



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: September 21, 2011
Re: Monthly Report – August 2011

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, Midstate Collaborative and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Waterfall Festival, Town Hall renovations, Transition Academy, and Cedar Mountain.
- Mr. Salomone attended a meeting of the Blight Subcommittee and worked with committee members, staff and the Town Attorney on updating the Town's blight ordinances. (ongoing project)
- Mr. Salomone worked with staff in negotiating a solid waste disposal contract.
- 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 August 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles And Equipment	31.0	\$1,115.79
Weekend Stand-By And Call-In	16.0	651.6
Road Maintenance	22.4	896.29
Landfill - Grinding	20.9	995.12
Traffic	12.0	477.36
Milling And Overlays	50.3	2,199.10
Hurricane Irene	314.7	17,428.74
Total	467.3	\$ 23,764.00
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Pool	40.0	2,007.51
Herbicide	126.00	5,670.34
Graves	12.0	465.70
Weekend Duty	24.0	2,007.51
Hurricane Irene	136.5	7,507.50
Total	338.5	\$16,659.80

POLICE DEPARTMENT	2011-12 Budget Overtime Appr.	Overtime Expended 11 - 12 YTD	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD
Administration	\$ 6,998.00	298.17	\$ 6,461.00	\$ 1,004.25
Patrol	563,361.00	90,913.50	554,004.00	63,828.14
Investigation	73,567.00	8,146.00	74,110.00	6,249.83
Communication	107,966.00	29,224.40	111,426.00	15,412.26
Education/Training	100,698.00	17,854.15	103,603.00	4,263.12
Support Services	40,452.00	3,167.40	37,985.00	3,712.19
Animal Control	9,567.00	599.76	12,144.00	1,145.34
Total	\$ 900,609.00	\$ 150,203.38	\$ 899,733.00	\$ 95,615.13
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 2,532.65	\$ 28,109.00	\$ 2,747.21
Snow and Ice Control	137,119.00	0	132,349.00	-
Traffic	8,684.00	1,121.80	8,345.00	998.89
Vehicles and Equipment	29,981.00	1,762.99	28,185.00	3,060.02
Leaf Collection	55,937.00	0	54,997.00	-
Total	259,946.00	5,417.44	\$ 251,985.00	\$ 6,806.12
PARKS AND GROUNDS				
Parks and Grounds	\$ 142,799.00	\$21,956.44	\$ 130,547.00	\$ 31,369.68
Cemeteries	15,635.00	937.667	14,893.00	1,174.36
Total	\$ 158,434.00	\$22,894.11	\$ 145,440.00	\$ 32,544.04

- Police Department Overtime Comparison – July to August 2011
 - OT July \$66,920 - 1 holiday
 - OT August \$81,394
 - Total decrease \$14,474
 - There was one officer on light duty in August, one officer on maternity leave, and two officers in Field Training. These positions were mostly filled with overtime. Overtime reflects a period of 24 days.
 - Admin overtime of \$0, was a decrease of \$298.
 - Patrol overtime of \$45,059 is a decrease of \$791. As noted above, four positions in Patrol are suspended due to uncontrolled circumstances, these vacancies in Patrol have an impact on overtime costs.
 - Detective Division Overtime of \$5,289, is a decrease of \$2,433.
 - Communications overtime of \$18,193 is an increase of \$7,162. The new dispatcher remained in training in August. A light duty officer that was assigned to Communications to alleviate overtime, required FMLA leave, and overtime was required to fill the vacant position for the month. There was an increase of 5 days of leave that required overtime to fill the positions.
 - Education overtime of \$15,127 is an increase of \$12,402. Training included Blood Alcohol Instrument Instructor Training, Advanced DUI training, Crash Retrieval Tech training, Tactical Command training, and firearms training.
 - Support Services overtime of \$1,882 is an increase of \$598. Overtime included coverage at the Public Safety Day, a K-9 Demo, and an ERT callout.
 - ACO overtime of \$159 is a decrease of \$281. Overtime included one call out.

PERSONNEL

- Recruits Yuri Branzburg and Edward Silva graduated from the Municipal Police Academy on August 2nd. They will continue their training within the Department over the next twelve weeks with a Field Training Officer.
- The Air Conditioning/Heating Control Mechanic position in the Facilities Department was re-advertised to the public on August 23 with a closing date of September 8.
- A job opening for the Equipment Operator I position was posted to the union on August 31, with a closing date of September 8.
- Two vacant Groundskeeper I positions were filled.

PURCHASING

- Bid No. 1 ,2011-12, Mill Street Ext. and Senior Center Parking Lot was posted with a closing date of August 24.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The first month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$928,345. The total paid claims for July 2011 were \$774,144. The breakdown for the Town and Board of Education is as follows:

Claims for July 2011

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	199,663	728,682	928,345
Actual Claims	171,226	602,918	774,144

FACILITIES MANAGEMENT

- The facilities group completed 51 formal work orders during the month of August at the various Town Buildings.
- Ongoing 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)
- 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 has extended the cleaning contract at the same pricing levels as the original term for the next fiscal year. (No change)
- Engineering designs for the continued upgrades to the mechanical systems at the Senior Center were begun in August with a design completion due in September and construction to begin in October. Designs have also been started for a canopy installation at the Senior Center bus drop off point. These designs should be completed in September for review and bid.
- The lower level engineering space and the new Transition Academy were completed according to schedule and within budget. These new spaces were occupied during August with the move of the engineering departments to this new space in the lower level and the Transition Academy move into their new space.
- A proposal for continued engineering services for the next phases of the Town Hall renovation was submitted to the Town Manager for his review at this time.
- As an additional part of this project, it was decided to combine two of the lower level conference rooms into one larger conference room and this work will begin in September.
- No major damage was reported in the various Town buildings as a result of Hurricane Irene and flooding in the Town Hall was confined to the boiler room but was under control with the installation of several new pumps prior to the storm.
- A new electrical service was installed at the center green in the Municipal parking lot to accommodate the Faterfall Festival as well as future events in that area.
- The recent HVAC upgrades that were completed at the Library under the federal energy grant program were reimbursed for the full project amount of \$110,750. and the project will be closed out during September.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 29 requests for service via the Internet, blocked 26,684 unsolicited SPAM email messages from being delivered, and blocked 3,593 viruses / Trojans, from impacting the Town’s network infrastructure.
- Completed 75 formal work orders.
- The Town’s website had approximately 24,461 visits during the month, 65,210 page views with an average of 2.67 pages viewed per visit. The Town Homepage, Library Homepage, Town Parks and Recreation and Town Employment section were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information and Technology, Mr. Neil David, Network Administrator, Mr. Scott Hoagland, Application Specialist and Mr. Thad Dymkowski, GIS Technician completed deployment of a new telephone and voicemail system that will service all departments at town hall including Board of Education Administrative Offices, Library, Police Department and the Senior and Disabled Center. A new system was

also installed at the Newington High School. As additional funding is identified telephone systems will be upgraded at the remaining schools.

- Final stages of town hall Ethernet cabling project was completed, which afforded desktop computers, town hall printers, wireless access points and voice over IP (VOIP) phones better network speeds and allowed power over Ethernet (POE) from recently upgraded data center switches.
- Advanced 802.11n wireless network deployed at Town Hall and Library to provide better radio coverage, speed and guest management.
- Virtual Internet security appliances upgraded and expanded to accommodate increased use of public Internet.
- Mr. Hoagland and Mr. David installed an internet workstation in the Police Department's public safety dispatch center.
- Mr. Hoagland, Mr. Dymkowski and Mr. David setup the town's Emergency Operations Center (EOC) in preparation of Hurricane Irene.
- Routing and switch configurations adapted to account for converged networking between the Town and Newington Public schools.
- New design to virtual server template provided fast and efficient deployment of required servers for telephone and voicemail replacement project.
- Where applicable, networked copiers were connected to the network and reconfigured to allow scanning to electronic documents.
- Mr. Dymkowski provided GIS mapping for Cedar Mountain Public Hearing, Highway Department and for the town hall telephone and data cabling project.
- Provided Global Positioning Satellite (GPS) support for Cedar Mountain investigation
- Information Technology staff moved all computer and telephone equipment for the Building Department, Engineering Department and Town Planner's move into their new offices on the lower level.
- Mr. Dymkowski initiated re-pinning the town's parcels in an effort to move the Engineering Department and Assessor's Office to a unified method of creating address objects.

FINANCE

Accounting and Administration

- On August 8th, the Town was notified by the Government Finance Officers Association of the United States and Canada that our Comprehensive Annual Financial Report (CAFR) qualified for a Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2009-2010. This is the twenty-first consecutive year the Town has received this national recognition for its financial report.
- Schedules related to the Connecticut State Department of Education End of Year School Report (ED001) for in-kind services and capital expenditures were completed.
- Ann Harter attended a meeting of the MDC member towns to discuss budget issues for the 2012 budget cycle.
- Ms. Harter compiled costs from various departments and submitted the Town of Newington's estimate of \$160,000 associated with the Hurricane Irene to the State of Connecticut Department of Emergency Management & Homeland Security for possible reimbursement from Federal Emergency Management Agency (FEMA).

No major grants were received during the month of August. 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)
8/31/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	\$23,812	\$48,793,427
Special Revenue Funds	1,357	216	1,370,558
Capital Projects Funds	388	74	446,322
Internal Service Fund	10,000	382	4,170,761
Trust and Agency Funds	2,700	203	1,601,952

TOTAL, ESTIMATED BY FUND

\$56,383,020

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.17	0.17	1,825	1,142	17,892,812
CLASS PLUS	0.01	0.04	27	146	4,118,535
Bank North	0.20	0.20	1,861	307	12,213,033
People's Bank	1.00	1.00	1,703	1,702	2,006,564
Sovereign Bank	0.45	0.45	7,699	8,275	20,152,076
Total Outstanding Investments					\$56,383,020

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 August. The on-line data base was updated through the end of July.
- The 2011 revaluation continued. The field review portion of the revaluation continued with the drive-by street inspection of approximately 3,000 properties by the Assessor and/or a representative of CLT. These inspections revealed changes to properties and most of those changes were entered. All information from data mailers that were returned was entered and changes were made as indicated. Land value modules were developed by neighborhood and zone for residential and commercial properties. Analysis of leases and market rents was completed to assist with the valuation of commercial properties. The revaluation is on schedule for delivery at the end of the year.
- Additions and deletions were made to the personal property data base. This was done in preparation for the September mailing of personal property declarations to 1,500 business accounts. The forms were ordered and received. The personal property component of the grand list will be worked on from September through January 2012.

Revenue Collector

- The Tax Collections for the 2010 Grand List amounted to \$3,782,605. Prior year tax collections amounted to \$62,749 which includes \$2,022 on Suspense accounts.
- The August Collections are within last year's range of a 52.8% collection rate.
- The tax office staff mailed delinquent notices to 483 real estate, 136 personal property and 2,000 Motor Vehicle taxpayers.

TOWN CLERK

- There were 488 documents filed on the land records during August. The total amount of State conveyance tax collected was \$57,685; Town tax collected was \$19,228.50.
- There were five residential transfers each over \$300,000.
- The office filed 59 transfers, 139 mortgages, 190 releases and 14 liens.
- The staff certified 122 vital records, six burial and three cremation permits.
- Seven Notary Public commissions, four survey maps, four Liquor Permits and ten Trade Names were catalogued.
- The Assistant Town Clerk attended a training session sponsored by the Department of Public Health in preparation of the Electronic Death Registry System scheduled to roll out in November.
- The Town Clerk attended a Technology Fair at the Legislative Office Building sponsored by the Secretary of the State as part of the Election Performance Task Force that Secretary Merrill convened last month. The purpose of the event was to showcase new technologies designed to ensure fair, efficient and cost-effective elections in Connecticut. Vendors demonstrated such innovative concepts as electronic poll books and high speed scanning machines for post election audits.
- In early August the Town joined the Connecticut Town Clerks' Portal for online access to Town land records allowing the searching public 24/7 access to view and/or print land record copies. The State portal is implemented at no cost to the Town and offers an inexpensive solution to make public records more accessible to constituents via the internet, enhancing the services offered by the department. The Town

Clerk has been working on this initiative for over a year and now provides more than 10 years of land record images and 36 years of indexing data.

DATA SUMMARY AUGUST 2011				
	<u>August-11</u>	<u>August-10</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	488	539	886	947
Dog Licenses Sold	81	85	294	336
Game Licenses Sold	22	34	44	85
Vital Statistics				
Marriages	21	23	41	51
Death Certificates	25	14	52	51
Birth Certificates	40	17	75	47
Total General Fund Revenue	\$ 35,887.40	\$ 38,067.95	\$ 78,348.94	\$ 78,026.33
Town Document Preservation	\$ 905.00	\$ 934.00	\$ 1,633.00	\$ 1,678.00
State Document Preservation	\$ 906.00	\$ 934.00	\$ 1,634.00	\$ 1,678.00
State Treasurer (\$26 fee)	\$ 16,272.00	\$ 16,812.00	\$ 29,376.00	\$ 30,204.00
Locip	\$ 1,356.00	\$ 1,401.00	\$ 2,448.00	\$ 2,517.00
State Game Licenses	\$ 344.00	\$ 536.00	\$ 649.00	\$ 971.00
State Dog Licenses	\$ 557.00	\$ 591.00	\$ 1,889.50	\$ 2,170.00
Dog Licenses Surcharge	\$ 192.00	\$ 200.00	\$ 660.00	\$ 766.00
Marriage Surcharge	\$ 152.00	\$ 114.00	\$ 361.00	\$ 342.00
Grand Total	\$ 56,571.40	\$ 59,589.95	\$116,999.44	\$118,352.33

POLICE DEPARTMENT

- Recruits Yuri Branzburg and Edward Silva graduated from the Municipal Police Academy on August 2nd. They will continue their training within the Department over the next twelve weeks with a Field Training Officer.
- The DUI Grant continues with its' patrol on the Berlin Turnpike. In August there was one DUI checkpoint, and one roving patrol. Statistics are not available for this report.
- Patrol Calls for August are as follows:

ALARMBURG	131	LARCIP	16	RECOVEREDMV	1
ALARMHOLD	6	LARCREP	48	ROBBERYREP	1
ANIMAL	23	Liquor	1	SERVSUBPOEN	2
ASSAULTREP	6	LOCATION	172	SERVWARRANT	45
ASSIST	33	LOCKOUTMV	1	SEXASSAULTRE	1
BADCHECKNSF	1	LOCKOUTRESID	3	SPECDETAIL	68
BIKEF	1	M	176	STOLENMV	2
BREACHIP	18	MISSING	5	SUICIDEATT	2
BREACHREP	3	MVABAND	2	SUSPICIOUSIP	115
BURGIP	1	MVAEVADING	15	SUSPICIOUSREP	40
BURGREP	6	MVAINJURY	11	TESTPOLICE	2
CHECK	74	MVAPROP	107	THREATIP	1
CLEARLOT	12	MVASSIST	52	THREATREP	5
COURT	23	MVCOMPLAINT	48	TOW	3
CRIMMISGRAF	6	NEIGHBOR	11	TOWNORD	1
CRIMMISIP	1	NOISE	26	TRAFFIC STOP	535
CRIMMISREP	23	NOTIFICATION	1	TRESPASSIP	7
CSO	25	OPENDOOR/WIN	10	TRESPASSREP	3
CUSTOMERIP	4	OTHER	1	TOTAL FOR NPD	2,367

CUSTOMERREP	2	PARKINGVIOL	15
DOG	46	PISTOLPERMTEMP	6
DomesticIP	40	PROPFOUND	16

- Investigations and calls by Patrol Officers in August included:
 - Officers responded to a residence for a reported domestic disturbance in progress involving a firearm. The call came in from a third party caller who stated that one of the involved parties had a gun to the other parties head. Dispatch was able to make phone contact with one of the people involved, and advised him to step out of the house. Both individuals came out of the house and were detained for further investigation. Investigation revealed that the two individuals had been involved in a physical altercation during which one of the suspects struck and threatened the other with a facsimile handgun. Both suspects were arrested. One was charged with Disorderly Conduct and then released on a written promise to appear in court. The second suspect was charged with Illegal Use of Facsimile Firearm, Threatening 2nd Degree, Assault 3rd Degree, Disorderly Conduct, and Strangulation 2nd Degree. He was detained on a \$50,000 bond.
 - Patrol officers were dispatched to a residence for a report of a burglary. Upon arrival officers contacted the homeowner who informed them that she arrived home and discovered that the rear door to her house had been forced open. The homeowner did not enter the home prior to the arrival of officers. Patrol officers entered and discovered that the home had been burglarized but that the suspects were no longer inside. Items such as cash, jewelry, and electronics were stolen. Detective division personnel responded to the scene and the home was processed for evidence. Patrol officers conducted a neighborhood canvass in an effort to develop further information and the investigation continues.
- In August, Detective Division personnel:
 - Handled 83 investigations, 50 remain ongoing and 33 were closed by investigative methods.
 - Served 32 arrest warrants, 27 by Patrol Officers and 5 by Detective Division personnel
 - Concluded an investigation into the embezzlement of funds from a local business with the arrest of an employee of the business. The arrestee was the office manager and had been employed there for several years. The arrestee is alleged to have embezzled in excess of \$60,000.00 in funds from the business over a time period of more than 2 years. The arrestee was charged with Larceny 1st Degree, Identity Theft 1st Degree and Forgery 2nd Degree, held on a \$50,000.00 bond and presented at Superior Court in New Britain.
 - The Youth Officer concluded an investigation of a sexual assault of a juvenile with the arrest of a local man. The arrestee is alleged to have fondled a young child on several occasions in Newington and other locations. He was charged with 2 counts of Sexual Assault 4th Degree and 2 counts of Risk of Injury to a Minor. The arrestee was held on a \$150,000.00 bond and presented at Superior Court in New Britain.
- In August, the Community Service Officers (CSO):
 - Participated in Public Safety Day at Mill Pond Park in conjunction with P & R.
 - Mediated ongoing neighbor dispute on Pheasant Run.
 - Attended a Bullying Campaign at The State Capitol to gather information for the Bullying segment for this years STEP UP program.
 - Disseminated fliers to various town businesses regarding the need to check their restroom facilities for hidden cameras due to a multi-town problem. No cameras were reported to police after bringing this to management attention.
 - Attended Chamber of Commerce Meeting
 - Mediated complaint at Glen Oaks between resident and contractor
 - Represented Newington Police Department at Red, White and Blue night at a Rock Cats game.
 - Working with Ruth Chaffee PTA regarding a PTA event scheduled for October.
 - Worked on lesson plans for 2011-2012 STEP UP program.

UCR/NIBRS Selected Crimes

Preliminary July 2011

July 2010

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-		1	-0-
Robbery	1	\$953	-0-	-0-
Assault	10		10	-0-
Burglary	8	\$13,465	11	\$53,575
Larceny Theft	74	\$28,661	61	\$50,900

Auto Theft	3	\$32,725	3	\$35,100
Totals	96	\$75,804	86	\$139,575

FIRE DEPARTMENT

The following is a report of the activities of the Newington Fire Department for the month of August, 2011. During this period fire department members responded to 50 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	August 2011	12 Month Total
Residential	20	31
Commercial, Industrial, Office	3	5
Hospital, School	0	0
Vehicle	3	8
Rescue, Police Assistance	3	8
Dumpster, Rubbish, Grass, Brush, Leaves	3	6
Hazardous Materials/Clean up	1	3
Investigative Alarm	24	43
False Alarm	0	0
Mutual Aid/Standby	3	3
Carbon Monoxide Investigation	2	6
Water Related Incidents/Pump-Outs	8	8
Total	69	120

Training Summary

Multi-Company Training
Officer Training
Driver Training
Company Training
Aerial Tower Training
Total

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of August, 2011.

INSPECTIONS	22
INSPECTION FOLLOW-UPS	22
PLAN REVIEW	8
JOB SITE INSPECTIONS	5
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	7
COMPLAINTS	1
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

Incidents:

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

Fire Marshals Activities:

- Attended several meetings with town staff to review emergency plans and prepare for the arrival of Hurricane Irene.
- Participated in several conference calls along with town staff to receive updates on the storm preparations and emergency planning by the State Department of Emergency Services and Public Protection.
- Coordinated the set up and breakdown of the Emergency Shelter at the High School; 75 beds.
- Staffed the Emergency Operations Center along with other town officials throughout Hurricane Irene.

School Inspections:

- All schools both public and private were inspected prior to opening. All facilities were found to be within reasonable compliance with the Connecticut Fire safety Code.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Met with residents to discuss various issues and concerns
- Coordinated all road construction and other department projects
- Attended several meetings concerning municipal solid waste and recycling
- Attended Central Connecticut Solid Waste Authority meeting
- Attended blight subcommittee meeting
- Dispatched crews from Emergency Operation Center for Hurricane Irene

Roadway Maintenance

- Continued with Landfill material processing
- Continued with Town wide litter collection and graffiti removal
- Crews performed excavations at Alumni Field to assist in water line break
- Assisted Company One Firehouse with 9-11 memorial site
- Completed paving projects on Beacon St. Beacon Ct. Eddy La., Culver St., Allston Rd. and Winslow Dr.
- Completed partial reconstruction of Rock Hole Road
- Assisted Parks and Grounds hauling top soil from the Clem Lemire Field project
- Continued with Town wide pot hole patching and curb/topsoil repairs
- Highway crews worked over 19 hours to address downed trees, road closures and flooding due to Tropical Storm Irene

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Highway Department road crews during Tropical Storm Irene
- Assisted with traffic control in relocation of speed boxes
- Continuing with blanket replacement of worn out regulatory signs
- Continued with roadway line painting Town wide
- Assisted Human Services in preparation of food bank

Fleet Maintenance

- Continued with scheduled maintenance and emergency repairs on all Town vehicles
- Preparation began for the maintenance of seasonal leaf equipment
- Mechanics prepared all emergency equipment, ordered all necessary supplies for the Tropical Storm Irene weather event
- Assisted Highway personnel during Tropical Storm Irene

Sanitation/Recycling/Landfill

- Scheduled 786 residential bulk items for collection
- Scheduled 49 condominium bulk items for collection
- Scheduled 33 condo/residential scrap metal items for collection
- 696.49 tons of cumulative Municipal Solid Waste was collected for the month of July 2011
- 200 tons of cumulative recyclables was collected for the month of July 2011

- 122 mattresses collected for the month of July 2011
- Issued 44 permanent landfill permits and 11 temporary permits

TOWN PLANNER

- **National Welding Property Redevelopment, 690 Cedar Street:** On August 4th, an \$820,000 draft grant application was submitted to the Office of Policy and Management requesting funds to demolish the National Welding building at 690 Cedar Street. This grant application was prepared by the Town Planner pursuant to the criteria for Transit-Oriented Development (TOD) Pilot Program. \$5 million of State funds are competitively available for communities that demonstrate the development of new residential, commercial or employment centers within one-half mile of public transportation facilities. The Town Council will decide on September 13th to formerly authorize the Town Manager to complete the grant application submittal and sign the memorandum of understanding with CRCOG.
- **Town Plan and Zoning Commission:** On August 24th, the TPZ Commission concluded the public hearings for the Toll Brothers proposed Cedar Mountain single-family subdivision project. The Commission listened to approximately fifteen hours of testimony from the developer and residents. The size of the project has been reduced down to 62 homes and increased the proposed dedicated open space area along the ridgeline from 37 to 44 acres, approximately 60% of the property. The Commission has 65 days to render its decision, by October 28th, pending a report from the Inland Wetlands Agency.
- **Small Cities – Community Development Grant, Mill Street Extension Project:** The Mill Street extension – Senior Center parking lot project was advertised by bid August 24th. Twelve contractors submitted proposals, Quality Associates, Inc. of East Haven was chosen as the lowest qualified bidder with a cost of \$318,492. The Small Cities grant was awarded in 2009; because of changes to site plan design to address neighboring property owner’s concerns, utility relocations were necessary that delayed the start of construction of New Samaritan’s 32 elderly housing apartments. The Mill Street improvements, new lighting, sidewalks and handicapped ramps, will benefit the adjacent Housing Authority apartments and provide a new lighted parking lot for the Senior Center users.

BUILDING DEPARTMENT

Permits issued for the Town of Newington

- Sidewalks, sidewalk ramps, chain link fence, paving, line striping, bleachers, bleacher foundations and related site work at the Newington High School.
- Installation of new pre-fab bridge on timber piles, new wood stairway on concrete piers and related site work at 123 Garfield Street.
- Renovations on existing bathroom at the Martin Kellogg Middle School
- Code compliance alterations including doors, frames, hardware and signage at the Newington High School
- Plumbing for handicapped bathroom. Change fixtures for boys and girls bathrooms by front office at Martin Kellogg Middle School
- Install emergency eyewash and shower, demo and cap sinks, replace sinks with new counter at the Newington High School
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 130 inspections. They were: Boiler (3), CO (3), Decks (10), Electrical (18), Final (22), Footings (3), Foundation (1), Framing (6), Gas Line (9), Insulation (7), Mechanical (10), Piers (1), Plumbing (3), Pools (4), Roof (2), Rough (26), Slab (1), Wood / Pellet Stove (1).
- The total number of Building/Renovation Permits issued for the month of August was **117** producing a total permit value of **\$1,654,042.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	13	1,202,911.00
DECK	2	8,100.00
DEMOLITION	1	700.00
ELECTRICAL	19	28,825.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	21,090.00
GARAGE / SHED	3	8,295.00

MECHANICAL	21	124,351.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	35,900.00
POOL	1	4,575.00
ROOFING / SIDING	30	210,320.00
SIGN	3	8,050.00
TENT	1	925.00
TRAILER	0	0.00
TOTAL	117	\$1,654,042.00

The total Building income fees received in the month of August was **\$7,228.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$525.00, Environmental \$0.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$62.50, Driveway / Excavation \$1750.00, Engineering copies \$65.00. The other total income is \$2402.50

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

	<u>2011</u>	<u>2010</u>
Value of Permits issued for August:	\$1,654,042.00	\$689,329.00
Fees for Permits issued for August	\$7,228.00	\$7,683.50
Other income Fees for August	\$2402.50	\$2944.50
Building Permits Issued for August:	117	102

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$2,671,784.00	\$20,826.00	\$2,759,641.00	\$37,007.00

HUMAN SERVICES

- Human Services handled numerous complex cases, provided a variety of summer youth activities and planned fall programs.
- Director Ken Freidenberg was part of the Local Emergency Planning Team that responded to Hurricane Irene. He partnered with the Red Cross to set up a shelter at the High School and was also available at the Emergency Operations Center or shelter from early morning Saturday August 27 until late afternoon Sunday August 28. Fortunately, only one person needed shelter during this period but the town had the capacity to handle over 100 people, if needed.
- During August, Director Freidenberg attended several regional meetings related to health, mental health, substance abuse prevention and youth services.
- Coordinator Karen Futoma along with department staff and volunteers distributed school supplies to 80 households, a 25% increase from last year. Community groups and residents were generous with their donations of backpacks, notebooks, pens, pencils, writing pads and a variety of other school supplies.
- Staff distributed 75 coupons worth \$15 each to financially eligible seniors and people with disabilities living in subsidized housing for use at the Newington Farmer's Market. The Department administers this program funded by the State Department of Agriculture.
- The Food Bank assisted 162 households and the Clothing Closet handled 34.
- The Open Air Market co-sponsored with Food Share served 170 households on two days this month.
- The Special Needs Fund provided assistance to 17 households with medical, utilities and housing as the predominant needs.
- Department staff received 524 information and referral calls or walk-ins. Issues included day care, elder care, energy and financial assistance, housing, health, mental health, unemployment, youth programs and community service among others.
- ICAN (Interfaith Community Action of Newington) volunteers responded to 8 requests including transportation, friendly shopping and yard work.

- Social Worker Carol LaBrecque, Coordinator Karen Futoma, a student intern and a volunteer who is a retired state worker continued to handle annual eligibility re-determinations seeing clients during food bank hours on Tuesdays, Thursdays and the second and fourth Monday.
- The Social Casework Program had an active caseload of 82 with 25 new referrals. Presenting issues included financial difficulties, health, mental health, housing, social security, substance abuse, and domestic violence.
- The Youth and Family Counseling Program handled a caseload of 44 with 8 new referrals, 6 inactive and 6 closed cases. Coordinator Christina Salvio and contractors provided 62 clinical therapy sessions and made 84 contacts with families and other agencies. The lower service level was due to staff, contractors and client vacations.
- Positive youth development programs provided by Youth Worker Rik Huggard, part-time worker Michelle Pestillo and contractors involved 217 youth.
- The Summer Youth Adventure Program offered a variety of activities including Adventure Explorations Week, Canoeing Week, Funyaking on the Deerfield River, Challenge Course and State Park Days.
- Youth Worker Huggard began plans for a new after-school 8th grade program called Adventure Bound Challenge (ABC). This program will be offered throughout the school year and flyers were e-mailed and delivered to the middle schools for distribution.
- The Fall SCORE brochure was completed and distributed to the middle schools. This after-school program for middle school age youth will offer a variety of activities from late September through December.

SENIOR AND DISABLED CENTER

- Center Director Dianne Stone attended a meeting with a select group of Senior Center Directors and Staff of the State Elderly Services Division as an initial step toward greater collaboration among senior centers and other aging services in the State.
- Newington Health Care Center hosted the Annual Ice Cream Social on August 2nd at the Center. This is always an immensely popular program.
- On August 9th, Dr. Tracy Malton from Judson Family Chiropractic presented a program about good and bad stress and their impact on the body.
- On August 12th Chef Nick from the Lodge at Cold Spring presented a summer sizzler salad demonstration, complete with samples.
- On August 16th, a physician and a professor from UConn presented "Your Heart: An Overview of the Cardiovascular System to an enthusiastic audience.
- Newington Health Care Center sponsored another manicure day. These have become regular and well received.
- On August 26th Target Pharmacist Alec Theis sponsored a program about over the counter medications that was presented by his student intern.
- 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 2259 by 524 people. Actual attendance is higher as many participants do not sign in.
- Dial-A-Ride provided 1289 trips in the month covering 3730 miles. Dial-A-Ride was also called in to transport a person requesting shelter from Hurricane Irene to the High School.
- The Center currently has 1,854 members with 575 registered for Dial-A-Ride.
- Staff spent considerable time transitioning the Dial-A-Ride management and scheduling from a custom Access database to the MySeniorCenter system.

PARKS AND RECREATION

Administration

- Superintendent attended weekly construction meetings for the Clem Lemire Artificial Turf Field Project.
- Superintendent attended meetings with Town Staff on code complacence issues for Newington High School.
- Superintendent held meetings with contract representatives for the Mill Pond Project.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with various head of youth sports programs, regarding policies and procedures for the Artificial Turf Field.
- Two vacant Groundskeeper I positions were filled.

Recreation Division

- The Fall Program Guide was distributed to Newington residents as an insert in the August issue of the Newington Life.
- A total of 1,626 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Monday, August 15th.
- The Annual Dog Days of Summer Dog Swim was held on Tuesday, August 16th from 6:00 – 7:30 p.m. at Mill Pond Pool. More than 20 dogs attended, accompanied by many owners and family members.
- Churchill Pool closed on Monday, August 22nd.
- Free Summer Fun Runs were held on Wednesdays, August 3rd, 10th and 17th. A total of 90 unique participants enjoyed this free series of 5K and 2k walk/runs.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. 74 tickets to Lake Compounce were sold, and 70 tickets to Six Flags were sold.
- Registration has been ongoing for Creative Playtime Preschool Program. The first day of classes is scheduled for Thursday, September 8th.
- Per Lou Jachimowicz, all schools will be open Monday through Friday in the evenings this year as opposed to last year's school closings on various nights. Department activities will resume without disruption during evenings at the schools.
- Men's and Women's Softball leagues ended in late August—the Women's League had 5 teams (1 division) and the Men's League had 20 teams (2 divisions).
- The first season of adult coed kickball ended in late August – The league had a great start as a program fielding 8 full teams.
- Approximately 375 children in Kindergarten through grade 7 attended the Summer Playground Program each week. The 7-week program ended on August 12th.
- 12 students in Grades 8 –10 participated in the new Counselor Experience program. There were two 1-week sessions. This program will be reviewed prior to next summer to determine its effectiveness and benefits to the participants as well as to the Department.
- Program Coordinator met with the Teen Center Co-Directors to establish dates for the 2011-2012 school year - 7th/8th grade dances, as well as began the process of planning Friday night events.

Parks & Grounds

- Recreational swimming ended at Mill Pond August 15th and at Churchill Park on August 22nd.
- Crew members continued on playground work as time permitted. Starr Park has three new pieces of equipment and Mill Pond has had some damaged pieces replaced.
- Trimming and pruning of the schools was completed prior to the start of the school year.
- Preparation for fall sports has begun this month with the moving of Midget Footballs' equipment trailer and various other blocking sleds etc. to Wallace School for practice. Field painting has also begun at NHS.
- Mike Newton GKIV and Ben Breitreutz GKIII have spent many days repairing the irrigation problems at NHS. This included the replacement of sprinkler heads, valves etc.
- Tree replacement planting was accomplished in West Meadow Cemetery due some losses in the new addition.
- Hurricane Irene hit us on Sunday August 28th. The entire crew was mobilized and was dispatched by the Highway as needed. Crew members have been working on the clean-up effort ever since.
- There were ten interments in Town Cemeteries this month.
- Division personnel were offline a total of 37 days this month.

LIBRARY

- The library experienced the earthquake originating in Virginia on 8/23 at 1:51 p.m. Parts of the building shook and swayed, and children's room staff evacuated the second floor. It lasted less than two minutes, but it gave new meaning to our children's program "Read, Rattle and Roll!"
- Hurricane Irene arrived the weekend of 8/27-28. The library was open Saturday and Monday, with no disruption to services, but there were several roof leaks. On Monday 8/29 we had 1,232 people in the library- many from surrounding towns whose libraries were not open and were without power and sought use of the facilities, wireless connections and electrical outlets to charge their phones and e-devices. There were so many laptop users in on Monday that they overloaded and crashed the wireless. IT had to switch the library to a different network and add new access points! During the hot spell this summer the library was a "cooling shelter." During power outages we are also a sanctuary.

- Library staff met with Senior and Disabled Center staff to collaborate on computer instruction, since we share much of the same clientele. We shared instructors and ideas for future programs and ways to work together in introducing e-readers and technology to our community.
- Newington reads! Summer Reading with a travel theme for all ages was hot! 652 adults participated in the summer reading program *Novel Destinations*, and read 5,243 books, an 8 % increase from last year. 1,121 children participated in *One World, Many Stories* and read 5,446 books, and 154 teens read 920 books for the *You Are Here* program.
- Sue Schneider is working on getting the online and GPS directions to the library and Town Hall changed with Google Maps, MapQuest, Yahoo Maps and NAVTEQ.com.
- Technology: The library went live with a new VOIP telephone system on 8/11. We are still working out some of the glitches with IT, including problems with the security system lines, the circulation system connection, the download workstation and some database connectivity problems. Lisa is working on a digital signboard for the main lobby, a new pay-for-print and PC reservations system, website enhancements, purchasing ebooks for the Nooks and getting the 3 new color Nooks ready for circulation.
- Personnel: In August four pages left for college and new pages were hired: Tina Patel, Victoria Buttarò, Laura Salerni , and Melanie Szahaj. The new PT circulation staff person, Elsa Baptista-Yzaguirre, has completed training and started her permanent schedule. New circulation substitutes, Christa Weinbaum andd Brigitte Hucker, have also completed their training. Andrew Piro, the new Reference substitute is training. We were again short one FT person in circulation, as Ruth Block is still out on medical leave.
- Traditional circulation of library materials was 40,619 items. During August 29,157 people entered the library, an average of 1,080 people each day. Adult computer users logged in 2,961 times. Online databases were accessed remotely 23,564 times and 15,760 online database searches were done in the library. A total of 6,352 reference questions were answered. A total of 83,872 items were borrowed or used by library patrons. We checked out 11,409 items to 77 other libraries in August. 997 items were checked out by patrons at the self-checkout station. Museum passes were checked out 167 times, averaging potential patrons' savings of \$3,550.47.
- 4,355 adult reference questions were answered. 3,340 hours were logged on children's, teen and adult public computers. The library's website was visited 8,698 times. "How-to" tutorial Screencasts were used 41 times on our website. 2,293 Interlibrary Loans were processed by staff. 986 items were added to the collection, and volunteers logged in 99 hours of service.
- Quiet Study rooms were booked for 220 hours. The Community Room was used 45 times. The Lienhard Room was used 10 times. Of the total 55 events in meeting rooms, 47 were library sponsored and 8 were outside groups.
- Children's services included 38 programs with 997 attending. In addition to the weekly storytimes, Summer Reading and special programs, children were delighted by a *Skating Party*, a *Buddy Bakeoff*, a *Go for the Stars (Astronauts)* program, and *Crafty Critters* from the Children's Museum. Children's staff answered 1,997 reference questions, up 2.6% from last year, and children signed up to use computers for 469 hours. Children's databases were accessed 289 times.
- Adult programs attracted 251 people. The most popular was the Summer Reading Finale, with 91 attending. Others included: *Search for the Lost City of Atlantis*,with archaeologist Dr. Richard Freund of the Discovery and National Geographic channels; the Friends' Film Series; a book discussion on Frank Deford's *An American Summer*; Patty Foley's travelogue on her trip to Singapore, Bali and Jakarta; and a Cedar Mountain Commons Book Discussion. Books were delivered to 3 homebound patrons. The August art exhibit was photographs by Brian Miska.
- Teen programs attracted 191 young adults for Teen Scrapbooking, the Teen Summer Reading Program and the End of Summer Reading Finale.
- Business Manager Lynn Caley, notarized 11 documents for patrons.
- Building: The HVAC system is working, but still needs some parts replaced. Painting was done in the upstairs program room and hallway, but the crown molding still needs to be installed. Thank you to Facilities Management for all your help with these projects!
- Grounds: Parks & Grounds cleared gardens and a contractor installed new lighting to highlight the Cedar Street side of the library and replace the vandalized lighting. A new fence for the front of the library has been ordered, and we have a quote for repairing the library sign. New shutters should be installed soon. Thank you to Parks & Grounds for all your help with these projects!
- Shirley-Ann Kober attended the Chamber of Commerce meeting as the library liaison.
- We had a Police incident on August 9. A woman working at a computer carrel had her purse taken off the floor next to her. \$30 was stolen from her wallet, and the bag was left in study room #3 on a chair. The Police came and a report was filed. It was a reminder to be aware of your surroundings, as this is a public building and anyone can come in.