

# WEEKLY MANAGEMENT REPORT

Jeff Bridges, Town Manager

March 18, 2016

## TOWN MANAGER:



**Due to the Good Friday Holiday and Easter Weekend:**

**Town Hall will be closed Friday, March 25, 2016**

**Wethersfield Public Library will be closed Friday, March 25,  
Saturday, March 26 and Sunday, March 27, 2016**

**Spring Clean Up Day – Saturday, April 2, 2016 Hours: 8:00 am – 3:45 pm**  
Wethersfield Transfer Station located at 100 Marsh Street.

**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](http://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 18 and Saturday March 19, 2016 at 7:30 pm:** *Working: A New Musical.* WHS Drama Club presents their spring musical at Webb Auditorium. Tickets online @ [showtix4u.com](http://showtix4u.com) \$14/\$10 Seniors & Students; Tickets at the door \$16/\$12.
- **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 yard, free of charge. Brush can be brought to the Wethersfield Transfer Station, 100 Marsh Street. Proof of Wethersfield residency will be required.
- **Saturday, April 2, 2016 & Sunday, April 3, 2016 9:00 am – 4:00 pm:** *Tags & Treasures Sale* – Calling all collectors of vintage oddities, artifacts and antiques! This event features hundreds of household items, small furniture, vintage pieces and historic estate items. Located at The Webb Barn, Webb-Deane-Stevens Museum. Admission is: \$5 Single-Day Adults; \$3 Single-Day Children. For more information please visit [www.webb-deane-stevens.org](http://www.webb-deane-stevens.org).
- **Thursday, April 7, 2016 4:00 pm – 7:00 pm:** *Spring Business Expo* – This free event is open to the community and will feature local businesses. There will be informational seminars every 30 minutes about: Credit Card Processing and Chip Technology, 401K Plans, Business Insurance, Marketing and Social Media. Located at Keeney Memorial Hall. Exhibitors should contact the Chamber of Commerce for more information.

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- **Saturday, April 9, 2016 6:00 pm – 9:00 pm:** *Taste of Wethersfield* – The Wethersfield Historical Society presents this 11<sup>th</sup> 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:

- **Town Council:** Monday, March 21, 2016 @ 7:00 pm
- **Board of Education:** Tuesday, March 22, 2016 @ 7:30 pm

## C. LIAISON MEETINGS:

- **Historic District Commission:** Tuesday, March 22, 2016 Councilor Rell
- **Library Board:** Tuesday, March 22, 2016 Councilor Bello
- **Parks & Recreation Advisory Board:** Thursday, March 24, 2016 Councilor Hurley

## 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/](http://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

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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:** DOT designing bike trail connections for Wethersfield and Glastonbury sides.
- **Wethersfield High School Building Committee:** Auditorium punch list this week. Final cleaning and sound balancing next week for turnover. Painting and ceilings continue in classroom wing.
- **Radio System:** Most punch list items have been satisfied. Town staff met with Harris representatives and the Town's radio consultant to discuss plans for final items
- **CRCOG Bus Shelter Replacement Project:** Contractor to begin construction in the spring.
- **CREC Discovery School:** TPZ working with CREC staff on rooftop HVAC screening.
- **Main/Marsh/Church Intersection:** Spring replanting of lawn as required.
- **CT DOT Traffic Signals:** Staff working with DOT on input for signal upgrades. Final plans in for Silas Deane Hwy @ Mill Street and Wells Road @ Willow Street.
- **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:** 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**

- Crews have been filling potholes.
- Crews finished work on the wall at the Cottone field picnic area.
- Catch basin repairs continue.
- CPR Training.
- Baseball field preparations continue.
- Spring cleaning of parks: Millwoods, Stillman and Mikey's Place.
- Tree work in Newington.
- Brush pick up underway.
- Wood line management on Old reservoir near Two Rod and the north side of the tennis courts at Millwoods.
- Mechanics have been working on general fleet maintenance and routine scheduled maintenance.
- Trades have been working on painting, carpentry, HVAC and plumbing requests.

### **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

- Complete install of theatrical lighting. Barbizon to aim.
- Complete last EM test with theatrical lighting and sound system interfaced.
- Complete punch-list & and verify completed items on 3/24/16.
- Turnover date of auditorium is 3/24/16.

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- First event in auditorium is the 8<sup>th</sup> 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.
- Complete install of MEP devices in ceiling grid.
- Flooring in classrooms to start on 3/28/16.
- Ceramic tile in toilet on 3/31/16.
- Casework to start on 4/6/15.

## Area F – 300

- Completing MEP rough in and test same.
- Painting starting on CMU walls and drywall.
- Rough in above ceilings.
- Frame hard ceiling in toilet rooms.
- Ceiling grid to start on 3/23/16
- Flooring in classrooms to start on 4/6/16.
- Casework to start on 4/18/16.
- Ceramic tile in toilet to start on 4/7/16.

## 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 the week of 4/6/16.
- Ceramic tile in toilets start the week of 4/13/16.
- Floor in classrooms starts the week of 4/25/16.
- Casework starts the week of 5/2/16.

## Area D – 100

- Plumbing under slab

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F. **CHAMBER OF COMMERCE:** [www.wethersfieldchamber.com](http://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](http://www.crcog.org)

I. **MIRA:** [www.ctmira.org](http://www.ctmira.org) (Formerly CRRA - [www.crra.org](http://www.crra.org))

J. **CRT:** **CRT 2014 Annual Report** [www.crtct.org/en/news/publications](http://www.crtct.org/en/news/publications)

K. **COUNCIL OF SMALL TOWNS:** [www.ctcost.org](http://www.ctcost.org)

## L. **ATTACHMENTS:**

- **Building Department** – *Monthly Report – February 2016*
- **Parks & Recreation** – *Monthly Report – February 2016*
- **Friends of the Eleanor Buck Wolf Nature Center** – *Spring Dance Fundraiser flyer*
- **PROACT** – *Discount Card Usage Report – February 2016 Update*

## February 2016 Building Dept Report

<b>Permit</b>	<b>Qty</b>	<b>Valuation</b>	<b>Fees</b>
Building Commercial	7	335,450	5,718
Building Residential	39	415,845	7,560
Building Municipal	2	70,350	18
Electrical	37	191,250	3,633
Plumbing	16	22,680	651
Heating	11	83,090	1,536
<b>Total</b>	<b>112</b>	<b>\$1,118,665</b>	<b>\$19,116</b>

From July 1, 2015 to February 29, 2016,  
we have the following:

	<b>Valuation</b>	<b>Fees</b>
<b>Building Permits</b>	9,921,172	173,094
<b>Electrical Permits</b>	2,397,462	44,745
<b>Plumbing Permits</b>	423,941	10,040
<b>Mechanical Permits</b>	1,837,780	35,678
<b>Total</b>	<b>\$14,580,355</b>	<b>\$263,557</b>
<b>Total No of Permits</b>		<b>1,768</b>



# DEPARTMENT MONTHLY REPORT

*Wethersfield*

Parks and Recreation Department  
Kathleen A. Bagley, Director

## FEBRUARY, 2016

### **SPECIAL PROJECTS/ACHIEVEMENTS/INNOVATIONS:**

- Staff planning summer programs and working on summer brochure.
- Staff working on budget for fiscal year 2016-2017.

### **MONTHLY ACTIVITIES:**

- Winter session of Acting Class, Afternoon Athletes, Afterschool Mini Movers, Fitness Classes, Gymnastics, Karate, 9/11 Memorial Sports Center Activities, Super Athletes, Swim Lessons and Tennis Lessons continue. Indoor season programs include The Learning Circle Preschool Programs and Public Swimming. Youth basketball and soccer gym usage continues. Barracuda Swim Team ended for the season. Cove mooring registration continues.
- Nature Center  
Drones, Droids and Robots program was conducted during the February vacation. Winter session of Tadpoles, Frogs and Froglets began.
- Special Olympics snowshoe athletes finished their training session with competition at the Special Olympics Winter Games on February 27-28. Track and Field will begin in March.
- Therapeutic Recreation after school participants enjoyed afterschool programs, total athlete and snowshoeing programs. Adults enjoyed a pottery paint night, as well as a shopping and lunch trip.
- Community Center hosted Dance 10 Cabaret Night on February 6<sup>th</sup> and the UNICO Pasta Dinner on February 21<sup>st</sup>.

### **UPCOMING EVENTS:**

- Registration will begin March 1 for TLC Preschool 2016-2017.
- Egg Hunt – March 19 – 2:00 p.m.
- Safe Graduation Fundraiser Dance – March 19.
- Summer registration begins April 6 for residents and April 7 for non residents.
- Fishing Derby – April 30 - 8:00 a.m. – 12:00 p.m.
- Special Olympics Regional Games – May 17.
- Memorial Day Parade – May 28.
- Fireworks – June 4.
- Law Enforcement Torch Run – June 9.
- Special Olympics State Summer Games – June 10-12.

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**

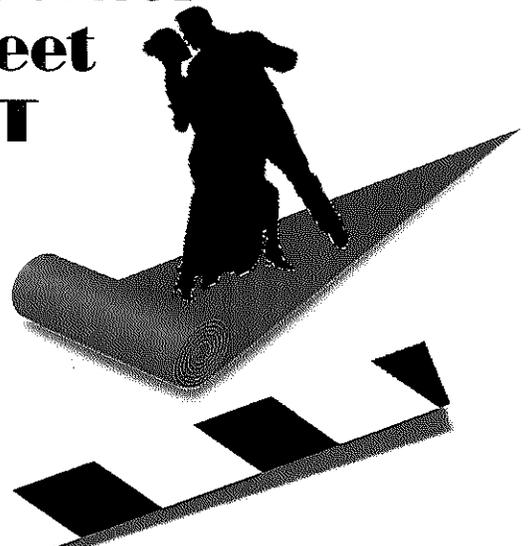
**30 Greenfield Street**

**Wethersfield, CT**



**Live music by  
Dually Noted!**

[www.duallynotedmusic.com](http://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](mailto:info@friendsofebwnaturecenter.org)

[www.friendsofebwnaturecenter.org](http://www.friendsofebwnaturecenter.org)  
Friends of the EBW Nature Center



Town of Wethersfield CT

Savings Report by Month

1/1/2012 12:00:00 AM - 2/29/2016 12:00:00 AM



Year	Month	Total Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
2014	Nov-14	8	9	\$998.79	\$124.85	\$509.03	\$63.63	34%
2014	Dec-14	25	26	\$806.93	\$32.28	\$638.91	\$25.56	44%
2014	<b>Year Total:</b>	<b>33</b>	<b>35</b>	<b>\$1,805.72</b>	<b>\$54.72</b>	<b>\$1,147.94</b>	<b>\$34.79</b>	<b>39%</b>
2015	Jan-15	35	19	\$1,318.08	\$37.66	\$970.42	\$27.73	42%
2015	Feb-15	29	16	\$1,445.59	\$49.85	\$792.51	\$27.33	35%
2015	Mar-15	30	17	\$798.45	\$26.62	\$816.61	\$27.22	51%
2015	Apr-15	21	14	\$408.09	\$19.43	\$659.58	\$31.41	62%
2015	May-15	15	11	\$303.93	\$20.26	\$380.42	\$25.36	56%
2015	Jun-15	24	15	\$401.70	\$16.74	\$1,111.62	\$46.32	73%
2015	Jul-15	22	14	\$682.51	\$31.02	\$527.26	\$23.97	44%
2015	Aug-15	20	9	\$639.76	\$31.99	\$426.25	\$21.31	40%
2015	Sep-15	14	10	\$419.23	\$29.95	\$464.27	\$33.16	53%
2015	Oct-15	27	13	\$552.06	\$20.45	\$885.63	\$32.80	62%
2015	Nov-15	17	12	\$313.53	\$18.44	\$1,470.03	\$86.47	82%
2015	Dec-15	21	9	\$333.61	\$15.89	\$573.97	\$27.33	63%
2015	<b>Year Total:</b>	<b>275</b>	<b>159</b>	<b>\$7,616.54</b>	<b>\$27.70</b>	<b>\$9,078.57</b>	<b>\$33.01</b>	<b>54%</b>
2016	Jan-16	11	9	\$313.05	\$28.46	\$519.48	\$47.23	62%
2016	Feb-16	8	4	\$214.38	\$26.80	\$769.12	\$96.14	78%
2016	<b>Year Total:</b>	<b>19</b>	<b>13</b>	<b>\$527.43</b>	<b>\$27.76</b>	<b>\$1,288.60</b>	<b>\$67.82</b>	<b>71%</b>
<b>Total</b>		<b>327</b>	<b>207</b>	<b>\$9,949.69</b>	<b>\$30.43</b>	<b>\$11,515.11</b>	<b>\$35.21</b>	<b>54%</b>