



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

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

GENERAL ADMINISTRATION

- Town manager John Salomone attended the Mid-State Collaborative meeting as well as meetings with CRRRA and CRCOG.
- Mr. Salomone and staff entered into the final phase of contract negotiations with the AFSCME union and 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 residents to address various issues and concerns as needed.
- Mr. Salomone participated in an informational program produced by NCTV and the Sanitation Department regarding the new single-stream recycling program.

Paid overtime during the month of June 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.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	88.2	\$ 3,794.85
Weekend Standby and Call-In	16.0	626.48
Road Maintenance	45.3	2,421.12
Traffic Division	9.5	363.28
Landfill	2.5	95.6
Mountain View Drive	12.1	409.10
Total	173.6	\$ 7,710.43
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Tennis	20.0	\$ 780.56
Cemetery	8.0	309.04
Weekend Duty	41.5	1212.50
Herbicide	156.0	6268.16
Pool	11.0	517.26
Mowing	103.0	4032.19
Total	339.5	\$ 13,119

POLICE DEPARTMENT	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration	\$ 3,976.00	\$ 2,027.57	\$ 4,311.00	\$ 5,538.93
Patrol	580,294.00	550,070.19	600,000.00	531,793.33
Investigation	76,691.00	72,331.14	76,637.00	61,723.51
Communication	112,132.00	107,719.85	108,429.00	107,861.53
Education/Training	103,603.00	84,347.50	88,337.00	82,006.95
Support Services	39,071.00	36,499.61	38,137.00	31,930.31
Animal Control	12,144.00	7,308.28	12,070.00	7,800.30
Total	\$ 927,911.00	\$ 860,304.14	\$ 927,921.00	\$ 828,654.86
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 30,421.68	\$ 28,109.00	\$ 20,386.95
Snow and Ice Control	132,349.00	148,263.79	132,349.00	91,410.44
Traffic	8,345.00	6,245.81	8,345.00	4,001.71
Vehicles and Equipment	28,185.00	31,917.01	*31,685.00	21,788.80
Leaf Collection	54,997.00	44,712.81	*51,500.00	42,356.34
Total	\$ 251,985.00	\$ 261,561.10	\$ 251,988.00	\$ 179,944.24
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 134,367.31	\$ 130,547.00	\$ 123,523.46
Cemeteries	14,893.00	11,606.83	14,893.00	6,597.41
Total	\$ 145,440.00	\$ 154,974.14	\$ 145,440.00	\$ 130,120.87

*Reflects intradepartment transfer.

Police Department Overtime

- Comparison – June to May 2010
 - OT May \$ 69,451
 - OT June \$100,594 (includes 3 paychecks)
 - Total increase \$31,143
 - June's figures include 3 pay periods, a total of 42 days. The July 1st paycheck is for time in June and charged to FY 09/10. There will be additional overtime charged in the next pay period for time in June.
- Patrol Overtime of \$67,964 is an increase of \$26,713, primarily due to the 3rd check. Overtime calls included time off, robbery's, prisoner detail, domestics, court, and warrants.
- Detective Division Overtime of \$4,798 is an increase of \$177. Overtime covered investigations for calls i.e. robbery, accidents, domestics, and burglary.
- Communications Overtime of \$11,784 is an increase of \$6,312. Increase in time off created overtime costs.
- Education/Training Overtime of \$11,620 is an increase of \$4,507, firearms training continued in June as well as other required training to maintain certifications.
- Support Services Overtime of \$3,397 is an increase of \$1,417. Overtime includes graduation and graduation activities requiring coverage.
- Canine Overtime of \$1031 is an increase of \$1031. 5 call outs for animal control after hours.

PERSONNEL

- Public Safety Dispatcher Lea Jezouit submitted a letter of intent to retire effective July 1, 2010.
- A public job posting for the dispatcher position was posted on June 25 with a closing date of July 9, 2010.
- Library Director Marian Amodeo retired on June 18 after nearly 33 years of service.
- Bette Kapij, a part-time Library employee, began her full-time position as a Library Technician position in the Collection Management Department.
- A public job posting for the part-time Circulation position was posted on June 1 with a closing date June 11. 102 applications were received and testing for the position commenced on June 24.

PURCHASING

- No bids were posted in the month of June.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2009-10 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at \$818,851. The total paid claims for May 2010 were \$641,917. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through May 2010

	Town	Board of Education	Total
Estimated Claims	2,042,997	6,964,364	9,007,361
Actual Claims	1,789,422	6,563,285	8,352,707

FACILITIES MANAGEMENT

- Regular service of Town Hall heating equipment was completed in June including service of the main boiler pumps and controls.
- The facilities group completed 56 formal work orders during the month of May at the various Town Buildings.
- Final construction packages for the Library HVAC System upgrades were given to the suppliers and contractors for bid results and contract award expected mid-July. Construction is expected to begin by early August on the project.
- Materials were ordered in June for repairs to the exterior of the Parks Garage and storage buildings which will include exterior painting of the structures.
- Cleaning contracts were reviewed during May and will be reviewed with contractors for possible award during July when the new budget is in effect. No change, proposals are currently under review for selection of a cleaning service.
- All the bathrooms were renovated at the Senior And Disabled Center, with new paint and floor installations. Design work has begun on a partial replacement of the cooling system for the center with a late summer, early autumn installation.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 24 requests for service via the Internet, blocked 32,334 unsolicited SPAM email messages from being delivered, blocked 941 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.
- Provided extensive technical support for Police Department MDT units and License Plate Reader application.
- Provided GIS mapping support for Town Manager's Office (Cedar Crest Hospital open space proposal), Sanitation Department (Recycling Program), Assessor's Office (Property Revaluation), Board of Education (cul-de-sac study) and Volunteer Fire Department (Updated maps for stations and new map books for fire trucks).
- Ms. Lee A. Adams, a student from Central Connecticut State University began her internship. She will be working closely with Mr. Thad Dymkowski, GIS Technician, on several GIS projects involving the Town Highway Department.
- Updated the Town's internal GIS application to the latest version.
- Mr. Dymkowski attended/ participated at the Connecticut State GIS Council meeting.
- Mr. Dymkowski presented the Town Snow Plow GIS application for the Connecticut State GIS User to User group in Waterbury, CT.
- Mr. Paul G. Boutot, Director of Information Technology and Mr. Neil David, Network Administrator/ Project Leader, upgraded the Town's virtual server infrastructure to the latest version to achieve greater resource capacity on current server hardware.

- Mr. David worked with state agencies and local vendors to prepare for and oversee installation of new public safety equipment for E-911 and public safety use.
- Mr. Scott Hoagland, Application/ Network Specialist worked with Vision Software staff and the Assessor's Office staff to plan the installation of their new Computer Aided Mass Appraisal (CAMA) system.

FINANCE

Accounting and Administration

- The fiscal year end 2010 transactions were processed throughout the month without any major appropriation issues.
- On June 15th, Joseph Kask and Nikoleta McTigue of Blum Shapiro met with the key personnel from the Town Finance Department, School Business Office and Cafeteria to review the 2009-10 year-end audit schedule.
- On June 15th, consultants from Milliman Actuaries, UBS, Lockton met to discuss the implementation of Government Accounting Standard Board (GASB) Statements 43 and 45, Other Post-Employment Benefits (OPEB).
- On June 28th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program, Steve Lemanski of Milliman Actuaries provided an overview of OPEB and Mark Shegoski and Ashley Martella of UBS reviewed the first and second quarter of calendar year 2010 results of the Town's pension funds.

Major grants received during the month included the final payment for the Pequot Grant in the amount of \$73,097 and the Federal State Fiscal Stabilization Funds (SFSF) for \$180,224. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

6/30/2010

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2009-10</u>	<u>Year to Date</u>	
General Fund	\$375,000	\$172,059	\$30,817,364
Special Revenue Funds	34,630	6,353	1,595,162
Capital Projects Funds	635	1,466	445,370
Internal Service Fund	100,000	11,199	4,736,653
Trust and Agency Funds	16,000	4,573	1,615,966
TOTAL, ESTIMATED BY FUND			\$39,210,515

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

6/30/2010

	<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	0.26	0.26	2,073	3,452	\$12,627,813
CLASS PLUS	0.20	0.19	643	630	4,320,161
Bank North	0.35	0.45	6,371	10,280	22,155,095
Sovereign Bank	0.20	0.20	18	18	107,446
Total Outstanding Investments					\$39,210,515

Rates reflect avg. monthly yield, annualized

Assessor

- The inspection of condos for the 2011 revaluation was started at the Glen Oaks development. Cole Layer and Trumble started the organizational planning to complete the revaluation. Vision Appraisal started the conversion of data on the CAMA system for use with that revaluation.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.
- Second letters were mailed to all property owners who failed to submit income and expense data for 2009.
- Changes or corrections were made to motor vehicle tax bills for those taxpayers who sold or disposed of their vehicles.
- All properties with certificate of occupancies that were issued in June were inspected and added to the database.
- Reports of Elderly tax benefits were completed and sent to the State of Connecticut in a timely manner.

Revenue Collector

- The Tax Office personnel were hard at work keeping accurate up to the minute records to coordinate information from the Assessor's Office to Quality Data, the vendor who prepares, prints, and mails the tax bills to banks, escrow companies, and individual taxpayers.
- The Tax Office successfully completed the tax information early enabling over 43,024 tax bills to be released on June 18th. As a result, \$3,424,341.05 was received for prepayments on the 2009 Grand List.
- Collections for June on the 2008 Grand List amounted to \$56,122.84, back taxes collected amounted to \$28,873.89
- The Revenue Collector submitted the mandated State Report (M-1) and the Totally Disabled Program Report (M-42B) to State of Connecticut's Office of Policy and Management. The Revenue Collector and the Assessor signed and submitted the Owner's Program (Elderly) (M-35B) Report.

TOWN CLERK

- There were 617 documents filed on the land records during the month of June.
- 99 property sales conveyed for a total value of \$16,817,070.
- State conveyance tax in the amount of \$100,823 was collected, and Town conveyance tax collected was \$42,149.
- Property at 3440 Berlin Turnpike owned by Wells Fargo Bank was sold to A.J. Richard & Sons, Inc. for \$3.3 million.
- Residential property at 67 Ridge View Crossing sold for \$445,000. There were five residential sales each over \$300,000.
- There was a noticeable increase in activity during June over last month. Land records were up 14% and overall revenue showed a 33% increase above May figures. Only 12% of the increase is attributable to dog licenses.
- 151 mortgages and 212 releases were recorded.
- The office catalogued five survey maps, three Trade Name Certificates, six liquor permits and nine Notary Public commissions.
- Eight burial and two cremation permits were issued. The office certified 101 copies of vital records.
- Utilizing funding from a grant and Town Preservation dollars, the office installed an upgrade to the land record indexing system. This additional data covers the period from 1976 – 1983 providing a forty-year electronic search of the land records.
- On June 22 the Secretary of the State officially notified the Town Clerk that there would be a primary for both major political parties on August 10, 2010. The legal notices were placed in the newspaper on June 29.
- The office prepared the Primary ballot configuration for each political party and forwarded it to the printer. Absentee ballots will be distributed beginning July 20.
- On June 17th the Town Clerk attended the Annual Meeting of the Connecticut Council on Freedom of Information.

DATA SUMMARY JUNE 2010				
	<u>June-10</u>	<u>June-09</u>	<u>FY 09/10 to Date</u>	<u>FY 08/09 to Date</u>
Land Record Documents	617	644	5459	4386
Dog Licenses Sold	1533	1544	2011	2064
Game Licenses Sold	63	52	1316	1322

Vital Statistics				
Marriages	22	34	189	214
Death Certificates	20	30	276	320
Birth Certificates	13	22	218	216
Total General Fund Revenue	\$ 62,739.66	\$ 57,529.90	\$483,359.88	\$525,759.16

POLICE DEPARTMENT

- Public Safety Dispatcher Lea Jezouit submitted a letter of intent to retire effective July 1, 2010.
- The Police Department has begun a new hiring process for Public Safety Dispatcher. Advertisements appeared in the Hartford Courant and the Town's web site. A written exam will be conducted in late July or early August.
- Patrol Calls for June are as follows:

ALARMBURG	111	F/HAZMAT	4	NOISE	23
ALARMHOLD	12	F/OTHER	11	NOTIFICATION	3
ANIMAL	46	F/RESCUE	1	OPENDOOR/WIN	3
ASSAULTIP	2	F/STRUC	6	PARKINGVIOL	22
ASSAULTREP	3	F/VEH	5	PROPFFOUND	4
ASSIST	42	FINGERPRINT	26	PROPLOST	3
BIKEF	1	FIREWORKS	6	RECOVEREDMV	1
BOLO	2	FOLLOWUP	62	SERVSUBPOEN	1
BREACHIP	11	GUN	1	SERVWARRANT	27
BREACHREP	6	HARASSMENT	26	SEXASSAULTRE	1
BURGIP	2	HAZARD	29	SHOTS	1
BURGREP	9	INDECENTEXP	1	SPECDETAIL	65
CARSEAT	10	INTOXICATED	7	STOLENMV	6
CHECK	72	JUVCOMP	25	SUICIDEATT	3
CLEARLOT	9	K9	15	SUSPICIOUS	104
COURT	19	LAND/TENANT	6	SUSPMVOCC	30
CRIMMISGRAF	1	LARCFROMMV	11	SUSPMVUNOCC	10
CRIMMISIP	1	LARCIP	8	TESTPOLICE	7
CRIMMISREP	30	LARCREP	40	THREATIP	1
CSO	16	LOCATION	70	THREATREP	4
CUSTOMERIP	8	LOCKOUTMV	3	TOBACCO	2
CUSTOMERREP	5	LOCKOUTRESID	4	TOWNORD	2
DOG	65	M	203	TRAFFIC STOP	607
DOMESTICIP	26	MISSING	5	TRESPASSIP	2
DOMESTICREP	22	MVABAND	2	TRESPASSREP	2
DRUG	9	MVAEVADING	18		
DUI	13	MVAINJURY	19		
EDP	7	MVAPROP	101		
ESCORT	34	MVASSIST	58		
F/ALARM	19	MVCOMPLAINT	59		
F/COSYMP	1	NEIGHBOR	14		
					2,296

Detective Division:

- Handled 102 investigations, 82 remain ongoing and 20 were closed by investigative methods.
- Investigated an untimely death at a local residence on June 3. Detectives and the State of Connecticut Medical Examiners Office processed the scene and investigated along with the Patrol Division. The investigation is ongoing pending results from the Medical Examiners Office.
- Arrested a 41 year old New Britain resident on Burglary and Larceny related charges. The arrest was the result of an investigation conducted by the Detective Division. The arrested individual is a suspect in the recent burglaries of several homes in and around Newington and was previously arrested while in the process of burglarizing a home in Newington. In this particular burglary, the suspect forced entry into a residence and stole over \$2,000.00 dollars in property. The suspect was processed and turned over to State Marshalls pending arraignment.

- Began an investigation into multiple car break-ins after a suspect was arrested by Newington Police. As part of the investigation, Detectives obtained a search and seizure warrant for the suspect's vehicle, which was seized at the time of the arrest. The search and seizure warrant was served and the vehicle was processed for evidence. The investigation is ongoing and other jurisdictions are involved.
- The Juvenile Officer continues to investigate 3 juvenile sexual assault cases among other ongoing investigations.
- Processed 7 crime scenes, in some cases collecting DNA, fingerprints and other items of evidence.
- Served 21 arrest warrants, 18 by Patrol Officers and 3 by Detective Division personnel.

Community Service Officers (CSO)

- Gave tour of the police station to a local woman's group of about 10 mothers with small children.
- Was a member of the department's oral board exam for certified officers. Was also a member of the board for the Manchester Police field training officer oral board exam.
- Represented the department at an Internet safety presentation for 8th graders at Martin Kellogg Middle School.
- Sgt Morgan coordinated and took part in the Special Olympics Touch Run through Newington.
- Represented the department at the monthly Newington Chamber of Commerce meeting.
- Took part in the annual Newington Park & Recreation Touch a Truck event at town hall. Also presented safety and situational awareness training to the Parks & Recreational summer staff.
- On June 30 CSO O'Brien and retired CSO Webster attended the monthly Rotary Club meeting as guest speakers to discuss the current state of the police department and the Step Up program. The members of the Rotary Club expressed interest in making a donation to help support the Step Up program.

UCR/NIBRS Selected Crimes

May 2010

May 2009

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder			0	-0-
Forcible Rape			0	-0-
Robbery	1	\$7,000	1	\$375
Assault	10	-0-	12	-0-
Burglary	8	Pending	7	\$20,286
Larceny Theft	63	\$33,479	49	\$46,181
Auto Theft	2	\$2,000	2	\$7,800
Totals	84	Pending	71	\$74,642

- During the month of May 2010 the Police Department arrested 78 adults: 2 for robbery, 10 for assaults, 5 for burglaries, 1 for motor vehicle theft, 2 for stolen property, 1 for vandalism, 2 for weapon violations, 11 for narcotic violations, 17 for DUI, 11 for larcenies, 1 for offenses against family and children, and 15 for miscellaneous offenses. The Department also arrested or referred 9 persons under the age of 18: 3 for assaults, 1 for burglary, 1 for larceny, 1 for vandalism, 2 for sex offenses, and 1 for disorderly conduct. In addition the department had one (1) officer assaulted during the month.

FIRE DEPARTMENT

	June 2010	10 Month Total
Residential	18	207
Commercial, Industrial, Office	7	53
Hospital, School	0	9
Vehicle	1	19
Rescue, Police Assistance	4	24
Dumpster, Rubbish, Grass, Brush, Leaves	2	33
Hazardous Materials/Clean up	3	21
Investigative Alarm	25	266
False Alarm	0	0
Mutual Aid/Standby	0	8
Carbon Monoxide Investigation	0	9
Water Related Incidents/Pump-Outs	0	18
Total	60	667

Training Summary

Multi-Company Training	VES (vent, entry & search)	52 members	182 hours
Officers' Training	Department radio training procedures/ERG book review	18 members	36 hours
Company Training	Driver training	14 members	84 hours
On-Line Training	Pre-incident training, fire control, fire behavior, building construction	72 members	864 hours
Total			1,166 hours

FIRE MARSHAL

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

Inspections	30
Inspection Follow-Ups	37
Plan Review	07
Job Site Inspections	06
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	00
Complaints	01
Haz/Mat	01
Bomb Threats	00
Blasting	20

Incidents:

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

Blasting Permits:

- Blasting permits were issued for private property on Cedarwood Lane for the construction of a new single family home. The project was monitored closely by inspectors; no problems were observed.

Meetings/Training:

- Fire Marshal Schroeder and Deputy Muisener attended the monthly meeting of the Capitol Region Fire Marshals Association in Simsbury.
- 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 headquarters.
- Fire Marshal Schroeder attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Fire Marshal Schroeder attended the International Association of Arson Investigators quarterly meeting and training session in Old Saybrook. Training topic: Maintaining a Professional Image.
- Fire Marshal Schroeder attended the monthly town hall staff meeting in the squad room at police headquarters.
- Fire Marshal Schroeder met with a group of town residents at the Senior Center for the monthly "Coffee Talk" program.
- Deputy Fire Marshal Rusbarsky attended a Department of Emergency Management and Homeland Security training program to prepare for changes to the Annual EMPG Grant Program.

HIGHWAY DEPARTMENT

Administration

- Attended Solid Waste Management Advisory Committee meeting
- Continued with the implementation of single stream automated recycling collection program
- Attended coordination meeting for Chamber of Commerce Market Square Car Show
- Recorded informational video for single stream automated recycling program for NCTV
- Attended Environmental Quality Control Commission Meeting

Roadway Maintenance

- Highway crews completed the reconstruction of Mountain View Drive
- Continue with landfill organization and material maintenance
- Continue with patching of potholes throughout Town
- Crews completed several major patching projects by saw cutting and repaving
- Continued repairing winter snow plow damage replacing damaged curbing and topsoil
- Repaired catch basins in several locations
- Grinding of brush and debris completed at the landfill by bid awarded contractor
- Highway personnel installed 4" under drain on portions of Groveland Terrace and Reservoir Road to improve drainage prior to mill and overlay
- Crews also began preparation of the drainage project on Connecticut Avenue and Atwood Road with the removal of several trees

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 with traffic control for the annual car show on Market Square

Fleet Maintenance

- Mechanics continued with fleet preventative maintenance schedules along with unscheduled emergency repairs
- Maintained equipment for road reconstruction projects
- Assisted with the deliveries of single stream recycling containers
- Set up Fire Department staff vehicle

Sanitation/Recycling/Landfill

- Schedule 231 residential bulk items for collection
- Scheduled 142 condominium bulk items for collection
- Scheduled 70 condo/residential scrap metal items for collection
- 8,429 tons of cumulative Residential Municipal Solid Waste was collected from July 1 — May 31, 2010
- 1,992 tons of cumulative recyclables was collected from July 1 - May 31, 2010
- Issued permanent 71 landfill permits and 23 temporary permits

ENGINEERING DEPARTMENT

- During the month of June, the Engineering Department issued twenty-eight excavation permits as follows:
 - 24 Driveway/curb cut excavations
 - 2 Gas lateral services
 - 1 Cable TV lateral
 - 1 Water service lateral
- Conducted the semi-final inspection for the Kelsey/Church Street Project. A list of uncompleted work, as well as work needing corrective follow-up, was sent to the contractor.
- Staked out grades for the drainage improvements to be installed by the Highway crews on Connecticut Avenue from Atwood Street southerly.
- Continued monitoring progress by the contractor reconstructing the easterly side of the Municipal Parking lot. Several change orders were approved to resolve conflicts with field conditions.

- Reviewed plans and drainage calculations submitted for a planned unit development on Deming Street and provided extensive comments to the developer.

TOWN PLANNER

2020 Plan of Conservation and Development

On June 9th the TPZ adopted the 2020 Plan of Conservation and Development and set the effective date for June 30, 2010. The adoption of the ten year plan culminates almost two years of work by the Commission, numerous public hearings and the participation of many residents. The adoption of the Plan prior to June 30th fulfills the State's requirement that mandates all municipalities to have a long range plan consistent with the criteria set forth in Section 8-23 Connecticut General Statutes or potentially be denied discretionary State grant funds. The Town Planner will complete the Plan's final edits and prepare the layout for printing, website posting and CD production.

Downtown Revitalization Committee

On June 7th the Downtown Revitalization Committee interviewed three consulting firms for the Phase IV Market Square Streetscape project. The Committee agreed to recommend to the Town Council the selection of Malone and Mac Broom of Cheshire as project engineer. At their June 22nd meeting the Town Council accepted the Committee's recommendation and authorized Town Manager, John Salomone, to execute the professional services contract with Milone and Mac Broom for a fee of \$43,000.

Municipal Parking Lot Project

The Town Planner has been working with Market Square property owners who abut the east side, Phase II, of the Municipal parking lot to insure all public sidewalk easements are in place. In 1983 when the original east side parking lot construction was undertaken by the Town, sidewalk easements were not secured from all abutting owners. The current design for the municipal lot stresses internal public sidewalk connections so it is important to close any easement gaps to insure safe pedestrian access to Market Square and along the perimeter of the lot. The property owners at 122-136 and 100 Market Square have agreed to grant public sidewalk easements to the Town.

Hopkins Village Affordable Housing

Resales of homes at Hopkins Village, a single family owner-occupied, affordable subdivision on Main Street near Churchill Park were unusually active in June. Two homes were sold to eligible families meeting CHFA income requirements. The resale covenants for Hopkins Village require that prior to closing, the seller submit documentation to the Newington Affordable Housing Monitoring Agency verifying the sale price complies with the covenant guidelines. The Town Planner assists the seller and buyer with the required documentation which must be reviewed prior to closing and recorded on the land records. Sellers are limited to one-half the increase in the appreciated value of their home based on a certified appraisal. This criteria keeps the property affordable for the new buyer while helping sellers realize some return of equity. Since Hopkins Village opened in 1998, ten of the development's 36 homes have been sold and there have only been four foreclosures. Five of the ten homes have been multiple resales, for example 12 Hopkins Drive has been sold three times since 1998.

BUILDING DEPARTMENT

- A permit was issued for the Newington High School for code compliance alterations including minor site work, gym floor replacement and interior corridor ramp revisions.
- An electrical permit was issued for an equipment cabinet and wiring 13 locations with plenum cable at the Newington Highway Garage.
- A demolition permit was issued to P.C. Richard & Son for work at the old Circuit City building at 3440 Berlin Turnpike. They have a building application under review for alterations to the building for their company to move in.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith: Mechanical Rough-In Inspections – June 16, 2010
Illegal Dwelling Units – June 18, 2010
 - A. Hanke: Fire Investigation – Back to Basics – June 1, 2010
Mechanical Rough-In Inspections – June 16, 2010
 - D. Zwick: Mechanical Rough-In Inspections – June 9, 2010
- There were three Certificates of Occupancy issued in June. Two were for new single family residences located at 17 Sterling Drive and 23 Sterling Drive. One was for commercial at Tokyo Café located at 451 New Britain Avenue Unit F.

- Building Department activity for the month of June was as follows: The Inspectors completed a total of 346 inspections: blight (1), chimney (1), CO (39), code (2), complaint (2), concrete (1), decks (3), electrical (90), final (1), fireplace insert (1), footings (18), foundation (9), framing (43), garage (1), gas line (7), gypsum (4), hood (1), hot water heaters (1), insulation (5), mechanical (44), modular lift (2), piers (7), plumbing (29), pools (1), porch (1), ramp (3), roofing (4), rough (10), shed (1), site visit (8), tank(1), tent (4), windows (1).

CENTRAL CONNECTICUT HEALTH DISTRICT (CCHD)

- Attended a one day School Food Defense Tabletop Exercise at Anthony's Ocean View in New Haven. The training was sponsored by the State Department of Education Bureau of Health/Nutrition and Adult Education and the State Department of Public Health Food Protection Program. The training prepared health professionals for the impact, response, and recovery to a food contamination incident.
- Attended weekly project meetings and code enforcement meetings at the Berlin, and Newington Town Halls.
- Inspected Berlin and Newington town pools prior to opening for the season. The Health District licenses and inspects "Public" pools to ensure they are operated and maintained in accordance with the Connecticut Public Health Code.
- Attended the monthly Central CT Health District Staff meeting and environmental meetings.
- Completed Annual Lead Inspector Risk Assessor recertification training as required by the Connecticut Department of Public Health. The training and certification is a requirement for Health District environmental health staff to be able to respond to reports of elevated blood lead levels in children. The training and certification is also required to complete the necessary assessment in the home in which the child reside

HUMAN SERVICES

- End of the year activities, preparation for summer programs and complex caseloads made June an extremely active month.
- The Youth-Adult Council held its last meeting of the school year and approved the 2010-11 application for the annual substance abuse prevention grant which Director Ken Freidenberg will submit in July.
- The Human Rights Commission and Youth-Adult Council further collaborated in preparation for the Giving Tree booth to be held at the Extravaganza on July 17. Information on Six Feet of Influence, both Boards and Human Services will be distributed at the booth.
- The Department received 527 information and referral calls or walk-ins this month. Issues included housing, elder and day care, energy and financial assistance, health and mental health, unemployment, youth programs and community services among others.
- ICAN (Interfaith Community Action of Newington) volunteers handled twelve requests including shopping, yard work and driving to medical appointments. Information about ICAN was included in church bulletins in an effort to recruit more volunteers.
- The Food Bank assisted 148 households with 83 residents over age 55 and 236 under age 55. The Outdoor Market for food bank recipients served 234 households on three days this month. The Special Needs Fund assisted 22 households and the Clothing Closet served 28.
- The Social Casework Program handled a caseload of 86 with 37 new referrals. Presenting issues included health, mental health, substance abuse, domestic conflict, child and elderly abuse/neglect and financial difficulties. Basic need expenses such as food, utilities and housing continues to impact residents with low and fixed incomes.
- The Youth and Family Counseling Program had an active caseload of 63 with 13 new referrals, 6 inactive and 28 closed cases. Staff and contractors provided 145 clinical therapy sessions and made 161 contacts with families and other agencies.
- Clinical Coordinator, Christina Salvio handled numerous referrals from the schools as their year ended. Presenting issues included sexual abuse, suicide attempt, depression, divorce and anxiety.
- The Juvenile Review Board handled three cases this month. During the fiscal year a total of 20 cases came to the JRB; sixteen from Police and four from the Schools. Presenting concerns included vandalism, shoplifting, fighting, bullying, theft, criminal mischief, truancy, defiance of school rules, incorrigibility, alcohol or tobacco possession, fire setting and domestic dispute.
- Positive youth development programs and activities provided by staff and contractors involved 859 youth this month.
- The June ROPE six-session cycle ended the school year with 59 sixth-grade students from Martin Kellogg, John Wallace and St. Mary's.
- On June 14-17 the annual fourth grade picnics were held at Mill Pond Park. Large group challenge initiatives were facilitated by staff and contractors assisting parent volunteers as they prepared a picnic lunch and additional activities celebrating the students' transition from elementary to middle school.

- In addition to the fourth grade picnics, Youth Worker Rik Huggard facilitated several large challenge initiatives as part of Martin Kellogg's Community Day.
- The High School Adventure Club held their final meeting on June 10 and reviewed their activities for the year and began planning for next year.
- The Summer Youth Adventure Program began its season with staff and mentor training. Over 110 youth are registered for summer activities which began on June 28.
- There are four people in various stages of completing community service hours supervised by Youth Worker Huggard.

June 2010 Statistics

Selected Programs	FY 09-10 Undp. Total This Month	FY 09-10 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD
Youth and Family Counseling	63	63	159	179
Positive Youth Development	859	186	3261	3636
Youth Works (Job Bank)	3	7	40	50
Information and Referral	527	571	5597	4452
Social Casework Cases Under 55 = 62 Over 55 = 39	101	87	432	316
Food Bank Households	148	114	1360	1407
Special Needs	22	16	162	216

SENIOR AND DISABLED CENTER

- The Center hosted the Regional Championships of the statewide HealthNet Wii Bowling Tournament on June 4th. Teams from Wethersfield, Plainville, Berlin and Newington competed with Wethersfield winning and moving on to the next level of competition.
- Center Director Dianne Stone was out most of the month on a medical leave.
- Staff spent time planning for the transition to a cleaning contract and evening facility supervision.
- A greeting card class, led by staff Eleanor Eichner and Karen Halpert, was held on June 11th in time for Father's Day.
- Tina Bradbury from Newington Health Care Center led a wreath workshop on Tuesday, June 15th.
- Brittany Farms Health Center sponsored a Strawberry Shortcake Social on Tuesday, June 22nd.
- On June 28th the Center held a Membership Social to thank members for their renewal. The event was made sweeter by a Chocolate Fountain providing by Newington Health Care Center.
- The Health Area improvements continued with plans for new flooring and paint.
- The Center's bathrooms also saw some much needed improvements with new Stonehard flooring and paint.
- Membership renewals continued at a brisk pace.
- The Center currently has 2395 paid members. An additional 691 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1180 hours of volunteer service was recorded by 82 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 2729. Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,273 trips in the month covering 3,751 miles.
- The demand for information and referral and social services remains high. Programs that are actively enrolling clients include ConnPACE, the Medicare Savings Program and, Renter's Rebate.

PARKS AND RECREATION

Administration

- Superintendent Bruce Till held several meetings with staff and sub-committee regarding the Extravaganza.
- Mr. Till met with the Clem Lemire Artificial Turf Field Project Building Committee.

- Mr. Till continued working with the Management Team regarding the AFSCME contract.
- Mr. Till met with representatives of the Newington Soccer Club regarding their Wrap-Up Tournament.

Recreation Division

- Final plans are underway for the Mill Pond Park Extravaganza Week, Monday July 12 through July 17.
- Comprehensive staff training was held throughout the month for summer employees.
- Recreation Supervisor Sharron Glasson attended a CRPA aquatics section meeting on Wednesday, June 2.
- Our Creative Playtime Preschool Program staff organized and planned an end-of-the-year "Fun-Day" at Mill Pond Park, which was held on Monday, June 7. Preschool families who attended our program were invited to meet at the park to celebrate the end of the year and socialize with the other preschool families.
- Ms. Glasson attended a CRPA conference committee meeting on Tuesday, June 8.
- Our Creative Playtime Preschool staff members were recertified in Infant and Child CPR and injectable medication administration.
- All Playground Directing staff was certified / recertified in First Aid, Adult CPR and injectable medication administration.
- Ms. Glasson attended a CRPA executive board meeting on Tuesday, June 15.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED.
- Touch-A-Truck was held on Saturday, June 19.
- Our first summer concert, sponsored by Data-Mail, Inc., was held on Thursday, June 24. Due to inclement weather, the concert was moved indoors to Town Hall Council Chambers. The concert was still a success with over 150 people attending.
- Most Parks and Recreation Department summer programs began on Monday, June 28.
- Mill Pond Pool and Churchill Pool opened for the season on Monday, June 28.
- Summer Playgrounds for children in Kindergarten through grade 7 opened on Monday, June 28.
- Camp Sunrise (a camp held in Glastonbury for children with disabilities) began on Monday, June 28. The Department subsidized camp for 13 Newington campers to attend.

Parks and Grounds

- The Mill Pond Tennis Courts were completed early in June for summer play.
- Two weeks of the month were spent on roadside tractor mowing.
- The Market Square area was cleaned and the split-rail fence was repaired and mulched in preparation for the car show.
- Eric O'Neil (Groundskeeper I) painted a large area of small boxes and installed fencing at Mill Pond Park for the annual Cow Chip fund raiser.
- Joe Cirigliano (Groundskeeper II) and Eric O'Neil prepared several pieces of equipment to be publicly viewed and demonstrated at the annual Touch-A-Truck event at the Town Hall.
- Town forces repaired vandalism to the Mill Pond Gazebo in preparation for this Summers Concert in the Park Series.
- A large tree was removed at the Senior Center and several at the Library to aid in the installation of new a/c units.
- Parks members installed telephone poles for the power supplied for the annual Extravaganza in Mill Pond Park.
- Parks crews prepared a dozen fields, including painting, mowing and the moving and set up of Soccer goals from various sites in town.
- The Newington High School practice and J/V Football fields were renovated. This included deep tine aeration, topdressing and seeding.
- Division personnel were offline a total of 23.75 days this month.
- There were eight interments in town cemeteries in June.

LIBRARY

- Library Director, Marian Amodeo retired on June 18 after 33 years of service and will begin her new position at the Hartford Public Library as the Chief Public Services Officer in July. Marian began her career at the library as a children's librarian and was promoted to Library Director in 1998. The library board had a lovely farewell reception on June 18 to wish Marian well in her new endeavor. Lisa Masten was named Acting Library Director until the new library director is hired.
- Kick-off events to mark the start of the Library's summer reading programs for children, teens and adults were a major highlight of this month. 242 adults came by to sign-up, get reading suggestions, refreshments and prizes during a morning and evening event. The All-ages kick-off event held outside in the upper Town

Hall parking lot on a beautiful Saturday morning attracted over 1,500 children, teens and caregivers who turned out to enjoy the Library festivities, the P & R Touch-a-Truck and to sign-up for the summer reading programs.

- Circulation of library materials was 37,307. 23,471 people entered the building during the month. 15,036 reference books were accessed remotely, and 3,499 online searches were completed in the Library. The children's book sites *Tumblebooks*, *BookFlix* and *PebbleGo* were used 1,256 times. 139 books were downloaded from the Library's website for a total of 53,738 items borrowed or used by library patrons. 1,628 items were added to the collection, and 118 items were mended by volunteers who logged in 133 hours doing this task as well as many other behind the scenes processing tasks.
- The early part of June for the Children's department staff was taken up with preparing for summer reading and visiting all elementary and middle schools to promote the Library's summer reading program "Make a Splash READ." Children's librarians Pat Pierce and Helen Aveline offered an online presentation in multiple assemblies at the different schools to show the children the new online system to be used for registering and tracking their reading progress from the library's website. Response to this new system was very positive. By the end of June, participation in the summer reading program was 878. Altogether, 23 programs were held for 4,194 children and their caregivers.
- Seven programs were held for adults with a total of 442 participants during the month of June. The Friends of the Library held their annual meeting, at which election of officers for the coming year was held. Natalie Harbeson will continue in her role as President for this organization. The Friends also had local mystery author Judith Ivie as their guest speaker at this event. Several job related programs including "Job Hunting over 50" and "Retooling for a New Career" were presented. By the end of the month, participation in the adult summer reading program "Water Your Mind READ" was 514, an increase of 25% from the previous year.
- Teen librarians Bailey Ortiz and Karen Benner concluded schools visits to promote the online teen summer reading program "Make Waves @ your library" by speaking to 700 high school students in the 9th and 10th grades. The new online format will be similar to the children's online program and is accessible from the library's teen website. By the end of June, 136 teens were active participants in the summer reading program. In total, 4 programs were held for 120 teens.
- The Library received a \$30,000 technology grant from the Hartford Foundation for Public Giving. The purpose of the grant is to improve digital literacy with increased technology. This includes enhancing the speed, reliability and security of the library's wireless network and increasing access to online content as well as offering computer classes to the public. The Library is working with the Town IT staff to purchase the necessary equipment to make this happen.
- 6,539 reference questions were answered at both the Children's and Adult Information desks. Homepage visits numbered 14,875. Total Internet use in logins was 3,116. Children's games computers usage was 377 hours.
- Topics of interest that were researched this month included:
 - History of coal for an elementary school age student.
 - Non-fiction books about buoyancy for a pre-schooler.
 - Where to donate cell phones for soldiers?
 - What does manga and anime mean?
 - Peanut butter cake recipes
- Bette Kapij began her full-time position as a Library Technician position in the Collection Management Department. A job ad for her vacant part-time Circulation position was placed on the library and Town websites and on several library listservs. The closing date was June 11. 102 people submitted applications. Testing for this position was held on June 24 & June 26. Interviews will be held in July.
- In facilities matters, Lynn Galey along with Bob Korpak and Jeff Baron participated in several walk throughs with potential cleaning contractors that will replace the current library cleaning service. The library is also preparing for the replacement of some HVAC equipment and controls during the summer months. Parks and Grounds cut down four trees near the library building in preparation for this project.