



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 21, 2010
Re: Monthly Report – December 2009

GENERAL ADMINISTRATION

- During the month, the Town Manager focused on a number of matters, including budget preparations and CIP meetings as well as on a number of personnel matters. Items of interest included:
- Attended several team meetings such as Public Works and Community Services
- Attended several CRCOG and CRRA meetings
- Met with residents and Town Department Heads as needed to address various issues and concerns
- Interviewed applicants for the Dial A Ride (25 hour) position
- Attended the Connecticut League of Conservation Voters' tenth annual Legislative Summit on the Environment.

Paid overtime during the month of December 2009 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2009-10 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost		
Vehicles and Equipment	6.6	\$ 294.94		
Weekend Stand-by and Call-in	16.0	696.56		
Road Maintenance	29.7	1,068.30		
Leaf	675.5	28,898.13		
Snow	<u>329.4</u>	<u>12,436.03</u>		
Total	1057.2	\$ 43,393.96		
PARKS AND GROUNDS DIVISION				
Snow and Ice	208.0	\$ 9,920.50		
Cemetery	4.0	603.32		
Tree Lighting	<u>8.0</u>	<u>300.84</u>		
Total	220.0	\$ 10,822.86		
POLICE DEPARTMENT	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration	\$ 3,976.00	\$ 4,048.08	\$ 4,311.00	\$ 215.53
Patrol	580,294.00	265,890.58	600,000.00	288,061.09
Investigation	76,691.00	34,191.83	76,637.00	36,880.66
Communication	112,132.00	57,934.41	108,429.00	52,982.92
Education/Training	103,603.00	24,210.93	88,337.00	39,014.04

Support Services	39,071.00	17,521.58	38,137.00	18,263.93
Animal Control	12,144.00	4,067.46	12,070.00	4,541.30
Total	\$ 927,911.00	\$ 407,864.87	\$ 927,921.00	\$ 439,959.47
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 9,664.59	\$ 28,109.00	\$ 9,331.79
Snow and Ice Control	132,349.00	49,486.31	132,349.00	53,579.54
Traffic	8,345.00	2,078.40	8,345.00	2,570.43
Vehicles and Equipment	28,185.00	9,038.95	*31,685.00	25,005.03
Leaf Collection	54,997.00	42,356.34	*51,500.00	44,668.85
Total	\$ 251,985.00	\$ 112,624.59	\$ 251,988.00	\$ 135,155.64
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 64,636.61	\$ 130,547.00	\$ 57,467.61
Cemeteries	14,893.00	3,208.37	14,893.00	7,350.41
Total	\$ 145,440.00	\$ 67,844.98	\$ 145,440.00	\$ 64,818.02

*Reflects intradepartment transfer.

Police Department Overtime

- Comparison November 2009 to December 2009
 - OT November \$ 69,656 (2 Holidays and 28 days of overtime)
 - OT December \$ 90,227 (2 Holidays and 42 days of overtime)
 - Total decrease \$ 20,571
- The weekly average for December was lower than the November overtime period. Average weekly overtime for November was \$17,414; December was \$15,037.
- Patrol overtime was \$59,414, an increase of \$9,524 from November. This overtime includes the following approximate costs; two holidays of overtime totaling \$19,500, 31 vacation days totaling \$12,000; 18 days of sick time covered totaling \$7,900, 12 miscellaneous days off totaling \$5,000, holdover overtime (several burglaries, domestics, and accidents), court appearances, and other time off coverage totaling \$15,000.
- Detective Division overtime was \$6,720, an increase of \$1,367. This overtime includes \$1,500 for holiday overtime, \$500 for DEA task force overtime (this will be reimbursed by DEA); and approximately \$4,720 for investigations for the 42 day period.
- Communications overtime was \$12,698, an increase of \$4,964. This overtime includes \$3,300 for holiday overtime; 29 days leave filled at overtime totaling \$9,400.
- Education/Training overtime totaled \$8,136, an increase of \$4,800 for one training day and various training classes and recertifications.
- Support Services overtime was \$2,732, an increase of \$68 which includes \$828 for holiday overtime; and 27 hours for Stuff-A-Cruiser event.
- Canine overtime of \$527 is a decrease of \$152 to cover one 4 hr call out and one holiday overtime pay.

PERSONNEL

- The testing and interview process was held for the Dial A Ride Driver (25 hour) position, which closed in November. Paula Quattromani was appointed to the position on December 21, 2009.
- An internal positing for an Administrative Secretary I position in the Town Planner's office was posted with a closing date of December 29, 2009. One internal application was received, the interview process will commence in January.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

The fifth month of the 2009-10 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at \$818,851. The total paid claims for November 2009 were \$792,893. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through November 2009

	Town	Board of Education	Total
Estimated Claims	928,635	3,165,620	4,094,255
Actual Claims	714,435	2,982,655	3,697,090

FACILITIES MANAGEMENT

- The department continues to repair the numerous steam system leaks and heating system failures as they typically occur with the aged components throughout the building during the winter months.
- The facilities group completed 36 formal work orders during the month of December at the various Town Buildings including the following:
 - Re-lamp and retrofit all light fixtures (180 total) at the Highway garage.
 - Re-lamp Town Hall Lobby light fixtures.
 - Paint entire Library basement storage area including walls and floor.
 - Paint Town Hall Parks and Rec. locker rooms.
- Inspection of the rental portion of the Kellogg Eddy house indicates that painting of the entire apartment is in order and will be scheduled as a “fill-in” work assignment as time allows during the next months. Additional wall repairs may be needed from past water damage in the apartment and will also be addressed. It is not planned to have the caretaker replaced during the winter months to allow for these renovations.
- The Town Hall renovation project was largely completed during November but window treatments and training for the maintenance department on the new HVAC system and controls will complete the project and was rescheduled for January due to the holidays.
- Library HVAC system upgrades cost estimates were completed during November and the grant was applied for through the State. It is expected that an approval will occur sometime after December with actual design of the project and award to occur by early spring for a mid summer completion of the new systems. Initial review with the State during December indicates the project will likely be accepted as submitted after minor modifications were made.
- Ongoing roof repairs over the Town Hall gymnasium continue on a monthly basis due to the failure of the roofing system. Long term replacements have been submitted through the CIP process to address the roof replacements on the Town Hall. (No change, leaks continue to occur in this area.)

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 25 requests for service via the Internet, blocked 16,999 unsolicited SPAM email messages from being delivered, blocked 290 virus/ Trojans from infecting the Town’s network infrastructure and completed 78 formal work orders.
- The Town’s website had approximately 18,885 visits during the month, 55,452 page views with an average of 2.94 pages viewed per visit. The Town Homepage, Library Homepage, Assessor’s Homepage and Site Search were the most frequently visited pages.
- Mr. Scott Hoagland (Network /Application Specialist) worked with Cott Systems staff to upgrade the Town Clerk’s Office Resolution 3 software application.
- Mr. Hoagland worked with MySenior Center support staff to update the Senior and Disabled Centers MySenior Center software application. The new version includes updates to their Dial-A-Ride module.
- Worked with Fire Department staff to create a routine for scheduling use of the department room and training tower.
- Updated a Cemetery application used by Parks and Grounds staff, installed and configured a new printer for Central Connecticut Health District staff, completed the installation of financial check verification software for the Finance Department.
- Began preparation of the Department’s 2010-2011 budget process.
- Relocated two computer work stations for the Senior and Disabled Centers Human Services, created a Zoning map for the Town Planner.
- Relocated a pay-for-print monitor and printer at Library.
- Implemented a new GIS solution to assist the Highway Department with snow plowing activities and produced new maps to assist the Highway with a new Recycling Program. New maps to be distributed with new recycling containers.
- Completed the replacement of SIM cards and reconfiguration of the communication modems in 18 Police vehicles.
- Mr. Thad Dymkowski, GIS Technician, continued participation in the Connecticut State GIS Council.

FINANCE

Accounting and Administration

- Analysis was prepared for the Town Council's CIP Committee which met on December 23rd.
- The 2008-09 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 \$73,097, the Elderly Circuit Breaker in the amount of \$268,432, the Manufacturer's PILOT in the amount of \$890,470 and a \$127,625 reimbursement for the reconstruction of the Garfield Street Bridge. 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)
12/31/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2009-10</u>	<u>Year to Date</u>	
General Fund	\$375,000	\$100,917	\$34,008,494
Special Revenue Funds	34,630	4,433	1,772,629
Capital Projects Funds	635	908	444,813
Internal Service Fund	100,000	6,429	3,897,700
Trust and Agency Funds	16,000	2,686	1,623,001
TOTAL, ESTIMATED BY FUND			\$41,746,637

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
12/30/2009

	<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	0.38	0.34	2,717	3,680	\$15,295,747
CLASS PLUS	0.26	0.25	746	699	3,851,278
Financial Investor Trust	0.03	0.02	5	11	419,693
Bank North	0.61	0.60	11,242	11,055	22,072,589
Sovereign Bank	0.25	0.25	22	22	107,330
Total Outstanding Investments					\$41,746,637

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of December.
- Ninety percent of the personal property forms that were received were entered in the database. The accounts that failed to file as required by law were identified and will be valued in January. Accounts with manufacturing exemptions were processed for submission to the State of Connecticut.
- The inspection of properties with building permits that affect the real estate value and require field work was completed.
- The supplemental motor vehicle list was completed.
- The regular motor vehicle list was received from Connecticut Motor Vehicle Department and all unpriced vehicles were priced.
- Meeting for the Board of Assessment Appeals were scheduled for March 2010. A copy of the schedule was posted with the Town Clerk and filed on the Assessor homepage of the web site.

Revenue Collector

- Revenue Collections for December for Current Grant List amounted to \$7,789,267. The second installments for Real Estate and Personal Property were mailed early in December which enabled taxpayers to make their payments earlier for their Internal Revenue Service tax deductions.
- Collections on the Supplemental Motor Vehicles were \$52,260 which was lower than last year, while \$47,332 was collected for back taxes.
- December's collections for the 2008 Grand List was in line with last year's rate of 60%.
- The software vendor omitted the scan line on the supplemental motor vehicle bills making it necessary for the payments to be processed in the revenue office.

PURCHASING

- RFP No. 2, 2009-10, Revaluation Services: Closed December 3, 2009
 - Two proposals were received and are currently under review by the Town Manager's and Assessor's staff.

TOWN CLERK

- There were 519 documents filed on the land records during December. \$42,245.22 was collected in State conveyance tax and \$21,122.60 was collected in Town conveyance tax.
- There were 76 property transfers during the month. Total property sales for December were \$8,449,040. This compares to December 2008 when there were 57 property transfers totaling \$6,552,213.
- Four residential properties each sold for over \$300,000.
- 78 deeds, 53 mortgages, 52 liens and 179 releases were recorded.
- 92 vital records were certified; 13 burial permits and 5 cremation certificates were filed.
- Six Notary Public commissions and 11 Trade Names were catalogued.
- 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.

DATA SUMMARY DECEMBER 2009				
	<u>December-09</u>	<u>December-08</u>	<u>FY 09/10 to Date</u>	<u>FY 08/09 to Date</u>
Land Record Documents	519	420	2534	1943
Dog Licenses Sold	18	16	412	455
Game Licenses Sold	57	284	340	770
Vital Statistics				
Marriages	22	18	125	128
Civil Unions	0	0	0	2
Death Certificates	27	24	164	134
Birth Certificates	25	25	122	95
Total General Fund Revenue	\$ 39,447.33	\$ 28,445.69	\$273,898.70	\$300,175.53
Town Document Preservation	\$ 916.00	\$ 760.00	\$ 5,930.00	\$ 5,665.00
State Document Preservation	\$ 916.00	\$ 760.00	\$ 5,936.00	\$ 5,681.00
State Treasurer (\$26 fee)	\$ 16,488.00	\$ 9,880.00	\$106,602.00	\$ 60,892.00
Locip	\$ 1,374.00	\$ 1,140.00	\$ 8,886.00	\$ 8,166.00
State Game Licenses	\$ 1,655.00	\$ 5,054.50	\$ 4,534.50	\$ 12,525.00
State Dog Licenses	\$ 152.00	\$ 107.00	\$ 2,469.00	\$ 2,755.50
Dog Licenses Surcharge	\$ 56.00	\$ 44.00	\$ 894.00	\$ 1,008.00
Marriage Surcharge	\$ 190.00	\$ 133.00	\$ 1,444.00	\$ 1,368.00
Grand Total	\$ 61,194.33	\$ 46,324.19	\$410,594.20	\$398,236.03

POLICE DEPARTMENT

- Patrol Calls for December are as follows:

Patrol Calls December, 2009					
Alarm Burglary	125	F/Hazmat	1	MVA Evading	16
Alarm Hold-up	6	Fire/COOnoSymptoms	0	MVA Fatal	0
Animal Complaint	18	Fire/COSymptoms	0	MVA Injury	13
Arson	0	Fire/Other	6	MVA Property	120
Assault IP	0	Fire/Structure	16	Neighbor Dispute	3
Assault Report	2	Fire/Vehicle	2	Noise Complaint	15
Assist Other PD	38	Fire/Water	2	Notification	4
Bad Check NSF	4	Fingerprints	21	Open Door/Window	1
Bike Found	1	Fireworks Complaint	0	Parking Violation	13
Bike Lost	0	Follow-up Inves.	110	Property Found	6
BOLO	0	Gun Call	0	Property Lost	10
Breach of Peace IP	10	Harassment	16	Recovered MV	1
Breach Of Peace Report	4	Hazardous Condition	14	Robbery IP	0
Burglary IP	2	Homicide	0	Robbery Report	0
Burglary Report	18	Illegal Dumping	0	Serve Subpoena	4
Car Seat Install	2	Indecent Exposure	0	Serve Warrant	29
Check the Welfare	67	Intoxicated Person	4	Sexual Assault Report	0
Clear Lot	0	Juvenile Complaint	12	Shots Fired	0
Court Detail	21	K9	5	Special Detail	51
Criminal Mischief Graffiti	0	Landlord/Tenant	3	Stolen MV	2
Criminal Mischief IP	0	Larceny from MV	27	Sudden Death	1
Criminal Mischief Report	16	Larceny IP	10	Suicide	1
CSO Detail	11	Larceny Report	52	Suicide Attempt	1
Customer Dispute IP	7	Liquor	0	Suspicious MV Occ	36
Customer Dispute Report	5	Location/Directed Ptrl	46	Suspicious MV Unocc	4
Dog Complaint	27	Lockout MV	2	Suspicious Person	69
Domestic Dispute	31	Lockout Residence	1	Threatening IP	2
Drug Investigation	5	Medical	213	Threatening Report	2
DUI	6	Missing Person	5	Town Ordinance Vio.	4
Emotionally Disturbed Person	7	MV Assist	79	Traffic Stop	573
Escort	37	MV Complaint	30	Trespass IP	5
F/Alarm	12	MV Abandoned	2	Trespass Report	1
				TOTAL	2,148

Detective Division:

- Handled 116 investigations, 65 remain ongoing and 51 were closed by investigative methods. Detectives continue to actively investigate several robberies which occurred in November.
- Received a CODIS "DNA" hit on an item of evidence collected at a 2005 Bank Robbery. CODIS is the combined DNA Index System which analyses DNA samples of convicted criminals against the evidence submitted by police to the state laboratory. This incident is currently under investigation by the Detective Division.
- Investigated an untimely death at a local residence on December 1. Detectives processed the scene and investigated along with the Patrol Division.
- Processed the scene of a serious assault on December 4. Detectives photographed the scene, collected evidence and documented the scene for further investigation.
- Investigated an untimely death at a local residence. Detectives processed the scene and continue to investigate the incident.

- Located a stolen construction vehicle described as a New Holland Skid Steer. The vehicle valued at approximately \$25,000 was seized and is being held as evidence. The incident is currently under investigation.
- The Juvenile Officer is currently investigating a juvenile sexual assault case and two suspected pedophile investigations among other ongoing investigations.
- Processed seventeen crime scenes in December, in some cases collecting DNA, fingerprints and other items of evidence.
- Forty-one arrest warrants were served this month, thirty-five by Patrol Officers and six by Detective Division personnel.

Community Service Officers (CSO):

- Participated in the annual “Stuff a Cruiser” Event held at Wal Mart. Approximately 1500 toys, clothing and food items were collected for needy Newington families. Members of the Newington Police SWAT team also helped in the event with the regional Bear Cat tactical vehicle on display for people to view. During the evening members of the CSU also attended the tree lighting ceremony in the center of town. Residents were encouraged to donate a canned food item as part of the “Can in the Cruiser” event.
- Attended the Chamber of Commerce meeting where Ed Meehan was the guest speaker and updated chamber members on upcoming business and road improvement projects.
- Gave a presentation on marijuana addiction and the dangers of excess alcohol to approximately 150 seniors at the Newington High School. The presentation was given as a 5 part seminar series for graduating seniors. The seniors were given a pre-test and then watched a DVD entitled, “Up Against the Stem”, which was produced in part by Oregon State University and contains several interviews with teenagers in Oregon who have become addicted to Marijuana.

UCR/NIBRS Selected Crimes
Preliminary November 2009 **November 2008**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-		-0-	-0-
Forcible Rape	-0-		2	-0-
Robbery	4	\$4,629	1	\$13,000
Assault	3		4	-0-
Burglary	10	\$13,820	7	\$47,281
Larceny Theft	68	\$20,551	49	\$93,383
Auto Theft	6	\$16,078	5	\$36,000
Totals	91	\$55,078	68	\$189,644

- In November 2009 the Police Department arrested 104 adults; 1 for robbery, 8 for assaults, 5 for burglary, 1 for auto theft, 4 for forgery/fraud, 3 for vandalism, 2 for weapon violations, 10 for narcotic violations, 4 for offenses against family & children, 18 for DUI, 3 for liquor law violations, 20 for larcenies, 1 for disorderly conduct, and 24 for other miscellaneous offenses. The Department also referred 10 persons under the age of 18 for criminal acts; 3 for assaults, 1 for vandalism, 1 for liquor law violations, and 5 for other miscellaneous offenses.

FIRE DEPARTMENT

	<u>December</u> <u>2009</u>	<u>YTD</u> <u>Cum.</u>
Residential	15	103
Commercial, Industrial, Office	8	31
Hospital, School	0	6
Vehicle	2	12
Rescue, Police Assistance	1	9
Dumpster, Rubbish, Grass, Brush, Leaves	2	17
Hazardous Materials/Clean up	2	14
Investigative Alarm	16	130
False Alarm	0	0
Mutual Aid/Standby	1	2

Carbon Monoxide Investigation	1	5
Water Related Incidents/Pump-Outs	0	0
Total	48	329

Training Summary

		Members	Hours
Multi-Company Training	Critique of 3310 Berlin Turnpike Fire	72	216
Company Training	Ground Ladders	12	36
Officer's Training	Preparing Building Inspection	25	50
	Building Pre-Plans	10	120
Department Drill	Hybrid Vehicles	57	171
Driver Training	Recertification	21	168
Total			716

FIRE MARSHAL

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

Inspections	19
Inspection Follow-Ups	44
Plan Review	2
Job Site Inspections	16
Underground Tank Removal	0
Fire Investigations	1
Fire Alarm Trouble	1
Complaints	4
Haz/Mat	0
Bomb Threats	0
Blasting	0

Incidents:

- December 27, 2009 at 03:50 hours a fire of undetermined origin caused extensive damage to a business located at 3310 Berlin Turnpike. The state fire marshals office is assisting Newington investigators in determining the cause and origin. No injuries were reported during the incident which brought aid from Wethersfield, Rocky Hill, Berlin, Cromwell, and Farmington.

Meetings/Training:

- Fire Marshal Schroeder attended the monthly meeting of the Capitol Region Fire Marshal's Association in Wethersfield.
- Fire Marshal Schroeder attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford.

HIGHWAY DEPARTMENT

Administration

- Prepared 2010-2011 annual budgets.
- Attended several Council meetings to discuss sanitation contracts.
- Implemented standard operating procedures and policies for newly acquired aerial lift.

Roadway Maintenance

- Crews completed spot checks of additional leaf collection to complete Annual Leaf Program.
- Cleaned waterways in several locations including Churchill Park and Piper Brook.
- Prepared sand barrels in various locations throughout Town in preparation of winter season.
- Continue with patching of potholes and curb pick up.
- Crews trimmed branches/limbs from roadside.
- Repaired mailboxes damaged due to storm plowing operations.
- Crews dispatched 9 times for the month for snow/ice conditions resulting in a total of 17 ¼ " accumulation.
- Completed Town center post-storm clean up and line-of-sight operations.
- Personnel attended aerial truck training.

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs.
- Assisted Highway personnel in snow plowing operations.
- Remove crosswalk signs at Garfield Street and Market Square.
- Remove speed bumps on Roseleah Avenue.

Fleet Maintenance

- Completed scheduled maintenance and emergency repairs.
- Prepared all snow plow trucks and equipment for winter season.
- Three mechanics attended Mechanics Training Seminar.
- Attended bucket truck training.

Sanitation/Recycling/Landfill

- Scheduled 658 residential bulk items for collection.
- Scheduled 69 condominium bulk items for collection.
- Scheduled 32 condo/residential scrap metal items for collection.
- 4,080 tons of cumulative Residential Municipal Solid Waste was collected from July 1 – November 30, 2009.
- 905 tons of cumulative recyclables was collected from July 1 - October 31, 2009.
- Issued 13 permanent landfill permits and 1 temporary permits.

ENGINEERING DEPARTMENT

- During the month of December, the Department issued and inspected five excavation permits: 1 driveway/curb cut excavation, 1 sewer lateral, 2 water lateral, 1 storm drainage lateral
- Finalized the revisions to the Inland Wetlands Regulations. Scheduled a Public Hearing to be held in January 2010.
- Participated in weekly site meetings with the contractor for the Municipal Parking Lot Project. A binder course was installed on a majority of the project.
- Met with representatives of CNG regarding the Kelsey Street and Church Street Pavement Rehabilitation project. The gas company is experiencing numerous leaks in their existing gas line on Kelsey Street. They intend to install a new main on Kelsey Street between Christian Lane and Orchard Avenue. This work will need to be accomplished prior to our contractor paving the final surface course this coming spring.

TOWN PLANNER

Municipal Parking Lot Improvement Project

During December the project contractor completed binder pavement course, concrete islands and a portion of the sidewalks. All lighting conduit, bases and fixtures were installed. Additional electrical work remains to install photo cells and the decorative light fixtures on the center green. Also completed was the new relocated dumpster enclosure. Weather permitting; the contractor will continue to lay out the center green granite curbing. Change Order three was approved to install an open power conduit to the center green for future wiring of video and public address equipment.

Draft 2020 Plan of Conservation and Development (POCD)

The TPZ moved its December meeting to the Town Council Chambers to accommodate the large number of residents who have come to speak about the desire to protect the Cedar Mountain ridgeline area. Although most comments have focused on Cedar Mountain, the issue of open space preservation has caused many residents to review the entire draft POCD; their public participation is very beneficial to the Commission's effort to reflect our residents' vision in the long range plan.

EDC Vacant Building Inventory

The Town Planner has completed a Townwide survey of vacant non-residential buildings. The survey date is current to December 1, 2009. It is a listing by address, building size and realty contact phone numbers for the 63 properties that were inventoried. This will be used by the Town Planner to assist new and relocated businesses looking for space in Newington. The Vacant Inventory Report is posted on the Town Planner's website.

TPZ 2010 Officers

On December 9, 2009, the Commission elected the following Officers for 2010:

David Pruet, Chairman

Dominic Pane, Vice Chairman

Michelle Camerota, Secretary

2009 Small Cities Grant Award

The contract for our \$500,000 Small Cities Grant award, project financing plan and budget were completed in December and submitted to DECD. This grant will be used to improve Mill Street Extension for access to the Phase II New Samaritan age restricted housing and to replace the existing unimproved Senior Center parking lot with a new lot properly constructed with drainage and lighting.

BUILDING DEPARTMENT

- Chief Building Official Doug Jourdan has been working with CRCOG on the following press release regarding new Permit Tracking System:

December 2, 2009 - FOR IMMEDIATE RELEASE

Eight Connecticut Towns Sign up for Regional On-Line Permitting System

Residents and businesses in some Connecticut towns will soon be able to apply for and receive their building permits over the internet, thanks to a regional e-government initiative being managed by the Capitol Region Council of Governments (CRCOG).

"This program will save Connecticut businesses a significant amount of time and money, avoid wasted trips to Town Hall, and allow municipal staff to operate more efficiently," said Mayor Melody Currey, Chair of CRCOG and Mayor of East Hartford, one of eight Connecticut towns participating in the program.

Currently, to obtain even the simplest permit, applicants need to drive to Town hall, fill out forms, and submit them. When the permit application is received, a clerk must manually verify that the contractor has the appropriate license and insurance, and then enter all of the information into a computer or use a paper filing system to track the permit through the approval process.

The new system will automate many elements of the permitting process. Simple permits will be obtainable over the internet, and the process of verifying contractor licenses and ensuring that taxes on the property are paid will be automated. Applicants will also be able to check on the status of their permits and request inspections on-line.

A similar effort in Washington State has saved contractors over \$40,000 in direct labor costs simply by eliminating unnecessary trips to Town Halls.

"This program is a win for towns and their permitting customers," said Lyle Wray, Executive Director of CRCOG. "It will make construction, remodeling, and other development projects easier and less costly and help hard working municipal staff work more efficiently in a time of tightening budgets and reduced staffing."

The eight towns participating in the first phase of this program are: Bolton, Coventry, Glastonbury, East Hartford, Manchester, **Newington**, Simsbury, and Wethersfield. Towns will provide the service using ViewPermit software, a product of Massachusetts-based ViewPoint GIS, chosen for the regional effort through a competitive selection process.

The towns are receiving the software at a significant discount because of the regional nature of the system, which reduces the costs. In addition, they are receiving subsidies of \$25,000 to \$15,000, part of an Office of Policy Management grant received by CRCOG to promote service sharing among municipal governments. The software is anticipated to be available on-line in March, 2010.

- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Portable & Temporary Heating Requirements – 12/16/2009
 - A. Hanke - Portable & Temporary Heating Requirements – 12/16/2009
 - D. Zwick - Portable & Temporary Heating Requirements – 12/30/2009
- There were four Certificates of Occupancy issued in December, for residential houses located at 50 Waverly Drive, 184 Barkledge Drive, 57 Tunxis Road and 172 Barkledge Drive.
- Building Department Inspectors completed a total of 325 inspections. they were: alarm (1), auto accident (1), boiler (2), co (25), code (3), decks (9), drains (2), electrical (83), fire wall (2), fire damage (4), footings (7), foundation (3), framing (24), gas fireplace (2), gas line (15), gypsum (11), insulation (15),

mechanical (23), piers (1), plumbing (20), roofing (2), rough (34), sheathing (4), sheetrock (7), siding (1), sill (2), site visit (11), slab (2), solar (1), tank (3), trench (2), windows (2), wood / pellet stove (1).

The total number of Building/Renovation Permits issued for the month of December was **129** producing a total permit value of **\$562,307.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	17	172,920
DECK	1	1500
DEMOLITION	0	0
ELECTRICAL	38	65,633
FENCE	0	0
FIRE SUPPRESSION / SPRINKLER	0	0
FOOTING / FOUNDATION	0	0
FUEL TANK	2	4,000
GARAGE / SHED	2	9,737
MECHANICAL	26	130,147
NEW COMMERCIAL	0	0
NEW RESIDENTIAL	0	0
PLUMBING	14	32,180
POOL	0	0
ROOFING / SIDING	19	119,476
SIGN	10	26,714
TENT	0	0
TRAILER	0	0
TOTAL	129	\$562,307

Permit Value Comparison for December

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$562,307	\$1,219,642
Building Permit Fees Received	\$7,671	\$15,296
Other Income Fees	\$787	\$1,855
Building Permits Issued	129	126

Total Value of Permits and Permit Fees:

<u>2009-2010</u>		<u>2008-2009</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$17,680,322.00	\$139,485.00	\$34,583,408.00	\$377,732.00

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Town of Newington Inspections

- New Complaints: 8
- Food Service Inspections: 27
- Daycare Inspections: 1

Meetings and Professional Development

- Participated in the ongoing H1N1 flu clinics being offered by the health district.
- Held CCHD environmental staff meeting on December 7, 2009 in Rocky Hill. Reviewed Food Establishment Handbook revision, discussed itinerant vendor (food storage and well water requirements), and back flow prevention devices in water closets.
- Attended CCHD Staff Meeting on December 21, 2009. DOH discussed CCHD Board of Health meeting/topics, H1N1 follow up, and staff provided overview of work in process.

Activities and Projects

- Conducted a preoperational inspection and met with the owners of a new food service establishment on the Berlin Turnpike in Newington. The new restaurant (Carson's) has beer brewing equipment on site

and will be offering their own store brewed beer.

- Met with the owner of a proposed food service establishment to be located on Willard Avenue in Newington. The restaurant will be called “Chef’s Dog House” and serve various sandwiches, burgers hot dogs, and salads. Renovation work is scheduled to start the beginning of 2010.
- Completed CCHD, Mandated Food Service Inspection Report (November 1, 2008 through October 31, 2009). Routine inspection frequencies were evaluated for 432 licensed food service establishments in the district. 1,300 routine inspections were completed at these establishments. The compliance rate for mandated inspections was 96%. 302 reinspections were conducted in district restaurants to address debited items or food inspection failures.

HUMAN SERVICES

December 2009 Statistics

Selected Programs	FY 09-10 Undp. Total This Month	FY 09-10 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD
Youth and Family Counseling	51	52	91	70
Positive Youth Development	132	132	1361	1852
Youth Works (Job Bank)	3	3	19	27
Information and Referral	584	558	2881	2138
Social Casework Cases				
Under 55 = 56				
Over 55 = 56	112	91	201	186
Food Bank Households	107	101	755	645
Special Needs	8	14	92	120

- The Holiday Toy and Gift Program was the focus of the Department with the distribution occurring on December 16, 17 and 18. A total of 398 households composed of 208 seniors, 368 adults and 337 children benefited. This is a 28% increase from last year.
- Over 2,100 toys and gifts were received as Newington residents and organizations were extremely generous through donations, contributions and sponsoring households. Every segment of the community was represented including business, schools, town departments, civic and religious groups in addition to individual residents.
- Coordinator Karen Futoma, and Social Worker Carol LaBrecque were assisted by other staff, student interns, and 40 volunteers who all did an outstanding job of preparing for and helping with the distribution. Volunteers also delivered toys to 70 homebound residents.
- The Human Rights Commission continued to plan “Newington Has Talent” as a fundraiser for the Department Special Needs Fund. Auditions are scheduled for January 30 with the event to be held Friday February 26 in the Town Council Chambers. Steve Parker and Gary Byron will be the Masters of Ceremony. The program will also be broadcast on Channel 14.
- The Youth-Adult Council met during December and continued to prepare for several community education programs including one on internet safety, bullying prevention, and substance abuse prevention. The annual Super Hoop-La Basketball event is scheduled for March 5.
- Director Ken Freidenberg worked on the Department budget which was submitted at the end of the month.
- This month the Department received 584 information and referral calls or walk-ins.
- The Food Bank assisted 107 households and the Outdoor Market co-sponsored with Food Share served 193 eligible households on three days this month.
- The Special Needs Fund assisted 8 households and the Clothing Closet served 20.
- The Social Casework Program had an extremely high caseload of 112 with 40 new referrals. Presenting issues included financial and energy assistance, domestic conflict, health and mental health. Social Workers assisted many seniors dealing with the changes in Medicare and choosing a Medicare D provider. Several police referrals also required immediate responses and follow up.

- The Youth and Family Counseling Program had an active caseload of 51 with 10 new referrals, 9 inactive and 9 closed. Staff and contractors provided 92 clinical therapy sessions and made 105 contacts with families and other agencies. Presenting issues included abuse and neglect, depression, oppositional defiance and marital conflict.
- Clinical Coordinator Christina Salvio continues to co-facilitate two groups at Martin Kellogg and the offer a monthly parent group to SEPTA.
- The Juvenile Review Board handled two cases this month.
- Positive youth development programs and activities involved 70 youth.
 - The SCORE after-school program wrapped up the fall cycle with December Vacation Adventures including Science Exploration at the Connecticut Science Center, Roller Skating, Laser Tag and Bowling, Lunch and a Movie.
 - The High School Adventure Club held one activity this month and is planning several multi-day trips for this winter and spring.
 - The 2010 Winter/Spring SCORE after-school program brochure was distributed to all middle school students. The brochure is also available on the town website, at Human Services, the Library and Parks and Recreation. Programs include laser tag, mini golf, indoor climbing wall, roller skating, ceramic making, trips to avery soda factory, greens farm and empower leadership sports and adventure center, rock climbing, geo-caching, canoeing, hiking, horseback riding, mini-golf, go-carts and dances for 7th and 8th graders co-sponsored with parks and recreation.
 - Four requests for volunteer community service were received with over 40 hours completed.

SENIOR AND DISABLED CENTER

- The Annual Kiwanis Dinner, scheduled for December 9th at the High School, was held at the Senior and Disabled Center instead on December 17th due to snow. Along with members of the Senior Club, a buffet was enjoyed by Town and State Officials. Thanks to the Kiwanis and the members of the Key Club who assisted.
- The AARP Chapter 697 held their holiday banquet on December 15th at the Chowder Pot.
- On December 18th the Center received a visit from the children from NECCI Day Care Center who entertained with holiday songs followed by a visit from Santa Claus. Refreshments were provided by Newington Health Care Center.
- November 15 through December 31 is the annual open enrollment period for Medicare Part D but this year the demand for assistance skyrocketed because of a change in the State ConnPACE program that required many people to enroll in a new Part D 'benchmark' program in order to maintain their benefits. Staff and CHOICES volunteers assisted almost 100 residents in a process that takes about one hour per person. In addition, Center staff reviewed previous client files to proactively identify and reach out to residents who may have missed their mailed notices.
- On December 3rd Mary Sullivan from First New England Federal Credit Union presented a program titled Taking the Mystery Out of Identity Theft ; giving some basic information about identity theft and how to protect against it.
- The classic holiday movie "Miracle on 34th Street" was shown on the big screen on December 4th, complete with popcorn and refreshments.
- Michael Robinson, Executive Chef at Emeritus of Rocky Hill spoke about diabetes and healthy snacks and provided refreshments on December 11th.
- A Holiday Gift Card making workshop was held on December 15th in what has become a popular monthly program.
- The Center currently has 177 paid members, an increase of 30 from last month. An additional 558 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,281.25 hours of volunteer service was performed by 77 volunteers in the month.
- There were 45 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2,087 Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,288 trips in the month covering 3,658 miles. In addition, the Center offered its annual holiday shopping trip to the Christmas Tree Shop.
- Nurse Practitioner Stacie Zibel had 99 patient visits in the Monday Wellness Clinics this month. In addition Ms. Zibel saw 10 patients in senior housing sites.

PARKS AND RECREATION

Administration

- Superintendent completed working on the Parks & Recreation 2010 – 2011 budget and has forwarded it to the Finance Department.
- Superintendent has been working on a cost analysis comparing synthetic turf field versus natural turf field and looking for cost savings.
- Superintendent has been reviewing and revising job descriptions of the Parks and Recreation Department.

Recreation Division

- The Winter 2010 Program Guide was distributed to Newington residents as an insert in the December issue of Newington Life.
- Information is currently being compiled for the Spring 2010 Program Guide.
- Twelve children participated in a Gingerbread House Workshop that was offered on Monday, December 7th.
- S. Glasson attended a Connecticut Recreation and Park Association Executive Board meeting on Tuesday, December 15th.
- Training was held for the Aquatics staff on Wednesday, December 16th.
- Recreational swimming was offered during winter vacation week from Monday – Thursday, December 28th – 31st. Many residents took advantage of the opportunities to swim.
- Basketball team selection was held with over 100 volunteer coaches.
- Training was held for all Youth Basketball staff and coaches.
- Youth Basketball program began with 563 children registered for Grades 1 through 8 (61 teams).
- Basketball program began with 74 students registered for Grades 9 through 12 (9 teams).
- Background checks have been completed for all volunteer Youth Basketball and Travel Basketball coaches.
- A new Basketball Skills Academy was held for boys in grades 5 through 8 (16 participants).
- The fifth annual “Night of Lights” was held on December 5th in the center of town with approximately 100 people in attendance. The event combined the Wreath Lighting at the Waterfalls, the Tree Lighting on the Town Green, and the Holiday Carol Sing. The event was co-sponsored by the Newington Chamber of Commerce. A special thanks to all those who helped, including our Parks & Grounds Division, Deputy Mayor Mike Lenares, John Salomone, our Volunteer Fire Departments, the Police Department, Reverend Kenneth Brookes, Kellapella and Newington High School singers, Dunkin’ Donuts, and the businesses along Main Street.
- The Pictures with Santa event was held on the weekend of December 11-13. Approximately 200 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all.
- The 1st Sleigh Rides were held in Mill Pond Park on December 12th. Over 300 people enjoyed a free horse drawn sleigh ride around Mill Pond Park.

Parks and Grounds Division

- Leaf removal was performed as weather permitted.
- Division personnel applied protective surfacing to the school playground equipment. Staff applied 240 cubic yards, Elizabeth Green received the most.
- Division members also spent an entire week preparing for the tree lighting in the center of town as well as Mill Pond Falls.
- Lester Daigle (Park Mechanic) finished winterizing the sports complexes and irrigation systems.
- Division personnel responded to 6 incidents of snow or ice during the month.
- Cemetery operation during the month included a Wreaths Across America ceremony on December 12th 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.
- There were 9 interments in Town cemeteries during December.
- Division personnel were offline a total of 52.75 days in December.

LIBRARY

- In December a first draft copy of the expansion study was delivered by Kaestle Boos Associates. Library Board members received copies at their monthly meeting and will be offering feedback in January. Meetings with Library Administrators, Director of Facilities Management Bob Korpak, and design staff from Kaestle Boos will also take place in January.
- Traditional circulation of library materials was 31,758, a 5% increase over that of last December. During the vacation week, daily circulation numbers were at their peak, when each day over 1,500 items were borrowed by patrons. Sundays continue to be busy, as there was a 26% increase in circulation of materials and a 22% increase in foot traffic during the Sunday hours in December.
- 17,243 people entered the building during the month, an 8% increase from last year. 63,110 reference books were accessed remotely, and 12,469 online searches were completed in the Library.
- The children's book sites *Tumblebooks* and *BookFlix* were used 279 times.
- 86 books were downloaded from the Library's website for a total of 107,702 items checked out or used by library patrons. 1,718 items were added to the collection, and 360 items were mended by volunteers who logged in 110 hours doing this task as well as many other behind the scenes processing tasks.
- December services for children include 39 programs to a combined audience of 925. Preschool outreach, outreach to MKMS, and regular story based programs continued through the month.
- Vacation week specials included a visit by Daisy the Pig and Farmer Minor, the Sam Pasco Orchestra (courtesy of Newington Kiwanis Club), and *Trash to Tunes*, a music workshop that showed how to turn everyday objects into musical instruments.
- During the month of December, the only month that programming slows, book discussion groups and one program in the *Looking for a Job? Series* entitled *The Spiritual and Emotional Side of Job Loss* were presented for adults.
- The *Doing Business in Newington* brochure was updated with input and revisions from the appropriate Town department heads.
- Teen activities included an organizational meeting of an Anime Club. Plans include a regular meeting date of Wednesday nights.
- Library staff also participated in the Newington High School book club. A teen art display is being planned for January, complete with an opening reception that will include a performance by teen musicians.
- 4,368 reference questions were answered. 2,920 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Knitting patterns for a soldier's helmet liner.
 - How to start a cleaning business.
 - Lists of Pulitzer Prize winners.
 - Pros and cons of using Teflon vs. anodized aluminum.
- Library webpage visits numbered 4,821, an 11% increase over last December. Two of the most well used databases are Ancestry.com and Morningstar, an investment resource.
- Reference staff evaluated a language learning database and a decision was made to purchase it. Entitled Mango Languages, it includes many different online language courses, including ESOL courses. Other online databases were dropped in favor of this one, of which high usage is anticipated.
- As tax season rolls around, the Library takes the lead in the distribution of tax forms. As the main clearinghouse for all state and federal tax forms in town, hundreds of forms were and continue to be delivered, and preparations for the display, storage, and upkeep of them during the next four months were made by staff.
- IST projects this month included redesign of the teen page and children's homework help page, readers' advisory main page, and continued recording of screen casts for instruction on use of the virtual library.
- The House Committee of the Library Board conducted their semi-annual walkthrough of the building and grounds along with Library administrators. Considering the age of the building, it is in relatively good shape, due to the constant care and upkeep of it by Library and Town Facilities staff. The warm air blower and the elevator, both over 25 years old, appear to be on their way out. The shutters need to be replaced, and the Board is considering whether they can cover this cost.
- The Budget Committee of the Board also met with Director Marian Amodeo to discuss the budget request for FY2010-11.
- In personnel, Library Substitute Nicole Nichols was hired for the part-time position at the Circulation Desk. One staff member remains on extended medical leave. Evaluations of all staff continued during December.