



John L. Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John L. Salomone, Town Manager  
Date: April 17, 2009  
Re: Monthly Report – March 2009

#### GENERAL ADMINISTRATION

- Much of the month was spent preparing for and reviewing with the Town Council the various departmental budgets and the Capital Improvements Plan as outlined in the Town Manager's Proposed Budget for 2009-10. The first of two Public Hearings on the budget was held on March 16.
- The Town Manager attended the Mid-State Collaborative meeting, the CRRRA Annual Meeting, the CRCOG Policy Board meeting, CTCMA luncheon, several discussions on the American Recovery and Reinvestment Act (ARRA), as well as the Public Finance Outlook Conference.
- Meetings were also held with representatives of both AFSCME Local 2930 and IBPO Local 443. AFSCME Local 2930 agreed to a one year extension of their collective bargaining agreement with no increase in wages.
- The Town Manager and several Town Council members participated in the focus group meetings for a new Superintendent of Schools.
- Meetings were held with several developers and Town Planner Ed Meehan as were discussions with Bob Korpak, Director of Facilities Management, and the Town Hall renovation architects.

Paid overtime for the month of March 2009 was as follows:

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	32.70	\$ 1,403.86
Weekend Stand-by and Call-in	16.00	696.56
Road Maintenance	20.20	890.81
Traffic Division	4.00	152.96
Snow Removal	<u>191.00</u>	<u>8,062.71</u>
Total	<u>263.90</u>	<u>\$ 11,206.90</u>
<b>PARKS AND GROUNDS DIVISION</b>		
Snow Removal	115.75	\$ 4,300.40
Cemetery	<u>55.50</u>	<u>2,047.20</u>
Total	<u>171.25</u>	<u>\$ 6,347.60</u>

<b>POLICE DEPARTMENT</b>	<b>2008-09 Budget Overtime Appr.</b>	<b>Overtime Expended 08-09 YTD</b>	<b>2007-08 Budget Overtime Appr.</b>	<b>Overtime Expended 07-08 YTD</b>
Administration	\$ 4,311.00	\$ 694.48	\$ 4,167.00	\$ 1,677.47
Patrol	600,000.00	384,845.39	727,443.00	494,336.94
Investigation	76,637.00	54,841.06	76,000.00	47,304.49
Communication	108,429.00	75,452.34	104,486.00	86,048.10
Education/Training	88,337.00	54,443.60	66,026.00	52,615.76
Support Services	38,137.00	24,305.73	36,827.00	25,748.90
Animal Control	<u>12,070.00</u>	<u>5,525.48</u>	<u>11,706.00</u>	<u>4,497.18</u>
Total	\$ 927,921.00	\$600,108.08	\$1,022,488.00	\$712,228.84
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,109.00	\$ 13,376.22	\$ 27,494.00	24,011.44
Snow and Ice Control	*148,264.00	148,263.79	127,912.00	104,434.60
Traffic	8,345.00	3,080.23	7,593.00	8,468.89
Vehicles and Equipment	*31,685.00	26,533.82	27,166.00	12,215.01
Leaf Collection	<u>*44,713.00</u>	<u>44,712.81</u>	<u>62,521.00</u>	<u>59,077.71</u>
Total	\$ *261,116.00	235,966.87	\$ 252,686.00	208,207.65
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 130,547.00	\$ 90,025.55	\$ 126,793.00	\$ 65,954.36
Cemeteries	<u>14,893.00</u>	<u>9,725.74</u>	<u>14,893.00</u>	<u>7,989.50</u>
Total	\$ 145,440.00	\$ 99,751.29	\$ 141,686.00	\$ 73,943.86

\*Reflects intradepartment transfers.

## **PERSONNEL**

- Almost 550 applications were received for the position of Executive Assistant to the Town Manager with the review process almost completed.
- A part-time Special Events Coordinator position for Parks and Recreation was advertised with a closing date of March 27. Approximately 20 applications were received.
- The Assistant Highway Superintendent position which has been vacant for almost a year was also advertised with approximately 50 applications received.

## **RISK MANAGEMENT**

- The eighth month of the 2008-2009 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$718,448 per month; the initial number for February 2009 came in at \$709,512.

### **Cumulative Claims through February 2009**

	Town	Board of Education	Total
Estimated Claims	\$1,372,800	\$4,374,784	\$5,747,584
Actual Claims	\$1,195,261	\$4,881,483	\$6,076,744

## **FACILITIES MANAGEMENT**

- The Facilities Department completed 39 formal work orders during the month in addition to scheduled maintenance and project work assignments.
- Spring preventive maintenance for the Town air conditioning systems was begun as well as preparation for the exterior repairs at several locations, including the historical homes.
- Replacement windows were ordered for installation beginning in April for the Kelsey House. Siding and gutter repairs were begun and all furnace maintenance was completed at both historic homes for the spring season.

- Preliminary plans for the relocation of NCTV Channel 14 into the Town Hall were completed and will be reviewed for final approval to begin construction documents for an early May bid process on this portion of the project. Project award is expected in June for a summer construction schedule with occupancy of the new studios by September.
- Several projects were developed for the Parks buildings upgrades and maintenance over the summer months. A new roof and gutter system, siding repairs, and painting will occur at the Cemetery Chapel. The Parks Garage will receive new soffits and gutters and some door replacements.
- Numerous HVAC unit repairs were completed during March and an upgrade to the building controls system is underway for completion during April. This work will provide for a more reliable heating and cooling system during the coming years.
- Control system upgrades were begun on the HVAC systems in the Police Department building to allow for "off-site" monitoring and control by the Facility Manager and the HVAC contractor which will enable trouble shooting without the need for a service call to fix minor problems.
- Environmental reports for the storage of hazardous materials by the Highway Department were submitted to the State of Connecticut as required by March 1<sup>st</sup>.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- The Town's Service Center logged 35 requests for service via the Internet.
- 7,257 unsolicited SPAM email messages and 9 virus/Trojans were blocked from being delivered.
- 96 internal work orders were completed.
- The Town's website had approximately 21,429 visits during the month; 66,911 page views with an average of 2.98 pages viewed per visit. The Town homepage, Library homepage, Site Search, Town Employment Opportunities, Assessor's homepage and Parks and Recreation homepage were the most frequently visited pages.
- Scott Hoagland, Information Systems Specialist, began the process of upgrading firmware software on all modems used in the Town's police fleet. The upgrade is expected to be completed in April.
- A new computer for use in controlling HVAC (Heating Ventilating and Air Conditioning) functions at the Lucy Robbins Welles Library was configured and deployed.
- An updated software application was deployed for use by the Revenue Collector's Office to securely access Connecticut Department of Motor Vehicle databases.
- Tier II software was installed for the Fire Marshal's Office and Facilities Management and will assist both departments with mandated environmental reporting to the State.
- Camtasia software used to create instructional videos was installed on two computers in the Library.
- The Highway Department's Fleet Maintenance software application (RTA) was updated.
- Mr. Hoagland worked with several vendors to configure and deploy the Town Clerk's Pay for Print solution. It is anticipated that the new solution will be operational in April 2009.
- Efforts continued with the Police Department's Computer Aided Dispatch and Records Management System upgrade. It is anticipated that the new CAD/ RMS system will go online in April/May 2009.
- Paul G. Boutot, Director of Information Systems and Technology, worked with Capitol Region Council of Governments staff on regional projects involving a search for an Online Permitting system and the development and creation of a web server.
- Thad Dymkowski was hired as a GIS Technician on a temporary basis to fill the vacant GIS (Geographic Information Systems) Coordinator position.

## **FINANCE**

### **Accounting and Administration**

- The Town Manager's 2009-10 budget was submitted in early March to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- The March calculation for the Health Benefit Fund was completed and resulted in a projected deficit of \$301,389 for the Board of Education and a credit of \$256,481 for the Town.
- 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)  
3/31/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2008-09	<u>Actual</u> Year to Date	
General Fund	\$900,000	\$458,036	\$41,839,869
Special Revenue Funds	\$53,000	\$28,093	1,819,037
Capital Projects Funds	\$6,100	\$6,631	527,131
Internal Service Fund	\$100,00	\$47,019	4,083,725
Trust and Agency Funds	\$38,000	\$16,631	1,473,653
TOTAL, ESTIMATED BY FUND			\$49,743,415

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
3/31/2009

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> Month	<u>Last</u> Month	<u>Current</u> Month	<u>Last</u> Month	
STIF	.96	1.05	32,235	34,896	\$37,710,472
CLASS PLUS	0.24	0.40	1,697	2,708	7,807,749
Financial Investor Trust	0.27	0.54	472	1,202	3,868,355
Bank North	0.60	0.60	127	115	250,436
Sovereign Bank MM	1.50	1.50	135	150	106,403
Total Outstanding Investments					\$49,743,415

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of March.
- The Elderly Tax Relief Program started and about 50 applications were processed in March. This process will continue through May 2009.
- A new veteran's exemption database was introduced to the office and data entry commenced.
- College, Hospital and Manufacturing Exemptions reports were filed with the State of Connecticut in a timely basis. These will be used as the basis for payments in lieu of taxes to be received in the future.

**Revenue Collector**

- During the month the office staff provided IRS tax information to taxpayers, banks, and accountants on a daily basis. Numerous calls were received from banks for individuals refinancing their homes.
- Delinquent notices were mailed to 2,074 taxpayers for motor vehicles and 407 real estate accounts for a total of 2,481 compared to last March's total of 2,410.
- The Revenue Collector and Assistant Revenue Collector met with representatives from several mortgage servicing companies to discuss additional collection methods on outstanding real estate accounts for taxes not escrowed.
- The Revenue Collector met with State Representatives at the Legislative Office on tax issues.
- Collections on the current list totaled \$306,679.

**PURCHASING**

RFP NO. 8, 2008-09, NEWINGTON HIGH SCHOOL CODE COMPLIANCE ARCHITECTURAL SERVICES

Opening Date: January 29, 2009

Respondents

DuBose Associates, Inc., Hartford  
Friar Associates, Farmington  
Jacunski Humes, Berlin  
Kaestle Boos Associates, Inc., New Britain  
Lawrence Associates, Manchester  
O’Riordan, Migani Architects, Seymour  
Oak Park Architects, LLC, West Hartford  
Schoenhardt Architects, Tariffville  
Silver Petrucelli & Associates, Hamden

The Committee interviewed four of the firms and will make a recommendation to the Town Council on April 14.

RFP NO. 9, 2008-09, INSURANCE AGENT OF RECORD

Opening Date: February 2, 2009

Respondents

USI Connecticut, Meriden  
TD Insurance, Wethersfield  
H. D. Segur Insurance, Cheshire  
R. C. Knox and Company, Hartford

The Standing Insurance Committee interviewed three of the firms and will make a recommendation to the Town Council on April 14.

BID NO. 5, 2008-09, WEST MEADOW CEMETERY EXPANSION

Opening Date: February 27, 2009

Bidder	Location	Base Bid/Unit Price*	Alt. 1: Northern Niche Facility	Alt. 2: Cremains Niche Facility	Alt. 3: 5 Military Mem.
Catco Construction	Bristol	\$330,000/200	\$47,000	\$67,600	\$ 85,450
BCI/Butler Co.	Windsor	542,396/100	74,000	57,000	131,000
Xenelis Construction	Middlefield	477,000/40	92,000	131,000	156,000
Palazzo Construction	Rocky Hill	435,987/75	55,042	76,740	136,320
Richards Corporation	Terryville	434,700/125	64,000	90,000	131,000
Simscroft Echo Farms	Simsbury	399,978/200	71,890	53,087	123,655
CT Carpentry	Rocky Hill	594,900/175	115,500	185,000	145,000
Midstate Site Dev.	Canton	341,970/500	48,500	69,390	111,860
Mastrobattisto, Inc.	Bristol	309,730/1,500	37,393.63	52,789.97	97,250
ConnStrux	Plainville	392,000/2,300	45,000	53,000	100,000
Hubert Butler Constr.	Portland	522,500/150	60,900	87,250	172,500
Paramount Construction	Newington	336,600/60	36,500	51,200	97,300
VMS Construction.	Vernon	509,000/100	116,300	187,700	116,900

\*The Unit Price is a cost per cubic yard, for rock excavation by blasting, to be multiplied by 20 cubic yards.

The West Meadow Cemetery Expansion Project Building Committee recommended and the Town Council approved awarding the contract to Paramount Construction.

BID NO. 6, 2008-09, MOWERS (3)

Opening Date: April 8, 2009

**TOWN CLERK**

- 547 documents were filed on the land records during March. \$32,831.47 was collected in state conveyance tax and \$16,415.73 was collected in town conveyance tax.
- Four residential properties each sold for over \$300,000.
- 23 liens, 208 mortgages and 212 releases were recorded during the month.
- The office issued 11 burial permits and 7 cremation permits; 66 vital records were certified.

- The office catalogued 2 survey maps, 8 Notary Public commissions, 8 liquor permits and 9 Trade Name certificates.
- On March 5, the Town Clerk and Assistant Town Clerk visited the West Hartford Town Hall to observe an updated version of the land record indexing system currently being used in Newington. There was an opportunity to visit with the vendor's analyst who answered several questions and offered tips on simplifying and streamlining office procedures.
- On March 12, the Town Clerk and Mayor hosted a visit to the vault and the office for a Brownie Troop. The scouts were able to see some of the old records; they were exposed to an overview of Newington history and were given a general explanation of their local government.
- The Town Clerk attended a Board of Education focus group to discuss expectations regarding the next Superintendent of Schools for Newington.

<b>DATA SUMMARY MARCH 2009</b>				
	<u>March 2009</u>	<u>March 2008</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	547	545		5,146
Dog Licenses Sold	12	9		502
Game Licenses Sold	72	68		1,131
Vital Statistics				
Marriages	11	8		181
Death Certificates	26	42		47
Birth Certificates	11	24		211
Total General Fund Revenue	\$ 37,087.38	\$ 41,532.13	\$333,978.44	\$572,214.85
Town Document Preservation	\$ 1,120.00	\$ 1,090.00	\$ 8,079.00	\$ 9,457.00
State Document Preservation	\$ 1,120.00	\$ 1,066.00	\$ 8,094.00	\$ 9,460.00
State Treasurer (\$26 fee)	\$ 14,560.00	\$ 13,442.00	\$104,780.00	\$121,966.00
Locip	\$ 1,680.00	\$ 1,551.00	\$ 12,090.00	\$ 14,073.00
State Game Licenses	\$ 1,408.00	\$ 1,417.00	\$ 18,391.00	\$ 20,901.50
State Dog Licenses	\$ 85.50	\$ 57.00	\$ 3,036.00	\$ 3,400.50
Dog Licenses Surcharge	\$ 28.00	\$ 24.00	\$ 1,104.00	\$ 1,256.00
Marriage & CU Surcharge	\$ 114.00	\$ 95.00	\$ 1,672.00	\$ 2,128.00
<b>Grand Total</b>	<b>\$ 57,202.88</b>	<b>\$ 60,274.13</b>	<b>\$491,224.44</b>	<b>\$754,856.85</b>

## **POLICE DEPARTMENT**

- Patrol Calls for March were as follows:

Alarm Burglary	116	F/Alarm	18	MVA Abandoned	4
Alarm Hold-up	3	F/Hazmat	3	MVA Evading	21
Animal Complaint	35	Fire/COOnoSymptoms	1	MVA Fatal	0
Arson	0	Fire/COSymptoms	0	MVA Injury	15
Assault IP	3	Fire/Other	6	MVA Property	88
Assault Report	4	Fire/Structure	8	Neighbor Dispute	7
Assist Other PD	38	Fire/Vehicle	2	Noise Complaint	18
Bad Check NSF	0	Fire/Water	1	Notification	1
Bike Found	1	Fingerprints	32	Open Door/Window	7
Bike Lost	1	Fireworks Complaint	0	Parking Violation	51
BOLO	0	Follow-up Investigation	90	Property Found	8
Breach of Peace IP	15	Gun Call	0	Property Lost	3
Breach Of Peace Rpt	4	Harassment	20	Recovered MV	0
Burglary IP	0	Hazardous Condition	21	Robbery IP	1
Burglary Report	6	Homicide	0	Robbery Report	0

Car Seat Install	5	Illegal Dumping	2	Serve Subpoena	0
Check the Welfare	73	Indecent Exposure	1	Serve Warrant	30
Clear Lot	2	Intoxicated Person	11	Sexual Assault Report	3
Court Detail	24	Juvenile Complaint	22	Shots Fired	2
Crim Mischief Graffiti	0	K9	1	Special Detail	66
Criminal Mischief IP	2	K9 Other	0	Stolen MV	3
Criminal Mischief Rpt	17	Landlord/Tenant	3	Sudden Death	1
CSO Detail	6	Larceny from MV	19	Suicide	0
Customer Dispute IP	6	Larceny IP	7	Suicide Attempt	5
Customer Dispute Rpt	3	Larceny Report	39	Suspicious MV Occ	21
Directed Patrol	0	Liquor	0	Suspicious MV Unocc	6
Dog Complaint	25	Location	100	Suspicious Person	95
Domestic IP	32	Lockout MV	0	Test Police	0
Domestic Report	9	Lockout Residence	3	Threatening IP	0
Drug Investigation	7	Medical	158	Threatening Report	1
DUI	6	Missing Person	7	Town Ordinance Vio.	0
Emotionally Disturbed Person	13	MV Assist	57	Traffic Stop	853
Escort	35	MV Complaint	48	Trespass IP	5
				Trespass Report	4
				<b>TOTAL</b>	<b>2,490</b>

- Investigations and calls by Patrol Officers in March included:
  - Assisting the Vernon Police Department in the arrest of a Newington resident for a shooting which occurred in their town.
  - Arresting a motor vehicle operator who was stopped for suspicion of DUI. A subsequent search of the vehicle resulted in the discovery of cleverly concealed bags containing “black tar heroin.” The operator was arrested on DUI and Narcotics charges.
  - Investigating a harassing phone call complaint from an 89 year old Newington resident who had been contacted by phone on three separate occasions by someone she thought was her nephew. The “nephew” told the victim he had gotten into trouble with the law in Canada and was in need of money. The victim sent money grams in excess of \$10,000.00 to Canada. The officer recognized that the elderly resident was the victim of fraud and took steps to prevent her from being further victimized and was able to stop payment of the third money gram for \$3,200.00.
- In March the Detective Division:
  - Handled 90 investigations - 54 remain ongoing investigations, 33 were closed and three were suspended.
  - Investigated an assault and domestic violence incident at a residential home.
  - Investigated the serious assault of a 12 week old infant. Through investigation, detectives were able to gather valuable leads which resulted in the arrest of an adult guardian.
  - Processed 10 crime scenes. The scenes are fully documented with digital photography and detailed reports recreating the scenes for future criminal prosecution.
  - 47 arrest warrants were served, six by Detectives and 41 by Patrol Officers.
  - The Juvenile Officer is currently handling six juvenile sexual assault investigations. The Juvenile Officer is also conducting an ongoing child pornography investigation among other juvenile cases.
- The Community Services Officer (CSO):
  - Taught the first and second lessons of the new Step UP! program to 5<sup>th</sup> grade students at Martin Kellogg Middle School and John Wallace Middle School.
  - Attended the monthly Chamber of Commerce Meeting.
  - Gave a tour of the Police Department to a local Cub Scout pack.
  - Taught Internet safety classes to the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade classes at St. Mary’s School.
  - Attended a collaboration meeting with supervisors from the Library, Senior and Disabled Center, Police and Parks & Recreation Departments. The purpose of the meeting was to keep

lines of communication open in an effort to better facilitate Town events and prevent unnecessary duplication of services.

- o Assisted Human Services in the Adventure Builds Bridges program.
- o Focused motor vehicle enforcement on Hartford Avenue, Connecticut Avenue and East Cedar Street where speed limits and cell phone laws were enforced.

UCR/NIBRS Selected Crimes  
February 2009 February 2008

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	-0-	0	-0-
Forcible Rape	1	-0-	2	-0-
Robbery	1	\$44,379	1	\$248
Assault	8	-0-	9	-0-
Burglary	5	\$31,945	9	\$6,533
Larceny Theft	36	\$22,124	62	\$36,683
Auto Theft	2	\$2,900	5	\$51,100
Totals	53	\$101,348	88	\$94,664

- In February 2009 the Police Department arrested 84 adults: 1 for rape, 9 for assaults, 3 for burglary, 3 for forgery, 1 for weapons, 10 for narcotic violations, 24 for DUI, 2 for disorderly conduct, 19 for larcenies, and 12 for other miscellaneous offenses. Three persons under the age of 18 were arrested pr referred.

**FIRE DEPARTMENT**

The Fire Department responded to 50 alarms/emergencies as follows:

	<u>March 2009</u>	<u>9 months cum.</u>
Residential	15	188
Commercial, Industrial, Office	0	36
Hospital, School	1	16
Vehicle	3	23
Rescue, Police Assistance	1	11
Dumpster, Rubbish, Grass, Brush, Leaves	6	33
Hazardous Materials/Clean up	2	27
Investigative Alarm	18	238
False Alarm	0	0
Mutual Aid/Standby	0	3
Carbon Monoxide Investigation	4	24
Water Related Incidents/Pump-Outs	0	0
Total	50	599

Training Summary:

		Members	Hours
Department Drill	Sexual Harassment	52	104
Officer Training	Sexual Harassment: Managers and Supervisors	35	105
	Pre-plan Holiday Inn – reviewed Hi-Rise Procedure	35	105
Company Training	Live burn at Tower	16	48
Multi-Company Training	Search & Rescue @ Tower: Venting, all ground ladders and tower ladders		
On-Line Training	NFPA 1001 – Fire Behavior	30	60
	NFPA 1500 – Driver Safety	15	30
	NFPA – Fire Streams	37	74
Driver Recertification		18	36
Total			562



## **FIRE MARSHAL**

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

Inspections	62
Inspection Follow-Ups	44
Plan Review	4
Job Site Inspections	16
Underground Tank Removal	0
Fire Investigations	3
Fire Alarm Trouble	0
Complaints	7
Haz/Mat	0
Bomb Threats	0
Blasting	0

- Fire Marshal Chris Schroeder attended the monthly meeting of the Capitol Region Emergency Planning Committee, the Capitol Region Fire Marshal's Association meeting, and the International Association of Arson Investigators quarterly meeting and training session on "Expert Testimony."

### **Incidents:**

On 3/24/09, an accidental kitchen fire in an apartment on Willard Avenue resulted in moderate damage to the two bedroom unit.

## **HIGHWAY DEPARTMENT**

- Highway crews were called out Sunday, March 1, for a snow accumulation of 9 inches.
- Highway crews began the construction of the Clem Lemire parking lot. Additional drainage has been completed and crews continue with final grading.
- Crews worked at Badger Field to remove the concession stand and installed processed stone to prepare for the new structure.
- Crews continued site improvements for material sorting at the landfill recycling area by constructing bins made of concrete block to organize materials.
- The town-wide spring sweeping program began Monday, March 30. This year's program should move along quickly and efficiently due to the elimination of sand use for winter storms.
- Miscellaneous projects completed throughout the month included patching potholes, removal of sand barrels, curb pick up from plow damage and catch basin repairs.
- The Traffic Division, with the assistance of Highway personnel, replaced numerous regulatory signs throughout town. Traffic light bulbs at the intersections of West Hill and Fenn Road and West Hartford Road and Cherry Hill were replaced with longer lasting and energy conserving LED bulbs. The fabrication and installation of new street name signs continued.
- The Sanitation Division scheduled 554 bulky items, 55 metal items and 63 condo bulk items for weekly pick up during the month of March for a total of 672 items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- The seasonal maintenance of the street sweepers was completed during the month. New vehicle setups of police vehicles and modem retrofits continued. Mechanics maintained the readiness of the snow equipment in case of a last minute storm and began seasonal maintenance on all lawn mowers, trailers, related equipment, scheduled PM's and emergency breakdowns.

## **ENGINEERING DEPARTMENT**

- The department issued five excavation permits (2 gas lateral service, 3 driveway/curb cut excavations)
- Engineering staff staked out the layout and grades for repaving the parking lot at Clem Lemire field. Highway crews are scheduled to pave the lot as soon as the asphalt plants open.

- Staff completed a plan showing the proposed grades and improvements to be completed at the Fire Station No. 3 parking lot.
- An Informational Meeting was held for the public to review the preliminary plans for the Kelsey Street/Church Street Pavement Rehabilitation Project. Since there was no opposition to the project, permission has been requested from the State to move forward with final design.
- Staff met with representatives of the Metropolitan District Commission and reviewed the process by which the MDC takes out excavation permits from the Town and performs permanent repairs of their trenches.
- Participated in the semi-final inspection of the Cedar Street improvements by the Department of Transportation. A punch list was created which includes numerous repairs required by the contractor. Among the repairs listed, there are two slabs of sidewalk that lead to the easterly entrance of Town
- A violation letter was sent to a property owner performing work in a wetland area.

## **TOWN PLANNER**

- Downtown Revitalization Committee and Economic Development Commission Municipal Parking Lot Improvement Project: During March the project's engineering consultant, BL Companies, began to prepare the preliminary site plan which will be the basis for project bid specifications and cost estimates. Soil borings were drilled in the center area of the lot to verify potential for construction of underground storm water detention system. Underground utilities locations have been marked out. To address concerns for fire access and snow plowing, the consultant prepared site layout to confirm adequate turning for 40 foot trucks. This exercise indicated where island sizes and corner radii needed redesign. Additional refinements to the preliminary site layout are needed to ensure a functional and safe public space. One of the next steps will be reviews by the Town Public Works staff for their comments relative to maintenance operations.
- New Meadow Phase II Senior Housing: Property survey of the Newington Housing Authority land to be deeded back to the Town for location of the New Samaritan housing at the north side of the parcel was completed in March. Approximately 25,000 sq. ft. of land will be required from the Housing Authority to provide area for the 32 unit "L" shaped, two-story structure. Preliminary site layout and building architecture was completed. Using the north side of the property will require relocation of the storm drainage line and MDC sanitary sewer as well as careful placement to minimize encroachment into the 100 foot upland review area adjacent to Mill Brook. New Samaritan Corporation has been requested to have draft plans available for a public informational meeting presentation prior to formal public hearings before the Conservation Commission and the Town Plan and Zoning Commission (TPZ).
- 2020 Plan of Conservation and Development: On March 25<sup>th</sup> the TPZ met with project consultant Planimetrics to review background studies of Town demographics, housing, economics and land use trends. The Town Planner and consultant will prepare questionnaires requesting Town commissions and department heads to share their insights into critical issues facing Newington over the next 10 years. The Commission set June 24<sup>th</sup> as the target date for the first draft of the proposed 2020 Plan.
- Cedar – Fenn New Britain Busway Project: The Connecticut Department of Transportation presented plans on March 4<sup>th</sup> showing the design of the new Cedar Street bridge over the busway. This bridge is being replaced because of structural deficiencies with the roadway decking. On March 30<sup>th</sup> the Town Planner attended a meeting with ConnDOT engineering staff and Mr. Hayes, Hayes-Kaufman Developers, to review a Fenn Road concept design that could accommodate a new traffic signal for a shared driveway to the busway station, National Welding and the proposed 6 acre commercial uses and hotel site. The ConnDOT proposed design shows good progress and cooperation among the private and public sectors that could set the footprint for a significant gateway transit oriented development project.
- 2009 Small Cities Grant Program: The Town Planner is preparing the Small Cities grant documentation exhibits for citizen participation, Fair Housing resolution, Affirmative Action and American Disabilities Act notices that are requirements for successful project application submission. The Town is working with the Newington Housing Authority, New Samaritan Corporation, and the Senior and Disabled Center to submit a comprehensive project that provides long-range infrastructure improvements for the existing and proposed housing for the elderly at New Meadow and expands parking for the Senior and Disabled Center.

Other Activities during March included:

- TPZ Chairman Cathy Hall and Town Planner Ed Meehan attended the Partnership for Strong Communities forum on Housing and Transit Development.
- The Newington Economic Development Commission (EDC) participated in the annual Chamber of Commerce Business Showcase.
- EDC Chairman Joseph Harpie and Town Planner Ed Meehan attended a Northeast Utilities program on local business retention and outreach strategies.
- Town Planner Ed Meehan and Town Engineer Tony Ferraro accompanied me at a meeting with the State Traffic Commission Executive Director and ConnDOT Traffic Engineering Bureau staff to discuss the Town's position on proposed roadway and traffic signal improvements associated with the Shoppes at East Cedar Street development at the corner of Russell Road.

**BUILDING DEPARTMENT**

- One permit was issued for the Town of Newington in March - a Demolition Permit for the concession stand at Badger Field, 356 Walsh Avenue.
- A permit was issued for a general remodel for Wal-Mart, 3164 Berlin Turnpike. The value of the permit was \$865,577 and the permit fee was \$9,526.
- Six Certificates of Occupancy were issued in March, four for residential single family homes (20 Harlow Drive, 82 Allston Road, 163 Barkledge Drive, and 242 Sterling Drive) and two for commercial (25 Holly Drive – UTC / CSC Datacenter, and 425 New Britain Avenue, Unit C – Tattoo Parlor).

Building Inspectors completed a total of 356 inspections: Above Ceiling (1), Alarm (5), Ansil (1), Boiler (5), CO (10), Code (3), Concrete Floor (1), Construction Safety (2), Damp proofing (1), Drains (1), Electrical (88), Electrical Trench (8), Footings (10), Foundation (4), Framing (35), Gas Fireplace (5), Gas Line (1), Gypsum (7), Hood (1), Hot Water Heaters (4), Insulation (8), Mechanical (41), Piers (3), Plumbing (39), Pools (1), Rough (38), Sill (4), Site Visit (20), Solar (2), Sprinkler (3), Tank (1), Water Proof (1), Windows (2).

Seminars attended by the Building Inspectors for their continuing education credit were:

David Zwick	Roofing, Flashing and Waterproof Membranes, 3/4/09
Art Hanke	Roofing, Flashing and Waterproof Membranes, 3/18/09
Richard Smith	Roofing, Flashing and Waterproof Membranes, 3/18/09 Educational Conference for Design and Trade Professionals, 3/12/09
Doug Jourdan	CRCOG meeting for a Permit Tracking System, 3/16/09

**Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	17	\$1,180,938
Deck	1	0
Demolition	1	1,000
Electrical	27	92,230
Fence	0	0
Fire Suppression/Sprinkler	2	152,500
Footing/Foundation	0	0
Fuel Tank	2	3,900
Garage/Shed	4	35,733
Mechanical	24	218,913
New Commercial	0	0
New Residential	0	0
Plumbing	14	38,617
Pool	2	3,020
Roofing/Siding	15	114,700
Sign	4	2,555

Tent	0	0
Trailer	0	0
Total	113	\$1,844,106

Permit Value Comparison for March:

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$1,844,106	\$5,426,541
Building Permit Fees Received	\$22,159	\$63,277
Other Income Fees	\$1,987	\$1,907
Building Permits Issued	113	119

Total Value of Permits and Permit Fees:

2008-2009		2007-2008	
Value	Permit Fee	Value	Permit Fee
\$39,271,607	\$432,144	\$45,998,672	\$525,883

**HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)**

- Attended a Virginia Graeme Baker (VGB) Pool and Spa Safety Act training session at the Connecticut Department of Public Health. The CT Department of Public Health developed this training to help Connecticut sanitarians and industry professionals understand the requirements of the Virginia Graeme Baker Act and how to inspect and install the new safety equipment.
- Approved several temporary food service license applications. Food vendors at temporary events are required to submit a temporary food service license application and obtain a temporary license for events open to the public. This ensures food is from an approved source and will be handled, stored, prepared, and dispensed in a safe manner for public consumption.
- Contacted the Newington and Rocky Hill Police Departments and the Connecticut State Attorney's Office in regard to an outstanding lead abatement order and arrest warrant. The case has become much more complex due to the owner of record's involvement with an identity theft and mortgage fraud case being investigated by Newington and Rocky Hill police.
- Attended a Bed Bug Symposium at the Connecticut Agricultural Experiment Station in New Haven. The event was arranged to help educate local public health authorities and pest control operators on the emergent issues with bed bugs and their treatment.
- Attended a seminar on the Principles of Front Line Response to Agroterrorism. Topics included identifying targets; developing prevention, protection and mitigation strategies; identifying roles of local, state and federal agencies in response to agricultural or food system disasters.
- Issued a food service license to Goldburger's, a fast food take out restaurant in the Newington Town Center serving burgers French fries and milk shakes.
- Assisted in a lead assessment on the baseball field concession stand prior to demolition.
- Attended a hearing with a Newington restaurant owner and the Director of Health to address violations of the Connecticut Public Health Code.
- Assisted with HACCP Program development for Stew Leonard's HACCP evaluation.
- Participated in a Department of Public Health program on "Food Worker Education Campaign – Guidelines for Reporting and Controlling Ill Food Workers." Education programs will be provided by CCHD to district long-term care facilities and some Class III and IV restaurants.

**HUMAN SERVICES**

- On March 6, the Youth-Adult Council held its annual Super Hoop-La basketball game raising \$1,490 toward scholarships for three graduating high school students.
- The Committee on Community Safety met on March 19. They are considering a plan to outreach and inform Town groups and organizations about the community asset building model presented by Old Saybrook and implemented in 15 towns around the state.

- The Human Rights Commission met on March 24 and plans to march in the Memorial Day Parade to increase awareness about diversity in Newington.
- The department received 396 Information and Referral calls or walk-ins this month.
- The Food Bank assisted 137 households with 75 residents over age 55 and 258 under 55. The Outdoor Market co-sponsored with Food Share served 156 residents on two days during this month. The Special Needs Fund approved 15 requests and the Clothing Closet served 26 households.
- Staff processed 31 new applications for the Operation Fuel Energy Assistance Program. Since December, 108 residents have been seen with 94 applications processed. This State funded program continues through May.
- The Social Casework Program received 26 new referrals with an active caseload of 88.
- The Youth and Family Counseling Program had an active caseload of 72 with 20 new referrals, 11 inactive and 28 closed cases. Coordinator Christina Salvio and contractors provided 150 clinical therapy sessions and made 181 contacts with families and other agencies.
- Positive youth development programs and activities provided by Youth Workers Rik Huggard, Julie Melanson and contractors involved 314 youth this month.
- The SCORE after-school program for middle school age youth offered Nature Explorers and Horseback Riding with over 80 youth participating.
- The ROPE (Rite of Passage Experience) monthly cycle for sixth-grade students was completed at both middle schools. The early spring weather enabled staff to hold final challenges at the outdoor challenge course.
- Adventure Builds Bridges held two sessions with outdoor activities on Saturday, March 28. Over 36 youth are participating with Youth Worker Huggard and six Police Officers. All participants are enthusiastic and additional spring activities include rock climbing and canoeing.
- The High School Self-Awareness group participated in two classroom sessions. The class is scheduled to be at the outdoor challenge course during April.
- The Newington Adventure Club went Yurt camping for three days in northwestern Vermont. Youth and staff had a great time hiking though snow which was waist high.
- Scheduling for the Summer Youth Adventure Program is complete. The brochure will be distributed through the schools before April vacation. It will also be available on the Town website, at Human Services and the Library.
- The Newington Outdoor Challenge Course opened a month early and had its first program on March 30 with the Newington High School girls' lacrosse team. In-town and out-of-town groups are booking a variety of programs throughout the spring and into summer.

### **March 2009 Statistics**

Selected Programs	FY 08-09 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 08-09 Cum. Undp. Total YTD	FY 07-08 Cum. Undp. Total YTD
Youth and Family Counseling	72	68	131	138
Positive Youth Development	314	187	2,468	3,154
Youth Works (Job Bank)	6	5	41	44
Information and Referral	396	272	3,162	2,732
Social Casework Cases	90	89	229	232
Under 55 = 46				
Over 55 = 44				
Food Bank Participants	137	128	993	764
Special Needs	15	13	165	161

### **SENIOR AND DISABLED CENTER**

- Center Director Dianne Stone attended the National Conference of the National Council on Aging in March and accepted a plaque acknowledging the Center's achievement in Accreditation. Ms. Stone also provided a presentation at the conference.

- Ms. Stone testified before the State Legislature’s Transportation Committee in support of the restoration of funding for the municipal matching grant program for the expanded Dial-A-Ride service. Newton uses this funding to provide out-of-town medical transportation for residents.
- A new fitness program, loosely titled Walk with Dianne, began this month. This is a free, drop in program using a video series of aerobic walking.
- On March 13<sup>th</sup>, a sell out crowd of more than 85 people enjoyed the annual St. Patrick’s Day party sponsored by Newton Memorial Funeral Home. With authentic Irish entertainment and refreshments, the party was a huge hit.
- A large screen movie event featuring the Calendar Girls was also well attended this month. While the auditorium is an ideal venue for these movies, the window coverings have been identified as a problem and the Center is exploring options for replacement.
- Melissa Westerberg from Andrew House Health Care led a session on strength training on March 19.
- Heather Hitchcock from Andrew House Health Care led the first of a two part series on nutrition on March 24. The session covered reading food labels and determining which snacks are really healthy. The second session will be held in April.
- State Representative Sandy Nafis was the guest speaker at the monthly Coffee Talk program.
- The Center was represented at the Business Showcase with the staff and volunteers of the Information and Referral Center manning a booth.
- In addition to working on the development of the Information and Referral program, Social Worker Teri Snyder had an active caseload of 49 residents. A quarter of those served received assistance through the Special Needs Fund provided by Jefferson House.
- The Center currently has 1,492 paid members, an increase of 51 from last month. There are an additional 611 people registered for services.
- A total of 1,603 hours of volunteer service was performed by 89 volunteers in the month.
- The lunch program continues to thrive with up to 70 people a day enjoying a hot meal provided by the Community Renewal Team as part of the Older American’s Act and State Elderly Nutrition Programs. The local site manager of this program resigned during the month and the Center is working with CRT on replacement options.

**Dial-A-Ride**

**Wellness Clinic**

	<u>Dial-A-Ride</u>	<u>Wellness Clinic</u>		
Trips		Miles	On-site	Off-site
1,194		4,079	125	16

**PARKS AND RECREATION**

**Administration**

- Bruce Till, Superintendent of Parks and Recreation, attended a Mid-State Collaborative meeting with the Directors from Rocky Hill and Wethersfield to discuss regional programs.
- Staff met with various youth and adult sport representatives to schedule fields and discuss issues relating to their individual programs as well as representatives from Connecticut USSSA Softball Umpires Association.

**Recreation Division**

- Recreation Supervisors Sharon Glasson and Karen Gallicchio met with a representative from Dick’s Sporting Goods regarding the Community Marketing Program on Tuesday, March 3<sup>rd</sup>.
- A community ski night was held at Ski Sundown on Saturday, March 7<sup>th</sup>.
- Registration for Community Gardens for returning gardeners began on Monday, March 9<sup>th</sup>.
- Ms. Glasson attended a State Forum on Emergency Preparedness on Thursday, March 12<sup>th</sup>. The event was sponsored by the Department of Public Health.
- Youth basketball programs concluded on Saturday, March 14<sup>th</sup>. “Championship Saturday” was a success.
- Spring swim lessons began on Monday, March 30, with new Monday classes being offered.
- Ms. Glasson applied for another MDC grant and was awarded \$1,500. The funds will be divided between several upcoming programs, including the Family Fishing Derby, Touch-A-Truck, 11<sup>th</sup> Annual Golf Tournament, National Trails Day, Dog Daze at the Pool and more.

## **Parks & Grounds**

- Division personnel responded to one incident of snow removal this month.
- Crabapple tree pruning was finished along Pane Road and several large hazardous trees in Beechwood Park were removed with the aid of Wethersfield's crew.
- The net that spans the telephone poles behind the right field of Legends Field at Clem Lemire was repaired as a result of extensive wind damage.
- Winter damage repairs due to snow removal continued.
- Parks personnel repaired a hazardous fence condition at Badger Field. Many of the fence footings had heaved creating exposed concrete and a six inch gap at the bottom of the fence.
- Cemetery clean-up began and Veterans' footstones were installed.
- Field painting began as well as the preparations for baseball season.
- Flower bed cleanup and mulching also was started
- There were 11 internments in the cemeteries during March.

## **LIBRARY**

- Attendance at the 69 programs offered by the Children's Department totaled 1,967. Highlights included two programs for Newington parents entitled *Preparing for Kindergarten*. This collaborative effort included a panel discussion for parents and a story-based segment for the new kindergartners.
- *Tales to Tails*, the reading program that involves children reading to specially trained dogs, and *Play for All*, the Saturday morning special needs playgroup, were also programs of note.
- Outreach to schools and daycare centers rounded out a busy month of programming.
- Ten programs were held for adults and teens, with a total of 565 participants. *The FilmFest Italiana*, in its seventh year, had standing room only for all four of the films during Monday evenings in March. Coffee and Italian desserts, an introduction and post-film discussion led by Deb Gaudet from the Hartford Athenaeum make this series a perennial favorite. The series is co-sponsored with Newington UNICO, the Italian American service organization.
- *Teen after Hours Gaming @ the Library* attracted 65 teens on a Friday evening. Online gaming sites as well as Wii programs were the order of the evening, eclipsed only by the appearance of four UConn football players who mingled with the teens and helped with the online football games.
- 5,786 reference questions were answered; Library webpage hits were 5,904; 3,625 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
  - Books to explain x-rays to a young child.
  - Parenting books in Spanish.
  - Employment opportunities in hyperbaric therapy.
  - How divorce affects child development.
  - The size of the largest fuel cell made by UT.
- Traditional circulation of library materials was approximately 36,159. The CONNECT system, the shared library circulation system in the capitol region, crashed during the month; some statistics for approximately one day were lost.
- 2,331 reference books were accessed remotely, and 7,790 online searches were completed in the library. The children's book sites *Tumblebooks* and *BookFlix* were used 750 times. 132 books were downloaded from the library's website, for a total of 47,162 items checked out or used by library patrons.
- 22,167 people visited the library during the month of March. 1,387 items were added to the collection, and 350 items were mended by volunteers who logged in 140 hours.
- The *Books-By-Mail* service was begun. Books, magazines, audiobooks and more can be sent directly to patrons' homes via this new service. If a Newington resident is homebound or unable to visit the library due to a temporary or extended illness, Library staff will work with them to make selections, which will be sent through the mail. When finished, the patron simply mails the materials back to the library using mailers that are included in the package.
- Local historical information and photographs of historical homes in Newington were sent to the library's consortium so that they can be digitized and included in a state-wide effort to include "Connecticut Treasures" online. This is a collaborative effort with the Newington Historical Society, Library Connection, and the State Library. Lucy Robbins Welles Library is one of the first in the state to participate in this project.

- Staff has increased efforts to improve the career section of the collection and highlight job hunting resources. They are also attending career fairs in order to network and find potential speakers for Library-sponsored programs for job seekers. The Career Express Bus, sponsored by the State, will be here in July, and a series of programs and resume critique sessions is planned to begin in June and run through the summer months.
- The Library Board's Legacy Society information went live on the library's website during March. This will be of interest to people who want to make donations or remember the Library in their wills.
- The Board is preparing for its annual 5K Road Race that will take place on Sunday, May 17<sup>th</sup>.
- The Friends of the Library were represented at the Business Showcase. Besides including a PowerPoint presentation of the many things they do for the Library, the Friends also held a mini-booksale at the booth. The Friends are preparing for the annual weekend booksale, which will be held on May 1-3 at the Senior and Disabled Center.