



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: November 19, 2010
Re: Monthly Report – October 2010

GENERAL ADMINISTRATION

- Town Manager John Salomone meetings with CRRA and CRCOG, and also attended the annual ICMA National Conference.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Clem Lemire turf field project, winter planning for the municipal parking lot, and the CIP Committee.
- Mr. Salomone collaborated with the Library Board of Directors to continue with the Library Director hiring process.
- Mr. Salomone met with various VA Hospital and development officials regarding the proposed Victory Garden housing development located on VA property in Newington.
- 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 October 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	106.5	\$4,668.83
Weekend Standby and Call-In	16.0	637.08
Road Maintenance	31.3	1,214.34
Traffic Division	10.4	405.60
Landfill	0	<u>0.00</u>
Total	164.2	\$ 6,925.85
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	22.0	\$ 2,129.76
Football Game	8.0	395.84
Cemetery	40.0	1,643.80
Total	80.0	\$4,169.40

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	\$ 1,770.38	\$ 3,976.00	\$ 2,557.00
Patrol	554,004.00	181,516.35	580,294.00	156,583.33
Investigation	74,110.00	17,132.21	76,691.00	22,120.68
Communication	111,426.00	45,437.30	112,132.00	37,499.99
Education/Training	103,603.00	17,794.39	103,603.00	10,689.18
Support Services	37,985.00	5,306.34	39,071.00	12,123.93
Animal Control	12,144.00	2,650.76	12,144.00	2,858.82
Total	\$ 899,733.00	\$ 271,607.73	\$ 927,911.00	\$ 244,433.15
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 7,350.72	\$ 28,109.00	\$ 4,594.30
Snow and Ice Control	132,349.00	-	132,349.00	-
Traffic	8,345.00	2,551.25	8,345.00	2,078.40
Vehicles and Equipment	28,185.00	8,551.42	28,185.00	6,194.44
Leaf Collection	54,997.00	-	54,997.00	-
Total	\$ 251,985.00	\$ 18,453.39	\$ 251,985.00	\$ 12,867.14
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 32,912.72	\$ 130,547.00	\$ 44,821.95
Cemeteries	14,893.00	2,569.86	14,893.00	1,812.98
Total	\$ 145,440.00	\$ 35,482.58	\$ 145,440.00	\$ 46,634.93

Police Department Overtime

- Comparison - September to October 2010
 - OT September: \$86,203 - 2 paychecks, 1 holiday
 - OT October: \$74,033 - 2 paychecks, 1 holiday
 - Total decrease: \$12,170
- Admin overtime was up \$590 for October for FBI assignment.
- Patrol overtime of \$47,898 for October was down approximately \$7,700 due to fewer days of leave taken.
- Detective Division Overtime was down approximately \$4,700 due to fewer call outs.
- Communications overtime was down \$1,800 due to fewer days off in October.
- Education overtime was up \$300 due to fall firearms training.
- Support Services overtime was up \$2,000 due to Holiday pay.
- ACO overtime was down \$738 due to fewer call outs for service in October.
- One Community Services Officer and one dispatcher position were vacant in October.

PERSONNEL

- The Air Conditioning and Heating Control Mechanic/Facilities position closed on October 12. After a review of all 16 applications it was determined that none of the applicants met the minimum requirements for the position. The posting closed without an appointment and will be considered for reposting in the near future.
- On October 22, 2010 James Moynihan was appointed to the Public Safety Dispatcher position effective November 8.
- A job opening for a part-time (19 hour) Program Coordinator position in the Parks and Recreation Department was posted on October 5, 2010 with a closing date of October 22. Twenty-one applications were received and are in the process of being reviewed.
- A job opening for temporary/seasonal employees for the leaf removal program was posted on September 24 with a closing date of October 15. Two new seasonal employees were hired, the remaining positions were filled using returning employees from past leaf collection seasons.

PURCHASING

- Bid No. 2, 2010-11 – Highway Truck, was posted on October 18, 2010 with a closing date of November 3, 2010.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The third 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 September 2010 were \$707,177. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through September 2010</u>		
	Town	Board of Education	Total
Estimated Claims	550,098	2,016,303	2,566,401
Actual Claims	545,181	1,704,313	2,249,494

FACILITIES MANAGEMENT

- Roof drain and gutter cleaning was completed during the month and will be addressed again during November after the last of the leaves are down. Boiler maintenance was also completed at the Town Hall and the boilers were placed into service for the season.
- The facilities group completed 67 formal work orders during the month of October at the various Town Buildings.
- Major equipment submittals from the contractor were reviewed, approved and placed on order for the Library HVAC system upgrade project. Major construction will begin during November after receipt of equipment.
- 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.
- Exterior painting was completed on the two main parks buildings during October.
- 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 will begin after delivery of the new chiller in December.
- Design work for the installation of a portico at the bus loading area of the Senior and Disabled Center continues.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 34 requests for service via the Internet, blocked 51,681 unsolicited SPAM email messages from being delivered, blocked 918 virus/ Trojans, blocked 22 spyware infections and 41,681 intrusion detections from impacting the Town's network infrastructure
- Completed 100 formal work orders
- The Town's website had approximately 28,556 visits during the month, 70,748 page views with an average of 2.48 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage/ On-Line Property Record Card and Town Employment Opportunities page were the most frequently visited pages
- Assisted Registrar of Voter's staff with various projects for November 2, 2010 elections
- Provided technical assistance with the Police Department's license plate reader (LPR) system
- Provided Geographic Information Systems (GIS) mapping support for the following departments:
 - Highway Department (Traffic count map, Street Sign database)
 - Board of Education (Cul De Sac's)
 - Parks and Grounds (Cemetery Project)
- Incorporated utility data deliverable into existing town GIS
- Conducted and completed GIS to Computer Aided Mass Appraisal (CAMA) mismatch resolution
- Completed town wide planimetric (GIS) data update for buildings
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services and Mr. Thad Dymkowski, GIS Technician, attended the NEURISA GIS event

- Mr. Dymkowski participated in organizing Connecticut GIS Day event for the State GIS Council
- Mr. Boutot upgraded the Town's financial application (Munis Financials) to a newer version
- Installed new servers to support NCTV video streaming software and media encoders
- Started deployment phase of HP Thin Clients project, integrated work centers stands and LCD monitors
- Repurposed Cisco switches as redundant switching equipment
- Configured remote snapshot backups of new remote servers utilizing virtual storage appliances
- Updated firmware on Dell EqualLogic SAN to fulfill requirements of Tier 2 storage project
- Configured Library Patron workstations to use new integrated web security appliance
- Configured Citrix Client for Firehouse users to access new Financial applications remotely
- Configured wireless network access for Library Patron/ Public training laptops

FINANCE

Accounting and Administration

- The new release of MUNIS, the Town's accounting system, was successfully installed during the month. All staff was involved with the training and testing of the system's many modules. Paul Boutot, Director of Information Systems and Technology, was instrumental in the successful installation with minimal interruption to departments.
- With the deadline for the December 31 filing of the 2009-10 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.
- Instructions for the Capital Improvement Plan FY 2011-2012 through FY 2015-2016 were prepared and distributed to departments.
- On October 15th and November 5th, Ann Harter, Director of Finance attended Metropolitan District Commission 2011 budget workshops. The tentative MDC budget projects a 9% increase in Newington's share which amounts to an increase of \$405,000 for the FY2011-12 budget.
- On October 25th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program, Ms. Harter provided an overview of OPEB and Mark Shegoski and Ashley Martella of UBS reviewed the second and third quarter of calendar year 2010 results of the Town's pension funds.
- Ms. Harter attended the Connecticut Pension Plan Forum on October 27th.

The Town received the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$2,707,956. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
10/31/2010

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2010-11</u>	<u>Year to Date</u>	
General Fund	\$200,000	\$40,325	\$33,549,521
Special Revenue Funds	2,400	1,223	1,617,572
Capital Projects Funds	867	374	445,712
Internal Service Fund	11,497	3,123	5,187,670
Trust and Agency Funds	4,500	1,236	1,699,042
TOTAL, ESTIMATED BY FUND			\$42,499,517

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
10/31/2010

	<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	0.23	0.25	3,821	5,498	15,553,342
CLASS PLUS	0.17	0.18	640	640	4,657,880

Bank North	0.35	0.35	6,592	6,377	22,180,777
Sovereign Bank	0.20	0.20	18	18	107,518
Total Outstanding Investments					\$42,499,517

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 October.
- Personal property declarations were received from some 1,100 businesses. There are about 100 companies that have not filed yet. The Assessor's office entered over 500 declarations into the personal property CAMA system.
- Approximately 300 real estate properties were inspected for improvements per building permits. Real estate inspections will occur during October through December. These inspections will be added to the October 1, 2010 Grand List.
- The Assessor's office started training and using new CAMA software from Vision Appraisal. The Assessor's office will maintain a double entry into the old system and the new software to assure all changes have been made. Within the next couple of months Vision will replace the software made available to the public in the Assessor's office and on the internet.
- The 2011 revaluation is on schedule. The process will be ongoing through December 2011.

Revenue Collector

- The Tax Collections for the 2009 Grand List amounted to \$237,436. Prior year taxes amounted to \$45,959 of which \$3,251 was in Suspense Collections.
- October's Collections are in line with the prior year's taxes with a 53% collection rate.
- Alias Tax Warrants were given to the Constable for 62 businesses who are in arrears.

TOWN CLERK

- There were 477 documents filed on the land records during October. \$31,078 was collected in State conveyance fees and \$13,790 was collected in Town conveyance tax. Property transfers totaled \$5,515,550.
- The Etherington Family Limited Partnership sold property at 280 Hartford Avenue to The Accurate Threaded Products Company for \$700,000. There were four residential sales each over \$300,000.
- The office filed 166 mortgages, 189 releases, 47 deeds and 20 liens.
- 108 copies of vital records were certified, six Notary Public commissions were catalogued and five Trade Name certificates were recorded.
- Absentee ballots became available on October 1st. The office issued 650 ballots with a 90% return.
- Under the direction of the Town Manager, the Town Clerk worked closely with the Town Manager's intern, Sarah Geary, to format and to begin production of a new series for NCTV entitled "Town Hall TV". A lot of time was devoted to learning how to use the camera and edit the tapes. Heartfelt gratitude is extended to the volunteers at NCTV who shared their expertise and patience during this learning process. The first show is scheduled to air next month.

<u>DATA SUMMARY September 2010</u>				
	<u>October-10</u>	<u>October-09</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	477	521	2253	2292
Dog Licenses Sold	15	25	372	375
Game Licenses Sold	38	61	228	263
Vital Statistics				
Marriages	13	14	85	93
Death Certificates	19	31	84	112
Birth Certificates	25	16	75	78
Total General Fund Revenue	\$ 31,630.88	\$ 46,240.74	\$167,293.77	\$187,697.61
Town Document Preservation	\$ 914.00	\$ 994.00	\$ 4,031.00	\$ 4,186.00
State Document Preservation	\$ 914.00	\$ 994.00	\$ 4,096.00	\$ 4,192.00
State Treasurer (\$26 fee)	\$ 16,452.00	\$ 17,892.00	\$ 71,378.00	\$ 75,230.00

Locip	\$ 1,371.00	\$ 1,491.00	\$ 5,949.00	\$ 6,270.00
State Game Licenses	\$ 397.00	\$ 980.00	\$ 2,153.00	\$ 2,518.50
State Dog Licenses	\$ 103.00	\$ 168.00	\$ 2,180.00	\$ 2,186.00
Dog Licenses Surcharge	\$ 36.00	\$ 62.00	\$ 768.00	\$ 790.00
Marriage Surcharge	\$ 95.00	\$ 95.00	\$ 760.00	\$ 1,064.00
Grand Total	\$ 51,912.88	\$ 68,916.74	\$258,608.77	\$284,134.11

POLICE DEPARTMENT

- The Police Department conducted oral interviews of forty-two candidates in October. From this process, 6 candidates have moved on to polygraphs. Their background investigations will begin in early November.
- The Town Manager and Police Chief interviewed Public Safety Dispatch Candidate James Moynihan on October 22nd. Mr. Moynihan was offered the position of Public Safety Dispatcher and it is anticipated that he will begin employment with the Town in early November.
- Patrol Calls for October were as follows:

AlarmBurg	108	F/COSYMP	1	NOTIFICATION	4
ALARMHOLD	4	F/HAZMAT	2	OpenDoor/Win	7
Animal	16	F/OTHER	9	OTHER	2
ASSAULTIP	3	F/STRUC	7	ParkingViol	15
ASSAULTREP	3	F/VEH	3	PROPFFOUND	9
ASSIST	32	FINGERPRINT	18	PROPLOST	7
BADCHECKNSF	1	Fireworks	2	ROBBERYIP	1
BIKEF	1	FOLLOWUP	82	ROBBERYREP	1
BreachIP	11	Harassment	21	SERVSUBPOEN	1
BREACHREP	3	Hazard	28	ServWarrant	26
BURGIP	5	ILLEGALDUMPING	1	SEXASSAULTRE	1
BURGREP	10	INTOXICATED	20	SHOTS	2
CarSeat	1	JuvComp	22	SpecDetail	63
CHECK	70	K9	8	STOLENMV	1
ClearLot	11	LAND/TENANT	1	SUDDENDEATH	2
COURT	19	LarcFromMV	18	SUICIDEATT	1
CRIMMISGRAF	2	LarcIP	12	Suspicious	39
CRIMMISIP	5	LarcRep	46	SuspiciousIP	57
CRIMMISREP	24	LIQUOR	1	SUSPICIOUSREP	21
CUSTOMERIP	4	Location	194	SuspMVOcc	10
CUSTOMERREP	2	LOCKOUTMV	3	SUSPMVUNOCC	2
d	1	M	190	TESTPOLICE	22
Dog	37	Missing	9	THREATREP	5
DomesticIP	19	MVABAND	4	TOBACCO	2
DOMESTICREP	9	MVAEvading	20	TOWNORD	1
DRUG	12	MVAInjury	15	TRAFFIC STOP	760
DUI	8	MVAProp	124	TRESPASSIP	2
EDP	13	MVAssist	58	TRESPASSREP	2
ESCORT	25	MVCOMPLAINT	65		
F/ALARM	17	NEIGHBOR	7	TOTAL	2,466
F/CONO	1	Noise	19		

Patrol Calls and Investigations

- Patrol Officers on the midnight shift responded to a report of an armed robbery that occurred at the Grantmoor Motor Lodge. Officers located the victim, a pizza delivery driver, who reported that he was robbed while attempting to make a delivery. According to the victim the suspect, who was armed with a handgun, displayed the gun and demanded money. The victim engaged in a physical struggle with the suspect during which the suspect dropped the gun and fled. The victim sustained minor injuries during the struggle with the suspect. The suspect's firearm was recovered. However, the suspect fled the area and was not located. This case is currently under investigation.

- An Officer assigned to patrol during the evening hours observed a vehicle travelling along Kitts Lane approaching the Berlin Turnpike. The officer stopped the vehicle for a traffic violation and identified the vehicle's occupants. While speaking with the occupants of the vehicle, both of whom were under 21 years of age, the officer observed an empty bottle of vodka lying on the backseat floor. When questioned about the empty vodka bottle, the operator of the vehicle indicated that there also might be some marijuana in the car. A subsequent search of the vehicle with the use of our police K-9 led to the discovery of marijuana, a marijuana smoking pipe, a digital scale, and \$680.00 in cash. This investigation led to the arrest of the operator for Possession of Less Than 4 oz. of Marijuana, Possession with Intent to Sell Marijuana, and Possession of Drug Paraphernalia. The passenger was charged with Possession of Less Than 4 oz. of Marijuana and Possession with Intent to Sell Marijuana.
- Officers on the evening shift responded to a domestic dispute at a residence where an 82 year old man was assaulted by his son. Investigation revealed that the suspect had struck his father numerous times with a walking cane causing cuts and bruises to the victim's upper body. After the assault, the suspect fled from the home on foot. Officers located the suspect at a neighbor's home where he was arrested and charged with Assault in the 2nd Degree, Assault in the 2nd Degree of an Elderly Person, and Disorderly Conduct.

Detective Division

- Conducted 7 drug investigations resulting in 5 arrests and the seizure of quantities of crack cocaine, marijuana, and prescription medication. In addition 4 arrest warrants are pending.
- Detectives began an investigation into a reported home invasion burglary. The victim reported that he heard a knock on his front door in the late evening. When he opened the door two males forced their way inside. One of the males was brandishing a handgun. The victim reported that a quantity of cash was stolen before the suspects fled. The victim reported being struck several times by one of the males during the incident.
- A Detective who was checking a pawn list from a pawn shop in New Britain identified several items that were stolen from a shed burglary and a larceny from a vehicle. The items were seized and the person who pawned them was identified. The person was interviewed a short time later. Two arrest warrants for the Burglary and Larceny are pending for the person.
- Served 22 arrest warrants, 21 by Patrol Officers and 1 by Detective Division personnel.

Community Service Officer (CSO)

- Due to the recent promotions and transfers within the police department, the position of the Community Service Officer went unfilled for the month of October. Sgt. Zematis assumed supervision of the division on October 18, 2010. Officer Cipolla was appointed to the CSO position, and is set to initiate her duties full time on November 15, 2010.
- During the month of October, Sgt. Zematis and former CSO Officer, Sgt. O'Brien, set up and monitored the Department's trail camera system in Candlewyck Park following an incident of vandalism.
- CSO Cipolla attended a week-long class "Methods of Instruction" a career development course designed to prepare her for facilitating the Newington Police "Step Up" program.
- Former CSO Officer William Jordan participated in the Newington Downtown Business Association's 3rd Annual Downtown Halloween Trick or Treat. The event was attended by approximately 500 children.

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

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	1	-0-
Forcible Rape	-0-	-0-	1	-0-
Robbery	-0-	-0-	3	\$1,845
Assault	18	-0-	7	-0-
Burglary	12	\$76,196	20	\$603,956
Larceny Theft	54	\$137,137	56	\$66,239
Auto Theft	2	\$4,415	5	\$14,300
Totals	86	\$217,748	93	\$686,340

FIRE DEPARTMENT

	October 2010	4 Month Total
Residential	15	63
Commercial, Industrial, Office	6	10
Hospital, School	1	8
Vehicle	0	9
Rescue, Police Assistance	2	11
Dumpster, Rubbish, Grass, Brush, Leaves	4	15
Hazardous Materials/Clean up	1	7
Investigative Alarm	15	100
False Alarm	0	0
Mutual Aid/Standby	3	14
Carbon Monoxide Investigation	1	3
Water Related Incidents/Pump-Outs	0	0
Total	48	240

Training Summary

Multi-Company Training	VA Hospital- Flow Testing, Water Supply	72 Members	252 Hours
Officers' Training	Pre-Plan Walk Thru, VA Hospital	24 Members	72 Hours
Department Drill	Bloodborne Pathogens/Mock #1 Kits	83 Members	249 Hours
	Vehicle Extrication Drill- 2 Day Class Hands On	22 Members	352 Hours
Total			925 Hours

- On October 14th the Cadets hosted the October meeting of the Board of Fire Commissioners. The Commissioners were given a tour and shown the many projects the Cadets have been working on to renovate the firehouse.
- The Cadets were active during the month assisting the Kiwanis with their flea market.

FIRE MARSHAL

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

Inspections	28
Inspection Follow-Ups	27
Plan Review	03
Job Site Inspections	07
Underground Tank Removal	00
Fire Investigations	00
Fire Alarm Trouble	01
Complaints	02
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

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

Fire Marshal's Activities:

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Simsbury.
- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Conducted the Annual Balf-Town Committee meeting at Town Hall.

- Conducted fire extinguisher training for the employees at TECH Corp. on Cedar Street.
- Met with the Churchill Bridge Condo Association to review residents concerns with the recent fire at the complex.
- Met with the Town Hall Fire Wardens to review the emergency evacuation plans and to review any new safety concerns.
- Attended the monthly meeting of the Capital Region Planning Committee in Hartford.
- Conducted the quarterly meeting of the Local Emergency Planning Committee at Town Hall.
- Attended a meeting with representatives from the V.A. Medical Center along with town staff to review plans for the new 74 unit V.A. Housing Project.
- Attended an all-day training session on the newly adopted Connecticut Fire Prevention Code.

HIGHWAY DEPARTMENT

Administration

- Attended Central Connecticut Solid Waste Authority Meeting
- Attended monthly DEP Solid Waste Advisory Committee Meeting
- Attended LEPC Meeting
- Attended meeting regarding Landfill closure / conversion to transfer station
- Attended meeting regarding snow removal plans for Constitution Square
- Inspected Town roads with Town Engineer for next years paving schedule
- Attended Landfill Cell Tower Site Meeting
- Office personnel attended MDC Command Center Procedural Meeting

Roadway Maintenance

- Cut and patched areas at Town Hall and Churchill park
- Cleaned and repaired various catch basins throughout Town
- Assisted Traffic Division with various sign installations
- Crews completed paving of the Fire Tower/Police Firing range at Highway facility
- Personnel also constructed targets for the Police Firing range at Highway facility
- Completed brush cutting of roadside vegetation
- Gary Williams, Equipment Operator III and Kurt Larsen, Equipment Operator II passed the Solid Waste Operator Recertification exam
- Assisted bid awarded contractor with brush grinding and the removal of wood chips at landfill
- Crews completed sidewalk repairs at Sequin Street and Welles Drive
- Several waterways were cleaned of branches, limbs and other vegetative debris

Traffic Division

- Continued to assist Police Department with speed box relocation
- Continued with the replacement of damaged regulatory signs along with street signs with the assistance of highway personnel
- Line painting completed in various locations
- Assisted Registrars office in moving voting machines for upcoming elections

Fleet Maintenance

- Mechanics completed the annual maintenance required on leaf equipment and vehicles
- Installed leaf boxes; leaf machines were installed and tested in preparation of leaf collection
- Began set up of new police cruiser
- Mechanics started the Fire Department's apparatus fall services
- Assisted Police Department with target fabrication for the Police Shooting Range
- Also assisted in the reconstruction of a metal storm grate on Audubon Avenue

Sanitation/Recycling/Landfill

- Continued with landfill organization and material maintenance
- Scheduled 692 residential bulk items for collection
- Scheduled 84 condominium bulk items for collection
- Scheduled 23 condo/residential scrap metal items for collection
- Scheduled 97 mattresses for collection
- 2169 tons of cumulative Residential Municipal Solid Waste was collected from July 1 — September 30, 2010

- 656 tons of cumulative recyclables was collected from July 1 - September 30, 2010
- Issued permanent 27 landfill permits and 8 temporary permits

ENGINEERING DEPARTMENT

- During the month of October, the Engineering Department issued eighteen excavation permits as follows:
 - 11 Driveway/curb cut excavations
 - 6 Gas lateral services
 - 1 Water line service
- Met with Milone & MacBroom and reviewed the cost estimates and options developed for the Market Square Streetscape Project.
- Met with the consultant for the proposed turf field at Clem Lemire Park and reviewed the impact to the inland wetlands. An application to the Inland Wetlands Commission will be submitted for this project for the Commission's November meeting.
- Coordinated the resurfacing of a portion of Deming Street with a developer.
- Monitored the paving of the extension made to the Cedarwood Lane cul-de-sac.
- Finalized listing of roadways to be reconstructed as part of the CIP program for the next 5 years.
- Met with representatives of Bolton, East Hartford and Manchester regarding a proposed pilot program that will automate on computers the acceptance and follow-up to wetlands applications.
- Participated with CRCOG representatives in an interview process of three vendors interested in maintaining Town bus shelters. Based on this interview CRCOG intends to revise and re-advertise the Request for Proposal previously advertised, but received no interest from vendors who are willing to maintain the shelters with the provision they can use the shelters for advertisement.

TOWN PLANNER

Downtown Revitalization Committee – Market Square Streetscape

The Downtown Revitalization Committee met October 18th to review eight design options for streetscape improvements at Market Square. The Committee agreed that these design options should be evaluated based on traffic safety, on street parking and pedestrian amenities. The eight options will be reviewed by the Committee and their preferred options presented at a public workshop on November 8th.

New Meadow Phase II Senior Housing

On October 15th Marconi Construction, general contractor for the New Samaritan Senior housing project, met with the directors of the Newington Housing Authority and Senior and Disabled Center to discuss construction scheduling and coordination with neighboring properties. Construction began October 25th with the first task of relocation of sanitary and water utility services. Marconi Construction intends to work through the winter months, weather permitting.

Open Space Committee

The Open Space Committee met October 21st and continued to work on the organization of an inventory matrix of vacant parcels based on size, environmental attributes, and location adjacent to existing protected open space. The Town Planner will develop the matrix that can be used by the Town Council and the Committee when evaluating potential properties for protection.

Town Plan and Zoning Commission

On October 27th the TPZ began its review of the VA's Victory Gardens 74 unit assisted housing project. This project proposes to lease 11.2 acres of the southeast side of the VA campus to a non-profit housing developer who will construct and manage the housing for the Veterans Administration.

At their October 13 meeting, the TPZ favorably reported to the Town Council two 8-24 Referral requests for the sale of Town land at Highway Department to Conn DOT for the busway project and for the proposed artificial turf field improvements at the Clem Lemire recreation complex.

BUILDING DEPARTMENT

- There were no permits issued for single family housing in October.
- There was one permit issued for the Town of Newington. It was to replace 3 heat/cool rooftop units at the John Wallace Middle School.

- Temporary Electrical permits were issued for the New Meadow Phase II Senior Housing to be built at Mill Street Ext.
- The online permit system is up and running. Contractors and homeowners can submit applications online and pay online with PayPal.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan: New England Municipal Bldg Officials Seminar – October 4-6, 2010
User Group Meeting for new Permit Tracking System – October 14, 2010
CL&P Class – October 15, 2010
 - R. Smith: International Existing Bldg Code – How it Works – October 14, 2010
CL&P Class – October 15, 2010
 - A. Hanke: CL&P Class – October 7, 2010
International Existing Bldg Code – How it Works – October 14, 2010
 - D. Zwick: International Existing Bldg Code – How it Works – October 14, 2010
CL&P Class- October 19, 2010
 - A. Cerniglia: Meeting with Fire Marshal for Bldg Fire Wardens Procedures–October 13, 2010
- Building Department activity for the month of October was as follows: The Inspectors completed a total of 220 inspections. They were: Above Ceiling (1), Alarm (2), Boiler (4), CO (28), Code (2), CMU (1), Decks (2), Drains (1), Electrical (66), Footings (7), Foundation (2), Framing (18), Gas Line (14), Gypsum (11), Hood (1), Insulation (4), Mechanical (17), Plumbing (16), Pools (1), Roofing (3), Rough (14), Sill (1), Site Visit (1), Sprinkler (1), Stair (1), Water Proof (1).

The total number of Building/Renovation Permits issued for the month of September was **134**, producing a total permit value of **\$1,169,093.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	11	261,500.00
DECK	4	33,600.00
DEMOLITION	1	500.00
ELECTRICAL	28	86,915.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	3,500.00
GARAGE / SHED	6	28,914.00
MECHANICAL	36	560,702.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	20,100.00
POOL	1	25,000.00
ROOFING / SIDING	16	130,862.00
SIGN	6	16 900.00
TENT	1	600.00
TRAILER	0	0.00
TOTAL	134	\$1,169,093.00

The total Building income fees received in the month of October was **\$12,905.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$545.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$51.00, Driveway / Excavation \$400.00, Engineering copies \$48.00. The other total income is \$1164.00

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

	<u>2010</u>	<u>2009</u>
Value of Permits issued for October:	\$1,169,093.00	\$1,635,555.00
Fees for Permits issued for October:	12,905.00	12,006.00
Other income Fees for October:	1,164.00	1,050.00

Building Permits Issued for October:

134

117

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

2009-2010		2008-2009	
Value	Permit Fee	Value	Permit Fee
\$4,749,708.00	\$61,430.00	\$7,146,190.00	\$62,294.00

HUMAN SERVICES

- Human Services remained extremely active handling complex cases, preparing for holiday programs and implementing youth programs.
- Youth Worker, Rik Huggard was presented an award for his work in prevention education at the Capital Area Substance Abuse Council annual meeting.
- The Human Rights Commission will hold the second annual Newington's Got Talent scheduled on April 15 at Newington High School. Funds raised through this event will support the Department Special Needs Fund.
- Concern about the rising number of residents in need prompted Director Freidenberg to appeal to the community for more donations to the Food Bank and contributions for the Special Needs Fund.
- Human Services collaborated with the Senior and Disabled Center matching civic, religious and school groups who will rake leaves for 20 senior residents in need during November.
- The Department received 534 Information and Referral calls or walk-ins this month.
- The Food Bank assisted 150 households with 93 residents over age 55 and 244 under 55. The Outdoor Market co-sponsored with Food Share served 147 residents on two days this month. Both programs continue to receive great support from volunteers.
- The Special Needs Fund approved 23 requests and the Clothing Closet served 23 households.
- ICAN (Interfaith Community Action of Newington) volunteers received 10 requests including transportation, yard work, minor home repairs, shopping among others.
- The Social Casework Program had an active caseload of 90 with 23 new referrals. Presenting issues included financial difficulties, health and mental health, housing, substance abuse and domestic violence. Staff followed up on several police referrals related to suicide ideation, domestic conflict and medical assistance.
- The Youth and Family Counseling Program had an active caseload of 50 with 19 new referrals of which 8 came from the high school. There were 13 inactive and 11 closed cases. Coordinator, Christina Salvio and contractors provided 131 clinical therapy sessions and made 122 contacts with families and other agencies. Presenting issues included depression, substance abuse, family conflict, suicidal ideation, pregnancy, domestic conflict and grief.
- The Juvenile Review Board handled three cases during October.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time staff, Michelle Pestillo and contractors involved 441 youth this month.
- The second cycle of ROPE was implemented with 42 sixth-grade students at both middle schools.
- Martin Kellogg fifth-grade students participated in several sessions facilitated by Youth Worker, Huggard. The theme of this experiential program is Community Building.
- The fall SCORE after-school program for middle school age youth has seen excellent participation with a compliment of high school mentors assisting staff. Programs this month included Adventure Club, Geo-caching, Haunted Graveyard, Team Maze, Bowling, Lunch and a Movie and Monster Mash Dance.
- The High School Adventure Club met, elected officers and spent the afternoon on the challenge course. They will now begin planning activities for the rest of the school year.
- The High School Self Awareness group participated on the challenge course and went hiking and geo-caching.
- The outdoor challenge ropes course continues to be active with several Newington and outside groups. Programs are booked through November as long as the weather cooperates.

October 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	50	43	88	70

Positive Youth Development	441	231	1276	1229
Youth Works (Job Bank)	6	7	18	13
Information and Referral	534	560	2181	1739
Social Casework Cases				
Under 55 = 49				
Over 55 = 41	90	107	205	198
Food Bank Households	150	144	681	547
Special Needs	23	17	71	73

SENIOR AND DISABLED CENTER

- A celebration of the 25th Anniversary of the Senior and Disabled Center was held on October 28th. Featuring a mocktail hour and hors d'oeuvres catered by the Newington High School Culinary Program, it was a great event enjoyed by close to 150 participants and a few guests. The Center received Proclamations from the Town of Newington, Governor Rell, the Connecticut General Assembly and the United States Congress. The event also featured a performance by the Singing Swinging Seniors and a short video that will also be aired on NCTV.
- The first of two Flu Shot clinics to be held at the Center this year was well attended on October 15th.
- Center Director Dianne Stone and Program Coordinator Eleanor Eichner attended a mandatory meeting of Meals on Wheels coordinators on October 21st. New procedures that require greater staff time are being mandated. There is also a growing complexity of need among recipients of meals making the program increasingly time consuming and challenging. Dial-A-Ride is now complementing the volunteer delivery effort on an almost daily basis.
- On October 6th, Abbott Labs and CCHD sponsored a program that featured Dr. Ralph Stocker speaking about how to treat rheumatoid arthritis and the difference between rheumatoid and osteoarthritis.
- On October 8th, Monsignor Bojnowski Manor and Advanced Home Health Care sponsored an apple and pumpkin pie social.
- Staff led groups this month included a new book discussion group (with selections made for the next four months) and a greeting card class.
- Newington Health Care Center sponsored another free manicure day on Wed. Oct 20th. These are very popular and 'sell' out quickly.
- Dr. Christine DiRienzo from Advanced Hearing Healthcare provided a free ear wax cleaning clinic on October 21st. This was the first of what will be a new service at the Center and the appointments filled very quickly.
- The CCHD held two dental cleaning clinics at the Center this month. This service is funded by the Older American's Act through a grant from the North Central Area Agency on Aging.
- To date the Center has raised approximately \$15,000 toward the construction of a canopy over the east wing entrance. This includes the proceeds from a membership drive, donations from the community and a 'guess the candy kisses in the jar' contest.
- The Center's health area is poised to undergo a facelift with new paint and furniture. This project is being funded entirely through the Center's donation account.
- The Information and Referral Center, overseen by Social Worker Teri Snyder, continues to be very busy. Cases varied with help for basic needs to special needs requests, information and referral for financial assistance, homecare assistance, respite care programs, housing options, nutrition, and assorted CHOICES counseling. Community Information Specialists are available to assist residents in filing out the Medicare Savings Program applications.
- The Energy Assistance program is in chaotic full swing. There are far more applicants than can be accommodated in a reasonable timeframe and appointments are prioritized for clients who heat with oil. The Center is an application site for CRT and has requested a 'blitz' day to help process requests.
- Dial-A-Ride provided 1,347 trips in the month covering 3,963 miles. Dial-A-Ride also provided transportation for the Social Activity Group's trip to the Essex Steam Train on October 24th.
- A total of 1,128 hours of volunteer service was recorded by 84 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 2789 by almost 700 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,997 paid members. An additional 632 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 met with residents to address various issues and concerns.
- Superintendent held meetings with the architect and building committee regarding the proposed synthetic turf field.
- Superintendent met with architect in regards to the RFP and project at Mill Pond Park.
- Superintendent met with the Chief of Police and representatives of Sonitrol to discuss proposals for placing cameras at Mill Pond Park and Churchill Park.
- Superintendent submitted the three year Capital Budget to the Town Manager and Finance Director.
- Superintendent met with IT staff in regards to updating mapping of the West Meadow Cemetery.
- The posting for the part-time Program Coordinator position was posted and publicized. The closing date for this position was October 22nd.

Recreation Division

- Most Fall Programs have already begun and have been ongoing throughout the month of October.
- A Zumba Toning Demo Class was offered on Monday, October 4th. Over 40 participants attended this class. We will look to add Zumba Toning in the Spring session of classes.
- The Newington High School Indoor Pool opened for recreational swimming on Monday, October 4th, and will be open for residents to swim on most Monday, Wednesday and Friday evenings throughout the school year.
- A Zumba "Party in Pink" was held at the Mortensen Community Center on Sunday, October 10th from 10 a.m. to noon. This event raised over \$300 for the Susan G. Komen Foundation and was attended by many Newington residents.
- Interviews for assistant teacher substitutes for Creative Playtime Preschool program have been ongoing.
- S. Glasson attended a Connecticut Recreation and Parks Association meeting on Tuesday, October 12th.
- S. Glasson and K. Gallicchio attended a Fire EAP meeting on Wednesday, October 13th.
- S. Glasson attended a meeting on Monday, October 25th regarding the possible use of social media (such as Facebook) to promote Parks and Recreation programs and events.
- S. Glasson created the Winter 2011 Program Guide, which will be distributed to Newington residents as an insert in the November issue of Newington Life.
- Mortensen Community Center staff training was held on October 14th.
- K. Gallicchio met with team representatives from the Men's Basketball League on October 13th.
- Travel Basketball tryouts were held for boys in grades 5 through 8. There are 4 teams in the Boys' Travel Basketball program (5th, 6th, 7th & 8th).
- Interested coaches for Boys' and Girls' Travel Basketball teams submitted applications, and interviews were conducted by a panel comprised of one member of the Town Council, two Parks & Recreation Commission members, and a member of the Parks & Recreation staff.
- Over 260 students from Martin Kellogg and John Wallace attended our Monster Mash Dance on Friday, October 29. Non-perishable food items were collected for the town's food pantry as part of admission to the dance.
- There were 2 bus trips this month:
 - October 3, Cape Cod Central Railroad & Canal Cruise - 26 people attended.
 - October 30, Salem, MA, Haunted Happenings - 22 people attended
- The Annual Children's Halloween Party was held on Halloween this year in the Community Center. This year, over 220 children attended with their parents. Fun was had by all. This year, a Zumba Instructor and a Magician were added to the festivities. Local businesses that made this community event successful were, McDonalds, Carvel, and the MDC.
- Town Hall Halloween Pot Luck Lunch and Recipe Contest was held on Thursday, October 28. Over 30 employees participated.

Parks and Grounds

- Two toddler age playscapes were installed in both Beechwood and Beacon Parks. Also we installed some picnic tables, benches and decorative waste receptacles.
- Three crew members spent most of October working on our tree removal list. They were also called upon to aid Wethersfield with the removal of some very large wood from trees they removed for us.
- Spent some time at Company #1 Firehouse cleaning the trees and brush that had grown on the bank in the rear of the building.

- Crew members went out to road jobs on Mountain View, Connecticut Avenue and Atwood Street to hydroseed all the areas top dressed by the Highway Department.
- Four members of our department are still going to classes to get their Tree Warden certification.
- There were fourteen interments in town cemeteries this month.
- Division personnel were offline a total of 17.75 days this month.

LIBRARY

- Traditional circulation of library materials was 31,015. 18,476 people entered the building during the month. 2,217 reference books were accessed remotely, and 1,944 online searches were completed in the Library. The children's book sites *Tumblebooks*, *BookFlix* and *PebbleGo* were used 491 times. 159 books were downloaded from the Library's website for a total of 39,453 items checked out or used by library patrons 1,135 items were added to the collection, and 212 items were mended by volunteers who logged in 121 hours doing this task as well as many other behind the scenes processing tasks.
- October services for children included 40 programs to a combined audience of 1,354. The fall sessions of weekly story based programs as well as Family Place and We all Get Ready to Read began. Day care and preschool outreach, *Sam Case and the Haunted Museum* presented Marshmallow Masquers and other specials rounded out the month.
- Adult and teen programs numbered 10 to a combined audience of 146. Program highlights include the teen Anime Club and two book club discussions at Martin Kellogg middle school, a bus trip to New York City and a new film series titled, *Small Movies Big Hearts* that featured the film *Prize Winner of Defiance, Ohio*.
- Programs and services offered to those people seeking jobs during October included *Transition Power Tools* and *Volunteer Opportunities*, along with two meetings of the job seekers support group. 57 people attended these programs.
- 5,239 reference questions were answered. Library webpage hits this month were 11,377. 2,885 hours were logged on children's, teen, and adult public Internet stations and game computers.
- Topics of note that were researched this month included:
 - Basic trigonometry for kids.
 - Book on American slang.
 - Compounding pharmacies in CT.
 - Information on the flood control project, Piper Brook, Newington.
 - Specifications for carry on luggage for American Airlines.
- The Sony e-Readers and a Sony MP3 player the library received as part of our consortium's Hartford Foundation for Public Giving grant have been packaged and will be circulating in November. Procedures are now in place for circulating these items as well as cleaning and charging them for the next patron. The *Overdrive Download Station*, that will allow patrons to download audio books directly to their mobile devices, also arrived and is being prepared for the public to use. It should also be available in November.
- The project to shift the entire adult non-fiction and fiction collections in an effort to create more space due to severe overcrowding continued. Staff has been adjusting shelving to be able to use the bottom shelves and moving all the books to create more space. This a very time consuming project that we hope to have done by the end of the year.
- In personnel- Children's Librarian Pat Pierce began her new position as Head of Children's Services. Interviews for the library director's position are scheduled for November.
- In matters related to the building several roof leaks were discovered near the children's room during the heavy rainfall at the beginning of the month and the new cleaning service *CW Resources* continued to do a good job at the library.
- Preparations continued for the beginning of the Sunday season. The Library will open from 1 pm – 5 pm beginning November 7th and will remain open until May 15th.
- The Friends are preparing for the Fall book sale which will be held at the Senior and Disabled Center on November 20th and 21st. The Library Board gave out new committee assignments and appointed new chairs so that work can begin immediately on Board projects.