



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 20, 2009
Re: Monthly Report – February 2009

GENERAL ADMINISTRATION

- Mayor Jeff Wright and I presented the “State of the Town” address at a breakfast event sponsored by the Chamber of Commerce on February 12.
- Several grievance hearings/mediation sessions were conducted during the month with both the AFSCME and IBPO Unions.
- Interviews were conducted with two candidates for the Groundskeeper IV position.
- Follow-up meetings with several department heads and with Administrative Group staff members were held regarding the proposed budget for fiscal year 2009-10.
- Several phone conversations and meetings were held with the developer and consultant regarding the proposed development of senior housing on the New Meadow site.
- Testified at a Legislative hearing in Hartford regarding a proposed tax on hotel rooms.
- Meetings were held with several developers and consultants regarding various ongoing projects.
- On February 23 the Town Council dedicated the vault in the Town Clerk’s area in commemoration of former Town Clerk Edward S. Seremet.
- A Special Referendum was held on February 24 on proposed revisions to the Town Charter; the issue failed.

Paid overtime for the month of February 2009 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	9.60	\$ 412.93
Weekend Stand-by and Call-in	16.00	715.04
Road Maintenance	14.90	1,891.92
Traffic	4.00	152.96
Snow Removal	<u>219.40</u>	<u>8,933.45</u>
Total	263.90	\$12,106.30
PARKS AND GROUNDS DIVISION		
Snow Removal	48.00	\$ 1,816.12
Cemetery	<u>23.00</u>	<u>869.18</u>
Total	71.00	\$ 2,685.30

POLICE DEPARTMENT	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD	2007-08 Budget Overtime Appr.	Overtime Expended 07-08 YTD
Administration	\$ 4,311.00	\$ 694.48	\$ 4,167.00	\$ 1,677.47
Patrol	600,000.00	356,717.58	727,443.00	453,469.70
Investigation	76,637.00	49,770.10	76,000.00	42,965.77
Communication	108,429.00	69,423.67	104,486.00	76,948.15
Education/Training	88,337.00	45,179.12	66,026.00	46,707.44
Support Services	38,137.00	23,175.53	36,827.00	21,024.58
Animal Control	12,070.00	5,219.60	11,706.00	4,169.42
Total	\$ 927,921.00	\$550,180.08	\$1,022,488.00	\$646,962.53
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 12,170.68	\$ 27,494.00	\$ 21,966.42
Snow and Ice Control	*39,136.00	140,201.63	127,912.00	91,310.97
Traffic	8,345.00	2,876.31	7,593.00	8,284.01
Vehicles and Equipment	*31,685.00	25,754.48	27,166.00	12,148.49
Leaf Collection	*44,713.00	44,712.81	62,521.00	59,077.71
Total	\$ 251,988.00	\$225,715.91	\$ 252,686.00	\$192,787.60
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 85,369.23	\$ 126,793.00	\$ 62,753.83
Cemeteries	14,893.00	7,678.72	14,893.00	7,443.30
Total	\$ 145,440.00	\$ 93,047.95	\$ 141,686.00	\$ 70,197.13

*Reflects intradepartment transfers.

The Police Department overtime expenditures increased \$84 from January (\$56,916) to February (\$57,000) primarily because there were fewer holidays but additional training.

- Patrol overtime equaled \$32,417, a decrease of 10% from January which is the lowest monthly overtime in five months due to fewer days off.
- Detective Division overtime increased by \$1,317, or 22%, for a total of \$7,103 due to additional Detectives working on the holiday and a sudden death investigation.
- Communications overtime decreased by \$1,943, or 20%, for a total of \$7,246 due to fewer holidays in February.
- Education/Training overtime for the month increased by \$4,518, or 550%, for a total of \$5,340 due to two training days and academy training. January did not have any training costs. This cost is still lower than previous months.
- Support Services overtime for month equaled \$4,555. This increase reflects a \$3,706 adjustment in January to charge the Board of Education for their half of the School Resource Officer. Otherwise, overtime reflects a 12% increase, or \$494, due to coverage for the holiday pay and School Resource Officer time off.
- Canine overtime remained at \$339 and reflects holiday pay at overtime.

PERSONNEL

- Lori Verreault, Executive Assistant to the Town Manager, submitted a letter of intent to retire in July. The position was advertised with a closing date of March 6.
- Michael Newton was promoted to the Groundskeeper IV position effective February 16 after interviews by an oral panel and Bruce Till, Superintendent of Parks and Recreation, and me.

RISK MANAGEMENT

- The seventh month of the 2008-2009 Blue Cross/Blue Shield plan year produced a combined paid claim total that was higher than the estimates that were developed at renewal. The total claims were estimated at \$718,448 per month; the initial number for January 2009 came in at \$736,683.

Cumulative Claims through January 2009

	Town	Board of Education	Total
Estimated Claims	\$1,201,200	\$3,827,936	\$5,029,136
Actual Claims	\$1,051,081	\$4,316,151	\$5,367,232

FACILITIES MANAGEMENT

- Facilities Management has begun working on spring preventative maintenance for the Town air conditioning systems and is preparing for exterior repairs at several locations. including the historical homes.
- 43 formal work orders were completed in addition to scheduled maintenance and project work assignments.
- Painting projects were completed for a large portion of the Senior and Disabled Center as part of the upgrades to the center after the recent installation of new carpeting.
- Quotes have been received for the replacement windows in the Kelsey House and will be reviewed so that an order can be placed in March. The new windows will be painted prior to installation, which will begin in the early spring.
- The architectural firm of Kaestle Boos has completed several preliminary designs for the Town Hall renovation which involves relocation of some departments to new areas within the building as part of the upgrade process. The building committee will be reviewing these plans during March in order to confirm an overall remodeling plan for the Town Hall.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 32 requests for service via the Internet.
- 9,022 unsolicited SPAM email messages and 2 virus/Trojans were blocked.
- 77 internal work orders were completed.
- The Town's website had approximately 21,454 visits during the month, 65,977 page views with an average of 3.08 pages viewed per visit. Library homepage, Site Search, Assessor homepage, Town Employment Opportunities and Parks and Recreation homepage were the most frequently visited pages.
- Worked with an outside vendor, Town Clerk Staff and the Facilities Department on the relocation of a Connecticut Department of Environmental Protection licensing kiosk to another location within the Town Clerk's Office.
- Installed Volo View Express on a computer in the Engineering Department and upgraded another computer to the latest release of Volo View Express.
- Work continued with the Police Department vendor on the installation of the CAD/RMS upgrade.

FINANCE

Accounting and Administration

- Final work on the Town Manager's 2009-10 budget was completed during the month including final departmental budget hearings as well as budget narratives.
- Meetings were held with the Town's Agent of Record, Lockton Benefits, in order to finalize the 2009-10 health benefits renewal.
- The 2008-09 mid-year budget transfers as approved by the Town Council were recorded onto the Town's accounting system.

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)
2/28/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2008-09</u>	<u>Year to Date</u>	
General Fund	\$900,000	\$428,435	\$47,113,382
Special Revenue Funds	\$53,000	\$26,619	1,868,598
Capital Projects Funds	\$6,100	\$6,181	526,680
Internal Service Fund	\$100,00	\$44,856	3,661,664
Trust and Agency Funds	\$38,000	\$15,649	1,472,692
TOTAL, ESTIMATED BY FUND			\$54,643,016

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
2/28/2009

	<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	1.05	1.22	34,896	29,766	\$41,778,237
CLASS PLUS	0.40	0.68	2,708	4,915	8,640,307
Financial Investor Trust	0.54	0.80	1,202	2,293	3,867,883
Bank North	0.60	0.56	115	119	250,308
Sovereign Bank MM	1.50	0.29	150	33	106,281
Total Outstanding Investments					\$54,643,016

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 February.
- There were 29 applications for the Board of Assessment Appeals that were processed. Appointments with the Board were set for March.
- The Assessor's website was updated to include the 2008 Grand List and new real estate sales activity through 2008.
- The Elderly Tax Relief Program started and some applications were processed in February. This process will continue through May 2009.

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 1,231 taxpayers for motor vehicles, 22 personal property and 1,437 real estate accounts for a total of 2,690 compared to last February's total of 1,510.
- Demand Notices were sent to 782 outstanding Supplemental Motor Vehicle Accounts.
- Collections on the current list totaled \$2,487,974.

PURCHASING

RFP NO. 8, 2008-09, NEWINGTON HIGH SCHOOL CODE COMPLIANCE ARCHITECTURAL SERVICES

Opening Date: January 29, 2009

Respondents

DuBose Associates, Inc., Hartford
Friar Associates, Farmington
Jacunski Humes, Berlin
Kaestle Boos Associates, Inc., New Britain
Lawrence Associates, Manchester
O’Riordan, Migani Architects, Seymour
Oak Park Architects, LLC, West Hartford
Schoenhardt Architects, Tariffville
Silver Petrucelli & Associates, Hamden

The proposals are under review.

RFP NO. 9, 2008-09, INSURANCE AGENT OF RECORD

Opening Date: February 2, 2009

Respondents

USI Connecticut, Meriden
TD Insurance, Wethersfield
H. D. Segur Insurance, Cheshire
R. C. Knox and Company, Hartford

The Standing Insurance Committee will meet in March to review the applications and make a recommendation.

BID NO. 5, 2008-09, WEST MEADOW CEMETERY EXPANSION

Opening Date: February 27, 2009

Bidder	Location	Base Bid/Unit Price*	Alt. 1: Northern Niche Facility	Alt. 2: Cremains Niche Facility	Alt. 3: 5 Military Mem.
Catco Construction	Bristol	\$330,000/200	\$47,000	\$67,600	\$ 85,450
BCI/Butler Co.	Windsor	542,396/100	74,000	57,000	131,000
Xenelis Construction	Middlefield	477,000/40	92,000	131,000	156,000
Palazzo Construction	Rocky Hill	435,987/75	55,042	76,740	136,320
Richards Corporation	Terryville	434,700/125	64,000	90,000	131,000
Simscoff Echo Farms	Simsbury	399,978/200	71,890	53,087	123,655
CT Carpentry	Rocky Hill	594,900/175	115,500	185,000	145,000
Midstate Site Dev.	Canton	341,970/500	48,500	69,390	111,860
Mastrobattisto, Inc.	Bristol	309,730/1,500	37,393.63	52,789.97	97,250
ConnStrux	Plainville	392,000/2,300	45,000	53,000	100,000
Hubert Butler Constr.	Portland	522,500/150	60,900	87,250	172,500
Paramount Construction	Newington	336,600/60	36,500	51,200	97,300
VMS Construction.	Vernon	509,000/100	116,300	187,700	116,900

*The Unit Price is a cost per cubic yard, for rock excavation by blasting, to be multiplied by 20 cubic yards.

The West Meadow Cemetery Expansion Project Building Committee will meet on March 2 to review the bids and make a recommendation to the Town Council.

TOWN CLERK

- 408 documents were filed on the land records during February. \$22,927.60 was collected in state conveyance tax and \$11,463.80 was collected in town conveyance tax.
- There were four residential properties that each sold for over \$300,000.
- The office documented 12 Notary Public commissions.
- 54 vital records were certified; 8 burial and 3 cremation permits were issued.
- 10 Trade Name Certificates were filed.
- 47 deeds were recorded; 124 mortgages, 21 liens and 150 releases were catalogued.
- The office was open on Saturday, February 21, from 9 a.m. until noon to issue absentee ballots for the February 24 Charter Revision Referendum.

- On February 24, the Town Clerk's office participated in an official capacity in the Referendum process.

DATA SUMMARY - FEBRUARY 2009				
	<u>February 2009</u>	<u>February 2008</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	420	493	3,723	4,433
Dog Licenses Sold	14	17	481	493
Game Licenses Sold	55	189	992	1,063
Vital Statistics				
Marriages	9	10	143	173
Civil Unions	0	0	2	5
Death Certificates	32	11	199	187
Birth Certificates	21	8	193	184
Total General Fund Revenue	\$ 25,714.70	\$ 38,699.43	\$296,891.06	\$530,682.72
Town Document Preservation	\$ 816.00	\$ 906.00	\$ 6,959.00	\$ 8,367.00
State Document Preservation	\$ 816.00	\$ 910.00	\$ 6,974.00	\$ 8,394.00
State Treasurer (\$26 fee)	\$ 10,556.00	\$ 11,830.00	\$ 90,220.00	\$108,524.00
Locip	\$ 1,218.00	\$ 1,365.00	\$ 10,410.00	\$ 12,522.00
State Game Licenses	\$ 1,225.00	\$ 4,108.00	\$ 16,983.00	\$ 19,484.50
State Dog Licenses	\$ 100.50	\$ 134.50	\$ 2,950.50	\$ 3,343.50
Dog Licenses Surcharge	\$ 36.00	\$ 52.00	\$ 1,076.00	\$ 1,232.00
Marriage & CU Surcharge	\$ 95.00	\$ 171.00	\$ 1,558.00	\$ 2,033.00
Grand Total	\$ 40,577.20	\$ 58,175.93	\$434,021.56	\$694,582.72

POLICE DEPARTMENT

- Recruits Reza Abbassi and Michael Karski graduated from the Municipal Police Academy on February 10. They will continue their training within the department over the next 12 weeks with a Field Training Officer.
- Twenty-four arrest warrants were served this month, eight by Detectives and 16 by Patrol Officers.

Patrol Calls February 2009					
Alarm Burglary	121	F/Alarm	26	MVA Evading	14
Alarm Hold-up	5	F/Hazmat	1	MVA Fatal	0
Animal Complaint	15	Fingerprints	23	MVA Injury	10
Arson	0	Fire/CO No Symptoms	0	MVA Property	108
Assault IP	2	Fire/CO Symptoms	0	Neighbor Dispute	8
Assault Report	2	Fire/Other	8	Noise Complaint	10
Assist Other PD	38	Fire/Structure	7	Notification	1
Bad Check NSF	2	Fire/Vehicle	2	Open Door/Window	5
Bike Found	0	Fire/Water	2	Parking Violation	143
Bike Lost	0	Fireworks Complaint	0	Property Found	5
BOLO	0	Follow-up Investigation	69	Property Lost	0
Breach of Peace IP	7	Gun Call	1	Recovered MV	1
Breach Of Peace Report	1	Harassment	16	Robbery IP	1
Burglary IP	0	Hazardous Condition	24	Robbery Report	0
Burglary Report	4	Homicide	0	Serve Subpoena	0
Car Seat Install	5	Illegal Dumping	3	Serve Warrant	30

Check the Welfare	61	Indecent Exposure	0	Sexual Assault Report	2
Clear Lot	1	Intoxicated Person	6	Shots Fired	0
Court Detail	18	Juvenile Complaint	11	Special Detail	58
Criminal Mischief Graffiti	1	K9	8	Stolen MV	4
Criminal Mischief IP	1	K9 Other	0	Sudden Death	1
Criminal Mischief Report	18	Landlord/Tenant	3	Suicide	0
CSO Detail	13	Larceny from MV	10	Suicide Attempt	1
Customer Dispute IP	10	Larceny IP	12	Suspicious MV Occ	28
Customer Dispute Report	2	Larceny Report	35	Suspicious MV Unocc	10
Directed Patrol	0	Location	82	Suspicious Person	72
Dog Complaint	36	Lockout MV	3	Test Police	1
Domestic IP	23	Lockout Residence	2	Threatening IP	0
Domestic Report	8	Medical	159	Threatening Report	0
Drug Investigation	8	Missing Person	4	Town Ordinance Violation	2
DUI	11	MV Assist	67	Traffic Stop	855
Emotionally Disturbed Person	9	MV Complaint	47	Trespass IP	4
Escort	31	MV Abandoned	3	Trespass Report	1
				TOTAL	2,462

Detective Division:

- Handled 84 investigations in February; 51 remain ongoing, 31 were closed, and two were suspended.
- Closed three burglary investigations via DNA evidence collected by Newington Detectives. Arrests were made by matching the offenders' DNA through the CODIS System DNA database.
- Investigated a daytime home invasion. The scene was processed for evidence and the incident is currently under investigation.
- Detectives traveled to New York to arrest a fugitive from justice. The suspect was wanted for failing to properly register as a sex offender.
- Among other investigations, the Youth Officer is currently handling three juvenile sexual assault investigations.

Community Service Division:

- Taught the last lesson of the new Step UP! Program to 5th grade students at St. Mary's. The lesson included Internet safety, covering subjects such as predators, trolls, chat functions, online games, and how to create a safe online screen name or e-mail name.
- Attended a meeting with Newington Human Services, a CCMC physician and a NHS counselor regarding a tentative safety seat belt campaign at Newington High School.
- Gave a tour to a Cub Scout pack. At the conclusion of the tour the scouts were shown how to lift fingerprints from paper and other objects and how magnetic dusting powder works.
- Attended a Family with Service Needs (FWSN) meeting. The purpose of the meeting was to suggest ideas on how to improve the current FWSN system.
- Assisted the Human Services Department in the Adventure Builds Bridges program. The program began outside the Town Hall gym and consisted of team building drills for the students.
- Met with a consultant regarding development of a website and workbook for the Step Up! Program.
- Facilitated a presentation on Internet Safety at the February Kiwanis Club meeting. The presentation covered topics such as predators and trolls, open and closed chat rooms, social networking sites, cyber bullying, etc.
- Attended a Safe Routes to School meeting at the CRCOG offices in Hartford. The purpose of the meeting was to share information on how to start a Walk to School day with students and parents. Subsequently, the CSO met with the Safe Routes to School Committee at Martin Kellogg Middle School for the SRTS Walk About.

UCR/NIBRS Selected Crimes

Prel. January 2009

January 2008

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	-0-	-0-
Robbery	-0-	-0-	-0-	-0-
Assault	11	-0-	12	-0-
Burglary	7	\$8,772	1	-0-
Larceny Theft	50	\$28,554	45	32,699
Auto Theft	1	\$70,000	3	34,000
Totals	70	\$107,326	61	66,699

- In January 2009, the department arrested 99 adults: 15 for assaults, 3 for burglary, 20 for larceny, 6 for forgery, 10 for narcotic violations, 6 for offenses against family and children, 14 for DUI, 1 for liquor law violations, 3 for disorderly conduct, and 21 for other miscellaneous offenses. 14 persons under the age of 18 were arrested or referred for criminal acts: 4 for assault, 1 for larceny, 1 for vandalism, 2 for narcotic violations, 1 for offenses against family and children, and 9 for other offenses.

FIRE DEPARTMENT

The Fire Department responded to 58 alarms/emergencies as follows:

	<u>February 2009</u>	<u>8 months Cum.</u>
Residential	17	173
Commercial, Industrial, Office	2	36
Hospital, School	0	15
Vehicle	3	20
Rescue, Police Assistance	0	10
Dumpster, Rubbish, Grass, Brush, Leaves	4	27
Hazardous Materials/Clean up	0	25
Investigative Alarm	31	220
False Alarm	0	0
Mutual Aid/Standby	0	3
Carbon Monoxide Investigation	1	20
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	58	549

Training Summary:

		Members	Hours
Officer Training	Human Resource Management	23	69
On-Line Training	Fire Streams	2	2
	Driver Safety	50	150
	Blood borne Pathogens	70	210
	Fire Behavior	32	32
Multi-Company Training	Accountability, SCBA, SEMS System Cascade Filling Station	81	162
Driver Training		8	32
Total Training Hours			657

FIRE MARSHAL

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

Inspections	31
Inspection Follow-Ups	19
Plan Review	1
Job Site Inspections	13
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	6
Complaints	1
Haz/Mat	0
Bomb Threats	0
Blasting	0

- Fire Marshal Chris Schroeder attended the monthly meeting of the Capitol Region Emergency Planning Committee.

Incidents:

- On 2/13/09, an accidental fire in a hot tub on the rear deck of a Meadow View Court home resulted in moderate damage to the residence. A call from an alert neighbor prevented more serious damage.
- On 2/21/09, the storage of combustible materials too close to an oil fired furnace in the basement of a Main Street residence resulted in a small fire and light smoke condition within the home.

HIGHWAY DEPARTMENT

- Highway crews were dispatched during the month for a total of three snow events with a total accumulation of 3.5 inches. Only one event consisted of spot sanding due to icy conditions. Highway crews concentrated on snow removal at intersections and the Town Center.
- Crews began site improvements for material sorting at the Landfill recycling area.
- Miscellaneous projects completed throughout the month included the patching of potholes, refilling sand barrels, tree branch trimming, curb pick up from plow damage and the repair of mailboxes damaged during snow plow operations.
- Highway personnel continued with the OSHA mandated training courses utilizing the Target Safety training program through the internet.
- The Traffic Division, with the assistance of Highway personnel, continued with the replacement of regulatory signs throughout town due to damage, graffiti and old age. The fabrication and installation of street name signs continues.
- During the month, the Sanitation Division scheduled 289 bulky items, 22 metal items and 94 condo bulk items for weekly pick up for a total of 405 items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- During the month of February Repair Garage staff continued with the upkeep of snow fighting equipment. Mechanics also began seasonal maintenance on street sweepers; worked on completing vehicle setups of new police cruisers; started spring services/cleaning on highway road equipment along with the continuation of scheduled maintenance and emergency repairs on all Town vehicles.

ENGINEERING DEPARTMENT

- During the month of February, the department issued three excavation permits as follows:
 - 1 gas lateral service
 - 1 MDC manhole cover replacements
 - 1 driveway/curb cut excavation
- A plan showing existing and proposed grades and drainage for the paving of the Clem Lemire parking lot has been completed.
- Staff completed the survey for the repaving of the parking lot at Fire Station No. 3 on West Hill Road. A plan showing existing and proposed grades will be designed.

- Anthony Ferraro, Town Engineer, attended the monthly Transportation Improvement Committee (TIC) meeting sponsored by CROCOG. The focus of the meeting centered on the Economic Stimulus Program. Connecticut is expected to receive \$302 million in highway funding; CROCOG expects to receive about \$17 million. Since four communities (Manchester, South Windsor, Windsor and Rocky Hill) have already invested resources in developing plans for pavement resurfacing projects, TIC recommended approval of their projects which total \$9-10 million. This leaves a balance of about \$7-\$8 million for other projects.
- Met with Milone & MacBroom (consultant for the Kelsey/Church Street Pavement Rehab Project) and reviewed the preliminary plan to be submitted to the Department of Transportation (DOT) in early March.
- Sent notices and photographs to CNG of four separate locations where they took out sidewalk slabs in past years but temporarily replaced them with an asphalt surface. CNG will reconstruct the slabs with concrete this spring/summer.
- Met with representatives of DOT along with the developer for a parcel of land abutting Fenn Road and Cedar Street. DOT is also building a busway station at this location. There was mutual agreement to consolidate the drainage basins needed by DOT, the developer, and the Town, which is also involved in the redevelopment of the National Welding site.
- Mr. Ferraro attended a meeting sponsored by the Department of Environmental Protection (DEP) for all Inland Wetlands Agents. The focus of the meeting was to familiarize the group with upcoming developments by DEP to provide soils and wetlands data on a statewide level by means of the Internet.
- The Conservation (Inland Wetlands) Commission initiated a review of their Internal Rules and Procedures. As agent to this Commission, staff will be involved in drafting new language which will clarify and make the procedures more effective.

TOWN PLANNER

Downtown Revitalization Committee and Economic Development – Municipal Parking Lot Improvement Project:

- On February 9, a second public workshop on improvements to the municipal parking lot was held to discuss comments from property owners and businesses on the proposed conceptual master plan.
- The Town Planner also prepared a report recommending several refinements to the concept design. These items were reviewed with the project engineer, BL Companies, for consideration during the preparation of the draft site plan and preliminary cost estimates.
- On February 20, the Town Engineer and the Town Planner toured the municipal lot with BL to verify field conditions.
- The next phase of the project will move from concept to engineered site plans; it is anticipated that this work will take most of March to complete.

New Meadow Phase II Senior Housing:

- The New Samaritan Corporation was notified by HUD that it has been awarded funding to construct 32 affordable age-restricted apartments at New Meadow Phase II.
- Per the recommendations of the Town Council, staff has met with New Samaritan's architect to establish a project schedule and begin coordination with the Newington Housing Authority for a property boundary adjustment to facilitate placement of the housing on the north side of the parcel. This location requires the relocation of NCTV and the Art League.
- On February 18, Town Planner Ed Meehan met with the Housing Authority to brief them on this project and begin the preparation of the property survey maps that will be necessary for the boundary modifications.

Plan of Conservation and Development:

- On February 11, a contract was signed with a consultant, Planimetrics, to assist the Town Plan and Zoning Commission (TPZ) with preparation of the revised Town Plan of Conservation and Development. The Town received a \$20,000 grant from OPM for this project.
- The Town Planner has developed a project schedule to have a draft plan document ready for review in July and advertised for public hearing in late September. This timeline will permit adequate opportunity for public participation and comments by Town agencies.

2009 Community Development Small Cities Grant Program:

- On February 13, the Town Council approved the appointment of L. Wagner & Associates as the Town's Small Cities consultant. L. Wagner & Associates has worked with the Town since 1993.
- For the 2009 Small Cities program the administration will propose to the Town Council a grant application for roadway improvements to access the New Samaritan senior housing at New Meadow Phase II and construction of a parking lot for use by the Housing Authority and the Senior and Disabled Center.

Cedar-Fenn New Britain-Hartford Busway Project:

- On February 24, Town Planner Ed Meehan attended a meeting at Conn DOT to discuss preliminary roadway design plans to improve access to the Hayes-Kaufman development site, the Cedar North busway station and the Town-owned four acre former National Welding property.
- A shared roadway with a new traffic signal on Fenn Road is being evaluated to determine property impacts, traffic safety and costs. The widening of Fenn Road to provide a left turn lane for the proposed signal is constricted by the severe drop in topography along the west right-of-way.

BUILDING DEPARTMENT

- Two permits were issued for new single family homes in Newington in February (56 Kelsey Street and 168 Brockett Street).
- Two permits were issued for the Town of Newington:
 - Electrical Permit for Ruth Chaffee School – Replace gym lights with energy efficient T-5 fluorescent fixtures.
 - Electrical Permit for Elizabeth Green School – Replace gym fixtures to new T-5 energy efficient fixtures.
- Nine Certificates of Occupancy were issued in February with six for residential single family homes (21 Harlow Drive, 23 Harlow Drive, 228 Culver Street, 136 Barkledge Drive, 142 Barkledge Drive, and 151 Barkledge Drive) and three for commercial (505 Willard Avenue Bldg 2A for clerical office space, 150 Kitts Lane – Joey Garlic's, and a temporary Certificate of Occupancy for L.A. Fitness, 3563 Berlin Turnpike).

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

David Zwick	Administrative Provisions of the Conn. State Building Code, 2/10/09
Art Hanke	CBOA – Professional Accessibility Training, 2/19/09 Administrative Provisions of the Conn. State Building Code, 2/23/09
Richard Smith	Administrative Provisions of the Conn. State Building Code, 2/13/09
Doug Jourdan	Administrative Provisions of the Conn. State Building Code, 2/19/09

Building Inspectors completed a total of 213 inspections: Alarm (6), Boiler (2), CO (8), Code (1), Complaint (1), Construction Safety (1), Demo (1), Drains (2), Electrical (47), Final (1), Fire Wall (2), Footings (6), Foundation (4), Framing (20), Gas Fireplace (2), Gas Line (8), Gypsum (3), Insulation (3), Mechanical (29), Piers (1), Plumbing (21), Refrigeration (1), Rough (14), Site Visit (21), Slab (4), Sprinkler (3), Windows (1).

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	10	\$ 250,090
Deck	1	0
Demolition	0	0
Electrical	30	90,264
Fence	0	0
Fire Suppression/Sprinkler	2	63,000
Footing/Foundation	0	0
Fuel Tank	4	7,736
Garage/Shed	3	41,118
Mechanical	21	99,482

New Commercial	0	0
New Residential	2	385,236
Plumbing	18	13,160
Pool	0	0
Roofing/Siding	0	0
Sign	4	1,605
Tent	0	0
Trailer	0	0
Total	95	\$951,691

Permit Value Comparison for February:

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$951,691	\$2,000,697
Building Permit Fees Received	\$10,304	\$23,591
Other Income Fees	\$630	\$2,242
Building Permits Issued	95	130

Total Value of Permits and Permit Fees:

<u>2008-2009</u>		<u>2007-2008</u>	
Value	Permit Fee	Value	Permit Fee
\$37,427,501	\$409,985	\$40,572,131	\$462,606

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Attended the 13th annual Connecticut Section American Water Works Association technical conference and vendor expo held in Cromwell. The conference focused on new requirements for siting public water supply wells, notification and communication with local health departments during water emergencies, and cross connections at food service establishments.
- Conducted final inspections at the new LA Fitness club on the Berlin Turnpike. The club features state-of-the-art equipment, a cardio area, aerobic (group exercise) classes, aqua aerobics, heated lap pool, a jacuzzi, and saunas, to name a few. Two new pool licenses were issued to the club for the main swimming pool and the hot tub.
- Issued a food service license to Joey Garlic's located on Kitts Lane.
- Contacted the Department of Public Health (DPH) and the Department of Environmental Protection (DEP) to discuss and review issues related to a Newington project concerning wetland mitigation and mosquitoes.
- Worked with the State's Attorney's office to prepare an arrest warrant for a Newington property owner in violation of the DPH Lead Poisoning and Prevention Regulations.
- Worked with CCHD sanitarians and members of Stew Leonard's to develop an HACCP inspection program. Inspection/review of the food process is scheduled to take place in March.

HUMAN SERVICES

- The Youth-Adult Council will sponsor the annual Super Hoop-La Basketball game on Friday evening, March 6. The proceeds for this event are used for scholarships to graduating high school students.
- On February 17, the Human Rights Commission and Friends of the Library sponsored "All Together Now" with special guest Mary Jo Maichack. Ms. Maichack is a folk singer/minstrel and entertained children ages 4 and above. Over 30 children and their parents and grandparents enjoyed stories and songs from a variety of cultures.
- The department received 272 Information and Referral calls or walk-ins this month.
- The Food Bank assisted 128 households with 79 residents over age 55 and 208 under 55. The Outdoor Market co-sponsored with Food Share served 134 residents on two days during the month. The Special Needs Fund approved 13 requests and the Clothing Closet served 21 residents.
- Staff processed 11 new applications for the Operation Fuel Energy Assistance Program.

- The department collaborated with the Congregational Church to apply for the “Give Now” grant through United Way. This was initiated by Travelers Insurance and is available to the Greater Hartford Region as a result of the poor economy. This competitive grant will provide funds to some local agencies for food banks, emergency utility bills and shelter.
- The Social Casework Program received 22 new referrals with an active caseload of 89. Staff handled a variety of presenting issues from residents of all ages including housing, financial, medical, mental health, substance abuse, homelessness, and domestic conflict.
- The Newington Housing Authority informed the department that they have hired a new Executive Director, Melinda Harvey, replacing Dennis Phalen. As part of a larger reorganization they will hire a part-time Resident Services Coordinator in-house but continue to make referrals to the Town for casework services.
- The Youth and Family Counseling Program had an active caseload of 68 with 20 new referrals, 12 inactive and 9 closed cases. Coordinator Christina Salvio and contractors provided 104 clinical therapy sessions and made 116 contacts with families and other agencies. Families continue to experience financial stress which exacerbates mental health issues.
- Positive youth development programs and activities involved 187 youth this month.
- The Winter/Spring SCORE after-school program began its new cycle during February with a variety of program offerings.
- The ROPE (Rite of Passage Experience) monthly cycle for sixth-grade students was completed at both middle schools.
- Adventure Builds Bridges continues with excellent participation from 36 youth, Police Officers, Youth Worker Rik Huggard and contract staff.
- Mr. Huggard provided two classroom sessions with the High School Self-Awareness students, who are responding with excitement and enthusiasm.
- The Newington Adventure Club went snow shoeing in Penwood State Forest up the Cedar Ridge Trail with good snow conditions. This offered great preparation for the three-day Yurt camping trip to be held in northwestern Vermont in March.
- Repairs and upgrades to Newington Challenge Course were made by Northeast Adventure, Inc., who built the course in 1997. A partial inspection was completed with the remainder to be scheduled before spring.
- Planning is underway for the Summer Youth Adventure Program. Brochures will be distributed to youth entering 5th through 9th grade during the week prior to the April school break.

February 2009 Statistics

Selected Programs	FY 08-09 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 08-09 Cum. Undp. Total YTD	FY 07-08 Cum. Undp. Total YTD
Youth and Family Counseling	68	67	111	127
Positive Youth Development	187	115	2,154	3,002
Youth Works (Job Bank)	5	3	35	36
Information and Referral	272	356	2,766	2,424
Social Casework Cases	89	93	203	207
Under 55 = 46				
Over 55 = 43				
Food Bank Participants	128	87	856	668
Special Needs	13	17	150	149

SENIOR AND DISABLED CENTER

- After many months of work, the Senior and Disabled Center was successfully re-accredited by the National Institute of Senior Centers. The Peer Reviewer highlighted the Information and Referral Center and brain fitness programs as national models. She also noted the interdepartmental and community partnerships that improve the array of programs available. The Accreditation process is quite rigorous and, as a voluntary program for quality improvement, has only been completed by 172 Centers across the country.

- The Livewell Program began with an orientation session on February 24. This is a 6 week program developed at Stanford University that teaches self-management skills to older adults with chronic diseases. It has been proven to not only improve quality of life but to also decrease hospital admissions. Since the program is part of a federally funded grant program that will be evaluated by the University of Connecticut, a representative of the researcher was on hand to secure consent forms, etc.
- The Energy Assistance program continued to be in high demand. Worker Karen Halpert has processed applications for 555 households since the program began in late September, an average of more than 100 applications per month. The program runs to May 1st.
- Newington Health Care Center provided two programs at the Center this month with Sarah Merlini presenting a stress relief program on February 6 and Ann Rolfe presenting a program on fall prevention on February 11.
- The Parks and Recreation Department coordinated a self-defense demonstration at the Center on February 11. Led by Master James R. Scanlon, the demonstration included students who are older adults and was very inspirational.
- February is National Heart Month and Center Nurse Stacie Zibel presented "The Heart Truth," an educational program developed by the National Institute of Health.
- Card Crafting has become a regular monthly program at the Center and participants took the opportunity on February 13 to make incredible Valentine cards.
- Library Director Marian Amodeo and Librarian Shirley Ann Kober were February's guests at Coffee Talk.
- The Center's ambience continues to improve with several offices and meeting rooms getting a much needed coat of paint.
- Social Worker Teri Snyder had an active caseload of 50 clients. While clients present with many issues, financial assistance is the most common need. There were 12 clients who received assistance from the Special Needs Fund administered by the Department of Human Services. The Jefferson House Good Samaritan Fund is the primary source of funding for older adults special needs. Another 18 applications were filed on behalf of clients for other forms of assistance and eligibility programs.
- The Center currently has 1,441 paid members, an increase of 51 from last month. There are an additional 617 people registered for services.
- 86 volunteers performed a total of 1,464 hours of service.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,194	3,984	88	14	1,038

PARKS AND RECREATION

Recreation Division

- Preschool registration for current families was accepted from February 2–13. 34 students registered again for the 2009-2010 school year, which represents a 43% return rate.
- Recreation Supervisors Sharon Glasson and Karen Gallicchio held a preschool registration night on Tuesday, February 24; 23 new families attended and registered their children for the 2009-2010 school year.
- Ms. Glasson attended a state forum on regulatory changes that govern child day care centers on Tuesday, February 17. This was an informational forum that clarified some changes and revisions that will affect the Creative Playtime Preschool program.
- The Spring 2009 Program Guide was distributed in the Newington Life in mid-February to approximately 13,000 households.
- The department began accepting Churchill Park Reservations on Wednesday, February 25.
- A Mardi Gras Dance for 7th and 8th grade students was held on Friday, February 27, with over 260 students in attendance.

Parks & Grounds

- Winter tree pruning continued around town and brush removal was begun at Mill Pond.
- Staff members completed the ceiling repair, applied a coat of paint to the entire surface and conducted a thorough clean up at the Parks Garage.
- Overhaul of the turf maintenance equipment was begun.

- Due to favorable weather conditions, crew members continued with playground upkeep. The outdated and non-conforming playscape was removed from Beechwood Park; other pieces had playground mulch applied to them.
- Due to new regulations a number of bleachers were taken out of service last year and stored; crews began the disassembly for spare parts and to rebuild conforming three seat bleachers.
- Graves were filled and veterans' stones installed at West Meadow Cemetery.
- There were 11 burials in Town cemeteries during February.

LIBRARY

- The "Newington Information Packet," compiled annually by Library staff, was completed and is available at the Library. It is also distributed to the Town's largest employers and all realtors in Newington, and is available on the Library's website.
- The winter reading program for adults ended as 233 readers recorded their participation over a six week period, up over 8% from last year.
- *Broadway Tails*, presented by noted animal trainer Bill Berloni, was a charming program about his early days in show business, how he trains those famous animals and some of the equally famous people he has met in his career.
- Eight programs were held for adults and teens, with 391 participants.
- Circulation of teen materials increased by 14% over last year, a direct correlation to the continued development of that collection and displays that entice this age group to spend time in their corner of the library.
- Two programs were held for teens during school vacation week, and the book blog for teens is being noticed. A blog for one title in particular posted 63 comments.
- Book discussions led by Library staff continue to be successful at the 7th grade level.
- The teen library staff also hosted a roundtable discussion for area library staff focusing on ideas for summer services for teens.
- Reference database use was high. Particular attention focused on theStreet.com, a service that evaluates the financial strength of more than 13,000 institutions, including life, health, and annuity insurers, property and casualty insurers, HMOs, Blue Cross/Blue Shield plans, banks, and savings & loans. In addition, it tracks the risk-adjusted performance of over 20,000 mutual funds and more than 6,000 stocks.
- 5,704 reference questions were answered; Library webpage hits this month were 5,334; 3,290 hours were logged on children's, teen, and adult public computer stations.
- Traditional circulation of library materials was 33,752; 1,593 reference books were accessed remotely; and 4,219 online searches were completed in the Library. The children's book sites, *Tumblebooks* and *BookFlix*, were used 652 times. 126 books were downloaded from the Library's website, for a total of 40,342 items checked out or used by library patrons.
- 19,342 people visited the library during the month of February; 1,331 items were added to the collection; and 275 items were mended by volunteers who logged in 78 hours.
- Topics of note that were researched this month included:
 - Colonial crafts
 - Information on the Kindle
 - Products related to the peanut recall
 - Recovery from alcoholism
 - Calculation of social security benefits
- Attendance at the 71 programs offered by the Children's Department totaled 2,322, an extremely high number for a short winter month. On a Friday evening, nearly 450 family members arrived for the private Penguin Party to mark the end of the winter reading program. Activities, treats, and movies were packed as people made their way through the children's floor to celebrate their success with the program. A similar event for preschoolers was held during the day.
- Other school vacation events were well attended, and outreach to schools and daycare centers rounded out the month.
- Library staff met with representatives of Library Connection, the consortium that manages the online catalogs, and a member of the Newington Historical Society to discuss a digitization project. Such a project would zero in on a particular collection of items of historical value, such as furniture, or even buildings. Pictures would be taken, digitized, and added to the online catalogs of all libraries in Connecticut.

- The annual walk-through by the House Committee of the Library Board was conducted during the month. A list of cleaning and repair tasks was compiled, as well as more detailed projects such as reupholstering and replacements. Staff will work with the Board and the Town to complete the projects throughout the year.
- The Catherine and Joseph Palermino Continuing Education Scholarship was officially unveiled and made available to all Library staff for the first time during February. This gift from the children of Mr. and Mrs. Palermino will be an ongoing tribute to them, an endowment opportunity for the Library, and a chance for staff to get assistance as they pursue advanced degrees or other professional opportunities. The scholarship will be offered twice a year.