



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: November 14, 2008
Re: Monthly Report – October 2008

GENERAL ADMINISTRATION

During the month, the Town Manager:

- Along with Town Planner Ed Meehan, met with several developers regarding ongoing and possible future projects;
- Attended the Mid-State Collaborative Meeting;
- Attended CTCMA, CRRA, LEPC and CRCOG meetings during the month;
- Met with Human Services Director Ken Freidenberg and Town Planner Ed Meehan regarding the Safe Routes to School Program;
- Met with representatives from Central Connecticut State University to discuss future plans that might be of benefit to the Town as well as CCSU;
- Began discussions with staff regarding proposed budget requests for 2009-10.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	121.00	\$ 5,074.77
Weekend Stand-by and Call-in	16.00	617.40
Road Maintenance	17.50	696.38
Traffic Division	14.60	596.46
Landfill	.5	19.12
Total	169.60	\$ 7,004.13
PARKS AND GROUNDS DIVISION		
Weekend Duty	8.00	\$ 348.16
Cemetery	32.00	1,200.16
Football Preparation	27.00	982.26
Total	67.00	\$ 2,530.58

POLICE DEPARTMENT	2008-09 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Administration	\$ 4,311.00	\$ 215.53
Patrol	600,000.00	183,178.78
Investigation	76,637.00	25,061.21
Communication	108,429.00	33,177.45
Education/Training	88,337.00	23,690.62
Support Services	38,137.00	11,203.45
Animal Control	<u>12,070.00</u>	<u>2,327.66</u>
Total	\$927,921.00	\$278,854.70
HIGHWAY DEPARTMENT		
Highway Operations	\$ 28,109.00	\$ 5,014.42
Snow and Ice Control	132,349.00	0
Traffic	8,345.00	1,771.31
Vehicles and Equipment	28,185.00	16,623.15
Leaf Collection	<u>55,000.00</u>	<u>0</u>
Total	\$251,988.00	\$ 23,408.88
PARKS AND GROUNDS		
Parks and Grounds	\$130,547.00	\$ 34,205.00
Cemeteries	<u>14,893.00</u>	<u>5,691.87</u>
Total	\$145,440.00	\$ 39,896.87

Overall Police Department overtime increased 3% in October (\$76,420) over September (\$74,156) mainly due to holiday pay. Other variations included:

- o 3.4% decrease in Patrol due to fewer vacation days
- o 90% increase in Investigation due to a homicide investigation
- o 31% increase in Canine due to 4 additional call out hours.

PERSONNEL

- An oral panel was convened on October 31 to interview applicants for the position of Superintendent of Parks and Recreation; a decision was made to readvertise the position in an effort to reach a wider pool of applicants.
- The Administrative Secretary position in Parks and Recreation was advertised to the public with a closing date of November 7.
- A written test was administered to candidates for the Facilities Maintainer position; interviews of the top candidates will take place in November.
- A written exam was also administered to applicants for a Groundskeeper I position; a practical exam and interviews will be conducted in November for successful candidates.
- Interviews were conducted with applicants for the part-time Revenue Clerk position in the Tax Office; Rosemarie Taber was selected and will begin her duties on November 24.
- The Account Clerk II position in the Finance Department was posted internally with a closing date of November 6.

RISK MANAGEMENT

- The third month of the 2008-2009 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$718,448 per month; the initial number for September 2008 came in at \$706,267.

Cumulative Claims through September 2008

	Town	Board of Education	Total
Estimated Claims	\$514,800	\$1,640,544	\$2,155,344
Actual Claims	\$418,754	\$1,991,919	\$2,410,673

FACILITIES MANAGEMENT

- The two new boilers were installed in the Town Hall and the project is in the final stages of completion. The boiler make-up air system to the boiler room is underway and adjustments to the control system are still being worked on. Completion of the project is expected in November as planned and the State Inspector has been notified by the contractor.
- Fall roof maintenance was undertaken with any recurrent leaks addressed along with cleaning gutters, etc. This will be ongoing until the weather changes for the season.
- The Facilities staff completed 26 formal work orders during the month in addition to scheduled maintenance and project work assignments.
- Carpeting for additional areas (gift shop, exercise room, multi purpose room, and pool room) at the Senior and Disabled Center has been ordered for installation during November. This project will be completed under budget with these additional areas added.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 34 requests for service via the Internet.
- 9,833 unsolicited SPAM email messages and 3,759 viruses were blocked from being delivered.
- 99 internal work orders were completed.
- The Town's website had approximately 20,320 visits during the month, 65,662 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.
- Staff configured and deployed four servers for use by the Police Department. The new servers will provide the Police Department with an upgrade to their Computer Aided Dispatch and Records Management systems.
- Staff also configured and deployed three servers for use by the Finance Department and all Town departments to provide an upgrade to the Town's financial application (Minis).

FINANCE

Accounting and Administration

- On October 1st, a sub-group of the Employee Insurance and Pension Benefits Committee met to discuss the evaluation of the Pension Investment Advisor Services proposals. Three firms were selected and interviewed by the full committee on October 16th. The committee recommended that UBS Financial Services continue to be the advisor for the Town's pension funds.
- Finance Director Ann Harter attended the MDC 2009-10 budget workshop. The tentative MDC budget projects an 8% decrease in Newington's share, or about \$244,000 less than the current budget.
- The 2007-08 financial audit continued.
- On October 27th, the Capital Improvement Plan (CIP) Subcommittee met to discuss the timetable to review 2009-10 capital project requests.
- Three major grants were received during the month:
 - the first installment of the Education Cost Sharing grant in the amount of \$3,158,154,
 - Payment-in-lieu-of-tax (PILOT) for State-owned properties, \$803,109,
 - PILOT for Colleges and Hospitals, \$946,273.

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. Due to the adverse economic environment and turbulent financial market, investments were moved from institutions with higher yields to those with safer instruments. As background information, the deposit of public funds is controlled by the Connecticut General Statutes Section 7-402. The Town's deposits are only made to qualified public depositories as defined by Statute. Banks are required to have public deposits collateralized based on a risk-based capital ratio. The State of Connecticut's Short Term Investment Fund (STIF) notified towns that the portfolio is highly liquid with more than double the amount of municipal deposits in overnight investments. CLASS and FIT are pooled custodial arrangements allowed by CGS 7-400. These portfolios are highly rated and are limited to obligations of the U.S. and its agencies and repurchase agreements fully collateralized by such obligations.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
10/31/2008

	Interest Earnings		<u>\$ Invested</u>
	<u>Budget</u> FY2008-09	<u>Actual</u> Year to Date	
General Fund	\$900,000	\$290,173	\$36,885,973
Special Revenue Funds	\$53,000	\$16,212	1,829,076
Capital Projects Funds	\$6,100	\$3,688	738,350
Internal Service Fund	\$100,00	\$29,656	4,680,657
Trust and Agency Funds	\$38,000	\$9,665	1,403,834
TOTAL, ESTIMATED BY FUND			\$45,537,890

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
10/31/2008

	<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	2.09	2.27	50,367	67,955	\$29,524,111
CLASS PLUS	1.43	1.99	14,629	10,898	11,115,318
Financial Investor Trust	1.78	2.12	5,441	6,427	3,857,813
Bank North	1.49	1.86	2,776	3,682	934,618
Sovereign Bank MM	3.77	2.84	1,139	6,260	106,030
Total Outstanding Investments					\$45,537,890

Rates reflect avg. monthly yield, annualized

Assessor

- Several disabled veterans received mailings from the State of Connecticut and Veteran's Administration informing them of their requirement to file with local Assessors. These veterans brought to the Assessor's office their annual disability rating to continue with exemptions previously received.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of October.
- 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.
- Personal property declarations were mailed out to 1,400 businesses during September with approximately 1,000 returned during October. Entry into the database and checking for accuracy of those declarations will continue through the months of November, December, and January.
- The 2007 Motor Vehicle Supplemental List was received from the vendor; the 2008 regular motor vehicle will be received by the end of November.

Revenue Collector

- Demand notices were sent to 160 motor vehicle taxpayers and to those taxpayers who owe two or more years of real estate taxes.
- Collections on the current levy of taxes amounted to \$332,220.

PURCHASING

RFP NO. 1, 2008-09, PENSION INVESTMENT ADVISOR SERVICES

Opening Date: August 20, 2008

Respondents

UBS Financial Services, Princeton, NJ
Punter Southall, Framingham, MA
Fiduciary Investment Advisors, Windsor
Bank of America, Charlotte, NC
Hooker and Holcombe Investment Advisors, West Hartford
The Bivona and Goldberg, Yolles & Lepore Consulting Group of Wachovia Securities, Hartford
The Beirne Group, New Haven

The recommendation by the Employee Insurance and Pension Benefits Committee to the Town Council was to retain UBS Financial Services as the Town's pension benefits advisor.

RFP NO. 2, 2008-09, MUNICIPAL PARKING LOT IMPROVEMENT PROJECT CONSULTING SERVICES

Opening Date: September 8, 2008

Respondents

Cardinal Engineering Associates, Inc., Meriden
Close, Jensen and Miller, Wethersfield
Maguire Group, Inc., New Britain
Fuss & O'Neill, Manchester
Anchor Engineering Services, Inc., Glastonbury
Milone & MacBroom, Cheshire
BL Companies, Meriden
BETA Group, Inc., Rocky Hill
Juliano Associates, Inc., Wallingford
BSC Group, Glastonbury

The Town Council approved awarding the contract to BL Companies.

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

The proposals are under review.

BID NO. 3, 2008-09, HIGHWAY TRUCK

Bidder	Location	Base Bid	Snow Fighting Equipment	Snow Plow
Truck Builders of CT	Terryville		\$68,940* \$53,980**	\$7,600
Freightliner of Hartford	E. Hartford	\$76,064	\$58,942	\$5,600
Freightliner of Hartford (alt.)	E. Hartford	\$76,064	\$67,725	\$4,559
Gabrielli Truck Sales	Milford	\$76,955	\$67,725	\$4,459

*With calcium system and Dickey John ground speed control system.

**With Dickey John load sensing system and without calcium system.

The bid is anticipated to be awarded to Freightliner for their original bid plus various alternates.

TOWN CLERK

- 511 documents were filed on the land records during October. \$82,342.09 was collected in State conveyance tax and \$36,954.78 was collected in Town conveyance tax. 15 properties each sold for over \$300,000. Property at 108 Waverly Drive sold for \$527,500.
- 168 mortgages and 164 releases were recorded during the month; 83 deeds were filed on the land records. The staff catalogued 10 Notary Public commissions, 7 Trade Names and 3 survey maps. The department issued 10 burial permits and 1 cremation certificate. 59 copies of vital records were prepared.
- October was a busy month for election related items. On October 3rd, regular absentee ballots became available. Throughout the election season the office issued a total of 1,236 ballots; 1,126 were voted--for a 92% return.
- 20 early blank ballots were issued to Newington military voters; 26 ballots were sent to Newington voters traveling or temporarily living outside the United States and 9 overseas ballots were issued to former Newington residents who are now permanently living outside the United States. This represents a higher-than-usual degree of activity.
- On October 10 the Assistant Town Clerk attended an election training session at the Legislative Office Building sponsored by the Secretary of the State's office.
- Tanya Lane, Town Clerk, attended a Regional Meeting with Wethersfield and Rocky Hill on October 22.
- On October 31, Ms. Lane participated in Coffee Talk at the Senior and Disabled Center. She spoke about the ballot configuration including an explanation of Working Families, minor parties and nominating candidates. She also spoke about early voting and the Electoral College and facilitated a discussion about the questions on this year's ballot with a lot of interest generated about a possible Constitutional Convention.

Data Summary-October 2008

	<u>October 2008</u>	<u>October 2007</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	511	568	2,123	2,386
Dog Licenses Sold	38	35	429	432
Game Licenses Sold	119	143	442	527
Vital Statistics				
Marriages	19	31	85	112
Civil Unions	1	0	2	4
Death Certificates	19	26	84	101
Birth Certificates	8	41	70	84

Total General Fund Revenue	\$ 55,919.13	\$ 57,006.90	\$ 189,096.38	\$ 235,347.69
Town Document Preservation	\$ 991.00	\$ 1,084.00	\$ 3,955.00	\$ 4,477.00
State Document Preservation	\$ 1,002.00	\$ 1,084.00	\$ 3,966.00	\$ 4,486.00
State Treasurer (\$26 fee)	\$ 12,740.00	\$ 14,092.00	\$ 51,272.00	\$ 58,084.00
Locip	\$ 1,470.00	\$ 1,626.00	\$ 5,916.00	\$ 6,702.00
State Game Licenses	\$ 1,398.50	\$ 1,711.00	\$ 6,964.50	\$ 8,960.50
State Dog Licenses	\$ 185.00	\$ 281.50	\$ 2,468.50	\$ 2,913.50
Dog Licenses Surcharge	\$ 70.00	\$ 110.00	\$ 904.00	\$ 1,066.00
Marriage & CU Surcharge	\$ 190.00	\$ 209.00	\$ 1,121.00	\$ 1,368.00
Grand Total	\$ 73,965.63	\$ 77,204.40	\$ 265,663.38	\$ 323,404.69

POLICE DEPARTMENT

- Master Police Officer (MPO) Claude Steiner was promoted to Sergeant on October 12th and Officer Kenneth O'Brien was appointed MPO.
- The Police Department is in the final phase of the Universal Hiring Grant which partially funds one patrol officer position. In October, \$12,000 was requested for reimbursement of salary expenses, leaving a balance of \$8,000 for the next quarter.
- \$2,600 has been granted by the Department of Justice toward the purchase of 8 bulletproof vests, reimbursing 50% of the costs.
- The "FY 2009 Comprehensive DUI Enforcement Program Grant" has been approved by the State of Connecticut, Department of Transportation for 75% reimbursement for added patrol during the period of October 30, 2008 through September 12, 2009, in the amount of \$59,325 Federal reimbursement. In addition to sobriety check points, there will be 19 added patrols, manned with 2 officers for 8 hours throughout the grant period.
- In October, the Community Services Officer:
 - Taught 1st and 2nd grade elementary school children at Ruth Chaffee about Stranger Danger.
 - Gave a presentation of who a Police Officer is and Stanger Danger to approximately 50 pre-school students at the Bright Horizons Daycare center located at the DOT building in Newington.
 - Assisted the Human Services Department, along with other instructors, in the ROPE program.
 - Prepared preliminary plans for a food drive at both middle schools scheduled to begin in November and conclude on December 22, 2008. This food drive will mirror the Police Department's Stuff a Cruiser event.
 - Met with the principal of St. Mary's School regarding the new Step Up! Program which will be taught in grades 5 through 8 in December and January.
 - Investigated a check fraud case involving over \$7,000 loss to a local bank in which fraudulent checks have been determined to have been passed in eight different states thus far.
 - Started work on a Senior Citizen Outreach program to include CSO office hours at the Senior Center and classes on Internet Safety for seniors so they can avoid scams and illegal online lottery solicitations.
- 71 offenses were the subject of investigation by Detective Division personnel in October.
- Patrol Officers responded to many calls this month, among them:
 - a reported burglary in progress at a local condominium. A suspect was seen fleeing the burglary in a waiting vehicle with three young children inside. The two suspects were arrested for burglary, larceny and child risk of injury charges.
 - a reported stabbing at a local apartment. A Sergeant observed a vehicle fleeing the scene and was able to stop the vehicle and detain a suspect who was later identified as the assailant. Other responding officers located the stabbing victim in the apartment complex. The victim was treated on-scene and transported to an area hospital where he was later pronounced dead. The suspected assailant was taken into custody and charged with murder, weapons and narcotics related violations.
 - a reported emotionally disturbed person at a local residence. As officers attempted to calm the subject, he became violent and pulled out a knife. Officers were able to safely deploy the Taser electric defense weapon and avoid the use of deadly force. The subject was safely taken into protective custody.

Patrol Calls for October

Alarm Burglary	119	F/Alarm	28	MVA Evading	18
Alarm Hold-up	7	F/Hazmat	4	MVA Fatal	0
Animal Complaint	39	Fingerprints	24	MVA Injury	16
Arson	0	Fire/COnoSymptoms	5	MVA Property	123
Assault IP	1	Fire/COSymptoms	1	Neighbor Dispute	8
Assault Report	3	Fire/Other	17	Noise Complaint	18
Assist Other PD	41	Fire/Structure	12	Notification	0
Bad Check NSF	0	Fire/Vehicle	2	Open Door/Window	12
Bike Found	1	Fire/Water	1	Parking Violation	12
Bike Lost	0	Fireworks Complaint	1	Property Found	11
BOLO	2	Follow-up Investigation	38	Property Lost	2
Breach of Peace IP	15	Gun Call	0	Recovered MV	0
Breach Of Peace Rpt	5	Harassment	12	Robbery IP	0
Burglary IP	3	Hazardous Condition	38	Robbery Report	0
Burglary Report	9	Homicide	1	Serve Subpoena	0
Car Seat Install	4	Illegal Dumping	4	Serve Warrant	40
Check the Welfare	91	Indecent Exposure	0	Sexual Assault Report	1
Clear Lot	6	Intoxicated Person	11	Shots Fired	3
Court Detail	21	Juvenile Complaint	30	Special Detail	48
Criminal Mischief Graffiti	1	K9	5	Stolen MV	3
Criminal Mischief IP	3	K9 Other	0	Sudden Death	1
Criminal Mischief Report	22	Landlord/Tenant	3	Suicide	0
CSO Detail	3	Larceny from MV	15	Suicide Attempt	3
Customer Dispute IP	9	Larceny IP	17	Suspicious MV Occ	27
Customer Dispute Rpt	7	Larceny Report	54	Suspicious MV Unocc	12
Directed Patrol	144	Liquor	0	Suspicious Person	129
Dog Complaint	55	Lockout MV	2	Test Police	0
Domestic IP	28	Lockout Residence	6	Threatening IP	0
Domestic Report	16	Medical	161	Threatening Report	1
Drug Investigation	7	Missing Person	9	Town Ordinance Vio.	1
DUI	12	MV Assist	71	Traffic Stop	936
Emotionally Disturbed Person	7	MV Complaint	59	Trespass IP	5
Escort	28	MVA Abandoned	7	Trespass Report	7
				TOTALS	2,777

- UCR/NIBRS Selected Crimes Statistics are not available this month due to a computer malfunction.

FIRE DEPARTMENT

The Fire Department responded to 83 alarms/emergencies as follows:

	<u>October 2008</u>	<u>4 months Cum.</u>
Residential	21	88
Commercial, Industrial, Office	5	23
Hospital, School	3	6
Vehicle	5	10
Rescue, Police Assistance	5	8
Dumpster, Rubbish, Grass, Brush, Leaves	8	15
Hazardous Materials/Clean up	4	12
Investigative Alarm	28	114

False Alarm	0	0
Mutual Aid/Standby	0	1
Carbon Monoxide Investigation	4	4
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	83	281

Training Summary:

		Members	Hours
Officer Training	Responsibilities & Liability of Line Officers	32	96
On-Line Training	Haz-Mat Refresher	72	576
Multi-Company Training	Chimney Fires	42	126
FEMA Training	Homeland Security	1	24
CPR/AED		<u>1</u>	<u>36</u>
Total			858

FIRE MARSHAL

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

Inspections	30
Inspection Follow-Ups	58
Plan Review	7
Job Site Inspections	21
Underground Tank Removal	0
Fire Investigations	0
Fire Alarm Trouble	1
Complaints	7
Haz/Mat	0
Bomb Threats	0
Blasting	11

- The Fire Marshal's staff attended the monthly meeting of the Capitol Region Fire Marshal's Association in Avon.
- Fire Marshal Chris Schroeder attended the annual Balf-Town Committee meeting at Town Hall.
- Fire Marshal Schroeder conducted the quarterly meeting of the Local Emergency Planning Committee in the Squad Room at Police headquarters.
- Fire Marshal Schroeder conducted an inspection of all electrical and cooking equipment prior to the opening of the annual WaterFall Festival on Market Square. No code issues were identified.
- Fire Marshal Schroeder attend the annual Fire Department "Open House" at Company #2 on Richard Street. Fire Prevention contests and demonstrations were presented to a large audience.

HIGHWAY DEPARTMENT

- Highway personnel completed the construction of the salt storage building. Town crews backfilled, graded and paved the site while a bid awarded contractor assembled the membrane cover to complete the project. One thousand tons of treated salt have been delivered and stockpiled for the upcoming winter season.
- Highway along with Parks and Grounds personnel attended a four hour seminar on the treated salt product which will be used this winter for snow and ice.
- Crews completed miscellaneous projects which consisted of patching potholes, cleaning and repairing of catch basins along with the cleaning of clogged waterways.
- The Traffic Division with the assistance of Highway personnel worked on the fabrication of broken and/or missing street signs and assisted the Police Department in removing radar stations.
- The Sanitation Division scheduled 832 residential bulky items, 44 metal items and 81 condo bulk items for weekly pick up during the month of October for a total of 957 items. A landfill permit is not required to dispose of metal items at the landfill; only verification of residency is required.

- Litter cleanup and graffiti removal continued throughout the month.
- During the month of October mechanics completed the annual maintenance required on leaf equipment. Leaf boxes were installed and machines tested. Fire Department apparatus fall services were begun. Fleet preventative maintenance and emergency repairs continued throughout the month.

ENGINEERING DEPARTMENT

- Town Engineer Anthony Ferraro participated in the annual inspection of the Piper Brook Channel performed by the Department of Environmental Protection. There were no deficiencies of concern noted by the inspectors. Staff from the Parks and the Highway Departments were complimented for the fine manner in which the vegetation is being controlled along the banks.
- During the month of October, the department issued 15 driveway reconstruction permits, 4 gas line service excavation permits and 2 excavation permits for utilities and private contractors.
- Mr. Ferraro and Engineering Technologist Chris Greenlaw attended a Department of Environmental Protection workshop regarding the identification of wetlands.
- The Department received 10 responses to the Request for Proposals for a Town Wide Drainage Analysis. The proposals will be rated by Engineering staff and interviews will be conducted with the selected consultants.
- During the month, the department also conducted a final inspection with the contractor for the Garfield Street Bridge Project. There were no major deficiencies noted.
- Prepared an estimate requested by the Board of Education for improvements on Superior Avenue. Also prepared an estimate for the Fire Department to reconstruct the pavement at the Main Street Fire Station. Both projects are being considered as Capital Improvement Plan requests.

TOWN PLANNER

- Downtown Revitalization Committee: The Town Council authorized execution of a contract with BL Companies for professional design and engineering services for improvement of the Municipal Parking Lot. The Town Planner has prepared a Committee work schedule that includes public informational meetings and coordination with DECD (Department of Economic and Community Development). The goal is to have this project ready for public bidding by April and construction started in May 2009.
- Brownfield Project – EPA Grant: This project has been completed and a final closeout report is required to be submitted to EPA (Environmental Protection Agency) by the end of December. EPA's funding enabled the Town to conduct Phase II and Phase III environmental assessments of the National Welding property and Phase I and Phase II evaluations of 21 Boulevard, a former foundry use. These reports are essential to achieving reuse of these properties. Redevelopment of the National Welding parcel will be solicited by Request for Proposals from private sector investors that recognize the development opportunities of this property's location adjacent to the future Hartford-New Britain Busway station. The Town's grant application for State Municipal Pilot Brownfield Grant funds was not approved; however, we are working with CRCOG and the Hartford Metro Brownfield program to have the remedial action plan completed for National Welding. This information will provide interested developers with reuse options and clean up cost estimates that are critical to redevelopment.
- Cedar-Fenn Intersection Development Project: During October Mayor Wright, the Town Planner, the Town Engineer and I met with ConnDOT Commissioner Marie and the Hartford-New Britain Busway staff to discuss the proposed Cedar Street station, the adjacent Hayes-Kaufman six-acre development parcel and shared access to our National Welding property. The initial meeting on October 1st was productive and led to two additional technical meetings which the Town Planner attended with Mr. Hayes and his engineering consultant. I am optimistic that this spirit of cooperation will enable the Town, DOT and the Hayes-Kaufman company to work together to address the traffic issues of the Cedar-Fenn intersection and capitalize on the economic opportunities of this gateway location.
- Town Plan and Zoning (TPZ) Commission: Applications for TPZ approval for development projects have slowed over the past three months reflecting the current pessimistic economic outlook. The TPZ will use this lull to work on updating the Plan of Conservation and Development. The Town

Planner has prepared a work schedule for the Commission that includes several opportunities for the public and Town boards to participate in preparation of the draft plan over the next several months.

BUILDING DEPARTMENT

- Twelve permits were issued for new single family homes in October (19 Harlow Drive, 15 Harlow Drive, 11 Harlow Drive, 317 Sterling Drive, 323 Sterling Drive, 329 Sterling Drive, 335 Sterling Drive, 172 Sterling Drive, 178 Sterling Drive, 17 Bogart Lane, 11 Bogart Lane, and 15 Bogart Lane)
- Permits issued for the Town of Newington were:
 1. Building Permit for a new boiler at the Newington Housing Authority, 241 West Hill Road.
 2. Electrical Permit to install a conduit from the Highway Garage to the new salt building and install lighting at the new building.
 3. Electrical Permit for electrical work associated with the new boilers, pumps and make up air systems at the Town Hall.
 4. Electrical Permit to install a burglar alarm system at the Newington High School Field House.
- 15 Certificates of Occupancy were issued in October, 10 for residential single family homes (269 Sterling Drive, 22 Harlow Drive, 24 Harlow Drive, 26 Harlow Drive, 108 Waverly Drive, 275 Sterling Drive, 68 Ralph Avenue, 281 Sterling Drive, 10 Harlow Drive, and 287 Sterling Drive) and 5 for commercial (Nautilus Tattoo, 2719 Berlin Turnpike; Hoffman’s Gun, 2686 Berlin Turnpike; Global Granite & Marble, 3320 Berlin Turnpike; BAPS of Hartford, 647 North Mountain Road; and a partial Certificate of Occupancy for the Newington High School Field House, 605 Willard Avenue).

Building Inspectors completed a total of 615 inspections: boiler (5), Car vs. Building (2), CO (36), Code (4), Decks (5), Electrical (119), Final (1), Footings (22), Foundation (21), Framing (49), Gas Fireplace (8), Gas Line (38), Gypsum (10), Hood (3), Hot Water Heaters (6), Insulation (17), Mechanical (65), Piers (2), Plumbing (64), Pool Bonding (1), Pool (5), Roofing (1), Rough (69), Sheds (2), Sill (4), Site Visit (34), Solar (1), Sprinkler (7), Slab (1), Tank (6), Tent (1), Window (2), Wood / Pellet Stove (4).

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

Douglas Jourdan	New England Municipal Building Officials Seminar, 10/6-9
David Zwick	Threshold Structure – Peer Review, 10/1
Art Hanke	Threshold Structure – Peer Review, 10/29
Richard Smith	Threshold Structure – Peer Review, 10/29

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	32	\$ 905,297
Deck	1	2,000
Demolition	0	0
Electrical	56	261,193
Fence	0	0
Fire Suppression/Sprinkler	3	61,000
Footing/Foundation	0	0
Fuel Tank	3	5,500
Garage/Shed	7	20,025
Mechanical	47	574,246
New Commercial	0	0
New Residential	12	2,972,122
Plumbing	34	147,080
Pool	2	29,500
Roofing/Siding	27	217,389
Sign	8	16,920
Tent	1	400
Trailer	0	0
Total	233	\$5,212,672

Permit Value Comparison for October

	2008	2007
Value of Permits Issued	\$5,212,672	\$7,644,826
Building Permit Fees Received	\$59,448	\$86,282
Other Income Fees	\$3,142	\$2,149
Building Permits Issued	229	210

Total Value of Permits and Permit Fees

2008-2009		2007-2008	
Value	Permit Fee	Value	Permit Fee
\$28,850,504	\$310,841	\$17,567,446	\$200,706

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Sampled water at the Newington vegetation landfill and recycling center. Two monitoring wells were sampled at the landfill and the samples transported to the Connecticut Department of Public Health State Laboratory for analysis. Results of the water quality are then forwarded to the Connecticut Department of Environmental Protection for review.
- Received a complaint regarding water quality within the Town Hall. Samples of water were collected from two drinking water sources and tested for lead and copper. Results did not show elevated levels of either contaminant.
- Attended the annual recertification training course for certified food inspectors. Topics included updates on current food protection issues in Connecticut such as recalls, foodborne outbreaks, risk factor violation identification, and farmers' markets.
- Attended CCHD Flu Clinics and worked with district staff to ensure the clinics ran smoothly and vaccinations were given in a timely manner. The Central Connecticut Health District annually holds public influenza/pneumonia immunization clinics which are open to residents of Berlin, Newington, Rocky Hill and Wethersfield.
- Attended a hearing with the Director of Health and a Newington food service owner to address restaurant food service violations.
- Inspected and permitted food service booths at the Newington WaterFall Festival.
- Investigated a complaint of a rabid raccoon; the animal was tested for the rabies virus and found to be disease free.

HUMAN SERVICES

- The Committee on Community Safety held an organizational meeting on October 16. They are reviewing their charge and will meet monthly.
- The Youth-Adult Council reviewed three substance abuse prevention mini-grant proposals and met with the representatives of each group: Knights of Columbus, Newington High School SADD Chapter (Students Against Destructive Decisions) and Omega Youth and Family Center sponsored by Mill Pond Church.
- The Early Childhood Council collaborated with the Early Childhood Committee offering a workshop on music and movement for providers at the Library on October 22.
- The Human Rights Commission sponsored a booth at the WaterFall Festival. Over 80 children and parents participated in multi-cultural puppet making and other educational games. The feedback was very positive.
- The economy and especially low income residents struggling with health, mental health and basic needs continues to impact department programs through increased Information and Referral, Food Bank, Clothing Closet, Energy Assistance, Special Need requests, Social Casework and Youth and Family Counseling.
- In conjunction with Food Share, the Outdoor Market for food bank recipients was offered twice with assistance from volunteers. 126 residents were served.

- The Social Casework Program had a caseload of 106 with 34 new referrals. Presenting issues included financial, housing, energy assistance, mental and physical health, domestic conflict and substance abuse.
- A cooperative approach has increased referrals to Human Services from Police who are identifying adult and elderly health and mental health needs. These referrals allow Human Services to intervene earlier in an effort to connect residents with services.
- Part-time Resident Services Coordinator Paula Pisano continued to provide services at all three Housing Authority complexes handling 32 cases and providing information and consultation with 13 other tenants.
- The Youth and Family Counseling Program had an active caseload of 55 with 11 new referrals. There were 8 inactive, 5 closed cases and 3 families on the waiting list. Staff and contractors provided 100 clinical therapy sessions and made 111 contacts with families and other agencies. Clinical Coordinator Christina Salvio handled three safe returns referred by the schools and regularly consults with school psychologists, social workers, counselors and administrators.
- There was one case referred to the Juvenile Review Board.
- The four session "Staying Connected with Your Teen" parent course began October 20 facilitated by University Professor and Parent Educator Dr. Valerie Dripchak. Dr. Dripchak is also returning to the department as a part-time clinician after a five year hiatus. As an experienced therapist and certified substance abuse counselor she will enhance the versatility of the Youth and Family Counseling program.
- Positive youth development programs and activities were very active with ROPE classes, the fall SCORE after-school program, Martin Kellogg 7th Grade Challenge Day and High School Adventure Club.
- Youth program staff held two in-class team building sessions and a day of hiking with the Newington High School Self Awareness classes. A community service project is planned for November and additional class sessions will be held prior to the school holiday break.
- Police and Human Services staff met to review the Adventure Builds Bridges program which is a joint program funded through a State grant. Youth Worker Rik Huggard, School Resource Officer Will Jordan and Community Services Officer Mike Webster will identify 36-50 youth to participate in this project which will begin in January. The goal is to enhance relationships between police and youth.
- The Challenge Course was active with a variety of Newington and outside groups. Programs are booked through November, weather permitting.

October 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	55	53	73	73
Positive Youth Development	243	214	1,454	1,893
Youth Works (Job Bank)	4	5	18	17
Information and Referral	400	357	1,382	1,074
Social Casework Cases Under 55 = 62 Over 55 = 44	106	88	148	130
Food Bank Participants	110	121	437	310
Special Needs	21	17	65	83

SENIOR AND DISABLED CENTER

- The Center got a dramatic boost in appearance with the installation of new carpeting in the hallways and some rooms, replacing permanently stained and fraying carpeting.
- Center Director Dianne Stone, along with Newington Police Department Sergeant Jeanine Allin, attended a state meeting of the TRIAD program. TRIAD is a national program that brings older adults and law enforcement together to address issues.
- The first of two Flu Shot Clinics to be offered by the Central Connecticut Health District in Newington was held at the Center on October 17th.

- The Energy Assistance Program demanded a great deal of time and attention during the month. The Center and Human Services staffs continue to strategize to meet the needs of residents, including a blending of the intake for the various programs. CRT worker Karen Halpert has been working furiously to keep up with the demand for appointments. She has been assisted by volunteer Annette Urban.
- Ms. Stone and Ms. Urban attended an informational meeting regarding a new evidence based health promotion program that is being funded by the federal government through the State Department of Public Health and the Department of Social Services. Staff will attend a 4 day training program to be able to offer the Chronic Disease Self Management program in Newington. The Center will also be working with the Central Connecticut Health District and neighboring towns to explore opportunities for other evidence based programs.
- Dr. William Vincent presented a lunch and learn program sponsored by Monsignor Bojnowski Manor on the flu on Oct 10th.
- Sharon Mazzochi from the Connecticut Department of Emergency Management presented a program on "How to Complete a Personal Preparedness Guide" on October 16th.
- Chris Cretella, CVS Pharmacist, offered free personal pharmaceutical consultations by appointment only on Oct 22.
- Town Clerk Tanya Lane was the guest for the monthly Coffee Talk and, as has become an annual tradition, talked about the election process.
- Program Coordinator Eleanor Eichner and Administrative Coordinator Denise Haas attended an Entertainment Showcase at the West Hartford Senior Center on October 28th. Ms. Eichner and Head Driver Jerry McCusker attended a Drug and Alcohol Training Program at the Greater Hartford Transit District on October 22nd.
- The open enrollment period for Medicare Part D runs from November 15th through December 31st and an appointment schedule was developed with the CHOICES volunteers.
- The Center continued its self-assessment process in preparation for re-accreditation with several committees meeting.
- The Center currently has 1,254 members with an additional 639 people registered for services. While more than half are between 70 and 85 years of age, almost 30% are between 55 and 70.

Dial-A-Ride		Wellness Clinic		Senior Café
Trips	Miles	On-site	Off-site	Meals Served
1,563	4,393	115	18	1,345

PARKS AND RECREATION

Administration

- Submitted a draft of the proposed Request for Proposal (RFP) for a synthetic turf field at Clem Lemire Complex.
- Recommended repairs to various playscapes / playgrounds.

Recreation Division

- Sharon Glasson joined the Parks & Recreation Department on October 14 as a Recreation Supervisor.
- The Newington High School pool opened for recreational swim on October 1. The Newington, Rocky Hill, and Wethersfield Parks & Recreation Departments offer residents from all three towns the opportunity to utilize the indoor pools for open swimming through the month of May.
- The Teen Center opened for the school year on October 3rd. The new Teen Center Director is working with students to see what types of events and activities they would like to do throughout the year.
- Travel Basketball tryouts were held for boys and girls grades 5 through 8. A separate 5th grade boys' travel team has been added this year.
- Recreation Supervisors Sharon Glasson and Karen Gallicchio attended a Rotary meeting on October 22 to hear resident Connie Jascowski's proposal to get the community involved in "revamping" the Teen Center. The proposal identified areas where the community and teens could get involved in developing and enhancing the Center to enable teens to attend the Center more frequently and to take an active role in determining activities and events.

- Over 260 students from Kellogg and Wallace schools attended a Halloween Costume Ball on October 24, where hundreds of non-perishable food items were collected for the Town's food pantry.
- The bus trip to Salem, Massachusetts on October 25 was attended by 46 travelers who enjoyed the Salem Witch Museum and the Haunted Happenings at the most famous Halloween location in the country.
- The annual Halloween Party was attended and enjoyed by over 60 children on October 25. The event included games, crafts, refreshments, and plenty of candy on Trick-or-Treat Street.
- Winter programs have been established and the brochure sent to the printer.

Parks & Grounds

- Division personnel completed removal of bushes and placement of topsoil and seeded grass at three circles in the Barn Hill area. Another circle was cleaned and re-mulched.
- Installed 16 replacement deck sections at the Mill Pond playscape, saving an estimated \$5,000 contractor fee. Several damaged play pieces were also repaired.
- Cleaned, placed topsoil, and seeded eight sites where trees had been removed and stumps ground.
- Installed 10 pine trees at the Badger Field detention basin to provide visual privacy for neighbors, regraded the top section of the retention area, and corrected an uneven dam spillway top.
- Continued irrigation shutdown at cemeteries and other Town areas.
- The annual leaf pickup began on October 24.
- There were 10 interments in Town cemeteries in October.

LIBRARY

- Nationally recognized children's author Mitali Perkins was the featured speaker at the annual Sliva Young People's Literary Series during October. Ms. Perkins spoke to all 3rd and 4th graders at the Newington High School auditorium on October 21. She then visited the Library in the evening to autograph books and meet with parents and teachers.
- As Newington students enjoyed an extended Columbus Day weekend, the Library sponsored several special programs. Rolande Duprey of Purple Rock Productions thrilled a large audience with a puppet vaudeville show. *Magic, Myth and Monsters*, a seasonally themed magic show drew 100 children and parents. Special shows, daycare and nursery school outreach, and programs provided for the Newington schools totaled 65 to a combined audience of 2,456 children and adults.
- 271 adults were treated to seven programs during October. Highlights included *Cooking with Chef Proserpi*, *Green your Housecleaning*, and *Digital Television Transition*.
- The annual Hanel Fine Arts Series continued with nationally known jazz musician Giacomo Gates. This Friday night concert, held at the Town Hall Council Chambers, attracted an audience of over 100. This concert was of the highest caliber and free to the residents of Newington.
- The 5th annual WaterFall Festival was held on its rain date of October 4th. Library staff coordinated the Chalk Walk art competition. 25 artists vied for cash prizes as they began to create their artwork at 7:00 a.m. A panel of judges awarded six prizes to artists who created stunning work in this unusual medium of sidewalk art.
- In the Teen Services area, a Newington middle school art display is up for all to enjoy. Work is progressing on the large student display that will take place in the Community Room during the month of January.
- In order to better serve Library patrons, the Reference Desk staff has begun a "roving" reference service. Patrons will be seeing staff not only stationed behind the desk, but also roving through the study areas, the book stacks, and the reference and popular materials area in order to be more accessible to them. During the first two weeks of the service, 62 requests for help were filled from the floor, many computer assists were given, and behavior issues handled that would not have otherwise been noticed.
- Topics of note that were researched this month included:
 - The terracotta soldiers of ancient China.
 - Books for a six year-old on the death of a pet.
 - How to market greeting cards.
 - Area retail sellers of pellet stoves.
 - How to dry mushrooms.
- 5,305 reference questions were answered. In-house computer use by patrons reached an all-time high as 3,300 hours of use were recorded for adult, teen, and children's public use computers.

- Traditional circulation of library materials was 30,636. 333 reference books were accessed remotely, and 3,002 online searches were completed in the Library. 854 books were read online from the children's sites - *Tumblebooks* and *Bookflix*. 49 books were downloaded from the Library's website, for a total of 34,874 items checked out or used by library patrons. 18,894 people visited the library during the month of October. 1,532 items were added to the collection, and 226 items were mended by volunteers who logged in 139 hours.
- People will now be able to retrieve information about the Library's meeting rooms for public use and request meeting rooms online. Due to heavy demand, an Internet computer from the Children's Room was moved to the Teen area.
- The Library will begin Sunday hours on November 2nd.
- Although the Library will be closed to the public on Veterans Day, staff will meet with a consultant as they begin a long-range planning process. Discussion will center on the current Newington community and future needs and trends and how the Library's role will continue to grow and change as those needs and trends are met. After the December holidays, residents and others will be asked to participate in similar discussions.