



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: May 20, 2011
Re: Monthly Report – April 2011

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG meetings and presided over the monthly CTCMA meeting.
- Mr. Salomone continued to meet with department heads, staff and members of the Town Council to review and discuss possible modifications to the 2011-12 Town Manager's proposed budget.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall space needs, the Capital Improvement (CIP) Committee.
- Mr. Salomone attended the Human Services Department Volunteer Recognition Dinner.
- 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 April 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	66.7	\$2,923.80
Weekend Standby and Call-In	16.0	631.44
Road Maintenance	51.6	2,084.69
Total	134.3	\$5,639.93
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Ball Field Preparation	140.0	\$6,045.36
Mowing	49.5	1,765.00
Weekend Duty	10.0	465.75
Total	199.5	\$8,276.11

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 4,938.44	\$ 3,976.00	\$ 5,041.98
Patrol	554,004.00	472,670.73	580,294.00	422,576.04
Investigation	74,110.00	49,742.96	76,691.00	52,301.76
Communication	111,426.00	124,526.40	112,132.00	90,603.88
Education/Training	103,603.00	80,220.23	103,603.00	54,257.44
Support Services	37,985.00	25,624.66	39,071.00	26,550.98
Animal Control	12,144.00	4,233.41	12,144.00	6,767.61
Total	\$ 899,733.00	\$ 761,956.83	\$ 927,911.00	\$ 658,099.69
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 14,112.83	\$ 28,109.00	\$ 15,308.90
Snow and Ice Control	132,349.00	142,809.37	132,349.00	91,410.44
Traffic	8,345.00	3,262.35	8,345.00	2,570.93
Vehicles and Equipment	28,185.00	21,432.19	28,185.00	13,944.89
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 225,525.13	\$ 251,985.00	\$165,591.50
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 83,516.04	\$ 130,547.00	\$ 91,509.58
Cemeteries	14,893.00	8,351.67	14,893.00	5,924.19
Total	\$ 145,440.00	\$ 91,867.71	\$ 145,440.00	\$ 97,433.77

Police Department Overtime

- Comparison - March 2011 to April 2011
 - OT March: \$62,519 - 1 holiday
 - OT April: \$59,975 – no holidays
 - Total decrease: \$2,544
- In April there was 1 officer on light duty and 2 officers at the academy. The light duty officer has been temporarily assigned to dispatch to help cover some of the vacant shifts to reduce overtime. The vacant dispatcher position was filled in April and the individual is in training. There was no holiday overtime in any accounts during this pay period.
- Administration overtime of \$0 is a decrease of \$1,428.
- Patrol overtime of \$34,948 is a decrease of \$2,329. Added roving patrol was assigned in April concentrating on Motor Vehicle violations. Overtime included accident investigation, larcenies, domestics, court appearances, etc.
- Detective Division Overtime of \$3,958 is a decrease of \$1,268. Overtime included larceny, robbery, burglary investigation, drug buys, and surveillance.
- Communications overtime of \$8,576 is an increase of \$752. The dispatcher vacancy has been filled and is in training at this time. This division experienced an increase in sick time usage this month that required overtime to fill vacancies.
- Education overtime of \$6,743 is an increase of \$279. There is a slight increase due to the increase in outdoor training as weather improves. Courses also included Swat school, Bicycle Investigation, Crime Scene processing, Gang conference, and recertification.
- Support Services overtime of \$5,242 is an increase of \$1,294. Overtime included Youth Services meeting, Juvenile Review Board hearing, neighborhood canvas, Sergeants meeting, Special Needs fair, and lesson planning.
- ACO overtime of \$508 is an increase of \$156 for 3 animal call outs.

PERSONNEL

- An internal union posting for the Assessment Technician II position was posted on March 30, 2011 with a closing date of April 5, 2011. No internal applications were received. The job was posted to the public with a closing date of April 19, 2011.
- New Library Director Donna Miller began employment with the Town on April 4, 2011.
- The interview process continued for the Air Conditioning and Heating Control Mechanic position in the Facilities Department.

PURCHASING

- Bid No. 4, 2010-2011 – Transition Academy/Relocation was posted on March 17, 2011 with addenda on March 25 and 28, 2011 and a closing date of April 1, 2011.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The ninth month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for March 2011 were \$765,664. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through March 2011

	Town	Board of Education	Total
Estimated Claims	1,650,294	6,048,909	7,699,203
Actual Claims	1,641,605	5,284,715	6,926,320

FACILITIES MANAGEMENT

- The facilities group completed 74 formal work orders during the month of April at the various Town Buildings.
- Final startup of the A/C side of the Library HVAC system was tested in April and the project will be closed. The final grant report will be submitted during May after all testing and commissioning of the equipment has been completed.
- 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.
- New gutters have begun to be installed at the Parks Garage and storage buildings and will be completed shortly on the main storage and sign building.
- Bi-weekly reviews have been held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has been a very positive and noticeable difference at all locations to date. The Town will extend the cleaning contract at the same pricing levels as the original term for the next fiscal year.
- Testing of the chiller system and start up were scheduled for April but had to be postponed until warmer weather developed in order to properly test the new chiller for operation. This first phase of the project will be completed in May and designs for the second phase will begin shortly for additional equipment installations during August after the new year's budget for this work is in place.
- Construction for the Town Hall renovation project began in April with asbestos abatement in the East wing and lower levels of the Town Hall. Major work will begin in May according to the project schedule.
- Repairs are underway to various Town buildings due to the winter storm damage incurred. Repairs to the Town Managers office include new wall installations due to roof leaks and carpeting replacement. Most damages are the result of roof ice and snow buildup which resulted in various repairs necessary in the Town Hall.
- Roof drainage from the Mortensen Center will be modified to include new underground piping to the storm drainage system on Garfield Street. This will help to eliminate the water infiltration into the building basement area currently being remodeled.
- Repairs to the exterior entrance stairs to the Town Hall will begin in May when the weather has warmed to allow for proper curing of the masonry work.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 23 requests for service via the Internet, blocked 23,069 unsolicited SPAM email messages from being delivered, and blocked 611 virus / Trojans, from impacting the Town's network infrastructure.
- Completed 83 formal work orders.
- The Town's website had approximately 22,243 visits during the month, 66,603 page views with an average of 2.99 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage and Town Employment Opportunities were the most frequently visited pages.
- Provided network support for Senior and Disabled Center computer lab.
- Provided Graphical Information Systems (GIS) editing training for the Engineering Department.

- Provided computer media assistance for Parks and Recreation Department.
- Provided GIS mapping of town crosswalks for Highway Department.
- Continued design and systems specifications work for the new telephone system that will be serving all Town Departments, Board of Education Administrative Offices and High School. Additional Board of Education facilities will be upgraded at a later date.
- Mr. Thad Dymkowski, GIS Technician, created and assigned new parcel identification numbers to every parcel in town (9,900+ parcels).
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services along with Mr. Neil David, Network Administrator/ Project Leader, provided technical firewall and network routing assistance for the Town of Manchester.
- Mr. Boutot attended an online/ Internet meeting with members of the Multi-State Information Sharing and Analysis Center. Members meet on a monthly basis to share cyber security information and threat analysis.
- Mr. Boutot worked with Board of Education staff on the network design and configuration of a new Automated Finger Identification System to be used to process applicants.

FINANCE

Accounting and Administration

- 2011-12 budget meetings were completed during the month.
- On April 12th, the Town's 2011-12 budget of \$100.9 million was adopted with a mill rate of 30.02.
- Changes to the 2011-12 annual budget and Long-Range Capital Improvement Plan documents got underway during the month.
- The 2010-11 fiscal year closeout began with departmental general fund balances analyzed to determine possible June 30th overdrafts. Overages related to the harsh winter will be covered as part of planned appropriation transfers by the Town Council at its May meeting.
- The Town's financial system was updated with the 2011-12 budget.
- Lisa Rydecki, Deputy Finance Director submitted the Town of Newington's estimate of the costs (\$65,500) associated with the Snowstorm Disaster of January 11-12 to the State of Connecticut Department of Emergency Management & Homeland Security for reimbursement from Federal Emergency Management Agency (FEMA).

During the month, the Town received the final payment of the ECS grant in the amount of \$5,372,722, the Federal State Fiscal Stabilization Funds (SFSF) for \$181,786 and the Telecommunications Grant in the amount of \$75,046. 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)
4/30/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2010-11</u>	<u>Year to Date</u>	
General Fund	\$200,000	\$104,345	\$40,433,421
Special Revenue Funds	2,400	3,199	1,370,552
Capital Projects Funds	867	772	446,142
Internal Service Fund	11,497	6,849	5,082,541
Trust and Agency Funds	4,500	2,612	1,601,447
TOTAL, ESTIMATED BY FUND			\$48,934,103

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
4/30/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.22	0.21	3,516	4,918	22,003,121
CLASS PLUS	0.10	0.11	367	441	4,596,741
Bank North	0.35	0.35	3,511	3,593	12,207,170
Sovereign Bank	0.40	0.40	3,328	3,438	10,127,071
Total Outstanding Investments					\$48,934,103

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system.
- The 2011 revaluation continued as approximately 200 interior inspections were made of condominiums by the revaluation company. Approximately 6,000 single-family home and 1,200 condo data mailers were printed and mailed during the month. The month was spent answering questions about those data mailers. The revaluation process remained concentrated in verifying the accuracy of the physical data. The market analyses of this data will occur during the summer. The revaluation is on schedule for delivery at the end of the year.
- The on-line data base was updated through the end of April.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an on going program as applications will be taken through May 15, 2011.

Revenue Collector

- Revenue Collections for April for Real Estate, Personal Property & Motor Vehicles amounted to \$198,180. The Supplemental Motor Vehicles collected were \$13,664 and \$2,561 was collected for back taxes.
- April's collections were slightly lower than the same time period last year, but are at 98%.
- Lien notices were sent to 433 delinquent real estate owners. As a result only 218 properties for unpaid taxes were recorded in the Town Clerk's Office.

TOWN CLERK

- There were 390 documents filed on the land records during April. \$23,827 was collected in State conveyance tax and \$10,876 was collected in Town conveyance tax.
- The largest transfer was for \$600,000 for property at 565 Cedar Street sold by S.J. Pawlak Associates, LLC to Sousa Investments, LLC.
- The office certified 109 copies of vital records; two cremation and 8 burial permits were issued.
- Ten Notary Public commissions and ten Trade Name Certificates were catalogued.
- 96 mortgages, 42 liens and 115 releases were documented.
- The Town Clerk attended the annual Spring Conference sponsored by the Connecticut Town Clerks Association and the Office of the Secretary of the State.

DATA SUMMARY APRIL 2011				
	<u>April-11</u>	<u>April-10</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	390	535	5129	5107
Dog Licenses Sold	11	17	433	473
Game Licenses Sold	157	205	684	757
Vital Statistics				
Marriages	12	9	146	167
Death Certificates	27	29	288	244
Birth Certificates	7	20	169	197
Total General Fund Revenue	\$ 22,238.00	\$ 36,566.22	\$330,714.86	\$370,301.60

Town Document Preservation	\$ 680.00	\$ 934.00	\$ 9,237.00	\$ 9,206.00
State Document Preservation	\$ 654.00	\$ 934.00	\$ 9,292.00	\$ 9,154.00
State Treasurer (\$26 fee)	\$ 11,772.00	\$ 16,812.00	\$164,330.00	\$164,546.00
Locip	\$ 981.00	\$ 1,401.00	\$ 14,115.00	\$ 13,713.00
State Game Licenses	\$ 1,722.00	\$ 3,437.00	\$ 6,584.00	\$ 13,446.50
State Dog Licenses	\$ 50.50	\$ 171.00	\$ 2,557.00	\$ 16,396.50
Dog Licenses Surcharge	\$ 20.00	\$ 48.00	\$ 914.00	\$ 1,070.00
Marriage Surcharge	\$ 171.00	\$ 152.00	\$ 1,357.00	\$ 1,919.00
Grand Total	\$ 38,288.50	\$ 60,455.22	\$539,100.86	\$599,752.60

POLICE DEPARTMENT

- The Town Manager and Police Chief interviewed Public Safety Dispatch Candidate Mathew Cushing on April 6th. Mr. Cushing was offered the position of Public Safety Dispatcher and began employment with the Town on April 25th.
- The DUI Grant continues with its patrol on the Berlin Turnpike. The April 23 patrol resulted in 10 warnings, and 8 arrests.
- Patrol Calls for April were as follows:

AlarmBurg	93	F/RESCUE	1	MVASSIST	52
ALARMHOLD	4	F/STRUC	12	MVComplaint	48
Animal	32	F/VEH	1	Neighbor	3
ASSAULTIP	3	F/WATER	1	NOISE	9
ASSAULTREP	4	FINGERPRINT	32	OPENDOOR/WIN	6
ASSIST	35	FOLLOWUP	58	OTHER	10
BREACHIP	10	GUN	1	PARKINGVIOL	24
BREACHREP	3	HARASSMENT	16	PropFound	9
BURGIP	1	HAZARD	18	PROPLOST	10
BurgRep	5	ILLEGALDUMPING	5	ROBBERYIP	2
CarSeat	6	INDECENTEXP	1	ServWarrant	16
CHECK	64	INTOXICATED	13	SEXASSAULTRE	2
COURT	22	JUVCOMP	19	SpecDetail	56
CRIMMISGRAF	1	K9	5	STOLENMV	6
CrimMisRep	18	K9OTHER	1	SUDDENDEATH	1
CSO	14	LAND/TENANT	1	SUICIDE	2
CUSTOMERIP	10	LARCFROMMV	8	SUICIDEATT	5
CUSTOMERREP	5	LARCIP	15	SuspiciousIP	95
Dog	36	LarcRep	28	SuspiciousRep	52
DomesticIP	24	Location	157	TestPolice	5
DomesticRep	15	LOCKOUTRESID	4	THREATREP	5
DRUG	11	M	185	TOBACCO	3
DUI	9	Missing	6	TownOrd	4
EDP	7	MVAEVADING	11	TRAFFIC STOP	809
ESCORT	23	MVAFatal	1	TrespassIP	4
F/ALARM	13	MVAINJURY	9	TrespassRep	4
F/OTHER	12	MVAProp	87	NPD TOTAL	2,338

Patrol Calls and Investigations

- On 04/07/2011 at approximately 3:00 am, patrol officers responded to a burglar alarm at local convenience store/gas station. Upon arrival, they found that the gas station/convenience store had been burglarized, but that the suspect had already fled the scene. A search of the area with the assistance of a police K9 was conducted but the suspect was not located. Officers were able to secure a surveillance video recording from inside the store which showed the suspect committing this crime. Video and still photos of the suspect were distributed to the local media, requesting public assistance in identifying the suspect. It was found that while committing this crime, the suspect stole an undisclosed amount of cash and caused several thousand dollars worth of damage to the building. This case was transferred to the detective division and is currently under investigation.

- On 04/12/11 at approximately 0223 hours, patrol officers were dispatched to a residence to investigate a domestic dispute in progress. Upon arrival, officers learned that during the dispute, a male suspect allegedly assaulted his step-son and then drew a handgun and pointed it at his step-son's friends. Dispatch made telephone contact with the suspect, who was inside the home, and advised him to leave the handgun on a table and exit the house. The suspect came out of the residence without the reported handgun and was taken into custody. Patrol officers located the handgun, an unloaded Glock 19, and its holster, along with a 3 1/2 inch folding knife, and a 6 inch fixed blade knife with its holster, all of which were attached to the suspect's belt. The suspect was arrested and charged with Disorderly Conduct, Assault in the Third Degree, and two counts of Threatening in the Second Degree. He was held on a \$15,000.00 bond.
- On 04/18/11 Newington Police Dispatch received a phone call from a Newington resident who lives in a Condominium complex. The resident reported that she saw a silver car near one of the condominiums and that a male suspect kicked open the front door and entered the residence. The complainant then reported that the silver vehicle was leaving the area. Several officers responded toward the location. A patrol officer was the first to arrive in the area and saw the car traveling northbound toward Prospect Street. The description of the car matched what the complainant described to dispatch. The officer believed it to be the suspect vehicle and blocked it from moving any further. The operator attempted to drive around the officer's cruiser and exit the complex. The suspect nearly struck the cruiser during the attempt to get away. The officer was able to stop the vehicle and apprehend the suspect who was actively resisting and attempting to flee on foot. Subsequent investigation determined that the individual was one of two suspects responsible for the burglary. The officer, who is fluent in Spanish, later conducted an interview with the suspect who also speaks Spanish. During the interview the suspect confessed to being involved in the burglary and also identified the other individual responsible. By the end of the interview the suspect confessed to being involved in at least six or seven burglaries in this area over the past six months.

Detective Division

- Handled 67 investigations, 51 remain ongoing and 16 were closed by investigative methods.
- Served 20 arrest warrants, 18 by Patrol Officers and 2 by Detective Division personnel.
- Currently investigating a burglary of a local convenience store/gas station that occurred during the late night hours. The perpetrator broke the front glass door to gain entry. Once inside the perpetrator stole a cash register and a metal box containing a quantity of cash. A surveillance video of the crime led to the identification of the perpetrator. An arrest warrant is pending.
- Are investigating a robbery that occurred at a local convenience store during the early evening hours. A lone suspect entered the store and approached the clerk to purchase an item. The suspect handed the clerk a small amount of cash to pay for the item. When the clerk opened the register the suspect reached into it and grabbed a quantity of cash. The clerk tried to stop the suspect who then punched the clerk in the face. The suspect then ran from the store and fled in a vehicle. The robbery remains under investigation.
- Patrol Officers arrested an individual involved in a daytime burglary of a local residence. It was learned the individual had an accomplice who fled the residence prior to the arrival of the police. Detectives continued the investigation and learned the identity of the suspect that fled. Detectives have linked the suspects to an additional residential burglary. The investigation is continuing. Arrest warrants are expected.

Community Service Officer (CSO)

- Worked on DEA Drug Take Back Initiative. DEA Drug Take Back was held at WalMart.
- Planning and working with the Special Olympics for Tip-A-Cop.
- Participated in Special Needs Fair at Newington High School. Provided Child Identification Kits.
- Worked with The Department of Transportation, Kiwanis and Safe Kids for CSO materials that were free of charge.
- Dispersed Tip-A-Cop advertisements throughout Town of Newington.
- Covered patrol in Rocky Hill due to untimely death of officer.
- Attended a Law Enforcement Career Fair at Tunxis.
- Taught 7 classes on Bullying, 3 classes on Neighborhood Safety and 5 classes on Bike safety.

UCR/NIBRS Selected Crimes
Preliminary March 2011 **March 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-	2	-0-
Assault	12	-0-	11	-0-
Burglary	4	\$930	11	\$34,165
Larceny Theft	45	\$121,050	62	\$28,084
Auto Theft	2	\$38,600	4	\$12,000
Totals	63	\$160,580	91	\$79,512

- In March 2011, the police department arrested 94 adults: 4 for robbery, 13 for assaults, 1 for forgery, 1 for weapons violation, 16 for narcotic violations, 2 for offenses against family and children, 10 for DUI, 2 for disorderly conduct, 16 for larceny, and 33 for other miscellaneous offenses. The department also arrested or referred 5 persons under the age of 18: 1 for assault, 2 for larcenies, and 2 for other offenses.

FIRE DEPARTMENT

	April 2011	10 Month Total
Residential	19	192
Commercial, Industrial, Office	3	39
Hospital, School	0	9
Vehicle	2	23
Rescue, Police Assistance	1	22
Dumpster, Rubbish, Grass, Brush, Leaves	6	30
Hazardous Materials/Clean up	4	34
Investigative Alarm	19	227
False Alarm	0	0
Mutual Aid/Standby	1	18
Carbon Monoxide Investigation	0	9
Water Related Incidents/Pump-Outs	3	36
Total	58	639

Training Summary

Multi-Company Training	Cold Water Rescue at Mill Pond Haz/Mat Refresher- Blood Bourne Pathogens	62 Members 2 Members	130 Hours 12 Hours
Officer Training	Yarde Zone Management Training Capitol Region Training Meeting	20 Members 4 Members	40 Hours 8 Hours
Driver Training		14 Members	18 Hours
Company Training	Company #2- Electrical Safety- PPE Standards Company #4- AED/CPR	17 Members 11 Members	17 Hours 22 Hours
Pump Operations	New Member Pump Training Aerial Operations- Truck #1	3 Members 4 Members	6 Hours 8 Hours
Cadet Training	Fire Extinguishers	13 Members	26 Hours
Department Training	Haz/Mat Tech Course	2 Members	344 Hours
Vehicle Extrication Training	Prom Promise Training Demo	15 Members	30 Hours
Total			661 Hours

FIRE MARSHAL

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

Inspections	24
Inspection Follow-Ups	49
Plan Review	07
Job Site Inspections	07
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	00
Complaints	04
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

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

Fire Marshal's Activities:

- Attended the Annual Connecticut Fire Marshals Association Educational Conference in Cromwell. Topic: Fatal Fire Investigations.
- Participated in a DEMHS Region-3 Weapons of Mass Destruction Table Top Exercise to review local, state and federal emergency response plans.
- Conducted the quarterly meeting of the Newington Local Emergency Planning Committee at police headquarters.

HIGHWAY DEPARTMENT

Administration

- Attended Solid Waste Authority Committee meeting
- Attended Work Zone Safety seminar hosted at UConn
- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Attended LEPC Meeting
- Worked with Town Engineering for upcoming road projects
- Attended Central Ct. Solid Waste Authority Meeting

Roadway Maintenance

- Continued with Town wide curbing and topsoil repairs
- Completed curb repairs and pothole patching at all Town schools
- Continued with patching of potholes in various locations Town wide
- Removed winter sand barrels from the various locations
- Completed Town wide street sweeping in addition to the sweeping of schools
- Assisted Traffic Division installing/repairing regulator street signs
- Continued with Landfill material processing
- Repaired catch basins at several locations

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Installed/removed speed boxes for Police Department
- Continuing with blanket replacement of worn out regulatory signs
- Painted stop bars at various locations

Fleet Maintenance

- Continued with the spring services of Fire apparatus, Park and Highway Department's equipment
- Set up and delivered new small dump truck for Park's Department
- Completed the removal of old vehicles from the Town fleet listing; relinquishing the vehicles to auction
- Continued with scheduled maintenance and emergency repairs on all Town vehicles

Sanitation/Recycling/Landfill

- Scheduled 806 residential bulk items for collection
- Scheduled 60 condominium bulk items for collection
- Scheduled 31 condo/residential scrap metal items for collection
- 5,953 tons of cumulative Municipal Solid Waste was collected from July 1 – March 31, 2011
- 2,122 tons of cumulative recyclables was collected from July 1 - March 31, 2011
- 655 mattresses collected from July – March 2011
- Issued 58 permanent landfill permits and 21 temporary permits

ENGINEERING DEPARTMENT

- During the month of April, the Engineering Department issued twenty-six excavation permit as follows:
 - 23 driveway excavation permits
 - 3 gas main lateral permits
- Participated in the monthly Inland Wetlands Commission meeting. There were four new applications received for the month, two of which involve Newington Ridge. Public hearings for these applications have been scheduled for May.
- Attended the monthly Transportation Improvement Committee meeting sponsored by the Capitol Region Council of Governments. A draft of the “Capitol Region Transportation Plan” through the year 2040 was provided to all participants.
- The project scope for the Market Square Streetscape Project was finalized and shared with the public through a special meeting. All those in attendance supported the project as presented.
- Staked out the layout and grades for the parking lot improvements to be constructed by the Highway Department in front of the Library on Mill Street.
- Finalized the listing of roadways to be reconstructed as part of the approved 5-year CIP program.

TOWN PLANNER

Town Plan and Zoning Commission

During April, the Town Plan and Zoning Commission began public hearings on zoning amendments to clarify the definition for digital and mechanical signs that display flashing, scrolling or alternate illumination methods. The Commission is proposing to prohibit all such flashing signage except for time and temperature and fuel product pricing subject to size limitations. The Commission also approved seasonal patio dining for the new Plaza Azteca Restaurant, former Carson’s, on the Berlin Turnpike, patio seating at Joey Garlic’s on Kitts Lane and Finn Bque’s “First Thursdays Events” in Constitution Square parking lot during May through October.

Downtown Revitalization Committee – Market Square Streetscape

At the Committee’s April 11th workshop, business and property owners were given another opportunity to comment on the streetscape design which is 90 percent complete. The reaction to the design has been positive. The Committee directed the project engineer to move to the next step in preparing draft bid documents and construction plans. These will be reviewed at the Committee’s May 16th meeting and then submitted to the Town Council at its May 24th meeting. Subsequent to Council’s review and approval, the project will be advertised for bidding in June.

National Welding – Salvage Equipment

The removal of salvaged machinery at National Welding, consisting of two vertical lathes, sheet metal roller and overhead cranes was completed in April. Able Rigging required additional time to extract these very large pieces of equipment, some of which extended 12 feet below floor surface and buried in cement. This work finalizes salvage operations except for the building’s structural steel which cannot be taken until the asbestos material siding and roof are remediated.

New Haven-Hartford-Springfield Rail Project

On April 25th Town Planner Ed Meehan and Town Engineer Tony Ferraro met with Conn. DOT rail staff and were informed of the project phasing schedule. The near term improvements in Newington will be the addition of a second rail line. This increases train trip capacity permitting the scheduling of up to 25 roundtrip Amtrak trains daily. We have requested that the rail bed work in Newington address and correct the flooding which occurs in the Stamm Road Industrial Park after heavy rain storms. Conn. DOT target date to begin new service is 2016. A future train station at Newington Junction, Francis Avenue, is a long range vision.

BUILDING DEPARTMENT

- A Building Permit was issued for the renovation of the upper and lower levels of the Town Hall. The Board of Education will be taking over the upper level and the Building, Planning and Engineering Departments will be in the lower level.
- An Electrical Permit was issued for electrical work including power, lighting and fire alarm in the Town Hall.
- An Electrical Permit was issued for the rewiring of fuel management system and wiring for wireless system in the Town Hall.
- A Permit was issued to construct a new building and site development at 1300 Main Street. It will be for a bank.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke: Plumbing and Mechanical Basics of the IRC – April 20, 2011
 - R. Smith: Plumbing and Mechanical Basics of the IRC – April 20, 2011
 - D. Zwick Plumbing and Mechanical Basics of the IRC – April 27, 2011
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 163 inspections. They were: Above Ceiling (3), Boiler (1), Chimney (1), CO (8), Decks (4), Electrical (40), Final (8), Footings (19), Foundation (3), Framing (12), Gas Line (2), Gypsum (2), Insulation (3), Mechanical (19), Patio (1), Plumbing (12), Pools (1), Roof (1), Rough (19), Shed (1), Sill (1), Site Visit (1), Slab (1).
- There was 1 Certificate of Occupancy issued in April. It was for a nail and hair salon located at 723 New Britain Avenue.

The total number of Building/Renovation Permits issued for the month of April was **155**, producing a total permit value of **\$3,433,093.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	19	2,224,029.00
DECK	5	42,400.00
DEMOLITION	0	0.00
ELECTRICAL	35	160,325.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,665.00
GARAGE / SHED	4	6,795.00
MECHANICAL	21	114,382.00
NEW COMMERCIAL	1	336,000.00
NEW RESIDENTIAL	0	0.00
PLUMBING	26	55,910.00
POOL	4	16,050.00
ROOFING / SIDING	29	463,339.00
SIGN	9	12,148.00
TENT	1	50.00
TRAILER	0	0.00
TOTAL	155	\$3,433,093.00

The total Building income fees received in the month of April were **\$25,460.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$9245.00.00, Environmental \$600.00, Conservation \$5600.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$97.00, Driveway / Excavation \$850.00, Engineering copies \$84.00, GIS \$57.00. The other total income is \$16,608.00

Below is a comparison of the Permit Values for April 2011 and April 2010:

	<u>2011</u>	<u>2010</u>
Value of Permits issued for April:	\$3,433,093.00	\$2,219,573.00
Fees for Permits issued for April:	25,460.00	24,988.00
Other income Fees for April:	16,608.00	5,510.00
Building Permits Issued for April:	155	150

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

<u>2010-2011</u>		<u>2009-2010</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$18,252,977.00	\$204,043.00	\$22,681,527.00	\$200,275.00

HUMAN SERVICES

- On April 21, Human Services held its annual Volunteer Recognition Program with 95 attendees. Over 180 residents and numerous organizations volunteer for Department programs including Food Bank, Holiday Food, Toy and Gift, Clothing Closet, Youth Mentoring, ICAN, Boards and Commissions and Community Service Projects.
- On April 15 the Human Rights Commission held the second annual 'Newington's Got Talent" show at the High School with 21 acts participating. The show was taped by NCTV and raised \$1,412 to support emergency basic need assistance through the Human Services Special Needs Fund.
- The Youth-Adult Council (YAC) is exploring several possible programs for next year that address domestic violence, stress and underage drinking. A YAC subcommittee reviewed scholarship applications to graduating seniors. Three students will each receive \$500 toward higher education presented at the school annual awards ceremony.
- This month the Department received 595 Information and Referral calls or walk-ins.
- The Food Bank assisted 150 households composed of 102 residents over 55 and 186 under age 55. The Outdoor Open Market co-sponsored with Food Share served 175 households on two days this month.
- The Special Needs Fund assisted 18 households and the Clothing Closet served 20.
- ICAN (Interfaith Community Action of Newington) volunteers received 4 requests including transportation, housecleaning and shopping.
- The Social Casework Program had an active caseload of 102 with 32 new referrals. Energy Assistance dominated presenting issues in addition to financial, medical, housing, mental health, substance abuse, homelessness and domestic conflict. Police made several routine and two crisis referrals that needed immediate follow up.
- The Youth and Family Counseling Program had an active caseload of 70 with 11 new referrals, 7 inactive and 18 closed cases. Coordinator, Christina Salvio and contractors provided 123 clinical therapy sessions and made 129 contacts with families and other agencies. Presenting issues included oppositional defiance, depression, substance abuse, physical disability, suicide ideation, school performance and/or behavior and impact from divorce, separation, death.
- The Juvenile Review Board handled two cases during April.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 358 youth.
- The eighth cycle of ROPE (Rite of Passage Experience) for sixth grade students involved 22 students and included final challenge days on the outdoor ropes course.
- The SCORE after-school program for middle school age youth concluded its winter/spring cycle with 124 youth participating in activities such as horseback riding, rock climbing, canoeing, challenge course and April vacation programs.
- The Martin Kellogg Social Skills group spent a day canoeing. Youth Worker Huggard and Clinical Coordinator, Salvio supervised the activity which included seven youth, many of whom had never canoed before. The students had a great time while learning a new skill.
- The High School Adventure Club went whitewater rafting on the Deerfield River in Massachusetts. There were 20 participants including some parents and siblings of club members. The weather was challenging making this an exciting early spring experience.
- The Summer Youth Adventure Brochure was posted on the town website and distributed through the schools, library, parks and recreation and human services. A full summer schedule of activities are planned including hiking, camping, canoeing, funyaking, rock climbing, Survivor Week, Beaches, Boats and Bike Week, Extreme Geo-Camp and Adventure Explorations.

- The Challenge Course is in full operation with several groups participating this month.

April 2011 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	70	56	170	134
Positive Youth Development	358	107	2363	2286
Youth Works (Job Bank)	3	3	41	37
Information and Referral	595	542	5547	4999
Social Casework Cases				
Under 55 = 45				
Over 55 = 57	102	88	420	368
Food Bank Households	150	155	1513	1228
Special Needs	18	26	165	124

SENIOR AND DISABLED CENTER

- A special "Spring Fling" Senior Prom was hosted by the Honor Society students of the Hartford Magnet Middle School at the Center on April 15th. This is the second annual event and was very well received.
- Center Nurse Stacie Zibel presented a program on Peripheral Artery Disease to a capacity audience.
- Deborasue Boladzi, RN, WCS, spoke about the basics of wound care for both diabetics and non-diabetics at a program on April 15th. This program was sponsored by Family Care Visiting Nurse & Home Care Agency.
- Staff spent considerable time planning the events for May which celebrates Older American's Month.
- The Meals on Wheels program continues to pose challenges with Dial-A-Ride and Social Work staff filling in on delivery routes.
- Center Director Dianne Stone attended the annual meeting of the National Institute of Senior Centers where she serves in a leadership capacity as the Chair of the National Accreditation Board. Ms. Stone also attended the concurrent Aging in America conference.
- A water heater in the Center's boiler room was replaced.
- The traffic in the Information and Referral Center continues to increase as does the demand for social casework and application assistance. Social Worker Teri Snyder provided casework services to 47 individuals with issues mostly surrounding state medical insurance and financial needs.
- Dial-A-Ride provided 1256 trips in the month covering 3784 miles. This includes a special trip to the Christmas Tree Shop and transportation for the monthly meeting of the Commission on Aging and Disability.
- A total of 1,135 hours of volunteer service were recorded by 80 volunteers in the month.
- The Monday Wellness Clinic continues to be very well utilized with 125 patient 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 2338 by 567 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,744 paid members. An additional 1,090 people are registered for services (i.e. Dial-A-Ride, social work).

PARKS AND RECREATION

Administration

- Superintendent met with the Extravaganza Committee.
- Superintendent interviewed candidates for seasonal and part time positions in the Park Department.
- Superintendent conducted meetings with recreation staff for the 13th Annual Benefit Golf Tournament to be held at Indian Hill Country Club on May 9th.
- Superintendent is coordinating with other departments for the ground breaking ceremony for Clem Lemire Artificial Turf Athletic Field on May 12th.
- Superintendent met with representatives from M. R. Roming Associates, P.C. involving the Mill Pond Park improvements. Sealed bids will be open May 24th at 2:30 p.m. for both the stairway and bridge.
- Superintendent has held meetings with representatives of Milone and MacBroom and DeRita Construction regarding the Clem Lemire Artificial Field.
- Superintendent met with residents to address various issues and concerns.

- Superintendent met with individuals that discussed Eagle Scout project.
- Superintendent met with Union President on various issues.

Recreation Division

- Most spring programs began the week of April 4th. Many additional Zumba classes have been offered, along with a new Zumba Toning class.
- We are again offering spring swim lessons on Monday and Wednesday nights to accommodate those looking for lessons before the summer begins.
- Interviews were completed for summer Aquatics staff positions.
- Registration for the 2011-2012 school year at our Creative Playtime Preschool Program is ongoing.
- S. Glasson continued to have a presence at the Senior Center on Thursday mornings throughout the month.
- The Summer Program Guide was completed and is scheduled to be distributed to Newington residents in May.
- S. Boulay organized and attended the Family Fishing Derby which was held on Saturday, April 30th, with about 125 children in attendance. This event was a great success due to help from organizations including Trout Unlimited, Connecticut Outfitters and the MDC.
- S. Boulay attended an Extravaganza meeting on April 5.
- S. Boulay has been planning and organizing the players and sponsors for the 13th Annual Golf Tournament being held on May 9.
- Bands have been secured for the 2011 summer concert series sponsored by Data Mail.
- Residents may again borrow sports equipment from the Department for weekend picnics or events for a nominal \$20 (refundable) fee.
- A dance for 7th and 8th grade students was held on Friday, April 8th with over 150 students from Martin Kellogg and John Wallace in attendance.
- S. Boulay met with representatives from Relay for Life event being held at Mill Pond Park on May 20 & 21.
- S. Boulay met with Newington Arena owner to establish a Family Skate Night during Extravaganza week.
- K. Gallicchio met with Men's and Women's softball team captains and USSSA chief umpires to discuss league rules and issues.
- Interviews for Summer Playground staff have begun.
- Summer Playground brochures were distributed in the schools to students in grades 1 through 7.

Parks and Grounds

- Preparation of ball fields and field painting for Spring Sports were our primary focus this month.
- Lester Daigle (Park Mechanic II) spent most of his time getting our irrigation systems online as well as opening our outbuildings and restrooms.
- Parks personnel started the annual flower bed preparation for the volunteer gardeners and also rebuilt the sign on the Center Green.
- Crew members assembled and placed a set of new goals for the Soccer Club.
- Vandalized pieces of equipment were repaired at the Mill Pond Play-scape with further upgrades scheduled next month.
- Crew members took advantage of a rainy month to complete mandated safety courses offered online by Target Safety.
- Due to the very wet month mowing was delayed till the 19th, with the focus being on sports fields.
- Lou Tine (GKII) and Brendan Volz (GKI) removed the railroad tie staircase leading from the base of Mill Pond Falls up to the pond in anticipation of the construction of new stairs from an outside contractor.
- There were 12 interments in town cemeteries this month.
- Division personnel were offline a total of 45.5 days.

LIBRARY

- National Library Week, April 10-16, was celebrated with programs and events for all ages. This year's slogan is "Libraries: the Heart of Every Community."
- The library joined 90 others throughout the state for Snapshot Day on April 13th. This reflects one day in the life of Connecticut Libraries. Photos of patrons using the library were submitted to the State Library for display. 742 people visited our library that day, checking out 1,288 items. Computers were used by 112 people, 227 reference questions were answered, 245 people visited the website, and 145 attended programs.
- The 2011-2012 budget passed in April. The library's materials budget was cut \$5,000 and postage was cut \$2,000, with no decrease in hours open.

- In the State Library budget, State Aid was reduced to public libraries, which means our library will only receive \$1,200 in aid this year, as compared to \$2,800 last year. Our CCARD reimbursement for items loaned to out of town cardholders will be about 20% less than last year.
- A Volunteer Appreciation Breakfast was held April 15 for 70 volunteers and staff.
- The Friends of the Library Book Sale was held April 29-May 1. Books were moved from the library to the Senior Center, and back, with the help of many volunteers, including the Boy Scouts and Newington High School students. Proceeds topped last year's spring sale.
- Traditional circulation of library materials was 32,699. During April 19,863 people entered the library. Adult computer users logged in 2,654 times. Online databases were accessed remotely 11,085 times and 3,839 online searches were done in the library. A total of 50,055 items were borrowed or used by library patrons. We checked out 9,528 items to 83 other libraries in April.
- 3,741 adult reference questions were answered. 3,029 hours were logged on children's, teen and adult public Internet computers. The library's website was visited 7,462 times. 1,779 Interlibrary Loans were processed by staff. 1,468 items were added to the collection, and volunteers logged in 92 hours of service.
- Quiet Study rooms were booked 259 times. The Community Room was used 79 times.
- Museum passes were checked out 87 times, averaging potential patrons' savings of \$1,961.24.
- April services for children included 60 programs with 1,746 attending. Children's staff was busy with storytimes, book talks at the schools, outreach to daycare centers and preschools, class visits and special programs to encourage reading. Children's staff answered 2,044 reference questions and 375 children signed up to use computers in the children's room.
- A total of 271 people attended adult programs on gardening, Town IT staff Roy Zartarian's program on birds, computer classes, as well as a film and a Friends sponsored bus trip to N.Y. City. Staff and volunteers delivered books to five homebound patrons.
- Teen programs attracted 64 young adults for Anime Club, Games for Teens, Teen Volunteer Network, and several book discussions.
- Two internal candidates will be interviewed for a 19 hr./wk. position in circulation/collection management on May 9th. We will be working to fill several substitute positions in children's, reference and circulation in the coming weeks.
- Technology: A 55" flat screen TV and cabinet were installed in the Community Room and will be made wireless for presentations and computer training classes. Nine computer classes were offered (90 attended) on Google, basic computers, LinkedIn, Picasa, mail merge, Word, Travel, "Be your own travel agent," and company resources.
- A TOWN MAP link has been added to the library's website, which has a PDF of the Newington Mail-A-Map, enabling you to zoom in and out of the index and all streets in Newington. The link is available through www.mailamap.com, which has links for maps to all towns in Connecticut.
- Two staff members attended a *Trend Spotting Workshop* on e-books at Darien Library.
- The attic stairs were replaced on 4/27 with a 350 lb. rated aluminum ladder. The previous wooden ladder had a broken step and was a hazard.
- HVAC technicians have completed work on the new A/C unit for the main floor, but it has to be tested on a warm day...soon.
- The library continues to have roof leaks every time it rains. There are leaks up in the attic and in the ceiling of the Children's Program Room. We are still waiting for the roof to be repaired in several places and the water damage to ceilings and walls will have to be addressed as well.