



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: June 24, 2011
Re: Monthly Report – May 2011

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG meetings and presided over the CTCMA Annual special meeting.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall space needs and the Transition Academy.
- Mr. Salomone attended the Newington High School Scholar Breakfast and the Parks and Recreation Golf Tournament.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

Paid overtime during the month of May 2011 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 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	46.2	\$2,076.76
Weekend Standby and Call-In	16.0	603.72
Road Maintenance	21.0	820.77
Landfill	18.0	769.27
Hazardous Waste Collection	9.1	333.88
Traffic Division	3.8	148.20
Parade	13.0	519.09
Total	127.1	\$5,271.69
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	40.0	\$2,667.60
Mowing	52.0	2,058.00
Garden Staking	40.0	1,520.00
Herbicide	74.0	2,858.62
Tennis	200.0	7,809.93
Graves	34.0	1,305.00
Total	440	\$18,219.15

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 5,435.39	\$ 3,976.00	\$ 5,041.98
Patrol	554,004.00	555,840.11	580,294.00	463,827.33
Investigation	74,110.00	55,263.44	76,691.00	56,924.46
Communication	111,426.00	141,007.80	112,132.00	96,076.33
Education/Training	103,603.00	97,724.09	103,603.00	70,385.73
Support Services	37,985.00	34,959.77	39,071.00	28,531.74
Animal Control	12,144.00	4,741.31	12,144.00	6,767.61
Total	\$ 899,733.00	\$ 894,971.91	\$ 927,911.00	\$ 727,555.18
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 18,455.32	\$ 28,109.00	\$ 17,498.88
Snow and Ice Control	132,349.00	142,809.37	132,349.00	91,410.44
Traffic	8,345.00	3,751.15	8,345.00	2,899.75
Vehicles and Equipment	28,185.00	24,478.74	28,185.00	16,751.61
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 233,402.97	\$ 251,985.00	\$170,917.02
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 108,301.16	\$ 130,547.00	\$ 103,432.10
Cemeteries	14,893.00	9,646.70	14,893.00	6,442.91
Total	\$ 145,440.00	\$ 117,947.86	\$ 145,440.00	\$ 109,875.01

- Police Department Overtime
 - Comparison – April to May 2011
 - OT April \$ 59,975
 - OT May \$ 93,938 2 holidays (\$28,000)
 - Total increase \$ 33,963
 - In May there were 2 officers at the Police Academy and 1 officer on light duty. There were also two holidays during both pay periods (Good Friday and Easter).
 - Administration overtime of \$497, is an increase of \$497 for holiday pay.
 - Patrol overtime of \$63,043 is an increase of \$28,095. Roving patrol was assigned in May concentrating on Motor Vehicle violations. Overtime included accident investigation, larcenies, domestics, burglaries, and court appearances, etc.
 - Detective Division Overtime of \$2,744, is a decrease of \$1,214. Overtime included larceny, robbery, and burglary investigation, and drug buys.
 - Communications overtime of \$8,576 is an increase of \$4,293. The new dispatcher remains in training at this time. Overtime was increased by \$5,000 due to holiday overtime pay.
 - Education overtime of \$8,079 is an increase of \$1,336. Courses included Drug Law Enforcement, Taser Training, Advanced Patrol Tactics, Use of Force Legal Issues, Computer Training, Digital Photography, Traffic Crash Reconstruction, and recertifications.
 - Support Services overtime of \$5,199 is a decrease of \$43. Overtime included Youth Services meeting, \$1,000 for holiday overtime, Jr. Prom coverage, Sr. Prom coverage, and translation services.
 - ACO overtime of \$508 is an increase of \$0. Overtime included one holiday overtime and 1 call out.

PERSONNEL

- Gregg Breton retired from his position of Assessment Technician II after more than 20 years of service.
- The hiring process continued for the Assessment Technician II position
- The interview process continued for the Air Conditioning and Heating Control Mechanic position in the Facilities Department.
- Job openings were posted for the following vacancies: Groundskeeper I, Part-Time Library Technician, Part-Time Administrative Secretary.

PURCHASING

- Bid No. 6, 2010-11, Newington High School Code Compliance, was posted on May 19, 2011 with a closing date of June 8, 2011.
- Bid No. 7, 2010-11, Mill Pond Park Improvements, was posted on May 4, 2011 with a closing date of May 24, 2011.
- Bid No. 8, 2010-11, Sidewalk Construction Repair, was posted on May 19, 2011 with a closing date of June 3, 2011.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

The tenth month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for April 2011 were \$846,847. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through April 2011</u>		
	Town	Board of Education	Total
Estimated Claims	1,833,660	6,721,010	8,554,670
Actual Claims	1,800,834	5,972,333	7,773,167

FACILITIES MANAGEMENT

- The facilities group completed 58 formal work orders during the month of April at the various Town Buildings.
- On site inspection of the Library HVAC System upgrades project was conducted with the State OPM staff to ensure project completion and grant compliance during May. The project was accepted as complete and a final report will be submitted along with a cash request for grant reimbursement of \$110,750.
- Ongoing Town Hall roof repairs continue throughout the Town Hall on an as-needed basis when leaks occur. There is no solution for this issue short of roof replacements. A plan to replace the roofing was submitted to the CIP committee. (No Change)
- New gutters were installed on the Parks Garage and the project was completed as scheduled in May.
- Bi-weekly reviews were held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has been a very positive and noticeable difference at all locations to date. (No change. The results continue to be very positive at all locations.)
- The Town will extend the cleaning contract at the same pricing levels as the original term for the next fiscal year.
- The testing at the Senior & Disabled Center of the new chiller and associated pumps and controls recently installed was completed in May. The system has been operating since startup and this phase of the project is complete. Design proposals were received for the second phase of the project to begin this year and award is expected during June.
- The Town Hall renovation project has been moving ahead as scheduled for the East wing space which will house the new "Transitional Academy" and the lower level is also under construction for the new location of the building and engineering groups. Both projects have been on schedule for completion during the first weeks of July.
- Most repairs have been completed at the various Town buildings from the winter storm damage and insurance claims have been submitted for this work.
- Roof drainage from the Mortensen Center was modified to include new underground piping to the storm drainage system in Garfield Street. This will help to eliminate the water infiltration into the building basement area currently being remodeled.
- Repairs to the exterior entrance stairs to the Town Hall were completed in May prior to the Memorial Day celebrations.
- At the request of the Parks Department, new windows were specified for the Churchill Park Pool House and will be installed during June.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 23 requests for service via the Internet, blocked 55,358 unsolicited SPAM email messages from being delivered, and blocked 10 virus / Trojans, from impacting the Town's network infrastructure
- Completed 229 formal work orders
- The Town's website had approximately 24,353 visits during the month, 69,945 page views with an average of 2.87 pages viewed per visit. The Town Homepage, Library Homepage, Town Employment Opportunities and Parks and Recreation Homepage were the most frequently visited pages
- Designed and implemented solution to permit Town Hall networks to wirelessly connect to Fuelmaster Fuel Management Unit (Pump) at the Board of Education Bus Garage
- Replaced Human Services old computers with new thin clients, successfully migrating department staff into virtual desktop environment
- Began Town Hall Ethernet wiring replacement project, working with vendors to install new CAT6 data cables and build out new intermediate distribution frame (IDF) data closet
- Completed migration of Newington Volunteer Fire Department (NVFD) printers to redundant virtual print servers and deployed using group policy
- Scheduled daily/weekly meetings with IT department staff to overview current status of Help Desk queue, bringing to action new ways to report on data, prioritize and accept requests
- Setup required network connectivity to Heating Ventilation and Air conditioning (HVAC) system in Library
- Preliminary deployment and testing of Citrix Delivery Services, utilizing Merchandising server, Receiver and delivery policies to facilitate delivery of published applications
- Deployed wireless devices to NVFD Headquarters and Highway Garage for access to Town resources
- Delivered repurposed laptop to NVFD as a replacement for aging training computer
- Information Technology began work on new phone implementation set for June/ July
- Resolved printer issues related to Xen App implementation.
- Implemented virtual private networking (VPN) changes Newington Police Department's School Resource Officer
- Updated the following applications
 - Assessor's QDS software.
 - NFPA Codes - Fire Department
 - My Senior Center - Senior and Disabled Center
 - Renters Rebate - Senior and Disabled Center
 - Microsoft Works converter - Town Engineer
 - DMV Direct software - Revenue Collector
 - Pool Pass Database - Parks and Recreation
 - Intake Database - Human Services
 - Youth and Family Billing Database - Human Services
 - Dog License Database – Town Clerk
- Addressed Secretary of State network router issues for Registrars of Voters
- Provided scanning services for various departments
- Provided GIS assistance to Town Planner on Cedar Mountain
- Completed supervision of intern and provided evaluation as requested
- Updated the street sign inventory for Highway Department
- Made significant data corrections to GIS parcels for Highland Meadow subdivision
- Completed town wide sidewalk GIS data file update
- Provided data for public freedom of information (FOI) requests
- Produced digital 3D deck model for building inspector
- Mr. Thad Dymkowski, GIS Technician, attended meeting for New England chapter of URISA (Urban and Regional Information Systems Association) regarding the planning of upcoming GIS event in Hartford

FINANCE

Accounting and Administration

- On May 16th, the Audit Committee met with Joseph Kask, and Nikoleta McTigue of Blum Shapiro & Co. to discuss the scope of the upcoming audit. They discussed the year-end audit schedule and implementation of Government Accounting Standards Board (GASB) pronouncement No. 54 entitled *Fund Balance Reporting* and how it will affect the financial statements of the Town of Newington.
- During the month of May, effort was directed towards the recruitment of the Assessor Technician II position which was vacated with the retirement of Gregg Breton on May 20th. Interviews were conducted with the Ann Harter, Director of Finance, Steve Juda, Assessor and the Town Manager.
- The Town began to meet its long term obligation for Other Post Employment Benefits by making an initial contribution to the newly adopted OPEB Trust account.
- Changes to the 2011-12 annual budget and Long-Range Capital Improvement Plan documents were finalized during the month.
- Staff met with Bank of America representatives to discuss automated products available to municipalities.
- Staff commenced testing for the implementation of Munis GoDocs and Forms Output Solution. This enables the department to electronically send purchase orders and payments to vendors as well as direct deposits advices to employees and pensioners. All form output can be saved as a PDF file. GoDocs enhances productivity by eliminating time normally spent manually folding forms and stuffing envelopes. This system provides features that improve accounting control procedures. Staff collected information from employees and pensioners to execute the program.

Major grants received during the month included School Transportation grant in the amount of \$228,085. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
5/31/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2010-11	<u>Actual</u> Year to Date	
General Fund	\$200,000	\$112,169	\$35,791,451
Special Revenue Funds	2,400	3,350	1,370,737
Capital Projects Funds	867	869	446,205
Internal Service Fund	11,497	7,338	5,005,508
Trust and Agency Funds	4,500	2,801	1,601,636
TOTAL, ESTIMATED BY FUND			\$44,215,537

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
5/31/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> Month	<u>Last</u> Month	<u>Current</u> Month	<u>Last</u> Month	
STIF	0.20	0.22	2,416	3,516	17,311,816
CLASS PLUS	0.08	0.10	309	367	4,563,457
Bank North	0.25	0.35	2,625	3,511	12,209,795
Sovereign Bank	0.40	0.40	3,399	3,328	10,130,469
Total Outstanding Investments					\$44,215,537

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of May.
- The 2011 revaluation continued. Approximately 6,400 single-family home and condo data mailers were entered in the Vision Appraisal Database. The market analyses of this data will occur during the summer. The revaluation is on schedule for delivery at the end of the year.
- The on-line data base was updated through the middle of May.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut were completed and will be applied to the June tax bills.
- The Assessor attended a Vision User Conference to acquire a greater proficiency with that software.

Revenue Collector

- Revenue Collections for May for Real Estate, Personal Property & Motor Vehicles amounted to \$87,062. The Supplemental Motor Vehicles collected were \$8,994 and \$11,971 was collected for back taxes.
- May's collections were slightly lower than the same time period last year but are at 98%.
- Joint efforts were coordinated with the Revenue Office and Quality Data Service in preparation of the tax bills for the 2010 Grand List.

TOWN CLERK

- There were 460 documents filed on the land records during the month of May. The total amount of State conveyance tax collected was \$51,137; Town conveyance tax was \$22,637.
- Property at 91 Holmes Road sold for \$740,000 from Blu Sky Investors, LLC to 91 Holmes Road Associates, LLC. There were four residential transfers that each sold for over \$300,000.
- The staff certified 136 copies of vital records and issued 14 burial and seven cremation permits.
- Six survey maps, six Liquor Permits, three Trade Name certificates and 10 Notary Public commissions were catalogued.
- The office filed 138 mortgages, 25 liens and 156 releases.

DATA SUMMARY May 2011				
	<u>May-11</u>	<u>May-10</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	460	531	5589	5638
Dog Licenses Sold	4	4	437	477
Game Licenses Sold	83	76	767	833
Vital Statistics				
Marriages	11	12	157	179
Death Certificates	50	14	338	258
Birth Certificates	44	14	213	
Total General Fund Revenue	\$37,962.19	\$43,012.62	\$368,677.05	\$413,314.22
Town Document Preservation	\$812.00	\$926.00	\$10,049.00	\$10,132.00
State Document Preservation	\$812.00	\$925.00	\$10,104.00	\$10,079.00
State Treasurer (\$26 fee)	\$14,616.00	\$16,632.00	\$178,946.00	\$181,178.00
Locip	\$1,218.00	\$1,386.00	\$15,333.00	\$15,099.00
State Game Licenses	\$1,385.00	\$1,164.00	\$7,060.00	\$14,610.50
State Dog Licenses	\$78.00	\$15.50	\$2,635.00	\$5,585.00
Dog Licenses Surcharge	\$16.00	\$6.00	\$930.00	\$1,076.00
Marriage Surcharge	\$133.00	\$133.00	\$1,490.00	\$2,052.00
Grand Total	\$57,032.19	\$64,200.12	\$595,224.05	\$653,125.72

POLICE DEPARTMENT

- On Sunday May 22, Newington Police Department participated in Tip A Cop, hosted by Outback Steakhouse. This event was held to raise money for Special Olympics and was a great success! The final numbers aren't in yet, but Newington Police Department raised over \$2,082.00, well above expectations.
- The DUI Grant continues with its' patrol on the Berlin Turnpike. The May patrols resulted in 36 warnings, and 16 arrests (7 were for seat belt violations).
- Patrol Calls for May were as follows:

AlarmBurg	90	F/HAZMAT	2	MVComplaint	42
ALARMHOLD	5	F/OTHER	4	Neighbor	12
Animal	24	F/STRUC	4	NOISE	20
ASSAULTIP	3	F/VEH	2	OPENDOOR/WIN	6
ASSAULTREP	5	F/WATER	2	OTHER	13
ASSIST	33	FINGERPRINT	31	PARKINGVIOL	12
BREACHIP	19	FIREWORKS	1	PropFound	7
BREACHREP	8	FollowUp	68	PROPLOST	5
BURGIP	4	Harassment	15	RecoveredMV	2
BurgRep	4	HAZARD	25	ROBBERYIP	1
CarSeat	6	ILLEGALDUMPING	3	SERVSUBPOEN	1
CHECK	73	INDECENTEXP	2	ServWarrant	22
CLEARLOT	14	Intoxicated	14	SEXASSAULTRE	1
COURT	20	JuvComp	20	SHOTS	2
CRIMMISGRAF	2	K9	2	SpecDetail	65
CRIMMISIP	2	LAND/TENANT	2	STOLENMV	7
CrimMisRep	14	LarcFromMV	11	SUDDENDEATH	2
CSO	32	LarcIP	14	SUICIDEATT	1
CUSTOMERIP	11	LarcRep	34	Suspicious	95
CUSTOMERREP	6	Location	196	SuspiciousRep	59
Dog	58	LOCKOUTMV	1	TestPolice	7
DomesticIP	21	LOCKOUTRESID	2	THREATIP	1
DomesticRep	15	M	188	THREATREP	1
DRUG	11	MISSING	5	TOBACCO	2
DUI	7	MVABAND	6	TownOrd	2
EDP	5	MVAEvading	24	TRAFFIC STOP	684
ESCORT	28	MVAINJURY	10	TrespassIP	9
F/ALARM	11	MVAProp	112	TrespassRep	
F/CONO	1	MVAssist	60		
				NPD TOTAL	2,373

- Investigations and calls by Patrol Officers in May included:
 - Responded to a Holmes Road company in response to a burglary complaint. An employee of the business arrived at approximately 9:00 am and discovered that the building had been burglarized sometime during the previous weekend. A 42 inch flat screen television was stolen and offices and file cabinets appeared to have been rummaged through. It appears that the suspect or suspects may have gained entry into the building through an unlocked window. The burglary scene was processed for physical evidence and this case is currently under investigation.
 - Were dispatched to an area of Church Street for a reported robbery in progress. A female had contacted the police department to report that her ex-boyfriend had been waiting for her at her place of work and when she rolled down her car window to speak with him he took her purse out of her car. He then unlocked the door and forcibly grabbed her cell phone out of her hand. The male then took off running down the driveway onto the street. Patrol officers quickly located the male walking on Church Street by Windmill Lane. He was interviewed by responding officers and admitted to being involved in the altercation described by the complainant. All of the complainant's property was recovered. Investigation revealed that this incident was connected to a disagreement over the female complainant's activities the night before, and that the suspect had forcibly taken her cell phone in an

attempt to review what was on it. The suspect was arrested and transported to the police department where he was charged with Disorderly Conduct and Robbery in the Third Degree. He was subsequently detained on a \$10,000.00 bond.

- Were dispatched to the intersection of Willard Avenue and Robin Brook Drive in response to an active domestic dispute in which a female was reportedly being assaulted by a male. Upon arrival, officers observed the male suspect grab the female by the throat and push her to the ground. Officers physically pulled him off the female and placed him under arrest. When the suspect was being searched, officers discovered a set of brass knuckles which were seized as evidence. While interviewing the victim, officers observed that her right ring finger was cut open and bleeding. She also had a scrape on her left knee. The female victim explained that she is having marital problems with the suspect, who was found to be her husband. On this date she was driving on Willard Avenue when she noticed that she was being followed by her husband who was driving a separate car. Upon seeing her husband following her, the victim pulled over to the side of the road and was subsequently assaulted. The suspect was charged with Assault 3rd Degree, Breach of Peace, and Carrying a Dangerous Weapon. He was subsequently detained on a \$10,000.00 bond.

- In May, Detective Division personnel:

- Handled 76 investigations, 57 remain ongoing and 19 were closed by investigative methods.
- Served 33 arrest warrants, 26 by Patrol Officers and 7 by Detective Division personnel
- Arrested two local people for Sale of Marijuana after making controlled purchases of the drug from them.
- Began a fraud investigation at a local bank. An "ATM skimmer" was placed on an automated teller machine at the bank for a period of time. The skimmer is believed to have successfully captured numerous Debit/Credit Card numbers from unsuspecting customers. This fraud is believed to be linked to a series of similar incidents occurring throughout Connecticut and Massachusetts.

- In May, the Community Service Officer (CSO):

- Taught the STEP UP program to all 5th grade students at both Martin Kellogg and John Wallace Middle Schools. Four (4) topics are taught to these students, one day per week for four weeks. The introduction to the program was Respect, Responsibility, and Accountability, followed by Tobacco, Internet Safety in the 3rd week and it closed with Bullying. Between the two schools, a total of 14 classes and 325 students were presented with these four important topics that are affecting our youth today.
- Presented Safety Hints to four (4) kindergarten classes in the form of story reading and questions and answers. Also met with the Curriculum Director for the elementary schools, Wendy Crouse, who approved all presentations and classes taught to grades K-4. These grades are taught 911 Safety, Stranger Danger, Neighborhood Safety, Bike Safety, and an Introduction to Bullying.
- Assisted the SRO with enacting two Mock DUI Accidents. These accidents were conducted at the high school the morning of both the junior and senior proms in an effort to deter the students from drinking and driving. LifeStar, Newington Volunteer Ambulance, and Newington Fire Department also took part in this important event.
- Was the guest speaker at The Women's Networking Meeting at The Chamber of Commerce. The women requested information on Bullying, Internet/Phone Fraud and Scams, and Safety Tips for the Elderly. All of these topics were covered either through a presentation, discussion, or handouts.
- Attended a Chamber of Commerce Dinner and Awards Presentation and presented Retired Newington Master Police Officer John DiNardi with the Youth Award for his ongoing contribution to Stuff A Cruiser. Even in retirement, Retired MPO DiNardi continues to support this great fundraiser both financially and with his time.
- Joined Dispatcher King in a 911 presentation/interview for a local Girl Scout Troop
- CSO Cipolla and Officer Kaufman conducted traffic enforcement on the Gator in the downtown area. This allowed the officers to enforce handicap and time limit restricted parking along with seatbelt and cell phone violations. The officers also conducted a meet and greet with parents and young children at Mill Pond Park, allowing them to get acquainted with officers and the newest addition to the department's fleet of police vehicles.

UCR/NIBRS Selected Crimes
Preliminary April 2011 **April 2010**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	-0-	0	0
Forcible Rape	0	-0-	0	-00-
Robbery	3	\$160	2	-0\$7,020
Assault	9		3	-0-
Burglary	16	\$24,990	3	\$36,059
Larceny Theft	43	\$29,946	58	\$53,023
Auto Theft	4	\$34,200	4	\$22,000
Totals	75	\$89,296	70	\$118,102

- In April 2011 the police department arrested 75 adults: 7 for assaults, 2 for burglary, 2 for motor vehicle theft, 1 for forgery/fraud, 1 for vandalism, 2 for weapons violation, 8 for narcotic violations, 10 for DUI, 3 for offenses against family and children, 1 for disorderly conduct, 17 for larceny theft and 21 for other miscellaneous offenses. The department also arrested or referred 7 persons under the age of 18: 3 for assault, 1 for larceny, 1 for drug violations, 1 for weapon violation, and 1 for disorderly conduct.

FIRE DEPARTMENT

	May 2011	10 Month Total
Residential	6	198
Commercial, Industrial, Office	3	42
Hospital, School	0	9
Vehicle	3	26
Rescue, Police Assistance	1	25
Dumpster, Rubbish, Grass, Brush, Leaves	5	35
Hazardous Materials/Clean up	2	36
Investigative Alarm	23	250
False Alarm	0	0
Mutual Aid/Standby	1	19
Carbon Monoxide Investigation	2	11
Water Related Incidents/Pump-Outs	3	39
Total	51	690

Training Summary

Multi-Company Training	Ladders		110 hours
Officer Training	Yarde Zone Management Training	14 members	28 hours
	Capital Region Training Meeting		6 hours
Driver Training	Road Time		6 hours
Company Training	Hydrant Hook-ups		20 hours
	Decon Shower		2 hours
Pump Operations			2 hours
Cadet Training	Hand Lines/Pump Operation		52 hours
Department Training	CPR	3 members	12 hours
	Haz/Mat Refresher		110 hours
	Rescue/Extrication Training		20 hours
Total			378 Hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of April:

Inspections	23
Inspection Follow-Ups	43
Plan Review	10
Job Site Inspections	12
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	01
Complaints	00
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

- There were no significant incidents or fire injuries reported during the month of May.

Fire Marshal's Activities:

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Manchester.
- Attended the monthly meeting of the Newington Board of Fire Commissioners in conference room at fire headquarters.
- Attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Attended the Capital Region Emergency Planning Committee "Operation Threat" Tabletop Exercise after action review conference in Hartford.
- Attended a mandatory Annual Haz/Mat Operations refresher class at fire headquarters.
- Attended the quarterly meeting of the Newington Employee Health and Safety Committee at town hall.
- Attended an all day Incident Command/Emergency Operations Center training session at New Britain town hall.

HIGHWAY DEPARTMENT

Administration

- Attended Solid Waste Authority Committee meeting
- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Worked with Town Engineering for upcoming road projects
- Coordinated fueling facility upgrades
- Hosted the annual MDC hazardous waste collection May 7th

Roadway Maintenance

- Continued with Town wide curbing and topsoil repairs
- Continue with patching of potholes in various locations Town wide
- Continued with Landfill material processing
- Repaired catch basins at several locations
- Cleared several waterways throughout Town of vegetative debris
- Began reconstruction of Tavener Circle
- Began Library parking lot improvements
- Installed drainage at Town Hall near the gymnasium
- Continued with Town wide litter collection and graffiti removal

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Install/remove speed boxes for Police Department
- Continuing with blanket replacement of worn out regulatory signs
- Continued with the line painting at various locations
- Install new glass at various bus shelters in Town (Constance Leigh, Main St & Ellsworth St)
- Assisted with traffic control for the 5K Road Race
- Assisted with Memorial Day Parade traffic control

Fleet Maintenance

- Continued with the spring services of Fire apparatus and Highway Department's equipment
- Completed spring services on all Parks Department equipment
- Continued with scheduled maintenance and emergency repairs on all Town vehicles

Sanitation/Recycling/Landfill

- Scheduled 748 residential bulk items for collection
- Scheduled 68 condominium bulk items for collection
- Scheduled 41 condo/residential scrap metal items for collection
- 6,646 tons of cumulative Municipal Solid Waste was collected from July 1 – April 30, 2011
- 2,379 tons of cumulative recyclables was collected from July 1 - April 30, 2011
- 763 mattresses collected from July – April 2011
- Issued 73 permanent landfill permits and 24 temporary permits

ENGINEERING DEPARTMENT

- During the month of May, the Engineering Department issued thirty-nine excavation permits as follows:
 - 25 driveway excavation permits
 - 7 gas main lateral permits
 - 4 CATV
 - 1 fire service
 - 1 sewer/water lateral
 - 1 sump pump drain lateral
- Participated in the monthly Inland Wetlands Commission meeting. Two of the applications regarding Newington Ridge required public hearings that will be continued into June.
- Attended the monthly Transportation Improvement Committee meeting sponsored by the Capitol Region Council of Governments. CRCOG is in the process of preparing the 2011 STP-Urban Program Solicitation application which should be issued in June, with submissions due in early fall.
- Plan and specifications for the Market Square Streetscape Project were finalized and will be advertised and bid in June.
- The annual sidewalk maintenance contract was advertised. Bids are due in June.
- The contractor for the Kelsey/Church Street project has completed all punch list items. The project will be closed out upon receipt of all supporting documentation he is required to provide to the Town.
- Met with CRCOG staff regarding the anticipated "Bus Shelter" program. DOT no longer has an interest in pursuing this program. CT Transit will now assume this responsibility and take on this program.

TOWN PLANNER

Town Plan and Zoning Commission

During May, the Town Planner assisted the Town Plan and Zoning Commission finish its work on the adoption of zone amendments clarifying the definition and standards for digital mechanical flashing signs and video graphic advertisements. The new zone amendments adopted May 25th, effective June 8th, prohibit digital mechanical flashing signs, except for time and temperature and fuel product price signs, that comply with the size standards set forth in the regulations.

The Town Planner also prepared for the May 25th public hearings for the Toll Brothers' development proposals for Cedar Mountain by making the required statutory referrals to CRCOG and the Town of Wethersfield. Public hearing notices and information about the Toll Brothers' petitions were posted on the Town website, at the library, Town Clerk's and Town Planner's offices. The public hearings on May 25th drew over 300 people; the Commission continued the hearings to June.

Economic Development Commission

The Economic Development Commission held its "4th Annual Newington is Open for Business" breakfast at the Indian Hill Country Club on May 26th. The guest speaker was State Treasurer Denise Nappier, 40 people attended.

At the Commission's May 4th meeting, a proposed 9,375 square foot addition to the Hudson Home Health Care building on Rockwell Road in the Newington Industrial Park was approved. The Commission was pleased to see

this facility expansion and noted that the industrial park's 1983-site plan was advantageous in providing adequate space and stormwater drainage control to accommodate this business's growth needs.

Downtown Revitalization Committee

At the May 16th meeting of the Downtown Revitalization Committee, the final draft bid documents and construction plan for Market Square Streetscape improvements were approved for presentation to the Town Council on May 24th. The project engineer's probable construction cost estimate for base bid is \$1,086,640. The Committee's recommended schedule is to receive bids on June 23rd and be prepared to recommend a qualified contractor to the Town Council at its June 28th meeting.

National Welding Property

On May 24th Town Planner Ed Meehan conducted an inspection of the National Welding property accompanied by environmental engineers from Fuss & O'Neill, the firm that prepared the EPA property's and building's hazardous material assessments. The purpose of the inspection was to determine the bidding requirements for asbestos remediation and demolition specifications. The CONN DOT is moving forward with construction of the Cedar North busway station and the access street and traffic signal at Fenn Road. The first step in getting National Welding redeveloped is removal of the building, the preparation of remediation bid specifications will be necessary when preparing Brownfield grant proposals.

BUILDING DEPARTMENT

- Permits issued for the Town:
- An Electrical Permit was issued for low voltage wiring & cabling for new telephone system to be installed in the Town Hall
- A Plumbing Permit per plans for the transition academy and office relocation in the Town Hall.
- A Permit was issued to construct a new single family house at 339 Main Street
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Accessibility and Accessible Route Requirements – May 4, 2011
 - D. Zwick - Accessibility and Accessible Route Requirements – May 18, 2011
- Building Department activity for the month of May was as follows: The Inspectors completed a total of 189 inspections. They were: Above Ceiling (4), CO (9), Decks (10), Electrical (28), Final (34), Footings (16), Foundation (1), Framing (9), Gas Line (8), Hot Water Heater (2), Insulation (7), Mechanical (14), Plumbing (4), Pools (4), Roof (6), Rough (26), Sheds (1), Sign (4), Site Visit (1), Wood / Pellet Stove (1).
- There were 3 Certificates of Occupancy issued in May. One was for a temporary CO for an Adult Day Care located at 445 Willard Avenue Unit B, The other two COs were for Slice of Heaven located at 3119 Berlin Turnpike and Mill Pond Church located at 2175 Berlin Turnpike.

The total number of Building/Renovation Permits issued for the month of May was **162** producing a total permit value of **\$1,776,105.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	25	543,263.00
DECK	8	46,438.00
DEMOLITION	0	0.00
ELECTRICAL	34	190,724.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	0.00
GARAGE / SHED	6	21,280.00
MECHANICAL	28	283,475.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	1	148,000.00
PLUMBING	20	114,324.00
POOL	6	38,175.00
ROOFING / SIDING	28	390,101.00

SIGN	5	325.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	162	\$1,776,105.00

The total Building income fees received in the month of May was **\$20,668.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1105.00.00, Environmental \$240.00, Conservation \$150.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$129.50, Driveway / Excavation \$1600.00, Engineering copies \$246.00. The other total income is \$3470.50

Below is a comparison of the Permit Values for May 2011 and May 2010

	<u>2011</u>	2010
Value of Permits issued for May:	\$1,776,105.00	\$1,216,277.00
Fees for Permits issued for May	\$20,668.00	\$15,560.00
Other income Fees for May	\$3470.50	\$6,898.22
Building Permits Issued for May:	162	165

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

2010-2011		2009-2010	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$20,029,082.00	\$224,711.00	\$23,897,804.00	\$215,835.00

HUMAN SERVICES

- The Youth-Adult Council (YAC) is continuing to explore possible programs for next year including domestic violence, stress and underage drinking.
- The Human Rights Commission met this month and is considering collaborating with the Youth-Adult Council to offer the Wishing Tree Booth at the Extravaganza. They are also planning for the annual diversity awareness booth at the Waterfall Festival.
- This month the Department received 567 information and referral calls or walk-ins. Issues included day care, elder care, housing, energy and financial assistance, health, mental health, unemployment, youth programs and community service among others.
- ICAN (Interfaith Community Action of Newington) volunteers received 6 requests including transportation and shopping. The volunteer coordinators met with Director, Ken Freidenberg to review the calls, protocols and set up the rotating schedule for the next six months.
- The Food Bank assisted 151 households composed of 102 residents over 55 and 215 under age 55. On Saturday May 14, the Post Office held their annual food drive and social worker, Carol LaBrecque and volunteers loaded the box truck and brought it back to Town Hall. The Outdoor Open Market co-sponsored with Food Share served 167 households on two days this month.
- The Special Needs Fund assisted 19 households and the Clothing Closet served 22.
- The Social Casework Program had an active caseload of 92 with 34 new referrals. Social Worker, Carol LaBrecque and Coordinator, Karen Futoma handled a variety of referrals with presenting issues from residents of all ages including financial and energy assistance, health and mental health, substance abuse, housing and domestic conflict. Routine and crisis referrals were also received from Police and several situations required home visits.
- Director Freidenberg was contacted by Police on Memorial Day in response to roof leaks at the Senior High Rise. There was potential to evacuate 12 units and along with Building Official, Doug Jourdan and Fire Marshall, Chris Schroeder, Director Freidenberg was on the scene. Fortunately, a local electrician was able to come in and set up a safe temporary fix for each unit until permanent repairs could be made.
- The Youth and Family Counseling Program had an active caseload of 56 with 8 new referrals, 14 inactive and no closed cases. Coordinator, Christina Salvio and contractors provided 121 clinical therapy sessions and made 113 contacts with families and other agencies.
- The Juvenile Review Board handled two cases during May.

- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 164 youth.
- Youth Worker, Huggard and Coordinator, Salvio assisted the Anti-Defamation League (ADL) and high school staff with the “World of Difference” program that addresses diversity awareness. Tenth and Eleventh grade students participated in a morning assembly facilitated by trained students and ADL staff.
- The High School Awareness group had two outings this month – hiking in West Granby and canoeing on the Rainbow Reservoir in Windsor.
- Thirteen Martin Kellogg students who were unable to attend the 8th grade class trip to Washington D.C. spent three days with Youth Worker, Huggard and staff on the Challenge Course, canoeing and hiking.
- The Summer Youth Adventure program is receiving registrations from youth entering fifth through eighth grade. The staffing schedule has been set and 25 high school mentors have been selected. Staff and Mentor training will occur on June 24 and 27 with programming beginning on June 28.
- Despite some difficult weather during May, the Challenge Course is in full operation with several groups participating.

May 2011 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	56	70	178	146
Positive Youth Development	164	358	2527	2472
Youth Works (Job Bank)	2	3	43	44
Information and Referral	567	595	6114	5570
Social Casework Cases				
Under 55 = 45				
Over 55 = 57	92	102	454	395
Food Bank Households	151	150	1513	1342
Special Needs	19	18	184	140

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center celebrated Older American’s Month with several events including the Annual Volunteer Dinner. Catered by Jefferson House, the event was well attended and enjoyed by close to 100 people.
- The Center held its Annual Membership Meeting on May 27th. Staff provided an overview of the Center’s activities and progress over the course of the year as well as a preview of the new year to members. A reception, again catered by Jefferson House, followed.
- Also on May 27th, Congressman John Larson held a town hall meeting at the Center to discuss Medicare and Social Security. This even was open to, and attended by, the general public.
- On May 6th a big screen viewing of the classic movie “National Velvet” was shown, complete with movie style popcorn.
- Newington Health Care presented another manicure day. This has become a regular and quite popular program.
- A new session of LiveWell, a chronic disease self-management program developed by researchers at Stanford University and endorsed by the Administration on Aging, started in May. The program is being led by Director Dianne Stone and Hilary Norcia, Community Health Coordinator from the Central Connecticut Health District.
- Participants tried their luck at a game show event featuring the Wii version of Wheel of Fortune. The game shows are also becoming popular events.
- Program Coordinator Eleanor Eichner, Administrative Coordinator Denise Haas and Dianne Stone attended the Annual Conference of the Connecticut Association of Senior Center Personnel on May 13th. Ms. Stone provided two workshops at the event.
- Social Worker Teri Snyder, Ms. Eichner and Ms. Stone attended the grand opening of Family Adult Day Care, a new business in Town.

- The Center's much used Fitness Room was enhanced with the addition of a new piece of equipment. The SciFit Pro2 Total Body is a highly adaptive recumbent bike that also has hand pedals making it well suited to older adults and people with disabilities.
- Dial-A-Ride provided 1306 trips in the month covering 3907 miles.
- A total of 2,415 hours of volunteer service were recorded by 87 volunteers in the month.
- The Monday Wellness Clinic continues to be very well utilized with 125 patients appointments this month.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2324 by 532 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,765 paid members. An additional 1,088 people are registered for services (i.e. Dial-A-Ride, social work).

PARKS AND RECREATION

Administration

- Superintendent met with the Clem Lemire Artificial Turf Field Project Building Committee.
- Superintendent met with the Extravaganza Committee.
- Richard Wansik has retired from the Parks & Grounds Division - Groundskeeper I position has been posted.

Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Friday, May 20th. New programs for summer include an American Red Cross Lifeguarding course, two levels of preschool swimming lessons, Kids' Art Games, programs at Newington Arena, Field Hockey camp, Rugby camp, Multi-Sport camp, Girls' Lacrosse Camp, Counselor Experience Program, Adult Ballroom Dancing, Kayak Lessons and a Co-Ed Adult Kickball League.
- We are again offering discount tickets for Lake Compounce and Six Flags Amusement Parks. Tickets are available at the Parks and Recreation office and are \$27 for Lake Compounce or \$30 for Six Flags.
- Residents were given the opportunity to purchase Summer 2011 pool passes at a discounted rate on or before May 25th. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount.
- On Sunday, May 1st, a fundraiser was held at Putter's Paradise to offset some of the Camp Sunrise administrative costs shared by the towns of Newington, Glastonbury, Rocky Hill, Cromwell and Wethersfield.
- Free family fishing classes were offered on May 5th and 7th. This program is sponsored by the Department of Environmental Protection.
- The 13th Annual Golf Tournament was held at Indian Hill Country Club on Monday, May 9th; 125 players registered for a very successful golf tournament.
- Men's and Women's Softball Leagues began play on May 9th. This year there are 20 Men's teams and 5 Women's teams.
- S. Boulay and B. Till attended an extravaganza meeting on Tuesday, May 3rd.
- Interviews were held in early May for seasonal aquatics positions, and supervisory promotions. Training for seasonal aquatics staff began on May 23rd.
- S. Boulay and B. Till attended an extravaganza meeting on Tuesday, May 24th.
- Relay for Life was held at Mill Pond Park Friday & Saturday, May 20 & 21. Stephanie Boulay and Eric O'Neil worked with the Relay for Life organizers to coordinate this event.
- Staff has continued to send press releases regularly to local media venues, and our website has been regularly updated.
- K. Gallicchio has finalized the details of the Summer Music Program.
- Interviews were held throughout the month for summer staff positions, including Summer Playgrounds staff & concession attendants. Interviews have now been completed and all staff has been hired. Staff training began in mid-May.
- Preschool registration for the 2011-2012 school years has been ongoing throughout the month.
- Planning and preparations for Extravaganza have been ongoing throughout the month.

UPCOMING – RECREATION DIVISION

- A new adult coed kickball league has been formed, and the 8-team league will begin playing on June 12.
- A comprehensive training program for all seasonal employees will be completed by the end of June.
- Graduation ceremonies for students at Creative Playtime Preschool Program will be held on Monday, June 6th.
- “Preschool Fun Day” will be held on Thursday, June 9th at Mill Pond Park, to celebrate the end of the school year for Creative Playtime Preschool Program students and their families. This is a free event to give our preschool families the opportunity to socialize with each other.
- Touch-A-Truck will be held on Saturday, June 18th in combination with the library’s Kick-Off to Summer Reading.
- Our Summer Concert Series (sponsored by Data-Mail, Inc.) has been coordinated and finalized by S. Boulay. The first concert is scheduled for Thursday, June 23rd.
- Mill Pond Pool and Churchill Pool will be opening on Monday, June 27th.
- Most summer programs, including Summer Playgrounds for grades K-7 and Summer Sunshine are scheduled to begin the week of June 27th.
- Extravaganza is scheduled for Saturday, July 16th. We also have a Newington Family Pool party on Monday, July 11th which is sponsored by the Library. A Family Skate Night at Newington Arena will be held on Tuesday, July 12th. Our Summer Carnival will be held Thursday, Friday and Saturday, July 14th – 16th. A Concert in the Park will be held on Friday, July 15th. Details for all of these events are available online or in our Summer 2011 Program Guide.

Parks and Grounds

- Legends Field had its infield repaired and resodded. Four sprinkler heads were also relocated and 12 tons of silt was spread to level the playing surface.
- The community gardens were staked out the first week of May.
- The flower pots were placed for the Community Gardeners and the beds were mulched.
- The traditional Memorial Day preparations were carried out with the emphasis placed on the cemeteries, Town Hall and parade route. All the roadside flags were hung and the Veterans Memorial at the Town Hall was pruned and planted with flowers.
- Division personnel completed the eight soft surface tennis courts at Mill Pond this month.
- There were 8 interments in town cemeteries this month.
- Division personnel were offline a total of 18.5 days this month.

LIBRARY

- Libraries are monitoring the state budget, as Governor Malloy proposed eliminating all funding for the state library. The impact on all libraries in the state would have been staggering, including no delivery service between libraries, no iCONN databases and people would only be able to use their library card in their hometown library. Many contacted the governor and their state representatives against this proposed cut. By the end of May, most of the money that was to be cut was reinstated in the budget
- The library’s 15th annual 5K road race was held on Sun. May 15, with an all-time high of 308 people registered. Registration, refreshments and the awards ceremony were in the Community Center. It was great to see all of the families who ran together.
- Children’s Department staff and Friends of the Library marched in the Memorial Day parade with a boat float and banner, “One world, many stories!”
- The May 24th Annual BookExpo America in N.Y. City was attended by Karen Benner, Bailey Ortiz, Jennifer Bassett and Michelle Royer.
- Several staff attended the Connecticut Library Association Conference in Stamford on May 2 & 3 to network and take home new ideas.
- Donna Miller spoke at a Rotary Club luncheon on May 11 about library services and cooperation with local community organizations.
- Donna Miller and Shirlee-Ann Kober, attended a Chamber of Commerce meeting on May 17 and the Chamber’s Annual Dinner and Awards meeting on May 19.
- Traditional circulation of library materials was 30,575 items. During May 18,412 people entered the library, an average of 658 people per day. Adult computer users logged in 2,424 times. Online databases were

accessed remotely 11,696 times and 4,339 online searches were done in the library. A total of 49,528 items were borrowed or used by library patrons. We checked out 8,388 items to 70 other libraries in May.

- 3,506 adult reference questions were answered. 2,713 hours were logged on children's, teen and adult public computers. The library's website was visited 7,384 times. 1,517 Interlibrary Loans were processed by staff. 1,531 items were added to the collection, and volunteers logged in 143 hours of service. Quiet Study rooms were booked for 247 hours. The Community Room was used 54 times.
- Museum passes were checked out 66 times, averaging potential patrons' savings of \$1,597.50.
- April services for children included 46 programs with 1,114 attending. Children's staff was busy with story times, school book talks, outreach to daycare centers and preschools, class visits and special programs such as "Tales 2 Tails" to encourage reading. Children's staff answered 1,484 reference questions and 289 children signed up to use computers in the children's room.
- 513 people attended adult programs on Snagless Job Searching, Hitler's Skull, 2 documentaries, book discussions, Summer Fruit Creations, and computer classes, which have waiting lists. Courses offered include Basic Excel, Intermediate Excel, Intermediate E-Mail, Basic PowerPoint, Intermediate PowerPoint and Be a Smart Consumer. Volunteers delivered books to two homebound patrons.
- Teen programs attracted 36 young adults for Anime Club, and several book discussions at Martin Kellogg Middle School and Newington High School.
- Personnel: Two internal candidates were interviewed on May 9 for a 19 hr/wk. circulation/collection management position. Nicole Nichols was hired and started May 23rd. Nicole's former job for PT circulation library technician was posted with a closing date of May 27. Interviews for this position will be in June. We are also working to fill sub positions in children's, reference and circulation.
- Technology: A 55" flat screen TV installed in the Community Room is now wireless-ready for presentations and computer classes. Town IT staff completed installation of the new wireless access points on the first floor.
- Donna Miller met with the Superintendent of Schools to discuss school and library cooperation. The library is starting a new e-Newsletter for teachers, which will be e-mailed from the Superintendent's office. It will be a 2 page electronic newsletter with library news geared specifically for teachers and students.
- The Friends of the Library Annual Meeting was held on June 1 with guest speaker and author Jan Mann of *Cruising Connecticut with a Picnic Basket*. She gave a terrific talk on day trips in Connecticut and sold signed copies of her book.
- HVAC technicians are still working on the new A/C unit for the main floor, which is functioning at about 60% capacity. We are waiting for replacement parts to complete the job.
- Roof repairs are complete, and work will be done in June to repair / repaint the water damaged ceiling in the Children's Program Room and the hallway ceiling.
- Staff is working with the Library Board on projects including replacing vandalized outside lights, a new bike rack and fence, shutters and the library sign.
- Parking lot alterations to make it one way in front of the library will be completed in early June. A portion of the handicapped access sidewalk in front was replaced.
- The Library Board held a staff appreciation dinner at the Webb-Deane Stevens Museum in Old Wethersfield on May 13th.
- Donna Miller and Lynn Caley walked the grounds with Mark Ripley and Steve Tofeldt to go over what needs to be done around the building: weeding, mowing, replacement of dead shrubs, cleanup of cut down trees, and spraying for Scale, which has infected our rhododendrons.