



John L. Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John L. Salomone, Town Manager  
Date: September 21, 2007  
Re: Monthly Report – August 2007

#### GENERAL ADMINISTRATION

During the month, the Town Manager focused on a number of matters including working with department heads, the Mayor and members of the Town Council on various issues as well as on a number of personnel matters. Items of interest included:

- Goal setting meetings with department heads and key Town staff.
- Interviews with four Police Officer candidates and a Public Safety Dispatcher candidate.
- Interviews for the Mechanic Foreperson position in the Highway Department.
- Initial meeting with Town staff and the contractor regarding the Town Hall study.
- Meetings with the Town Attorney, Town Clerk and Executive Assistant regarding the codification project.
- Attendance at the MIDC Budget Review workshop.
- Attendance at pre-constructions meetings regarding Rts. 174, 173 and 176.
- Viewing the Central Regional Tourism District Airstream trailer at Stew Leonard's.

Paid overtime for the month of August 2007 was as follows:

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	39.50	\$ 1,614.33
Weekend Stand-by and Call-in	20.00	742.44
Road Maintenance	28.50	965.62
Stonehedge Drive – Reconstruction	12.90	479.87
Mosquito Control	<u>24.00</u>	<u>832.08</u>
Total	124.90	\$ 4,634.34
<b>PARKS AND GROUNDS DIVISION</b>		
Weekend Duty	29.00	\$ 1,180.00
Cemetery	14.00	521.00
Herbicide Application	78.00	2,904.00
Pool	<u>66.00</u>	<u>3,113.00</u>
Total	187.00	7,718.00

<b>POLICE DEPARTMENT</b>	<b>2007-08 Budget Overtime Appr.</b>	<b>Overtime Expended Fiscal Year to Date</b>
Administration	\$ 4,167.00	\$ 607.36
Patrol	727,443.00	112,040.59
Investigation	76,000.00	6,650.80
Communication	104,486.00	19,670.49
Education/Training	66,026.00	5,313.54
Support Services	22,247.00	3,097.79
School Resources Officer Grant	14,580.00	397.80
Animal Control	<u>11,706.00</u>	<u>1,695.51</u>
Total	\$1,026,655.00	\$149,473.88

## **PERSONNEL**

- Two certified Police Officer candidates, Arkadiusz (Eric) Petlik and Ryan Dean, and one entry level Police Officer candidate (Gerry LaCasse) were interviewed and offered positions. They were sworn in on August 13.
- Russell Garuti was interviewed and offered the position of Public Safety Dispatcher; he will report for duty on September 10.
- William Hogan, Director of Finance, announced his intention to leave his position on September 14 after serving the Town of Newington for 10 years. Deputy Finance Director Ann Harter was appointed Director of Finance effective September 17.
- Library Technician Kathy Hoefler submitted a letter of intent to take early retirement due to family and health issues. The position was posted internally with a closing date of September 12.
- The Engineering Technologist I position was advertised with a closing date of August 21.
- After testing and an oral panel interview, Frank Sanzo, Superintendent of Highways, and I interviewed three employees for the position of Mechanic Foreperson. The position was offered to Equipment Mechanic II Hermas Lavoie. The Equipment Mechanic II position was subsequently posted.
- An Equipment Operator II vacancy created by the transfer of Brian Whalen to the Board of Education was posted as well as an Equipment Operator I position, assuming a promotion from within to the EO II position. Three candidates applied for the Equipment Operator II position and one for the Equipment Operator I position, who subsequently withdrew. Testing for the Equipment Operator II position will be conducted during September and the Equipment Operator I position will be advertised publicly.

## **RISK MANAGEMENT**

The first month of the 2007-2008 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$725,538 per month; the initial number for July 2007 came in at \$589,084.

## **FACILITIES MANAGEMENT**

- **Boiler Repairs:** Repair work is underway on boiler #1 to have it ready for the beginning of the heating season. Boiler #2 which has failed will be isolated and needs to be removed from the system in order for the remaining boiler to properly function. Steam and condensate leaks in the piping distribution system are also being isolated to further enhance the operation of boiler #1.
- **Rental Boiler:** Temporary boiler vendors have been identified and staff is looking into placement of a rental unit as a backup during the heating season since the Town Hall will have no backup with the failure of boiler #2. Temporary services to this unit located outside the boiler room will need to be installed; it is expected this will be completed by mid-October.
- **Town Hall Study:** The Town Hall study has been underway for about six weeks and Phases 1 and 1b will be completed by October 12 for review. This first phase of the study will address the issue of

code compliance and the cost of remediation work required to bring the Town Hall facility into compliance.

- Parks Garage Roof: This roofing project has been completed and accepted by the Town from the contractor.
- Library Roof: Design has been completed by the architect and the project has gone out to bid with a bid date of October 4. This work is expected to be completed within a six week time from bid award.
- IT Relocations: The IT offices and distribution center are in the process of being relocated to an area above the new server room to accommodate the requirements of an expanded communications room in the main entrance area of the Town Hall. This work will allow for the expanded services required of the IT group in recent months.

### **INFORMATION SYSTEMS AND TECHNOLOGY**

- Completed 137 help desk work orders.
- Blocked 163,543 SPAM/ unsolicited emails from reaching Town employees, a 68.3% increase over the previous month.
- Blocked/ quarantined 5,194 viruses from entering the Town's network, a 20.7% decrease over the previous month.
- Scott Hoagland, Information Systems Specialist, attended a week long SQL 2005- Maintaining Databases training course.
- IST staff deployed the Town's new virtual server infrastructure.
- IST staff deployed a new backup solution for the Town's network infrastructure.

### **FINANCE**

- On August 8<sup>th</sup>, Bill Hogan notified the Town Manager that effective September 14<sup>th</sup> he will be leaving the Town after 10 years of service as its Director of Finance.
- On August 29<sup>th</sup>, Ann Harter, Deputy Finance Director, was offered and accepted the appointment as the Town's Finance Director effective September 17<sup>th</sup>.
- Ann Harter and I attended the MDC budget workshop on August 23.
- The Town Road Aid grant in the amount of \$75,986 was received during the month.

The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

#### INVESTMENTS, BY ACCOUNTING TYPE (Unaudited) 8/31/07

General Fund	\$43,502,218
Special Revenue Funds	2,243,836
Capital Projects Funds	625,308
Internal Service Fund	4,210,950
Trust and Agency Funds	<u>1,420,067</u>
<b>TOTAL, ESTIMATED BY FUND</b>	<b>\$52,002,379</b>

#### INVESTMENTS, BY INSTITUTION TYPE (Unaudited) 8/31/07

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
<i>Ave. Monthly Yield, Annualized</i>	Current Month	Last Month	Current Month	Last Month	
STIF	5.22	5.47	119,394	58,788	24,904,286
Banknorth	5.10	5.22	37,520	26,924	8,699,670
CLASS PLUS	4.80	5.02	22,948	33,467	5,431,544
Sovereign Bank MM	5.30	5.17	40,967	29,639	9,240,111
Financial Investor Trust	5.08	5.12	17,379	14,963	<u>3,726,768</u>
<b>Total Outstanding Investments</b>					<b>52,002,379</b>

## **Assessor**

- Real estate transfers were read and entered in the Assessor database through the end of August 2007.
- Eight newly constructed real estate properties with Certificates of Occupancy were inspected.
- There were 184 changes made to the October 1, 2006 motor vehicle grand list during the month of August.
- One court case for property located at 95 Fenn Road was resolved.
- A new support contract for IAS World, providing enhanced Internet availability, was worked on with representatives from Tyler Technologies, Inc. and the Town of Newington. It is anticipated that this contract will be signed in September.
- The Assessor and the Deputy Assessor submitted proof of satisfying continuing education requirements for the Certified Connecticut Municipal Assessor II designation, which will be renewed by the State of Connecticut during December 2007.

## **Revenue Collector**

- The Tax Office staff was extremely busy the first week in August processing the last minute tax payments. Over \$3,454,000 was collected in the month on the 2006 Grand List.
- Delinquent bills were mailed to 6,532 real estate, personal property, and motor vehicle taxpayers.
- Notices of potential sale were issued to those real estate taxpayers who are in default of two or more years.
- The Revenue Collector attended the Northeast Regional Tax Collector's Conference in Annapolis, Maryland.

## **PURCHASING**

### **BID NO. 2, 2007-08, BASEBALL FIELD PREPARATION MACHINE**

Opening Date: July 31, 2007

Bidder	Location	Base Bid
Bacher Corp.	E. Windsor	\$12,929
Steven Willand, Inc.	Brookfield	\$15,096

The bid was awarded to Bacher Corp. for their low bid.

### **BID NO. 3, 2007-08, ELECTION SUPPLY CARTS**

Opening Date: September 10, 2007

## **TOWN CLERK**

- There were 664 documents filed on the land records during August; \$111,976.09 was collected in State conveyance tax and \$49,293.94 was collected in Town conveyance tax.
- Motiva Enterprises LLC sold property at 1593 New Britain Avenue for \$1,431,638 to CPD Properties-1593 New Britain Avenue LLC.
- Property at 141 Willard Avenue sold for \$725,000 from Emidio Zavarella to Anna Zavarella.
- Property at 3320 Berlin Turnpike conveyed for \$525,000 from MKU LLC to GGM Properties LLC.
- There were 15 residential properties which transferred for over \$300,000 each, 3 residential properties conveyed for over \$400,000 each and one property at 35 Strawberry Lane sold for \$525,000.
- On August 16<sup>th</sup>, the Town Clerk attended a seminar at the State Capitol sponsored by the State Election Enforcement Commission (SEEC) regarding campaign finance.
- On August 24<sup>th</sup>, the Town Clerk attended the lottery conducted by the Registrars of Voters to determine the order of candidates' names on the November election ballot.
- 9 Notary Public commissions and 7 Trade Names were filed.
- 204 mortgages, 215 releases & 35 assignments were recorded. 32 liens were filed, 8 survey maps were catalogued; 74 Warranty Deeds and 36 Quit Claim deeds were filed.
- 9 Burial and 3 Cremation Permits were issued; 72 certified copies of vital records were prepared.

**Data Summary--August 2007**

	<u>August 2007</u>	<u>August 2006</u>	<u>FY 2007-08 To Date</u>	<u>FY 2006-07 to Date</u>
Land Record Documents	664	695	1242	1257
Dog Licenses Sold	100	77	366	247
Game Licenses Sold	160	122	339	153
Vital Statistics				
Marriages	19	23	48	46
Civil Unions	0	0	1	0
Death Certificates	23	17	43	33
Birth Certificates	10	13	24	38
Total General Fund Revenue	\$ 71,625.79	\$ 83,722.29	\$ 123,422.10	\$135,162.94
Town Document Preservation	\$ 1,232.00	\$ 1,331.00	\$ 2,310.00	\$ 2,422.00
State Document Preservation	\$ 1,232.00	\$ 1,336.00	\$ 2,318.00	\$ 2,434.00
State Treasurer (\$26 fee)	\$ 16,016.00	\$ 17,238.00	\$ 29,926.00	\$ 31,330.00
Locip	\$ 1,848.00	\$ 1,989.00	\$ 3,453.00	\$ 3,615.00
State Game Licenses	\$ 3,011.50	\$ 4,251.50	\$ 6,687.50	\$ 4,731.50
State Dog Licenses	\$ 694.50	\$ 573.50	\$ 2,410.00	\$ 1,758.50
Dog Licenses Surcharge	\$ 246.00	\$ 182.00	\$ 880.00	\$ 671.00
Marriage & CU Surcharge	\$ 361.00	\$ 285.00	\$ 684.00	\$ 589.00
<b>Grand Total</b>	<b>\$ 96,266.79</b>	<b>\$110,908.29</b>	<b>\$ 172,090.60</b>	<b>\$182,713.94</b>

**POLICE DEPARTMENT**

- Two Certified Officers, Arkadiusz Petlik and Ryan Deane, and entry level Police Officer candidate Gerry Lacasse were sworn in on August 13<sup>th</sup>.
- Officers Gerry Lacasse and Timothy Rinaldo began training at the Connecticut Police Academy (POST) on August 27<sup>th</sup>. A February 2008 graduation is expected.
- One hundred applications for the Public Safety Dispatcher position were received. A Public Safety Dispatcher Practical Test was administered to 17 candidates on August 2<sup>nd</sup>. Oral Interviews were conducted on six candidates. From this process, two candidates moved on to background checks. Russell Garuti was offered the position.
- The Community Service Unit (CSU) met with the principals and vice principals of John Wallace Middle School and Martin Kellogg Middle School, along with the curriculum supervisor. The meeting was a planning and strategy session regarding DARE.
- The CSU received several complaints of traffic violations in neighborhoods and various intersections in August. Specific attention was given to Connecticut Avenue, Goodale Drive, Culver Street, Kitts Lane, Littlebrook Drive, and Dowd Street.
- The CSU continued to investigate a number of bad check and larceny complaints stemming from check fraud. On August 14<sup>th</sup>, the CSU worked alongside a Vernon Police Department Detective in a large check fraud case. A confession was obtained and numerous cases were solved in Newington and in Vernon. A number of other bad check and fraud cases were documented and several arrest warrants were submitted to the New Britain Superior Court for review.
- The CSU assisted the New Britain Police Department and New Britain Police Explorers in a Crisis Negotiation seminar on August 20<sup>th</sup> at New Britain High School. Crisis Negotiators from across the state attended, and members of the FBI and other experts spoke at the event.
- 64 offenses were the subject of investigation by Detective Division personnel

**Patrol Calls for August**

Assault IP	5	Fire Vehicle	2	Noise Complaint	25
Assault Report	4	Fire Water	1	Police Notification	4
Assist Other PD	29	Fingerprint	46	Open Door / Window	4
Bad Check NSF	2	Fireworks	9	Parking Violation	6
BOLO	7	Follow Up	31	Property Found	23
Bomb Threat	1	Harassment	18	Property Lost	7
Breach IP	19	Hazardous Condition	22	Recovered MV	6
Breach Report	3	Illegal Dumping	4	Robbery Report	1
Burglary IP	2	Indecent Exposure	1	Serve Subpoena	1
Burglary Report	9	Intoxicated Person	12	Serve Warrant	32
Car Seat Install	4	Juvenile Complaint	50	Sexual Assault	2
Check Location	109	K-9 Call	11	Special Detail	37
Clear Lot	40	Landlord / Tenant Dispute	2	Stolen MV	10
Court Detail	29	Larceny From MV	46	Sudden Death	2
Criminal Mischief IP	7	Larceny IP	15	Suicide	1
Criminal Mischief Report	39	Larceny Report	57	Suicide Attempt	3
Customer Dispute IP	13	Liquor Law Violation	1	Suspicious Activity	130
Customer Dispute Report	5	Directed Patrol	56	Suspicious MV Occ.	27
Dog Complaint	49	Lockout MV	3	Suspicious MV Un-occ.	4
Domestic IP	45	Lockout Residence	3	Threat IP	1
Domestic Report	13	Medical Emergency	161	Threat Report	1
Drug Investigation	6	Missing Person	4	Town Ordinance Viol.	1
DUI	7	MV Abandoned	10	Traffic Stop	522
Emotionally Disturbed Person	11	MVA Evading	17	Trespass IP	6
Police Escort	30	MVA Injury	19		
Fire Alarm	17	MVA Property	96	TOTAL FOR NPD	2,373

**UCR/NIBRS Selected Crimes**

July 2007

July 2006

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	-0-	0	-0-
Forcible Rape	0	-0-	0	-0-
Robbery	1	\$127	3	\$2,348
Assault	17	-0-	14	-0-
Burglary	25	\$66,728	15	\$19,063
Larceny Theft	60	\$20,187	65	\$29,552
Auto Theft	7	\$31,500	9	\$86,151
Totals	110	\$118,542	107	\$137,114

- In July 2007 the Police Department arrested 94 adults: 2 for robbery, 15 for assaults, 8 for burglary, 7 for forgery and fraud, 19 for larceny, 9 for narcotic violations, 4 for DUI, 2 for vandalism, and 28 for other miscellaneous offenses. Sixteen persons under the age of 18 were also arrested or referred for criminal acts: 2 for assaults, 2 for burglaries, 6 for larcenies, 1 for weapon violation, 2 for drug violations, and 3 for miscellaneous violations.

**FIRE DEPARTMENT**

The Fire Department responded to 46 alarms/emergencies as follows:

	<u>August 2007</u>	<u>2 months Cum.</u>
Residential	13	29
Commercial, Industrial, Office	6	11
Hospital, School	0	1
Vehicle	2	6
Rescue, Police Assistance	1	2
Dumpster, Rubbish, Grass, Brush, Leaves	5	6
Hazardous Materials/Clean up	1	5
Investigative Alarm	15	38
False Alarm	0	0
Mutual Aid/Standby	0	3
Carbon Monoxide Investigation	3	5
Water Related Incidents/Pump-Outs	0	0
Total	46	106

Training Summary:

		Members	Hours
Haz-Mat Training	Haz-Mat Operations Certification	2	32
	Firefighter 1 – NFPA 1001	7	1,008
Fire Service Instructor		1	56
ICS Training	100, 200, 700	8	32
Multi-Company Training	Live Fire Training at Tower	32	96
Firehouse Software Training		8	32
Total			1,240

**FIRE MARSHAL**

The Fire Marshal's Office completed the following activities during the month of August:

Inspections	28
Inspection Follow-Ups	32
Plan Review	8
Job Site Inspections	17
Underground Tank Removal	1
Fire Investigations	3
Fire Alarm Trouble	1
Complaints	8
Haz/Mat	0
Bomb Threats	1
Blasting	3

- Fire Marshal Chris Schroeder attended the monthly meeting of the Men's Breakfast Club at Cedar Mountain Commons and provided a general overview of the department.
- Fire Marshal Schroeder and Deputy Fire Marshal Dave Woods conducted a firehouse tour and fire prevention program for the children in the Parks and Recreation summer program.
- Deputy Fire Marshals Woods and Tim Muisener conducted fire extinguisher training for all school cafeteria workers and the staff at John Paterson School.
- Fire safety inspections were conducted at all public and private schools during the month. All were found to be in reasonable compliance.

Incidents:

- Deputy Fire Marshals Guy Pelletier and Sherry Rusbarsky, the Newington Police Department and the Hartford Bomb Squad responded to a report of a hazardous device in the wooded area off of Main and Brookside Road.

## **HIGHWAY DEPARTMENT**

- The finishing touches were applied to Stonehedge Drive as crews installed curbing, paved driveway aprons and applied topsoil. Parks & Grounds assisted the Highway Department by hydro-seeding the project.
- Highway personnel completed several small maintenance projects at the Highway Department, at the rear of the Police Department and in other areas. Bituminous patching, sweeping and storm water basin repairs were completed as well.
- Highway crews paved a small area on Thomas Street by Hartford Avenue to smoothly transition recently installed sidewalk handicap ramps.
- During the month of August the Sanitation Division scheduled 788 bulky items and 66 metal items for weekly pick up. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- Mechanics began the seasonal maintenance of all leaf collection equipment including leaf vacuum trailers, leaf collection boxes and dump trucks. Routine preventative maintenance as well as emergency repairs were conducted as needed on Town vehicles and equipment.

## **ENGINEERING DEPARTMENT**

- Along with representatives from the Department of Transportation (DOT), performed a final inspection of the Maple Hill Avenue and Church Street project. The inspection confirmed that all work performed on this project was done in accordance with the plans and was acceptable.
- Submitted a final reimbursement request to DOT in the amount of \$36,650.11 for payments made towards the Maple Hill Avenue and Church Street project.
- Anthony Ferraro, Town Engineer, attended a seminar coordinated by the Department of Environmental Protection regarding the flood insurance program and the need for towns to continuously monitor construction activities proposed in flood plains.

## **TOWN PLANNER**

### Town Center STEAP Grant:

- The project streetscape contractor, GEG, has secured ConnDOT Encroachment Permit for work within the Main Street right-of-way. Survey and "Call Before You Dig" mark outs have been completed. Construction work will begin the week after Labor Day with pavement cutting and sidewalk removal.
- All easements for work and placement of decorative lighting in front of Banknorth, CVS and Keeney Manufacturing have been signed by the property owners.
- DECD has approved the Town's guidelines for the façade loan component of the STEAP grant. Approximately \$150,000 will be available for two of the three loans which will be capped at \$75,000. The STEAP Façade Program guidelines will require property owners who are awarded loans to complete all improvements and certify payment prior to the Town's loan closing. Public advertisements and notices were sent in August to property owners within the Business District to solicit applications which are due by September 14<sup>th</sup>.

### 690 Cedar/National Welding – EPA Brownfields Grant:

- The Town Attorney's office was successful in gaining court approval for access onto the National Welding property. During August, Fuss & O'Neill mobilized its field crews to proceed with the Phase III soil and water sampling. The collection of this data will begin in September.
- Another Brownfields Grant project that will begin in September is the Phase I Assessment for 21 Boulevard, a blighted foundry building that is an eyesore to the surrounding residential area. The Town Planner has been working with the property owner to gain permission for Fuss & O'Neill to enter this property, which was granted August 6. On August 14<sup>th</sup> the Town Council authorized the Town Manager to use the Brownfields Grant to pay for assessment reports.

### Development Projects

- Newington Business Park – I.C.S. was approved for a 70,000 sq. ft. expansion and five acre outside storage area.



- Hayes-Kaufman Developers – a 6 acre property at the corner of Fenn Road and Cedar Street was approved for Special Permit for site grading.
- L. A. Fitness Center – seeking Special Exception health club use of 50,000 sq. ft. Stickley Auidi Furniture Store.
- Newington Business Park – Request for acceptance of Alumni Road as a Town Road.
- Greene’s Way Subdivision, Maple Hill Avenue - revised plans submitted for eight lot residential subdivision, reduced from 10 lot development.

### **BUILDING DEPARTMENT**

- Two permits were issued for new residential houses (35 Walnut Street and 85 Waverly Drive).
- Permits issued for the Town of Newington were:
  - A building permit for the Volunteer Ambulance Corps facility at 71 John H. Stewart Drive for an interior wall.
  - A building permit for a 20 x 12 shed for the Newington Midget Football League at Balducci Way.
  - A roofing permit for a new roof at the Parks Garage on 679 Willard Avenue.
  - A building permit for the Young Farm at 282 Church Street to demolish a section of the present carriage house to accommodate the 17 feet needed for the new structure (excavate, lay foundation with crawlspace, build the structure to code with a handicap ramp with a roof).
  - A plumbing permit to install a new 100 gallon gas water heater and re-pipe the gas line for the Martin Kellogg School at 156 Harding Avenue.
- Twelve Certificates of Occupancy were issued in August, ten for single family houses (130 Summit Street, 146 Sterling Drive, 152 Sterling Drive, 43 Vivian Street, 9 Chaplin Street, 158 Sterling Drive, 15 Chapman Street, 164 Sterling Drive, 3 Chaplin Street and 5 Chaplin Street) and one for a duplex residence (101-103 Beckley Street). One Certificate was for a storage building at 125 Stamm Road.

Building Inspectors completed a total of 529 inspections: Above Ceiling (4), Alarm (3), Chimney (2), CO (27), Code (9), Decks (3), Drains (2), Electrical (102), Final (2), Fire Wall (2), Footings (57), Foundation (45), Framing (49), Garage (2), Gas Line (22), Gypsum (8), Hood (1), Insulation (22), Mechanical (45), Piers (2), Plumbing (42), Pool Bonding (1), Pools (7), Ramp (2), Rebars (2), Roofing (5), Rough (38), Sheathing (2), Sheds (2), Siding (2), Sill (4), Site (4), Sprinkler (5), Water Proof (4).

### **Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	31	\$ 971,574
Deck	6	58,610
Demolition	1	5,600
Electrical	43	176,775
Fence	0	0
Fire Suppression/Sprinkler	3	57,750
Footing/Foundation	0	0
Fuel Tank	1	1,500
Garage/Shed	3	7,900
Mechanical	25	188,340
New Commercial	0	0
New Residential	2	568,196
Plumbing	27	140,400
Pool	3	7,625
Roofing/Siding	26	388,522
Sign	3	14,100
Tent	0	0
Trailer	1	5,000
Total	175	\$2,591,892

Permit Value Comparison for August:

	2007	2006
Value of Permits Issued	\$2,591,892	\$5,884,534
Building Permit Fees Received	\$29,947	\$68,395
Other Income Fees	\$1,971	\$1,171
Building Permits Issued	175	210

Total Value of Permits and Permit Fees:

2007-2008		2006-2007	
Value	Permit Fee	Value	Permit Fee
\$7,556,956	\$82,985	\$10,410,245	\$120,946

**HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)**

- Greg Mattus, Sanitarian, received training on the use and proper fitting of a “HEPA” (High Efficiency Particle Air filter) face mask respirator. The training included when, where, and how to use a respirator, as well as how to properly fit the mask to the face. Testing was done with a smoke irritant to ensure the mask was fitted and working properly.
- Conducted several public swimming pool and food service inspections with Wethersfield Sanitarian Rebecca Drew. District inspectors conduct joint inspections periodically to ensure codes and ordinances are enforced equally and consistently throughout the district.
- Performed soil testing and received training from Berlin Sanitarian Tamara Liberatore. Soil testing is done prior to installation / repair of a septic system to ensure the soils in the ground are capable of receiving and treating sewage that is applied to it.
- Met with MDC staff and owners of a local business to inspect a privately owned sewer line that has had repeated blockages and overflows. Repairs are to be made so that sewage does not back up onto the ground and pose a health risk.
- Completed a final round of public swimming pool inspections. Public swimming pools include those at condos, apartments, health clubs, and Town-owned pools.
- Attended customer service training class at the Rocky Hill Town Hall. Topics included were: knowing who your customer is, communicating effectively, dealing with conflict, and basic telephone, voicemail, email etiquette.
- Nancy Brault, Chief of Environmental Health Services, attended the Environmental Quality Commission meeting and reviewed the Newington Energy Task Force program initiative, restarting the “Adopt-a-Road” program, and recycling/landfill issues.
- Held environmental staff meeting to discuss food service inspections and glove use, the development of a Food Safety Training Program for food service workers, and a health education initiative related to environmental health issues.
- Investigated Newington Tilcon/Balf Company noise complaint. A reenactment of truck noise on site was used to measure noise levels received on Bushnell Avenue. Noise levels were found to be within acceptable limits.
- Provided on site training and “CCHD Food Establishment Handbooks” to class III and IV food service establishments in Newington. Discussed Qualified Food Operator responsibilities to include: food worker training on hand washing and glove use, Norovirus alert, cleaning and sanitizing, and recognizing foods most associated with food allergies.
- Assisted Newington Building Department with Constance Leigh Drive mold complaint related to faulty drainage of air conditioning unit.
- The Connecticut Agricultural Station reported that mosquitoes trapped in Newington (Churchill Park) tested positive for West Nile Virus. In response to this report, educational materials were provided to the Town Manager and the Parks and Recreation Department. The Churchill Park Pond was inspected for the presence of mosquito larvae, and larvacide was deposited in catch basins surrounding Churchill Park.
- Coordinated Health District response to FDA and Connecticut Department of Public Health notifications of a spinach recall due to Salmonella.

## **HUMAN SERVICES**

- Human Services remained extremely active handling complex cases and preparing for fall programs.
- The department was informed that the Connecticut Youth Services Association will recognize "Warm Hands, Warm Hearts" as their Program of the Year. A presentation will be made October 26.
- Coordinator Karen Futoma and Social Worker Carol LaBrecque began preparing for the Holiday Food, Toy and Gift Program, sending information to civic, school, religious, business organizations and volunteers who support the program each year.
- The Joint Committee on Community Safety was organized and held two meetings, with Director Ken Freidenberg providing staff support.
- Director Freidenberg collaborated with Wethersfield and Rocky Hill to submit a \$2,000 proposal to Democracy Works to enhance the Tri-Town Youth Leadership Project through "Community Conversations."
- The Youth-Adult Council is actively following up on the April 30 Town Meeting and is planning a Community Forum on October 25 to address Bullying and Violence Prevention. They will introduce 6FI (Six Feet of Influence).
- The following positive youth development activities and programs were provided and supported by Coordinator Karen Futoma and Youth Worker Rik Huggard.
  - The Youth Adventure Program had a very successful summer with a wide variety of social, cultural and adventure based activities. Participants, mentors and staff had an enjoyable time with many positive experiences.
  - Invitations for the Tri-Town Youth Leadership banquet scheduled for September 27 were sent. The theme is "Empowering Youth in our Communities."
  - The fall SCORE after-school program for middle school students brochures were completed and will be distributed to students the week of September 4. They are also available at Parks & Recreation, the Library and in the Human Services Department.
  - The Challenge Ropes course was also very busy with new groups including two Waterbury youth organizations, Trinity, Central and Sacred Heart Colleges/Universities in addition to department and several Youth Service Bureaus in the region.
- The Youth and Family Counseling Program handled 7 new referrals with an active caseload of 44. There were 2 inactive and 1 closed cases. Staff and contractors conducted 98 clinical therapy sessions and made 86 contacts with families and other agencies.
- Coordinator Chris Salvio and Director Ken Freidenberg attended the Education Department's three-hour in-service anti bullying training presented by Dr. JoAnn Freiberg, who will also help facilitate the Youth-Adult Council program on October 25.
- Information and Referral requests responded to 218 calls or walk-ins.
- The Social Casework Program had an active caseload of 75 with 16 new referrals. Presenting issues included housing, mental health, health, financial and basic need assistance, substance abuse, domestic conflict and elderly neglect.
- This month the Food Bank assisted 86 households and the monthly outdoor market co-sponsored with Food Share served 58 households. The Special Needs Fund approved 22 requests for basic need assistance, of which 12 were seniors. The top needs were energy, medical and medication assistance and housing.

### **August 2007 Statistics**

Selected Programs	FY 07-08 Undp. Total This Month	FY 07-08 Undp. Total Last Month	FY 07-08 Cum. Undp. Total YTD	FY 06-07 Cum. Undp. Total YTD
Youth and Family Counseling	44	34	44	44
Positive Youth Development	392	543	935	1,090
Youth Works (Job Bank)	4	5	9	4
Information and Referral	218	292	510	329
Social Casework Cases	75	67	83	93
Under 55 = 30				
Over 55 = 45				
Food Bank Participants	83	83	166	152
Special Needs	22	20	42	43

## **SENIOR AND DISABLED CENTER**

- Newington Health Care Center sponsored the annual Ice Cream Social on August 21<sup>st</sup>. There were more than 140 in attendance, setting a scooping record.
- A representative from DPUC spoke about the deregulation of electric companies and a CL&P program offering rebates to consumers who cut their electricity usage from the previous year during the summer months.
- Special health programs this month included: Aging and the Healthy Eye, presented by ophthalmologist Dr. William Maron and sponsored by VNA Healthcare, Memory Issues: When to Worry, presented and sponsored by Newington Health Care Center and a brunch and learn program entitled Arthritis and Chair Exercise, sponsored by Andrew House Health Care.
- The Center currently has 3,677 members with 15 new members joining in August. Center staff began plans for implementing a new membership structure to begin in September.
- Through a grant from Jefferson House Good Samaritan Fund, plans are underway to develop a Brain Fitness Center. Studies show that the same “use it or lose it” mentality that has long applied to physical fitness also applies to mental fitness.
- A new Dial-A-Ride schedule is being tested to accommodate for the closure of Food Mart. Additional trips to other groceries stores have been added to determine demand. To this point, there do not seem to be any problems.

### **Dial-A-Ride**

### **Wellness Clinic**

### **Senior Café**

Trips	Miles	On-site	Off-site	Meals Served
1,234	3,905	78	11	1,196

### **Project Homeshare**

	Current Matches	Providers	Seekers	Counseling Calls
Newington	4	13	7	3
Other Comm.	4	53	73	16

## **PARKS AND RECREATION**

### **Administration**

- Wendy Rubin, Superintendent of Parks and Recreation, completed the edits to the Action Plan component of the Master Plan.
- Superintendent Rubin met with the electrician to inspect and test the light levels at Memorial Field to complete the project.
- Ms. Rubin attended meetings of the West Meadow Cemetery Expansion Project Building Committee, CIRMA Sports Liability Task Force, and Mid-State Recreation Directors.
- Recreation Supervisor Kristine Kravontka joined the Superintendent and many members of the Newington Greenways Alliance to hike to Young Farm property to determine the scope of work needed for the trail system.
- Preschool Director Marilyn Janelle and Head Teacher Patricia Jarvis attended a workshop on Daycare Emergency Preparedness.

### **Recreation Division**

- The lower level of the United Church of Christ Congregational was renovated for the Creative Playtime Preschool Program. Over 50 parents attended an open house.
- The Summer Concert Series sponsored by Data Mail concluded its season.
- A total of 269 summer programs, sessions and classes were offered and 4,337 individuals were registered, comparable to last season.
- The 2<sup>nd</sup> Annual Dog Daze at Mill Pond Pool was held after the pool closed for the season. Approximately 60 dogs and owners attended.
- The Frank O'Rourke Fun Runs were held on six Wednesday evenings; attendance was up with 25 to 35 runners in each race.

- Approximately 570 children participated in the Learn to Swim Program; 400 residents participated in specialty programs such as Recreation Swim Club, Little Swimmers, Adult Swim Lessons, and Party in the Park. A total of 13,202 people visited the pools during recreation swim this summer. 1,564 pool passes were issued which is up from last year (1,331).
- The Summer Playground Program finished the season with a trip to Lake Compounce, Talent Show and a hike at the Hublein Tower. The summer of 2007 had 401 registrations, a 9% decrease in participation over last year. The 1<sup>st</sup> and 2<sup>nd</sup> grade program site had moved from the Community Center to Ruth Chaffee, which is a much smaller venue. The Playground Pals program had a total of 265 registrations, a 28% increase.
- New camps began in August and included a Summer Performing Arts Camp, Skyhawks Sports Camp, Mad Science Camp, and Volleyball Camp.
- New programs for the fall include three new Music Together classes, three new pre-school aged programs (Techtots, Mad Science, & Exploring Art), extended Birthday Party timeslots, Sound Healing Meditations, Therapeutic Massage for Couples, Introduction to Bodyrolling, Gardening Lecture Series, Pilates, Adult Holiday Art Workshops, Drawing Textures, and Introduction to Ballroom Dance for Wedding Couples.
- New bus trips are scheduled for the fall - New York City "On Your Own" and Sunday Afternoon at the Breakers in Newport, RI.

### **Parks and Grounds**

- Baseball ended and Division personnel prepared fields for fall usage. Soccer, football and field hockey fields were established at various sites throughout town.
- The August pruning program at schools was conducted with the assistance of seasonal personnel. Shrubbery was trimmed and various minor landscape improvements were implemented.
- The Division cleaned and repaired an area at the Congregational Church on Main Street for the preschool program's use and repaired fences, gates, and spread 70 yards of play mulch in the enclosure.
- Two Division members were assigned for hydroseeding on Stonehedge Drive to complete a Highway Department rebuilding effort.
- Roadside mowing combined with herbicide applications was used to remove growth over roads and guardrails throughout the town to maintain sightlines and deal with safety concerns.
- A major effort was made to edge and remulch one of the sections at West Meadow Cemetery with over 140 cubic yards of mulch applied. Additional work along the sidelines of the cemetery is to be conducted this fall.
- There were eight interments in Town cemeteries during the report period.

### **LIBRARY**

- GET A CLUE @ YOUR LIBRARY, the summer reading program for children, teens, and adults, came to an end. Over 1,300 children, 87 teens, and 420 adults read throughout the season and marked their progress in various ways. A finale for teens included an auction; adults were treated to a grand prize drawing of a basket of donated items. Children will receive certificates in the fall at school.
- Children, their parents, and caregivers attended 26 literature-based programs during August. Highlights included the Library Sleepover, the Buddy Bake-off, and the Skating Party. 1,007 children were involved in these and other events.
- Topics of note that were researched this month included:
  - Books on making time capsules to use with a fourth grade class.
  - Where to buy pool alarms.
  - Where Lydia Stoddard is buried.
  - Guide to cosmetic ingredients.
- Nine programs were held for 289 adults and teens. Highlights included a four part movie series, a movie program for teens, and book discussion groups.
- 6,566 reference questions were answered. Use of the Internet computers, games computers, and personal computer use was again extremely high.
- In technology matters, teen librarians continue to add to the teen reading blog that can be found on the library website. A plan to link it to the middle schools so that book reviews can be blogged by students is in the works.

- Circulation of library materials continues to be high, as 40,002 items were circulated. 27,000 people used the building, averaging 1,000 each day. 1,163 items were added to the collection, and almost 200 items were mended by volunteers who logged in 99 hours.
- In anticipation of the new school year, a procedure for use of the library facility by tutors and their students was devised and distributed to the schools. A registration system was set up and designated spaces identified for use by these groups. The Community Room will be available at various times in order to give more space to them as well.
- The annual new teacher orientation was given for 32 educators who are entering the Newington system. Demonstrations of electronic resources and a tour, new library cards and explanations of tutor procedures, etc. were on the agenda.
- Building issues involved the termination of the new cleaning service contract. The second lowest bidding contractor was then hired. Preparation work is proceeding on the roof repair that is expected to be completed by late fall.
- Behavior issues and theft continued to mar an otherwise successful summer season. Most disturbing was the theft of three laptop computers - two belonging to the library and one belonging to a patron. A police investigation is ongoing. Also being stolen is a significant number of magazines from the circulating collection. Steps are being taken to secure the current editions of the more popular magazines.
- After over ten years of work in the Children's Department, Library Technician Kathy Hoefer submitted her early retirement papers. The position is now posted, and the hiring process will continue into September. Also, two new Circulation substitutes were hired in August to fill vacancies.