



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: January 21, 2011
Re: Monthly Report – December 2010

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various meetings of the CRRA and CRCOG.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Clem Lemire turf field project, Town Hall space needs, and the Capital Improvement (CIP) Committee.
- Mr. Salomone and Finance Department staff met with various department heads to discuss CIP funding requests.
- Mr. Salomone collaborated with the Library Board of Directors to continue with the Library Director hiring process.
- Mr. Salomone interviewed several candidates for the Police Recruit position.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents to address various issues and concerns as needed.

Paid overtime during the month of December 2010 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 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	16.4	\$809.91
Weekend Standby and Call-In	16.0	674.84
Snow (Includes Equipment Preparation)	219.1	7,108.24
Road Maintenance	0.0	-
Traffic Division	4.0	156.00
Landfill	9.3	454.95
Leaf Collection	<u>371.1</u>	<u>15,010.41</u>
Total	635.9	\$24,214.35
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Leaves	10.5	\$399.56
Cemetery	9.5	364.01
Snow and Ice	26.5	1,148.85
Miscellaneous	24.0	964.35
Total	70.5	\$2,876.77

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 2,764.28	\$ 3,976.00	\$ 4,048.08
Patrol	554,004.00	309,549.15	580,294.00	265,890.58
Investigation	74,110.00	33,745.57	76,691.00	34,191.83
Communication	111,426.00	81,381.89	112,132.00	57,934.41
Education/Training	103,603.00	50,713.20	103,603.00	24,210.93
Support Services	37,985.00	16,190.32	39,071.00	17,521.58
Animal Control	12,144.00	3,373.61	12,144.00	4,067.46
Total	\$ 899,733.00	\$ 497,718.02	\$ 927,911.00	\$ 407,864.87
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 10,597.26	\$ 28,109.00	\$ 9,664.59
Snow and Ice Control	132,349.00	17,572.64	132,349.00	49,486.31
Traffic	8,345.00	3,258.45	8,345.00	2,078.40
Vehicles and Equipment	28,185.00	14,208.74	28,185.00	9,038.95
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 89,545.48	\$ 251,985.00	\$112,624.59
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 52,845.54	\$ 130,547.00	\$ 68,221.14
Cemeteries	14,893.00	6,161.55	14,893.00	4,387.88
Total	\$ 145,440.00	\$ 59,007.09	\$ 145,440.00	\$ 72,609.02

Police Department Overtime

- Comparison - November to December 2010
 - OT November: \$89,619 - 2 paychecks, 1 holiday
 - OT December: \$137,711 - 3 paychecks, 2 holidays
 - Total increase: \$48,092
- December represents 3 pay periods, resulting in three paychecks. This also includes two holidays (Thanksgiving and Christmas). In comparison to November, the average biweekly overtime is consistent (approximately \$45,000 per pay period). There are currently three individuals on light duty and two vacancies (an officer and a dispatcher).
- Administration overtime of \$496, no increase over November.
- Patrol overtime of \$80,965 was an increase of \$33,900. This increase includes a 3rd paycheck for December and two holidays. Overtime included a mandatory Sergeants meeting, \$22,000 for holiday pay, and time off.
- Detective Division Overtime of \$7,422 was a decrease of \$1,767, due to fewer investigations requiring overtime, less overtime in Holidays worked, and some overtime for background checks for new candidates.
- Communications overtime of \$23,051 was an increase of \$8,925 due the 3rd paycheck with overtime, 2 holidays, and the dispatcher vacancy.
- Education overtime of \$19,020 was an increase of \$5,125 due to CPR training, COLLECT training, and MRT training that occurred in December.
- Support Services overtime of \$6,385 was an increase of \$1,889 due to the 3rd paycheck of overtime that included Holiday pay, and the Stuff a Cruiser event.

PERSONNEL

- Michelle Royer was promoted to the Librarian I position, effective January 3, 2011
- An internal union posting for the Library Technician (T1) position was posted on December 28, 2010 with a closing date of January 5, 2011.
- Thomas P. Ganley was appointed to the position of Police Officer on December 20, 2010, with a starting date to be determined in January 2011.

PURCHASING

- RFP No. 2, 2010-11 – Synthetic Turf Athletic Field was posted on November 24, 2010 with a closing date of December 9, 2010.
- RFP No. 3, 2010-2011 - Architectural Services - School Roof Replacement was posted on December 23, 2010 with an addendum on December 28, 2010 and a closing date of January 13, 2011.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The fifth month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for November 2010 were \$656,159. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through November 2010</u>		
	Town	Board of Education	Total
Estimated Claims	916,830	3,360,505	4,277,335
Actual Claims	903,725	2,799,080	3,702,805

FACILITIES MANAGEMENT

- The facilities group completed 61 formal work orders during the month of December at the various Town Buildings.
- Electrical and control work required for the new HVAC equipment installations began in December and equipment deliveries have been scheduled for a mid Jan. installation.
- Ongoing roof repairs continue throughout the Town Hall on an as-needed basis when leaks occur. There is no solution for this issue short of roof replacements. A plan to replace the roofing will be submitted to the CIP committee.
- A plan to continue work on the third large storage building at the parks garage has been developed to begin spring repairs.
- Bi-weekly reviews have been held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has been a very positive and noticeable difference at all locations to date.
- Equipment selections for the chiller replacement at the Senior and Disabled Center were submitted for review and approved at month end. Work on this project began with the removal of exterior controls and piping to the existing chiller in preparation for the new equipment. A new water heater was also installed for the West end bathrooms.
- New energy efficient exterior lighting was installed around the perimeter of the main garage building at the Highway Garage.
- Preliminary plans have been reviewed for the renovation of two areas of the Town Hall if approved by Town Council.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 22 requests for service via the Internet, blocked 58,692 unsolicited SPAM email messages from being delivered, blocked 61 virus/ Trojans, 7 blocked spyware infections and 39,818 intrusion detections from impacting the Town's network infrastructure
- Completed 87 formal work orders
- The Town's website had approximately 16,218 visits during the month, 43,431 page views with an average of 2.68 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage/ On-Line Property Record Card and Site Search were the most frequently visited pages
- Mr. Neil David, Network Administrator and Mr. Scott Hoagland, Application/ Network Specialist worked with an outside vendor on the Town's Citrix server environment
- Mr. Paul G. Boutot, Director of Information and Technology met with the Board of Education and Highway Department to discuss the possibility of installing an enterprise fuel management system that could be used for all town vehicles
- Mr. Boutot and Mr. Hermas Lavoie of the Highway Department worked with an outside vendor on the installation/ configuration of new mobile data terminal (MDT) mounts
- Mr. Neil David and Mr. Thad Dymkowski, GIS Technician, interviewed Ms. Erika Turner, a junior at Central Connecticut State University (CCSU), for placement as an intern within Information Technology
- Information Technology staff prepared 2011-2012 operating budget
- Provided GIS mapping services for a resident request
- Provided GIS mapping analysis for vacant land and open space inventory
- Mr. Dymkowski attended the Open Space Committee meeting to provide GIS services
- Provided GIS mapping services for Central Connecticut Health District

- Provided GIS mapping support for Assessor's revaluation data
- Mr. Dymkowski participated in CT GIS Council activities
- Mr. David, Mr. Hoagland and Mr. Dymkowski deployed thin client computers at Fire Headquarters, Fire Companies 1-4, Parks and Grounds and the Highway Department
- Completed GIS data update for building footprints and initiated data update for paved surfaces and road centerline
- Configured and tested Blackberry GIS application
- Mr. Hoagland performed a motor vehicle update for the Assessor's Office
- Mr. Hoagland restored lost data files for the Assessor's Office
- Mr. Hoagland began the process of building a network image of the Police Department's new mobile data terminals

FINANCE

Accounting and Administration

- Analysis was prepared for the Town Council's CIP Committee which met on December 1st.
- The 2009-10 audit was completed and filed within the December 31st deadline.
- On December 20th, the Employee Insurance and Pension Benefits Committee met to review a proposed ordinance and the related OPEB Trust agreement.

Major grants received during the month include the first installment of the Pequot Grant in the amount of \$76,918, the Elderly Circuit Breaker in the amount of \$255,667, and the Manufacturer's PILOT in the amount of \$758,790. 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)
12/31/2010

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2010-11	<u>Actual</u> Year to Date	
General Fund	\$200,000	\$55,742	\$33,503,132
Special Revenue Funds	2,400	2,294	1,334,200
Capital Projects Funds	867	528	445,864
Internal Service Fund	11,497	4,529	4,582,887
Trust and Agency Funds	4,500	1,721	1,600,556
TOTAL, ESTIMATED BY FUND			\$41,466,639

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
12/31/2010

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> Month	<u>Last</u> Month	<u>Current</u> Month	<u>Last</u> Month	
STIF	0.22	0.22	2,686	2,686	15,134,758
CLASS PLUS	0.17	0.17	619	619	4,031,243
Bank North	0.35	0.35	6,381	6,381	22,193,084
Sovereign Bank	0.20	0.20	18	18	107,554
Total Outstanding Investments					\$41,466,639

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the existing computer assisted mass appraisal system through the end of December.
- Personal property declarations were received from some 1,100 businesses. Assessor's office staff entered over 300 declarations into the personal property CAMA system. There are about 100 companies that have failed to file.

- The 2010 motor vehicle list was priced and entered into the database. The 2009 Supplemental Motor Vehicle list was completed and released to the Collector for billing.
- Sixty percent of changes to real estate following inspections in the fall were entered in the database. At this time data is entered into two databases, the current IAS World and the soon to be released Vision system.
- The 2011 revaluation is on schedule. The process will be ongoing through December 2011.
- Work on the 2011 revaluation continued:
 - Pictures were completed for all real estate parcels and 90% of those pictures were entered into the database.
 - Conversion issues with new software program were identified and continue to be worked on.

Revenue Collector

- Revenue Collections for December for Real Estate, Personal Property & Motor Vehicles amounted to \$6,953,374. The Supplemental Motor Vehicles collections \$132,448 while \$33,086 was collected for back taxes.
- December's collections for the 2009 Grand List were 2% lower than last year.
- Legal Notices were published for the Supplemental Motor Vehicle and second installment for the Real Estate and Personal Property taxes. A news release was also sent to the Newington Town Crier which will be published as a reminder taxes are due in January.

TOWN CLERK

- There were 562 documents filed on the land records during December. \$28,783 was collected for State conveyance tax and \$11,553 was collected in Town conveyance tax.
- The largest property sale was for \$1.4 million at 15 Holmes Road from Newell & Clifford Partnership to Stamm, LLC.
- The office documented 221 releases, 155 mortgages, 72 liens and 57 deeds.
- Staff certified 122 copies of vital records, seven cremation certificates and 14 burial permits.
- Five survey maps and 11 Notary Public commissions were catalogued.
- The Town Clerk worked closely with the UCONN intern, Sarah Geary, to produce the second NCTV show highlighting a food inspection for a local restaurant. Greg Mattus from the Central Connecticut Health District was instrumental in assisting them.

DATA SUMMARY December 2010				
	<u>December-10</u>	<u>December-09</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	562	519	3317	3330
Dog Licenses Sold	15	18	397	411
Game Licenses Sold	45	57	310	377
Vital Statistics				
Marriages	12	22	112	137
Death Certificates	39	27	157	166
Birth Certificates	14	25	103	128
Total General Fund Revenue	\$ 29,990.70	\$ 39,447.33	\$228,566.47	\$266,592.27
Town Document Preservation	\$ 964.00	\$ 916.00	\$ 5,953.00	\$ 6,018.00
State Document Preservation	\$ 964.00	\$ 916.00	\$ 6,028.00	\$ 6,024.00
State Treasurer (\$26 fee)	\$ 17,352.00	\$ 16,488.00	\$105,794.00	\$108,206.00
Locip	\$ 1,446.00	\$ 1,374.00	\$ 8,817.00	\$ 9,018.00
State Game Licenses	\$ 674.00	\$ 1,655.00	\$ 3,442.00	\$ 5,828.50
State Dog Licenses	\$ 113.00	\$ 152.00	\$ 2,389.00	\$ 2,490.00
Dog Licenses Surcharge	\$ 44.00	\$ 56.00	\$ 846.00	\$ 902.00
Marriage Surcharge	\$ 114.00	\$ 190.00	\$ 950.00	\$ 1,444.00
Grand Total	\$ 51,661.70	\$ 61,194.33	\$362,785.47	\$406,522.77

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. The four who received Conditional Offers of employment have continued with the final testing exams and interviews with the Town Manager and Chief. A final decision has not been made yet. Six other candidates have had backgrounds completed and are expected to move forward in January.
- Patrol Calls for December are as follows:

ALARMBURG	148	F/HAZMAT	3	MVCOMPLAINT	35
ALARMHOLD	12	F/OTHER	10	NEIGHBOR	5
ANIMAL	10	F/STRUC	10	NOISE	15
ASSAULTIP	3	F/VEH	1	NOTIFICATION	5
ASSAULTREP	6	F/WATER	4	OPENDOOR/WIN	6
ASSIST	26	FINGERPRINT	14	PARKINGVIOL	14
BADCHECKNSF	2	FIREWORKS	1	PROPFOUND	8
BREACHIP	7	FOLLOWUP	72	PROPLOST	5
BREACHREP	3	HARASSMENT	20	RECOVEREDMV	1
BURGIP	3	HAZARD	41	SERVSUBPOEN	5
BURGREP	3	ILLEGALDUMPING	1	SERVWARRANT	18
CARSEAT	3	INTOXICATED	14	SEXASSAULTRE	1
CHECK	73	JUVCOMP	14	SHOTS	1
COURT	21	LAND/TENANT	4	SPECDETAIL	44
CRIMMISIP	1	LARCFROMMV	14	STOLENMV	6
CRIMMISREP	12	LARCIP	23	SUDDENDEATH	2
CSO	5	LARCREP	37	SUICIDE	1
CUSTOMERIP	2	LOCATION	48	SUSPICIOUSIP	82
CUSTOMERREP	2	LOCKOUTMV	4	SUSPICIOUSREP	39
DOG	27	LOCKOUTRESID	4	TESTPOLICE	3
DOMESTICIP	23	M	204	THREATREP	1
DOMESTICREP	13	MISSING	7	TOBACCO	2
DRUG	5	MVABAND	4	TRAFFIC STOP	389
DUI	6	MVAEVADING	22	TRESPASSIP	3
EDP	17	MVAINJURY	20	TRESPASSREP	3
ESCORT	33	MVAPROP	125	TOTAL FOR NPD	1,985
F/ALARM	19	MVASSIST	85		

Patrol Calls and Investigations

- Evening shift patrol officers responded to a six car motor vehicle accident with injuries on the Berlin Turnpike near Pascone Place. Upon arrival it was determined that a large commercial motor vehicle had rear ended another vehicle causing a chain reaction of collisions. The operator of one of the involved vehicles needed to be extricated by the Newington Volunteer Fire Department which was dispatched to the scene along with multiple ambulances from AMR and Newington Volunteer Ambulance Service. The operator of the commercial vehicle was arrested at the scene for DUI.
- An evening shift patrol officer stopped a vehicle on Fenn Road after observing the operator commit a traffic violation. Further investigation, including a search of the operator and the vehicle, led to the discovery of a large amount of cash as well as marijuana which appeared to be packaged for sale. The operator was charged with Possession of Less Than 4oz of Marijuana, Possession of Drug Paraphernalia, and Possession of Marijuana With Intent to Sell.
- A complaint was received by the Newington Police Department regarding threatening remarks made to staff at the Town Hall. Following an investigation by patrol officers, a suspect was identified, located and arrested. The suspect was charged with Breach of Peace and held on a \$25,000.00 bond.

Detective Division

- Handled 70 investigations, 52 remain ongoing and 18 were closed by investigative methods.
- In early December the US Postal service intercepted a package that was slated for delivery in Newington. The package was believed to contain drugs. A Postal Inspector contacted Detectives with the information. Subsequently, a police drug detection K9 alerted on the package. A federal search warrant was obtained for the package. A search of the package revealed it contained more than a pound of Marijuana. A controlled

delivery of the package was made by Detectives and the Postal Inspector at a Newington address. Subsequently, two individuals were arrested for drug charges.

- Served 23 arrest warrants, 18 by Patrol Officers and 5 by Detective Division personnel

Community Service Officer (CSO)

- On 12/04/10, CSO Officer Jamie Cipolla, CSO Supervisor Sergeant John Zematis, Detective Will Jordan and SRO Officer Tim Cunningham, along with numerous volunteers, participated in the annual Newington Police Stuff-A-Cruiser Toy Drive event. The one day event was held at Wal-Mart and resulted in over 3,700 toys being collected, as well as monetary donations of approximately \$3000. This year's event was supported by numerous local businesses, including Wal-Mart, Public Market, and Outback Steakhouse.
- Attended the monthly Newington Chamber of Commerce Meeting. Among the discussion was the Police Department's renewed effort to enforce the two (2) hour parking limitations within the Market Square Business Area. CSO Officer Cipolla distributed letters to each Newington Business affected by these parking regulations. This renewed commitment is being facilitated at the behest of the Newington Chamber of Commerce.

**UCR/NIBRS Selected Crimes
Preliminary November 2010 November 2009**

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	5	\$300	4	\$4,629
Assault	11	-0-	3	-0-
Burglary	10	\$11,103	10	\$13,820
Larceny Theft	31	\$8,900	68	\$20,551
Auto Theft	2	\$12,000	6	\$16,078
Totals	60	\$33,938	91	\$55,078

- In November 2010 the Police Department arrested 70 adults: 2 for robbery, 10 for assaults, 4 for burglary, 3 for forgery/fraud, 3 for vandalism, 7 for narcotic violations, 1 for offenses against family & children, 8 for DUI, 10 for larcenies, 3 for disorderly conduct, and 19 for other miscellaneous offenses. The Department also referred 10 persons under the age of 18 for criminal acts; 2 for assaults, 2 for burglary, 2 for larceny, 1 for disorderly conduct, and 3 for other miscellaneous offenses.

FIRE DEPARTMENT

	December 2010	6 Month Total
Residential	25	100
Commercial, Industrial, Office	2	17
Hospital, School	0	8
Vehicle	3	13
Rescue, Police Assistance	3	17
Dumpster, Rubbish, Grass, Brush, Leaves	2	22
Hazardous Materials/Clean up	1	15
Investigative Alarm	25	143
False Alarm	0	0
Mutual Aid/Standby	0	15
Carbon Monoxide Investigation	1	6
Water Related Incidents/Pump-Outs	0	0
Total	62	356

Training Summary

Multi-Company Training	Skill Stations: 1. SCBA 2. Equipment Inspection 3. Haz/Mat 4. Ropes & Knots	32 Members	80 Hours
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Officer's Training	Strategies and Tactic	37 Members	81 Hours
Target Safety	Driver Safety	52 Members	416 Hours
Firefighter I & II Class		8 Members	1,616 Hours
Total			2,193 Hours

FIRE MARSHAL

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

Inspections	19
Inspection Follow-Ups	48
Plan Review	05
Job Site Inspections	11
Underground Tank Removal	00
Fire Investigations	02
Fire Alarm Trouble	01
Complaints	01
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

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

Fire Marshal's Activities:

- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Participated in a Department of Emergency Management & Homeland Security "Conference Call" to review Holiday Safety concerns and suspicious activity reporting procedures.
- Attended the quarterly meeting of the Town Employee Health and Safety Committee at Town Hall.
- Coordinated the reprogramming of the towns portable ITAC/ICALL radios for the Department of Emergency Management & Homeland Security.
- Participated in a Department of Emergency Management and Homeland Security "Conference Call" to review planning and emergency preparations for the December 26th Nor'easter.
- Attended the bi-monthly meeting of the Newington Volunteer Ambulance Corps Board of Directors.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at the Old Firehouse on Main Street.
- Attended the Annual Memorial Service for Police Officer Peter Lavery outside the front entrance to police headquarters.

HIGHWAY DEPARTMENT

Administration

- Prepared 2011-2012 annual budgets
- Attended CCSWA meeting
- Coordinated electronic recycling training session
- Met with residents to discuss issues and concerns

Roadway Maintenance

- Crews completed spot checks of additional leaf collection to complete Annual Leaf Program
- Assisted mechanics in preparing snow plowing trucks and equipment
- Prepared sand barrels in various locations throughout Town in preparation of winter season
- Continued with patching of potholes in various locations
- Hauled out excess landfill material
- Crews trimmed branches/limbs from roadside
- Began annual flail mowing of Piper Brook
- Crews dispatched 3 times for the month for snow/ice conditions
- Repaired mailboxes damaged due to storm plowing operations
- Personnel attended electronics recycling training session

- Cleaned and repaired various catch basins throughout Town

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted the Police Department with speed box relocation
- Assisted Highway crews in snow plowing operations

Fleet Maintenance

- Completed scheduled maintenance and emergency repairs
- Continued to prepare snow plow trucks and equipment for winter season
- Outfitted new police K-9 vehicle
- Retrofitted truck #317 with new stainless steel conveyor and frame
- Assisted highway crews in snow plowing operations

Sanitation/Recycling/Landfill

- Scheduled 633 residential bulk items for collection
- Scheduled 72 condominium bulk items for collection
- Scheduled 31 condo/residential scrap metal items for collection
- 3,558 tons of cumulative Municipal Solid Waste was collected from July 1 – November 30, 2010
- 1,152 tons of cumulative recyclables was collected from July 1 - November, 30, 2010
- 532 mattresses collected from July 1 – November 30, 2010
- Issued 15 permanent landfill permits and 3 temporary permits
- Coordinated the placement of 40 foot container for the storage of recyclable electronics at the transfer landfill

ENGINEERING DEPARTMENT

- During the month of December, the Engineering Department issued nine excavation permits as follows:
 - 1 Test borings for MDC water line
 - 1 Excavation for conduit at Constance Leigh
 - 4 Gas lateral services
 - 3 CATV services
- Reviewed plans and details prepared by Milone & Mac Broom for the Market Square Streetscape Project.
- Procured approval from the Inland-Wetlands Commission for the Clem Lemire Turf Field Project.
- Along with representatives from Bolton, East Hartford, and Manchester, finalized the listing of needs for a pilot program to automate Inland-Wetlands applications.
- Finalized a layout for improving traffic flow in front of the library on Mill Street and increase parking.
- Submitted and received from the Department of Transportation, a reimbursement request for inspection services performed for the Kelsey/Church Street project totaling \$26,689.21.

TOWN PLANNER

TPZ Commission

On December 12th the Town Plan and Zoning Commission held its annual meeting and elected Dave Pruett, Chairman; Michelle Camerota, Vice Chairman; and Robert Schatz, Secretary.

The U.S. Department of Veterans Affairs “Victory Gardens” site plan Notice of Approval was published and no appeal has been taken. The project’s consultant submitted their traffic report to the State Traffic Commission for a determination of impacts on adjacent State Route 173, Willard Avenue. On December 15th, the Town Planner wrote to the State Traffic Commission requesting their review to consider the re-timing of the signals at Veterans Drive and Alumni/Fisk Drive to better manage the heavy morning traffic going into the high school parking lots.

On December 21st Chairman, Dave Pruett and Town Planner, Ed Meehan accompanied Town Attorney, Ben Ancona to New Britain Superior Court and reported that the Town Plan and Zoning Commission would not reinstate auto related uses in the Zoning Regulations. The Commission’s position is that auto related uses are adequately provided for in the industrial zone districts while existing uses are protected as legal non-conforming uses. The judge referee informed Wex-Tuck Realty, LLC that it will need to pursue its appeal if it wishes to challenge the Commission’s decision.

Downtown Revitalization Committee

The Downtown Revitalization Committee met December 20th and agreed to direct the Market Square project engineer, Milone and MacBroom, to proceed to prepare draft bid documents based on the entire concept design Option 2A, two way traffic and sidewalk widening by 3 feet on each side. Once the draft construction plan and bid form is completed, the Committee will have a more realistic project cost estimate which then can be adjusted to by changing the scope of work and possibly advertising some improvements as bid alternates. The preparation of the draft bid is expected to take approximately six weeks.

Affordable Housing Monitoring Agency

On December 14th the Monitoring Agency met to review the status of home purchases at Hopkins Village and elect officers for 2011. Sharon Braverman was elected Chairman. During 2010 there were six properties sold, the highest level of resales since this deed restricted affordable development was opened in 1997. Resale values ranged from \$194,900 to \$240,000. One of the transfers was a foreclosure.

Economic Development Commission

The Economic Development Commission met December 1st and elected Thomas Shields, Chairman; Greg Polk, Vice Chairman; and Michael Gerhart, Secretary. The Town Planner reported that the industrial park signs at Holmes Road and Mountain Road have been refaced with new Town seals and repaired as needed. The possible replacement of the Costello Road industrial park sign with a multi business directory sign at the corner of the Berlin Turnpike has been thwarted by the lack of support by corner property owners who are concerned that a directory sign would block their sign's visibility. The idea of a Costello Road directory sign was proposed by the Footprints store, who agreed to pay for the majority of the cost if a mutually agreeable location was found.

Open Space Committee

At its December 16th meeting, the Open Space Committee received a presentation from GIS Technician Thad Dymkowski who created several spatial layers of digital mapping to illustrate the environmental characteristics of the 61 vacant properties and the pattern of the existing protected open space parcels. The Committee will use this mapping to identify priority vacant parcels that through acquisition or regulation will further the implementation of the 2020 Plan of Conservation and Development.

BUILDING DEPARTMENT

- There were two Permits issued for single family housing. They will be built at 27 Deming Farm Drive, and 12 Deming Farm Drive.
- There was one Permit issued for a new commercial building. It was for 1300 Main Street, a new shell building and associated site development.
- There was one Permit issued for multi family housing. It was for 50 Mill Street Ext for construction of a new 32 unit elderly housing facility.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan: CRCOG Meeting – December 15, 2010
 - R. Smith: Smoking Rooms – December 21, 2010
 - A. Hanke: Smoking Rooms – December 21, 2010
 - D. Zwick: Smoking Rooms – December 2, 2010
- Building Department activity for the month of December was as follows: The Inspectors completed a total of 171 inspections. They were: Above Ceiling (2), Boiler (1), CO (18), Code (2), Decks (4), Drains (1), Electrical (29), Final (33), Footings (18), Foundation (5), Framing (10), Gas Line (9), Gypsum (4), Insulation (2), Mechanical (9), Plumbing (10), Roofing (2), Rough (6), Sign (1), Site Visit (3), Wood/Pellet Stove (2).

The total number of Building/Renovation Permits issued for the month of December was **121**, producing a total permit value of **\$5,636,563.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	21	454,200.00
DECK	4	5,400.00
DEMOLITION	1	1,500.00
ELECTRICAL	18	128,150.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00

FOOTING / FOUNDATION	1	2,800.00
FUEL TANK	2	4,295.00
GARAGE / SHED	2	4,169.00
MECHANICAL	31	240,099.00
NEW COMMERCIAL	1	336,000.00
NEW RESIDENTIAL	3	4,324,600.00
PLUMBING	23	42,200.00
POOL	0	0.00
ROOFING / SIDING	8	77,400.00
SIGN	6	15,750.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	121	\$5,636,563.00

The total Building income fees received in the month of December was **\$63,788.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$250.00, Environmental \$430.00, Conservation \$0.00, Zoning Board of Appeals \$20.00, Copies, Books and Maps \$41.00, Driveway / Excavation \$800.00, Engineering copies \$61.50, Gis \$53.00. The other total income was \$1525.50.

Below is a comparison of the Permit Values for December 2010 and December 2009:

	<u>2010</u>	<u>2009</u>
Value of Permits issued for December:	\$5,636,563.00	\$562,307.00
Fees for Permits issued for December:	63,788.00	7,671.00
Other income Fees for December:	1,472.50	787.00
Building Permits Issued for December:	121	129

Total Value of Permits and Permit Fees for the Fiscal Year:

<u>2009-2010</u>		<u>2008-2009</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$11,358,735	\$137,803.00	\$17,680,322.00	\$139,485.00

HUMAN SERVICES

- The Holiday Toy and Gift Program dominated staff time during the month with the distribution occurring on December 15, 16 and 17. A total of 402 households were served composed of 213 seniors, 403 adults and 376 children.
- Over 3200 toys and gifts were received as Newington organizations and residents were extremely generous though donations, contributions and sponsoring households. Every segment of the community was represented including business, schools, civic and religious groups, town departments in addition to many individual residents.
- Coordinator, Karen Futoma and Social Worker, Carol LaBrecque were assisted by other staff, student interns and over 40 volunteers who did an amazing job of preparing for and implementing the distribution.
- On December 28, the Human Rights Commission and the Library co-sponsored Storyteller, Mary Jo Maichack who provided a very entertaining diversity program for children, parents and grandparents. The Commission continues to plan for the second annual "Newington's Got Talent" with auditions scheduled for February 19 at Town Hall and the show slated for April 15 at Newington High School.
- The Youth-Adult Council continues to plan for the Super Hoop-La Basketball game scheduled for Friday evening, March 4. They are also exploring a safe driving program for parents and teens.
- This month staff handled 473 Information and Referral calls or walk-ins.
- The Food Bank assisted 146 households composed of 84 residents over age 55 and 236 under 55. The Outdoor Market co-sponsored with Food Share served 185 residents on three days this month. Dedicated volunteers continue to be the backbone of these programs.
- The Special Needs Fund approved 14 requests and the Clothing Closet served 27 households.

- ICAN (Interfaith Community Action of Newington) volunteers received 7 requests including transportation, housecleaning, shopping among others.
- The Social Casework Program had an active caseload of 101 with 25 new referrals. Social Workers handled a variety of presenting issues including financial and energy assistance, health and mental health and follow up on several police referrals.
- The Youth and Family Counseling Program had a caseload of 56 with 7 new referrals. There were 15 inactive and 7 closed cases. Coordinator, Christina Salvio and contractors provided 108 clinical therapy sessions and made 148 contacts with families and other agencies. Presenting issues included mental health, substance abuse, family conflict, domestic conflict, school performance and grief.
- The Juvenile Review Board handled three cases during December.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time staff, Michelle Pestillo and contractors involved 84 youth.
- The fall SCORE (Student Challenge of Recreation/Education) after-school program for middle school age youth completed the first cycle with 60 youth participating.
- The fourth cycle of ROPE (Rite of Passage Experience) for sixth grade students will continue in January.
- Youth Worker, Huggard took ten members of the High School Adventure Club indoor climbing at Prime Climb on December 16. The club has several excursions planned for winter and spring.

December 2010 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	56	59	105	91
Positive Youth Development	84	360	1720	1431
Youth Works (Job Bank)	3	4	25	19
Information and Referral	473	567	3221	2881
Social Casework Cases				
Under 55 = 63				
Over 55 = 38	101	122	267	241
Food Bank Households	146	115	942	755
Special Needs	14	14	99	92

SENIOR AND DISABLED CENTER

- The year ended on a festive note with parties and celebrations including the AARP's annual party at the Chowder Pot on December 15th and the Senior Club held a holiday party at the Senior and Disabled Center on December 20th.
- On December 7th Monsignor Bojnowski Manor and Advanced Home Health Care sponsored a holiday cookie social.
- On December 10th Newington Health Care sponsored a holiday party for more than 70 people featuring a chocolate fountain and an impressive array of items to dip.
- On December 2nd Judi Ann Lausier from Home Instead Senior Care demonstrated how to prepare an easy delicious meal for 1 or 2.
- The second in the "Sandwich Generation" evening series was offered on December 14th. This program is geared to adults with dependent children and aging parents who are looking for information about home care services. Eric Rodko, MSW, Regional Supervisor from Connecticut Community Care Inc. spoke about what home care is, what services are provided, who pays for it and other available resources. There are two more sessions in the series.
- There was a major roof leak in the Center's west wing this month creating a flood in the hallway and the office of the Central Connecticut Health District Coordinator. The roof is in poor condition and further leaks are anticipated.
- A hot water heater in the west wing was replaced. It was apparently leaking for some time.
- The Center's Book Club met and discussed the book *Something Missing* by West Hartford author Matthew Dicks on December 14th. The group is seeking new members.
- The open enrollment period for Medicare Part D continued through the end of the month and created an increased demand for assistance provided by the Social Worker, the Program Coordinator and CHOICES volunteers.

- Dial-A-Ride provided 1,302 trips in the month covering 3,848 miles.
- A total of 1,161.5 hours of volunteer service was recorded by 80 volunteers in the month.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2,093 by almost 520 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,778 paid members. An additional 926 people are registered for services (i.e. Dial-A-Ride, social work).

PARKS AND RECREATION

Administration

- Superintendent met with staff on a weekly basis regarding various work assignments and issues.
- Superintendent has been working on the Parks & Recreation 2011 – 2012 budget.
- The Building Committee is recommending and has approved Field Turf, XM65 Prestige for the synthetic turf portion of the Clem Lemire project.
- Superintendent met with the Chief of Police and a representative of Sonitrol to discuss proposals for placing cameras at Mill Pond Park and Churchill Park.
- Superintendent met with architect in regards to the RFP and project at Mill Pond Park.
- Superintendent met with residents to address various issues and concerns.

Recreation Division

- Registration for Winter 2011 programs has been ongoing throughout the month. Most Winter programs will begin the first week of January.
- Information is currently being compiled for the Spring 2011 Program Guide.
- Fourteen children participated in a successful Gingerbread House Workshop that was offered on Monday, December 9th.
- S. Glasson attended a Connecticut Recreation and Park Association Executive Board meeting on Tuesday, December 21st.
- S. Glasson continues to maintain a presence at the Senior & Disabled Center on most Thursday mornings. Many seniors have taken advantage of the opportunity to register for programs and ask questions on Thursday mornings.
- Recreational swimming was offered during Winter Vacation week from Tuesday – Thursday, December 28th-30th.
- Basketball Team Selection was held with over 100 volunteer coaches.
- Training was held for all Youth Basketball staff and coaches.
- Youth Basketball program began with over 600 children registered for Grades 1 through 8 (65 teams).
- Youth Basketball High School program began with approximately 65 students registered for Grades 9 through 12 (8 teams).
- Background checks have been completed for all volunteer Youth Basketball and Travel Basketball coaches.
- The Parks & Recreation and Newington Chamber of Commerce annual “Night of Lights” was held on December 4th in the center of town with approximately 500 – 600 people in attendance. The event combined the Wreath Lighting at the Waterfalls, the Tree Lighting on the Town Green, and the Holiday Carol Sing. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor Jeff Wright, John Salomone, our Volunteer Fire Departments, the Police Department, Reverend Kenneth Brookes, Kellapella and Newington High School singers, Newington High School Key Club and the businesses along Main Street.
- The Pictures with Santa event was held on the weekend of December 3rd and 4th. Approximately 300 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. Canned goods were also collected and donated to the Newington Food Bank.
- The 2nd Annual Sleigh Rides were held in Mill Pond Park on Saturday, December 4th. Over 300 people enjoyed a free horse drawn sleigh ride around Mill Pond Park. Canned goods were also collected and donated to the Newington Food Bank.
- There were two bus trips this month:
 - Christmas Spectacular at Radio City Music Hall, December 1st – 10 Passengers.
 - Dinner with Dickens & Bright Nights, December 10th – 22 Passengers.

Parks and Grounds

- Leaf removal was done as weather permitted and the four crew members assigned to the Highway Department returned early in the month.
- Division personnel prepared for the annual tree lighting on December 4th. Many new LED lights were purchased due to old, deteriorating light strands.
- Lout Tine (GKII) and Al Carney (GKI) attended the tree lighting and carol sing and constructed riser platforms for the Carolers as well as making sure all the lights, etc. functioned properly.
- The West Meadow Chapel was opened and set up for the Wreaths Across America Ceremony on December 11th. This ceremony is conducted by local veterans in conjunction with the nationwide Wreaths Across America effort.
- Concrete picnic tables were constructed and installed at the Churchill Park to replace those that had been vandalized.
- Benjamin Brietkreutz (GKIII) and Eric O'Neil (GKI) have begun replacement and updates to the playground at Starr Park.
- Parks personnel were required to respond to a couple of incidents of snow/ice removal this month.
- There were 10 interments in Town cemeteries during December.
- Division personnel were offline a total of 50.25 days this month.

LIBRARY

- Traditional circulation of library materials was 28,879. 15,748 people entered the building. Sundays continued to be popular with 828 people entering the building, a 17% increase. In addition, 1773 items circulated, which is a 31% increase over the same three Sundays last year. 3,259 online searches were completed in the library and 13,460 were accessed remotely. The children's book sites *Tumblebooks* and *Bookflix* were used 310. 139 books were downloaded from the library's website for a total number of 46,047 items checked out or used by library patrons. 1,267 items were added to the collection and 192 items were mended by volunteers who logged in 94 hours.
- December services for children included 41 programs to a combined audience of 906. Pre-school outreach, the Martin Kellogg Middle School Nutmeg lunch bunch, 3rd grade class visits, regular story based programs and the Parent Child workshop were offered to name a few. Vacation week specials included *Chilly Tales* co-sponsored by the Newington Human Rights Commission and featuring Mary Jo Maichack, the film *How to Train Your Dragon* and *Viking Mania 2*.
- 4,322 reference questions were answered. 2,832 hours were logged on the children's and adult/teen public computers. Museum passes were used 54 times, an 11% increase from the previous year.
- Topics of note that were researched this month included:
 - How to remove a water stain from a fabric chair.
 - Ratings of water heaters.
 - Readalike novels for Nicholas Sparks.
 - What makes a lunar eclipse?
 - How does air hold mass?
- During the month of December, the one month that programming slows down, adult programming offered 8 programs to 92 adults. In addition to a Holiday Greenery program, a job program titled "Your TRUE Identity" and four public computers classes on Word and Excel were featured. Teens were offered 6 programs and drew an audience of 45. Highlights included a Self Defense and Martial Arts workshop for teens and the ever growing and popular Animé club.
- Library webpage visits numbered 6,865, a 42% increase over last December. Areas of great interest included the Library & Research page and the Library Audio Books page. Online databases with the highest uses included Ancestry.com, Morningstar and JobsNow.
- The Friends recently funded a new online service available from the library website that we are very excited about called *Universal Class*. Newington residents with a valid library card may select from over 540 free online courses, earn continuing education units, and communicate with the teacher and fellow students, all online from home!
- IST projects this month: The e-Readers and MP3 player the library received as part of technology grant from the Hartford Foundation for Public began circulating to the public. Two additional Nook e-readers were purchased and will be pre-loaded with books for patrons to check out beginning in January.
- As tax season approaches, the library is once again taking the lead in the distribution of tax forms. This year for the first time, tax forms will not be mailed to households. As such, the library will act as the main clearinghouse for all state and federal tax forms in town. Hundreds of forms were and continue to be delivered and preparations for display, storage and upkeep of them during the next four months were made.

A prominent link from the library website directing patrons to the state and federal tax sights is being added for greater ease of use for patrons.

- The House Committee of the Library Board met with Lisa Masten and Lynn Caley for their annual walkthrough of the building and grounds. With the new cleaning service CW Resources, the cleanliness and shape of the building was much better than the previous year. In addition, Town facilities staff available to assist in building maintenance has helped as well. Shutters, the bike rack and the library sign need work or need to be replaced.
- The budget Committee of the Library Board also met with Acting Library Director Lisa Masten to discuss the budget request for 2011-2012. And the Library Board has begun planning for the 2011 Newington 5K Challenge road race to be held on May 15, 2011.
- The Friends continued to plan for their 50th anniversary celebration. The next big event will be a Wine & Cheese social that will feature musician Steve Casillas on January 21, 2011. The Friends are also working hard planning for the Golden Gala & Silent Auction to be held on June 18, 2011 at the Sphinx Shriners Temple banquet facility.
- In personnel, Michelle Royer was promoted to Librarian I in the children's department. She is filling the opening left when Pat Pierce was promoted to department head. The internal posting for Michelle's former position was posted at the end of December and the closing date is January 5th. The library director search continues.