



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

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

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG meetings and the CRRA Annual meeting.
- Mr. Salomone presided over the monthly CTCMA meeting.
- Mr. Salomone continued to meet with department heads, staff and members of the Town Council to review and discuss possible modifications to the 2011-12 Town Manager's proposed budget.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall space needs, the Capital Improvement (CIP) Committee.
- Mr. Salomone met with Senior and Disabled Center members during the Center's monthly Coffee Talk program.
- 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 March 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	77.7	\$3,409.50
Weekend Standby and Call-In	16.0	710.40
Snow	24.1	1,003.39
Road Maintenance	2.7	99.08
Landfill	9.5	370.50
Total	1768.4	\$5,592.87
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	21.5	822.53
Snow and Ice	35.5	1,517.83
Total	57.0	\$2,340.36

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 4,938.44	\$ 3,976.00	\$ 4,545.03
Patrol	554,004.00	437,721.67	580,294.00	371,079.48
Investigation	74,110.00	45,784.61	76,691.00	48,947.52
Communication	111,426.00	115,950.60	112,132.00	82,270.79
Education/Training	103,603.00	73,477.37	103,603.00	46,195.01
Support Services	37,985.00	20,381.6.	39,071.00	21,219.50
Animal Control	12,144.00	3,725.51	12,144.00	5,933.88
Total	\$ 899,733.00	\$ 701,979.83	\$ 927,911.00	\$ 580,191.21
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 13,266.60	\$ 28,109.00	\$ 12,938.92
Snow and Ice Control	132,349.00	141,906.26	132,349.00	91,410.44
Traffic	8,345.00	3,262.35	8,345.00	2,570.93
Vehicles and Equipment	28,185.00	18,061.52	28,185.00	11,250.22
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 220,405.12	\$ 251,985.00	\$160,526.85
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 81,786.44	\$ 130,547.00	\$ 83,322.68
Cemeteries	14,893.00	7,999.12	14,893.00	5,119.69
Total	\$ 145,440.00	\$ 89,785.56	\$ 145,440.00	\$ 88,442.37

Police Department Overtime

- Comparison - February 2011 to March 2011
 - OT February: \$55,634 - no holidays
 - OT March: \$62,519 – 1 holiday
 - Total increase: \$6,885
- During the month of March, there was one officer on light duty and two officers at the police academy. The light duty officer has been temporarily assigned to dispatch to help cover some of the vacant shifts to reduce overtime.
- Administration overtime of \$1,428 is an increase of \$1,180 due to holiday pay and overtime for a drug assignment.
- Patrol overtime of \$37,277 is an increase of \$1,128. Overall March had reduced overtime hours because this figure includes \$8000 in holiday pay. There were 13 fewer days taken off that required overtime pay with minimal holdovers.
- Detective Division Overtime of \$5,226 is an increase of \$2,321. Overtime included holiday pay, background investigations, and scene processing.
- Communications overtime of \$7,824 is a decrease of \$2,172. This division still has a vacancy for a dispatcher. Some shifts are being covered by personnel that results in less overtime being spent filling the vacancy position. Overtime includes one holiday.
- Education overtime of \$6,464 is an increase of \$1,017. There is a slight increase due to the increase in outdoor training as weather improves.
- Support Services overtime of \$3,948 is an increase of \$3,190. Overtime included holiday overtime, Youth Services meeting, Juvenile Review Board hearing, expulsion hearing, and a High School event.
- Animal Control Officer overtime of \$352 is an increase of \$352 due to two animal call outs.

PERSONNEL

- A public posting for the part-time Special Events Coordinator position for the Parks and Recreation Department was posted on February 23, 2011 with a closing date of March 9, 2011. Applications are under review.
- A public posting for the Air Conditioning & Heating Control Mechanic position was posted on February 28, 2011 with a closing date of March 11, 2011. Applications are under review.
- An internal union posting for the Assessment Technician II position was posted on March 30, 2011 with a closing date of April 5, 2011.

PURCHASING

- Bid No. 4, 2010-2011 – Transition Academy/Relocation was posted on March 17, 2011 with addenda on March 25 and 28, 2011 and a closing date of April 1, 2011.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The eighth month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for February 2011 were \$756,825. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through February 2011

	Town	Board of Education	Total
Estimated Claims	1,466,928	5,376,808	6,843,736
Actual Claims	1,466,058	4,603,861	6,069,919

FACILITIES MANAGEMENT

- The facilities group completed 87 formal work orders during the month of March at the various Town Buildings.
- The new control system for the Library HVAC system was completed during the month and all of the equipment has been installed. Final startup of the A/C side of the system will be tested in April and the project will be closed. The final grant report will be submitted during May after all testing has been completed.
- 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.
- A plan to continue work on the third large storage building at the parks garage has been developed to begin spring repairs. A contract for new gutters was issued and new gutters will be installed during April on the main storage building.
- Bi-weekly reviews have been 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. The Town will extend the cleaning contract at the same pricing levels as the original term for the next fiscal year.
- The new chiller and all piping and pumps were installed during March at the Senior and Disabled Center. Testing of the system and start up are on schedule for April.
- The Town Hall renovation project was awarded and the construction will begin in April for the entire design of the East wing and lower levels of the Town Hall.
- Repairs are underway to various Town buildings due to the winter storm damage incurred. Repairs to the Town Manager’s office include new wall installations due to roof leaks and carpeting replacement. Most damages are the result of roof ice and snow buildup which resulted in various repairs necessary in many areas of the Town Hall.
- Proposals for the replacement of the emergency generator at fire station #4 were reviewed and a preliminary grant application was completed for this work. During the application process, it was determined that the grant would not cover this installation due to the building use and the application was withdrawn.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 31 requests for service via the Internet, blocked 48,522 unsolicited SPAM email messages from being delivered, and blocked 2,129 virus / Trojans, 11 blocked spyware infections and 45,118 intrusion detections from impacting the Town’s network infrastructure.
- Completed 95 formal work orders.
- The Town’s website had approximately 23,506 visits during the month, 69,599 page views with an average of 2.96 pages viewed per visit. The Town Homepage, Library Homepage, Assessor’s Office Homepage and Town Employment Opportunities were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology, attended a meeting at the Capitol Region Council of Governments (CRCOG) on regional E-Government (CREGI) initiatives. This technical group focuses on identifying projects that can be deployed and sustained in a regional manner.

- Mr. Boutot along with Mr. Scott Roberts, Director of Information Technology (South Windsor, CT) presented at the Government Management Information Sciences (GMIS) group on two different approaches used to move traditional desktop deployments to a virtual desktop infrastructure using thin clients and zero clients. Mr. Boutot and Mr. Roberts both serve on the executive board of GMIS.
- Mr. Neil David, Network Administrator/ Project Leader, worked with Board of Education staff, Lemelin staff and Fuel Master staff on the installation and configuration of a new fuel management system. The new Fuel Master application will integrate the fuel system accounting/ control systems of the Board of Education Bus Garage and Town Highway Department.
- Mr. Thad Dymkowski, GIS Technician, assisted Community Service Officer, Jamie Cipolla of the Newington Police Department with a technical presentation.

FINANCE

Accounting and Administration

- The Town Manager’s 2011-12 budget was submitted in early March to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- On March 8th, the Town Council adopted an ordinance and the related Other Post Employment Benefits (OPEB) Trust agreement. Various documents were executed to establish the OPEB Trust with UBS Financial Services as Investment Advisor and Comerica Bank & Trust National Association as Trustee and Custodian.
- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town has a projected deficit of \$126,160 and the Board of Education has a projected credit of \$1,153,459. A final settlement of actual costs will be completed in September.
- On March 23rd, Ann Harter, Fire Marshal Schroeder and Building Official Doug Jourdan attended a Public Assistance briefing conducted by State of Connecticut Department of Emergency Management and Homeland Security regarding the Snowstorm Disaster of January 11-12.
- On March 29th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town’s medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town’s pension funds.

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$76,918 and Federal State Fiscal Stabilization Funds (SFSF) for \$539,107. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
3/31/2011

	<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	94,691	\$44,799,277
Special Revenue Funds	2,400	2,904	1,370,339
Capital Projects Funds	867	735	446,071
Internal Service Fund	11,497	6,283	4,952,452
Trust and Agency Funds	4,500	2,442	1,601,229
TOTAL, ESTIMATED BY FUND			\$53,169,368

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
3/31/2011

	<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	0.21	0.22	4,918	6,198	\$25,626,883
CLASS PLUS	0.11	0.14	441	441	5,215,084

Bank North	0.35	0.30	3,593	2,807	12,203,659
Sovereign Bank	0.40	1.00	3,438	7,758	10,123,742
Total Outstanding Investments					\$53,169,368

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- A new real estate data base was placed on the internet as well as the Assessor's office public computers. The new system utilizes software provided by Vision Appraisal Technology and provides additional information in a user friendly environment.
- The 2011 revaluation continued as approximately 200 interior inspections were made of condominiums by the revaluation company. 3,000 data mailers for single family homes were printed and mailed during the month. Approximately 6,000 will be sent out in April. The revaluation process remained concentrating in verifying the accuracy of the physical data. 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 Board of Assessment Appeals listened to 25 appeals in March. They made assessment reductions to the 2010 grand list that totaled \$466,500 which equated to \$14,000 in taxes.
- Two draft reports that analyzed the elderly tax relief program were prepared as requested.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an on going program as applications will be taken through May 15, 2011.

Revenue Collector

- Revenue Collections for March for Real Estate, Personal Property & Motor Vehicles amounted to \$379,442. The Supplemental Motor Vehicles collected were \$32,379 and \$27,050 was collected for back taxes.
- March's collections were right in line with the same time period for last year at 98%.
- Intent to Lien notices were sent to 344 delinquent real estate owners whose properties will have a lien recorded in the Town Clerk's Office against their property if they are not paid in full by April 15th.

TOWN CLERK

- There were 492 documents filed on the land records including 57 property transfers totaling \$5,459,450 in sales. \$28,561 was collected in State conveyance and \$12,974 was collected in Town conveyance tax. Six survey maps were filed.
- The largest sale was for 7.85 acres of unimproved land at 199 Deming Street. Sphinx Shriners sold the property for \$1 million to Morningside Newington LLC.
- The office certified 150 copies of vital records and issued six burial and five cremation permits.
- Eight Liquor Permits, 11 Notary Public commissions and 11 Trade Name certificates were recorded.
- 159 mortgages, 171 releases and 44 liens were catalogued.
- The Town Clerk and the UCONN intern worked to produce the final NTTV show for the season. This last segment will feature Ed Meehan, Town Planner, who did an informative presentation on Downtown Revitalization, the municipal parking lot and the planned renovations for Market Square. He highlighted the various phases of these projects talking about funding, concept and design. The show is scheduled to air in mid-April.
- During March, the Town Clerk:
 - Attended a Technology Committee Meeting of the Connecticut Town Clerks Association (CTCA).
 - Attended a Conference Planning Meeting of the New England Association of City and Town Clerks (NEACTC) to plan the 2011 New England Conference to be held at the Mystic Marriott in November.
 - Participated in meetings of the Hartford County Town Clerks to coordinate plans for the CTCA Conference. Hartford County will host the Spring Conference at the Hartford Marriott in April.

DATA SUMMARY MARCH 2011				
	<u>March-11</u>	<u>March-10</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	492	448	4739	4572
Dog Licenses Sold	13	17	422	456
Game Licenses Sold	85	38	527	552
Vital Statistics				

Marriages	12	6	134	158
Death Certificates	38	18	261	215
Birth Certificates	21	0	162	177
Total General Fund Revenue	\$ 30,224.53	\$ 26,343.19	\$308,476.86	\$333,735.38
Town Document Preservation	\$ 836.00	\$ 748.00	\$ 8,557.00	\$ 8,272.00
State Document Preservation	\$ 836.00	\$ 716.00	\$ 8,638.00	\$ 8,220.00
State Treasurer (\$26 fee)	\$ 15,048.00	\$ 12,888.00	\$152,558.00	\$147,734.00
Locip	\$ 1,254.00	\$ 1,074.00	\$ 12,714.00	\$ 12,312.00
State Game Licenses	\$ 720.00	\$ 1,448.00	\$ 4,862.00	\$ 10,009.50
State Dog Licenses	\$ 55.00	\$ 101.50	\$ 2,506.50	\$ 2,779.00
Dog Licenses Surcharge	\$ 22.00	\$ 44.00	\$ 894.00	\$ 1,022.00
Marriage Surcharge	\$ 171.00	\$ 114.00	\$ 1,186.00	\$ 1,767.00
Grand Total	\$ 49,166.53	\$ 43,476.69	\$500,392.36	\$525,850.88

POLICE DEPARTMENT

- Background checks for Public Safety Dispatch candidates continued in March. An Interview with the top candidate will be conducted in early April. A hiring start date is anticipated for late April.
- DUI patrol has started on the Berlin Turnpike sponsored by the Department of Transportation.
- Patrol Calls for March were as follows:

ALARMBURG	113	F/OTHER	9	NOISE	12
ALARMHOLD	3	F/STRUC	4	NOTIFICATION	1
ANIMAL	17	F/Veh	1	OPENDOOR/WIN	3
ASSAULTIP	1	F/WATER	18	OTHER	8
ASSAULTREP	4	FINGERPRINT	26	PARKINGVIOL	21
ASSIST	30	FOLLOWUP	56	PROPFOUND	8
BREACHIP	9	GUN	1	PROPLOST	6
BREACHREP	2	HARASSMENT	16	RECOVEREDMV	1
BURGIIP	1	HAZARD	31	SERVSUBPOEN	1
BURGREP	3	ILLEGALDUMPING	4	SERVWARRANT	31
CHECK	60	INDECENTEXP	2	SEXASSAULTRE	1
CLEARLOT	3	INTOXICATED	9	SHOTS	1
COURT	23	JUVCOMP	17	SpecDetail	70
CRIMMISGRAF	1	K9	3	STOLENMV	4
CRIMMISIP	1	LAND/TENANT	3	SUICIDEATT	1
CRIMMISREP	12	LARCFROMMV	10	SUSPICIOUSIP	63
CSO	15	LARCIP	11	SUSPICIOUSREP	45
CUSTOMERIP	6	LARCREP	39	TESTPOLICE	3
CUSTOMERREP	7	LOCATION	87	THREATREP	5
DOG	38	LOCKOUTRESID	1	TOWNORD	2
DOMESTICIP	21	M	213	TRAFFIC STOP	743
DOMESTICREP	13	MISSING	5	TRESPASSIP	5
DRUG	6	MVABAND	5	TRESPASSREP	3
DUI	6	MVAEVADING	9		
EDP	6	MVAINJURY	11		
ESCORT	34	MVAPROP	85		
F/ALARM	20	MVASSIST	60		
F/COSYMP	1	MVCOMPLAINT	40	TOTAL	2,206
F/HAZMAT	1	NEIGHBOR	9		

Patrol Calls and Investigations

- Officers were dispatched to the lobby of the Newington Police Department for report of a domestic disturbance. The female complainant had visible bruising around her right eye, right and left cheek and redness around her neck. She informed officers that she had been physically assaulted by her husband

earlier in the evening at their home. She explained that during the altercation, her husband punched her in the face about 5 times with his right fist. He then began choking her with both of his hands wrapped around her neck. The complainant said that during that time, she was struggling to breathe. At one point, he also threatened to kill her. Officers responded to the residence and took him into custody. The husband was transported to the Newington Police Department and charged with Disorderly Conduct, Unlawful Restraint, Threatening 2nd Degree, Assault 3rd Degree and Strangulation 2nd Degree. He was held on a \$100,000.00 bond.

- A patrol officer was dispatched to the area of Willard Avenue and Cedar Street on the report of a vehicle being operated erratically. The officer caught up to the vehicle and initiated a traffic stop. When he approached the vehicle, he observed a white female alone in the vehicle sitting in the driver seat. She appeared very nervous and upset and kept reaching into her pocket book as if she was trying to hide something. While talking to her she was also reaching into the center console. When the officer asked her what she was looking for she just became quiet. Based on the totality of the circumstances the officer asked her to step out of the vehicle. When she exited the vehicle the officer observed a glass pipe fall down from the driver seat, onto the roadway. He immediately recognized the glass pipe to be a crack pipe, used to smoke crack cocaine. The pipe was still warm to the touch and had suspected crack cocaine residue inside it. She attempted to stomp on the pipe as she exited the vehicle. Based on her erratic behavior and the discovery of the crack pipe, the officer searched the vehicle. During the vehicle search, the patrol officer discovered two bags of a white powder suspected to be heroin in the middle console. He also located a bag of unused syringes in her purse. The purse also contained \$3,222.00 in US currency. She was placed under arrest and transported to the Newington Police Department for processing. Once inside the Newington Police Department a female patrol officer conducted a thorough search of her and recovered a plastic bag containing 219 small bags of Heroin inside the crotch area of her pants. She was processed and charged with Illegal Sale or Possession with Intent to sell more than 1 oz of Heroin, Possession of a Narcotic Substance, and Possession or Use of Drug Paraphernalia. She was held and then released on 3/12/11 after posting a \$100,000.00 bond.
- A Patrol Officer was parked at a local gas station parking lot conducting traffic enforcement when he observed a vehicle commit a traffic violation initiated a traffic stop of the vehicle. The operator stated he did not have his license on him and that his wallet had been stolen days earlier with his license in it. DMV files revealed that the vehicle was not registered and that there was no record of the name and date of birth provided by the operator. Upon further investigation, the officer conducted a search of the vehicle that led to the discovery of a semi-automatic pistol, which was loaded. The pistol was seized and secured. The officer asked the operator where he got the gun and the operator stated that he got the gun in Georgia from a person who owed him money. The operator did not have a pistol permit and because of that was placed under arrest and transported to the Newington Police Department for processing. He was charged with several motor vehicle violations as well as Possession of a Pistol without a permit and Weapons in a Motor Vehicle. He was detained on a \$5000.00 Bond.

Detective Division

- Handled 69 investigations, 48 remain ongoing and 21 were closed by investigative methods.
- Served 38 arrest warrants, 32 by Patrol Officers and 6 by Detective Division personnel
- Arrested a local resident who was running an elaborate Marijuana grow operation in the garage of his residence. More than 50 Marijuana plants were seized from the garage along with hoods, fans, vents, watering system, fertilizers and chemicals used to cultivate Marijuana. The arrestee was charged with Possession of Drug Paraphernalia, Possession of Over Four Ounces of Marijuana, Possession of Marijuana with Intent to Sell, Manufacture Cultivate or Grow Marijuana without a License, and Operating a Drug Factory. The arrestee was held in lieu of \$75,000.00 bond and presented at Superior Court in New Britain.

Community Service Officer (CSO)

- Continued working with Newington High School staff and the SRO towards securing a Youth and Police Federal grant. The grant is aimed at facilitating more positive interactions between youth and police. The goals of the program are to promote positive youth development and to increase the numbers of police officers who are experienced and comfortable working and interacting with youth. The grant was submitted to OPM (Office of Policy & Management) for approval on March 29th.
- Solidified plans to organize and partake in two upcoming events including the DEA Drug Take Back Initiative and a Tip-A-Cop fundraiser being held at Outback Steakhouse. Money raised during the Tip-A-Cop event will be donated to Connecticut Special Olympics.
- Facilitated a meeting with a local men's group at Cedar Mountain Commons to discuss the police department and activity within the Town. The CSO also participated in the monthly Chamber of Commerce meeting, as well as the Taste of Newington/Business Showcase at Newington High School.

FIRE MARSHAL

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

Inspections	53
Inspection Follow-Ups	46
Plan Review	13
Job Site Inspections	13
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	01
Complaints	00
Haz/Mat	01
Bomb Threats	00
Blasting	00

Incidents:

- On March 5th, a passing motorist reported smoke coming from a home at 1061 Willard Avenue. The lone resident of the home was alerted to the fire by the activation of a smoke detector and was forced to climb out his bedroom window to escape. The fire was determined to be accidental in nature.

Fire Marshal's Activities:

- Attended a meeting with a representative from the State Attorney's Office and town building officials to review an ongoing fire code abatement order.
- Attended a meeting with representatives from the Department of Emergency Management and Homeland Security and the Small Business Administration to review damage assessments as a result of the January snow storms.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Glastonbury.
- Met with town staff and representation from the V.A. Medical Center to review plans for the installation of an aboveground dry-pipe system to supply water to the facility in the event of an emergency. The hydrants on site are currently out of service.
- Attended a Special Town Council meeting along with the Chief Officers and Board of Fire Commissioners to review the annual fire department budget for 2011-2012.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Company #4 on Fifth Street.
- Attended the monthly town hall staff meeting in the squad room at police headquarters.
- Attended a FEMA Federal Public Assistance "Applicants Briefing" along with the Building Official and Finance Director to review the reimbursement procedures and funding eligibility to recover costs associated with the January snow storms.
- Attended the quarterly Employee Health and Safety Committee meeting at town hall.
- Attended a meeting with town staff and architects to review revised plans for the renovations at town hall.
- Attended a Housing Court hearing in New Britain along with the building official for the continuation of an ongoing fire code abatement action.

HIGHWAY DEPARTMENT

Administration

- Attended Town Council Meeting regarding 2011-2012 budget
- Attended Solid Waste Authority Committee meeting
- Continued oversight of employee Target Safety on line training courses
- Attended various staff meetings
- Met with residents to discuss various issues and concerns

Roadway Maintenance

- Crews dispatched one (1) time for snow resulting in 1.1 inches of accumulation for the month
- Personnel continued with Target Safety Training courses
- Crews continued damaged curb pick up and repair of mailboxes
- Crews began topsoil repairs due to snow plowing operations
- Continue with patching of potholes in various locations
- Completed Christmas tree removal which was postponed due to weather

- Removed sand barrels from the various locations
- Began Town wide street sweeping
- Continued with Landfill material processing
- Repaired concrete pad for heating oil tank at Highway Facility
- Cleared waterways of branches and other vegetative debris
- Began Town wide litter pickup

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Install/remove speed boxes for Police Department
- Assist Human Services with the set up of Food Share Program
- Continuing with the manufacturing of replacement signs per plow areas

Fleet Maintenance

- Mechanics completed seasonal maintenance of street sweepers
- Began spring services on Park's Department equipment
- Continued new vehicle set ups of new police vehicles along with new computer outfitting for all line vehicles
- Continued with the spring services/cleaning on highway road equipment
- Continued with scheduled maintenance and emergency repairs on all Town vehicles

Sanitation/Recycling/Landfill

- Scheduled 766 residential bulk items for collection
- Scheduled 79 condominium bulk items for collection
- Scheduled 33 condo/residential scrap metal items for collection
- 5,268 tons of cumulative Municipal Solid Waste was collected from July 1 – February 28, 2011
- 1,856 tons of cumulative recyclables was collected from July 1 - February 28, 2011
- 557 mattresses collected from July – February 2011
- Issued 22 permanent landfill permits and 6 temporary permits

ENGINEERING DEPARTMENT

- During the month of March, the Engineering Department issued two excavation permit as follows:
 - 1 water service lateral for fire protection
 - 1 gas main lateral
- Along with Ed Meehan, met with a number of property owners from Market Square and briefed them on the anticipated improvements to be made in front of their properties as part of the Market Square Streetscape Project.
- Participated in the monthly Inland Wetlands Commission meeting.
- Attended the monthly Transportation Improvement Committee meeting sponsored by the Capitol Region Council of Governments.
- Finalized plans for the reconstruction of Taverner Circle.
- Finalized plans for improving the parking layout and turn around capability for the area in front of the library on Mill Street. The improvements are scheduled to be done by the Highway Department in May.

TOWN PLANNER

Town Plan and Zoning Commission

At the TPZ's March 9th meeting, the Commission brought to public hearing zoning regulation amendments that reinstated drive through restaurants by special exception approval in the Berlin Turnpike business district and Planned Development commercial district. Also presented at this hearing were proposed amendments to clarify reconstruction of nonconforming structures and revisions to the temporary sign standards to permit more advertising days, up to 25 days per year and an additional 20 promotional advertising days for new or existing business expanding in Newington. On March 23rd the Commission closed the public hearing and voted to adopt these amendments citing their efforts to be "business friendly." The new regulations became effective April 6, 2011.

Economic Development Commission

At its March 2nd meeting, the Development Commission authorized the Chairman to submit a letter to Governor Malloy supporting the Town Council's (Resolution 2011-09) advocating the implementation of light rail rather

than the option of busway transit. The Development Commission also set the fourth annual “Newington is Open for Business” breakfast at the Indian Hill Country Club for Thursday, May 26th at 8:00 a.m.

Downtown Revitalization Committee – Market Square Streetscape

The Downtown Revitalization Committee held a special meeting on March 23rd to review project cost estimates and give direction to the consulting engineer, Milone & Mac Broom, as to design modifications. Several adjustments to streetscape materials and extent of improvements were agreed upon. The Committee decided to use project funds for off site brick pavers on several private properties where the construction improvements will result in better storm drainage control. Town Planner and Town Engineer will communicate this decision to the property owners. For all off site construction activities the Town will need to secure permission and take temporary construction easements. The Committee set a special meeting date for April 11th to invite property owners and businesses to review and comment on the design plans which are approximately ninety percent complete. The next step will be preparation of construction and draft bid documents for submission to the DECD and Town Council.

BUILDING DEPARTMENT

- There were two Permits issued to build new single family homes in March. They will be built at 220 Sunrise Avenue and 123 Windmill Lane.
- A Permit was issued for 445 Willard Avenue Unit B for an Adult Day care.
- Two Permits were issued for interior build outs for restaurants. One is at 2095 Berlin Turnpike, called Fat & Happy, and the other is at 3117 Berlin Turnpike, called A Slice of Heaven.
- Multiple Permits were issued for the interior update of the Target Store located at 3265 Berlin Turnpike.
- Multiple Permits were issued for the interior update of the offices of property owned by Hartford Hospital located at 181 Patricia M. Genova Drive.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke: Illegal Dwelling Units – March 3, 2011
Design & Trades Conference – March 15, 2011
 - R. Smith: Illegal Dwelling Units – March 3, 2011
 - D. Zwick: Myths, Misconceptions and Misapplications of Codes – March 1, 2011
Illegal Dwelling Units – March 8, 2011
Design & Trades Conference – March 15, 2011
- Building Department activity for the month of March was as follows: The Inspectors completed a total of 222 inspections. They were: Boiler (2), CO (9), Decks (6), Electrical (39), Final (31), Floor (1), Footings (15), Foundation (3), Framing (16), Fuel (1), Gas Line (12), Gypsum (1), Hot Water Heater (1), Insulation (5), Mechanical (19), Plumbing (29), Rebars (1), Rough (26), Shed (1), Site Visit (1), Sprinkler (1), Slab (1), Tank (1).
- There was 1 Certificate of Occupancy issued in March. It was for the Fat and Happy Restaurant located at 2095 Berlin Turnpike.

The total number of Building/Renovation Permits issued for the month of March was **107**, producing a total permit value of **\$2,265,798.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	17	963,211.00
DECK	4	25,800.00
DEMOLITION	0	0.00
ELECTRICAL	21	192,900.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	5,750.00
GARAGE / SHED	1	4,541.00
MECHANICAL	21	438,399.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	2	408,000.00
PLUMBING	18	88,145.00
POOL	1	21,000.00
ROOFING / SIDING	13	107,377.00

SIGN	5	10,675.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	107	\$2,265,798.00

The total Building income fees received in the month of March was **\$26,506.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$460.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$89.50, Driveway / Excavation \$225.00, Engineering copies \$93.25, GIS \$9.00. The other total income was \$936.75.

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

	<u>2011</u>	<u>2010</u>
Value of Permits issued for March:	\$2,265,798.00	\$1,127,895.00
Fees for Permits issued for March:	26,506.00	15,111.00
Other income Fees for March:	936.75	1,513.75
Building Permits Issued for March:	107	140

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>
\$14,819,884.00	\$178,583.00	\$20,461,954.00	\$175,287.00

HUMAN SERVICES

- On Friday, March 4, the Youth-Adult Council (YAC) held its annual Super Hoop-La Basketball game raising \$1,422 toward scholarships for three high school students.
- On March 30, the Youth-Adult Council presented a program on NCTV about Safe Driving. A short DVD developed by Connecticut Children's Medical Center (CCMC) was shown followed by a panel composed of School Resource Officer, Tim Cunningham, High School Students, David Karpf and Alex Hanbury, Parent, Suzanne McCusker and Director of Injury Prevention from CCMC, Gary Lapidis. Youth-Adult Council member and NCTV volunteer, Steve Parker moderated the discussion.
- The Human Rights Commission held a rehearsal on March 31 for Newington's Got Talent with 21 acts participating. The show is scheduled for Friday evening April 15 at Newington High School and is a fundraiser for the Human Services Special Needs Fund. NCTV will tape the show for broadcast during May and June.
- Director Ken Freidenberg presented the Department budget to the Town Council on March 16 and also attended several regional meetings addressing issues related to mental health, children and families, people with disabilities and crisis response.
- Director Freidenberg is also collaborating with Wethersfield and Rocky Hill to write a summer grant to the Capital Region Substance Abuse Council involving youth, police and staff from each town on the Challenge Course. He also submitted the annual application to the State Department of Agriculture for the Farmer's Market Voucher program.
- This month, the Department received 542 Information and Referral calls or walk-ins.
- The Food Bank assisted 155 households composed of 107 residents over 55 and 216 under age 55. The Outdoor Open Market co-sponsored with Food Share served 169 households on two days this month.
- The Special Needs Fund assisted 26 households and the Clothing Closet served 32.
- ICAN (Interfaith Community Action of Newington) volunteers received 8 requests including transportation, housecleaning and shopping.
- The Social Casework Program had an active caseload of 88 with 44 new referrals. Staff handled a variety of presenting issues from all ages including energy, financial, medical, housing, mental health, substance abuse, homelessness and domestic conflict. Routine and crisis referrals were also received from police.
- The Youth and Family Counseling Program had an active caseload of 56 with 19 new referrals, 9 inactive and 16 closed cases. Coordinator, Christina Salvio and contractors provided 123 clinical therapy sessions and made 124 contacts with families and other agencies. Presenting issues include depression, family

conflict, oppositional defiance, suicide ideation school performance and/or behavior and impact from divorce, separation, death.

- The Juvenile Review Board handled five cases during March.
- Fifteen parents participated in the four-session parenting course “Staying Connected With Your Teen” facilitated by Clinical Therapist, Valerie Dripchak, PhD/LCSW.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 107 youth.
- The seventh cycle of ROPE (Rite of Passage Experience) for sixth grade students was provided for 38 students. One wheel chair bound student required adaptive creativity during the classroom sessions and final challenge. The student and parents were very happy he was able to actively participate.
- The Winter/Spring cycle of the SCORE after-school program for middle school age youth included activities such as Nature Explorers, Indoor Wall Climbing, Claypen Studio, Geo-caching and Horseback Riding.
- The High School Adventure Club went camping in Huntington Vermont staying at a yurt at the base of Camel’s Hump Mountain. Snowshoeing and the weather were challenges with a great time had by all the youth and staff.

March 2011 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	56	72	159	124
Positive Youth Development	107	123	2005	1872
Youth Works (Job Bank)	3	3	38	30
Information and Referral	542	617	4952	4448
Social Casework Cases				
Under 55 = 64				
Over 55 = 42	88	100	388	344
Food Bank Households	155	138	1368	1098
Special Needs	26	12	147	111

SENIOR AND DISABLED CENTER

- The kindergarten classes from Ruth Chaffee school, in what has become an annual tradition, gave a special presentation of their musical performance on March 11th. Their rendition of “Under the Sea” was very enjoyable.
- On March 10th, Thomas Jackson, MSPT, Rehab Director at Brittany Farms Health Center spoke about the basics of balance, how to maintain your balance and techniques for preventing falls.
- Interest in artisan crafts at the Center is increasing with a wreath making class provided by Newington Health Care and a greeting card class provided by Center staff both well attended. There has also been an increase in wood crafting.
- Town Manager John Salomone was the guest at the monthly Coffee Talk program with budget issues the primary interest of attendees.
- The Meals on Wheels program served 50 residents with home delivered meals this month. Most recipients receive two meals a day, five days a week. Several also receive four additional meals on Friday to get through the weekend. CRT, the agency that administers the program, instituted additional procedures this month that bring additional monitoring and paperwork for staff.
- The chiller for the west wing of the facility was replaced on March 28th.
- The traffic in the Information and Referral Center continues to increase as does the demand for social casework and application assistance.
- Dial-A-Ride provided 1622 trips in the month covering 4,642 miles.
- A total of 1,556 hours of volunteer service were recorded by 83 volunteers in the month.
- The Monday Wellness Clinic continues to be very well utilized with 125 patient 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 3,045 by 602 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,723 paid members. An additional 1,085 people are registered for services (i.e. Dial-A-Ride, social work).

PARKS AND RECREATION

Administration

- Superintendent and Town Manager interviewed individuals for the Tree Warden's position. Mr. Joe Cirigliano was selected for the position.
- Superintendent attended meetings with the Clem Lemire Artificial Turf Field Project Building Committee.
- Superintendent attended and conducted several budget meetings.
- Superintendent met with School Business Manager to discuss Board of Education and Parks and Recreation issues.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with architect in regards to the project at Mill Pond Park.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with the Extravaganza Committee.

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 2.
- Spring program registration for non-residents began on March 4.
- A few Spring programs began the week of March 28, while most other programs will begin the week of April 4.
- Registration for new gardeners who want to participate in our Community Gardens program began at 8:30 a.m. on March 31. This year, we had spaces available for 22 new gardeners. All spots were sold out by 8:55 a.m. proving that this continues to be a popular program.
- S. Glasson was contacted by the DEP to run a free family fishing class in May taught by a state-certified volunteer instructor. The class will run May 5 and 7.
- S. Boulay is working to publicize our 13th Annual Golf Tournament being held on Monday, May 9.
- K. Gallicchio attended American Red Cross Shelter Training on March 18. The Human Services Department is planning follow-up training with staff from Human Services, Senior & Disabled Center and Parks & Recreation.
- S. Boulay, S. Glasson & K. Gallicchio met to discuss changes to the Extravaganza vendor applications.
- S. Boulay finalized all contracts for the Summer Concert Series.
- S. Boulay met with bus tour company Silver Mills to discuss possible changes as well as future trips.
- Two bus trips took place this month. Six participants enjoyed a trip to NYC for a Food and Markets Tour on March 12, and 15 participants went to the Boston Flower & Garden Show on March 19.
- K. Gallicchio and Eric O'Neil met with representatives from youth soccer and youth lacrosse to discuss field usage. Due to the turf field project at Clem Lemire, other field options were necessary so that youth lacrosse would have fields for home games. NHS Athletic Director Nick Barbieri is working with us so that we have access to the high school fields on the weekends for the youth lacrosse program. Youth soccer has also agreed to adjust their field usage to accommodate the needs of youth lacrosse.
- All youth and travel basketball programs concluded.
- K. Gallicchio and K. Zolad met to discuss the Sports Council.

Parks and Grounds

- Division personnel responded to two incidents of ice and snow removal this month.
- Crew members continued with repairs to the grounds of town buildings and parks created from winter plow damage.
- March 15th marked the start of the West Meadow Cemetery clean-up.
- Crew members are cleaning the town flower beds and trimming back the dead perennials for the volunteer gardeners.
- The Parks Crew completed the vandalism damage to the Wallace School Little League Dugouts. This involved the rebuilding and shingling of both roofs.
- The Event Sign on the Center Green was rebuilt and painted.
- As weather permitted we have been out preparing the baseball fields for the season.
- Parks members installed a new set of Pole Vault Standards for the Board of Education at the Newington High School Track and Field Complex.
- Crew members worked at the Congregational Church Preschool playground. This involved the removal of all the equipment and the taking down of some fencing so that a contractor can come in and remove the playground surfacing material.
- There were thirteen interments in the cemetery this month.
- Division personnel were offline a total of 52.5 days this month.

LIBRARY

- Donna Miller started as the new library director on April 4th. Prior to starting, she attended two library Board meetings, two Town Council meetings, was a word reader for the 3rd grade NEF spelling bee, attended the Chamber of Commerce Business Showcase, the Hanel Jazz Concert, and a library space planning workshop.
- Many thanks go to Lisa Masten for maintaining an excellent level of library services for the last nine months as acting library director, plus continuing her duties as assistant director.
- Traditional circulation of library materials was 36,631, up 4.5% from March 2010. 22,153 people entered the building during the month. Reference databases were accessed remotely 9,722 times, and 5,008 online searches were done in the library. The children's online book site *Tumblebooks* had a high usage of 725 book views, and PebbleGo (a science database) had 470 logins. 211 books were downloaded from the library's website. A total of 52,850 items were borrowed or used by library patrons. 51 museum passes were checked out.
- 6,251 reference questions were answered. 2,760 hours were logged on children's, teen, and adult public Internet computers. Study rooms were used for 280 hours of the month. 2,104 Interlibrary Loans were processed by staff. 1375 items were added to the collection, and 56 items were mended by volunteers, who logged in 139 hours of service. 7,600 people visited the library's website.
- March services for children included 72 programs with 1,866 attending. Children's staff was kept busy with storytimes, daycare outreach, class visits, parent/child workshops and kindergarten orientation, which brought in a record of 103 parents and their children. Nutmeg book groups were done at the schools, and programs like the Cookbook Club and Construction (Lego) Club were popular. Pat Pierce also represented the library as a word reader at the NEF spelling bee.
- A total of 450 people attended adult programs including a DOL presentation on *LinkedIn*, a resume critique session, book discussions, a garden design program, a musical tour of Italy, an artist reception and six computer classes. About 170 people attended this year's Hanel concert featuring the Hot Cat Jazz Band. Staff and volunteers delivered books to homebound patrons.
- Teen programs included book discussions and book talks at Martin Kellogg School and the high school, Teen Anime Club and an After Hours Gaming event, bringing in 48 teens. LRW Library hosted the Young Adult Roundtable for 12 local librarians.
- Technology: Training classes were given for staff on the Sony e-Reader and the 2 Barnes & Noble Nooks, which may be checked out by patrons. Screencast tutorials offered on the website for checking out and transferring e-books are very popular. The pay-for-print system has been causing problems and we are investigating possibly switching to another vendor.
- Topics researched this month: salaries of a dental technician in various states, health issues that arose after 9/11, how to post a video onto You Tube, how to upholster an auto seat, is there a limit to the number of cats and dogs one can keep in Newington?
- On March 8, six members of the library board, Lisa and Donna presented the proposed 2011-2012 library budget to the Town Council. The budget included a \$7,000 cut in library materials and postage. The hours that were originally in danger of being cut were restored before the budget presentation. There were very few questions and we will await the final budget ratification on April 12.
- Personnel: Children's library substitute, Robin Stumpf, was hired (starting March 25) as a part-time children's library technician replacing Joanne Cocola, who was hired as a full-time children's library technician. Kathie Merlino, a part-time collection management/circulation library technician resigned, her last day March 31. We will be looking to fill this open position in collection management/circ. in April. We will also be looking to fill open substitute positions in circulation, reference and children's over the next few months.
- Facilities: The HVAC system coil was replaced in the main mechanical room. A hole had to be cut in the wall near the mechanical room to move the coil in. This has been repaired, but still needs painting. The HVAC project should be completed in early April. A broken belt also had to be repaired. Energy conservation steps are paying off. March electrical usage was about .05% lower than the library's usage in March of 2010.