



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: September 24, 2010
Re: Monthly Report – August 2010

GENERAL ADMINISTRATION

- Town Manager John Salomone attended the Mid-State Collaborative meeting as well as meetings with CRRRA and CRCOG and presided over the CTCMA Executive Board meeting
- The IBPO Local 443 membership ratified a 3-year contract. The contract was discussed by the Town Council and will be up for Council approval in the near future.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues such as the blight ordinance and cemetery expansion projects.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Department head performance evaluations were completed in August.
- Mr. Salomone met with residents to address various issues and concerns as needed.

Paid overtime during the month of August 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 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	23.6	\$1,038.50
Weekend Standby and Call-In	16.0	638.88
Road Maintenance	32.0	1,281.51
Traffic Division	8.0	312.00
John Wallace & Anna Reynolds	27.6	10,992.26
Kirkham St. & Kirkham Pl.	13.7	542.09
Day St.	3.3	131.12
Total	124.2	\$ 14,936.36
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Pool	67.0	\$ 3,151.46
Herbicide	91.0	3,888.91
Cemetery	22.0	830.22
Weekend Duty	32.0	1,385.44
Paterson School Courtyard (trees)	16	650.36
Total	228	\$9,906.39

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 1,004.25	\$ 3,976.00	\$ 1,004.69
Patrol	554,004.00	63,828.14	580,294.00	61,825.33
Investigation	74,110.00	6,249.83	76,691.00	6,249.83
Communication	111,426.00	15,412.26	112,132.00	15,412.26
Education/Training	103,603.00	4,263.12	103,603.00	4,263.12
Support Services	37,985.00	3,712.19	39,071.00	3,712.19
Animal Control	12,144.00	1,145.34	12,144.00	1,145.34
Total	\$ 899,733.00	\$ 95,615.13	\$ 927,911.00	\$ 93,612.76
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 2,747.21	\$ 28,109.00	\$ 5,152.89
Snow and Ice Control	132,349.00	-	132,349.00	-
Traffic	8,345.00	998.89	8,345.00	998.89
Vehicles and Equipment	28,185.00	3,060.02	28,185.00	2,742.75
Leaf Collection	54,997.00	-	54,997.00	0
Total	\$ 251,985.00	\$ 6,806.12	\$ 251,985.00	\$ 8,894.53
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 31,369.68	\$ 130,547.00	\$ 20,389.67
Cemeteries	14,893.00	1,174.36	14,893.00	441.61
Total	\$ 145,440.00	\$ 32,544.04	\$ 145,440.00	\$ 20,831.28

Police Department Overtime

- Comparison - July to August 2010
 - OT July: \$58,536 - 2 paychecks
 - OT August: \$ 50,102 - 2 paychecks
 - Total decrease \$ 8,434
- The overall overtime in August was down from July. Time off was reduced, with approximately 54 days of leave taken. Holdovers were fewer.
- One Lieutenants position, one Community Services officer position, and one Dispatch position were vacant in August. The dispatcher vacancy created 12 shifts of overtime in August at a cost of \$4,000.

PERSONNEL

- Police dispatcher testing took place on August 12. The hiring process will continue through September.
- A job opening for Police Recruit was posted on August 6 with a closing date of August 30. Over 200 applications were received. The testing process will commence in September.
- The Library Director position was posted on August 12 with a closing date of September 8.
- Heather Hamilton was appointed to the part-time Library Technician position effective August 8, 2010.
- An internal union posting for a Groundskeeper III closed on August 4 with one applicant. The applicant will undergo a written examination for the position in early September.
- The Town Manager's office welcomed University of Connecticut graduate intern Sarah Geary for the 2010-11 academic year.

PURCHASING

- RFP No. 1, 2010-11 - Mill Pond Park Professional Services, was posted on August 25, 2010 with a closing date of September 15, 2010.
- Bid No. 1, 2010-11 - Tactical and Weapon Training Simulator, was posted on August 31, 2010 with a closing date of September 15, 2010.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The first month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for July 2010 were \$621,618.

Claims for July 2010

	Town	Board of Education	Total
Estimated Claims	183,366	672,101	855,467
Actual Claims	121,478	500,140	621,618

FACILITIES MANAGEMENT

- All fire extinguishers and sprinkler systems in various Town Buildings were inspected during August and any necessary repairs were made.
- The facilities group completed 31 formal work orders during the month of August at the various Town Buildings.
- Additional bidders were solicited for the Library HVAC System upgrades and a refined scope of work was issued to encourage cost savings without compromise of the project intent.
- Ongoing roof repairs over the Town Hall gymnasium continue on a monthly basis due to the failure of the roofing system. A recent water leak caused a smoke detector in the building to issue a false alarm in the fire system resulting in the fire department responding twice over a weekend period. The fire system also required repairs due to this water damage.
- Exterior painting of the Parks garage began in July and continued through August.
- Bi-weekly reviews have been held with the cleaning contractor since the contract was issued for the Police Building, Senior & Disabled Center and the Library.
- Design work was completed on a partial replacement of the cooling system for the Senior and Disabled Center and was issued for bid during August. This project was issued as a supplement to the Library rebid in an effort to encourage cost savings because of increased work scope. Also, design work for the installation of a portico at the bus loading area of the building continues.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 41 requests for service via the Internet, blocked 32,741 unsolicited SPAM email messages from being delivered, blocked 945 virus/ Trojans, blocked 16 spyware infections and 40,674 intrusion detections from impacting the Town's network infrastructure.
- Completed 113 formal work orders.
- The Town's website had approximately 36,564 visits during the month, 90,719 page views with an average of 2.48 pages viewed per visit. The Town Homepage, Library Homepage, Parks and Recreation Homepage and Assessor Homepage were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology attended the GMIS International Conference and a federally sponsored Multi-State Information Sharing and Analysis Center (MS-ISAC) Conference.
- Mr. Boutot and Mr. Neil David, Network Administrator/ Project Leader worked with Sonitrol technicians to configure a new CCTV system.
- Mr. Scott Hoagland, Application/ Network Specialist held two department web maintainer training sessions.
- Mr. Hoagland, Mr. David and Mr. Boutot continued testing of several thin client solutions from Pano-Logic, Wyse and HP.
- Mr. Hoagland and Mr. David continued their efforts to complete the rollout of the new remote access servers used by Wide Area Network (WAN) users.
- Applications were updated in the Revenue Collectors Office and Assessor's Office.
- Mr. Thad Dymkowski, GIS Technician assisted the Planning Department with producing a GIS (Geographic Information Systems) Abutter's list.
- Mr. Dymkowski also assisted the Town Planner with edits to the Town Zoning Map, Fire Department with documenting fire hydrants in Market Square and the Police Department with a GIS Crime Application that was developed in-house.
- Our Central Connecticut State University GIS Intern, Ms. Lee Adams, completed a significant portion of the Traffic Sign Inventory project for the Highway Department.
- Mr. Boutot and Mr. Dymkowski worked together to identify and develop a scope of work for an outside consultant working with Parks and Grounds staff to convert all Cemetery records into their new records management systems.
- Mr. Dymkowski produced an Informational Map to be used throughout Town Hall to help visitors locate the various departments and meeting rooms.

FINANCE

Accounting and Administration

- Schedules related to the Connecticut State Department of Education End of Year School Report (ED001) for in-kind services and capital expenditures were completed.
- Ann Harter attended a meeting of the MDC member towns to discuss budget issues for the 2011 budget cycle.
- Data was gathered for other post employment benefits (OPEB) in order to determine the liability for health care costs for current, retired and future employees.
- The ICMA survey for Police and Fire Expenditures was completed.

No major grants were 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)
8/31/2010

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> <u>FY2010-11</u>	<u>Actual</u> <u>Year to Date</u>	
General Fund	\$200,000	\$20,173	\$46,406,680
Special Revenue Funds	2,400	527	1,609,403
Capital Projects Funds	867	130	445,501
Internal Service Fund	11,497	1348	4,769,098
Trust and Agency Funds	4,500	498	1,693,329
TOTAL, ESTIMATED BY FUND			\$54,924,011

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
8/31/2010

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	0.24	0.24	6,652	1,962	\$28,136,427
CLASS PLUS	0.17	0.18	657	657	4,512,294
Bank North	0.35	0.35	6,588	6,126	22,167,808
Sovereign Bank	0.20	0.20	18	18	107,482
Total Outstanding Investments					\$54,924,011

Rates reflect avg. monthly yield, annualized

Assessor

- The inspection and photographs of condos for the 2011 revaluation continued at several condominium developments by CLT. Vision Appraisal continued the conversion from the CLT IAS data base to the new Vision database. The new assessment 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 August.
- Personal property declarations were ordered and received.
- Motor Vehicle Pricing guides mandated by the State of Connecticut were ordered.

Revenue Collector

- In the month of August, the Tax Office staff processed tax bills amounting to \$3,432,100 in current collections for the 2009 Grand List. Additionally, \$7,377 was collected as a result of the pro-rated real estate tax bills for new construction and prior year taxes amounted to \$149,594.
- Delinquent notices were sent to 169 businesses with unpaid personal property taxes and 523 notices were sent to real estate taxpayers.

- With the slow economy, several businesses have contacted the Tax Collector to establish monthly payment plans.

TOWN CLERK

- There were 539 documents filed on the land records during August.
- State conveyance tax collected totaled \$44,434.51, and Town conveyance tax was collected in the amount of \$21,154.75.
- Property at 82 Rockledge Drive sold for \$485,000 from Richard and Amy Kelleher to Robert & Hillary Patz.
- Property at 435 Willard Avenue Unit C conveyed for \$425,000 from Rotundo Developers LLC to Patina Properties LLC.
- The office certified 75 copies of vital records and issued three cremation permits and six burial permits.
- Three Liquor Permits and six Notary Public Commissions were recorded.
- There were 64 liens, 165 mortgages and 178 releases catalogued.
- On August 10th there was a Republican and a Democratic Primary for State and Federal offices. The office configured the ballot layout and issued absentee ballots.
- August 20th & 27th were dedicated as Dead Storage Clean-Up Days. Department heads with documents stored in dead storage were asked to review their records and obtain written permission from the Connecticut Public Records Administrator to dispose of them.
- Staff members scanned images from 38 land record volumes and linked the digitized images to the land record index data.

DATA SUMMARY AUGUST 2010				
	<u>August-10</u>	<u>August-09</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	539	607	1266	1334
Dog Licenses Sold	85	69	325	309
Game Licenses Sold	34	39	137	142
Vital Statistics				
Marriages	23	25	48	50
Death Certificates	14	33	35	54
Birth Certificates	17	29	29	
Total General Fund Revenue	\$ 38,067.95	\$ 50,922.15	\$ 94,104.60	\$106,958.80
Town Document Preservation	\$ 934.00	\$ 1,152.00	\$ 2,160.00	\$ 2,378.00
State Document Preservation	\$ 934.00	\$ 1,156.00	\$ 2,162.00	\$ 2,384.00
State Treasurer (\$26 fee)	\$ 16,812.00	\$ 20,664.00	\$ 38,834.00	\$ 42,686.00
Locip	\$ 1,401.00	\$ 1,722.00	\$ 3,237.00	\$ 3,558.00
State Game Licenses	\$ 536.00	\$ 189.50	\$ 1,176.00	\$ 829.50
State Dog Licenses	\$ 591.00	\$ 486.00	\$ 1,844.00	\$ 1,739.00
Dog Licenses Surcharge	\$ 200.00	\$ 164.00	\$ 662.00	\$ 626.00
Marriage Surcharge	\$ 114.00	\$ 399.00	\$ 456.00	\$ 741.00
Grand Total	\$ 59,589.95	\$ 76,854.65	\$144,635.60	\$161,900.30

POLICE DEPARTMENT

- One hundred and seventy-five applications for the Public Safety Dispatch position were received. Of those, 25 applicants were invited to take the practical test. Nine candidates passed and have been invited to an Oral Interview to be conducted on September 17.
- A general recruitment process began in early August with a closing date of August 30. The entry level exam is scheduled for September 25. At the present time, the department has two openings due to retirements.

- Patrol Calls for August were as follows:

ALARMBURG	118	F/OTHER	10	NEIGHBOR	16
ALARMHOLD	7	F/STRUC	4	NOISE	25
ANIMAL	38	F/WATER	1	NOTIFICATION	2
ASSAULTIP	2	FINGERPRINT	15	OPENDOOR/WIN	5
ASSAULTREP	1	FIREWORKS	7	OTHER	1
ASSIST	24	FOLLOWUP	72	PARKINGVIOL	16
BIKEF	2	HARASSMENT	19	PROPFOUND	10
BOLO	1	HAZARD	25	PROPLOST	7
BREACHIP	11	ILLEGALDUMPING	4	RECOVEREDMV	2
BREACHREP	5	INDECENTEXP	1	ROBBERYIP	1
BURGREP	11	INTOXICATED	11	SERVSUBPOEN	1
CARSEAT	8	JUVCOMP	41	SERVWARRANT	45
CHECK	81	K9	5	SEXASSAULTRE	1
CLEARLOT	15	LAND/TENANT	4	SPECDETAIL	72
COURT	24	LARCFROMMV	23	STOLENMV	8
CRIMMISGRAF	7	LARCIP	15	SUDDENDEATH	1
CRIMMISIP	1	LARCREP	40	SUSPICIOUS	103
CRIMMISREP	29	LIQUOR	1	SUSPMVOCC	41
CSO	11	LOCATION	59	SUSPMVUNOCC	11
CUSTOMERIP	6	LOCKOUTMV	1	TESTPOLICE	2
CUSTOMERREP	8	LOCKOUTRESID	2	THREATIP	2
DOG	45	M	210	THREATREP	3
DOMESTICIP	48	MISSING	7	TOWNORD	2
DOMESTICREP	14	MVABAND	3	TRAFFIC STOP	684
DRUG	9	MVAEVADING	17	TRESPASSIP	5
DUI	12	MVAINJURY	13	TRESPASSREP	3
EDP	6	MVAPROP	92		
ESCORT	34	MVASSIST	70		
F/ALARM	27	MVCOMPLAINT	52	TOTAL	2,498

Patrol Calls and Investigations

- Two Patrol Officers were assigned to a special enforcement detail targeting drug violators. The officers were monitoring activity at a local motel. They approached an individual who agreed to sell them prescription drugs. The individual presented the drugs to the officers and was arrested. The individual was charged with several drug offenses.
- On the midnight shift an officer observed a vehicle travelling on Main Street. A computer check of the vehicle's license plate number revealed it was stolen from the City of New Britain. Officers stopped the vehicle and 4 people were taken into custody without incident. 3 of the people were adults and 1 was a juvenile. All were charged with Larceny related offenses.

Detective Division

- Handled 117 investigations, 75 remain ongoing and 42 were closed by investigative methods.
- Arrested a suspect accused of failing to supervise her one and three year old children. The arrest was the result of a Detective Division investigation that alleges the suspect allowed her one and three year old children to wander from her residence and remain without parental supervision for nearly 40 minutes. According to witnesses, this was not the first time the children have been left unattended. The accused was charged with two counts of Risk of Injury to a Minor, 53-21(a). She was transported to the Newington Police Department where she was processed and detained on a \$20,000.00 court set bond.
- Detectives arrested a suspect on several charges including Larceny 4th, Burglary 3rd, Identity Theft 3rd (7 Counts), Criminal Impersonation (7 Counts), Illegal Use of Credit Card (7 Counts), Receipt of Money, Goods or Services Obtained by Illegal Use of Credit Card (7 Counts) and Forgery 2nd (6 Counts). The suspect is accused of breaking into vehicles at a local fitness center and stealing property within. In addition to the thefts, the accused used the victim's bank cards to defraud them of over \$1,000.00. The accused was processed and turned over to State Marshalls pending arraignment.
- A suspect was arrested in connection with an unlawful sexual contact and risk of injury to a minor following an investigation. The suspect turned himself in at headquarters after learning there was a warrant for his

arrest. The suspect was charged with Sexual Assault in the Fourth Degree and Risk of Injury to a Minor. The suspect was detained on a \$100,000.00 surety bond.

- The Juvenile Officer has closed two juvenile sexual assault investigations and continues to investigate one other juvenile sexual assault case among other ongoing investigations
- Processed 8 crime scenes in August, in some cases collecting DNA, fingerprints and other items of evidence.
- Served 41 arrest warrants, 33 by Patrol Officers and 8 by Detective Division personnel.

Community Service Officer (CSO)

- Attended a meeting at the DEA office in New Haven as part of the National Take Back Initiative. The Newington Police Department will be one of several towns in CT taking part in the program with DEA to accept unwanted or expired prescription drugs and destroy them in a safe manner. Arrangements have been made with Wal Mart to be the drop off location in Newington. The event is scheduled for September 25th.
- CSO O'Brien, Sergeant Morgan and K-9 Officer Wagner took part in the Park & Recreation Public Safety Day Program on August 6th. The Program was part of summer camp events at Churchill Park. Sergeant Morgan was able to secure the regional SWAT armored vehicle for the event and Officer Wagner and his K-9 partner Archie performed a demonstration. Newington Volunteer Fire and Ambulance along with the Life Star helicopter also took part in the event. It was a well attended event and the large group of local youth seemed to really enjoy the interaction with department members. Also gave a tour of the police station to a group of children from the St Mary's Church summer camp.
- CSO O'Brien and Sgt Morgan met with Park & Recreation Supervisor Karen Gallicchio about a complaint received over the town's website about unruly teens hanging around in Mill Pond Park while the summer camp was in session. Both departments worked together in a cooperative effort to use the resource of both the police and P&R to solve some of the issues.
- Attended the Newington Chamber of Commerce meeting as the department's liaison with the business community.
- Took part in the dedication ceremony of a section of Willard Ave in front of Newington High School which was dedicated in the memory of Officer C. McDermott, former Newington High School Resource Officer.

UCR/NIBRS Selected Crimes

Preliminary July 2010 July 2009

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	1	-0-
Robbery	-0-	-0-	-0-	-0-
Assault	10	-0-	10	-0-
Burglary	11	\$5,275	13	\$20,344
Larceny Theft	61	\$6,920	61	\$76,408
Auto Theft	3	\$4,900	6	\$33,000
Totals	86	\$17,095	91	\$129,752

- In July 2010 the Police Department arrested 95 adults: 1 for robbery, 13 for assaults, 3 for forgery and fraud, 2 for vandalism, 1 for weapon violations, 1 for sex offenses, 10 for narcotic violations, 15 for larceny, 17 for DUI, 2 for offenses against family & children, 2 for disorderly conduct, and 28 for other miscellaneous offenses. We also arrested or referred 5 persons under the age of 18 for criminal acts: 2 for larcenies, 2 for vandalism, and 1 for all other offenses.

FIRE DEPARTMENT

	August 2010	2 Month Total
Residential	14	31
Commercial, Industrial, Office	2	3
Hospital, School	5	6
Vehicle	2	4
Rescue, Police Assistance	3	5
Dumpster, Rubbish, Grass, Brush, Leaves	1	5

Hazardous Materials/Clean up	0	1
Investigative Alarm	31	62
False Alarm	0	0
Mutual Aid/Standby	4	7
Carbon Monoxide Investigation	0	1
Water Related Incidents/Pump-Outs	0	18
Total	62	125

Training Summary

Multi-Company Training	Foam Application/Techniques & Equipment	72 Members	252 Hours
	Hydrant Supply/Highgate Apartments	72 Members	72 Hours
Officers' Training	Pre-Plan Walk Thru/ Tilcon Hartford Avenue		
Company Training	Firehouse Software	52 Members	130 Hours
	Driver Training	14 Members	91 Hours
On-Line Training	Firefighter PPE, Blood Borne Pathogens, Driver Safety	60 Members	240 Hours
Total			785 Hours

- The Cadets were in attendance at regular and monthly meetings along with clean-ups, drills and training sessions. They participated with the Kiwanis during their Fall Session, setting up fencing and securing the Flea Market area.

FIRE MARSHAL

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

Inspections	25
Inspection Follow-Ups	33
Plan Review	05
Job Site Inspections	16
Underground Tank Removal	01
Fire Investigations	01
Fire Alarm Trouble	03
Complaints	05
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

- An accidental fire in the basement of a single family home on Lamplighter Lane caused moderate smoke damage to the residence.

Meetings/Training:

- Fire Marshal Schroeder attended the monthly town hall staff meeting at police headquarters.
- Fire Marshal Schroeder attended a meeting with Region-3 Emergency Management Directors in Wethersfield.
- Fire Marshal Schroeder met with town staff to review safety concerns and to establish an emergency action plan for the Annual Waterfall Festival on Market Square.

School Inspections

- All schools both public and private were inspected prior to opening. All facilities were found to be within reasonable fire code compliance.

HIGHWAY DEPARTMENT

Administration

- Attended Central Connecticut Solid Waste Authority meeting
- Coordinated various paving and construction projects throughout Town

Roadway Maintenance

- Completed the milling of approximately 50,000 square yards and paving roughly 6,000 tons of bituminous material on the following roadways: Lexington Circle, Kirkham Street, Kirkham Place, Buckingham Street, Colby Circle, Day Street, Stoddard Avenue, Reservoir Road and Groveland Terrace
- Crews completed the reconstruction of the pathway and sprint track at John Wallace Middle School
- Crews completed the reconstruction of the north entrance to Anna Reynolds School
- Cleaned various catch basins throughout Town

Traffic Division

- Continued with the line striping throughout Town
- Assisted Highway Department with paving of school projects and overlays
- 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
- Assisted Registrar's Office with voting machine relocation

Fleet Maintenance

- Mechanics continued with fleet preventative maintenance schedules along with unscheduled emergency repairs
- Preparation began for the maintenance of leaf season equipment

Sanitation/Recycling/Landfill

- Continued with landfill organization and material maintenance
- Scheduled 770 residential bulk items for collection
- Scheduled 80 condominium bulk items for collection
- Scheduled 38 condo/residential scrap metal items for collection
- 771.31 tons of Residential Municipal Solid Waste was collected for the month of July
- 178.84 tons of recyclables were collected for the month of July
- Issued 49 permanent landfill permits and 21 temporary permits

ENGINEERING DEPARTMENT

- During the month of August, the Engineering Department issued eighteen excavation permits as follows:
 - 12 Driveway/curb cut excavations
 - 4 Gas lateral services
 - 1 Sewer service lateral
 - 1 MDC Pavement repair at multiple locations
- Staked out new grades and laid out pavement marking for the entryway into the Anna Reynolds School from Reservoir Road.
- Reviewed preliminary plans prepared by Milone and Mac Broom for the Market Square Streetscape Project and provided consultant with comments.
- Coordinated and inspected sidewalk repair work performed by Cominito Concrete. Also coordinated and inspected sidewalk slab jacking performed by Laviero Concrete on town streets and the High School.
- Attended a meeting chaired by CRCOG regarding a maintenance program for the bus shelters. There were no responses to the "Request for Proposals," for vendors to maintain bus shelters. It was decided that CRCOG would schedule sit down sessions with those firms who had taken out the "Request for Proposals" previously advertised by CRCOG but had not responded and get a better understanding on how the program to maintain bus shelters can be pursued.
- Reviewed progress of contractor (Quality Associates) working at the Municipal Parking Lot Project. A change order was initiated to relocate one of the light poles to a more efficient location. The project is expected to be substantially completed by September 17, 2010.
- Reviewed and provided comments to DOT regarding their 90% completion plans for the access way to the proposed busway station off of Fenn Road.

TOWN PLANNER

2020 Plan of Conservation and Development

The layout of the 2020 Plan was completed in August and a printing proof prepared. The adopted Plan was posted on the Town website, Town Planner's Department as required by Statute and Information Technology Department has produced CD's for distribution.

Municipal Parking Lot Project

During August, concrete sidewalks and final sub-base grading was completed. The contractor, Quality Associates, was given a two week extension, to September 15th, to complete final bituminous paving, extruded curbing and pavement markings. This additional time was needed because of changes in the parking lot light layout and sidewalk work installed at 134 -232 Market Square. The sidewalk construction was done at the request of the property owner to correct drainage problems and address handicapped accessibility to his businesses. The property owner will pay for this additional work.

2010 Brownfield Grant Program

On August 4th, Town Planner Ed Meehan attended a training workshop presented by EPA Region I staff for municipalities that may seek 2010 federal funding for Brownfield assessment inventory and remediation grants.

Local Traffic Authority Training

On August 24th, Town Planner Ed Meehan attended the Connecticut Legal Traffic Authority Program sponsored by UCONN Transportation Institute for analyzing and solving traffic problems. This is one of the required workshops that municipal legal traffic authorities are required to attend.

Open Space Study Committee

The Town Planner completed and presented to the Open Space Study Committee, August 19th, a Town-wide inventory of vacant parcels that may have potential for open space preservation. The inventory evaluates 29 residential parcels (332 acres) and 33 non-residential parcels (317 acres) by environmental limitations such as flood hazards and wetlands.

TPZ Commission

On August 11th, the Town Plan and Zoning Commission approved a zone map amendment, Residential use to Business Town Center use for the vacant parcel adjacent to 1268 Main Street. A site plan development for the rezoned area for 2800 sq. ft. bank use was also approved. Because the property is located in the Town Center Business District, the new building is required to comply with the architectural design standards for the Town Center. On August 25th, the Commission approved a Special Exception and site plan for the reuse of the former golf driving range on Deming Street. The approved project, Morningside Development, is for 60 condo units on this 8 acre parcel. There will be 16 townhouse units and 44 duplex structures.

BUILDING DEPARTMENT

- There were no permits issued for single family housing in August.
- A permit was issued for a build out for a pizza restaurant at 425 New Britain Avenue.
- A permit was issued to build a pavilion at the John Paterson School, 120 Church Street.
- There are no seminars in the summer months for our Inspectors for their continuing education credit.
- Two Certificates of Occupancy were issued in August. One was for a single family residence at 9 Adam Drive and the other was for a discount store at 3440 Berlin Turnpike.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 287 inspections: Above Ceiling (5), Alarm (1), Boiler (5), CO (11), Code (9), Decks (12), Electrical (46), Final (38), Fireblocking (2), Footings (22), Foundation (4), Framing (23), Gas Line (10), Gypsum (5), Hot Water Heaters (2), Insulation (8), Mechanical (21), Plumbing (10), Pools (15), Roofing (1), Rough (24), Sheds (1), Sheetrock (1), Siding (1), Sill (3), Site Visit (3), Tank (1), Tent (1), Wood/Pellet Stove (2).

The total number of Building/Renovation Permits issued for the month of August was **102**, producing a total permit value of **\$689,329.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	13	208,385.00
DECK	3	13,600.00
DEMOLITION	0	0.00
ELECTRICAL	30	43,365.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,000.00
GARAGE / SHED	3	10,960.00
MECHANICAL	28	213,479.00
NEW COMMERCIAL	1	67,950.00
NEW RESIDENTIAL	0	0.00
PLUMBING	2	15,440.00
POOL	2	1,525.00
ROOFING / SIDING	17	113,120.00
SIGN	1	55.00
TENT	1	450.00
TRAILER	0	0.00
TOTAL	102	\$689,329.00

The total Building income fees received in the month of August was **\$7,683.50**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1240.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$87.00, Driveway / Excavation \$1225.00, Engineering copies \$137.50. The other total income is \$2944.50

Below is a comparison of the Permit Values for August 2010 and August 2009

	<u>2010</u>	<u>2009</u>
Value of Permits issued for August:	\$689,329.00	\$911,202.00
Fees for Permits issued for August	7,683.50	12,650.00
Other income Fees for August	2,944.50	1,892.50
Building Permits Issued for August:	102	155

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

<u>2009-2010</u>		<u>2008-2009</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$2,759,641.00	\$37,007.00	\$3,825,832.00	\$29,357.00

HUMAN SERVICES

- Human Services handled complex cases, energy assistance, redeterminations for the food bank and summer youth adventure programming.
- Director Ken Freidenberg attended several regional meetings related to family with services needs, substance abuse, mental health and youth services.
- The Department received 540 information and referral calls or walk-ins during August. Issues included day care, energy and financial assistance, health and mental health, unemployment, and community service projects.
- ICAN (Interfaith Community Action of Newington) volunteers handled eight requests including shopping, yard work and driving to medical appointments
- The Food Bank assisted 143 households with 79 residents over age 55 and 243 under age 55. Food available at this time is at an all time low due to increased use and fewer community food collections.

- There were 45 coupons worth \$15 each distributed to eligible clients for the Newington Farmers Market provided by the State and administered by Human Services.
- The Outdoor Market co-sponsored with Food Share served 148 households on two days.
- The Special Needs Fund assisted 10 households and the Clothing Closet served 27.
- Backpacks and school supplies were distributed to 60 families thanks to some generous contributions from the community.
- Staff approved 27 applications for Operation Fuel amounting to \$16,000 worth of assistance to eligible households.
- The Social Casework Program handled a caseload of 105 with 37 new referrals. Social Workers are continuing to see more residents at risk of utility shut off and other financial difficulties. 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 43 with 3 new referrals, 8 inactive and 8 closed cases. Staff and contractors conducted 68 clinical therapy sessions and made 76 contacts with families and other agencies.
- Clinical Coordinator Christina Salvio and School Psychologist, Ed Cassinari co-facilitated an all day in-service training for school psychologists, social workers and nurses on Working with Parents of Children with Disabilities.
- Positive youth development programs and activities were provided to 217 youth by Youth Worker Rik Huggard, Part-Time Youth Worker, Michele Pestillo and Seasonal staff.
- The Summer Youth Adventure Program for middle school age youth provided a variety of activities including: canoeing, geo-caching, rock climbing, hiking, biking, tubing and several days at the beach.
- The Challenge Course had several groups participating including Windsor Locks Youth Services, Rocky Hill Youth Services and Police, New Generation Ministries, Central Connecticut State University Resident Assistants, Student Center staff and Students and department summer youth programs.
- Youth Workers Huggard and Pestillo completed the SCORE Fall brochure which is available at Human Services, Parks and Recreation, Library and Town website. They will be distributed to all middle school students the first week of school.
- There are four people in various stages of completing community service hours supervised by Youth Worker Huggard.

August 2010 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	43	59	102	58
Positive Youth Development	217	387	604	628
Youth Works (Job Bank)	5	3	8	5
Information and Referral	540	547	1087	798
Social Casework Cases				
Under 55 = 69				
Over 55 = 36	105	97	202	120
Food Bank Households	143	144	287	282
Special Needs	10	21	31	47

SENIOR AND DISABLED CENTER

- The Meals on Wheels program has been in very high demand. With an average of 50 clients per day, volunteers are sorting and delivering 100 meals a day. This increases to approximately 175 meals on Fridays when weekend meals are also delivered. The program is in dire need of more volunteers, particularly on Fridays.
- The Annual Ice Cream Social, hosted by the Newington Health Care Center, was held on August 24th with a sell out crowd in attendance.
- Center Nurse Stacie Zibel gave a presentation entitled "Cholesterol: What you Need to Know" on August 12th.
- On August 27th the auditorium was transformed into a movie theater complete with fresh popcorn and a big screen presentation of the classic Murder on the Orient Express.

- The Center continues to accept donations toward the construction of an entrance canopy. In a very successful membership drive, more than \$10,000 was donated by Center members.
- Planning for fall events was in high gear. The Center will be celebrating National Senior Center month at a continental breakfast on September 24th and will be celebrating its 25th Anniversary on October 28th with an afternoon event.
- The Information and Referral Center provided individual direct services to more than 60 people this month and countless others were provided information and referral. This Center provides social work services, application assistance and general information and referral.
- The transition to a cleaning contract has worked out very well at the Center to date. An added benefit to the shared service is that the Center has access to emergency cleaning during the day.
- The Center's evening use has been established. While Parks and Rec offers several programs in the building, plans have begun for Center programs to be offered in the evening under the oversight of the Building Supervisors.
- Dial-A-Ride provided 1,392 trips in the month covering 4,150 miles.
- A total of 854 hours of volunteer service was recorded by 61 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 2171. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,930 paid members. An additional 615 people are registered for services (i.e. Dial-A-Ride, social work).
- The Wellness Clinic saw 43 patients in 103 visits this month. Staff are still working on renovating this space.

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 on Newington Midget Football.
- Mr. Till met with staff and architects in regards to Mill Pond renovations.
- Mr. Till met with staff and representatives from Milan & MacBroom, Inc. in regards to artificial turf field.

Recreation Division

- The Fall Program Guide was distributed to Newington residents as an insert in the August issue of the Newington Life.
- A total of 1,559 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Monday, August 16.
- The Annual Dog Days of Summer Dog Swim was held on Tuesday, August 17 from 6:00 – 7:30 p.m. at Mill Pond Pool. More than 30 dogs attended, accompanied by many owners and family members. Due to the popularity of this event last year, we also opened Churchill Pool for a Dog Swim on Tuesday, August 24. The Churchill Dog Swim was less attended with 10 dogs, due to unusually cold and wet weather.
- Churchill Pool closed on Monday, August 23rd.
- Free Summer Fun Runs were held on Wednesdays, August 4 and 11. Many runners enjoyed this free series for 5K runs. A new Race Coordinator will take over these Fun Runs in 2011.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. All 50 tickets to Lake Compounce were sold, and 36 tickets to Six Flags were sold.
- Registration has been ongoing for Creative Playtime Preschool Program. The first day of classes is scheduled for Wednesday, September 1.
- Department staff met with Lou Jachimowicz to discuss the closing of schools for evening activities—the Middle Schools will be closed on Tuesday and Thursday evenings, and the Elementary Schools will be closed on Monday and Wednesday evenings throughout the year.
- Representatives from Fall and Winter sports' leagues that fall under the Parks & Recreation umbrella met on August 26 to discuss field and facility requests. The closing of the schools for evening activities (noted above) was discussed in detail as it greatly impacts many of the sports' programs that are directly or indirectly affiliated with the Parks & Recreation Department.
- The re-formation of the Sports Council (formerly the Youth Sports Council) was discussed at the August 26 field/facility meeting and will hold its first meeting on November 9. Board Member Kathy Zolad will be facilitating these meetings.

- The Red Sox Bus Trip was held on Monday, August 23. This was a sold out event (54 tickets) and fun was had by all. J. Lee was the on-site coordinator for Parks & Recreation.
- Movie Night was finally held at Mill Pond Park on Monday, August 30 after being rained out twice this summer. The movie was *Homeward Bound*, approximately 200 people attended. This free event for residents was sponsored by The Rotary Club.
- Men's and Women's Softball leagues ended in late August—the Women's League had 5 teams and the Men's League had 20 teams.
- Approximately 400 children in Kindergarten through grade 7 attended the Summer Playground Program each week. The 7-week program ended on August 13.
- 20 students in Grades 8 –10 participated in "Counselor-in-Training" program. There were two 2-week sessions.

Parks and Grounds

- Crew members worked with Wethersfield for two days trimming and removing hazardous trees in town.
- Trimming and pruning of the schools was completed prior to the start of the school year.
- Preparation for fall sports has begun this month with the moving of Midget Footballs' equipment trailer and blocking sleds, etc. to Wallace School for practice. Field painting has also begun at Newington High School.
- Mike Newton (GKIV) and Ben Breitreutz (GKII) have spent many days repairing the irrigation problems at NHS. This included the replacement of sprinkler heads, valves, etc.
- Eric O'Neil (GKI) installed a volleyball court on the Mortensen Community Center gym floor; and then with the aid of other division personnel, refinished the floor with two coats of finish.
- There were nine interments in Town Cemeteries.
- Division personnel were offline a total of 39 days.

LIBRARY

- The Library experienced another busy month in August 2010. Traditional circulation of library materials was 41,109. 34,672 people entered the building during the month, over 1,300 each day the library was open- a 29% increase. 13,607 reference books were accessed remotely, and 6,320 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 304 times. 175 books, a 49.6% increase from the previous year were downloaded from the Library's website for a total of 61,515 items checked out or used by library patrons. 1,381 items were added to the collection, and 173 items were mended by volunteers who logged in 97 hours doing this task as well as many other behind the scenes processing tasks.
- One big reason for the high usage of the Library was the quantity and quality of the summer program agenda. With a theme of *Make a Splash- READ!* for children, *Make Waves @ Your Library* for teens and *Water Your Mind READ!* for adults, people of all ages came by the hundreds to participate in their respective reading programs. 1,179 children, 174 teens (+23%), and 605 adults (+13%) read, recorded their progress and earned a myriad of prizes, from books to gift baskets to jump drives and water bottles for the teens. After a very successful kick-off event in June, attended by over 1,500 people, the momentum continued to grow through the summer, culminating in these high numbers.
- Thirty-two special events for children were attended by 993 people. Highlights included a performance by *Connecticut Concert Ballet*, *Bach 2 Rock*, a musical performance by violinist Caryn Lin, Mystery Dinner Theater- *Mystery of the Midnight Mermaid!* and more. Almost 2,000 paperback books were awarded as prizes for those children meeting their reading goals, and people took advantage of the museum and attraction pass service by using them 183 times.
- Teen programs for August included a very popular Self-Defense and Martial Arts workshop, Anime Afternoon and Manga Swap and fun-filled summer reading finale complete with grand prize drawings, performances by The Midnight Band and a pizza taste-off with pizzas donated by 5 local restaurants. 80 teens enjoyed the festivities.
- Adult programs numbered 7 to a combined audience of 312. Open Mike Night, an opportunity for adults and children to showcase themselves, lunchtime programs tied in with the adult summer reading gardening theme- *Grey Gardens* and a gardening program with guest speaker Mary Inman from the Connecticut Agricultural Experiment Station and a very successful summer reading finale with more than 100 adults in attendance rounded out the month.
- Programs and services offered to those people seeking jobs continued to be extremely well-attended. *Stretch Don't Settle and Mindful Unemployment*, were the offerings for August, along with two meetings of the job seekers support group. These were attended by over 65 people. A very nice article about this series of programs and the impact on the community was featured in the *Newington Town Crier*. Programs are being planned for the fall and winter.

- Sarah Geary, intern in the Town Managers' office, was given a grand tour of the library and an overview of the day-to-day operations by Lisa Masten to learn about the library and its role in the Town. She also shadowed staff at the three public service desks.
- 6,232 reference questions were answered. Library webpage hits this month were 15,470. 4,241 hours were logged on children's, teen, and adult public stations and game computers.
- Topics of note that were researched this month included:
 - List of recalled eggs.
 - Knitting or crocheting with plastic bags.
 - How to get rid of groundhogs.
 - Hindi DVDs.
 - Information on being a middle child.
- IST projects this month included the continued updating of the library webpage to make the site easier to navigate. Information found in the left hand menu of the website was modified to make it easier for patrons to find out about library service, library technology and general information about the library. The equipment that was ordered as part of the library technology grant is beginning to arrive. Library staff is working with the Town IT staff to plan for the installation of some of these pieces.
- In building issues the new cleaning service *CW Resources* began at the beginning of August and the cleaning of the library has greatly improved. The supervisor of the cleaning crew has been very responsive to any concerns. A dead fish was found in the library book drop. This necessitated the cleaning of multiple books and DVDs that came into contact with it. A clogged pump in the mechanical room on the 2nd floor caused a leak in the periodical room on the first floor. The hot water heater located off the Community Room rusted out and leaked into an area in the Community Room. Todd from Facilities came over that night and turned off the water and Tom from Facilities came over the next day and replaced the heater. The biggest building issue the library had during the month of August was the air conditioning on the first floor. It was not working due to a problem with the compressor. With the many days of 90+ degree weather it was uncomfortable for patrons and staff alike. Three fans were purchased to help alleviate the lack of cool air. The fix will not happen until the planned HVAC upgrade in the fall.
- Finally, in personnel Helen Aveline will be leaving the library on September 17 to become the library director at the Berlin- Peck Memorial Library. Her position will be posted in September. The job ad for the library director's position was posted in August and will close on September 8.