



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: December 18, 2009
Re: Monthly Report – November 2009

GENERAL ADMINISTRATION

- During the month, the Town Manager focused on a number of matters, including preliminary budget and CIP meetings with Department heads as well as on a number of personnel matters. Items of interest included
- Attended the Swearing in Ceremony for newly elected officials on November 10. The newly elected officials include: Councilor Chris Banach, Councilor Tony Boni, Councilor Meg Casasanta, Councilor Myra Cohen, Councilor Maureen Klett, Councilor Mike Lenares, Councilor Scott McBride, Councilor Kristine Nasinnyk and Mayor Jeff Wright. Newly elected Board of Education members include: Stephen Woods, Marc Finkelstein, Pamela Raynock, Sharon Braverman, Dan Carson, Clarke Castelle, Beth DelBuono, Mary Niro and Nancy Petronio. Newly Elected Fire Commissioners include: Chet Bogacz and Robert Seiler, and newly elected Constables include Dave Pruett and John Richter.
- Attended the annual Senior Expo at the Senior and Disabled Center.
- Attended several meetings of the MDC, CRCOG, and the Mid-State Collaborative
- Attended the Newington Veteran's Day ceremony at Town Hall
- Presided over the monthly CTCMA Executive Board and general membership meetings

Paid overtime during the month of November 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 | 12 | \$582.16 |
| Weekend Stand-by and Call-in | 16 | \$608.32 |
| Road Maintenance | 34.6 | \$1,245.69 |
| Overlays | 4.5 | \$165.28 |
| Traffic Division | 362.5 | \$14,253.11 |
| Snow (Ice/Equipment Prep) | 133 | \$5,509.84 |
| Total | 562.6 | \$22,364.40 |
| PARKS AND GROUNDS DIVISION | | |
| Leaves | 176 | \$6,886.72 |
| Football | 18 | \$654.84 |
| Grave Maintenance | 16 | \$600.08 |
| Total | 210 | \$8,141.64 |

| 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 | \$ 3,054.17 | \$ 4,311.00 | \$ 215.53 |
| Patrol | 580,294.00 | 206,474.50 | 600,000.00 | 223,540.03 |
| Investigation | 76,691.00 | 27,470.43 | 76,637.00 | 29,642.50 |
| Communication | 112,132.00 | 45,235.00 | 108,429.00 | 38,935.78 |
| Education/Training | 103,603.00 | 14,026.24 | 88,337.00 | 29,547.90 |
| Support Services | 39,071.00 | 14,789.21 | 38,137.00 | 13,781.78 |
| Animal Control | 12,144.00 | 3,539.61 | 12,070.00 | 4,032.56 |
| Total | \$ 927,911.00 | \$ 314,589.16 | \$ 927,921.00 | \$ 339,696.08 |
| HIGHWAY DEPARTMENT | | | | |
| Highway Operations | \$ 28,109.00 | \$6,568.13 | \$ 28,109.00 | \$ 7,002.99 |
| Snow and Ice Control | 132,349.00 | 5,698.65 | 132,349.00 | 126.64 |
| Traffic | 8,345.00 | 2,078.40 | 8,345.00 | 2,551.31 |
| Vehicles and Equipment | 28,185.00 | 6,776.55 | *31,685.00 | 24,678.82 |
| Leaf Collection | 54,997.00 | 14,282.99 | *51,500.00 | 22,722.13 |
| Total | \$ 251,985.00 | \$35,404.72 | \$ 251,988.00 | \$57,081.89 |
| PARKS AND GROUNDS | | | | |
| Parks and Grounds | \$ 130,547.00 | \$51,219.25 | \$ 130,547.00 | \$ 38,660.12 |
| Cemeteries | 14,893.00 | 2,432.29 | 14,893.00 | 6,542.47 |
| Total | \$ 145,440.00 | \$ 53,651.54 | \$ 145,440.00 | \$ 45,202.59 |

*Reflects intradepartment transfer.

- Police Department Overtime
 - Comparison October 2009 to November 2009
 - OT October \$ 79,059 (1 Holiday and 28 days of overtime)
 - OT November \$ 69,656 (1 Holiday and 28 days of overtime)
 - Total decrease \$ 9,403
 - Patrol overtime of \$49,890 is a decrease of \$1,618 from October. This overtime includes the following approximate costs; one holiday at overtime \$9,000, 17 days of sick time covered at overtime \$7,500, \$33,000 in holdover overtime (several burglaries, domestics, and accidents), court appearances, and other time off coverage.
 - Detective division overtime of \$5,353 is a decrease of \$223. This overtime includes \$1,800 for Holiday overtime, \$1,400 for DEA task force overtime which will be reimbursed by DEA; and approximately \$2,153 for investigations.
 - Communications overtime of \$7,734 is a decrease of \$3,138. This overtime includes \$2,000 for Holiday overtime; 16 days leave filled at overtime.
 - Education/training overtime of \$3,336 is a decrease of \$1,310. Three individuals were in training for Accident Reconstruction.
 - Support services overtime of \$2,664 is a decrease of \$3,289 which includes \$1,600 for Holiday overtime; and two Youth council meetings.
 - Canine OT of \$679 is an increase of \$175 to cover one call out and holiday overtime pay.

PERSONNEL

- A job opening for a Dial a Ride Driver 25-hour position was posted internally with a closing date of November 13, 2009. Two applications were received. Testing and interviewing is in progress.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

The fourth month of the 2009-10 plan year produced a combined paid claim total that was higher 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 October 2009 were \$872,440. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through October 2009

| | Town | Board of Education | Total |
|------------------|---------|--------------------|-----------|
| Estimated Claims | 742,908 | 2,532,496 | 3,275,404 |
| Actual Claims | 544,015 | 2,360,184 | 2,904,199 |

FACILITIES MANAGEMENT

- In addition to scheduled maintenance and project work assignments, the facilities group completed 58 formal work orders during the month of November.
- The department is working on water piping in the Town Hall for several areas with new valves being installed and leaks repaired.
- Town Hall boilers are now on line and make-up water treatment has begun with the heating season.
- Facilities staff helped deliver polling equipment to the polling places from Town Hall storage.
- Replacement windows were installed during November at the Kelsey House. Several more need to be replaced before that project is completed. Exterior painting has also been completed at the Kelsey house. The exterior basement entrance enclosure was also rebuilt during November. New copper gutters were also installed as planned; the home will be refurbished on the exterior before the winter months.
- Phase II of the Town Hall Renovation project was largely completed during November. Window treatments, in addition to training for the maintenance department on the new HVAC system and controls will be completed during the month of December.
- Cost estimates were completed during November for the Library HVAC system 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 system.
- Ongoing roof repairs over the 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 replace the Town Hall roofing.
- Control system upgrades at the police building have begun on the HVAC systems to allow for “off-site” monitoring and control by the facility manager and the HVAC contractor, which will enable troubleshooting of problems without the need for a service call to fix minor problems. Feedback from the people in the police building indicate that the program in place for monitoring and adjusting the control system have been successful. This will continue through the seasonal change to ensure proper operation long term.
- Renovation of space in the Town Hall has been completed for the relocation of the Art League from Welles Drive. The facilities group accommodated the November art show in the Town Hall lobby with the installation of temporary display boards.
- All facility capital requests were submitted and reviewed with the Town Manager and Finance director during November.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 27 requests for service via the Internet, blocked 14,020 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 19,528 visits during the month, 59,652 page views with an average of 3.05 pages viewed per visit. The Town Homepage, Library Homepage, Assessor’s Homepage, and Site Search were the most frequently visited pages.
- Scheduled replacement of SIM cards for the police department’s mobile data modems was begun.
- Reconfigured the Fire Department’s handheld door lock computer.
- IT staff moved into their new office space on the lower level of Town Hall.
- Coordinated with AT&T for telephone system repairs.
- Updated and revised the Town GIS web page and added a dynamic parcel map.
- Assisted Engineering Department with web page updates.
- Provided Registrar of Voters with election materials.
- Assisted Town Planner with Cedar Mountain presentation for Town Council meeting.
- Mr. Thad Dymkowski, GIS Technician, participated in “Connecticut State GIS Day” event at the Legislative Office Building in Hartford as event Master of Ceremonies.

- Added redundant secure virtual private network (VPN) tunnels over the Internet to enhance network communications to Fire Companies, Parks and Grounds and Highway Department.
- Upgraded network resources to accommodate NCTV staff access to Internet, while still maintaining required Town Hall data security.
- Oversaw final design and build out of Town Hall data cabling and termination in new data/telecommunication rooms.
- Reconfigured "Secure Remote Access" solution in a more resilient manner, so that while a failed unit was replaced under warranty, we were able to maintain service level availability.
- Replaced aging Police Department switching infrastructure with new switching equipment that increased network speed and introduced power of Ethernet (PoE).
- Re-configured event logging and auditing solution.
- Upgraded Town Internet access and availability.

FINANCE

Accounting and Administration

- On November 4th, Ann Harter and I attended Metropolitan District Commission 2010 budget workshop. The tentative MDC budget projects a 6% increase in Newington's share or about \$172,000 more than the current budget.
- On November 5th, Positive Pay for town payroll checks was implemented. This banking service allows the department to easily manage payment activity and reduce check fraud.
- Ann Harter attended the Connecticut Pension Plan Forum on November 10th.
- The 2010-11 budget module was activated during the month for entry by Town departments
- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests.
- Staff completed the data conversion of pensioners' information into the MUNIS system in order to produce pension payments in-house. The data will be reviewed and tested over the next several weeks with a target date of February 1st.

No major grants were received during the month. 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)
11/30/2009

| | <u>Interest Earnings</u> | | <u>\$ Invested</u> |
|---------------------------------|----------------------------|-------------------------------|---------------------|
| | <u>Budget</u> FY2009-10 | <u>Actual</u> Year to Date | |
| General Fund | \$375,000 | \$73,936 | \$33,761,775 |
| Special Revenue Funds | 34,630 | 3,752 | 1,772,332 |
| Capital Projects Funds | 635 | 723 | 444,733 |
| Internal Service Fund | 100,000 | 4,744 | 4,233,794 |
| Trust and Agency Funds | 16,000 | 2,018 | 1,574,790 |
| TOTAL, ESTIMATED BY FUND | | | \$41,787,424 |

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
11/30/2009

| | <u>Interest %</u> | | <u>Interest \$</u> | | <u>\$ Invested</u> |
|--------------------------|-------------------------|----------------------|-------------------------|----------------------|--------------------|
| | <u>Current</u> Month | <u>Last</u> Month | <u>Current</u> Month | <u>Last</u> Month | |
| STIF | 0.38 | 0.39 | 3,680 | 4,277 | \$15,469,933 |
| CLASS PLUS | 0.26 | 0.28 | 699 | 758 | 3,679,149 |
| Financial Investor Trust | 0.03 | 0.02 | 11 | 13 | 469,688 |
| Bank North | 0.61 | 0.75 | 11,055 | 14,036 | 22,061,346 |

| | | | | | |
|-------------------------------|------|------|----|----|--------------|
| Sovereign Bank | 0.25 | 0.25 | 22 | 22 | 107,308 |
| Total Outstanding Investments | | | | | \$41,787,424 |

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 November.
- Eighty percent of personal property forms were received and entered in the database. The accounts that failed to file as required by law were identified and will be inspected and valued in December.
- The inspection of properties with building permits that affect the real estate value and require field work was close to completion. Approximately 95% of that work has been inspected and entered in the database. The project will be ongoing through the months of December and January.
- Values were applied to the supplemental motor vehicle list in preparation of tax bills to be sent out in December.

Revenue Collector

- Revenue Collections for November on the Current Grant List amounted to \$287,172.37 and \$57,435.89 was collected for back taxes. November’s collections for the 2008 Grand List was in line with last year’s rate of 54%.
- Real estate Demand letters were sent to individuals owing two or more years in back taxes.
- The staff is preparing the billing for the second installment on real estate and personal property with bills expected to be mailed December 4th.
- Additionally, the staff is updating addresses for the new Supplemental Motor Vehicle accounts. Tax bills will be mailed separately during the month of December once the list is finalized by the Assessor’s Office.

PURCHASING

- Bid No. 7 2009-10, Aerial Bucket Truck - Highway Department (Closed Nov. 20, 2009)
 - The bid was awarded to Colvin’s, Inc, of Waltham, MA with a bid of \$42,000 for a 2003 Ford F-550 vehicle with an Altec model L36A aerial device.

TOWN CLERK

- There were 450 documents filed on the land records during November. \$76,315.61 was collected in State conveyance tax and \$31,657.63 was collected in Town conveyance tax.
- Property located at 3260 Berlin Turnpike sold for \$2 million from Windalier Newington LLC to 3260 Berlin Turnpike LLC.
- Property at 465 Willard Avenue sold for \$600,000 from Rotundo Developers, LLC to Dutch Point Credit Union.
- Four residential properties each sold for over \$300,000.
- 8 Notary Public commissions & 6 Trade Name Certificates were catalogued.
- 12 burial permits & 3 cremation certificates were issued. 97 copies of vital records were certified.
- 140 mortgages were recorded; 27 liens & 146 releases were filed.
- On November 10th the Town Clerk swore-in the newly elected municipal officials at the organizational meeting of the Town Council.

| DATA SUMMARY NOVEMBER 2009 | | | | |
|-----------------------------------|--------------------|--------------------|-------------------------|-------------------------|
| | <u>November-09</u> | <u>November-08</u> | <u>FY 09/10 to Date</u> | <u>FY 08/09 to Date</u> |
| Land Record Documents | 450 | 400 | 2015 | 1523 |
| Dog Licenses Sold | 19 | 10 | 44 | 439 |
| Game Licenses Sold | 20 | 44 | 283 | 486 |
| Vital Statistics | | | | |
| Marriages | 19 | 25 | 103 | 110 |
| Civil Unions | 0 | 0 | 0 | 2 |
| Death Certificates | 25 | 26 | 137 | 110 |
| Birth Certificates | 19 | 53 | 97 | 123 |

| | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Total General Fund Revenue | \$ 46,753.83 | \$ 31,019.42 | \$234,451.37 | \$220,205.80 |
| Town Document Preservation | \$ 828.00 | \$ 744.00 | \$ 5,014.00 | \$ 4,699.00 |
| State Document Preservation | \$ 828.00 | \$ 748.00 | \$ 5,020.00 | \$ 4,715.00 |
| State Treasurer (\$26 fee) | \$ 14,904.00 | \$ 9,620.00 | \$ 90,114.00 | \$ 23,362.00 |
| Locip | \$ 1,242.00 | \$ 1,110.00 | \$ 7,512.00 | \$ 7,026.00 |
| State Game Licenses | \$ 361.00 | \$ 506.00 | \$ 2,879.50 | \$ 7,470.50 |
| State Dog Licenses | \$ 131.00 | \$ 180.00 | \$ 2,317.00 | \$ 2,648.50 |
| Dog Licenses Surcharge | \$ 48.00 | \$ 60.00 | \$ 838.00 | \$ 964.00 |
| Marriage Surcharge | \$ 190.00 | \$ 114.00 | \$ 1,254.00 | \$ 1,235.00 |
| Grand Total | \$ 65,285.83 | \$ 44,101.42 | \$349,399.87 | \$272,325.80 |

POLICE DEPARTMENT

Seventy-five percent (\$22,500) of the grant reimbursement from the Recovery Act Connecticut Justice Assistance Local Pass Thru Grant was received in advance.

- Patrol Calls for November are as follows:

| Patrol Calls November, 2009 | | | | | |
|--|----|-------------------------|-----|-----------------------|-----|
| Alarm Burglary | 92 | F/Hazmat | 1 | MVA Evading | 22 |
| Alarm Hold-up | 4 | Fire/COnoSymptoms | 0 | MVA Fatal | 0 |
| Animal Complaint | 17 | Fire/COSymptoms | 1 | MVA Injury | 19 |
| Arson | 0 | Fire/Other | 11 | MVA Property | 96 |
| Assault IP | 3 | Fire/Structure | 4 | Neighbor Dispute | 8 |
| Assault Report | 0 | Fire/Vehicle | 2 | Noise Complaint | 17 |
| Assist Other PD | 43 | Fire/Water | 1 | Notification | 5 |
| Bad Check NSF | 0 | Fingerprints | 16 | Open Door/Window | 3 |
| Bike Found | 1 | Fireworks Complaint | 1 | Parking Violation | 20 |
| Bike Lost | 0 | Follow-up Investigation | 97 | Property Found | 13 |
| BOLO | 0 | Gun Call | 0 | Property Lost | 5 |
| Breach of Peace IP | 7 | Harassment | 23 | Recovered MV | 1 |
| Breach Of Peace Rpt | 5 | Hazardous Condition | 23 | Robbery IP | 4 |
| Burglary IP | 1 | Homicide | 0 | Robbery Report | 1 |
| Burglary Report | 10 | Illegal Dumping | 2 | Serve Subpoena | 3 |
| Car Seat Install | 4 | Indecent Exposure | 0 | Serve Warrant | 35 |
| Check the Welfare | 71 | Intoxicated Person | 4 | Sexual Assault Report | 0 |
| Clear Lot | 2 | Juvenile Complaint | 18 | Shots Fired | 1 |
| Court Detail | 16 | K9 | 5 | Special Detail | 43 |
| Crim Mischief Graffiti | 0 | Landlord/Tenant | 3 | Stolen MV | 7 |
| Criminal Mischief IP | 2 | Larceny from MV | 27 | Sudden Death | 2 |
| Criminal Mischief Rpt | 23 | Larceny IP | 10 | Suicide | 0 |
| CSO Detail | 12 | Larceny Report | 36 | Suicide Attempt | 2 |
| Customer Dispute IP | 8 | Liquor | 2 | Suspicious MV Occ | 37 |
| Customer Dispute Rpt | 9 | Location/Directed Ptrl | 98 | Suspicious MV Unocc | 12 |
| Dog Complaint | 26 | Lockout MV | 2 | Suspicious Person | 98 |
| Domestic Dispute | 35 | Lockout Residence | 2 | Threatening IP | 0 |
| Drug Investigation | 6 | Medical | 208 | Threatening Report | 5 |
| DUI | 15 | Missing Person | 8 | Town Ordinance Vio | 2 |
| Emotionally Disturbed Person | 12 | MV Assist | 58 | Traffic Stop | 584 |

| | | | | | |
|---------|----|--------------|----|-----------------|--------------|
| Escort | 24 | MV Complaint | 51 | Trespass IP | 9 |
| F/Alarm | 23 | MV Abandoned | 5 | Trespass Report | 1 |
| | | | | TOTAL | 2,245 |

Investigations and calls by Patrol Officers in November included:

- On the midnight shift, responding to an armed robbery at Burger King on the Berlin Turnpike. An employee was attacked and “pistol-whipped” by three suspects and threatened to kill him if he did not turn over money from the business. The suspects fled the business on foot with a quantity of cash. A Police K-9 unit was used to check the area, but the suspects were not located. The employee that was “pistol-whipped” was transported to a local hospital to be treated for his injuries. The robbery remains under investigation.
- On the evening shift, officers responded to Wal-Mart on the Berlin Turnpike to a complaint that a male who identified himself as a police officer tried to lure a 10 year old boy from the electronics department of the store. The boy walked away from the male. The mother confronted the man. The male admitted that he told the boy he was a police officer and needed help with a television. He was charged with Impersonation of a police officer and risk of injury to a minor.
- On the evening shift officers responded to an armed robbery at the Friendly’s Restaurant on the Berlin Turnpike. A lone suspect entered the business through a rear door and robbed the restaurant manager at knifepoint. The suspect fled the restaurant on foot, with a quantity of cash. The area was checked, with the help of a Police K9 Unit, he was not located. The robbery remains under investigation.
- On the midnight shift officers responded to the Mobil Gas Station on the Berlin Turnpike on a suspicious person complaint. The clerk reported a tall male attempted to enter the store wearing a hooded sweatshirt and mask over his face. The clerk said the door was locked and he refused to open door. When officers arrived, the party was gone. A search of the area was conducted and an officer discovered that the 7-11 on Richard Street had been robbed by a similar described person. The suspect displayed a small black handgun and left with a quantity of cash on foot. The clerk was not harmed. A search of the area with the aid of a police K-9 unit was conducted to no avail. The robbery remains under investigation.

In November Detective Division personnel:

- Handled 87 investigations, 73 remain ongoing and 14 were closed by investigative methods. Detectives handled several robberies this month which utilized a large amount of investigative resources.
- Investigated an armed robbery of a fast food restaurant on the Berlin Turnpike. A masked suspect armed with a handgun entered and robbed the establishment. An employee was injured when the suspect struck him with the weapon. The scene was processed and the incident is currently being investigated by the Detective Division.
- Investigated an armed robbery of a restaurant on the Berlin Turnpike. A masked suspect armed with a knife entered and robbed the establishment. The scene was processed and the incident is currently being investigated by the Detective Division.
- Officers investigated what appeared to be an attempted robbery of a Gas Station on the Berlin Turnpike on November 21st. A masked suspect attempted to enter the Gas Station but was locked out. The incident is currently being investigated by the Detective Division.
- Also on November 21st, officers investigated an armed robbery of a Convenience Store on Richard Street. A masked suspect armed with a handgun entered and robbed the establishment. The scene was processed and the incident is currently being investigated by the Detective Division.
- Investigated an armed robbery of a Restaurant on West Hill Road on November 23rd. A masked suspect armed with a handgun entered and robbed the establishment. The scene was processed and the incident is currently being investigated.
- The Juvenile Officer is currently investigating a juvenile sexual assault case and a suspected child abuse case among other ongoing investigations.
- Processed ten crime scenes in November, in some cases collecting DNA, fingerprints and other items of evidence.
- Served thirty arrest warrants, twenty-five by Patrol Officers and five by Detective Division personnel.

In November, the Community Service Officers (CSO):

- Successfully completed a NHTSA’s National Child Passenger Safety Certification Training course to become a certified child car seat technician.
- Attended the Newington Senior Center, Senior Expo and provided information to attending seniors and family members about current frauds targeting the elderly and safety tips to older residents who live alone.

- Saws

FIRE MARSHAL

- The Fire Marshal’s Office completed the following activities during the month of November:

| | |
|--------------------------|----|
| Inspections | 19 |
| Inspection Follow-Ups | 52 |
| Plan Review | 5 |
| Job Site Inspections | 12 |
| Underground Tank Removal | 1 |
| Fire Investigations | 0 |
| Fire Alarm Trouble | 3 |
| Complaints | 2 |
| Haz/Mat | 0 |
| Bomb Threats | 0 |
| Blasting | 0 |

Incidents:

- There were no significant fire incidents or injuries reported during the month of November.

Meetings/Training:

- Fire Marshal Schroeder attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Fire Marshal Schroeder attended a meeting at the MDC in Hartford along with Fire Marshals from Hartford, Wethersfield and Rocky Hill to review the Cedar Mountain Water Storage Tank Maintenance Project.
- Fire Marshal Schroeder and Deputies Rusbarsky and Muisener attended the International Association of Arson Investigators Annual Meeting and Training Conference in Rocky Hill.
- Deputy Fire Marshal Woods attended training in West Hartford on “Building Official and Fire Marshal Collaborations” and “Fire Investigation Paperwork” in Guilford.
- Fire Marshal Schroeder participated in a Juvenile Review Board along with other Town Agencies.

HIGHWAY DEPARTMENT

Administration

- Attended Cartegraph seminar regarding street sign retroreflectivity requirements.
- Attended Managing Challenges of Municipal Liabilities meeting.
- Attended meeting to discuss landfill closure/conversion to transfer station.
- Attended asphalt recycling demonstration.
- Attended Excel Software seminar.
- Attended Solid Waste Management meeting.

Roadway Maintenance

- Per OSHA regulations completed hearing tests for Highway, Parks and seasonal employees.
- Began Annual Leaf Collection Program on Monday November 2nd.
- Crews completed entire collection throughout Town on November 22nd.
- Crews began a second collection on Monday, November 23rd.
- Highway equipment operators continue to load trucks from bid awarded contractor for leaf disposal.

Traffic Division

- Assisted highway crews in the annual leaf collection program.
- Installed and/or repaired missing/damaged street name and regulatory signs.
- Assisted the registrar of Voters for the upcoming elections by installing and removing voting machines.
- Assisted Police Department with the removal of traffic/speed control devices.

Fleet Maintenance

- Assist leaf crews for collection when needed.
- Maintain leaf equipment during collection.

- Service and install de-icing/sanding equipment.
- Continued with fall fire apparatus services.
- Assisted the Human Services department by transporting food donations for the annual food drive.

Sanitation/Recycling/Landfill

- Scheduled 830 residential bulk items for collection.
- Scheduled 99 condominium bulk items for collection.
- Scheduled 39 condo/residential scrap metal items for collection.
- 7,911 tons of cumulative Municipal Solid Waste was collected from July 1 – September 30, 2009.
- 719 tons of cumulative recyclables was collected from July 1 - October 31, 2009.
- Issued 32 permanent landfill permits and 10 temporary permits.
- Approximately 10,000 cubic yards of leaves have been hauled out of the landfill.

ENGINEERING DEPARTMENT

- During the month of November, the Department issued and inspected three excavation permits as follows: 1 driveway/curb cut excavation, 1 cable TV service, 1 sewer lateral
- Met with BETA Group and discussed revisions to the Brentwood Road drainage analysis report.
- The Wetlands Regulations were revised and forwarded to the Town Attorney as well as to the Department of Environmental Protection for their review and comment.
- Due to the lateness of the season, the contractor for the Kelsey Street and Church Street pavement rehabilitation project was directed to delay commencement of the project until the spring of 2010.
- Finalized list of proposed roadways recommended to be reconstructed for the next 5 years.
- Met with the MDC regarding their proposed plans to separate unauthorized tie-ins to their sanitary lines. At this time, the MDC has not finalized their plan of action on addressing this issue.
- Participated in weekly site meetings with the contractor for the Municipal Parking Lot Project. The current goal of this project is to complete the drainage improvements as well as the installation of the electrical conduits this fall, so that the disturbed areas can be paved with a binder course before the project is shut down for the winter.

TOWN PLANNER

Municipal Parking Lot Improvement Project

- With the Town Engineer and Project Engineer for BL Companies, participated in weekly site meetings with Quality Associates, contractor. The purpose of these meetings, as well as site visits throughout the week, is to monitor work progress and address scheduling questions.
- Two change orders were approved in November; the first authorized the contractor to repair and replace storm water drainage pipe to ensure that the new westerly system drainage is not impeded, and the second authorized a separate circuit for the GFI outlets on the decorative lighting standards.

Draft 2020 Plan of Conservation and Development

- The Town Planner is researched and responded to Town Councilor's requests for background information on the awarded 2007 DEP Cedar Mountain Open Space grant for the 28 acre Marcap, LLC parcel, the TPZ's Zoning Regulations ridgeline standards, and the procedure the Commission followed to prepare and release the Draft 2020 Plan (POCD) for public review and comment.
- At the TPZ's November 10th hearing on the POCD the Commission assured the public that the hearings on the Plan would be continued through at least March 2010 to listen to their comments and receive the Town Council's report for the third re-draft of the plan.
- On November 24th, the Town Planner presented the Town Council with a power point review of the land use and zoning property ownership for the Cedar Mountain area north of East Cedar Street. With the assistance of the IT department's GIS coordinator, several of the slides illustrated basic information about Connecticut's trap rock ridges and the topographic characteristics of Cedar Mountain. This presentation is available for public viewing on the Town Planner's Department web site.

Cedar-Fenn Busway Development

- Reviewed the proposed land swap maps between the Hayes development partnership and the State of Connecticut for access from Fenn Road to busway station. The proposal being discussed is to make the access way a town street right of way, which would permit public use. Under the proposal, the Town would gain a direct connection to the National Welding property via a traffic signal on Fenn Road. A draft

| | | |
|--------------|------------|-----------------------|
| TRAILER | 0 | 0.00 |
| TOTAL | 185 | \$9,971,825.00 |

The total Building income fees received in the month of November was **\$69,520.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1245.00, Environmental \$270.00, Conservation \$800.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$103.00, Driveway / Excavation \$125.00, Engineering copies \$58.00. The other total income is \$2601.00.

Below is a comparison of the Permit Values for November 2009 and November 2008

Permit Value Comparison for November

| | <u>2009</u> | <u>2008</u> |
|-------------------------------|----------------|----------------|
| Value of Permits Issued | \$9,971,825.00 | \$4,513,262.00 |
| Building Permit Fees Received | \$69,520.00 | \$51,595.00 |
| Other Income Fees | \$2,601.00 | \$817.50 |
| Building Permits Issued | 185 | 154 |

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> |
| \$17,118,015.00 | \$131,814.00 | \$33,363,766.00 | \$362,436.00 |

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Town of Newington Inspections

- New Complaints: 3
- Food Service Inspections: 23

Activities and Projects

- Issued a legal order to close a food service establishment after a routine inspection revealed a failed sewage disposal system with sewage backing up into the store. The store remained closed for a period of four days while the owners made repairs to a completely blocked sewer lateral. The store was cleaned, sanitized, and inspected before it was allowed to reopen.
- Attended a meeting held by the Metropolitan District Commission (MDC) to help educate and inform local officials on the MDC's Fat's Oil's and Grease (F.O.G.) program. The program was implemented after a general permit was issued by the Connecticut Department of Environmental Protection requiring food service establishments to install an automatic grease trap and reduce the amount of grease and oils entering the public sewer systems throughout the state.
- Assisted with four H1N1 CCHD Clinics.
- Responded to a recall by the United States Department of Agriculture, Food Safety Inspection Service for bulk ground beef from Fairbanks Farms, reported to be contaminated with E. Coli O157:H7. Contacted District grocery stores to advise of recall.
- Responded to a recall by New York Department of Environmental Conservation for shellfish harvested and sold from Mount Sinai Harbor (Suffolk County), New York. Elevated levels of fecal coliform were found in oysters. Oysters and clams were included in this recall. Contacted District food service restaurants to advise of recall.

Meetings and Professional Development

- Held CCHD environmental staff meeting on November 2, 2009. Reviewed the monthly report template with staff. The new template will be used this month to standardize monthly work reporting. Environmental staff reviewed inspection challenges concerning complaints and food service inspections.
- Attended Food Recertification Training course at the University of Connecticut in Torrington on November 17, 2009. Training course reviewed food service inspection techniques, "Food Worker

Education” campaign, proposed changes in food service regulations, and epidemiological data regarding Connecticut food-bore outbreaks this past year.

- Attended CCHD staff Meeting on November 23, 2009. DOH discussed CCHD Board of Health meeting/topics, H1N1 follow up, and staff provided overview of work in process.
- Attended Newington Department Head Meeting on November 25, 2009. Provided information to attendees concerning H1N1 virus and CCHD clinic planning activities.
- Attended the Connecticut Environmental Health Association (CEHA) annual meeting held at Anthony’s Ocean View in New Haven, CT. Several presentations were given including a presentation on climate change and the sanitarian’s role. A business meeting was held and the new CEHA president was sworn in.
- Received a scholarship and attended the 2009 Northeast Private Well Water Symposium and Conference held in Portland Maine. The scholarship covered the cost of the symposium, meals, and the cost of a one-night stay at the hotel and conference center. Many well water topics were covered including the impact of lawn fertilizer on nitrate levels in ground water.

HUMAN SERVICES

November 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 | 52 | 57 | 81 | 88 |
| Positive Youth Development | 132 | 336 | 1361 | 1728 |
| Youth Works (Job Bank) | 3 | 5 | 16 | 23 |
| Information and Referral | 558 | 486 | 2297 | 1743 |
| Social Casework Cases | | | | |
| Under 55 = 50 | | | | |
| Over 55 = 41 | 91 | 109 | 201 | 162 |
| Food Bank Households | 101 | 136 | 648 | 535 |
| Special Needs | 14 | 13 | 84 | 78 |

- On November 19, the Department held its annual holiday food distribution serving 358 households composed of 199 seniors, 320 adults and 284 children.
- The Department experienced a 20% increase in the number of eligible households from last year and anticipates another rise during the December holiday.
- The community continues to be generous with food drives, donations, and contributions. Over 40 volunteers assisted staff during and after the food distribution that was held at the Teen Center.
- Thanks to Parks and Recreation for use of the Teen Center, School Transportation for use of their box truck, and Highway for loading and delivering a large amount of food in preparation for the distribution.
- Staff and volunteers are now gearing up for the toy and gift distribution that is scheduled for December 16 and 17.
- The Human Rights Commission continues to plan “Newington Has Talent” as a fundraiser for the Department’s Special Needs Fund. Auditions are scheduled for January 30, with the event to be held Friday, February 26 in the Town Council Chambers.
- The Youth-Adult Council is preparing 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.
- The department responded to 558 information and referral calls or walk-ins including questions about child and elderly day care, housing, transportation, financial and energy assistance, youth activities, community service, and others.
- The Food Bank served 101 households with 60 residents over age 55 and 174 under 55. The number of participants was lower this month because the food bank was closed two days for holidays. The Outdoor Market served 155 residents.
- The Special Needs Fund assisted 14 households and the Clothing Closet served 27.

- The Social Casework Program had an active caseload of 91 with 19 new referrals. Presenting issues were dominated by financial and energy assistance, housing, substance abuse, domestic conflict, elderly at risk, and mental and physical health. Several police referrals required immediate responses.
- The Youth and Family Counseling Program had an active caseload of 52 with 11 new referrals, 8 inactive and 3 closed. Staff and contractors provided 117 clinical therapy sessions and made 94 contacts with families and other agencies.
- The Juvenile Review Board handled two cases this month.
- The Department signed off on annual written agreements with several day care agencies designated as their social services consultant. Clinical Coordinator Christina Salvio, provided an in-service training for the pre-school teachers at United Methodist Church where she reviewed behavioral issues in the classroom.
- 132 youth participated in positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time staff Michele Pestello, and contractors.
- The fall SCORE after-school program for middle school age youth offered a variety of activities including horseback riding, canoeing, geo-caching, hiking, outdoor and indoor rock climbing and trips to Avery Soda Factory and Claypen Studio in West Hartford.
- The November cycle of Rite of Passage Experience program went well at both middle schools with 40 sixth-grade students experiencing classroom sessions and a full day of final challenges in the indoor gym at town hall. ROPE teaches problem solving, decision-making, teamwork and communication using individual and group initiatives.
- The high school self-awareness class held its community service project raking leaves for three Newington seniors needing assistance.
- On Veterans Day, the high school adventure club went canoeing on Mashapaug Lake.
- The Challenge Course wrapped up its outdoor season and continues to book programs for the spring of 2010.

SENIOR AND DISABLED CENTER

- The Center's annual EXPO was held on November 6th. 55 vendors from a variety of agencies and companies that provide services and products for seniors were in attendance. Screenings offered for cholesterol, glucose, blood pressure, ear wax and a stroke assessment. Approximately 200 people attended and almost \$2,500 in revenue was generated for the Center.
- The Center hosted the regional finals of HealthNet's Senior Stars, which is a karaoke based singing competition. The performances of Newington's representatives Ron Ni and Fred Fitzgerald, along with all of the others, are available for viewing on YouTube at www.youtube.com/healthnetseniorstars. Voting for the winners is by YouTube and all Newington residents are encouraged to vote by viewing Newington Senior Stars – Ron and Newington Senior Stars - Fred!
- November is National Alzheimer's Awareness Month and in recognition of this, Nurse Stacie Zibel offered memory screenings. While the majority of those screened did not show any significant memory issues, two participants were referred to health care practitioners for further evaluation.
- The Annual Day of Caring Raking Day was held on November 21st. There were 71 volunteers from Newington schools, Newington High School Staff members, civic groups, and faith groups who raked and cleaned up the yards of 24 households of older adults and people with disabilities. The volunteers were sustained by sandwiches and snacks prepared by the AARP volunteers and funded by Jefferson House. The Department would like to thank Nancy Russo, the Neighbors-Helping Neighbors volunteers, and Social Worker Teri Snyder, who coordinated the day.
- The combination of the beginning of the heating season, changes to the ConnPACE program, and the open enrollment period for Medicare Part D created a high demand for assistance. CHOICES volunteers and staff continue to work diligently to both stay ahead of the many changes in programs and services and to provide residents with assistance.
- On November 13, Judy Telesmanick, community Outreach Nurse, from Rocky Hill Skilled Nursing and Rehab Center spoke about the basics of diabetes and how to successfully live with this disease in a program titled Diabetes 101.
- On November 19th Robert Rodriguez from the Social Security Administration gave a presentation regarding changes to the programs that provide assistance with paying for Medicare premiums. People with an income below \$1,778 (single) or \$2,395 (couple) per month may qualify for help with Medicare premiums and in some cases also with Medicare coinsurance and deductibles.
- In a continuing effort to improve the dining experience in the cafeteria, the first Art Show was officially put on display, thanks to Roy Zartarian.

- The Center currently has 1,742 paid members, an increase of 24 from last month. An additional 554 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,006.5 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 2,330 Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,104 trips in the month covering 3,322 miles.
- Nurse Practitioner Stacie Zibel had 116 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 has been working on the Parks & Recreation 2010 – 2011 budget.
- Superintendent has been working on a cost analysis comparing synthetic turf field versus natural turf field and looking for cost savings.

RECREATION DIVISION

- S. Glasson and J. Lee attended the Senior Center Expo on Friday, November 6th.
- S. Glasson, J. Lee, B. Till and K. Gallicchio attended the Connecticut Recreation and Parks Association Annual Conference on Monday, November 23rd. S. Glasson and J. Lee also attended the conference on Tuesday, November 24th.
- S. Glasson was elected to the Connecticut Recreation and Park Association Executive Board, and was sworn in on Tuesday, November 24th.
- The first ever “Fat Friday” fitness class was held on Friday, November 27th. A free Zumba class was offered, and participants were asked to bring in a non-perishable food item. This event was a success with over 50 people in attendance, and over 100 non-perishable food items were collected for the Town’s food bank.
- Information for the Winter 2010 Brochure has been compiled, and the final version has been submitted to our printer.
- Men’s Basketball League began with 20 teams; new double elimination playoff format this year as decided upon by team representatives.
- There were two bus trips this month:
 - Macy’s Thanksgiving Day Parade, November 26th – 17 Passengers
 - Christmas Show at Radio City Music Hall, November 27th - 2 Passengers

PARKS & GROUNDS

- Members of the parks crew worked with the engineers at the midget football field digging test holes to determine the soil composition in preparation for the bid proposal for a synthetic field.
- We gave the Highway a crew of four men to assist in the pick-up of leaves for the entire month.
- Churchill Parks swing set installation was completed and chipped.
- Beacon Park has had its playground completed and chipped.
- Lester Daigle has been winterizing all the irrigation systems and town buildings that are not in use during the winter months.
- Plant material from the demolition of the municipal lot was recovered for installation in other parts of town. (primarily perennials)
- Crew members spent the better part of a week installing Christmas Lights for the Night of Lights on December 5th.
- When possible remaining crew members worked at the removal of leaves in our parks, cemeteries, greens etc
- There were 8 interments in town cemeteries this month.
- Division personnel were offline a total of 33.25 days this month.

LIBRARY

- During the month of November, Library staff met with representatives from Kaestle Boos Associates to review the draft of an interior study that was created based on their observations and staff input. The report is being revised and will be available in early December.

- Traditional circulation of library materials was 32,126, a 4% increase over that of last November. This statistic has been trending upward for each month of 2009. November saw the start of the Sunday afternoon hours. So far, the increase in materials that were circulated during the five Sunday openings has increased by 22% over that of last year. 18,493 people entered the building during the month, a 4% increase from last year. 113,529 reference books were accessed remotely, and 14,105 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 778 times. 95 books were downloaded from the Library's website for a total of 160,633 items checked out or used by library patrons. 1,368 items were added to the collection, and 196 items were mended by volunteers who logged in 126 hours doing this task as well as many other behind the scenes processing tasks.
- November services for children include 59 programs to a combined audience of 2,306. Award winning author Tony Abbott was the featured speaker at the annual Sliva Young People's event. All 3rd and 4th graders converged on the high school auditorium to meet him and hear him speak. That same evening, Mr. Abbott was a guest at the Library, where he spoke, signed copies of his book, and met children and adults in a more intimate setting. Almost 1,000 people were in collective attendance to hear Mr. Abbott on that day. On a Friday night in November, 200 children and parents visited the Library after hours in order to attend the *Diary of a Wimpy Kid Party*, at which activities taken from the popular children's series were enjoyed by all. A new Lego Club, convened on a Saturday afternoon, attracted so many people that some had to be turned away due to lack of space.
- Library Technician Michelle Royer debuted a new series entitled *We All Get Ready to Read*. Preparation for 4 to 6 year olds with emerging literacy skills for future reading success is at the heart of this continuation of the *Parent Child Workshop*, already offered for younger children and their parents.
- The series of programs offered to job seekers continues to be filled. *Starting Your Own Business* and a two part program on how to use the online service *Linked In* were offered. The Career Express Bus was here again for one day, during which 25 appointments were handled. The distribution list for this series and its support group has grown to 144 people.
- Teen activities included a *New Moon Release Party*, as well as a contingent of teens who helped out at a Children's Dept. Friday evening event. Teen Librarian Bailey Ortiz co-lead a book discussion at the high school, and preparations are being made for the new Anime Club, which will begin in January.
- 5,424 reference questions were answered, a 12% increase over last year. 3,480 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - A picture of acupuncture points.
 - Ratings of oil furnaces.
 - Where to obtain a divorce record in CT.
 - Information on the Newington school lunch program.
 - How clouds are formed.
- Nine programs were held for 249 adults. Author Terry Walters returned to present *Clean Food*, a program about seasonal healthy foods to eat. The sale of her book was brisk. *Tellebration*, the annual storytelling event for adults that is sponsored by the Friends, was held on a Saturday evening.
- Library webpage visits numbered 5,912, a 31% increase over last November. Residents are not only searching the site to access their own library card information, but to place holds on materials, to use the informational databases, to reserve museum passes, and to download audiobooks, among other things.
- IST projects this month included planning for more screencasting, continued redesign of the Teen webpage and the beginning of the Children's page redesign.
- The Friends outdid themselves with a two-day Fall booksale, held at the Senior and Disabled Center. Also, they had a contingent of volunteers at three of the local polling places on Election Day. New library card sign-ups, Friends' membership drive, and promotion of Library programs are the focus of this outreach effort.
- In personnel, part-time Librarian I Joe DiNardi submitted his resignation. Full-time Library Technician Margaret Counihan is on extended medical leave, and Library Substitute Margery Guest submitted her resignation.