



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: June 12, 2007  
Re: Monthly Report – May 2007

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#### 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. Other items of interest included:

- Hosting the Mid-State Collaborative meeting on May 8.
- Meeting with Town Planner Ed Meehan and the Town's project consultant on the National Welding / Brownfields Study to discuss the Town's options.
- Attending the Board of Education Student Art Show with various staff members, the Newington Volunteer Fire Department's Awards Night reception, the Chamber's Annual Dinner/Awards Night, the Veterans Administration Memorial Day Luncheon, the Memorial Day Parade and Ceremony, the Library Book Sale, the Annual Volunteer and Wall of Honor Recognition Dinner at the Senior and Disabled Center, the Setback Club's annual luncheon, the unveiling of the Memorial Wall in honor of MPO Peter J. Lavery, the Parks and Recreation Golf Tournament, the Scholars Breakfast at the Newington High School, and the Newington Education Foundation's reception.
- Participating in interviews of firms to conduct a Town Hall study.
- Conducting meetings with staff, attorneys, and contractors regarding refuse collection issues, the cell tower, various real estate issues, legal issues and the Newington Volunteer Ambulance Corps contract.
- Interviewing two candidates for the position of Assistant Highway Superintendent.

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	86.60	\$ 4,501.67
Weekend Stand-by and Call-in	16.00	551.08
Road Maintenance	64.40	4,054.21
MDC Hazardous Waste Collection	9.70	324.85
Sweeping (parade route)	9.00	337.20
Total	185.70	\$ 9,769.01

<b>PARKS AND GROUNDS DIVISION</b>		
Tennis Court Preparation	180.00	\$ 6,480.00
Cemetery	11.00	413.66
Mowing	45.50	1,638.00
Herbicide Application	46.00	1,656.00
Weekend Duty	36.00	1,296.00
Total	318.50	\$11,483.66
	<b>2006-07 Budget Overtime Appr.*</b>	<b>Overtime Expended Fiscal Year to Date</b>
<b>POLICE DEPARTMENT</b>		
Patrol	\$ 774,636.00	\$ 690,916.40
Investigation	95,048.00	79,909.27
Communication	113,132.00	102,783.79
Education/Training	54,837.00	64,453.09
Support Services	27,871.00	22,671.54
School Resources Officer Grant	8,349.00	8,708.96
Animal Control	11,000.00	6,880.70
Total	\$1,084,873.00	\$ 976,323.75

\*Includes mid-year transfers.

## **PERSONNEL**

- May 11 was the closing date for applications for the Town Engineer and Director of Facilities Management positions; interviews will be held in June.
- A written test was administered for the Assistant Highway Superintendent position and two candidates were interviewed. The position has been awarded to Mechanic Foreperson Tom Molloy effective July 1.
- The Mechanic Foreperson position has been posted internally.
- The Administrative Aide II position for the Parks and Recreation Department was advertised with a closing date of June 8.
- Bernice Anderson, Clerk of the Council, submitted her resignation effective May 23 as she will be moving to North Carolina.

## **Professional Development**

- Town Clerk Tanya Lane; Denise Haas, Administrative Coordinator at the Senior and Disabled Center; Shirley Amenta, Public Works Administrative Coordinator; Tom Molloy, Mechanic Foreperson; and Lynn Caley, Business Manager at the Library participated in a four-session program entitled "Foundations of Supervision in the Public Sector" sponsored by the University of Connecticut.
- Paul G. Boutot, Director of Information Systems and Technology - GIS Services, attended a Content Management System user conference hosted by QScend Technologies.

## **RISK MANAGEMENT**

The tenth month of the 2006-2007 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 \$678,637 per month; the initial number for April 2007 came in at \$715,383.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Completed 104 help desk work orders.
- Blocked 81,363 SPAM/ unsolicited emails from reaching town employees and blocked/ quarantined 144 viruses from entering the Town's network.
- The Town's web site had approximately 22,000 visits exclusive of search engine robots during the month.

- The web site search using Google™ technology received a major overhaul to accommodate the Town's new domain name. The search function checks data indexed under both the old and the new domain names in response to queries.
- Work began on the creation of standard formats for meeting agendas, cancellations, and minutes.
- Assisted Human Services Department with the creation of an identification card for the Food Bank program.
- Gregg Breton, GIS Coordinator, worked on Town subdivision updates.
- IT Director Boutot, Deputy Fire Chiefs Thomas Gill and Frank Papa attended the kick off meetings for the pilot towns participating in the mobile data terminal fire project sponsored by the Capitol Region Council of Governments (CRCOG).

## **FINANCE**

### **Accounting and Administration**

- Two interviews were conducted by the Town's Audit Committee for the appointment of a Town auditor in response to a RFP issued in April. As a result of the interviews and the quality of their proposal, the audit firm of Blum Shapiro of West Harford was recommended to the Town Council for appointment for a three year term.
- The 2006-07 year end closeout also got underway with an analysis of General Fund expenditures in order to identify any potential shortfalls. This monitoring process will continue throughout the next few months.
- Police retiree cost of living adjustments for 7/1/2007 were prepared.
- The School Transportation grant was received during the month in the amount of \$369,547.

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)  
5/31/2007

General Fund	\$30,781,898
Special Revenue Funds	1,934,145
Capital Projects Funds	587,277
Internal Service Fund	3,849,821
Trust and Agency Funds	1,442,323
<b>TOTAL, ESTIMATED BY FUND</b>	<b>\$38,595,466</b>

#### **INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
5/31/2007

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
<i>Ave. Monthly Yield, Annualized</i>	Current Month	Last Month	Current Month	Last Month	
STIF	5.35	5.40	59,341	61,293	10,404,672
Banknorth	5.06	5.06	46,476	44,804	11,101,493
CLASS PLUS	5.00	5.04	32,231	31,502	7,267,457
Sovereign Bank MM	5.17	5.17	29,034	27,977	6,641,284
Financial Investor Trust	5.09	5.13	13,700	12,808	3,180,560
<b>Total Outstanding Investments</b>					<b>\$38,595,466</b>

### **Assessor**

- Real estate transfers were read and entered in the Assessor database through the end of May 2007.

- Elderly applications were processed throughout the month. Certified letters were sent to 12 applicants who failed to reapply and those individuals were personally visited by Assessor personnel. The additional elderly local option benefit for 2007-08 was adopted by the Town Council and processed on the Assessor system.
- The conversion process for the new Assessor valuation software continued throughout the month with the Assessor's staff entering all transactions into the new and old data bases.
- Ten newly constructed real estate properties with certificates of occupancy were inspected.

### **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.
- Alias Tax Warrants were prepared and issued to the Town Constable for over 600 motor vehicle accounts.
- Liens were filed with the Town Clerk's Office against 195 Real Estate property owners for unpaid taxes.
- Part-time Revenue Clerk Stacey Emmanuel passed the exam for the six-week course toward her Tax Collector's Certification.
- The Veterans' Exemption Program Report for 259 veterans amounting to \$30,961.03 was signed and submitted to the Office of Policy and Management.
- A Post Office box was set up between the Revenue Office and Bank of America to expedite payments through lockbox to deposit to the Town's account for faster investing.
- Joint efforts were coordinated with the Revenue Office and Quality Data Service during the month in preparation of the bills.
- Enhancements were made to the tax bills and return envelopes. The motor vehicle tax bills will be combined on a "club billing" which will merge motor vehicle accounts on a statement for the convenience of the taxpayer. This will result in a reduction in postage.
- The Motor Vehicle Department submitted address changes to the Tax Office for 1,350 tax bills which were processed manually.

### **PURCHASING**

#### **BID NO. 8, 2006-07, SCHOOL ROOF REPLACEMENT PROJECTS**

Opening Date: May 9, 2007

Two companies, Gold Seal Roofing of Torrington and Capeway Roofing Systems of Westport, MA, submitted bids for multiple items. Upon recommendation of the Project Building Committee, the bid was awarded to Capeway Roofing Systems for their low bid.

#### **BID NO. 9, 2006-07, POLICE RADIO AMPLIFICATION EQUIPMENT**

Opening Date: May 17, 2007

Bidder	Location	Total Bid
Connecticut Radio, Inc.	Rocky Hill	\$ 9,258
Bearcom	Bloomfield	\$10,380
Utility Communications	Hamden	\$13,400

The bid was awarded to Connecticut Radio for their low bid.

#### **BID NO. 10, 2006-07, TOWN CENTER STREETScape IMPROVEMENTS – PHASE III**

Opening Date: May 24, 2007

Bidder	Location	Total Base Bid
GEG Construction	Ludlow, MA	\$201,830
Pace Construction	Hartford	\$277,270
Martin Laviero Contractor	Bristol	\$282,534
T&T Concrete & Landscapes	Hartford	\$387,860

After review by Town staff and the Project Engineer, it was recommended that the Town Council award the bid to GEG Construction, the lowest qualified bidder.

BID NO. 11, 2006-07, NEWINGTON VOLUNTEER AMBULANCE BUILDING SKYLIGHT REPLACEMENT AND RELATED WORK

Opening Date: May 22, 2007

Bidder	Location	Amount
Allied Restoration	East Hartford	\$36,476
Silktown Roofing	Manchester	\$39,930

The bid was awarded to Allied Restoration for their low bid.

RFP NO. 3, 2006-07, TOWN HALL BUILDING STUDY

Opening Date: April 10, 2007

Respondents

Salamone and Associates, Hamden  
C. J. Lawler Associates Architects, West Hartford  
J Associates Architects, Farmington  
Kaestle Boos Associates, Inc., New Britain  
Sevigny Architects, Hartford  
Kagan Architecture and Planning, New Haven  
TLB Architecture, Chester  
Silver Petrucelli and Associates, Hamden

After review by an internal Study Committee and interviews of four firms, C. J. Lawler Associates was awarded the contract.

RFP NO. 4, 2006-08, PROFESSIONAL AUDITING SERVICES

Opening Date: May 9, 2007

Respondents

Blum Shapiro & Company, West Hartford  
Kostin Ruffkess & Company, Farmington  
McGladrey & Pullen, New Haven

The Audit Committee interviewed two firms based on their proposals and recommended to the Town Council that the firm of Blum Shapiro be appointed.

**TOWN CLERK**

- Both Assistant Town Clerks attended a day-long workshop on Elections and Customer Service on May 9 & 10.
- Town Clerk Tanya Lane attended a Women's Networking Meeting sponsored by the Chamber of Commerce on May 17.
- 607 documents were filed on the land records including 193 mortgages and 228 releases.
- 8 Notary Public commissions were recorded; 9 liquor permits and 6 Trade Names were filed.
- 10 burial permits and 5 cremation certificates were issued; 74 certified copies of vital records were issued.
- There were nine residential sales each over \$300,000
- Property at 16 Fenn Road and 712 Cedar Street sold for \$1,750,000 from Fenn Road LLC to Fenn Road Associates LLC.
- 171 Market Square conveyed for \$825,000 from Joseph J. Gustin to Dolores K. Gustin.
- 133 Louis Street transferred from Chesterview Trust LLC to Innate Investments LLC for \$935,000.
- Property at 240 Culver Street sold for \$500,000 from John Jasut to JS Culver Street LLC.

- There were 71 property transfers totaling \$14,561,345; \$90,356 was collected in state conveyance tax and \$36,403.38 was collected in town conveyance tax.

### Data Summary--May 2007

	<u>May 2007</u>	<u>May 2006</u>	<u>FY 2006-07 to Date</u>	<u>FY 2005-06 to Date</u>
Land Record Documents	607	852	6,625	7,332
Dog Licenses Sold	15	320	489	786
Game Licenses Sold	690	168	2,336	1980
Vital Statistics				
Marriages	14	11	213	196
Civil Unions	0	0	2	9
Death Certificates	30	31	312	276
Birth Certificates	31	24	84	235
Total General Fund Revenue	\$ 60,856.36	\$60,703.68	\$665,257.16	\$619,922.73
Town Document Preservation	\$ 1,144.00	\$ 1,246.00	\$ 12,910.00	\$ 3,795.00
State Document Preservation	\$ 1,146.00	\$ 1,246.00	\$ 12,642.00	\$ 13,642.00
State Treasurer (\$26 fee)	\$ 14,846.00	\$16,198.00	\$163,540.00	\$103,324.00
Locip	\$ 1,713.00	\$ 1,869.00	\$ 46,585.00	\$ 11,922.00
State Game Licenses	\$ 13,469.00	\$ 3,251.00	\$ 45,942.50	\$ 46,071.50
State Dog Licenses	\$ 77.00	\$ 1,745.00	\$ 3,613.50	\$ 5,148.50
Dog Licenses Surcharge	\$ 32.00	\$ 696.00	\$ 1,311.00	\$ 7,052.50
Marriage & CU Surcharge	\$ 342.00	\$ 380.00	\$ 4,751.00	\$ 2,394.00
<b>Grand Total</b>	<b>\$ 93,625.36</b>	<b>\$87,334.68</b>	<b>\$956,552.16</b>	<b>\$813,272.23</b>

### POLICE DEPARTMENT

- The Police Department conducted oral interviews on 44 candidates in May. From this process, 11 candidates moved on to polygraphs. Background Investigations will begin in early June.
- A Certified Police Officer hiring process also began in May. This will be an ongoing process for officers certified within the State of Connecticut who would like to apply to work for the Town of Newington.
- A request for reimbursement was made under the Bullet Proof Vest Grant for the 50% (\$650) reimbursement for two vests recently purchased.
- An application for a DUI Enforcement Grant with the Department of Transportation was approved for roving patrol of the Berlin Turnpike for May 25, May 26, June 29, and June 30. The total overtime costs associated with this extra coverage is \$3,200. The grant will be funded 75% by the DOT and 25% by the Town. The May 25<sup>th</sup> and 26<sup>th</sup> patrol resulted in 10 motor vehicle warnings; 2 non-motor vehicle warnings; and 1 DUI arrest.
- The Police Department has increased its patrol on the Berlin Turnpike through the summer months and will focus on the enforcement of motor vehicle violations which commonly increase in the warmer/summer months.
- On May 23, 2007 of Police Memorial Week, members of the Lavery family, Police staff, and the Town Manager were present for the unveiling of the Memorial Wall in honor of Master Patrol Officer Peter J. Lavery. Following the unveiling, staff proceeded to a ceremony at the Police Memorial in Meriden.
- Currently two CSOs are teaching the DARE program to the fifth graders at Martin Kellogg Middle School and John Wallace Middle School. In May, DARE lessons 1-6 were completed which consisted of learning the dangers of tobacco, marijuana, and alcohol abuse and the proper resistance techniques appropriate for a middle school student. Nearly 400 students were also shown a video titled "Up Against the Stem" in which teenagers give real life accounts of how marijuana addiction destroyed their lives. The underlying theme of the lesson was that marijuana is addictive and that the THC level of marijuana is 33% higher now than in years past.

- The Community Services Unit received several complaints of traffic violations in neighborhoods and various intersections in May. A list of traffic complaint areas was compiled and specific attention was given to four different streets and neighborhoods where enforcement of speeding violations took place. Approximately 53 traffic stops were made by the CSU for speeding, stop sign violations, seatbelt violations, hand held cell phone violations and equipment violations.
- The CSU also took part in the national seatbelt awareness campaign, "Click it or Ticket." The purpose of this campaign is to insure compliance with the State of Connecticut seatbelt law. Traffic posts were set up at several locations in town where numerous infractions were issued to persons not wearing their seat belt.
- Mountain bike patrols were conducted during the evening hours at Mill Pond Park to prevent and detect vandalism, primarily graffiti, from occurring. The Town ordinance stating that Town parks are closed after sunset was also enforced at Mill Pond Park.
- A Kid's Safety Day was conducted at the Price Chopper store on May 12, 2007 in conjunction with the Newington Fire Department. Numerous coloring and workbooks were given away as well as Child ID Kits to parents.
- Fifty-two offenses were the subject of investigation by Detective Division personnel in May.

**Patrol Calls – May 2007**

Alarm Burglary	139	Fire Extrication	1	MVA Property	116
Alarm Hold-up	2	Fire Hazmat	3	MV Assist	82
Animal	43	Fire Other	19	MV Complaint	69
Assault IP	7	Fire Structure	6	Neighbor Dispute	9
Assault Report	8	Fire Vehicle	5	Noise Complaint	28
Assist Other PD	34	Fire Water	2	Notification	4
Bad Check NSF	7	Fingerprints	28	Open Door / Window	9
BOLO	16	Fireworks	3	Parking Violation	11
Breach IP	11	Follow-up Inv	25	Property Found	14
Breach Report	3	Gun Call	1	Property Lost	14
Burglary IP	3	Harassment	29	Recovered MV	1
Burglary Report	10	Hazard	36	Robbery Report	1
Car Seat Install	8	Illegal Dumping	5	Serve Subpoena	2
Check the Welfare	74	Indecent Exposure	1	Serve Warrant	22
Clear Lot	10	Intoxicated	16	Sexual Assault Rep	2
Court	24	Juvenile Comp	46	Special Detail	49
Criminal Mischief IP	5	K9 Call	4	Stolen MV	5
Criminal Mischief Rep	26	Landlord / Tenant	2	Sudden Death	3
Community Service	2	Larceny From MV	17	Suicide Attempt	6
Customer Dispute IP	13	Larceny IP	13	Suspicious Person	93
Customer Dispute Rep	1	Larceny Report	56	Suspicious MV Occ	21
				Suspicious MV	
Dog Complaint	59	Liquor Violation	1	UnOcc	2
Domestic IP	17	Location-Directed Patrol	82	Threatening IP	2
Domestic Report	14	Lockout Residence	3	Threatening Report	5
Drug Investigation	2	Medical Emergency	161	Town Ordinance Viol	3
DUI	5	Missing Person	1	Traffic Stop	820
Emotionally Disturbed	5	MV Abandoned	6	Trespass IP	7
Escort	24	MVA Evading	22		
Fire Alarm	16	MVA Fatal	1		
Fire CO	2	MVA Injury	21	<b>TOTAL FOR NPD</b>	<b>2,606</b>

### UCR/NIBRS Selected Crimes

April 2007

April 2006

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	-0-	-0-	-0-
Forcible Rape	0	-0-	-0-	-0-
Robbery	0	-0-	1	\$25
Assault	10	-0-	10	-0-
Burglary	20	\$16,514	10	\$12,240
Larceny Theft	49	\$25,270	58	\$24,805
Auto Theft	11	\$63,197	6	\$85,000
Totals	95	\$104,981	85	\$122,070

- During the month of April 2007, 73 adults were arrested: 9 for assaults, 1 for burglary, 1 for weapon violation, 2 for forgery, 8 for narcotic violations, 11 for DUI, and 41 for other miscellaneous offenses. 18 persons under the age of 18 were arrested: 7 for assaults, 1 for larcenies, 3 for vandalism, 1 for DUI and 6 for miscellaneous violations.

### FIRE DEPARTMENT

The Fire Department responded to 67 alarms/emergencies as follows:

	<u>May 2007</u>	<u>11 months Cum.</u>
Residential	14	225
Commercial, Industrial, Office	4	49
Hospital, School	0	43
Vehicle	6	36
Rescue, Police Assistance	3	21
Dumpster, Rubbish, Grass, Brush, Leaves	12	49
Hazardous Materials/Clean up	5	33
Investigative Alarm	20	265
False Alarm	0	0
Mutual Aid/Standby	2	14
Carbon Monoxide Investigation	1	29
Water Related Incidents/Pump-Outs	0	0
Total	67	764

### Training Summary:

	Training	Members	Hours
Officer Training	Stew Leonard's – Pre-Plan		
Multi-Company	Vehicle Extrication – Prom Promise	35	75
	Hand Line Operation	30	90
	Driver Training	10	20
ISO – NIMS Training	NIMS 100	5	15
	NIMS 200	7	21
	NIMS 700	5	15
Target Safety – Online Training	5 Topics	30	157



## **FIRE MARSHAL**

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

Inspections	19
Inspection Follow-Ups	50
Plan Review	11
Job Site Inspections	20
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	2
Complaints	1
Haz/Mat	1
Bomb Threats	0
Blasting	3

### Training:

- Fire Marshal Chris Schroeder attended the annual Connecticut Emergency Management Symposium in Cromwell. Topics included: Debris Management, School Safety, Coping with Trauma, Universal Access Plans and The Homeland Security Information Network (HSIN).
- Fire Marshal Schroeder attend a Public Health Emergency Law training program for public officials in Hartford.
- Deputy Fire Marshals Guy Pelletier and Sherry Rusbarsky attended the annual Connecticut Fire Marshals Conference in Waterbury. Topics included: Review of NFPA 921 and Prosecuting the Arsonist as well as speakers Ted Tedsford, Defense Attorney, and Joe Toscano, Investigator on Investigation Methods.

### Incidents:

- A building located at 3221 Berlin Turnpike sustained moderate damage from a pile of wood pallets burning along the side of the building.

## **PUBLIC WORKS/FACILITIES MANAGEMENT**

- Prepared specifications for the raising of sidewalk slabs by a process known as "mudjacking." This process eliminates the need to reconstruct the sidewalk slabs thus reducing the Town's cost of maintaining sidewalks.
- Substantially completed plans to perform drainage improvements and reconstruction of Stonehedge Drive. The drainage improvements will be done in-house by the Highway Department.
- Engineering staff met with a rock blasting contractor and representatives from the Board of Education to see if it is feasible to blast underneath the driveway entrance to the Anna Reynolds School for the purpose of installing a storm drainage line which will eliminate periodic flooding problems experienced by some of the local residents in the vicinity of the school. The Board of Education is also eager to have the rock blasting performed to lower the knoll at the entrance of the school so that improvements can be made to the site line drivers must negotiate as they enter the school property from Reservoir Road. The site meeting confirmed that blasting is an option; however, considerable coordination will be needed with those utility companies whose lines span over the driveway. Engineering staff will pursue this coordination process.
- Engineering staff met with the developer's contractor responsible for installing the final pavement course on Waverly Drive. Both staff and the contractor agreed on the repair process to be pursued. The contractor anticipates installing the final surface course during the month of June.
- Several contractors were cited for damaging Town sidewalk slabs at several locations. The cited contractors have agreed to repair the sidewalk slabs at issue.

## **Highway Department**

- Town crews continued with weekly maintenance and organization of the Town Landfill. Items such as brush, metal, etc. brought to the landfill by residents are organized and disposed of accordingly.
- Crews continued with preparation work on both Lamplighter Lane and Stonehedge Drive. Both roads will receive storm water drainage improvements prior to repaving.
- Veterans Drive and Lamplighter Lane were roto-milled by a State of Connecticut awarded bidder in preparation for paving. This process ensures that any grade changes between driveways and roadways are kept to a minimum.
- The townwide spring sweeping program was completed during the month of May. Approximately 100 miles of Town-owned streets, schools, firehouses, etc. are swept during this six week program.
- Miscellaneous projects during the month included rebuilding several storm water catch basins throughout town, pothole patching, tree branch trimming, water course maintenance, curbing repairs, and assisting the Board of Education with moving items.
- Mechanics completed equipment installation and setup on three new Crown Victoria police cars, completed spring services to all Fire Department apparatus and also completed fabrication and assembly of a Fire Department generator trailer. Fleet preventative maintenance services and emergency repairs were also accomplished during the month of June.

## **TOWN PLANNER**

- **Town Center Streetscape Improvement Phase III** - Bid No. 10, 2006-2007 was advertised May 9 and opened on May 24 with four contractors submitted proposals. The project engineer, Maguire Group, Inc, reviewed each submittal and determined that G.E.G. Construction was the lowest qualified bid. This company's references and bonding will be reviewed and a written recommendation from Maguire Group will be prepared for submittal to the Town Council.

The Town Planner and Acting Town Engineer, together with Maguire Group representatives, met with District 1 Department of Transportation personnel to discuss coordination of the streetscape construction with the traffic signal replacement project now underway at Market Square and Lowrey Place. Careful coordination among the contractors will be necessary because of the extensive amount of new underground electrical work associated with the new signals.

- **690 Cedar Street – National Welding** - As part of the Phase III property assessment for National Welding the project's licensed environmental engineer, Fuss & O'Neill, has prepared a scope of work for a building materials evaluation and cost estimate to remove hazardous materials. Federal EPA is now reviewing the Phase III site assessment project work schedule for collection of soil and water samples for laboratory analysis; once this is approved access to the property must be available for our engineer and equipment. The Town Planner has been working with the Town Attorney's office to ensure access is in place at least through this fall. On May 3, the Town Planner and project consultant, Jeanne Webb, met with me to discuss options that are available to municipalities seeking to redevelop Brownfield properties. As we move forward into the Phase III investigations, various potential strategies for getting the National Welding property reused and back on our tax rolls will be presented to the Town Council.
- **Affordable Age Restricted Housing Study Committee** - On May 8 the Town Council discussed the alternative of submitting a letter to HUD supporting New Samaritan's lease of New Meadow parcel E in lieu of approving an option agreement. The consensus of the Council was that it was not prepared to endorse the letter alternative to HUD at this time. The Council requested the Study Committee to continue their evaluation of potential sites. New Samaritan, as the Town's preferred developer for the Phase II New Meadow property, will not submit its application to HUD for the Spring 2007 round of HUD 202 grant funds. New Samaritan will work with the Committee to address the issues associated with the potential senior housing on Parcel E.

## **Development Projects**

- **Newington Chamber of Commerce** - The first annual "Car Show" on Market Square was approved by the Town Plan and Zoning Commission (TPZ) on May 9, 2007.
- **Shoppes at East Cedar Street** – A Settlement Agreement with stipulations was approved by the TPZ on May 9, 2007 to resolve the appeal of the gas station denial. This action will permit the developer

to proceed to complete project plans and begin working on State Traffic Commission requirements for a major traffic generator certificate.

- **Proposed Zoning Regulation Amendments** – The TPZ began its public hearing on May 23<sup>rd</sup> on 20 amendments. These changes are intended to clarify interpretation and application of development standards. Several proposals if adopted will have substantial effects on property use. The Commission is considering eliminating drive through restaurants, accessory in law apartments, interior “rear” lots and auto related uses, such as gas stations, in neighborhood business zones. At its initial hearing the Commission received comments from attorneys and developers who objected to some of the proposed amendments. The hearing has been continued to permit additional testimony.

**BUILDING DEPARTMENT**

- Seven permits were issued for new residential houses (22 Chaplin Street, 26 Chaplin Street, 28 Chaplin Street, 23 Chaplin Street, 27 Chaplin Street, 29 Chaplin Street and 220 Adrian Avenue).
- Three permits were issued for new commercial buildings, one to add to the Stew Leonard’s original permit and two for new medical office buildings to be built at 445 Willard Avenue and 485 Willard Avenue.
- One permit was issued for Town of Newington work - rebuilding a roof on a shed and reroofing for the outdoor challenge course.
- Nine Certificates of Occupancy issued in May. Eight were for single family houses (179 Sterling Drive, 173 Sterling Drive, 34 Barkledge Drive, 7 Barkledge Drive, 215 Audubon Avenue, 21 Church Terrace, 13 Barkledge Drive, and 3 Memory Lane) and one for a commercial building (Stew Leonard’s, 3475 Berlin Turnpike).

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

David Zwick	Active Fire Protection Features of Chapter 9 of the 2003 IBC, 5/9/07 Automatic Fire Sprinkler Systems, 5/10/07
Richard Smith	Active Fire Protection Features of Chapter 9 of the 2003 IBC, 5/2/07 2003 International Building Code Chapter 11 Accessibility together with the 2003 ANSI A.177.1., 5/17/07 Solar Photovoltaic Training, 5/22/07
Pete Hobbs	Automatic Fire Sprinkler Systems, 5/3/07 NIMS IS 700: National Incident Management System, 5/4/07 Solar Photovoltaic Training, 5/22/07

Building Inspectors completed a total of 514 inspections: Above Ceiling (3), Alarm (4), Boiler (1), Chimney (3), CO (38), Code (5), Decks (3), Drains (1), Electrical (105), Final (3), Footings (32), Foundation (22), Framing (55), Gas Line (17), Grease Duct (2), Gypsum (3), Hood (8), Insulation (17), Mechanical (49), Metting (1), Piers (7), Plumbing (53), Pools (6), Roofing (8), Rough (42), Sill (4), Site (3), Slab (1), Solar Panel (1), Sprinkler (6), Stairs (1), Trench (2), Water Proof (5), Windows (2), Wood / Pellet Stove (1).

**Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	27	\$1,161,621
Deck	5	20,450
Demolition	4	30,400
Electrical	60	241,476
Fence	0	0
Fire Suppression/Sprinkler	1	1,000
Footing/Foundation	1	225,700
Fuel Tank	3	4,200
Garage/Shed	5	72,002
Mechanical	42	483,824
New Commercial	3	3,052,852
New Residential	7	1,619,003
Plumbing	31	142,935

Pool	5	31,032
Roofing/Siding	29	477,388
Sign	3	19,000
Tent	3	8,524
Trailer	0	0
Total	229	\$7,591,397

Permit Value Comparison for May:

	2007	2006
Value of Permits Issued	\$7,591,397	\$4,951,969
Building Permit Fees Received	\$86,648	\$55,551
Other Income Fees	\$701	\$3,389
Building Permits Issued	229	240

Total Value of Permits and Permit Fees:

2006-2007		2005-2006	
Value	Permit Fee	Value	Permit Fee
\$57,476,886	\$654,710	\$34,354,027	\$486,536

**HEALTH DEPARTMENT (CENTRAL CONNECTICUT HEALTH DISTRICT)**

Newington staff representative Greg Mattus:

- Attended the monthly CCHD environmental health staff meeting.
- Attended the monthly CCHD staff meeting.
- Responded to numerous complaints involving tall grass, illegal dumping, noise, and general housing code violations.
- Inspected all public pools as required by the CCHD sanitary code.
- Completed the annual inspection of several motels.
- Performed numerous preoperational inspections / plan reviews, and issued food service licenses to 5 new food service establishments: Arby's, Stew Leonard's, Dessert Island, Beau's Road Side Grill, and Maneely's catering.
- Met with a representative of the Connecticut Department of Public Health Food Protection Program to discuss the adequacy of sneeze guards at local food service establishments.
- Assisted the Newington Parks and Recreation staff by performing an inspection of a new proposed location / space for the licensed daycare operation currently operating out of the Town Hall.
- Responded to several complaints of mosquito breeding, confirmed the breeding areas and treated the areas with a biological mosquito larvacide.
- Responded to an after hours sewage overflow emergency in a parking lot of a local business in town. The MDC determined the overflow was due to a blockage in the sewer lateral. Ensured cleanup was done properly by a licensed environmental cleaning service.

**Statistical Summary**

	Total
Food Service Inspections	25
Motel Inspections	10
Complaints	40
Complaint Inspections	42
Pool Inspections	12

## **HUMAN SERVICES**

- The Early Childhood Council met and began planning parent education programs for the next school year.
- Director Ken Freidenberg, Superintendent of Parks and Recreation Wendy Rubin and Wethersfield Department Heads met the full committee of the Greater Hartford Jaycees Foundation Committee to review the two-town \$50,000 grant proposal for after-school and summer programming. The Jaycees interviewed three final grantee candidates on May 12 and decided to fund a capital improvement project for the Gengras Center for children with special education needs. The two-town proposal came in a very close second and we were advised we could apply again next year.
- The Youth-Adult Council met and had a spirited discussion about what direction should be considered as a follow up to the Town Meeting on Community Safety. For the June meeting, they have invited Jo Ann Freiberg from the Connecticut State Department of Education, who specializes in violence, bullying prevention and school climate.
- Human Services and the Youth-Adult Council supported the high school IMPACT program through its grants and staff. This program shows students the traumatic consequences of drinking, driving and speeding.
- Interfaith Community Action Newington (ICAN) provides voluntary assistance to residents in need. They continue to help several residents with home clean up projects.
- Positive youth development activities and programs were provided by Coordinator Karen Futoma and Youth Worker Rik Huggard and included:
  - The Tri-Town Youth Leadership project held two meetings, one in Rocky Hill and one in Newington. Over 50 middle and high school students, their parents, Human Services staff and two police officers actively participated in discussions related to violence, bullying and vandalism prevention. They will meet again at the Newington Challenge Ropes course on June 8.
  - The last cycle of the ROPE program was provided at both middle schools.
  - Summer Youth Adventure registrations are being received at a steady pace. A full schedule of programs and activities is available for youth entering fifth through ninth grade.
  - Fifteen high school age youth were interviewed and confirmed as mentors for the summer youth adventure program.
  - Preparation for the 7<sup>th</sup> grade all-day challenge for Martin Kellogg was finalized.
  - The High School Adventure Club went top rock climbing with seven youth who spent a day learning various skills, techniques and hardware involved in this type of climbing.
  - The Challenge Ropes Course is in full swing with numerous groups using the facilities including Central Connecticut State University, Morley After-School, Granby, Wethersfield and Berlin Youth Services and Bristol Girl Scouts.
- The Youth and Family Counseling Program handled 10 new referrals with an active caseload of 51. There were 3 inactive cases and 19 closed cases. Staff and contractors conducted 107 clinical therapy sessions and made 119 contacts with families and other agencies. Clinical Coordinator Christina Salvio continues to meet with students at the high school and handled several new referrals from the elementary schools.
- Information and Referral requests were active with 241 calls or walk-ins.
- The Social Casework Program had an active caseload of 74 with 18 new referrals. Presenting issues were dominated by financial difficulties, health and mental health, housing, Social Security hearings and substance abuse. Social Worker Carol LaBrecque and Coordinator Karen Futoma and other staff continue to provide case management, counseling, advocacy and assistance with public and private resources.
- The Food Bank, Clothing Closet and Special Needs remained constant or increased. The Special Needs Fund approved 22 requests for basic need assistance of which 10 were seniors. The top needs were energy, medical and medication assistance.

**May 2007 Statistics**

Selected Programs	FY 06-07 Undp. Total This Month	FY 06-07 Undp. Total Last Month	FY 06-07 Cum. Undp. Total YTD	FY 05-06 Cum. Undp. Total YTD
Youth and Family Counseling	51	52	180	161
Positive Youth Development	164	221	3,159	2,538
Youth Works (Job Bank)	8	5	51	49
Information and Referral	241	269	2,060	1,959
Social Casework Cases	75	75	311	228
Under 55 = 47				
Over 55 = 28				
Food Bank Participants	86	91	883	910
Special Needs	22	40	231	142

**SENIOR AND DISABLED CENTER**

- Older American's Month was celebrated at the Senior and Disabled Center with several events including the Annual Volunteer and Wall of Honor Recognition Dinner. The dinner was served by Center and Town Staff and attended by more than 100 people, including several Council members. The Commission on Aging and Disability recognized Charles Paprzyca for the Wall of Honor.
- The Center also held its 2<sup>nd</sup> Annual Membership Meeting. Catered by Jefferson House, this event featured a State of the Center address.
- Other special programs this month included a hearing loss workshop on May 4<sup>th</sup> and a presentation on muscles, bones and joints by Ann Rolfe, Director of Rehabilitation at Newington Health Care Center.
- A pilot Brain Aerobics class began on May 1<sup>st</sup>. This is an 8 week class instructed by Center Director Dianne Stone.
- Two of the newest programs at the Center, a Beading group and the Red Hat Divas, a chapter of the Red Hat Society, continue to flourish.
- The Center has become a much more welcoming place with the addition of a Welcome Desk in the foyer. The desk is staffed by a group of volunteer greeters.
- Director Dianne Stone and Program Coordinator Eleanor Eichner attended a Civic Engagement event co-sponsored by the Commission on Aging and the Connecticut Association of Senior Center Personnel.
- The Highway Department completed the repairs related to February's water main break. This included a permanent patch to the hole that was left behind.
- The Center currently has a membership of 3,650 including 26 new members in May.
- The out of town medical transportation, offered to Newington residents through collaboration with Wethersfield and Rocky Hill, continues to be well utilized. The Department of Transportation approved the grant application (submitted and administered by Wethersfield) to continue funding for this program through the next fiscal year.
- The Dial-A-Ride program continues to rely heavily on the Board of Education Transportation drivers as a regular full-time driver remains off work. The Center's long standing part-time driver, Carol Santeusanio, is currently unable to work due to serious illness.

**Dial-A-Ride**

**Wellness Clinic**

**Senior Café**

Trips	Miles	On-site	Off-site	Meals Served
1,430	4,807	112	13	1,193

**Project Homeshare**

	Current Matches	Providers	Seekers	Counseling Calls
Newington	6	13	6	1
Other Comm.	12	52	73	34

## **PARKS AND RECREATION**

### **Administration**

- Superintendent of Parks and Recreation Wendy Rubin assisted Human Services in presenting our proposal to the Greater Hartford Jaycees for after school and summer programs and supported the Relay for Life event held at Mill Pond Park.
- Ms. Rubin attended the Chamber of Commerce Annual Dinner where she presented the Youth Service Award to Dave Charumut for his work on the Annual Fishing Derby.
- Ms. Rubin and Recreation Supervisor Allison Alberghini attended the CIRMA workshop on Recreation Risk Management which was hosted by the Town of Newington and an Open House at Nature's Art in Salem, CT.
- Key personnel finalized their leadership and team building training with Decision Point LLC.
- Superintendent Rubin and Parks and Grounds Supervisor Dennis Bonitsky met with neighbors of Mill Pond to address vandalism issues and general concerns and a resident concerned with the need for more sidewalks in town.
- The contract with Newington Tennis Association was finalized and a similar agreement with the Swim Club of Newington is being discussed.
- Ms. Rubin met with Lauren Miller from the Greater Hartford Arts Council to identify possible partnerships and grants for Newington cultural arts programs.

### **Recreation Division**

- This spring Parks and Recreation has 161 programs and 1,733 registrations, up 510 from last year. Preschool and Aquatics registrations were high.
- The summer program brochure was sent to 11,000 addresses in Newington. There are 350 classes and programs offered for the summer.
- The Mortensen Community Center gym remains closed. The first and second grade playground program will move to Ruth Chaffee.
- The 9<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 as well as the new caterer, Ann Howard.
- Price Chopper has confirmed its participation as the title sponsor for the Extravaganza.
- The AARP Walking Program Kickoff was held with approximately 150 older adults in attendance and will continue through June.
- Outdoor Pool began preparation to open for the season. Staff has begun preparing the Mill Pond and Churchill pools. Lifeguard interviews were conducted. Plans for the 4<sup>th</sup> grade picnics are underway.
- Recreation Supervisor Alison Alberghini and ten aquatics staff members attended CRPA's lifeguard college at the Red Cross in Farmington, CT.

### **Parks and Grounds**

- May is one of the most active of months as school and Town sports leagues play full schedules. Field maintenance, lining, and mowing were daily events.
- Preparation for Memorial Day activities such as parades and cemetery visits was conducted, including setting of 12 veterans' markers in Town cemeteries, clean up of the parade route, etc.
- To accommodate the school picnic schedule, Division personnel prepared the Churchill Park swimming pool for an early season use.
- Sod applications were completed at Clem Lemire necessitated by infield size changes, and the field areas were top dressed and seeded.
- The Community Garden site was prepared and marked for the gardeners. The water situation continues to be tenuous as the tank needs constant re-supply.
- The Har-tru soft surface tennis courts were prepared for play in May. The clay courts began this process at month's end.
- Vandalism abatement has become a weekly event as the weather gets nicer.

## LIBRARY

- Preparations for Summer 2007 swung into high gear during the month. Children's and Teen Librarians began their yearly visits to Newington schools to promote the many exciting programs that are planned. On Saturday, June 9<sup>th</sup>, a Kick-Off event will be held in the upper Town Hall parking lot. Activities, treats, and more will be available for all age groups.
- Children, their parents, and caregivers attended 63 literature-based programs during May. Highlights included the annual Teddy Bear Clinic, visits from each of the elementary school Kindergartens, as well as other classes, and the usual preschool programming agenda. Nearly 2,800 children were involved in these events.
- Reference staff taught a series of six topical computer classes at the Senior and Disabled Center. Spanning the areas of travel, health, consumer issues, among others, the classes were well-received by the attendees. A team approach was used so that attendees could have hands-on coaching as needed as they learned new skills and computer searching techniques.
- The database *Ancestry.com* was purchased during May. It is a genealogy research tool that provides instant access to a wide range of unique resources, including military records, court, land, probate records, church records, passenger lists, and more. *TheStreet.com* was another purchase that evaluates the financial strength of more than 13,000 institutions, including life, health, and annuity insurers, HMOs, banks, etc. In addition, it tracks the risk-adjusted performance of over 20,000 mutual funds and more than 6,000 stocks.
- The Grolier Encyclopedia online and the literature databases were the most used online resources in May. The usage is attributed to the increase in end-of-year student projects.
- Topics of note that were researched this month included:
  - Book on Polka dancing for children.
  - How to create a hanging indent.
  - Value of a 1928 bill.
  - The population of Newington in 1900.
  - Foods that are low in potassium.
- Nineteen programs were held for adults and teens, including visits to the sixth grades at both middle schools for summer reading promotion. The *World Cuisine* series continued with a Caribbean flair, and a three part series on the future of food and whole foods were all standouts. Two programs on the topic of organization proved to be popular as well.
- The *One Book 4 Towns* project ended on a good note at the Berlin Peck Library, where the author, Archer Mayor, regaled the audience with hilarious stories of his life as a police investigator/author. Dr. Jerry Labriola spoke at this library on the related topic of forensic science to complete this community-wide reading program.
- 4,824 reference questions were answered and 1,138 items were processed and added to the collection; 31,803 items were circulated. Sunday hours came to a halt after the first Sunday in May, and will not be in effect again until November.
- In technology matters, staff began working on the series of online training on topics pertaining to Web 2.0 that was devised by the technology librarians. Also, a new service, *Dear Reader*, allows patrons to sign up for various online book clubs. Chapters of books from different genres are emailed to those who sign up to receive them. 46 patrons signed up for this service in May.
- The 11<sup>th</sup> annual 5K race was held on May 20<sup>th</sup>, with close to 200 participants.
- The Friends' annual May book sale was held for an entire weekend at the Senior and Disabled Center. This location was a late change necessitated by the unexpected closing of the Community Center gym. Visited by hundreds of people over the course of the weekend, thousands of books were sold, making this the most successful book sale to date.