



# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

John L. Salomone  
Town Manager

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John L. Salomone, Town Manager  
Date: September 18, 2009  
Re: Monthly Report – August 2009

#### GENERAL ADMINISTRATION

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

- Attended MDC 2010 budget workshops and MDC/CRRA update meetings.
- Attended various Town team meetings and participated in the hiring process for the Equipment Operator I position.

Paid overtime during the month of August 2009 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2009-10 overtime expended amounts in the following chart.

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>		
Vehicles and Equipment	49.4	\$ 2,090.68		
Weekend Stand-by and Call-in	16.0	619.16		
Road Maintenance	4.0	152.96		
Overlays	53.1	2,190.86		
Traffic Division	<u>65.8</u>	<u>2,297.64</u>		
Total	188.3	\$ 7351.30		
<b>PARKS AND GROUNDS DIVISION</b>				
Herbicide	146.0	\$ 6,053.64		
Pool	76.0	3,411.12		
Weekend Duty	45.0	1,891.80		
Beechwood Park	<u>9.0</u>	<u>342.00</u>		
Total	276.0	\$ 11,698.56		
<b>POLICE DEPARTMENT</b>	<b>2009-10 Budget Overtime Appr.</b>	<b>Overtime Expended 09-10 YTD</b>	<b>2008-09 Budget Overtime Appr.</b>	<b>Overtime Expended 08-09 YTD</b>
Administration	\$ 3,976.00	\$ 1,004.69	\$ 4,311.00	\$ 215.53
Patrol	580,294.00	61,825.33	600,000.00	87,689.99
Investigation	76,691.00	6,249.83	76,637.00	8,123.85
Communication	112,132.00	15,412.26	108,429.00	15,827.78
Education/Training	103,603.00	4,263.12	88,337.00	12,964.09

Support Services	39,071.00	3,712.19	38,137.00	2,639.89
Animal Control	12,144.00	1,145.34	12,070.00	809.46
Total	\$ 927,911.00	\$ 93,612.76	\$ 927,921.00	\$ 128,270.59
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,109.00	\$5,152.89	\$ 28,109.00	\$ 28,283.54**
Snow and Ice Control	132,349.00	0	132,349.00	0
Traffic	8,345.00	998.89	8,345.00	1,209.80
Vehicles and Equipment	28,185.00	2,742.75	*31,685.00	5,904.77
Leaf Collection	54,997.00	0	*51,500.00	0
Total	\$ 251,985.00	\$8,894.53	\$ 251,988.00	\$35,398.11
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 130,547.00	\$ 20,389.67	\$ 130,547.00	\$ 19,883.91
Cemeteries	14,893.00	441.61	14,893.00	1,969.62
Total	\$ 145,440.00	\$ 20,831.28	\$ 145,440.00	\$ 21,853.53

\*Reflects intradepartment transfer.

\*\* Reflects \$16,373.03 for Martin Kellogg Middle School project – paid for by the Board of Education

**Police Department Overtime:**

- Comparison July 2009 to August 2009
  - OT July \$ 48,706 (1 Holiday/28 days of overtime)
  - OT August \$ 28,879 (28 days of overtime)
  - Total decrease \$ 19,827
- OT spent for the entire department reflects the lowest expenditure tracked to date.
- Patrol Overtime \$28,879, does not include any holidays but an increase in time off and one Swat team call out at the Carrier Motel for a barricaded individual with a weapon.
- Detective Division Overtime \$2,065, includes one fatal accident and burglary investigation.
- Communications Overtime \$8,473 increased by \$1500 due to an increase in time off.
- Education/Training Overtime \$2,332 with minimum training in this month.
- Support Services Overtime \$1,715 down \$208 over last month.
- Canine OT \$328, includes one call out.

**PERSONNEL**

- Six interviews were held for the Equipment Operator I position. Scott Comparone was appointed to the position.
- Chaz Plungis, a graduate student at the University of Connecticut, was appointed to an internship in the Town Manager's office.

**RISK MANAGEMENT**

2009-10 Blue Cross/Blue Shield Plan Year

The first month of the 2009-10 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at \$818,851. The total paid claims for July 2009 were \$675,784. The breakdown for the Town and Board of Education is as follows:

**Cumulative Claims through July 2009**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	\$185,727	\$633,124	\$818,851
Actual Claims	\$114,939	\$560,845	\$675,784

**FACILITIES MANAGEMENT**

- The Facilities Department has completed all pre-winter system checks of the Town boilers and is working on scheduling the water treatment service for September.
- The group completed 38 formal work orders during the month of August in addition to scheduled maintenance and project work assignments.

- Replacement windows have been installed at the Kelsey House which was postponed due to the rain during June. This completed one half of the total window replacements at this point. The second half of the windows have been ordered for late September delivery to the Town. Due to the Town Hall project, there is currently no space available to prep these windows for installation until that time so it is expected the remainder of the windows will be installed during October. (No Change)
- The Town Hall renovations project phase II has moving along at a furious pace due to the required schedule for occupancy by the end of September. At this point, the project is on schedule and on budget with no major issues. The maintenance group has been assisting in these efforts due to the tight schedule for completion in September.
- Award of the NCTV Channel 14 equipment move and cable installations was awarded to First Line Electric Corp. This group will be responsible for the relocation of all the TV station equipment to the new space in Town Hall in addition to the installation of the newly selected equipment from the grant funding.
- Work will begin on door replacement and soffit repairs to the parks garage shortly. Materials have been delivered to the parks garage for this project work in August.
- Preliminary designs have been completed for the Library HVAC System upgrades and replacement of the main air handling equipment and controls for the building for submission as part of a grant proposal available through the state.
- All Library roof repairs and replacement of roof drains was completed during August.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- The Town's Service Center logged 36 requests for service via the internet, blocked 13,890 unsolicited SPAM emails messages from being delivered, blocked 96 virus/ Trojan from infecting the Town's network infrastructure, and completed 98 internal work orders.
- The Town's website had approximately 19,554 visits during the month, 59,437 page views with an average of 3.04 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Homepage, Online Property Records Card and Parks and Recreation Home Page were the most frequently visited pages.
- Provided support to Town Clerk with public pay for print station and provided map for Police Detective Michael Rugens for a criminal case.
- Provided support and technical reference to Engineering Department for GPS purchase.
- Provided support for equipment setup for Human Services and Finance Departments and scanned numerous images for Registrar of Voters and Town Manager Executive Assistant.
- Updated Wetland Permit map for Engineering Department and integrated data for use with Town's GIS system.
- Launched internal Geographic Information Systems (GIS) web application.
- Provided map support for Director of Parks and Recreation and for Board of Education/ School Transportation staff.
- Audited all Red phones located at each of the Fire Departments. CO4 and CO2 were determined to have non-working phones. It was determined that CO4 had a circuit issue and CO2 required some internal re-wiring. Both phones are now operational.
- Audited cell phone invoices (Verizon Business, Nextel) in an effort to determine plan use.
- Audited AT&T telephone voice services, special circuits and reviewed billing charges. A disconnect order was issued for 29 special circuits and unused POTS lines resulting in an estimated cost savings of \$30,000/ year. Identified savings will be used for the procurement of a new Town telephone system. The current system is over 15 years old and support is being discontinued by the manufacture.
- Worked with N.E.C.C to upgrade the Town's current NEC2000 telephone system to support NCTV 14 move.
- Met with several vendors to discuss new telephone systems.
- Continued evaluations with CRCOG of Online Permitting solutions.

## **FINANCE**

### **Accounting and Administration**

- On August 13th, the Town was notified by the Government Finance Officers Association of the United States and Canada that our Comprehensive Annual Financial Report (CAFR) qualified for a Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2007-2008. This is the nineteenth consecutive year the Town has received this national recognition for its financial report.

- Ann Harter and the Town Manager attended the MDC budget workshop on August 20th.
- 2008-09 audit activities continued with the review of 2008-09 fiscal year transactions. Subject to audit, the Town's 2008-09 original budget of \$93.3 million resulted in unexpended appropriations totaling 1.6 million at June 30, 2009. The budget was successfully controlled because of uncertainty with State and local revenue. The year-end balance was due to several frozen positions in departments such as Parks and Recreation, Highway, and Facilities Management. There were personnel savings in the Police, IST, Finance and Library departments and the Grounds Maintenance division. By locking in fuel costs, energy expenditures did not rise as budgeted. Actual costs for umbrella insurance were less than expected. Additionally, a savings was realized in solid waste services for a reduction in the tip fee assessed by the Town's trash authority. Revenues exceeded the original budget by \$774 thousand due to a higher than anticipated collection rate on property taxes. These revenue increases, combined with unexpended appropriations, added \$2.4 million to the unreserved general fund balance for a total of \$14.5 million. Of this, \$2,000,000 was applied to balance the FY 2009-10 budget leaving a fund balance as of June 30, 2009 of approximately 13% of the budget or \$12.5 million. This level will allow for a consistent amount to be applied in the FY 2010-11 budget, and will hopefully buffer any reduction on State aid or other revenue in the future fiscal years.

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)  
8/31/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> <u>FY2009-10</u>	<u>Actual</u> <u>Year to Date</u>	
General Fund	\$375,000	\$36,649	\$41,563,353
Special Revenue Funds	34,630	2,776	1,901,680
Capital Projects Funds	635	466	528,501
Internal Service Fund	100,000	2,749	3,481,218
Trust and Agency Funds	16,000	1,192	1,659,466
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$49,134,218</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
8/31/2009

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.43	0.48	9,462	10,306	\$25,898,806
CLASS PLUS	0.30	0.30	1,118	1,361	4,755,814
Financial Investor Trust	0.04	0.08	94	234	3,869,551
Bank North	1.03	0.68	17,845	2,100	14,502,904
Sovereign Bank	1.35	1.35	123	123	107,143
<b>Total Outstanding Investments</b>					<b>\$49,134,218</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of August.
- Many data items on the Assessor page of the town web site were updated.
- Preparations for the September meeting of the Board of Assessment Appeals were made.
- Personal property forms were ordered and received. The process of getting these forms ready for mailing to all business owners was started.

- Training classes were provided by CLT to the Assessor's office staff for the IAS World CAMA software via internet connection.

**Revenue Collector**

- During the month, the Tax Office staff processed tax bills amounting to \$2,779,249 in current collections for the 2008 Grand List. This includes \$56,229 which was collected as a result of the pro-rated real estate tax bills for new construction. The primary increase is due to the new condominium units in town.
- Delinquent notices were sent to 133 businesses with unpaid personal property taxes and 532 notices were sent to real estate taxpayers. Several hundred motor vehicle delinquent statements were mail during the month.
- Adjustments were made to real estate, personal property and motor vehicle accounts for 174 taxpayers. Either forms or corrected tax bills were mailed to taxpayers.

**PURCHASING**

Open Bids/RFPs

- Bid No. 6, 2009-10, Cirrus Spreadsmart Ground Speed Orientation Conversion Packages (Closes September 17, 2009)
- Bid No. 4, 2009-10, Mill and Overlay of Kelsey and Church Streets (Closes September 16, 2009)
- Bid No. 5, 2009-10, Cleaning of Police Uniforms (Closes September 15, 2009)

Closed Bids/RFPs

- Bid No. 1-A 2009-10 - Highway Crack Sealing (Closed August 4, 2009)
  - Bid awarded to A&A Asphalt, Coventry CT

**TOWN CLERK**

- There were 607 documents filed on the land records in August. \$63,358.68 was collected in State conveyance tax and \$27,621.35 was collected in town conveyance tax.
- Revenue during August increased by 25% over August 2008.
- Seven residential homes sold for over \$300,000 each. Property at 8 Barn Hill sold for \$407,000 and 240 Culver Street sold for \$440,000.
- 94 deeds, 163 mortgages and 241 releases were recorded. 38 probate certificates and 14 liens were catalogued.
- Nine Notary Pubic commissions, seven Trade Name Certificates and four survey maps were filed.
- The office certified 73 copies of vital records; 3 burial and 2 cremation certificates were issued.
- The office linked nine volumes of land record images to the on-line land record index expanding the database used by the public.
- Pursuant to Connecticut General Statutes, the office issued 12 blank ballots to military personnel for the upcoming November election.

**DATA SUMMARY AUGUST 2009**

	<u>August-09</u>	<u>August-08</u>	<u>FY 09/10 to Date</u>	<u>FY 08/09 to Date</u>
Land Record Documents	607	514	1334	1111
Dog Licenses Sold	69	69	309	320
Game Licenses Sold	39	252	142	286
Vital Statistics				
Marriages	25	15	50	42
Civil Unions	0	0	0	1
Death Certificates	33	22	54	37
Birth Certificates	29	24	41	46
Total General Fund Revenue	\$ 50,922.15	\$ 35,708.29	\$106,958.80	\$ 91,865.29
Town Document Preservation	\$ 1,152.00	\$ 958.00	\$ 2,378.00	\$ 2,056.00
State Document Preservation	\$ 1,156.00	\$ 958.00	\$ 2,384.00	\$ 2,056.00

State Treasurer (\$26 fee)	\$ 20,664.00	\$ 12,454.00	\$ 42,666.00	\$ 26,728.00
Locip	\$ 1,722.00	\$ 1,437.00	\$ 3,558.00	\$ 3,084.00
State Game Licenses	\$ 189.50	\$ 4,499.50	\$ 829.50	\$ 5,189.50
State Dog Licenses	\$ 486.00	\$ 462.50	\$ 1,739.00	\$ 2,031.50
Dog Licenses Surcharge	\$ 164.00	\$ 166.00	\$ 626.00	\$ 744.00
Marriage Surcharge	\$ 399.00	\$ 361.00	\$ 741.00	\$ 627.00
<b>Grand Total</b>	<b>\$ 76,854.65</b>	<b>\$ 57,004.29</b>	<b>\$161,880.30</b>	<b>\$134,381.29</b>

## **POLICE DEPARTMENT**

- The grant for the State of Connecticut, Office of Policy and Management, JAG Local Pass Through, was submitted for the purchase of 2 License Plate Reader Systems and 7 Tasers for a total request of \$30,000.
- Funds are available from the Department of Public Safety for training reimbursement for Public Safety Answering Points. This includes training for dispatchers for 911 training. The town can seek reimbursements up to \$2,961.
- The Police Department is receiving training for officers in accordance with a Traffic Team grant being funded by OPM/Capitol Region Council of Governments. Training has begun on traffic reconstruction/crash investigations and truck inspections.
- Patrol Calls for August were as follows:

<b>Patrol Calls August, 2009</b>					
Alarm Burglary	130	F/Hazmat	2	MVA Evading	10
Alarm Hold-up	5	Fire/CO No Symptoms	3	MVA Fatal	0
Animal Complaint	31	Fire/CO Symptoms	0	MVA Injury	14
Arson	0	Fire/Other	5	MVA Property	90
Assault IP	3	Fire/Structure	7	Neighbor Dispute	6
Assault Report	7	Fire/Vehicle	6	Noise Complaint	21
Assist Other PD	30	Fire/Water	1	Notification	1
Bad Check NSF	0	Fingerprints	31	Open Door/Window	8
Bike Found	0	Fireworks Complaint	6	Parking Violation	8
Bike Lost	0	Follow-up Investigation	69	Property Found	9
BOLO	0	Gun Call	1	Property Lost	9
Breach of Peace IP	7	Harassment	15	Recovered MV	2
Breach Of Peace Rpt	1	Hazardous Condition	30	Robbery IP	0
Burglary IP	1	Homicide	0	Robbery Report	1
Burglary Report	6	Illegal Dumping	0	Serve Subpoena	0
Car Seat Install	2	Indecent Exposure	0	Serve Warrant	32
Check the Welfare	70	Intoxicated Person	9	Sexual Assault Rpt	1
Clear Lot	10	Juvenile Complaint	44	Shots Fired	1
Court Detail	26	K9	5	Special Detail	69
Criminal Mischief Graffiti	4	K9 Other	1	Stolen MV	6
Criminal Mischief IP	0	Landlord/Tenant	1	Sudden Death	0
Criminal Mischief Rpt	30	Larceny from MV	13	Suicide	0
CSO Detail	10	Larceny IP	8	Suicide Attempt	1
Customer Dispute IP	11	Larceny Report	47	Suspicious MV Occ	32
Customer Dispute Rpt	3	Liquor	0	Suspicious MV Unocc	12
Directed Patrol	0	Location	137	Suspicious Person	95
Dog Complaint	43	Lockout MV	2	Threatening IP	0
Domestic Report	40	Lockout Residence	1	Threatening Report	5
Drug Investigation	7	Medical	162	Town Ordinance Vio	3

DUI	11	Missing Person	4	Traffic Stop	1099
Emotionally Disturbed Person	9	MV Assist	44	Trespass IP	2
Escort	48	MV Complaint	36	Trespass Report	1
F/Alarm	19	MVA Abandoned	5		
				<b>TOTAL</b>	<b>2,797</b>

#### Investigations and calls by Patrol Officers

- A DUI checkpoint conducted on the Berlin Turnpike. The checkpoint yielded 3 arrests for DUI, and 25 citations for other traffic violations. A total of 1237 vehicles passed through the checkpoint. 375 vehicles were stopped at the checkpoint.
- An officer on the midnight shift was checking registration numbers of vehicles parked at a local motel on the police cruiser's Mobile Data Terminal (MDT). The officer discovered one of the vehicles was stolen. He located a patron of the motel who was determined to have driven the stolen vehicle to the motel. It was also learned that the person was wanted on an arrest warrant for Violation of Probation for Sale of Heroin from the state of Vermont. He was also found in possession of a quantity of Percocet pills. He was arrested for larceny and drug charges.
- Officers on the midnight shift responded to a report of a burglary in progress. It was reported that two citizens were detaining a male in a backyard that they believed was involved. Upon arrival, officers determined that the male was in possession of several GPS units, a cell phone, and other items. Further investigation determined that the items were stolen from vehicles in Newington and New Britain. The male was charged with burglary and larceny before being turned over to New Britain Police to face additional charges.

#### Detective Division

- Handled 80 investigations, 49 remain ongoing, 27 were closed by investigative methods and 4 were suspended.
- Investigated an identity theft case that began when an employee of a group home unlawfully obtained and fraudulently used a debit card assigned to one of the residents of the home. The suspect was identified in part to surveillance video where she purchased over \$400.00 dollars worth of merchandise at a local department store. The suspect was arrested via warrant and charged with 6 counts of illegal use of credit card, identity theft, criminal impersonation and larceny 5<sup>th</sup>.
- Concluded two robbery investigations after lengthy investigations that began in 2008. The Division has also begun two juvenile sexual assault investigations and one child pornography investigation this month.
- The Juvenile Officer is investigating 5 sexual assault cases and 4 child pornography investigations among other juvenile cases. One ongoing juvenile sexual assault case was concluded this month.
- Processed 4 crime scenes in August, in some cases collecting DNA, fingerprints and other items of evidence.
- 30 arrest warrants were served this month, 4 by Detectives and 26 by Patrol Officers.

#### Community Service Officers (CSO)

- Deployed two Stealth Stat units on Halleran Drive in the area of John Wallace Middle School and Harding Avenue in the area of Martin Kellogg Middle School. The Stealth Stat units were deployed at the end of the month to gather data into the beginning of September when middle school students return to school. The Stealth Stat Units will not only determine if there is a speed issue but will also give the number of vehicles traveling past the schools, what the peak traffic times are and what time of the day higher speed counts occur.
- CSO O'Brien worked with the Town of Berlin Parks and Grounds Department to solve a line of sight issue on Rowley Street, which is shared by Newington and Berlin. A significant line of sight issue was pointed out by a resident involving trees and brush. The trees and brush were promptly cut back ending a potential traffic hazard.
- CSO Webster spoke with several residents of the Elizabeth Green Neighborhood Watch who raised concerns of several incidents involving disruptive juveniles and quality of life violations occurring in the immediate neighborhoods surrounding Elizabeth Green School. The CSO Unit is developing a short term tactical plan to address these issues. This plan will be implemented in early September.

**UCR/NIBRS Selected Crimes  
Preliminary July 2009**

**Month July 2008**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	-0-	0	-0-
Forcible Rape	1	-0-	0	-0-
Robbery	0	-0-	0	-0-
Assault	10	-0-	13	-0-
Burglary	13	\$20,344	8	\$24,299
Larceny Theft	60	\$75,138	65	\$32,675
Auto Theft	6	\$33,000	8	\$84,097
<b>Totals</b>	<b>90</b>	<b>\$128,482</b>	<b>94</b>	<b>\$141,071</b>

- During the month of July 2009 97 adults were arrested: 13 for assaults, 1 for burglary, 5 for forgery and fraud, 5 for weapon violations, 2 for stolen property, 3 for vandalism, 2 for sex offenses, 13 for narcotic violations, 11 for larceny, 12 for DUI, 2 for offenses against family & children, 2 for disorderly conduct, and 26 for other miscellaneous offenses. 7 persons under the age of 18 were arrested or referred for criminal acts: 2 for assaults, 2 for larcenies, 1 motor vehicle theft, 1 for DUI and 1 for all other offenses.

**FIRE DEPARTMENT**

The Fire Department responded to 62 alarms/emergencies as follows:

	<u>August 2009</u>	<u>YTD Cum.</u>
Residential	15	40
Commercial, Industrial, Office	5	8
Hospital, School	0	3
Vehicle	7	9
Rescue, Police Assistance	4	6
Dumpster, Rubbish, Grass, Brush, Leaves	1	5
Hazardous Materials/Clean up	2	4
Investigative Alarm	25	58
False Alarm	0	0
Mutual Aid/Standby	3	5
Carbon Monoxide Investigation	0	0
Water Related Incidents/Pump-Outs	0	0
<b>Total</b>	<b>62</b>	<b>138</b>

**Training Summary**

		<b>Members</b>	<b>Hours</b>
Multi-Company Training	Confined Space Training	70	210
Officer Training	Firehouse Software Training	29	87
	Pump Training	12	120
	Building Pre-Plans	17	68
	Driver Training	4	12
<b>Total</b>			<b>497</b>

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of August:

Inspections	33
Inspection Follow-Ups	46
Plan Review	02
Job Site Inspections	22
Underground Tank Removal	01
Fire Investigations	02
Fire Alarm Trouble	01
Complaints	00
Haz/Mat	00



Bomb Threats	00
Blasting	03

Incidents:

- 08/08/09 – A dryer fire of accidental origin caused major damage to a single family home at 8 Francis Avenue. No injuries were reported.

Meetings/Training:

- Fire Marshal Schroeder attended the bi-monthly meeting of the Connecticut Emergency Manager’s Association in West Hartford.

School Inspections:

- All schools both public and private were inspected prior to opening and found to be in reasonable compliance with the Connecticut Fire Safety Code.

**HIGHWAY DEPARTMENT**

- Highway crews continued with preparation for the overlaying of the next group of roads (West Hill Rd., Brentwood Rd., Garvan St., Highland St., North Main St., Dowd St. and Fisk Dr.) which included adjusting manhole rings and utility shut off gates. Drainage was also added where required along with the replacement of catch basin tops. Bid awarded contractor milled approximately 43,353 square yards of bituminous in preparation of the overlays. 4,995 tons of bituminous material was used for the resurfacing of the roads. Where necessary, driveway aprons, curbing and topsoil have been repaired to complete the resurfacing project.
- Highway personnel worked on several school projects during the summer recess. Speed bumps were constructed in the rear of the High School building and patching of parking lots; school bus areas etc. were completed at several of the other schools. Bituminous repairs were also made at the bus garage.
- Crews widened the intersection of Veterans’ Drive and Willard Avenue by several feet; added a double top basin, curbing and topsoil to provide better traffic flow to the High School parking lot.
- An Equipment Operator was assigned to the Landfill for the organization and disposal of materials such as waste oil and appliances brought to the landfill by Town residents.
- Miscellaneous projects completed throughout the month included catch basin repairs, patching of various potholes and topsoil repair. Personnel also assisted the Traffic Division with line painting.
- The Traffic Division assisted the Highway Department with the Veteran’s Drive/Willard Avenue project. Work continued with line striping of overlaid roadways and schools, the fabrication and installation of new street name signs, installation of new and/or missing street signs, stops signs and regulatory signs throughout Town.
- During the month of August mechanics performed routine preventative maintenance along with emergency repairs to all Town vehicles and equipment. Annual maintenance to all leaf collection equipment is underway.
- During the month, the Sanitation Division scheduled 826 bulky items, 36 metal items and 67 condo bulk items for weekly pick up during the month of August for a total 929 of items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.

**ENGINEERING DEPARTMENT**

- During the month of August, the Department issued and inspected twenty-one excavation permits as follows:
  - 18 Driveway/Curb cut excavation
  - 2 Gas lateral service
  - 1 Cable TV service
- Met with BETA Group and reviewed progress made to the Town Wide Drainage Project. Reviewed draft of Drainage Study for the Brentwood Road area. Recommended revisions to the draft that will solve flooding issues in the area.
- Advertised the Kelsey Street and Church Street (Kelsey St. to Stonehedge Dr.) Pavement Rehabilitation Project. Bids are scheduled to be received on September 16, 2009.
- The sidewalk maintenance contractor performed sidewalk repairs on numerous locations on Main Street.

- Field inspected streets to be milled and paved in September and identified drainage improvements to be made to the streets by the Highway Department prior to paving.
- Finalized a plan to widen the northwest corner of Veterans Drive and Willard Avenue that will aid right turn movements for drivers traveling south on Willard. The plan was approved by the Department of Transportation and the corner was widened by the Highway Department.

## **TOWN PLANNER**

### **Municipal Parking Lot Improvement Project**

On August 7 OPM Secretary Robert Genuario notified Town Planner Ed Meehan that the Town Council's request to re-program the \$145,894 STEAP grant balance to the Municipal Parking Lot Improvement Project was approved. Public bid advertisements for this project were published in the Herald and Hartford Courant on August 7 and 9<sup>t</sup>. On August 20 a pre-bid site meeting at the municipal parking lot was held to offer potential bidders an opportunity to view the project area and ask questions, seven contractors were present. As of August 31<sup>st</sup> fifteen construction firms had contacted the project engineer, BL Companies, to purchase the construction plans, this is a good response to the September 8<sup>th</sup> bid opening.

### **New Meadow Phase II**

On August 21 the Newington Housing Authority conveyed the Mill Street extension access easement and deeded 25,216 square feet of their Phase I parcel to the Town for the assemblage of the 2.2 acre Phase II New Samaritan Corporation site which will be developed for 32 age-restricted affordable apartments. The Town's 75 year land lease to New Samaritan is ready to be executed upon HUD loan closing and the issuance of project building permits. New Samaritan Corporation has selected Marconi Construction Company their general contractor for this project.

### **Shoppes at East Cedar Street**

On August 12 the TPZ approved an amendment of the Special Exception and Court Settlement Agreement which will enable Hunter Development to begin construction and operate the gas station/convenience store prior to starting construction of the hotel. The Commission's amended Special Exception divides the project into three phases and will require Hunter Development to complete a substantial amount of the site drainage and utility infrastructure and bond unfinished site improvements. The approval also stipulates that the Department of Transportation, State Traffic Commission Certificate requirement for a traffic signal and coordination with adjacent property owners for single access onto East Cedar Street be pursued.

### **Cedar Mountain Ridgeline Proposed Residential Zone Amendment**

On August 12 Toll Brothers submitted a petition requesting the TPZ to rezone the 28 acre vacant parcel adjacent to East Cedar Street and abutting the Hunter Development site from CD Commercial Development to R-12 Residential Use. The R-12 District classification permits by Special Exception townhouse development at an overall density of 8,000 square feet per unit of buildable area. The Commission has set the public hearing date for the Zone Amendment for September 23. Toll Brothers petition to develop this parcel is one of several over the past ten years which has generated much discussion of striking the balance between open space preservation and development along the ridgeline.

### **8-24 Referral Land Gifts**

On August 28 the TPZ Commission has submitted to the Town Council its favorable support for acceptance of vacant parcels at the end of Costello Road and on Lamp Lighter Lane. The Commission found that these land gifts supplemented adjacent Town owned open space, protected inland wetlands and enhanced the buffer between the Berlin Turnpike commercial corridor and nearby residential neighborhoods.

## **BUILDING DEPARTMENT**

- Permits issued:
  - Permit to install 3 panel antennas on existing tower & radio equipment cabinets at grade at Newington High School site, 605 Willard Avenue.
  - Electrical permit was issued to install a new 100 amp to existing meter can service for proposed pocket cell site for power & telephone companies at 605 Willard Avenue.
- Work is continuing on the renovation of the old Police Dept in the Town Hall. Rough mechanicals are near completion and sheet rock is being installed. Interior finish work will start soon.

- Douglas Jourdan, Chief Building Official, is continuing to work with our IT Department and The Capitol Region Council of Governments staff on regional projects to search for an Online Permitting system and the development and creation of a web server.
- There were three Certificates of Occupancy issued in August. They were for residential single family homes at 11 Harlow Drive, 9 Bogart Lane, and 11 Bogart Lane.
- Inspectors completed a total of 316 inspections, as follows: above ceiling (2), awning (1), CO (25), code (4), decks (1), demolition (1), drains (1), electrical (85), footings (20), foundation (8), framing (25), gas line (1), glass (1), gypsum (6), hood (3), hot water heater (1), insulation (11), mechanical (31), piers (1), plumbing (35), roofing (7), rough (24), siding (4), sill (4), site visit (6), sprinkler (1), stairs (1), tank (1), tent (1), trench (3), wood / pellet stove (1).
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1075.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$84.50, Driveway / Excavation \$600.00, Engineering copies \$73.00. The other total income is \$1892.50.

The total number of Building/Renovation Permits issued for the month of August was 155 producing a total permit value of \$911,202.00. They are categorized as follows:

### **Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	18	\$212,589.00
Deck	6	17,260.00
Demolition	3	45,500.00
Electrical	42	186,810.00
Fence	0	0.00
Fire Suppression/Sprinkler	1	1,875.00
Footing/Foundation	1	3,000.00
Fuel Tank	3	4,300.00
Garage/Shed	4	59,700.00
Mechanical	26	127,845.00
New Commercial	0	0.00
New Residential	0	0.00
Plumbing	18	55,485.00
Pool	1	23,500.00
Roofing/Siding	25	166,238.00
Sign	6	5,400.00
Tent	1	1,700.00
Trailer	0	0.00
<b>Total</b>	<b>155</b>	<b>\$ 911,202.00</b>

### **Permit Value Comparison for August**

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$911,202.00	\$13,015,087.00
Building Permit Fees Received	12,650.00	141,019.00
Other Income Fees	1,892.50	2,001.00
Building Permits Issued	155	191

### **Total Value of Permits and Permit Fees:**

<u>2009-2010</u>		<u>2008-2009</u>	
Value	Permit Fee	Value	Permit Fee
\$3,825,832.00	\$29,357.00	\$17,480,168.00	\$184,514.00

## **HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)**

- Met with two store owners onsite to assist with compliance efforts with the Metropolitan District Commission's (MDC) Fats Oils and Grease (FOG) program requirements. Registration documents were completed and a review of existing and required F.O.G. treatment equipment was also completed.
- Attended the Connecticut Environmental Health Association's (CEHA) annual summer outing picnic and meeting. The outing was held at Hammonasset State Park in Madison, CT. Food Service Inspectors received one contact hour toward renewal of their state certification for attending the event.
- Applied for and received a scholarship to attend the 2009 Northeast Private Well Water Symposium. The scholarship covers the cost of the two day symposium and one night hotel stay. The purpose of the Symposium is to integrate research, extension and educational efforts in the field of private well protection to reduce the risks associated with groundwater use to private well water users.
- Conducted a final inspection and issued a food service license to Vida Doce, a new bakery and café on Brockett Street in Newington. The bakery and café will have pastries, deli sandwiches, and gelato.
- Completed a self assessment and annual review of work activities with chief Sanitarian Nancy Brault and attended the CCHD regular staff and environmental staff meetings.
- Attended conference call meetings with DPH concerning N1H1 planning. Topics reviewed and discussed included: vaccine availability, distribution planning (private provider and public clinic), priority groups to be vaccinated first, DPH enrollment and provider agreement forms, etc.
- Met with CCHD's environmental staff for annual performance reviews and to discuss individual goals for the upcoming year. Some of the goals include: Revising the CCHD Food Establishment Hand Book, creating a sanitarian food service tool kit (packet of food service reference and product information) to assist food service operators, developing a temporary food service inspection sheet with an tear-off food service permit, and to provide on going staff training on well approval and B100 application reviews.

## **HUMAN SERVICES**

- Human Services was extremely busy handling complex cases, providing summer activities and preparing for fall programs.
- On August 20, the Committee on Community Safety held a focus group with 20 senior citizens to obtain their input. They will follow up with a meeting with the AARP Chapter in January.
- Director Ken Freidenberg participated in several regional and state meetings dealing with homelessness, mental health, disabilities, youth and elderly services.
- Concern about the rising number of residents in need prompted Director Freidenberg to appeal to the community for more donations to the Food Bank and contributions for the Special Needs Fund.
- The Department received 411 Information and referral calls or walk-ins this month. Residents contacted staff concerning, child day care, elder care, housing, energy and financial assistance, health, mental health, unemployment, youth services among others.
- The Food Bank assisted 144 households with 90 residents over age 55 and 253 under 55. The Outdoor Market co-sponsored with Food Share served 126 residents on two days this month. Both programs continue to receive great support from volunteers.
- The Special Needs Fund approved 22 requests and the Clothing Closet served 21 households.
- ICAN (Interfaith Community Action of Newington) volunteers received 12 requests including transportation, yard work, minor home repairs, shopping among others.
- The Social Casework Program had an active caseload of 83 with 27 new referrals. Presenting issues included financial difficulties, health and mental health, housing, substance abuse and domestic violence. The police contacted the department regarding several incidents that required staff to be on the scene.
- The Youth and Family Counseling Program had an active caseload of 57 with 1 new referral, 13 inactive and 5 closed cases. Coordinator Christina Salvio and contractors provided 106 clinical therapy sessions and made 89 contacts with families and other agencies. Presenting issues included depression, substance abuse, family conflict, suicidal ideation, sexual assault, domestic violence and grief.
- The Juvenile Review Board handled one referral during August.
- Part-time Youth Worker Julie Melanson resigned at the end of the month to attend graduate school full-time. Michele Pestillo has been hired as her replacement and will facilitate ROPE at John Wallace Middle School and assist Youth Worker Rik Huggard with the SCORE After-School and Summer Youth Adventure Programs.

- Positive youth development programs and activities provided by Youth Worker Huggard, part-time staff, Julie Melanson and contractors involved 285 youth this month.
- During August, the Summer Youth Adventure Program (SYA) offered a variety of activities including tubing, canoeing, biking, beach days, geo-caching, map and compass, bowling, camping, challenge ropes course, rock climbing and hiking.
- The SCORE After-School program brochure was completed and will be distributed to the middle schools the first week in September. They are also available at the Library, Parks & Recreation, Human Services and the town website. Program offerings include: Adventure Club, Horseback Riding, Haunted Graveyard, Bowling, Lunch and Movie Days, Monster Mash Dance, Team Maze, Climb On, Slurping Soda, Geo-caching, Claypen & Cocoa for the Holidays, Cartoon Creations, Science Exploration, Discovery Days, Bowling & Pizza and Rock 'N' Robin.

### August 2009 Statistics

Selected Programs	FY 09-10 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD
Youth and Family Counseling	57	57	58	55
Positive Youth Development	285	343	628	997
Youth Works (Job Bank)	2	3	5	4
Information and Referral	411	387	798	625
Social Casework Cases Under 55 = 49 Over 55 = 34	83	93	110	95
Food Bank Participants	144	138	282	206
Special Needs	22	25	47	27

### SENIOR AND DISABLED CENTER

- The Annual Ice Cream Social, sponsored by Newington Health Care Center, was a big hit on August 4<sup>th</sup>. More than 100 sundaes were served.
- On August 6<sup>th</sup>, RN Joy Mason presented a special screening of the HBO Special "The Alzheimer's Project" This is a series that has met rave reviews
- On August 28<sup>th</sup> Center Nurse Stacie Zibel presented a program about communicating with your health care provider.
- The Center's Wii Bowling Team practiced throughout the month for the upcoming Regional tournament as part of the HealthNet Statewide Challenge.
- Center staff began preparations for the Annual Expo to be held on November 6<sup>th</sup>.
- New window coverings including room darkening blinds were installed in the auditorium and the multi-purpose rooms of the Center. These were purchased through fundraising revenues.
- There were 43 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2,568. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1643 paid members, an increase of 32 from last month. An additional 574 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,010 hours of volunteer service was performed by 61 volunteers in the month.
- Nurse Practitioner Stacie Zibel had 124 patient visits in the Monday Wellness Clinics this month. In addition Ms. Zibel saw 12 patients in senior housing sites.
- While the State remained without a budget, the Out-Of-Town Medical Transportation program remained on hold. Several passengers expressed frustration as there were no viable alternatives. Discussions with the ITN of Central Connecticut continued.
- Social Worker Teri Snyder had an active caseload of 44 this month. She also met with the Resident Services Coordinator with the Newington Housing Authority to plan outreach activities.

## **PARKS AND RECREATION**

- A total of 1443 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool. Mill Pond Pool closed on Monday, August 17<sup>th</sup>. The pool was kept open an hour later than scheduled due to the unusually hot weather. Churchill Pool closed on Monday, August 24<sup>th</sup>.
- The Annual Dog Days of Summer Dog Swim was held on Tuesday, August 18<sup>th</sup> from 6:30-7:45 p.m. A total of 82 dogs attended, accompanied by many owners and family members, making this year's event the best attended in the history of Newington Dog Swims. The Dog Swim was featured on Channel 3 news as well as in several local newspapers.
- Free Summer Fun Runs were held on Wednesdays, August 5<sup>th</sup> and 12<sup>th</sup>. A total of 36 runners and walkers enjoyed this free series of fun runs.
- A consignment ticket program was offered with discounted tickets to Six Flags and a total of 100 tickets were sold.
- Men's and Women's Softball leagues ended in late August—the Women's League had 5 teams and the Men's League had 22 teams.
- Approximately 440 children in Kindergarten through grade 7 attended the Summer Playground Program each week. The 7-week program ended on August 14<sup>th</sup>. 24 students in Grades 8 –10 participated in "Counselor-in-Training" program which concluded on August 7<sup>th</sup>.

## **Parks and Grounds**

- Town forces worked in conjunction with Wethersfield for two emergency tree takedowns.
- Work has begun to update Beechwood Park. The old backstop was removed and roadside trees were pruned for visibility. Town forces have installed four new pieces of playground equipment, and spread 60 yards of wood chips.
- Another trip through town with the roadside mower was accomplished.
- Trimming and pruning at the schools was completed before the start of the school year, and the application of playground wood chips has also begun at the elementary schools.
- Preparation for fall sports has begun with the moving of the Midget Football bleachers, placement of portable soccer goals for the recreational teams as well as the new soccer goals at NHS. Layout and painting of athletic fields is also underway.
- There were 6 internments in Town Cemeteries this month.

## **LIBRARY**

- The Library experienced a banner month in August 2009. Statistics point to a marked increase in use across the board. Traditional circulation of library materials was 41,162, a 17% increase over that of last August. 26,799 people entered the building during the month, over 1,000 each day the library was open—a 16% increase. 36,309 reference books were accessed remotely, and 28,493 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 237 times. 160 books were downloaded from the Library's website for a total of 106,361 items checked out or used by library patrons. 1,470 items were added to the collection, and 207 items were mended by volunteers who logged in 126 hours doing this task as well as many other behind the scenes processing tasks.
- One big reason for the high usage of the Library was the quantity and quality of the summer program agenda. With a theme of *Master the Art of Reading*, people of all ages came by the hundreds to participate in their respective reading programs. 1,261 children (+16%), 143 teens (+64%), and 535 adults (+19%) read, recorded their progress and earned a myriad of prizes, from books to gift baskets to teen paraphernalia. After a stupendous kick-off event in June, attended by over 2,000 people, the momentum continued to grow through the summer, culminating in these high numbers.
- Thirty special events for children were attended by nearly 1,000 people. Highlights included balloon sculpting, a skating party, and events for preschoolers. Almost 3,400 paperback books were awarded as prizes for those children meeting their reading goals, and people took advantage of the museum and attraction pass service by using them nearly 150 times.
- Adult programs numbered 13 to a combined audience of 543. The C-SPAN bus came to town, a joint effort of the Newington Rotary Club and the Library. The public was able to tour the bus, which was parked in the upper Town Hall lot for a two hour period. A presentation about the Mark Twain House, a musical movie series, and book discussions rounded out the program offerings.
- Programs and services offered to those people seeking jobs continue to be extremely well-attended. *Steering the Job Interview*, *Interview Practice*, *Retooling for a New Career*, and *Where the Jobs are and Might Be* were the offerings for August, along with four meetings of the job seekers support group. These were attended by over 100 people. The series will continue through December.

- 6,160 reference questions were answered. Library webpage hits this month were 6,498. 3,945 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
  - Greening a business
  - How to become a minister
  - Origin of the words pipe staves
  - How to start a daycare business
- IST projects this month included the start of a screen casting project in which staff will record instructions on the use of various portions of the Library's webpage. These audio instructions will take a person through the steps needed to accomplish a certain function or find the answers to questions. Screen casting will be another way to communicate with the residents who use the Library in virtual manner.
- A rash of thefts in libraries across the state put Lucy Robbins Welles on high alert. Security measures at the Library were tightened and staff was informed to be aware of possible suspects and their mode of attack. Also, a conservation challenge was initiated by Business Manager Lynn Caley during the month. As she has spearheaded the Library's recycling efforts, Lynn has now instituted ways to reduce energy usage. Staff is given information on how to do this in their own departments, and electricity usage is being monitored on a monthly basis in order to see the results of these efforts.
- An orientation to the Library was held as part of the new teacher orientation week for Newington educators.
- An initial meeting was convened with Mr. David King of Kaestle Boos Associates as planning begins for a formal expansion study for future Library growth.