



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: May 15, 2009
Re: Monthly Report – April 2009

GENERAL ADMINISTRATION

- The second Public Hearing on the budget was held on April 6 with the Town Council approving the final budget and Capital Improvement Plan on April 14.
- The Town Manager attended the Mid-State Collaborative meeting, meetings with CRRA and CRCOG, a meeting with Congressman John Larson regarding the American Recovery and Reinvestment Act (ARRA) and a Symposium on Regionalism at Trinity College.
- Meetings were also held with a blighted property owner, the Historical Society, and the Town Hall Building Renovation Committee.
- Meetings were held with several developers and Town Planner Ed Meehan as well as business owners in the Town Center regarding garden beautification.
- The Town Manager attended Volunteer Recognition Dinners for the Human Services Department and the Central Connecticut Health District.
- Interviews were held with several possible candidates for an intern position in the Town Manager's office through a program offered by UConn.
- Several conference calls were held regarding the recent "swine" flu outbreak and preparations for it.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	4.10	\$ 181.02
Weekend Stand-by and Call-in	16.00	619.16
Road Maintenance	.60	21.59
Sweeping	35.20	1,366.41
Pave Parking Lot – Clem Lemire	67.20	2,630.24
Total	123.10	\$ 4,818.42
PARKS AND GROUNDS DIVISION		
Ballfield Preparation	70.00	\$ 2,784.87
Cemetery	17.00	1,268.71
Weekend	22.00	1,091.32
Total	109	\$ 5,144.90

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	\$ 1,677.47
Patrol	600,000.00	440,882.33	727,443.00	540,893.92
Investigation	76,637.00	60,631.83	76,000.00	54,412.06
Communication	108,429.00	83,254.27	104,486.00	94,962.86
Education/Training	88,337.00	62,023.97	66,026.00	70,696.30
Support Services	38,137.00	26,904.16	36,827.00	28,137.87
Animal Control	<u>12,070.00</u>	<u>6,323.45</u>	<u>11,706.00</u>	<u>4,896.64</u>
Total	\$ 927,921.00	\$681,193.44	\$1,022,488.00	\$795,677.12
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 18,410.26	\$ 27,494.00	\$ 26,873.64
Snow and Ice Control	*148,264.00	148,263.79	127,912.00	104,835.10
Traffic	8,345.00	3,080.23	7,593.00	8,468.89
Vehicles and Equipment	*31,685.00	27,323.39	27,166.00	13,322.41
Leaf Collection	<u>*44,713.00</u>	<u>44,712.81</u>	<u>62,521.00</u>	<u>59,077.71</u>
Total	\$ *261,116.00	\$241,790.48	\$ 252,686.00	\$212,577.75
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 93,901.74	\$ 126,793.00	\$ 77,369.66
Cemeteries	<u>14,893.00</u>	<u>10,994.45</u>	<u>14,893.00</u>	<u>8,332.58</u>
Total	\$ 145,440.00	\$ 104,896.19	\$ 141,686.00	\$ 85,702.24

*Reflects intradepartmental transfers.

The Police Department overtime expenditures increased \$31,157 from March (\$49,928, the lowest month for the fiscal year to date) to April (\$81,085) primarily because there were two holidays (Good Friday and Easter).

- Patrol overtime equaled \$56,037, an increase of 99% from March which reflects \$18,800 for two holidays paid, increase in holdovers for crime investigations that continued at the end of the shift (domestic, assault, and drug raid), and one Town Council meeting coverage.
- Detective Division overtime increased by \$720, or 14.2%, for a total of \$5,791 due to additional Detectives working on the holiday and on assault investigation, burglary, and drug raid.
- Communications overtime increased by \$1,773, or 29%, for a total of \$7,802 due to two holidays.
- Education/Training overtime decreased by \$1,684, or 18%, for a total of \$7,580 due to training shifts being covered by staffing.
- Support Services overtime equaled \$2,598, a 130% increase or \$1,468, due to coverage for the Junior Prom, holiday pay and School Resource Officer time off.
- Canine overtime increased by \$492, or 161%, to reflect holiday pay at overtime.

PERSONNEL

- An oral panel was convened on April 27 to interview 11 candidates for the position of Executive Assistant to the Town Manager. Follow-up interviews with the top candidates will be held in early May.
- Approximately 50 applications were received for the position of Assistant Highway Superintendent. Six candidates were interviewed by an oral panel on April 30. A final decision is expected in May.
- The part-time custodial position at the Senior and Disabled Center was advertised with a closing date of May 1 to replace Ron Tramadeo who will be leaving at the end of May.
- A part-time Special Events coordinator position for Parks and Recreation was advertised during March with 20 applications received; several interviews were conducted during the month.

RISK MANAGEMENT

- The ninth 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 March 2009 came in at \$801,147.

Cumulative Claims through March 2009

	Town	Board of Education	Total
Estimated Claims	\$1,544,400	\$4,921,632	\$6,466,032
Actual Claims	\$1,434,329	\$5,485,546	\$6,919,875

FACILITIES MANAGEMENT

- The Facilities group completed 56 formal work orders during the month of April in addition to scheduled maintenance and project work assignments.
- The department completed all spring PM's for the Town Hall air conditioning systems and is working on the exterior repairs at several locations within the building.
- The cooling tower pump at the Senior and Disabled Center was replaced and the system converted to the summer cooling cycle.
- Replacement windows for the Kelsey House have been received for installation beginning in May. Siding and gutter repairs are underway and all furnace maintenance has been completed at both homes for the spring season.
- Final designs are underway to convert a portion of the basement space in the Town Hall for use as new studio space by Channel 14. The project is expected to go out to bid in May for a June award and construction start which will have an early fall completion of this phase of the renovation. Work has begun to relocate several storage areas from the renovation work space to accommodate the upcoming construction.
- Numerous HVAC unit repairs were completed at the Library and an upgrade to the building controls system is underway for design completion during May. Due to the extent of the needed repairs, this project will take several months to complete.
- Design of an irrigation well and distribution system was completed for the Young Farm and a contract has been awarded to a well company to begin digging in May. This project will eliminate the need for the Parks Department to truck water in to the Town gardens and enable a reliable source of water and possible expansion of the gardening area in the future if demand increases.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 31 requests for service via the Internet.
- 8,259 unsolicited SPAM emails messages and 9 virus/Trojans were blocked.
- 69 internal work orders were completed.
- The Town's website had approximately 20,323 visits during the month, 59,791 page views with an average of 2.94 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Homepage, Site Search and Parks and Recreation Homepage were the most frequently visited pages.
- The "Pay for Print" system in the Town Clerk's office was completed
- Scott Hoagland, Information Systems Specialist, worked with Police Department staff and IPC Staff to complete a Records Management System upgrade.
- Mr. Hoagland completed the upgrade of seventeen (17) modems used in Police vehicles to communicate with Public Safety Dispatch and surrounding law enforcement agencies.
- Mr. Hoagland also continued work on the Police Department's Computer Aided Dispatch (CAD) upgrade. The upgrade is planned to be completed by the end of May 2009.
- A public kiosk computer at the Senior and Disabled Center was rebuilt and reconfigured after a hardware failure.

FINANCE

Accounting and Administration

- 2009-10 budget meetings were completed during the month. The Town's 2009-10 budget of \$94.7 million was adopted with a mill rate of 28.40.
- Changes to the 2009-10 budget and CIP books got underway during the month.
- Finance Director Ann Harter attended the Connecticut Pension Plan Forum on April 29th.
- During the month the Town received the Telecommunications grant in the amount of \$144,258, the final payment of the ECS grant in the amount of \$6,313,022 and the second installment of the Pequot grant in the amount of \$110,337.

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)
4/30/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2008-09	<u>Actual</u> Year to Date	
General Fund	\$900,000	\$479,102	\$40,539,792
Special Revenue Funds	\$53,000	\$29,009	1,819,942
Capital Projects Funds	\$6,100	\$6,949	527,448
Internal Service Fund	\$100,00	\$48,643	3,582,579
Trust and Agency Funds	\$38,000	\$17,490	1,474,358
TOTAL, ESTIMATED BY FUND			\$47,944,119

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
4/30/2009

	<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	.78	.96	22,961	32,235	\$38,156,793
CLASS PLUS	0.25	0.24	1,257	1,697	5,668,105
Financial Investor Trust	0.12	0.27	306	472	3,868,661
Bank North	0.60	0.60	124	127	250,560
Sovereign Bank	1.35	1.50	135	122	106,403
Total Outstanding Investments					\$47,944,119

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 April.
- The Elderly Tax Relief Program started and about 50 applications were processed in April. Telephone calls were made to all current recipients to encourage their reapplication. Certified letters were mailed as required by state law to five homeowners who failed to respond to the telephone calls. This elderly tax relief application process will continue through May 2009.
- Income and Expense reports for commercial properties were prepared and mailed to 570 owners of rental properties. These forms are required to be filed with the Assessor by Connecticut state law.

- All real estate properties that received Certificates of Occupancy were inspected and pro-rated assessments were completed.

Revenue Collector

- The Tax Office staff was busy preparing for the next fiscal year's tax bills.
- Bank and mortgage company requests for new escrow accounts were brought up to date daily.
- Intent to Lien Notices were mailed to approximately 300 delinquent real estate taxpayers, which is consistent with last April.
- Real estate transfers were processed daily to ensure for proper distribution of tax bills to new homeowners.
- During the month \$218,615 was collected on the current levy.

PURCHASING

RFP NO. 8, 2008-09, NEWINGTON HIGH SCHOOL CODE COMPLIANCE ARCHITECTURAL SERVICES

Opening Date: January 29, 2009

Respondents

DuBose Associates, Inc., Hartford
 Friar Associates, Farmington
 Jacunski Humes, Berlin
 Kaestle Boos Associates, Inc., New Britain
 Lawrence Associates, Manchester
 O’Riordan, Migani Architects, Seymour
 Oak Park Architects, LLC, West Hartford
 Schoenhardt Architects, Tariffville
 Silver Petrucelli & Associates, Hamden

The Council approved award of the bid to Oak Park Architects on April 28.

RFP NO. 9, 2008-09, INSURANCE AGENT OF RECORD

Opening Date: February 2, 2009

Respondents

USI Connecticut, Meriden
 TD Insurance, Wethersfield
 H. D. Segur Insurance, Cheshire
 R. C. Knox and Company, Hartford

The Council approved the appointment of R. C. Knox and Company on April 14.

BID NO. 6, 2008-09, MOWERS (3)

Opening Date: April 8, 2009

Bidder	Location	Cost/Mower
Budget Mowing	Stratford	\$ 9,399.00
Schmidts & Serafins	Waterbury	\$10,173.90
CT Power and Sport	Wallingford	\$10,202.10
EH Turf Supply	Exeter, RI	\$10,546.99
Butler Power	West Hartford	\$10,715.99 (2) \$11,786.78 (1)
Center Hardware	Berlin	\$11,488.00
Tri-Towne Power	Deep River	\$ 9,800.00

The bid was awarded to Budget Mowing for their low bid; the bid from Tri-Town Power was not one of the models specified as acceptable to the Town.

TOWN CLERK

- There were 554 documents filed on the land records during April representing an 8% decrease in activity compared to April 2008. Overall revenue is down approximately 35% from a year ago.
- \$51,575.12 was collected in state conveyance tax and \$20,972.33 was collected in town conveyance tax.
- Property at 485 Willard Avenue (Units B, C, and D) sold for \$750,000 from Fountain Pointe, LLC to M & R Strand, LLC.
- RBMC, LLC conveyed property at 102 Pane Road to H & H Investments, LLC for \$1,175,000.
- There were five residential properties that each sold for over \$300,000.
- The office recorded 54 deeds, 40 liens, 176 mortgages and 222 releases.
- 64 vital records were certified; six burial permits and four cremation certificates were issued.
- The staff catalogued 6 Notary Public commissions, 11 Trade Name certificates, 2 survey maps and 3 Liquor Permits.
- The Town Clerk attended the annual Spring Conference sponsored by the Secretary of the State.
- In January the office installed the new Automated Sportsmen’s Licensing System supported by the Department of Environmental Protection (DEP). Municipalities are now receiving less money per transaction which has caused some Town Clerks to opt out of this endeavor (our neighbors in Berlin and West Hartford are no longer selling sports licenses). The Town of Newington decided to continue offering sports licenses as a public service for residents. Initially we saw a larger volume because many of agents (most notably Wal-Mart) did not purchase the system. While sports licenses are not a huge profit, month-end revenue figures show an 80% decrease in income compared to April 2008. It is difficult to determine if this is the result of the economy or if residents are purchasing their licenses online directly from DEP.

DATA SUMMARY APRIL 2009				
	<u>April 2009</u>	<u>April 2008</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	554	604	4,024	5,750
Dog Licenses Sold	16	36	509	538
Game Licenses Sold	150	801	1,214	1,932
Vital Statistics				
Marriages	8	8	162	192
Civil Unions	0	0	2	5
Death Certificates	39	31	264	260
Birth Certificates	19	37	223	232
Total General Fund Revenue	\$ 38,653.38	\$ 54,551.07	\$372,631.82	\$626,765.92
Town Document Preservation	\$ 1,012.00	\$ 1,194.00	\$ 9,091.00	\$ 10,651.00
State Document Preservation	\$ 1,018.00	\$ 1,194.00	\$ 9,112.00	\$ 10,654.00
State Treasurer (\$26 fee)	\$ 13,078.00	\$ 15,522.00	\$117,858.00	\$137,488.00
Locip	\$ 1,509.00	\$ 1,791.00	\$ 13,599.00	\$ 15,864.00
State Game Licenses	\$ 2,632.00	\$ 16,149.00	\$ 21,023.00	\$ 37,050.50
State Dog Licenses	\$ 102.00	\$ 224.00	\$ 3,138.00	\$ 3,624.50
Dog Licenses Surcharge	\$ 41.00	\$ 82.00	\$ 1,145.00	\$ 1,338.00
Marriage & CU Surcharge	\$ 304.00	\$ 209.00	\$ 1,976.00	\$ 2,337.00
Grand Total	\$ 58,349.38	\$ 90,916.07	\$549,573.82	\$845,772.92

POLICE DEPARTMENT

- Under an approved grant from the Department of Justice, the Police Department requested \$3,575 (50% of the total cost) for reimbursement of 11 bulletproof vests.

- Reimbursement of \$13,721 was received from the Department of Transportation for the DUI Comprehensive Grant for patrol overtime coverage on the Berlin Turnpike through December 2008. Arrests in April included 2 DUI and 19 other motor vehicle violations plus 18 warnings.
- In April, a Sobriety Checkpoint took place on the Berlin Turnpike. The following arrests/violations were made: 1 DUI, 9 other motor vehicle arrests, 9 non-motor vehicle arrests and 20 warnings. A total of nine drug violations occurred resulting in the seizure of nearly two pounds of illegal substance and three marijuana arrests.

Patrol Calls April 2009					
Alarm Burglary	130	F/Alarm	19	MVA Abandoned	4
Alarm Hold-up	15	F/Hazmat	5	MVA Evading	10
Animal Complaint	25	Fire/COOnoSymptoms	1	MVA Fatal	0
Arson	0	Fire/COSymptoms	0	MVA Injury	15
Assault IP	3	Fire/Other	12	MVA Property	83
Assault Report	2	Fire/Structure	4	Neighbor Dispute	12
Assist Other PD	31	Fire/Vehicle	2	Noise Complaint	15
Bad Check NSF	2	Fire/Water	0	Notification	3
Bike Found	0	Fingerprints	28	Open Door/Window	5
Bike Lost	0	Fireworks Complaint	0	Parking Violation	12
BOLO	3	Follow-up Investigation	76	Property Found	9
Breach of Peace IP	12	Gun Call	1	Property Lost	5
Breach Of Peace Rpt	1	Harassment	30	Recovered MV	1
Burglary IP	2	Hazardous Condition	21	Robbery IP	1
Burglary Report	6	Homicide	0	Robbery Report	0
Car Seat Install	2	Illegal Dumping	2	Serve Subpoena	0
Check the Welfare	59	Indecent Exposure	1	Serve Warrant	29
Clear Lot	2	Intoxicated Person	9	Sexual Assault Report	2
Court Detail	24	Juvenile Complaint	22	Shots Fired	1
Crim Mischief Graffiti	0	K9	1	Special Detail	57
Criminal Mischief IP	3	K9 Other	0	Stolen MV	7
Crim Mischief Report	24	Landlord/Tenant	3	Sudden Death	4
CSO Detail	10	Larceny from MV	14	Suicide	0
Customer Dispute IP	5	Larceny IP	13	Suicide Attempt	0
Customer Dispute Report	3	Larceny Report	48	Suspicious MV Occ	22
Directed Patrol	0	Liquor	0	Suspicious MV Unocc	4
Dog Complaint	58	Location	71	Suspicious Person	84
Domestic IP	26	Lockout MV	2	Threatening IP	1
Domestic Report	15	Lockout Residence	1	Threatening Report	6
Drug Investigation	8	Medical	190	Town Ordinance Vio	3
DUI Emotionally	10	Missing Person	6	Traffic Stop	743
Disturbed Person	15	MV Assist	48	Trespass IP	4
Escort	18	MV Complaint	47	Trespass Report	2
				TOTAL	2,335

Patrol Division:

- On April 10, a Patrol Officer responded to Gloucester Court on the report of a suspicious male trying to open doors of vehicles in the parking lot. An officer attempted to detain a suspect for further investigation when he forcefully resisted and a scuffle ensued during which the officer sustained minor injuries. The suspect was subsequently taken into custody. It was determined that the suspect had entered several parked vehicles in the lot; he was charged with Assault on a Police Officer, Interfering, Burglary 3rd (3 counts) and Larceny 6th (3 counts).

- On the April 17th DUI checkpoint conducted on the Berlin Turnpike, officers made four separate drug arrests from vehicle stops. Three arrests were for Possession of Marijuana and related charges. The fourth arrest was for Possession of several hundred Ecstasy pills. In addition, one DUI arrest was made.
- Patrol Officers responded to a local gun shop on the report of an accidental shooting. An employee was injured when a handgun discharged as he was drawing the weapon from its holster. The bullet lodged in his leg. He was transported to a local hospital for treatment.

Detective Division:

- Detectives handled 88 investigations; 55 remain ongoing investigations and 33 were closed by investigative methods.
- Officers are currently investigating two different mortgage/home sale frauds involving hundreds of thousands of dollars. One investigation has resulted in the application of an arrest warrant.
- The department continues to solve cases with DNA evidence based on the collection of evidence from detectives. Detectives were able to link two suspects through DNA evidence. One suspect committed a robbery and the other committed a burglary.
- The Juvenile Officer continues to handle multiple sexual assault investigations and concluded one such investigation during April with the offender being charged with sexual assault in the second degree and risk of injury to a minor. The Juvenile Officer is currently handling five ongoing juvenile sexual assault investigations this month. Two sexual assault investigations were closed this month. The Juvenile Officer is also conducting an ongoing child pornography investigation among other juvenile cases.
- Detectives processed 12 crime scenes in April, in some cases collecting DNA, fingerprints and other items of evidence.
- 31 arrest warrants were served this month, two by Detectives and 29 by Patrol Officers.

Community Services:

- The Community Service Officer taught the new Step UP! Program to 5th grade students at Martin Kellogg Middle School and John Wallace Middle School.
- The CSO also taught four Kindergarten classes at Anna Reynolds School in the areas of what the roles of a Police Officer are in their community and stranger awareness.
- Assisted Human Services in the Adventure Builds Bridges program at the Newington Challenge Course.
- Attended an eight hour training course on child safety seats and restraints.
- Presented a Situational Awareness and Burglary Prevention program to the Polish American Women's Group.
- Conducted the third day of Mountain Bike Patrol and made a custodial arrest of a teenager at Mill Pond Park while on bike patrol. The teenager was arrested for Interfering with Police and drug related charges.
- Presented a Situational Awareness and Self Defense class to approximately 50 women at the Senior and Disabled Center who belong to the National Federation of Women's Clubs.

UCR/NIBRS Selected Crimes

Preliminary March 2009

March 2008

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0		0	-0-
Forcible Rape	2		0	-0-
Robbery	1	\$40	1	\$169
Assault	16	6,039	12	-0-
Burglary	9	\$9,300	5	\$14,578
Larceny Theft	46		69	\$16,744
Auto Theft	0		1	\$3,000
Totals	74	\$15,379	88	\$34,491
1st Quarter Totals	197	\$223,976	230	\$195,466

- In March 2009, the Police Department arrested 96 adults, 11 for assaults, 2 for burglary, 3 for forgery/embezzlement, 1 for vandalism, 1 for sex offenses, 12 for narcotic violations, 2 for offenses against family and children, 14 for DUI, 3 for disorderly conduct, 13 for larceny, and 34 for other miscellaneous offenses. Eight persons under the age of 18 were arrested or referred, 1 for assault, 1 for burglary, 2 for larcenies, and 4 for other offenses.

FIRE DEPARTMENT

The Fire Department responded to 60 alarms/emergencies as follows:

	<u>April 2009</u>	<u>10 months Cum.</u>
Residential	8	196
Commercial, Industrial, Office	7	43
Hospital, School	3	19
Vehicle	5	28
Rescue, Police Assistance	2	13
Dumpster, Rubbish, Grass, Brush, Leaves	5	38
Hazardous Materials/Clean up	3	30
Investigative Alarm	23	261
False Alarm	0	0
Mutual Aid/Standby	3	6
Carbon Monoxide Investigation	1	25
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	60	659

Training Summary:

		Members	Hours
Officer Training	Pre-Plan – new Sam’s Club	37	92.5
Driver Training		22	220.0
Multi-Company Training	Hose Streams/Apparatus Pumping Hose Deployment	68	204.0
Pump Training		14	126.0
On-Line Training	NFPA 1001 Fire Streams NFPA 1500 Driver Safety Bloodborne Refresher	14 33 68	14.0 33.0 136.0
Total			825.5

Seven members have completed Firefighter I and four members have completed Firefighter II.

FIRE MARSHAL

The Fire Marshal’s Office completed the following activities during the month of April.

Inspections	35
Inspection Follow-Ups	79
Plan Review	2
Job Site Inspections	15
Underground Tank Removal	0
Fire Investigations	0
Fire Alarm Trouble	1
Complaints	2
Haz/Mat	0
Bomb Threats	0
Blasting	2

- Fire Marshal Chris Schroeder and Deputy Fire Marshal Sherry Rusbarsky attended the quarterly Local Emergency Planning Committee meeting at Police Headquarters.
- Fire Marshal Schroeder participated in a table top exercise sponsored by the Capitol Region Emergency Planning Committee and the Department of Emergency Management and Homeland Security to prepare for a pandemic influenza incident.
- Fire Marshal Schroeder attended the monthly meeting of the New Britain/Hartford Busway Safety and Security Committee at the DOT headquarters.
- Fire Marshal Schroeder along with Deputies Woods, Muisener and Rusbarsky attended the Connecticut Fire Marshal Association Annual Conference. Topics included: Healthcare Occupancies-Code Enforcement and Evacuation Challenges, Fire Sprinklers for 1 and 2 Family and Manufactured Homes and the review of the New Edition of NFPA-72 Fire Alarm System Changes.
- The Balf/Tilcon plant on Hartford Avenue began their 2009 blasting season with the first two blasts at the quarry.

HIGHWAY DEPARTMENT

- Highway crews completed the construction of the Clem Lemire parking lot.
- Crews completed the site preparation for the new structure at Badger Field.
- The town-wide spring sweeping program was completed during the month. Due to the changeover to enhanced salt and the elimination of sand application for winter storm operations, the street sweeping program was completed in a fraction of the time of years past.
- Miscellaneous projects completed throughout the month included the pothole patching and repairing of curbing and lawn damaged during snow plow operations.
- Crews repaired several storm water catch basins throughout town.
- The Traffic Division along with the assistance of Highway personnel continued with the fabrication and installation of new street name signs. Traffic personnel also replaced numerous regulatory signs throughout town, assisted the Police Department by placing speed boxes in various areas and painted the lines for parking spaces in the Clem Lemire parking lot.
- The Sanitation Division scheduled 815 bulky items, 54 metal items and 115 condo bulk items for weekly pick up during the month of April 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 spring services on Fire Department apparatus, completed seasonal maintenance on the majority of Parks and Highway equipment, completed one new Police vehicle setup and started another. They also continued with fleet emergency repairs, unscheduled repairs and scheduled preventative maintenance.

ENGINEERING DEPARTMENT

- During the month of April, the department issued 22 excavation permits: 17 driveway/curb cuts, 3 gas lateral services, 1 sewer lateral service, and 1 electrical lateral service.
- Four new applications were received and processed to the Conservation Commission (Inland Wetlands).
- Engineering staff staked out new grades for the reconstruction of the parking lot at Fire Station No. 3 on West Hill Road.
- The Town requested and received approval from the Department of Transportation (DOT) to proceed with final design of the Kelsey Street/Church Street project.
- Along with the Highway Superintendent, inspected and formulated a revised listing of roadways to be reconstructed this year with moneys approved by Town Council under the CIP program.
- Tony Ferraro, Town Engineer, attended a CRCOG Committee meeting regarding the opportunity to have the Town's bus shelters maintained by DOT. CRCOG is in the process of drafting a Request for Proposals to be bid by interested parties who are willing to maintain the shelters in exchange for advertisement rights.
- Staff initiated design of preliminary plans to be submitted for a grant application regarding the reconstruction of Mill Street Extension from the Senior and Disabled Center to the proposed "New Meadow Elderly Housing" site.

TOWN PLANNER

Municipal Parking Lot Improvement Project

- Project Engineer, BL Companies, submitted the first draft of the project site plan which was reviewed by Town operational departments, Highway, Parks and Recreation and Fire, for their input on the functional requirements for snow plowing, landscape maintenance and fire equipment access. The overall layout concept for a center green space, narrower travel way and more extensive sidewalk connections can be accomplished but will necessitate additional manpower commitments. On April 30th Fire Marshal Chris Schroeder directed the aerial truck “field test” the parking lot near the elderly high-rise building and it was determined that the existing access drive and turning radius should be maintained. The next step in the process is to complete all of the layout changes by late May and begin the parking lot grading design.
- On April 14th the Town Council authorized the Town Manager to pursue the friendly acquisition or, if necessary, eminent domain taking of the Bonelli property. This Council decision provides the direction the consultant needed to design a single phase comprehensive layout of the parking lot's proposed improvements.

New Meadow Phase II Senior Housing

- The New Samaritan Corporation held a neighborhood informational meeting on April 15th to present the site plan layout for the 32 unit two story building that is proposed for the far north side of the property.
- Formal land use petitions have been submitted to the Conservation (Inland Wetlands) Commission and Town Plan and Zoning (TPZ).
- On April 27th the TPZ conducted a special exception public hearing on this project and will hold a site walk on May 13th.

2020 Plan of Conservation and Development

- In April Town board and commission chairmen were sent questionnaires seeking their ideas for the updated 2020 plan. Town departments were also polled and focus groups convened to discuss the infrastructure, development and open space components of the 2020 Vision Plan.

Small Cities 2009 Grant Application

- On April 29th the Town Council conducted a hearing on the proposed use of 2009 CDBG Small Cities funding for a public infrastructure project in collaboration with the Newington Housing Authority, New Samaritan Corporation and the Senior and disabled Center.
- The Town Manager was authorized to apply for a \$500,000 grant.

Hartford – New Britain Busway Project

- On April 7, Town Planner Ed Meehan and Town Engineer Tony Ferraro met with Conn DOT transit engineering staff and the design consultants preparing the site plans for the Cedar-Fenn and Newington Junction stations. The proposed 12 busway stations and busway roadway plans are now progressing from site plan to construction design documents. The Department projects segments of the project will begin construction in April 2011. Town officials are being asked to become more involved in reviewing preliminary construction documents as well as operational programming for station maintenance and security.

Cedar – Fenn station Area

- Mr. Ed Meehan continues to meet with ConnDOT Deputy Commissioner Martin and his staff and Mr. Richard Hayes, Hayes Kaufman Developers, to review traffic improvement plans for the area around the proposed Cedar – Fenn bus station that will be critical to the Town's marketing of the former National Welding property. Emphasis is being placed on the potential of this area for transit oriented economic development. A draft Memorandum of Understanding to define the roles of each party,

including property transfers to widen Fenn Road and a common roadway into the station, will be prepared.

Other Activities during April

- The Newington Economic Development Commission is preparing for its second annual “Newington is Open for Business” breakfast, May 22, 2009. This year’s event will focus on retail and service sector businesses.
- Joe Harpie, Chair of the Development Commission, on behalf of the Commission contacted 40 of the largest businesses in Newington as part of a calling effort to recognize their importance to the Town’s fiscal stability.
- Town Planner Ed Meehan is working with property owners at the Holmes Road and Costello Road industrial parks to coordinate improvements to the existing Town directory signs.

BUILDING DEPARTMENT

- A demolition permit was issued for a single family residence at 6 Chapman Street owned by the Connecticut Department of Transportation (DOT).
- Electrical Permits were issued for Sam’s Club and the renovation of Wal-Mart.
- Work is continuing on the new Dunkin Donuts located at 2368 Berlin Turnpike.
- A permit was issued to replace the in ground pool at Seven Cities Condo on Coronado Drive.
- Douglas Jourdan, Building Official, worked with the IST Department and 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.
- Thirteen Certificates of Occupancy issued in April, eight for residential single family homes (25 Harlow Drive, 4 Bogart Lane, 150 Waverly Drive, 110 Richard Street, 160 Barkledge Drive, 166 Barkledge Drive, 105 Waverly Drive, and 15 Bogart Lane) and five for commercial (375 Willard Avenue – Grove Hill Medical, 256 New Britain Avenue (partial) – Bel-Air Manor, 3563 Berlin Turnpike – L.A. Fitness, 132 Market Square – J.K.N. Hair Design, and 485 Willard Avenue, Units B,C,D – Business Offices).

Building Department Inspectors completed a total of 274 inspections: Above Ceiling (5), Alarm (1), Boiler (3), Chimney (1), CO (16), Code (9), Deck (1), Electrical (73), Fire Damage (1), Floor (2), Footings (10), Foundation (2), Framing (15), Gas Fireplace (3), Gas Line (7), Grade (1), Gypsum (1), Hot Water Heaters (2), Insulation (10), Mechanical (23), Piers (1), Plumbing (20), Pools (2), Roofing (3), Rough (40), Sheathing (4), Shed (1), Sheetrock (1), Siding (1), Site Visit (13), Sprinkler (1), Slab (1).

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

David Zwick	Swimming Pools: Electrical and Plumbing, 4/15/09 2009 Amendments to the 2005 State Building code, 4/16/09
Art Hanke	Swimming Pools: Electrical and Plumbing, 4/8/09 2009 Amendments to the 2005 State Building code, 4/16/09
Richard Smith	Swimming Pools: Electrical and Plumbing, 4/8/09 2009 Amendments to the 2005 State Building code, 4/16/09

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	11	\$ 193,350
Deck	5	11,000
Demolition	1	18,850
Electrical	22	92,850
Fence	0	0
Fire Suppression/Sprinkler	2	5,050
Footing/Foundation	0	0
Fuel Tank	6	8,600

Garage/Shed	3	10,195
Mechanical	18	119,457
New Commercial	0	0
New Residential	0	0
Plumbing	13	18,130
Pool	6	59,913
Roofing/Siding	15	205,580
Sign	3	5,301
Tent	0	0
Trailer	0	0
Total	105	\$ 748,276

Permit Value Comparison for April:

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$748,276	\$3,794,349
Building Permit Fees Received	\$10,160	\$44,065
Other Income Fees	\$3,129	\$3,403
Building Permits Issued	105	199

Total Value of Permits and Permit Fees:

2008-2009		2007-2008	
Value	Permit Fee	Value	Permit Fee
\$40,019,883	\$442,304	\$49,793,021	\$569,948

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Attended the annual MDC Household Hazardous Waste coordinators meeting in Hartford. The particulars of this year's collections were discussed and Haz-waste flyers / posters were distributed.
- Met with the Town Manager on the site of a blighted commercial property. The owner was made aware of the actions that need to be taken in order for the property to be removed from the Town's blighted property list. Follow-up inspections have been scheduled.
- Attended a short training session on blood borne pathogens. The training focused on how to prevent disease transmission when working in an environment with exposed blood or bodily fluids. Training also included the proper use of personal protective equipment.
- Attended the annual lead inspector refresher training provided by the Connecticut Department of Public Health. The yearly refresher training is required for all certified lead inspectors and included updates on changes made to the state Lead Poisoning and Prevention regulations.
- Sampled water at Newington's vegetation landfill and recycling center. Two monitoring wells were sampled at the landfill and then transported to the Connecticut Department of Public Health State Laboratory for analysis. Results of the water quality are then forwarded to the CT Department of Environmental Protection for review.
- Attended the CCHD Volunteer Appreciation Reception on April 23.
- Worked with the Town Manager, Human Services and the Building Department to resolve a housing complaint in response to a fire.
- Prepared Childhood Lead Quarterly Report for submission to the Department of Public Health.
- Provided food service training in area food service establishments as part of the CT Ill Food Worker Program.

HUMAN SERVICES

- Human Services held its annual Volunteer Recognition program with 75 attendees. This year, Tim Manke, Chair of the Youth-Adult Council, was honored as Volunteer of the Year; Youth Mentors Billy Pollock and Tom Minutelli were recognized for assisting with a rescue during a youth program, and Stew Leonard's was appreciated for their ongoing food collections for the Food Bank.

- ICAN (Interfaith Community Action of Newington) supported Earth Day activities by washing and cleaning the playscape at Mill Pond Park on April 19.
- The Youth-Adult Council awarded three scholarships to graduating high school students and will co-sponsor an anti-bullying film on June 5 with the Newington Rotary. On April 27 they co-sponsored "The Developing Brain and Youth High-Risk Behaviors" presented by Yifrah Kaminer, MD, MBA University of Connecticut Health Center.
- The Committee on Community Safety met on April 16. They recently developed a PowerPoint presentation about the Committee and Community Asset Building which they will present at the next meeting on May 21.
- The department received 403 Information and Referral calls or walk-ins this month. Issues include day care, elder care, housing, financial assistance, and youth programs, among many others.
- The Food Bank assisted 130 households with 70 residents over age 55 and 254 under 55. The Outdoor Market co-sponsored with Food Share served 134 residents on two days during the month.
- The Special Needs Fund approved 16 requests and the Clothing Closet served 24 households.
- Staff processed 40 new applications for the Operation Fuel Energy Assistance Program. Since December, 157 residents have been seen with 160 applications processed. This State funded program continues through the end of May.
- The Social Casework Program received 28 new referrals with an active caseload of 94. Staff continues to handle a variety of presenting issues from residents of all ages including housing, financial, medical, mental health, substance abuse, homelessness, and domestic conflict. Crisis and routine situations identified by Police are also responded to by staff.
- The Youth and Family Counseling Program had an active caseload of 74 with 22 new referrals, 5 inactive and 23 closed cases. Coordinator Christina Salvio and contractors provided 153 clinical therapy sessions and made 145 contacts with families and other agencies.
- Positive youth development programs and activities provided by Youth Workers Rik Huggard, Julie Melanson and contractors involved 398 youth this month.
- The SCORE (Student Challenge of Recreation/Education) after-school program for middle school age youth completed the current cycle with three days of programming during April school vacation.
- The ROPE (Rite of Passage Experience) for sixth-grade students was completed at St. Mary's.
- Adventure Builds Bridges held two outdoor sessions with 26 youth during the month.
- The High School Self-Awareness group participated in two classroom sessions facilitated by Youth Worker Huggard.
- The Adventure Club went whitewater rafting on Miller's River in Massachusetts.
- The Summer Youth Adventure brochure was distributed to the schools and is available at the Human Services Department, Library, Parks & Recreation and on the website.
- On April 14, Mr. Huggard facilitated a special adventure based activity with 60 fourth grade students during Celebrating Abilities Week at E. Green School.

April 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	74	72	153	159
Positive Youth Development	398	314	2,866	3,467
Youth Works (Job Bank)	4	6	45	49
Information and Referral	403	396	3,565	3,005
Social Casework Cases	94	90	257	284
Under 55 = 54				
Over 55 = 40				
Food Bank Households	130	137	1,123	856
Special Needs	16	15	181	181

SENIOR AND DISABLED CENTER

- The AARP Tax-Aide program wrapped up its season at the Center. Eight trained volunteers provided 273 appointments and completed 230 Federal and 201 State returns; most returns were e-filed. The program offered 11 clinic days.
- April 16th was recognized as National Health Care Decisions Day. Vitas, a hospice agency, presented a program and distributed The Five Wishes workbook that facilitates discussion and decisions regarding advance directives. The program will be repeated at the beginning of May, specifically for deaf seniors.
- On April 17th, participants were invited to “come on down” as the Center offered a Price is Right program. Using the Nintendo Wii version of the game, contestants competed for small prizes.
- The Senior and Disabled Center was represented at a health fair at Healthtrax on April 22nd.
- There were 47 programs offered at the Center during the month with some one-time programs and others ongoing with a total recorded attendance of 2,694. Actual attendance is higher as many participants do not sign in.
- Heather Hitchcock from Andrew House Healthcare and Rebecca Sears from Kindred Health Care demonstrated how to prepare a couple of easy to make, healthy meal options to a group of 22.
- Robert Stair from the Aquatic Center at the Hospital for Special Care spoke about the benefits of aquatic physical therapy at this month’s Coffee Talk program.
- The Center currently has 1,515 paid members, an increase of 23 from last month. There are an additional 615 people registered for services (i.e., Dial-A-Ride, social work).
- A total of 1,421 hours of volunteer service was performed by 89 volunteers in the month.
- Social Worker Teri Snyder had an active caseload of 48 residents this month. ConnPACE, home support and financial assistance were the most common issues. The volunteers in the Information and Referral Center are being trained to complete routine ConnPACE applications.
- Elderly Service Worker Karen Halpert continued work on the Energy Assistance Program which will end in May. Approximately 620 households have been served through this program this heating season. At the same time she began working with the Assessor’s Office on the Circuit Breaker program and is beginning to prepare for the Renter’s Rebate Program.

Dial-A-Ride		Wellness Clinic	
Trips	Miles	On-site	Off-site
1,397	4063	78	13

PARKS AND RECREATION

Administrative

- Superintendent of Parks and Recreation Bruce Till and the Recreation Supervisors interviewed several candidates for the part-time Special Events Coordinator position and recommended Jodi Lee be hired for the position.
- Staff has been planning for the 11th Annual Golf Tournament to be held at Indian Hill Country Club on May 11.
- Mr. Till attended the Little League Opening Day ceremonies and the Annual Fishing Derby on April 25.
- Mr. Till also met with the sub-committee for the Extravaganza, participated in a focus group meeting for the Town’s Plan of Conservation and Development and met with business owners in the center of Town to discuss beautification issues.

Recreation Division

- A dance for 7th and 8th grade students was held on Friday, April 3, with over 250 students from Martin Kellogg and John Wallace in attendance.

- Community Garden registrations for new gardeners began on Monday, April 6. All 70 available garden spots have been filled with new or existing gardeners; there is a waiting list in the event that garden spots become available.
- Recreation Supervisor Sharon Glasson attended a Connecticut Parks and Recreation Association meeting on Tuesday, April 7.
- Training was held on Wednesday, April 15, for aquatic staff members at the Newington High School (NHS) pool.
- A free fishing class was offered on April 16, 21 and 23 through a collaborative effort with the Department of Environmental Protection's C.A.R.E Program. The course offered instruction on fishing skills, technique and safety, and participants (9 students) received a fishing pole for \$13.
- During April vacation week (April 20-24) a variety of programs were offered by the Parks and Recreation Department, including recreational swim hours at NHS, open gym at the Community Center, and an Earth Day program on April 22. The Teen Center was also open on both Friday, April 17, and Friday, April 24.
- Ms. Glasson organized and attended the Family Fishing Derby which was held on Saturday, April 25, with over 100 children in attendance. This event was a great success due to the help of organizations including CT Outfitters, Trout Unlimited and the MDC.
- A letter was sent out to all pool pass holders from 2008 regarding 2009 pool passes; spring swim lessons are currently underway.
- Interviews were held throughout the month for summer positions, including aquatics and playground staff.
- Recreation Supervisor Karen Gallicchio met with umpires and team captains to finalize details for Men's and Women's softball leagues.

Parks and Grounds Division

- Preparation of ballfields and field painting were the primary focus for this month, with about 40 fields put online.
- Scholastic sports, baseball, lacrosse, softball and track, began early in the month; and the town sports leagues, baseball, lacrosse and soccer, started the third Saturday with opening day at the Clem Lemire Complex.
- Irrigation startups and repairs as well as the opening of restrooms and bath houses were undertaken.
- Worn turf areas were replaced with sod, and thin to bare areas on the athletic fields were seeded.
- The Town of Wethersfield took down several large trees; grounds crews picked up and hauled the larger pieces to the landfill.
- Town wide mowing including all the circles began the third week of April, and mulching of the flower beds was completed.
- The parking lot was completed down at Clem Lemire, and all of the turf areas were hydro seeded.
- There were 13 internments in Town cemeteries during April.

LIBRARY

- April school vacation brought masses of children who were treated to many programs and special events. Highlights included *Think Green!* presented by the author of a book on recycling, movies, and Earth Day celebrations.
- During the month, 2,129 children and caregivers attended 74 programs. Outreach to the Newington schools, childcare centers, and preschools is included in this statistic.
- Museum and attraction pass use was high due to school vacation week. Thanks to the Friends of the Library, passes can be offered for free or reduced admission to 27 places.
- Twelve programs were held for adults and teens, with a total of 361 participants. An array of programs ranging from investing money to perennial garden design to a concert given by Newington resident John Provini and his family were included in the line-up.
- Teens were treated to a discussion by teen author Tom Hazuka, the screening of the *Twilight* movie, and *Fresh Face for Spring* - a makeup consultation for prom-goers. *The Developing Brain and Teen High Risk Behaviors*, co-sponsored by the Library and the Newington Youth Adult Council, was a dynamic program for teens and their parents presented by Dr. Kaminer of the UConn Health Center.

- The *Brown Bag it with Books* lunchtime series continued with guest Dr. Nick Bellantoni, the Connecticut State Archeologist. His presentation on CT legends was excellent and attracted a large crowd.
- 5,548 (+11%) reference questions were answered. Library webpage hits this month were 5,904; 3,384 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Books on colonial silversmithing.
 - Mark Twain for ESL students.
 - Horseback riding as therapy for children.
 - Reviews of digital cameras.
 - Safest sunscreens.
- Arrangements have been made for a series of 10 programs relating to job searching to take place during the months of July, August and September. These will include lectures, resume critiques, interview practice, and a visit by the CT Department of Labor Career Express Mobile Career Center.
- Traditional circulation of library materials was approximately 35,119 (+6%), 2,408 reference books were accessed remotely, and 3,758 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 604 times. 149 books were downloaded from the Library's website, for a total of 42,038 items checked out or used by library patrons.
- 21,641 people visited the library during the month of April; 1,319 items were added to the collection; and 291 items were mended by volunteers who logged in 176 hours.
- IST projects this month included the introduction of the new Children's Room website. The self check-out computer was upgraded.
- Children's Librarian Pat Pierce participated in a panel at the annual CT Library Association Conference in New Haven. Ms. Pierce, along with four Newington teachers, spoke about their successful collaborative efforts connecting students with books that are nominated for the Nutmeg Children's Choice Book Award.
- The annual Volunteer Breakfast was held in April at which the contingent of weekly volunteers was honored for their hard work during the year.
- Library Director Marian Amodeo served on three oral review panels during the month. She also was a speaker at the Newington Rotary club weekly meeting.
- The Library continues to work with Facilities Manager Robert Korpak on the issue of the building's HVAC balance. Frequent and serious fluctuations in the temperature in various parts of the building continue to occur.
- The Friends continue to prepare for their annual May weekend sale to be held on May 1-3. The Library's Annual 5K Road Race will be held on Sunday, May 17, at 9 a.m. beginning at Mill Pond waterfall.