



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: June 20, 2008  
Re: Monthly Report – May 2008

#### 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:

- Attending meetings with representatives from the Metropolitan District Commission (MDC), the Capitol Region Council of Governments (CRCOG) and the Connecticut Resource Recovery Authority (CRRA).
- Appeared before the Charter Revision Commission with Finance Director Ann Harter to discuss the portions of the Charter dealing with financial matters.
- Met with a local business to resolve a tax matter.
- Conducted interviews for the Dial-A-Ride Driver position.
- Met with representatives from DECD, Larry Wagner Associates, New Samaritan Corp. and Town Planner Ed Meehan to discuss the affordable, age restricted housing application.
- Attended the Mid-State Collaborative meeting for Town Managers/Mayors and State Representatives in Berlin.
- Helped serve at the Senior and Disabled Center Volunteer Dinner, attended the Chamber of Commerce Awards Dinner, and the Scholar's Breakfast at Newington High School.
- Spoke before the Senior Club at the Senior and Disabled Center.
- Attended Memorial Day Ceremonies at the Newington Veterans Hospital and at Town Hall.
- Met with a representative of CGI, a company in the process of soliciting businesses to advertise on a video which they will produce about Newington which will have a link on the Town's website.
- Attended the CTCMA Conference in Norwich.

Paid overtime for the month of May 2008 was as follows:

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	124.00	\$ 5,030.47
Weekend Stand-by and Call-in	20.00	724.92
Road Maintenance	54.30	2,065.17
Landfill	12.00	418.23
Traffic Division	9.80	539.77
Badger Field/High School	25.50	976.65
Louis Street	131.50	5,062.70
Total	377.10	\$14,817.91

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@newingtonct.gov  
www.newingtonct.gov

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Weekend	28.00	\$ 1,264.00
Tennis Preparation	184.00	7,889.92
Herbicide Application	90.00	3,859.20
Gardens	20.00	857.60
Cemetery Operations	21.00	900.48
Mowing	60.00	2,572.80
Turf Preparation	14.00	600.32
Tree Removal	12.00	514.56
Miscellaneous	17.00	728.96
Total	446.00	\$19,187.84
<b>POLICE DEPARTMENT</b>	<b>2007-08 Budget Overtime Appr.*</b>	<b>Overtime Expended Fiscal Year to Date</b>
Administration	\$ 4,167.00	\$ 2,400.52
Patrol	727,443.00	616,603.17
Investigation	76,000.00	66,683.56
Communication	113,986.00	107,187.20
Education/Training	90,026.00	73,101.10
Support Services	22,247.00	22,601.93
School Resources Officer Grant	14,580.00	11,768.95
Animal Control	11,706.00	6,141.48
Total	\$1,060,155.00	\$ 906,487.91

\*Reflects several mid-year transfers

## **PERSONNEL**

- Officer Claude Steiner was appointed as a Master Police Officer.
- Wayne Kornbrath and Jamie Thompson were sworn in as Newington Police Officers on May 27. Both are certified officers and are currently in the FTO (Field Training Officer) Program.
- Testing and interviews were conducted for the Account Clerk II position in the Finance Department. Cindy Campbell will be transferring from the Board of Education on June 23.
- Clerk Typist III Nel DeCapua from the Assessor's Office announced her retirement effective July 4, 2008. Nel has been an employee of the Town of Newington for 50 years, having worked for both the Board of Education and the General Government.
- The closing for the Librarian I - Teen Services position was May 23. Interviews will be held on June 9.
- After an Oral Panel and interviews with Dianne Stone, Director of the Senior and Disabled Center, and me of the top candidates for the 25 hour Dial-A-Ride Driver position, the position was offered to Michele Almarode of the School Transportation Department, effective June 18.
- Assistant Superintendent of Highways Tom Molloy was appointed as Highway Superintendent to fill the vacancy created by the retirement of Frank Sanzo.
- Sue Sablosky, Groundskeeper I, submitted her notice of retirement effective July 19, 2008.
- The full-time Assistant Town Clerk position became available during the month. The current part-time Assistant Town Clerk was offered the position full-time effective May 29. The part-time position will be advertised.

## **RISK MANAGEMENT**

The tenth 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 April 2008 came in at \$711,320.

The cumulative estimated claims for ten months were \$7,255,380; actual paid claims are \$6,413,554.

## **FACILITIES MANAGEMENT**

- Equipment designs have been completed for all long lead items on the Town Hall Heating System and manufacturers have been identified for bid solicitation. Design of the construction documents will be completed in June.
- All air conditioning equipment has been serviced and placed back into operation for the cooling season. Several problem areas have been identified and parts ordered for failed equipment in the Police Department building.
- Roof repairs have been completed on the Engineering wing of the Town Hall and continue on other problem areas.
- The Facilities group completed 46 formal work orders during the month of May in addition to scheduled maintenance and project work assignments.
- All of the Town bus shelters have had new vision panels installed and this project is now complete.
- Carpet specifications have gone out and bids will be solicited for the new carpet installation in the Senior and Disabled Center. This installation will likely occur during the month of July.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- The Town's Service Center (Town Website) logged 44 requests for service.
- Ten computer viruses/Trojans were detected, quarantined or deleted during the month.
- 6,112 unsolicited SPAM emails messages were blocked.
- The Town's website had approximately 26,545 visits during the month, 72,008 page views with an average of 2.71 pages viewed per visit. The Town Home Page, Lucy Robbins Welles Library and Parks and Recreation were the most frequently visited.
- Microsoft Internet Explorer 7 was successfully deployed to all Town computers running Windows XP Professional or Server 2003.
- Microsoft Service Pack 3 for Windows XP Professional was successfully deployed to all Town computers requiring this update.
- Work continues on a new network design involving network switching components (Virtual Local Area Networks, Access Control Lists, and Routing) and firewall rules.
- Work continues on the setup and configuration of the MySeniorCenter project to be used by the Senior and Disabled Center and web access to the Assessor's property system and the Town Clerk's Indexing System.

## **FINANCE**

### **Accounting and Administration**

- Finance Director Ann Harter attended the Connecticut Pension Plan Forum on May 1<sup>st</sup> and the Charter Revision Commission meeting on May 22nd.
- The 2007-08 year end closeout began with an analysis of General Fund expenditures projected through June in order to identify any potential shortfalls. A report for year end transfers was completed as part of the June Town Council transfers.
- The School Transportation Grant was received during the month in the amount of \$374,870.

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)** 5/31/2008

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2007-08</u>	<u>Year to Date</u>	
General Fund	\$1,425,000	\$1,367,530	\$34,687,647
Special Revenue Funds	\$138,000	\$124,458	2,203,313
Capital Projects Funds	\$18,000	\$17,274	642,953
Internal Service Fund	\$88,050	\$155,187	4,418,864
Trust and Agency Funds	\$64,000	\$44,073	<u>1,374,815</u>
TOTAL, ESTIMATED BY FUND			\$43,327,592

INVESTMENTS, BY INSTITUTION TYPE

Unaudited)

5/31/2008

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	2.31	2.43	36,505	38,876	\$16,743,331
CLASS PLUS	2.11	2.31	11,913	12,421	5,346,511
Financial Investor Trust	1.92	2.51	6,560	6,560	3,826,158
Bank North	1.86	2.11	13,163	14,436	8,413,977
Sovereign Bank MM	2.40	2.69	18,346	19,755	<u>8,997,615</u>
Total Outstanding Investments					\$43,327,592

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the month of April.
- Pro rated assessments were completed on new construction and given to the Tax Collector for additional tax billing.
- The elderly tax relief applications for the State and Town benefit were completed and entered into the database.
- Five real estate properties that were issued Certificates of Occupancy were inspected and assessed.

**Revenue Collector**

- Tax Office staff completed coding for the tax files on real estate accounts being escrowed for mortgage companies and banks. They have also coded the real estate, personal property, and motor vehicle accounts to indicate back taxes are still due on the open accounts.
- The Revenue Collector's website was updated with a "Pay Your Taxes On-Line" link to the Official Payments website to accept credit card payments.
- Liens were filed with the Town Clerk's Office against 208 real estate property owners for unpaid taxes.
- The Veterans' Exemption Program Report amounting to \$29,906 for 240 veterans was signed and submitted to the Office of Policy and Management.
- Efforts were coordinated between the Revenue Office and Quality Data Service in preparation of the bills for the 2007 Grand List.
- The Motor Vehicle Department submitted address changes to the Tax Office for 2,211 tax bills which were processed manually.
- During the month, \$230,506 was collected on the current levy.

**PURCHASING**

BID NO. 9, 2007-08, TRIPLE COMBINATION PUMPER ENGINE

Opening Date: May 1, 2008

Bidder	Address	Base Bid
Pierce Manufacturing Inc.	Appleton, WI	\$483,400

The bid was awarded to Pierce Manufacturing.

BID NO. 10, 2007-08, SALT SHED FOUNDATION

Opening Date: May 13, 2008

Bidder	Address	Base Bid
Masse Construction	Unionville	\$47,190

The bid has been awarded to Masse Construction.

BID NO. 11, 2007-08, RESERVOIR ROAD/ANNA REYNOLDS SCHOOL DRAINAGE IMPROVEMENTS

Opening Date: June 12, 2008

BID NO. 12, 2007-08, MEMBRANE COVERED SALT SHED

Opening Date: June 18, 2008

**TOWN CLERK**

- 635 documents were filed on the land records during May. \$663,616.59 was collected in State conveyance tax and \$27,914.97 was collected in Town conveyance tax. There were 10 residential sales each over \$300,000.
- 105 deeds were filed; 217 mortgages and 58 liens were recorded. There were 258 releases placed on the land records. 21 Lis Pendens were documented.
- The office catalogued 7 Notary Public commissions and issued 84 certified copies of vital records. 6 cremation certificates and 6 burial permits were issued. The office indexed 6 Trade Name certificates and recorded 6 liquor permits.
- On May 13, the Town Clerk attended a vendor-sponsored program outlining the next phase of technology for the land record indexing system.
- On May 14, the Town Clerk participated in an Oral Board for the Assistant Town Clerk position in West Hartford.
- The Assistant Town Clerk attended a seminar on vital statistics sponsored by the Connecticut Town Clerks' Association on May 20.

**Data Summary—May 2008**

	<u>May 2008</u>	<u>May 2007</u>	<u>FY 2007-08 to Date</u>	<u>FY 2006-07 to Date</u>
Land Record Documents	635	607	5,693	6,625
Dog Licenses Sold	8	15	546	489
Game Licenses Sold	401	690	2,333	3,570
Vital Statistics				
Marriages	15	14	204	213
Civil Unions	0	0	5	1
Death Certificates	21	31	281	313
Birth Certificates	15	24	260	240
Total General Fund Revenue	\$ 44,822.97	\$ 60,703.68	\$ 668,843.18	\$705,808.46
Town Document Preservation	\$ 1,104.00	\$ 1,246.00	\$ 11,695.00	\$ 12,712.00
State Document Preservation	\$ 1,082.00	\$ 1,246.00	\$ 11,676.00	\$ 12,742.00
State Treasurer (\$26 fee)	\$ 13,962.00	\$ 16,198.00	\$ 150,670.00	\$164,892.00
Locip	\$ 1,611.00	\$ 1,869.00	\$ 17,385.00	\$ 19,025.00
State Game Licenses	\$ 7,870.00	\$ 3,251.00	\$ 44,944.50	\$ 35,725.00
State Dog Licenses	\$ 49.00	\$ 1,745.00	\$ 3,318.50	\$ 5,282.00
Dog Licenses Surcharge	\$ 34.00	\$ 696.00	\$ 1,374.00	\$ 1,984.00
Marriage & CU Surcharge	\$ 228.00	\$ 380.00	\$ 2,622.00	\$ 2,879.00
<b>Grand Total</b>	<b>\$ 70,762.97</b>	<b>\$ 87,334.68</b>	<b>\$ 912,528.18</b>	<b>\$961,049.46</b>

## POLICE DEPARTMENT

- An entry level written exam for Police Officers was conducted on May 3 with oral Interviews with the top 10 candidates held on May 20. Of those 10, six have advanced to background checks.
- The Hazardous Moving Violation Patrol on the Berlin Turnpike for April 25 and 26 resulted in 33 arrests and 16 warnings. 13 of the arrests were for cell phone use while driving, 8 for speeding, 2 reckless driving, 1 improper turn, 1 suspended license, 2 traffic light violations, 1 stop sign violation, and 5 other motor vehicle violations.
- A grant was approved by the State of Connecticut, Office of Policy and Management, for \$10,000 for the Building Bridges between Youth and Police Program. 30 towns applied for grant funding and only 10 departments were funded. The program will include Police Officers with three years of service or less and 36 youth from the community participating together in activities that will teach problem solving, decision making, good communications, and leadership skills. The program will connect the youth with community service, get youth to be responsible on a civic level, instill a connection with the Youth Officer, School Resource Officer, Community Services Officer, Youth Worker, and other officers in the department and will enhance the relationship between the Police Officers and the youth in the community.
- 1,553 cars passing through the SUI checkpoint in May with 291 cars and 3 motorcycles being stopped in an 8 hour period. 23 arrests were made and 1 warning was issued. The violations included 1 DUI arrest, 4 seatbelt violations, 1 fugitive apprehension, 2 suspended licenses, 3 uninsured motorists, 2 drug arrests, and 10 other violations. Seventy-five percent of the costs associated with this extra checkpoint is reimbursed by the Connecticut Department of Transportation.
- On May 3<sup>rd</sup>, the Community Services Officer (CSO) assisted approximately 20 residents from the Elton, Fisk, Dowd, Welles Drive areas in doing a Neighborhood Watch cleanup of the New Meadow pathway.
- CSO Michael Webster assisted teenagers from the Mill Pond Church paint over graffiti that was painted on the pathway behind New Meadow senior housing. Products were donated by Lowes Department Store.
- Nearly 180 fifth grade students from Martin Kellogg Middle School and 200 from John Wallace Middle School graduated from the DARE program in May.
- CSO Webster taught approximately 82 third grade students a bike safety class in mid-May.
- On May 14 CSO Webster taught approximately 62 fourth grade students about Internet safety, including topics such as cyber-bulling, chatrooms, blogs, predators, trolls, MySpace, and Facebook.
- On May 22, Sgt. Jeanine Allin conducted a family safety presentation to the Sisterhood of the Temple at Temple Sinai's annual potluck dinner.
- A Neighborhood Watch Meeting took place at the Elizabeth Green Elementary School for the residents of Piperbrook, Roseleah, Thomas, the northern part of Connecticut Avenue, Cedar Ridge and Dewey Avenue area. The meeting was attended by 68 residents and a number of concerns were raised, including disruptive middle school age juveniles, speeding vehicles, and illegal ATV/dirt bike operation.
- Fifty-six offenses were the subject of investigation by Detective Division personnel in May. Two cases, a bank robbery and a burglary, have been solved using DNA evidence.
- Patrol Officers are investigating an armed robbery of an individual in a parking lot on the Berlin Turnpike.
- On May 17<sup>th</sup>, Patrol Officers responded to a local restaurant on a reported armed robbery in progress. As an officer arrived in the area, a male was seen running in the parking lot. The officer chased the suspect and apprehended him a short time latter. After an extensive search, three suspects were located and apprehended a short distance away. After further investigation, a 17 year old employee of the restaurant was arrested as an accomplice in the robbery. Newington Police were assisted by officers from Berlin, Wethersfield, Rocky Hill, Hartford, and the State Police in the locating and apprehension of the suspects.
- In late May, Patrol Officers located a suspicious individual in the parking lot of a local business. When officers approached the subject to investigate, another alert officer observed a "crack pipe" inside his vehicle. The suspect then fled from the officers, who pursued the suspect and placed him into custody after he resisted arrest.

**Patrol Calls for May**

Alarm Burglary	131	F/Alarm	28	MVA Fatal	0
Alarm Hold-up	6	F/Hazmat	2	MVA Injury	17
Animal Complaint	42	Fingerprints	26	MVA Property	107
Assault IP	4	Fire/CO No Symptoms	1	Neighbor Dispute	20
Assault Report	6	Fire/CO Symptoms	1	Noise Complaint	37
Assist Other PD	43	Fire/Other	14	Notification	4
Bad Check NSF	2	Fire/Structure	1	Open Door/Window	4
Bike Found	1	Fire/Vehicle	1	Parking Violation	21
Bike Lost	0	Fire/Water	3	Property Found	8
BOLO	2	Fireworks Complaint	4	Property Lost	4
Breach of Peace IP	10	Follow-up Invest.	44	Recovered MV	0
Breach Of Peace Rpt	7	Gun Call	1	Robbery IP	2
Burglary IP	4	Harassment	17	Serve Subpoena	3
Burglary Report	4	Hazardous Condition	16	Serve Warrant	38
Car Seat Install	3	Illegal Dumping	5	Sexual Assault Report	0
Check the Welfare	92	Indecent Exposure	2	Shots Fired	2
Clear Lot	12	Intoxicated Person	13	Special Detail	69
Court Detail	23	Juvenile Complaint	50	Stolen MV	3
Crim Mischief Graffiti	0	K9	7	Sudden Death	2
Criminal Mischief IP	1	K9 Other	0	Suicide	1
Criminal Mischief Rpt	19	Landlord/Tenant	2	Suicide Attempt	3
CSO Detail	1	Larceny from MV	19	Suspicious MV Occ	28
Customer Dispute IP	8	Larceny IP	20	Suspicious MV Unocc	7
Customer Dispute Rpt	4	Larceny Report	52	Suspicious Person	109
Directed Patrol	145	Lockout MV	3	Test Police	0
Dog Complaint	52	Lockout Residence	1	Threatening IP	1
Domestic IP	36	Medical	185	Threatening Report	10
Domestic Report	5	Missing Person	6	Town Ordinance Violation	0
Drug Investigation	6	MV Assist	68	Traffic Stop	862
DUI	3	MV Complaint	73	Trespass IP	12
Emotionally Disturbed Person	7	MVA Abandoned	3	Trespass Report	2
Escort	24	MVA Evading	22	TOTALS	2771

**Preliminary UCR/NIBRS Selected Crimes for April 2008**

April 2008

April 2007

Type of Crime	# of Offenses	Value of Theft	# of Offenses	Value of Theft
Murder	0		0	-0-
Forcible Rape	1		0	-0-
Robbery	2	\$4,996	0	-0-
Assault	5		10	-0-
Burglary	7	\$35,723	20	\$16,514
Larceny Theft	73	\$42,563	49	\$25,270
Auto Theft	4	\$8,128	11	\$63,197
Totals	92	\$91,410	95	\$104,981

During the month of April 2008 88 adults were arrested: 16 for assaults, 2 for burglary, 1 for arson, 5 for forgery/fraud, 2 for stolen property, 1 for vandalism, 1 for weapons violation, 7 for narcotic violations, 9 for DUI, 2 for offenses against family and children, 2 for disorderly conduct, 19 for larceny theft and 21 for other miscellaneous offenses. 21 persons under the age of 18 were arrested or referred: 1 for criminal manslaughter, 5 for assaults, 4 for larcenies, 2 for arson, 2 for vandalism, 3 for drug violations, and 4 for miscellaneous violations.

## **FIRE DEPARTMENT**

The Fire Department responded to 65 alarms/emergencies as follows:

	<u>May 2008</u>	<u>11 months Cum.</u>
Residential	12	192
Commercial, Industrial, Office	4	44
Hospital, School	1	12
Vehicle	2	31
Rescue, Police Assistance	1	10
Dumpster, Rubbish, Grass, Brush, Leaves	8	49
Hazardous Materials/Clean up	4	39
Investigative Alarm	31	228
False Alarm	0	0
Mutual Aid/Standby	2	13
Carbon Monoxide Investigation	0	32
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	65	650

### Training Summary:

Training	Members	Hours
Officer Training-Officer Management	14	2
Multi-Company-Salvage and Overhaul	42	126
Department Drill-CNG	52	156
Firefighter One Class	5	720
Total		1,044

## **FIRE MARSHAL**

The Fire Marshal's Office completed the following activities during the month of May.

Inspections	44
Inspection Follow-Ups	39
Plan Review	9
Job Site Inspections	15
Underground Tank Removal	0
Fire Investigations	0
Fire Alarm Trouble	3
Complaints	1
Haz/Mat	2
Bomb Threats	0
Blasting	2

### Training:

- Fire Marshal Chris Schroeder attended the Annual Connecticut Emergency Manager's Symposium in Cromwell.
- Fire Marshal Schroeder and Deputies Guy Pelletier and Sherri Rusbarsky attended an all day training session on Fire Works and Special Effects. The training session was held at the State Fire Academy in Windsor Locks and was sponsored by the New England Association of Fire Marshals.

## **HIGHWAY DEPARTMENT**

- The Louis Street reconstruction project continued with the reclamation of existing asphalt, grading of approximately 1,000 ton of process stone and the addition of catch basins. Due to the length of the road and the amount of vehicular traffic the road will be constructed in two phases.



- Highway crews continued work on constructing a retention pond at Badger Field to improve drainage in the area.
- Town-wide spring sweeping was completed at the beginning of the month. Street sweeping equipment was dispatched to clean parade routes in preparation of the Memorial Day Parade.
- Crews continued with the clean up of litter prone areas along with removal of graffiti.
- Traffic Division personnel continued with the scheduled replacement of street name signs to improve night visibility and reflectivity and also added permitted signs for speed limits.
- Crews also completed miscellaneous projects including assisting the Board of Education by removing fencing at the high school, repair of curbing damaged during winter snow plowing operations and patching of potholes on various Town roads.
- The Sanitation Division scheduled 971 residential bulky items, 44 metal items and 91 condo bulk items for weekly pick up during the month of May for a total of 1,106 of items. A landfill permit is not required to dispose of metal items at the landfill only verification of residency is required.
- Mechanics continued with fleet preventative maintenance schedules and emergency repairs. Equipment installation in the final new police cruiser was completed and spring services to all Fire Department apparatus continued.
- Mechanics attended air brake and AC system recertification.
- Preparation and maintenance of road work equipment was the main focus moving forward into the busy road construction season.

### **ENGINEERING DEPARTMENT**

- An assignment meeting was conducted with the Department of Transportation (DOT) and the consultant (Milone & MacBroom) for the Kelsey Street/Christian Lane Pavement Rehabilitation Project to review the scope of the project to be performed by the consultant. The consultant will submit a detailed list of the scope along with the number of hours to be dedicated to each task.
- Shop drawings of the twin-box culverts to replace the current culverts at the Garfield Street Bridge have been submitted to the Town. Engineering has reviewed and approved the drawings with minor modifications.
- The Reservoir Road Drainage Project was advertised during the month. A pre-bid meeting has been scheduled for June 5, 2008.
- A meeting was conducted with representatives of the Town of Wethersfield and the Glen Oaks Condos Association to review potential options of modifying the intersection of Cottonwood Road and Back Lane to discourage speeding through the intersection. The Glen Oaks Condos Association will now review the alternatives for implementation.
- The Department of Public Utility Control has rendered a decision which mandates AT&T obtain permission from the municipality and abutting property owners prior to installation of V-RAD boxes. The V-RAD box is a large base rectangular cabinet that has attached smaller add-on cabinets and appendages. Although this issue has not been problematic in Newington, the random installation of V-RAD boxes by AT&T in other towns has been received negatively. This decision now allows the Town and abutting property owners to have a say in the placement of the boxes.

### **TOWN PLANNER**

- EPA Brownfield Grant Project:
  - In May, Fuss & O'Neill completed soil and ground water sampling at 690 Cedar Street, National Welding property. This field work was conducted as documentation for the Phase III Supplemental Assessment. Laboratory results will be available in June. The Phase III report will provide data on the locations and quantity of contaminated soil that needs to be remediated. A second draft of a Request for Proposals seeking private developer interest in redeveloping the National Welding property has been prepared and will be submitted to the Town Plan and Zoning Commission (TPZ) and Town Council prior to advertisement.
  - The Town Planner has recommended that the owner of 21 Boulevard, a blighted former foundry property, be notified that the Phase II assessment report documents soil contamination. The Town Planner proposes the Town seek grant funds to clean up and reuse this property for open space.
- Main Street Phase III Streetscape: The project contractor, GEG Construction, completed all minor punch list items on May 12<sup>th</sup>. Private lawn irrigation systems that were disturbed when new sidewalks

and pavers were constructed have been tested by their owners and are operating satisfactorily. Upon receipt of the contractor's final invoice and required DECD certifications, this project can be closed out.

- Commercial Façade Rehabilitation Loan Program: The façade loan mortgage and easement documents for OFI, 28 Garfield Street, have been signed and recorded. Work is progressing at the second façade project at 1052 Main Street.
- Cedar Mountain Ridgeline Open Space Grant: On May 5, Town Planner Ed Meehan met with me and the owners of the 28 acre Cedar Mountain parcel that the Town is seeking to preserve for ridgeline open space. The owners are actively marketing this property but expressed a willingness to consider preservation of a portion of the parcel if a buyer can be found that meets their purchase requirements.

#### TPZ Commission Activities

- On May 14 and May 28, the Commission conducted public hearings on proposed modifications to the Three Angels Church building and site plan at the corner of Pane Road and Church Street. The Commission approved this development in March 2005 and site work, including the construction of the foundation, was started but stopped because of problems with the contractor. Subsequent changes to the building's architecture necessitate resubmission to the Commission for approval. The Commission is requesting assurances that this project will get back on schedule and the construction be completed within one year.
- At the Commission's May 28<sup>th</sup> meeting a petition to reinstate Zoning Regulations permitting interior lots was denied. In August 2007 the Commission deleted interior lot development for a single family use. In its recent decision not to permit interior lots, the Commission cited its desire to maintain the character of residential districts and avoiding the overcrowding of parcels that do not have required lot width frontage.
- At the Commission's May 14<sup>th</sup> meeting the development plans to construct a coffee shop with a drive through window service on the property next to the Wendy's restaurant were reapproved. The original approvals were granted in March 2008 for a Tim Horton's use; the new approval is for a Dunkin Donuts.

#### Economic Development Commission Activities

- On May 21, the Town Planner submitted a report and construction budget estimate providing background on the Town's efforts over the past three decades to complete the municipal parking lot as a positive catalyst for the Center's business vitality to the Office of Policy and Management (OPM) for use by the Bond Commission.
- On May 25, members of the Development Commission met with Town Center business and property owners to discuss the creation of a business association that could promote joint marketing and center events. This initial steering committee will continue to meet and expand its membership with the goal of an active organization that has a variety of business interests and the common mission to improve the center.

### **BUILDING DEPARTMENT**

- One permit was issued for a new residential home in May (240 Culver Street).
- One permit was issued for a footing / foundation for a new residential home at 108 Waverly Drive.
- A permit was issued for 56 Costello Road for a laser tag area and party rooms in T-Bowl.
- Hoffman Guns was issued a permit for a shooting range.

Eight Certificates of Occupancy were issued in May, six for residential single family homes (200 Sterling Drive, 94 Barkledge Drive, 88 Barkledge Drive, 206 Sterling Drive, 6 Harlow Drive and 212 Sterling Drive) and two were for professional offices located at 10 East Cedar Street and 375 Willard Avenue (Amedisys).

Building Department Inspectors completed a total of 535 inspections: Boiler (1), CO (15), Code (7), Concrete (3), Drains (6), Electrical (144), Footings (50), Foundation (15), Framing (41), Gas Fireplace (7), Gas Line (9), Gypsum (7), Hot Water Heaters (2), Insulation (20), Mechanical (31), Piers (11), Plumbing (46), Pool (6), Rebars (22), Roof (4), Rough (43), Sheathing (4), Sheds (1), Siding (1), Sill (2), Site Visit (15), Slab (1), Sprinkler (5), Stairs (7), Tank (1), Tent (2), Water Proof (6).

Seminars attended by the Building Inspectors for their continuing education credit were:

David Zwick	Commercial Energy, 5/7/08
Art Hanke	Hydrogen and Fuel Cell Codes and Standards, 5/15/08
Richard Smith	Commercial Energy, 5/14/08
Pete Hobbs	Commercial Energy, 5/28/08

**Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	15	\$764,230
Deck	10	57,000
Demolition	2	5,200
Electrical	54	232,110
Fence	0	0
Fire Suppression/Sprinkler	3	48,250
Footing/Foundation	1	0
Fuel Tank	1	2,000
Garage/Shed	4	8,6600
Mechanical	28	2,228,910
New Commercial	0	0
New Residential	1	339,650
Plumbing	26	97,605
Pool	5	28,100
Roofing/Siding	15	96,585
Sign	6	23,096
Tent	6	20,556
Trailer	<u>0</u>	<u>0</u>
Total	177	\$3,951,892

Permit Value Comparison for May:

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$3,951,892	\$7,591,397
Building Permit Fees Received	\$45,736	\$86,648
Other Income Fees	\$3,005	\$701
Building Permits Issued	177	229

Total Value of Permits and Permit Fees:

<u>2007-2008</u>		<u>2006-2007</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$53,744,913	\$615,684	\$57,516,886	\$654,710

**HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)**

- Assisted with Newington's MDC Hazardous Waste Day Collection activities on May 3.
- Responded to food recall notices from the CT Department of Consumer Protection and the CT Department of Public Health on May 5, 2008. Fresh and frozen meat and poultry from Gourmet Boutique, L.L.C. may have been contaminated with *Listeria monocytogenes*. Retail stores and Class III and IV food service establishments in the district were contacted.
- Responded to Fairbank Reconstruction Corporation recall of ground beef products that may have contained pieces of plastic that were distributed to area Price Chopper, Shaw's, and BJ's stores.
- Inspected a new nail salon in Newington for licensure. Many building code issues were noted during the inspection; assistance was requested from the Building Department.

- Assisted environmental staff with: food service inspections, pool inspections and a lead hazard investigation in Newington.
- Provided experiential training for a CCHD intern on complaint and food service inspections in Newington.
- Assisted CCHD administrative staff to plan a food recall notice program that allows CCHD to report food recalls quicker to district food service establishments. Establishment fax numbers are entered into CCHD member town fax machines by groups, category and class. During a food recall each sanitarian will fax notices directly to food establishments in their respective town.
- Responded to numerous complaints regarding the condition and maintenance of various properties throughout the town. Tall grass, accumulations of trash and litter, and pools with stagnant water were the most common complaints received.

## **HUMAN SERVICES**

- Human Services and the Police Department received notice that a joint proposal to the State Juvenile Justice Advisory Council was awarded \$10,000 to enhance police/youth relationships during the next fiscal year.
- The Joint Committee on Community Safety launched a comment section on the Town website and received seven comments.
- The Human Rights Commission participated in the Memorial Day Parade honoring veterans and the diversity of cultures that make up our community.
- The Early Childhood Council will meet in June to plan programs for next year.
- The Youth-Adult Council awarded three college scholarships as a result of funds raised from the Super Hoop-La basketball game which occurred in March.
- At the Youth-Adult Council meeting, Director Ken Freidenberg proposed a youth initiated mini grant program for next year's Local Substance Abuse Prevention Council grant.
- The Social Casework Program had an active caseload of 91 with 14 new referrals. Presenting issues were dominated by financial difficulties, with residents experiencing the impact of rising costs for utilities, food and other expenses.
- Information and Referral, Food Bank, Clothing Closet, Energy Assistance and Special Need requests continue to rise.
- Part-Time Resident Services Coordinator Paula Pisano continues to provide services at all three complexes at the Housing Authority. She has 12 active cases and handled information and consultation with 25 other tenants.
- The Youth and Family Counseling Program had an active caseload of 65 with 17 new referrals and 2 cases on the waiting list. There were 18 inactive cases and 1 closed case. Staff and contractors provided 117 clinical therapy sessions and made 142 contacts with families and other agencies.
- The Juvenile Review Board handled five cases during the month.
- Positive Youth Development programs provided and overseen by Youth Worker Rik Huggard and assisted by part-time Youth Worker Julie Melanson involved 237 youth.
- The May ROPE cycle provided class sessions and final challenges with 46 sixth-grade students at both middle schools.
- SCORE after-school programs for middle school age youth were well attended and have finished for the spring season.
- The High School Adventure Club held a 12 mile canoe trip on the Farmington River with 10 students.
- The high school self-awareness class completed its school year with a final challenge on the challenge course. In September, adventure based activities will be incorporated into the school curriculum.
- Martin Kellogg's "Colonial Kellogg Week" alternate group spent May 12-16 with the Youth Worker. Each day brought progressive challenge activities designed to develop communication and cooperation skills. The group of 10 students and 2 teachers was very successful with all the challenges presented.
- Since April, the outdoor Challenge Course has served 170 participants compared to 72 last year at this time. The Youth Worker and the pool of contract instructors are providing low and high element ropes course programs with a variety of university, private non-profit and in-school and after-school programs.
- Boy Scouts supported one of their members with his Eagle Scout project by building an additional storage bin on the challenge course and clearing fallen brush.

- Summer Youth Adventure registrations continued and programs are filling up; youth mentors registered to participate as staff assistants
- There were four youth involved in community service projects totaling 40 hours.

### May 2008 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	65	64	176	180
Positive Youth Development	237	313	3,704	3,159
Youth Works (Job Bank)	3	5	52	57
Information and Referral	273	273	2,989	2,594
Social Casework Cases	91	107	298	311
Under 55 = 59				
Over 55 = 32				
Food Bank Participants	106	92	962	883
Special Needs	19	20	200	231

### SENIOR AND DISABLED CENTER

- Older American's Month was celebrated at the Center with the 3<sup>rd</sup> Annual Membership Meeting on May 23<sup>rd</sup>. This event, attended by more than 100, was catered by Jefferson House.
- The Center held its annual Volunteer Recognition and Wall of Honor Dinner on May 15<sup>th</sup>. Attended by almost 100 of the Center's 140 volunteers as well as Senator Paul Doyle, Rep. Sandy Nafis, Mayor Wright, several Council and Commission on Aging and Disabled members, the dinner was served by Town staff including the Town Manager, Tanya Lane, Roy Zartarian, Lisa Masten, Carol Aregood, Betty Molloy, Kathy Blais, Ken Freidenberg, Eleanor Eichner, Denise Haas, Teri Snyder, Jerry McCusker, Karen Halpert, Kim Arcari and Stacie Zibel. The Wall of Honor recipient was Cecile Skroback.
- Several special health programs were held including a skin cancer and dental screening sponsored by the Central Connecticut Health District, "Mind Your Memory" by CRT, "Its More than the Blues" presented by the Mental Health Association and funded by the NCAAA, and a 'pack your bag' medication counseling clinic offered as part of a national collaboration between the National Counsel on Aging and CVS.
- Other events this month included a greeting card craft workshop, a Sudoku demonstration and a chair yoga demonstration.
- The new Bowling Wiigue took off this month with bowlers signed up for each day of the week.
- The hardware for the MySeniorCenter program, funded through the Hartford Foundation for Public Giving, was delivered to the Center and the Town IT Department is working with the vendor on installation plans.
- Dial-A-Ride participated in the annual Memorial Day Parade on May 24<sup>th</sup>.

#### Dial-A-Ride

#### Wellness Clinic

#### Senior Café

Trips	Miles	On-site	Off-site	Meals Served
1,322	4,099	120	14	N/A

### Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	7	5	0
Other Comm.	10	41	40	7

## **PARKS AND RECREATION**

### **Recreation Division**

- This spring the department has 144 programs and 1,332 registrations, comparable to last spring.
- The summer program brochure was sent to 11,000 addresses in Newington. There are 250 classes and programs offered for this summer.
- The 10<sup>th</sup> Annual Benefit Golf Tournament was a great success. Many thanks to those who participated, especially Data Mail, Soccer Club of Newington, CT Junior Soccer Association, Indian Hill Country Club and staff, with the caterer, Ann Howard.
- Price Chopper has confirmed its participation as the title sponsor for the Extravaganza.
- Planning continues for the week long Extravaganza events.
- A Relay for Life Walk-a-thon was held at Mill Pond Park on May 31.
- The 19<sup>th</sup> Annual Fishing Derby was held on May 3 with over 150 people attending. The pond was stocked with over 100 trout. The event was sponsored by Trout Unlimited and CT Outfitters.
- The AARP Walking Program Kickoff was held on May 17 with approximately 150 older adults in attendance. The walking program continues through July.
- Recreation Supervisor Alison Alberghini and eight aquatics staff members attended CRPA's lifeguard college at the Red Cross in Farmington, CT.

### **Parks and Grounds**

- Traditional Memorial Day preparations were carried out with emphasis on Town areas and cemeteries.
- Community Gardens were prepared and marked during the first week of May.
- Organic fertilizer applications are being tested in four locations on a trial basis. The Library, Center Green, Mill Pond soccer field, and the practice football fields will be receiving three applications during the year.
- Preparations were made for opening the swimming pools. A floor treatment was applied at Mill Pond Bathhouse to reduce slippery floor incidents.
- The Har-Tru tennis courts at Mill Pond were prepared for use in tournament play by May 22<sup>nd</sup>.
- The softball field at Churchill Park was regraded to restore a uniform surface; repairs to the backstop and fencing are underway.
- Cemetery workers redid the ashes area at West Meadow Cemetery installing four trees as part of the work. Additional trees replaced damaged ones in other locations, and some failed plantings were replaced.

### **LIBRARY**

- May involved planning of summer programs for children, teens, and adults; purchasing of books and other materials; and much staff time spent in the middle schools for promotional purposes. The "*Catch the Reading Bug*" theme seems to be an appealing one for all age groups, and record numbers of participants are expected during June, July, and August. Promotional visits to elementary schools will take place in early June.
- The entire book collections are attended to during the spring of each year, as copies are weeded, replaced, and shifted.
- Children's staff conducted 58 programs for 1,604 children and their caregivers. A majority of programming time was devoted to public school outreach, as seven Kindergarten classes were visited and staff visited the middle schools for book related programs six times.
- Children's Department staff, Friends and patrons participated in Newington's Memorial Day Parade to help spark enthusiasm for the *Catch the Reading Bug* summer reading program.
- Long-awaited computer upgrades allowed for the installation of new computer games. As a result, computer use increased by 20% in May.
- Eleven programs were held for a combined audience of 863 adults and teens. Highlights included *How to Prevent Identity Theft*, *Savory Caribbean Cuisine*, *Teen Henna Body Art*, and *Food for Life: Spring Greens*. The four part Consumer Series came to a successful end with the appearances of Paulette Hotton, President of the CT Better Business Bureau, and Fred Dupuis, Director of Security for the Ct Lottery Corporation.

- Topics of note that were researched this month included:
  - Places to fish in CT.
  - Recipe for Mexican Wedding Cake.
  - Where to order birth certificates online.
  - Eric Carle books in Spanish.
  - Books to increase reading comprehension.
- 4,710 reference questions were answered. Usage of *The Testing and Education Reference Center* saw a 48% increase in May. Patron requests for test preparation materials, practice tests online, and downloadable test books are high, and this resource gives all of that and more.
- Circulation of library materials was 31,351. 1,143 items were added to the collection, and 363 items were mended by volunteers who logged in 146 hours. These numbers represent large increases, partly due to the Volunteer Workshop that was held during the month. Interested residents came to learn how to perform some of the tasks that the library relies on volunteers to perform that are crucial to getting materials into the hands of patrons.
- The Library was open for two Sundays in May, and is now closed until November.
- Work continued during the month on the Library website. The Teen section has been updated and made more appealing to this age group; summer program information has been and continues to be added. The website continues to be one of the most popular ways Newington patrons use the library as 9,585 hits were logged on for May alone, an 81% increase from last year. Staff also learned how to use the scheduling modules.
- The 12<sup>th</sup> running of the *Newington Library 5K Challenge* road race was held on May 18<sup>th</sup> at Mill Pond Park. Over 220 runners and walkers participated. Great raffle prizes, plenty of food, as well as an exciting awards ceremony made for another good fundraiser worked on by the Library Board of Trustees and many generous sponsors.
- The Friends' annual May Booksale was held for a full weekend at the Senior and Disabled Center. Each year, the Friends' outdo themselves on the planning and preparation of this huge event, and people flock from all around to buy books at what has gained a reputation as one of the best library booksales in the state. This is a major fundraiser for the Friends, and revenue from it funds most of the Library programs for the year, the Museum and Attraction Pass program, audio-visual materials for the collection, and a myriad of other goods and services that are offered.