



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: September 14, 2012
Re: Monthly Report – August 2012

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CTCMA meetings.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- 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.
- Mr. Salomone continued to meet with police officials to oversee security detail and address resident issues related to the nursing home strike on Church Street. Mr. Salomone has also been in contact with area residents affected by the strike and has met with various residents to address their concerns.
- Mr. Salomone created and met with a Staff Blight Team to discuss and plan administration of the new Blight Ordinance.
- Mr. Salomone attended retirement receptions for two long-time Town employees.

Paid overtime during the month of August 2012 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	44.4	\$1,887.42
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 792.00
ROAD MAINTENANCE	20.5	\$ 783.66
MARTIN KELLOG	67.3	\$ 2,983.28
TRAFFIC DIVISION	4.0	\$ 159.12
TOTALS	156.2	\$6,605.48
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Graves	28.0	1,465.70
Herbicide	104.0	4,680.34
Pool	40.0	2,007.51
Weekend Duty	24.0	1,008.75
Total	196.0	\$ 9,162.30

POLICE DEPARTMENT	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD
Administration	\$ 6,734.00	\$1,128.47	\$ 6,998.00	298.17
Patrol	592,745.00	92,856.84	563,361.00	90,913.50
Investigation	77,582.00	7,449.46	73,567.00	8,146.00
Communication	117,787.00	25,693.01	107,966.00	29,224.40
Education/Training	107,795.00	2,990.27	100,698.00	17,854.15
Support Services	40,751.00	1,348.15	40,452.00	3,167.40
Animal Control	7,548.00	559.72	9,567.00	599.76
Total	\$873,360.00	\$132,025.92	\$ 900,609.00	\$ 150,203.38
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 4,985.07	\$ 29,225.00	\$ 2,532.65
Snow and Ice Control	137,119.00	0.00	137,119.00	0
Traffic	8,684.00	984.56	8,684.00	1,121.80
Vehicles and Equipment	28,981.00	1,914.71	29,981.00	1,762.99
Leaf Collection	55,937.00	0.00	55,937.00	0
Total	\$259,946.00	\$7,884.34	259,946.00	5,417.44
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$19,176.17	\$ 142,799.00	\$21,956.44
Cemeteries	15,635.00	1,247.17	15,635.00	937.667
Total	158,434.00	\$20,423.34	\$ 158,434.00	\$22,894.11

PERSONNEL

- A job posting for the Clinical Services Coordinator position was posted in July with a closing date of August 10, but was reposted with a closing date of August 31 due to a low response.
- Testing for the part-time Librarian and Librarian Substitute positions was held in the month of August. Interviews for the position will follow in early September.
- The top three certified Police officer candidates have proceeded on to pre-offer polygraphs and background checks.
- Highway Crew Foreperson Tom Ledoux retired effective August 31 after 35 years of service. An internal job opening will be posted in September.
- Revenue Clerk Betty Kulesa retired effective August 31 after 25 years of service. An internal job posting for the position was posted on July 30 with a closing date of August 3. No internal applications were received. A public posting for the position was posted on August 8 with a closing date of August 24.

RISK MANAGEMENT

- Claim information for July 2012 has not been received from Anthem as of the printing of this report. Information will be included in the September 2012 report.

FACILITIES MANAGEMENT

- The facilities manager along with Mr. Lee Olsen of Olsen Design Group met with the Town Hall building committee during the month of July and presented the group with recommendations for the renovations of the Town Hall. The study conducted by Mr. Olsen's firm revealed what previous studies had recommended in the past for the renovation of the Town Hall. The recommendation concluded that a separate Parks and recreation facility was strongly advised as the first phase of any renovation work undertaken. The building committee voted to move forward with that direction and asked that preliminary assessments be made of the design efforts required and be presented at the next meeting of the committee. All building committee meetings were postponed during August with the committee planning to meet again in September.
- The facilities group completed 37 formal work orders during the month of August at the various Town Buildings.
- Contracts are now in place for custodial services, janitorial supplies, fire alarm monitoring, and HVAC control services among other commodities.

- NCTV will be installing new cameras during August in room L-101 to enable council sessions to be taped from this room beginning sometime in October.
- An exterior painting and repair project for the Kellogg Eddy carriage house was awarded in June and work began during July as scheduled. This project is now completed.
- A new heating system was designed for the American Legion Hall and work began during July for this installation. A mid August completion is expected which will also include the addition of air conditioning to this building. This project is now completed as scheduled.
- Designs for the renovation of the library's building skylight began during July to alleviate the rain leaks through this structure. Site visits with several manufacturer representatives of this type of skylight were conducted in an effort to determine the extent of the work required to repair the problem. Actual work on the skylight is expected to begin in September.
- Preliminary designs for security upgrades began in July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the buildings. New cameras will be installed during August at several locations as a result of this study.
- Contracts were awarded to install a new roof, soffits and gutter system on the Parks Barn Storage building. The building will also be painted to match the surrounding structures during September.
- New overhead doors (7) will be installed at the highway garage during September along with additional repairs to the building exterior and man doors.
- Roofs of all the storage buildings at the Mill Pond complex will be replaced during September.
- Minor renovations were completed within the Town Manager's office to accommodate the addition of a new part time employee in that office.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 35 requests for service via the Internet, blocked 56 spyware applications, blocked approx 43,093 unsolicited SPAM email messages from being delivered and stopped 6 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 46 formal work orders.
- The Town's website had approximately 43,093 visits during the month, 66,978 page views with an average of 2.59 pages viewed per visit. The Town, Library, and Parks and Recreations Homepages were the most frequently visited pages.
- The top browsers used by our website visitors included: Microsoft's Internet Explorer (47.64%), Apple's Safari (20.77%), Mozilla Firefox (13.74%) and Google Chrome (11.03%).
- Mr. Neil David, Network Administrator/ Project Leader and Mr. Scott Hoagland, Application/ Network Specialist, continued work on upgrading the town's Citrix environment to XenApp 6.5.
- Mr. David applied for and was chosen by Connecticut Orthopaedic Specialists as their new IT Manager. Mr. David provided the town with three weeks notice of his intent to resign. The Town and Information Technology staff wishes Neil and his family the best of luck as he continues his professional career.

FINANCE

Accounting and Administration

- Contract negotiations continued during the month with AFSCME.
- Preparation for the 2012-13 financial audit was well underway during the month of August.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.
- Ms. Rydecki worked with department heads to implement the new state law regarding paid sick time for part-time employees.

Major grants received during the month included Department of Energy and Environmental Protection grant of \$1 million for the Marcap property, Town Aid Road grant of \$104,068 and Municipal Revenue Sharing in the amount of \$472,817. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

8/31/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$3,532	\$23,480,465
Special Revenue Funds	1,357	619	2,263,832
Capital Projects Funds	400	171	607,722
Internal Service Fund	3,004	572	2,187,873
Trust and Agency Funds	632	282	1,549,893
TOTAL, ESTIMATED BY FUND			\$30,089,785

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2012

	<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	0.18	0.18	2,295	1,533	17,899,705
CLASS PLUS	0.02	0.02	42	57	1,958,205
Bank North	0.20	0.20	1,043	37	8,221,324
People's Bank	0.05	0.05	85	85	2,010,551
Total Outstanding Investments					\$30,089,785

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of August.
- Personal property accounts were reviewed and declarations were prepared for the mass mailing in September.
- Building permits were analyzed and preparations began for property inspections that will occur in the fall.
- Five commercial properties are scheduled for court in September. Review and preparation of these cases occurred in August.
- The Assessor prepared additional veteran's exemption reports and made a presentation to the town council for their consideration.

Revenue Collector

- Collections for August on the 2011 Grand List amounted to \$3,877,755.73, and back taxes collections were \$150,457.15.
- This year's total collections through August were 53% which is slightly higher than last year.
- Additional Demand Notices were sent to individuals owing two or more years of taxes, along with individuals actually on our Tax Sale List which continues to grow. In total 510 Real Estate overdue tax notices were mailed.
- A large number (5,579) of motor vehicle bills were outstanding in early August. Those individuals who disputed the bill because they no longer owned the vehicle were informed of the necessary procedures to eliminate or reduce the bill.

TOWN CLERK

- 614 documents were filed on the land records during August—a 10% increase over last month and a 25% increase over activity during August 2011.
- There were 51 property transfers during the month for a total of \$4,832,700 in sales. State conveyance tax collected was \$36,245; Town conveyance tax collected was 23,347.00.

- There were three residential sales each over \$300,000.
- Seven foreclosure registration forms were filed.
- The staff catalogued six Liquor Permits, 10 Trade Name certificates and eight Notary Public commissions.
- There were 185 mortgages, 230 releases and 20 liens placed on the land records.
- On August 14th there was a Primary for the Republican and Democratic parties to elect a candidate to be placed on the November ballot for U.S. Congress. Voter turnout was light. Absentee ballot distribution was: 99 for the Democrats and 37 for the Republicans.
- The office received notification from the State Library that the Town of Newington had been awarded a \$6,500 Historic Preservation Grant. The funds will be used to purchase and install a Laserfiche software system.
- The Town Clerk forwarded two recently passed ordinances (Refuse and Recyclables and Blight) to the Town's vendor to update and re-codify the Code of Ordinances.

DATA SUMMARY AUGUST 2012				
	<u>August-12</u>	<u>August-11</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	614	488	1164	886
Dog Licenses Sold	80	81	315	294
Game Licenses Sold	21	22	47	44
Vital Statistics				
Marriages	20	21	35	41
Death Certificates	30	25	50	57
Birth Certificates	22	40	33	75
Total General Fund Revenue	\$ 44,349.40	\$ 35,887.40	\$ 88,620.06	\$ 78,349.14
Town Document Preservation	\$ 1,131.00	\$ 905.00	\$ 2,193.00	\$ 1,633.00
State Document Preservation	\$ 1,134.00	\$ 906.00	\$ 2,204.00	\$ 1,634.00
State Treasurer (\$26 fee)	\$ 20,304.00	\$ 16,272.00	\$ 39,276.00	\$ 29,376.00
Locip	\$ 1,692.00	\$ 1,356.00	\$ 3,273.00	\$ 2,448.00
State Game Licenses	\$ 277.00	\$ 344.00	\$ 591.00	\$ 649.00
State Dog Licenses	\$ 521.50	\$ 557.00	\$ 1,909.50	\$ 1,889.50
Dog Licenses Surcharge	\$ 174.00	\$ 192.00	\$ 672.00	\$ 660.00
Marriage Surcharge	\$ 114.00	\$ 152.00	\$ 228.00	\$ 361.00
Grand Total	\$ 69,696.90	\$ 56,571.40	\$138,966.56	\$116,999.64

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. Of the ten candidates who moved onto polygraphs and backgrounds, two have received Conditional Offers of employment. If they pass the final testing exams, then it is anticipated that they will be hired and sworn-in in the near future. Eight more candidates have progressed onto polygraphs and backgrounds.
- The Public Safety Dispatch Hiring Process continued in August. Background investigations are being completed on three new candidates.
- The Police Department received an equipment grant for \$3,000 from the Department of Transportation. An enclosed 12' trailer will be purchased for the storage of equipment needed at DUI checkpoint sites.

- Patrol Calls for August are as follows:

ALARMBURG	120	F/VEH	2	NOISE	23
ALARMHOLD	9	FINGERPRINT	32	OPENDOOR/WIN	8
ANIMAL	32	FIREWORKS	1	PARKINGVIOL	11
ASSAULTIP	2	FOLLOWUP	103	PISTOLPERMTEMP	14
ASSAULTREP	4	GUN	4	PROPFOUND	13
ASSIST	35	HARASSMENT	19	PROPLOST	3
BADCHECKNSF	3	HAZARD	39	RECOVEREDMV	1
BREACHIP	3	INDECENTEXP	1	ROBBERYIP	2
BREACHREP	2	INTOXICATED	14	ROBBERYREP	1
BURGREP	7	JUVCOMP	18	SERVSUBPOEN	1
CARSEAT	2	K9	4	SERVWARRANT	33
CHECK	92	LAND/TENANT	2	SHOTS	4
CLEARLOT	30	LARCFROMMV	8	SPECDETAIL	78
COURT	24	LARCIP	13	STOLENMV	7
CRIMMISREP	21	LARCREP	44	SUDDENDEATH	1
CSO	1	LOCATION	296	SUICIDEATT	1
CUSTOMERIP	10	LOCKOUTMV	1	SUSPICIOUSIP	128
CUSTOMERREP	1	LOCKOUTRESID	1	SUSPICIOUSREP	48
DOG	50	LOCSCHOOL	3	TESTMVAINJ	1
DOMESTICIP	29	LTA	2	THREATIP	1
DOMESTICREP	13	M	194	THREATREP	3
DRUG	6	MISSING	8	TOW	19
DUI	6	MVABAND	3	TOWNORD	3
EDP	2	MVAEVADING	9	TRAFFIC STOP	986
ESCORT	41	MVAINJURY	11	TRESPASSIP	7
F/ALARM	36	MVAPROP	86	TRESPASSREP	5
F/OTHER	10	MVASSIST	72	TOTAL FOR NPD	2,972
F/RESCUE	1	MVCOMPLAINT	43		
F/STRUC	13	NEIGHBOR	14		

Patrol Investigations

- Investigations and calls by Patrol Officers in July included:
 - Patrol officers responded to a reported armed robbery at the 7-11 store on New Britain Avenue. The store clerk reported that two Hispanic males, one armed with a handgun and one armed with a knife, entered the store demanding the cash from the register. According to the clerk, the suspect with the handgun confronted him by climbing over the counter while the suspect with the knife came up behind him and held the weapon to his throat. The clerk was then released so he could open the register and the suspects subsequently fled the location with an undisclosed amount of cash and cigarettes. The store clerk was not injured during the incident. At this point, it is believed that the suspects fled in an older dark colored sedan. This case is currently under investigation.
 - An officer made a motor vehicle stop for a traffic violation that occurred on East Cedar Street. Upon making contact with the operator, the officer learned that the registration for the vehicle had expired and that her driver's license was suspended. The officer informed the operator that her vehicle was going to be towed because her license was suspended and the vehicle was unregistered. The operator was the only person in the vehicle and its current position in the roadway posed a hazard to traffic. When informed that her vehicle would be towed, she became aggressive and emotional. She began to gather some personal belongings from inside the car. During that process, she grabbed a pair of needle-nose pliers from inside the car and attempted to stab another patrol officer who had arrived on the scene as back up. The officer was able to

react quickly and disarm her. She was then taken into custody. During this process the officer sustained a minor injury to his forearm from the needle-nose pliers. Once in custody, she attempted to bite the arresting officer but was unsuccessful in doing so. She was transported to Police Headquarters and charged with Interfering with a Police Officer, Assault on a Police Officer, Criminal Attempt to Commit Assault on a Police Officer, and several motor vehicle charges.

- Patrol officers responded to Wal Mart for a report of a shoplifting in progress. While officers responded to the call, dispatchers received additional information that the suspect had just pulled out a handgun and threatened the Wal Mart security officer. It was reported that after brandishing the handgun, the suspect ran from the store and fled the property in a green Chevy Blazer. While responding to the call, a patrol officer observed a vehicle fitting that description entering the parking lot of Lowe's Home Improvement. Several officers responded to that location where the suspect vehicle was stopped. The operator of that vehicle was subsequently determined to be the suspect in this case and was taken into custody. The firearm used in this incident was discovered in an area of grass near the location where the suspect vehicle was stopped. The suspect was transported to Newington Police Headquarters where he was charged with Robbery 1st Degree, Larceny 5th Degree, Criminal Possession of a Firearm, Carrying a Firearm without a Permit, and several motor vehicle charges.
- In August, Detective Division personnel:
 - Handled 78 investigations, 58 remain ongoing and 20 were closed by investigative methods.
 - Served 30 arrest warrants, 27 by Patrol Officers and 3 by Detective Division personnel
 - Detectives are investigating an armed robbery that occurred at the 7-11 Store on New Britain Avenue. Two males were involved. One was armed with a handgun and the other with a knife. They fled the store with a quantity of cash. No one was injured during the robbery.
 - Detectives made five (5) arrests for Sale and/or Possession of Marijuana and also seized various quantities of Marijuana and cash. Detectives additionally assisted the DEA with an investigation resulting in the seizure of drugs, cash, and three (3) vehicles.
 - Detectives have conducted background investigations on fifteen (15) applicants for the positions of Police Officer and Public Safety Dispatcher.
- In August, the Community Service Officer (CSO):
 - Participated in Rapid Response Day for Parks and Recreation kids. Worked in conjunction with Farmington Police and their Search and Rescue, displaying 3 different types of K9 dogs, along with a full display of our emergency response vehicles. Also attended and participated in Parks and Recreation's end of the season Field Day.
 - Attended the Channel 3 Kids Camp on behalf of the Connecticut Police Chiefs Association. Officers' Deane and Cipolla were on hand to establish relationships with children that have been removed from their homes by DCF, and have not had positive police interaction.
 - Worked with the Board of Directors and residents on an ongoing neighbor dispute at Glen Oaks. Complaints that were coming in regularly have ceased and it appears this situation has been resolved for the time being.
 - Attended a Bullying seminar at Wethersfield Police Department.
 - Represented the police department at Red, White, and Blue Night at Rock Cats Stadium. This includes participating in a parade of local town's emergency vehicles.
 - Implemented changes to the curriculum for this years STEP UP classes, a four week program designed for 5th grade students.

Type of Crime	<u>July 2012</u>		<u>July 2011</u>	
	Preliminary # of Offenses	Value of Theft	# of Offenses	Value of Theft
Murder	0	0	0	0
Forcible Rape	2	0	0	0
Robbery	1	\$3,988	1	\$953
Assault	9	0	10	0
Burglary	11	\$5,776	8	\$13,465
Larceny Theft	61	\$26,766	74	\$29,037
Auto Theft	3	\$11,650	3	\$32,725
Totals	87	\$48,180	96	\$76,180

- In July 2012 the police department arrested 67 adults: 12 for assaults, 1 for forgery and fraud, 9 for narcotic violations, 2 for offenses against family & children, 19 for larceny, 3 for DUI, 1 for disorderly conduct, and 20 for other miscellaneous offenses. The department also arrested or referred 5 persons under the age of 18 for criminal acts: 1 for assaults, 1 for stolen property possession, 2 for narcotic violations, and 1 for disorderly conduct.

Police Department Overtime

- Comparison
 - OT July \$ 61,469 (1.5 pay periods)
 - OT August \$ 66,672
 - Total increase \$ 5,203
- There was one patrol vacancy and one Lieutenant vacancy in August. Two Patrol officers were also on light duty and one officer out on active duty with the military.
- Administration overtime of \$743 is an increase of \$358 for various drug investigations.
- Patrol overtime of \$46,394 is a decrease of \$65. Overtime included coverage for 1 vacant shift due to retirement, and 3 officers on various leaves.
- Detective Division Overtime of \$4,363 is an increase of \$3,413. Overtime included a burglary and robbery investigations and drug investigations.
- Communications overtime of \$14,929 is an increase of \$4167. Overtime costs include coverage for a dispatcher vacancy and vacation coverage's.
- Education overtime of \$1584 is an increase of \$278 for training classes.
- Support Services overtime of \$1,741 is a decrease of \$3,089. There was an adjustment to this account for overtime that was charged to the wrong account.
- ACO overtime of \$400 is an increase of \$241. Overtime was for 3 call outs.

FIRE DEPARTMENT

	July 2012	12 Month Total
Residential	6	287
Commercial, Industrial, Office	2	63
Hospital, School	1	12
Vehicle	4	29
Rescue, Police Assistance	4	29
Dumpster, Rubbish, Grass, Brush, Leaves	5	42
Hazardous Materials/Clean up	6	53
Investigative Alarm	33	277
False Alarm	11	11
Mutual Aid/Standby	3	39
Carbon Monoxide Investigation	6	90
Water Related Incidents/Pump-Outs	3	48
Total	84	980

Training Summary

Multi-Company Training	Water Supply-Co. #2 & #4	34 hours
	Water Supply-Co. #1 & #3	82 hours
Officer Training	Communications	52 hours
Driver Training	Cone Course	17 hours
	Road Time	15 hours
	Pre-Trip	6 hours
	Driver Requalification-Eng. #4	21 hours
Truck Company Operations		56 hours

Company Training	High Rise Operations	18 hours
Total		301 hours

FIRE MARSHAL

- The Fire Marshal’s Office completed the following activities during the month of August, 2012.

INSPECTIONS	22
INSPECTION FOLLOW-UPS	21
PLAN REVIEW	12
JOB SITE INSPECTIONS	2
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	1
COMPLAINTS	7
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	4

Incidents:

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

Fire Marshals Activities:

- Responded to 41 fire calls during the month.
- Conducted fire safety in-service training for the staff at Middlewoods of Newington on Main Street.
- Attended a meeting at Town Hall to review the new Blight Ordinance and establish department coordination and enforcement policies.
- Attended a meeting with town staff and the Chairperson for the Waterfall Festival to review site set up and emergency action plans for the annual event on Market Square.
- Attended a meeting with town staff to continue planning for a unified response team to deal with residential hoarding issues.
- Attended a meeting with representatives from BL Companies to review revised plans for a residential development off Russell Road.
- Attended the monthly staff meeting at Town Hall.

School Inspections:

- All schools were inspected prior to opening. All facilities were found to be within reasonable compliance with the Connecticut Fire Safety Code.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Met with residents to discuss various issues and concerns
- Continued with construction project coordination
- Attended AFSCME contract negotiation meetings
- Attended pre-construction meeting with CT State DOT regarding paving of New Britain Avenue

Roadway Maintenance

- Continued with Town wide pot hole patching
- Repaired and cleaned storm water catch basins Town wide
- Continued with Town wide litter and graffiti control
- Crews assisted outside contractor in installing driveway apron on Lyondale Road
- Assisted Traffic Division with line stripping

- Installed drainage pipe on Brook St.
- Crews prepared base for storage shed paving at High School
- Crews reconstructed the basketball court at Martin Kellogg
- Began construction for the drainage/parking lot project at Clem Lemire
- Continued with roadside trimming of vegetation

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Registrar of Voters in relocating voting boxes
- Assisted Police Department installing speed boxes
- Continued with line painting and stripping
- Mark out and stripe Co # 1 Firehouse, and Senior Center
- Repainted fire lanes and installed new signage at schools

Fleet Maintenance

- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

Sanitation/Recycling/Landfill

- Scheduled 926 residential bulk items for collection
- Scheduled 83 condominium bulk items for collection
- Scheduled 20 condo/residential scrap metal items for collection
- 746 tons of cumulative Municipal Solid Waste were collected for the month of July 2012
- 232 tons of cumulative recyclables were collected for the month of July 2012
- 155 mattresses collected for the month of July 2012
- Issued 43 permanent landfill permits and 17 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

- Approved Special Exception for Restaurant at 2551 Berlin Turnpike.
- Approved Sec. 8-24 for Grading Rights at 690 Cedar Street (National Welding).
- Amended Zoning Regulations for Auto-Related Uses in the B-BT and PD Zones.
- Approved Site Plan at 2909 Berlin Turnpike ("Bonefish Grill").
- Approved One-lot residential Re-Subdivision at 181 Robbins Avenue.
- Approved Site Plan at 2125 Main Street (Middlewoods of Newington).
- Approved Site Plan for Tent Sale at 2547 Berlin Turnpike.

Busway ("CTfastrak"):

- August 2: drafted "memorandum of understanding" between Town and DOT re bus station street.

National Welding Site:

- Assisted Economic Development Director with preparing the RFP.

Approved, Pending, and Future TPZ Applications

- Met with TPZ Chairman re draft TPZ agenda.
- Met with applicant for proposed church on Maple Hill Avenue.
- Prepared COA for Chipotle/Starbucks.
- Prepared COA for new restaurant on Berlin Turnpike.
- Met with applicant for proposed "ham" radio antenna on Beacon Court.
- Met with consulting engineer for proposed medical practice.
- Met with TPZ Chairman re draft TPZ agenda.
- Met with homeowner to discuss possible in-law apartment.
- Met with Town Engineer to discuss drainage at proposed Farmington Bank site.
- Met with local business owner to discuss re-development of his site.

Miscellaneous:

- Prepared agenda and support material for August 8 TPZ meeting.
- Discussed new PCS tower on Cedar Street with carrier consultant.

- Wrote second letter to DOT re flooding at Stamm Road.
- Processed payment requisition to L. Wagner Associates.
- Met with staff to discuss electrical service at Market Square.
- Submitted STEAP payment requisition for Town Center Phase IV.
- Inspected new streets at “Woodlands” for road acceptance.
- Participated in “Blight Committee” meeting.
- Participated in staff meeting with “Waterfall Festival” applicant.
- Prepared agenda and support material for August 22 TPZ meeting.
- Discussed possible road abandonment with abutting property owner.
- Went to H.O. Penn to explain new auto-related zoning regulations.
- Inspected three possible blighted properties.
- Re-inspected the possible blighted properties.
- Participated in Town Manager staff meeting.
- Participated in “Blight Committee” meeting.
- Obtained list of major employers in Newington for prospective business.
- Prepared memo to Town Manager re State surplus land on Robbins Avenue.
- Prepared agenda and support material for September 5 EDC meeting.
- Met with Town Attorney to discuss pending litigation.
- Analyzed Newington portion of draft “Locational Map” of State Plan of Conservation and Development.
- Returned approximately 38 phone calls from citizens and applicants seeking information.

TOWN ENGINEER

- During the month of August there were 18 excavation permits issued as follows:
 - 9 Driveways
 - 4 Gas Service
 - 2 Water Main
 - 1 Stormwater Catch Basin
 - 1 Sanitary Sewer Main
 - 1 Sewer Repair and new manhole
- Engineering staff assisted multiple applicants in the preparation of Inland Wetland applications. The Town Planner participated in and assisted with the presentation of all applications, old business items, etc. for the monthly Inland Wetlands meeting.
- Engineering staff continued to provide field survey work for continuing projects Clem Lemire Field parking lot, Kellogg Middle School and Firehouse #2 - Richard Street.
- Engineering staff commenced field survey work at Great Oak Lane in preparation of reconstruction design.
- Engineering staff continued to provide administrative review and coordination of concrete installation throughout town.
- Engineering continued to provide comprehensive drainage and plan reviews for Farmington Bank and Victory Gardens (Veterans Drive).
- A preliminary review has begun for the Town of Newington landfill closure permit provided by Loureiro Consulting Engineers.
- The Town Engineer and Planner inspected Barkledge and Sterling Drives in preparation of final street acceptances.
- The Town Engineer continues to monitor and provide administrative support to the Market Square and Mill Street Extension projects. These responsibilities include, but are not limited to: liaison between consultant, contractor, Town, verification of quantities, change orders, payments and all correspondence related there to.
- Engineering staff met with a number of residents to discuss wetlands and future wetland application.
- Engineering provides support to Public Works for inquiries as they pertain to drainage (easements), street line, record (plot) plans, etc. Additionally, some inquiries have resulted in field reconnaissance and survey as needed.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.

BUILDING DEPARTMENT

Permits issued in August for the Town of Newington were:

- Tenant fit-up for a new Starbucks Coffee at 3575 Berlin Turnpike.
- Foundation for Bassett Furniture at 3583 Berlin Turnpike.
- Newington High School, 605 Willard Ave., six gallon propane fuel tank & hook-up to approved gas line.
- Nine building permits for new housing for Veterans. One of the buildings will be a community house. They will be located at Victory way.
- One Certificate of Occupancy issued for the Bliss Nails & Spa at 2195 Berlin Turnpike.

Building Department activity for the month of August was as follows: The Inspectors completed a total of 178 Inspections. They were: Air Condition (7), Alteration (2), Apartment (2), Boiler (4), Chimney (1), CO (3), Decks (12), Electrical (18), Final (41), Footing (13), Foundation (1), Framing (1), Gas Line (16), Hood (1), Incident Report (2), Insulation (4), Mechanical (2), Pools (10), Rough (24), Siding (2), Site Visit (8), Slab (2), Work without permits (2).

The total number of Building/Renovation Permits issued for the month of August was **142** producing a total permit value of **\$8,872,279.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	23	806,472.00
DECK	5	13,780.00
DEMOLITION	1	5,000.00
ELECTRICAL	30	102,086.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	1	38,560.00
FUEL TANK	1	400.00
GARAGE / SHED	3	26,195.00
MECHANICAL	29	318,818.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	9	7,281,723.00
PLUMBING	15	20,600.00
POOL	0	0.00
ROOFING / SIDING	20	253,409.00
SIGN	4	3,350.00
TENT	1	1,886.00
TRAILER	0	0.00
TOTAL	142	\$ 8,872,279.00

The total Building income fees received in the month of August was **\$99,433.50**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$960.00, Environmental \$480.00, Conservation \$1150.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$73.00, Driveway / Excavation \$1050.00, Engineering copies \$134.50 The other total income is \$3922.50.

Below is a comparison of the Permit Values for August 2012 and August 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for August:	\$8,872,279.00	\$1,654,042.00
Fees for Permits issued for August	\$99,435.50	\$7,228.00
Other income Fees for August	\$3922.00	\$2402.50
Building Permits Issued for August:	142	117

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$11,098,519.00	\$116,659.50	\$2,671,784.00	\$20,826.00

HUMAN SERVICES

- The Food Bank assisted 157 households, with 746 bags of groceries distributed. The Clothing Closet assisted 26 households, with 31 bags of clothing distributed.
- The Outdoor Market served 158 households on two days this month.
- The Special Needs Fund assisted 12 households with medical, utility and other housing related bills. 6 were for senior residents.
- The Social Casework Program had an active caseload of 101 with 38 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 14 with 2 inactive cases. Contractors provided 39 clinical therapy sessions and made 23 contacts with families and other agencies. Summer noticeably sees a drop with the close of schools and vacations.
- Summer funding from Operation Fuel served 3 households in August.
- Summer Youth adventure programs were full, with cooperative weather. We were pleased to see a significant 30% increase in attendees compared to summer 2011. 131 youth participated during the month.
- There was no ROPE during the summer. It will resume in September.
- Our second year of the Adventure Bound Challenge program planning is set up and advertised for the 2012-2013 school year for 8th grade students. The program is designed as transition enhancing activities as students prepare for the move to high school.
- The Challenge Course had the busiest August in its history with 171 participants. Rik Huggard has grown and expanded the course and its use over the years. Colleges and Universities, as well as other schools and private groups, also use the challenge course in addition to Newington groups. Team building for scouting troops, sports teams, and town departments, are some examples of groups that benefit from its use.
- 20 high school students volunteered by mentoring youth in the Summer Youth Adventure Program this month. They serve as chaperones and positive role models. Most are former participants of our youth programs.
- Fall SCORE brochures were distributed to the schools for the opening week.
- 3 people provided community service hours, totaling 40 hours.
- The reposting for the Clinical Services Coordinator position closed August 31st. Interviews have been scheduled for the first week of September.
- Staff has participated in numerous trainings and collaborative roundtable meetings to enhance how we identify, approach and meet community needs.
- We are continuing to look at ways to enhance our emergency response capacity and are presently pursuing a grant, along with disaster preparation materials/information dissemination.
- Pam Wassik attended CHOICES training, enhancing our response to Medicare questions.
- The Back-to-School backpack and school supply distribution was very successful. More than 100 families received backpacks and school supplies.
- Social Worker Pam Wassik and Coordinator Carol LaBrecque continued preparations for the annual Holiday Food & Gift program.

- Additional farmer’s market coupons were distributed to eligible households this month.
- The annual donation letters were mailed out to the community businesses, civic groups, schools, Houses of Worship and prior individual donors. This annual appeal plays a critical role in support of our Holiday programs, food bank and Special Needs Fund.
- August 2012 Statistics

	FY 12-13 Undp. Total This Month	FY 11-12 Undp. Total Last Month	FY 12-13 Cum. Undp. Total YTD	FY 11-12 Cum. Undp. Total YTD
Selected Programs				
Youth and Family Counseling	14	19	33	52
Positive Youth Development	131	567	698	618
Information and Referral	149	129	278	1083
Social Casework Cases				
Under 55 = 41				
Over 55 = 44	101	85	186	117
Food Bank Households	157	127	284	306
Special Needs	12	3	15	28

SENIOR AND DISABLED CENTER

- The main event at the Center this month was the Annual Ice Cream Social provided by Newington Health Care Center. More than 100 participants enjoyed a sundae (or two) with all the fixings.
- Center Director Dianne Stone, along with Human Services Director Karen Futoma and Coordinator Carol LaBrequé met with representatives from Independence Unlimited (the region’s Center for Independent Living) and CCCI, Inc. (a Not for Profit Care Management Agency that administers the State Long Term Care Program for Elders) to discuss an opportunity for emergency planning for people with functional and access needs. The two agencies are collaborating on a grant application to the Council for Developmental Disabilities to establish emergency preparedness program in an urban, suburban and rural community and would like to work with Newington.
- Volunteer Rose Bolton taught a new technique at the Greeting Card Class held Monday, Aug. 13. This program continues to attract new participants.
- August 24th, an auditorium full of people enjoyed a presentation of The Iron Lady on the big screen complete with popcorn!
- Anne Rolfe, Director of Rehab Services at Newington Health Care Center presented program on joint care to 34 participants.
- Massage services, introduced in June, has proven to be extremely popular and additional appointment slots have been added to meet demand.
- A representative from CPI, the company that provides the Center’s newsletter each month, provided training to Center staff and IT staff Scott Hoagland to allow the Center to do all formatting in-house.
- Planning for fall events, including the Annual Expo, was in full swing.
- The Center currently has 1,924 paid members with an additional 609 residents registered for Dial-A-Ride.
- The Center instituted a new option for fitness room users, Membership +Fitness, with a separate fee for use of that facility. More than 120 participants have enrolled. The funds raised in that program will be used to enhance fitness experiences.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3,083 by 529 people. Actual attendance is higher as many participants still do not sign in. Also, this does not reflect the people who come to the Center for appointments, Parks and Recreation programs and drop in activities.
- Dial-a-Ride provided 1,466 trips covering 4,062 miles during regular hours.

- Center staffing was complemented by 866 hours of unpaid service in 299 instances by 55 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with Facilities Manager on proposed Town Hall/Community Center plans.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with staff and union representatives regarding various personal issues.
- Superintendent attended a meeting concerning the proposed AFSCME union contract.
- Superintendent met with the members of the Public Works Committee.
- Superintendent met with various Department Heads regarding the Blighted Premises Code.
- Superintendent met with Board of Education, Chief Finance and Operation Officer on various issues.
- Superintendent met with Department Heads and the Coordinator of the Waterfall Festival.

Recreation Division

- The Fall Program Guide was distributed to Newington residents as an insert in the August issue of the Newington Life.
- Hundreds of season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Monday, August 13th.
- The Annual Dog Days of Summer Dog Swim was held on Tuesday, August 14th from 6:00 – 7:30 p.m. at Mill Pond Pool. More than 20 dogs attended, accompanied by many owners and family members. Newington resident Kerry Lurate, owner of Woof n' Wheels Mobile Canine Confections, also participated by selling her homemade dog treats at the dog swim.
- Churchill Pool closed on Monday, August 20th.
- Free Summer Fun Runs were held on Wednesdays, August 1st, 8th and 15th. Approximately 110 unique participants enjoyed this free series of 5K and 2k walk/runs.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. 44 tickets to Lake Compounce were sold, and 33 tickets to Six Flags were sold.
- Registration has been ongoing for Creative Playtime Preschool Program. The first day of classes for the 2012-2013 school year will be Wednesday, September 5th.
- Men's and Women's Softball leagues ended in late August—the Women's League had 4 teams (1 division) and the Men's League had 17 teams (2 divisions).
- The second season of adult coed kickball ended in August – The league had a great season filling 5 full teams.
- Approximately 400 children in Kindergarten through grade 7 attended the Summer Playground Program each week. The 7-week program ended on August 10th.
- Representatives from fall and winter Youth sports' leagues that fall under the Parks & Recreation umbrella met to discuss field and facility requests, including use of the synthetic turf field.
- Program Coordinator met with the Teen Center Director to establish dates for the 2012-2013 school year, 7th/8th grade dances, as well as began the process of planning Friday night Teen Center events.
- Annual training for our preschool staff was held on Tuesday, August 28th.

Parks and Grounds

- Ben Breitzkreutz GKIII has spent most of the month restoring the Churchill Park Tennis Courts. Filling cracks and applying new colored surface material.
- Department members filled ruts at Martin Kellogg Soccer Field created by vandals.
- Crew members painted over graffiti at Clem Lemire Skate Park.
- Little Brook Park playscape had 100 yards of playground chips installed.
- Crew members mulched the islands in the Municipal Parking Lot.
- Recreational swimming ended at Mill Pond August 13th and at Churchill Park on August 20th.
- Trimming and pruning of the schools was completed prior to the start of the school year.
- Preparation for fall sports has begun this month. Field painting has also begun townwide.
- There were six interments in Town Cemeteries this month.
- Division personnel were offline a total of 58 days this month.

LIBRARY

- Personnel: 78 people applied for the part time reference and reference substitute positions. Testing was held the week of 8/20 and interviews will be held in September.
- Alyssa Bussard and Amanda Anderson, Circulation Substitutes, resigned as of Aug. 31st for other FT jobs. Joe MacNeill, a Page, left for college, as did seasonal employees Jennifer Hebert and Amanda Bollacker. Emily Brown, Page, has resigned as of Sept. 1st for a full time position. Two new Pages were hired: Talia Maselli and Karina Kujawa.
- 17 new teachers attended *New Teacher Orientation at the Library* on Aug. 23rd. Pat Pierce, Diane Durette, Bailey Ortiz and Karen Benner gave presentations on services available for teachers and their students, plus a short library tour.
- The Adult Summer Reading Grand Finale was a big hit with 105 readers attending! The crowd loved the homemade cookies and grand prize drawings. An all-time high of 770 readers participated in the program, an 18% increase from the previous year. The number of books read was 6,281, up 20% from last summer. Lisa Masten administered the program with the help of our summer intern, Jennifer Hebert.
- The children's summer reading program had 1,149 children signed up as of Aug. 31st. 141 teens signed up for their summer reading program and they read 797 books.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting.
- Technology: We are now offering Blu-ray DVDs to our patrons. Lisa Masten and Shirlee-Ann Kober are webmasters for the library's website, they maintain the digital sign in the foyer that displays library programs and events, and they send out e-mail blasts with announcements to 423 people who have signed up. Lynn Caley had A&A Office come in to train staff on use of the fax and scanning features on the new copiers, then trained other staff as needed. Neil David, Network Administrator for the Town IT Department, resigned as of Aug. 31st for a new position. He did a lot to move the library forward with technology and will be greatly missed by our staff.
- Adult programs included Bob Larsson's 1950's classic movies series on Monday nights, Popular Songs with voice artist Joni Lambert, a *Born to Soar* talk by author Welles Brandriff on the Women's Air Service Pilots Corps, a Thursday evening book discussion and the *Online Genealogy: Ancestry.com, HeritageQuest and Familysearch.com* training workshop. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to homebound patrons. In addition to story times, children's activities this month included programs sponsored by the Friends of the Library: *Read, Rattle & Roll, Cookbook Clubs, Play with Us, Lunch Bunch, Afternoon Heat and Construction Club*. The Kellogg Environmental Center did a *Flashes of Light* program about fireflies for preschoolers, and the ice skating party at Newington Arena on Aug. 23rd left everyone with cake and red noses!
- Michelle Royer attended a workshop on the social networking site, Pinterest.
- Teen programs included a *Hunger Games* movie, a *T-Shirt Craft Night*, a *Teen Gaming Night* and a *Clay & Glitter Jewelry Program*. The Teen Advisory Board met and the Teen Volunteer Network had a pizza party as thanks for all their assistance. Teen volunteers helped out with summer programs and events for 112 hours this month.
- Donna Miller attended a town department heads meeting, an AFSCME Union meeting, a meeting with the Town Manager to go over the library's goals for the coming year, and a training session on online genealogy databases.
- Donna held 2 monthly staff meetings, 2 library department heads meetings and individual meetings with department heads and other staff. She also attended a book selection meeting and served on an interview panel for a West Hartford Public Library position.
- Donna gave library tours and orientations to Town Council member, Beth Del Buono, and Nancy Civic from the Dutch Point Credit Union.
- Building: The skylight continues to leak into the Children's Room and by the adult reference area, and we are looking forward to getting it repaired. No word yet from the Town Facilities department on when the project will begin. A drain plug for the HVAC unit in the 2nd floor mechanical room backed up and overflowed water, leaking down through the ceiling into the magazine room below. Facilities took care of the leak, but now the ceiling is stained and needs repainting. We are also experiencing some strong musty odors up in the hallway upstairs and wonder if all these leaks are now causing a mold problem.
- We have had some problems with the night time cleaning crew: water and lights left on all night, dispensers not filled, interior glass not cleaned, and more. Lynn and Bob Korpak have been working with Rob White from CW Resources to resolve the issues.

- Security issues: Bob Korpak is working with IT on planning for security camera installation at the library due to recent thefts. They feel there are 4 critical spots (front entrance, staff entrance, lobby and circulation desk), and 3 secondary areas (back staircase to the basement, reference desk and the children's reference desk).

MONTHLY STATISTICAL REPORT, LIBRARY, AUGUST 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	23,473	25,174	-1,701	-6.76%
CHILDREN	12,966	13,526	-560	-4.14%
YOUNG ADULT	2,020	1,919	101	5.26%
DVD'S	9,025	9,483	-458	-4.83%
DOWNLOADABLE BOOKS	436	244	192	78.69%
E-READERS	18	9	9	
MUSEUM PASSES	156	165	-9	-5.45%
TOTAL CIRCULATION	38,459	40,619	-2,160	-5.32%
CUMULATIVE CIRCULATION YTD	39,904	39,842	62	0.16%
DAYS OPEN/MONTH	27	27	0	0.00%
AVERAGE DAILY CIRCULATION	1,424	1,504	-80	-5.32%
PATRON COUNT	22,890	29,157	-6,267	-21.49%
AVG. PATRON COUNT PER DAY	848	1,080	-232	-21.49%
SELF CHECKOUT CIRCULATION	848	1,080	-232	-21.48%
TOTAL # CARDHOLDERS	12,349	12,566	-217	-1.73%
SUNDAY CIRCULATION	0	0	0	0
SUNDAY PATRON COUNT	0	0	0	0
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,835	6,352	-517	-8.14%
TOTAL COMPUTER USE*	5,304	3,176	2,128	67.00%
TOTAL DATABASE SEARCHES	162,363	32,753	129,610	395.72%
WEBSITE VISITS^	9,559	8,698	861	9.90%
INTERLIBRARY LOAN--LOANS	958	938	20	2.13%
INTERLIBRARY LOAN--BORROWS	816	783	33	4.21%
PROGRAMS CHILDRENS	34	38	-4	-10.53%
PROGRAMS CHILDRENS ATTENDANCE	948	997	-49	-4.91%
PROGRAMS TEEN	6	3	3	100.00%
PROGRAMS TEEN ATTENDANCE	89	37	52	140.54%
PROGRAMS ADULT	7	6	1	16.67%
PROGRAMS ADULT ATTENDANCE	365	251	114	45.42%
NOTARY TRANSACTIONS	7	11	-4	-36.36%
VOLUNTEER HOURS	126	99	27	27.27%
MEETING ROOM USAGE-OUTSIDE GROUPS	12	8	4	50.00%
MEETING ROOM USAGE-LIB. PROGRAMS	52	47	5	10.64%
STUDY ROOM USAGE	221.5	220.0	1.5	0.68%
TOTAL LIBRARY HOLDINGS (ITEMS)	170,817	165,355	5,462	3.30%

^The 2012 figure is not right SAK is investigating

*2012 figures include all computer use due to CASSIE upgrade