



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: August 18, 2011  
Re: Monthly Report – July 2011

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#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, Midstate Collaborative and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations, Transition Academy, and Cedar Mountain.
- Mr. Salomone attended a meeting of the Blight Subcommittee and worked with committee members, staff and the Town Attorney on updating the Town's blight ordinances. (ongoing project)
- Mr. Salomone interviewed potential candidates for an open position in the Facilities Department.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

Paid overtime during the month of July 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles And Equipment	23.7	\$1,036.98
Weekend Stand-By And Call-In	20.0	761.64
Road Maintenance	11.0	451.02
Landfill - Grinding	13.9	553.27
Traffic	16.2	644.44
Milling And Overlays	36.1	1,447.55
<b>Total</b>	<b>120.9</b>	<b>\$4,894.90</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Pool	81.0	\$4,255.00
Herbicide	138.0	4,496.36
Graves	10.0	470.61
Weekend Duty	44.0	1,786.48
Extravaganza	153.0	5,304.36
<b>Total</b>	<b>426.0</b>	<b>\$16,312.81</b>

<b>POLICE DEPARTMENT</b>	<b>2011-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11 - 12 YTD</b>	<b>2010-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>
Administration	\$ 6,998.00	\$ 298.17	\$ 6,461.00	\$ 0.00
Patrol	563,361.00	45,853.45	554,004.00	44,542.93
Investigation	73,567.00	5,289.17	74,110.00	1,708.38
Communication	107,966.00	11,031.22	111,426.00	10,912.81
Education/Training	100,698.00	2,726.38	103,603.00	0.00
Support Services	40,452.00	1,284.88	37,985.00	524.12
Animal Control	9,567.00	440.64	12,144.00	850.13
Total	\$ 900,609.00	\$66,923.91	\$ 899,733.00	\$ 58,538.37
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$1,453.23	28,109.00	\$ 2,078.81
Snow and Ice Control	137,119.00	0.00	132,349.00	0.00
Traffic	8,684.00	644.44	8,345.00	285.48
Vehicles and Equipment	29,981.00	853.03	28,185.00	893.55
Leaf Collection	55,937.00	0.00	54,997.00	0.00
Total	259,946.00	\$2,950.70	\$ 251,985.00	\$ 3,257.84
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 142,799.00	\$ 10,539.83	\$ 130,547.00	\$ 15,775.49
Cemeteries	15,635.00	473.36	14,893.00	350.00
Total	\$ 158,434.00	\$ 11,013.19	\$ 145,440.00	\$ 16,125.49

- Police Department Overtime
  - Comparison – June to July 2011
    - OT June \$ 127,002 1 holiday and 3 paychecks
    - OT July \$ 66,920
    - Total decrease \$ 60,082
  - In July there was one officer on light duty, one officer on maternity leave, and two officers at the police academy. There was one holiday this month. Overtime reflects a period of 23 days.
  - Administration overtime of \$298 is a decrease of \$696.
  - Patrol overtime of \$45,852 is a decrease of \$39,916. Overtime in July is less due to fewer days being reported compared to June. June had 44 days of overtime (3 pay periods) and July has only 23 days of overtime reported. As noted above, four positions in Patrol are suspended due to uncontrolled circumstances. These vacancies have an impact on overtime costs. Overtime also included coverage at the Extravaganza.
  - Detective Division Overtime of \$5,289 is a decrease of \$2,570.
  - Communications overtime of \$11,031 is an increase of \$377. The new dispatcher remained in training for most of July. A light duty officer that was assigned to communications to alleviate overtime, required FMLA leave, and required overtime to fill the vacant position. The dispatcher in training has completed his training and is now on full time duty which will help to manage the overtime in this account.
  - Education overtime of \$2,726 is a decrease of \$12,517. Training hours were reduced in July.
  - Support Services overtime of \$1,284 is a decrease of \$4,869. Overtime covered holiday pay.
  - Animal Control Officer overtime of \$440 is a decrease of \$331. Overtime included 3 call outs.

## **PERSONNEL**

- Several part-time and substitute Librarian and Library Tech vacancies were filled during the month of July.
- Andrea Silva was appointed to the position of part-time Secretary in the Fire Marshal's Office. This position was created to replace a vacant part-time Deputy Fire Marshal position in order to better suit the needs of the department.
- Interviews were held to replace the newly vacated Air Conditioning/Heating Control Mechanic position in the Facilities Department. Since the job had been recently filled, a pool of existing candidates is being used to find a replacement.

## **PURCHASING**

- No bids or RFPs were posted in July.

## **RISK MANAGEMENT**

### **2010-11 Blue Cross/Blue Shield Plan Year**

The 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for the 2010-11 plan were estimated at \$2,200,392 for the Town and \$8,065,212 for the Board of Education. The total paid claims for the 2010-11 plan year were \$2,218,782 for the Town and \$7,087,292 for the Board of Education.

Based on the unaudited paid claims total, the plan year ended with an estimated deficit of (\$18,390) for the Town and a surplus of \$977,920 for the Board of Education for a total estimated surplus of \$959,530. The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2010-11 Settlement Report.

#### **Cumulative Claims through June 2011**

	Town	Board of Education	Total
Estimated Claims	2,200,392	8,065,212	10,265,604
Actual Claims	2,218,782	7,087,292	9,306,074

## **FACILITIES MANAGEMENT**

- The facilities group completed 62 formal work orders during the month of July at the various Town buildings.
- Ongoing roof repairs continue throughout the Town Hall on an as-needed basis when leaks occur. There is no solution for this issue short of roof replacements. A plan to replace the roofing was submitted to the CIP committee. (No Change)
- Bi-weekly reviews were held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has been a very positive and noticeable difference at all locations to date. (No change. The results continue to be very positive at all locations.)
- Engineering designs for the continued upgrades to the mechanical systems at the Senior Center will begin in August with construction to begin in the fall.
- The lower level engineering space and the new Transition Academy have reached significant completion according to schedule. The new spaces are expected to be occupied during August with the move of the engineering departments to this new space. A proposal for continued engineering services for the next phases of the Town Hall renovation is under review at this time.
- All repairs have been completed at the various Town buildings from the winter storm damage and insurance claims have been submitted for this work.
- At the request of the Parks department, new windows were specified for the Churchill Park pool house were installed.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 34 requests for service via the Internet, blocked 22,681 unsolicited SPAM email messages from being delivered, and blocked 113 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 129 formal work orders.
- The Town's website had approximately 29,422 visits during the month, 75,529 page views with an average of 2.57 pages viewed per visit. The Town Homepage, Library Homepage, Town Parks and Recreation Extravaganza Page were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology assisted the Town of Berlin with interviewing candidates that had applied to fill a new technology position within the Berlin Police Department.
- Assisted Police Department with their migration to the State of Connecticut's new Public Safety Data Services Network.
- The installation of new data and telephony cabling in Town Hall (upper/ lower levels) and new Transitional Academy (Board of Education) was completed.
- Finalized equipment and software order for the Town's and Board of Education's (Newington High School) new telephone and voicemail systems. The new systems are expected to go online in August 2011.

**FINANCE**

**Accounting and Administration**

- During the month much effort was spent on reproducing the Town's Summary Plan Documents (SPDs) for the three defined benefit pension plans. The updated booklets provide each active member with a user friendly, summarized description of the pension's plan provisions.
- Necessary procedures were implemented on the accounting system to open the 2011-12 fiscal year processing.
- The year-end closing process for the 2010-11 fiscal year began with the staff updating fixed asset records.
- The 2010-11 year-end audit got underway with the audit team of Blum Shapiro conducting entrance interviews and risk assessment questionnaires as well as payroll, assessment, tax and accounts payable testing.
- The MUNIS payroll system was updated with the new state income tax withholding tables which go into effect in August to reflect the current income tax changes which are retroactive to January 1, 2011.
- On July 18th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the first and second quarter results of the Town's OPEB Trust and pension funds.
- The Town's 2011-12 pension and OPEB contributions were discussed and finalized with UBS.

The Town received its first installment of Town Aid Road monies in the amount of \$103,510 and progress payments for the OCR Compliance and Newington High School Gym Floor school projects in the amount of \$296,137 from the State of Connecticut during the month of July. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

**INVESTMENTS, BY ACCOUNTING TYPE**

(Unaudited)  
7/31/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	\$11,174	\$49,292,711
Special Revenue Funds	1,357	85	1,370,952
Capital Projects Funds	388	28	446,277
Internal Service Fund	10,000	198	4,707,426
Trust and Agency Funds	2,700	87	1,601,836
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$57,419,202</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
7/31/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.17	0.21	1,142	1,113	17,890,988
CLASS PLUS	0.04	0.06	146	226	4,667,804
Bank North	0.20	0.25	307	1,071	12,711,173
People's Bank	1.00	n/a	1,702	n/a	2,004,861
Sovereign Bank	0.45	0.45	8,275	5,632	20,144,377
<b>Total Outstanding Investments</b>					<b>\$57,419,202</b>

*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 July.

- The 2011 revaluation continued. The field review portion of the revaluation commenced with the street inspection of approximately 500 properties by the Assessor and/or a representative of CLT. Value, depreciation, and income tables were developed by style and neighborhood for residential and commercial properties. The revaluation is on schedule for delivery at the end of the year.
- The on-line data base was updated through the middle of July.
- There were 400 corrections made to the October 1, 2010 grand list during July as a result of tax bills mailed out in the middle of June. 385 corrections were made to the motor vehicle portion of the grand list. There were 5 personal property accounts and 10 real estate accounts adjusted during the month. The adjustments made in July totaled \$1,118,876 which multiplied by the mill rate of 30.02 represented a tax decrease of \$33,588.
- The report to the State of Connecticut for Elderly Homeowner Tax Relief was completed. There were 491 eligible participants for the 2010 grand list. The State of Connecticut provided \$293,612 in tax relief along with \$164,162 from the Town. The average combined tax relief benefit was \$932.

**Revenue Collector**

- Collections for July on the 2010 Grand List amounted to \$33,291,327 creating a collection rate for July 2011 of 48.1% which is a fraction lower than last year's rate for 48.4%. The largest decline is in Personal Property with a collection rate of 46.9% this year compared to July of 2010 at 49.1%.
- Prior year tax and Interest collections totaled \$206,693 which included payments of \$130,000 from two significant delinquent taxpayers.
- A foreclosure was filed on C Products, LLC who owes \$34,215 for Personal Property which is uncollectible.

**TOWN CLERK**

- There were 398 documents filed on the land records during July. The total amount of State conveyance tax collected was \$87,784.15. Town tax collected was \$26,648.89.
- The reason for the large discrepancy between the State and Town conveyance tax is attributable to Public Act 11-6 which became effective on July 1, 2011. The new legislation increased the state real estate conveyance tax by 0.25% (from 1/2% to 3/4% on transfers under \$800,000; and from 1% to 1 1/4% on conveyances over \$800,000). Additionally, the new law made permanent the 0.25% municipal real estate conveyance tax that was scheduled to sunset on July 1, 2011.
- There were several notable transfers this month:
  - Property at 2611 Berlin Turnpike sold for \$795,000 from Daniel Forest to NILBHR, LLC.
  - Deming Street Associates, LLC sold a unit at Deming Estates for \$531,601 to Edward and Judy Lynch.
  - Property at 2230 Berlin Turnpike sold for \$2,175,000 from SA Challenger, Inc. to The Salvation Army, Inc.
- The office filed 58 transfers, 21 liens, 121 mortgages and 142 releases.
- 133 vital records were certified, six burial permits and five cremation permits were issued.
- Two Liquor Permits, seven Trade Name Certificates and four Notary Public commissions were catalogued.
- Endorsements for municipal candidates for the November Election were filed in the Town Clerk's office.
- On July 12<sup>th</sup> the Town Clerk attended the Town Council meeting to swear-in Beth DeIBuono as a member of the Town Council replacing Meg Casasanta who resigned on July 1<sup>st</sup>.
- On July 25<sup>th</sup> the Town Clerk was part of an Oral Review Panel in Rocky Hill to screen final applicants for the position of Assistant Registrar of Vital Statistics.

<b>DATA SUMMARY JULY 2011</b>				
	<u>July-11</u>	<u>July-10</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	398	408	398	408
Dog Licenses Sold	213	251	213	251
Game Licenses Sold	22	51	22	51
Vital Statistics				
Marriages	20	28	20	28
Death Certificates	27	37	27	37
Birth Certificates	35	38	35	30

Total General Fund Revenue	\$ 42,461.74	\$ 39,958.38	\$ 42,461.74	\$ 39,958.38
Town Document Preservation	\$ 728.00	\$ 744.00	\$ 728.00	\$ 744.00
State Document Preservation	\$ 728.00	\$ 744.00	\$ 728.00	\$ 744.00
State Treasurer (\$26 fee)	\$ 13,104.00	\$ 13,392.00	\$ 13,104.00	\$ 13,392.00
Locip	\$ 1,092.00	\$ 1,116.00	\$ 1,092.00	\$ 1,116.00
State Game Licenses	\$ 305.00	\$ 435.00	\$ 305.00	\$ 435.00
State Dog Licenses	\$ 1,332.50	\$ 1,579.00	\$ 1,332.50	\$ 1,579.00
Dog Licenses Surcharge	\$ 468.00	\$ 566.00	\$ 468.00	\$ 566.00
Marriage Surcharge	\$ 209.00	\$ 228.00	\$ 209.00	\$ 228.00
<b>Grand Total</b>	<b>\$ 60,428.24</b>	<b>\$ 58,762.38</b>	<b>\$ 60,428.24</b>	<b>\$ 58,762.38</b>

## POLICE DEPARTMENT

- The DUI Grant patrols continue on the Berlin Turnpike. The July patrols resulted in 29 warnings, and 12 arrests (2 DUI arrests and 1 drug arrest.).
- Patrol Calls for July are as follows:

AlarmBurg	133	F/HAZMAT	1	NOISE	16
ALARMHOLD	5	F/OTHER	16	NOTIFICATION	5
Animal	33	F/RESCUE	1	OPENDOOR/WIN	3
Arson	1	F/STRUC	3	OTHER	1
AssaultIP	4	F/VEH	2	PARKINGVIOL	22
ASSAULTREP	3	FINGERPRINT	21	PISTOLPERMISSUED	8
Assist	41	Fireworks	24	PISTOLPERMTEMP	7
BadCheckNSF	8	FollowUp	83	PROPFOUND	11
BREACHIP	8	Harassment	19	PROPLOST	4
BreachRep	6	Hazard	33	RECOVEREDMV	1
BURGIP	2	ILLEGALDUMPING	2	ROBBERYIP	1
BURGREP	7	INDECENTEXP	2	SERVSUBPOEN	1
CARSEAT	2	INTOXICATED	8	SERVWARRANT	37
Check	64	JuvComp	20	SexAssaultRe	2
CLEARLOT	16	Land/Tenant	1	SHOTS	1
COURT	22	LARCFROMMV	22	SpecDetail	66
CRIMMISGRAF	2	LARCIP	29	STOLENMV	4
CRIMMISIP	2	LarcRep	39	SUDDENDEATH	1
CrimMisRep	24	LIQUOR	1	SuicideAtt	3
CSO	18	Location	203	SuspiciousIP	115
CustomerIP	12	LOCKOUTMV	2	SuspiciousRep	41
CUSTOMERREP	5	LOCKOUTRESID	5	TestMVAssist	1
Dog	70	M	210	TESTPOLICE	1
DomesticIP	25	Missing	6	THREATIP	3
DOMESTICREP	10	MVABAND	3	THREATREP	3
DRUG	11	MVAEvading	26	TRAFFIC STOP	539
DUI	11	MVAInjury	16	TRESPASSIP	5
EDP	14	MVAProp	103	TrespassRep	6
ESCORT	41	MVAssist	55	<b>TOTAL FOR NPD</b>	<b>2429</b>
F/ALARM	17	MVComplaint	51		
F/COSYMP	1	Neighbor	18		

### Investigations and calls by Patrol Officers:

- Patrol officers were dispatched to a residence on a domestic disturbance in progress. Police Department dispatchers informed responding officers that a male resident of that address was attacking family members. Upon arrival officers observed a male victim in the driveway who had a considerable amount of blood on his face. Officers also encountered the suspect's mother who was blocking the side doorway in an effort to prevent officers from entering the home. Immediately behind that female was the male suspect who appeared highly agitated and yelled at the police not to touch his mother. The suspect raised his arms in an

aggressive manner and charged toward the officers. The suspect's mother continued to interfere with officers as they attempted to deal with the aggressive suspect. An officer was able to move past the mother, then deployed his Taser, fired, and struck the suspect who was then subdued and taken into custody. Investigation revealed that the male victim who was initially encountered in the driveway had been assaulted and strangled by the suspect as that victim tried to prevent the suspect from assaulting his mother. The suspect was arrested and charged with Strangulation Second Degree, Disorderly Conduct, and Assault Third Degree. The suspect's mother was also arrested and charged with Interfering with Police.

- Newington Police Department was the victim of criminal mischief on the evening of the Extravaganza. A patrol sergeant located a license plate in the bushes on police department property that belonged on one of the police vehicles. He also noticed a window on the vehicle had been smashed. Review of video surveillance shows one of the suspects extinguishing a lit cigarette on a large Newington Police Badge hanging on the exterior of the building. They are then seen entering the sally ports and after being told to leave by another civilian, proceed to the side of the building where one of the suspects is observed damaging the vehicle. Video surveillance and still photographs of the suspects were distributed and broadcasted by local news stations. This incident currently remains under investigation.
- Patrol Officers responded to an armed robbery that occurred at the Arby's Restaurant, 3206 Berlin Turnpike. Officers learned that during this incident, the manager of the restaurant was confronted by a male suspect brandishing a handgun. The suspect was wearing a mask and dark clothing and fled on foot with an undisclosed amount of cash. The manager was not injured. Patrol officers conducted a search for the suspect with the assistance of Connecticut State Police K9 units. The area search proved negative and the suspect remains at large. The Newington Police Detective Division processed the crime scene and will continue with the investigation.

Detective Division:

- Handled 99 investigations, 61 remain ongoing and 38 were closed by investigative methods.
- Served 43 arrest warrants, 32 by Patrol Officers and 11 by Detective Division personnel
- Concluded a drug investigation with the execution of a search warrant at a local residence. The search of the home resulted in the seizure of approximately ½ pound of marijuana. Two residents of the home were arrested for various drug offenses related to sale of marijuana.
- Investigated an early morning hours armed robbery that occurred at Arby's on the Berlin Turnpike. The night manager was confronted by a lone male brandishing a handgun outside the restaurant as she was leaving for the night. He forced the night manager back into the restaurant and told her to open the safe. After obtaining cash from the safe the suspect fled the restaurant on foot. The manager was not injured. Connecticut State Police K9 units responded to assist with tracks for the suspect; however the suspect remains at large. Detectives responded to process the scene and are continuing the investigation.

Community Service Officers (CSO):

- Presented a "Stranger Danger" program to kids participating in the Newington Parks and Recreation Summer Program. In addition, CSO Cipolla distributed Child ID Kits and conducted a safety presentation to Parks and Recreation Staff members.
- With the assistance of Dispatcher Garuti, developed and subsequently presented a "911" program for staff and residents of the Middlewoods Convalescent Home in Newington. The presentation focused on Middlewoods six most common or likely types of emergencies, and was conducted in a role playing format.
- CSO Cipolla, Officer Rinaldo, and Officer Aivano, along with officers from the Rocky Hill Police Department, collaborated with Human Services staff from Newington, Rocky Hill, and Wethersfield, to present a two day Challenge Course program for area youth. The program focused on developing leadership skills, particularly within the area of youth substance abuse.
- Worked with the Newington Senior Center in presenting the annual Senior Picnic. This year's highly attended picnic included a K-9 demonstration as well as a display of regionally shared specialized tactical equipment acquired recently via grant programs.
- Attended the monthly Newington Chamber of Commerce meeting, addressed quality of life complaints in the areas of High Ridge Road, Bittersweet Court, and Sunrise Circle, and facilitated the calibration certifications of the Department's Laser Units.

**UCR/NIBRS Selected Crimes**

**Preliminary June 2011**

**June 2010**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	-0-	-0-	-0-
Forcible Rape	0	-0-	1	-0-
Robbery	0	-0-	1	\$1,400
Assault	8	-0-	5	-0-

Burglary	9	\$7,317	8	\$12,074
Larceny Theft	58	\$45,337	43	\$44,940
Auto Theft	5	\$19,500	2	\$4,200
<b>Totals</b>	<b>80</b>	<b>\$72,154</b>	<b>60</b>	<b>\$62,614</b>
<b>1st Quarter Totals</b>	<b>161</b>	<b>\$235,734</b>	<b>263</b>	<b>\$356,937</b>
<b>2nd Quarter Totals</b>	<b>223</b>	<b>\$224,213</b>	<b>214</b>	<b>\$248,286</b>

- In June, 2011 the Police Department arrested 87 adults: 1 for robbery, 13 for assaults, 2 for burglary, 3 for fraud, 1 for weapon violation, 3 for narcotic violations, 4 for offenses against family & children, 10 for DUI, 1 liquor law violation, 11 for larcenies, 4 for disorderly conduct, and 34 for miscellaneous offenses. The Department also arrested or referred 11 persons under the age of 18: 3 for assaults, 2 for larceny, 1 for arson, 1 for disorderly conduct, and 4 for miscellaneous violations.

## **FIRE DEPARTMENT**

During the month of July fire department members responded to 50 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>July 2011</b>	<b>12 Month Total</b>
Residential	11	225
Commercial, Industrial, Office	2	45
Hospital, School	0	12
Vehicle	5	32
Rescue, Police Assistance	5	32
Dumpster, Rubbish, Grass, Brush, Leaves	3	44
Hazardous Materials/Clean up	1	40
Investigative Alarm	19	305
False Alarm	0	0
Mutual Aid/Standby	1	21
Carbon Monoxide Investigation	3	14
Water Related Incidents/Pump-Outs	0	39
<b>Total</b>	<b>50</b>	<b>809</b>

### **Training Summary**

Multi-Company Training	Water Supply/ Master Streams		90 hours
Officer Training	Pre-Plan – Jefferson House		30 hours
Driver Training		2 members	20.5 hours
Company Training	New Hydrant Wrench		6 hours
Aerial Tower Training			6 hours
<b>Total</b>			<b>152.50 hours</b>

## **FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of June, 2011.

INSPECTIONS	30
INSPECTION FOLLOW-UPS	42
PLAN REVIEW	5
JOB SITE INSPECTIONS	1
UNDERGROUND TANK REMOVAL	0



FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	1
COMPLAINTS	2
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

Incidents:

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

Fire Marshal's Activities:

- Attended the monthly meeting of the Board of Fire Commissioners at Company Three on West Hill Road.
- Attended a staff meeting at Town hall to review plans and safety concerns for the xtravaganza.
- Conducted inspections of all tents, electrical wiring and propane cooking equipment at Mill Pond Park prior to the start of the Annual Extravaganza. Fireworks inspections were also conducted and site security was maintained throughout the event
- Attended the monthly Town Hall staff meeting in the squad room at the Newington Police Department.

**HIGHWAY DEPARTMENT**

Administration

- Attended various staff and committee meetings
- Met with residents to discuss various issues and concerns
- Coordinated all road construction and other department projects
- Participated on an oral interview panel for the Town of Wallingford
- Attended various meetings concerning municipal solid waste and recycling

Roadway Maintenance

- Continued with Landfill material processing
- Completed the biannual vegetation brush grinding at the Landfill
- Continued with Town wide litter collection and graffiti removal
- Completed the partial reconstruction of Sunset Road
- Completed paving projects on Francis Drive, Sunset Road, Knollwood Road, Buck Street, Adrian Avenue and Robinson Road
- Highway personnel installed underdrain and catch basin tops in preparation for the next set of road projects
- Crews repaired/replaced curbing at High School
- Continued with Town wide pot hole patching and curb repair

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Parks Department for the annual Extravaganza
- Assisted with traffic control in relocation of speed boxes
- Continuing with blanket replacement of worn out regulatory signs
- Continued with roadway line painting Town wide
- Repaired traffic light at Richard and Church Streets

Fleet Maintenance

- Continued with scheduled maintenance and emergency repairs on all Town vehicles
- Outfitted one new police vehicle and one new Park's trailer

Sanitation/Recycling/Landfill

- Scheduled 758 residential bulk items for collection
- Scheduled 75 condominium bulk items for collection
- Scheduled 26 condo/residential scrap metal items for collection
- 8,275 tons of cumulative Municipal Solid Waste was collected from July 1, 2010 – June 30, 2011
- 2,905 tons of cumulative recyclables was collected from July 1, 2010 - June 30, 2011
- 1,050 mattresses collected from July 1, 2010 – June 30, 2011
- Issued 55 permanent landfill permits and 17 temporary permits

## **TOWN PLANNER**

### **Town Plan and Zoning Commission**

- The Town Plan and Zoning Commission hearings on the Toll Brothers residential projects on Cedar Mountain were held on July 13<sup>th</sup> and 27<sup>th</sup>.
- At the Commission's July 13<sup>th</sup> hearing, the application for zone map amendment on the 28 acre Marcap Co. LLC, from commercial to residential use was withdrawn by Toll Brothers.
- The petitions for open space subdivision of the 73 acre Balf Company property were continued to August. Toll Brothers' project engineer, BL Companies, submitted initial modifications to the plans reducing the number of proposed lots to address the subdivision regulations design standard for avoiding development on slopes in excess of 15 percent grade.

### **National Welding Property, 690 Cedar Street**

- The Town Planner prepared for the Economic Development Commission a "white paper" outlining a strategy for pursuing grants to redevelop the National Welding property. A two phase strategy is suggested: first abate building asbestos, salvage structural steel, and demolish the 100,000 square foot building to concrete slab. The second phase is to seek state and federal brownfield grants to remediate polluted soils. The extent of soil remediation will depend on the reuse of the property.
- The Town Planner also prepared a draft grant application seeking State Transit-Oriented development funds to expedite the removal of the National Welding building. The requested TOD grant is \$820,000 and an estimated timeline of six months to complete demolition. This draft grant proposal requires submission to the Office of Policy and Management by August 4<sup>th</sup> and Town Council authorization for the Town Manager to execute the submittal by September 15<sup>th</sup>.

### **Mill Street Senior Center Parking Lot Improvement Project**

- The Town Planner and Town Engineer collaborated and completed the Small Cities grant bid documents for public notice. This grant provides \$430,000 for construction of a 68 space functional parking area for the Senior Center and improvements to Mill Street extension for the Newington Housing Authority, including new sidewalks, lighting, accessible sidewalk ramps, and dumpster enclosures. These improvements will be coordinated with the New Samaritan's site work at the adjacent 32 unit elderly apartments.

## **BUILDING DEPARTMENT**

- A Permit was issued to install a handicap ramp / entrance at the American Legion on 294 Willard Avenue.
- Electrical permits were issued for the Extravaganza at Mill Pond.
- Work is continuing at the new Liberty Bank at 1300 Main Street.
- Work is continuing at the New Samaritan Senior Housing at 50 Mill Street Ext.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Zwick - Understanding Ground Source Heat Pump Applications – July 19, 2011
- Building Department activity for the month of July was as follows: The Inspectors completed a total of 158 inspections: Above Ceiling (2), CO (4), Damp Proofing (1), Decks (8), Drains (1), Electrical (26), Final (33), Footings (15), Foundation (5), Framing (2), Gas Line (4), Gypsum (1), Hot Water Heaters (1), Insulation (10), Mechanical (9), Plumbing (3), Pools (9), Rough (21), Site Visit (1), Sprinkler (1), Slab (1).
- There were 3 Certificates of Occupancy issued in July one for a new single family residence located at 12 Deming Farm Drive. One for Plaza Azteca Restaurant located at 3260 Berlin Turnpike and also one for an interior office improvement with an additional wash bay at 40 Commerce Court.
- The total number of Building/Renovation Permits issued for the month of July was **143** producing a total permit value of **\$1,017,742.00**. They are categorized as follows:

<b>TYPE OF PERMIT</b>	<b># OF PERMITS</b>	<b>\$ VALUE OF PERMITS</b>
ADDITIONS /ALTERATIONS	29	278,306.00
DECK	7	43,164.00
DEMOLITION	0	0.00
ELECTRICAL	31	53,248.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	4	12,060.00

MECHANICAL	22	297,275.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	25	60 330.00
POOL	6	22,317.00
ROOFING / SIDING	10	227,755.00
SIGN	8	22,852.00
TENT	1	435.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>143</b>	<b>\$1,017,742.00</b>

- The total Building income fees received in the month of July was **\$13,598.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$980.00.00, Environmental \$240.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$206.00, Driveway / Excavation \$550.00, Engineering copies \$154.80. The other total income is \$2130.80
- Below is a comparison of the Permit Values for July 2011 and July 2010

Value of Permits issued for July:	\$1,017,742.00	\$2,914,630.00
Fees for Permits issued for July	\$13,598.00	\$16,707.00
Other income Fees for July	\$2130.80	\$3202.00
Building Permits Issued for July:	143	161

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

<u>Value</u>	<u>Permit Fee</u>
\$1,017,742.00	\$13,598.00

## **HUMAN SERVICES**

- Human Services remained extremely busy with a full schedule of summer programs in addition to high caseloads.
- The Department submitted several grants including Youth Services Bureau, Substance Abuse Prevention, Operation Fuel and Food Share.
- Food Share approved funds for two laptops one to be used by clients looking for jobs and for staff use related to the Food Bank and Food Share programs.
- Director Ken Freidenberg and Coordinator Karen Futoma met with staff from Police, Schools and the Library to explore a potential community education/prevention presentation about dating violence from a group called "Avenging Angel."
- Director Freidenberg met with High School Principal Jim Wenker to discuss the Anti-Defamation Program "The Truth about Hate" presented last April and being considered again for the upcoming school year. The Human Rights Commission and Youth-Adult Council are interested in assisting with funding support.
- This month the Department received 559 information and referral calls or walk-ins. Issues included housing, day care, elder care, energy and financial assistance, health, mental health, unemployment, youth programs and community service among others.
- ICAN (Interfaith Community Action of Newington) volunteers received 6 requests including transportation and friendly shopping.
- The Food Bank assisted 144 households composed of 101 residents over 55 and 200 under age 55. The Outdoor Open Market co-sponsored with Food Share served 162 households on two days this month. Staff began be distributing coupons to eligible households for the Farmer's Market.
- Coordinator Futoma initiated the annual "Back to School Supplies program requesting donations of backpacks, school supplies and clothes for the students of all ages in need.
- The Special Needs Fund assisted 11 households and the Clothing Closet served 26.
- The Social Casework Program was active with a caseload of 92 with 27 new referrals. Presenting issues included financial difficulties, health, mental health, housing, social security, substance abuse, and domestic violence.
- The Youth and Family Counseling Program had an active caseload of 42 with 9 new referrals, 3 inactive and 26 closed cases. Coordinator, Christina Salvio and contractors provided 89 clinical therapy sessions and made 107 contacts with families and other agencies.
- The Juvenile Review Board handled three cases during July.

- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 401 youth.
- The Summer Youth Adventure Program is in full swing with a variety of activities including Beaches, Boats and Bikes, Climb, Zip & Chilling, Survivor Week, Discover Bluff Point, Extreme Geo-Camp among others.
- On July 15<sup>th</sup> 23 young people and two summer staff spent a full day doing a volunteer clean-up at seven town parks. Not only did they do a great job but had a good time.
- This month 160 young people participated on the challenge course from Windsor Locks, Wethersfield, Rocky Hill, New Britain, Central Connecticut State University and of course Newington.

### 2011 Statistics

	<b>FY 11-12 Undp. Total This Month</b>	<b>FY 10-11 Undp. Total Last Month</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>
<b>Selected Programs</b>				
<b>Youth and Family Counseling</b>	<b>42</b>	<b>56</b>	<b>42</b>	<b>59</b>
<b>Positive Youth Development</b>	<b>401</b>	<b>678</b>	<b>401</b>	<b>387</b>
<b>Information and Referral</b>	<b>559</b>	<b>590</b>	<b>559</b>	<b>547</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 48</b>				
<b>Over 55 = 44</b>	<b>92</b>	<b>110</b>	<b>92</b>	<b>97</b>
<b>Food Bank Households</b>	<b>144</b>	<b>144</b>	<b>144</b>	<b>144</b>
<b>Special Needs</b>	<b>11</b>	<b>18</b>	<b>11</b>	<b>21</b>

### SENIOR AND DISABLED CENTER

- Several of the regular programs at the Center take a summer hiatus but activity levels remain high with special events.
- The premiere event of the month was the Annual Safety Picnic. Many representatives of the Newington Police Department were on hand to grill up burgers and hotdogs and to demonstrate several of the vehicles and equipment that they use. As always, the picnic sold out early and was very much enjoyed.
- On July 8<sup>th</sup> a special viewing of The Kings Speech on the big screen was enjoyed by a sell out crowd.
- Participants had an opportunity to win real prizes in the popular Game Show program, this month featuring the Wii version of Wheel of Fortune.
- The Senior and Disabled Center and the local Red Hat society co-sponsored a one woman play, They Call Me Lizzy, the story of a woman who rose from slavery to the White House where she was Mary Todd Lincoln's dressmaker on July 22<sup>nd</sup>.
- Center Director Dianne Stone was re-elected President of the Connecticut Association of Senior Center Personnel. As part of that organization, Ms. Stone has been leading an ad hoc group of Senior Center Directors in developing partnerships with other agencies and entities that serve older adults.
- Dial-A-Ride provided 1173 trips in the month covering 3348 miles.
- Karen Halpert began full time hours at the Center this month and between Ms. Halpert and Social Worker Teri Snyder, 77 residents received casework and/or application assistance.
- The Monday Wellness Clinic continues to be very well utilized with 125 patients appointments this 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 2259 by 524 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,867 paid members. An additional 1,087 people are registered for services (i.e. Dial-A-Ride, social work).

### PARKS AND RECREATION

#### Administration

- Superintendent met with the Clem Lemire Artificial Turf Field Project Building Committee.
- Superintendent also attended weekly construction meetings.
- Superintendent met with the Extravaganza Committee.

- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.

#### Recreation Division

- A total of 1,622 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- The 6-week Summer Sunshine program has been filled for almost every week.
- Free Summer Fun Runs were held on Wednesdays, July 13, 20 and 27. About 30 runners have participated each week.
- An American Red Cross Lifeguarding course is being offered this summer at Mill Pond Pool. The course began on July 19 and is being taught by Aquatics Director M. Lach.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. Many residents have taken advantage of these discounted tickets.
- A new Jr. Lifeguard program was offered for youth in grades 8-10.
- Staff worked to put together a comprehensive variety of programs and events for the Fall season, and the Parks and Recreation Fall 2011 Program Guide was created.
- Parks & Recreation Summer Concert Series had a successful 19th year sponsored by Data Mail. Concerts were held on June 23 & 30, July 7, 21 and 28. An average of 300 residents attended each week. Only one week had to be moved indoors to the Town Council Chambers due to inclement weather.
- Newington's Family Pool Party was held on Monday, July 11 at Mill Pond Park and was sponsored by the Library. Many Newington residents took advantage of this free opportunity to swim.
- The first Escape the Heat with family skate night was held at Newington Arena on July 12. The event was a success with many families taking advantage of the opportunity to cool down at the rink.
- The Summer Carnival was held in conjunction with the Extravaganza from July 14 – 16. The event was a success and enjoyed by many families.
- Friday night, July 15 was the concert in the park. Grant's Tomb and The Blackburns were the two bands that performed. The event was sponsored by Data-Mail. Attendance was estimated at 250 people.
- Mill Pond Park Extravaganza was on Saturday, July 16. The days' events ran smoothly from the carnival, crafters, entertainment, food vendors and fireworks. The budget is being finalized.
- Thank you notes were mailed out to all Extravaganza sponsors.
- The Summer Playground program for children in Kindergarten through grade 7 has been attended by approximately 375 children per week.
- Newington's first ever adult coed kickball league began with 8 teams at the end of June with games continuing throughout July and August.

#### Parks And Grounds

- Parks personnel targeted and removed several tree hazards town wide.
- Flags were installed for the Fourth of July weekend.
- The fountain in Mill Pond was repaired and installed.
- The assembly of the Playscape at Starr Park continued as time permitted.
- The sprinkler systems at NHS were repaired and a lot of new parts installed to make them operational.
- Mill Pond Extravaganza week required four fulltime employees as well as four seasonal kids to prepare for Fridays and Saturday's events.
- Parks Crew personnel spent two days in the repair and beautification of the gazebo at Mill Pond Park.
- The Newington High School soccer fields were renovated with 9,500 square feet of sod installed in the goal mouth areas.
- Division personnel were offline a total of 36 days in July.
- There were nine internments in town cemeteries in July.

#### LIBRARY

- Summer Reading with a travel theme for all ages is hot! By July 31st, 635 adults were registered for the summer reading program *Novel Destinations*, a 10% increase from last year. 938 children were signed up for *One World, Many Stories*, and 135 teens were signed up for the *You Are Here* program.
- Town Council requested our presence at their 7/12 meeting to address library overtime on Sundays. Eric Rothausser, Donna, Lisa and 3 Board members attended the meeting. Unfortunately, the councilor who requested the item be put on the agenda did not attend the meeting. The other councilors agreed there is no issue with Sunday overtime, as it is required per Union contract. We did have the opportunity to give them more information about what the library does.

- Sue Schneider is working on getting the online and GPS directions to the library and Town Hall changed to direct patrons around Willard, Garfield and Mill Streets into the parking lot. Google Maps notified Sue that they have investigated the issue and will be correcting the map soon. MapQuest, Yahoo Maps and many GPS devices receive their mapping information from NAVTEQ.com, so a request was put in to change the directions with NAVTEQ.
- Technology: The library is preparing for a new telephone system that will be implemented on 8/11, with training for staff prior to that date. Lisa and staff are working on a digital signboard for the main lobby, a new pay-for-print and PC reservations system, website enhancements and getting the 3 new color Nooks ready for circulation.
- Personnel: Ruth Block, our FT Circulation Supervisor, is out on medical leave from July-Sept., so the department is short staffed. Denise Martens was hired for the 19 hr./wk. Circulation position, but she took a full time job shortly thereafter. We replaced her with Elsa Batista-Yzaguirre. We have also hired several substitutes: Andrew Piro in reference, Sandra DiCicco in children's, Christa Weinbaum and Brigitte Hucker in circulation, plus a page.
- Traditional circulation of library materials was 39,842 items. During July 20,601 people entered the library, an average of 824 people each day. Adult computer users logged in 2,624 times. Online databases were accessed remotely 20,737 times and 9,476 online database searches were done in the library. A total of 6,352 reference questions were answered. A total of 74,039 items were borrowed or used by library patrons. We checked out 10,932 items to 74 other libraries in July. 1,185 items were checked out by patrons at the self-checkout station. Museum passes were checked out 152 times, averaging potential patrons' savings of \$5,672.48.
- 3,996 adult reference questions were answered. 3,092 hours were logged on children's, teen and adult public computers. The library's website was visited 8,843 times. "How-to" tutorial Screencasts were used 25 times on our website. 1,060 Interlibrary Loans were processed by staff. 1,185 items were added to the collection, and volunteers logged in 119 hours of service. Quiet Study rooms were booked for 225.5 hours. The Community Room was used 22 times. The Lienhard Room was used 15 times. The Children's Program Room was used 15 times. Of the total 52 events in meeting rooms, 40 were library sponsored and 12 were outside groups.
- Children's services included 41 programs with 1,849 attending. Summer reading and regular weekly programs started off with a blast the day after July 4<sup>th</sup>! Due to our *One World, Many Stories!* theme this year, the K-2 Lunch Bunch and Grade 3-6 Afternoon Heat programs have held a multicultural flair, with programs on Puerto Rico, India, Italy, Guatemala, the American Southwest, Rainforests and Mexico. Children's staff answered 2,356 reference questions and children signed up to use computers for 468 hours. Children's databases were accessed 614 times.
- The children's summer pool party on 7/11 was held on a hot evening, but none of the 400 people minded since most of them were in the water. The library DJ had everyone doing games and dances to heat them up, then everyone headed to the pool for free swimming, supervised by Parks & Recreation staff.
- It was a wonderful surprise to hear from the Connecticut Sun management that Newington's library won the Library Challenge! We had the highest number of attendees to their basketball games, using the tickets in their summer reading 10 day prize goody bags. On 7/20 we were visited by two Sun players, DeMaya Walker and Danielle McCray, who talked about the importance of reading and about women's basketball.
- Adult programs attracted 253 people. Dr. Ron Clark gave a talk on his book, *Surviving the Emergency Room*, an insider's view on the emergency medical system. The Friends offered a bus trip to Newport. Movies in an air conditioned building were a hit: *Shackleton's Legendary Antarctic Expedition*, and Bob Larsson's Summer Classic Film Series brought in many out of the heat. A program for job seekers on *How to Use Indeed.com: Your Guide to a Successful Job Search* was offered, as well as a Cedar Mountain Book Discussion. This month's artist was Lori Barker, who displayed her work and had a reception in the Community Room. Computer classes will resume in September. Jeanette delivered books to 3 homebound patrons.
- 135 teens have read 615 books so far this summer! Teen programs attracted 312 young adults for a Frisbee Show, a Japanese Films & Manga Swap, an Indian Culture & Cuisine Night, an Italian Bead Making & Jewelry Program and a Talent Show for Kids and Teens. Teen librarians, Karen Benner and Bailey Ortiz, hosted a *Feed 'N Read* book discussion and a *Teen Creative Writing Group* with local teacher and poet, Nancy Otter.
- Business Manager, Lynn Caley, notarized 7 documents for patrons.
- Building: The HVAC system is working, but still needs some parts replaced. Painting was done in the upstairs program room and hallway, but the crown molding still needs to be installed. Thank you to the Facilities department for all their help with building repairs and projects!
- Grounds: Parks & Grounds removed the down tree from the lot next door, and cleared shrubs to install new lighting on the front of the library to replace the vandalized lighting. New shutters have been ordered and

should arrive in 3-4 weeks. A contractor will install them and take the old ones away. A new fence for the front of the library has been ordered, and we have a quote for repairing the library sign. A new bike rack was installed in front of the library on 7/28. Thank you to Parks & Grounds for installing it for us and helping with other projects!

- The library has donated the piano, which has not been used in years, to Mill Pond Church. On 7/16, Joel Rissinger and four other men moved the piano. The Church's piano player is thrilled to receive the donation, as he has been moving his portable keyboard back and forth to the church regularly, and he won't have to do that any more.
- Shirley-Ann Kober attended the Chamber of Commerce meeting on 7/19.
- Donna Miller attended her first Newington Extravaganza, and is very impressed with how family-oriented the community is. Despite the heat, everyone seemed to be having a lot of fun.
- Donna Miller and Pat Pierce attended a CT Libraries Association Leadership Institute at the University of Hartford on 7/22.
- Budget: We are still waiting to see how the governor's budget cuts will affect the town, the State Library and LRW Library. State Aid to libraries was cut by 40%, so this year, we will only receive the base grant of \$1,200 as opposed to \$2,800 last year.