Life was enjoyed by a sold out crowd on August 26th. Presented by Jo Anne Harrison-Becker, MS (Gerontology) this one-hour hands-on workshop had participants focus on insights on how to lighten their load, get a better night's sleep, work on worries, deal with change and take the stress out of decision-making.
- On August 2nd, participants attended What I Need to Know About My Electric Choices. Presented by AARP, this session informed participants about their own individual choices when it comes to electrical suppliers in CT. Attendees learned how to make informed decisions based on their unique situations and where to find the most reliable information and data on electrical suppliers. Attendees were encouraged to bring their electric bills to learn how to review its components.
- The schedule for the fall 2019 Evidence Based Programs is in progress. Programs are expected to begin in October and will include the Aging Mastery Program, A Matter of Balance, Tai Ji Quan: Moving For Better Balance, Powerful Tools for Caregivers, Live Well and/or Live Well Diabetes.
- There was a significant increase in MOW recipients in August. 46 individuals received meals in August – up from 39 in July. Of those 46 recipients:
 - 7 receive meals 7 days per week
 - 28 receive meals 5 days per week
 - 2 receive meals 4 days per week
 - 5 receive meals 3 days per week
 - 4 receive meals 2 days per week

- The Wednesday congregate lunch program closings continued through the month of July. The Center has committed to ensuring that a meal is available and, through the generosity of community partners, lunches in July were provided as follows:
 - 8/7/2019 Autumn Lake Healthcare NB
 - 8/14/2019 Avery Heights
 - 8/21/2019 Mapleview Manor
 - 8/28/2019 Safety Picnic – SDC
- The Center had a total paid membership of 1,261 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 so this makes an 84% renewal rate which is phenomenal at this time of year. This letter included a survey that is administered in partnership with CCSU to measure the impact of participation and the survey had more than a 50% response rate, also very well.
- There were 200+ opportunities to participate in programs at the Center, with some one time programs and others ongoing, as well as several daily opportunities with a total recorded attendance of 3107 by 484 people. Dial-a-Ride provided 110 residents 1041 trips this month, covering 3295 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 582 hours of unpaid service in 248 instances by 43 volunteers. The Gift Shoppe is closed for inventory (and volunteer vacations) in August so this number is lower than usual.

PARKS AND RECREATION

Recreation Division

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- Over 1,050 season pool pass holders enjoyed utilizing their passes at both Mill Pond Park Pool and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Sunday, August 18th. This was an additional week that was added three years ago that was enjoyed by hundreds of people again this year.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 19th from 6:00 – 7:30 p.m. at Mill Pond Pool. 36 dogs attended, accompanied by many owners and family members. This is an increase from 28 last year.
- Churchill Pool closed Sunday, August 11th.
- Free Summer Fun Runs were offered on Wednesdays, July 10th, 17th, 24th, 31st and August 7th, and 14th. Despite three of the weeks having inclement weather, we still had over 130 unique participants throughout the three weeks that ran with good weather. Participants enjoyed the summer fun run series of 5K and 2k walk/runs. Attendance each night averaged 55 participants, with a high of 69.
- The Creative Playtime Preschool classroom was thoroughly cleaned in preparation for the upcoming school year. Carpets were shampooed and the space was sanitized.
- Diane Teevan, a current Head Teacher, was promoted to Preschool Director and has already started implementing some new ideas to help the program continue to grow and compete with other preschool programs in Town.
- Registration has been ongoing for Creative Playtime Preschool Program. The Wednesday morning time slot has met capacity. We also have students on a wait list for this time. All other time slots continue to see enrollment and some are also nearing capacity. The first day of classes for the 2019-2020 school year is Wednesday, September 4th.
- An average of 421 children in Kindergarten through grade 7 attended the Summer Camp RECreate program each week (approximately 21 percent more than last year). Campers entering Kindergarten through grade 3 used the Mill Pond Park site, and campers entering grades 4 through 8 used the Churchill Park site. The 7-week program ended on August 9.
- Camp S'More was held (for the 4th year) for children entering Kindergarten through grade 4. Camp S'More was the week immediately following Camp RECreate and offered swimming, games, activities & entertainment. Approximately 50 children attended.
- A new Exercise the Right Choice After School Program staff has been selected. Training is set for the first week of September.
- Training for our preschool staff was held on Thursday, August 22nd and Thursday, August 29th. The first training was the CT Childcare class, which was taught at Newington EMS by a state-certified instructor. The second training was an annual review of department and program policies and procedures, as

mandated by the state Office of Early Childhood. This includes, but is not limited to; educational plans, mandated reporting, scheduling, daily activity schedules, and much more.

- A new Education Consultant was hired for the Creative Playtime Preschool Program after the current one retired. The new consultant will visit the classroom in the beginning of the school year to evaluate educational plans, the parent handbook, make suggestions to improve the program and the education the preschoolers receive, and more.
- We offered two massive pool parties to the playground program participants as well as the public. The first pool party was offered at Churchill Park Pool on Thursday, August 8th and saw over 150 kids enjoying the fun and games. The second one was held at Mill Pond Park Pool on Friday, August 9th and saw another 200 kids taking part in the different pool activities and games that were offered. We had members of the public join us at both pool parties as well.

Parks and Grounds and Cemeteries

- Started work on Memorial Field, infield dirt replacement. All the old silt was removed and stock piled so we could use it at other fields.
- Continued work at the Library – setup and irrigation system on the north and west side. Over seeded those areas and fertilized. Grass is coming in great.
- Full time staff and seasonal staff pruned bushes at all of the Elementary, Middle and High Schools to get ready for the first day of school.
- Completed lining the fields for High School sports.
- Started and completed the lining for the Soccer Club of Newington fields.
- At the bus garage we removed Junipers from the side and removed trees off the back of the building that hung over the building. We also removed any dead trees from the back of the building.
- Fertilized all the fields at the High School.
- Shut down all Town pools for the season, American Leak Detection came in and found a leak in the Churchill Park wading pool. The leak will be fixed for next year.
- General mowing and string trimming at all Town of Newington facilities.
- At the West Meadow Cemetery we had 4 Ash, 5 Single and 1 Double Depth interment. There were 2 grave sales.

LIBRARY

- The three summer reading programs “A Universe of Stories “concluded during August. The teen summer reading program concluded on Friday, August 16. 501 teens participated, reading 778 books. The highest participation ever. This year for the first time, middle school aged Newington Students were required to participate in the teen summer reading program. Teens filled out a Google form for each book read and received a ticket for a chance to win one of the 6 grand prizes. They also had a chance to win the Spin-to-Win prizes each time they checked out a library book. The adult summer reading program concluded at the finale and grand prize drawings on August 23. 96 people attended the fun filled evening enjoying refreshments, door prizes and the drawings of the three grand prizes. Overall, 858 adult participated (a 54% increase from the previous year) reading 5,001 books during this 9 week program. The children’s summer reading program concluded on August 31. 664 children actively participated in the program reading and completing activities to earn goody bags, free paperbacks and book plates in new library books. School assemblies to recognize the summer reading participants will be held in September.
- The Library Board of Trustees next 80th Anniversary Celebration Series event will be held on Sunday, September 22 at the Library board’s annual meeting with guest speaker, humorist and author Dr. Gina Barreca. Dr. Barreca will speak after the short business meeting and will sign copies of her books that will be on sale at the event.
- The children’s department staff had another busy month offering 42 programs to 1,388 children and their caregivers. The Ready for Kindergarten 4 week program was very popular with parents and children listening to stories and participating in activities to help their children develop skills needed for a successful start in school. The 5th annual Kids Craft Show was a huge success with 34 crafters and more than a 125 customers. The handmade crafts were amazing and everyone had such a great time. Country Quilt Llamas visited the library for a story time in lieu of our regular Family Storytime. The presenter did a great job of informing everyone about llamas and letting them come up to pet the llama. Highlights of other programs include a Pig-a-Palooza Party that was a raffle prize for 20 lucky winners

who made stuffed pigs, crafts and ate snacks and a Fancy Nancy Soiree and a very well-attended Pajama Yoga program. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.

- Teen librarians offered 5 programs to 295 teens. In addition to the teen summer reading program, *The Teen One Read: A Poet X @ The Hill-Stead Museum* event that the library was participating in with several other area libraries concluded. A Poetry Slam and a visit by the poet Elizabeth Acevedo author of *The Poet X* was held at the museum. Teens were also challenged to try real-world activities like how to budget and balance in *UConn's Game of Life* program, made glow-in-the dark crafts at the *Teen Makerspace* and participated in the *All-Ages Magic in Our Universe* magic program. The month ended with Teen Librarians Bailey Francis and Jennifer Bassett visiting John Wallace Middle School 8th graders to talk about teen fiction.
- Adults were kept busy with 13 programs offered to 433 adults. In addition to the Adult Summer Reading Finale & Grand Prize Drawings, two meditation programs were held to help improve your health and life: *Change Your World from the Inside Out and Meditation and The Universe and You*. This month's book discussion featured a lively discussion of Gina Barreca's book *If You Lean In, Will Men Just Look down Your Blouse?* Dr. Barreca will be the guest speaker at the Library Board's annual meeting. Highlights of other programs included a special movie night that included the newest version of *A Star is Born* that also included a discussion of previous versions of the movie, *Movies & More @ the Senior Center* with a viewing of *The Bookshop*, *Documentaries After Dark* featured *Free Solo* and the *All-Ages Magic in Our Universe* magic show. Outreach to senior living facilities was rescheduled for July.
- Total circulation of library materials was 26,863. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,705 times from the library website. 15,572 people visited the library during the month. Popular online services included *ValueLine*, *Creative Bug*, *Lynda.com*, and *National Geographic for Kids*. Museum passes were used 210 times this month, the most popular being *Zoo in Forest Park*, *Mystic Aquarium*, *Mystic Seaport* and *Roger Williams Zoo*. The reference staff answered 5,278 reference questions during the month. Free library meeting space including study rooms was used 369 c times during the month. *Lucy-to-Go Curbside Service* was used 11 times in August.
- In technology news, Digital Services Librarian Jennifer Hebert hosted a program titled *Ready, Set Stream*. People learned about streaming services offered by the library and devices needed to use them. Our one-on-one tech support programs *Tech 4 U* were held several times throughout the month. Upcoming September technology program will be *Word Essentials*. The library purchased a new wireless microphone for library programming.
- In personnel news, job openings for several Circulation and Reference substitutes were posted in August. Interviews for the Circulation Substitute positions were held at the end of the month. Susan Toubman and Linda McDonald were hired and will begin their training in September. Reference interviews will be held in September. The library also hired several new pages and were able to train them during the month. Two training videos on Microsoft Outlook was sent out for staff to complete by the end of August. Victoria Buttaro attended a cataloguing workshop at Middletown Service Center. Head of Collection Management chaired the State Library's ACLPD Resource Sharing meeting.
- Topics of note that were researched this month included:
 - Books about starting school.
 - How to start a business for kids.
 - How to sell on Amazon Marketplace.
 - All about bedbugs.
 - Vendors of ignition interlock devices.