



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: February 21, 2020
Re: Monthly Report – January 2020

GENERAL ADMINISTRATION

During the month of January, I was re-appointed to Town Manager, effective January 10, 2020. On my first day back, I organized a Department head staff meeting to introduce myself, and to discuss the change in leadership. Each day I went to different departments until I met all Town employees. I had introduction meetings with the Board of Education, Town Attorney, AMR, NCTV, and the Chamber of Commerce.

On January 13th, Gary Fuerstenberg, Jeff Baron and I met with ESC to discuss light energy efficiency for the new Town Hall project.

On January 16th, I attended the luncheon for Sergeant Brendan Moon's retirement and presented him the clock. He has been with the Town of Newington for 21 years, we appreciate his dedication.

On January 18th, I attended the Town Council Leadership Retreat at the Jefferson House. The topics covered were, Harnessing the Power of Leadership Trust, Exploring the Emotional Intelligence Link to Leadership Influence, Building An Accountability Mindset, Defining Our Shared Goals, and Exploring the Right Course of Action.

On January 27th, Lisa Masten, Karen Benner and I participated in the final interview for the position of Librarian III, it was awarded to an internal applicant, Sue Schneider.

On January 28th, Gary Fuerstenberg, Tom Molly and I observed two blockages located in Mill Brook. I contacted residents local to the area to get approved access to Mill Brook from Main Street. We were able to coordinate a plan that successfully removed both blockages.

Every Wednesday I attended the weekly Town Hall Project meeting with Colliers, QAM Architect, and Downes Construction Company.

Overtime

Paid overtime during the month of January 2020 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	4.7	\$ 257.45
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 882.72

ROAD MAINTENANCE	0.0	\$ -
TRAFFIC	8.0	\$ 440.32
SNOW EQUIP PREPARATION	320.7	\$ 17,753.19
LANDFILL	9.0	\$ 496.43
TOTALS	358.4	\$ 19,830.11
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
TOTALS	139.00	\$ 6,533.00

	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	\$ 1,219.44	\$ 7,459.00	\$ 1,309.11
Patrol	655,308.00	484,407.00	619,839.00	607,619.71
Investigation	89,232.00	32,220.44	81,972.00	26,833.95
Communication	169,820.00	92,632.46	173,143.00	91,060.73
Education/Training	138,826.00	93,597.21	130,461.00	79,644.58
Support Services	59,255.00	8,427.17	36,306.00	28,128.86
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	\$ 712,503.72	\$ 1,050,622.00	\$ 834,596.94
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,085.00	\$ 9,848.76	\$ 27,142.00	\$ 10,245.30
Snow and Ice Control	165,297.00	58,901.19	161,264.00	53,947.21
Traffic	4,057.00	2,210.94	3,958.00	2,233.50
Vehicles and Equipment	32,822.00	13,773.85	32,016.00	12,858.28
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	\$ 112,885.91	\$ 257,453.00	\$ 103,086.88
PARKS AND GROUNDS				
Parks and Grounds	\$ 84,839.00	\$ 67,638.09	\$ 84,463.00	\$ 54,744.74
Cemeteries	<u>16,445.00</u>	<u>6,153.30</u>	<u>16,045.00</u>	<u>5,992.56</u>
Total	\$ 101,284.00	\$ 73,791.39	\$ 100,508.00	\$ 60,737.30

PERSONNEL

- The vacant Animal Control Officer was posted in October, we are still accepting applications.
- The vacant position as an Administrative Assistant to the Police Chief was offered to Daniel Reed, he began his position on January 27, 2020.
- The vacant position as Fire Marshal was offered to Guy Pelletier, effective February 1, 2020.
- The vacant position as Supervisor of Parks, Grounds & Cemeteries was offered to Clay Pedigo, he began his position on January 13, 2020.
- Panel interviews for Librarian III (T-5) took place on January 14, 2020. The final interviews took place on January 27, 2020. The position was offered to Sue Schneider, she will begin her position on February 10, 2020.
- Jeanette Francini, Librarian III, retired on January 5, 2020 from the Town of Newington after 18 years of service.
- Roxanne Verbridge, Administrative Assistant to the Police Chief, retired on January 24, 2020 from the Town of Newington after 16 years of service.
- Sergeant Brendan Moon retired on January 16, 2020 from the Town of Newington after 21 years of service.

RISK MANAGEMENT

2019-20 Blue Cross/Blue Shield Plan Year

The sixth 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 December 2019 were \$812,602. 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.

	<u>Cumulative Claims through December, 2020</u>		
	Town	Board of Education	Total
Estimated Claims	1,573,356	4,096,200	5,669,556
Actual Claims	730,601	2,705,804	3,436,405

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 112 formal work orders.
- Migrating the Town's email spam service from Google Services to another cloud provider due to costs.
- Making changes to the Town's financial system to accommodate printing of end of year forms and reports.
- Planning of the new tele/data communication rooms within the new Town Hall and Community Center.
- Planning and reviewing of equipment needed with the new Town Hall and Community Center.
- Upgrading the Police Department's primary line of business applications (Computer Aided Dispatch, Records Management System and Mobile Applications) to their latest releases.
- Deploying a new iPad for use within the Senior and Disabled Center's Gift Shop.
- Completing and submitting the department's operating budget for fiscal year 2020-2021.
- Upgrading the firmware on various security devices within the town's network infrastructure to ensure a good security posture.
- Completing network clean up tasks and reconciliation of configuration changes across firewall, switches and diagrams to ensure accuracy.
- Attending departmental, staff or regional meetings as needed or required.

Accounting and Administration

- Janet Murphy, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on January 6th, 27th and 30th.
- Janet Murphy, Director of Finance and Lisa Rydecki, Deputy Finance Director prepared documentation for the Town Manager to review the departmental CIP request.
- Departments submitted their operational budgets for review. All operational budgets were due by January 2, 2020.
- Several year-end 2019 tax reporting tasks were completed during the month of January including generation of 1099s and W-2s.

The Town did receive during the month from the State of Connecticut the second payment of the ECS Grant in the amount of \$3,358,558. 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)

1/31/2020

	Interest Earnings		\$ Invested
	Budget FY2019-20	Actual Year to Date	
General Fund	\$250,000	\$372,528	\$39,322,210
Special Revenue Funds	27,000	32,822	731,689
Capital Projects Funds		12,251	1,089,915
Internal Service Fund	25,000	38,921	4,198,419
Trust and Agency Funds		10,571	1,088,557
TOTAL, ESTIMATED BY FUND			\$46,430,790

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

1/31/2020

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	1.87	1.87	18,182	19,218	\$15,960,371
Bank North	1.27	1.27	554	554	559,049
TDBank (new)	1.50	1.50	11,421	11,442	10,916,976
Farmington Bank	1.50	1.50	12,476	12,898	10,798,451
Webster Bank	1.55	1.55	4,359	4,365	3,161,697
Liberty Bank	2.00	2.00	7,979	7,691	5,034,246
Total Outstanding Investments					\$46,430,790

Rates reflect avg. monthly yield, annualized

Assessor

The month of January 2020 was spent by all staff members finalizing the October 1, 2019 Grand List which was formally signed in front of the Town Clerk on Friday, January 31, 2020.

The final totals for the Grand List are shown below:

Town of Newington

2019 Net Taxable Grand List

January 31, 2020

<u>Category</u>	<u>2018 Grand List</u>	<u>2019 Grand List</u>	<u>Dollar Change</u>	<u>% Change</u>
Real Estate	2,253,289,510	2,256,364,870	3,075,360	.14%
Personal Property	154,804,410	163,382,550	8,578,140	5.54%
Motor Vehicles	232,481,010	237,501,404	5,020,394	2.16%
Total	\$2,640,574,930	\$2,657,248,824	16,673,894	0.63%
Tax Exempt	396,956,650	402,117,470	5,160,820	1.30%

PERSONAL PROPERTY EXEMPTIONS

	<u>2018 Grand List</u>	<u>2019 Grand List</u>	<u>Dollar Change</u>	<u>% Change</u>
Mfg. Exemption	87,455,520	97,322,410	9,866,890	11.28%
Solar Exemption	3,897,520	3,969,360	71,840	1.84%
Other Exemption	8,014,380	7,393,870	-620,510	-7.74%
Total Exemptions	\$99,367,420	\$108,685,640	\$9,318,220	9.38%

At the current mill rate, the total amount of personal property exemptions of 108,685,640 equates to **\$4,287,648** of tax dollars being redistributed to real estate, motor vehicle and other personal property taxpayers.

COMMENTARY ON THE OCTOBER 1, 2019 GRAND LIST

The October 1, 2019 Net Grand List for the Town of Newington totals \$2,657,248,824 which is an increase of \$16,673,894 or 0.63% from the 2018 Grand List total. At the present mill rate of 39.45, this increase would generate an additional **\$657,785** in new tax revenue.

This increase is primarily attributable to a significant increase in the business Personal Property section of the Grand List which increased \$8,578,140.

These totals are subject to further adjustments by the Board of Assessment Appeals, and any future court cases.

The **Real Estate** section of the 2019 Grand List totals \$2,256,364,870 which is an increase of \$3,075,360 or .14% more than the 2018 Grand List. This increase was attributable to the completion of several new buildings in town including the new O’Reilly’s Auto Parts Store at 3443 Berlin Turnpike, the Chick-Fil-A fast food restaurant at 3240 Berlin Turnpike and the Goddard School day care center at 320 Alumni Road. Grand List growth continues to be extremely sluggish due to the absence of any significant economic development projects for the second year in a row.

The **Personal Property** section of the 2019 Grand List totals \$163,382,550 which is an increase of \$8,578,140 or 5.54% over the 2018 Grand List. The gross increase was actually \$17,896,360 or 7.04% however this was reduced by an increase of \$9,866,890 or 11.28% in the non-reimbursable State Manufacturing Machinery and Equipment exemption. Significant investment in personal property by Eversource, Edac Technologies, Compu-Data LLC, Stop & Shop Supermarkets, as well as the continuation of future benefits realized as a result of our highly successful audit program were the major sources of the increase in the Personal Property section of the Grand List. Additionally, this increase was despite a large decrease in personal property of over \$7,200,000 located at the United Technology Corporation facility off of Fenn Road.

The **Motor Vehicle** section of the 2019 Grand List totals \$237,501,404 which is an increase of \$5,020,394 or 2.16% over the 2018 Grand List. Although the total number of motor vehicles being assessed was slightly less than last year (-294), the average assessment of the vehicles on the list this year increased from \$8,075 to \$8,324 to reflect the increase in the cost of newer vehicles.

The **Tax Exempt** portion of the 2019 Grand List totals \$401,117,470 and continues to increase as a percentage of the total Grand List to 15.09% up from 14.94% from last year.

2019 GRAND LIST: TOP TAXPAYERS

TAXPAYER	TOTAL			MILL RATE	TAXES
	GROSS	EXEMPTION	NET		
CL&P COMPANY/EVERSOURCE	\$54,563,310	\$0	\$54,153,310	0.03945	\$2,136,348.08
MANDELL PROPERTIES	\$25,786,750	\$16,429,280	\$9,357,470	0.03945	\$369,152.19
IREIT NEWINGTON FAIR	\$21,509,790	\$0	\$21,509,790	0.03945	\$848,561.22
NEWINGTON VF LLC	\$20,300,000	\$0	\$20,300,000	0.03945	\$800,835.00
NEWINGTON GROSS LLC	\$19,462,690	\$0	\$19,462,690	0.03945	\$767,803.12
GKN AEROSPACE NEWINGTON LLC	\$19,259,810	\$15,636,240	\$3,623,570	0.03945	\$142,949.84
TLG NEWINGTON LLC	\$18,315,500	\$0	\$18,315,500	0.03945	\$722,546.48
BRIXMOR GA TURNPIKE PLAZA LLC	\$17,850,000	\$0	\$17,850,000	0.03945	\$704,182.50
HAYES KAUFMAN NEWINGTON	\$13,724,370	\$0	\$13,724,370	0.03945	\$541,426.40
SCELZA/CAMBRIDGE/BALDWIN	\$13,069,520	\$0	\$13,069,520	0.03945	\$515,592.56
RENO PROPERTIES & SUBSIDIARIES	\$12,368,030	\$2,739,700	\$9,628,330	0.03945	\$379,837.62
BALF/TILCON	\$11,786,250	\$2,423,260	\$9,362,990	0.03945	\$369,369.96

TARGET CORP. #T1802	\$11,419,550	\$0	\$11,419,550	0.03945	\$450,501.25
LOWES HOME CENTERS INC #623	\$11,037,360	\$0	\$11,037,360	0.03945	\$435,423.85
FURNITURE EXECUTIVES NO 4 L P	\$9,845,280	\$0	\$9,845,280	0.03945	\$388,396.30
CONNECTICUT NATURAL GAS	\$9,300,120	\$0	\$9,300,120	0.03945	\$366,889.73
SHELBOURNE NEWINGTON LLC	\$9,207,210	\$0	\$9,207,210	0.03945	\$363,224.43
BRE SELECT HOTELS PROPERTIES	\$9,201,490	\$0	\$9,201,490	0.03945	\$362,998.78
SAPUTO DAIRY FOODS USA	\$8,409,200	\$7,706,310	\$702,890	0.03945	\$27,729.01
COHEN FAMILY PROPERTIES	\$6,855,000	\$0	\$6,855,000	0.03945	\$270,429.75
BERLIN NEWINGTON ASSOCIATES	\$6,650,000	\$0	\$6,650,000	0.03945	\$262,342.50
GRISWOLD HILLS OF NEWINGTON	\$6,491,590	\$0	\$6,491,590	0.03945	\$256,093.23
FENNWOODE DEVELOPMENT LLC	\$6,300,720	\$0	\$6,300,720	0.03945	\$248,563.40
CERES NEWINGTON ASSOCIATES	\$5,250,000	\$0	\$5,250,000	0.03945	\$207,112.50
UNITED TECHNOLOGIES CORP	<u>\$4,325,490</u>	<u>\$0</u>	<u>\$4,325,490</u>	0.03945	<u>\$170,640.58</u>
	\$352,289,030	\$44,934,790	\$306,944,240		\$12,108,950.27
			11.55%		

Revenue Collector

- Collections for January on the 2018 Grand List amounted to \$29,880,578.87 and back tax collections were \$29,884.56. Included in the back-tax amount is \$3,234.61 which was collected for suspended accounts.
- This year's total collections through January were 94.5% which was a little lower than last year's collection of 95.2%. The difference is due to the fact that taxpayers had until February 3rd to pay the second installment.
- January was an extremely busy month with the second installment payments coming in for the Personal Property and Real Estate taxes as well as for the Supplemental Motor Vehicles for cars registered after October 1, 2018.
- A "News Release" for the Town of Newington was placed in the Hartford Courant, Town Crier, Rare Reminder and social media at the end of December and in January of the month to remind taxpayers that their taxes were due, as well as how to park and gain access into the Town Hall during construction.

TOWN CLERK

- There were 52 property transfers during January for a total of \$5,793,132 in sales. State conveyance tax collected was \$41,632.53; Town conveyance tax collected was \$14,152.51. There was one (1) home sale over \$300K at 345 Candlewyck Drive; one (1) home sale over \$400K at 59 Cinnamon Road.
- There were 367 documents filed on the land records during January including: 77 mortgages, 45 liens, 120 releases, 13 probate documents and 22 assignments. Ninety-one of these documents were electronically submitted for a total of \$10,542 in revenue.
- Staff certified and issued 129 copies of vital records. Twenty burial and ten cremation permits were issued.
- Four Trade Name certificates and six Notary Public commissions were catalogued.
- Meeting was held on January 2, 2020 to review the Town Clerk office space in the new Town Hall.
- The Town Clerk attended a New Town Clerk Orientation, the Hartford County Vice-President at the State Capitol, Old Judiciary Room on January 24, 2020.
- During January the Town Clerk's staff issued 8 Land Fill permits for the Highway Department.

DATA SUMMARY January 2020				
	<u>January-19</u>	<u>January-19</u>	<u>FY18/19 to Date</u>	<u>FY19/20 to Date</u>
Land Record Documents	370	367	2,716	2,876
Dog Licenses Sold	69	20	614	683
Game Licenses Sold	35	27	108	73

Vital Statistics				
Marriages	4	3	103	100
Death Certificates	17	24	118	140
Birth Certificates	23	26	144	156
Total General Fund Revenue	\$ 27,984.85	\$ 29,691.01	\$ 291,360.11	\$ 325,846.40
Town Document Preservation	\$ 1,104.00	\$ 1,109.00	\$ 8,888.00	\$ 9,426.00
State Document Preservation	\$ 2,168.00	\$ 1,944.00	\$ 15,584.00	\$ 15,488.00
State Treasurer (\$36 fee)	\$ 9,504.00	\$ 8,748.00	\$ 69,660.00	\$ 69,264.00
State Treasurer (\$127 fee)	\$ 4,699.00	\$ 5,334.00	\$ 24,892.00	\$ 39,116.00
State Treasurer (\$110 fee)	\$ 2,860.00	\$ 4,180.00	\$ 27,830.00	\$ 39,930.00
LoCIP	\$ 792.00	\$ 729.00	\$ 5,805.00	\$ 5,772.00
State Game Licenses	\$ 606.00	\$ 351.00	\$ 2,230.00	\$ 1,367.00
State Dog Licenses	\$ 715.00	\$ 156.00	\$ 4,677.50	\$ 5,047.00
Dog Licenses Surcharge	\$ 174.00	\$ 48.00	\$ 1,482.00	\$ 1,706.00
Marriage Surcharge	\$ 102.00	\$ 204.00	\$ 1,598.00	\$ 2,074.00
Grand Total	\$ 50,708.85	\$ 52,494.01	\$ 453,517.61	\$ 515,036.40

POLICE DEPARTMENT

Patrol Calls for January are as follows:

Abandoned MV	2	Fire Special Detail	0	MV Abandoned	1
Administrative	0	Fire Stand By	0	MV Assist	46
Alarm Commercial Burg Alarm	74	Fire Structure Fire	4	MV Complaint	45
Alarm Hold Up Alarm	5	Fire Task Force Activation	0	MV Fire	0
Alarm Residential Burg Alarm	22	Fire Training	0	MVA Evading	8
ALTERED MENTAL STATUS	1	Fire Trouble Alarm	2	MVA Fatal	0
Animal Complaint	12	Fire Water Problem	2	MVA Injury	15
Arson/Fire Invest	0	Fire Vehicle	0	MVA Property Only	90
Assault	2	Fireworks	0	Neighbor	3
Assault in Progress	0	Follow Up	29	Noise	10
Assist Motorist	3	Found Property	4	Non-Collect Person	2
Assist Notification	0	Gun	1	Notification	0
Assist Other Agency	30	Harassment	12	Open Door/Window	15
Bad Check Insufficient Funds	1	Hazard	33	Parking Violation	11
Blighted Property	0	Hazmat	0	PD ASSIST FIRE DEPT	34
Bomb Threat	0	Hold Up Alarm	0	Personal Relief	0
Breach of Peace/Disorderly	14	Homicide	0	Pistol Permit	12
Burglar Alarm	0	HOPE PROJECT	0	Prisoner Care	1
Burglary	2	Illegal Dumping	1	Private Duty	0
Car Seat	2	Indecent Exposure	0	Property Found	3
Check Welfare	38	Intoxicated	10	Property Lost	2
Check Welfare 911	32	Juvenile Complaint	12	Prostitution	0
Check Welfare Other	6	K9 Assist	2	Recovered Stolen MV	0
Clear Lot	0	Kidnapping	0	Rescue Call	1
Construction	0	Landlord / Tenant Dispute	2	Residential Lockout	3
Court Detail	10	Larceny	64	Robbery	2
Criminal Mischief	3	Larceny from MV	11	Roll Call	2
CSO	5	Lift Assist Only	10	Serve Subpoena	0
Customer Dispute	14	Liquor	0	Serve Warrant	31

Dog Complaint	34	Local Traffic Authority	0	Sexual Assault	5
Domestic	25	Location Check	81	Shots fired	1
Door Check	0	Location General	0	Specific Detail	71
Drug	5	Lockout Building	1	State Pistol Permit	0
DUI	5	Lockout MV	3	Stolen MV	5
EDP	12	Lost Property	6	Sudden Death	4
Escort / Transport	8	LTA	0	Suicide	0
Escort Funeral	15	Meal	0	Suicide Attempt	0
Escort Other	0	Medical Alarm	16	Suspicious MV Unoccupied	10
Escort Retrieval	0	Medical Cardiac	14	Suspicious Report	113
Escort Tax	0	Medical Complaint	180	TEST	1
Fingerprint	8	Medical Diabetic	0	Threatening	5
Fire Alarm	8	Medical Fall	39	Tobacco	0
Fire CO Detectors no sympt	2	Medical Mutual	0	Tow	22
Fire CO Detector with sympt	0	Medical Other	3	Town Ordinance Violation	0
Fire Extrication	2	Medical Respiratory	20	Traffic Stop	299
Fire Hazmat	3	Medical Stand by	0	Trespass	1
Fire Mutual Aid Request	1	Medical Trauma	2	Unknown	51
Fire Other	12	Medical Unresponsive	10	Water problem	0
Fire Rescue	0	Missing	4	Total	1,921

- In January, the Community Service Officer (CSO):
 - Recruitment initiative.
 - Project LifeSaver.
 - Met with interested residents regarding Neighborhood BlockWatch program.
 - Met with Property Manager at Victory Way regarding our resident concerns.
 - Worked on golf tournament scheduled for September 22, 2020.
 - Met with Gina Schmidt at John Wallace regarding mentorship programs.
 - 6 car seat checks.
 - Met with kids at Creative Playtime regarding safety. Read to them.
 - Attended LETR meeting at Dunkin Donuts stadium for SOCT.
 - Met with Autism Families Connecticut regarding officer response.
- In January, the Detective Division:
 - Handled 46 investigations, 46 remain ongoing
 - Served 30 arrest warrants, 23 by Patrol Officers, 7 by Detective Division.
- In January, the Animal Control Officers had the following activity:
 - 46 Calls – 34 Dog, 12 Animal
 - 2 Dog vs Dog Bites/0 Dog Bite w/ Human/0 Feral Cat Bites w/human
 - 2 Impounds – 2 redeemed, 0 sold as pets, 0 euthanized, 0 quarantine, 1 carry over, 0 DOA
 - 0 Infraction written
 - 68 Incoming Phone Calls
 - 0 Wethersfield Mutual Aid Calls – not all these calls are easily identified in CAD
 - 0 Written Warnings
 - 6 Letters (No License/Barking/Littering)
- Breakdown of Calls
 - 510 –
 - 18 Combined Dog/Animal/Specific Detail/Check Welfare
 - 6 Delinquent Letters/Written Warnings/ No License/Barking/Littering
 - 0 Infractions
 - 0 Written Warning
 - 2 Dog bite- 0 dog vs human, 2 dog vs dog
 - 0 Dog/Cat Adoption

511 – N/A

Other –

- 28 police assisted Animal/Dog Complaints.

Notable Cases/Events:

- New ACO Sgt: Sgt. Ryan Deane
- In January, the Patrol Division had the following activity:
 - On January 9th, Patrol Officers were dispatched to Modern Wine and Spirits, located at 18 Cedar Street in response to a report of a robbery. Upon arrival officers met with a store employee who explained that a white male entered the store and attempted to steal three bottles of 750 ml Remy Martin liquor valued at \$59.00 each. The employee indicated that he witnessed the individual walk in the front door wearing a black hoodie and hat. He saw the male walk to the whisky aisle and select three bottles of 750ml Remy Martin Liquor. The store employee then observed the suspect walk to the rear of the store carrying the three bottles, which is an employee only section of the building. The employee walked to the rear to check what the suspect was doing. He observed the individual enter the cooler, remove the bottles from their packaging, and attempt to conceal the bottles inside his clothing. Upon seeing this the employee confronted the suspect, told him he was calling the police, and then attempted to contain the suspect inside the cooler. The suspect was able to force his way out of the cooler causing the door to strike the store employee in the process. The suspect fled the store leaving the stolen merchandise behind. Officers observed that the store employee sustained a scratch and some swelling on right forearm as a result of being struck by the cooler door. Audio and video footage of the incident was reviewed and physical evidence left behind at the scene, including the suspect's hat, was seized. At this point a possible suspect has been identified and officers are continuing to investigate.
 - On January 29th Officer Rinaldo, who was working as the School Resource Officer, and Officer Abbassi, who was working patrol, responded to a medical emergency at Newington High School. An employee at the school was suffering a cardiac event, stopped breathing, and was found to be without a pulse. The officers, along with a school nurse, began performing CPR and provided the patient with oxygen. AMR medical personnel arrived on scene and advised the officers and the nurse to continue CPR. During this process, medical personnel discovered a weak pulse. The patient was eventually transferred onto a stretcher, transported to an area hospital, and survived this medical emergency. Officers Rinaldo and Abbassi have been recommended for a departmental award as a result of their life-saving actions during this incident.
- Property Report January 2020

Category	# of Counts	Property Value (\$)
Burned	0	\$ 0
Counterfeited/Forged	0	\$ 0
Damaged/Destroyed	2	\$ 500
Vehicle Inventory	0	\$ 0
Stolen	114	\$ 170,160
Abandoned	0	\$ 0
Evidence	101	\$ 525
Found	6	\$ 1
Lost	4	\$ 70
Seized	35	\$ 923
Recovered	38	\$ 35,947
Impounded	1	\$ 0
Informational	6	\$ 1,350
Total	307	\$ 209,476

- Police Department Overtime January:
 - Comparison
 - OT December \$ 100,882 2 pay periods (1 holiday)
 - OT January \$ 166,158 3 pay periods (1 holiday)
 - \$ 65,276 increase

- During January 2020, one officer out on workers compensation, another officer was on light duty assisting in the Detective Division and there were three officer openings, resulting in five vacant positions. These vacancies have an impact on overtime since they create vacancies in the Patrol Division schedule which must be filled on overtime.
- Admin overtime \$613 (holiday pay).
- Patrol overtime. \$111,679, an increase of \$49,562. Overtime includes \$36,457 for holiday pay, filling shifts for vacancies and time off, Emergency Response Team (ERT) deployment (1/9/2020), hold-overs for officers involved in casework related to domestic disputes, DUI arrests and motor vehicle accidents as well as other crimes, prisoner processing, DUI per se hearings, subpoenas and preparation and submission of search warrants to court.
- Detective Division overtime. \$13,950, an increase of \$9,890. Overtime includes \$6,611 for holiday pay, a stolen car detail, interviews related to investigations, crime scene processing and call outs for investigations, including a shooting.
- Communications overtime \$16,324, an increase of \$5,512. Overtime includes \$7,549 for holiday pay, filling of shifts for time off and filling of shifts on days and evenings when only one dispatcher is scheduled to insure two dispatchers are present on all day/evening shifts. Additionally, a second dispatcher is staffed from 0000hrs to 0400hrs on the midnight shift on Thursday, Friday and Saturday.
- Education overtime \$20,198, an increase of \$5,480. Overtime includes \$879 for holiday pay and for coverage related to the following training; ERT training, Police Officer recertification, negotiator training, canine training and Midstate Traffic Investigation training.
- Support Services overtime \$3,394, a decrease of \$301. Overtime includes \$2,978 for holiday pay.

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of January, 2020. 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:

	January	7 Months Total
<i>FIRES</i>		
Structure Fire	4	15
Vehicle Fire	0	5
Exterior Fires	1	14
Other Fires	0	5
<i>RESCUE CALLS</i>		
Pressure Ruptures Explosion Overheat	1	7
Extrication	1	6
Other Rescue Calls	4	11
<i>SERVICE CALLS</i>		
Hazardous Condition Calls	9	78
Water Problem	5	14
Other Service Calls	7	39
<i>OTHER</i>		
Good Intent Calls	5	23
False Alarm/False Call	17	166
Severe Weather/Natural Disaster	0	1
Special Incident Calls	0	2
Mutual Aid/Standby	3	6
Totals	57	392

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

CO-4 Training	Foam Operations	8.0 hours
Driver Training	Road	10.0 hours
CPR/AED		9.0 hours

Task Force Training		8.0 hours
Cadet Training	Hydrants	30.0 hours
Cadet Training	Search and Rescue	32.0 hours
Officer Training	Hartford Health Care	70.0 hours
CO-2	Cold Water Equipment	27.0 hours
CCROG Training		8.0 hours
Multi Company Training	2&3 HCFEP	33.0 hours
Multi Company Training	1&4 HCFEP	37.0 hours
Sexual Harassment Training		2.0 hours
Cadet Training	Radio Communications	33.0 hours
Total Training		307.0 hours

FIRE CHIEF

Fire Response: **22** Incidents

- Conducted the quarterly meeting of Task Force- 51 in Rocky Hill
- Met with the members of Company #4 during their monthly meeting.
- Met with a group of fire chiefs from the capital region at Dakota’s Restaurant in Rocky Hill to review various topics facing Connecticut’s volunteer fire service.
- Attended the monthly meeting of the Board of Fire Commissioners at Fire Headquarters on Main Street.
- Attended a special staff meeting to review issues related the change in command at Town Hall.
- Conducted the monthly chief’s staff meeting at fire headquarters.
- Participated in the Annual Statewide Emergency Planning & Preparedness Exercise. Topic: Simultaneous cyber security attacks on the Tennessee Gas Pipeline and Eversource’s northeast transmission and distribution systems resulting in power loss and brown-outs throughout the state.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended the quarterly meeting of the Capital Region Fire Chiefs Association at Station #2 in Rocky Hill.
- Met with staff to review the current radio communications system and to identify future needs and improvements.
- Attended a wake for Parks & Recreation Director Bill DeMaio’s Mother at Newington Memorial.
- Met with the command staff to review the Town Manager recommended CIP project list prior to the CIP committee meeting.
- Met with representatives from the Iwo Jima Survivors Association and the Pentagon to review fire headquarters as a site for several programs recognizing the 75th Anniversary of the Battle of Iwo Jima.
- Conducted the monthly command staff meeting Fire Headquarters.
- Attended the monthly staff meeting at Town Hall.
- Met with a representative from the Memorial Parade Committee to review emergency planning for this year’s parade.
- Attended a CIP Committee meeting at Town Hall along with the command staff to review the fire departments prioritized equipment and building project requests.
- Attended a wake for Howard Miner, father of Town Councilor and Company #2 member Chris Miner at Newington Memorial.

FIRE MARSHAL

- The Fire Marshal’s Office completed the following activities during the month of January, 2020.
- | | |
|-----------------------|----|
| INSPECTIONS | 23 |
| INSPECTION FOLLOW-UPS | 30 |
| PLAN REVIEWS | 18 |
| JOB SITE INSPECTIONS | 11 |
| FIRE INVESTIGATIONS | 3 |
| FIRE ALARM TROUBLE | 1 |
| COMPLAINTS | 6 |
| TANK REMOVALS | 0 |
| SAFE HOME INSPECTIONS | 0 |
| SAFE HOME FOLLOW-UPS | 4 |

HAZ-MAT/HAZARDOUS CONDITION
BLASTINGS

0
0

Fire Marshal's/Chief's Activities:

- Attended Monthly Staff Meeting at town hall.
- Attended 2 Leadership meeting for the month with the town manager.
- Attended and witnessed 2 school drills Martin Kellogg & John Patterson
- Attended LEPC meeting at the town hall.

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 Local Emergency Planning Committee (LEPC) meeting
- Met with ASFCME representatives to discuss various issues
- Attended solid waste disposal informational meeting hosted by MIRA at the Capitol

Roadway Maintenance

- Continued with litter pickup/graffiti removal Town wide
- Highway operators continued with Landfill material processing
- Cleaned several waterways/culverts/storm water basins in town including Beacon Park, Connecticut Avenue, Mountain Road, Elizabeth Green, Anna Reynolds, Churchill Park
- Completed catch basin repair on Day Street
- Excavated new trench for lighting conduit replacement at Library lower parking lot
- Removed storm grate and cleaned inlet at Main and Dowd Street
- Responded to two (2) snow/ice event totaling approximately 4.0" of frozen precipitation
- Responded to one (1) after hour call in tree down
- Began Town wide broken curb pick up
- Crews began roadside mowing/brush cutting with equipment borrowed from the Town of Prospect
- Three evictions were scheduled for the month – 2 required storage
- Continued with Town wide pot hole patching
- Completed annual Christmas tree collection

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
- Perform cleaning/maintenance of line striping/painting equipment
- Assisted Sanitation Department with the replacement/repair of recycling containers
- Assisted Police Department with relocating speed detection devises
- Assist Highway Department in snow plowing operations
- Responded to one (1) after hour call in for cones/barricades for road closure
- Replaced/added speed limit and regulatory signage on Connecticut Avenue and Mountain Road

Fleet Maintenance

- Performed routine preventative maintenance/emergency repairs for all Town vehicles and equipment
- Responded to three (3) after hour call in for Police and Fire Departments apparatus
- Assisted with snow plowing operations

Sanitation/Recycling/Landfill

- Scheduled 493 residential bulk items for collection for the month
- Scheduled 42 condominium bulk items for collection for the month
- Scheduled 23 condo/residential scrap metal items for collection for the month
- 4293 tons of cumulative Municipal Solid Waste were collected from July through December
- 1225 tons of cumulative recyclables were collected from July through December

- 929 mattresses/box springs were collected from July through December
- 165 televisions were collected from July through December
- Issued 9 permanent landfill permits and 3 temporary permits for the month

TOWN PLANNER

Town Plan and Zoning Commission Actions:

TPZ Meeting of January 22, 2020:

- Voted to approve Petition #02-20: Site Plan Modification at 2414 Berlin Turnpike (“Mykonos Restaurant”). JCJ Associates LLC, owner; Despina Milios, applicant.
- Voted to approve Petition #01-20: Residential Subdivision at 890 Willard Avenue (“Budney Estates”). Cross Construction LLC, owner/applicant.

Town Planner Activities:

TPZ Applications (approved, pending, and potential:

- Jan 8: Met with applicant re possible brew pub regulations.
- Jan 22: Met with “Peckham Road” subdivision applicants.
- Jan 31: Met with applicants for zone change at 127 Willard Avenue.
- Jan 31: Met with applicants for gas station at 4 Hartford Avenue.
- Jan: continued working with planning consultant on new POCD.

TOD/CTfastrak/Amtrak Corridor Planning:

- Jan 14: Attended quarterly Corridor Advisory Committee meeting at CRCOG.

Grant-Related Project Activities

- Jan 22: Met with Town Manager to discuss grant possibilities.
- Jan 31: Met with local businesses re possible STEAP-funded project.
- Jan: Continued administration of Residential Rehab Program.

Board and Commission Meetings:

- Jan 8: Attended regular monthly TPZ meeting.
- Jan 22: Attended special TPZ meeting.
- Jan 22: Attended special TPZ meeting.
- Jan 30: Attended CIP Committee meeting.

CRCOG/Professional Development/Training:

- Jan 14: Planning accreditation meeting at LOB.
- Jan 31: Attended “Historic and Green” conference at UConn Law School.
- Jan: Attended CDBG training at Lyceum.

Miscellaneous

- Jan 8: Attended monthly Public Works Team meeting.
- Jan 10: Attended weekly Department Head meeting.
- Jan 13: Attended monthly Planning/Zoning/Wetlands/Engineering team meeting.
- Jan 14: Met with Town Manager.
- Jan 23: Attended weekly Department Head meeting.
- Jan 30: Attended weekly Department Head meeting.
- Jan: Responded to approximately 24 phone messages from citizens, local businesses, applicants, staff and elected/appointed officials.
- Jan: Received and sent approximately 328 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 5 excavation permits:
 - Excavation = 5

Meetings: Represented the Town:

- CRCOG transportation committee meeting
- TON Public Works meeting
- TON department head staff meeting
- TON Inter-Department coordination meeting (engineering, planning, building)
- Town Council Meeting(s), as requested
- TON CIP, Conservation Commission, Planning and Zoning meeting(s), as requested
- Eversource/CL&P planning/construction meeting(s), as requested
- MDC planning/construction meeting(s), as requested
- DOT planning/coordination meeting(s), as requested
- Project meetings with developers and engineers/architects
- Meetings with residents/businesses

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 8 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
- 66 Cambria Avenue – Drainage plan review
- 188 Costello Road – As Built plan review
- 68 Deming Street – Preliminary subdivision plan review
- 2414 Berlin Turnpike – Site plan review

Public Works: Assessed, investigated and inspected roads, parking lots, bridges, curb, sidewalks, traffic signals, dams, drainage, stone wall and other infrastructure issues throughout Town.

Engineering:

- 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 Old Farms Drive
- 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)
- Cambria-Garfield – Coordinated with Frontier to resolve damaged storm pipe (via utility pole)

Engineering for Town Project: Assisted Town Departments with in-house projects:

- Economic Development: National Welding Site – engineering services
- Town Manager: Myra Cohen Way – Engineering Services (Right of Way Acceptance)
- Town Manager/Facilities/BOE: Diesel fuel release remediation – engineering/environmental services for restoration
- Facilities: New municipal building (library parking lot) – project coordination
- Highway (LOTICIP 2018 grant application) – Complete Street Project - Robbins Avenue and Maple Hill Avenue – surveying and design services
- Planning: Garfield Street Community Connectivity Project – design services
- Planning: Deming Farm Road – construction services
- Park & Recreation: 63 Eleanor Place (formerly 569 Maple Hill Avenue rear) – design services for irrigation system
- Park & Recreation: Clem Lemire Park – AARP Adult exercise and child playscape layout – surveying and design services
- Highway: Design services - CIP town facility paving preparation (senior center, FD4, Garfield Street parking lot, Brentwood Drive gutter grades, Sequin Street sidewalk abandonment)
- Police: Russell Road – Tower Site - Site plan review
- Facilities: 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
- Highway Department: Tavener Circle – Survey right of way lines
- Facilities: New municipal building (main building) – plan review of civil drawings

BUILDING DEPARTMENT

- A Plum A Sign Application was applied for and is under review for Elite Chiropractic at 300 Alumni Road.
- A Sign Permit was issued for Geico located at 2434-11 Berlin Turnpike.
- A Sign Application was issued for Universal supply Co. at 36 Holly Drive.
- A Sign Permit was issued for The Pet Spa Canine Wellness at 65 Louis Street.
- A Sign Permit was issued for the Subway Restaurant to be located at 3119 Berlin Turnpike. Also, a Plumbing Permit was issued for various plumbing at Subway including a 3-bay sink, relocate mop sink, a vegetable sink, 2 hand sinks and more.
- An Electrical Permit was issued to install a new restroom exhaust fan, relocate recess lighting, add 6 extra outlets and wire a hot water heater for a new restaurant located at 1046 Main Street.
- An Electrical Application was issued for the structural cabling installation at the Newington Municipal Center.
- An Electrical Permit was issued for the Newington High School to install low voltage cameras to the existing system.
- Inspections for the Newington Municipal Center construction are ongoing.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - ICC Training Day- Soils, Foundations and Earthworks based on the 2018 IRC and IBC – January 16, 2020.

- A. Hanke - Commercial Code Series: Non-Structural- 1/8/2020
- Fire and Smoke Protection Features- 1/15/2020
- K. Kilkenny - Commercial Code Series: Non- Structural- 1/6/2020
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 157 Inspections. They were: Above Ceiling (2), CO (2), Electrical (6), Final (64), Footings (2), Foundation (2), Framing (1), Gas Line (11), Insulation (6), Mechanical (3), Rough (56), Sign (2).
- The total number of Building/Renovation Permits issued / applied for the month of January was **155** producing a total permit value of **\$1,948,451.00**
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	22	344,161.00
DECK	1	10,020.00
DEMOLITION	1	1,500.00
ELECTRICAL	46	775,901.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	0	0.00
MECHANICAL	31	270,054.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	14	74,750.00
POOL	1	18,450.00
ROOFING / SIDING	17	212,449.00
SIGN	8	31,618.00
SOLAR	14	209,548.00
TENT	0	0.00
TOTAL	155	\$1,948,451.00

The total Building income fees received in the month of January was **\$18,745.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$645.00 Environmental \$0.00 Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$76.00 Driveway / Excavation \$475.00 Engineering copies \$74.00. The other total income is \$1270.00.

Below is a comparison of the Permit Values for January 2020 and January 2019:

	<u>2020</u>	<u>2019</u>
Value of Permits issued for January:	\$1,948,451.00	\$23,996,900.00
Fees for Permits issued for January	\$18,745.00	\$16,811.00
Other income Fees for January	\$1,270.00	\$1,935.00
Building Permits Issued for January:	155	117

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

<u>2019-2020</u>		<u>2018-2019</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$16,280,548.00	\$181,014.00	\$36,181,876.00	\$158,082.00

HUMAN SERVICES

- Spring SCORE 2020 programs (after school programs-promoting positive wholesome activities and social connectivity) are in the registration process. We are extending the registration due date until March 4, 2020
- We began the Adventure Builds Character (A.B.C.) program in January. Students participate at the recommendation of JWMS counselor. It is co-facilitated with the JWMS Counseling Department as a prevention program with its focus on positive decisions, building resiliency, leadership, and each student’s unique strengths so that they can overcome future obstacles. This is a component of the recently awarded Juvenile Review Board enhancement grant.
- The High School Vocational Prep class of 9th and 10th grade students met on Jan 30, 2020 to discuss Spring sessions and events.
- Newington Challenge Course is currently scheduling programs for 2020.
- Coordinator Meskill supervised social work student Emily Adamowicz in her planning and development of a five- session support/info sharing group for high school seniors who may be experiencing anxiety and questions re transition to college.
- Director LaBrecque, Coordinators Huggard and Meskill attended a 4-hour Cultural Competency training offered by CYSA.
- Coordinator Wassik and caseworker Pierson maintained a complex caseload addressing basic emergent needs of our clients.
- Part time Caseworker Smith has started plans for Annual Volunteer Recognition Dinner. Staff have selected individuals and organizations to recognize at this annual event scheduled for 4-16-20.
- The department was awarded a \$5000 SORS grant (state opioid response) to increase awareness of this crisis, educate on resources, destigmatize, reach out to individuals and families struggling with OUD- either directly or tangentially, and prevent youth and young adults from falling into this addictive cycle. This is a collaboration with Rocky Hill, Wethersfield, and Berlin.
- Director LaBrecque and Coordinators Huggard and Meskill developed program ideas and potential resources for youth referred to JRB-Juvenile Review Board as a result of DCF funded JRB enhancement grant.
- Performance Evaluations were completed by staff at the direction of former TM Tanya Lane. These self-scored evaluations were reviewed by Director LaBrecque with the overarching conclusion that staff are all performing exceptionally well, are extremely competent and dedicated. The re-occurring characteristic of excellence was each staff member’s ability to perform as a team player and their commitment to this team in meeting the needs of the community.

January 2020 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	14	17	95	84
Clinical presentations	0	0 presentations/ attendees	0	
Youth & Family Service Hours	36	25	250	228.5
JRB cases hearings/pending hearing	2/4	1/4	7/4	10
JRB Service hours:	3	3	26	16
Positive Youth Development	66	104	1394	1400
Community Service # of hours completed	2 20	0 18	7 128	9 88
Challenge Course: Adult youth(outside)	0 0	0 0	88 321	139 276

Information and Referral	381	1044	5691	5105
Social Casework Cases	56	78	476	556
Under 55 =	8	26	172	154
Under 55 disabled =	10	12	86	112
Over 55 =	38	40	252	242
Social Casework Service Hours	76	78.5	657.25	765.5
Under 55=	12.75	12.5	106.75	191.75
Over 55 disabled and/or disabled	63.25	66	523.25	574
Food Bank Household visits	156	122	1021	1038
# bags of groceries distributed	696	549	4351	4652
Mobile truck	126	53	716	981
Clothing household visits	0	0	0	60
# bags of clothes given	0* clothing closet ended	0	0	76
Special Needs	7	11	80	74

*Clothing closet ended

SENIOR AND DISABLED CENTER

- The holiday spirit continued into the new year with the re-scheduled holiday social and concert featuring Richie Mitnick and Joe Salmieri. The music and refreshments were enjoyed by more than 80 people.
- A New Year's Trivia Contest helped to get the year off right with a room full of people, challenging questions, refreshments and prizes.
- The American History Lecture Series, where professor Jared Day presents a topic related to our nation's history, featured "The Gilded Age".
- Tech Center volunteers, Ken, Jay and Jim continued to be available to help with technology (cell phone, laptops, tablets, software, etc.) related questions. This informal, no appointment necessary, format allows participants to bring their own devices and is well used.
- In the arts, a hands-on demo of relief sculpture on January 10th allowed participants to make an air-dry decoration using paper clay and modeling tools.
- A four-week series entitled Developing New Routines and Habits for a Happier and Healthier Life in 2020 and Beyond and presented by Jo Anne Harrison-Becker, MS (Gerontology) began January 14th. The series was sold out with 25 enrolled students.
- The Giving Garden team established a new winter gardening program, kicked off on January 16 with a program entitled "Winter Gardening: Grow Your Own Lettuce & Herbs at the Center". A limited number of participants were provided with materials needed to grow lettuce and herbs and will tend to them in the indoor garden area of the Center over the winter. This is a pilot to test the capacity and interest in indoor gardening.
- The Veteran's Coffee hour met on January 17th. 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. Ms. Voight is an Army veteran who served in Germany during the Cold War and through Desert Storm. She is a former social studies teacher and congressional aide who in her spare time travels to Walter Reed to visit the wounded with Operation Gift Card. All veterans are welcome.
- Middlewoods of Newington held another popular paint and sip art class on January 23rd. This program was featured recently in the Town Crier and is an example of the opportunities that the Center provides in partnership with the community.

- Brought back by popular demand on January 27th, Eric Halpbern, Pharmacist at Fine Fettle Dispensary, presented information on how medical marijuana, THC and CBD are used in healthcare, the process to obtain a medical card to purchase medical marijuana and what to expect at a dispensary.
- The Center had a total paid membership of 1,480 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 3283 by 455 people. Dial-a-Ride provided 94 residents 948 trips this month, covering 3119 miles. A majority of trips are to and from the Center for lunch and activities.
- Center staffing was complemented by a recorded 841 hours of unpaid service in 283 instances by 52 volunteers.

PARKS AND RECREATION

Recreation Division

- Most winter programs began in early January, and registration is ongoing.
- Applications are now being accepted for seasonal summer employment and interviews have begun. The Department is looking to hire Camp Counselors, Concessions' Attendants, Lifeguards, and Water Safety Instructors.
- An Open House at the Creative Playtime Preschool Program was held on Tuesday, January 21st, and 6 families were in attendance. All 6 families expressed interest in joining our program.
- Staff has been communicating with facilitators to secure programs for the spring. Multiple new programs are being created, including Guitar Lessons for both youth and adults, and American Sign Language for Adults.
- Planning has begun for the July 18, 2020 Life. Be in it. Extravaganza (events will begin on July 15th).
- Camp Sunrise Applications are now available on the town website and being accepted through Glastonbury Parks & Recreation beginning February 3rd. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.
- Press releases for upcoming programs and events have been sent out regularly, and the website and Facebook page have been updated on an ongoing basis.
- Adjustments were made to the fiscal year 2020-2021 budget.
- The Summer Program Guide will be mailed to residents in the May edition of the *Newington Life* which will be published at the end of April.

Parks and Grounds and Cemeteries

- Installed new irrigation control boxes at HS fields that can communicate with central computer in Parks Garage
- Due to mild weather, spent seven days continuing leaf clean up at several parks and schools
- Removed holiday pole decorations
- Built and painted 6 picnic tables
- Snow removal performed during one storm on January 18
- Repaired sidewalk plow damage at Patterson Elementary
- Leaf removal and tree pruning performed in West Meadow Cemetery
- Added playground certified wood chips at Beacon and Eagle parks
- 13 internments: 11 at West Meadow, 2 at Center- 5 ash, 7 single depth, 1 double depth

Tree Warden

- Remove hazard conditions, over public sidewalk 60/68 Northwood Road.
- Remove fallen tree, from across pathway, Beacon Park Nicholson Street entrance.
- Pick up fallen branches from parks after storm, 2 days.
- Be aware chipper is utilized by Highway during January for tree pick up.

LIBRARY

- The Friends of the Library has another very successful annual fundraiser. The Friends Winterfest, a wine, beer and spirits tasting event sold out again for the second year in a row with 300 people attending this fun filled evening. In addition, to wine and beer tasting, people participated in the teacup and silent auctions, the lottery tree, sampled some great food and enjoyed music by the Dually Noted. OFI allowed the Friends to use the parking lot for overflow parking with Middlewoods providing a shuttle service to and from this lot. Michelle Royer, Head of Community Services and the many volunteers both adult and students who were involved made this evening such a success.
- The Library Board of Trustees, the Friends of the Library and Michelle Royer have been working together over the past months to develop and implement a new program called the Library Dining Partner Program that was launched at the Friends' Winterfest. The **program was a way for the library to collaborate and support local restaurants who give and support the library.** Patrons can earn a Dining Partner Ticket by attending a designated program funded by the Friends of the Lucy Robbins Welles Library including the winter and summer reading program sign-up sessions and/or a George G. Hanel Fine Arts Series and the library road race. Present this ticket before the expiration date to any of the dining establishments listed inside to receive the applicable discount. All Dining Partner Tickets will be dated at the event and will expire in four weeks.
- Matthew Brooks finished his Eagle Scout project for the library. In addition, to planting hundreds of daffodil bulbs in November, he repainted the Little Free Library and moved it to its new location and built a bench that will be used in the spring under a large oak tree. We were thrilled to get the Little Free Library refurbished and installed in its new location. It has been unavailable while the new library parking lot was completed.
- Library Director Lisa Masten and Assistant Library Director Karen Benner have been attending weekly leadership training programs offered by the Town Manager Keith Chapman to all Town Department Heads and their second in command. The weekly sessions are focusing on leadership skills, problems solving and team building. It has been very well received by all involved.
- The children's department staff offered 72 programs to 1,978 children and their caregivers. School visits to the library continued with 3rd & 4th graders from three of the elementary schools. Staff did book talks for 5th & 6th graders at both middle schools. Many of the books mentioned were checked out after these visits. Highlights of other programs included *L'il Chefs* cooking story time for 3 & 4-years old, *Jr. Cookbook Club* for chefs in grades K – 2, *Cookbook Club* for older chefs in grades 3 – 6, *Pajama Music* and *Stories & Art*. Staff was also busy preparing for Winter Reading Kick-Off and Take Your Child to the Library Day on February 1st. The Winter Reading theme this year is *Reading Through Time*. Outreach to preschool and daycares, and regular story times and monthly programs rounded out the month.
- Teen librarians had 3 programs for 17 teens. Programs included *Teen Gaming Night*, and *Tech Troubleshooting with Teens*, a drop-in program where teens help adults with technology questions and problems. Teen Librarian Bailey Francis facilitated a book discussion for the book *Radio Science* by Alice Oseman at the high school. Teen staff was also busy preparing for the teen winter reading program that would run from February 1 – 29 and for upcoming book talks at the middle schools.
- Adults were offered 15 programs to 824 adults. In addition to the Winterfest, the adult winter reading program kick off and registration was held on January 28th. 201 adults came to the library to register to participate in this 5-week reading program. For each book they read or listen to during this program, they receive a ticket and a chance to win a weekly prize or the grand prize on March 6. By end of the month, we already had 305 adults registered. Other programs offered were a lunch time program that featured the documentary Mayo Clinic, Take Charge of Your Health in the New Year, a book discussion of the book *The Art of Racing in the Rain* followed by a movie based on the book by Garth Stein. A *Special Friends* program that offered games for adults to play by Table Top Game Center and outreach to Middlewoods and Cedar Mount Commons rounded out the month.
- Total circulation of library materials was 22,361. Digital media which includes eBooks, digital music, magazines, audiobooks and movies were downloaded 2,559 times from the library website. 14,884 people visited the library during the month. Popular online services included *Ancestry.com*, *Consumer Reports*, *Learning Express*, *Morningstar*, *Bookflix* and *PebbleGo Animal and Science* and *PebbleGo Next: Social Studies* databases. Museum passes were used 52 times this month, the most popular being *Wadsworth Atheneum*, *Mystic Seaport* and *New Britain Museum of American Art*. Staff answered 4,068 reference questions. Free library meeting space including study rooms was used 411 times during the month. *Lucy-to-Go Curbside Service* was used 5 times in December.

- In technology news, Digital Services Librarian Jennifer Hebert held the *Computer Security & You* program in January. Our one-on-one tech support programs *Tech 4 U* and *Teen Tech Troubleshooting* were held several times throughout the month. The library's color printer was replaced much to the joy and happiness of the staff. The previous color printer was more than 15 years old and had many problems for a while. Staff completed a Town online computer security training assignment during the month.
- In personnel news, the library will be experiencing some big personnel changes in the coming months. Jeanette Francini, the Head of Collection Management retired on January 4, 2020. She is continuing to work at the library as a part-time Circulation Librarian. Interviews were held for this position and Susan Schneider, the current Circulation Supervisor was hired to replace Jeanette. She will begin her new position on February 10. Interviews for the Head of Children's Services position that will be open when Pat Pierce retires in March will be held in early February. Library Director Lisa Masten completed her work on the Transition Team to hire a new Executive Director for the Library Connection, Inc. A new Executive Director was hired and will begin in February. Business Manager Lynn Caley returned part-time after being on medical leave for a month. We were thrilled she came back earlier than expected. She will begin her duties full-time in February. Assistant Director Karen Benner did a great job covering many of her duties.
- In facilities news, the quality of cleaning has begun to decline again. There is a meeting scheduled with the cleaning service in February to address some of these issues. There was a leak in the ceiling in the adult stacks towards the back of the building on the first floor. A large ceiling tile fell to the ground after being saturated with water. Luckily no books were damaged. It was determined that there is a real problem with the roof on the part of the building. That area of the roof is set to be fixed in February. Parking continued to be very challenging especially when other events were going on at the Town Hall.
- Topics of note that were researched this month included:
 - Kids books about sharing a room.
 - How do clocks work?
 - The name of a mystery series set in CT with a Black female officer
 - How to make a broom.
 - What is a bone marrow transplant?