



John L. Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John L. Salomone, Town Manager  
Date: March 14, 2008  
Re: Monthly Report – February 2008

#### GENERAL ADMINISTRATION

During the month, the Town Manager focused on a number of matters including working with department heads, the Mayor and members of the Town Council on various issues as well as on a number of personnel matters. Items of interest included:

- Finalizing the Town Manager's Proposed Budget for Fiscal year 2008-09.
- Along with Mayor Wright, presenting the annual State of the Town address sponsored by the Newington Chamber of Commerce.
- Interviewed a candidate for the position of Resident Services Coordinator, shared with the Newington Housing Authority, and paid for by a grant.
- Met with representatives of the Lockton Group, the Town's Agent of Record for medical insurance, regarding the Town's renewal.
- Hosted the Mid-State Collaborative meetings involving Mayors/Town Managers, department heads, and Police Chiefs of the Towns of Berlin, Wethersfield and Newington.
- Attended meetings of the CRRA, CRCOG Municipal Services Committee, CRCOG Policy Board, CCHD, and a meeting in Rocky Hill regarding Energy Improvement Districts (EID).
- Attended the Employee Insurance and Pension Benefits Committee meeting and spoke before the Charter Revision Commission.
- Testified before the State Legislature on the Volunteer Firefighter issue.
- Along with Town Planner Ed Meehan, met with the Town's Environmental Consultant on the National Welding site and 21 Boulevard properties.
- Attended a Groundbreaking Ceremony at BelAir Manor.
- Met with the Town's CIP Committee to discuss the Town's capital improvements needs.

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	55.70	\$ 3,348.90
Weekend Stand-by and Call-in	20.00	861.42
Road Maintenance	40.30	2,234.41
Snow Removal	<u>637.80</u>	<u>19,414.68</u>
Total	753.80	\$ 25,859.41

<b>PARKS AND GROUNDS DIVISION</b>		
Snow Removal	247.50	\$ 9,740.61
Cemetery	8.00	<u>289.14</u>
Football Preparation	265.50	\$ 10,029.75
Total		
	<b>2007-08 Budget Overtime Appr.</b>	<b>Overtime Expended Fiscal Year to Date</b>
<b>POLICE DEPARTMENT</b>		
Administration	\$ 4,167.00	\$ 1,677.47
Patrol	727,443.00	453,469.70
Investigation	76,000.00	42,965.77
Communication	104,486.00	76,948.15
Education/Training	66,026.00	46,707.44
Support Services	22,247.00	16,884.37
School Resources Officer Grant	14,580.00	4,140.21
Animal Control	<u>11,706.00</u>	<u>4,169.42</u>
Total	\$1,026,655.00	\$ 646,962.53

## **PERSONNEL**

- Eleven officers applied for the Police Sergeant promotional process by the February 29 deadline.
- A certified Police Officer recruitment process was begun.
- A part-time Resident Services Coordinator, Paula Pisano, was appointed in conjunction with Human Services Department and the Newington Housing Authority through a grant to provide assistance to the residents of the senior housing units.

## **RISK MANAGEMENT**

The seventh month of the 2007-2008 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 \$725,538 per month; the initial number for January 2008 came in at \$652,043.

## **FACILITIES MANAGEMENT**

- The Town Hall Study was completed and presented to the Town CIP Committee. It was decided that no action will take place on Town Hall upgrades at this time.
- The Town CIP Committee determined that only new boilers will be provided for the Town Hall at this time and, due to the cost of this project, a building committee will need to be formed to begin the project.
- The Facilities Management Department has begun to implement maintenance schedules for all Town building critical equipment and continues to consolidate the service contracts where applicable.
- Major repairs will begin on the Senior and Disabled Center roof during March after a recent inspection found most of the joints in the membrane separating causing numerous leaks as the weather warms.
- The Facilities group completed 17 formal work orders during the month of February in addition to scheduled maintenance and project work.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Blocked 12 computer viruses/ Trojans from entering the Town network and 188,753 unsolicited SPAM email messages from being delivered.
- Completed 67 Work Orders.
- The move to the Town's new website was completed.
- The Town's new website had approximately 8,113 visits during the month, 33,488 page views with an average of 4.12 pages viewed per visit. The Assessor's, Library and Parks and Recreation sites were the most frequently visited.
- With the Registrars of Voters, compiled results of the Presidential Preference Primary on February 5.

- Assisted in the development of the annual State of the Town address by the Mayor and the Town Manager on February 7.
- Provided follow up website training for the Engineering Department, Town Manager's Office, Assessor's Office, Town Clerk's Office, Human Services and the Fire Department.
- Installed demonstration copy of Maintenance software, Track-it Technician and Tier 2 Submit software for Facilities Management.
- Submitted the Street and Address Updates for the LUCA Program
  - 2010 Decennial Census Local Update of Census Addresses (LUCA)
  - The Local Update of Census Addresses program, also known as LUCA, is a decennial census geographic partnership program that will allow the Census Bureau to benefit from local knowledge in developing its Master Address File (MAF) for the 2010 Census. Tribal, state, and local governments can contribute to a more complete and accurate census for their community by reviewing and commenting on the list of housing unit and group quarters addresses that the Census Bureau will use to deliver questionnaires within their community.
- Began the process of scanning and geographically linking 2008 hazardous material datasheets for inclusion into the Town GIS system.

## **FINANCE**

### **Accounting and Administration**

- Final work on the Town Manager's 2008-09 budget was completed during the month.
- Finance Director Ann Harter attended the annual CRRRA meeting where the 2008-09 "tip" fee was approved. It was increased from \$69 to \$72 per ton which is an additional cost to the Town of approximately \$37,500.
- Meetings were held with the Town's Agent of Record, Lockton Benefits, to discuss the 2008-09 health benefits renewal.
- Analysis was prepared on the Town's CIP for discussion by the CIP Committee which met on February 28.

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) - 2/28/2008

General Fund	\$46,217,060
Special Revenue Funds	2,798,402
Capital Projects Funds	638,692
Internal Service Fund	4,314,584
Trust and Agency Funds	<u>1,365,047</u>
<b>TOTAL, ESTIMATED BY FUND</b>	<b>\$55,333,785</b>

### **INVESTMENTS, BY INSTITUTION TYPE**

Unaudited) - 2/28/2008

	<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	3.44	4.26	79,325	45,746	\$28,696,700
CLASS PLUS	3.00	3.83	16,179	24,297	4,948,384
Financial Investor Trust	3.43	4.21	9,781	12,908	3,805,399
Bank North	2.88	3.92	18,855	26,694	8,368,406
Sovereign Bank MM	3.04	3.81	22,834	28,423	<u>9,514,896</u>
<b>Total Outstanding Investments</b>					<b>\$55,333,785</b>

*Rates reflect avg. monthly yield, annualized*

## **Assessor**

- The meeting dates for the Board of Assessment Appeals were scheduled and appointments were assigned to 25 taxpayers.
- The start of the new assessment year following the completion of the Grand List commenced. Data of real estate sales from the months of October 2007 through January 2008 was read and entered.
- The Assessor's webpage on the Town website now includes several links to other professional organizations, governmental agencies, and general assessment data on exemptions, veteran's benefits, motor vehicles, GIS maps, and real estate sales.

## **Revenue Collector**

- New address changes are made daily by the staff to reroute returned mail as quickly as possible to taxpayers who have moved. This is an ongoing task with motor vehicles.
- Delinquent notices were mailed to 1,070 taxpayers for motor vehicles, 45 personal property, and 395 real estate accounts.
- Demand Notices were sent to 888 outstanding Supplemental Motor Vehicle Accounts.
- Collections on the current list totaled \$1,441,634.

## **PURCHASING**

### **RFP NO. 5, 2007-08, KELSEY STREET AND CHRISTIAN LANE PAVEMENT REHABILITATION ENGINEER**

Opening Date: February 22, 2008

#### **Respondents**

BETA Group, Inc., Rocky Hill  
Anchor Engineering Services, Glastonbury  
Lenard Engineering, Inc., Storrs  
Vanasse Hangen Brustlin, Inc., Middletown  
Wengell, McDonnell & Costello, Newington  
Weston & Sampson Engineers, Inc., Rocky Hill  
DeCarlo & Doll, Inc., Hamden  
BL Companies, Meriden  
Milone & MacBroom, Cheshire  
GM2 Associates, Inc., Glastonbury  
Cardinal Engineering Associates, Inc., Meriden  
Purcell Associates, Glastonbury

An internal committee has been appointed to review the proposals and make a recommendation.

### **RFP NO. 6, 2007-08, SMALL CITIES COMMUNITY DEVELOPMENT PROFESSIONAL SERVICES**

Opening Date: February 26, 2008

#### **Respondents:**

L. Wagner and Associates, Waterbury

It is anticipated that the contract will be awarded to L. Wagner and Associates as the sole bidder and the company that has handled previous Small Cities projects for the Town.

## **TOWN CLERK**

- 493 documents were recorded on the land records during February. \$39,842.93 was collected in state conveyance tax and \$19,891.48 was collected in town conveyance tax.

- Property located at 435 Willard Avenue (Units A & B) was sold for \$893,500 from Fountain Pointe LLC to 435 Willard LLC.
- There were five residential sales each over \$300,000; two residential sales each over \$400,000.
- Time was spent learning how to and creating a homepage for the Town Clerk's Office. The webpage contains a lot of information with numerous links to other websites—all designed to keep our constituents informed on topics related to the scope of the Town Clerk's office.
- 10 Notary Public commissions, 2 survey maps, 5 liquor permits and 9 Trade Name certificates were catalogued.
- The office issued 60 certified copies of vital records, 4 burial permits and 3 cremation certificates.
- 18 liens, 66 deeds, 142 mortgages and 206 releases were filed on the land records.
- On Saturday, February 2, the office was open from 9 a.m. until noon to issue absentee ballots to registered voters who were unable to visit the office prior to the February 5 Presidential Primary.
- On February 8, the Town Clerk participated in a Volunteer Management forum with several other department heads. The intent was to share needs and desired outcomes for managing volunteer forces. The vision is to showcase volunteer opportunities for each department by creating a link on the Town's website. A training manual and a PowerPoint training guide that can be used by all Town departments is also contemplated.

### **Data Summary--February 2008**

	<u>February 2008</u>	<u>February 2007</u>	<u>FY 2007-08 to Date</u>	<u>FY 2006-07 to Date</u>
Land Record Documents	493	536	3,909	4,910
Dog Licenses Sold	17	14	493	432
Game Licenses Sold	189	75	1,063	2,763
Vital Statistics				
Marriages	10	6	173	173
Civil Unions	0	1	5	1
Death Certificates	11	15	187	184
Birth Certificates	8	16	184	186
Total General Fund Revenue	\$ 38,699.43	\$ 41,533.01	\$ 530,682.93	\$ 506,870.02
Town Document Preservation	\$ 906.00	\$ 1,036.00	\$ 8,367.00	\$ 9,247.00
State Document Preservation	\$ 910.00	\$ 1,042.00	\$ 8,394.00	\$ 9,272.00
State Treasurer (\$26 fee)	\$ 11,830.00	\$ 13,442.00	\$ 108,524.00	\$ 119,912.00
Locip	\$ 1,365.00	\$ 1,551.00	\$ 12,522.00	\$ 13,835.00
State Game Licenses	\$ 4,108.00	\$ 1,721.00	\$ 19,484.50	\$ 20,645.00
State Dog Licenses	\$ 134.50	\$ 113.00	\$ 3,343.50	\$ 3,213.50
Dog Licenses Surcharge	\$ 52.00	\$ 38.00	\$ 1,232.00	\$ 1,187.00
Marriage & CU Surcharge	\$ 171.00	\$ 133.00	\$ 2,033.00	\$ 2,043.00
<b>Grand Total</b>	<b>\$ 58,175.93</b>	<b>\$ 60,609.01</b>	<b>\$ 694,582.93</b>	<b>\$ 686,224.52</b>

### **POLICE DEPARTMENT**

- The State of Connecticut Office of Policy and Management awarded the Capital Region Chiefs of Police Association/Capital Region Council of Governments \$3,000,000+ for four new regional projects. These include a regional training facility that includes classroom space, an indoor firearms range and exterior SWAT and K-9 obstacle courses; the formation of three regional truck/accident enforcement units; regional data sharing; and improvements to the Regional Emergency Operations Center. Newington will be participating in each of these grants.
- Chief Richard Mulhall spoke at the Rotary Club of Newington and provided an update on the department and a review of several regional projects that are underway.
- A certified officer recruitment process is underway with testing beginning in March. In addition, it is expected that a general recruitment will commence by March 31, 2008.

- The Police Department received approval for a grant application entitled FY 2007/08 Comprehensive DUI Enforcement Program. This will enable the department to set up additional DUI patrols and sobriety check points on 6 different evenings between May 23 and Aug 29. All overtime will be reimbursed by 75% from the Department of Transportation, State of Connecticut, Highway Safety Division. Total allowance for this enforcement is \$13,200 with \$9,900 maximum reimbursement from the Department of Transportation. The balance will be funded from the Patrol account.
- The Police Department received \$20,000 of the \$25,000 reimbursement from the Universal Hiring grant funded by the Office of Justice. The balance of \$5,000 will be reimbursed in March of 2008. This grant has partially funded the salary for the Community Services Officer for two years. The grant expires December 2008.
- Officers in the Community Service Unit (CSU):
  - Provided security at John Wallace Middle School during Connecticut's Primary Preference Day. Security was provided to ensure a smooth process for the voters and a watchful eye for the students.
  - Were part of an advisory board along with other community leaders for a proposed Teen Center. The Teen Center would be opened at least six days a week to all Newington teenagers and would provide a safe location for after school activities, counseling and assistance with school work.
  - Attended the Special Olympics Torch Run kick off conference at Foxwoods. Regional meetings took place with Special Olympic Coordinators with regard to the Torch Run and the annual Tip a Cop event to take place in the next few months.
  - Received specialized training from the National Sheriffs Association on conducting successful neighborhood watch programs and how to enroll the various Newington Neighborhood Watches in the national USA on Watch Program. Numerous posters, teaching aids, computer programs and over 80 lesson plans were given to each officer in attendance.
  - Enforced cell phone violations and issued a number of infractions to motorists who were using a hand held cell phone while driving a vehicle.
- Fifty-five offenses were the subject of investigation by Detective Division personnel in February.
- Patrol Officers
  - Assisted the Community Services Division in "Operation Safe Drive" in response to Governor Rell's initiative to enforce distracted driving offenses with particular emphasis on cell phone usage.
  - Arrested two suspects for Risk of Injury to a Minor after they left five minor children alone in a motel room for more than two hours. The Department of Children and Families was contacted and responded to the motel to conduct their own investigation regarding the welfare of the children.
  - Responded to a commercial burglary that occurred during the overnight hours of February 10<sup>th</sup> into February 11<sup>th</sup>. The suspect(s) forced open a door to the business and stole the cash register and its contents.
  - Interrupted an armed robbery that was in progress at a local Service Station/Convenience Store. The suspects spotted the officer and the officer held the suspects at gunpoint until other officers arrived on scene. Two suspects were taken into custody and held on Armed Robbery related charges.
  - Responded to a commercial burglar alarm at a local convenience store. Officers found that the front window to the business had been smashed. A store surveillance camera showed two suspects entered the store through the broken window and stole numerous cartons of cigarettes.
  - Responded to a report of an injured male in the parking lot of a local fast food restaurant. Upon arrival, officers found an unresponsive male. The victim was transported to Hartford Hospital where he was pronounced dead. The incident is currently under investigation.

**Patrol Calls for February**

Alarm Burglary	129	Fire/COSymptoms	1	MVA Injury	11
Alarm Hold-up	6	Fire/Hazmat	5	MVA Property	112
Animal Complaint	9	Fire/Other	8	Neighbor Dispute	6
Assault IP	2	Fire/Structure	10	Noise Complaint	14

Assault Report	4	Fire/Trouble	1	Notification	6
Assist Other PD	31	Fire/Vehicle	4	Open Door/Window	6
Bad Check NSF	5	Fire/Water	7	Parking Violation	23
BOLO	5	Fireworks Complaint	0	Property Found	8
Breach of Peace IP	15	Follow-up Investigation	42	Property Lost	0
Breach Of Peace Report	1	Gun Call	0	Recovered MV	1
Burglary IP	3	Harassment	14	Robbery IP	1
Burglary Report	9	Hazardous Condition	47	Serve Subpoena	0
Car Seat Install	4	Illegal Dumping	1	Serve Warrant	27
Check the Welfare	98	Indecent Exposure	1	Sexual Assault Report	3
Clear Lot	3	Intoxicated Person	9	Shots Fired	0
Court Detail	20	Juvenile Complaint	16	Special Detail	44
Criminal Mischief IP	3	K9	1	Stolen MV	8
Criminal Mischief Report	23	K9 Other	0	Sudden Death	3
CSO Detail	0	Landlord/Tenant	3	Suicide	0
Customer Dispute IP	9	Larceny from MV	30	Suicide Attempt	4
Customer Dispute Report	1	Larceny IP	12	Suspicious MV Occ	16
Directed Patrol/Location	25	Larceny Report	40	Suspicious MV Unocc	0
Dog Complaint	38	Liquor Law Violation	1	Suspicious Person	80
Domestic IP	24	Lockout MV	4	Test Police	0
Domestic Report	6	Lockout Residence	1	Threatening IP	2
Drug Investigation	1	Medical	181	Threatening Report	1
DUI	4	Missing Person	7	Town Ordinance Vio.	3
Emotionally Disturbed Person	2	MV Assist	62	Traffic Stop	464
Escort	26	MV Complaint	40	Trespass IP	7
Fingerprints	23	MVA Abandoned	6	Trespass Report	3
Fire/Alarm	17	MVA Evading	21		
Fire/COnoSymptoms	4	MVA Fatal	0	TOTAL FOR NPD	1,978

**UCR/NIBRS Selected Crimes**

**January 2007**

**January 2006**

<b>Type of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	0	-0-	0	-0-
Forcible Rape	0	-0-	1	-0-
Robbery	0	-0-	1	\$26
Assault	10	-0-	12	-0-
Burglary	1	-0-	16	\$46,338
Larceny Theft	45	\$30,905	43	\$29,219
Auto Theft	3	\$34,010	1	\$10,000
<b>Totals</b>	<b>59</b>	<b>\$64,915</b>	<b>74</b>	<b>\$85,583</b>

In January 2008 123 adults were arrested: 1 for robbery, 17 for assaults, 1 for burglary, 11 for larceny, 2 for forgery, 6 for vandalism, 11 for narcotic violations, 15 for DUI, 7 for liquor law violations, 6 for disorderly conduct, and 47 for other miscellaneous offenses. 21 persons under the age of 18 were arrested or referred for criminal acts: 1 for rape, 1 for assault, 4 for larceny, 4 for vandalism, 2 for narcotic violations, 2 for DUI, 3 for liquor violations, 1 for disorderly conduct, and 3 for other offenses.

**FIRE DEPARTMENT**

The Fire Department responded to 71 alarms/emergencies as follows:

	<u>February 2008</u>	<u>8 months Cum.</u>
Residential	33	133
Commercial, Industrial, Office	6	33
Hospital, School	1	11
Vehicle	2	23
Rescue, Police Assistance	4	9
Dumpster, Rubbish, Grass, Brush, Leaves	2	31
Hazardous Materials/Clean up	3	29
Investigative Alarm	18	157
False Alarm	0	0
Mutual Aid/Standby	1	10
Carbon Monoxide Investigation	1	28
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	71	464

Training Summary:

		Members	Hours
Officer Training	Fire Department Communication	25	50
	Electrical Safety CL&P	46	138
Online Training	Driver Safety	72	144
Multi-Company Training	Confined space	53	159
Live Training @ vacant building – Mill Street	Roof Operation, Rapid Intervention, Forcible Entry, Search and Rescue		
FEMA Training		1	
WMD-HazMat	Incident Response to Terrorist Bombing	1	

**FIRE MARSHAL**

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

Inspections	21
Inspection Follow-Ups	44
Plan Review	11
Job Site Inspections	12
Underground Tank Removal	0
Fire Investigations	4
Fire Alarm Trouble	6
Complaints	6
Haz/Mat	1
Bomb Threats	0
Blasting	0

Incidents:

- 02/13/08 – Day Care Center, Berlin Turnpike, a small electrical fire in the ladies room resulted in temporary evacuation. No injuries were reported.
- 02/17/08 – 300 Fenn Road, a small fire in a mechanical unit caused a heavy smoke condition within the manufacturing facility. One firefighter was injured when the extinguisher he was using came in contact with energized electrical equipment. The firefighter was transported to the hospital and released after an evaluation.



## **HIGHWAY DEPARTMENT**

- Six weather events during the month of February produced a total of 16 inches of snow. Three were minor storms cumulatively producing only an inch of snow but causing slippery/icing conditions. The February 12<sup>th</sup> and 29<sup>th</sup> storms produced four inches of snow each and the largest was on the 22<sup>nd</sup> with seven inches of snow.
- Crews started the Timber Lane drainage improvement project. This project involves constructing a detention basin in the adjacent area of Badger Field. The detention basin decreases the likelihood of flooding in the Timber Lane area whenever severe rain events occur.
- Drainage improvements were completed at Martin Kellogg Middle School as well. Highway crews installed below-grade piping from a storm water gutter to an existing catch basin to prevent pavement icing around the cafeteria entrance during freezing conditions.
- Miscellaneous projects completed throughout the month included mixing of sand and salt to replenish depleted supplies, pothole patching, curb pick up, storm water basin cleaning, trimming tree branches and mailbox repairs.
- Highway personnel assisted the Registrars of Voters office with the removal of voting equipment after the February 5<sup>th</sup> election.
- Traffic Division personnel continued with the scheduled replacement of street signs to improve night visibility and reflectivity.
- Landfill maintenance continued throughout the month with the organizing and disposal of materials such as waste oil and appliances brought to the landfill by Town residents.
- The Sanitation Division scheduled 460 bulky items, 29 metal items and 106 condo bulk items for weekly pick up during the month of January for a total of 595 items. A landfill permit is not required to dispose of metal items at the landfill.
- Repair Garage Staff continued with seasonal maintenance of street sweepers and worked on completing new vehicle setups for the Police Department. Maintenance of snow plow equipment continued along with scheduled services and emergency repairs on all Town vehicles and equipment. Mechanics were utilized as snow plow drivers as required.

## **ENGINEERING DEPARTMENT**

- Began review of the 13 responses to the Request for Qualifications from consultants interested in performing design services for the Kelsey Street and Christian Lane Pavement Rehabilitation Project. The responses will be short listed to about five firms who will then be scheduled for interviews by a selection committee established by the Town Manager.
- The Town has received approval from the Department of Environmental Protection to reconstruct the Garfield Street Bridge. Plans and specifications have been completed and will be advertised in March. A goal of this project is to reconstruct the bridge during the July-August 2008 timeframe and open it prior to the start of the school year. While the bridge is being reconstructed, it will be necessary to close the street to through traffic. The bridge will not be accessible to the public traveling in either direction.
- Preliminary plans for resolving drainage run-off issues on Reservoir Road have been drafted. The plans call for a new drainage line to be installed along the frontage of the Anna Reynolds School. This project will warrant blasting to be performed on school property. As part of this project, the driveway entrance to the school will be improved and the parking lot will also be slightly expanded as requested by the Board of Education.

## **TOWN PLANNER**

- EPA Brownfield Assessment Grant, 690 Cedar Street, National Welding property: Fuss & O'Neill, Environmental Engineers, have recommended additional soil and ground water sampling, as well as the installation of monitoring wells to complete the Phase III assessment. This additional work has already been authorized by EPA and will provide the information that is needed to address pollution releases. This information will also be useful in any Request for Proposal the Town issues to attract private redevelopment.

- 21 Boulevard, Olsen Foundry property: preliminary field sampling was completed and it was determined that additional deeper soil analysis, particularly under the building's floor, is necessary. Fuss & O'Neill's report was submitted to the EPA and a limited Phase III scope of work plan has been approved. This sampling will be done in March and the results analyzed to determine if sufficient information is available pursuant to Connecticut's Remediation Standard Regulations.
- Town Center Streetscape Grant: Final construction punch list items for Phase III will be done when weather permits. The Town Planner prepared a Phase IV Streetscape Grant request asking for \$650,000 to fund design and construction improvements along Market Square. The grant application was submitted to OPM on February 27<sup>th</sup>.
- Small Cities Community Development 2008 Grant Program: On February 27<sup>th</sup> DECD held a workshop for communities planning to submit 2008 applications. The amount of grant funds for 2008 is \$12.8 million. Applications must be submitted by May 30<sup>th</sup>. The Town Council will conduct public hearings to solicit ideas for projects. The administration has suggested partnering with the Newington Housing Authority to do building improvements at New Meadow senior housing, expand parking and redevelop 90 Welles Drive North for New Samaritan Corporation proposed HUD 202 Senior Housing.
- Affordable Age Restricted Housing Study Committee: At the Town Council's February 26<sup>th</sup> meeting, an option to lease "Parcel E", 2.3 acres of the former New Meadow School property, to the New Samaritan Corporation was approved.

### **Economic Development Commission Activities**

- The Town Planner is assisting the Commission with the initiation of a business call program which will also be used by my office and Mayor Wright.
- The Development Commission will also be sponsoring a Town Center social gathering on March 27<sup>th</sup> to present to property owners and merchants the idea of creating a Town Center Business Association.

### **TPZ Development Projects**

- 712 Cedar Street/16 Fenn Road: Proposal to rezone property for mixed use commercial development, including a 124 room extended stay hotel, continues to be reviewed by the Commission. Architectural enhancements to the hotel building have been requested and the issues of driveway access to the future busway station and National Welding site have not been resolved.
- 375 Willard Avenue: Petition has been submitted for the development of a 14,800 sq. ft. adult day care center.

### **BUILDING DEPARTMENT**

- A Permit was issued to demolish the house and structures on 22 Mill Street. The property is owned by the Lucy Robbins Welles Library Corporation.
- Work continued on Sam's Club, 3465 Berlin Turnpike. Permits were issued for a modular block retaining wall and electrical work.
- Ten Certificates of Occupancy were issued in February, nine for residential homes (239 Sterling Drive, 321 Cedar Street, 9 Bogart Lane, 14 Bogart Lane, 221 Sterling Drive, 170 Sterling Drive, 176 Sterling Drive, 182 Sterling Drive, and 8 Bogart Lane) and one for commercial (435 Willard Avenue, Unit A – Rosenberg Orthodontics).

Building Inspectors completed a total of 380 inspections: Alarm (5), CO (16), Code (4), Electrical (77), Final (3), Fire Wall (1), Footings (20), Foundation (1), Framing (44), Gas Fireplace (4), Gas Line (8), Gypsum (6), Insulation (18), Mechanical (38), Plumbing (39), Pools (1), Rebars (18), Rough (55), Sill (6), Site Visit (7), Sprinkler (5), Stairs (1), Trench (2), Wood / Pellet Stove (1).

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

David Zwick	IBC Chapter 16: Seismic Design Fundamentals and Bracing – 2/13/08
Art Hanke	IBC Chapter 16: Seismic Design Fundamentals and Bracing – 2/13/08 Biofuel: From the Field to the End User – 2/14/08
Pete Hobbs	IBC Chapter 16: Seismic Design Fundamentals and Bracing – 2/6/08

**Building/Renovation Permit Statistics**

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	26	\$ 591,788
Deck	0	0
Demolition	1	10,000
Electrical	32	852,769
Fence	0	0
Fire Suppression/Sprinkler	0	0
Footing/Foundation	1	168,000
Fuel Tank	1	1,850
Garage/Shed	0	0
Mechanical	36	172,149
New Commercial	0	0
New Residential	0	0
Plumbing	26	171,365
Pool	0	0
Roofing/Siding	4	16,500
Sign	3	16,276
Tent	0	0
Trailer	0	0
<b>Total</b>	<b>130</b>	<b>\$2,000,697</b>

**Permit Value Comparison for February**

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$2,000,697	\$2,326,025
Building Permit Fees Received	\$23,591	\$26,978
Other Income Fees	\$2,242	\$276
Building Permits Issued	130	97

**Total Value of Permits and Permit Fees**

<u>2007-2008</u>		<u>2006-2007</u>	
Value	Permit Fee	Value	Permit Fee
\$40,572,131	\$462,606	\$44,884,642	\$508,371

**HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)**

- Attended CCHD Environmental Staff Meeting. Discussed "CCHD 2007 Routine Food Service Inspection Completion Report" to determine District compliance with the State mandate for routine food service inspections. Reviewed and revised proposed draft of a "CCHD Food Service Application Packet." This packet will assist applicants that propose to open food service restaurants in the district by providing additional information on the steps in the application process and clarifying the requirements to open a food service establishment.
- Attended the Newington Environmental Quality Commission meeting to discuss and plan for Newington's Earth Day activities.
- Attended Newington WaterFall Festival Committee meeting to provide information concerning food service booth set up and CCHD permitting procedures.
- Completed the Emergency Management, Department of Homeland Security Incident Command 300 course as training and preparation for emergency response in the health district.

**Activities and Projects**

- Worked with CCHD staff to assist and promote the CCHD Smart Dining Initiative. This program seeks to encourage restaurants to develop healthy alternative food items on their menus.

- Visited with a member of the Department of Public Health Laboratory Services to clarify and identify testing/collection procedures for water samples.
- Responded to food recalls from FDA and DPH regarding Rochester Meat Company beef products because they may be contaminated with E. coli, and New Era Canning Company canned bean products because of Clostridium botulinum contamination.

## **HUMAN SERVICES**

- Through a State grant and partnership with the Newington Housing Authority, Social Worker Paula Pisano was hired as a part-time Resident Services Coordinator for the three housing complexes. Ms. Pisano is setting up an office at Cedar Village and will be integrated within Human Services and the Senior and Disabled Center in an effort to maximize all resources and services.
- The Youth-Adult Council will sponsor the annual Super Hoop-La Basketball game on Friday evening, March 7. The proceeds from this event are used for scholarships to graduating high school students.
- The Early Childhood Council will sponsor the annual “Getting Ready for Kindergarten” on Wednesday evening, March 26. A panel will include a Kindergarten teacher, School Psychologist, Transportation Supervisor, Children’s Librarian and Human Services Clinical Coordinator.
- The Educational Conversation on Community and School Safety with Newington, Wethersfield and Rocky Hill is scheduled for Thursday, March 27, from 5 pm – 9 pm at the Newington Senior and Disabled Center. This will offer an opportunity for a diverse group of people to discuss, brainstorm and share ideas. The project is funded through a grant from the William Casper Graustein Memorial Fund.
- The Social Casework Program handled 75 active cases with 17 new referrals.
- Staff received 314 information and referral calls or walk-ins during the month.
- The Food Bank served 92 households composed of 190 residents. The Outdoor Market offered a variety of fresh foods to 64 households. The Clothing Closet and Special Needs requests remained constant.
- The Youth and Family Counseling Program had an active caseload of 50 with 3 new cases and 12 cases on the waiting list. Staff and contractors provided 105 clinical therapy sessions and made 131 contacts with families and other agencies.
- The Juvenile Review Board handled two cases.
- Positive Youth Development programs provided and overseen by Youth Worker Rik Huggard involved 167 youth during February.
- After-school activities featured snow tubing, vacation trips and snow shoeing with the high school Adventure Club.
- In-school programs included the sixth cycle of ROPE with sixth grade students and a meeting with the high school special needs teachers to plan several classroom and outdoor adventure programs for the spring.
- Three youths were involved in community service projects totaling 50 hours.
- Part-time Student Assistance Counselor Christine Stoloff provided 42 individual or group counseling sessions to 27 students at the middle schools and made 55 collateral contacts with parents and other agencies.

### **February 2008 Statistics**

Selected Programs	FY 07-08 Undp. Total This Month	FY 07-08 Undp. Total Last Month	FY 07-08 Cum. Undp. Total YTD	FY 06-07 Cum. Undp. Total YTD
Youth and Family Counseling	50	57	127	131
Positive Youth Development	167	319	3,003	2,665
Youth Works (Job Bank)	2	5	36	38
Information and Referral	314	319	2,105	1,791
Social Casework Cases	75	93	207	238
Under 55 = 45				
Over 55 = 30				
Food Bank Participants	92	94	668	621
Special Needs	19	24	149	155

**SENIOR AND DISABLED CENTER**

- The Senior and Disabled Center collects used cell phones to distribute to senior and disabled residents for 911 calls. The community continues to respond generously and the Center participates in a cell phone recycling program as a fundraiser with the National Council on Aging. To date, the Center has recycled 643 surplus phones raising \$1,283.86, the fifth highest in the program.
- The Center began working with volunteers to staff the Information and Referral Center. With the assistance of trained volunteers, the community will be able to more easily access the myriad resources available.
- Newington Health Care Center began a six-part series on Creative Aging with a focus on nutrition and a meal preparation demonstration.
- Center Nurse Practitioner Stacie Zibel presented a program on the safe use of medication. Misuse of medication is becoming a serious concern among older adults.
- Andrew House Health Care sponsored a Lunch and Learn program that featured Dr. Vincent talking about MRSA, the Superbug. Dr. Vincent, a microbiologist, has become a very popular speaker at the Center.
- Volunteers who work in the Coffee Shop, Main Office and as greeters participated in a four-week program providing an introduction to communication with people who are deaf and hard of hearing. The course, instructed by Lora Palmer, covered basic signs and other communication tips.
- Social Worker Teri Snyder carried an active caseload of 45 and spent considerable time with volunteers in development of information and referral material.
- The Center is transitioning to a new membership program that required all participants to re-register. To date 1,268 people have registered.
- The State DOT issued an RFP to continue the Dial-A-Ride Expansion Matching Grant. Wethersfield will apply on behalf of Newington and Rocky Hill to continue the enormously successful out-of-town medical program.

**Dial-A-Ride**

**Wellness Clinic**

**Senior Café**

Trips	Miles	On-site	Off-site	Meals Served
1,021	3,364	108	13	083

**Project Homeshare**

	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	7	4	0
Other Comm.	3	36	35	10

**PARKS AND RECREATION**

**Administration**

- The Parks & Recreation Department received a second award from CIRMA for its safety practices.
- Wendy Rubin, Superintendent of Parks and Recreation, is helping to coordinate several concurrent efforts to make Newington a more walkable and bikeable community. Walkable Newington, CRCOG Pedestrian/ Bikeways Committee, the Newington Greenways Alliance and a recent grant from the Health District and the Center for Disease Control will assist in developing a pedestrian/bike plan to address issues such as the need for a safe Berlin Turnpike crossover, sidewalk conditions and gaps, and safe bike routes.
- The West Meadow Cemetery Project Building Committee is waiting for survey work to be completed and the Landscape Architect firm to meet in order to proceed further with their charge.
- The New Meadow pathway has become a primary area of interest to neighbors; Supt. Rubin is assisting to improve the area, working with a group of residents that want to Adopt A Spot, the Police Department, and several community groups willing to assist in clean up efforts.
- Work continues to implement the Master Plan, with all capital items submitted to the CIP, and the development of staff work plans. One recommendation from the plan suggests development of a

Volunteer Management Program. As a result, the Board of Parks & Recreation approved purchase of an NRPA resource which will be shared with the Senior and Disabled Center, Library, and Human Services.

- The Department of Environmental Protection has given Parks and Recreation permission to use a portion of the Young Farm for a dog park. Planning can now begin with many volunteers ready to go.
- The Newington Greenways Alliance hosted Guest Speaker Ann Letendre of the Friends of the Hockanum River Linear Park who offered great advice to the volunteers.

### **Recreation Division**

- The Board of Parks & Recreation is busy re-vamping the Extravaganza into a full week of activities with monthly work sessions with many community volunteers.
- The Parks & Recreation financial aid fund will be the benefactor of a fundraising event sponsored by the New Britain Rock Cats – Newington Night, July 24<sup>th</sup>.
- Basketball dominated the schedule with 300 games played. Youth basketball concluded its regular season on February 23<sup>rd</sup>.
- Newington High School boys' and girls' basketball programs invited the 1<sup>st</sup> and 2<sup>nd</sup> grade boys' and girl's teams to participate in a half time show, February 14th and 21<sup>st</sup>.
- The Board of Parks & Recreation approved the purchase of a "Super Screen," an outdoor movie in a box. Funding is from the annual golf tournament.
- Recreation Supervisors Kristine Kravontka and Ted Fravel met with staff from Rocky Hill and Wethersfield to discuss the State of Connecticut policies for certifying municipal preschool/daycare centers.
- Recreation Supervisor Alison Alberghini met with youth programmers from Human Services and the Library to discuss upcoming program offerings and possible collaboration.
- Parks and Recreation hosted a variety of February vacation youth programs.
- An evening preschool open house and registration for the 2007-08 school year was held.
- Churchill Park picnic reservations began on February 20<sup>th</sup> with over 50 registrations to date.

### **Parks & Grounds**

- Changeable weather in February brought double the amount of normal rainfall and 16" of snow to the Town. Division personnel responded to numerous ice control incidents on sidewalks and parking lots.
- Ice and wind caused numerous tree branches to fall requiring a weeklong clean up of school and park spaces. Several trees in West Meadow Cemetery were damaged and required removal.
- As weather permitted grounds crew members pruned crabapple trees around the Town Hall and on Pane Road.
- At Clem Lemire Park, the hillside along New Britain Avenue was cleaned of brush and overgrowth to permit roadside mowing.
- Five department trailers were sanded and repainted. Over 60 garbage barrels were repainted and 16 players benches were repaired and painted.
- Overgrown rows of bushes in West Meadow Cemetery were dramatically reduced in size to restore the desired appearance. At Center Cemetery, late falling and wind-blown leaves were collected from the corners.
- There were 7 interments in Town cemeteries in February.

### **LIBRARY**

- The Children's Room offered 60 programs to 2,308 children and their caregivers. School vacation highlights included a puppet show, movie matinee, and the celebration of Chinese New Year. Childcare center and public school outreach was high as many of Newington's 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> grades were visited. 360 children were treated to programs both here and at their centers as part of the Preschool Outreach Program.
- *Get Fired Up for Reading*, the Library's winter reading program, was a great success with almost 250 children completing the five week event. They were able to participate at the library as well as at their respective schools, simplifying the process and a good example of what can be done to reach Newington's children if there is a strong collaboration between the Library and the schools.

- The adult portion of the same reading event, held for the first time, attracted 229 participants. Themed weekly basket drawings were the incentive for this age group, who read or listened to 1,295 books during the duration of the program.
- Attention was given to training on a new version of the Circulation Desk module of the Library's integrated computer system to enable staff members to become fluent in this rather intricate means of checkout and other functions of the SIRSI system.
- Topics of note that were researched this month included:
  - Government surveillance techniques.
  - New Year's celebrations around the world.
  - Floods/hurricanes in CT on video.
  - Myelodysplastic syndrome.
- 6,092 reference questions were answered, a 9% increase over last year. Sixteen community groups used the meeting rooms.
- 376 teens and adults attended seven programs during February. An afternoon tea party was a highlight, as 80 residents enjoyed a brief respite from the winter weather.
- Teens were involved in several programs, including a Magic the Gathering tournament and a Valentine candy event. Nutmeg book discussions led by Library staff were held at the middle schools during lunchtime periods. Teens also are discovering the book review blogs on their portion of the Library website, and are actively contributing to it.
- The priority of the month was the task of preparing the Library webpage to migrate over to the new Town website. The vendor continues to work on some aspects of the front page, and staff is planning now to make more changes as they are trained.
- Circulation of library materials was 35,009; 973 items were added to the collection, and 230 items were mended by volunteers who logged in 114 hours. Sunday business remains brisk, as a 4½% increase in traffic over the same time last year was noted.