



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 18, 2012  
Re: Monthly Report – December 2011

#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, Midstate Collaborative and CTCMA meetings.
- Mr. Salomone met with Mayor Woods and various Department Heads to introduce the Mayor to the various staff and provide an overview of each department's operations.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations, Market Square Improvements and Cedar Mountain.
- Mr. Salomone entered into an agreement with Covanta of Wallingford for solid waste and recycling disposal.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

Paid overtime during the month of December 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Weekend Stand-By And Call-In	2.4	\$ 114.60
Vehicles and Equipment	20.0	930.00
Leaf Collection	586.1	23,927.18
Road Maintenance	0.9	41.85
Traffic	4.0	159.12
Snow – Equipment Preparation	140.0	6221.17
<b>Total</b>	<b>753.40</b>	<b>\$ 31,393.92</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	12.0	\$ 610.25
Leaf Collection	40.0	1,500.40
<b>Total</b>	<b>52.0</b>	<b>\$ 2,110.65</b>

<b>POLICE DEPARTMENT</b>	<b>2011-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11-12 YTD</b>	<b>2010-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>
Administration	\$ 6,998.00	\$ 3,248.82	\$ 6,461.00	\$ 2,764.28
Patrol	563,361.00	334,689.05	554,004.00	309,549.15
Investigation	73,567.00	29,389.71	74,110.00	33,745.57
Communication	107,966.00	96,645.82	111,426.00	81,381.89
Education/Training	100,698.00	48,980.30	103,603.00	50,713.20
Support Services	40,452.00	19,707.52	37,985.00	16,190.32
Animal Control	<u>9,567.00</u>	<u>1,780.92</u>	<u>12,144.00</u>	<u>3,373.61</u>
Total	\$ 900,609.00	\$ 534,442.14	\$ 899,733.00	\$ 497,718.02
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$ 67,824.22	\$ 28,109.00	\$ 10,597.26
Snow and Ice Control	137,119.00	29,937.90	132,349.00	17,572.64
Traffic	8,684.00	4,417.46	8,345.00	3,258.45
Vehicles and Equipment	29,981.00	35,864.04	28,185.00	14,208.74
Leaf Collection	<u>55,937.00</u>	<u>36,824.20</u>	<u>54,997.00</u>	<u>43,908.39</u>
Total	259,946.00	\$ 174,867.82	\$ 251,985.00	\$ 89,545.48
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 142,799.00	\$ 111,562.07	\$ 130,547.00	\$ 52,845.54
Cemeteries	<u>15,635.00</u>	<u>4,486.47</u>	<u>14,893.00</u>	<u>6,161.55</u>
Total	\$ 158,434.00	\$ 116,048.54	\$ 145,440.00	\$ 59,007.09

## **PERSONNEL**

- The interview process for the Welder-Mechanic's Helper continued in December, with three finalists for the position proceeding to the final round of interviews. A hiring decision is expected to be made in early December.
- Seventeen candidates attended Oral Interviews that were conducted on November 30<sup>th</sup> and December 1<sup>st</sup>. Of those, three have continued on to background investigations and six are on hold and may continue on to background investigation in the future.
- Timothy LaPierre was appointed to the Welder-Mechanic Helper position in the Highway Department, effective January 3, 2012.

## **RISK MANAGEMENT**

### 2011-12 Blue Cross/Blue Shield Plan Year

The fifth month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for November 2011 were \$657,740. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through November 2011</u>		
	Town	Board of Education	Total
Estimated Claims	770,222	3,405,909	4,176,131
Actual Claims	769,710	2,638,939	3,408,649

## **FACILITIES MANAGEMENT**

- During December, Facilities Director Bob Korpak met with several underperforming vendors in an effort to enhance their response to the Towns' needs and discuss short falls in service. The immediate results have been positive and a performance schedule has been agreed upon to address their future efforts.
- The facilities group completed 67 formal work orders during the month of December at the various Town Buildings.

- 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 was submitted to the Town Manager for referral to the CIP committee.
- In an effort to provide better security within the Town Hall and control access to sensitive areas within the building, a building wide change of locks will be undertaken in January. This new system will provide a heightened level of security in all areas and eliminate the need for multiple keys required throughout the building.
- Bi-weekly reviews were 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. (No change. The results continue to be very positive at all locations.)
- The main piping loop replacement for the hot water heating system was completed in December which will lessen the chance of this system failing during the heating season. The existing piping loop will be abandoned in place for the present time and will be removed in stages after the new piping is in service.

**INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 31 requests for service via the Internet, blocked 27,788 unsolicited SPAM email messages from being delivered, and blocked 51 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 93 formal work orders.
- The Town's website had approximately 19,952 visits during the month 53,506 page views with an average of 2.68 pages viewed per visit. The Town Homepage, Library Homepage and Assessor's Office were the most frequently visited pages.
- Provided geographical information systems (GIS) data to Registrars of Voters (Special Elections), Highway Department and Engineering Department.
- Finalized virtual server software and hardware upgrade. Approximately 50% of server and workstation resources have been moved to the new solution. The remaining resources will be moved in January 2012.
- Re-designed Active Directory Group Policy settings to work more efficiently in a remote desktop and thin client environment.
- Finalized firmware and software upgrades on the town's storage area network (SAN) nodes.

**FINANCE**

**Accounting and Administration**

- The 2010-11 audit was completed and filed within the December 31<sup>st</sup> deadline.
- The department worked with Deputy Fire Chief Vic Depamphilis, the third party administrator Insurance Programmers, Inc., and actuaries' Milliman Inc. on updating related forms, records and completing periodic valuations for the fire department's pension plans.
- Ms. Harter attended a Government Finance Officers Association Executive Board meeting on December 8th.

Major grants received during the month include the first installment of the Pequot Grant in the amount of \$81,166, and the Elderly Circuit Breaker in the amount of \$255,307. 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)  
12/30/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	\$46,752	\$24,581,466
Special Revenue Funds	1,357	1,053	1,379,777
Capital Projects Funds	388	363	446,612

Internal Service Fund	10,000	1,503	4,401,284
Trust and Agency Funds	2,700	916	1,573,442
TOTAL, ESTIMATED BY FUND			\$32,382,581

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
12/31/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.19	0.21	1,220	1,417	\$8,137,843
CLASS PLUS	0.01	0.01	18	44	4,352,970
Bank North	0.20	0.20	36	35	214,316
People's Bank	0.05	0.05	85	83	2,009,879
Sovereign Bank	0.45	0.45	1,574	1,879	17,667,573
Total Outstanding Investments					\$32,382,581

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the CAMA system through the end of December. The on-line data base was updated through the middle of that month to include the new revaluation assessments.
- CLT conducted approximately 300 informal hearings on the value changes that came from the revaluation notices. Many properties were inspected and all were reviewed to determine if a change was warranted. Those changes were made in the CAMA system during the month. The revaluation was about 90% completed and will be finalized on time in January 2012.
- Approximately 400 personal property declarations were received and entered into the database. The completed forms were due back to the Assessor's office by November 1, 2011. The Personal Property portion of the grand list was approximately 80% complete heading into January 2012.
- The Assessor's office completed the 2010 Supplemental Motor Vehicle list and it was delivered to the Tax Collector for collection.
- The 2011 Motor Vehicle list was received from Connecticut Department of Motor Vehicles. All unpriced vehicles were priced. This list was approximately 70% completed and will be finalized in January 2012.

**Revenue Collector**

- Revenue Collections for December on the Current Grant List were \$6,567,266 and \$141,696 on the new Supplemental Motor Vehicles. Prior year tax levies collected were \$50,843; this includes payments on Suspense Accounts totaling \$2,702.
- The percentage of collections for December is in line with last year at this time.
- Alias Tax Warrants were passed to the Town's two new Constables for collections on delinquent motor vehicle taxes as well as for businesses with delinquent personal property taxes.

**TOWN CLERK**

- There were 502 documents filed on the land records during December.
- Eight Foreclosure Registrations were recorded.
- 52 property sales conveyed for a total of \$3,882,400.
- \$28,668 was collected in State conveyance tax and \$9,556 was collected in Town conveyance tax.
- 138 mortgages, 61 liens and 191 releases were filed.
- Five Trade Name Certificates and 13 Notary Public commissions were catalogued.
- The office certified 110 copies of vital records; four cremation permits and four burial permits were issued.
- The Governor declared a Special Election to fill the vacancy in the office of State Representative for the 24<sup>th</sup> Assembly District (Newington's voting District 5) due to the resignation of the incumbent. Absentee ballots became available on December 9<sup>th</sup>.

- Revenue from the Connecticut Town Clerks' Portal allowing online access to images of Town land records continues to be profitable, bringing in \$278 for the month of December.
- Utilizing another \$6,000 grant from the Historic Document Preservation Fund, the office was able to continue uploading more images of Newington's land records onto the Cott indexing system. The latest phase of this on-going project was completed during December. Patrons are now able to view and print images from 1997 through the present time. The goal is to provide on-line land record images dating back at least 40 years. (40 years is the norm for providing a clear chain of title to a piece of property in Connecticut.) The more images that are accessible through the Connecticut Portal, the more valuable this resource is to title searchers and the more profitable it becomes for the Town.

<b>DATA SUMMARY DECEMBER 2011</b>				
	<u>December-11</u>	<u>December-10</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	502	562	2938	2998
Dog Licenses Sold	25	15	423	408
Game Licenses Sold	26	45	220	228
Vital Statistics				
Marriages	14	12	123	115
Death Certificates	18	39	161	173
Birth Certificates	26	14	170	121
Total General Fund Revenue	\$ 25,274.00	\$ 29,990.79	\$199,850.19	\$212,488.29
Town Document Preservation	\$ 868.00	\$ 964.00	\$ 4,918.00	\$ 5,471.00
State Document Preservation	\$ 882.00	\$ 964.00	\$ 4,934.00	\$ 5,534.00
State Treasurer (\$26 fee)	\$ 15,876.00	\$ 17,352.00	\$ 73,584.00	\$ 95,256.00
Locip	\$ 1,323.00	\$ 1,446.00	\$ 7,395.00	\$ 8,097.00
State Game Licenses	\$ 500.00	\$ 674.00	\$ 1,960.00	\$ 3,237.00
State Dog Licenses	\$ 212.50	\$ 113.00	\$ 2,337.00	\$ 2,715.00
Dog Licenses Surcharge	\$ 78.00	\$ 44.00	\$ 918.00	\$ 950.00
Marriage Surcharge	\$ 114.00	\$ 114.00	\$ 912.00	\$ 836.00
<b>Grand Total</b>	<b>\$ 45,127.50</b>	<b>\$ 51,661.79</b>	<b>\$296,808.19</b>	<b>\$334,584.29</b>

**POLICE DEPARTMENT**

- The Public Safety Dispatch Hiring Process continued in December. Seventeen candidates attended Oral Interviews that were conducted on November 30<sup>th</sup> and December 1<sup>st</sup>. Of those, three have continued on to background investigations and six are on hold and may continue on to background investigation in the future.
- The Police Department received a grant from the Department of Transportation for "Click it or Ticket" with reimbursement not to exceed \$2,400 for overtime.
- Patrol Calls for December are as follows:

AlarmBurg	120	FINGERPRINT	28	MVABAND	3
ALARMHOLD	8	Follow-Up	90	MVAEVADING	17
ANIMAL	9	HARASSMENT	13	MVAINJURY	22
ASSAULTREP	2	HAZARD	37	MVAProp	144
ASSIST	38	DUI	9	MVAssist	62
BREACHIP	5	EDP	15	MVComplaint	23
BREACHREP	1	ESCORT	38	NEIGHBOR	7
BURGIP	3	F/ALARM	26	NOISE	7
BURGREP	18	F/CONO	1	NOTIFICATION	4
Check	71	F/COSYMP	1	OPENDOOR/WIN	4
COURT	21	F/HAZMAT	4	OTHER	3
CRIMMISGRAF	1	F/OTHER	13	PARKINGVIOL	8
CRIMMISIP	3	F/STRUC	9	PISTOLPERMTEMP	8

CRIMMISREP	17	F/VEH	1	PropFound	9
CSO	4	F/WATER	7	PROPLOST	8
CUSTOMERIP	9	FINGERPRINT	28	ROBBERYIP	2
CUSTOMERREP	3	Follow-Up	90	SERVSUBPOEN	5
Dog	26	HARASSMENT	13	ServWarrant	37
DOMESTICIP	22	HAZARD	37	SEXASSAULTRE	1
DOMESTICREP	9	ILLEGALDUMPING	4	SpecDetail	65
DRUG	9	INTOXICATED	8	StolenMV	6
DUI	9	JUVCOMP	6	SUDDENDEATH	2
EDP	15	K9	4	SUICIDEATT	5
ESCORT	38	LAND/TENANT	1	SuspiciousIP	133
F/ALARM	26	LARCFROMMV	10	SUSPICIOUSREP	35
F/CONO	1	LARCIP	16	TESTPOLICE	1
F/COSYMP	1	LARCREP	58	THREATIP	3
F/HAZMAT	4	LOCATION	65	THREATREP	2
F/OTHER	13	LOCKOUTMV	2	TOWNORD	2
F/STRUC	9	LOCKOUTRESID	2	TRAFFIC STOP	667
F/VEH	1	M	188	TRESPASSIP	5
F/WATER	7	MISSING	4	TRESPASSREP	1
				<b>TOTAL</b>	<b>2246</b>

#### Patrol Investigations:

- A rash of motor vehicle burglaries and an attempted burglary of a home in the south end of town. Officers were dispatched to investigate a larceny from a motor vehicle on Church Street. While responding to that call, a patrol officer noticed a suspicious individual sitting on the front steps of another home. The officer approached the individual to investigate and the suspect fled on foot into the wooded area between Young's Farm and John Wallace Middle School. Several officers and two supervisors immediately responded, set up a perimeter around the wooded area, and began to search for the suspect. The suspect was located and again fled on foot, failing to comply with the officer's commands to stop. The suspect was soon apprehended after a brief physical struggle and found to be armed with a knife. Further investigation revealed that the suspect was in possession of evidence that connected him to the previously mentioned vehicle burglaries. The suspect was arrested on several counts of burglary, larceny, and trespassing charges.
- On December 25<sup>th</sup> 2011 shortly after 9:00 am patrol officers were dispatched to a local gas station in response to a robbery in progress. The victim informed dispatch that he had just been robbed at knife-point by an unknown male suspect. The victim was not injured. The suspect stole cash, cigarettes, and the victim's cellular telephone before fleeing the property on foot.
- Patrol officers responded to a local restaurant for a robbery in progress. Initial reports indicated that the suspect displayed two knives and took money from the registers. No injuries were reported and the suspect fled the building on foot. Several patrol units responded to the area where an extensive search was conducted. The search did not result in the apprehension of the suspect and this case is currently under investigation.
- On December 30<sup>th</sup> 2011 the Newington Police Department held their annual Officer Peter Lavery Memorial service. The Department would like to take this opportunity to thank all of the current and retired members of the Newington Police Department who joined in honoring Peter's memory and sacrifice.

#### Detective Division:

- Handled 72 investigations, 54 remain ongoing and 18 were closed by investigative methods.
- Served 31 arrest warrants, 26 by Patrol Officers and 5 by Detective Division personnel
- Detectives are investigating two armed robberies of local businesses. The first occurred on Christmas day when a lone individual entered a local convenience store brandishing two knives. The individual fled the store after obtaining cash and cigarettes. A couple of days later there was another robbery at a fast food restaurant. Again, a lone individual entered the restaurant brandishing two knives. The individual fled the store after obtaining cash. No one was injured in either robbery. It is believed the same individual is responsible for both robberies as well as several others in surrounding towns.

#### Community Service Officers (CSO):

- Continued to teach STEP UP program to Martin Kellogg 5<sup>th</sup> graders, with a focus on Respect, Introduction to Tobacco, Internet Safety, and Bullying.

- Participated in the Stuff-A-Cruiser Event held at Wal-Mart on Saturday, December 3, 2011. Also represented the police department at Hartford Hospital/The Curtiss Building as they held a mini Stuff-A-Cruiser on Wednesday, December 7, 2011.
- Met with Greg Polk of Polk Realty regarding ongoing Downtown Newington issues. Issues and solutions have already been put in place with regards to parking issues and illegal dumping of garbage.
- Met with Colleen, Branch Manager of the new Liberty Bank on Main Street, regarding bank robberies, police response, and employee responsibilities.
- Attended a meeting for the First Annual Race to End Domestic Violence in Memory of MPO Peter J. Lavery and Officer Ciara McDermott. The race, which is a 5K Trail Run, will take place on June 9, 2012 in Newington, pending an approved application.

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**UCR/NIBRS Selected Crimes**  
**Preliminary November 2011**                      **November 2010**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	-0-	-0-
Forcible Rape	1	0	-0-	-0-
Robbery	0	0	5	\$935
Assault	4	0	11	-0-
Burglary	8	\$11,578	10	\$11,103
Larceny Theft	39	\$7,721	31	\$8,900
Auto Theft	1	\$2,130	2	\$12,000
<b>Totals</b>	<b>53</b>	<b>\$21,429</b>	<b>60</b>	<b>\$32,938</b>

- In November 2011, the Police Department arrested 70 adults; 11 for assaults, 2 for burglary, 2 for vandalism, 13 for narcotic violations, 3 for offenses against family & children, 5 for DUI, 1 for liquor law violation, 23 for larcenies, 1 for disorderly conduct, and 10 for other miscellaneous offenses. The Department also referred 7 persons under the age of 18 for criminal acts; 1 for assaults, 2 for larceny, 1 for weapons violation, and 3 for other miscellaneous offenses.

Police Department Overtime

- Comparison –November to December 2011
  - OT November                      \$ 56,327(1 holiday)
  - OT December                      \$ 103,491 (3 payperiods/2 holidays)
  - Total increase                      \$ 47,164
- In December there was one officer in Field Training, and one dispatcher vacancy. These positions were mostly filled with overtime. Overtime reflects a period of 42 days and included two holidays instead of the 28 days and 1 holiday reflected in November.
- Administration Overtime of \$962 is an increase of \$470 and included one holiday pay.
- Patrol overtime of \$59,843 is an increase of \$25,602. As noted above, one position in Patrol remained in training in December. This has an impact on overtime costs. Holiday overtime cost the Patrol division approximately \$14,000 in December.
- Detective Division Overtime of \$4,715 is a decrease of \$223. Holiday overtime cost the Detective Division \$1,500 in December. Overtime included investigations for burglaries, surveillance, larcenies, and a sudden death, that resulted in some overtime.
- Communications overtime of \$19,410 is an increase of \$9,270. There is a dispatcher vacancy that will create overtime until it is filled. Holiday overtime cost was \$2,000. There were more leave days than in November that required overtime to fill the shift.
- Education overtime of \$13,461 is an increase of \$7,365. There were more training days in December.
- Support Services overtime of \$4,589 is an increase of \$2,198. Holiday overtime cost approximately \$1,000, and overtime included the Stuff a Cruiser program, Youth Officer meeting, Juvenile review board, and Accident Reconstruction call outs.
- Animal Control Officer overtime of \$511 is an increase of \$335 for a total of three call outs for animal control.

**FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of December, 2011. During this period fire department members responded to 86 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<u>December</u>	<u>6-Month Activity</u>
Residential	22	211
Commercial, Industrial, Office	9	37
Hospital, School	2	3
Vehicle	0	12
Rescue, Police Assistance	3	15
Dumpster, Rubbish, Grass		
Brush, Leaves	3	12
Hazardous Materials/Cleanup	3	26
Investigative Alarm	27	167
False Alarm	0	0
Mutual Aid/Standby	4	26
Carbon Monoxide Investigation	6	45
Water Related Incidents/Pump-Outs	7	35
Total:	86	588

### Training Summary

Multi-Company Training	Co. 3 & 4 Reading Smoke	54.00 hours
	Co. 1 & 2 Reading Smoke	38.00 hours
Officer Training	Pre-Plans – Holiday Inn	10.00 hours
	Pre-Plans – ATT Berlin TP	10.00 hours
Driver Training	Cone Course	2.00 hours
<b>Total</b>		<b>119.00 hours</b>

### FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of December, 2011.

INSPECTIONS	13
INSPECTION FOLLOW-UPS	33
PLAN REVIEW	11
JOB SITE INSPECTIONS	02
UNDERGROUND TANK REMOVAL	00
FIRE INVESTIGATIONS	07
FIRE ALARM TROUBLE	11
COMPLAINTS	01
HAZ/MAT	00
BOMB THREATS	00
BLASTINGS	00

#### Incidents:

- An electrical fire in the bedroom of a two-family home at 46-48 Greenlawn Avenue caused extensive damage to the first floor apartment.
- A fire totally destroyed a shed in the rear yard of a home on Pheasant Run. The fire was the result of the disposal of hot ashes from an outdoor fireplace and was ruled accidental.
- A fire on the rear porch of a single family home on Fox Lane cause extensive damage to the garage area. The fire was a result of discarded cigarette and was ruled accidental.



- An accidental fire that started on the stove in a kitchen of a lower level condominium unit on Woodsedge Drive caused extensive damage to the building and forced all of the homeowners to relocate.

#### Fire Marshals Activities:

- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended a meeting at DOT Headquarters to review the redesign of the Fenn Road and Cedar Street intersection and New Britain/Hartford Busway access road; new hydrant locations.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at the Old Firehouse on Main Street.
- Attended a storm debriefing along with other department heads to review the town's response and recovery operations as a result of storm Alfred.
- Attended a meeting with the New Mayor and Town Manager to provide an overview of the fire department and fire marshals office.
- Attended the retirement party of Ed Meehan at town hall.
- Attended the Annual Memorial Service for Police Officer Peter Lavery outside the front entrance to police headquarters.

### **HIGHWAY DEPARTMENT**

#### Administration

- Attended various staff and committee meetings
- Completed solid waste and recycling contract negotiations
- Completed annual hearing tests for all Highway and Parks and Grounds personnel
- Met with residents to discuss various issues and concerns

#### Roadway Maintenance

- Crews continued with branch and tree limb cleanup remaining from Storm Alfred
- Completed Town-wide leaf collection program
- Highway operators continued with Landfill material processing
- Highway operator assisted Traffic Division
- Cleared several waterways throughout Town of vegetative debris
- Continued with Town wide pot hole patching

#### Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Highway crews with leaf collection

#### Fleet Maintenance

- Continue with new Police vehicle set-ups
- Continue will fall services to Fire Department apparatus
- Continue with snow plow equipment repairs
- Mechanics also continued with preventative maintenance and emergency repairs to all Town vehicles and equipment

#### Sanitation/Recycling/Landfill

- Scheduled 730 residential bulk items for collection
- Scheduled 22 condominium bulk items for collection
- Scheduled 47 condo/residential scrap metal items for collection
- 3701 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through November 30, 2011
- 1130 tons of cumulative recyclables were collected from July 1, 2011 through November 30, 2011
- 562 mattresses collected from July 1, 2011 through November 30, 2011
- Issued 13 permanent landfill permits and 9 temporary permits

### **TOWN PLANNER – no report**

**BUILDING DEPARTMENT**

- A building permit was issued for office renovation at the Newington High School.
- A building permit was issued to renovate tenant space for a hair dressing salon at 232 Market Square.
- A demolition permit was issued to demolish and remove a building at 363 Russell Road. The building is owned by the State of Connecticut.
- Seminars attended by our Inspectors for their continuing education credit were:

- R. Smith - 2009 IECC – Residential Training for Code Officials – December 8, 2011
- Residential Code Requirements for Exhaust, Ventilation & Duct Systems – December 21, 2011
- A. Hanke - Residential Code Requirements for Exhaust, Ventilation & Duct Systems – December 21, 2011
- D. Zwick - 2009 IECC – Residential Training for Code Officials – December 8, 2011
- Existing Assembly Occupancy Inspections – December 15, 2011

- Building Department activity for the month of December was as follows: The Inspectors completed a total of 152 inspections. They were: Air Condition (2), Above Ceiling (6), Boiler (6), CO (1), Damproofing (1), Decks (2), Drainage (2), Electrical (20), Final (40), Footings (9), Foundation (4), Framing (4), Gas Line (30), Hot Water Heater (3), Insulation (2), Mechanical (1), Plumbing (2), Roof (2), Rough (8), Sheds (2), Sheetrock (3), Slab (1), Waterproofing (1).
- There was 1 Certificate of Occupancy issued in December. It was for an interior office improvement and additional wash bay at 40 Commerce Court.
- The total number of Building/Renovation Permits issued for the month of December was **135** producing a total permit value of **\$747,868.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	17	84,308.00
DECK	0	0.00
DEMOLITION	1	80,000.00
ELECTRICAL	27	120,194.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	2,695.00
GARAGE / SHED	4	121,638.00
MECHANICAL	23	130,264.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	34	45,507.00
POOL	1	19,500.00
ROOFING / SIDING	17	137,279.00
SIGN	7	6,483.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>135</b>	<b>\$747,868.00</b>

- The total Building income fees received in the month of December was **\$10,923.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$610.00, Environmental \$300.00, Conservation \$1950.00, Zoning Board of Appeals \$0.00, Copies,

Books and Maps \$43.00, Driveway / Excavation \$375.00, Engineering copies \$110.75. The other total income is \$3388.75

Below is a comparison of the Permit Values for December 2011 and December 2010

	<u>2011</u>	<u>2010</u>
Value of Permits issued for December:	\$747,868.00	\$5,636,563.00
Fees for Permits issued for December	\$10,923.00	\$63,788.00
Other income Fees for December	\$3,388.75	\$1,472.50
Building Permits Issued for December:	135	121

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$8,330,237.00	\$88,203.00	\$11,358,735.00	\$137,803.00

### **ENGINEERING DEPARTMENT**

- During the month of December, the Engineering Department issued four excavation permits as follows:
  - 1 gas main lateral permits
  - 2 gas mains
  - 1 water connection
- Town Engineer Chris Greenlaw participated in the monthly Inland Wetlands Commission meeting.
- Held project meeting with Quality Associates contractor for the Mill Street Extension. The contractor should achieve “substantial completion” of the project by month’s end.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan and Zoning Commissions.
- The Downtown Revitalization Committee held (2) meetings (one special) in the month of December. The major topic of discussion was achieving “substantial completion” of construction items prior to the end of the month.
- Engineering staff continued to administer and monitor driveway and excavation permits.
- Engineering staff continued to receive, research, review and inspect drainage complaints associated with the increased precipitation.
- Engineering staff completed the NPDES Phase II, MS4 Stormwater Report.

### **HUMAN SERVICES**

- The Holiday Gift and Toy program was a large focus for the month of December. A total of 395 households comprised of 226 seniors, 345 adults, and 258 children received gifts during distribution days on Dec. 14, 15 and 16.
- Newington organizations and residents were extremely generous through donations, contributions and sponsoring households. Every segment of the community was represented including business, schools, civic and religious groups, town departments and many individuals.
- Coordinator Karen Futoma and Social Worker Carol LaBrecque were assisted by staff and more than 70 volunteers who did an outstanding job helping with the preparation and distribution of gifts.
- The Human Rights Commission continues to plan for the annual “Newington’s Got Talent” with auditions planned for February and the event taking place in April.
- The Food Bank assisted 122 households. The Clothing Closet assisted 19 households.
- The Outdoor Market served 141 households on two days this month.
- The Special Needs Fund assisted 12 households with medical and utility bills.
- A Foodshare grant was received allowing the purchase of one of two upright large commercial freezers, expanding our frozen food capacity.
- The Social Casework Program had an active caseload of 97 with 21 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to suicide, domestic conflict, medical and mental health needs.

- The Youth and Family Counseling Program handled a caseload of 53 with 7 new referrals and 8 inactive cases. Coordinator Christina Salvio and contractors provided 141 clinical therapy sessions and made 124 contacts with families and other agencies. Coordinator Salvio is also collaborating with Ruth Chaffee and CCSU to discuss joint internship opportunities for students in the Marriage & Family Therapy Program/
- There were no Juvenile Review Board cases during the month.
- Positive youth development programs provided by Youth Worker Rik Huggard, Part-Time Youth worker Michelle Pestillo and contractors involved 122 youth.
- The ABC 8<sup>th</sup> grade program went to Prime Climb indoor climbing gym.
- The Fall SCORE (Student Challenge of Recreation Education) after-school program for middle school age youth finished up and winter/spring brochures were delivered to schools and emailed to approximately 220 households.
- Foodshare provided over 50,000 pounds of food to Newington Food Bank in 2011.
- The High School Self-Awareness student group used the outdoor challenge course and took a trip to the Wadsworth Museum to donate and decorate a Christmas tree. The trees are sold by silent auction with the proceeds going to the museum.
- The Newington Challenge Course wrapped up its outdoor season and has begun booking programs for the spring.
- Transition preparation continued for Ken Freidenberg's January retirement.

December 2011 Statistics

<b>Selected Programs</b>	<b>FY 11-12 Undp. Total This Month</b>	<b>FY 11-12 Undp. Total Last Month</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>53</b>	<b>55</b>	<b>91</b>	<b>105</b>
<b>Positive Youth Development</b>	<b>122</b>	<b>180</b>	<b>1590</b>	<b>1720</b>
<b>Information and Referral</b>	<b>604</b>	<b>619</b>	<b>3573</b>	<b>3221</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 51</b>				
<b>Over 55 = 46</b>	<b>97</b>	<b>112</b>	<b>210</b>	<b>267</b>
<b>Food Bank Households</b>	<b>122</b>	<b>*89</b>	<b>1040</b>	<b>842</b>
<b>Special Needs</b>	<b>12</b>	<b>13</b>	<b>85</b>	<b>99</b>

**SENIOR AND DISABLED CENTER**

- December was a month of celebrations with the AARP Holiday Banquet held at the Chowder Pot at which Center Director Dianne Stone was an invited guest.
- The Center's Annual Holiday Social sponsored by Newington Health Center and featuring a chocolate fountain was enjoyed by more than 80 participants.
- The Senior Club also held a daytime holiday party at the Senior and Disabled Center.
- The Transition Academy of Newington is hosted a holiday breakfast at the Center on December 19<sup>th</sup>. The students did a great job preparing and serving food to over 40 attendees.
- Craft programs were in full swing with a beading class, an origami class and a greeting card class. Along with staff, the classes were instructed by volunteers Wayne Alexander and Rose Bolton.
- Center Director Dianne Stone was among a small group of leaders in aging services to be invited to participate in the studio audience of a live program on retirement issues presented by AARP and produced by CPTV.
- Ms. Stone, as part of the executive body of the National Institute of Senior Centers and the Chair of the National Senior Center Accreditation Board, provided leadership in the re-organization of the organization to enhance its effectiveness and ensure long term sustainability.
- Ms. Stone also held discussions with colleagues and State officials regarding the role of local community services and capacity issues in the rebalancing of the long term care system.
- The repair work on the HVAC pipes continued through the month. While the work was somewhat disruptive, the contractors were very sensitive to the Center's operations.

- The Center currently has 1,952 paid members with an additional 600 residents registered for Dial-A-Ride.
- 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 3783 by 594 people. Actual attendance is higher as many participants still do not sign in.
- Dial-a-Ride provided 1,299 trips covering 3,883 miles during regular hours. An additional 16 trips were provided for the monthly meeting of the Commission on Aging and Disability and for a weekend outing for the Activity Group for adults with developmental disabilities.

## **PARKS AND RECREATION**

### Administration

- Superintendent Bruce Till met with staff on weekly basis regarding various work assignments and issues.
- Mr. Till met with residents to address various issues and concerns.
- Mr. Till has been working on the Parks & Recreation 2012 – 2013 budget.
- Mr. Till held meetings with architect regarding proposed CIP projects at Mill and Churchill Parks.
- Mr. Till has several meetings with the Tree Warden concerning tree issues throughout Town.
- Mr. Till met with School Business Manager to discuss P & R issues.
- Mr. Till negotiated with Northeast Midways, LLC and Atlas Pyro Vision Productions, Inc. for the 2012 Extravaganza.
- Mr. Till met with a representative from CL&P in regards to various rates for usage at Clem Lemire Facility.
- Mr. Till met with Town Engineer regarding drainage issues at the West Meadow cemetery.

### Recreation Division

- Registration for Winter 2012 programs has been ongoing throughout the month. Most Winter programs will begin the first week of January.
- Program information is currently being compiled for the Spring 2012 Program Guide.
- Thirteen children participated in a successful Gingerbread House Workshop that was offered on Monday, December 5<sup>th</sup>.
- Recreational swimming was offered during Winter Vacation week from Tuesday – Friday, December 27<sup>th</sup> – 30<sup>th</sup>.
- Basketball Coaches Orientation was held with over 100 volunteer coaches on Saturday, December 3<sup>rd</sup>.
- Training was held for all Youth Basketball staff and all new coaches.
- Youth Basketball program began with just about 600 children registered for Grades 1 through 8 (64 teams).
- Youth Basketball High School program began with approximately 80 students registered for Grades 9 through 12 (10 teams).
- Background checks have been completed for all volunteer Youth Basketball Coaches.
- The Parks & Recreation and Newington Chamber of Commerce annual “Night of Lights” was held on Saturday, December 3<sup>rd</sup> 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 Stephen Woods, our Volunteer Fire Departments, the Police Department, Reverend Kenneth Brookes, “Kellapella” from Martin Kellogg, “Madrigal Chorus” from John Wallace and the Newington High School Chamber Choir.
- The Pictures with Santa event was held on the weekend of December 2<sup>nd</sup> and 3<sup>rd</sup>. 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 3<sup>rd</sup> Annual Family Sleigh Rides were held in Mill Pond Park on Saturday, December 3<sup>rd</sup>. 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 – 27 Passengers.
  - Dinner with Dickens & Bright Nights, December 13<sup>th</sup> – 4 Passengers.

### Parks and Grounds Division

- Due to the Winter storm that occurred in October the annual curbside leaf pick-up was delayed a month. Four division members reported to the Highway Department to assist for three weeks.
- Lou Tine (GKII) and Joe Cirigliano(GKII) continued to follow FEMA Tree crews around town to record all activity.
- Parks personnel followed behind the FEMA Tree crews to do whatever branch chipping was required.
- Once FEMA had completed their work, Parks personnel continued on a daily basis to address tree issues in an order of importance, as determined by the Tree Warden. (Joe Cirigliano GKII)
- Due to the favorable weather conditions we were able to accomplish a considerable amount of leaf clean-up that would usually be done in the Spring.
- Division personnel prepared for the annual tree lighting on December 4<sup>th</sup>. Many new LED lights were purchased due to old deteriorating light strands.
- Joe Cirigliano (GKII) and John DiBiase (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 10<sup>th</sup>. This ceremony is conducted by local veterans in conjunction with the nationwide Wreaths Across America effort.
- There were 7 interments in Town Cemeteries during December.
- Division personal were offline a total of 29.5 days this month.

### LIBRARY

- Donna Miller gave Mayor Steve Woods a “behind the scenes” tour of the library and orientation. The Town Manager had the new Mayor meet with all Town Department heads, so they both met again with the Town Manager the following week.
- The Director attended the library consortium’s Member Council meeting at the Burlington Public Library.
- Budget: the library’s budget and CIP requests have been submitted, including a CIP request for an RFID (Radio Frequency Identification) security system, phased in over 3 years. Administrative staff met with Bob Korpak to go over CIP requests Bob is submitting for skylight and roof repair. He will submit the request to the Town for the library individually, as well as in a bundled CIP request for roof work for the Library, Town Hall and Senior and Disabled Center.
- Building: the library continues to have roof leaks every time it rains. The building also continues to have inconsistent temperatures throughout due to HVAC control issues.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Technology: Lisa Masten is working with the Town IT Department to install the digital sign in the foyer by mid-January. A PowerPoint presentation is being prepared to display library programs and events. By the end of December we had 318 people signed up to receive e-mail blasts with library news and upcoming events, and we continue to promote this. With funds from the Hartford Foundation for Public Giving, we ordered 2 laptops and a presentation lectern, as well as updated wireless cards for the 6 laptops used in computer classes. Valley Communications wired for two new wireless access points in the Children’s program room and near the adult Internet workstations.
- An e-Reader Boot Camp was hosted by the library on 12/8 by Sue Schneider, Lisa Masten and Diane Durette, with 38 people attending. Bailey Ortiz helped out and Ruth Block talked about her iPad and how she uses it to read library eBooks. Sue and Lisa gave a PowerPoint presentation discussing features of eBooks and the library’s eReaders, plus a demo of the library’s downloadable catalog. Diane gave a demo of *Consumer Reports* to help patrons choose the right eReader. A question and answer session plus “hands on” time followed the program.
- Lisa Masten gave four young Tiger den members from Cub Scout Pack 345 and their leader a library tour. Joanne Cocola in the Children’s Room taught them how to play Dreidel for an upcoming project they were working on.
- Traditional circulation of library materials was 29,644 items. During December 16,786 people entered the library, an average of 600 people each day. A total of 4,617 reference questions were answered.
- Adult computer users logged in 2,481 times. Online databases were accessed remotely 6,169 times and 9,171 online database searches were done in the library. A total of 49,765 items were borrowed or used by library patrons. We checked out 8,844 items to 68 other libraries in December. Patrons checked out 674 items at self-checkout. Museum passes were checked out 51 times.

- 3,179 adult reference questions were answered. 3,419 hours were logged on children's, teen and adult public computers. The library's website was visited 6,303 times. "How-to" tutorial screencasts were used 48 times on our website. 1,900 Interlibrary Loans were processed by staff. 1,547 items were added to the collection. Adult and teen volunteers logged in 148.75 hours of service. Books were delivered to 3 homebound patrons.
- 187 people were attracted for a variety of adult programs. A National Geographic movie documentary, *Pearl Harbor: Legacy of Attack*, was screened to commemorate the 70<sup>th</sup> anniversary of the attack on Pearl Harbor. Other programs included *The Civil War in Connecticut*, with speaker State Archaeologist, Dr. Nick Bellantoni, *A 50 Year Old Grandma Joins the Peace Corps* (by former staff member, Vicky Chase), plus book discussion groups at the library and Cedar Mountain Commons. Computer classes were offered on Basic PowerPoint, Picasa and Intermediate LinkedIn.
- 29 people attended a job program on Resumes & Cover Letters. This program was made possible by a grant from the new Liberty Bank in town.
- Teen Librarians Bailey Ortiz and Karen Benner are officially the new Co-Chairs for the YA Roundtable for the Capital Region. They will be in charge of organizing meetings and determining discussion topics for all Young Adult library staff regionally.
- Teen programs attracted 62 young adults for Manga Drawing and a Craft Blowout. Teen librarians did book talks at Newington High School and Martin Kellogg Middle School.
- Children's Librarian Patricia Pierce, attended a CT Library Consortium Programming Showcase in Woodbridge, as well as a Capital Region Children's Roundtable in Burlington.
- Michelle Royer presented a workshop on Sensory Storytimes to the Northeast Children's Roundtable in Willimantic.
- Children's services included 59 programs with 1,252 attending. In addition to weekly storytimes and regular special programs, programs during vacation week included the Pumpnickel Puppets, who packed the Community Room and brought lots of enthusiastic comments. The ever-popular Sam Pasco Orchestra (sponsored by Kiwanis Club) also brought in lots of patrons who sang along to many Holiday favorites, including Sandy Nafis and Al Cohen from Kiwanis. A cartooning workshop brought many budding artists to the Program Room. Children in the Cookbook Clubs made chocolate treats and hot chocolate that smelled heavenly! Children's staff answered 1,438 reference questions and children signed up to use computers for 330 hours. Children's databases were accessed 938 times.
- Quiet Study rooms were booked for 160.5 hours. Of the total 56 events in meeting rooms, 48 were library sponsored and 8 were outside groups.
- Business Manager Lynn Caley, notarized documents for 10 patrons.
- Several staff attended webinars for continuing education on topics such as making your website friendly for mobile devices, Facebook, and databases training for Books in Print and AtoZ.
- The Library's cheer committee hosted a wonderful holiday party for all staff.