



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 19, 2009
Re: Monthly Report – May 2009

GENERAL ADMINISTRATION

- Conducted final interviews for the Executive Assistant to the Town Manager and Assistant Highway Superintendant positions.
- Attended a ceremony for the Fire Department awards night, a farewell ceremony for Marie Dowling, Chamber of Commerce awards night, Field House dedication, Newington High School Scholars' breakfast, the Economic Development Commission breakfast, Memorial Day ceremonies and Volunteer Night at the Senior and Disabled Center.
- Attended the Mid-State Collaborative meetings in Berlin and the CTCMA annual meeting in Norwich at which I was elected President for the upcoming year.
- Participated in Town Leadership Day at the Legislative Office Building as well as a table top exercise.
- Met with the Town's Small Cities Consultant and the Town Planner regarding this year's Small Cities application submission.
- Participated in several meetings regarding the proposed housing at the VA Hospital site.

Paid overtime for the month of May 2009 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	41.70	\$ 1,791.42
Weekend Stand-by and Call-in	20.00	735.80
Road Maintenance	4.70	230.22
Sweeping	12.00	215.82
Webster Street	18.00	630.91
Traffic Division	<u>30.20</u>	<u>1,128.53</u>
Total	126.60	\$ 4,732.70
<u>PARKS AND GROUNDS DIVISION</u>		
Weekend Duties	32.00	\$ 1,358.08
Pool Painting	55.00	2,152.46
Tennis Preparation	212.50	7,809.93
Garden Preparation	20.00	857.60
Mowing	69.00	2,840.97
Herbicide	<u>104.00</u>	<u>4,338.72</u>
Total	492.50	\$19,357.76

POLICE DEPARTMENT	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD	2007-08 Budget Overtime Appr.	Overtime Expended 07-08 YTD
Administration	\$ 4,311.00	\$ 1,173.43	\$ 4,167.00	\$ 2,400.52
Patrol	600,000.00	482,142.65	727,443.00	581,278.75
Investigation	76,637.00	64,407.39	76,000.00	60,186.56
Communication	108,429.00	90,514.57	104,486.00	102,302.86
Education/Training	88,337.00	69,697.89	66,026.00	72,032.96
Support Services	38,137.00	30,023.76	36,827.00	32,260.68
Animal Control	12,070.00	6,476.39	11,706.00	5,526.94
Total	\$ 927,921.00	\$744,436.08	\$1,022,488.00	\$ 855,989.27
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$19,552.39	\$ 27,494.00	27,440.73
Snow and Ice Control	*148,264.00	148,236.79	127,912.00	104,835.10
Traffic	8,345.00	3,233.17	7,593.00	8,653.77
Vehicles and Equipment	*31,685.00	29,525.17	27,166.00	20,719.08
Leaf Collection	*44,713.00	44,712.81	62,521.00	59,077.71
Total	\$ 261,116.00	\$ 245,287.33	\$ 252,686.00	\$ 220,726.39
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 105,516.62	\$ 126,793.00	\$ 96,018.81
Cemeteries	14,893.00	11,033.07	14,893.00	8,808.10
Total	\$ 145,440.00	\$ 117,549.69	\$ 141,686.00	\$ 104,826.91

*Reflects intradepartment transfer.

The Police Department overtime expenditures decreased \$17,842 from April (\$81,085) to May (\$63,243) primarily because there were no holidays in May.

- Patrol overtime equaled \$41,249, a decrease of 26% from April due to the fact that there was no holiday pay in the May. There were several incidents that required overtime coverage including two sexual assault arrests/investigations; Emergency Response Team call for an individual with a shotgun threatening patrons at a local hotel (\$3,000 in OT); motorcycle accident; check fraud arrests, and holdovers for accidents.
- Detective Division overtime decreased by \$2,018, or 34.8%, for a total of \$3,772 due to investigations for a motorcycle accident; burglary scene processing and a background investigation.
- Communications overtime decreased by \$542 or 7%, for a total of \$7,259 due to no holidays but an increase in time off requiring overtime coverage.
- Education/Training overtime for month increased by \$94, or 1%, for a total of \$7,674 due to training shifts being covered by staffing.
- Support Services overtime for month equaled \$3,120, a 20% increase or \$522 due to coverage for the Senior prom and a bicycle rodeo.
- Canine overtime decreased by \$644, or 81%, to reflect no holiday pay at and fewer call outs after hours.

PERSONNEL

- Final interviews were held for the Executive Assistant to the Town Manager position. The position was offered to Jaime Trevethan, the current Clerk of the Council.
- Equipment Operator I Robert Hillman was appointed to the position Assistant Highway Superintendent, effective June 1.
- The part-time custodial position at the Senior and Disabled Center was filled by Peter Kornichuk, part-time custodian at the Town Hall. Applications are being reviewed to fill the Town Hall position.
- Jodi Lee was appointed as part-time Special Events Coordinator in the Parks and Recreation Department.
- The new Network Administrator-Project Leader position in the IT Department was advertised with a closing date of June 5.

RISK MANAGEMENT

- The tenth month of the 2008-2009 Blue Cross/Blue Shield plan year produced a combined paid claim total that was higher than the estimates that were developed at renewal. The total claims were estimated at \$718,448 per month; the initial number for April 2009 came in at \$804,748.

Cumulative Claims through April 2009

	Town	Board of Education	Total
Estimated Claims	\$1,716,000	\$5,468,480	\$7,184,480
Actual Claims	\$1,584,103	\$6,098,537	\$7,682,640

FACILITIES MANAGEMENT

- The Facilities Department completed repairs of all known roofing leaks at several Town buildings along with gutter cleaning for the summer months.
- The facilities group completed 36 formal work orders in addition to scheduled maintenance and project work assignments.
- Kelsey House replacement windows have been painted off site and installation will begin in June
- The Town Hall renovations phase II was approved by the Town Council and was released for bid to the public during May. Award of the bid and construction start are scheduled for June.
- An upgrade to the Library HVAC building controls system is underway. Due to the extent of the needed repairs to the controls this project will take several months to complete.
- The Young Farm irrigation well has been completed and the Town is waiting for CL&P to install the new electrical service to the site so the work can be completed in June.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 29 requests for service via the Internet.
- 13,827 unsolicited SPAM emails messages and 11 virus/Trojans were blocked from being delivered.
- 103 internal work orders were completed.
- The Town's website had approximately 20,736 visits during the month, 61,966 page views with an average of 2.99 pages viewed per visit. The Town Homepage, Library Homepage, Parks and Recreation Homepage, Assessor's Homepage and Site Search were the most frequently visited pages.
- Assisted Mayor Wright with logistical support for his Downtown Revitalization presentation held in Council Chambers.
- Continued work on the Capitol Region Council of Governments Request for Proposals (RFP) document for a Regional Online Permitting system.
- Continued planning for the Police Departments Computer Aided Dispatch Systems upgrade.

FINANCE

Accounting and Administration

- The 2008-09 year end closeout got underway with an analysis of General Fund expenditures projected thru June. No potential shortfalls were identified.
- Finance staff assisted with the design and application of a Vacation Carryover Request Form.
- The Town's financial system was updated with the 2009-10 budget.
- During the month Finance Director Ann Harter discussed implementation of other post employment benefits (OPEB) with UBS Pension Consultants.
- Finance staff began the implementation of Positive Pay - a banking service which allows the department to easily manage payment activity and reduce check fraud.
- No major grants were 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)

5/31/2009

	Interest Earnings		<u>\$ Invested</u>
	<u>Budget</u> FY2008-09	<u>Actual</u> Year to Date	
General Fund	\$900,000	\$496,993	\$34,433,080
Special Revenue Funds	\$53,000	\$30,296	1,900,139
Capital Projects Funds	\$6,100	\$7,274	527,774
Internal Service Fund	\$100,000	\$50,381	4,508,024
Trust and Agency Funds	\$38,000	\$18,257	1,513,658
TOTAL, ESTIMATED BY FUND			\$42,882,674

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

5/31/2009

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	0.65	0.78	20,030	22,961	\$32,456,059
CLASS PLUS	0.30	0.25	1,369	1,257	5,950,251
Financial Investor Trust	0.10	0.12	339	306	3,869,269
Bank North	0.60	0.60	270	124	500,557
Sovereign Bank	1.35	1.35	135	135	106,538
Total Outstanding Investments					\$42,882,674

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of May.
- The elderly tax relief program started and approximately 150 applications were processed in May. Certified letters were mailed as required by State law to homeowners who failed to respond to the telephone calls.
- Some Income and Expense reports for commercial properties were received based on a mailing done in April. These forms are required to be filed with the Assessor by Connecticut state law. Many owners of investment properties called throughout the month seeking assistance with completing the forms.
- All real estate properties that received certificates of occupancy were inspected and pro-rated assessments were completed.
- Eight court appeals on real estate assessments were received.
- Data entry began on the new veteran's database.

Revenue Collector

- The Tax Office staff completed coding for the tax files on real estate accounts being escrowed for mortgage companies and banks. They have also updated the addresses on motor vehicle accounts for individuals who have moved within Newington or out of state.
- Liens were filed with the Town Clerk's Office against 231 real estate property owners for unpaid taxes. This was an increase of 23 accounts from last year.
- The Totally Disabled Exemption Program Report for 156 taxpayers was signed and submitted to the Office of Policy and Management.
- Joint efforts were coordinated with the Revenue Office and Quality Data Service in preparation of the tax bills for the 2008 Grand List.

- During the month \$98,091 was collected on the current levy as compared to the \$230,506 in the previous year.

PURCHASING

BID NO. 7, 2008-09, TOWN HALL LOWER LEVEL RENOVATIONS

Opening Date: June 12, 2009

TOWN CLERK

- There were 562 documents filed on the land records during May. \$68,550.80 was collected in State conveyance tax and \$16,020.40 was collected in Town conveyance tax.
- Property at 100 Corporate Place was sold for \$3.3 million from MTU Aero Engines North America, Inc. to EDAC Technologies Corporation.
- Five residential properties each sold for over \$300,000.
- The office recorded 183 mortgages, 209 releases and 54 liens.
- 6 Notary commissions and 17 trade names were filed; 63 copies of vital records were certified.
- Utilizing funding from the Historic Preservation Grant, the office has installed a "Pay for Print" station allowing visitors to make copies of documents directly from the computer screen (as opposed to taking the books apart). The balance of the grant money will be used to put the Land Record Index on the internet.
- Toni St. Pierre, Assistant Town Clerk, attended a Records Management class sponsored by the Connecticut Town Clerks Association. Completion of this class will be used toward Ms. St. Pierre's certification.

DATA SUMMARY MAY 2009				
	<u>May 2009</u>	<u>May 2008</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	562	635	4,586	6,385
Dog Licenses Sold	11	8	520	546
Game Licenses Sold	55	401	1,269	2,333
Vital Statistics				
Marriages	18	15	180	207
Civil Unions	0	0	2	5
Death Certificates	26	21	290	281
Birth Certificates	24	15	247	247
Total General Fund Revenue	\$ 43,983.40	\$ 44,822.97	\$448,634.12	\$671,588.89
Town Document Preservation	\$ 1,008.00	\$ 1,104.00	\$ 11,033.00	\$ 11,755.00
State Document Preservation	\$ 1,008.00	\$ 1,082.00	\$ 11,054.00	\$ 11,736.00
State Treasurer (\$26 fee)	\$ 13,104.00	\$ 13,962.00	\$143,104.00	\$151,450.00
Locip	\$ 1,512.00	\$ 1,611.00	\$ 16,512.00	\$ 17,475.00
State Game Licenses	\$ 865.00	\$ 7,870.00	\$ 22,696.00	\$ 44,920.50
State Dog Licenses	\$ 111.00	\$ 49.00	\$ 3,360.00	\$ 3,673.50
Dog Licenses Surcharge	\$ 36.00	\$ 34.00	\$ 1,217.00	\$ 1,372.00
Marriage & CU Surcharge	\$ 323.00	\$ 228.00	\$ 2,584.00	\$ 2,565.00
Grand Total	\$ 61,950.40	\$ 70,762.97	\$660,194.12	\$916,535.89

POLICE DEPARTMENT

- Grant activity in the Police Department in May included:
 - Submission of a grant application to the U.S. Department of Justice for the purchase of a patrol vehicle under the Recovery Act in the amount of \$24,080. Approval is pending.

- Submitted a grant application to the U.S. Department of Justice, Office of Community Oriented Policing Services, for the hiring of three additional police officers, fully funded for three years under the Secure our Schools Program. Approval is pending. Approximately 7,272 applications were submitted totaling \$8.3 billion (39,000 officers); only \$1 billion of funding is available.
- Funding in the amount of \$7,100 was made available through CROCOG/OPM for the training of two officers in accident reconstruction and commercial truck enforcement.
- Reimbursement was received from the Department of Transportation for the DUI Comprehensive Grant for \$13,901 for patrol overtime coverage on the Berlin Turnpike through March 2009.
- A grant application was completed with the Office of Justice for the purchase of 19 bulletproof vests with 50% reimbursement. If approved, the Town will receive \$6,175 in grant money to cover 19 vests over the next three years. Notification will be received in September

Patrol Calls May 2009					
Alarm Burglary	135	F/Hazmat	4	MVA Evading	19
Alarm Hold-up	8	Fire/COOnoSymptoms	0	MVA Fatal	0
Animal Complaint	36	Fire/COSymptoms	0	MVA Injury	14
Arson	0	Fire/Other	9	MVA Property	110
Assault IP	4	Fire/Structure	2	Neighbor Dispute	16
Assault Report	4	Fire/Vehicle	2	Noise Complaint	39
Assist Other PD	32	Fire/Water	0	Notification	3
Bad Check NSF	0	Fingerprints	28	Open Door/Window	11
Bike Found	0	Fireworks Complaint	1	Parking Violation	21
Bike Lost	0	Follow-up			
BOLO	0	Investigation	68	Property Found	13
Breach of Peace IP	7	Gun Call	1	Property Lost	5
Breach Of Peace Rpt	2	Harassment	14	Recovered MV	3
Burglary IP	3	Haz Condition	24	Robbery IP	0
Burglary Report	6	Homicide	0	Robbery Report	0
Car Seat Install	6	Illegal Dumping	4	Serve Subpoena	2
Check the Welfare	77	Indecent Exposure	0	Serve Warrant	31
Clear Lot	4	Intoxicated Person	15	Sexual Assault Report	2
Court Detail	18	Juvenile Complaint	38	Shots Fired	2
Crim Mischief Graffiti	7	K9	10	Special Detail	60
Criminal Mischief IP	3	K9 Other	0	Stolen MV	2
Crim Mischief Rpt	16	Landlord/Tenant	0	Sudden Death	0
CSO Detail	14	Larceny from MV	15	Suicide	0
Customer Dispute IP	4	Larceny IP	10	Suicide Attempt	5
Customer Dispute Rpt	2	Larceny Report	34	Suspicious MV Occ	34
Directed Patrol	0	Liquor	0	Suspicious MV Unocc	5
Dog Complaint	52	Location	222	Suspicious Person	79
Domestic Report	31	Lockout MV	0	Threatening IP	1
Drug Investigation	5	Lockout Residence	2	Threatening Report	2
DUI	16	Medical	178	Town Ordinance Vio	0
Emotionally Disturbed Person	8	Missing Person	7	Traffic Stop	1165
Escort	21	MV Assist	60	Trespass IP	4
F/Alarm	8	MV Complaint	56	Trespass Report	2
		MVA Abandoned	9		
		TOTAL			2,992

Patrol Division:

- An alert Patrol Officer on the evening shift stopped a vehicle for an equipment violation. A criminal history check revealed that he had two previous arrests for drug sales. Believing the driver may have

been reaching for or concealing a weapon or contraband the officer had him exit the vehicle. While conducting a pat-down of the driver a plastic bag containing 125 packets of heroin fell from one of his pockets. The driver was arrested for Possession of Narcotics, Possession with Intent to Sell Narcotics, Driving with a Suspended License and an equipment violation.

- Officers on the midnight shift were sent to the Grantmoor Motel on the report of a male with a shotgun. A perimeter was established around the motel and the Emergency Response Team (ERT) was activated. Negotiators made telephone contact with the male and learned he did have a shotgun along with ammunition in the room. After several hours the male exited the room and was taken into custody by members of the ERT. The male was charged with Breach of Peace and Interfering with Police. A shotgun and ammunition were seized from the room.

Detective Division:

- Ninety-two investigations were conducted; 57 remain ongoing investigations, 34 were closed and one was suspended.
- Investigated a large scale check cashing scheme which began with the arrests of several individuals at a local bank. The investigation is being coordinated by Newington Detectives and is ongoing.
- Completed a search and seizure warrant for a local Berlin Turnpike motel room where an armed suspect barricaded himself for over four hours (see Patrol).
- Handled several identity theft investigations as well as a false prescription drug case and a large insurance fraud investigation.
- Processed 10 crime scenes, in some cases collecting DNA, fingerprints and other items of evidence.
- The Juvenile Officer continues to handle four open sexual assault investigations and an ongoing child pornography investigation among other juvenile cases.
- Twenty-three arrest warrants were served this month, one by Detectives and 22 by Patrol Officers.

Community Service:

- Participated in a Car Seat Clinic at the Berlin Stop & Shop along with Police Officers from Rocky Hill and Berlin. Members of Safe Kids, the Central Connecticut Health District and the Enfield Fire Department checked the safety of already installed child seats and installed new seats. A number of existing seats that were inspected were deemed to be unsafe or expired and those parents were given a free infant or child convertible seat, courtesy of the Health District which also serves the communities of Rocky Hill and Berlin.
- Taught an internet safety class to four 4th grade classes at Ruth Chaffee School; also taught four 3rd grade classes the importance of bicycle safety and the importance of wearing a bicycle helmet.
- Attended the Click It or Ticket kick off event which was held at the Connecticut Department of Transportation. The event was attended by many traffic enforcement officers, motor units, Chiefs of Police, CSP Commanders and the Lieutenant Governor. The event highlighted the fact that Connecticut had one of the nation's highest compliance rates of 88% seatbelt use.
- Gave a tour of the Newington Police Department to a Daisy Brownie Troop and their parents, answering many questions from the curious youths and allowed the girls to go inside one of the police cruisers.
- Participated in the 3rd annual Bicycle Rodeo. The event was held in the back parking lot of the Newington Police Department; three courses of varying difficulty were taught to youths from the 3rd grade through the 7th grade. Any youth needing a helmet was given one free of charge at the event by the Kiwanis Club. Newington Bicycle provided free safety inspections of the bikes including oiling the chain, checking the brakes, and putting sufficient air into bike tires.

UCR/NIBRS Selected Crimes
Preliminary April 2009 **April 2008**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	-0-
Forcible Rape	1	0	1	-0-
Robbery	0	0	2	\$4,996
Assault	15	0	8	-0-
Burglary	8	\$10,773	6	\$35,723
Larceny Theft	66	\$22,489	72	\$41,803
Auto Theft	8	\$106,759	4	9,050
Totals	98	\$140,021	93	\$104,981
1st Quarter Totals	213	\$223,976	230	\$195,466

- In April 2009 the Police Department arrested 120 adults: 1 for robbery, 15 for assaults, 2 forgery/fraud, 4 for vandalism, 3 for weapons violation, 1 for sex offenses, 18 for narcotic violations, 29 for DUI, 2 for offenses against family and children, 1 for liquor law violation, 1 for disorderly conduct, 22 for larceny theft and 21 for other miscellaneous offenses. 16 persons under the age of 18 were arrested or referred: 3 for assaults, 1 for larceny, 3 for vandalism, 2 for liquor law violations, 4 for disorderly conduct, and 3 for miscellaneous violations.

FIRE DEPARTMENT

The Fire Department responded to 41 alarms/emergencies as follows:

	<u>May 2009</u>	<u>11 months Cum.</u>
Residential	9	205
Commercial, Industrial, Office	3	46
Hospital, School	1	20
Vehicle	2	28
Rescue, Police Assistance	2	15
Dumpster, Rubbish, Grass, Brush, Leaves	6	44
Hazardous Materials/Clean up	4	34
Investigative Alarm	12	273
False Alarm	0	0
Mutual Aid/Standby	2	8
Carbon Monoxide Investigation	0	25
Water Related Incidents/Pump-Outs	0	0
Total	41	700

Training Summary:

		Members	Hours
Online Training	Driver Safety Bloodborne Pathogens Haz/Mat Awareness (Module 4, 3, 2)	72	110
Officer Training	Salamander Accountability System	34	102
Department Drill	Salamander Accountability System	87	261
Multi-Company Training	RIT Training Ladders Search and Rescue Engine Pumping	57	171
Total:			644

FIRE MARSHAL

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

Inspections	42
Inspection Follow-Ups	54
Plan Review	13
Job Site Inspections	15
Underground Tank Removal	2
Fire Investigations	0
Fire Alarm Trouble	2
Complaints	0
Haz/Mat	0
Bomb Threats	0
Blasting	0

- Fire Marshal Chris Schroeder and Deputy Fire Marshal Guy Muisener attended the monthly meeting of the Capitol Region Fire Marshal's Association in Manchester.
- Fire Marshal Schroeder attended the Annual Connecticut Emergency Manager's Symposium in Cromwell.
- Fire Marshal Schroeder attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.

HIGHWAY DEPARTMENT

- Highway crews started the reconstruction of the Company Three Fire House parking lot. This project will include installing new drainage, grading and paving.
- The Webster Street mill and overlay project has been completed. Highway crews replaced several catch basin tops before final paving was completed. Crews will return to touch up curbing and driveway aprons and restripe the traffic lines.
- Miscellaneous projects completed throughout the month included the repair of curbing and lawn damaged during snow plow operations, pothole patching, and catch basin repairs.
- The Traffic Division along with the assistance of Highway personnel began line stripping when weather permitted and also continued with the fabrication and installation of new street name signs. The Division assisted the Police Department in removing speed boxes in various locations and installed new and/or missing street signs, stops signs and regulatory signs in Seymour Park, and at Howard/Marlborough etc.
- During the month, the Sanitation Division scheduled 815 bulky items, 54 metal items and 115 condo bulk items for weekly pick up during for a total of 984 items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- Mechanics continued with fleet preventative maintenance schedules and emergency repairs, and the spring services to all Fire Department apparatus.
- Mechanics attended air brake and AC system recertification seminar/classes.
- Preparation and maintenance of road work equipment was the main focus moving forward in to the busy road construction season.

ENGINEERING DEPARTMENT

- During the month of May, the Department issued twenty-two excavation permits (11 driveway/curb cut excavation, 3 gas lateral service, 1 sewer lateral service, 1 water lateral service)
- During the month, Engineering received and processed two new applications to the Inland Wetlands Commission.
- Staff reviewed and commented on final plans and specifications for the Kelsey Street/Church Street Pavement Rehabilitation Project.
- Staff inspected final grading and ground stabilization for the new Dunkin Donuts that opened on the Berlin Turnpike.
- Staff finalized the operating procedures for the Conservation Commission and forwarded to Town Attorney for review and comments.

TOWN PLANNER

- Municipal Parking Lot Improvement Project: Project Engineer BL Companies completed the site plan layout revision, dated May 20, 2009, reflecting the design requirements for truck turning radius for snow plows and fire apparatus. The site plan is for a single phase project incorporating the acquisition of the Bonelli property which will facilitate drainage, grading, utility layout and build out of parking on the westerly side of the parking lot. This plan was presented to the Town Council on May 26 and to the TPZ on May 27 for 8-24 Referral report.
- New Meadow Phase II Senior Housing: On May 27th the TPZ approved the Special Exception and site development design for the New Samaritan Corporation's 32 unit affordable age restricted housing. The final site plan reflects modification to relocate building utilities to the westerly side of the property away from adjacent residences on Welles Drive North. Access to the housing will be from Mill Street Extension. The Newington Housing Authority will deed back to the Town 25,216 square

feet and grant a 12,850 square foot easement over New Meadow Phase I that the Town will lease to the New Samaritan for its 2.2 acre project site. The Town Planner has been working with the Housing Authority to prepare the conveyance map, deed and easement descriptions for review by the Town Attorney.

- Small Cities 2009 Grant Application: On May 29 the Town submitted its application to DECD for a \$500,000 Small Cities grant which is comprised of three interrelated components that together will benefit the existing Newington Housing Authority's low income senior housing, facilitate the construction of new low income senior housing sponsored by the New Samaritan Corporation, and provide safer convenient parking for the patrons of the Senior and Disabled Center. DECD is expected to announce the successful grant awards in September.
- 2020 Plan of Conservation and Development: On May 27 the TPZ received the draft 2020 Vision Plan for review and public hearing scheduling. The statutes governing municipal plan of development adoption require a sixty-five day public notice lead time prior to hearing. During this lead time the draft plan must be referred to the Capitol Region Council of Governments (CROG), Town Council, filed with the Town Clerk and posted on the Town's internet web site. The TPZ anticipates setting the public hearing date on the draft plan for late September and will initiate the public review process in mid July.
- VA Connecticut RFP Supportive Housing: VA Connecticut RFP's for supportive housing for veterans was due May 29. This project is seeking to use approximately 10 acres of the Newington campus and portions of existing buildings for the development of housing and operation of on-site services for veterans who are or may have the risk of homelessness. Some of the organizations interested in responding to the VA RFP have contacted the Town. The RFP states that the leased area site development shall comply with applicable, Federal, State and local regulations. We will continue to keep abreast of this project and will communicate with the VA on the issues relevant to neighboring properties.
- EDC Second Annual Business Breakfast: On May 22 the Economic Development Commission hosted 65 businesses at its "Newington Is Open for Business" breakfast held at the Indian Hill Country Club. This event focused on Newington's retail and service sector businesses that have a significant impact on both the Town's and central Connecticut's economy. Roy Snider, Director of Stew Leonard's WOW, gave an inspirational presentation on how their employees are trained to provide "exemplary customer service and 100% positive attitude"

BUILDING DEPARTMENT

- Permits issued for Town properties:
 - Electrical permit to wire lights & outlets, install 100 amp service for storage shed at Badger Field on Walsh Avenue.
 - Electrical permit for temporary wiring for Extravaganza event in July at Mill Pond Park, 123 Garfield Street.
 - Electrical permit to install burglar alarm, access control and CCTV system at the bus office on 159 Garfield Street.
 - Electrical permit for the HVAC units in classrooms at the high school.
 - Electrical permit to replace existing transformer that feeds school service and relocate main switch & transfer switch to outside at the high school
 - Mechanical permit to add vents and chiller at the high school.
 - Mechanical permit to replace the boilers at units "A", "B" and "C" at the Newington Housing Authority and a plumbing permit for work pertaining to the boilers.
- On May 21, 2009, Douglas Jourdan, Chief Building Official, worked with the IST Department and the Capitol Region Council of Governments staff on regional projects involving a search for an online permitting system and the development and creation of a web server.
- There were six Certificates of Occupancy issued in May, three for residential single family homes (15 Harlow Drive, 19 Harlow Drive, and 231 Lucille Street) and three were issued for commercial (Sam's Gas Station at 76 Rowley Street, Office Space at 85 Alumni Road, and Dunkin Donuts at 2368 Berlin Turnpike).

Building Inspectors completed a total of 308 inspections: Above Ceiling (1), Alarm (3), Boiler (3), CO (38), Code (6), Electrical (65), Fireplace (1), Fire Wall (1), Footings (20), Foundation (2), Framing (15), Gas Line (12), Gypsum (4), Hot Water Heaters (2), Insulation (15), Mechanical (25), Piers (3), Plumbing (30),

Pools (3), Roofing (4), Rough (28), Shed (1), Siding (1), Sign (1), Site Visit (17), Sprinkler (4), Slab (1), Tank (1), Trench (1).

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

David Zwick	Code Changes – May 21, 2009 Special Inspections and Building Official – May 27, 2009
Art Hanke	Special Inspections and Building Official – May 20, 2009
Richard Smith	Special Inspections and Building Official – May 13, 2009

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	28	681,703
Deck	9	22,900
Demolition	1	100
Electrical	34	228,152
Fence	0	0
Fire Suppression/Sprinkler	1	6,300
Footing/Foundation	1	5,760
Fuel Tank	0	0
Garage/Shed	8	41,525
Mechanical	16	669,199
New Commercial	0	0
New Residential	0	0
Plumbing	13	65,280
Pool	5	33,600
Roofing/Siding	16	137,147
Sign	7	38,817
Tent	3	1,885
Trailer	<u>0</u>	<u>0</u>
Total	142	\$1,932,368

Permit Value Comparison for May:

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$1,932,368	\$3,951,892
Building Permit Fees Received	\$17,114	\$45,736
Other Income Fees	\$2,900	\$3,004
Building Permits Issued	142	177

Total Value of Permits and Permit Fees:

<u>2008-2009</u>		<u>2007-2008</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$41,952,251	\$459,418	\$53,744,913	\$615,684

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Participated in the Newington Household Hazardous Waste Collection held at the Newington Highway Garage. Residents were able to bring hazardous waste from their homes to this collection sponsored by The MDC. Materials collected are then disposed of in a safe and environmentally responsible manner. This service is provided at no charge to the residents.
- Issued two new food service licenses to Town establishments: a new Dunkin Donuts located on the Berlin Turnpike and Stretches Pizza located on Main Street in the Town center.
- Conducted a walk through inspection of the new Sam's Club located on the Berlin Turnpike next to Stew Leonard's. The store will be opening within the next month pending building, fire, and health approvals. The store will also have its own gas station for club members.

- Attended a disaster field manual training class sponsored by the Connecticut Department of Public Health. The manual was created and intended to assist trained environmental health personnel to respond to major disasters.
- Met with a representative from the Connecticut Department of Public Health Sewage Program to perform a site investigation for the repair of a failed septic system at a Newington gas station. The repair is difficult due to lack of a sanitary sewer in the area, lack of space on the property and poor soil conditions. An alternative soil air system has been proposed as a repair. Approval of this repair is pending.
- Approved the installation of an irrigation well for the community gardens located on the Young Farm property. Residents will now have a safe, clean, and reliable source of water on site for watering their gardens.
- Conducted opening inspections at all public seasonal pools. These pools include those located at apartments, condos, and the Town owned pools. Pools are inspected for compliance with the Connecticut Public Health Code including proper operation of the recirculation and disinfection system, signage, bathrooms, safety, and pool water chemistry. Special arrangements were made to conduct opening reinspections on the weekend to accommodate pool owners who had difficulty meeting code requirements earlier in the week during their first opening inspection.
- Met with Highway Superintendent Tom Molloy to check the feasibility of filling in a privately owned in-ground pool. The property owners have been under order by the Health District for over a year to fill in the unused pool that currently contains stagnant water. The Town has received a judgment allowing entry onto the private property to abate the nuisance. A lien will be attached to the property when the work is completed.
- Attended a pandemic flu exercise held at the Wethersfield Community Center. The training was provided by the Connecticut Association of Directors of Health and focused on the response to cases of flu within the town schools.
- Attended CCHD N1H1 department meetings to review/discuss outbreak and department action.
- Attended the Newington Green Team meeting to discuss resolution of Newington's blighted properties, and the revision of the town's ordinance to address property maintenance violations

HUMAN SERVICES

- The Human Rights Commission participated in the Memorial Day Parade honoring veterans and the diversity of cultures that make up Newington.
- The Youth-Adult Council and Newington Rotary are co-sponsoring an anti-bullying film on June 5 called "Grandpa is a Weirdo."
- The Committee on Community Safety met on May 21 and made a PowerPoint presentation regarding the Committee and Community Asset Building. Participants from the public included the Mayor, Town Council members and residents.
- The Department received 449 Information and Referral calls or walk-ins this month. Issues include day care, elder care, housing, energy and financial assistance, health, mental health, unemployment, youth programs among many others.
- ICAN (Interfaith Community Action of Newington) volunteers handled six requests during the month of May including shopping, yard work and driving to medical appointments.
- The Food Bank assisted 133 households with 77 residents over age 55 and 240 under 55. The Outdoor Market co-sponsored with Food Share served 138 residents on two days during this month. The Special Needs Fund approved 16 requests and the Clothing Closet served 24 households.
- Human Services processed 17 new applications for the Operation Fuel Energy Assistance Program which ended this month. Since December staff processed 195 applications for Newington households that met the eligibility guidelines for heating or non heating assistance with an estimated \$71,600 approved.
- The Social Casework Program received 17 new referrals with an active caseload of 76. Staff continues to handle a variety of presenting issues from residents of all ages. Crisis and routine situations identified by Police are also responded to by staff.
- The Youth and Family Counseling Program had an active caseload of 69 with 16 new referrals, 14 inactive and 15 closed cases. Coordinator Christina Salvio and contractors provided 152 clinical therapy sessions and made 125 contacts with families and other agencies.
- Positive youth development programs and activities provided by Youth Workers Rik Huggard, Julie Melanson and contractors involved 297 youth this month.

- The seventh cycle of ROPE (Rite of Passage Experience) was completed at Martin Kellogg and John Wallace with 48 sixth-grade students participating this month.
- Youth Worker Huggard facilitated a one-hour session of teambuilding with the Life Skills Group at Martin Kellogg. Clinical Coordinator Salvio and School Psychologist Van Campen provide a weekly group throughout the school year.
- Martin Kellogg's "Colonial Kellogg Week" alternate group spent the week of May 11 with Youth Worker Huggard. The group of nine students and 2 teachers started at the challenge course and progressed through a week of activities designed to increase communication and cooperation skills. The school continues to support integrating Human Services adventure based programming into their yearly schedule.
- Adventure Builds Bridges held rock climbing and canoeing sessions with 22 youth participating. The group is also preparing for their community service project which will occur on June 6.
- Twelve students from the High School Self-Awareness group went canoeing on the Farmington River instructed by Youth Worker Huggard. These field trips are used as incentives for the students to work toward positive outcomes with their academic and behavioral contracts.
- The Challenge Course had a very active month with a variety of groups reflecting a significant increase in programs over the same period in 2008.
- The Summer Youth Adventure Program continues to take registrations with a deadline of June 5. The response from youth and parents has been very positive. Brochures are available at Human Services, Library, Parks & Recreation and on the Town website.

May 2009 Statistics

Selected Programs	FY 08-09 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 08-09 Cum. Undp. Total YTD	FY 07-08 Cum. Undp. Total YTD
Youth and Family Counseling	69	74	169	176
Positive Youth Development	297	398	3163	3704
Youth Works (Job Bank)	3	4	48	52
Information and Referral	449	403	4014	3278
Social Casework Cases	76	94	274	298
Under 55 = 44				
Over 55 = 32				
Food Bank Households	133	130	1256	962
Special Needs	12	16	193	200

SENIOR AND DISABLED CENTER

- Older American's Month was celebrated at the Center with the 4th Annual Membership Meeting on May 8th. This event, attended by more than 100, was catered by Jefferson House and also celebrated the Center's re-accreditation.
- The Center held its annual Volunteer Recognition and Wall of Honor Dinner on May 21st. Attended by almost 100 of the Center's 140 volunteers as well as Mayor Wright, Town Manager John Salomone, several Town Council and Commission on Aging and Disability members, this dinner was served by Town staff including Chris Schroeder, Roy Zartarian, Carol Aregood, Kathy Blais, Ann Harter (and her daughter), Eleanor Eichner, Denise Haas, Teri Snyder, Jerry McCusker, Michelle Almorode and by the Mayor. The Wall of Honor recipient was Myra Cohen.
- Several Center staff attended the Annual Meeting of the Connecticut Association of Senior Center Personnel in Groton, CT on May 1st. Center Director Dianne Stone moderated a panel discussion on aging services in Connecticut and Program Coordinator Eleanor Eichner co-led a workshop on model social service programs in Senior Centers. The latter featured the Center's new Information and Referral Center and was well received.
- A representative from Vitas presented the Five Wishes Program specifically for deaf seniors on May 5th. This program, offered to the public in April, provides information and assistance with planning for advance directives.
- Other health programs this month included a skin cancer screening, "The ABCs of Wound Care" presented by Janice Joseph, wound care specialist from Gentiva Health Services, a stroke

awareness program presented by Nurse Stacie Zibel and, in honor of National Arthritis Awareness Month, Nurse Zibel provided an information event that featured free hand massages by Nita Acosta, LPN, from Hebrew Health Care.

- The Center currently has 1528 paid members, an increase of 13 from last month. All memberships expire at the end of June and a renewal campaign is being developed. There are an additional 605 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,200 hours of volunteer service was performed by 85 volunteers in the month.
- There were 45 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2,651. Actual attendance is higher as many participants still do not sign in.
- Elder Service Worker Karen Halpert wrapped up the Energy Assistance Program this month. While always a high demand program, this year was busier than ever. Ms. Halpert began taking applications for the Renter's Rebate program this month as well as continuing the Circuit Breaker program administered at the Center by the Assessor's Office.
- Several older residents were able to participate in the Memorial Day Parade by riding on the Dial-A-Ride bus.
- In addition to the regular Monday Wellness Clinics and the two above mentioned programs, Nurse Stacie Zibel provided five fall prevention screenings, and led a monthly diabetes support group.

Dial-A-Ride

Wellness Clinic

<u>Trips</u>	<u>Miles</u>	<u>On-site</u>	<u>Off-site</u>
1318	3800	78	13

PARKS AND RECREATION

Administration

- Bruce Till, Superintendent of Parks and Recreations, interviewed several high school and college students for seasonal summer positions in the Parks Department.
- The 11 Annual Golf Tournament was held at Indian Hill Country Club on May 11. 126 players registered for a very successful golf tournament.
- The Superintendent attended a Regional Collaborative meeting discussing regional ideas for potential savings.

Recreation Division

- A dance for 7th and 8th grade students was held on Friday, May 8.
- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper.
- Specific information regarding the Summer Playgrounds and Playground Pals programs was distributed to the schools.
- Training for seasonal staff began on May 26 with training for all supervisory employees who are employed in our Playgrounds and Aquatics Programs.
- Interviews were held throughout the month for summer positions, including aquatics and playground staff. Most positions have now been filled.
- Recreations Supervisor Karen Gallicchio & Special Events Coordinator Jodi Lee met with Cancer Society Committee and grounds crew to coordinate their Relay for Life, which was a huge success.

Parks and Grounds

- Traditional Memorial Day preparations were completed with emphasis on the Town Hall and parade route. Flags were hung, beds were planted and the cemeteries were readied.
- The community gardens were prepared and marked out during the first week in May.
- Preparation began for swimming pool openings. New drains were installed at Churchill Park and the pool received a fresh coat of paint. The new drains at Mill Pond Park are in the process of being installed.
- The eight tennis courts at Mill Pond were prepared for use.

- Practice football fields were deep tine aerated and top dressed. The mound at Legends Field was reconstructed and the lips were cut out to make for safer play.
- The rest of the playgrounds were mulched per the Department's annual inspection report.

LIBRARY

- Attendance at the 52 programs offered by the Children's Department totaled 1,448. Highlights included *The Wonders of Growing Beans*, *Tales 2 Tails*, a reading program that allows children who need to boost their reading skills the opportunity to read for 10 minutes to a certified therapy dog, as well as outreach to the Newington schools, childcare centers and preschools.
- Attendance at the six programs offered to adults and teens totaled 419 participants. Highlights included *Savory Spring Tarts* with Chef Lisa Weikert from the Newington High School and the program *Finally Thin! How I Lost Over 200 Pounds and Kept Them Off* featuring author and Diet Editor for Better TV, Kim Bensen.
- Teen Librarians Bailey Ortiz and Karen Benner visited both middle schools, speaking to over 330 students about the teen summer reading program.
- 4,874 (+4%) reference questions were answered. Library webpage hits this month were 5,710. 2,969 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Books on the human body for a preschooler.
 - Many questions about people and places in Newington history for a school assignment.
 - The hardness of peridot in the Moh's scale.
 - Anorexia in an adult male.
 - How long can I keep wheat flour?
- Traditional circulation of library materials was 32,041 (+2%). Circulation of teen materials has increased 32% from last year. 2,647 reference books were accessed remotely, and 2,629 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 109 times. 131 books were downloaded from the Library's website, for a total of 37,557 items checked out or used by library patrons. 49 museum passes were used during the month of May.
- 19,176 people visited the library during the month of April. 115 items were mended by volunteers who logged in 87 hours.
- IST projects in May included a major SIRSI Workflows Symphony 3.2.1 upgrade on May 5th that required logging into every staff computer in the library to complete the upgrade. Children's game computers were converted to the public network. The computers now only offer online games available from the library children's website. The computers are connected to the PC Reservation software and allow for 30 minutes of game use per user.
- Five Library staff attended a recertification CPR/AED training course offered by the Newington Volunteer Ambulance. The Library is one of the public locations in town that has an Automated External Defibrillator.
- The Friends of the Library held their annual May weekend sale during the first weekend in May. Hard work by many volunteers paid off as hundreds of people took advantage of thousands of books on sale.
- The Library's annual 5K road race was held on Sunday, May 17. 242 people participated in this annual Library Board fundraiser, the highest registration in many years.
- Marie Dowling, a longtime Newington resident and 39 year member of the Library Board of Trustees, stepped down from the Board in May. The Board honored Marie with a reception on May 8.