



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Keith Chapman, Town Manager
Date: January 28, 2019
Re: Monthly Report – December 2019

GENERAL ADMINISTRATION

- The former Town Manager attended the Town Hall Renovations Building Committee meetings.
- The former Town Manager met with the Public Works team to discuss various matters.
- The former Town Manager met with QAM Architect and Downes Construction Company to discuss Town Hall/Community Center Building project.
- The former Town Manager met with Departments to discuss CIP.
- The former Town Manager hosted a Holiday luncheon for Department heads. She attended the Highway Department Holiday luncheon.
- The former Town Manager met with staff, union and legal representatives regarding personnel issues.
- The former Town Manager worked with staff on enforcement of various blighted properties.
- Throughout the month, she met with various residents and constituencies to dialogue about their concerns.

Overtime

Paid overtime during the month of December 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		
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 882.72
ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	4.0	\$ 188.72
SNOW EQUIP PREPARATION	774.5	\$ 41,564.00
TOTALS	794.5	\$ 42,635.44
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
GENERAL GROUNDS AND EVENTS	357.00	\$ 14,300.00
CEMETERY	4.00	\$ 188.50
TOTALS	361.00	\$ 14,488.50

	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	\$ 605.93	\$ 7,459.00	\$ 710.66
Patrol	655,308.00	372,725.82	619,839.00	491,435.13
Investigation	89,232.00	18,269.33	81,972.00	21,231.18
Communication	169,820.00	76,306.82	173,143.00	69,220.29
Education/Training	138,826.00	72,415.58	130,461.00	57,702.46
Support Services	59,255.00	24,595.14	36,306.00	24,977.35
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	\$ 564,918.62	\$ 1,050,622.00	\$ 665,277.07
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 8,486.73	\$ 27,142.00	\$ 8,562.74
Snow and Ice Control	165,297.00	34,070.15	161,264.00	20,483.33
Traffic	4,057.00	1,770.64	3,958.00	2,187.48
Vehicles and Equipment	32,822.00	13,129.95	32,016.00	11,671.92
Leaf Collection	<u>33,898.00</u>	<u>28,151.17</u>	<u>33,073.00</u>	<u>23,802.59</u>
Total	\$ 264,159.00	\$ 85,608.64	\$ 257,453.00	\$ 66,708.06
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 54,834.65	\$ 84,463.00	\$ 42,826.69
Cemeteries	<u>16,445.00</u>	<u>6,052.18</u>	<u>16,045.00</u>	<u>4,371.20</u>
Total	\$ 101,284.00	\$ 60,886.83	\$ 100,508.00	\$ 47,197.89

PERSONNEL

- The vacant Animal Control Officer was posted in October, we are still accepting applications.
- A job posting for Administrative Assistant to the Police Chief was posted on December 13, 2019, with a closed date of December 30, 2019.
- A job posting for Librarian III (T-5) in the Circulation and Collection Department was posted on December 17, 2019, with a closing date of December 23, 2019. Testing was held on Thursday, December 26, 2019.
- Panel Interviews for Supervisor of Parks, Grounds & Cemeteries took place on December 10, 2019. The final Interviews took place on December 27, 2019.
- The vacant Administrative Secretary I (C-8) in the Fire Department was offered to Sherri Leghorn, she began her position on December 2, 2019
- The vacant Administrative Secretary I (C-8) in the Police Records Department was offered to Lisa Mangene, she began her position on December 2, 2019.
- Chris Schroeder, Fire Marshal, retired on December 31, 2019 from the Town of Newington after 24 years of service.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The fifth 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 November 2019 were \$444,814. It should be noted that the claims for retired participants are charged to the OPEB. The breakdown for the active participants for the Town and Board of Education is as follows.

Cumulative Claims through November, 2019

	Town	Board of Education	Total
Estimated Claims	1,311,130	3,413,500	4,724,630
Actual Claims	618,405	2,005,398	2,623,803

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.

During the course of the month they participated, assisted and/or were directly involved in:

- Completing 106 formal work orders.
- Migration of the Town's financial application forms suite from Adobe Forms to DocOrigins.
- Researching, selecting and deploying a new Anti-Malware solution for email.
- Preparing tele/data room layouts for the new Town Hall and Community Center.
- Ordering, configuring and deploying a new color printer for the Library.
- Troubleshooting and resolving a network time synchronization issue.
- Preparing and submitting CIP and Operating budget requests.
- Mr. Hoagland upgraded Parks and Recreation program to the current version
- Working with Parks and Recreations primary line of business application vendor to upgrade their payment modules.
- Deploying replacement iPads to accommodate gift shop purchases at the Senior and Disabled Center.
- Deploying a new portable printer for the Senior and Disabled Center.
- Upgrading the firmware on the Town's wireless infrastructure components.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- The audit for the fiscal year ending June 30, 2019 was completed allowing for the Comprehensive Annual Financial Report (CAFR), State and Federal Single Audits to be filed by the December 31st deadline.
- Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Finance Director prepared documentation for the Town Manager to review the departmental CIP request.
- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests.
- Departments started submitting their operational budgets for review. All operational budgets are due by January 2, 2019.

The Town did not receive during the month from the State of Connecticut any grant money. 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)
12/31/2019

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2019-20</u>	<u>Actual Year to Date</u>	
<u>General Fund</u>	<u>\$250,000</u>	<u>\$326,593</u>	<u>\$36,173,422</u>
<u>Special Revenue Funds</u>	<u>27,000</u>	<u>29,720</u>	<u>728,586</u>
<u>Capital Projects Funds</u>		<u>11,010</u>	<u>1,088,673</u>
<u>Internal Service Fund</u>	<u>25,000</u>	<u>34,430</u>	<u>3,938,222</u>

Trust and Agency Funds		9,373	1,087,360
TOTAL, ESTIMATED BY FUND			\$43,016,263

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/2019

	<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	1.87	1.87	19,218	25,140	\$12,583,632
Bank North	1.27	1.27	554	573	558,495
TDBank (new)	1.50	1.75	11,442	11,948	10,787,031
Farmington Bank	1.50	1.50	12,898	11,676	10,904,500
Webster Bank	1.55	1.55	4,365	4,218	3,157,337
Liberty Bank	2.00	2.00	7,979	7,691	5,025,268
Total Outstanding Investments					\$43,016,263

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December, 2019.
- All new construction and permit related changes to Real Estate have been inspected, valued and processed in our CAMA system for inclusion on the October 1, 2019 Grand List.
- Personal property valuation is approximately 75% complete. A few problem declarations that were filed still need to be processed and then approximately 300 accounts that failed to file a declaration will be electronically valued including statutory required penalties for non-compliance.
- We received the 2019 Regular Motor Vehicle list from the Connecticut DMV and began pricing all vehicles that did not get priced at DMV. Out of approximately 28,900 vehicles, about 371 need to be priced manually.
- We completed the processing of the 2018 Supplemental Motor Vehicle list and the bills were sent to taxpayers at the end of the month. Feedback from the public in terms of questions, calls, and in person visits to the office has been very active. Through the diligent work of the Assistant Tax Collector, an error was discovered in the setting for the mill rate for any bills that were added and/or adjusted in the Assessor's office, for the 2018 Supplemental Motor Vehicle billing. Due to her discovery of this error so quickly, the errors were isolated to just 54 accounts which we were required to re-add/re-adjust to rectify this problem. All 54 were corrected and new bills were sent out to affected taxpayers.

Revenue Collector

- Collections for December on the 2018 Grand List amounted to \$10,839,013.66 and back tax collections were \$3,181.26 which was collected for suspended accounts.
- This year's total collections through December were 66% and is 2.5% higher than last year's rate of 63.5% which was collected in December last year.
- There were 4,866 Supplemental Motor Vehicle tax bills mailed at the end of December for taxpayers registering cars after October 1, 2018. Taxpayers were able to view and make payments before receiving their Supplemental Motor Vehicle tax bill in December through our online service.
- Legal Notices were published for the second installment on Real Estate, Personal Property, and the Supplemental Motor Vehicle taxes.
- Real Estate eligible for a Tax Sale is being updated and taxpayers received letters after they received their Demand Notices.
- Press Releases were also placed in local papers as well as on Newington's website and its social media to remind taxpayers there is no second billing for the real estate. Also, the press release made taxpayers aware they may park on Garfield Street with entrances through the Community Center for easier access for payments in person.
- The staff was extremely busy updating information prior to the mailing of the January 2020 tax bills so information could be as accurate as possible.

TOWN CLERK

- There were 78 property transfers during the month for a total of \$20,653,822.09 in sales. State conveyance tax collected was \$194,712.66; Town conveyance tax collected was \$50,766.89.
- There were seven residential sales each over \$300,000. There was one residential sale from Scott Santucci to Sowin King & Nareth Pen for \$445,000. There were two commercial sales: 395 Willard Street, from 395 Willard LLC to Colchester Properties, LLC for \$600,000; 505 Willard Avenue from Newington Realty LLC to 505 Newington Properties, LLC for \$8,850,000.
- There were 389 documents filed during December: 9 liens, 111 mortgages, 125 releases and 16 probate documents. Ninety of these documents were electronically recorded bringing in revenue of \$10,236.
- Staff certified and issued 130 copies of vital records. Fourteen burial and four cremation permits were issued.
- Four Trade Name certificates, four Liquor permits and eight Notary Public commissions were catalogued. Staff issued 7 passes to the landfill station on behalf of the Highway Department.
- The FY2020/21 budget was prepared and submitted.
- The Part-time Assistant Town Clerk, Elizabeth Thompson attended the Elections module, presented by the Connecticut Town Clerks Association on December 4, 2019.

DATA SUMMARY DECEMBER 2019				
	<u>December-18</u>	<u>December-19</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	345	389	2,346	2,509
Dog Licenses Sold	35	19	544	663
Game Licenses Sold	19	8	73	45
Vital Statistics				
Marriages	9	5	99	93
Death Certificates	16	15	101	102
Birth Certificates	21	16	121	129
Total General Fund Revenue	\$ 37,541.62	\$ 68,728.39	\$ 263,375.26	\$ 296,804.39
Town Document Preservation	\$ 1,210.00	\$ 1,366.00	\$ 7,295.00	\$ 8,343.00
State Document Preservation	\$ 2,216.00	\$ 2,288.00	\$ 13,416.00	\$ 13,648.00
State Treasurer (\$36 fee)	\$ 9,936.00	\$ 9,864.00	\$ 60,156.00	\$ 60,516.00
State Treasurer (\$127 fee)	\$ 2,921.00	\$ 5,842.00	\$ 20,193.00	\$ 33,782.00
State Treasurer (\$110 fee)	\$ 4,180.00	\$ 5,720.00	\$ 24,970.00	\$ 35,750.00
LoCIP	\$ 828.00	\$ 822.00	\$ 5,013.00	\$ 5,043.00
State Game Licenses	\$ 444.00	\$ 156.00	\$ 1,624.00	\$ 998.00
State Dog Licenses	\$ 355.50	\$ 147.00	\$ 3,962.50	\$ 4,891.50
Dog Licenses Surcharge	\$ 82.00	\$ 54.00	\$ 1,308.00	\$ 1,658.00
Marriage Surcharge	\$ 170.00	\$ 238.00	\$ 1,496.00	\$ 1,870.00
Grand Total	\$ 59,884.12	\$ 95,225.39	\$ 402,808.76	\$ 463,303.39

POLICE DEPARTMENT

Patrol Calls for December are as follows:

Abandoned MV	0	Fire Special Detail	1	MV Abandoned	0
Administrative	0	Fire Stand By	0	MV Assist	50
Alarm Commercial Burg Alarm	72	Fire Structure Fire	6	MV Complaint	43
Alarm Hold Up Alarm	4	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	37	Fire Training	0	MVA Evading	17

ALTERED MENTAL STATUS	0	Fire Trouble Alarm	8	MVA Fatal	0
Animal Complaint	7	Fire Water Problem	1	MVA Injury	19
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	112
Assault	1	Fireworks	0	Neighbor	5
Assault in Progress	0	Follow Up	24	Noise	14
Assist Motorist	2	Found Property	9	Non-Collect Person	5
Assist Notification	0	Gun	0	Notification	0
Assist Other Agency	38	Harassment	7	Open Door/Window	9
Bad Check Insufficient Funds	0	Hazard	40	Parking Violation	16
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	26
Bomb Threat	0	Hold Up Alarm	2	Personal Relief	0
Breach of Peace/Disorderly	10	Homicide	0	Pistol Permit	5
Burglar Alarm	1	HOPE PROJECT	0	Prisoner Care	6
Burglary	4	Illegal Dumping	3	Private Duty	0
Car Seat	2	Indecent Exposure	0	Property Found	3
			5		3
Check Welfare	42	Intoxicated		Property Lost	
Check Welfare 911	41	Juvenile Complaint	6	Prostitution	0
Check Welfare Other	3	K9 Assist	3	Recovered Stolen MV	1
Clear Lot	2	Kidnapping	0	Rescue Call	0
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	3
Court Detail	4	Larceny	51	Robbery	5
Criminal Mischief	6	Larceny from MV	15	Roll Call	4
CSO	2	Lift Assist Only	4	Serve Subpoena	0
Customer Dispute	9	Liquor	0	Serve Warrant	35
Dog Complaint	27	Local Traffic Authority	0	Sexual Assault	1
Domestic	38	Location Check	73	Shots fired	0
Door Check	0	Location General	0	Specific Detail	74
Drug	3	Lockout Building	3	State Pistol Permit	0
DUI	10	Lockout MV	1	Stolen MV	11
EDP	17	Lost Property	1	Sudden Death	1
Escort / Transport	9	LTA	0	Suicide	0
Escort Funeral	6	Meal	0	Suicide Attempt	1
Escort Other	0	Medical Alarm	18	Suspicious MV Unoccupied	22
Escort Retrieval	0	Medical Cardiac	14	Suspicious Report	129
Escort Tax	0	Medical Complaint	212	TEST	1
Fingerprint	4	Medical Diabetic	1	Threatening	3
Fire Alarm	17	Medical Fall	45	Tobacco	0
Fire CO Detectors no sympt	3	Medical Mutual	0	Tow	34
Fire CO Detector with sympt	0	Medical Other	2	Town Ordinance Violation	1
Fire Extrication	0	Medical Respiratory	13	Traffic Stop	209
Fire Hazmat	2	Medical Stand by	3	Trespass	0
Fire Mutual Aid Request	3	Medical Trauma	0	Unknown	11
Fire Other	11	Medical Unresponsive	8	Water problem	1
Fire Rescue	1	Missing	4	Total	1,900

- In December, the Community Service Officer (CSO):
 - Updates to RAD program, to include training opportunities for new instructors.
 - Participated in Stuff a Cruiser at Southfield Children's Center.
 - Attended the monthly Chamber of Commerce meeting.
 - Spoke with residents at Market Square Apartments regarding safety, scams and suspicious parties.
 - Collaborated with the management director on ideas on how to bring officers into Market Square Apartments to build on relationships with their residents.

- Began working on the 2020 golf tournament.
- Installed/Checked 7 child safety seats.
- In December, the Detective Division:
 - Handled 72 investigations, 43 remain ongoing, 29 have been closed by investigative methods.
 - Served 25 arrest warrants, 20 by Patrol Officers, 5 by Detective Division.
- In December, the Animal Control Officers had the following activity:
 - 35 Calls – 27 Dog, 8 Animal
 - 0 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 12 Impounds – 8 redeemed, 3 sold as pets, 0 euthanized, 0 quarantine, 1 carry over, 0 DOA
 - 0 Infraction written
 - 86 Incoming Phone Calls
 - 0 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 0 Written Warnings
 - 7 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 14 Combined Dog/Animal/Specific Detail/Check Welfare
 - 7 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warning
 - 0 Dog bite- 1 dog vs human, 0 dog vs dog
 - 3 Dog/Cat Adoption
 - 511 – N/A
 - Other –
 - 21 police assisted Animal/Dog Complaints.
- Notable Cases/Events:
 - 510 completed COLLECT training on 12/19/2019.
- In December, the Patrol Division had the following activity:
 - From December 2nd – December 6th, Officers Scott Amalfi and Alan Tancreti, who were selected to become Field Training Officers, attended a Field Training Officer Certification course held at the West Hartford Police Department. Both officers successfully completed this course and have begun training newly hired officers in our field training program.
 - On December 9th, Officer Tyler Zajac was recognized with the Investigation of the Month Award for November. Reference NPD case 19-21498 for details.
 - On December 24th, Patrol Officers were dispatched to Walmart in response to a shoplifting in progress. During this incident, the suspect used physical force against a Walmart employee while in the progress of fleeing from the store. Responding officers located the suspect in the parking lot as he and a passenger attempted to flee the scene in a vehicle. Further investigation revealed that the vehicle had recently been reported stolen out of Danbury. Once apprehended, the suspect was found to have a suspended driver's license and to be in possession of store merchandise. Both individuals were found to be in possession of illegal drugs and drug paraphernalia. The operator of the vehicle was charged with Robbery 3rd Degree, Larceny 3rd Degree, Larceny 6th Degree, Possession of a Controlled Substance, Possession of Drug Paraphernalia, Operating under Suspension, and Misuse of a Marker Plate. He was held on a \$20,000.00 bond. The passenger was charged with Larceny 3rd Degree, Possession of a Controlled Substance, and Possession of Drug Paraphernalia. She was released on a \$5,000.00 Non-Surety bond.
 - On December 30th, Patrol Officers participated in our annual ceremony to honor the life and service of MPO Peter Lavery.
 - On November 1st, Officer Brendon LaChance was promoted to the rank of Sergeant. He was assigned to the Patrol Division as a shift supervisor.
- Property Report December 2019

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0

Counterfeited/Forged	3	\$ 40
Damaged/Destroyed	13	\$ 42,281
Vehicle Inventory	0	\$ 0
Stolen	126	\$ 236,209
Abandoned	2	\$ 0
Evidence	84	\$ 93
Found	20	\$ 1,779
Lost	10	\$ 1,320
Seized	17	\$ 13
Recovered	28	\$ 35,621
Impounded	0	\$ 0
Informational	15	\$ 425
Total	318	\$ 317,781

- Police Department Overtime December:

- Comparison
 - OT November \$ 97,413 2 pay periods (1 holiday)
 - OT December \$ 100,882 2 pay periods (1 holiday)
 - \$ 3,469 increase
- During December, 1 officer out on workers compensation, 1 officer was on light duty assisting in the Detective Division, 2 officer vacancies, and 2 entry level officers in FTO training. These vacancies have an impact on overtime for a total of 6 positions vacant on the schedule in the Patrol Division.
- Admin overtime \$0
- Patrol overtime. \$62,117, an increase of \$4,138. Includes 2 pay periods of overtime and one holiday (\$14,000 for holiday pay). Overtime includes the following calls and arrests; coverage at school for threats, medical responses, prisoner hospital duty, Supervisors meeting, domestic calls, DUI arrests, larceny calls, motor vehicle accidents, booking, subpoenas, search warrants, court appearances, casework, hold overs and overtime for time off/vacancies/injuries.
- Detective Division overtime. \$4,060, an increase of \$225. Overtime includes background investigations for new hires, narcotics investigation, crime scene processing, and \$662 for holiday pay.
- Communications overtime \$10,812, a decrease of \$4,684. Overtime includes \$2,500 for holiday pay, several time off leaves and staffing for weekends to allow for 2 dispatchers on for all shifts and holiday pay.
- Education overtime \$20,198, an increase of \$5,480 and includes overtime for the following training; ERT, FTO recruit training, recertification, Collect certification, taser training, OC, and Baton, Narcan, Tourniquet, Fire Extinguisher, Controlling and Managing Major cases, Crime Scene Photography, Child Sex Trafficking and FTO training.
- Support Services overtime \$3,695, a decrease of \$1,700. Overtime includes holiday pay and the Stuff a Cruiser event.

FIRE DEPARTMENT

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

	December 2019	6 Month Activity
FIRES		
Structure Fire	2	11
Vehicle Fire	1	5
Exterior Fire	1	13
Other Fires	0	5
RESCUE CALLS		
Pressure Ruptures Explosion Overheat	1	6
Extrication	0	5
Other Rescue Calls	2	7

SERVICE CALLS		
Hazardous Condition Calls	9	69
Water Problems	1	9
Other Service Calls	3	32
OTHER		
Good Intent Calls	4	18
False Alarm/False Calls	19	149
Severe Weather/Natural Disaster	1	1
Special Incident Calls	0	2
Mutual Aid/Standby	2	3
Total	46	335

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

CO-4 Training	FFI Test study/preparation	4.0 hours
Driver Training	2-Q Orientation	16.0 hours
Fire Service Instructor I	Train the trainer	4.0 hours
Haz-Mat Training		8.0 hours
Driver Training Road Time		8.0 hours
Department Training	Strategic/Tactical Ops	78.0 hours
EMT Recertification		16.0 hours
CO-3	Driver Recertification	37.0 hours
Live Fire Training		8.0 hours
FFI Certification	2 Members	220.0 hours
Total Training		399.0 hours

FIRE MARSHAL

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

INSPECTIONS	11
INSPECTION FOLLOW-UPS	11
PLAN REVIEWS	8
JOB SITE INSPECTIONS	1
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	4
COMPLAINTS	4
TANK REMOVALS	0
SAFE HOME INSPECTIONS	0
SAFE HOME FOLLOW-UPS	0
HAZ-MAT/HAZARDOUS CONDITION	1
BLASTINGS	0

Incidents:

- Responded to 19 Fire Incidents Responses during the month.

Fire Marshal's/Chief's Activities:

- Attended the quarterly Employee Health and Safety Committee meeting at Town Hall.
- Attended the monthly staff meeting at Town Hall.
- Attended the wake and funeral for Shirley Trommer, wife of Retired Fire Chief James Trommer and mother of Deputy Chief Jeffery Trommer.
- Attended the wake for Doris Carpenter, Grandmother of Company #1 members Eric Carpenter and Ronald Hunsinger.
- Attended the Annual Parks & Recreation Departments Night of Lights Ceremony Carol Sing and Fire Truck Parade in the town center.
- Attended the bi-monthly CERT Team meeting at Fire Headquarters.
- Attended the wake for Anne Jameson, mother of Police Lieutenant William Jameson also a former member of Company #3.

- Attended the quarterly meeting of the Connecticut Fire Marshal Association in Glastonbury.
- Attended the monthly Safe Home Committee meeting at Town Hall.
- Attended the monthly Capital Region Fire Marshals Association meeting in Wethersfield.
- Attended the monthly Board of Fire Commissioners meeting at the firehouse on Main Street.
- Attended the Annual Family Holiday Party's at Company's 1, 3, & 4.
- Met with the staff at the Newington Dialysis Center on Willard Avenue to review emergency preparedness, planning and resources.
- Attended the Annual Memorial Ceremony for Master Police Officer Peter Lavery at Police Headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns
- Continued with Landfill closure project tasks and contractor progress meetings
- Attended Department Head and Public Works Team meetings
- Attended quarterly Safety Committee Meeting
- Participated on interview panel for Parks and Grounds Supervisor position vacancy
- Met with BOE staff to discuss upcoming construction projects.
- Hosted DEEP Landfill Operator certification class

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Highway personnel, along with a crew from the Parks Department, and seasonal employees, completed the annual fall leaf collection program
- Responded to four (4) snow/ice events totaling over 15" of frozen precipitation
- No evictions scheduled for the month
- Employees completed Target Safety On-Line Safety classes
- Continued with Town wide pot hole patching
- Assisted Traffic Division with replacement of various signage
- Highway Operator attended Landfill Certification Class
- Cleaned and stored leaf collection equipment for the season
-

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Replaced and/or repaired missing/damaged street name and regulatory signs
- Continued to assist with Food Share setup
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Assisted Highway Department with replacement/repair of mailboxes damaged due to snow plowing operations
- Assist Highway Department in snow plowing operations
- Responded to two (2) after hour call ins for traffic hazards

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Police Mechanic completed the outfitting one new patrol vehicle
- Responded to one (1) after hour call in for Fire Department apparatus
- Assisted with snow plowing operations
- Continued with annual services and repairs to all snow fighting equipment.

Sanitation/Recycling/Landfill

- Scheduled 417 residential bulk items for collection for the month
- Scheduled 55 condominium bulk items for collection for the month
- Scheduled 38 condo/residential scrap metal items for collection for the month
- 3608 tons of cumulative Municipal Solid Waste were collected from July through November
- 992 tons of cumulative recyclables were collected from July through November

- 851 mattresses/box springs were collected from July through November
- 149 televisions were collected from July through November
- Issued 15 permanent landfill permits and 2 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of December 11, 2019:

- Approved Petition #40-19: Renewal of Special Permit #33-15: Child Care at 82 Candlewyck Drive. Agnieszka Kaim, 82 Candlewyck Drive, Newington CT, applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Dec 5: Met with TPZ chair and POCD planning consultant.
- Dec 13: Met with applicant re possible brew pub regulations.

Grant-Related Project Activities

- Dec: Continued administration of Residential Rehab Program.
- Dec: Continued administration of Community Connectivity grant.

Board and Commission Meetings:

- Dec 11: Attended regular monthly TPZ meeting.

CRCOG/Professional Development/Training:

- Dec 6: Annual CCAPA Awards Ceremony in Middletown.

Miscellaneous

- Dec 9: Attended Zoning/Engineering/Wetlands team meeting.
- Dec 12: Attended Public Works Team meeting.
- Dec 12: Met with architect re floor plan for new Town Hall.
- Dec 16: Staff meeting re “visible triangle” issue.
- Dec: Responded to approximately 28 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Dec: Received and sent approximately 337 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 2 excavation permits:
 - Excavation = 2

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 planning/construction meeting(s)
- DOT planning/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:
 - None
- 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 7 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
- 80 Fenn Road – Site plan modification review
- 179 Meadow Street – Site plan review
- 135 Fenn Road – Site plan review
- 84 Faith Road – Site plan review
- 3443 Berlin Turnpike - As-Built survey review
- 890 Willard Avenue – Subdivision 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:

- Prepared CIP budget for Town Infrastructure and operation budget.
- 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 (requested CDOT drainage analysis for culvert beneath Main Street)
- 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 with MDC regarding restoration of Old Farms Drive
- Prepared bridge Inventory for CDOT structures
- Prepared traffic signal inventory with EVPS
- Reviewed CDOT Drainage Study for Main Street crossing south of Dowd Street
- Coordinated ROW and safety violations at Tavener Circle & West Hill Road (290 West Hill Road)

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/Board of Education: Diesel fuel release remediation – engineering/environmental services for restoration
- 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
- Planning Department – Garfield Street Community Connectivity Project – design services
- Planning Department - Deming Farm Road – construction services
- Planning Department – Sidewalk Inventory and Master Plan – project coordination
- Planning Department – Bicycle Inventory and Master Plan – project coordination
- Park & Recreation Department – 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system
- Park & Recreation Department – Clem Lemire Sports Complex – AARP Adult exercise and child playscape layout – surveying and design services
- Highway Department – Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- Police Department – Russell Road – Tower Site - Site plan review
- Facilities Department - Senior Center Parking lot layout – surveying and design services
- BOE – Newington High School (parking lot expansion) – survey and design services
- BOE – Kellogg Middle School (drainage) – consulting services
- BOE – Patterson Elementary School (pavement resurfacing) – survey and design services

BUILDING DEPARTMENT

- A Building Permit was issued for Bertucci's at 2929 Berlin Turnpike to repair wall damage from an auto accident. Repair damaged EFIS, damaged interior wall board and paneling and paint / stain.
- A Building Permit was issued for a new 10,000 sq. ft. Daycare at 395 Willard Avenue.
- A Plumbing Permit was issued to install 9 shampoo sinks, 2 hand sinks, 1 set tub, 1 laundry and a hot water heater at 3320 Berlin Turnpike
- Multiple Permits were issued for the Salsa 4 Taqueria Restaurant at 2434-3 Berlin Turnpike. An Electrical Permit was issued to wire a new hood, cooling line, grease trap and install new circuits for new appliances. A Mechanical Permit was issued to install a UL -300 approved wet chemical fire suppression system. And a Plumbing Permit was issued to install a grease trap & drain, drain and pump for sterno tables, gas piping for stove and oven and 2 fryators.
- Inspections for the Newington Municipal Center construction are ongoing.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Residential Code Series: Building Exteriors and Energy Conservation Code- 12/4/2019
 - A. Hanke - Residential Code Series: Building Exteriors and Energy Conservation Code- 12/4/2019
 - K. Kilkenny - Residential Code Series: Building Exteriors and Energy Conservation Code- 12/4/2019
 - Lead Based Paint & Asbestos Hazards- 12/6/2019
- Building Department activity for the month of December was as follows: The Inspectors completed a total of 143 Inspections. They were: A/C (2), Above Ceiling (1), CO (1), Electrical (13), Final (57), Footings (1), Foundation (1), Framing (2) Gas Line (13), Insulation (2), Mechanical (5), Plumbing (1), Rough (43), Slab (1).
- The total number of Building/Renovation Permits issued / applied for the month of December was 139 producing a total permit value of **\$2,855,019.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	16	311,249.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	37	344,833.00
FENCE	0	0.00

FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	12,494.00
GARAGE / SHED	0	0.00
MECHANICAL	34	299,580.00
NEW COMMERCIAL	1	1,348,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	22	112,208.00
POOL	0	0.00
ROOFING / SIDING	10	150,247.00
SIGN	0	0.00
SOLAR	15	276,408.00
TENT	0	0.00
TOTAL	139	\$2,855,019.00

The total Building income fees received in the month of December was **\$33,380.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1015.00 Environmental \$120.00 Conservation \$50.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$18.00 Driveway / Excavation \$175.00 Engineering copies \$12.00. The other total income is \$1390.00.

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

	<u>2019</u>	<u>2018</u>
Value of Permits issued for December:	\$2,855,019.00	\$691,689.00
Fees for Permits issued for December	\$33,380.00	\$9,279.00
Other income Fees for December	\$1,390.00	\$2,422.50
Building Permits Issued for December:	139	117

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

2018-2019		2017-2018	
Value	Permit Fee	Value	Permit Fee
\$14,332,097.00	\$162,269.00	\$12,184,976.00	\$141,271.00

HUMAN SERVICES

- Fall SCORE programs finished up this month and the Winter/Spring 2020 brochures have been sent out through our parent email distribution list and will be delivered to the middle schools during the first week of January.
- The 5th grade Adventure Learning Program met for their final challenge days on 12/3 & 12/4. On 12/3 the weather was so warm, we were on the outdoor course.
- Our High School Voc. Prep group has increased by 3 and there is a potential for a few more to join us in January for the remainder of the school year. We reviewed our fall 2019 activities and started to brainstorm the Spring 2020 schedule, field trips and the potential for another community service project.
- We finished preparing the 4th Grade SCORE brochure for April school break 2020. We will distribute into the elementary schools in January.
- Coordinator Meskill coordinated volunteer scheduling of assignments for December & placed 78 volunteers for 196 volunteer time slots for preparation and distribution of the holiday gift program and in

setting up the gift selection area- organizing and setting up donations for recipients to be able to choose holiday gifts for their family.

- Coordinator Meskill supervised social work student Emily Adamowicz who assisted with all aspects of the holiday program.
- Coordinator Wassik and caseworker Pierson continued to meet with households in need adding them to the holiday gift program. They additionally maintained a complex caseload addressing basic emergent needs of our clients.
- Part time Caseworker Smith connected every recipient registered for the program with a sponsor to provide each member of the household with a holiday gift.
- 391 households comprised of 793 individuals including 303 seniors, 239 children and 251 adults were assisted by the generosity of the Newington community. Every component of the community contributed to this program including: Businesses, private residents, civic organizations, scouting groups, schools, houses of worship, and numerous town employees.

December 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 Clinical presentations	17	14	81	70
	0	0 presentations/att endees	0	
Youth & Family Service Hours	25	36	214	185.5
JRB cases JRB Service hours:	1/4 still pending 3 hearing	1/5 referrals 5	5 23	10 16
Positive Youth Development	104	250	1328	1344
Community Service # of hours completed	0	1	5	8
Challenge Course: Adult youth(outside)	18	25	108	63
	0	12	88	139
	0	0	321	276
Information and Referral	1044	1102	5310	4505
Social Casework Cases	78	67	420	647
Under 55 =	26	26	164	129
Under 55 disabled =	12	6	76	93
Over 55 =	40	35	214	204
Social Casework Service Hours	78.5	71	581.25	647
Under 55=	12.5	30.75	94	166.25
Over 55 disabled and/or disabled	66	40.25	460	480.75
Food Bank Household visits	122	115	865	770
# bags of groceries distributed	549	445	3655	3951
Mobile truck	53	46	590	799

Clothing household visits # bags of clothes given	0 0* clothing closet ended	0 0	0 0	60 76
Special Needs	11	20	73	67

*Clothing closet ended

SENIOR AND DISABLED CENTER

- Center members were treated to a preschool Holiday Sing-Along on December 16. Preschool students from the NECCI Newington preschool performed favorite holiday tunes and spread some cheer!
- As a result of budget issues, the Community Renewal Team has announced that they will not be able to provide meals for Newington’s congregate meal on two days of each month beginning in February. This was not unexpected as it happened last year as well. The Center is committed to ensuring that a meal is available every weekday and will, again, work with community partners to fill this gap.
- A special Movie on the Big Screen event featuring The Man Who Invented Christmas was held on December 10. In addition to the movie, attendees enjoyed refreshments provided by Home Instead Senior Care.
- The American History Lecture Series, where professor Jared Day presents a topic related to our nation’s history, featured “The Impeachment of Andrew Johnson and Crazy Horse: Westward Expansion”. this month.
- Informal and formal crafting classes remain popular. This month a Holiday Card & Paper Craft Workshop was conducted on December 5 with volunteer Rose Bolton demonstrating three paper crafting projects – a lantern, a holiday card using aluminum foil and alcohol inks and a small gift bag/treat holder.
- Tech Help, a drop-in program with dedicated volunteers providing one on one assistance with all types of technology, was available on December 4 and 18. In addition to the usual requests, the volunteers continue to assist people in downloading and using the Lyft app.
- The Aging Mastery Program sessions at both the Center and at CCSU wrapped up this month. This 10-week, evidence-based series that provides expert information and recommendations for actions around core topics related to healthy aging will be offered again in early spring. The program is offered through the Connecticut Healthy Living Collective and the National Council on Aging and with funding from the Anthem Foundation.
- The Veteran’s Coffee hour met on December 20th. Sherri Voight, Veterans Liaison for Hartford Health Care facilitates these monthly gatherings as an opportunity for veterans to share in camaraderie, develop new friendships and learn about possible benefits, entitlements and services. All veterans are welcome.
- On December 27th First Choice Health Centers presented “Health Insurance Literacy 101”, a program to help participants understand the language of health insurance and learn about the difference between premiums and deductibles, coinsurance, benefit periods and more.
- Center Director Dianne Stone was appointed to serve on the Commission on Women, Children, Seniors, Equity and Opportunity (CWCSEO). This is a statewide legislative commission and the successor agency to the Commission on Women, Children and Seniors, itself the successor agency to the Commission on Aging. Ms. Stone will serve on the Senior Sub-Commission.
- The Center had a total paid membership of 1,431 people as of the end of the month.
- There were 200+ opportunities to participate in programs at the Center over the month with some one-time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2447 by 393 people. Dial-a-Ride provided 95 residents 767 trips this month, covering 2614 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 593 hours of unpaid service in 212 instances by 51 volunteers.

PARKS AND RECREATION

Recreation Division

- The Winter Program Guide was distributed to approximately 13,000 Newington residents as an insert in the November issue of the Newington Life. Most winter programs will begin the first week of January.

- Registration for Winter programs has been ongoing throughout the month. Most Winter programs will begin the first week of January
- Program information is currently being compiled for the Spring 2020 Program Guide.
- Youth Basketball Coach Orientation for Kindergarten through Grade 8 was held on Saturday, December 14th with over 70 volunteer coaches in attendance.
- Training, including First Aid/CPR was held for Youth Basketball staff in early December.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program has 48 teams and 418 children in grades 2 through 8 (Kindergarten and Grade 1 program to start on January 4 with approximately 122 children).
- The Grade 9 through 12 Rec Basketball program has 15 teams this year, adding another 123 children playing in our Youth Basketball program for a total of 663 children on 71 teams versus 654 children on 69 teams last year in grades K through 12.
- The annual "Night of Lights" was held on Saturday, December 7th in the center of Town with approximately 3,000 people in attendance. For the second year in a row, Main Street was closed down for the duration of the event. The event combined the Tree Lighting on the Town Green and the Holiday Carol Sing along with clowns, face painters, magicians, a hay-wagon ride, Cash Cube, Connect 4 shoot to score, zap a mole, a video game truck, a professional ice sculpture, a live nativity scene, and a warming fire with a s'mores station. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor Zartarian, Board Member Don Woods, our Volunteer Fire Departments, the Police Department, and choirs from Newington High School, Martin Kellogg and John Wallace Middle Schools as well as the Newington High School Girls' Basketball team. Also, a special thanks to our sponsors, Rooster Co., Wings over Newington, Dunkin', Church of Christ Congregational, Spring Brook Ice and Fuel Services, 7-Eleven of Newington, and the Chamber of Commerce.
- The Santa's Workshop and winter wonderland event was held on the weekend of December 6th and December 7th. Approximately 1000 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station, some one-on-one time with Santa a 2-story-high inflatable slide, and tons of games. This event was free and enjoyed by all. There were also hay-wagon rides during the day at Mill Pond Park on December 7th. Canned goods were also collected and donated to the Newington Food Bank.
- The Newington Parks & Recreation Department has continued the tradition of annually honoring businesses, volunteers and/or civic groups that help the Department better serve our residents with a "Building a Strong Community Special Recognition Award." Recipients of this year's award were recognized on December 10th for their contributions. This year's recipients were Matt Nelson, Trantolo & Trantolo, Church of Christ Congregational, and Rosenberg Orthodontics. Recipients enjoyed light refreshments prior to the Town Council meeting and then were presented with an award and Proclamation at the Town Council meeting.

Parks and Grounds and Cemeteries

- Wreaths Across America Ceremony was held at the West Meadow Cemetery.
- Four staff members came back from highway after working with them for a little over a month on Town leaf pickup.
- General work started back up at West Meadow Cemetery filing graves, tree pruning and leaf clean up.
- Cleaned up from Night of Lights broke down Santa Clause room and hayride.
- Leaf cleanup was performed in all parks, Town owned properties and schools.
- Two staff members spent one day cleaning up the trash around the community gardens.
- Started grinding stumps around Town.
- At the West Meadow Cemetery, we had 5 single, 2 double depth and 2 ash interment. We had 3 grave sales.

Tree Warden

- No tree work was done during December.

LIBRARY

- As the year comes to an end, the Library Board of Trustees will hold its final cultural event as part of the 80th Anniversary Celebration Series with a holiday music concert by Whisky Tango Foxtrot. The
- The Library Board of Trustees held its final cultural event as part of the 80th Anniversary Celebration Series on Sunday, December 8 with a holiday music concert by Whisky Tango Foxtrot. The music was wonderful and the audience really enjoyed it. The quartet, which is comprised of four professors from the University of Hartford, The Hartt School, gave fascinating background information about each song that was performed. The Celebration Series offered eight cultural events throughout 2019 to celebrate the library's 80 years of service to the Newington community.
- The Friends of the Library are very busy preparing for the Annual Friends Winterfest that will be held at the library on January 17. Tickets are on sale now for this annual fundraiser, \$18 in advance and \$20 at the door. This fundraiser has become a very successful one and requires a lot of planning and support.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley continued working on the library's proposed budget for 2020-2021 and will submit it on January 2, 2020.
- Weather had an impact on the library and programs during the month. Several programs had low attendance due to snow and the library closed two evenings due to inclement weather at night.
- The children's department staff offered 48 programs to 1,299 children and their caregivers. School visits continued with 1st and 2nd graders from two of the elementary schools. *Winter Craft Night* had its highest attendance ever with 210 children dropping in to make winter crafts. *Holiday Ornament Making* had a large creative crowd as well. Goats from *Bradley Mountain Farm* arrived in their pajamas for a fun story time. *Sewing with Amy* was overflowing and the *New Year's Eve Preschool Party* that dropped the balloons at 12 noon was filled with parents and preschoolers who were celebrating the coming year. Staff has done a great job offering a variety of fun interactive programming for children of all ages. These programs are a great way for parents and caregivers to meet and interact as well. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teen librarians had 4 programs for 27 teens. Programs included an *Ugly Sweater Cookie Workshop* decorated cookies in the shape of sweaters, *Teen Movie Afternoon* featuring *SpiderMan: Far from Home* and the Newington High School Book Club met where students discussed the book *Moxie* by Mathieu.
- Adults were offered 16 programs to 343 adults. Adults learned how to make Christmas trees from old book pages using either folding or rolled methods. They could destress before the holidays with chair massages on the Saturday before Christmas. Other programs included *Sign Language Basics*, a DIY travel program, to learn how to plan trips overseas on your own, a book discussion of the book *Lilac Girls* by Martha Hall Kelly and *Movies and More* with a showing of the film *Peanut Butter Falcon*. A *Special Friends* program had the adults with special needs socializing and decorating holiday cookies. Outreach to Middlewoods rounded out the month.
- Total circulation of library materials was 20,544. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,504 times from the library website. 12,005 people visited the library during the month. Popular online services included *Ancestry.com*, *Consumer Reports*, *Creativebug*, *Bookflix* and *PebbleGo Animal and PebbleGo Next: Social Studies* databases. Museum passes were used 68 times this month, the most popular being *Wadsworth Atheneum*, *Peabody Museum of Natural History* and *New Britain Museum of American Art*. Staff answered 4,455 reference questions. Free library meeting space including study rooms was used 424 times during the month. *Lucy-to-Go Curbside Service* was used 7 times in December.
- In technology news, Reference Librarian Carlene Peterson held *Google Photos for the Holidays* in December. Our one-on-one tech support programs *Tech 4 U* and *Teen Tech Troubleshooting* were held several times throughout the month. The next technology program will be *Computer Security and You* for January. The color printer that is more than 15 years old is on its last leg. IT will be replacing it next month. Diane Durette, Head of Reference, is working hard to learn and prepare forms and instructions for the new digital conversion equipment the public will be able to use in the coming months. Patrons will be able to convert slides, pictures, VHS tapes to digital formats. She is doing a great job on this project.
- In personnel news, the library will be experiencing some big personnel changes in the coming months. Jeanette Francini, the Head of Collection Management will be retiring effective January 4, 2020. Jeanette began her career at the library as a part-time Reference Librarian in 1993 before becoming a Department Head for the past 18 years. Luckily for us she will continue to work at the library as a part-time Circulation Librarian. Patricia Pierce, Head the Children's Services will be retiring in March. Pat has

been a full time Children's Librarian at the library since 1997, the last 9 years as Department Head. She has done a wonderful job building relationships with the elementary and middle schools. Library Director Lisa Masten continued with her work on the Transition Team to hire a new Executive Director for the Library Connection, Inc., participating in the second round of interviews during the month. Business Manager Lynn Caley went out on medical leave mid- December and hopes to return in February. Assistant Library Director Karen Benner took over many of her duties. Many other staff have stepped up to take on some of the remaining duties to help while Lynn is out. Karen has done a great job with all of her added responsibilities.

- In facilities news, there were some issue with the balance of the heating and cooling especially in staff work areas. The renovation of the two public restrooms is almost complete. The new baby changing stations were installed and some additional finishing work was completed. Facilities will be moving the cord of the hand dryers so little hands won't be tempted to touch them while being changed. The bathrooms look great.
- Topics of note that were researched this month included:
 - Books about being homeschooled kindergartener
 - A book on how to tie shoes.
 - DVDs about Christmas.
 - Federal farm application N565.
 - Contact telephone number of the pension office of Ingersoll Rand.