

WEEKLY MANAGEMENT REPORT

Jeff Bridges, Town Manager

March 11, 2016

TOWN MANAGER:



Happy St Patrick's Day

Spring Clean Up Day – Saturday, April 2, 2016 8:00 am – 3:45 pm at the Wethersfield Transfer Station.

Annual Town Guide and Calendars are available in the Town Hall and Library

High School Renovation Project

Pictures of the Wethersfield High School renovation can be found on the Board of Education's website (www.wethersfield.k12.ct.us). To access, click on **Wethersfield High School Renovation Project**, then click on **School Construction**. This link will bring you to the Renovation Facebook page.

Prescription Discount Cards

PROACT mailed the CCM / Town of Wethersfield Prescription Drug discount card to all residents of the Town. Information regarding this program and prescription cards are available at Town Hall.

A. UPCOMING EVENTS:

- **Friday, March 11, Saturday, March 12, Friday, March 18 and Saturday March 19, 2016 at 7:30 pm; Sunday, March 13 at 3:30 pm:** *Working: A New Musical*. WHS Drama Club presents their spring musical at Webb Auditorium. Tickets online @ showtix4u.com \$14/\$10 Seniors & Students; Tickets at the door \$16/\$12.
- **Sunday, March 13, 2016 2:00 pm:** *The Jolly Beggars*. This Keeney Cultural Series concert will be held at Keeney Hall. Tickets \$10 members and \$12 non-members.
- **Saturday, March 19, 2016 2:00 pm:** *Egg Hunt*. The Annual Egg Hunt will be held at Cove Park. Plan to arrive early. If weather or field conditions are poor the event will be held indoors. Contact Parks & Recreation for location.
- **Saturday, April 2, 2016 8:00 am – 3:45 pm:** *Spring Clean Up Day* – The Town of Wethersfield is offering this day when residents can dispose of brush and branches, up to a ½ cubic yards, free of charge. Brush can be brought to the Wethersfield Transfer Station, 100 Marsh Street. Proof of Wethersfield residency will be required.
- **Saturday, April 7, 2016 6:00 pm – 9:00 pm:** *Taste of Wethersfield* – The Wethersfield Historical Society presents this 11th Annual event to be held at the Keeney Memorial Cultural Center. This fundraiser combines food, drink, community spirit, live music and a silent auction. For more information or tickets contact the Keeney Memorial Cultural Center, 200 Main Street. Ticket prices: Patron \$55 per person with early admission at 6:00 pm; General \$35 in advance or \$40 at the door with 7:00 pm admission.
- **Friday, April 22, 2016 7:00 pm – 11:00 pm:** *“A Night to Remember” Spring Dance Fundraiser*. The Friends of Eleanor Buck Wolf Nature Center present this annual event with proceeds benefiting their programs and scholarships. Live music by *Dually Noted*. This event is held at Pitkin Community Center. Tickets are \$25; available by calling the Nature Center 860-721-2980.

B. COUNCIL AND BOARD/COMMITTEE DATES:

- **Public Works/Infrastructure:** Tuesday, March 15, 2016 @ 6:00 pm
- **Design Review Board:** Wednesday, March 16, 2016 @ 6:00 pm
- **Central Connecticut Health District:** Thursday, March 17, 2016 @ 7:00 pm

C. LIAISON MEETINGS:

- **WHS Building Committee:** Monday, March 14, 2016 Deputy Mayor Barry
- **Shade Tree Commission:** Monday, March 14, 2016 Councilor Hemmann
- **Housing Authority:** Monday, March 14, 2016 Councilor Hemmann
- **Wethersfield Early Childhood Collaborative:** Monday, March 14, 2016

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- **Planning and Zoning Commission:** Tuesday, March 15, 2016 Councilor Martino
- **Inland Wetlands Commission:** Wednesday, March 16, 2016
- **WACPD:** Wednesday, March 16, 2016 Councilor Latina
- **Insurance Committee:** Thursday, March 17, 2016 Councilor Spinella
- **Senior Citizen Advisory Board:** Thursday, March 17, 2016 Councilor Martino

D. DEPARTMENT/DIVISION NEWS:

HUMAN RESOURCES:

The Town is accepting applications for the position of:

Town Engineer: This position will close on *March 24, 2016 at 4:00pm.*

Maintainer III – Electrician: This position will close on *March 21, 2016 at 4:00pm.*

Youth Development Manager: This position will close on *April 1, 2016 at 4:00pm.*

Part Time Educator II – Animal Care Provider Specialist: This position will remain *open until filled.*

Part Time Clerk II – Town Clerk's Office: This position will remain *open until filled.*

The Physical Services Department is now accepting applications for:

Temporary Summer Seasonal Positions – This position will remain *open until filled.*

You may now subscribe to e-notification to receive email notices of job postings. Go to wethersfieldct.com/human-resources/ and click on "Sign up to receive job postings".

PARKS & RECREATION:

- The Parks & Recreation summer program registration will begin April 6, 2016.

SOCIAL & YOUTH SERVICES:

- **AARP Tax Program** – AARP Tax-Aide is a free program providing income tax preparation assistance for low and middle income taxpayers of all ages, with special attention to those 60 and older. To schedule an appointment with a certified Tax-Aide counselor call Social & Youth Services at 860-721-2977. *To date 376 individuals have signed up for this program.*
- **Energy Assistance Program** - The Connecticut Energy Assistance Program (CEAP) is now open around the state. The program is designed to help offset the winter heating costs of lower income households, especially those incomes that fall at or below 150% of the federal poverty guidelines; as well as households with elderly, disabled and/or children under the age of 6 with incomes between 150% and 200% of the federal poverty guidelines. *Guidelines: Family of 1 - \$32,514.56; Family of 2 - \$42,519.04 and Family of 3 \$52,523.52.* Wethersfield residents that fall within the guidelines may make an appointment with Social & Youth Services (860) 721-2977. All applications are completed by appointment only. *To date 342 households have applied for this program.*

PLANNING & ZONING:

- The Planning and Zoning Commission approved a 20 lot subdivision application submitted on behalf of Frank DiBacco, CCC Construction, LLC on Wednesday, January 20, 2016. The subdivision will be known as *Reservoir Estates*. Access to the development will be provided from Back Lane, two permanent and one temporary cul-de-sac are proposed. The road network is designed so that a connection can be made to an abutting subdivision located north of the property. The developer has also provided 3.6 acres of open space that abuts the Town owned 1860 Reservoir. Plans are available for review in the Planning Department.

E. PROJECT UPDATES:

ENGINEERING

- **Putnam Bridge Restoration:** Funds approved for DOT to design bike trail connections in-house.
- **Wethersfield High School Building Committee:** Auditorium sound system tests and punch list week. Painting and ceilings continue in classroom wing.
- **Radio System:** Another firmware update loaded to portable radios.
- **CRCOG Bus Shelter Replacement Project:** Contractor to begin construction in the spring.

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- **CREC Discovery School:** TPZ reviewing rooftop HVAC screening.
- **Main/Marsh/Church Intersection:** Work generally completed. Spring replanting of lawn as required.
- **CT DOT Traffic Signals:** Working with DOT on input for signal upgrades.
- **BOE Security Doors Elementary Schools:** Bids awarded for Emerson Williams and the front entry of Charles Wright.
- **Emerson Williams Front Sidewalk Repairs:** Wespro will continue in the spring.
- **Millwoods LL Parking Lot:** All stone and grading completed; paving around island in April.
- **LED Streetlights:** Staff reviewing three firms for light purchase and LED conversion.
- **Spring Paving:** Staff met with Tilcon to prepare for spring coordination of mill and overlay program. Work being scheduled for last week of April.
- **Wayfinding signs:** Project ramping up for the replacement of signs at the town building and completion of welcome signs.
- **Dam inspections:** GZA dam engineers to review and scope inspection of 9 town owned dams per DEEP requirements.
- **Route 175/Russell Rd:** CT DOT exploring concept of curbed islands for safety channelization from southbound off ramp off Rt 15.

PHYSICAL SERVICES

- Grounds crews have taken advantage of the warm weather to continue working on preparing fields for school spring sports.
- General spring park cleanup continues.
- Cleanup at the Cove continues a little each day as the water continues to recede.
- Highway crews have been working on digging and clearing a drainage and piping issue on Nott Street.
- Mechanics have been working on general fleet maintenance and tuning spring equipment used by the Parks Department.
- Trades continue to work on multiple work orders, including activities at Willard pool.
- The Tree crew, which is now at full staff, has been working diligently on cleaning up hanging branches, completing items identified by the Shade Tree Commission, as well as responding to resident requests for information regarding trees.

WETHERSFIELD HIGH SCHOOL RENOVATION PROJECT

Week Activities – 03/14/16 – 03/19/16

Site Work

- Snow removal and de-icing as required during the winter.

Area B – Auditorium

- Final cleaning starts 3/14/16.
- Establish punch-list on 3/16/16, after the owner's meeting.
- Install theatrical lighting. Barbizon to aim.
- Install emergency evacuation microphone station.
- Complete punch-list & testing emergency lighting and fire alarm on 3/18/16.
- Turnover date of auditorium is 3/24/16.
- First event in auditorium is the 8th Grade Orientation on 3/28/16.

Area F – 500

- Framing hard ceilings in toilet rooms.
- Roof install in Area F.
- Install missing door frames at four locations.
- Ceiling grid starts 3/7/16.
- Fire caulking must be completed.
- Install MEP devices in ceiling grid.
- Leveling floors and VCT to start on 3/21/16.

Area F – 300

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- Completing MEP rough in and test same.
- Drywall wall furring area miscellaneous soffits.
- Install missing door frames at 6 locations.
- Painting starting on CMU walls and drywall to follow.
- Rough in above ceilings.
- Ceiling grid starts 3/17/16.

Area F – 100

- MEP rough in completing.
- Complete installing door frames/grouting.
- Complete under-slab plumbing. Place slab infills.
- CMU in toilet rooms.
- Framing and drywall wall furring and miscellaneous soffits.
- Ceiling grid starts 3/30/16.

Area D – 100

- Plumbing under slab
- Mechanical trades can complete their respective demolition.
- Complete clean demolition.

F. **CHAMBER OF COMMERCE:** www.wethersfieldchamber.com

G. **CCM:** 2015 Legislative Agenda

<http://advocacy.ccm-ct.org/Resources.ashx?id=dd744142-4339-48e5-beab-cf134d021b0d>

H. **CRCOG:** www.crcog.org

I. **MIRA:** www.ctmira.org (Formerly CRRRA - www.crra.org)

J. **CRT:** **CRT 2014 Annual Report** www.crtct.org/en/news/publications

K. **COUNCIL OF SMALL TOWNS:** www.ctcost.org

L. **ATTACHMENTS:**

- **Town Clerk – Proclamation - Biagio “Billy” Ciotto**
- **Town Clerk – Monthly Report – February 2016**
- **Town Clerk – Monthly Report – Corrected January 2016**
- **Town Clerk – Presidential Preference Primary ballot**
- **Friends of the Eleanor Buck Wolf Nature Center – Spring Dance Fundraiser flyer**

PROCLAMATION

WHEREAS, **BIAGIO "BILLY" CIOTTO**, born on Christmas Day, has been a gift to all residents of Connecticut; and

WHEREAS, From a humble upbringing, **BILLY CIOTTO** worked for others, as a friend and mentor, this gentle, kind and loving man, led by example, in family, work or politics; and

WHEREAS, **BIAGIO "BILLY" CIOTTO** worked for the Connecticut Department of Motor Vehicles as a mailroom clerk and midnight tele-typist in 1947; he rose to Deputy Commissioner in 1987, under then Governor William O'Neill and retired in 1989; and

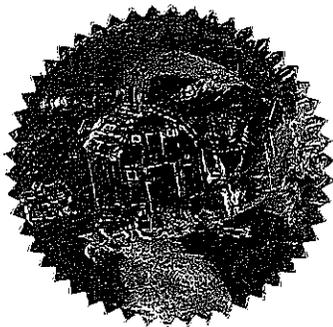
WHEREAS, In March, 2008, **BIAGIO "BILLY" CIOTTO** received the honor of having the State Department of Motor Vehicles building named after him; and

WHEREAS, He was elected to the Connecticut Senate, representing the 9th district of Wethersfield, Cromwell, Middletown, Newington, and Rocky Hill. **BILLY CIOTTO**, a Democrat, served his communities very well from 1995 to 2007 as a Majority Caucus Chair. At the young age of 78, he then worked as an aide for U.S. Representative John B. Larson, the fifth-highest ranking Democrat in the House; and

WHEREAS, **BIAGIO "BILLY" CIOTTO**, the always proud American, son of Italian immigrants, now has the wonderful honor of serving as Irishman of the Year, and will lead the Hartford St. Patrick Day Parade, 2016.

NOW THEREFORE, I, Paul Montinieri, as Mayor of the Town of Wethersfield, on behalf of his fellow townspeople, do hereby deem it an honor and pleasure to congratulate **BIAGIO "BILLY" CIOTTO**, our friend, mentor and fellow citizen on this great occasion.

IN WITNESS WHEREOF, by the authority vested in me as Mayor, I hereunto set my hand and cause the seal of the Town of Wethersfield to be affixed this 28th day of February, 2016.




Paul Montinieri, Mayor


Dolores G. Sassano, Town Clerk

**MONTHLY REPORT
TOWN CLERK'S OFFICE
FEBRUARY 2016**

	<u>February 2016</u>	<u>February 2015</u>
Documents Recorded	303	309
Town Conveyance Tax Collected	\$ 11,215.23	\$ 10,706.72
Trade Name Certificates Issued	8	9
Registration of Property Being Foreclosed Filed	8	2
Marriage Licenses Issued	4	1
Sporting Licenses Issued	22	8
Dog Licenses Issued	24	12
Town Council Meetings Attended & Minutes Prepared	2	1
Documents Notarized	29	35
Copy Revenue Collected (Land & Certified Vitals)	\$ 3,707.00	\$ 3,153.50
Total Revenue Collected:	\$ 77,408.36	\$ 73,195.86
Town Portion	\$ 25,943.73	\$ 24,888.22
State Portion	\$ 51,464.63	\$ 48,307.64

Noteworthy Activities/Information

Submitted the list of voters by district, party and the number of machines the Town Council maintains for Wethersfield elections.

Completed preliminary budget and met with Town Manager Bridges and Finance Director O'Neil. Still a budget in flux, with expenses and the numbers for expected revenue.

Getting ready for the Presidential Preference Primary on April 26, 2016. Requests for absentee ballots are coming in already. The actual order on the ballot will not be available until March 22, 2016; actual ballots provided to the public on April 5, 2016.

CORRECTED

**MONTHLY REPORT
TOWN CLERK'S OFFICE
JANUARY 2016**

	<u>JANUARY 2016</u>	<u>JANUARY 2015</u>
Documents Recorded	257	276
Town Conveyance Tax Collected	\$13,856.88	\$13,013.71
Trade Name Certificates Issued	2	4
Registration of Property Being Foreclosed Filed	15	5
Marriage Licenses Issued	0	3
Sporting Licenses Issued	102	86
Dog Licenses Issued	18	21
Town Council Meetings Attended & Minutes Prepared	2	2
Documents Notarized	20	23
Copy Revenue Collected (Land & Certified Vitals)	\$ 3,872.15	\$ 3,726.00
Total Revenue	\$ 83,861.66	\$ 84,304.20
Town Portion	\$ 27,440.03	\$ 28,136.71
State Portion	\$ 56,421.63	\$ 56,167.49

Noteworthy Activities/Information

Legal ads for separate town committee filings were placed in the Rare Reminder.

Begin work on the 2016-17 town budget for our office.

Continue to work on acquiring a part time clerk for the department.

RECEIVED

MAR 11 2016

TOWN CLERK'S OFFICE

From: Bromley, Ted

Sent: Thursday, March 10, 2016 3:45 PM

To: Augeri, Heather <Heather.Augeri@ct.gov>

Subject: CORRECTED - To all Town Clerks - List of Candidates for April 26, 2016 PPP



Please re-send...My mistake.....

In my effort to get this list out to you in a rush, I forgot the "Uncommitted" at the end. Thanks to the town clerks who caught this. This is the CORRECTED list.

To all:

Below you will find a list of the candidates who will appear on the Presidential Preference Primary ballot to be held on April 26, 2016. The candidates are listed in ALPHABETICAL ORDER at this point as the drawing to determine ballot order does not take place until March 22, 2016. However, these lists can be used for any Military or Overseas ballot to be issued 45 days prior to the primary.

Republican:

Jeb Bush

Dr. Ben Carson

Ted Cruz

John Kasich

Marco Rubio

Donald Trump

Uncommitted

Democrat:

Hillary Clinton

Roque "Rocky" De La Fuente

Bernie Sanders

Uncommitted

The Friends of the Eleanor Buck Wolf Nature Center
present our annual Spring Dance Fundraiser

“A Night to Remember”

Friday, April 22, 2016

7:00 p.m. – 11:00 p.m.

Pitkin Community Center

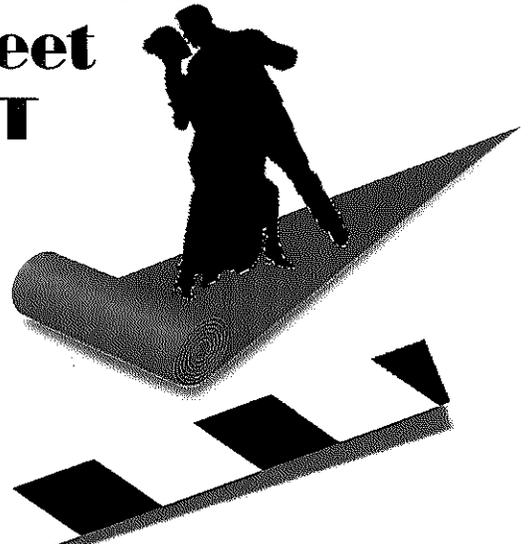
30 Greenfield Street

Wethersfield, CT



**Live music by
Dually Noted!**

www.duallynotedmusic.com



Tickets: \$25

Call Pat at

860-306-2079 or

the NC at

860-721-2980



Join in the FUN:

**Live music, dancing, tea cup
auction, light refreshments,
and BYOB (set-ups provided).**



Friends of the Eleanor Buck Wolf Nature Center, Inc.
info@friendsofebwnaturecenter.org

www.friendsofebwnaturecenter.org
Friends of the EBW Nature Center

