



# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

John Salomone  
Town Manager

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: August 20, 2010  
Re: Monthly Report – July 2010

#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended the Mid-State Collaborative meeting as well as meetings with CRRA and CRCOG.
- The AFSCME union contract was approved by the Town Council on July 13, 2010. Mr. Salomone continued with the IBPO union contract negotiation process
- Mr. Salomone attended several project meetings and several team meetings regarding various issues such as the blight ordinance project.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with Library Board of Directors President Eric Rothauer to begin the process of hiring a permanent Library Director.
- Department head performance evaluations and goal-setting sessions commenced in July.
- Mr. Salomone met with residents to address various issues and concerns as needed.

Paid overtime during the month of July 2010 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 2009-10 overtime expended amounts in the following chart.

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	24.1	\$ 1044.20
Weekend Standby and Call-In	16.0	605.52
Road Maintenance	39.4	1,605.76
Traffic Division	8.0	416.00
Total	87.5	\$ 3,671.48
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Pool	72.5	\$ 3,408.14
Herbicide	96.0	4,096.36
Cemetery	10.0	510.61
Weekend Duty	29.0	1,286.48
Extravaganza	<u>166</u>	<u>7,056.36</u>
Total	373.5	\$ 16,357.95

<b>POLICE DEPARTMENT</b>	<b>2010-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>	<b>2009-10 Budget Overtime Appr.</b>	<b>Overtime Expended 09-10 YTD</b>
Administration	\$ 6,461.00	\$ -	\$ 3,976.00	\$ 662.60
Patrol	554,004.00	44,542.93	580,294.00	31,794.38
Investigation	74,110.00	1,708.38	76,691.00	4,183.80
Communication	111,426.00	10,912.81	112,132.00	6,938.20
Education/Training	103,603.00	-	103,603.00	1,929.87
Support Services	37,985.00	524.12	39,071.00	1,995.77
Animal Control	12,144.00	850.13	12,144.00	816.45
Total	\$ 899,733.00	\$ 58,538.37	\$ 927,911.00	\$ 48,321.07
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	28,109.00	\$ 2,078.81	\$ 28,109.00	\$ 2,837.18
Snow and Ice Control	132,349.00	-	132,349.00	-
Traffic	8,345.00	285.48	8,345.00	998.89
Vehicles and Equipment	28,185.00	893.55	28,185.00	1,138.94
Leaf Collection	54,997.00	-	54,997.00	0
Total	\$ 251,985.00	\$ 3,257.84	\$ 251,985.00	\$ 4,975.01
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 130,547.00	\$ 15,775.49	\$ 130,547.00	\$ 20,389.67
Cemeteries	14,893.00	350.00	14,893.00	441.61
Total	\$ 145,440.00	\$ 16,125.49	\$ 145,440.00	\$ 20,831.28

\*Reflects intradepartment transfer.

#### Police Department Overtime

- Comparison - June to July 2010
  - OT June: \$100,835 - 3 paychecks
  - OT July: \$ 58,536 - 2 paychecks
  - Total decrease \$ 42,289
- In July, the overall overtime was down from the previous month. Overtime in June included 45 days of overtime and July included 28 days of overtime. The change in days of overtime is based on all of June overtime being charged to the 2009-10 budget.
- One Lieutenant's position, one Community Services officer position, and one Public Safety Dispatcher position were vacant in July. The dispatcher vacancy created 14 shifts of overtime in July at a cost of \$4,917.
- Training done in July did not result in any overtime charges.
- The Extravaganza cost the Police Patrol overtime budget \$ 4,862 for traffic and foot patrol. Coverage for the beer tent, security of the grounds, and carnival patrol billed out as a town job at a cost of \$4,000.

#### PERSONNEL

- A public job posting for the dispatcher position was posted with a closing date of July 9, 2010. Over 100 applications were received. The testing and hiring process will continue through July and August.
- Facilities Maintainer Josh Michalak transferred to the Board of Education. The vacant Facilities Maintainer position will be posted internally later in the summer.
- Custodian James Pierce (Senior and Disabled Center) transferred to the Board of Education. The Custodian position was eliminated at the Center effective July 1, 2010; cleaning services will be contracted in the place of a full-time Custodian.
- The interview and testing process continued for the part-time Library Technician/Circulation position.
- Preliminary meetings to strategize the Library Director hiring process were held with the Town Manager and Library Board of Director President.
- An internal union posting for a Groundskeeper III was posted on July 23 with a closing date of August 4, 2010.

#### PURCHASING

- No bids or RFPs were advertised in July.
- Various pieces of equipment and heavy machinery located in the former National Welding Building were advertised for sale on July 16, 2010 with a closing date of August 3.

## **RISK MANAGEMENT**

### **2009-10 Blue Cross/Blue Shield Plan Year**

- The 2009-10 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for the 2009-10 plan year were estimated at \$2,228,724 for the Town and \$7,597,488 for the Board of Education. The total paid claims for the 2009-10 plan year were \$2,047,935 for the Town and \$7,054,299 for the Board of Education.
- Based on the unaudited paid claims total, the plan year ended with an estimated surplus of \$180,789 for the Town and \$543,189 for the Board of Education for a total estimated surplus of \$723,978. The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2009-10 Settlement Report.

### **Cumulative Claims through June 2010**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	2,228,724	7,597,488	<b>9,826,212</b>
Actual Claims	2,047,935	7,054,299	<b>9,102,234</b>

## **FACILITIES MANAGEMENT**

- Regular service of Library heating equipment was completed in July
- The facilities group completed 23 formal work orders during the month of July at the various Town Buildings.
- Construction bids for the Library HVAC System upgrades were received during July and were higher than the grant award. The project is being reviewed for cost saving areas and the scope will be reduced to stay within the grant award.
- Ongoing roof repairs over the Town Hall gymnasium continue on a monthly basis due to the failure of the roofing system
- Exterior painting of the Parks garage began in July and will continue, weather permitting through August.
- Cleaning contracts were reviewed and an award made in July with the new contractor scheduled to begin services August 2<sup>nd</sup>.
- Design work has begun on a partial replacement of the cooling system for the Senior and Disabled Center with a late summer, early autumn installation. Work also began on preliminary designs for the installation of a portico at the bus loading area of the building.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 30 requests for service via the Internet, blocked 29,347 unsolicited SPAM email messages from being delivered, blocked 1,161 virus/ Trojans, blocked 24 spyware infections and 34,423 intrusion detections from impacting the Town's network infrastructure.
- Completed 205 formal work orders.
- The Town's website had approximately 35,443 visits during the month, 92,023 page views with an average of 2.60 pages viewed per visit. The Town Homepage, Library Homepage, Parks and Recreation Homepage and Assessor Homepage were the most frequently visited pages.
- Scott Hoagland, Application/ Network Specialist, worked with Vision Appraisal to install the new Computer Aided Mass Appraisal (CAMA) application for the Assessor's Office.
- Mr. Hoagland worked with Quality Data Systems (QDS) staff on several occasions to update the Assessor's Office and Revenue Collector's Office databases.
- The new regional online building permit system (ViewPermit) was launched.
- Upgraded the Police Department's Alarms Database application.
- Provided technical support to Police Department on Mobile Data Terminal (MDT) units and their License Plate Reader units.
- Thad Dymkowski, GIS Technician, assisted in mapping Town Information Technology (IT) network facilities for Building IT Infrastructure Management application.
- Mr. Dymkowski provided GIS Mapping support for the Assessor's Office (Cell Tower Project), Town Planner, Public Works and public data requests.
- Completed in-house development of a Crime GIS application for Police Department to allow for basic crime mapping and analysis.
- Provided Registrar of Voters with new Ballot Return Sheets. In-house work reportedly saved the town \$560.00 that would have been paid to a print shop to create the same forms.

- Installed new Video Management System to digitally record and display all Police Department surveillance cameras on large LCD monitors and appropriate computer workstations.
- Finalized digital map design of Town Hall IT assets; geographically identified by Department, asset name and location relative to network infrastructure.
- Integrated Town Hall Uninterruptable Power Supply (UPS) into network monitoring solution, allowing for alerts on power outages and possible mechanical/electrical failures.
- Completed production tests of virtual snapshot technology backing up server operating systems.

**FINANCE**

**Accounting and Administration**

- Necessary procedures were implemented on the accounting system to open the 2010-11 fiscal year processing.
- The year-end closing process for the 2009-10 fiscal year began with the staff updating fixed asset records.
- The 2009-10 year-end audit got underway with the audit team of Blum Shapiro conducting entrance interviews and risk assessment questionnaires as well as payroll, assessment, tax and accounts payable testing.
- Retroactive pay calculations for all AFSCME employees were also completed.
- Various analyses were completed on debt financing the Town's capital projects for discussion by the CIP committee at its July meeting.

No major grants received during the month. 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)  
7/31/2010

	<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	\$7,993	\$53,500,436
Special Revenue Funds	2,400	92	1,595,254
Capital Projects Funds	867	25	445,395
Internal Service Fund	11,497	512	4,892,362
Trust and Agency Funds	4,500	141	1,616,074
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$62,049,521</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
7/31/2010

	<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	0.24	0.26	1,962	2,073	\$35,129,775
CLASS PLUS	0.18	0.20	657	643	4,651,062
Bank North	0.35	0.35	6,126	6,371	22,161,220
Sovereign Bank	0.20	0.20	18	18	107,464
<b>Total Outstanding Investments</b>					<b>\$39,210,515</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- The inspection and photographs of condominiums for the 2011 revaluation continued at Apple Hill, Cobblestone, Webster Court, and Horizon Hill by CLT. Vision Appraisal loaded a test data base for training purposes. The new tax data base will be under construction for several months.

- Real estate deeds were read and entered in the existing computer assisted mass appraisal system through the middle of June.
- Adjustments for the October 1, 2009 grand list totaling \$32,392 were made to 416 motor vehicle tax bills for those taxpayers who sold or disposed of their vehicles. July is historically the busiest month of the year for these types of changes due to the fact that people have recent tax bills in their possession.

**Revenue Collector**

- The Tax Collector’s report for 2009-10 was finalized and a collection rate of 99% was achieved.
- The Tax Office staff did an excellent job in processing the 2009 Grand List tax bills amounting to \$33,951,531 in current collections and back tax collections amounted to \$28,874.
- There were 427 accounts adjusted and the changed tax bills were immediately sent to the taxpayers.

**TOWN CLERK**

- There were 409 documents filed on the land records during July.
- 52 property sales conveyed for a total value of \$9,792,450.
- State conveyance tax collected totaled \$60,437.25, and Town conveyance tax was collected in the amount of \$24,093.63.
- Property at 225 Richard Street sold for \$2.45 million from Thomas Cleveland to Robert Cleveland.
- There were five residential sales each over \$300,000.
- The office filed three survey maps, five Trade Name certificates, eight Notary Public commissions and two Liquor Permits.
- 116 certified copies of vital records were issued. Six burial permits and five cremation permits were prepared.
- The office recorded 114 mortgages, 140 releases and 22 liens.
- Absentee ballots for the August 10<sup>th</sup> Primary became available on July 20<sup>th</sup>. To date 36 ballots have been issued for the Republican Primary (100% more than the 2006 Primary), and 131 ballots have been issued for the Democratic Primary (about 50% less than in 2006).

<b>DATA SUMMARY JULY 2010</b>				
	<u>July-10</u>	<u>July-09</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	408	727	408	727
Dog Licenses Sold	251	240	251	240
Game Licenses Sold	51	103	51	103
Vital Statistics				
Marriages	28	25	28	25
Death Certificates	37	21	37	21
Birth Certificates	38	12	38	12
Total General Fund Revenue	\$ 39,958.38	\$ 56,036.65	\$ 39,958.38	\$ 56,036.65
Town Document Preservation	\$ 744.00	\$ 1,226.00	\$ 744.00	\$ 1,226.00
State Document Preservation	\$ 744.00	\$ 1,228.00	\$ 744.00	\$ 1,228.00
State Treasurer (\$26 fee)	\$ 13,392.00	\$ 22,022.00	\$ 13,392.00	\$ 22,022.00
Locip	\$ 1,116.00	\$ 1,836.00	\$ 1,116.00	\$ 1,836.00
State Game Licenses	\$ 435.00	\$ 640.00	\$ 435.00	\$ 640.00
State Dog Licenses	\$ 1,579.00	\$ 1,253.00	\$ 1,579.00	\$ 1,253.00
Dog Licenses Surcharge	\$ 566.00	\$ 462.00	\$ 566.00	\$ 462.00
Marriage Surcharge	\$ 228.00	\$ 342.00	\$ 228.00	\$ 342.00
<b>Grand Total</b>	<b>\$ 58,762.38</b>	<b>\$ 85,045.65</b>	<b>\$ 58,762.38</b>	<b>\$ 85,045.65</b>

**POLICE DEPARTMENT**

- The Police Department received approval for an additional State of Connecticut, Department of Transportation Grant good through September for nine 8-hour patrol shifts on the Berlin Turnpike. The objective of this Grant will be to employ aggressive motor vehicle enforcement focusing on speeding, motor vehicle offenses, and distracted driving offenses with the purpose of reducing traffic accidents as these offenses are contributing factors in vehicle accidents on the Berlin Turnpike. The grant reimburses the town 75% of its costs for an additional 9 patrols, or a maximum of \$4,082.
- The State of Connecticut, Department of Public Safety, Office of Statewide Emergency Telecommunications, has granted funding for \$2,969.60 for dispatch training during the 2010-2011 fiscal year.
- The Driving Under the Influence Grant that was received by the State of Connecticut, Department of Transportation for overtime patrol reimbursement on the Berlin Turnpike for the months of April through June, resulted in 8 DUI arrests, 5 drug arrests, 88 other motor vehicle arrests, and 70 other motor vehicle warnings. 4 DUI checkpoints were set up and 6 DUI roving patrols.
- Purchasing and installation of cameras and security equipment under the Department of Justice, COPS, Secure Our Schools Grant, began in July.
- Patrol Calls for June are as follows:

ALARMBURG	133	F/HAZMAT	2	MVCOMPLAINT	45
ALARMHOLD	3	F/OTHER	10	NEIGHBOR	13
ANIMAL	34	F/STRUC	11	NOISE	16
ASSAULTIP	1	F/VEH	2	OPENDOOR/WIN	4
ASSAULTREP	4	F/WATER	1	PARKINGVIOL	17
ASSIST	49	FINGERPRINT	22	PROPFOUND	11
BIKEF	2	FIREWORKS	30	PROPLOST	4
BREACHIP	9	FOLLOWUP	70	SERVWARRANT	35
BREACHREP	4	HARASSMENT	18	SEXASSAULTRE	1
BURGIP	4	HAZARD	39	SHOTS	1
BURGREP	7	ILLEGALDUMPING	6	SPECDETAIL	77
CARSEAT	5	IMPERSONPOL	1	STOLENMV	3
CHECK	72	INTOXICATED	9	SUDDENDEATH	4
CLEARLOT	4	JUVCOMP	35	SUICIDE	1
COURT	21	K9	4	SUICIDEATT	3
CRIMMISGRAF	3	LAND/TENANT	5	SUSPICIOUS	106
CRIMMISIP	5	LARCFROMMV	25	SUSPMVOCC	28
CRIMMISREP	26	LARCIP	8	SUSPMVUNOCC	15
CSO	5	LARCREP	39	TESTDOG	1
CUSTOMERIP	10	LOCATION	107	TESTPOLICE	18
CUSTOMERREP	1	LOCKOUTMV	5	THREATIP	1
DOG	61	LOCKOUTRESID	4	THREATREP	3
DOMESTICIP	20	M	182	TOWNORD	1
DOMESTICREP	10	MISSING	5	TRAFFIC STOP	654
DRUG	3	MVABAND	4	TRESPASSIP	2
DUI	11	MVAEVADING	26	TRESPASSREP	6
EDP	12	MVAINJURY	16		
ESCORT	36	MVAPROP	107		
F/ALARM	19	MVASSIST	60	<b>TOTAL</b>	<b>2,393</b>

**Patrol Calls and Investigations**

- An officer on the midnight shift observed a vehicle traveling south on Willard Ave at a high rate of speed without headlights illuminated. As the vehicle passed the officer it was observed to have front end damage. The vehicle then went through a red light at Cedar Street. The officer attempted to stop the vehicle which fled at a high rate of speed. At this time West Hartford Police reported the vehicle had recently been involved in a motor vehicle accident in their town and had fled the scene. The officer pursued the vehicle onto New Britain Avenue where it crashed into a tree. The driver fled from the vehicle on foot. Shortly thereafter the driver was apprehended by other officers on Stamm Road. The driver was transported to a local hospital for treatment of minor injuries. After release from the hospital the driver was charged with

numerous motor vehicle and criminal charges including Interfering with Police, Reckless Driving, and Engaging Police in Pursuit. The driver was released on a \$10,000.00 non-surety bond.

- Conducted a DUI checkpoint on the Berlin Turnpike on July 31<sup>st</sup>. The Checkpoint resulted in the arrests of three motorists for DUI and two motorists for drug charges. The checkpoint was funded in part by a grant from the Connecticut Department of Transportation.

Detective Division

- Handled 110 investigations during the month of July, 80 remain ongoing and 30 were closed by investigative methods.
- Made a second arrest on July 7 in a November armed robbery that occurred at a local 7-Eleven Store. Based on information gathered throughout the investigation, a suspect was developed and an arrest warrant was issued. The suspect was arrested and charged with Robbery and Larceny related charges. She was processed and turned over to State Marshalls pending arraignment.
- Also made a second arrest on July 7 in a November armed robbery that occurred at a local Mobil Gas Station. Based on information gathered throughout the investigation, a suspect was developed and an arrest warrant was issued. The suspect was arrested and charged with Conspiracy to Commit Robbery charges. She was processed and turned over to State Marshalls pending arraignment.
- Received a "CODIS DNA Hit" on July 20 2010 from suspected blood collected at the crime scene of a 2006 Burglary. The DNA hit confirmation process is underway and an arrest in this otherwise unsolved burglary is ongoing.
- Made an arrest on July 28 in a September bank robbery which occurred at TD Bank. At the time of the robbery, detectives processed the scene and began an investigation. Based on information gathered throughout the investigation, a suspect was developed and an arrest warrant was issued. On 7/28/10 Newington and New Britain Detectives arrested the suspect and charged him with Robbery and Larceny related charges. The suspect was held on a \$100,000.00 Bond.
- Continue to take the lead in a large scale identity theft and forgery investigation that began in January 2010. Detectives have identified five suspects who cashed seventeen checks on the Town of Newington's payroll account. The total amount stolen was nearly \$15,000.00. All five suspects have been arrested. The investigation has also led to the issuance of an arrest warrant for the "recruiter" in this scheme. This suspect is being charged with 47 felony counts. Detectives continue to investigate this incident with the CT Financial Crimes Task Force for the purpose of seeking Federal racketeering charges.
- The Juvenile Officer has applied for two arrest warrants in two separate juvenile sexual assault investigations and continues to investigate one other juvenile sexual assault case among other ongoing investigations.
- Processed 12 crime scenes in July, in some cases collecting DNA, fingerprints and other items of evidence.
- Served 36 arrest warrants this month, 33 by Patrol Officers and 3 by Detective Division personnel.

Community Service Officer (CSO)

- Met with residents on Styles Ave regarding an on-going problem of commercial trucks speeding on the street. In response to the complaint, CSO O'Brien met with the owners of the different businesses that are located at the end of Styles Ave and spoke to them about the resident's concerns. A traffic trailer was also set up on Styles Ave to give a visual indication to drivers about how fast they are traveling. A request was also made to the Highway Department to have "Slow Children Playing" signs posted on the street and lastly a directed patrol was issued for the area for patrol officers to take enforcement action.
- Made an "Officer Friendly" presentation to a large group of 4 to 6 year olds on behalf of the Newington Park & Recreation Department.
- On July 23, CSO O'Brien, Sgt Morgan, along with Chief Mulhall and members of the detective division took part in the annual Senior Picnic at the Newington Senior Center. K-9 handler Officer Wagner and his partner Archie gave a demonstration of the dog's abilities to find narcotics, obey verbal commands and search for people. CSO O'Brien gave a presentation on current scams targeting the elderly and ways for them to protect themselves from fraud and identity theft.

**UCR/NIBRS Selected Crimes**  
**Preliminary June 2010                      June 2009**

<b>Type of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	-0-	-0-
Robbery	1	\$1,400	2	\$1,305
Assault	5	-0-	7	-0-

Burglary	8	\$12,074	8	\$10,443
Larceny Theft	43	\$44,689	52	\$11,553
Auto Theft	2	\$2,251	5	\$38,500
<b>Totals</b>	<b>60</b>	<b>\$60,414</b>	<b>74</b>	<b>\$61,694</b>

- During the month of June 2010 86 adults were arrested: 8 for assaults, 6 for burglary, 6 for fraud, 1 for weapon violation, 13 for narcotic violations, 6 for offenses against family & children, 15 for DUI, 12 for larcenies, 2 for disorderly conduct, and 17 for miscellaneous offenses. 5 persons under the age of 18 were also arrested or referred: 2 for assaults, 2 for larceny, and 1 for miscellaneous violations.

## FIRE DEPARTMENT

	<b>July 2010</b>	<b>1 Month Total</b>
Residential	17	17
Commercial, Industrial, Office	1	1
Hospital, School	1	1
Vehicle	2	2
Rescue, Police Assistance	2	2
Dumpster, Rubbish, Grass, Brush, Leaves	4	4
Hazardous Materials/Clean up	1	1
Investigative Alarm	31	31
False Alarm	0	0
Mutual Aid/Standby	3	3
Carbon Monoxide Investigation	1	1
Water Related Incidents/Pump-Outs	0	0
<b>Total</b>	<b>63</b>	<b>63</b>

### **Training Summary**

Multi-Company Training	VES (vent, entry search) Tower with Live Fire	52 Members	182 Hours
Company Training	Vehicle Extrication	20 Members	60 Hours
	RIT Training	15 Members	37 Hours
	SCBA	5 Members	10 Hours
	Driver Training	15 Members	90 Hours
	Pump Training	15 Members	90 Hours
On-Line Training	Blood Borne Pathogens, Fire Safety, Fire Behavior, Building Construction	64 Members	248 Hours
<b>Total</b>			<b>717 Hours</b>

- Cadets took place in the following activities: SCBA-Components & Uses, 45 Second Drill, Engine Company Operations. Searching - Difference between Primary & Secondary Searches, R.I.T.- Rapid Intervention Team, Removal of Downed Firefighters, Use of Stokes Basket, Roof Ladders & The Denver Maneuver, Vehicle Extrication Scenes, Use of Cribbing & Air Bags, Hose & Pump Tests
- The Cadets were Attendance at regular and monthly meetings along with clean-ups, drills and training sessions. Participation with the Kiwanis during their Spring Session setting up fencing and securing the Flea Market area.
- The cadets participated in the extravaganza using a dunk tank. They raised a total of \$ 327. The money was given to Parks & Recreation.
- Bi-Annual elections were held and Scott Whalen was named Captain, Matt Oberstadt was promoted to Lieutenant. Three cadets were moved up to regular membership in the Fire Department they were, Bill Pollock, Tim Jones & Kyle Jones.

## **FIRE MARSHAL**

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

Inspections	23
Inspection Follow-Ups	37
Plan Review	04
Job Site Inspections	01
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	04
Complaints	06
Haz/Mat	00
Bomb Threats	00
Blasting	00

### Incidents:

- A clothes dryer fire caused moderate smoke damage to a single family home on Barnard Drive. No injuries were reported.

### Meetings/Training:

- Fire Marshal Schroeder attended the monthly meeting of the Newington Code Enforcement Team at town hall.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Board of Fire Commissioners at Fire Company #2 on Richard Street.
- Fire Marshal Schroeder attended a staff meeting at town hall to review plans and safety concerns for this years Extravaganza.
- Fire Marshal Schroeder along with Deputies Woods and Muisener conducted inspections of all tents, electrical wiring and propane cooking equipment at Mill Pond Park prior the start of the Annual Extravaganza. Fireworks inspections were also conducted and site security was maintained throughout the event.
- Fire Marshal Schroeder attended the Annual Hurricane Preparedness Workshop in Wallingford. The all day event is sponsored by the Department of Emergency Management and Homeland Security.
- Representatives from the Fire Marshals Office and the IT Department participated in a two hour DEMHS Hurrevac2010 training session to review operation of a New Hurricane Computer Tracking System which is now available to help us plan and prepare for approaching storms.

## **HIGHWAY DEPARTMENT**

### Administration

- Attended Solid Waste Management Advisory Committee meeting
- Single stream automated recycling collection program implemented Monday July 12th
- Attended Environmental Quality Control Commission Meeting
- Continued working with condominium associations to finalize single stream automated recycling program

### Roadway Maintenance

- Continue with patching of potholes throughout Town
- Continued with Town wide curbing and top soil repairs
- Repaired catch basins in several locations
- Completed the extensive drainage project at Connecticut Avenue and Atwood Street
- Crews installed 4" under drain in sections of Groveland Terrace and Kirkham Street and Reservoir Road to improve drainage in preparation of milling and overlays
- Began the reconstruction project on the pathway and track at John Wallace School
- Began the reconstruction of the entranceway to Anna Reynolds School

### Traffic Division

- Continued with the line striping throughout various locations
- Assisted Police Department with speed box relocation

- Continued with the replacement of damaged regulatory signs along with street signs with the assistance of highway personnel
- Continued with the painting of crosswalks and handicapped markings at various locations
- Assisted animal control officer during the month

#### Fleet Maintenance

- Mechanics continued with fleet preventative maintenance schedules along with unscheduled emergency repairs

#### Sanitation/Recycling/Landfill

- Continue with landfill organization and material maintenance
- Schedule 922 residential bulk items for collection and 139 condominium bulk items for collection
- Scheduled 74 condo/residential scrap metal items for collection
- 9,341 tons of cumulative Residential Municipal Solid Waste was collected from July 1 2009 thru June 30, 2010
- 2,181 tons of cumulative recyclables was collected from July 1 - June 30, 2010
- Issued permanent 55 landfill permits and 19 temporary permits

### **ENGINEERING DEPARTMENT**

- During the month of July, the Engineering Department issued nineteen excavation permits as follows:
  - 14 Driveway/curb cut excavations
  - 3 Gas lateral services
  - 1 Cable TV lateral
  - 1 Water service lateral
- Monitored the follow up to punch list items to be performed by the contractor for the Kelsey/Church Street project. The major items (several bird baths) are scheduled to be done during the August time frame.
- Staff took elevations of the entryway into the Anna Reynolds School from Reservoir Road and designed new grades and improved layout. The entryway will be reconstructed by the Highway Department in August and will be paid for by the Board of Education.
- Met with the design engineer for the Market Square Streetscape Project and provided him data on record depicting the Town's rights-of-way. Survey of the area was completed in July. Conceptual plans will be developed in August.
- Met with the contractor (Cominito Concrete) who will be performing this year's sidewalk repairs for the Town and provided him a list of locations to be addressed. The repair work is expected to be done in August.
- Also met with the contractor who will be performing this year's slab jacking repairs. This work is also expected to be done in August.
- Attended the monthly Transportation Improvement Committee meeting sponsored by the Capitol Region Council of Governments. At this meeting we were notified that CT Transit did not receive any proposals in response to their RFP for a bus shelter advertising, installation, and maintenance program. A query of those who had picked up the RFP indicated that in the current economic climate, there is not enough confidence in the prospects of advertising revenue for bidders to be interested in taking on maintenance responsibilities. A meeting will be scheduled in August with representatives of towns interested in the regional bus shelter program to discuss this further.

### **TOWN PLANNER**

#### 2020 Plan of Conservation and Development

Final edits and layout design of the adopted 2020 Plan of Conservation and Development were completed and submitted to the TPZ for review on July 14<sup>th</sup>. The adopted plan will include color maps and pictures. The plan will be posted on the Town's website. The Town Planner has submitted to the Office of Policy and Management (OPM) the adopted plan to verify compliance with Statutes Section 8-23 and fulfillment of the OPM's contract local assistance contract to update the ten-year plan.

#### Municipal Parking Lot Project

During July the project contractor, Quality Associates, completed the construction of site storm drainage, removal of old lighting and new lighting installation and rough grading of the east side parking lot. Construction of concrete sidewalks and curbing will be completed by mid-August. The east side parking lot contract requires a September 1<sup>st</sup> substantial completion date, which includes final paving, parking space stripping and traffic

control signage. During September landscaping will be planting. The contractor will also be required to redo some of the west side lawn and plantings, which are not acceptable.

### TPZ Commission

The TPZ acted on 8-24 Referrals recommending to the Town Council the granting of utility easements to the MDC for sanitary and water services at New Meadow Phase II Senior Housing. The Town's land lease to New Samaritan Corporation is limited to 70 years and the District requires a 99-year easement, the Town grant of the easements will satisfy the District's requirements.

The TPZ also favorably recommended the sale of 5,479 square feet of the former National Welding property to the State of Connecticut to accommodate the widening of the adjacent Cedar Street bridge. The Commission advised that the Town continue to retain access rights over the conveyed area to facilitate future demolition and remediation of the National Welding building.

### BUILDING DEPARTMENT

- One was permit issued in July for a single family house to be built at 115 Cedarwood Lane.
- The new tracking system for building permits is up and running. The online portion of the permitting system will be up in approximately one month.
- There are no Seminars in the summer months for our Inspectors for their continuing education credit.
- One Certificate of Occupancy was issued in July for an office at 1068 Main Street.
- Building Department activity for the month of July was as follows: The inspectors completed a total of 202 inspections: above ceiling (1), air conditioning (3), apt co (2), boiler (1), chimney (3), co (33), decks (9), demo (1), electrical (49), fire alarm (1), footings (14), foundation (2), framing (27), fuel tank (1), furnace (1), gas (3), gypsum (4), housing (1), HVAC (14), hot water heaters (2), insulation (3), piers (2), plumbing (17), pools (5), roofing (1), site visit (1), unsafe building (1).

### HUMAN SERVICES

- The Human Rights Commission and Youth-Adult Council collaborated to provide the Giving Tree booth held at the Extravaganza on July 17. Information on Six Feet of Influence, both Boards and Human Services was distributed. Children and adults had the opportunity to put a tag identifying the person they most admired on the Giving Tree which was donated by Stonehedge Landscaping.
- Director Ken Freidenberg completed end of the year reports and submitted the annual grants to the Capital Area Substance Abuse Council and the State Department of Education. He also attended the monthly Kiwanis Club who presented a \$1,000 check to support the Food Bank.
- Director Freidenberg met with each staff member developing performance goals for the 2010-11 fiscal year.
- The Department received 547 information and referral calls or walk-ins this month. Issues included elder and day care, domestic conflict, energy and financial assistance, health and mental health, unemployment, youth programs and community services.
- ICAN (Interfaith Community Action of Newington) volunteers handled six requests including shopping, yard work and driving to medical appointments. An ongoing request for friendly visiting was also accommodated.
- The Food Bank assisted 144 households with 81 residents over age 55 and 233 under age 55. The Outdoor Market for food bank recipients served 153 households on two days this month. Both programs are overseen by Social Worker, Carol LaBrecque with dedicated support from many volunteers.
- The Special Needs Fund assisted 21 households and the Clothing Closet served 24.
- Coordinator Karen Futoma initiated the annual "Back to School Supplies" program requesting backpacks, school supplies and clothes for residents in need.
- The Social Casework Program handled a caseload of 97 with 31 new referrals. Social Workers continue to see residents at risk of utility shut off and other financial difficulties. Police referred several cases where residents were at risk because of a medical and/or mental health need necessitating quick follow up. Other presenting issues included substance abuse, family conflict, grief and child and elderly abuse/neglect.
- The Youth and Family Counseling Program had an active caseload of 59 with 4 new referrals, 6 inactive and 12 closed cases. Staff and contractors conducted 109 clinical therapy sessions and made 112 contacts with families and other agencies.
- Clinical Coordinator, Christina Salvio began preparing for in-service training for school psychologists and social workers on Autism and Attachment. She will also offer a workshop for SEPTA parents on a similar topic.
- The Juvenile Review Board handled two cases this month.

- Positive youth development programs and activities were provided to 387 youth by Youth Worker Rik Huggard, Part-Time Youth Worker, Michele Pestillo and Seasonal Workers, Laura Bonczek, Nancy Simone and Jenna Cruff.
- High School Student Crystal Davis replaced Billy Pollock as Part-Time Youth Program Assistant operating the Youth Works Job Bank program and assisting with office tasks.
- The Summer Youth Adventure Program for middle school age youth is in full swing with only one day partially changed due to weather. Programs included Go Take a Hike, Climb, Zip and Chillin, Connecticut State Park Days, Adventure Explorations, Bowling, Lunch and a Movie, Roger Williams Zoo, Mini-Golf & Go Karts, A Day at the Lake, Beaches, Boats & Bikes Week, Survivor Quest Week and Community Service.
- The Challenge Course was busy with several Department summer programs and outside contracts including Berlin Youth Services, New Britain Parks and Recreation, Rocky Hill Parks and Recreation and Central Connecticut State University.
- There are five people in various stages of completing community service hours supervised by Youth Worker, Huggard.

**July 2010 Statistics**

<b>Selected Programs</b>	<b>FY 10-11 Undp. Total This Month</b>	<b>FY 09-10 Undp. Total Last Month</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>	<b>FY 09-10 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>59</b>	<b>63</b>	<b>59</b>	<b>57</b>
<b>Positive Youth Development</b>	<b>387</b>	<b>859</b>	<b>387</b>	<b>343</b>
<b>Youth Works (Job Bank)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Information and Referral</b>	<b>547</b>	<b>527</b>	<b>547</b>	<b>387</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 61</b>				
<b>Over 55 = 36</b>	<b>97</b>	<b>101</b>	<b>97</b>	<b>93</b>
<b>Food Bank Households</b>	<b>144</b>	<b>148</b>	<b>144</b>	<b>138</b>
<b>Special Needs</b>	<b>21</b>	<b>22</b>	<b>21</b>	<b>25</b>

**SENIOR AND DISABLED CENTER**

- Governor M. Jodi Rell was at the Senior and Disabled Center on July 21 for a ceremonial signing of a new law that created an exemption in the Freedom of Information Act for contact information of participants of Senior Center Programs. Mayor Wright, Senator Doyle, Senator Kissel, Representative Nafis, Representative Serra, Michael Starkowski (Commissioner of the Department of Social Services), Julia Evans Starr (Executive Director of the Connecticut Commission on Aging), and Center Director Dianne Stone witnessed the signing. The event was also attended by Town Council members, Center members and colleagues.
- Center Director Dianne Stone returned to work on a part time basis from a medical leave.
- James Pierce assumed a position at John Paterson School on July 1 as his position at the Center was eliminated.
- Jeffrey Chasser and Anette Schutze Urban were hired as part time Evening Supervisors in preparation for the transition to a cleaning contract. Mr. Chasser assisted with custodial coverage.
- Patti Pickering, Registered Dietician from Brittany Farms Health Center spoke about food safety, proper hydration, healthy eating and the 10 best foods for a safe and healthy summer on Friday, July 16
- Newington Health Care Center sponsored a manicure day on July 21st. It was very popular and they have agreed to do it again.
- The Newington Police Department once again hosted this annual Safety Picnic on Friday, July 23<sup>rd</sup>. The 130 available tickets for the event sold out in one day.
- Dial-A-Ride provided 1,132 trips in the month covering 3,325 miles.
- A total of 1014 hours of volunteer service was recorded by 72 volunteers in the 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 2921. Actual attendance is higher as many participants still do not sign in.

- The Center currently has 1919 paid members. An additional 577 people are registered for services (i.e. Dial-A-Ride, social work).

## **PARKS AND RECREATION**

### Administration

- Superintendent Bruce Till met with staff on a weekly basis regarding various work assignments and issues.
- Mr. Till met with residents to address various issues and concerns.
- Mr. Till met with representatives of Newington Midget Football, held several meetings with staff and sub-committees regarding the Extravaganza, and met with the Clem Lemire Artificial Turf Field Project Building Committee and representatives Milone & MacBroom.
- Mr. Till met with playground manufacturer representatives to get estimates on the playground cover for Mill Pond playscape.

### Recreation Division

- On July 1, the new Recreation Chart of Accounts was implemented. The Department has been working with Finance for several months on this project in an effort to improve the Department's budgeting and financial tracking processes.
- A total of 1,599 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- The 6-week Summer Sunshine program has been filled for almost every week.
- Free Summer Fun Runs were held on Wednesdays, July 14, 21 and 28.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. Many residents have taken advantage of these discounted tickets.
- A new Jr. Lifeguard program was offered for youth in grades 8-10.
- Staff worked to put together a comprehensive variety of programs and events for the Fall season, and the Parks and Recreation Fall 2010 Program Guide was created.
- Parks & Recreation Summer Concert Series had a successful first year sponsored by Data Mail. Concerts were held on June 24, July 1, 8, 22, and 29. An average of 300 residents attended each week. Only one week had to be moved indoors to the Town Council Chambers due to inclement weather.
- Newington's Family Pool Party was held on Monday, July 12 in conjunction with the Lucy Robbins Welles Library. This was a huge success with over 400 people in attendance. Ken Leggo volunteered his time as DJ, and Eileen Francolino organized the Taste of Newington Pizza tasting contest.
- The Summer Carnival was held in conjunction with the Extravaganza July 15 – 17. The event was a success and enjoyed by many families.
- Friday night, July 16, was the concert in the park. Kick and Déjà vu were the two bands that performed. The event was sponsored by CT Financial. Attendance was estimated at 250 people.
- Mill Pond Park Extravaganza was on Saturday, July 17. The days' events ran smoothly from the carnival, crafters, entertainment, food vendors and fireworks. The budget is being finalized.
- Thank you plaques have been ordered and will be presented to the major sponsors of the Extravaganza. Thank you notes were mailed to all other sponsors.
- The Summer Playground program for children in Kindergarten through grade 7 has been attended by approximately 375-400 children per week.
- Movie Night at Mill Pond Park was postponed several times due to inclement weather. The new date is Monday, August 30<sup>th</sup>. This event will be sponsored by the Rotary Club.

### Parks and Grounds

- Parks personnel targeted and removed several tree hazards town wide.
- Flags were installed for the Fourth of July weekend.
- The fountains in Mill Pond were removed and repaired.
- The assembly of two playscapes was initiated in the anticipation of installation in Beechwood and Beacon Parks.
- The Varsity Football Field at Newington High School was aerated and over seeded.
- The Clem Lemire Midget Football field renovation was completed including 15,000 square feet of sod.
- Mill Pond Extravaganza week required two fulltime employees as well as four seasonal kids to prepare for Saturdays events.
- The stairway up the falls was temporarily repaired by crew members.
- Parks Crew personnel spent two days in the repair and beautification of the gazebo at Mill Pond Park.

- The Town Hall Courtyard was cleaned up and all the weeds were killed and removed.
- The Newington High School soccer fields were renovated with 2,500 square feet of sod installed in the goal mouth areas.
- Division personnel were offline a total of 44 days in July.
- There were six internments in town cemeteries in July.

## **LIBRARY**

- The library was a very busy place during July. Patrons availed themselves of the many library services, programs and materials and enjoyed the cool interior of the building especially on those hot, humid days. Traditional circulation of library materials was 43,245, a 16% increase from the previous month. 26,623 people entered the building during the month, averaging 1,064 each day the library was open. 9,601 reference books were accessed remotely, and 4,322 online searches were completed in the Library. The children's book sites *Tumblebooks*, *BookFlix* and *PebbleGo* were used 459 times. 146 books were downloaded from the Library's website for a total of 57,773 items borrowed or used by library patrons. 1,540 items were added to the collection, volunteers logged in 94.5 hours doing this task as well as many other behind the scenes processing tasks.
- 6,668 reference questions were answered at both the Children's and Adult Information desks. Homepage visits numbered 15,502. Total Internet use in logins was 3,239. Children's games computers usage was 688 hours.
- "Make a Splash READ!" summer reading program touted 1,112 children reading each day, earning prizes and marking their progress on the new online summer reading software. A variety of programs offered related to the summer reading water theme were in full force. Highlights included *Undersea Safari*, *Gyotaku Workshop*, learning the basics of Japanese fish printing and the Summer Splash Party held at Mill Pond Pool. The Children's department staff offered 42 programs to 1,888 children and their caregivers.
- Eleven programs were held for adults, with a total of 446 participants. Highlights included Bob Larsson's movie series *Singin'*, *Dancin'* and *Romancin*, *Human Trafficking: Slavery in Our Day and Age* featuring guest speaker Matt Friedman, *Project Manager for the United Nations Interagency Project on Human Trafficking*, an evening concert with Peter Niedmann singing great American popular songs and a very well-received program for job seekers about how to successfully use LinkedIn for job searches. The number of participants in the adult summer reading program "Water Your Mind READ!" reached an all-time high of 571. More than 2,000 books were read in the month of July as part of this program.
- Teen programs for July included a *Talent Show for Kids and Teens* held at the Extravaganza co-sponsored with the children's department, and *Body Art for Teens*. The teen summer reading program "Make Waves @ your library" has 164 active participants, a 20% increase from the previous year.
- IT projects included working with the Town IT department to purchase hardware and software as part of the technology grant the library received from the Hartford Foundation for Public Giving. Orders were placed for the necessary equipment needed to enhance the speed, reliability and security of the library's wireless network. In addition, laptops were ordered to allow the library to offer computer classes to the public. The new and improved teen section of the library's website went live in July. Librarian Sue Schneider has been working with teen librarians, Bailey Ortiz and Karen Benner over the past several months to offer a fresh, more updated look with additional features that would appeal to teens.
- Topics of interest that were researched this month included:
  - Authors who write like Elizabeth Scott.
  - Information about "provent" an anti-apnea device.
  - The history of the VA hospital.
  - How do you play ping pong?
  - What time period does American Girl Samantha live in?
- In personnel issues, Heather Hamilton was hired as a part-time Circulation Library Technician replacing Bette Kapij who was promoted to a full-time position Library Technician position in the Collection Management Department.
- In facilities matters, Bob Korpak and Jeff Baron met with key personnel from the library, the police department and the Senior and Disable Center to discuss the new cleaning service and to go over any questions about the new contract. Representatives from the new cleaning service CW Resources were there as well to answer any questions. The new cleaning service begins on August 2<sup>nd</sup>. The library very enthusiastically began participating in the single stream recycling during the month of July. The library has been working hard to reduce electrical use and increase recycling over the past year in an effort to reduce costs and be greener. The new procedure for recycling will allow the library to continue with these efforts.