



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: December 05, 2006
Re: Monthly Report – November 2006

GENERAL ADMINISTRATION

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

- Contract negotiations with the IBPO union.
- Attending product demonstrations regarding customer service management systems
- Attending the Metropolitan District Commission's Budget Workshop
- Holding discussions with a representative of the American Red Cross regarding services they provide
- Reviewing the preliminary report from the Master Plan Consultant for the Parks and Recreation Department
- Meeting with Bart Russell from COST (Connecticut Council of Small Towns)
- Attending a meeting of the Newington Capital Improvements Committee
- Meeting with the Town Clerk and the Registrars as a follow-up to the election
- Attending the CROG Municipal Services Committee Meeting
- Meeting with various interested parties regarding the Little League baseball field lights
- Holding a Step 3 grievance hearing for a Board of Education employee
- Attending the Mid-State Collaborative Meeting in Berlin

Paid overtime for the month of November 2006 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	21.00	\$ 832.23
Weekend Stand-by and Call-in	16.00	583.12
Road Maintenance	51.00	2,883.18
Leaf Removal	1,461.60	59,440.78
Snow Preparations	<u>285.90</u>	<u>12,153.92</u>
Total	1,835.50	\$ 75,893.23

PARKS AND GROUNDS DIVISION		
Leaf Removal	113.75	\$ 4,095.00
Cemetery	32.50	1,178.75
Football Preparation	18.00	713.00
Total	164.25	\$ 5,986.75
POLICE DEPARTMENT	2006-07 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Patrol	\$ 681,636	\$329,510.99
Investigation	73,048	28,857.30
Communication	57,035	50,146.85
Education/Training	54,837	20,428.16
Support Services	20,871	8,421.98
School Resources Officer Grant	3,349	2,760.12
Animal Control	<u>11,000</u>	<u>3,009.64</u>
Total	\$901,776	\$443,135.04

PERSONNEL

- Resignations were received from Youth Worker Crystal Morawitz and Assistant Town Clerk Donna Dornfried who have taken other positions as well as from Police Sergeant Michael Tkac, who is retiring after 20 years of service.
- The Youth Worker and Assistant Town Clerk positions were advertised with December closing dates.
- Five internal applications were received for the Equipment Operator III position being vacated by Bryan Drapeau, who is retiring after 25 years of service.
- The Recreation Supervisor position was offered to Alison Alberghini who will begin on December 4.
- A written examination was administered on December 1 for eligible candidates for a Lieutenant position in the Police Department.
- The Police Recruit process continued with oral interviews with 27 candidates in early November. From this process, six candidates moved on to polygraphs. Background Investigations were begun at the end of November.
- Informational sessions were provided by representatives of Anthem Blue Cross/Blue Shield and EBS for all employees impacted by the changes in health benefits and the introduction of the Flexible Spending Accounts.

Professional Development

- Town Clerk Tanya Lane attended a conference sponsored by the New England Association of City and Town Clerks. Education sessions included seminars on classic time management practices, technological innovations and a disaster planning workshop.
- Four members of the Parks and Ground Division attended Confined Space Training to become aware of hazards in restricted spaces, and one member attended Electrical Awareness Class to become familiar with dangers associated with tree work activities around electrical lines.
- Recreation Supervisor Kristine Kravontka and Interim Recreation Supervisor Alison Alberghini attended CIRMA training on Managing Volunteers.

RISK MANAGEMENT

The fourth month of the 2006-2007 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 \$678,637 per month; the initial number for October 2006 came in at \$693,756.

INFORMATION SYSTEMS AND TECHNOLOGY

- Completed 98 work orders.

- Blocked 80,173 SPAM/unsolicited emails from reaching Town employees and blocked/ quarantined 161 viruses from entering the Town's network.
- Gregg Breton, GIS Coordinator, worked with Police Department staff to update map addresses, street centerline, police districts and other GIS data layers needed for the Computer Aided Dispatch System.
- Information Systems and Technology staff along with various members of the Town's Technology Team reviewed several vendor presentations of Web Content Management Systems which would allow for additional citizen/customer interaction.
- Installed, reviewed and tested a demonstration firewall appliance for possible use/deployment within the Town's communication networks.
- Installed IAS World client software application on all of the computers in the Assessor's Office. IAS World is a new Computer Aided Mass Appraisal System scheduled to go online sometime in January 2007.
- Attended an online demonstration of Full Circle's building permit system.
- Scott Hoagland, Information Systems Specialist, spent numerous hours working with OCS support staff on correcting various product issues in their Timed Access and Gatekeeper products. Both of these products will be used to assist the Library in controlling access to various computer resources.
- Assisted the Town Clerk's Office in the compilation of election returns throughout the evening of November 7.
- The Town's web site had approximately 24,000 visits during the month with both general and departmental calendars again drawing much of the traffic.

FINANCE

Accounting and Administration

- Retroactive pay calculations for all Administrative and part-time employees were completed.
- The 2005-06 audit neared completion during the month with several hours of staff time committed to meeting the December 31st filing deadline.
- In response to requests from the Town Council's CIP Committee, various reports and analyses were completed on financing the Town's CIP for discussion by the Committee at its December meeting.
- Finance Director Bill Hogan attended the 2007 MDC budget hearing for member towns; the Town's increase will be 6.3% or about \$245,000.
- Schedules and instructions for the 2007-08 budgets were prepared and distributed to the operating departments. The automated budget system module was also opened for departmental entry.
- The Town's first installment of the ECS grant was received during the month in the amount of \$2,598,551.

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)
11/30/2006

General Fund	\$27,573,020
Special Revenue Funds	2,270,606
Capital Projects Funds	677,880
Internal Service Fund	3,459,795
Trust and Agency Funds	1,413,976
TOTAL, ESTIMATED BY FUND	\$35,395,277

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2006

<i>Ave. Monthly Yield, Annualized</i>	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	Current Month	Last Month	Current Month	Last Month	
STIF	5.58	5.38	29,441	33,936	6,497,780
Banknorth	5.23	5.43	42,642	56,936	9,831,456
CLASS PLUS	5.02	4.96	32,721	29,595	7,488,786
Sovereign Bank MM	5.17	5.27	47,861	54,328	8,972,047
Financial Investors Trust	5.07	5.35	10,960	10,915	<u>2,605,208</u>
Total Outstanding Investments					\$35,395,277

Assessor

- Real estate transfers were completed in the Assessor's Office database up to November 20th.
- The Assessor and the Town Attorney represented the Town and reached settlement with owners of five commercial properties through the Connecticut court system. These court cases produced reductions that averaged about 10%, a rate of reduction considerably less than projected.
- Field work inspections for building permits for the 2006 Grand List were completed and entered into the database.
- Approximately 600 personal property forms out of 1,500 were returned to the Assessor's office and entered into the database. This process will be completed during December.
- The Supplemental Motor Vehicle Grand List was received from the Connecticut Motor Vehicle Department and more than half of the pricing was completed.

Revenue Collector

- The Revenue Collector and the Town Planner met with the Town Attorney's Office to discuss possible uses of properties that have been outstanding for some time.
- The Revenue Collector attended the Connecticut Tax Collector's Association fall meeting in Southington. The topic was assessing and collecting statutory interest.
- The Tax Office mailed over 1,500 Motor Vehicle Demand Notices, and delinquent statements were sent to real estate taxpayers. Alias Tax Warrants were also given to the Constable for Personal Property accounts.
- The Revenue Collector initiated meetings with the Credit Information Bureau, the Town's collection agency, in order to streamline the monitoring of these accounts for the office and taxpayer.

PURCHASING

RFP NO. 4, 2005-06, CEMETERY SERVICES

Opening Date: November 2, 2005

Respondent

Newington Memorial Funeral Home, Newington

The proposal is under review.

BID NO. 20, 2005-06, LITTLE LEAGUE BASEBALL FIELD LIGHTS

Opening Date: November 7, 2006

Bidder	Location	Bid
Gagnon Electrical Contracting	Newington	\$92,000

Purchase of the lights was awarded to Gagnon Electrical; purchase of the installation portion of this bid will be subject to future appropriations.

RFP NO. 1, 2006-07, DEVELOPER OF AFFORDABLE, AGE-RESTRICTED HOUSING

Opening Date: August 22, 2006

Respondents:

Beach Investments, LLC, Rocky Hill
New Samaritan Corporation, Hamden

The respondents appeared before the Town Council on September 26 to discuss their proposals. Beach Investments subsequently withdrew from the process. Discussions at the Council level continue.

RFP NO. 2, 2006-07, ROOF REPLACEMENT ARCHITECTURAL SERVICES

Opening Date: October 12, 2006

Respondents

C. J. Lawlor Associates, West Hartford
Kaestle Boos Associates, New Britain
Silver Petrucelli & Associates, Hamden
Friar Associates, Farmington
Jacunski Humes Architects, Newington
O'Riordan Migani Architects, Derby
BL Companies, Meriden
Salamone and Associates, Hamden

Upon recommendation by the Project Building Committee, the Town Council approved Friar Associates to provide architectural services for this project.

TOWN CLERK

- 599 documents were filed on the land records during November.
- There were 95 property transfers with \$89,327.08 collected in State conveyance tax and \$35,879.04 collected in Town conveyance tax.
- Property at 30 Waverly Drive sold for \$500,000 and the Newington Knights of Columbus conveyed property at 647 North Mountain Road for \$715,000. There were 15 residential transfers each over \$300,000.
- The office was open on Saturday, November 4, from 9 a.m. until 12 p.m. for electors to obtain absentee ballots.
- On November 7, electors cast their vote for Governor and Lieutenant Governor, U.S. Senator, Representative in Congress, State Senator, State Representatives, Secretary of the State, Treasurer, Comptroller, Attorney General, Judge of Probate and Registrar of Voters. The official checklist showed that 18,129 voters were eligible to vote; 12,006 people voted, representing a 66% turnout.
- Newington was selected as one of 25 pilot towns in Connecticut to utilize the optical scan voting equipment for this election. Distribution of the ballots at the opening of the polls proved difficult and paperwork and procedures at the closing of the polls was cumbersome. The Registrars of Voters, Town Clerks and the Office of the Secretary of the State followed up with several meetings in an attempt to identify problem areas and make improvements for the next election.

Data Summary--November 2006

	<u>November 2006</u>	<u>November 2005</u>	<u>FY 2006-07 to Date</u>	<u>FY 2005-06 to Date</u>
Land Record Documents	599	611	3,160	3,547
Dog Licenses Sold	37	26	354	374
Game Licenses Sold	202	29	649	543
Vital Statistics				
Marriage Licenses	30	17	136	131
Civil Unions	0	3	0	3

Death Certificates	39	18	114	108
Birth Certificates	50	12	128	67
Total General Fund Revenue	\$ 52,783.29	\$ 70,192.16	\$342,680.71	\$307,325.51
Town Document Preservation	\$ 1,025.00	\$ 1,179.00	\$ 5,900.00	\$ 4,012.00
State Document Preservation	\$ 1,028.00	\$ 1,180.00	\$ 5,916.00	\$ 6,846.00
State Treasurer (\$26 fee)	\$ 13,286.00	\$ 15,314.00	\$ 76,492.00	\$ 15,314.00
Locip	\$ 1,533.00	\$ 1,767.00	\$ 36,541.00	\$ 1,767.00
State Game Licenses	\$ 3,368.50	\$ 318.50	\$ 11,624.00	\$ 8,659.00
State Dog Licenses	\$ 237.00	\$ 221.00	\$ 2,605.00	\$ 2,700.00
Dog Licenses Surcharge	\$ 82.00	\$ 84.00	\$ 953.00	\$ 968.00
Marriage & CU Surcharge	\$ 209.00	\$ 38.00	\$ 1,463.00	\$ 1,330.00
Grand Total	\$ 73,551.79	\$ 90,293.66	\$484,174.71	\$348,921.51

POLICE DEPARTMENT

- Specific attention was given to four streets and neighborhoods (Garfield Street by Walsh Avenue, Church Street by Edward Street, Church Street by Patriot Lane and Richard Street by Pfister Drive) where enforcement of speed, stop sign violations, and other violations took place.
- Approximately 45 traffic stops were made by the Community Services Unit for speeding, stop sign violations, and other violations.
- The Community Services Officer (CSO) visited kindergarten and first grade classrooms in the Newington Public Schools as part of the "Officer Friendly" program. The presentations instructed the students on how to avoid risky situations and how to stay safe as a pedestrian, passenger, bicyclist, or a child having fun. The presentations also informed students on what to do during emergency situations or when unexpected events occur. The students were introduced to skills such as saying "no" and asking for help.
- The CSO Sergeant and Officer attended an employee meeting at Wal-Mart in November at which a \$1,000 donation was presented to the Newington Police Department. This money will be used to purchase supplies and graduation awards for the D.A.R.E. program.
- Officers gave a Cub Scout troop a tour of the Police Department facility which also included a bicycle safety presentation and a demonstration on how fingerprinting is used as evidence in criminal investigation and ascertaining the identity of a suspect.
- 57 offenses were the subject of investigation by Detective Division personnel in November.

Patrol Calls, November 2006

AlarmBurg	135	F/COsymp	1	MVComplaint	50
AlarmHold	2	F/Other	10	Neighbor	9
Animal	19	F/Struc	14	Noise	23
AssaultIP	2	F/Water	2	Notification	3
AssaultRep	5	Fireworks	1	OpenDoor/Window	4
Assist	28	FollowUp	22	ParkingViol	18
BadCheckNSF	2	Harassment	16	PropFound	5
BreachIP	15	Hazard	28	PropLost	10
BreachRep	3	IllegalDumping	3	RecoveredMV	2
BurgIP	3	IndecentExp	2	RobberyIP	1
BurgRep	11	Intoxicated	16	RobberyRep	1
CarSeat	9	JuvComp	16	ServWarrant	26
Check	64	Land/Tenant	3	SexAssaultRe	2
Clear Lot	3	LarcFromMV	25	Shots	1

Court	19	LarcIP	4	SpecDetail	41
CrimMisIP	5	LarcRep	52	StolenMV	2
CrimMisRep	33	Liquor	1	SuddenDeath	1
CustomerIP	13	Location	46	SuicideAtt	6
CustomerRep	1	LockoutMV	2	Suspicious	91
Dog	44	LockoutResid	3	SuspMVOcc	22
DomesticIP	24	Medical	151	SuspMVUnocc	3
DomesticRep	7	Missing	5	ThreatIP	2
DUI	6	MVAband	3	ThreatRep	6
EDP	9	MVAEvading	9	TownOrd	2
Escort	27	MVAInjury	10	Traffic Stop	431
F/Alarm	22	MVAProp	114	TrespassIP	9
F/CONo	3	MVAssist	79	Total for NPD	1947

UCR/NIBRS Selected Crimes

October 2006

October 2005

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	1	-0-
Robbery	3	\$442	4	\$1,959
Assault	7	-0-	3	-0-
Burglary	12	\$25,097	16	\$11,807
Larceny Theft	63	\$29,870	71	\$48,043
Auto Theft	8	\$74,871	8	\$43,900
Totals	94	\$130,280	103	\$105,709

- In October 2006 the Police Department arrested 73 adults, 17 for assaults, 2 for burglary, 3 for forgery/fraud, 12 for narcotic violations, 7 for DUI, and 39 for other miscellaneous offenses. The department also referred 8 persons under the age of 18 for criminal acts, 1 for assault, 4 for larcenies, 1 for DUI, and 2 for other miscellaneous offenses.

FIRE DEPARTMENT

The Fire Department responded to 66 alarms/emergencies as follows:

	<u>November 2006</u>	<u>5 months Cum.</u>
Residential	24	78
Commercial, Industrial, Office	4	23
Hospital, School	6	23
Vehicle	0	14
Rescue, Police Assistance	1	7
Dumpster, Rubbish, Grass, Brush, Leaves	4	18
Hazardous Materials/Clean up	0	15
Investigative Alarm	22	130
False Alarm	0	0
Mutual Aid/Standby	2	3
Carbon Monoxide Investigation	3	10
Water Related Incidents/Pump-Outs	0	0
Total	66	321

Training Summary:

Training	Members	Hours
HazMat Training – Refresher	30	290
Firefighter Safety and Survival	3	24
SCBA Maze – Tower	10	30
Multi-Company Training (ladders) – Tower	62	125
Building Construction – State of Connecticut	12	192
Officers’ Training – Classroom	30	90
Pump Training	12	36
Rit Training	5	36
Fire Service Instructor	1	144
Driver Training	12	120

FIRE MARSHAL

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

Inspections	21
Inspection Follow-Ups	39
Plan Review	3
Job Site Inspections	3
Underground Tank Removal	0
Fire Investigations	1
Fire Alarm Trouble	4
Complaints	4
Haz/Mat	0
Bomb Threats	0
Blasting	13

Training

- Fire Marshal Chris Schroeder and Deputies Guy Pelletier and Sherry Rusbarsky attended the Annual International Association of Arson Investigators Conference in Rocky Hill. The topics covered were Commercial Kitchen Fire Investigations and Clandestine Drug Labs.

Incidents

- A fire in a commercial building at 87 Market Square caused moderate damage to several first floor businesses. No injuries were reported.

Blasting

- Blasting continued at the Newington Ridge Development at the old Hartford Drive-In site. No problems were identified.

PUBLIC WORKS/FACILITIES MANAGEMENT

- During the month there was one request and an agreement executed by a private owner to tie into the Town’s storm drainage system.
- The Town’s sidewalk maintenance contractor, Laviero Construction, continues to perform sidewalk maintenance repairs as directed by Engineering staff.
- Due to a lack of quorum, the monthly meeting scheduled for the Conservation Commission was cancelled. The meeting will be made up by a special meeting scheduled for December 5, 2006.
- A field inspection was performed of Hollow Tree Lane for street acceptance by the Town. There are several issues that warrant correction before a recommendation to accept can be granted.
- Received verbal notification by a Department of Transportation (DOT) representative that the Town has been approved to receive a \$700,000 grant to perform a pavement rehabilitation project on Kelsey Street, Pane Road, Christian Lane, and Church Street.

- A pilot program that provides the condition rating of each street in Town as well as a maintenance strategy for repairing the street is still being evaluated and refined.
- Received and started review of plans submitted by DOT for their proposed Busway that will span the Towns of New Britain, Newington, West Hartford, and Hartford.

Highway Department

- Highway Department personnel completed the leaf collection in 28 days as a result of minimal rain and no snow. Crews completed two rounds of town-wide pick-up and collected nearly 14,000 cubic yards of leaves.
- Green-Cycle, Inc., a bid awarded contractor, provided 100 cubic yard trucks throughout the month for the disposal of collected leaves. Highway Department equipment operators loaded the trucks.
- Mechanics continued to work on snow fighting equipment during the month of November as well as provided preventative maintenance services and emergency repairs for all Town departments. Fall services to Fire Department equipment and maintenance of leaf collection equipment were also completed. Two new Police vehicles and one traffic vehicle were delivered and vehicle setups have begun.

TOWN PLANNER

November activities underway in the Town Planner's office included:

- Griswoldville / Deming Street Traffic Signal – This new Town signal and associated intersection improvements were constructed by the developers of the Walgreens Pharmacy and Sunrise Estates subdivision pursuant to the Town Plan and Zoning Commission's (TPZ) requirements of approval. The project's traffic engineer, Bubaris Associates, submitted certification on November 27 that the completed work complies with the State Traffic Commission's approved signal plan. The TPZ will continue to hold performance bonds for both projects until all work is satisfactorily completed.
- 690 Cedar Street Phase II National Welding Site Assessment – On November 21, Fuss & O'Neill met with the contractors to mark and identify boring and underground utility locations in anticipation of beginning Phase II collection of soil samples at National Welding. Field borings will require about one week to complete and eight to ten weeks to conduct laboratory data analysis.
- New Meadow – Phase II Senior Housing – The Town Planner continued to respond to questions raised by Welles Road neighborhood residents regarding the potential development of senior housing at the 2.3 acre New Meadow property. A project schedule setting forth the key steps that New Samaritan Corporation would follow to accomplish a HUD 202 project was prepared for the Town Council's review.

Development Projects:

- Shoppes at East Cedar Street – The TPZ approved a mixed use project for this 9 acre site on November 20. Zone District amendment from I, Industrial Use, to B-BT, Business Berlin Turnpike, was approved to facilitate the development of a four story hotel/conference center at this gateway site. The Commission denied the developer's petition for a 12 pump gas station citing the existing traffic problems at East Cedar Street and Russell Road plus the new trips added by the station as serious public safety concerns.
- Sam's Club Store – Realm Realty's proposal for a 134,000 sq. ft. Sam's Club store, 6,200 retail pad store and a 12 pump gas station were approved by TPZ on November 20. The TPZ coordinated its approval with the Conservation Commission's favorable plenary ruling. A condition of approval will be the developer's responsibility to monitor traffic at nearby Town intersections for a six month period after the store's opening and to make improvements, if warranted.
- JDC Trucking Site Redevelopment – The development plan for a new 17,000 sq. ft. Aldi Food Store and a future 3 acre development parcel at the JDC Trucking property was approved by the TPZ on November 20. This project will result in the redevelopment of an older Berlin Turnpike parcel that has frequently been cited for zoning violations. The developer agreed to the TPZ's requirements for additional buffer screening along the Crown Ridge condo boundary and enhancements to the building's architecture.

- Fountain Pointe Commerce Park – Site plan Mylars for this 34,000 sq. ft. professional office park at the corner of Willard Avenue and Alumni Road were signed November 27th. Initial site work will require the relocation of water and sanitary utilities that extend through this property. Building construction cannot commence until the State Traffic Commission issues a Certificate of Traffic compliance.
- Cedar Ridge Commerce Park – The TPZ is awaiting the Conservation Commission’s Inland Wetlands ruling for this 28 acre, four lot commercial subdivision. Once the report is received, the TPZ will render its decision on this petition.

BUILDING DEPARTMENT

- 21 permits were issued for single family homes in Newington (82 Allston Road, 302 Willard Avenue, 3 Bogart Lane, 7 Bogart Lane, 9 Bogart Lane, 6 Chaplin Street, 4 Chaplin Street, 10 Chaplin Street, 34 Chaplin Street, 32 Chaplin Street, 30 Chaplin Street, 37 Chaplin Street, 35 Chaplin Street, 33 Chaplin Street, 3 Chaplin Street, 5 Chaplin Street, 9 Chaplin Street, 18 Chaplin Street, 16 Chaplin Street, 14 Chaplin Street, and 12 Chaplin Street).
- Seven Certificates of Occupancy were issued, all for single family houses (1 Memory Lane, 104 Sterling Drive, 98 Sterling Drive, 22 Barkledge Drive, 4 Barkledge Drive, 110 Sterling Drive, and 116 Sterling Drive).

Building Department Inspectors completed a total of 404 inspections: Above Ceiling (2), Boiler (5), CO (28), Code (3), Damp proofing (4), Decks (4), Electrical (89), Final (10), Fireplace Insert (1), Footings (15), Foundation (18), Framing (31), Gas Line (12), Gypsum (9), Hot Water Heaters (1), Insulation (20), Mechanical (46), Piers (5), Plumbing (40), Pool Bonding (1), Rebars (2), Roofing (9), Rough (41), Sprinkler (1), Slab (2), Water Proof (1), Wood / Pellet

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

David Zwick	Smoke Management System Design in Atriums and High-Rise Buildings – November 3, 2006 2003 IBC Wood Design ASD (All Levels) – November 6, 2006 Environmental, Health & Safety Issues – November 29, 2006
Art Hanke	2003 IBC Wood Design ASD (All Levels) – November 7, 2006 Environmental, Health & Safety Issues – November 15, 2006
Richard Smith	Environmental, Health & Safety Issues – November 1, 2006 2003 IBC Wood Design ASD (All Levels) – November 7, 2006
Pete Hobbs	Environmental, Health & Safety Issues – November 8, 2006

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	21	\$ 431,486
Deck	3	26,000
Demolition	2	7,,500
Electrical	28	126,530
Fence	0	0
Fire Suppression/Sprinkler	0	0
Footing/Foundation	1	30,000
Fuel Tank	4	16,820
Garage/Shed	3	7,735
Mechanical	25	180,598
New Commercial	0	0
New Residential	21	4,914,108
Plumbing	9	69,505
Pool	1	1,550
Roofing/Siding	25	358,183
Sign	2	9,539
Total	145	\$ 6,179,554

Permit Value Comparison for November:

	2006	2005
Value of Permits Issued	\$6,179,554	\$1,805,723
Building Permit Fees Received	\$72,298	\$29,723
Other Income Fees	\$716	\$1,513
Building Permits Issued	145	151

Total Value of Permits and Permit Fees:

2006-2007		2005-2006	
Value	Permit Fee	Value	Permit Fee
\$37,654,258	\$429,808	\$11,644,266	185,738

HEALTH DEPARTMENT

- Routine inspections for the month consisted of food establishments and day care centers.
- A second plan review was completed for the new McDonalds restaurant on the Berlin Turnpike. On-site visits are being made to ensure compliance with Public Health Code Requirements.
- During the month of November, two flu shot clinics were held at the Newington Senior and Disabled Center. 634 flu shots and 39 pneumonia shots were administered. District residents were able to attend any of the clinics that were provided by the Health District.
- New complaints for the month numbered 16, none of any major significance.
- The Newington Health District office has a new database system to track food service inspections and complaints.
- Greg Mattus, Sanitarian covering Newington, met with representatives of Sam's Club to discuss plans for a store in Newington.
- Drinking water was sampled for the Newington Parks and Recreation Department after school daycare program. The water is being tested for lead as part of their daycare license renewal.

Statistical Summary

	Monthly Totals	Year to Date	Last Year to Date
Food Establishment Inspections	21	275	407
Food Establishment Reinspections	6	44	52
Other Routine Inspections	3	78	66
New Complaints Received	16	192	215
➤ Complaint investigation made	16	214	223
➤ Notice of Violation issued by Public Health Coordinator	0	44	53
➤ Legal Order issued by Director of Health	0	2	3
➤ Complaint compliance recorded	12	156	208

HUMAN SERVICES

- On November 15 the department held its annual Holiday Food distribution serving 248 households representing 528 residents.
- Preparations are well underway for the Holiday Toy and Gift program with the distributions scheduled for December 18, 19 and 20. Many organizations and individuals are sponsoring families this year.
- On November 30, the Department offered a forum on prejudice and bullying. Thirteen high school students presented their perspective and advice regarding these issues. The program was facilitated by the Anti-Defamation League.
- Positive youth development activities were offered including:
 - The third cycle of ROPE was completed for sixth graders at both middle schools with final challenges offered in the indoor gym at Town Hall.

- SCORE was filled to capacity with participants gaining valuable social, cultural and educational skills. Programs included Mad Science, Trampoline, Horsing Around, Show Me the Money and Fun with Fleece.
- Youth Worker Morawitz, with assistance from Wethersfield Youth Services, prepared the outdoor challenge course for winter, taking down and storing equipment.
- Several outside groups used the course in November including Morley Extended Day program and Wethersfield Youth Services.
- The High School Adventure Club offered two activities during the month.
- Preparation for the second cycle of SCORE, which usually begins at the end of January, will be delayed until the February school vacation to allow the new Youth Worker to become oriented.
- Youth and Family Counseling experienced a rise in caseload with 60 active cases and 18 new referrals. There were 103 clinical therapy sessions and 93 contacts with families and other agencies.
- The Juvenile Review Board handled two cases.
- The Social Casework program handled 78 active cases with 20 new cases referred.
- Food Bank, Clothing Closet and Special Need requests remained constant.

November 2006 Statistics

Selected Programs	FY 06-07 Undp. Total This Month	FY 06-07 Undp. Total Last Month	FY 06-07 Cum. Undp. Total YTD	FY 05-06 Cum. Undp. Total YTD
Youth and Family Counseling	60	44	89	97
Positive Youth Development	173	454	1,812	1,487
Youth Works (Job Bank)	9	6	29	23
Information and Referral	317	208	1,032	939
Social Casework Cases	78	80	163	166
Under 55 = 45				
Over 55 = 33				
Food Bank Participants	58	91	375	403
Special Needs	17	7	94	63

SENIOR AND DISABLED CENTER

- The Central Connecticut Health District conducted two flu shot clinics at the Senior and Disabled Center during the month. Although more than 600 people received the vaccine, attendance was relatively low. Many residents likely took advantage of the earlier clinic in Wethersfield or one of the local clinics in grocery stores.
- Eric Rodko from NCAAA presented an information session covering general information about Medicare Part D on November 3rd. Turnout was relatively low, as was the experience in other communities as well, which is a bit concerting as the enrollment period ends on December 31st.
- Duksa Family Funeral Homes sponsored a program entitled The 5 Key Concerns of Retirees on Thursday, Nov 9, featuring a panel of professionals, entertainment and refreshments.
- Gentiva Health Services sponsored a program on Friday, November 17, on the The ABC's of Wound Care. RN Janice Joseph spoke about wound care and services that can be provided by a home health care company in the home.
- Jan Ruderman, Director of Rehabilitation from VNA HealthCare, demonstrated and spoke about techniques for getting up from a fall and fall prevention on Wednesday, Nov 29th.
- Visitors to the Center will soon be greeted by a friendly, well informed volunteer at a new reception counter recently installed in the east foyer. The goal of this initiative is to make the center more welcoming to new and returning members.
- The Senior and Disabled Center is participating in a new cellular phone recycling fundraiser, sponsored by the National Institute of Senior Centers. The Center accepts used cell phones, maintains a stock to give to senior and disabled residents for 911 use, and sends the remainder for recycling. So far the Center has submitted 250 phones and has received \$322.24.
- The Center currently has a membership of 3,565 with 39 new members joining in November.
- A statewide Homeshare Coordinators meeting was held at the Center on November 21. The group is considering ways to market the program as well as potentially revising the program's mandates.

- More than 80 volunteers participated in the annual Day of Caring Rake Day on November 11. They included Newington students, high school staff members, civic groups and faith groups. In all, 25 households were served.

Dial-A-Ride

Wellness Clinic

Senior Café

Trips	Miles	On-site	Off-site	Meals Served
1,204	3,695	n/a	n/a	1,009

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	6	13	6	2
Other Comm.	8	45	62	20

PARKS AND RECREATION

Administration

- CEHP, Inc., the Master Plan consultant, presented preliminary findings of the Master Plan to the Board of Parks and Recreation and the Town Manager.
- The Greenways Alliance conducted another clean-up of the Twenty Rod Road trail.
- Wendy Rubin, Superintendent of Parks and Recreation, presented an education session on Mentoring to her peers at the annual CT Recreation & Park Association State Conference.
- Ms. Rubin attended a presentation of a proclamation honoring Ed Churchill, whose family donated the land to the Town that is now Churchill Park, as a part of the department's 50th anniversary celebration.
- Superintendent Rubin participated in meetings with Little League to move forward with the installation of lights at Clem Lemire Recreation Area, Memorial Field.

Recreation Division

- Boys and Girls Basketball registration stands at 637 in grades 1- 8.
- Final preparations are underway for the 2nd annual Newington Night of Lights, a combined tree lighting and carol sing, co-sponsored with the Chamber of Commerce, which will be held in the Town Center on December 9.
- The Winter Program brochure was sent to 11,000 addresses in Newington.
- Staff assisted the Newington High School Basketball Boosters with their annual basketball jamboree November 24-26th in the Mortensen Community Center. Twelve teams participated in the tournament.
- Boys and Girls Middle School Travel Basketball programs began their season.

Parks & Grounds Division

- Four Parks and Grounds Division members were assigned to the Highway Department for the month of November to join the Town-wide leaf collection effort along roads and streets.
- Preparation was made for the final athletic events during November, including a home football game on November 23.
- At the request of Newington Little League Division, members reduced the baseline and skin field sizes for Volunteer Field with the installation of sod to better accommodate poor weather conditions. Materials for this activity were provided by Little League.
- Street flags were installed for Veterans Day.
- Division personnel assisted the Library for its book sale by moving tables, and assisted Human Services by picking up food scheduled for distribution.
- There were 9 interments in Town Cemeteries during November.
- Grounds crew members set 10 veterans stones prior to Veterans Day.

LIBRARY

- A grant from the Newington Chapter of UNICO will allow for the inauguration of a Special Needs Playgroup for children and their families. The need for library services to this young age group has been increasing and now it can become a reality.
- 1,411 children and their caregivers attended 50 programs. Highlights included *Curious Creatures*, a hands-on animal presentation held over the Thanksgiving weekend. Book discussions, outreach services to the middle schools, and story-based programs for 22 childcare centers rounded out the month.
- Eight programs for adults and teens attracted 220 participants. The *World Cuisine* series continues to have mass appeal as over 50 people were treated to *French Chocolate Creations*. The *Alternative Career* series continued with singer/songwriter Kate Callahan and healing practitioner Ann Jones. A business workshop for people starting their own businesses, and a program for parents given by the Connecticut Higher Education Trust and the Connecticut Student Loan Foundation completed the offerings for November.
- The Friends of the Library changed the date of their Fall Fiction Booksale which resulted in their most lucrative fall sale to date. A puzzle swap was also offered.
- The Friends partnered with the Connecticut Storytelling Center for an evening of storytelling for adults. Nearly 80 people came on a Saturday evening to hear professional tellers spin their tales and dazzle the audience with the enchanting art of storytelling.
- Topics of note that were researched this month included:
 - Pop culture icons in the media from the 1950s and 1960s.
 - Children's sleepover activities.
 - Sample voting ballots for Newington and information on the candidates.
 - Dealing with people from different cultural backgrounds in the business world.
 - How to draw up a petition for a landlord.
- The new design for the library's front page of the webpage was made available to the public, complete with more blogging opportunities and a more user-friendly design. *Reference USA* was the most-used online database accessed remotely.
- Circulation of materials was 34,600, a 6% increase over last year. There was a 9% increase in the number of people using the building during November (21,130). 4,820 reference questions were answered and 1,610 items were processed and added to the collection. There were 5,493 hits to the library's homepage.
- The Library's Plan of Work for 2007 was presented to the Board as well as to all library staff. Work has begun on this ambitious list of tasks that the staff and Board will use as their blueprint for work during the coming year.
- Elevator malfunctions continued during November. An architect will be examining the roof in anticipation of the long awaited roof repair project.
- The library is collaborating with Trinity College's Academy of Lifelong Learning to offer a 3-4 session course for adults interested in expanding their intellectual horizons. The class, *E=MC2- A Biography of the World's Most Famous Equation*, will be offered in the spring.