



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John L. Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John L. Salomone, Town Manager
Date: April 23, 2010
Re: Monthly Report – March 2010

GENERAL ADMINISTRATION

- During the month of March, the Town Manager continued to work with the Town Council on amendments to the proposed budget, as well as amendments to the 2010-11 and long-range CIP plans
- Attended to a number of personnel issues and issues pertaining to Town residents
- Continued to prepare materials for AFSCME and IBPO union contract negotiations.
- Attended the ICMA annual conference in Baltimore.
- Presided over the monthly CTCMA Executive Board and general meeting.
- Attended several meetings of the MDC, CRRA, CRCOG, and the Mid-State Collaborative.

Paid overtime during the month of March 2010 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2009-10 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	51.1	\$ 2,191.88
Weekend Standby and Call-In	16.0	696.56
Road Maintenance	<u>12.9</u>	<u>526.52</u>
Total	80.0	\$ 3,414.96
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	24.0	\$1,162.55
Ice Removal	<u>20.0</u>	<u>816.53</u>
Total	44.0	\$ 1979.08

POLICE DEPARTMENT	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration	\$ 3,976.00	\$ 4,545.03	\$ 4,311.00	\$ 694.48
Patrol	580,294.00	371,079.48	600,000.00	384,845.39
Investigation	76,691.00	48,947.52	76,637.00	54,841.06
Communication	112,132.00	82,270.79	108,429.00	75,452.34
Education/Training	103,603.00	46,195.01	88,337.00	54,443.60
Support Services	39,071.00	21,219.50	38,137.00	24,305.73
Animal Control	<u>12,144.00</u>	<u>5,933.88</u>	<u>12,070.00</u>	<u>5,525.48</u>

Total	\$ 927,911.00	\$ 580,191.21	\$ 927,921.00	\$ 600,108.08
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 12,938.92	\$ 28,109.00	\$ 13,376.22
Snow and Ice Control	132,349.00	91,410.44	132,349.00	148,263.79
Traffic	8,345.00	2,570.93	8,345.00	3,080.23
Vehicles and Equipment	28,185.00	11,250.22	*31,685.00	26,295.50
Leaf Collection	54,997.00	42,356.34	*51,500.00	44,712.81
Total	\$ 251,985.00	\$ 160,526.85	\$ 251,988.00	\$ 235,728.55
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 83,322.68	\$ 130,547.00	\$ 90,025.55
Cemeteries	14,893.00	5,119.69	14,893.00	9,725.74
Total	\$ 145,440.00	\$ 88,442.37	\$ 145,440.00	\$ 99,751.29

*Reflects intradepartment transfer.

Police Department Overtime

- Comparison - March to February 2010
 - OT February \$ 67,220 (1 Holiday and 28 days of overtime)
 - OT March \$ 43,635 (28 days of overtime)
 - Total decrease \$ 23,585
- Patrol Overtime of \$19,028 is a decrease of \$20,879 from February. This overtime includes the following approximate costs: a reduction in vacation and sick time used, 18 days light duty coverage \$6,000, 7 miscellaneous days off \$3,000, \$5,000 in holdover overtime (several burglaries, warrants court appearances, and other time off coverage).
- Detective Division Overtime of \$3,631 is a decrease of \$3,155. This overtime consists of investigations that include several burglaries.
- Communications Overtime of \$5,995 is a decrease of \$2,915. This overtime includes a decrease in time off.
- Education/Training Overtime of \$13,443 is an increase of \$7,866, for various training classes, recertifications, and spring firearms training.
- Support Services Overtime of \$1,047 is a decrease of \$1,580 and includes one Youth Council meeting and school presentations.
- Canine OT \$481 is a decrease of \$23 to cover three call outs.

PERSONNEL

- B.J. Crowder retired from her position of Administrative Secretary I at the Senior and Disabled Center on March 31. Charlene Magnano was appointed to replace Ms. Crowder.
- Community Service Officer Mike Webster announced his retirement effective in April 30, 2010. A public job opening for a Certified Police Officer was posted in March with a closing date of April 9, 2010.

PURCHASING

- Bid No. 8, 2009-10: Automated Recycling Containers was posted on February 22, 2010 with a closing date of March 5, 2010.
- Bid No. 9, 2009-10: Exmark Lazer Z XS Mower was posted on March 8, 2010 with a closing date of March 15, 2010.
- Bid No. 10, 2009-10: Tractor and Related Equipment was posted on March 8, 2010 with a closing date of March 25, 2010.
- RFP No. 3, 2009-10: Recycling Containers Lease Purchase Financing, was posted on March 8, 2010 with a closing date of March 24, 2010.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

The eighth month of the 2009-10 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at \$818,851. The total paid claims for February 2010 were \$869,431. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through February 2010

	Town	Board of Education	Total
Estimated Claims	1,485,816	5,064,992	6,550,808
Actual Claims	1,187,445	4,837,139	6,024,584

FACILITIES MANAGEMENT

- The facilities group completed 49 formal work orders during the month of March at the various Town Buildings.
- The department maintainer completed the project to replace the steam heating coils in the air handlers that serve the gymnasium. These air handlers will provide fresh air to the gymnasium during the summer months and heat during the winter months.
- Interior painting of the Kellogg Eddy house was completed in March.
- The grant for the Library HVAC System upgrades became available at the end of March and selection of the engineering firm was awarded so that designs can begin during April.
- Ongoing roof repairs over the gymnasium continue on a monthly basis due to the failure of the roofing system. (no Change, leaks continue to occur in this area but are under control and considered minor; there were no leaks during the recent heavy storms.)
- Town Hall Lower Level Entrance Flooring: the new floor was installed in the lower level lobby area and repairs to the elevator were scheduled and completed during this same three day project. All work was successfully completed on time.
- Town Garage: lighting replacements were completed in the garage area of the building during March and several new overhead replacement doors were ordered for installation during April
- Ambulance Building: new entrance doors were installed during March and major roof repairs will be completed during April to eliminate the leaks into the day room area of the building.
- Police Building: repaired several cell doors resulting in substantial savings over the use of vendor labor used in the past for this work.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 37 requests for service via the Internet, blocked 28,538 unsolicited SPAM email messages from being delivered, blocked 797 virus/ Trojans from infecting the Town's network infrastructure, and completed 178 formal work orders.
- The Town's website had approximately 33,676 visits during the month, 85,853 page views with an average of 2.55 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Homepage, and Online Property Record Card were the most frequently visited pages.
- Neil David, Network Administrator/ Project Leader along with Douglas Jourdan, Building Official, received training on the new Regional Online Permitting System. Additional town staff is scheduled to receive training in April.
- Thad Dymkowski, GIS Technician, installed and configured a new handheld GPS unit for the Engineering Department.
- GIS wetlands data were updated for the Engineering Department
- GIS Open Space Maps were updated.
- Assisted several departments (Police, Planning, and Fire) with web page updates.
- A new recycling guide label for the Town's recycling program was created by Mr. Dymkowski.
- Quality Assurance/ Checks and visual inspections of new digital aerial photos provided by CRCOG for integration into town GIS continued. The process is time consuming and tedious but necessary to ensure quality of the data.
- Scott Hoagland, Network/ Application Specialist, worked with ViewPoint GIS, the Town's new Online Permitting Application vendor, to extract data from the Assessor's and Tax Collector's computerized systems for use with the new regional system.
- Mr. Hoagland continued working with Library staff and their software vendor to go live with phase one of the new pay-for-print and user timed access system.
- Installed a Thin Client Terminal at the Parks and Grounds office.
- Mr. Hoagland updated the Cemetery Application used by the Parks and Grounds Department.
- Assisted library staff with "Game Night" by reconfiguring patron computers so that they could all be used for the event.
- Mr. David completed beta testing new versions of network management software.
- Enhanced our "Fake Anti-Virus" remediation procedures, detection strategy, and incident based alerting.

- Mr. David worked with Google Enterprise technical support on detection of a Facebook Email Scam.
- Upgraded several security appliances to increase performance, improve security, and provide more options for remote access to Town applications.
- Facilitated final testing of the ViewPoint GIS' "ViewPermit" Online applications for Building Department.
- Worked with Trend Micro to resolve false detection of certain approved Microsoft Patches and Updates.
- Started the process of integrating Microsoft Windows Server 2008 infrastructure into the Town's Datacenters.
- Two new servers were installed and configured in preparation of upgrading the Town's Citrix software application.
- Configured PXE boot environment to assist with computer operating system imaging.
- Configured redundant network links from the Senior Disabled Center and Library to Town Hall.
- IT staff continued to review/ test various open source software applications for possible use.
- Mr. Paul G. Boutot, Director of Information Technology continued working with Tyler Technologies staff and the Finance Department on the installation of Munis Forms.

FINANCE

Accounting and Administration

- The Town Manager's 2010-11 budget was submitted in early March to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- On March 16th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town's pension funds.
- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, both the Town and the Board are projected to receive credits. Should favorable trends continue through the end of the year, credits of \$361,000 and \$491,000 respectively may be available. A final settlement of actual costs will be completed in September.
- On March 18th a credit rating presentation was conducted by way of teleconference with Standard & Poor's. Participating in the meeting was Town Manager John Salomone, Town Planner Ed Meehan, and Director of Finance Ann Harter. As a result of the review, the Town's high rating was re-affirmed at AA. Financial Advisory services were provided to the Town by Matthew Spoerndle of Phoenix Advisors.
- On March 25th, the final pricing of the negotiated sale with Roosevelt & Cross as underwriters took place. The amount of bonds refunded for the 1999 and 2000 issues amounted to \$3,640,000 with a true interest cost for the five year term of 1.275%. This resulted in overall savings in interest payments of \$229,404 with budgetary savings for FY 2011 of \$221,479.

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$73,097, Town Aid Road for \$207,034, Telecommunications Grant for \$83,086 and the Federal State Fiscal Stabilization Funds (SFSF) for \$720,892. 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)
3/31/2010

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2009-10</u>	<u>Year to Date</u>	
General Fund	\$375,000	\$142,134	\$40,967,173
Special Revenue Funds	34,630	5,595	1,650,923
Capital Projects Funds	635	1,227	445,129
Internal Service Fund	100,000	8,840	3,999,214
Trust and Agency Funds	16,000	3,731	1,615,117
TOTAL, ESTIMATED BY FUND			\$48,677,556

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
3/31/2010

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.24	0.24	3,936	5,363	\$22,686,125
CLASS PLUS	0.18	0.18	577	576	3,751,963
Bank North	0.56	0.60	10,576	10,177	22,132,076
Sovereign Bank	0.20	0.25	19	21	107,392
Total Outstanding Investments					\$48,677,556

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 March.
- The Board of Assessment Appeals met during March. There were 19 appeals. Twelve appeals resulted in reductions totaling \$4,053,000 from the October 1, 2009 Grand List. All 19 property owners were notified of the actions of the board.
- Contracts were signed with Tyler Technologies to assist the Assessor with the 2011 revaluation.
- State reports detailing the 2009 state owned property (M37) as well as college and hospitals (M37C&H) were finalized and delivered to Office of Policy and Management in a timely manner.

Revenue Collector

- Revenue Collections in March for Real Estate, Personal Property & Motor Vehicles amounted to \$423,912. The Supplemental Motor Vehicles collected were \$26,453 with additional \$79,916.44 was collected for back taxes.
- March collections totaled 98% is comparable to the same time period last year.
- Intent to Lien notices were sent to 296 delinquent real estate owners whose properties will have a lien filed on the land records with the Town Clerk if not paid in full by April 14th.
- 150 Alias Tax Warrants were given to the town constable for collections on outstanding Personal Property, Motor Vehicle and Supplemental Motor Vehicle taxes.

TOWN CLERK

- There were 448 documents filed on the land records during March.
- There were 57 property sales totaling \$7,111,235. Five residential properties each sold for over \$300,000.
- \$35,556 was collected in State conveyance tax and \$13,793 was collected in Town conveyance tax.
- 140 mortgages, 39 liens and 147 releases were filed.
- 15 Notary Public commissions were catalogued. Seven survey maps were recorded.
- 138 copies of vital records were certified; 11 burial and 7 cremation permits were issued.
- During March the Town Clerk:
 - Participated in an oral review panel to hire an Assistant Town Clerk for the Town of Wethersfield.
 - Attended a Vital Records Committee Meeting for the Connecticut Town Clerks Association.
 - Attended a meeting of the American Society for Public Administration.

<u>DATA SUMMARY MARCH 2010</u>				
	<u>March-10</u>	<u>March-09</u>	<u>FY 09/10 to Date</u>	<u>FY 08/09 to Date</u>
Land Record Documents	448	547	3776	3270
Dog Licenses Sold	17	12	457	493
Game Licenses Sold	38	72	972	1065
Vital Statistics				
Marriages	6	11	146	154
Death Certificates	18	26	213	225
Birth Certificates	0	11	171	151
Total General Fund Revenue	\$ 26,343.19	\$ 37,087.38	\$341,041.81	\$385,592.48
Town Document	\$ 748.00	\$ 1,120.00	\$ 8,184.00	\$ 8,285.00

Preservation				
State Document Preservation	\$ 716.00	\$ 1,120.00	\$ 8,132.00	\$ 8,301.00
State Treasurer (\$26 fee)	\$ 12,888.00	\$ 14,560.00	\$146,130.00	\$ 94,900.00
Locip	\$ 1,074.00	\$ 1,680.00	\$ 12,180.00	\$ 12,090.00
State Game Licenses	\$ 1,448.00	\$ 1,408.00	\$ 8,715.50	\$ 18,391.50
State Dog Licenses	\$ 101.50	\$ 85.50	\$ 2,758.00	\$ 21,427.50
Dog Licenses Surcharge	\$ 44.00	\$ 28.00	\$ 1,014.00	\$ 1,104.00
Marriage Surcharge	\$ 114.00	\$ 114.00	\$ 2,781.00	\$ 1,673.00
Grand Total	\$ 43,476.69	\$ 57,202.88	\$530,936.31	\$551,764.48

POLICE DEPARTMENT

- Officer Michael Webster has submitted his letter of intent to retire effective April 30, 2010.
- The Certified Police Officer (police officers certified in the State of Connecticut) hiring process now has a closing date of April 9th. Advertisements appeared in the Hartford Courant, the Town's web site, and the Police Academy's web site. The written exam is scheduled for May 27th.
- Patrol Calls for March are as follows:

Patrol Calls March, 2010					
Alarm Burglary	113	F/Hazmat	5	MVA Evading	13
Alarm Hold-up	1	Fire/COnoSymptoms	0	MVA Fatal	0
Animal Complaint	15	Fire/COSymptoms	0	MVA Injury	11
Arson	0	Fire/Other	7	MVA Property	87
Assault IP	1	Fire/Structure	6	Neighbor Dispute	6
Assault Report	4	Fire/Vehicle	1	Noise Complaint	0
Assist	34	Fire/Water	12	Notification	0
Bad Check NSF	1	Fingerprints	35	Open Door/Window	4
Bike Found	0	Fireworks Complaint	1	Parking Violation	17
Bike Lost	0	Follow-up Invest	97	Property Found	14
BOLO	0	Gun Call	0	Property Lost	7
Breach of Peace IP	6	Harassment	17	Recovered MV	2
Breach Of Peace Rpt	4	Hazardous Condition	33	Robbery IP	2
Burglary IP	5	Homicide	0	Robbery Report	1
Burglary Report	4	Illegal Dumping	2	Serve Subpoena	0
Car Seat Install	10	Indecent Exposure	1	Serve Warrant	29
Check the Welfare	59	Intoxicated Person	6	Sexual Assault Report	1
Clear Lot	1	Juvenile Complaint	26	Shots Fired	2
Court Detail	22	K9	9	Special Detail	67
Criminal Mischief Graffiti	7	Landlord/Tenant	3	Stolen MV	5
Criminal Mischief IP	4	Larceny from MV	26	Sudden Death	1
Criminal Mischief Rpt	27	Larceny IP	10	Suicide	0
CSO Detail	11	Larceny Report	41	Suicide Attempt	4
Customer Dispute IP	8	Liquor	0	Suspicious Person	78
Customer Dispute Rpt	3	Location/Directed Ptl	60	Suspicious MV Occ	41
Dog Complaint	43	Lockout MV	0	Suspicious MV Unocc	4
Domestic Dispute	33	Lockout Residence	2	Threatening IP	3
Drug Investigation	7	Medical	204	Threatening Report	5
DUI	6	Missing Person	14	Town Ordinance Vio	1
Emotionally Disturbed Person	13	MV Assist	47	Traffic Stop	646
Escort	30	MV Complaint	37	Trespass IP	3
F/Alarm	32	MV Abandoned	5	Trespass Report	2
				TOTAL	2,267

Investigations and calls by Patrol Officers in March included:

- A day-shift response to a bank robbery that occurred at the Sovereign Bank on 79 East Cedar Street. Two males, wearing hooded sweatshirts and masks, entered the bank, displayed a handgun, and demanded money from the tellers. The suspects fled the bank with an undetermined amount of money. A stolen vehicle, that may be related to the robbery, was recovered a short distance away from the bank. The robbery remains under investigation.
- An evening shift response to an armed robbery at the Elm Hill Spirit Shop on New Britain Avenue. A lone male entered the shop, displayed a handgun to the clerk and stole cash from the register. The male fled on foot. The robbery remains under investigation.
- A day shift responded to a local residence after a report from the occupant that someone had just broken in. The occupant hid in an upstairs bedroom while the suspect was rummaging through the first floor. Officers surrounded the home before making entry. A lone subject was apprehended trying to crawl out of a window. The subject was charged with burglary along with other related charges. The occupant was unharmed.

In March, Detective Division personnel:

- Handled 111 investigations, 79 remain ongoing, and 32 were closed by investigative methods.
- Continued to investigate an ongoing check fraud scheme. The investigation resulted in the arrests of 3 suspects which occurred during a multi-town "Round-up". The investigation conducted by Newington Detectives was instrumental in strengthening this ongoing investigation. Detectives worked with several surrounding Law Enforcement Agencies including the United States Secret Service and the Connecticut Financial Crimes Task Force.
- Investigated an armed robbery of a local bank on March 30th. Detectives processed the scene and began following up leads. The incident is currently under investigation.
- Investigated a second armed robbery of a local liquor store. Detectives processed the scene and began following up leads. The incident is currently under investigation.
- Began an identity theft investigation that was initiated by the Rancho Cucamonga Police Department in California. Through investigation and with the assistance of Law Enforcement Agencies in New York and Florida as well as the United States Postal Service and Social Security Department, Detectives have identified a suspect and are currently gathering evidence for prosecution.
- The Juvenile Officer is currently investigating 3 juvenile sexual assault cases among other ongoing investigations. The Juvenile Officer attended 5 Juvenile Review Board sessions in March.
- Processed 16 crime scenes in March, in some cases collecting DNA, fingerprints, and other items of evidence.
- Served 33 arrest warrants, 22 by Patrol Officers and 11 by Detective Division personnel.

In March, the Community Service Officers (CSO):

- Participated in the annual Chamber of Commerce business showcase and provided the community with child ID kits which were processed by New York Life free of charge.
- Presented an Internet Safety presentation to a number of parents and teenagers at a Youth Adult Council forum on teen cell phone and internet use. Following the presentation there was a question and answer period with representatives from the police department, school, library, and student body.
- Began teaching the Step UP! Program to the fifth graders at St. Mary's School. Lesson One, which covered Respect, Responsibility, and Accountability, was taught. The CSO Unit also taught the "Play by the Rules" program to the 6th graders. Each student was given a "Play by the Rules" workbook which was published by the Texas, Alabama, and Connecticut States Attorneys offices to better educate middle school students on how government works and the responsibilities and obligations of students. Students in the 6th grade covered Chapter 12 in the workbook which dealt with the Internet and Cell Phones.

UCR/NIBRS Selected Crimes

Type of Crime	Preliminary February 2010		February 2009	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-	-0-	1	-0-
Robbery	1	-0-	1	\$44,379
Assault	4	-0-	8	-0-

Burglary	6	\$36,770	5	\$31,945
Larceny Theft	58	\$48,084	44	\$22,124
Auto Theft	3	50,221	2	\$2,900
Totals	72	\$135,075	61	\$101,348

In February 2010 the police department arrested 60 adults: 2 for robbery, 6 for assaults, 1 for burglary, 1 for weapons, 9 for narcotic violations, 3 for offenses against family & children, 12 for DUI, 2 for disorderly conduct, 10 for larcenies, and 14 for other miscellaneous offenses. The department also arrested or referred 21 persons under the age of 18: 1 for robbery, 3 for assaults, 4 for burglaries, 3 for larcenies, 8 for offenses against family & children, and 2 for all other offenses.

FIRE DEPARTMENT

	March 2010	YTD Cum.
Residential	19	149
Commercial, Industrial, Office	4	38
Hospital, School	1	7
Vehicle	1	14
Rescue, Police Assistance	1	13
Dumpster, Rubbish, Grass, Brush, Leaves	2	23
Hazardous Materials/Clean up	1	18
Investigative Alarm	35	186
False Alarm	0	0
Mutual Aid/Standby	2	4
Carbon Monoxide Investigation	1	7
Water Related Incidents/Pump-Outs	18	18
Total	85	477

Training Summary

		Members	Hours
Multi-Company Training	Hose Lay, Split Hose Lay, Relay Pumping, Fire Streams & Apparatus Pumping	58	174
Company Training	Airbags & Restraints Building Construction SCBA Maze Hand Lines	28	112
Officer's Training	Pre- Plan – 100 Milk Lane Personnel Walk-Thru, Pre-Plan Special Hazard Areas	22	44
Online Training	Blood Borne Pathogens Firefighter Safety Incident Response Safety		
Special Training	Amtrak Passenger Train Emergency	11	66
SCBA Training & Searching	Use of the Cascade System and Bottle Fill Air Pack training and 45 second drill Searching while wearing SCBA		
Tower Training	Searching while in a smoke filled environment Stretching hand lines, dry and charged Conserving air while working a fire		
Hydrants	Hydrant Hook-ups using 5" LDH and the New Britain Hydrant system		
Total			396

- A new cadet, Austin Muir (Co. #3), was sworn in and two other candidates have submitted applications.

FIRE MARSHAL

- The Fire Marshal’s Office completed the following activities during the month of March

Inspections	35
Inspection Follow-Ups	24
Plan Review	2
Job Site Inspections	7
Underground Tank Removal	1
Fire Investigations	2
Fire Alarm Trouble	2
Complaints	3
Haz/Mat	0
Bomb Threats	0
Blasting	0

Incidents:

- A fire of accidental origin caused extensive damage to several condominium units at the Glen Oaks complex. No injuries were reported.

Meetings/Training:

- Fire Marshal Schroeder and Deputy Muisener attended the monthly meeting of the Capitol Region Fire Marshals Association in Glastonbury.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Code Enforcement Team at town hall.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Board of Fire Commissioners.
- Fire Marshal Schroeder attended the bi-monthly Employee Health and Safety Committee meeting at town hall.
- Fire Marshal Schroeder and Deputy Muisener attended a NFPA-72 training session to review changes to the National Fire Alarm Code.

Fire Prevention/Public Education:

- Fire Marshal Schroeder and Deputy Muisener conducted fire extinguisher training for the employees at Jensen Machine on Russell Road.
- Personnel from the fire Prevention Bureau were on hand at the Annual Taste of Newington at the High School and the Employee Health Fair at Town Hall to hand out fire prevention material and answer questions concerning fire safety.

Emergency Management:

- Fire Marshal Schroeder attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Fire Marshal Schroeder participated in a Department of Emergency Management and Homeland Security conference call to review preparations for the rain storms impacting the state during the month.

HIGHWAY DEPARTMENT

Administration

- Attended Environmental Quality Commission meeting.
- Attended Metropolitan District Commission advisory committee meeting.
- Attended PAYT (pay as you throw) webinar.

Roadway Maintenance

- Crews began the annual street sweeping of Town roads.
- At the Senior Center highway crews re-graded behind the building to divert water flow away from the building.
- Highway crews saw cut pavement, installed pipe, catch basin, and process stone to improve drainage on Sleep Hollow Road.
- Crews installed pipe and stone at Ruth Chaffee School for drainage improvements.
- Continued with landfill organization and material maintenance.
- Cleaned out several waterways through out Town.
- Removed sand barrels in the various locations throughout Town.

- Continue with patching of potholes and curb pick up.
- Assisted Traffic Division replacing/repairing signs and mapping of signs.
- Continued with Town wide roadside tree trimming.
- Picked up trash/litter throughout Town.
- Repaired designated catch basins.

Traffic Division

- Attended Animal Control class sponsored by Police Department.
- Assisted Police Department with speed box relocation.
- Continued with the replacement of damaged regulatory signs and street signs with the assistance of highway personnel.
- With the assistance with highway personnel began GPS mapping of regulatory signs.
- Prepared painting equipment for line striping.

Fleet Maintenance

- Completed seasonal maintenance on street sweepers.
- Mechanics continued with new vehicle setups for Police, the set up of equipment for outfitting new Fire and Highway vehicles.
- Services completed for Park's Department trailers and mowing equipment.
- With the assistance from Highway personnel prepared vehicles for summer projects/usage.
- Began spring services on all fire equipment.
- Performed scheduled maintenance in addition to emergency repairs.

Sanitation/Recycling/Landfill

- Scheduled 592 residential bulk items for collection.
- Scheduled 88 condominium bulk items for collection.
- Scheduled 26 condo/residential scrap metal items for collection.
- 6,039 tons of cumulative Residential Municipal Solid Waste was collected from July 1 – February 28, 2010.
- 1,450 tons of cumulative recyclables was collected from July 1 - February 28, 2010.
- Issued 57 permanent landfill permits and 15 temporary permits.

ENGINEERING DEPARTMENT

- During the month of March, the Engineering Department issued ten excavation permits as follows:
 - 1 Driveway/curb cut excavations
 - 3 Sidewalk excavations
 - 6 Gas lateral services
- The Department of Transportation approved a construction change order to extend the limits of the roadway improvements on Church Street to include the block from Stonehedge Drive to Richard Street.
- Met with the MDC regarding issues with the sanitary laterals on Mountain View Drive between Main Street and Crestview Drive. The MDC has agreed to perform repairs at 9 locations.
- Met with representative of ADS Piping and agreed upon design of special structure needed for a junction that will resolve flooding in the Brentwood Road/Connecticut Avenue area.
- Issued a start work order to American Industries to commence work on the Kelsey/Church Street project in April.

TOWN PLANNER

Municipal Parking Lot Improvement Project

Favorable March weather enabled the project contractor, Quality Associates, to make considerable progress. Approximately 90 percent of concrete sidewalks and curbing are in place, the center green's sidewalks were completed and lawn area backfilled with soil. Brick paver placement began with walkway connection to Main Street adjacent to the Chamber of Commerce office. Through March 31st approximately sixty-five percent of the west side Phase I budget has been expended.

Draft 2020 Plan of Conservation and Development (POCD)

On March 24th, the Town Plan and Zoning Commission completed its work on draft three of the 2020 POCD. The Town Planner coordinated the revisions the Commission will bring back to public hearings on April 14, 28

and May 12th. Draft three has been posted on the Town’s website and filed with the Town Clerk’s office. Copies of the draft have been submitted to the Town Council for its review and discussion on April 27th.

Open Space Committee

The Open Space Committee requested the Town Council to appropriate funding for appraisals of a Cedar Mountain property for the purpose of applying for a 2010 DEP Land and Water Conservation fund grant. The Town Council, March 31st, approved the appropriation of \$15,000 from the Land Acquisition Fund to pay for these appraisals contingent upon the tentative agreement with the land owner. Pursuant to DEP requirements, the Town Planner contacted eight certified appraisers seeking their proposals for the work. On March 19th members of the Open Space Committee spoke in favor of Bill # 5520 before the Government Administration and Elections Committee, supporting the proposal to convey the vacant westerly 40 ridgeline acres of Cedar Crest Hospital to the Town for permanent open space preservation of the ridgeline.

BUILDING DEPARTMENT

- Two electrical permits issued for the Town of Newington: One for the Senior Center to install 3 locations using cat 6 plenum rated cable for data in the information center & main office and one for the Town Hall to install 3 telecommunication outlets using cat 6 plenum for data in L115 basement level, Leibert unit R basement & 2nd S-1 HVAC panel.
- Permits have been taken out to renovate Shaw’s Supermarket into a Stop & Shop market.
- The Chief Building Official began testing the Permitting Software. This system will be used by various towns in Connecticut and will be launched in April.
- There were eight Certificates of Occupancy issued in March. Seven were for single family homes located at 214 Barkledge Drive, 43 Willard Avenue, 27 Harlow Drive, 456 Connecticut Avenue, 226 Barkledge Drive, 486 Hartford Avenue, and 220 Barkledge Drive. One was for commercial, for the Chef’s Dog House, a restaurant located at 337 Willard Avenue.
- Building Department inspectors completed a total of 271 inspections: alarm (1), co (24), code (4), decks (6), electrical (66), fence (2), fire dampers (1), fireplace insert (1), flooding (1), footings (3), framing (28), gas fireplace (1), gas line (7), gypsum (5), hood (3), insulation (11), mechanical (27), piers (4), plumbing (24), roofing (5), rough (28), sheetrock (4), siding (1), site visit (8), slab (3), sprinkler (2), windows (1).

Seminars attended by our Inspectors for their continuing education credit:

- D. Jourdan - CRCOG Meeting for the new Permit Tracking System – March 9, 2010
 - Meeting with the Town Managers’ Association regarding the new Permit Tracking System. – March 18, 2010
- R. Smith - Design & Trades Conference – March 18, 2010
 - Joint Inspection Planning – March 30, 2010
- D. Zwick - Joint Inspection Planning – March 17, 2010
 - Building Height and Area Limitations and Modifications – March 4, 2010
- A. Hanke - Building Height and Area Limitations and Modifications – March 10, 2010
 - Versa-Lok’s Segmental Retaining Wall Installation Seminar – March 11, 2010

The total number of Building/Renovation Permits issued for the month of March was 140 producing a total permit value of **\$1,127,895.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	21	352,247.00
DECK	2	1,663.00
DEMOLITION	0	0.00
ELECTRICAL	26	35,038.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	2	5,070.00
FOOTING / FOUNDATION	0	0.00

FUEL TANK	1	1,850.00
GARAGE / SHED	2	18,800.00
MECHANICAL	15	288,475.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	25	57,735.00
POOL	2	44,000.00
ROOFING / SIDING	39	293,617.00
SIGN	4	28,700.00
TENT	1	700.00
TRAILER	0	0.00
TOTAL	140	\$ 1,127,895.00

The total Building income fees received in the month of March was **\$15,111.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$630.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$147.50, Driveway / Excavation \$500.00, Engineering copies \$56.25. The other total income is \$1513.75

Below is a comparison of the Permit Values for March 2010 and March 2009

	<u>2010</u>	<u>2009</u>
Value of Permits issued for March:	\$1,127,895.00	\$1,844,106.00
Fees for Permits issued for March	\$15,111.00	\$22,159.00
Other income Fees for March	\$1513.75	\$1987.00
Building Permits Issued for March:	140	113

Total Value of Permits and Permit Fees for the Fiscal Year:

2009-2010		2008-2009	
Value	Permit Fee	Value	Permit Fee
\$20,461,954.00	\$175,287.00	\$39,271,607.00	\$432,144.00

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Meetings and Professional Development

- Collaborated with Newington building, zoning, and fire officials to create a Newington Code Enforcement Official's group. Members will meet monthly to review work projects and complaints that are common to the members. The first meeting was held on March 4, 2010.
- Attended Newington Staff Meeting on March 24, 2010.

Activities and Projects

- Inspected temporary food service event (fund raiser) at Saint Mary School in Newington.
- Requested that an establishment in Newington add a hand sink in the area in front of their store where they pop and dispense popcorn. They complied on March 1st.
- Conducted a final inspection and issued a food service license to Chef's Dog House on Willard Avenue in Newington. The restaurant offers a salad bar, and take-out hot dogs and burgers.
- Inspected the Taste of Newington held at the Newington High School on Saturday March 20, 2010.

Newington		
<i>Complaints</i>	<i>Complaint Inspections</i>	<i>Routine Inspections</i>
19	29	80

HUMAN SERVICES

March 2010 Statistics

	FY 09-10 Undp. Total This Month	FY 09-10 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD

Selected Programs				
Youth and Family Counseling	53	59	124	131
Positive Youth Development	196	176	1802	2468
Youth Works (Job Bank)	4	3	30	41
Information and Referral	528	538	4448	3162
Social Casework Cases				
Under 55 = 52				
Over 55 = 57	109	89	335	229
Food Bank Households	141	109	1098	993
Special Needs	7	6	111	165

- On Friday February 26, the Human Rights Commission presented the first “Newington’s Got Talent” show held in the Town Council Chambers. Hosted by Gary Byron and Steve Parker and taped by NCTV, On Friday March 5, the Youth-Adult Council (YAC) held its annual Super Hoop-La Basketball game raising \$1,813 toward scholarships for three high school students.
- On March 25, YAC sponsored the Community Forum on Cell Phone and Internet Safety. A presentation was provided by Community Services Officer, Mike Webster and a panel including Library, School, Youth and Police responded to a variety of questions from an audience of parents and youth.
- Staff provided a Human Services information table for the Employee Health Fair held on March 31. As part of the day, Clinical Coordinator Christina Salvio offered Reike to several town employees.
- Staff processed 15 applications for energy assistance funded by Operation Fuel.
- The State Department of Agriculture approved Human Services for the Senior Farmer’s Market Nutrition program. Seniors and residents with disabilities living in subsidized housing with a maximum income of 185% of the annual poverty income guidelines will be eligible for \$15 worth of coupons for those Farmer’s Markets approved by the State including the Newington Farmer’s Market.
- The Department received 528 Information and Referral calls or walk-ins this month.
- The Food Bank assisted 141 households with 87 residents over age 55 and 228 under age 55. The Outdoor Market served 144 households on two days this month. The Special Needs Fund assisted 7 households and the Clothing Closet served 25.
- The Social Casework Program handled a caseload of 109 with 45 new referrals. Staff received a variety of referrals with presenting issues from residents of all ages including housing, financial, energy, medical, mental health, substance abuse, homelessness and domestic conflict. Routine and crisis referrals were also received from Police.
- The Youth and Family Counseling Program had an active caseload of 53 with 13 new referrals, 7 inactive and 6 closed. Staff and contractors provided 127 clinical therapy sessions and made 113 contacts with families and other agencies. Presenting issues included depression, aspergers syndrome, substance abuse, oppositional defiance, impact from death, divorce or separation, fire setting and family dysfunction.
- At the request of the State each town through their Youth Services was asked to bring representatives from Police, School, Juvenile Court, State Department of Children and Families and Juvenile Review Board together to assess the needs and resources for at-risk youth. Director Ken Freidenberg facilitated a meeting with representatives from all these groups. Their conclusion recognizing no addition funds would be coming from the State was to enhance the JRB approach and consider a mentor program.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard and Part-time Youth Worker, Michelle Pestello involved 196 youth this month.
- The Winter/Spring SCORE after-school program provided activities including indoor rock climbing, geo-caching, creating ceramic art, horseback riding, visiting Green’s Farm in Roxbury and bowling.
- The Sixth Grade ROPE program completed its sixth cycle at the middle schools. One student was wheelchair bound requiring adaptive creativity during the classroom sessions and final challenge. The students and parents were very pleased with the program and the ability of staff to accommodate students with disabilities.
- The High School Adventure Club went camping and hiking at the Deer Lake Reserve in Killingworth. The nights were cold but the daytime was warm and pleasant.
- Youth Worker Huggard is collaborating with Martin Kellogg Middle School to facilitate two full-day sessions with all 5th grade students dealing with conflict resolution and health social values. A two day program is also planned for those 7th grade students unable to attend the Boston overnight trip in May.

- The Summer Youth Adventure Program brochure will be available the week of April 15. Staff is also in the process of assembling Summer Mentor information to be sent to 26 interested high school youth.

SENIOR AND DISABLED CENTER

- B.J. Crowder retired as Administrative Secretary on March 31, 2010. Many Town staff and Center members attended a special Coffee Talk program on March 26th to wish her well.
- Charlene Magnano assumed the Administrative Secretary position on March 15th.
- The Center was green on March 12th with the annual St. Patrick's Day party sponsored by the Newington Memorial Funeral Home. Entertainment was provided by Danny Ringrose.
- On March 5, Dr. William Vincent was the speaker at a brunch and learn program entitled *Vaccines: The Truth Exposed*. The program was sponsored by Monsignor Bojnowski Manor and Advanced Home Health Care.
- Center Director Dianne Stone spoke to members of the State General Administration and Elections Committee on March 9th about the confidentiality of Senior Center records.
- Ms. Stone attended meetings and a conference of the National Council on Aging and the National Institute of Senior Centers in March.
- The Center was represented at the Chamber of Commerce Annual Business Showcase on March 20th with a table highlighting the Information and Referral Center.
- The AARP Tax-Aide program continued in high gear throughout the month with all appointments filled.
- The Center held a qualifying tournament for spots on the Wii Bowling Team that will compete in the HealthNet Cup, a statewide tournament.
- On Thursday, March 18th Anne Rolfe, Director Rehabilitation Services at Newington Health Care Center, spoke about this back pain and safety issues related to this common ailment.
- On March 16th, the Center was invaded by 90 little explorers as the kindergarten students from Ruth Chaffee School performed "We're on Safari" for an audience of parents, grandparents, and Center members.
- On March 26th, the Center hosted the HealthNet Senior Stars Contest. This is a statewide dancing competition. Newington will have two entrants in the next level of competition, also to be held at the Senior and Disabled Center.
- The Center has had a long standing issue with water pooling at the back of the building that created water damage in one of the Information and Referral offices. Personnel from the Highway Department created a swale to redirect the water. Pending clean up of the area, staff will be able to return to the office.
- The large commercial refrigerator being used for the CRT Lunch Program failed two inspections. Since this fridge is over 20 years old, it is not cost efficient to repair and will be replaced.
- The Center currently has 1,835 paid members, an increase of 28 from last month. An additional 414 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,456 hours of volunteer service was performed by 73 volunteers in the month.
- There were 53 programs offered by the Center in the month—some one time programs and others ongoing—with a total recorded attendance of 3,038. Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,468 trips in the month covering 4,120 miles.
- The demand for information and referral and social services remains high. Programs that are actively enrolling clients include ConnPACE, Energy Assistance, the Medicare Savings Program and, through the Assessor's Office, the Circuit Breaker Program.

PARKS AND RECREATION

ADMINISTRATION

- The Superintendent met with School Business Manager to discuss P & R issues.
- Met with various youth and adult sport representatives to schedule fields and discuss issues relating to their individual programs.
- Superintendent conducted interviews for seasonal Park Department maintainers.
- Met with Recreation Supervisors and Park Foreman on a weekly basis.
- The Superintendent attended and conducted several budget meetings.

RECREATION DIVISION

- Spring program registration for non-residents began on March 1.
- The Department began accepting Churchill Park Picnic Reservations on March 3.

- S. Glasson attended a CRPA conference committee meeting on March 9, a Department Head meeting on March 24, and multiple meetings with the Employee Health and Wellness Fair committee throughout the month of March.
- S. Glasson and J. Lee represented the Parks and Recreation Department at the Employee Health and Wellness Fair on March 31st.
- Registration for new gardeners began on March 3. This year, we had spaces available for 20 new gardeners.
- J. Lee was contacted by the DEP to run a free family fishing class in April taught by a state-certified volunteer instructor. The class will run April 15, 20 and 22.
- J. Lee and B. Till attended a meeting with Data Mail to solicit sponsorship opportunities for the Summer Concert Series. They have agreed to sponsor this event for the summer 2010.
- J. Lee and B. Till interviewed two carnival companies to participate in this year's Summer Extravaganza and met with last year's food vendors to update this year's Food Vendor's Contract.
- One bus trip took place this month to the Boston Flower Show on March 27. Ten Newington passengers enjoyed the day.
- J. Lee met with T. Vasi (the chairperson for the Newington Relay for Life) which will take place on May 21 & 22.
- All youth, travel and adult basketball leagues concluded.

PARKS & GROUNDS

- Division personnel performed tree removal and pruning at the Mill Pond Picnic area adjacent to the playscape.
- As the weather permitted, parks and other town-owned areas were policed for downed branches, and winter plowing damages were repaired (i.e., filling tire ruts, picking up curbing, etc.)
- A large effort was put forth in the removal of trees and vegetation that had overgrown the Beacon Park water retention basin.
- During the third week in March, we were able to begin preparation for the spring sports season. Eric O'Neil (GKI) began setting up and painting for soccer and lacrosse. Mike Newton (GKIV) began to prepare the baseball diamonds at Newington High School, and Ben Breikreutz (GKII) finished installing wood chips and swings at Eagle Park.
- The Clem Lemire sign facing New Britain Avenue was removed and brought back to the shop to be refurbished and was then reinstalled.
- Steve Tofeldt (GKIII) began the annual spring cleanup in West Meadow Cemetery, removing all the winter decorations and topdressing new grave sites.
- There were seven interments in Town cemeteries in March.
- Division personnel were offline a total of 38.75 days in March.

LIBRARY

- Designers at Kaestle Boos Associates continued to work on the conceptual designs for an expansion of the Library facility. Library Director Marian Amodeo attended a seminar, the topic of which was *Building 21st Century Libraries*. A presentation will be made to the Library Board at their April meeting. The project should be complete and ready for presentation to the Town Council in June.
- Circulation of library materials was 35,174. 22,466 people entered the building during the month. 36,999 reference books were accessed remotely, and 6,313 online searches were completed in the Library. The children's book sites *Tumblebooks*, *BookFlix* and *PebbleGo* were used 785 times, twice last month's usage. 119 books were downloaded from the Library's website for a total of 79,390 items borrowed or used by library patrons. 1,262 items were added to the collection, and 244 items were mended by volunteers who logged 123 hours doing this task as well as many other processing tasks.
- March services for children included 64 programs to a combined audience of 1,727. The *Parent/Child Workshop* met six times during March and included a large and diverse audience. Guests included a Newington teacher who spoke about dual languages in the household, and a UConn nutritionist who met individually with parents of autistic children. Book talks were presented to eight fifth-grade classes featuring mystery, historical fiction, non-fiction, and poetry genres.
- The Library's Facebook page now has 204 fans, a good showing on this latest effort to promote Library programs and get up-to-the-minute information to patrons. The teens have a Facebook page, and word is slowly getting out about it. Fans continue to sign up.
- Nine programs were held for adults and teens to a combined audience of 302. Two programs celebrating Italian heritage were co-sponsored by the Library and Newington UNICO. Enzo Boscarino sang and played the guitar to a packed house, and Newington resident Peter Cimini spoke about his first published

novel, *The Secret Sin of Opi*, set in Italy. Other highlights included a visit by another Newington resident and author, Matthew Dicks. Mr. Dicks spoke to an audience of NHS students and a cross-section of other Newington residents about his first book *Something Missing*, as well as the ins and outs of the writing profession.

- An After Hours Gaming Night on a Friday night in March attracted eighty teens, which socialized and played myriad video games. The large crowd, while a pleasant surprise, pointed to a continued need for a place for this age group to gather. We would like to offer more of these gatherings, but need appropriate support staff for such a large crowd. We continue to work on this.
- Job seekers continue to seek out the programs that are held especially for them, and attend the accompanying support groups. *Effective Resume Writing and Design* and *Your Body Language Doesn't Lie* were well attended. Computer classes for this group were filled, and The Department of Labor continues to help with this effort by stationing a staff member here on a regular basis to give free advice to job seekers.
- Staff continued to work on creating screencasts so that patrons who visit the website can see and hear instructions on how to navigate the site, use databases to find information, and access their accounts.
- The Library was well represented at the Employee Health and Wellness Fair. Staff were able to instruct interested employees on the use of the health databases by use of a laptop computer, and many other resources were displayed.
- 6,674 (+15%) reference questions were answered. 3,411 hours were logged on children's, teen, and adult public stations. The number of remote users of the new database *Mango Languages* is very high, as patrons are using this to learn English as a second language. Only Newington residents can access this resource.
- Topics of interest that were researched this month included:
 - Tinsmithing in colonial America for a 3rd grader.
 - Hotels in Hawaii.
 - Where to buy used lighting fixtures.
 - History of coffee.
 - Wedding photo from September, 1960.
- IST projects this month included a major upgrade for the pay-for-print software that manages all the public computer workstations. This was a long and difficult project that required much work from the IST Department. A minor upgrade to the automated catalog and patron system proceeded smoothly. Other issues with the patron network required much staff time.
- Facilities issues included work on becoming compliant with OSHA regulations—an MSDS notebook was created and an emergency action plan is being formulated now.
- The Friends were present at the Chamber of Commerce Business Showcase. They continue to prepare for their book sale which will take place the weekend of April 30th. The Library Board continued to work with Library Director Marian Amodeo on budget issues for FY2010-11, and continued securing sponsorships for their 5K road race to be held on May 16th.
- Other outreach efforts included Head of Children's Services Helen Aveline's participation in the Youth/Adult Council's panel on cyber bullying. She also spoke to Newington's Childcare Association.