



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John L. Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John L. Salomone, Town Manager
Date: January 16, 2009
Re: Monthly Report – December 2008

GENERAL ADMINISTRATION

During the month, the Town Manager:

- attended meetings of the Town Council, CIP Committee, and Charter Revision Public Hearings.
- attended several meetings regarding CRRRA and solid waste,
- interviewed candidates for the Administrative Secretary position in the Parks and Recreation Department and the Account Clerk position in Finance,
- participated in interviews of firms for Bond Counsel,
- attended the Wreaths Across America Ceremony at West Meadow Cemetery and the Night of Lights ceremony in the Town Center,
- attended the CTCMA meeting and the Mid-State Collaborative Meeting in Wethersfield,
- along with Town Planner Ed Meehan, held meetings with New Samaritan Corporation and several developers in town, as well as representatives of Central Connecticut State University,
- developed a list of “shovel ready” projects for submission for consideration of funding under the federal economic stimulus program,
- met with Police Union representatives regarding a possible contract reopener.

Paid overtime for the month of December 2008 was as follows:

HIGHWAY DEPARTMENT	Hours	Cost
Vehicles and Equipment	7.30	\$ 326.24
Weekend Stand-by and Call-in	16.00	715.04
Road Maintenance	3.00	114.72
Traffic Division	.50	19.12
Leaf Collection	51.00	1,989.77
Snow Removal	996.50	29,460.97
Total	1,074.30	\$32,625.86
PARKS AND GROUNDS DIVISION		
Snow Removal	318.25	\$ 11,664.54
Cemetery	20.00	807.94
Leaf Collection	25.50	976.65
Tree Lighting	8.00	312.96
Total	371.75	\$13,762.09

POLICE DEPARTMENT	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD	2007-08 Budget Overtime Appr.	Overtime Expended 07-08 YTD
Administration	\$ 4,311.00	\$ 215.53	\$ 4,167.00	\$ 1,677.47
Patrol	600,000.00	288,061.09	727,443.00	313,833.13
Investigation	76,637.00	36,880.66	76,000.00	31,986.40
Communication	108,429.00	52,982.92	104,486.00	57,646.88
Education/Training	88,337.00	39,014.04	66,026.00	35,675.67
Support Services	38,137.00	18,263.93	36,827.00	18,216.64
Animal Control	<u>12,070.00</u>	<u>4,541.30</u>	<u>11,706.00</u>	<u>3,375.26</u>
Total	\$ 927,921.00	\$439,959.47	\$1,022,488.00	\$462,411.45
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 9,331.79	\$ 27,494.00	\$ 17,215.41
Snow and Ice Control	132,349.00	53,579.54	127,912.00	30,293.07
Traffic	8,345.00	2,570.43	7,593.00	8,284.01
Vehicles and Equipment	28,185.00	25,005.03	27,166.00	9,336.57
Leaf Collection	<u>55,000.00</u>	<u>44,668.85</u>	<u>62,521.00</u>	<u>58,167.64</u>
Total	\$ 251,988.00	\$135,155.64	\$ 252,686.00	\$ 123,296.70
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 57,467.61	\$ 126,793.00	\$ 43,026.33
Cemeteries	<u>14,893.00</u>	<u>7,350.41</u>	<u>14,893.00</u>	<u>6,070.94</u>
Total	\$ 145,440.00	\$ 64,818.02	\$ 141,686.00	\$ 59,097.27

Note: The Police Department Support Services overtime figures for 2007-08 are adjusted to include OT budgeted for the School Resources Officer Grant which is reflected in Support Services in the 2008-09 budget. The NPD OT amounts included in the December 2007 Monthly Report included payroll incurred in December but paid in January. The amounts included in this Monthly Report represent a more accurate comparison.

Police Department overtime expenditures reflect an increase of \$39,420 from November (\$60,837) to December (\$100,257) primarily because there were three payrolls in December. Without this third payroll the increase would have been \$9,946.

- Patrol Overtime increased by \$24,160, or 60%, due to staffing the Thanksgiving and Christmas holidays, time off for the holidays, and assistance with a narcotics search warrant. Total Patrol Overtime for the month with three pay periods equaled \$64,520.
- Detective Division Overtime increased by \$2,656, or 58%, due to a narcotics search warrant and staffing the two holidays. Total Detective Overtime for the month with three pay periods equaled \$7,237.
- Communications Overtime increased by \$8,289, or 144%, due to staffing the two holidays with overtime and time off for the holidays. Total Communications Overtime for the month with three pay periods equaled \$14,046.
- Education/Training Overtime increased by \$3,608, or 62%, due to firearms training and recertification training. Total Training Overtime for the month equaled \$9,465.
- Support Services Overtime increased by \$1,903, or 72%, due to coverage for the Staff -A-Cruiser program and SRO sick days. Total Support Services Overtime for the month with three pay periods equaled \$4,481.
- Canine Overtime decreased by \$1,196, or 70%, due to fewer animal call outs. Total ACO Overtime for the month equaled \$508.

PERSONNEL

- Bruce Till, Interim Superintendent of Parks and Recreation, was appointed to fill the position on a full-time basis beginning December 15.
- After testing and interviewing, Linda Cruff was appointed Administrative Secretary I in the Parks and Recreation Department effective December 10.
- Testing and interviewing for the position of Account Clerk II in the Finance Department were conducted during the month. Jennifer Massaro-Cook was offered the position effective January 20, 2009.

- Sexual Harassment Prevention Training was provided on December 8 for new and promoted supervisory employees.
- The Groundskeeper IV promotional opportunity was posted with a closing date of December 26.

RISK MANAGEMENT

- The fifth month of the 2008-2009 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$718,448 per month; the initial number for November 2008 came in at \$588,964.

Cumulative Claims through November 2008

	Town	Board of Education	Total
Estimated Claims	\$858,000	\$2,734,240	\$3,592,240
Actual Claims	\$683,581	\$3,156,048	\$3,839,629

FACILITIES MANAGEMENT

- Quarterly maintenance of Town building heating/cooling equipment was completed in December and included filter changes and adjustments to burner equipment to maintain efficiency during the winter months.
- The Facilities group completed 38 formal work orders during the month in addition to scheduled maintenance and project work assignments.
- Carpet installations for some additional areas in the Senior and Disabled Center were postponed for the convenience of Center operations and have been rescheduled for January. This project will be completed under budget with these additional areas added.
- Meetings were held with the Connecticut Trust for Historic Preservation with regard to the Town’s historic homes. A plan is being developed to solicit renovation plans from an architect which would be funded in part by the Trust for a comprehensive plan for future work on these homes.
- The Town Hall Renovations Committee decided to move forward with Phase II of the renovations and has given the architect, Kaestle Boos, authorization to proceed with the next design phase. This will be the space requirements and building assessment to move forward with actual construction documents to begin renovations to the Town Hall.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town’s Service Center logged 27 requests for service via the Internet.
- 11,761 unsolicited SPAM email messages and 1 virus/Trojan were blocked from being delivered.
- 119 internal work orders were completed.
- The Town’s website had approximately 15,236 visits during the month, 44,330 page views with an average of 2.91 pages viewed per visit. The Town Home Page, Lucy Robbins Welles Library, Assessor’s Office and Parks and Recreation Department were the most frequently visited.
- Corrected an issue in the Public Safety Dispatch Center that was impacting access to the Fire Department’s Records Management System (Firehouse Enterprise Software).
- Worked with Quality Data Service, the Revenue Collector’s Office and Assessor’s Office software vendor, to update their parking ticket and tax collection modules.
- Resolved hardware issues with the Town’s backup solution and configured the backup schedules for new servers that were added to the Town’s data network.
- Paul G. Boutot, Director of Information Systems and Technology/GIS Services, attended several sub-committee meetings involving the regional IT Application Sharing grant project. Projects being considered include an Online Building Permit Application and the development of a web portal to support various regional activities.
- Reviewed Storage Area Network (SAN) solutions from several vendors before selecting HP’s Lefthand Networks SAN to replace/upgrade the Town’s storage needs.

FINANCE

Accounting and Administration

- On December 16th, Finance Director Ann Harter, Insurance and Benefits Administrator Charlene Drzata, School Department personnel and I met with representatives of the Lockton Benefits Group to discuss preliminary 2009-10 health benefit renewal issues.
- Analysis was prepared for the Town Council's CIP Committee which met on December 18th.
- On December 18th, Ms. Harter and I attended a CRCOG seminar entitled *Fiscal Distress: How to Diagnose the Cause and Identify the Right Solutions*.
- The 2007-08 audit was completed and filed within the December 31st deadline.
- Major grants received during the month include the first installment of the Pequot Grant in the amount of \$109,337, the Elderly Circuit Breaker in the amount of \$272, 297 and the Manufacturer's PILOT in the amount of \$859,895.

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)

12/31/2008

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2008-09</u>	<u>Year to Date</u>	
General Fund	\$900,000	\$363,449	\$25,812,676
Special Revenue Funds	\$53,000	\$22,827	1,834,576
Capital Projects Funds	\$6,100	\$5,398	740,411
Internal Service Fund	\$100,00	\$40,168	4,164,571
Trust and Agency Funds	\$38,000	\$13,701	<u>1,470,781</u>
TOTAL, ESTIMATED BY FUND			\$34,023,015

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/2008

	<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	1.64	1.85	30,733	41,531	\$20,350,712
CLASS PLUS	0.89	1.07	7,403	9,234	9,451,594
Financial Investor Trust	1.00	1.14	3,163	3,411	3,864,387
Bank North	0.63	0.85	134	322	250,074
Sovereign Bank MM	0.91	1.58	82	136	<u>106,248</u>

Total Outstanding Investments

Rates reflect avg. monthly yield, annualized

\$34,023,015

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December.
- The office spent the month of December continuing the production mode for the October 1, 2008 grand list. Simultaneously staff worked on the real estate list, the personal property list, and the supplemental motor vehicle list. This process will continue through January 2009.

- Approximately 1,200 personal property declarations were entered into the database.
- The 2007 Motor Vehicle Supplemental List was completed and delivered to the Revenue Collector on December 9, 2008. This list reflected a decrease from last year both in number of vehicles and total assessment.
- The 2008 regular motor vehicle list containing 30,000 registered vehicles was received from the Connecticut Motor Vehicle Department on December 20, 2008. Pricing of the 5,500 vehicles that were not priced was nearly completed.

Revenue Collector

- In preparation of the Supplemental Motor Vehicles tax billing and second installment notices, staff updated addresses for real estate transfers and personal property.
- Supplemental motor vehicle, second installments for real estate and personal property taxes were mailed on December 23rd.
- Collections on the current levy of taxes amounted to \$5,255,942.

PURCHASING

RFP NO. 4, 2008-09, PREPARATION OF THE PLAN OF CONSERVATION AND DEVELOPMENT

Opening Date: December 3, 2008

Respondents

Laberge Group, Albany, NY
 Milone and MacBroom, Inc., Branford, CT
 Planimetrics, Avon, CT
 DMR Architects, Hasbrouck Heights, NJ
 Turner Miller Group, Cheshire, CT
 Urbitran Architectural Engineering Group, Southport, CT
 TPA Design Group, New Haven, CT

The proposals are under review.

RFP NO. 7, 2008-09, SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM

Opening Date: January 15, 2009

TOWN CLERK

- 420 documents were filed during the month of December. \$33,581.07 was collected in State conveyance tax and \$16,105.54 was collected in Town conveyance tax.
- There were 57 property transfers during the month and total property sales were \$6,552,213, compared to December 2007 when 77 properties transferred ownership and total property sales were \$25,998,089.
- There were three residential properties that each sold for over \$300,000.
- The office filed 57 deeds, 44 liens, 106 mortgages and 143 releases. 8 Trade Name Certificates were catalogued; 7 survey maps and 7 Notary Public commissions were put on file.
- 49 vital certificates were certified; 5 cremation and 8 burial certificates were issued.
- Both Assistant Town Clerks attended a certification class on December 5th.
- Pursuant to §7-14 and §7-25 CGS, errors and omissions, as reported by the examiner of the indexes and inspections of the land records, were corrected and paperwork was submitted to the Public Records Administrator.
- Staff swore in 15 unaffiliated Justices of the Peace who are appointed by the Town Clerk (§9-184c, CGS).
- There were two Charter Revision Commission meetings and two Public Hearings on the draft report of the Commission during December.

Data Summary--December 2008

	<u>December 2008</u>	<u>December 2007</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	420	507	2,943	3,372
Dog Licenses Sold	16	7	455	456
Game Licenses Sold	284	123	770	712
Vital Statistics				
Marriages	18	16	128	155
Civil Unions	0	0	2	5
Death Certificates	24	15	134	134
Birth Certificates	25	9	148	144
Total General Fund Revenue	\$ 28,445.69	\$ 79,969.73	\$248,561.49	\$360,906.49
Town Document Preservation	\$ 760.00	\$ 966.00	\$ 5,459.00	\$ 6,325.00
State Document Preservation	\$ 760.00	\$ 966.00	\$ 5,474.00	\$ 6,348.00
State Treasurer (\$26 fee)	\$ 9,880.00	\$ 12,558.00	\$ 70,772.00	\$ 81,926.00
Locip	\$ 1,140.00	\$ 1,449.00	\$ 8,166.00	\$ 9,453.00
State Game Licenses	\$ 5,054.50	\$ 1,970.50	\$ 12,525.00	\$ 11,727.50
State Dog Licenses	\$ 107.00	\$ 31.50	\$ 2,755.50	\$ 3,049.00
Dog Licenses Surcharge	\$ 44.00	\$ 20.00	\$ 1,008.00	\$ 1,128.00
Marriage & CU Surcharge	\$ 133.00	\$ 171.00	\$ 1,368.00	\$ 1,748.00
Grand Total	\$ 46,324.19	\$ 98,101.73	\$356,088.99	\$482,610.99

POLICE DEPARTMENT

- Patrol Officers responded to a local Berlin Turnpike motel after receiving information that a murder suspect was in the area. Paterson, NJ police held an active arrest warrant for the suspect for Murder, Attempted Murder, and Weapons Possession. Patrol Officers located the suspect, took him into custody, and charged him with being a Fugitive from Justice. He was held at the Newington Police Department on a \$3,000,000 bond.
- Officers responded to a local self storage business on the reported burglary of 11 storage units. The scene was processed for evidence and the incident remains under investigation.
- Patrol Officers responded to a reported purse snatching incident at a local retail store on the Berlin Turnpike. Police are using surveillance photos and other information to track down the suspects.

Patrol Calls December 2008					
Alarm Burglary	158	F/Alarm	23	MVA Evading	23
Alarm Hold-up	8	F/Hazmat	3	MVA Fatal	0
Animal Complaint	17	Fingerprints	24	MVA Injury	18
Arson	0	Fire/COsymptoms	9	MVA Property	130
Assault IP	4	Fire/COSymptoms	0	Neighbor Dispute	9
Assault Report	2	Fire/Other	5	Noise Complaint	20
Assist Other PD	28	Fire/Structure	4	Notification	0
Bad Check NSF	2	Fire/Vehicle	2	Open Door/Window	10
Bike Found	0	Fire/Water	7	Parking Violation	45
Bike Lost	0	Fireworks Complaint	0	Property Found	8
BOLO	0	Follow-up Investigation	26	Property Lost	8
Breach of Peace IP	11	Gun Call	1	Recovered MV	1
Breach Of Peace Rpt	1	Harassment	10	Robbery IP	1

Burglary IP	3	Hazardous Condition	38	Robbery Report	0
Burglary Report	4	Homicide	0	Serve Subpoena	1
Car Seat Install	8	Illegal Dumping	1	Serve Warrant	31
Check the Welfare	65	Indecent Exposure	0	Sexual Assault Report	1
Clear Lot	1	Intoxicated Person	8	Shots Fired	1
Court Detail	20	Juvenile Complaint	11	Special Detail	56
Criminal Mischief					
Graffiti	1	K9	4	Stolen MV	4
Criminal Mischief IP	1	K9 Other	0	Sudden Death	4
Criminal Mischief Rpt	14	Landlord/Tenant	1	Suicide	0
CSO Detail	3	Larceny from MV	13	Suicide Attempt	2
Customer Dispute IP	10	Larceny IP	14	Suspicious MV Occ	18
Customer Dispute Rpt	6	Larceny Report	30	Suspicious MV Unocc	9
Directed Patrol	236	Liquor	0	Suspicious Person	94
Dog Complaint	29	Lockout MV	2	Test Police	0
Domestic IP	26	Lockout Residence	1	Threatening IP	1
Domestic Report	9	Medical	173	Threatening Report	0
Drug Investigation	5	Missing Person	11	Town Ordinance Vio	5
DUI	2	MV Assist	95	Traffic Stop	761
Emotionally Disturbed Person	10	MV Complaint	36	Trespass IP	1
Escort	32	MVA Abandoned	1	Trespass Report	3
				TOTAL	2,479

- 71 offenses were the subject of investigation by Detective Division personnel in December.
- The Community Services Officer:
 - assisted the School Resource Officer (SRO) at Wal-Mart for the annual Stuff a Cruiser event. Approximately 1,800 toys and numerous articles of clothing and cases of canned food were collected for needy Newington families.
 - attended the annual tree lighting ceremony in the center of town. In conjunction with the Parks & Recreation Department the Community Service Unit started a "Can in a Cruiser" event in which residents attending the tree lighting event donated a canned food. The donated food was brought to the Human Services food bank.
 - met with Senior and Disabled Center Director Dianne Stone concerning a police officer/senior citizen liaison program in which seniors could come and ask general questions about crime prevention or express more pressing concerns to the Police Department.
 - continued to work with staff at St. Mary's School about the upcoming Step Up! Program that will be taught to the 5th grade students starting on January 12th, 2009.
 - Actively worked with Block Watch organizations in town.

UCR/NIBRS Selected Crimes

November 2008

November 2007

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder			-0-	-0-
Forcible Rape	2		1	-0-
Robbery	1	\$13,000	2	\$1,545
Assault	4		8	-0-
Burglary	7	\$41,081	11	\$21,998
Larceny Theft	49	\$98,793	33	\$254,135
Auto Theft	3	\$30,470	7	\$25,233
Totals	66	\$183,344	62	\$302,911

- In November 2008 the Police Department arrested 87 adults: 8 for assaults, 6 for burglary, 6 for forgery/fraud, 12 for narcotic violations, 2 for offenses against family & children, 16 for DUI, 14 for larcenies, and 23 for other miscellaneous offenses. The Department also referred 7 persons under the age of 18 for criminal acts: 1 for burglary, 1 for larceny, 1 for stolen property, 2 for narcotic violations, and 3 for other miscellaneous offenses.

FIRE DEPARTMENT

The Fire Department responded to 75 alarms/emergencies as follows:

	<u>December 2008</u>	<u>6 months Cum.</u>
Residential	31	136
Commercial, Industrial, Office	3	28
Hospital, School	1	9
Vehicle	3	14
Rescue, Police Assistance	1	10
Dumpster, Rubbish, Grass, Brush, Leaves	0	22
Hazardous Materials/Clean up	1	22
Investigative Alarm	29	165
Mutual Aid/Standby	1	1
Carbon Monoxide Investigation	5	11
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	75	419

Training Summary:

		Members	Hours
Officer Training	Disciplinary Procedures	11	33
Firefighter I Training		6	144
Multi-Company Training	Annual HazMat Refresher	82	246
On-Line Training	HazMat Refresher Classroom	92	736
ICS - 100		6	18
ICS - 700		6	18
ICS - 200		6	18
Total			1,213

FIRE MARSHAL

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

Inspections	19
Inspection Follow-Ups	31
Plan Review	2
Job Site Inspections	21
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	2
Complaints	3
Haz/Mat	0
Bomb Threats	0
Blasting	0

Meetings / Training:

- Fire Marshal Chris Schroeder attended a meeting of the Town Employee Health and Safety Committee.
- Fire Marshal Schroeder attended the monthly Capitol Region Emergency Planning Committee meeting in Hartford.

HIGHWAY DEPARTMENT

- The annual Leaf Collection Program was completed the first week of the month. Due to excellent weather conditions the entire program was finished in a five week time period. Approximately 13,000 cubic yards of leaves were loaded by Highway Operators and removed by a bid awarded contractor.
- Highway crews were dispatched for a total of nine snow/ice events. Two storms brought significant snow falls; December 19th had a total snow accumulation of 8.5" and December 31st brought 5". For the remainders of the call-ins, crews were dispatched for minor snow accumulations and deicing of roadways.
- After the December 19 major snowfall, Highway crews completed Town Center post-storm clean up and line-of-sight operations. After major snow events Highway personnel remove accumulated snow that hinders motorists' visibility at intersections.
- Traffic personnel assisted Highway crews in snow plowing operations and installed new poles and signs on Halleran Drive/Church Street, Webster Court and Groveland Terrace/Long Street.
- Miscellaneous projects completed throughout the month included filling and placement of sand barrels throughout town, pothole patching, mailbox repairs, opening of waterways, catch basin repair and trimming of tree branches.
- During the month of December, the Sanitation Division scheduled 343 bulky items, 53 metal items and 114 condo bulk items for weekly pick up for a total of 510 items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- Repair Garage staff performed scheduled maintenance and emergency repairs to all Town vehicles and equipment; leaf collection equipment was dismantled; snow plow trucks and equipment for the snow season were repaired. Mechanics also outfitted the Fire Marshal's vehicle, the Fire Department's new Engine Three, four new police cruisers and started the changeover of all the police car modems.

ENGINEERING DEPARTMENT

- During the month of December, the department issued 3 excavation permits and 15 gas line services.
- Department staff supervised the paving of Styles Avenue (the block extending from Henry Avenue to the westerly end). The paving was done by a private developer who had also extended a new water main in this block. Staff designed and provided grades for the roadway.
- Town Engineer Anthony Ferraro put together estimates for 12 proposed projects to be submitted for a potential economic stimulus package.

TOWN PLANNER

- VA Connecticut Healthcare System Assisted Housing: On December 2nd Ed Meehan, Town Planner, attended a public hearing at the Newington VA on the Administration's proposal to issue land leases to private sector developers to build assisted housing and permanent housing for homeless veterans. The concept under consideration for Newington is to lease a 5 acre parcel at the southwest corner of the campus for an assisted living facility and to develop 10 acres of the southeast side of the property for apartments for veterans. This project is in its early stage of development; we have requested the VA to meet with Town staff prior to publication of their request for proposal for land leases.
- Hartford-New Britain Busway Project: On December 8th the Connecticut Department of Transportation Transit Division held a public informational meeting at the Town Hall to solicit comments from residents on ridership needs and service routes for the proposed busway. The plan is to coordinate the busway schedule with the existing CT Transit network. This meeting was also an opportunity for ConnDOT to explain the status of the busway project that is now targeted for ridership in 2013.
- Shoppes at East Cedar Street-Hunter Development Project: On December 11th I met with the president of Hunter Development, LLC, Ed Meehan and a prospective hotel developer to discuss the status of this project's State Traffic Commission permit and a schedule to begin construction. In May 2007, the Town

Plan and Zoning Commission (TPZ) and developer entered into a court approved stipulated agreement which requires the construction of retail, restaurant and site work and payment of hotel building permit fee before a Certificate of Occupancy can be issued for the gas station. Because of the current economic conditions the developer is asking for reconsideration of these stipulations. This request is under the purview of the TPZ. The Town Planner will coordinate with Hunter Development a presentation to the Commission in January.

- Cedar-Fenn Development Projects: On December 18th Town Planner Ed Meehan attended a meeting with ConnDOT staff, the developer of a proposed hotel at the Cedar/Fenn intersection and representatives from CCSU to discuss roadway improvements that will be necessary to accommodate the traffic from these new projects and existing vehicles that travel the Cedar, Fenn and Route 9 corridor. Good progress is being made on the concept of a shared driveway with a traffic signal on Fenn Road to access the hotel, busway station and Town owned National Welding property.
- CCSU East Campus Plan: On December 29th Ed Meehan joined me at a meeting with CCSU's development staff to learn more about the University's long range plans to use their property in Newington. Proposed access to this substantial land area on the south side of Cedar Street, approximately 120 acres, is being designed as part of the bridge replacement on Cedar Street that goes over the future busway route. CCSU is requesting ConnDOT to anticipate the need to widen Cedar Street as part of the new bridge design.
- Downtown Revitalization Committee Municipal Parking Lot Project: The Downtown Revitalization Committee met December 23rd to review the consultant's preliminary concept design options for the Municipal Parking Lot improvements. The Committee agreed to bring to a public information meeting on January 15 a concept design that would provide a "Town Green" focal point and a network of sidewalks for better pedestrian circulation. The Municipal Lot property boundary survey is complete. Two appraisers have been retained to prepare valuations for a property that may have potential for acquisition to expand the Municipal Lot.
- Phase II New-Meadow Age Restricted Housing: On December 30th Ed Meehan met with me and the new executive director of the New Samaritan Corporation to discuss the status of their HUD 202 pre-development financing application. New Samaritan Corporation has been advised by HUD that decisions for 202 Senior Housing programs will not be made until late February.
- Plan of Conservation and Development: On December 3rd the TPZ received proposals from seven firms seeking to provide consultant assistance to prepare the 2006-2016 Plan of Conservation and Development. Four of the seven proposals requested fees between \$46,800 to \$87,000 for their services; three firms came in with fees below the OPM grant amount of \$20,000. These proposals will be reviewed by the Commission in January and a recommendation will be submitted to the Town Manager.

BUILDING DEPARTMENT

- One permit was issued for a new single family home in Newington in December (87 Kinneer Avenue).
- Seven Certificates of Occupancy were issued in December, five for residential single family homes (311 Sterling Drive, 124 Barkledge Drive, a partial CO for 32 Coachmen Lane, 230 Sterling Drive, and 236 Sterling Drive) and two for commercial (The Hidden Vine Wine Bar & Lounge, 1052 Main Street Rear-A, and a partial for the Newington High School Field House).
- The Building Code Board of Appeals met on December 29, 2008 regarding the Three Angels Church to be built on the corner of Church and Pane. The meeting was continued to a date yet to be determined.

Building Inspectors completed a total of 380 inspections: Above Ceiling (2), Alarm (5), Boiler (1), CO (21), Code (7), Electrical (71), Final (2), Fireplace Insert (4), Footings (4), Foundation (6), Framing (15), Gas Fireplace (9), Gas Line (18), Generator (1), Gypsum (2), Hood (1), Insulation (10), Mechanical (56), Piers (10), Plumbing (44), Roofing (1), Rough (42), Site Visit (24), Smoke Detectors (1), Sprinkler (9), Stairs (1), Trench (1), Wood / Pellet Stove (12).

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

Art Hanke	LEED and the Building Official, 12/3/08
Richard Smith	LEED and the Building Official, 12/17/08

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	10	\$ 113,286
Deck	0	0
Demolition	0	0
Electrical	27	157,563
Fence	0	0
Fire Suppression/Sprinkler	2	152,400
Footing/Foundation	0	0
Fuel Tank	3	5,970
Garage/Shed	0	0
Mechanical	33	100,275
New Commercial	0	0
New Residential	1	250,000
Plumbing	30	319,149
Pool	0	0
Roofing/Siding	12	96,349
Sign	8	24,650
Tent	0	0
Trailer	0	0
Total	126	\$1,219,642

Permit Value Comparison for December

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$1,219,642	\$1,222,946
Building Permit Fees Received	\$15,296	\$15,223
Other Income Fees	\$1,855	\$898
Building Permits Issued	126	133

Total Value of Permits and Permit Fees:

<u>2008-2009</u>		<u>2007-2008</u>	
Value	Permit Fee	Value	Permit Fee
\$34,583,408	\$377,732	\$23,227,042	\$268,653

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Conducted pre-operational inspections for two new food service establishments: The Knights of Columbus and The Hidden Vine.
- Assisted public swimming pool operators with compliance requirements of the Virginia Graeme Baker Pool and Spa Safety Act.
- Prepared materials for CCHD Child Lead Poisoning Program to comply with new DPH Lead Regulations.

HUMAN SERVICES

- The Holiday Toy and Gift Program was the focus of the department during the month with distribution December 16-18. A total of 313 households composed of 169 seniors, 280 adults and 279 children benefited.
- Over 2,000 toys and gifts were received as Newington residents and organizations were extremely generous though donations, contributions and sponsoring households. Staff members were assisted by 32 volunteers preparing for and helping with the distribution. Volunteers also made 70 homebound deliveries.
- 395 Information and Referral calls or walk-ins were received.

- On December 1 staff began handling applications for the State-funded Operation Fuel program processing 26 applications; 15 households have been approved thus far.
- The Food Bank assisted 110 households and the Outdoor Market co-sponsored with Food Share served 111 residents. The Special Needs Fund approved 23 requests.
- The Social Casework Program had an active caseload of 90 with 24 new referrals. Presenting issues included financial, housing, energy assistance, mental and physical health, domestic conflict, suicide and substance abuse.
- Part-Time Resident Services Coordinator Paula Pisano continues to provide services at all three Housing Authority complexes with 25 active cases in addition to information and consultation with 20 other tenants. Financial, physical and mental health needs were the dominant presenting issues.
- The Youth and Family Counseling Program had an active caseload of 59 with 11 new referrals and 9 inactive cases. Coordinator Christina Salvio and contractors provided 104 clinical therapy sessions and made 107 contacts with families and other agencies.
- The Counseling Program is seeing more families experiencing emotional stress as a result of financial circumstances.
- Two cases were referred to the Juvenile Review Board.
- Positive youth development programs and activities involved 124 youth.
- The SCORE after-school program completed the fall cycle with December vacation adventures including snow tubing, a trip to Pequot Museum and Bowling, Lunch & a Movie.
- Youth Worker Rik Huggard facilitated a class session and a community service project with the High School Self-Awareness group.
- Youth Worker Huggard, School Resource Officer Will Jordan and Community Services Officer Mike Webster are preparing for the Adventure Builds Bridges between Police and Youth. The Police will host the first event on January 17.
- The 2009 Winter/Spring SCORE after-school program brochure was distributed to all middle school students the end of December. The brochure is also available on the Town website and at the Human Services Department, the Library and Parks and Recreation. Programs include Ceramic Making at Claypen Studio, Slurping Soda, Snow Tubing, Geo-caching, Rock Climbing, Nature Explorers, Horseback Riding, Challenge Bound, Bowling Lunch and a Movie, Rock 'N' Robin and two dances for 7th and 8th graders co-sponsored with Parks and Recreation.

December 2008 Statistics

Selected Programs	FY 08-09 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 08-09 Cum. Undp. Total YTD	FY 07-08 Cum. Undp. Total YTD
Youth and Family Counseling	59	62	70	108
Positive Youth Development	124	274	1,852	2,517
Youth Works (Job Bank)	4	5	27	29
Information and Referral	395	361	2,138	1,791
Social Casework Cases Under 55 = 53 Over 55 = 37	90	89	186	166
Food Bank Participants	110	98	645	482
Special Needs	23	13	120	106

SENIOR AND DISABLED CENTER

- The annual Kiwanis Senior Christmas Dinner was held on December 10th at the Newington High School. Along with members of the Senior Club, Town and State officials enjoyed the turkey dinner prepared by students in the culinary program and served by the Key Club.
- AARP Chapter 697 held its holiday banquet on December 9th at the Chowder Pot.
- On December 4th Center Director Dianne Stone and Administrative Coordinator Denise Haas attended a meeting in Wethersfield regarding operating capacity for the out-of-town medical transportation program.

This program is State funded and operated through a cooperative agreement with Wethersfield and Rocky Hill.

- The Central Connecticut Health District presented a cooking demonstration on December 5th.
- A holiday card making program was conducted on December 8th.
- Center Nurse Practitioner Stacie Zibel presented a program on nutrition and osteoporosis on December 11th.
- The Center distributed cold and flu survival kits (information, tissue, lozenges, lip balm, etc.) during lunch on December 15th. The CCHD also had flu shots available.
- Staff from the Newington Health Care Center conducted a cookie tasting contest at the Center on December 16, bringing in more than 15 varieties of home baked cookies.
- A special holiday program with NECCI had to be cancelled on December 19th due to inclement weather.
- New chairs purchased through the Center's donation account were delivered for the Center's cafeteria.
- The carpeting project at the Center is almost complete with two more rooms to go. A flood created by a broken pipe in an HVAC unit tested the new carpet in the fitness room within a few days of its installation.
- Both Medicare Part D open enrollment and ConnPACE renewals kept staff busy.
- The Center currently has 1,345 paid members with another 623 registered for services. This is an increase of 34 from last month.
- The Center's application for re-accreditation was submitted at the end of the month. A visit by a Peer Reviewer will be scheduled soon.

Dial-A-Ride

Wellness Clinic

Senior Café

Trips	Miles	On-site	Off-site	Meals Served
1,231	3,714	125	14	954

PARKS AND RECREATION

Administration

- Bruce Till was officially appointed Superintendent of Parks & Recreation effective December 15 and Linda Cruff, Administrative Secretary, effective December 10.
- Dennis Bonitsky, Supervisor of Parks and Grounds, will be retiring on January 9, 2009. Arrangements are being made to transition some of his responsibilities to Foreman Mark Ripley.
- Mr. Till drafted financial assistance documentation for review by the Board.

Recreation Division

- Basketball Team selection was held with over 90 volunteer coaches. Staff Training and a Referee Clinic were held for 25 staff members. National Youth Sports Coaches Association Training was provided to all volunteer coaches.
- Open gym was made available for youths in grades 1 through 12 during the December vacation. More than 95 children took advantage of the open gym time.
- Open swim at the Newington High School pool during the December vacation was well attended.
- The fourth annual "Night of Lights" was held on December 13 in the center of town with approximately 200 people in attendance. The event, co-sponsored by the Newington Chamber of Commerce, combined the Wreath Lighting at the Waterfalls, the Tree Lighting on the Town Green, and the Holiday Carol Sing. A special thank you to all those who helped, including the Parks & Grounds Division, Deputy Mayor Mike Lenares, the Volunteer Fire Department, the Police Department, Reverend Kenneth Brookes, Newington High School singers and clarinet band, Dunkin' Donuts, and the businesses along Main Street.
- Santa's Workshop and Pictures with Santa were held the weekend of December 19-21. The weather was extremely uncooperative as only about 30 children participated in the Santa's Workshop at the new location in the Mortensen Community Center, and another 30 enjoyed having their pictures taken with Santa on Saturday. The inclement weather on Friday evening and Sunday afternoon cancelled Santa's appearance on those days.
- Youth Basketball began with 618 children registered for Grades 1 through 8 (68 teams).
- Basketball for Grades 9 through 12 began with 8 teams.
- Men's Basketball League began (20 teams).
- Participants continue to register for winter programs.

Parks and Grounds Division

- Leaf removal continued daily through December 5, and sporadically until December 10.
- Division personnel began repairs on playground equipment and surfacing as directed by the Playground Safety Report. School playscapes were addressed during the school Christmas vacation. Over 100 cubic yards of play mulch was installed.
- Holiday lighting was installed in the Town Center on Main Street by Town forces and the Christmas tree on the Center Green with the assistance of the Wethersfield tree crew and equipment.
- Wreaths were provided and installed on the Town Hall and Mill Pond Bridge by Parks workers in preparation for the bridge wreath lighting event. Parks workers also assisted in the Center lighting program.
- At Mill Pond Falls, crews repaired the staircase leading to the top of the falls, and rebuilt the stone dust pathway to Garfield Street.
- Division personnel responded to 5 incidents of snow or ice during the month to deal with 21 inches of snow. Approximately 40% of the budgeted snow removal funds were expended.
- Cemetery operations during December included a "Wreaths Across America" ceremony on December 13 at the Veterans Monument at West Meadow Cemetery conducted by the local veterans' organizations. This was in conjunction with the nationwide "Wreaths Across America" effort.
- Over 40 veterans' stones were raised or realigned in early December.
- There were 11 interments in Town cemeteries during December.

LIBRARY

- The *Morningstar Investment Research Center* database was purchased for patrons during December. This resource gives financial data on more than 7,500 stocks, 22,000 mutual funds, and 600 exchange traded funds. There are industry, category, and mutual fund family data and analysis, as well as screening and portfolio tools. This resource is accessible both in the Library and remotely from the Library's website.
- The 2009 Business Directory has been completed and is available for \$25.00.
- New Librarian I Bailey Ortiz began her full-time duties working with Newington's teen population at the end of December. A Teen Art Display and reception will take place in January; February school vacation activities for this age group are planned as well.
- The switch to a more personal approach to reference service continues to be successful as staff is greeting patrons by walking around instead of waiting until patrons come to the reference desk. Research and informational questions are answered, computer assistance is given, and referrals are made to patrons who might not otherwise receive help.
- 4,627 reference questions were answered, an 11% increase over that of last year. In-house computer use by patrons continues to climb as more people are using the Library to conduct online job searches, complete their resumes, and take advantage of Internet service that they no longer have in their homes. 3,190 hours of use were recorded for adult, teen, and children's public use computers.
- Topics of note that were researched this month included:
 - Graduate programs in social work.
 - Psychological effects of watching violent movies.
 - Divorce support groups in the area.
 - How to write a book report.
 - Origin of the piano.
- Traditional circulation of library materials was 30,116. 1,947 reference books were accessed remotely, and 3,663 online searches were completed in the Library. The children's book site *Tumblebooks* was used 352 times; *Bookflix* use was 248. 100 books were downloaded from the Library's website, for a total of 36,426 items checked out or used by library patrons. 15,964 people visited the library during the month of December, a 2% increase over last year. 1,254 items were added to the collection, and 579 items were mended by volunteers who logged in 128 hours.
- During the month of December, 983 children and their parents or caregivers attended 39 programs. Highlights included The Sam Pascoe Orchestra, *Science Sense-ations*, and a school vacation movie matinee. Field trips by elementary and middle school classes, as well as outreach to the schools, and daycare and nursery school outreach completed the programming month, which enjoyed a 30% increase in attendance over the same time last year.

- Staff is gearing up for the winter reading programs for children and adults. From early January through February, residents can mark their reading progress, earn prizes, and attend special programs. Hundreds of people are expected to participate in this popular seasonal event.
- Information Technology projects included revision of the wireless internet access instructions for the public, continued work on the Legacy Society pages, and troubleshooting problems with the wireless network. There were 4,346 unique remote hits on the Library's website during December.