



# 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: July 26, 2011  
Re: Monthly Report – June 2011

#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, CIRMA and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations, Transition Academy, and Cedar Mountain.
- Mr. Salomone attended a retirement luncheon for Highway Department employee Bruce Walsh.
- 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 June 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	50.5	\$2,253.21
Weekend Standby and Call-In	16.0	638.88
Road Maintenance	26.2	1,052.89
Milling & Overlays	6.9	281.67
Traffic Division	26.9	1,101.10
<b>Total</b>	<b>126.5</b>	<b>\$5,327.75</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
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
<b>Total</b>	<b>440</b>	<b>\$18,219.15</b>

<b>POLICE DEPARTMENT</b>	<b>2010-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>	<b>2009-10 Budget Overtime Appr.</b>	<b>Overtime Expended 09-10 YTD</b>
Administration	\$ 6,461.00	\$ 6,429.29	\$ 3,976.00	\$ 5,538.93
Patrol	554,004.00	621,484.75	580,294.00	539,151.72
Investigation	74,110.00	60,015.78	76,691.00	61,936.68
Communication	111,426.00	148,051.93	112,132.00	110,137.62
Education/Training	103,603.00	103,544.92	103,603.00	82,006.95
Support Services	37,985.00	36,978.10	39,071.00	32,154.94
Animal Control	12,144.00	5,073.26	12,144.00	8,030.94
Total	\$ 899,733.00	\$ 981,578.03	\$ 927,911.00	\$ 838,957.78
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	28,109.00	\$ 20,143.44	\$ 28,109.00	\$ 20,504.19
Snow and Ice Control	132,349.00	142,809.37	132,349.00	91,410.44
Traffic	8,345.00	4,852.25	8,345.00	4,124.07
Vehicles and Equipment	28,185.00	26,316.80	28,185.00	21,935.68
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 238,030.25	\$ 251,985.00	\$180,330.72
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 130,547.00	\$ 125,608.72	\$ 130,547.00	\$ 124,773.85
Cemeteries	14,893.00	10,455.28	14,893.00	6,747.41
Total	\$ 145,440.00	\$ 136,064.00	\$ 145,440.00	\$ 131,521.26

- Police Department Overtime
  - Comparison – May 2011 to June 2011
    - OT May \$ 93,938 2 holidays (\$28,000) 2 paychecks
    - OT June \$ 127,002 1 holiday and 3 paychecks
    - Total increase \$ 33,064
  - In June, there were two officers on light duty and two officers at the Police Academy. There was one holiday and three pay periods this month. Three pay periods occurs twice a year and increases the overtime usage because instead of 28 days of overtime, the figure represents 42 days of overtime a 50% increase. The figures from May to June reflect a 35% increase.
  - Administration overtime of \$994, is an increase of \$497 for holiday pay.
  - Patrol overtime of \$85,768 is an increase of \$22,725. Roving patrol continued in June concentrating on Motor Vehicle violations. Overtime included accident investigation, larcenies, domestics, burglaries, court appearances, the serving of warrants, apprehension of an escaped prisoner, a suicide, and approximately \$11,000 in holiday pay.
  - Detective Division Overtime of \$7,859, is an increase of \$5,115. Overtime included larceny, robbery, drug buys, suicide, investigation of an escaped prisoner, evidence inventory, and approximately \$1,500 in holiday pay.
  - Communications overtime of \$10,654 is a decrease of \$2,215. The new dispatcher remains in training at this time. The overtime included one holiday at an approximate cost of \$2,000 and overtime to cover time off.
  - Education overtime of \$15,243 is an increase of \$7,164. Courses included Field Training Officer certification, ERT training, Spring Firearms qualifications, School Crossing Guard train the trainer course, Responding to Sexual Assault, Motorcycle Safety and Enforcement, Recruit Firearms training, Glock Armorers School, and Hostage Rescue.
  - Support Services overtime of \$6,153 is an increase of \$954. Overtime included Youth Services meeting, \$500 for holiday overtime, Touch a Truck, Car Show coverage, and Graduation coverage.
  - Animal Control Officer (ACO) overtime of \$331 is a decrease of \$177. Overtime included two call outs.

## **PERSONNEL**

- Richard Wall was hired to the position of Assessor II, effective June 13.
- Final interviews were held for the part-time Library Technician and part-time Library Technician Substitute positions, with hiring decisions expected in the first week of July.
- Andrea Silva was hired to the position of part-time Secretary in the Fire Marshal's office, with a start-date expected in the first week of July.
- The interview and testing process continued for the Groundskeeper I position.

- Equipment Operator I Bruce Walsh retired after more than 20 years of service.
- The Air Conditioning/Heating Control Mechanic position reopened on June 27, with existing candidates being considered for the position.

**PURCHASING**

- Bid No. 9 Addendum, 2010-11, Market Square Streetscape Improvement Project (Closes June 23, 2011)
- Bid No. 9, 2010-11, Market Square Streetscape Improvement Project (Closes June 23, 2011)
- Bid No. 5, 2010-2011, Wallace Middle School Roof Replacement (closes June 22, 2011) ADDENDUM 6-16-11
- Bid No. 6, 2010-11, Newington High School Code Compliance (Closes June 8, 2011)
- Bid No. 8, 2010-11, Sidewalk Construction and Repair (Closes June 3, 2011) ADDENDUM 5-19-11

**RISK MANAGEMENT**

2010-11 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2010-11 plan year produced a combined paid claim total that was higher 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 May 2011 were \$855,678. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through May 2011</u>		
	Town	Board of Education	Total
Estimated Claims	2,017,026	7,393,111	9,410,137
Actual Claims	2,069,920	6,558,925	8,628,845

**FACILITIES MANAGEMENT**

- The facilities group completed 73 formal work orders during the month of June at the various Town Buildings.
- The Library HVAC System upgrade project was accepted as complete and a quarterly report was submitted along with a cash request for grant reimbursement from the state in the amount of \$110,750.
- 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.
- The testing of the new chiller and associated pumps and controls recently installed were completed in May at the Senior and Disable Center. 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 and a contract will be issued to begin the next phase of the work.
- The Town Hall 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. (No Change) The projects have been on schedule and are expected to meet the completion dates.
- Most repairs have been completed at the various Town buildings from the winter storm damage and insurance claims have been submitted for this work.
- At the request of the Parks department, new windows were specified for the Churchhill Park Pool House and will be installed during July.
- The a/c unit serving the Police dispatch area failed and could not be repaired inexpensively so it was replaced over a two day period with a new unit which is now in service and working properly.
- The facility manager attended an energy savings seminar during June and will be looking into a possible grant for some equipment replacements at various Town buildings as part of a green initiative.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 35 requests for service via the Internet, blocked 27,942 unsolicited SPAM email messages from being delivered, and blocked several viruses / Trojans, from impacting the Town's network infrastructure
- Completed 104 formal work orders
- The Town's website had approximately 26,586 visits during the month, 73,587 page views with an average of 2.77 pages viewed per visit. The Town Homepage, Library Homepage, Town Parks and Recreation Homepage and Site Search were the most frequently visited pages
- Mr. Paul G. Boutot, Director of Information Technology, successfully graduated the National Certified Government Chief Information Officers Program™ at the University of North Carolina at Chapel Hill's School of Government
- Mr. Scott Hoagland, Network/ Application Specialist, worked on gathering data required for the town's new phone implementation
- Mr. Hoagland worked with federal resources and police department staff on configuration of a new law enforcement inquiry system (Linx) to ensure that project/ grant data is being exported to a centralized repository for law enforcement use
- Mr. Bruce Till, Parks and Recreation/ Grounds Superintendent, signed off on the IT Department's installation of Parks and Grounds Cemetery application (LegacyMark)
- Mr. Hoagland resolved database issues experienced by the Human Services Department after they were migrated to the new thin client platform
- Mr. Hoagland worked with Mr. Neil David, Network Administrator/ Project Leader and Mr. Hermas Lavoie, Mechanic Foreperson (Highway Department) on the new fuel system (FuelMaster) that was installed to support both Town and Board of Education vehicles
- Mr. Thad Dymkowski, GIS Technician, created a virtual 3-D model of typical residential deck for the building inspector
- Mr. Dymkowski provided GIS documentation for use in planning the Extravaganza
- Mr. Dymkowski provided GIS mapping support for pavement management
- Provided GIS mapping support for IT network wiring project
- Mr. Dymkowski participated in Ignite Spatial Hartford event with presentation
- Provided public mapping request for Cedar Mountain area
- Provided GIS mapping data for Vision integration
- Mr. David completed cabling, power and cooling and structural requirements for IDF 3 data closet
- Mr. David completed data cabling requirements for Transitional Academy
- Finalized design requirements for data cabling to Town Hall renovated wing
- Upgraded firmware on town core firewalls and remote firewalls
- Continued further testing of complete disaster recovery and business continuity solution allowing IT to have entire copies of virtual machine hard drives offsite
- Completed configuration of Library Patron web security appliance
- Configured advanced "Scan to Email" functionality on Town Manager and Human services copiers

## **FINANCE**

### **Accounting and Administration**

- The year-end closing process for the 2010-11 General Fund began with the issuance of closeout instructions and deadlines to Town departments. Expenditures were closely monitored in order to ensure that there were no over budget occurrences.
- On June 7<sup>th</sup>, Robert Korpak and Ann Harter met with representative from the State of Connecticut regarding finalizing Energy Efficiency and Conservation Block Grant.
- On June 9<sup>th</sup>, Ms. Harter participated on an interview panel for the Town of Simsbury.
- On June 20<sup>th</sup>, Ms. Harter met with Russ Salerno of ICMA-RC to discuss the implementation of a Section 401(a) Money Purchase Plan.

Major grants received during the month included the final payment for the Pequot Grant in the amount of \$73,097 and reimbursement of \$49,353 from Federal Emergency Management Agency (FEMA) for the Snowstorm Disaster of January 11-12. 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)  
6/30/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2010-11</u>	<u>Year to Date</u>	
General Fund	\$200,000	\$119,600	\$29,803,683
Special Revenue Funds	2,400	3,480	1,370,867
Capital Projects Funds	867	912	446,248
Internal Service Fund	11,497	7,641	5,080,918
Trust and Agency Funds	4,500	2,935	1,601,770
TOTAL, ESTIMATED BY FUND			\$38,303,486

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
6/30/2011

	<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	0.21	0.20	1,113	2,416	11,389,846
CLASS PLUS	0.06	0.08	226	309	4,566,673
Bank North	0.25	0.25	1,071	2,625	2,210,866
Sovereign Bank	0.45	0.40	5,632	3,399	20,136,101
Total Outstanding Investments					\$38,303,486

*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 June.
- The 2011 revaluation continued. The data from approximately 600 income & expense forms was 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 June.
- The applications for the elderly tax relief benefits program were applied to tax bills and filed with the State of Connecticut.
- Richard Wall joined the Assessor's office as an Assessment Technician II. This filled the position which became open due to the retirement by Gregg Breton.
- The Assessor taught a one-week long course on Revaluation at the annual Assessor's school held at The University of Connecticut.
- There were 319 corrections made to the October 1, 2010 grand list as a result of tax bills mailed out in the middle of June. The motor vehicle portion of the grand list had 295 corrections. There were 7 personal property accounts adjusted, and 17 real estate accounts adjusted due to additional elderly applications.

**Revenue Collector**

- The Tax Office personnel put much of its efforts into keeping accurate and timely records for information to coordinate with the Assessor's Office and Quality Data, the vendor who prepares, prints, and mails the tax bills, along with banks, escrow companies, and individual taxpayers.
- The Tax Office successfully completed the tax information early enabling 43,133 tax bills to be mailed on June 17th. As a result, prepayments received on the 2010 Grand List were \$5,128,654.40.
- Collections for June on the 2009 Grand List amounted to \$42,129.86, and back taxes collected amounted to \$10,834.72. The final (unaudited) collection rate for the 2010-11 fiscal year of 98.7% is less than the prior year. While collections on motor vehicles outperformed the previous year, the effects of the economy resulted in the real estate category being 1.3% less than June 2010.
- The Revenue Collector submitted the following mandated forms to OPM: the State Report (M-1), and the Totally Disabled Program Report (M-42B). The Revenue Collector, and the Assessor, signed and submitted the Owner's Program (Elderly) (M-35B) Report.

**TOWN CLERK**

- There were 495 documents filed on the land records during June. The total amount of State conveyance tax collected was \$40,343; Town conveyance tax collected was 20,171.
- Five residential sales each sold for over \$300,000. Residential property at 89 Barn Hill conveyed for \$449,900.
- The office filed 71 deeds, 66 liens, 124 mortgages and 173 releases.
- Six Liquor Permits and Five Trade Name Certificates were recorded. Five Notary Public commissions were catalogued.
- Utilizing a \$6,000 Historic Preservation Grant, the office completed another backfile conversion project. 186 land record volumes were scanned and digitized to electronically link an image of the document to the corresponding index data. Newington land record images can now be viewed electronically from 2002 through the present time.
- On June 23<sup>rd</sup> the Town Clerk attended a training session sponsored by the Department of Public Health in preparation for the roll-out of the Electronic Death Registry System (EDRS). Electronically generated death certificates should reduce errors, ease the correction process and eliminate paper flow. The State Registrar hopes to have this system operational by the end of 2011.

<b><u>DATA SUMMARY June 2011</u></b>				
	<u>June-11</u>	<u>June-10</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	495	617	6084	6255
Dog Licenses Sold	1473	1533	1910	2010
Game Licenses Sold	42	63	809	896
Vital Statistics				
Marriages	20	22	177	201
Death Certificates	15	20	353	278
Birth Certificates	11	13	224	224
Total General Fund Revenue	\$36,857.36	\$62,739.66	\$405,534.41	\$476,053.88
Town Document Preservation	\$870.00	\$988.00	\$10,919.00	\$11,120.00
State Document Preservation	\$882.00	\$988.00	\$10,986.00	\$11,067.00
State Treasurer (\$26 fee)	\$15,444.00	\$17,784.00	\$194,390.00	\$198,962.00
Locip	\$1,287.00	\$1,482.00	\$16,620.00	\$16,581.00
State Game Licenses	\$440.00	\$598.00	\$7,500.00	\$15,208.50
State Dog Licenses	\$7,893.00	\$8,308.00	\$10,528.00	\$13,893.00
Dog Licenses Surcharge	\$3,226.00	\$3,410.00	\$4,156.00	\$4,486.00
Marriage Surcharge	\$171.00	\$228.00	\$1,661.00	\$2,280.00
<b>Grand Total</b>	<b>\$67,070.36</b>	<b>\$96,525.66</b>	<b>\$662,294.41</b>	<b>\$749,651.38</b>

**POLICE DEPARTMENT**

- The DUI Grant continues with its' patrol on the Berlin Turnpike. The June patrols resulted in 22 warnings, and 12 arrests (1 for seat belt violation and 1 DUI arrest).
- A grant was submitted to the Department of Justice for the 50% reimbursement of 9 bullet proof vests with a value of \$5,625.
- Patrol Calls for June were as follows:

AlarmBurg	97	F/STRUC	5	NOTIFICATION	1
ALARMHOLD	15	F/VEH	2	OPENDOOR/WIN	5
Animal	30	FINGERPRINT	18	OTHER	6
ASSAULTIP	1	FIREWORKS	10	PARKINGVIOL	15
ASSAULTREP	7	FollowUp	94	Pistol Pemtemp	5

ASSIST	46	Harassment	19	PropFound	16
BREACHIP	13	HAZARD	48	PROPLOST	11
BREACHREP	6	ILLEGALDUMPING	3	SERVSUBPOEN	1
BURGIP	4	INTOXICATED	14	ServWarrant	25
BurgRep	10	JuvComp	29	SHOTS	1
CHECK	76	K9	2	SpecDetail	70
CLEARLOT	6	LAND/TENANT	5	STOLENMV	8
COURT	25	LarcFromMV	13	SUDDENDEATH	1
CRIMMISGRAF	2	LarcIP	13	SUICIDE	1
CRIMMISIP	3	LarcRep	5	SUICIDEATT	1
CrimMisRep	17	Liquor	1	SUSPICIOUSIP	79
CSO	7	Location	190	SuspiciousRep	57
CUSTOMERIP	13	LOCKOUTMV	3	TESTLOCATION	1
CUSTOMERREP	8	LOCKOUTRESID	1	TestPolice	5
Dog	52	M	214	THREATIP	1
DomesticIP	29	MISSING	11	THREATREP	3
DomesticRep	15	MVABAND	1	TOBACCO	1
DRUG	5	MVAEvading	13	TownOrd	1
DUI	6	MVAINJURY	8	TRAFFIC STOP	505
EDP	15	MVAProp	93	TrespassIP	3
ESCORT	22	MVAssist	54	TrespassRep	6
F/ALARM	26	MVComplaint	53		
F/HAZMAT	5	Neighbor	11		
F/OTHER	11	NOISE	28		
				<b>NPD TOTAL</b>	<b>2,306</b>

- Investigations and calls by Patrol Officers in June included:
- On 06-05-11 at 1318 hours Newington Police Dispatch received a phone call from a resident of Day Street who reported that an audible alarm was sounding from the Corvette Center located at 184 Day Street. The caller also described an individual he saw fleeing from the property. Several police units responded to the area. A male fitting the description provided by the complainant was located and identified. Further investigation revealed that the glass doors on the south side of the Corvette Center had been forced open. The building was searched for additional suspects and none were found inside. The owner of the Corvette Center arrived on scene and inventoried the interior of the building. He reported that he was missing several sets of keys belonging to Corvettes. The keys in question were later located in the suspect's pocket. In addition, the complainant identified the suspect as the same male that he had seen running from the business. The suspect was arrested and transported to Newington Police Headquarters where he was charged with Burglary 3<sup>rd</sup> Degree and Larceny 5<sup>th</sup> Degree. He was then detained on a \$50,000.00 bond.
- On 06-07-11 at 1220 hours patrol officers responded to the intersection of Louis Street and Pascone Place for a motor vehicle accident with injuries. A passenger in one of the involved vehicles later died as a result of his injuries. This case is currently being investigated by a Newington patrol officer assigned to the Midstate Accident Reconstruction Squad.
- On 06-13-2011 at approximately 2141hours patrol officers were dispatched to the South Gate apartments on the report of some suspicious individuals sitting in two parked vehicles. The first officer to arrive on scene smelled a strong odor of marijuana coming from inside one of the vehicles. Upon closer examination the officer observed what appeared to be fresh marijuana on the driver's lap. The occupants were ordered out of the vehicle at which time a small amount of additional marijuana was located on the floor. A Newington Police Department K-9 was deployed into the vehicle, and this search resulted in the discovery of a small bag of cocaine. The operator claimed ownership of the marijuana and cocaine. He was subsequently arrested and transported to NPD where he was charged with Possession of less than 4 oz of Marijuana and Possession of Narcotics.

#### Detective Division

- Handled 86 investigations, 54 remain ongoing and 32 were closed by investigative methods.
- Served 29 arrest warrants, 28 by Patrol Officers and 1 by Detective Division personnel
- Conducted an insurance fraud investigation. The investigation determined that two individuals conspired to stage a burglary of a local storage unit they were renting. It was reported that various items were stolen from the storage unit. One of the items reported stolen, a laptop computer was discovered to have been

pawned at a local pawn shop by one of the individuals. Interviews of the individuals led to an admission of the insurance fraud scheme. Arrest warrants are pending for the pair.

- Responded along with Patrol Officers to the rear of a local motel on the Berlin Turnpike on the report of an individual suffering from a gun shot wound. The victim was transported to a local hospital where he succumbed to his injuries. The incident does not appear to be suspicious and has been determined to be a suicide.

Community Service Officer (CSO)

- Conducted traffic enforcement in the downtown area and completed Meet and Greets at Mill Pond Park with Officer Kaufmann utilizing the Gator.
- Completed the DOT Seatbelt Survey in accordance with requirements for Click It or Ticket.
- Handed out complimentary Rock Cats Tickets to all Newington 5<sup>th</sup> graders for completing the STEP UP program.
- Comprised a letter and distributed it to all Western Union locations in Newington in an effort to decrease elderly scams.
- Participated, but didn't run, in the 2011 Torch Run to benefit Special Olympics.
- Attended a Chamber of Commerce Meeting.
- Presented an informal safety presentation to Park and Recreation Counselors prior to their summer session.

**UCR/NIBRS Selected Crimes**

Type of Crime	Preliminary May1 2011		May 2010	
	# 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
<b>Totals</b>	<b>75</b>	<b>\$89,296</b>	<b>70</b>	<b>\$118,102</b>

- In May 2011 the police department arrested 72 adults: 1 for robbery, 11 for assaults, 1 for burglaries, 1 for fraud, 1 for stolen property, 1 for vandalism, 7 for narcotic violations, 9 for DUI, 15 for larcenies, 5 for offenses against family and children, 1 for disorderly conduct, and 19 for miscellaneous offenses. We also arrested or referred 15 persons under the age of 18: 2 for assaults, 1 for larceny theft, 1 for vandalism, 6 for narcotic violations, 1 for disorderly conduct and 3 for all other offenses.

**FIRE DEPARTMENT**

During the month of June fire department members responded to 69 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	June 2011	10 Month Total
Residential	16	214
Commercial, Industrial, Office	1	43
Hospital, School	3	12
Vehicle	1	27
Rescue, Police Assistance	2	27
Dumpster, Rubbish, Grass, Brush, Leaves	6	41
Hazardous Materials/Clean up	3	39
Investigative Alarm	36	286
False Alarm	0	0
Mutual Aid/Standby	1	20
Carbon Monoxide Investigation	0	11
Water Related Incidents/Pump-Outs	0	39
Total	69	759

## Training Summary

Multi-Company Training	Live Burn		147 hours
Officer Training	Yarde Zone Management Training	17 members	34 hours
Driver Training		2 members	6 hours
Company Training Company #2	Anna Reynolds Pre-plan Facial Hair Policy/Cell Phone Policy		8.5 hours
Company #3	Advancing Hose Lines		2 hours
Pump Operations			2 hours
Cadet Training	Hydr5ant & Pump Procedures		27 hours
Department Training	Accident Scene Procedures		100 hours
Fire Officer I Training		4 members	300 hours
Target Safety			130 hours
2Q Orientation Class			28 hours
EMS Instructor Certification			96 hours
<b>Total</b>			<b>910.50 hours</b>

### **FIRE MARSHAL**

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

Inspections	32
Inspection Follow-Ups	45
Plan Review	14
Job Site Inspections	19
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	01
Complaints	01
Haz/Mat	00
Bomb Threats	00
Blasting	02

### Incidents:

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

### Fire Marshal's Activities:

- Met with town staff and organizers of the Annual Chamber of Commerce Classic Car Show on Market Square to review site safety and to establish an emergency action plan for the event.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Company #2 on Richard Street.
- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Conducted the quarterly meeting of the Newington Local Emergency Committee in the squad room at police headquarters.
- Attended a meeting of the Connecticut Emergency Managers Association at Camp Hartell in Windsor Locks. A tour of the newly opened New England Disaster Training Center was conducted during the meeting.
- Attended the monthly town hall staff meeting in the squad room at police headquarters.

### **HIGHWAY DEPARTMENT**

#### Administration

- Attended Solid Waste Authority Committee meeting
- Attended various staff meetings
- Met with residents to discuss various issues and concerns

- Coordinated all road construction projects
- Attended solid waste/recycling informational meetings
- Coordinated the decommissioning of the former natural gas fueling facility

#### Roadway Maintenance

- Continue with patching of potholes in various locations Town wide
- Continued with Landfill material processing
- Completed the reconstruction of Tavener Circle
- Completed Library parking lot improvements
- Continued with Town wide litter collection and graffiti removal
- Highway personnel installed 4" underdrain and replace catch basin tops on the first set of streets to be milled and overlaid
- Began the reconstruction of a portion of Sunset Road

#### Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assist in the set up of Food Share Program
- Assisted with traffic control for the classic car show
- Continuing with blanket replacement of worn out regulatory signs
- Continued with roadway line painting Town wide
- Painted new parking spaces at the newly improved Library parking lot

#### Fleet Maintenance

- Continued with scheduled maintenance and emergency repairs on all Town vehicles
- Completed the fuel management transition from Gasboy to Fuelmaster

#### Sanitation/Recycling/Landfill

- Scheduled 1100 residential bulk items for collection
- Scheduled 74 condominium bulk items for collection
- Scheduled 44 condo/residential scrap metal items for collection
- 7,423 tons of cumulative Municipal Solid Waste was collected from July 1 – May 31, 2011
- 2,630 tons of cumulative recyclables was collected from July 1 - May 31, 2011
- 869 mattresses collected from July 1 – May 31 2011
- Issued 69 permanent landfill permits and 13 temporary permits

### **ENGINEERING DEPARTMENT**

- During the month of June, the Engineering Department issued twenty-five excavation permits as follows:
  - 20 driveway excavation permits
  - 5 gas main lateral permits
- Participated in the monthly Inland Wetlands Commission meeting. There were two public hearings held regarding Newington Ridge. The hearing for the map amendment was closed.
- Received 8 bids for Market Square Streetscape Project. The low bid was submitted by H.M. Nunes & Sons in the amount of \$973,633.25. The Downtown Revitalization Committee and Town Council both endorsed awarding the project to H.M. Nunes in the amount of the base bid.
- Three bids were received for the annual sidewalk maintenance contract. Martin Laviero Contractor, Inc. was awarded the contract for "mudjacking" sidewalk slabs and Susaya Construction was awarded the contract to repair sidewalks the conventional way.
- Participated in a meeting and site walk of Newington Ridge with team members from the Connecticut Environmental Review Team (CERT) as well as representatives from the developer and their engineering consultants. A second site walk will be performed in July with other CERT team members who were not available to participate in the June meeting and site walk.
- Met with the attorney representing KIRMA regarding a sidewalk trip claim against the Town which has the potential of going to court.



and Happy Restaurant, A.H. Harris warehouse located at 91 Holmes Road, and for a single family residence located at 167 Hartford Avenue.

The total number of Building/Renovation Permits issued for the month of May was **186** producing a total permit value of **\$2,026,563.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	569,724.00
CO FEE	1	50.00
DECK	7	74,100.00
DEMOLITION	0	0.00
ELECTRICAL	45	228,375.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,000.00
GARAGE / SHED	12	30,818.00
MECHANICAL	31	475,725.00
NEW COMMERCIAL	1	66,370.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	89,800.00
POOL	4	33,511.00
ROOFING / SIDING	31	446,190.00
SIGN	10	8,100.00
TENT	3	2,800.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>186</b>	<b>\$2,026,563.00</b>

The total Building income fees received in the month of May was **\$23,063.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1135.00.00, Environmental \$300.00, Conservation \$150.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$163.00, Driveway / Excavation \$750.00, Engineering copies \$95.50. The other total income is \$2668.50

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

	<u>2011</u>	<u>2010</u>
Value of Permits issued for June:	\$2,026,563.00	\$2,698,568.00
Fees for Permits issued for June	\$23,063.00	\$25,058.00
Other income Fees for June	\$2668.50	\$2820.00
Building Permits Issued for June:	186	168

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

<u>2010-2011</u>		<u>2009-2010</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$22,055,645.00	\$247,774.00	\$26,596,372.00	\$240,893.00

### **HUMAN SERVICES**

- End of the year activities, preparation for summer programs, financial assistance needs and complex caseloads made June a challenging and active month.
- The Youth-Adult Council held its last meeting of the school year and approved the 2011-12 application for the annual substance abuse prevention grant which Director Ken Freidenberg will submit in July.

- The Human Rights Commission met and reviewed Newington's Got Talent and is making plans for April 2012.
- The Human Rights Commission and Youth-Adult Council both discussed the High School Diversity program delivered at the high school by ADL (Anti-Defamation League). YAC students presented their ideas about how to approve the program and are sending their comments to Principal, Mr. Wenker. Both Boards want to offer support for next year's program.
- This month the Department received 590 information and referral calls or walk-ins. Issues included housing, day care, elder care, energy and financial assistance, health, mental health, unemployment, youth programs and community service among others.
- ICAN (Interfaith Community Action of Newington) volunteers received 4 requests including transportation and shopping.
- The Food Bank assisted 144 households composed of 101 residents over 55 and 192 under age 55. The Outdoor Open Market co-sponsored with Food Share served 253 households on three days this month. The State Department of Agriculture approved the Department grant for 175 coupons to be distributed to eligible households for the Farmer's Market.
- The Special Needs Fund assisted 18 households and the Clothing Closet served 31.
- The Social Casework Program was extremely busy with a caseload of 110 and 42 new referrals. Routine and crisis referrals were also received from Police and several situations required home visits.
- The Youth and Family Counseling Program had an active caseload of 56 with 9 new referrals, 9 inactive and 18 closed cases. Coordinator, Christina Salvio and contractors provided 115 clinical therapy sessions and made 113 contacts with families and other agencies.
- The Juvenile Review Board saw six cases during June. A total of 37 cases were handled during this fiscal year.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 678 youth.
- The final ROPE cycle was completed with sixth grade students at both middle schools Youth Worker Huggard co-facilitates with the Health and Wellness teacher at Martin Kellogg and Part-time Youth Worker, Michelle Pestillo co-facilitates at John Wallace as part of the Health and Wellness curriculum.
- On June 3, Youth Worker, Huggard facilitated the final team-building program day at Martin Kellogg with the 5<sup>th</sup> grade students. In addition, staff facilitated four challenge initiatives as part of Kellogg Community Building Day on June 10.
- The Youth Workers also met with the High School regarding next year's Self-Awareness Class. They will be working with 28 Special Education students over the next school year dealing with issues around self-esteem, motivation, peer interaction and positive decision-making.
- The Summer Youth Adventure Program began its season with staff and mentor training. Over 90 youth are registered and the first week was enjoyable by all participants.
- The Challenge Course was active with 60 participants including Newington youth, a private non-profit agency, a church group and East Granby Youth Services.

#### June 2011 Statistics

<b>Selected Programs</b>	<b>FY 10-11 Undp. Total This Month</b>	<b>FY 10-11 Undp. Total Last Month</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>	<b>FY 09-10 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>56</b>	<b>56</b>	<b>187</b>	<b>159</b>
<b>Positive Youth Development</b>	<b>678</b>	<b>164</b>	<b>3205</b>	<b>3331</b>
<b>Youth Works (Job Bank)</b>	<b>2</b>	<b>2</b>	<b>45</b>	<b>50</b>
<b>Information and Referral</b>	<b>590</b>	<b>567</b>	<b>6114</b>	<b>6097</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 45</b>				
<b>Over 55 = 57</b>	<b>110</b>	<b>92</b>	<b>496</b>	<b>432</b>
<b>Food Bank Households</b>	<b>144</b>	<b>151</b>	<b>1657</b>	<b>1490</b>
<b>Special Needs</b>	<b>18</b>	<b>19</b>	<b>202</b>	<b>162</b>

## **SENIOR AND DISABLED CENTER**

- June is banquet season at the Senior and Disabled Center as the various clubs wrap up their program year. The Senior Club held its banquet on June 7<sup>th</sup> at the Chowder Pot while the AARP Chapter 697 held its banquet on June 16<sup>th</sup> at Eastside in New Britain. Center Director Dianne Stone attended both.
- Ms. Stone and Program Coordinator Denise Haas attended a meeting in Wethersfield to discuss a new provider for the Tri-Town Out of Town Medical Transportation program. This is funded through the State Matching Grant for Dial-A-Ride Expansion. Both Newington and Rocky Hill assign their allotment to the Town of Wethersfield who administers a contract with a third party vendor.
- Ms. Stone participated on a panel, representing municipal aging services, as part of the Connecticut Elder Action Network (CEAN) legislative wrap up session. The program took place at the Legislative Office Building and was aired on CT-N.
- On June 16<sup>th</sup>, Anne Rolfe from Newington Health Care Center spoke about the basics of osteoporosis and demonstrated some strengthening exercises in a Lunch and Learn program.
- The Lions Club of Newington sponsored a free vision screening event for adults age 18+ on Thursday, June 16 from 4:30 - 7:30. They screened 12 individuals and felt that it was successful as a first time effort. They hope to schedule another one in the fall.
- On June 21<sup>st</sup> Brittany Farms Health Care sponsored a Strawberry Shortcake social.
- The 2<sup>nd</sup> annual membership event for participants who renewed their Center membership for the coming year was held on June 27<sup>th</sup>. Over 120 people enjoyed a chocolate fountain provided by Newington Health Care Center.
- Newington Health Care Center also provided a Manicure Day on June 22<sup>nd</sup> and a wreath making class on June 30<sup>th</sup>.
- Part time Dial-A-Ride Driver Barbara Pitkin resigned this month to accept a full time position elsewhere.
- Dial-A-Ride provided 1348 trips in the month covering 3867 miles.
- 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 2757 by 605 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,839 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 also attended weekly constructions meetings.
- Superintendent met with the Extravaganza Committee.
- Superintendent interviewed candidates for two Park Maintainer I positions.
- 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 representatives of Newington Soccer Club regarding their Wrap-Up Tournament.
- Superintendent coordinated a successful Eagle Project with Mr. Brian Dunn at Churchill Park.

### Recreation Division

- Final plans are underway for the Mill Pond Park Extravaganza Week, Monday July 11<sup>th</sup> through July 16<sup>th</sup>.
- Comprehensive staff training was held throughout the month for summer employees.
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Monday, June 6<sup>th</sup>. Registration for the 2011-2012 school year is ongoing.
- Our Creative Playtime Preschool Program staff organized and planned the second annual end-of-the-year "Fun-Day" at Mill Pond Park, which was held on Thursday, June 9<sup>th</sup>. Preschool families who attended our program were invited to meet at the park to celebrate the end of the year and socialize with the other preschool families.
- S. Glasson attended a CRPA conference committee meeting on Tuesday, June 7<sup>th</sup>.
- A Connecticut Recreation and Parks Association free training opportunity on Playground Safety was held in the Romano Room on Thursday, June 16<sup>th</sup>.
- All Playground Directing staff was certified / recertified in First Aid, Adult CPR and injectable medication administration.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED at trainings held throughout the month.

- Touch-A-Truck was held on Saturday, June 18<sup>th</sup>. There were upwards of 200-300 residents throughout the morning.
- Our first two summer concerts, sponsored by Data-Mail, Inc., were held on Thursday, June 23<sup>rd</sup> and June 30<sup>th</sup>. Due to inclement weather, the first concert was moved indoors to Town Hall Council Chambers where about 100 people attended. The concert held at the gazebo the following week was a great success with upwards of 300 people attending.
- Most Parks and Recreation Department summer programs began on Monday, June 27<sup>th</sup>.
- Mill Pond Pool and Churchill Pool opened for the season on Monday, June 27<sup>th</sup>.
- Summer Playgrounds for children in Kindergarten through grade 7 opened on Monday, June 27<sup>th</sup>.
- Camp Sunrise (a camp held in Glastonbury for children with disabilities) began on Monday, June 27<sup>th</sup>. The Department subsidized camp for 11 Newington campers to attend.

### Parks and Grounds

- The Mill Pond Tennis Courts were completed early in June for summer play.
- Two weeks of the month were spent on roadside tractor mowing.
- Eric O'Neil (Groundskeeper I) painted a large area of small boxes and installed fencing at Mill Pond Park for the annual Cow Chip fund raiser.
- Joe Cirigliano (GroundskeeperII) and Eric O'Neil prepared several pieces of equipment to be publicly viewed and demonstrated at the annual Touch-A-Truck event at the Town Hall.
- Parks members installed telephone poles for the power supplied for the annual Extravaganza in Mill Pond Park.
- Parks crews prepared a dozen fields, including painting, mowing and the moving and set up of Soccer goals from various sites in town, to accommodate the Newington Soccer Clubs Annual Wrap-Up Tournament.
- Division personnel were offline a total of 24 days this month.
- There were twelve interments in town cemeteries in June.
- Overtime was as follows:

Tennis	20 hrs.	780.56
Cemetery	24 hrs.	810.00
Weekend Duty	41.5 hrs.	1,212.50
Herbicide	156 hrs.	6,268.16
Pool	20 hrs.	838.00
Mowing	203 hrs.	8,032.19

Total	464.5 hrs.	17,941.41
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### LIBRARY

- Tuesday, July 5<sup>th</sup> was a banner day at the library! 1,216 people visited the library and 2,225 items were checked out.
- The state budget is in flux with state employee unions rejecting the concessions deal offered by the governor. We are waiting to see the impact of the governor's proposed cuts and how they will impact the town and the library. We know that State Aid to libraries was cut by 40%. This year, we will only receive the base grant of \$1,200 as opposed to \$2,800 last year.
- Summer Reading for all ages is underway, with a travel theme this year. By the end of June, 515 people were registered for the adult summer reading program "Novel Destinations," which kicked off on June 16<sup>th</sup> (271 adults signed up on this one day). The all-ages summer reading kick-off was Saturday, June 18<sup>th</sup>, which was partnered with the Touch-a-Truck day. This was a fun event for families! By the end of June, 593 children and were signed up for "One World, Many Stories," and 115 teens were signed up for the teen summer reading program.
- Technology: Lisa Masten and Sue Schneider purchased 3 color Nooks (e-Readers), since there are 20 people waiting to use the 2 B&W Nooks we currently check out to patrons. The 55" TV screen in the Community Room is now configured to the library's laptop, and can be used for class instruction. Library and Town IT staff met at the Windsor Library on June 29<sup>th</sup> to see their CASSIE pay-for-print system, which we are considering to replace our existing outdated system. Sue Schneider continues work on the library's website and is working with Google Maps, MapQuest, and others to correct directions to the library and Town Hall.
- Traditional circulation of library materials was 34,655 items. During June 23,382 people entered the library, an average of 900 people each day. Adult computer users logged in 2,743 times. Online databases were accessed remotely 5,392 times and 4,398 online searches were done in the library. A total of 6,065

reference questions were answered. A total of 49,436 items were borrowed or used by library patrons. We checked out 10,153 items to 75 other libraries in June. 864 items were checked out by patrons at the self-checkout station. Museum passes were checked out 82 times, averaging potential patrons' savings of \$233.

- 3,846 adult reference questions were answered. 3,100 hours were logged on children's, teen and adult public computers. The library's website was visited 8,578 times. 30 "How-to" tutorial Screencasts were used on our website. 1,714 Interlibrary Loans were processed by staff. 1,595 items were added to the collection, and volunteers logged in 126 hours of service, 23% more than last June.
- Quiet Study rooms were booked for 201.5 hours. The Community Room was used 34 times. The Lienhard (Board) Room was used 30 times. Of the total 64 events in meeting rooms, 48 were library sponsored and 16 were outside groups. Groups using the meeting rooms include Newington Girl's Swimming & Diving, UNICO, Foundation for Fair Contracting, Smart Women's Book Discussion Group, South-Central CT YPO Spouse Forum, the Republican Town Committee, the Waterfall committee, River Camp Condo Assoc., Children's Charities Tennis Classic and Williamstown Condo Assoc.
- Children's services included 111 programs with 4,185 attending. Children's staff was busy with summer reading visits to all elementary and middle schools, family storytimes, Cookbook Clubs, Mystery Dinner Theater, Read, Rattle and Roll music programs and more. Children's staff answered 2,219 reference questions and children signed up to use computers in the children's room for 357 hours. Children's online databases were accessed 1,652 times.
- Adult programs attracted 678 people to learn about job searching, meditation, a nature walk, a movie and a book discussion group, an artist display and reception. Computer classes, which have waiting lists, included Basic Computers, Basic & Intermediate Word, Basic LinkedIn and Picasa. Volunteers delivered books to 3 homebound patrons.
- Teen programs attracted 131 young adults for the Teen Volunteer Network, summer reading kick-off, the teen creative writing group, Feed N Read for Teens and auditions for the talent show. Teen librarians, Bailey Ortiz and Karen Benner, entice reluctant readers with book talks at the middle schools.
- Business Manager, Lynn Caley, and the Head of Collection Management, Jeanette Francini, notarized documents for 21 patrons.
- Personnel: Ruth Block, our FT Circulation Supervisor, will be out on medical leave from July-Sept., so the department is short staffed. During the month of June, candidates were interviewed for a 19 hr./wk. Circulation Library Technician, and that position has been filled. We have also replaced one reference, one children's, and 2 circulation substitutes, plus a [high school student] page.
- The library distributed its first edition of a new Educators' e-Newsletter for teachers, which was designed by Shirlee-Ann Kober and e-mailed from the Superintendent of Schools office. An electronic newsletter with library news geared specifically for teachers, students and school personnel, this edition highlighted summer reading and programs. Fall, winter and spring editions will be sent out in the next school year.
- On June 17<sup>th</sup> Donna Miller toured Newington High School Media Center with librarian, Maureen Plourd for the first time. Maureen gave a great overview of services and technologies available for students.
- The Friends of the Library Golden Gala and Silent Auction was held on June 18<sup>th</sup> at the Sphinx Shrine Center, and 105 people attended. Co-chairs LeeAnn Manke and Darlene Fournier worked very hard to give everyone a fun evening. Author Steve Rushin was a funny and witty guest speaker. It was especially rewarding to see all the people who came out to support the Friends of the Library.
- HVAC system: the needed repairs have not been done. There is some air circulating on the first floor public area of the library, but on hot days the new system is only cooling at about 25% efficiency. Patrons and staff are complaining. It has been frustrating working with the technicians, as they keep sending different people who can't seem to diagnose and solve the problems. We are working with Bob Korpak to resolve the issue.
- Conservation & Recycling: June electrical usage was lower than the same period last year. All areas have small recycling bins, as well as 8 large recycle bins.
- Lynn Caley, Business Manager, is completing our chemical inventory for OSHA, insuring we are in compliance.
- Work is still being done to repair and repaint the water damaged ceiling in the Children's Program Room and the hallway ceiling on the second floor.
- Parks and grounds staff has removed quite a few winter-killed shrubs from the front of the library. They are weeding, spraying for poison ivy, and working on cleaning up the grounds.
- 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. The new bike rack arrived on July 6th. We are still waiting for building department approval on the fence and lighting.
- Parking lot alterations were completed June 21<sup>st</sup>, including painting new lines and putting up signs. Traffic now exits one way into the Town Hall parking lot, and numerous patrons have remarked on how they like the new system.