



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: December 23, 2011
Re: Monthly Report – November 2011

GENERAL ADMINISTRATION

- Town Manager John Salomone and staff to respond to the circumstances surrounding the winter storm of October 29 and 30, 2011. The Emergency Operations Center (EOC) operated through the first week of November and was staffed by various members of the Police Department and other Town Departments. Mr. Salomone oversaw the emergency operations, including storm cleanup, emergency shelter operations, public safety concerns, and worked with a CL&P liaison to obtain information about power restoration.
- Town Manager John Salomone attended various CRCOG, Midstate Collaborative and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations and Cedar Mountain.
- Mr. Salomone attended the MDC annual budget conference.
- 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 November 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Weekend Stand-By And Call-In	16.0	\$ 608.28
Winter Storm	1,587.70	77,374.41
Leaf Collection	366.0	16,963.81
Total	1,960.70	\$ 94,946.50
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Winter Storm	1,139.50	\$ 55,170.40
Graves	42.0	1,186.51
Total	1180.50	\$ 56,356.91

POLICE DEPARTMENT	2011-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD
Administration	\$ 6,998.00	\$ 3,248.82	\$ 6,461.00	\$ 2,764.28
Patrol	563,361.00	297,710.54	554,004.00	258,615.08
Investigation	73,567.00	27,327.45	74,110.00	30,390.61
Communication	107,966.00	84,658.63	111,426.00	65,588.88
Education/Training	100,698.00	41,440.69	103,603.00	35,982.67
Support Services	40,452.00	16,721.45	37,985.00	13,701.22
Animal Control	9,567.00	1,269.90	12,144.00	3,041.66
Total	\$ 900,609.00	\$ 472,377.48	\$ 899,733.00	\$ 410,084.40
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 66,777.25	\$ 28,109.00	\$ 9,765.49
Snow and Ice Control	137,119.00	23,716.64	132,349.00	8,676.72
Traffic	8,684.00	4,417.46	8,345.00	2,868.45
Vehicles and Equipment	29,981.00	35,808.50	28,185.00	13,658.68
Leaf Collection	55,937.00	13,570.48	54,997.00	42,354.87
Total	259,946.00	\$ 144,290.33	\$ 251,985.00	\$ 77,324.21
PARKS AND GROUNDS				
Parks and Grounds	\$ 142,799.00	\$ 102,837.98	\$ 130,547.00	\$ 39,922.25
Cemeteries	15,635.00	4,346.97	14,893.00	4,509.52
Total	\$ 158,434.00	\$107,184.95	\$ 145,440.00	\$ 44,431.77

PERSONNEL

- Town Planner Ed Meehan announced his intent to retire after 25 years of service in January 2012.
- Erik Lundin was appointed to the Equipment Operator I position in the Highway Department, effective November 28, 2011.
- 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.
- Oral interviews for the Public Safety Dispatcher position will be held on November 30 and December 1.

PURCHASING

- No bids/RFPs were posted in the month of November.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The fourth 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 October 2011 were \$646,995. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through October 2011</u>		
	Town	Board of Education	Total
Estimated Claims	616,178	2,724,727	3,340,905
Actual Claims	567,613	2,183,296	2,750,909

FACILITIES MANAGEMENT

- During November, the Facilities Manager met with the CRCOG contractors' representative for discussions of future projects for possible inclusion into this program that allows the Town to utilize pre-approved state contractors for various needs during the year.
- Facilities Director Bob Korpak also submitted a buildings condition report and CIP's to the Town Manager for review and possible referral to the CIP committee for consideration as part of the next years' capital budget.

- Mr. Korpak also met with several state approved vendors to review the possible replacement of the fire alarm system at the Senior center. Ongoing repairs to this antiquated system reveal the need for replacement in the short term.
- The facilities group also welcomed Shawn Brennan to the facilities department as a new HVAC / controls technician. Shawn will be working at all Town buildings as the need arises for this type of work and is a welcome addition to the group.
- The Facilities Department completed 56 formal work orders during the month of November 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.
- 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.)
- Designs for the installation of a new entrance canopy at the Senior Center were issued for construction pricing. The initial results show costs above the budgeted expense for this work. The preliminary estimates were reduced during last years CIP and this reduction resulted in this under funding situation. Additional funding will be requested through this years CIP to cover the cost of this project and work will not begin until all funding is in place. Designs for the replacement of the hot water heating system were also completed during September and the scope of the project increased due to the extensive degradation of the entire piping system. The original project as budgeted several years ago did not anticipate replacement of the main system piping loop and this change has dramatically increased the cost of the project. As a result of this additional cost, the project was broken into two separate phases in order to allow for the piping mains to be replaced separately from the heating units. This work was begun in November. The main piping loop is expected to be 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.
- A proposal for continued engineering services for the next phases of the Town Hall renovation was submitted to the Town Manager for his review during September and continued discussions with the architect have developed the scope for the Town Managers approval. he next phases of this project will be determined by the Town Manager and the Town Council during the CIP reviews. outstanding construction from previous phased work has been completed at this time.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 51 requests for service via the Internet, blocked 26,688 unsolicited SPAM email messages from being delivered, and blocked 40 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 74 formal work orders.
- The Town's website had approximately 27,485 visits during the month 72,403 page views with an average of 2.63 pages viewed per visit. The Town Homepage, Library Homepage and Assessor's Office were the most frequently visited pages.
- Provided large format forms for election recount activity.
- Provided GIS support for engineering on pavement management system
- Provided 36 large format Geographic Information System (GIS) maps for debris pickup project to Highway and Engineering Departments.
- Mr. Thad Dymkowski, GIS Technician, served as master of ceremonies for the Connecticut GIS Day event at the Legislative Office Building in Hartford. The event was attended by approximately 110 people with 75 maps submitted for display.
- Mr. Dymkowski assisted Parks and Recreation Department with holiday events.
- Coordinated activation of telephones lines (HAVA) for elections.
- Provided assistance to Police Department with mailing labels for sex offender notifications.
- Mr. Paul G. Boutot, Director of Information Technology, served as Acting Town Manager from November 20-25 while the Town Manager Salomone was away.
- Mr. Boutot participated in several Multi-State Information Sharing Analysis Center conference calls regarding Internet security.

- Mr. Boutot and Mr. Neil David, Network Administrator/ Project Leader, met with Mr. Paul Hutcheon, Director of Central Connecticut Health District (CCHD) to discuss network/ desktop hosting options and cloud computing services. CCHD is interested in having the town's Information Technology Department providing technological services.
- Mr. Scott Hoagland, Application/ Network Specialist, deployed 5 thermal printers in selected Police Department cruisers. The printers will be used in conjunction with a regional e-ticket system and allow officers to print tickets/ receipts.

FINANCE

Accounting and Administration

- With the considerable efforts from the IST Department to relocate the server of financial management system and create a temporary location within the Police Department, payroll was successfully completed during the power outage from Storm Alfred.
- Attended several Emergency Operations Center (EOC) meetings regarding circumstances surrounding the winter storm of October 29. Using the Project Accounting module of the MUNIS system, a specific code was set up in various departments to account for the costs attributable to the storm. The cost to provide debris removal, protective services and an emergency shelter is estimated to cost \$1.7 million. As this incident has been declared eligible for disaster relief by the federal government, the Town will qualify to receive a 75% or \$1.275 million reimbursement for eligible expenses by Federal Emergency Disaster Agency (FEMA). The net result is projected to be a \$425,000.
- The 2011-12 budget module was activated during the month for entry by Town departments.
- The MDC proposed budget projects a 3% increase in Newington's share or about \$57,050 over the current budget.
- Public safety volunteer stipends were processed during the month.
- On November 28th, Ann Harter, Director of Finance and Tom Molloy, Superintendent of Highways, attended a FEMA Public Assistance Applicant Briefing.
- Financial statements for the 2010-11 audit were finalized and forwarded to the Town's auditors.

The Town received the first installment (25%) of Municipal Revenue Sharing in the amount of \$189,698 which replaces the eliminated New Manufacturer's Inventory Payment-in-lieu-of-tax (PILOT) program with income derived from increased sales tax rate and state conveyance tax. 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)
11/30/2011

	<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	\$44,491	\$9,388,435
Special Revenue Funds	1,357	857	1,365,200
Capital Projects Funds	388	296	446,545
Internal Service Fund	10,000	1,246	4,285,406
Trust and Agency Funds	2,700	763	1,608,012
TOTAL, ESTIMATED BY FUND			\$17,093,598

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
11/30/2011

<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	0.21	0.28	1,417	1,858	\$8,055,457
CLASS PLUS	0.01	0.00	44	7	4,148,067
Bank North	0.20	0.20	35	36	214,280
People's Bank	0.50	0.50	82	1,497	2,009,794
Sovereign Bank	0.45	0.45	1,879	5,239	2,666,000

Total Outstanding Investments \$17,093,598

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November. The on-line data base was updated through the middle of that month.
- External and field work on the 2011 revaluation concluded with mailing of assessment change notices on November 17th. A presentation to Newington Town Council by the Assessor was made on November 20th. The Assessor informed the Town Council that the grand list is likely down \$104 million dollars before adjustments made through the informal hearings and later by the Board of Assessment Appeals meetings in March 2012. The overall reduction was 4.5%. The preliminary grand list included a projection of the personal property and motor vehicle grand lists which will continue to be worked on through January 2012.
- Approximately 400 personal property declarations were received and entered into the database. Another 400 will be processed in December. The completed forms were due back to the Assessor's office by November 1, 2011.
- The 2010 Supplemental Motor Vehicle list was received from the Department of Motor Vehicles. The Assessor's office continued to work on that list in November. The list will be finalized and delivered to the Tax Collector in December.

Revenue Collector

- The Tax Collections for the 2010 Grand List amounted to \$350,567.
- Prior year tax collections amounted to \$173,646 of which \$145,162 was collected from one of the top tax delinquent accounts.
- The November Collections are within last year's range of a 54.1% collection rate.
- Letters from the Revenue Collector directly to taxpayers regarding the real estate taxes in arrears contributed to the total collections this month.

TOWN CLERK

- There were 427 documents filed on the land records during November. \$41,053 was collected in State conveyance tax and \$13,684 was collected in Town conveyance tax.
- There was only one residential sale over \$300,000 during the month.
- The staff certified 152 vital records and issued five burial and five cremation permits.
- Twelve foreclosure registration forms were filed on the land records.
- The office catalogued five Trade Name certificates and sixteen Notary Public commissions.
- 169 releases, 24 liens and 151 mortgages were documented.
- The Municipal Election was held on November 8, 2011. The office was open on Saturday, November 5th from 9 AM until 12 Noon. Absentee ballots were available for those residents unable to visit during normal business hours.
- As mandated by the Newington Charter, the Town Clerk swore-in the newly elected officials at the Town Council Organizational Meeting on November 15th.
- During the month, the Town Clerk attended the 44th Annual New England Conference of City and Town Clerks held at the Mystic Hilton. Seminars included "Conquering the 5 Temptations of a Leader" and "Managing Stress--Juggling Multiple Priorities". Ms. Lane serves as Etiquette Chairman for the conference event and as Nominating Chairman for the New England Association.

DATA SUMMARY NOVEMBER 2011				
	<u>November-11</u>	<u>November-10</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	427	502	2164	2436

Dog Licenses Sold	15	10	398	393
Game Licenses Sold	18	37	194	213
Vital Statistics				
Marriages	21	15	109	103
Death Certificates	38	34	143	134
Birth Certificates	32	14	144	107
Total General Fund Revenue	\$ 31,067.75	\$ 31,282.00	\$174,576.19	\$182,497.50
Town Document Preservation	\$ 842.00	\$ 958.00	\$ 4,050.00	\$ 4,507.00
State Document Preservation	\$ 842.00	\$ 958.00	\$ 4,052.00	\$ 4,570.00
State Treasurer (\$26 fee)	\$ 15,156.00	\$ 17,064.00	\$ 57,708.00	\$ 77,904.00
Locip	\$ 1,263.00	\$ 1,422.00	\$ 6,072.00	\$ 6,651.00
State Game Licenses	\$ 283.00	\$ 615.00	\$ 1,460.00	\$ 2,563.00
State Dog Licenses	\$ 113.00	\$ 96.00	\$ 2,125.50	\$ 2,602.00
Dog Licenses Surcharge	\$ 36.00	\$ 34.00	\$ 840.00	\$ 906.00
Marriage Surcharge	\$ 152.00	\$ 76.00	\$ 798.00	\$ 722.00
Grand Total	\$ 49,754.75	\$ 52,505.00	\$251,681.69	\$282,922.50

POLICE DEPARTMENT

- One hundred and seventy-nine applications were received for the Public Safety Dispatch position. Of those, forty applicants were invited to take the practical test that was conducted on Thursday, November 3rd. Of the thirty-two applicants attending the November 3rd exam, twenty-nine passed. The top twenty-two candidates were invited to Oral Interviews to be conducted on November 30th and December 1st.
- A grant was approved for the "Click It or Ticket" patrol by the Department of Transportation for \$2,400 in fully funded overtime. "Click It or Ticket" patrols were conducted from November 14th thru November 27th. During that time, police issued 161 infractions and 19 written warnings for seatbelt violations. Additionally, approximately 92 infractions and 68 written warnings for other motor vehicle violations were issued.
 - Patrol Calls for November are as follows:

ALARMBURG	114	F/STRUC	5	NOTIFICATION	4
ALARMHOLD	7	F/VEH	4	OPENDOOR/WIN	6
ANIMAL	9	F/WATER	2	OTHER	1
ASSAULTREP	4	FINGERPRINT	28	PARKINGVIOL	12
ASSIST	34	FollowUp	70	PISTOLPERMISSUED	3
BREACHIP	18	HARASSMENT	16	PROPFOUND	8
BREACHREP	2	HAZARD	87	PROPLOST	4
BURGIP	5	ILLEGALDUMPING	4	RECOVEREDMV	1
BURGREP	5	INTOXICATED	7	ROBBERYIP	1
CHECK	86	JUVCOMP	19	SERVWARRANT	30
CLEARLOT	1	K9	8	SEXASSAULTRE	2
COURT	17	K9OTHER	1	SPECDETAIL	75
CRIMMISIP	2	LAND/TENANT	2	STOLENMV	4
CRIMMISREP	10	LARCFROMMV	4	SUDDENDEATH	3
CSO	24	LARCIP	16	SUICIDE	1
CUSTOMERIP	11	LARCREP	33	SUICIDEATT	2
CUSTOMERREP	3	LOCATION	118	SUSPICIOUSIP	102
DOG	32	LOCKOUTMV	1	SUSPICIOUSREP	33
DOMESTICIP	22	LOCKOUTRESID	2	THREATIP	1
DOMESTICREP	12	M	224	THREATREP	1
DRUG	8	MISSING	4	TOBACCO	2

DUI	6	MVABAND	3	TOW	1
EDP	15	MVAEVADING	14	TOWNORD	1
ESCORT	33	MVAFatal	1	TRAFFIC STOP	730
F/ALARM	28	MVAINJURY	9	TRESPASSIP	7
F/CONO	1	MVAPROP	95	TRESPASSREP	1
F/COSYMP	2	MVASSIST	61	TOTAL FOR NPD	2,382
F/HAZMAT	9	MVCOMPLAINT	36		
F/OTHER	24	NEIGHBOR	12		
F/RESCUE	1	NOISE	10		

Patrol Division

- An officer patrolling the Berlin Turnpike stopped a vehicle for a minor equipment violation. Upon making contact with the operator, the officer discovered that the operator's CT driver's license was suspended. A Newington K-9 Officer arrived on scene as a backup. While the primary officer was conducting the business of his motor vehicle stop, the K-9 was walked around the perimeter of the vehicle. As this was done, the K-9 alerted the K-9 Officer that he had detected the odor of narcotics. The driver and passenger were removed from the vehicle and a small amount of crack cocaine was located on the driver side floorboard. The driver was arrested and charged with Operating a Motor Vehicle with a Suspended License and Possession of Narcotics.
- Patrol officers responded to a residence for a reported burglary in progress. A resident of that address was upstairs in the home when a male suspect forced his way through a rear door and activated the home security system. The audible alarm caused the suspect to flee the residence on foot. Patrol officers quickly arrived and were able to locate and apprehend the suspect. The male suspect was placed under arrest and transported to the Police Department where he was charged with Burglary in the 1st Degree. The suspect agreed to be interviewed by investigators and ultimately confessed to committing several more burglaries in Newington over the past 6 months.
- Officers were dispatched to an armed robbery in progress at local bank. Dispatch received a report of an armed robbery at the night deposit box and that there were two suspects wearing black clothing that had run from the scene. Patrol officers immediately responded to the area and observed two men wearing dark clothing run north across Market Square into the Constitution Square public parking lot. One of the suspects was immediately apprehended and the second suspect was found a short time later hiding inside a garbage can. Officers located the victim who stated that while he was attempting to make a deposit into the night deposit box, he was robbed by two unknown male assailants. According to the victim, the men knocked him to the ground and took his deposit bag which contained approximately \$1700.00 in cash. One of the suspects was armed with a black semi-automatic handgun, which was later found to be a BB gun. That firearm and the stolen cash were discarded by the suspects and later found by patrol officers. Further investigation including thorough interviews of the victim and two suspects revealed that the robbery had been staged and that all three men had fabricated the incident as part of a plan to steal the night deposit money from one of their employers. All three men were arrested and charged with larceny and conspiracy related crimes. The suspects were held on \$50,000.00 bond.

Detective Division

- Arrested a Hartford man after making controlled purchases of Heroin from him. The individual sold numerous bags of heroin to a confidential informant on two occasions. A vehicle was seized from him at the time of his arrest. A subsequent search of the vehicle led to the discovery of additional bags of Heroin along with Crack Cocaine. The individual was charged with 2 counts of Sale of Heroin and 2 counts of Possession of Heroin. The investigation is continuing and additional drug charges are pending.
- Responded to a local residence along with Patrol Officers on the report of a person suffering from a gunshot wound to the head. The person was transported to Hartford Hospital where he later died. At this time the death does not appear to be suspicious and is believed to be a suicide.
- Handled 71 investigations, 52 remain ongoing and 19 were closed by investigative methods.
- Served 22 arrest warrants, 17 by Patrol Officers and 5 by Detective Division personnel

Community Service Officer (CSO)

- Taught STEP UP to 31 5th grade classes. Classes received presentations on Respect, Accountability and Responsibility, Introduction to Tobacco, Internet Safety and Bullying.

- Assisting a group of friends and family that is putting together a 5k race for MPO Lavery and Ofc. McDermott. Tentatively named The Race to End Domestic Violence in Memory of MPO Peter J. Lavery and Ofc. Ciara McDermott. Tentatively scheduled for June 9, 2012.
- Completed the Seatbelt Compliance Pre Check for Click It or Ticket.
- Appeared on "Meet The Mayor" regarding the police department's response to Storm Alfred.
- Presented Officer Safety Hints to KinderCare
- Met with residents of Francis Avenue regarding traffic concerns and possible solutions.
- Partnered with "Make A Wish" in an effort to begin fundraising for this organization. Our first venture is the Macy's BELIEVE program. Letters to Santa (or Dear Snowman) are being collected in an effort to raise money for Make A Wish kids that have life threatening diseases or medical conditions. Outback Restaurant has joined us in this great cause.
- Attended the TRIAD Conference at The Four Points Sheraton in Meriden in an effort to strengthen the police department's ties with our Senior Citizen Community.
- Presented a SCAM Phone and Internet Fraud seminar at Middlewoods of Newington for their residents.
- Attended the Juvenile Justice Conference at The Crowne Plaza in Cromwell.
- Completed the Seatbelt Compliance Post Check for Click It or Ticket.

UCR/NIBRS Selected Crimes

Type of Crime	Preliminary October 2011		October 2010	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0		-0-	-0-
Forcible Rape	0		-0-	-0-
Robbery	2	\$207	2	\$300
Assault	7	-	8	-0-
Burglary	10	\$95,926	12	\$27,848
Larceny Theft	61	\$25,288	58	\$47,826
Auto Theft	4	\$10,078	2	\$10,700
Totals	84	\$131,499	82	\$86,674

- In October 2011, the Police Department arrested 100 adults: 20 for assaults, 1 for burglary, 3 for fraud, 2 for weapon violations, 1 for sex offense, 13 for narcotic violations, 5 for offenses against family and children, 8 for DUI, 22 for larcenies, and 25 for other miscellaneous offenses. The Department also referred 6 persons under the age of 18 for criminal acts; 3 for larcenies, and 3 for narcotic violations.
- Police Department Overtime:
 - There is no overtime report for November at this time.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of November, 2011. During this period fire department members responded to 128 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<u>November</u>	<u>5-Month Activity</u>
Residential	34	189
Commercial, Industrial, Office	9	28
Hospital, School	0	1
Vehicle	1	12
Rescue, Police Assistance	0	12
Dumpster, Rubbish, Grass		
Brush, Leaves	1	9
Hazardous Materials/Cleanup	8	23
Investigative Alarm	39	140
False Alarm	0	0
Mutual Aid/Standby	14	22
Carbon Monoxide Investigation	18	39
Water Related Incidents/Pump-Outs	4	28
Total:	128	502

Training Summary

Multi-Company Training	Multi-Sation Practices	87.50 hours
	Company Training	12.00 hours
Officer Training	ISO Review	10.00 hours
	Pre-Plans – Co. 3	17.00 hours
	Pre-Plans – Co. 4	10.00 hours
Cadet Training	Fire Control	35.00 hours
Department Training	Target Safety Training	157.00 hours
Total		328.50 hours

FIRE MARSHAL

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

INSPECTIONS	21
INSPECTION FOLLOW-UPS	32
PLAN REVIEW	4
JOB SITE INSPECTIONS	0
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	19
COMPLAINTS	7
HAZ/MAT	3
BOMB THREATS	0
BLASTINGS	0

Incidents:

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

Fire Marshals Activities:

- Participated in numerous staff meetings and assisted in the coordination of EOC and Shelter activities during Storm Alfred.
- Attended a town council meeting with the town manager and other department heads to brief the council on the storm recovery operations.
- Attended the International Association of Arson Investigators Annual Meeting and Training Conference in Rocky Hill. Training Topics: Advanced Interviewing Techniques, Social Media for Investigators and Applied Fire Dynamics for Fire Investigations.
- Attended the Annual CBOA/CFMA Code Officials Conference at CCSU in New Britain. Topic: Administrative Search and Arrest Warrants.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Station #3 West Hill Road.
- Met with a representative from the Insurance Service Office (ISO) to conduct a review of the town's fire protection plan.
- Responded along with the fire department to 27 incidents during the month.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Continued daily meetings with EOC in the aftermath of winter storm Alfred

- Continued to coordinate all debris cleanup efforts for winter storm Alfred
- Attended Central Connecticut Solid Waste Authority meeting
- Met with CT DEEP and facilities Manager regarding Highway fueling station
- Completed new employee orientation for Equipment Operator
- Participated in the oral interview of Mechanic Helper position
- Continued with solid waste and recycling contract negotiations
- On several occasions met with FEMA representatives regarding debris management/removal for Winter Storm Alfred
- Met with residents to discuss various issues and concerns

Roadway Maintenance

- Highway crews cleared storm related debris curbside along with outside contractors
- Crews assisted C L & P with branch removal
- Crews worked with an outside contractor in the removal of hanging tree limbs and branches
- Began Town-wide leaf collection program November 28th
- Two highway operators worked at the landfill to monitor storm debris material
- Two highway operators continued with Landfill material processing along with overseeing storm debris material being brought in by residents

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Department of Registrars in the placement of voting machines
- Assisted Highway crews in the debris removal of Winter Storm Alfred
- Assisted Highway crews with leaf collection

Fleet Maintenance

- Continue with new Police vehicle set-ups
- Continue will fall services to Fire Department apparatus
- Continue to maintain all leaf collection equipment
- 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 463 residential bulk items for collection
- Scheduled 68 condominium bulk items for collection
- Scheduled 28 condo/residential scrap metal items for collection
- 2889 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through October 31, 2011
- 856 tons of cumulative recyclables were collected from July 1, 2011 through October 31, 2011
- 551 mattresses collected from July 1, 2011 through October 31, 2011
- Issued 22 permanent landfill permits and 2 temporary permits

TOWN PLANNER

- **Town Plan and Zoning Commission:**The Town Plan and Zoning Commission approved the redevelopment of the property at the corner of the Berlin Turnpike and Rowley Street, known as Maguire's Sports Bar. The Commission issued special exception approvals for two small restaurant uses with drive through windows, reported by the developer to be a Starbucks and Chipotle Grill, and a bank and second phase retail use. The Commission found that the project, at this gateway location, will be consistent with the Plan of Development and the vision to redevelopment properties compatible with adjacent uses. The new project will replace the 8,600 square foot sports bar/night club with 23,800 square feet of buildings and increased parking with 145 spaces.
- The Town Plan and Zoning approval of Toll Brother's open space subdivision on the 73 acre Balf Company property, October 26th, was not appealed. The approval was conditioned on the twenty-one modifications to the 62-lot subdivision development plan. These conditions stand and the revised

subdivision plan will not be signed by the TPZ chairman for recording on the land records until the changes are verified and a development performance bond is posted.

- **Market Square Streetscape:** The Town Planner collaborated with the Town Engineer, contractor and several businesses on Market Square to address their questions and explain the project schedule.
- **Mill Street Extension – Newington Housing Authority Parking Improvements:** The Town Planner, Town Engineer, Housing Authority Director and Senior and Disabled Center staff coordinated with the project’s contractor, Quality Associates, to ensure that safe access and parking was available for residents during construction. The project will provide access to the New Samaritan elderly housing apartments, which are expected to open in late January.
- **Municipal Parking Improvement Project - Urban Action Grant:** The Town Planner completed the project submittals for the closeout of the Municipal Parking improvements in October and the DECD made final payment in November of \$256,760. The entire \$1 million dollar grant was expended.
- **Municipal Parking Lot “Center Green” Bench Donations:** Tom Ganley, former TPZ member and Rotarian, was instrumental in soliciting contributions from individuals and organizations for the purchase of two additional benches for the Center Green at the municipal parking lot. The benches will be set on concrete bases and placed to face east for the enjoyment of viewing the Cedar Mountain ridgeline.

BUILDING DEPARTMENT

- A building permit was issued for construction of a new single family home at 81 Maple Hill Avenue.
- A building permit was issued for a 144 SF addition to football concession stand at Newington High School, 605 Willard Avenue.
- A building permit was issued for an 8175 SF building addition (pre-engineered building), addition of new parking lot and upgrade of existing parking lot. (site work, concrete, metal building, landscaping, site improvements) at 151 Rockwell Road.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - 2009 IRC versus the 2003 IRC – November 29, 2011
 - A. Hanke - 2009 IRC versus the 2003 IRC – November 29, 2011
 - D. Zwick - 2009 IRC versus the 2003 IRC – November 1, 2011
- Building Department activity for the month of November was as follows: Inspectors completed a total of 126 inspections: Boiler (7), Chimney (1), CO (2), Decks (3), Electrical (27), Final (31), Footings (7), Foundation(2), Framing (4), Gas Line (12), Insulation (8), Roof (4), Rough (17), Siding (1).
- There was 1 Certificate of Occupancy issued in November. It was for a single family residence located at 103 Vincent Drive.

The total number of Building/Renovation Permits issued for the month of November was **123** producing a total permit value of **\$1,673,776.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	14	738,701.00
DECK	2	6,300.00
DEMOLITION	0	0.00
ELECTRICAL	35	183,869.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	5461.00
GARAGE / SHED	4	24,934.00
MECHANICAL	27	326,865.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	1	200,000.00
PLUMBING	14	51,980.00
POOL	0	0.00
ROOFING / SIDING	19	132,266.00

SIGN	4	3,400.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	123	\$1,673,776.00

The total Building income fees received in the month of November was **\$18,509.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$450.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$56.00, Driveway / Excavation \$425.00, Engineering copies \$36.00. The other total income is \$1102.00

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

	<u>2011</u>	<u>2010</u>
Value of Permits issued for November:	\$1,673,776.00	\$972,464.00
Fees for Permits issued for November	\$18,509.00	\$12,585.00
Other income Fees for November	\$1102.00	\$2008.50
Building Permits Issued for November:	123	122

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>
\$7,582,369.00	\$77,280.00	\$5,722,172.00	\$74,015.00

ENGINEERING DEPARTMENT

- During the month of November, the Engineering Department issued twelve excavation permits as follows:
 - 1 driveway excavation permits
 - 9 gas main lateral permits
 - 2 gas mains
- Participated in the monthly Inland Wetlands Commission meeting. There was a vote to approve Application 2011-08, proposed in-ground pool at 8 Barn Hill Lane.
- Held weekly project construction meeting(s) for the Market Square Streetscape Project with the contractor, Nunes Construction. The south side of the street is predominately complete and prepared for pavers between the municipal parking lot entrance east to Simon Sez pet store.
- Site plan and project reviews (5 projects) continued for various sites still under design by private consultant.
- The Downtown Revitalization Committee held a meeting with MMI (Milone & MacBroom) landscape architect, the topic of discussion being the installation of the trees in relation to the project timeline.
- Project meeting was held with Quality Associates, contractor for the Mill Street Extension project. The contractor is demonstrating progress, although the rain events and contractor coordination efforts have caused a lag time of approximately 2 weeks in the project timeline.
- Engineering staff continued to administer and monitor driveway and excavation permits.
- Engineering staff met with Board of Education to discuss upcoming projects.
- Erik Hinckley, Engineering Technician, was temporarily assigned to support public works with debris removal (verification of quantities) from the October snow storm.
- Prepared preliminary budget for C.I.P. Revised and re-evaluated roadway listing for 5 year plan.

HUMAN SERVICES

- Storm Alfred had an impact on programs and services as Town Hall was closed several days and normal operations did not continue until Monday November 7.

- On November 17 the Department held its annual holiday food distribution serving 373 households composed of 223 seniors, 311 adults and 236 children. Of those 80 homebound residents received deliveries.
- Over 50 volunteers assisted staff during and after the food distribution which was held at the Teen Center. The wonderful generosity through food drives, donations and contributions comes from every segment of the community including other town departments, civic, religious, business and school groups in addition to many individual residents. The Department and residents in need are fortunate to have so much community support. Coordinator Karen Futoma and Social Worker Carol LaBrecque did another outstanding job in coordinating this annual program.
- Staff, volunteers and community groups are now gearing up for the Toy and Gift distribution which will occur on December 14 and 15.
- The Youth-Adult Council met during November and began planning for Super Hoop-La which is scheduled in March. Several programs are being co-sponsored with the High School as part of the Senior Seminars.
- The Human Rights Commission did not meet because of the storm.
- Department staff handled 619 information and referral calls or walk-ins this month.
- The Food Bank assisted 88 households with three fewer days because of Storm Alfred and town holidays. The Clothing Closet assisted 10 households.
- The Outdoor Market served 158 households on two days this month. The Special Needs Fund assisted 12 households with medical and utility bills.
- ICAN (Interfaith Community Action of Newington) volunteers responded to 3 requests including shopping and driving to medical appointments.
- The Social Casework Program had an active caseload of 112 with 30 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 55 with 7 new referrals and 3 inactive cases. Coordinator Christina Salvio and contractors provided 109 clinical therapy sessions and made 92 contacts with families and other agencies. Coordinator Salvio also handled several "Safe Returns" referred by the schools involving children with suicidal thoughts and/or aggression with peers.
- The Juvenile Review Board handled 2 cases during the month.
- Positive youth development programs provided by Youth Worker Rik Huggard, Part-Time Youth worker Michelle Pestillo and contractors involved 180 youth.
- The November ROPE (Rite of Passage Experience) cycle was implemented at both middle schools with 38 sixth grade students as part of the Health and Wellness curriculum.
- The Fall SCORE (Student Challenge of Recreation Education) after-school program for middle school age youth continued to experience good attendance with indoor rock climbing, arts and crafts, cooking at Stew Leonard's among other activities.
- On November 8 the Adventure Bound Challenge (ABC) after-school program for eighth grade students went rock climbing at Wolf Rock.
- 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.

November 2011 Statistics

	FY 11-12 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 11-12 Cum. Undp. Total YTD	FY 10-11 Cum. Undp. Total YTD
Selected Programs				
Youth and Family Counseling	55	59	84	98
Positive Youth Development	180	475	1468	1636
Information and Referral	619	672	2969	2748

Social Casework Cases				
Under 55 = 68				
Over 55 = 44	112	118	189	242
Food Bank Households	*89	162	708	696
Special Needs	13	12	73	85

***Food Bank was closed on three days due to Storm Alfred and Thanksgiving**

SENIOR AND DISABLED CENTER

- The beginning of the month was dominated by the aftermath of the winter storm. Center Staff were diverted to the Emergency Shelter for a good portion of the week with the Dial-A-Ride staff essentially providing 24 hour a day on call coverage.
- While the Center suspended all programs for the week, on Wednesday, November 2nd the Center was able to resume the home delivered meal program with the assistance of Town Planner Ed Meehan, Assessor Steve Juda and Town Manager Executive Assistant Jaime Trevethan.
- On Thursday, November 3rd, the Dial-A-Ride drivers visited passengers on their routes to assure safety and to schedule transportation to the grocery store if needed.
- The Center’s annual Expo was scheduled for November 5th. It was postponed and subsequently cancelled for this year.
- On November 7th, Center Director Dianne Stone was asked to address the State Long Term Advisory Council meeting at the Legislative Office Building to talk about the local shelter. The meeting, carried on CT-N, was also covered by the Connecticut Mirror (<http://www.ctmirror.org/story/14441/storm-home-health-care>).
- Ms. Stone was also interviewed in a story for the CT Post (subsequently printed in the Courant) regarding boomers and senior centers. (<http://www.ctpost.com/default/article/Boomers-in-no-rush-to-join-senior-centers-2294272.php>)
- On November 16th, Ms. Stone joined Community Services Officer Jamie Cipolla at the annual TRIAD Conference. TRIAD is an organization that promotes a collaborative approach to senior safety with law enforcement, senior services and older adults working together.
- On November 30th, Ms. Stone was invited to a program presented by the Connecticut Council for Philanthropy as part of their effort to promote grant making for aging services in the State.
- On November 9th Physical Therapy students from the University of Hartford presented an interactive program that included demonstrations of posture related exercises. The 4 students each spoke about different common everyday tasks and how to do them in a back healthy manner.
- On November 30th Newington Health Care Center sponsored another seasonal flower craft workshop. These are always very popular and always filled.
- The open enrollment period for Medicare Part D continues to December 7th. Many participants have received letters regarding reapplication for the Medicare Savings Program as well and Social Worker Teri Snyder has been providing assistance in the absence of our CHOICES volunteer.
- The Center currently has 1,938 paid members with an additional 594 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 1782 by 498 people. Actual attendance is higher as many participants still do not sign in.
- Dial-a-Ride provided 1,080 trips covering 3,086 miles during regular hours. An additional 34 trips were provided to or from the shelter after hours.

PARKS AND RECREATION

Administration

Superintendent attended weekly construction meetings involving the Newington High School and Mill Pond projects.

- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent held meetings with contract representatives for the Mill Pond Projects.
- Superintendent has been working on the Parks & Recreation 2011-2012 budget.

- Superintendent continued to coordinated events before and after the 'winter storm' with other Town Department Heads and staff.
- Superintendent held meetings with architect regarding proposed CIP projects at Mill and Churchill Parks.
- Superintendent met with representative from the security camera company involving Clem Lemire Recreation Complex.
- Superintendent had several meetings with the Tree Warden concerning tree issues throughout Town.

Recreation Division

- Parks and Recreation Department staff assisted with shelter operations from November 1 – 5.
- Our Winter 2012 Program Guide was distributed to all Newington residents as an insert in the November issue of the Newington Life. New programs include Play-Well TEKnologies Pre-Engineering with LEGO camp, Snowboarders Art Workshop, Frozen Skating Marathon at Newington Arena, Interval Training class and a Dance Sampler class.
- Registration for Winter programs began on Friday, November 18th for Newington residents. Registration for non-residents will begin on December 2nd.
- S. Glasson and S. Boulay met with Gail Whitney from the Newington Chamber of Commerce regarding this year's upcoming 'Night of Lights' scheduled for December 3.
- S. Glasson and S. Boulay attended the Connecticut Recreation and Parks Association's Annual Conference on November 21 and 22.
- The 3rd Annual 'Fat Friday' Zumba Fundraiser was held on Friday, November 25. Three instructors and over 50 participants attended. Nearly \$300 was raised to provide holiday gifts for two resident families, and several hundred non-perishable food items were collected.
- Men's Basketball League began (20 teams); Women's Volleyball League began (6 teams)
- There was one bus trip this month:
Macy's Thanksgiving Day Parade, November 24 – 14 Passengers

Parks & Grounds

- The first three weeks of November consisted of debris clean-up from winter storm Albert.
- Joe Cirigliano (GKII) and Louis Tine (GKII) spent a couple weeks following the FEMA tree trucks and compiling data on a day to day basis.
- Lester Daigle completed the winterization of town buildings, irrigation lines and also removed the fountains at Mill Pond Park and Churchill Park.
- As time permitted the Parks crew picked up leaves at the parks and buildings around town.
- Parks members decorated the Center, Mill Pond Falls and the Town Hall with wreaths, garland and lights for the annual tree lighting on December 3.
- There were 9 interments in town cemeteries this month.
- Division personnel were offline a total of 21 days this month.

LIBRARY

- The library was closed for 3 days from 10/31-11/2 due to no power from Storm Alfred. When reopened, it was used as a charging shelter, and for wireless access to the internet on laptops or library PCs. There was more damage to the upstairs ceilings due to skylight leakage and Parks & Grounds cleaned up large branches down on the property. Five library staff worked at the Town shelter, including doing story times for children. Sunday openings started November 6th
- The Friends of the Library held a successful Book Sale on Nov. 18-20. We are grateful to the Senior and Disabled Center for hosting the event each year at their spacious facility!
- Cub Scouts from Pack 347 came to the library for a "behind the scenes" tour and history of the library and a look at some historical articles on the Scouts.
- Clarke Castelle, the new Town Council Liaison to the Library Board, visited the library for a "behind the scenes" tour and orientation to library and Board activities.
- Lisa Masten, Diane Durette and Sue Schneider have initiated a new "Tech Nights" series of programs in November and December for people who want to find out more about eReaders and eBooks, iPads, iPods, MP3 players, digital cameras, tablet and laptop computers and the latest digital devices. These are hands-on programs with representatives from Barnes & Noble, Best Buy, MacWorks and P.C. Richard & Son present to discuss the products and answer questions.

- The library purchased two additional eReaders for public circulation, the new Nook Tablet and the Nook Simple Touch. If you own a Kindle eReader, you may now download ebooks from the library's Overdrive downloadable catalog for loan. Go to www.newingtonct.gov/library, click on the link "Downloadable ebooks are available for the Kindle," for instructions.
- Donna Miller, 2 Library Board members and the Friends of the Library President attended an Association of CT. Library Boards Conference at Rensselaer in Hartford. Discussions included the economic impact of today's public library, disaster planning, Board basics and Trustees and Friends working together. Eric Rothausser and Natalie Harbeson were conference presenters, and Paul Crosswaith attended.
- Donna Miller attended a New Director's Brunch hosted by the CT. State Library at Middletown Library Service Center to learn about State Library programs and services.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Nicole Nichols attended a materials cataloging seminar at Farmington Library.
- *The circulation and people count were down because of the extra 3 days we were closed due to the storm. Traditional circulation of library materials was 29,934 items. During November 17,081 people entered the library, an average of 657 people each day. A total of 3,514 reference questions were answered.
- Adult computer users logged in 2,324 times. Online databases were accessed remotely 2,429 times and 8,034 online database searches were done in the library. A total of 44,415 items were borrowed or used by library patrons. We checked out 8,546 items to 77 other libraries in November. Patrons checked out 759 items at self-checkout. Museum passes were checked out 49 times, giving patrons a potential maximum savings of \$1,998 for using the free or reduced admission passes.
- 3,514 adult reference questions were answered. 2,667 hours were logged on children's, teen and adult public computers. The library's website was visited 6,435 times. "How-to" tutorial screencasts were used 27 times on our website. 1,631 Interlibrary Loans were processed by staff. 723 items were added to the collection, and volunteers logged in 184 hours of service.
- Adult programs attracted 182 people for Tech Nights @ the Library, "A 50 Year Old Grandma Joins the Peace Corps" presented by former staff, Vicky Chase, Houseplant Secrets, Caring for the Caregiver, and "The Civil War: Slavery and Race in CT." plus book discussions at the library and Cedar Mountain Commons. Computer classes included Facebook Basics taught by Teen Librarian, Bailey Ortiz, Basic PowerPoint, Basic LinkedIn, Be a Smart Consumer, and CT Employment Trends.
- Teen programs attracted 21 young adults for the joint Middle School and High School Anime Club, plus High School and Middle School book discussion groups.
- Teen Librarians Bailey Ortiz and Karen Benner attended "*A Morning Dialogue with Connecticut Authors*," where four authors who write for young adults spoke about their careers and inspiration for their books. Our Teen librarians will be serving on the new High School Teen Nutmeg Book Award Committee for the next two years and the Nutmeg Committee for grades 7 & 8, to give the best possible reader's advisory to our teen community.
- Thanks to the Friends of the Library, the Children's Room has a new early learning computer pre-loaded with educational software, which the younger kids just love.
- Children's services included 50 programs with 2,628 attending, a 42% increase in attendance from the same month last year. Thanks to the Sliva Family Foundation, 1,287 Newington students were treated to book talks by nationally known author, Kate Klise, who spoke at the High School for all 3rd and 4th graders from the public and St. Mary's schools. She also spent an afternoon with 5th and 6th graders at both middle schools.
- Children's hosted two grade 4 visits to the library, plus weekly storytimes and regular special programs, Jessie the READ dog entertained at the *Tales 2 Tails* program, a *Cars 2* lunch & movie was shown, a Lego construction club was held, and more. Staff answered 1,566 reference questions and children signed up to use computers for 343 hours. Children's databases were accessed 1,003 times. Teens put in 79 hours of volunteer work to help out in the Children's Room and at computer classes.
- Quiet Study rooms were booked for 182.5 hours. Meeting Rooms were used a total of 74 times: 59 were library sponsored uses and 15 were outside groups.
- Business Manager, Lynn Caley, notarized 5 documents for patrons.
- The library continues to be plagued by roof leaks and problems with the skylight, plus inconsistent temperatures due to HVAC control issues. Donna and Lynn met with Bob Korpak to go over CIP requests

- Mr. Korpak is submitting for skylight and roof repair for the library individually, as well as in a bundled CIP request for roof work for the Library, Town Hall and Senior Center. New crown molding was installed in the upstairs hallway.