



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: October 16, 2009
Re: Monthly Report – September 2009

GENERAL ADMINISTRATION

During the month of September the Town Manager worked with department heads, the Mayor and the Town Council on various issues including Town Hall lower level renovations, the Kelsey/Church Street reconstruction project, the relocation of the Art League to the Town Hall and a number of personnel matters. Other items of interest included:

- Presided over a meeting of the Connecticut Town and City Managers Association (CTCMA) Executive Board meeting.
- Hosted the September Mid-State Collaborative meetings.
- Participated in a CRCOG Solid Waste webinar.
- Attended the IMCA annual conference in Montreal
- Attended a Central Connecticut Health District pandemic flu conference, and participated in a conference call with the Governor pertaining to the H1N1 virus.
- Attended at CRCOG Municipal Services Committee meeting
- Attended a New Meadow senior housing coordination meeting
- Attended a MDC/CRRA meeting

Paid overtime during the month of September 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	50.6	\$2,144.82
Weekend Stand-by and Call-in	16.0	608.32
Road Maintenance	5.5	196.94
Overlays	0	0
Traffic Division	29.5	1108.46
Total	101.6	\$ 4058.54
PARKS AND GROUNDS DIVISION		
Herbicide	30.0	\$ 1,265.16
Football	16.0	582.08
Weekend Duty	37.0	1,552.08
Grave Maintenance	16.5	619.40
Total	99.5	\$ 4,018.72

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	\$ 1,004.25	\$ 4,311.00	\$ 215.53
Patrol	580,294.00	105,073.75	600,000.00	136,210.90
Investigation	76,691.00	16,542.95	76,637.00	13,957.43
Communication	112,132.00	26,627.03	108,429.00	24,857.86
Education/Training	103,603.00	6,041.53	88,337.00	19,230.37
Support Services	39,071.00	6,169.93	38,137.00	6,494.63
Animal Control	12,144.00	2,353.98	12,070.00	1,462.07
Total	\$ 927,911.00	\$ 163,813.42	\$ 927,921.00	\$ 202,428.79
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 3,571.59	\$ 28,109.00	\$ 3,867.33
Snow and Ice Control	132,349.00	0	132,349.00	0
Traffic	8,345.00	1,438.60	8,345.00	1,386.52
Vehicles and Equipment	28,185.00	5,204.66	*31,685.00	10,156.24
Leaf Collection	54,997.00	0	*51,500.00	0
Total	\$ 251,985.00	\$ 10,214.85	\$ 251,988.00	\$ 15,410.09
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 41,202.25	\$ 130,547.00	\$ 31,675.35
Cemeteries	14,893.00	1,793.67	14,893.00	4,454.37
Total	\$ 145,440.00	\$ 42,995.92	\$ 145,440.00	\$ 36,129.72

*Reflects intradepartment transfer.

- Overtime Comparison August 2009 to September 2009
 - OT August \$ 43,792 (28 days of overtime)
 - OT September \$ 68,191(1 Holiday and 28 days of overtime)
 - Total increase \$ 24,399
- Patrol overtime increase of \$12,366 includes one holiday at overtime, two burglaries, temporary school detail, 2 domestic incidents, and one homicide investigation assistance, that required overtime.
- Detective Division overtime increase of \$8,227 includes one homicide investigation, two burglaries, an accident investigation (rollover), and one holiday at overtime.
- Communications overtime increase of \$2,740 includes holiday at overtime and time off.
- Education/Training overtime down \$555 with minimum training at overtime this month.
- Support Services overtime increase of \$742, includes Holiday overtime and homicide assistance.
- Canine OT increase of \$879 includes four call outs and one holiday at overtime.

PERSONNEL

- Neil David was appointed to the Network Administrator/Project Leader position for the Information Technologies Department
- An internal opportunity for the Head Dial-A-Ride Driver position was posted with a closing date of October 5, 2009.

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

- The second 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 August 2009 were \$659,760. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through August 2009

	Town	Board of Education	Total
Estimated Claims	371,454	1,266,248	1,637,702
Actual Claims	249,129	1,086,415	1,335,544

FACILITIES MANAGEMENT

- The Facilities Department completed the water treatment service for September in advance of turning on the boilers for the heating season in October.
- All Town buildings were converted to their respective winter operations which includes turning off chilled water systems and placing controls into winter mode status.
- 51 formal work orders were completed during the month of September in addition to scheduled maintenance and project work assignments.
- As of the end of September, the Town Hall renovations phase II is 90% complete; No major issues are expected to delay completion of the project. This project is forecast to be completed on budget, even with the addition of work required by the fire marshal in the police building, which was outside the project's scope.
- Channel 14 was able to begin broadcasting as scheduled, with full occupancy of their new studio space expected by mid October.
- Contracts were put in place to begin the demolition of 90 Welles drive on schedule for October 14th. All of the required information to issue a formal demolition permit for this project has been submitted to the building department.
- Materials to begin door replacement on Parks and Recreation buildings were delivered to the parks garage. The final trim on the cemetery chapel was completed. However, the majority of the work will begin in October.
- As part of a grant proposal available through the state, preliminary designs were completed for replacement of the main air handling equipment and controls for the library. Estimates are underway for this project and a submission for the grant will occur in late October.
- Ongoing roof repairs over the gymnasium and engineering wing were undertaken. Long term replacements will need to be submitted through the CIP during 2010.
- Control system upgrades on the HVAC systems for the Police building were initiated. This will allow for off-site monitoring and control by the facilities manager and the HVAC contractor, which will facilitate troubleshooting without the need for a service call to fix minor problems.
- Feedback from employees in the police building indicates that the program has been successful. Systems monitoring will continue throughout the seasonal change to ensure proper long term operation.
- The majority of renovations of space in the Town Hall for the relocation of the Art League from Welles Drive were completed. The Art League is scheduled to be using the new space by October 19th.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 25 requests for service via the internet, blocked unsolicited SPAM emails messages from being delivered, blocked 206 virus/ Trojan from infecting the Town's network infrastructure and completed 98 internal work orders.
- The Town's website had approximately 18,997 visits during the month, 57,510 page views with an average of 3.03 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Homepage and Assessor Online Property Records Card were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology, met with Mr. Bruce Till, Superintendent of Parks and Recreation and members of his staff to discuss the technology needs for their department.
- Mr. Boutot worked along with Mr. Robert Korpak, Director of Facilities, on managing and supervising various contractors installing fiber optic cable, data cable, phone cable and electrical wiring in the newly renovated lower level of Town Hall.
- Mr. Boutot and Mr. Douglas Jourdan, Building Official, continued working with Capitol Region Council of Government (CROG) staff on the regional "Online Permitting" system project.
- Mr. Thad Dymkowski, GIS Technician attended a State of Connecticut Geographic Information Systems (GIS) Council meeting.
- Mr. Dymkowski provided GIS assistance/ data to the following:
 - Town Engineer – Provided GIS data for a legal court case and assisted with the review and selection of GPS to be used for field work.
 - Highway Department – Researched integration of snow plow control data with GIS.
 - Board of Education – Provided GIS maps for the Finance Office and Transportation Garage.
 - Town Planner – Provided technical assistance for presentation.
- Completed the internal launch of a GIS Web application for use by Town staff.
- Mr. Scott Hoagland, Network/ Application Specialist worked with Town Clerk Staff and Cott Systems personnel to upgrade the Town Clerk's Resolution software application to the latest version.

- Mr. Hoagland worked with Police Department staff and members of the Capitol Region Council of Governments vendors on the installation and deployment of automated License Plate Reader. The initial installation involved the Newington Police and Wethersfield Police Departments. It is anticipated that the program will grow to include other towns in the region.
- Mr. Hoagland upgraded the Highway Departments RTA Fleet Management software application.
- Mr. Neil David was hired to fill the position of Network Administrator/ Project Leader.
- Mr. David installed and configured various open source network monitoring/ alerting software applications. In addition, he installed a syslog archiving application and prepared two new network switches for deployment.

FINANCE

Accounting and Administration

- On September 2nd, the Audit Committee met with Joseph Kask, Partner of Blum Shapiro & Co. to discuss the scope of the upcoming audit. The staff continued to work on the 2008-09 audit which is expected to be completed by early December.
- During the month, training was given to Parks & Recreation staff on MUNIS, the financial software used by the Town.
- Ann Harter attended the September 8th and 22nd Town Council meetings to discuss transfers within capital project funds.
- In accordance with the Memorandum of Understanding, the 2008-09 Health Benefits Fund settlement was completed with the Town receiving a credit of \$91,107. As a result of higher than expected claims, a credit was not owed to the Board of Education.
- The department implemented the State of Connecticut Electronic Funds Transfer program. This allows all payments from the State to be deposited directly to the Town's bank account and eliminates trips to the bank.

The Town received the grant payment in lieu of tax (PILOT) for the Elderly Freeze program in the amount of \$11,992. 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)

9/30/2009

	<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	\$56,631	\$38,088,013
Special Revenue Funds	34,630	3,369	1,732,416
Capital Projects Funds	635	617	444,522
Internal Service Fund	100,000	3,802	4,185,397
Trust and Agency Funds	16,000	1,646	1,574,053
TOTAL, ESTIMATED BY FUND			\$46,024,401

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2009

	<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	0.43	5,573	9,462	\$19,604,380
CLASS PLUS	0.30	0.30	1,016	1,118	3,706,840
Financial Investor Trust	0.03	0.04	19	94	569,664
Bank North	0.75	1.03	15,505	17,845	22,036,254

Sovereign Bank	1.35	1.35	120	123	107,263
Total Outstanding Investments					\$46,024,401

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 September.
- The Board of Assessment Appeals met on September 15, 2009 for motor vehicle appeals only. There were 10 owners that appealed and the total assessment reduction was \$22,505, which represents a total tax loss of \$639.
- Ten 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. Personal property accounts on the Berlin Turnpike were viewed for the grand list.
- The inspection of properties with building permits that affect the real estate value and require field work commenced. Approximately 10% of that work has been inspected and entered in the database. The project will be ongoing through the months of October and November.
- The veteran's database was completed.

Revenue Collector

- During the month, the Tax Office staff processed tax bills amounting to \$342,132 in current collections for the 2008 Grand List.
- Demand notices were sent to 106 businesses with unpaid personal property taxes 440 notices were sent to real estate taxpayers and 4,114 motor vehicle delinquent statements were mail during the month.

PURCHASING

- Bid No. 2, 2009-10: Town Center Parking Lot – Closed September 8, 2009
 - 11 bids were received
 - The bid was awarded to Quality Associates of East Haven, with a bid amount of \$815,995.50 to complete the west side of the project.
- Bid No. 4, 2009-10: Mill and Overlay of Kelsey and Church Streets – Closed September 16, 2009
 - 9 bids were received
 - The bid was awarded to American Industries of Jewett City, with a base bid of \$550,000.00.
- Bid No. 5, 2009-10: Cleaning of Police Uniforms – Closed September 15, 2009
 - 4 bids were received
 - The bid was awarded to Premier Cleaners of Newington, with a bid of \$27,332.50.
- Bid No. 6, 2009-10: Cirrus Spreadsmart Ground Speed Orientation Conversion Packages – Closed September 17, 2009.
 - 2 bids were received
 - The low bidder was New England Truck Equipment of Wallingford, with a base bid of \$5,190. Bids are under review.

TOWN CLERK

- 437 documents were filed on the land records during September. \$39,731.25 was collected in State conveyance tax and \$19,865.62 was collected in Town conveyance tax.
- Eight residential properties each sold for over \$300,000. The largest monthly sale was at 93 Rockledge Drive which sold for \$449,000.
- The department filed 125 mortgages, 60 releases, 61 deeds and 32 liens. Ten burial permits and four cremation certificates were issued. Seven notary public commissions were catalogued and four Trade Name certificates were recorded.
- With assistance from the IT Department, the Town Clerk's office installed an update to the computerized land record indexing system providing more functionality.
- Public Act 09-3, effective October 1st, increased the fees for attested copies of vital records. The Department of Environmental Protection (DEP) doubled their fees for most licenses and permits.
- Public Act 09-232 revised the issuance of marriage licenses from the town of occurrence only (prior legislation enabled the couple to also obtain a marriage license from the town of residence as well).
- The Town Clerk attended the annual Fall Election Conference sponsored by the Secretary of the State. The Assistant Town Clerk was given a plaque in recognition for her assistance at the Hartford City

Clerk's office following the death of the City Clerk. The Town Clerk was also recognized as a mentor for the West Hartford Town Clerk.

DATA SUMMARY SEPTEMBER 2009				
	<u>September-09</u>	<u>September-08</u>	<u>FY 09/10 to Date</u>	<u>FY 08/09 to Date</u>
Land Record Documents	437	501	1044	612
Dog Licenses Sold	41	71	350	391
Game Licenses Sold	60	37	202	323
Vital Statistics				
Marriages	29	24	70	66
Civil Unions	0	0	0	1
Death Certificates	27	28	81	65
Birth Certificates	21	16	62	62
Total General Fund Revenue	\$ 34,498.07	\$ 41,311.96	\$141,456.80	\$133,177.25
Town Document Preservation	\$ 814.00	\$ 908.00	\$ 3,192.00	\$ 2,964.00
State Document Preservation	\$ 814.00	\$ 908.00	\$ 3,198.00	\$ 2,964.00
State Treasurer (\$26 fee)	\$ 14,652.00	\$ 11,804.00	\$ 57,318.00	\$ 38,532.00
Locip	\$ 1,221.00	\$ 1,362.00	\$ 4,779.00	\$ 4,446.00
State Game Licenses	\$ 709.00	\$ 376.50	\$ 1,538.50	\$ 5,566.00
State Dog Licenses	\$ 279.00	\$ 252.00	\$ 2,018.00	\$ 2,283.50
Dog Licenses Surcharge	\$ 102.00	\$ 90.00	\$ 728.00	\$ 834.00
Marriage Surcharge	\$ 228.00	\$ 304.00	\$ 969.00	\$ 931.00
Grand Total	\$ 53,317.07	\$ 57,316.46	\$215,197.30	\$191,697.75

POLICE DEPARTMENT

- The grant from the State of Connecticut, Office of Policy and Management, JAG Local Pass Through, was approved and the Department will purchase of 2 License Plate Reader Systems and 7 Tasers for a total request of \$30,000.
- A grant from the Department of Justice for the purchase of bulletproof vests was approved in the amount of \$6,826, which represents a 50% reimbursement for 21 vests that will expire over the next two years.
- Patrol Calls for September are as follows:

Patrol Calls September, 2009					
Alarm Burglary	118	F/Hazmat	2	MVA Evading	11
Alarm Hold-up	3	Fire/COOnoSymptoms	0	MVA Fatal	0
Animal Complaint	28	Fire/COSymptoms	0	MVA Injury	9
Arson	0	Fire/Other	7	MVA Property	80
Assault IP	2	Fire/Structure	6	Neighbor Dispute	6
Assault Report	3	Fire/Vehicle	2	Noise Complaint	33
Assist Other PD	37	Fire/Water	1	Notification	3
Bad Check NSF	0	Fingerprints	30	Open Door/Window	7
Bike Found	2	Fireworks Complaint	11	Parking Violation	16
Bike Lost	0	Follow-up Investigation	118	Property Found	7
BOLO	1	Gun Call	0	Property Lost	7
Breach of Peace IP	11	Harassment	19	Recovered MV	0
Breach Of Peace Rpt	4	Hazardous Condition	35	Robbery IP	1

Burglary IP	1	Homicide	1	Robbery Report	0
Burglary Report	9	Illegal Dumping	1	Serve Subpoena	3
Car Seat Install	10	Indecent Exposure	0	Serve Warrant	42
Check the Welfare	74	Intoxicated Person	7	Sexual Assault Report	1
Clear Lot	6	Juvenile Complaint	39	Shots Fired	2
Court Detail	23	K9	4	Special Detail	61
Crim. Mischief Graffiti	1	Landlord/Tenant	0	Stolen MV	8
Criminal Mischief IP	2	Larceny from MV	8	Sudden Death	2
Criminal Mischief Rpt	6	Larceny IP	14	Suicide	0
CSO Detail	52	Larceny Report	63	Suicide Attempt	3
Customer Dispute IP	14	Liquor	0	Suspicious MV Occ	29
Customer Dispute Rpt	1	Location/Directed Ptrl	120	Suspicious MV Unocc	10
Dog Complaint	52	Lockout MV	3	Suspicious Person	97
Domestic Dispute	39	Lockout Residence	1	Threatening IP	1
Drug Investigation	7	Medical	174	Threatening Report	1
DUI	10	Missing Person	4	Town Ordinance Violation	1
Emotionally Disturbed Person	7	MV Assist	41	Traffic Stop	787
Escort	33	MV Complaint	55	Trespass IP	3
F/Alarm	21	MV Abandoned	5	Trespass Report	2
				TOTAL	2,581

- Patrol Officers on the evening shift responded to a reported stabbing at a residence on Church Street. Upon arrival, officers found a man suffering from numerous, serious stab wounds. The man was transported to Hartford Hospital where he was pronounced dead after arrival. A man who lived at the residence was arrested and charged with murder.
- During the latter part of the month Patrol Officers on the day shift responded to a robbery at the TD Bank located on Main St. A dark-skinned man handed the teller a note demanding money. He then fled with a quantity of cash. The man was wearing a white T-shirt and dark pants. No weapon was shown. The robbery remains under investigation
- The Detective Division handled 76 investigations in September, 50 remain ongoing, 24 were closed by investigative methods and 2 were suspended.
- The Detective Division investigated a homicide at a local residence this month. One victim was stabbed multiple times and subsequently died of the wounds. A suspect was taken into custody and is currently incarcerated.
- The Detective Division is investigating a robbery that occurred at a local bank this month. A suspect handed the teller a note and fled the bank with an undetermined amount of money. The incident is currently under investigation.
- Based on DNA evidence collected by Newington Police Detectives, a suspect has been developed in an ongoing burglary/automobile theft investigation. Detectives are currently investigating and an arrest is forthcoming.
- Detectives closed a 2008 homicide investigation this month and concluded 2 juvenile sexual assault investigations. Three child pornography investigations were also concluded this month.
- The Juvenile Officer is investigating 2 ongoing sexual assault cases and 1 child pornography investigation among other cases.
- Detectives processed 10 crime scenes in September, in some cases collecting DNA, fingerprints and other items of evidence.
- Thirty-six arrest warrants were served by Patrol Officers this month.
- CSO Webster gave a talk to the Woman's Fellowship Group at the Congregational Church in Newington Center on current scams targeting the elderly, focusing on how to detect and avoid them. CSO Webster, O'Brien and Sgt Morgan took part in festivities at Cedar Mountain Commons retirement community as judges in a baking contest.
- CSO Webster and O'Brien took part in the Newington Water Fall Festival activities with a booth displaying community safety and crime prevention materials. We maintained a presence at the festival for several hours giving us the opportunity to have many positive contacts with residents of town.
- CSO Webster and O'Brien investigated two ongoing blighted property issues on Cedar Ridge Road and Dowd St and two line of sight issues on Audubon Avenue and Saddle Hill Road. Also, at the

request of the director of the Newington Public Library, CSO Webster looked into the recovery of a large amount of over due DVD's.

**UCR/NIBRS Selected Crimes
Preliminary August 2009 August 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	1	\$120	2	\$389
Assault	12	-0-	9	-0-
Burglary	6	\$8,767	9	\$24,834
Larceny Theft	55	\$22,938	58	\$88,565
Auto Theft	7	\$40,900	5	\$26,095
Totals	82	\$72,725	83	\$143,501

In August 2009, the police department arrested 94 adults: 15 for assault, 1 for burglary, 1 for motor vehicle theft, 4 for forgery and fraud, 1 for weapon violations, 13 for larceny, 12 for narcotic violations, 5 for offenses against family & children, 19 for DUI, 1 for liquor law violation, 5 for disorderly conduct, and 17 for other miscellaneous offenses. The department also arrested or referred 6 persons under the age of 18 for criminal acts: 1 for burglary, 1 for larceny, and 3 for other violations

FIRE DEPARTMENT

	September 2009	YTD Cum.
Residential	14	54
Commercial, Industrial, Office	5	13
Hospital, School	1	4
Vehicle	2	11
Rescue, Police Assistance	2	8
Dumpster, Rubbish, Grass, Brush, Leaves	1	6
Hazardous Materials/Clean up	5	9
Investigative Alarm	23	81
False Alarm	0	0
Mutual Aid/Standby	2	7
Carbon Monoxide Investigation	1	1
Water Related Incidents/Pump-Outs	0	0
Total	56	194

Training Summary

		Members	Hours
Multi-Company Training	Confined Space @ Tower	42	126
Officer's Training	Incident Command System Refresher	31	93
Company Training	Review of SOG'S, SOP'S, and Directives	20	60
	Building Survey Reports (3 completed)	6	24
	Live Fire Training @ Tower	17	68
Total			371

FIRE MARSHAL

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

Inspections	15
Inspection Follow-Ups	59
Plan Review	9
Job Site Inspections	17
Underground Tank Removal	0
Fire Investigations	1

Fire Alarm Trouble	1
Complaints	2
Haz/Mat	0
Bomb Threats	0
Blasting	1

Incidents:

- 09/20/09 – A fire in a wall behind a living room fireplace resulted in moderate damage to the single family home at 50 Forest Drive.

Meetings/Training:

- Fire Marshal Schroeder attended an Emergency 911 Notification System training session sponsored by the Office of Statewide Telecommunications in Middletown.
- The Newington Fire Marshal’s Office hosted the monthly meeting of the Capitol Region Fire Marshal’s Association at Bertucci’s Restaurant.
- Fire Marshal Schroeder attended the monthly meeting of the Connecticut Fire Marshal’s Association in Southington.
- Fire Marshal Schroeder attended a Department of Emergency Management and Homeland Security training session for municipal officials to review updates and statewide planning for the H1N1 virus in Hartford.
- Fire Marshal Schroeder attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Fire Marshal Schroeder participated in several Department of Emergency Management and Homeland Security conference calls to receive planning updates on the mosquito EEE virus and the H1N1 flu virus.
- Fire Marshal Schroeder conducted fire safety inspections prior to the start of the Annual Waterfall Festival on Market Square.

HIGHWAY DEPARTMENT

- Highway crews began the month preparing for the overlay of the final group of roads (Candlewyck Dr., Market Sq, Pebble Ct., Pebble Dr., Brickwalk Lane, Westgate Circle and Ridgeway St.) 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 31,000 square yards of bituminous in preparation of the overlays. Four thousand 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 completed the overlay of the basketball courts at Churchill Park and Beechwood Park.
- Highway personnel continued with landfill organization and material maintenance.
- Miscellaneous projects were completed throughout the month including trimming/removal of roadside branches, cleaning/repair of catch basins, patching of various potholes and topsoil repair. Highway personnel assisted Traffic Division in the continuation of line painting.
- Traffic Division along with the assistance of Highway personnel continued with line striping of overlaid roadways. Staff continued with the fabrication and installation of new street name signs, installed new and/or missing street signs, stops signs and regulatory signs throughout Town.
- During the month of September in preparation of the Annual Leaf Collection Program, mechanics started with the required annual maintenance of leaf collection equipment and vehicles utilized in the program. Also supported the Parks Department in repairing the tennis court at Churchill Park and continued preventative maintenance and emergency repairs to all Town vehicles and equipment.
- During the month, the Sanitation Division scheduled 698 bulky items, 61 metal items and 61 condo bulk items for weekly pick up during the month of September for a total of 829 items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.

ENGINEERING DEPARTMENT

- During the month of September, the Department issued and inspected twenty excavation permits as follows:
 - 14 Driveway/Curb cut excavation
 - 4 Gas lateral service
 - 2 Water line service

- Met with BETA Group regarding their progress to the Town Wide Drainage Project.
- Received nine bids for the Kelsey/Church Street Pavement Rehabilitation Project. Low bid was submitted by American Industries of Jewett City, CT in the amount of \$550,000. This project can be awarded pending approval by the Department of Transportation (DOT).
- Reviewed progress by DOT in installing a traffic light at the intersection of Willard Avenue and Louis Street. The work is mostly complete. The light is expected to be activated and fully operational in mid-October.
- Attended the Department of Environmental Protection (DEP) annual inspection of Piper Brook. The two DEP representatives who performed the inspection were highly pleased by the manner in which the Town is maintaining the banks of the river.
- Met with representatives of the Board of Education regarding proposed traffic improvements to the High School grounds. Engineering will develop sketches and cost estimates for the Board to consider for this year's Capitol Improvement Program.

TOWN PLANNER

Municipal Parking Lot Improvement Project

On September 8, 2009, bids for the Municipal Parking Lot Improvement Project were opened, 11 contractors submitted proposals, Quality Associates, Inc., East Haven, was the low bidder for the entire project as well as the west and east side alternates. The project engineer, BL Companies reviewed Quality Associates Inc. bid forms and reported that their submittal was accurate and acceptable. Their bid price for the entire project was \$1,310,246, west side alternate \$815,995 and east side alternate \$495,250. On September 16th the Economic Development Commission and Downtown Revitalization Committee met and agreed to recommend to the Town Council that the award of the bid go to Quality Associates for the west side alternate and further a 10 percent contingency be budgeted for a total project cost of \$900,000. On September 22nd, the Development Commission and Revitalization Committee presented their report to the Town Council, which approved authorization to award the parking lot project bid for west side improvements to Quality Associates. Subsequent to Town Council's action, the Town Planner reported to DECD the Town Council's decision and submitted our documentation of the public bid award and contract compliance for state grant funded projects. DECD notified the Town Planner that our bidding process for the parking lot is consistent with their requirements and the contract to Quality Associates can be issued.

New Meadow Phase II

On September 17th, the Town Planner and Town Engineer met with MDC staff, New Samaritan Corporation's general contractor and project engineer to coordinate utility permits for the 32 unit age restricted complex. The first task that the New Samaritan contractor must address is the relocation of the MDC sanitary sewer line to make room for the new housing structure. On September 29th, the Town Planner convened a meeting with New Samaritan's contractor, Town staff and the demolition company that will remove the former Channel 14 building. Facilities Director Bob Korpak explained the schedule for relocating Channel 14 to the Town Hall, building remediation and demolition. Once these actions are completed, the site will be turned over to New Samaritan to begin their project. This transfer is expected to occur by the end of October.

Plan of Conservation and Development

The draft 2020 Plan of Development was reviewed by the CRCOG as required by Section 8-23f of the statutes and found consistent with regional long range plans and policies. Ed Meehan has prepared a power point presentation summarizing the draft plan's themes and strategy recommendations. This presentation will be used to better inform the public of the TPZ's long range land use plan for Newington and invite more discussion and participation.

Land Gifts / Costello Industries and Ramblewood, Incorporated

At the Town Council's September 8th meeting, the TPZ's 8-24 Referral Reports recommending the acceptance of 1.75 acres from Costello Industries and 0.42 acres from Ramblewood, Incorporated were favorably accepted. The Town Planner is coordinating with the Town Attorney office the transfer of these parcels which have significant open space value because they adjoin existing Town property.

BUILDING DEPARTMENT

- Electrical permits were issued for the Newington High School to upgrade the electrical for the elevator, and for the Waterfall Festival at Market Square to install temporary outlets.
- A permit was issued for a new 50 x 90 (4500sf) commercial building to be built at 165 Pane Road.

- Work is continuing on the renovation of the old Police Dept in the Town Hall.
- Douglas Jourdan, Chief Building Official, is continuing to work with our IST 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.
- Three certificates of occupancy were issued in September. Two were for residential single family homes at 148 Barkledge Drive and 154 Barkledge Drive. One commercial certificate of occupancy was issued for a dentist office located at 435 Willard Avenue Unit C.
- Inspectors completed a total of 334 inspections: above ceiling (7), alarm (5), boiler (1), car hit building (1), co (21), code (9), complaint (1), decks (6), drains (2), electrical (67), footings (18), foundation (8), framing (31), gas fireplace (3), gas line (3), generator (1), gypsum (2), insulation (8), mechanical (34), piers (6), plumbing (31), rebars (5), roofing (15), rough (13), sheathing (2), sill (2), site visit (16), solar (3), sprinkler (4), stairs (2), tank (1), tent (1), water proof (4), wood / pellet stove (1).
- Seminars attended by our Inspectors for their continuing education credit were as follows:

<u>R. Smith</u>	Plumbing Rough-in Inspections – Sept 10, 2009, and Understanding Relocation as it pertains to Code Enforcement – Sept. 25, 2009
<u>A. Hanke</u>	Plumbing Rough-in Inspections – Sept 10, 2009
<u>D. Zwick</u>	2009 Connecticut Code Updates – Sept 16, 2009 Plumbing Rough-in Inspections – Sept 17, 2009

- The total number of Building/Renovation Permits issued for the month of September was **168** producing a total permit value of **\$1,684,803.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	755,905.00
DECK	6	33,700.00
DEMOLITION	2	3,500.00
ELECTRICAL	33	131,524.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	1	6,946.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	4,565.00
GARAGE / SHED	7	24,200.00
MECHANICAL	22	103,870.00
NEW COMMERCIAL	1	205,000.00
NEW RESIDENTIAL	0	0.00
PLUMBING	19	49,085.00
POOL	0	0.00
ROOFING / SIDING	44	355,821.00
SIGN	5	8,845.00
TENT	1	1,842.00
TRAILER	0	0.00
TOTAL	168	\$ 1,684,803.00

- The total Building income fees received in the month of September was **\$20,931.00**.
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$435.00, Environmental \$30.00, Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$92.00, Driveway / Excavation \$550.00, Engineering copies \$18.00. The other total income is \$1525.00.

Permit Value Comparison for September

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$ 1,684,803.00	\$ 6,157,664.00
Building Permit Fees Received	\$ 20,931.00	\$ 66,879.00
Other Income Fees	\$ 1,525.00	\$ 1,777.00
Building Permits Issued	168	199

Total Value of Permits and Permit Fees:

2009-2010		2008-2009	
Value	Permit Fee	Value	Permit Fee
\$ 5,510,635.00	\$ 50,288.00	\$ 23,637,832.00	\$ 251,393.00

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Town of Newington Inspections

- New Complaints: 15
- Food Service Inspections: 14

Activities and Projects

- Conducted a lead risk assessment at a Newington home. The homeowner will be relocating and fostering a child through a state program. The child's new Newington residence was checked for lead in soil, water, and dust. All painted surfaces were inspected for cracked, peeling or "defective" properties.
- Attended CCHD staff Meeting on September 1, 2009.
- Attended ongoing conference call meetings with CCHD staff and DPH concerning H1N1 planning. Topics reviewed and discussed included: vaccine availability, distribution, and planning for private care and public clinic vaccinators.
- Attended H1N1 Seminar held at the CT Convention Center on September 10, 2009. The speakers included: Governor M. Jodi Rell, Doctor Matthew Cartter, the State Epidemiologist, other members of the state health department, Peter Boynton, Commissioner of CT DEMHS, as well as the Town of Durham First Selectman, Laura L. Woods and the Mayor of Waterbury, Michael J. Jarjura to discuss H1N1 planning and reaction to H1N1 cases that occurred this past spring. Attended Newington Department Head Meeting and reported on the status of H1N1 information and planning.
- 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. Visited doctor's offices to provided information and materials.
- Held CCHD Environmental Staff Meeting on September 14, 2009. Topics discussed included exterior food service bar review/approval, required equipment and facilities in salons, revision of CCHD Food Establishment Training Book, and the promotion of the DPH "Ill Food Worker Program" in CCHD restaurants.
- Assisted in 3 CCHD season flu clinics in the towns of Wethersfield, Rocky Hill and Newington.
- Conducted food service inspections in fourteen food booths at the annual Newington Waterfall Festival.
- Worked with Newington building officials to address complaints regarding area housing complex. Numerous housing violations were noted at the time of the inspection. Violations and correction requirements were discussed with management.
- Attended meeting with a Newington restaurant owner and the director of health to discuss failed food service inspections and to develop a plan of correction. A reinspection revealed that corrections were in process.

HUMAN SERVICES

- The difficult economy continues to have an impact on low-income residents, people with disabilities and seniors. In anticipation of the heating season, the Department is receiving many calls regarding energy assistance.
- The Youth-Adult Council met after the summer hiatus and decided on how to spend the funds for the annual Local Substance Abuse Prevention grant. Planning for community education programs and the annual Super Hoop-La basketball game are also underway.
- The Human Rights Commission participated at the Waterfall Festival offering diversity awareness activities for 80 children. Their booth also promoted support for the Food Bank. In addition, the Commission is exploring a "Newington Has Talent" event to raise funds for the Human Services Special Needs Fund.
- Director Ken Freidenberg submitted grant applications to several funding sources including two State Departments, Cox Cable and Bank North.
- Director Freidenberg attended regional and state meetings dealing with homelessness, mental health, disabilities, youth and elderly services.

- Staff responded to 455 information and referral calls or walk-ins related to issues of child day care, elder care, housing, energy and financial assistance, health, mental health, unemployment, youth services among others.
- The Food Bank assisted 129 households with 87 residents over age 55 and 202 under 55. The Outdoor Market co-sponsored with Food Share occurred two days this month and served 123 residents. Social Worker Carol LaBrecque oversees these programs with great support from volunteers.
- The Special Needs Fund assisted 13 households and the Clothing Closet served 11.
- ICAN (Interfaith Community Action of Newington) volunteers received 6 requests including transportation, yard work, minor home repairs and shopping among others.
- The Social Casework Program had an active caseload of 109 with 37 new referrals. Staff is dealing with a variety of Issues including financial and energy assistance, housing, substance abuse, domestic violence, mental and physical health.
- The Youth and Family Counseling Program had an active caseload of 48 with 12 new referrals, 8 inactive and 6 closed cases. Staff and contractors provided 118 clinical therapy sessions and made 117 contacts with families and other agencies.
- As the new school year began, Clinical Coordinator Christina Salvio attended an in-service training and is consulting and receiving referrals from school staff. She is co-facilitating a social skills group for middle school age students and in October will begin a support group for parents with special needs children in response to a need identified by the new Special Education PTA (SEPTA).
- The Juvenile Review Board handled two referrals during September.
- Positive youth development programs and activities provided by Youth Worker Rik Huggard, part-time staff Michele Pestello and contractors involved 265 youth.
- The fall SCORE after-school program received over 80 registrations with a high number of fifth grade students who are new to the program. Staff continues to receive calls and depending on space will accept registrations for November and December dates.
- The first cycle of ROPE (Rite of Passage) began for sixth grade students at the middle schools. ROPE is part of the school health and wellness curriculum providing six classroom sessions and a final challenge day using the outdoor or indoor ropes course.
- A full year of activities has been planned for the high school self-awareness class which currently has 20 students. Staff will facilitate classroom and off site sessions that will include hiking, canoeing, challenge initiatives and community service projects. The High School Adventure Club held its first meeting and their first activity will occur in October.
- The Challenge Course was very active with numerous groups including Central Connecticut State University, Southern Connecticut State University, The Foote School and High School Girls Swim and Dive Team. A contract with Bloomfield Youth Services will also involve several groups from that community throughout the year.

September 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	48	57	70	62
Positive Youth Development	265	285	893	1211
Youth Works (Job Bank)	3	2	8	9
Information and Referral	455	411	1253	982
Social Casework Cases Under 55 = 39 Over 55 = 70	109	83	110	114
Food Bank Households	129	144	411	327
Special Needs	13	22	60	44

SENIOR AND DISABLED CENTER

- On September 25th the Central Connecticut Health District sponsored a lunch and learn program which included a presentation from the Lung Association about the importance of flu vaccination.
- The first of two flu shot clinics in Newington was held at the Center on September 30th. (The second clinic, scheduled October 16th was cancelled on October 14th as the CCHD ran out of vaccine).
- The Center learned late in the month that the funding for the Out of Town Medical Transportation Program provided through a regional effort with Wethersfield and Rocky Hill was included in the State Budget and that the program would resume on October 1st.
- Center staff met with G.W. Frazier, the Executive Director of the ITN Central Connecticut. This agency provides volunteer based transportation to older adults and people with low vision through an innovative model piloted through a state grant. ITN will soon be available to serve Newington residents and the Center is collaborating with them to promote the program to both potential volunteers and passengers.
- The Center hosted a regional tournament as part of HealthNet's Senior Wii Bowling State Challenge on September 8th. The Newington WiiTirees, won and will advance to the next round which will be held on Oct. 8. Competing teams came from Wethersfield, Berlin and South Windsor.
- Two Wii Bowling Teams also attended the inaugural CT Sun Wii Bowling Tournament on September 9th.
- Rita Ornelas, a volunteer from the VA Hospital began leading free weekly collage workshops on September 14th.
- A new six week Brain Fitness session started this month.
- On September 29th Newington Health Care Center sponsored a program that explained some of the basics about Medicare in general and specifically what is and isn't covered in skilled nursing facilities.
- Dental Cleaning Clinics were held on September 2nd and 3rd. These clinics, coordinated by the Central Connecticut Health District, are federally funded through a grant from the North Central Area Agency on Aging.
- A new decorative tackboard was installed in the cafeteria as part of an effort to improve the dining experience for participants. The boards will be the site of visiting art shows.
- Social Worker Teri Snyder handled seven new referrals, with a total of 40 unduplicated cases, which included five home visits. Cases varied with help for basic needs such as energy assistance, financial assistance, home healthcare or home support needs, to information on respite care programs, transportation options, nutrition (SNAP) and housing.
- Karen Halpert began taking applications for the Energy Assistance Program this month. Working through the Community Renewal Team and assisted by volunteer Anette Urban, this is one of the most utilized services at the Center.
- The Center currently has 1697 paid members, an increase of 54 from last month. An additional 571 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,210 hours of volunteer service was performed by 78 volunteers in the month.
- There were 44 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2,887. Actual attendance is higher as many participants still do not sign in.

PARKS AND RECREATION

Administration

- Parks and Recreation Superintendent Bruce Till attended the New England Park Association Conference in September.
- The Superintendent responded and has received information on a bench marking study that was conducted by the Town of Groton. The budget study compared the Town of Groton with five other communities in Connecticut
- The Superintendent met with other department heads in regards to the Annual Waterfall Festival.
- The Superintendent held meetings with representatives of Milone and MacBroom and the Synthetic Turf Field sub-committee.
- The Superintendent held several meetings with various youth sport organizations.

Recreation Division

- The Fall Program Guide was distributed as an insert in the September Issue of the Newington Life.
- Some Fall programs have already begun, including Music Together, T'ai Chi, Pilates, Art classes, Tennis lessons and Self Defense. Other programs will begin in October.

- New programs this Fall include Zumba, the newly revised American Red Cross Learn-To-Swim program, Social Networking and Online Marketing for Offline Businesses.
- S. Glasson and B. Till met with the Newington Children's Theatre Company on September 25th regarding their proposal to offer classes through Parks and Recreation.
- J. Lee working with Silver Mill Tour Bus Company has added eight new bus trips this fall.
- The Teen Center is now open to teens in grades 7 through 12 who live or go to school in Newington. Teen Center staff training was held on September 24th.
- Staff is working with Finance to create a new Chart of Accounts more conducive to budgeting/reporting needs of the Department.

Parks and Grounds

- Preparations for the opening of the school year finished early in the month. Grounds were pruned, weeded and playground chips were applied as needed.
- Another run through was made with the boom and flail mowers to minimize visibility problems and to widen the roadways throughout the Town.
- Staff repaired flooding problems at Legends Field by cutting out the affected areas and filling them with stone dust to help reduce the mud problem.
- Grounds work has begun at the library. The vines were pulled off the building, the beds were weeded and the stump from the beech tree was ground to prepare for further plantings, etc.
- Extensive work was done to help cure the algae and duckweed problem at Churchill Park. Lester Daigle and Ben Brietkreutz excavated and installed an inlet water level control structure. Work is continuing at Beechwood Park. More equipment has been installed and a pathway into the play area was created.
- In accordance with the annual playground safety report compiled by Playground Medic, the parks' crew has eliminated all the class A hazards (the most serious hazards) at the various parks.
- There were 10 internments in town cemeteries this month.
- Division personnel were offline a total of 17.25 days this month.

LIBRARY

- The annual Library Board of Trustees meeting was held, at which new officers were elected; Eric Rothausser as President, Paul Crosswaith as Vice President, Judy Igielski as Secretary, and Iris Larsson as Treasurer. Honorees included Brian Wood, the Mandells, and Maureen O'Connor Lyons. Guido Giantonio was inducted into the Legacy Society for his many years of race sponsorship. Mystery author Maggie Sefton was the guest speaker.
- Library administrators began working with *Kaestle Boos Associates* as a formal expansion study got underway. Through the next several months, architects and designers will lead us through the steps to the final outcome- a building plan for the future of LRW.
- In September, the *Overdrive Downloadable Books Company* came to town, including Newington on its only Connecticut stop. This mobile unit offered interactive displays and instruction for people who are interested in using the service that this Library provides. Over 100 people took advantage of this unique opportunity, and *WFSB- Channel 3* even included it on its evening broadcast.
- The Library was well represented at the Waterfall Festival, as Library Director Marian Amodeo and staffers Karen Benner and Cynthia Wolcott headed up the Chalk Art competition organization once again. The artists were the best yet, and a big draw to this community-minded annual event. The Friends were front and center, selling books and other items from their booth as well.
- Traditional circulation of library materials was 32,460, a 6% increase over that of last September. 20,304 people entered the building during the month, a 7% increase from last year. 7,665 reference books were accessed remotely, and 12,718 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 337 times. 123 books were downloaded from the Library's website for a total of 53,303 items checked out or used by library patrons 1,118 items were added to the collection, and 364 items were mended by volunteers who logged in 114 hours doing this task as well as many other behind the scenes processing tasks.
- Programming for children included 24 events for nearly 2,364 children. Highlights were the summer reading recognition assemblies where summer reading certificates for children who completed the program were handed out in the elementary and middle schools, *Play for All*, child care outreach and story hours.
- Adult and teen programs numbered 11 to a combined audience of 364. Program highlights include *Brown Bag it with Art* with guest speaker Stephen Cook, Head Curator for the *Mashantucket Pequot*

Museum and Research Center, the lively Mariachi Band- *Fiesta del Norte*, the digital bookmobile, several book discussions and a visit from mystery author Maggie Sefton.

- Programs and services offered to those people seeking jobs continue to be extremely well-attended. *Helping You & Your Family Get Through Difficult Economic Times*, *Learn How to Use Indeed.Com*, and *Career & Life Planning for Age 50 & Beyond*, were the offerings for September, along with two meetings of the job seekers support group. 85 people attended these programs. The series will continue through June.
- 5,807 reference questions were answered, an 11% increase from last September. Library webpage hits this month were 5,698. 3,422 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Divorce support groups in the area.
 - Cardiac and thallium stress tests.
 - How to remove mildew from a car seat.
 - Pictures of the Old State House.
 - Book on making dollhouses.
- IST projects this month included creating the first screencast for the library webpage pages that demonstrates how to renew materials online. This short instructional video is now available on the library website.