



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 12, 2008
Re: Monthly Report – November 2008

GENERAL ADMINISTRATION

During the month, the Town Manager:

- Attended meetings regarding solid waste disposal and single stream recycling.
- Attended the Mid-State Collaborative Meeting in Berlin.
- Interviewed candidates for the positions of Facilities Maintainer and Groundskeeper I.
- Held several grievance/mediation hearings with representatives of both the AFSCME and IBPO Unions.
- Attended meetings of the Town Hall Renovations Project Building Committee and the Downtown Revitalization Committee.
- Attended meetings with representatives of both CRCOG and CTCMA.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	137.30	\$ 7,058.36
Weekend Stand-by and Call-in	20.00	772.44
Road Maintenance	42.50	1,667.66
Snow Removal	130.00	5,422.55
Traffic Division	11.10	424.47
Leaf Pick-up	<u>1,464.90</u>	<u>47,638.78</u>
Total	1,805.80	\$ 62,984.26
PARKS AND GROUNDS DIVISION		
Leaf Pick-up	178.00	\$ 7,052.72
Cemetery	29.50	1,150.38
Football Preparation	<u>16.00</u>	<u>679.04</u>
Total	223.50	\$ 8,882.14

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	\$ 215.53	\$ 4,167.00	\$ 1,677.47
Patrol	600,000.00	223,540.03	727,443.00	272,493.92
Investigation	76,637.00	29,642.50	76,000.00	24,705.47
Communication	108,429.00	38,935.78	104,486.00	49,762.70
Education/Training	88,337.00	29,547.90	66,026.00	31,317.06
Support Services	38,137.00	13,781.78	36,827.00	14,105.30
Animal Control	<u>12,070.00</u>	<u>4,032.56</u>	<u>11,706.00</u>	<u>3,047.50</u>
Total	\$927,921.00	\$339,696.08	\$1,022,488.00	\$394,061.92
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 7,002.99	\$ 27,494.00	\$ 15,554.15
Snow and Ice Control	132,349.00	126.64	127,912.00	6,732.60
Traffic	8,345.00	2,551.31	7,593.00	7,804.47
Vehicles and Equipment	28,185.00	24,678.82	27,166.00	8,917.40
Leaf Collection	<u>55,000.00</u>	<u>22,722.13</u>	<u>62,521.00</u>	<u>21,153.11</u>
Total	\$251,988.00	\$ 57,081.89	\$ 252,686.00	\$ 60,161.73
PARKS AND GROUNDS				
Parks and Grounds	\$130,547.00	\$ 38,660.12	\$ 126,793.00	\$ 32,365.07
Cemeteries	<u>14,893.00</u>	<u>6,542.47</u>	<u>14,893.00</u>	<u>3,879.61</u>
Total	\$145,440.00	\$ 45,202.59	\$ 141,686.00	\$ 36,244.68

Note: The Police Department Support Services overtime figures for 2007-08 are adjusted to include OT budgeted for the School Resources Officer Grant which is reflected in Support Services in the 2008-09 budget. The NPD OT amounts included in the November 2007 Monthly Report included payroll incurred in November but paid in December. The amounts included in this Monthly Report represent a more accurate comparison.

The NPD OT budget for November 2008 reflects a 20% decrease of \$15,583 from October (\$76,420) to November (\$60,837).

- o Patrol OT decreased 14% (\$6,607) due to fewer vacation days used, less holdovers, and the return of an officer from light duty.
- o Detective Division OT decreased 59% (\$6,522) due to fewer call outs.
- o Communications OT decreased 31% (\$2,561) decrease due to fewer days off.
- o Education/Training OT increased 32% (\$1,398) due to firearms training.
- o Support Services OT decreased 48% (\$2,130) due to School Resource Officer taking fewer days off.
- o Canine OT increased 99% (\$839) due to additional call outs.

PERSONNEL

- The position of Superintendent of Parks and Recreation was re-advertised with a closing date of November 26.
- The Administrative Secretary position in Parks and Recreation was advertised to the public with a closing date of November 7. Over 250 applications were received. Approximately 20 candidates were selected to be tested on November 20 with the top candidates to be interviewed in early December.
- After testing and interviews, Joshua Michalak was appointed Facilities Maintainer effective November 24.
- Ted Perzanowski was appointed as a Groundskeeper I effective November 24 after successfully completing a practical exam and going through an interview process.
- The Account Clerk II position in the Finance Department was advertised to the public with a closing date of November 26. Approximately 150 applications were received.

RISK MANAGEMENT

- The fourth 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 October 2008 came in at \$839,992.

Cumulative Claims through October 2008

	Town	Board of Education	Total
Estimated Claims	\$686,400	\$2,187,392	\$2,873,792
Actual Claims	\$559,502	\$2,691,163	\$3,250,665

FACILITIES MANAGEMENT

- Installation of the new boilers, make-up water and condensate systems for the Town Hall heating systems has been completed and they are now in service. Installation of the new controls has also been completed and adjustments are being made. Temperature fluctuations have resulted in swings of the boiler temperature during this phase but, as it remains colder, the final adjustments will be easier to complete.
- The Town Hall Renovations Committee decided to move forward with Phase II of the renovations for the building and has given the architect, Kaestle Boos, authorization to proceed with the next design phase which will be the space requirements and building assessment to move forward with actual construction documents to begin renovations to the Town Hall.
- The facilities group completed 32 formal work orders during the month of November in addition to scheduled maintenance and project work assignments.
- Carpeting of additional areas at the Senior and Disabled Center has been delayed until December due to a factory backlog.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 26 requests for service via the Internet.
- 7,913 unsolicited SPAM email messages and 20 viruses were blocked.
- 99 internal work orders were completed.
- The Town's website had approximately 18,655 visits during the month - 60,182 page views with an average of 3.23 pages viewed per visit. The Town home page, Lucy Robbins Welles Library, Town employment opportunities and the Assessor's Office were the most frequently visited.
- Technical assistance was provided to Elections officials in the preparation and web posting of preliminary results of the November 4, 2008 Presidential Election.
- Staff assisted in the relocation of fiber and copper cabling between the Town Hall and the Senior and Disabled Center necessitated by the reconstruction of Cedar Street.
- Camera software on all Police Department – Detective Division computers was updated.
- An issue for the Police Department that was restricting them from accessing criminal justice websites hosted by the State of Connecticut was fixed.
- Efforts to upgrade the Police Department's computer aided dispatch and records management hardware and software applications continued. Application testing has begun.
- Technical assistance was provided to the Engineering Department in preparing an update to the Conservation Commission application which can be found on the Town's website.

FINANCE

Accounting and Administration

- With the deadline for the December 31 filing of the 2007-08 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.

- The new release of MUNIS, the Town's accounting system, was successfully installed during the month. All staff was involved with the training and testing of the system's many modules. Paul Boutot, Director of Information Systems and Technology, was instrumental in the successful installation with minimal interruption to departments.
- Various reports were compiled from the Capital Improvement Project requests submitted by departments. Other analysis was prepared for the Town Council's CIP Committee for discussion at its December meeting.
- 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)

11/30/2008

	<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	\$333,043	\$29,899,553
Special Revenue Funds	\$53,000	\$19,124	1,832,030
Capital Projects Funds	\$6,100	\$4,604	739,454
Internal Service Fund	\$100,00	\$35,441	4,398,294
Trust and Agency Funds	\$38,000	\$11,816	<u>1,405,942</u>
TOTAL, ESTIMATED BY FUND			\$38,275,273

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2008

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	1.85	2.09	41,531	50,367	\$23,810,641
CLASS PLUS	1.07	1.43	9,234	14,629	10,247,303
Financial Investor Trust	1.14	1.78	3,411	5,441	3,861,224
Bank North	0.85	1.49	322	2,776	249,940
Sovereign Bank MM	1.58	3.77	136	1,139	<u>106,165</u>
Total Outstanding Investments					\$38,275,273

Rates reflect avg. monthly yield, annualized

Assessor

- The office spent the month of November working in production mode for the October 1, 2008 grand list as well as on the real estate list, the personal property list, and the supplemental motor vehicle list. This process will continue through January 2009.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November.
- Over 300 real estate properties were inspected for improvements as a result of building permits. These properties have been entered in the assessment database. Eight new homes were inspected due to Certificates of Correction. Pro rated assessments were completed on new construction and given to the Revenue Collector for additional tax billing.
- Approximately 1,200 personal property declarations were received during October and November. About 75% of those returns have been entered in the database.

- The 2007 Motor Vehicle Supplemental List was substantially completed and will be delivered to the Revenue Collector early December. The 2008 regular motor vehicle list will be received during the month of December.

Revenue Collector

- 100 taxpayers who owe two or more years of real estate taxes were notified that legal action may be taken. This generated \$55,598 in collections from 27 accounts; 12 accounts were paid in full.
- Collections on the current levy of taxes amounted to \$228,491.

PURCHASING

BID NO. 4, 2008-09, EMERGENCY GENERATOR & AIR CONDITIONING SYSTEM RENOVATIONS TO NEWINGTON HIGH SCHOOL

Opening Date: November 14, 2008

Bidder	Location	Total	Ind. Unit Price
Air Conditioning System			
Action Air Systems	Manchester	\$479,000	\$12,500
Connecticut Boiler Repair	W. Hartford	\$610,850	\$ 6,000
Stewart Mechanical Services	Waterbury	\$698,888	\$19,875
Emergency Generator			
Holzner Electrical Construction	Bridgeport	\$316,400	
Central Electric & Generator	Cheshire	\$327,684	
H. J. LaPierre, Jr. & Son	Windsor Locks	\$388,350	

The Project Building Committee recommended project awards to Action Air Systems for the AC System and to Holzner Electrical Construction for the Emergency Generator based on their low bids.

RFP NO. 3, 2008-09, COMPREHENSIVE TOWN WIDE DRAINAGE ANALYSIS

Opening Date: October 21, 2008 (extended to October 28)

Respondents

Tighe & Bond, Inc., Shelton
 Anchor Engineering Services, Glastonbury
 CDM, Wethersfield
 BETA Group, Inc., Rocky Hill
 Milone & MacBroom, Cheshire
 Civil Strategies, LLC, Farmington
 BL Companies, Meriden
 Cardinal Engineering Associates, Inc., Meriden
 Maguire Group, New Britain
 Loureiro Engineering Associates, Inc., Plainville

After a review of the proposals by Engineering Department staff, the contract was awarded to BETA Group, Inc.

RFP NO. 4, 2008-09, PREPARATION OF THE PLAN OF CONSERVATION AND DEVELOPMENT

Opening Date: December 3, 2008

TOWN CLERK

- 400 documents were filed on the land records during November. \$38,308.37 was collected in State conveyance tax and \$18,464.17 was collected in Town conveyance tax.
- Five residential properties each sold for over \$300,000.
- Property at 142 Willard Avenue sold for \$425,000 from Exxon Mobil Oil Corporation to Selina's Family LLC.

- 11 Notary Public commissions were recorded; 4 burial permits, 1 cremation permit and 40 certified copies of vital records were issued.
- 114 mortgages, 129 releases, 22 liens and 4 Trade Names were filed.
- November 1st was the deadline for unaffiliated and minor party candidates to file a Justice of the Peace application with the Town Clerk. Any incumbent JP filing the paperwork in a timely manner was automatically reappointed as a Justice of the Peace. Four openings remained with 13 candidates to fill these vacancies. The Town Clerk conducted a public lottery on November 18th to fill these openings.
- Election duties and the process of issuing Presidential Ballots went very smoothly.
- On November 12th and 14th staff attended a training session sponsored by the Department of Environmental Protection (DEP) for the new Automated Sportsmen's Licensing System.

Data Summary--November 2008

	<u>November 2008</u>	<u>November 2007</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	400	479	2523	2865
Dog Licenses Sold	10	17	439	449
Game Licenses Sold	44	62	486	589
Vital Statistics				
Marriages	25	27	110	139
Civil Unions	0	1	2	5
Death Certificates	26	18	110	119
Birth Certificates	53	51	123	135
Total General Fund Revenue	\$ 31,019.42	\$ 45,589.07	\$220,115.80	\$280,936.76
Town Document Preservation	\$ 744.00	\$ 882.00	\$ 4,699.00	\$ 5,359.00
State Document Preservation	\$ 748.00	\$ 896.00	\$ 4,714.00	\$ 5,382.00
State Treasurer (\$26 fee)	\$ 9,620.00	\$ 11,284.00	\$ 60,892.00	\$ 69,368.00
Locip	\$ 1,110.00	\$ 1,302.00	\$ 7,026.00	\$ 8,004.00
State Game Licenses	\$ 506.00	\$ 796.50	\$ 7,470.50	\$ 9,757.00
State Dog Licenses	\$ 180.00	\$ 104.00	\$ 2,648.50	\$ 3,017.50
Dog Licenses Surcharge	\$ 60.00	\$ 42.00	\$ 964.00	\$ 1,108.00
Marriage & CU Surcharge	\$ 114.00	\$ 209.00	\$ 1,235.00	\$ 1,577.00
Grand Total	\$ 44,101.42	\$ 61,104.57	\$309,764.80	\$384,509.26

POLICE DEPARTMENT

- The final reimbursement for the DUI 2008 Grant was received in the amount of \$4,515.63, closing out the grant.
- Among the numerous calls Patrol Officers responded to in November were:
 - A reported home invasion at a local residence. The residents reported that two masked men, armed with a handgun, entered the home and bound the three residents, "pistol whipping" one of the residents. The investigation is ongoing.
 - A reported burglary alarm at a local commercial business. This business has been the subject of recent break-ins and thefts. Officers on scene maintained a hidden perimeter and observed a suspect exiting the front of the business carrying a black bag. The suspect was taken into custody and charged with burglary and larceny related charges.
 - Several larcenies and burglaries at local landscaping companies. Equipment such as trucks, trailers, hydro-seeders, chippers and lawn care equipment were stolen. These incidents are currently being investigated.

Patrol Calls – November 2008

Alarm Burglary	127	F/Alarm	15	MVA Evading	14
Alarm Hold-up	6	F/Hazmat	12	MVA Fatal	0
Animal Complaint	34	Fingerprints	16	MVA Injury	11
Arson	0	Fire/CO No Symptoms	2	MVA Property	118
Assault IP	3	Fire/CO Symptoms	1	Neighbor Dispute	6
Assault Report	1	Fire/Other	9	Noise Complaint	9
Assist Other PD	31	Fire/Structure	7	Notification	0
Bad Check NSF	0	Fire/Vehicle	1	Open Door/Window	13
Bike Found	2	Fire/Water	3	Parking Violation	33
Bike Lost	0	Fireworks Complaint	1	Property Found	6
BOLO	2	Follow-up Investigation	27	Property Lost	2
Breach of Peace IP	14	Gun Call	1	Recovered MV	1
Breach Of Peace Rpt	2	Harassment	9	Robbery IP	1
Burglary IP	3	Hazardous Condition	22	Robbery Report	0
Burglary Report	6	Homicide	0	Serve Subpoena	0
Car Seat Install	10	Illegal Dumping	1	Serve Warrant	21
Check the Welfare	91	Indecent Exposure	0	Sexual Assault Report	2
Clear Lot	2	Intoxicated Person	7	Shots Fired	0
Court Detail	18	Juvenile Complaint	9	Special Detail	47
Crim Mischief Graffiti	0	K9	1	Stolen MV	7
Criminal Mischief IP	3	K9 Other	0	Sudden Death	1
Crim Mischief Report	13	Landlord/Tenant	1	Suicide	0
CSO Detail	4	Larceny from MV	16	Suicide Attempt	0
Customer Dispute IP	10	Larceny IP	10	Suspicious MV Occ	24
Customer Dispute Rpt	7	Larceny Report	32	Suspicious MV Unocc	11
Directed Patrol	426	Liquor	0	Suspicious Person	107
Dog Complaint	28	Lockout MV	5	Test Police	0
Domestic IP	12	Lockout Residence	0	Threatening IP	0
Domestic Report	5	Medical	173	Threatening Report	5
Drug Investigation	9	Missing Person	15	Town Ordinance Violation	1
DUI	9	MV Assist	51	Traffic Stop	863
Emotionally Disturbed Person	5	MV Complaint	27	Trespass IP	3
Escort	23	MVA Abandoned	9	Trespass Report	2
				TOTAL	2694

- Sixty-five offenses were the subject of investigation by Detective Division personnel in November.
- The Community Services Officer:
 - Taught several Internet Safety classes. Students learned about Open Chat and Closed Chat, appropriate Blog and IM etiquette, dangers and appropriate use of social networking sites such as Facebook and MySpace and how the cycle of Cyber Bullying can be stopped.
 - Taught an Internet Safety class to John Wallace Middle School parents. The presentation was open to parents of students in grades 5-8 and covered topics from Predators to Social Networking sites to the impact a social networking profile can have in college admissions and applying for a job.
 - Provided a Crime Prevention seminar for the staff at Middlewoods of Newington. Various topics were covered from staff and patient security to the emergency preparedness matrix for a medical facility or assisted living center. The staff was also made aware of proper protocols in handling thefts from senior residents and how to protect their residents from unscrupulous lottery and other mail solicitations.
 - Provided a tour of the Newington Police Department to a local Cub Scout pack.
 - Attended a Juvenile Justice Conference in Cromwell. The emphasis was on developing safety programs for the youth which involve teenagers taking the lead in the production of videos and

music geared towards their peers. There was also an emphasis on the teen driving and the graduated license programs of Illinois and how teen driving crashes were greatly reduced in 2007 since the implementation of a graduated license program. The new Connecticut licensing of teens closely mirrors that of Illinois.

- o Assisted in the ROPE program.

UCR/NIBRS Selected Crimes

October 2008

October 2007

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-	-0-	1	-0-
Robbery	-0-	-0-	2	\$47,404
Assault	8	-0-	7	-0-
Burglary	11	\$37,838	186	\$19,831
Larceny Theft	53	\$21,155	59	\$18,465
Auto Theft	3	\$17,775	8	\$93,477
Totals	75	\$76,768	263	\$179,177

- In October 2008 the Police Department arrested 105 adults: 1 for murder, 12 for assaults, 1 for burglary, 3 for forgery/fraud, 5 for vandalism, 2 for weapon violations, 9 for narcotic violations, 19 for larceny, 3 offenses against family and children, 18 for DUI, and 32 for other miscellaneous offenses. 14 persons under the age of 18 were referred for criminal acts: 5 for assaults, 1 for larceny, 2 for vandalism, 4 for narcotic violations, 1 for disorderly conduct, and 1 for miscellaneous offenses.

FIRE DEPARTMENT

The Fire Department responded to 63 alarms/emergencies as follows:

	<u>November 2008</u>	<u>5 months Cum.</u>
Residential	17	105
Commercial, Industrial, Office	2	25
Hospital, School	2	8
Vehicle	1	11
Rescue, Police Assistance	1	9
Dumpster, Rubbish, Grass, Brush, Leaves	7	22
Hazardous Materials/Clean up	9	21
Investigative Alarm	22	136
False Alarm	0	0
Mutual Aid/Standby	0	1
Carbon Monoxide Investigation	2	6
Water Related Incidents/Pump-Outs	0	0
Total	63	344

Training Summary:

		Members	Hours
Officer Training	Interpersonal Communication	23	46
On-Line Training	HazMat Refresher	25	200
Multi-Company Training	Cold Water Rescue	42	126
Department Drill	Extrication/Air Bags Hybrid Vehicles	37	111
Driver Training		14	56
HazMat Operational Class		13	52
Total			591

FIRE MARSHAL

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

Inspections	31
Inspection Follow-Ups	20
Plan Review	9
Job Site Inspections	19
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	2
Complaints	4
Haz/Mat	0
Bomb Threats	0
Blasting	0

Incidents:

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

Meetings / Training:

- Fire Marshal Chris Schroeder and Deputies Sherry Rusbarsky and Guy Pelletier attended the Annual Connecticut Building Officials and Connecticut Fire Marshals Association Conference for Code Officials in Southington. Topics included: Implication of the NFPA Fire Prevention Code, Code Official Teamwork, and Managing Large Scale Construction Projects.
- Fire Marshal Schroeder also attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Fire Marshal Schroeder and Deputies Woods and Musiener attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford.
- Fire Marshal Schroeder attended the Area III Coordinator's meeting with Commissioner Thomas from the Department of Emergency Management and Homeland Security.
- Fire Marshal Schroeder and Deputy Rusbarsky attended a Web-EOC training session at the State Armory in Hartford.
- Fire Marshal Schroeder and Deputy Rusbarsky attended the Annual International Association of Arson Investigators Conference in Rocky Hill. Topics included: Firefighter Arson, Investigating Recreational Vehicle Fires, Fire Investigator Scene Safety and Trace Evidence Collection.

HIGHWAY DEPARTMENT

- The annual leaf collection program began on Monday, November 3. Throughout the month crews continued with the collection and in some areas began working on a third round.
- On November 30, two trucks were called in for deicing of roads due to a light precipitation of sleet/snow with an accumulation of 0.2".
- Highway equipment operators continued to load leaves onto trucks from the bid awarded contractor, Green Cycle of Northeast. To date trucks have hauled approximately 11,900 cubic yards of leaves out of the landfill.
- Traffic personnel assisted Highway crews in the annual leaf collection program and removed and replaced broken and/or missing street signs at various locations throughout town.
- The Sanitation Division scheduled 337 residential bulky items, 45 metal items and 54 condo bulk items for weekly pick up during the month of November for a total of 436 items. A landfill permit is not required to dispose of metal items at the landfill only verification of residency is required.
- Mechanics supported the annual leaf collection program in maintaining equipment availability and filling in as drivers and/or rakers as needed. All big sanders and big truck plows were serviced and installed where available. Seven trucks were available for emergency use for snow by the Thanksgiving Day holiday. Fall service on Fire Department apparatus was completed with the exception of the new Engine 3 setup; all items are ordered. New Police car setups were also begun.

ENGINEERING DEPARTMENT

- The Department issued 3 driveway reconstruction permits, 4 gas line service excavation permits, 2 sewer lateral excavation permits and 2 water line services.
- Town Engineer Anthony Ferraro and Engineering Technologist Chris Greenlaw participated in a training session with the MDC IT Department. Engineering staff can now access all of the MDC's mapping files by means of the Internet, eliminating the need to travel to Hartford to obtain MDC map data.
- Engineering staff conducted interviews of two firms who had responded to the Town's Request for Proposal to perform a Town Wide Drainage Analysis. As a result of the interviews a recommendation was made to award the contract to BETA Group.
- Engineering reviewed for comment a sanitary line easement document for a Rocky Hill resident needing the easement from the Town of Newington.
- Town Engineer Anthony Ferraro also met with DOT representatives regarding clearing storm sewer backups on Willard Avenue at the intersections of Bayberry Road and Veterans Drive.

TOWN PLANNER

- Downtown Revitalization Committee: The contract with the project consultant, BL Companies, was signed and field work for land surveying begun for the parking lot area. The Town Planner's office assisted the consultant by providing historical map records and deeds. Over the past fifty years 19 parcels have been deeded to the Town to create the present 4.6 acre public parking lot. The Town Planner and Town Engineer have also met with BL Companies to refine the scope needed for electrical and storm drainage infrastructure improvements. On November 17th the Committee met with BL Companies and reviewed existing conditions of the entire parking lot. The Town Planner has issued a request for appraisal quotations for the potential acquisition of a half-acre parcel along the westerly side of the parking lot. Acquisition of this property would complete the lot and result in additional public parking and a better circulation layout.
- 690 Cedar Street National Welding: The Town Planner is assisting CRCOG's environmental consultant in preparing the Remedial Action Plan for the National Welding property. Potential reuse development concepts are being evaluated to illustrate the various uses and ranges of floor area coverage, parking and impervious area that might be placed on this property. The reuse of this property will be impacted by the site's environmental conditions; for example, if residential is the preferred redevelopment option, a higher level of remediation could be required.
- Cedar Street Route 175 Development Projects: Two large development projects have been approved by the Town Plan and Zoning Commission (TPZ) for the Cedar Street corridor, one at the west end at the Cedar/Fenn intersection and a second at the East Cedar/Russell Road intersection. Both projects are mixed use commercial developments that include hotels as anchor tenants.
 - At the Cedar/Fenn intersection there are opportunities for public/private partnerships with the Town (National Welding property), State (Busway Station), Hayes/Kaufman Developers (Hotel) and CCSU (East Campus) to address traffic signal locations and shared driveways.
 - The Shoppes at East Cedar Street were approved by the TPZ in August 2007. This project includes a 120 room hotel and conference center, restaurant, retail uses and a gas station. Since its approval the developer has tried to partner with other developers interested in the adjoining 28 acre property. Efforts are being made to share traffic signal access and the cost of Route 175 roadway improvements required by the State Traffic Commission. Discussions are ongoing with both hotel project developers in an effort to facilitate moving the projects toward construction. However, we are hearing that the hotel interests have waned and will probably not become active until the economic outlook is positive. In the meantime it is important to continue working with the private sector developers and ConnDOT to position both projects for construction when the economy recovers.
- TPZ Commission:
 - The Town Planner has prepared draft zoning amendments for accessory apartments in the R-12 and R-20 Zone Districts. At the Commission's November 24th meeting it was agreed to bring these amendments to the public for hearing comments. In August 2007 accessory apartments as Special Exceptions were deleted from the regulations. The draft the Commission is proposing has been reviewed by the Town Attorney and is an attempt to address the needs of small household accommodations while protecting the integrity of single family neighborhoods.

- The Commission began reviews of the 1995-2005 Plan of Conservation and Development's policies and strategy recommendations and will compile a report identifying which strategies have been completed or remain to be addressed. Request for Proposal No. 4, Community Planning Services for preparation of 2006-2016 Plan of Development, was issued November 12th with a return of December 3rd. The purpose of this request is to retain a planning consultant to assist the Commission with the plan's demographic, housing and economic components. In June the Town received a \$20,000 grant from the Office of Policy and Management; these state funds will be used for the consultant services.

BUILDING DEPARTMENT

- No permits were issued for new single family homes in Newington in November.
- Three permits were issued for new commercial buildings:
 - ✓ A hotel, 2553 / 2557 Berlin Turnpike
 - ✓ Site work, foundation and erection of a Butler building, 3320 Berlin Turnpike.
 - ✓ Erection of building structure / framing for Three Angel's Church, 580 Church Street
- Thirteen Certificates of Occupancy were issued in November, nine for residential single family homes (293 Sterling Drive, 299 Sterling Drive, 305 Sterling Drive, 3 Harlow Drive, 7 Harlow Drive, 21 Taft Avenue, 130 Barkledge Drive, 9 Harlow Drive, and 29 Harlow Drive) and four were for commercial (AT&T, 3243 Berlin Turnpike; Sleepy's, 3475 Berlin Turnpike; Dollar Tree, 3079 Berlin Turnpike; an office area, 183 Louis Street).

Building Inspectors completed a total of 463 inspections: boiler (2), Chiller Pipe (2), CO (20), Code (3), Decks (1), Drains (9), Electrical (92), Final (1), Fire (1), Fireplace Insert (8), Footings (21), Foundation (21), Framing (38), Gas Line (20), Generator (1), Gypsum (10), Hood (2), Hot Water Heaters (5), Insulation (24), Mechanical (36), Piers (1), Plumbing (36), Rough (50), Sheds (1), Siding (1), Site Visit (26), Slab (1), Sprinkler (4), Stairs (2), Tank (1), Trim (1), Water Proof (9), Wood / Pellet Stove (13).

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

David Zwick	<ul style="list-style-type: none"> • Electrical seminar – National Electrical Code changes, 11/4/08 • Implications of the NFPA Fire Prevention Code and Code Official Teamwork: Managing Large-Scale Construction Projects through a Cooperative Partnership, 11/6/08 • Tracking Program for Building Permits, etc., 11/21/08 • Motor Fuel Dispensing Facilities, 11/17/08
Adrienne Cerniglia	<ul style="list-style-type: none"> • Tracking Program for Building Permits, etc., 11/21/08
Richard Smith	<ul style="list-style-type: none"> • Tracking Program for Building Permits, etc., 11/21/08 • Electrical seminar – National Electrical Code changes, 11/6/08 • Motor Fuel Dispensing Facilities, 11/12/08
Douglas Jourdan	<ul style="list-style-type: none"> • Tracking Program for Building Permits, etc., 11/21/08

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	20	\$ 762,510
Deck	3	25,700
Demolition	0	0
Electrical	43	246,770
Fence	0	0
Fire Suppression/Sprinkler	3	62,600
Footing/Foundation	1	0
Fuel Tank	3	4,985
Garage/Shed	3	6,500
Mechanical	46	266,477
New Commercial	3	3,006,000
New Residential	0	0

Plumbing	12	26,491
Pool	0	0
Roofing/Siding	13	97,929
Sign	4	7,300
Tent	0	0
Trailer	0	0
Total	154	\$4,513,262

Permit Value Comparison for November:

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$4,513,262	\$4,436,650
Building Permit Fees Received	\$51,595	\$52,724
Other Income Fees	\$818	\$3,641
Building Permits Issued	154	227

Total Value of Permits and Permit Fees:

2008-2009		2007-2008	
Value	Permit Fee	Value	Permit Fee
\$33,363,766	\$362,436	\$22,004,096	\$253,430

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Observed a demonstration of new permit tracking software. The software called View Permit is a GIS-integrated stand-alone software package designed to manage municipal permits. The software creates new permits and tracks the review and inspection process as documents move from one department to another, automatically notifying the necessary parties of the status of the pending applications. This software streamlines work flow by providing dynamic control of the process and offering instant feedback to all departments as well as the applicant. The software also links directly to GIS to spatially visualize current permit status.
- Conducted a general environmental facility inspection of the Newington Senior and Disabled Center as part of the application process to be nationally accredited. Currently there are only 152 senior centers nationwide that have received the official status of national accreditation.
- Attended a meeting with the owners of Three Angels Church to discuss construction details related to proposed kitchen facilities and hood requirements.
- Attended Newington "Green Team" meeting to discuss strategies to address property maintenance issues in Newington to include blighted structures.
- Provided food service training in a Newington restaurant to discuss proper food cooling and food storage methods.
- Assisted in resolving a no heat complaint in a Newington housing complex.
- Received complaint concerning a possible rabid skunk. Interviewed family and coordinated follow up with the Newington Animal Control Officer and the Department of Public Health Laboratory. The animal was tested for the rabies virus and was found to be positive.
- Assisted with CCHD community flu clinics (Newington and Rocky Hill).

HUMAN SERVICES

- On November 20 the department held its annual holiday food distribution serving 292 households composed of 164 seniors, 252 adults and 242 children.
- Town residents and organizations are extremely generous with numerous food drives, donations and contributions. Every segment of the community is involved including schools, town, civic, religious organizations and individual residents.
- Over 40 volunteers assisted Coordinator Karen Futoma and Social Worker Carol LaBrecque during and after the food distribution which was held at the Teen Center.
- Staff is now preparing for the Holiday Toy and Gift program with the distribution scheduled for December 16, 17 and 18.

- The Food Bank assisted 98 households and the monthly outdoor market co-sponsored with Food Share served 139 residents. The Special Needs Fund approved 13 requests. 361 requests for Information and Referral were received.
- Staff participated in training in preparation for the Operation Fuel Program initiated by the State Legislature to begin December 1. Human Services and Senior and Disabled Center staff are coordinating the application process to insure eligible residents of all ages receive services.
- The Social Casework Program handled 89 active cases with 14 new referrals.
- Part-Time Resident Services Coordinator Paula Pisano provides services at all three Housing Authority complexes and during November handled 28 cases in addition to information and consultation with 19 other tenants.
- The Youth and Family Counseling Program had an active caseload of 62 with 15 new referrals. There were 9 inactive, 12 closed cases and 1 family on the waiting list. Staff and contractors provided 106 clinical therapy sessions and made 109 contacts with families and other agencies.
- Clinical Coordinator Christina Salvio and School Psychologist Laura Van Campen are co-facilitating a social skills group at Martin Kellogg. The group is composed of 6th – 8th grade developmentally delayed students.
- Human Services Director Ken Freidenberg and Coordinator Salvio provided training and consultation for members of the Newington Childcare Association which consists of most of the day care agencies in town.
- One case was referred to the Juvenile Review Board.
- Positive youth development programs and activities involved 274 youth this month.
- ROPE for sixth-grade students completed its third cycle at both middle schools.
- SCORE after-school programs offered horseback riding; bowling, lunch and a movie; a trip to Avery's Soda Factory; indoor rock climbing; and adventures in Geo-caching.
- The High School Self-Awareness group performed community service projects in support of the Holiday Program and raked leaves for several residents in need.
- The second half of the 7th grade class at Martin Kellogg completed their day on the Challenge Course. The program teaches skills in decision-making, problem-solving, leadership and teamwork using the low rope elements on the course.
- The Challenge Course wrapped up the 2008 season on November 22 with the High School Cheerleading Team. This year there were 1,027 participants reflecting a 20% increase from 2007.

November 2008 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	62	55	88	94
Positive Youth Development	274	243	1,728	2,356
Youth Works (Job Bank)	5	4	23	23
Information and Referral	361	400	1,743	1,481
Social Casework Cases	89	106	162	150
Under 55 = 62				
Over 55 = 50				
Food Bank Participants	98	110	535	397
Special Needs	13	21	78	97

SENIOR AND DISABLED CENTER

- The second of two Flu Shot Clinics was held at the Center by the Central Connecticut Health District on November 7th. The clinics have operated very smoothly with minimal disruption to the Center in spite of the difficulties presented by the ongoing road work at the Center's entrance.
- The Senior and Disabled Center hosted the annual program round table workshop conducted by the Connecticut Association of Senior Center Personnel on November 7th as well.
- The annual Raking Day, coordinated by Social Worker Teri Snyder, took place on Saturday, November 22nd. Through a generous donation from the Jefferson House Good Samaritan Fund, the

74 student volunteers from Neighbors Helping Neighbors were able to use gas leaf blowers and many rakes to clean the yards of 21 senior and disabled residents. They also enjoyed snacks and lunches prepared by more than a dozen AARP Chapter 697 members.

- Sarah Merlini from Newington Health Care Center presented the first of monthly series on stress reduction. Future sessions will be held on the first Friday of every month.
- Center Director Dianne Stone and volunteer Annette Urban attended a four day program as part of a federally funded program sponsored by the Department of Social Services and the Department of Public Health. Through the program, Ms. Stone and Ms. Urban were certified to offer an evidence based chronic disease self-management program created at Stanford University.
- Dental cleanings were offered at the Center through a grant from the North Central Area Agency on Aging.
- Heather Hitchcock from Andrew House Health Care led a free workshop on Mini Scrapbooking on November 18th.
- The Board of Education and Services for the Blind (BESB) continued to offer a weekly independent living skills support group.
- Laura Falt from Maple View Manor demonstrated preparing a one pot healthy meal on Nov. 21st.
- The CRT lunch program served its annual Thanksgiving meal on November 21st with a very full cafeteria. The Center will work with CRT to ensure that no one is turned away from this federally funded meal.
- Social Worker Teri Snyder had an active caseload of 48 clients and completed 10 home visits. These visits are very time consuming but necessary for clients who cannot get to the Center.
- The Energy Assistance Program continued at a frenetic pace with Karen Halpert taking a large number of applications in November.
- The Center currently has 1,308 paid members with another 626 registered for services. This is an increase of 41 from last month.
- The open enrollment period for Medicare Part D began November 15th and the Center began offering counseling appointments.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,371	3,798	127	14	1,141

PARKS AND RECREATION

Recreation Division

- Recreation Supervisors Sharon Glasson and Karen Gallicchio attended the Connecticut Recreation & Parks Association Annual Conference on November 24 and 25
- The Winter Program guide was distributed via “Newington Life” to residents on November 13.
- Three bus trips were offered:
 - Pennsylvania Holiday Shopping trip on November 7-9, 4 travelers
 - Christmas show at Radio City Music Hall on November 11, 31 travelers
 - New York City “On your Own” on November 15, 35 travelers
- Men’s Basketball league play began on November 20.
- Fall programs are wrapping up; this season 108 programs were offered, and 1,203 registrations were processed, not including basketball program participants.
- A \$1,500 grant was received from the MDC for the 2009 Extravaganza.
- “Night of Lights” will be held on Saturday, December 13, at 5:00 p.m. and will also celebrate a wreath lighting to take place at the Mill Pond Park Waterfall at 4:30 p.m.
- Santa’s Workshop will be held at the Mortensen Community Center on Friday, December 19, 5-7:30 p.m., Saturday, December 20, 5-7:30 p.m., and Sunday, December 21, 2-5 p.m. A new, drop-off program for children will take place on Saturday, December 20, from 12-5 p.m. and will cost only \$12 for resident children.

Parks & Grounds

- Four Division members were assigned to the Highway Department for the month for town-wide leaf collection. Other staff members were also involved in leaf pick-up during the month.
- The outdoor sports season ended on Thanksgiving Day with a home football game and a bonfire during the week.
- In preparation for winter, staff members removed benches, trash cans, goals, and tennis tapes as time permitted.
- There were 14 burials in Town cemeteries during November.

LIBRARY

- During November, 1,602 children and their parents or caregivers attended 58 programs. Highlights included a Sunday performance by the New Britain Symphony, Thanksgiving related events, and one session of *Tales 2 Tails*, the remedial reading program that employs specially trained dogs who are read aloud to by young students. Field trips by elementary and middle school classes, as well as outreach to the schools, and daycare and nursery school outreach completed the programming month, which enjoyed a 31% increase in attendance over the same time last year.
- Updating and reorganizing the online databases and recommended sites pages was a priority in November as people look to the library to help them wade through the myriad choices of materials on the internet. There were 4,505 unique remote hits on the Library's website during November.
- 221 adults were treated to seven programs including *The Civilian Conservation Corps in CT*, with guest speaker Marty Podskoch. Mr. Podskoch is an author who is writing a book about the corps.
- Another highlight was the two-part series aimed at U.S. veterans. *Veterans' Benefits in the 21st Century* described how the VA is meeting the needs of America's veterans. *Veterans' Health Care-Enrollment and Eligibility* was especially helpful in that many of those in the audience had not previously enrolled in the system, and were assisted in that process by VA CT Healthcare system staff.
- Tellebration, that annual event that highlights storytelling for adults, was once again sponsored by the Friends of the Library. 80 people came to hear three performers spin their tales of intrigue. This was a 45% increase from last year.
- The Friends also repeated their very popular Fall Booksale on November 1st. Held at the Senior and Disabled Center, the sale is a major fundraiser for the Friends. The next sale will be in May.
- The Friends also set up tables at three polling places on Election Day. Nearly 100 people were signed up for library cards and information about services and programs was disseminated among the many voters who stopped by the tables.
- Sunday hours resumed on November 2nd. Many students, families, and others who cannot come during the week were happy to see the library doors open from 1 p.m. to 5 p.m. Sunday hours will continue through April.
- The 2009 Newington Business Directory was compiled during November. It will be printed and bound during December and ready for distribution and sale by January 1st.
- The "roving" reference service has gotten off to a good start. Over 100 patrons were given assistance with book selection, book retrieval and computer use. Patrons who are reluctant to approach the reference desk are benefitting from this more personal approach to reference and information services.
- Topics of note that were researched this month included:
 - History of witchcraft in Wethersfield.
 - Timeline of women's voting rights.
 - Soup kitchens in the area.
 - Where to vote in Newington.
 - Companies in CT that sell waste oil furnaces.
- 4,793 reference questions were answered. In-house computer use by patrons continued to climb as more people are using the Library to conduct online job searches, complete their resumes, and take advantage of Internet service that they no longer have in their homes. 3,320 hours of use were recorded for adult, teen, and children's public use computers.
- Traditional circulation of library materials was 31,026. 264 reference books were accessed remotely, and 1,505 online searches were completed in the Library. The children's book site *Tumblebooks* was used 129 times. 76 books were downloaded from the Library's website, for a total of 33,000 items checked out or used by library patrons. 17,782 people visited the library during the month of

November, a 13% increase over last year. 1,316 items were added to the collection, and 303 items were mended by volunteers who logged in 149 hours.

- Information Technology projects included the reinstatement of the Library's Acceptable Use Policy page on all public computers and updating of Children's game computer drivers.
- Work began on adding the Legacy Society pages to the website. The Legacy Society is the Library Board's fund development effort.
- The Library's meeting room application, along with pictures of the rooms available for public use and their set-ups, are now online. Interested parties may email their applications directly to the Library.
- Staff attended an in-service day on Veteran's Day and worked with library consultant Christine Bradley from the Connecticut Library Consortium to offer ideas about the future of Newington and how the Library will adapt to these possible changes, a first step in the process of creating a plan of work for the Library for several years to come.