



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 20, 2009
Re: Monthly Report – October 2009

GENERAL ADMINISTRATION

During the month of October the Town Manager worked with department heads, the Mayor and the Town Council on various issues including 2010-11 budget preparations, the H1N1 virus, the New Meadow Phase II project and a number of personnel matters. Other items of interest included:

- Interviewed several financial advisor firms with the Director of Finance
- Met with the IT Department and the Superintendent of Schools to discuss the possibility of a centralized phone system between the Town and the Board of Education.
- Attended groundbreaking ceremonies for the New Meadow Phase II Age-Restricted Housing project as well as the Constitution Square Redevelopment and Reconstruction project.
- Presided over the monthly Connecticut Town and City Management Association (CTCMA) monthly Executive Board and general membership meetings.
- Attended the Bus Rapid Transit Symposium at the Hartford Legislative Building.
- Attended several CROG meetings.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	22.7	\$ 969.83
Weekend Stand-by and Call-in	16.0	619.16
Road Maintenance	10.3	396.28
Landfill-Grinding	14.4	554.00
Traffic Division	16.4	678.10
Total	79.8	\$3,217.37
PARKS AND GROUNDS DIVISION		
Herbicide	12	\$498.72
Football	12	533.52
Weekend Duty	16	600.08
Grave Maintenance	8	291.04
Total	48	\$1,923.36

POLICE DEPARTMENT	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration	\$ 3,976.00	\$ 2,557.00	\$ 4,311.00	\$215.53
Patrol	580,294.00	156,583.33	600,000.00	183,178.78
Investigation	76,691.00	22,120.68	76,637.00	25,061.21
Communication	112,132.00	37,499.99	108,429.00	33,177.45
Education/Training	103,603.00	10,689.18	88,337.00	23,690.62
Support Services	39,071.00	12,123.93	38,137.00	11,203.45
Animal Control	12,144.00	2,858.82	12,070.00	2,327.66
Total	\$ 927,911.00	\$ 244,433.15	\$ 927,921.00	\$ 278,854.70
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$4,594.30	\$ 28,109.00	\$ 5,014.42
Snow and Ice Control	132,349.00	0	132,349.00	0
Traffic	8,345.00	2,078.40	8,345.00	1,771.31
Vehicles and Equipment	28,185.00	6,194.44	*31,685.00	16,623.15
Leaf Collection	54,997.00	0	*51,500.00	0
Total	\$ 251,985.00	\$ 12,867.14	\$ 251,988.00	\$ 23,408.88
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 44,821.95	\$ 130,547.00	\$ 34,205.00
Cemeteries	14,893.00	1,812.98	14,893.00	5,691.87
Total	\$ 145,440.00	\$ 46,634.93	\$ 145,440.00	\$ 39,896.87

*Reflects intradepartmental transfer.

- Police Department Overtime
 - Comparison September 2009 to October 2009
 - OT September \$ 68,191 (1 Holiday and 28 days of overtime)
 - OT October \$ 79,059 (1 Holiday and 28 days of overtime)
 - Total increase \$ 10,868
 - Patrol overtime was \$51,508, an increase of \$10,263 from September. This overtime includes the following approximate costs; one holiday at overtime \$9,000, an ERT call out \$2,000, a Sergeants meeting \$700, the waterfall festival \$1,100, 31 days of sick time covered at overtime \$12,000, \$28,000 in holdover overtime and time off coverage.
 - Detective Division overtime was \$5,576, a decrease of \$4,716. This overtime includes one individual at an ERT call out \$200; \$3,200 for Holiday overtime, \$500 for narcotics task force overtime; approximately \$1700 for investigations.
 - Communications overtime was, \$10,872, a decrease of \$341.00 which includes one holiday at overtime \$2,000; 21 days leave filled at overtime and 5 schedule vacancies filled at overtime \$6,132.
 - Education/Training overtime was \$4,646, an increase of \$2,869 for required training.
 - Support Services Overtime was \$5,953, an increase of \$3,496, including \$2,000 for Holiday overtime; \$800 for ERT assistance; \$1,300 for range detail; \$650 for Waterfall Festival coverage by CSO; \$250 BOE hearing; \$250 Sergeant's meeting; \$500 for vacation coverage.
 - Canine overtime was \$504, an increase of \$703 due to reduction in animal call outs.

PERSONNEL

- An internal opportunity for the Head Dial-A-Ride Driver position was posted with a closing date of October 5, 2009. Two applications were received; Michele Almarode was appointed to the position.
- Seasonal leaf removal positions were advertised, and over 60 applications were received. Two new applicants were hired and a number of past workers were recalled for the six-week position.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

- The third 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 September 2009 were \$696,215. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through September 2009

	Town	Board of Education	Total
Estimated Claims	557,181	1,899,372	2,456,553
Actual Claims	379,130	1,652,629	2,031,759

FACILITIES MANAGEMENT

- The department completed the annual fall roof drain cleanouts for the Town Hall, Library, and Senior Center.
- Town Hall boilers were, and continue to be, monitored several times daily in an effort to maintain comfort levels in the building. Without the remainder of the heating system replacement and controls in place the temperature swings are, and will be, difficult to control until the outdoor temperature becomes more constant.
- In addition to scheduled maintenance and project work assignments, the facilities group completed 34 formal work orders during the month of October.
- Replacement windows at historic homes were received and were painted off site for installation in November. Exterior painting at the Kelsey house started and is nearing completion; only the window trim and doors remain to be completed. It was discovered that a major water problem was occurring on the North face of the home, due to lack of a gutter system on the upper roof and the inadequate size of the lower roof gutter system. This will be addressed during November with the installation of a new copper gutter system at both the upper and lower roofs of the home.
- The snow melt system on the roof of the Kellogg Eddy house has been reattached and checked for operation going into the winter months.
- The relatively new boiler, which was in the channel 14 building, was salvaged prior to that buildings' demolition for future installation in the Kellogg Eddy house. There are no plans or funding available at this time to perform the actual installation of this boiler.
- The Town Hall Renovations project is considered to be 99% complete at the end of October with no major issues for completion. Final items are being addressed with the contractors for completion in November. Channel 14 was able to begin broadcasting as scheduled with full coverage of the elections as planned.
- Materials have been delivered to the parks garage for door replacement and soffit repairs to the parks garage. Work will begin in November.
- The final trim on the cemetery chapel was completed.
- Preliminary designs were completed for the replacement of the main air handling equipment and controls for the library, as part of a grant proposal available through the state. Estimates are underway for this project and a submission for the grant will occur in late October. The submission deadline has been extended to mid November.
- Ongoing roof repairs over the gymnasium and engineering wing of the Town Hall were undertaken prior to the winter season. Long term replacements will need to be submitted through the CIP during 2010.
- Feedback from the people in the police building indicates that the program in place for monitoring and adjusting the control system has been successful. This will continue through the seasonal change to ensure proper operation long term.
- Renovation of space in the Town Hall was completed for the relocation of the Art League from Welles Drive. The facilities group will try to accommodate the November art show in the Town Hall lobby and has contacted the group to determine their needs.

FINANCE

Accounting and Administration

- On October 2nd, Ann Harter and the Town Manager interviewed potential candidates for financial advisory services who responded to the RFP. Phoenix Advisors, LLC of Milford, Connecticut was selected for services related to the Town's debt issuance.
- On October 19th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the second and third quarter results of the Town's pension funds.

- The audit continued in earnest as the independent auditors of Blum Shapiro were on-site performing the review of the Town's 2008-09 financial statements.
- A budget development meeting was held with the Town Manager. As a result, instructions for the 2010-11 Annual Budget as well as the five year Capital Improvement Plan were prepared and distributed to the operating departments.
- During the month, meetings were held with the Parks & Recreation staff on the development of a new chart of accounts for the programs within the Recreation Special Revenue Fund.

The Town received the following major grants during the month: two Payment-in-lieu-of-tax (PILOT) programs - State owned property of \$69,291 and Colleges & Hospitals of \$1,152,055; final progress payment in the amount of \$545,905 for the E. Green and R. Chaffee Elementary School construction projects; the first installment of Education Cost Sharing (ECS) for \$2,707,596 with an additional supplement of the Federal State Fiscal Stabilization Funds (SFSF) for \$540,670. 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)

10/31/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2009-10</u>	<u>Year to Date</u>	
General Fund	\$375,000	\$73,936	\$36,492,598
Special Revenue Funds	34,630	3,752	1,732,799
Capital Projects Funds	635	723	444,627
Internal Service Fund	100,000	4,744	3,826,934
Trust and Agency Funds	16,000	2,018	1,574,426
TOTAL, ESTIMATED BY FUND			\$44,071,384

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

10/31/2009

	<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	0.39	0.43	4,277	5,573	\$17,966,253
CLASS PLUS	0.28	0.30	758	1,016	3,377,877
Financial Investor Trust	0.02	0.03	13	19	569,677
Bank North	0.75	.86	14,036	15,505	22,050,291
Sovereign Bank	0.25	1.35	22	120	107,286
Total Outstanding Investments					\$44,071,384

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 October.
- Eighty percent of mailed personal property forms were received and entered in the database. The remaining forms not yet received are due by the end of October.
- The inspection of properties with building permits that affect the real estate value and require field work commenced. Approximately 70% of that work has been inspected and entered in the database. The project will be ongoing through the months of November and December.

- The tax appeal involving Northwood Square Associates apartment complex at Lowery Place was resolved with a 6% reduction.
- The supplemental motor vehicle list was received from the Motor Vehicle Department.
- The Assessor taught a continuing education course on revaluation to other professional Assessors.

Revenue Collector

- Revenue Collections for October on the Current Grant List amounted to \$301,730 and \$80,798 was collected for “back taxes,” of which \$50,987 was collected from Equity 96 LLC of North Mountain Road for their real estate taxes.
- The Real Estate Demands sent last month resulted in the large increase in revenue for October. Delinquent notices had also been sent for motor vehicles, and thirty Alias Tax Warrants were issued to the Town Constable for collection.
- Forty six (46) UCC Liens are being filed with the State of Connecticut for businesses who have not paid their taxes to date and still remain in business.

PURCHASING

TOWN CLERK

- There were 521 documents filed on the land records during October. \$68,100.28 was collected in State conveyance tax and \$29,550.14 was collected in Town conveyance tax.
- Three residential properties each sold for over \$300,000; one residential property at 23 Beacon Court sold for \$440,000. Property at 705 North Mountain Road sold for \$1.8 million from Equity 96 LLC to Ballimore LLC.
- 143 mortgages and 156 releases were recorded. 97 deeds and 26 liens were filed. The office catalogued six Notary Public Commissions & six survey maps. Eleven burial permits and six cremation permits were issued. 110 copies of vital records were certified.
- The election season kicked off on October 2nd when absentee ballots became available. 387 ballots were issued--85% were returned.
- On 10/30/09 the Town Clerk participated in Coffee Talk at the Senior and Disabled Center. She spoke about the ballot configuration and the Municipal Election. With assistance from the IT Department she created a video to show to the participants focusing on technology in the office.

DATA SUMMARY OCTOBER 2009				
	<u>October-09</u>	<u>October-08</u>	<u>FY 09/10 to Date</u>	<u>FY 08/09 to Date</u>
Land Record Documents	521	511	1565	1123
Dog Licenses Sold	25	38	375	429
Game Licenses Sold	61	119	263	442
Vital Statistics				
Marriages	14	19	84	85
Civil Unions	0	1	0	2
Death Certificates	31	19	112	84
Birth Certificates	16	8	78	70
Total General Fund Revenue	\$ 46,240.74	\$ 55,919.13	\$187,697.54	\$189,096.38
Town Document Preservation	\$ 994.00	\$ 991.00	\$ 4,186.00	\$ 3,955.00
State Document Preservation	\$ 994.00	\$ 1,002.00	\$ 4,192.00	\$ 3,966.00
State Treasurer (\$26 fee)	\$ 17,892.00	\$ 12,740.00	\$ 75,210.00	\$ 13,742.00
Locip	\$ 1,491.00	\$ 1,470.00	\$ 6,270.00	\$ 5,916.00
State Game Licenses	\$ 980.00	\$ 1,398.50	\$ 2,518.50	\$ 6,964.50
State Dog Licenses	\$ 168.00	\$ 185.00	\$ 2,186.00	\$ 2,468.50
Dog Licenses Surcharge	\$ 62.00	\$ 70.00	\$ 790.00	\$ 904.00
Marriage Surcharge	\$ 95.00	\$ 190.00	\$ 1,064.00	\$ 1,121.00

Grand Total	\$ 68,916.74	\$ 73,965.63	\$284,114.04	\$228,133.38
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POLICE DEPARTMENT

- The Traffic Calming grant sponsored by the Department of Transportation and conducted on the Berlin Turnpike was completed on Sept. 12, 2009. The stats show there were 711 stops made; 3 arrests were made for DUI; 25 arrests for seatbelt violations; 87 arrests for speeding and 69 speeding warnings. There were also 17 for suspended licenses; 2 for reckless driving; 2 Felony arrests; and various other motor vehicle violations. The town was reimbursed for 75% of the costs associated with this patrol totaling \$31,349 for coverage from April to September 2009.
- Patrol Calls for October are as follows:

Patrol Calls October, 2009					
Alarm Burglary	116	F/Hazmat	3	MVA Evading	16
Alarm Hold-up	6	Fire/CO No Symptoms	0	MVA Fatal	0
Animal Complaint	20	Fire/CO Symptoms	0	MVA Injury	15
Arson	0	Fire/Other	7	MVA Property	117
Assault IP	3	Fire/Structure	5	Neighbor Dispute	3
Assault Report	1	Fire/Vehicle	1	Noise Complaint	20
Assist Other PD	33	Fire/Water	1	Notification	1
Bad Check NSF	1	Fingerprints	16	Open Door/Window	9
Bike Found	0	Fireworks Complaint	1	Parking Violation	19
Bike Lost	0	Follow-up Invest.	77	Property Found	7
BOLO	1	Gun Call	0	Property Lost	8
Breach of Peace IP	15	Harassment	20	Recovered MV	1
Breach Of Peace Rpt	3	Hazardous Condition	38	Robbery IP	0
Burglary IP	4	Homicide	0	Robbery Report	1
Burglary Report	8	Illegal Dumping	7	Serve Subpoena	1
Car Seat Install	2	Indecent Exposure	0	Serve Warrant	30
Check the Welfare	83	Intoxicated Person	8	Sexual Assault Report	1
Clear Lot	4	Juvenile Complaint	31	Shots Fired	1
Court Detail	22	K9	4	Special Detail	54
Crim Mischief Graffiti	3	Landlord/Tenant	4	Stolen MV	3
Criminal Mischief IP	3	Larceny from MV	11	Sudden Death	10
Criminal Mischief Rpt	30	Larceny IP	15	Suicide	0
CSO Detail	26	Larceny Report	35	Suicide Attempt	1
Customer Dispute IP	10	Liquor	1	Suspicious MV Occ	26
Customer Dispute Rpt	5	Location/Directed Ptl	107	Suspicious MV Unocc	6
Dog Complaint	47	Lockout MV	1	Suspicious Person	69
Domestic Dispute	33	Lockout Residence	0	Threatening IP	0
Drug Investigation	2	Medical	177	Threatening Report	7
DUI	10	Missing Person	3	Town Ordinance Vio.	3
Emotionally Disturbed Person	4	MV Assist	63	Traffic Stop	594
Escort	23	MV Complaint	42	Trespass IP	2
F/Alarm	20	MV Abandoned	0	Trespass Report	1
				TOTAL	2,242

- Investigations and calls by Patrol Officers in October included:
 - Patrol Officers on the evening shift responded to an armed robbery attempt at the Dunkin Donuts on Cedar Street. A lone male entered the shop brandishing a knife and confronted a Dunkin Donuts employee. The male demanded money from the cash register. A brief scuffle ensued

- before the male fled on foot without any money. Patrol Officers and a Police K9 searched the area but the suspect was not located. The incident remains under investigation.
- In October Detective Division personnel:
 - Handled 92 investigations, 48 remain ongoing, 40 were closed by investigative methods and 4 were suspended.
 - Investigated an armed robbery of the Dunkin Donuts Restaurant on Cedar St. A masked suspected entered and robbed the establishment while threatening employees with a knife. The scene was processed and the incident is currently being investigated by the Detective Division.
 - Detectives traveled to Cranston Rhode Island to extradite a suspect wanted in connection with automobile thefts and interfering with police. The suspect was located with the cooperation of Providence Rhode Island Officers who worked with Newington Detectives. Detectives arrested and transported the suspect back to Connecticut to face charges in New Britain Superior Court.
 - Investigated a residential burglary in which a large amount of cash, jewelry and other items of value were stolen. The scene was processed and is currently being investigated.
 - The Detective Division is currently investigating a case of suspected automobile insurance fraud as well as a substantial insurance fraud. Both cases are being actively investigated.
 - Concluded one sexual assault investigation this month
 - The Juvenile Officer is currently investigating one ongoing juvenile sexual assault case and one child pornography investigation among other cases. The juvenile officer has closed two juvenile sexual assault investigations this month.
 - Processed nine crime scenes in October, in some cases collecting DNA, fingerprints and other items of evidence.
 - Thirty eight arrest warrants were served this month, thirty by Patrol Officers and eight by Detective Division personnel.
 - In October, the Community Service Officers (CSO):
 - The Community Services Officer (CSO) taught the Step UP! Program to the 5th grade students at Martin Kellogg Middle School.
 - On Wednesday October 28th 2009 CSO O'Brien and Webster presented a Situational Awareness and Crime Prevention program to the Hartford Hospital Administrative staff at the Curtiss 1000 Building.
 - A Bicycle safety class was taught by CSO O'Brien for the 3rd and 4th grades at John Paterson School.
 - On October 14th, 2009 the CSO Unit attended a Law Enforcement summit at CCSU where the Newington Police Department received two traffic awards in Connecticut. The first award was 3rd place in overall traffic enforcement for the division of police departments our size. Newington Police also received a First Place award for speed enforcement for the entire state of Connecticut covering all divisions. In addition to a First Place plaque presented to Sgt. Morgan, a brand new Laser speed enforcement device was given as the First Place award.
 - CSO O'Brien also attend a TRIAD conference, presented a Halloween Safety program for the Parks and Recreation Halloween Party and facilitated a large Neighborhood Watch meeting on October 7th, 2009 for the Old Farm and Saddle Hill neighborhood.
 - CSO O'Brien participated in the annual MDA lock up fundraiser which was held at Ruth Chris Steakhouse.

UCR/NIBRS Selected Crimes
Preliminary September 2009 **September 2008**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	1		0	0
Forcible Rape				0
Robbery	3	\$1,845	3	\$115
Assault	7		16	0
Burglary	18	\$604,881	12	\$65,357
Larceny Theft	56	\$24,653	52	\$62,048
Auto Theft	4	\$48,810	12	\$69,125
Totals	89	\$680,189	95	\$196,645

- In September 2009 the police department arrested 93 adults: 1 for murder, 2 for robbery, 12 for assaults, 1 for motor vehicle theft, 5 for forgery and fraud, 1 for buying/receiving stolen property, 1 for weapon violations, 8 for larceny, 11 for narcotic violations, 18 for DUI, 1 for liquor law violation, 1 disorderly conduct, and 31 for other miscellaneous offenses. The department also arrested or referred

11 persons under the age of 18 for criminal acts: 1 for assaults, 2 for larcenies, 5 for vandalism, 1 for sex offense, and 2 for other violations.

FIRE DEPARTMENT

	<u>October 2009</u>	<u>YTD Cum.</u>
Residential	13	67
Commercial, Industrial, Office	4	17
Hospital, School	0	4
Vehicle	0	11
Rescue, Police Assistance	4	12
Dumpster, Rubbish, Grass, Brush, Leaves	0	0
Hazardous Materials/Clean up	5	614
Investigative Alarm	23	104
False Alarm	0	0
Mutual Aid/Standby	2	9
Carbon Monoxide Investigation	0	1
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	51	245

Training Summary

		Members	Hours
Multi-Company Training	Hands On Drill Ventilation Advanced Hoselines R.I.T Search and Rescue	52	182
Officer's Training	Strategic and Tactical Operations	24	84
Company Training	Forcible Entry Training Driver Training Driver Recertification	42 12 22	126 48 44
Target Safety	Completed in First Quarter: Personal Protective Equipment Respiratory Protection Confined Space NFPA 1500 PPE	72	576
Total October Training Hours			1,060

Fire Prevention Bureau Activities

1. The Fire Department held its Annual Fire Prevention" Open House" at Fire Headquarters with over 125 families in attendance.
2. The Fire Prevention Bureau held educational programs in all the elementary schools and many of the day care centers throughout town.
3. Fire personnel also conducted fir extinguisher training for the staff at all four elementary schools during the month.

Cadet Division Training Activities

1. Fire Behavior
2. Portable Fire Extinguishers
3. Fire Hydrants
4. Fire Attack Lines
5. Vehicles Fires

FIRE MARSHAL

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

Inspections	23
Inspection Follow-Ups	61
Plan Review	8
Job Site Inspections	10
Underground Tank Removal	1
Fire Investigations	0
Fire Alarm Trouble	11
Complaints	3
Haz/Mat	0
Bomb Threats	0
Blasting	2

Incidents

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

Meetings/Training

- Fire Marshal Schroeder and Deputy Fire Marshal Muisener attended the monthly meeting of the Capitol Region Fire Marshal's Association in Avon.
- Fire Marshal Schroeder attended a bi-monthly Employee Health and Safety Committee meeting at town hall.
- Fire Marshal Schroeder attended a meeting of the New Britain/Hartford Busway Planning Committee at DOT headquarters.
- Fire Marshal Schroeder attended the Annual Fire Prevention "Open House" at fire headquarters.
- Fire Marshal Schroeder attended a DEMHS Local Emergency Manager's meeting in East Hartford.
- Fire Marshal Schroeder conducted the Annual Balf-Town Committee meeting at town hall.
- Fire Marshal Schroeder and Deputy Fire Marshal Muisener attended the Annual Connecticut Building Officials and Fire Marshal's Associations Educational Conference in West Hartford.

HIGHWAY DEPARTMENT

Administration

- Attended Solid Waste Advisory Committee meeting.
- Attended Product Stewardship Meeting.
- Attended New Meadow Senior Housing Coordination meeting.
- Attended meeting to discuss landfill closure.
- Met with Bid Awarded contractor to coordinate crack sealing operations.

Roadway Maintenance

- Expanded a portion of the Company Two Firehouse to improve the parking lot snow shelf.
- Reconstructed a portion of Long Street (approximately 280 feet).
- Completed drainage improvements on Winslow Drive.
- Completed the overlay of the basketball courts at Beacon Park and Starr Park.
- Continued with patching of potholes, cleaning/repair of catch basins and roadside trimming.

Traffic Division

- Installed missing/damaged street name and regulatory signs.
- Graffiti removal.
- Continued with pavement markings.
- Assisted with road construction operations.
- Assisted the registrar of Voters for the upcoming elections.
- Assisted Police Department with traffic/speed control activities.

Fleet Maintenance

- Completed annual maintenance of leaf equipment.
- Began Fire Department Apparatus fall services .
- Continued with scheduled fleet maintenance and emergency repairs.

Sanitation/Recycling/Landfill

- Scheduled 936 residential bulk items for collection.
- Scheduled 105 condominium bulk items for collection.
- Scheduled 45 condo/residential scrap metal items for collection.
- 5,969 tons of cumulative Municipal Solid Waste was collected from July 1 – September 30, 2009 .
- 540 tons of cumulative recyclables was collected from July 1 - September 30, 2009.
- Completed semi-annual grinding and disposal of residential vegetation.
- Issued 42 permanent landfill permits and 7 temporary permits.

ENGINEERING DEPARTMENT

- During the month of October, the Department issued and inspected eleven excavation permits as follows:
 - 10 Driveway/Curb cut excavation
 - 1 Cable TV service
- Met with BETA Group regarding drafts they had submitted of the drainage study for the Brentwood Road area, Reservoir Road area, and the Main Street culvert located mid-block between Dowd Street and Atwood Street.
- At request of the Inland Wetlands Commission, started redrafting the local Inland Wetlands Regulations to update them and make them consistent with current DEP policies.
- Conducted a pre-construction meeting with the contractor awarded the Kelsey Street and Church Street Pavement Rehabilitation Project. In order to meet current DOT guidelines and specifications, this project will need to be completed this coming spring.
- Anthony Ferraro, Town Engineer, attended and completed a DEP sponsored seminar for Inland Wetlands Commissioners and Wetland Agents. This was the last phase of a three part phase that DEP requires Wetlands Agents to complete with one year time frame.
- Started preparing cost estimates for next year's paving program. Also prepared cost estimates for CIP projects being considered to be submitted by the Board of Education, Police Department and Parks Department.

TOWN PLANNER

Municipal Parking Lot Improvement Project

- Contract signing for award of the parking lot improvement project to Quality Associates occurred on October 14th.
- A pre-construction meeting was held with the contractor, BL Companies and DECD staff.
- Quality Associates has prepared a schedule for work they intend to complete this fall prior to winter shut down. The contractor will be directed to insure that the westerly side of the parking is left in a safe condition and suitable for winter maintenance by the Town Highway Department.
- The ceremonial ground breaking for the project was held October 22nd.

New Meadow Phase II

- Demolition of 90 Welles Drive was completed and the site is now ready to transfer by lease to the New Samaritan Corporation to begin construction of the 32 unit age restricted project.
- The lease will be conveyed upon the completion of the loan closing by HUD and New Samaritan and the issuance of the project building permit.
- The ceremonial ground breaking was held on October 14th.

2020 Draft Plan of Conservation and Development

- The TPZ convened its public hearing for the draft 2020 plan on October 14th. The Town Planner opened the hearing with a power point presentation summarizing the draft plan's three themes (conservation, development and infrastructure) and an overview of the 123 suggested strategies. This presentation was also made to the Town Council and Conservation Commission. The Commission determined that additional time should be afforded for public comments and kept the hearing opened to their October 28th meeting. At the October 28th hearing the Commission again continued the hearing to listen to residents comments about Cedar Mountain's open space preservation.

Toll Brothers Zone Map Amendment – East Cedar Street Marcap LLC, property

- The Toll Brothers petition to amend the zoning map from commercial development to residential R-12 was presented at public hearing September 23rd and continued to October 14th. Almost one hundred residents attended the hearing to express their opposition to residential development along Cedar

Mountain's unspoiled ridgeline. At the continued public hearing on October 28th Toll Brothers withdrew their petition and stated their desire to wait for the Commission to complete its work on adoption of the 2020 Plan of Conservation and Development.

Cedar-Fenn Busway Development

- During October the Town Planner and Town Engineer continued to meet with ConnDOT busway project staff and Mr. Hayes, developer of the approved commercial use hotel project at the Cedar-Fenn intersection.
- ConnDOT is receptive to relocating the access road to the busway station to facilitate shared public use for Mr. Hayes's project and the Town's redevelopment of the former National Welding property.
- ConnDOT is also supporting the construction of a traffic signal on Fenn Road for the new public street connecting to the busway station and National Welding.
- The land swaps and proposed cost sharing to implement the development plan for a transit oriented gateway project will be set forth in a three party memorandum of understanding which will be presented to the Town Council for its review and approval.

BUILDING DEPARTMENT

- Permits issued for the Town of Newington: an electrical permit to install a 180KW photovoltaic solar system (E-1) at the Martin Kellogg School, 155 Harding Avenue, electrical permit to install photovoltaic roof panels to combiner (PV1) at the Martin Kellogg School, 155 Harding Avenue, electrical permit to install a conduit in ground from the front of the Newington High School to the new sign and all wiring, and a fire suppression system / sprinkler permit to add sprinklers to lower level of the Town Hall, 131 Cedar Street.
- There was one permit issued to build a new single family home; to be constructed at 167 Hartford Avenue.

Seminars attended by our Inspectors for their continuing education credit were:

D. Jourdan	University Conferences Services – October 5 thru October 8, 2009
R. Smith	Above Ceiling Inspections – October 6, 2009 Change of Occupancy Case Study – October 14, 2009
A. Hanke	Plumbing Rough-in Inspections – Sept 10, 2009 Change of Occupancy Case Study – October 14, 2009
D. Zwick	Above Ceiling Inspections – October 8, 2009 Change of Occupancy Case Study – October 15, 2009 Avoiding Roof Failures – October 27, 2009

There were four Certificates of Occupancy issued in October. Two were for Residential single family homes. The addresses were: 178 Barkledge Drive and 17 Bogart Lane. Two Commercial Certificates of Occupancy were issued. One was for a tenant fit out located at 2585 Berlin Turnpike South Unit, and the other was for Utility Cell Tower Equipment located at 605 Willard Avenue.

Building Department activity for the month of October was as follows: The Inspectors completed a total of 297 inspections. They were: Above Ceiling (2), Boiler (2), Car hit Building (1), CO (25), Code (1), Concrete (4), Decks (2), Drains (4), Electrical (74), final (1), Fireplace Insert (2), Footings (17), Foundation (7), Framing (24), Gas Line (13), Gypsum (1), Hood (1), Hot Water Heaters (2), Insulation (9), Masonry (1), Mechanical (33), Piers (8), Plumbing (25), Pools (1), Roofing (7), Rough (13), Sheathing (2), Site Visit (3), Solar (2), Stairs (3), Trench (2), Water Proof (4), Wood / Pellet Stove (1).

The total number of Building/Renovation Permits issued for the month of October was **117** producing a total permit value of **\$1,635,555.00**. They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS VALUE OF PERMITS	
ADDITIONS /ALTERATIONS	14	164,573.00
DECK	1	7,000.00
DEMOLITION	2	17,500.00
ELECTRICAL	26	741,095.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	1	19,000.00

FOOTING / FOUNDATION	0	0.00
FUEL TANK	5	6,980.00
GARAGE / SHED	3	29,780.00
MECHANICAL	20	143,895.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	1	253,476.00
PLUMBING	16	39,460.00
POOL	0	0.00
ROOFING / SIDING	25	192,573.00
SIGN	3	20,223.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	117	\$1,635,555.00

Permit Value Comparison for October

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$1,635,555.00	\$5,212,672.00
Building Permit Fees Received	\$12,006.00	\$59,448.00
Other Income Fees	\$1050.00	\$3141.50
Building Permits Issued	117	229

Total Value of Permits and Permit Fees:

<u>2009-2010</u>		<u>2008-2009</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$7,146,190.00	\$62,294.00	\$28,850,504.00	\$310,841.00

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Town of Newington Inspections

- New Complaints: 11
- Food Service Inspections: 37
- Public Swimming Pool Inspections: 3
- Daycare Inspections: 2

Activities and Projects

- Hosted Chaz Plungis, an intern from the Town Manger's Office, for one day. Health District functions were reviewed and several inspections were conducted at local area restaurants.
- Conducted a final inspection of a therapy pool, located at a Newington long term care and rehabilitation center, with Chief Sanitarian Nancy Brault and State of Connecticut Public Health Engineer Pam Scully. The therapy pool is considered a public pool, and therefore must comply with the Connecticut Public Health Code, and must be licensed by the Central CT Health District.
- Participated in the Wethersfield Household Hazardous Waste Collection held at the Wethersfield High School. Residents from the central CT area were able to bring hazardous waste from their homes to this collection sponsored by The MDC. Over 200 households showed up to dispose of their hazardous waste.
- Worked with CCHD Director of Health and Emergency Preparedness Director to locate and identify district physicians that would be willing to pre register to receive H1N1 vaccine.

- Prepared the CT Department of Public Health, “Quarterly Lead Report”.
- Assisted in CCHD H1N1 public clinic to vaccinate individuals that fall in DPH priority groups.

Meetings and Professional Development

- Attended ongoing conference call meetings with CCHD staff and DPH concerning H1N1 planning. Topics reviewed and discussed included: vaccine availability, distribution, and planning.
- Held CCHD environmental staff meeting on October 5, 2009. Discussed sanitarian goals, food service challenges related to Farmer’s Markets, and H1N1 planning.
- Attended Cross Connection Training course at the Department of Transportation, Newington on October 8, 2009. The training was designed to broaden the knowledge of inspectors responsible for the enforcement of the Federal Safe Drinking Water Act and State of Connecticut Public Health Code Regulations which apply to cross connections. Specifically, an overview was provided on identifying and correcting food service plumbing cross connections that can result in contaminants entering the public water supply system. These included water hose connections, ice machines drains, ware wash equipment piping etc.
- Attended CCHD staff meeting on October 21, 2009. DOH discussed CCHD Board of Health meeting/topics, H1N1 follow up, and staff provided overview of work in process.
- Attended Newington Department Head Meeting on October 28, 2009. Provided information to attendees concerning H1N1 virus and CCHD clinic planning activities.

HUMAN SERVICES

October 2009 Statistics

Selected Programs	FY 09-10 Undp. Total This Month	FY 09-10 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD
Youth and Family Counseling	57	60	70	73
Positive Youth Development	336	265	1229	1454
Youth Works (Job Bank)	5	3	13	18
Information and Referral	486	455	1739	1382
Social Casework Cases Under 55 = 67 Over 55 = 42	109	109	182	148
Food Bank Households	136	129	547	437
Special Needs	13	13	73	65

- Human Services remained extremely active handling complex cases, preparing for holiday programs, and implementing youth programs.
- The Department experienced a 20% increase in need as a result of the difficult economy. Unfortunately, there was a 40% decrease in financial contributions to the Special Needs Fund to date. Other financial assistance sources also experienced a decline in funding, while demand for assistance rose, further impacting safety net services.
- The Human Rights Commission is planning “Newington Has Talent” as a fundraiser for the Special Needs Fund. This event is tentatively scheduled for Friday, February 26, in the Town Council Chambers.
- After identifying numerous concerns at their last meeting, the Youth-Adult Council decided to hold a community forum on internet safety.
- Director Ken Freidenberg continued to participate in regional and state meetings dealing with homelessness, mental health, disabilities, youth and elderly services.
- The department responded to 486 information and referral calls or walk-ins during the month, with a high number for financial and energy assistance.

- Preparation for the Holiday Food, Toy and Gift programs began. Coordinator Karen Futoma, Social Worker Carol LaBrecque, and student interns, met with many new residents in need. Last year at this time there were 227 qualifying households; at the end of this month there were 296.
- The Food Bank assisted 136 households. 73 residents were over age 55 and 252 were under 55. The Outdoor Market, co-sponsored with Food Share, occurred two days this month and served 133 residents.
- The Special Needs Fund assisted 13 households and the Clothing Closet served 22.
- The Interfaith Community Action of Newington (ICAN) volunteers received 10 requests for assistance. These included requests for transportation, yard work, minor home repairs, shopping and a few others.
- The Social Casework Program had an active caseload of 109 with 41 new referrals. Presenting issues include financial and energy assistance, housing, substance abuse, domestic violence, mental and physical health.
- The Youth and Family Counseling Program had an active caseload of 57 with 12 new referrals, 1 inactive and 15 closed. Staff and contractors provided 130 clinical therapy sessions and made 114 contacts with families and other agencies.
- The parenting course "Staying Connected with Your Teen," began on October 26 and will continue for four weeks. Contractor Clinical Therapist, Dr. Valerie Dripchak, is facilitating this program with a group of 12 parents.
- There were 256 youth participants in the positive youth development programs and activities provided by Youth Worker Rik Huggard, part-time staff Michele Pestello, and a number of contractors.
- The fall after-school program for middle school age youth, SCORE, has seen excellent participation with a compliment of high school mentors assisting staff.
- The second cycle of ROPE went well at both middle schools, with sixth-grade students experiencing the full value challenge of the program.
- The high school self-awareness class went canoeing and geo-caching, and is planning a community service project for November.
- The High School Adventure Club met and elected officers this month. They also spent an afternoon on the challenge course. Several after-school and vacation activities are already in the planning stage.
- The Challenge Course remained moderately active, with a variety of Newington and outside groups utilizing the service. Programs are scheduled through November with several groups already booking for 2010.

SENIOR AND DISABLED CENTER

- Program Coordinator Eleanor Eichner and Social Worker Teri Snyder attended two CHOICES (the State's health insurance counseling program) trainings this month in preparation for major changes to the ConnPACE and Medicare Savings Plan programs brought about by the State Budget. While the changes will ultimately be positive for beneficiaries, the implementation will be problematic for social service providers.
- Center Director Dianne Stone attended the Massachusetts Councils on Aging Annual Conference in Sturbridge on October 8th as an invited speaker.
- Ms. Stone was a panelist for the Connecticut Elder Action Network's annual Legislative Wrap Up session on October 22nd. The program was aired live on CT-N.
- The Dial-A-Ride program saw a few changes; Michelle Almarode was promoted into the vacant Head Driver position and Barbara Pitkin was hired as a part time driver.
- A new session of LiveWell, an evidence-based chronic disease self-management program, began this month and will run for 6 weeks. This program is offered collaboratively by the CT Depts. of Public Health and Social Services as part of a Federal Grant for health prevention.
- The Newington WiiTirees bowling team advanced to the next round of HealthNet's Senior Wii Bowling State Challenge in Glastonbury on October 8. Competing teams included Enfield which eventually went on to win the State Championship.
- In another HealthNet sponsored contest, Senior Stars was held at the Center on October 13th. This is a statewide challenge that is a cross between a karaoke contest and American Idol. Audience members voted for the Senior and Disabled Center's two most talented singers, Ron Ni and Fred Fitzgerald, who will compete in the next round at the Center on November 17th.
- Center Nurse Stacie Zibel and Newington Health Care Center dietician Jennifer Wayrauch presented a program on Diabetes and Nutrition on October 9th.
- An informational session regarding ITNCentralConnecticut was held at the Center on October 21st. This agency provides volunteer based transportation to older adults and people with low vision through an

innovative model piloted through a state grant. To be successful in Newington, this program needs volunteers with a few hours to spare.

- The final skin cancer screening clinic provided by Dr. Babcock was on October 22nd. Dr. Babcock has been providing these screenings to many area Centers and is now retiring.
- Mary Cardinale from Healthways Silver Sneakers Program spoke and demonstrated some easy and fun exercises in a program entitled “Aging Successfully – The Benefits of Physical Activity” on October 23rd. Feedback was very positive and the Center is exploring a more formal relationship with Silver Sneakers.
- The Center currently has 1718 paid members, an increase of 21 from last month. An additional 571 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,195 hours of volunteer service was performed by 78 volunteers in the month.
- There were 45 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2,714. Actual attendance is higher as many participants still do not sign in.
- Nurse Practitioner Stacie Zibel had 79 patient visits in the Monday Wellness Clinics this month (only three clinics were held). In addition Ms. Zibel saw 12 patients in senior housing sites.
- The Energy Assistance program is in full swing. Appointments are booked through the end of the year.

PARKS AND RECREATION

ADMINISTRATION

- Superintendent held meetings with the architect and sub-committee regarding the proposed synthetic turf field.
- Superintendent continued to meet with the coordinators of youth sports programs.
- Superintendent is working on the proposed capital budget.
- Beechwood Park has been completed, new equipment has been installed, tree work has been done, and basketball court has been overlaid. New entrance and fencing has been installed.
- Superintendent and staff have been working on a new budget format with IT and Finance Department.
- Basketball courts have been overlaid at Beacon Park and Churchill Park.

RECREATION DIVISION

- Most Fall Programs have already begun and have been ongoing throughout the month of October.
- Due to the interest in our new Zumba classes, we have added two additional classes on Thursday nights.
- S. Glasson began using the satellite Parks and Recreation office at the Senior & Disabled Center on Thursday, October 1st, and will be there every Thursday morning to assist seniors with program registration.
- The Newington High School Indoor Pool opened for recreational swimming on Monday, October 5th, and will be open for residents to swim on Monday, Wednesday and Friday nights throughout the school year.
- Our Creative Playtime Preschool staff hosted an Open House for parents on Tuesday, October 6th.
- S. Glasson attended a Connecticut Recreation and Parks Association meeting on Wednesday, October 7th.
- Community Center staff training was held on October 8th.
- There were 3 bus trips this month:
 - October 3, New Hampshire Fall Foliage - 14 people attended.
 - October 17, Keene, New Hampshire Pumpkin Festival - 29 people attended
 - October 24, Salem, MA, Haunted Happenings - 7 people attended
- The Annual Children’s Halloween Party was held on Halloween this year in the Community Center. This year, over 148 children attended with their parents. This year, a DJ and a Magician were added to the festivities. Local businesses that made this community event successful were Dunkin Donuts, McDonalds, Carvel, MDC, and Sam’s Club.
- The 1st Annual Pooch Parade was held at Mill Pond Park on Halloween this year. The Parks & Recreation Office worked closely on this event with Simon Sez, the local pet store in Market Square. Costume prizes and gifts were donated by Simon Sez.
- Jodi Lee attended a Chamber of Commerce Luncheon on October 15 at the Kellogg Eddy House.
- Town Hall Halloween Pot Luck Lunch and Pumpkin Contest was held on Wednesday, October 28.

- Travel basketball tryouts were held, and players were selected for 3 Girls' teams (5th & 6th combined, 7th, 8th grade) and 4 Boys' teams (5th, 6th, 7th, 8th grade). Applications were accepted for Travel Basketball coaches, and Bruce Till and Marc Koss interviewed and selected coaching staff.
- Over 215 students from Martin Kellogg and John Wallace attended our Monster Mash Dance on Friday, October 30. Non-perishable food items were collected for the town's food pantry as part of admission to the dance.

UPCOMING – RECREATION DIVISION

- S. Glasson and J. Lee will be attending the Senior Center Expo on Friday, November 6.
- B. Till, J. Lee, S. Glasson, and K. Gallicchio will be attending the Connecticut Recreation & Parks Conference on November 23 & 24.
- Adult Sports Leagues will be starting in early/mid-November.

PARKS & GROUNDS

- Park crews completed the playground at Beechwood Park and also installed a new 6x6 barrier along the road utilizing the existing chain and repainting it.
- Installation of a new playground began at Beacon Park. Playground equipment was installed in a centrally located spot to ensure better visibility.
- Installation of swing sets at Churchill Park also began this month. According to the playground safety assessment that was completed this summer, old, non-conforming swings were removed and replaced with safety compliant units.
- Parks crews were asked to help with the groundbreaking ceremonies at the new senior housing site where Channel 14 is to be demolished. We set up a tent, sound system and 75 chairs. Parks members also set up 200 chairs and a sound system for the Municipal Parking Lot ground breaking on October 22.
- Extensive clean up was done on Mountain Road from Knollwood, south to the jersey barrier. This frequently used walking path had become overgrown and had garbage and fallen trees impeding pedestrian travel.
- One phase of new landscaping has been completed at the Lucy Robbins Welles Library. New plantings as well as a brick walk were installed in preparation for a new specimen tree to be planted in the spring.
- There were 9 internments in town cemeteries this month.
- Division personnel were offline a total of 25.5 days this month.

LIBRARY

- Library staff completed assignments that were requested by the designer from Kaestle Boos Associates, regarding current work and public spaces- challenges, storage requirements, plusses, etc. The designer, Elizabeth Berman, will meet with the entire staff at an in-service day on November 11th to discuss the results of the information that was compiled.
- Traditional circulation of library materials was 33,294, a 9% increase over that of last October. The Library continues to see an upward trend each month during 2009. 19,634 people entered the building during the month, a 4% increase from last year. 33,496 reference books were accessed remotely, and 18,283 online searches were completed in the Library. The children's book sites, *Tumblebooks* and *BookFlix*, were used 668 times. 97 books were downloaded from the Library's website, for a total of 67,555 items checked out or used by library patrons. 1,358 items were added to the collection, and 246 items were mended by volunteers, who logged in 118 hours doing this and many behind the scenes processing tasks.
- The new Homebound service offered to residents who cannot come to the Library continues to catch on, as more requests for materials are filled and mailed to them. When done, residents simply mail them back to the Library in the parcel provided to them.
- October services for children include 63 programs, for a combined audience of 1,605. The Fall sessions of weekly story based programs, as well as Family Place began. Daycare and preschool outreach, the *Once Upon a Halloween* event, fifth grade visits, and other specials were completed.
- Ten Adult and teen programs were offered, with a combined audience of 409. A highlight was the annual George G. Hanel event. Held in the Council Chambers on a Sunday afternoon, a well-crafted performance of *Broadway Show Tunes* by local artists delighted an audience of over 200. *Every Patient Tells a Story*, presented by Dr. Lisa Sanders, who authored a book of the same name, was another standout event.
- The series for job seekers continued, and the month ended with a program for teens entitled, *Vampires in New England*.

- 5,194 reference questions were answered. Library webpage hits this month were 5,792, a 32% increase over that of last year.
- 3,357 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Preschool books on world peace.
 - Changing role of Arab women.
 - History of the Hartford Drive-In.
 - WIA programs for a certified nursing assistant.
 - How to keep snakes out of hay.
- Two people have come forward to volunteer to teach computer classes on beginning and intermediate Word and Excel. The classes will begin in February and feature a hands-on approach, making use of the new laptop computers purchased by the Friends.
- IST projects this month included creating another screencast for the library webpage that demonstrates how to place a hold online. A redesign of the Teen webpage has also begun.
- Building issues this month included the completion of some clean-up work around the grounds, as well as the movement of the sundial, the placement of pavers, and the planting of shrubs, all done by the parks and Grounds staff. A new tree will be planted in the Spring to replace the grand old tree that had to be removed this year.
- Preparations continued for the beginning of the Sunday season. The Library will be open from 1pm to 5pm beginning November 1st, and will remain open through April 25, 2010.
- The Friends are preparing for their Fall book sale, which will be held at the Senior and Disabled Center on November 21 and 22.
- The Library Board hosted a Staff Appreciation event at the Hillstead Museum. New committee assignments were made and new chairs were appointed so that work could begin immediately on Board projects.