



# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

John L. Salomone  
Town Manager

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John L. Salomone, Town Manager  
Date: March 17, 2010  
Re: Monthly Report – March 2010

#### GENERAL ADMINISTRATION

- During the month, the Town Manager continued work on the Town Manager's proposed budget, as well as a number of personnel matters. Items of interest included:
- Continued with budget hearing meetings with all Town department heads.
- Presented the annual *State of the Town* address with Mayor Wright.
- Began preparing materials for AFSCME and IBPO union contract negotiations.
- Met with staff to create a strategy for recycling in Town facilities.
- Attended several meetings of the MDC, CRRRA, CRCOG, and the Mid-State Collaborative.

Paid overtime during the month of February 2010 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2009-10 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT		Overtime Hours	Cost		
Vehicles and Equipment		6.7	\$ 300.89		
Weekend Stand-by and Call-in		16.0	715.04		
Road Maintenance		4.0	178.76		
Leaf		4.0	152.96		
Snow		602.3	22,307.06		
Total		633.0	\$ 23,654.71		
<b>PARKS AND GROUNDS DIVISION</b>					
Snow and Ice		272.5	\$ 11,256.75		
Cemetery		8.0	300.04		
Total		280.5	\$ 11,556.79		
POLICE DEPARTMENT		2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration		\$ 3,976.00	\$ 4,545.03	\$ 4,311.00	\$ 694.48
Patrol		580,294.00	352,039.61	600,000.00	356,717.58
Investigation		76,691.00	45,315.78	76,637.00	49,770.10
Communication		112,132.00	76,274.53	108,429.00	69,423.67
Education/Training		103,603.00	32,750.41	88,337.00	45,179.12
Support Services		39,071.00	20,172.01	38,137.00	23,175.53
Animal Control		12,144.00	5,452.05	12,070.00	5,452.05

Total	\$ 927,911.00	\$ 536,549.42	\$ 927,921.00	\$ 550,180.08
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 28,109.00	\$ 11,770.51	\$ 28,109.00	\$ 12,170.68
Snow and Ice Control	132,349.00	86,036.52	132,349.00	140,201.63
Traffic	8,345.00	2,414.17	8,345.00	2,876.31
Vehicles and Equipment	28,185.00	9,847.77	*31,685.00	25,754.48
Leaf Collection	54,997.00	42,356.34	*51,500.00	44,712.81
Total	\$ 251,985.00	\$ 152,425.31	\$ 251,988.00	\$ 225,715.91
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 130,547.00	\$ 79,519.16	\$ 130,547.00	\$ 85,369.23
Cemeteries	14,893.00	4,687.88	14,893.00	7,678.72
Total	\$ 145,440.00	\$ 84,207.04	\$ 145,440.00	\$ 93,047.95

\*Reflects intradepartment transfer.

**Police Department Overtime**

- Comparison - January 2010 to February 2010
  - OT January \$ 67,704 (2 Holidays and 28 days of overtime)
  - OT February \$ 67,220 (1 Holiday and 28 days of overtime)
  - Total decrease \$ 484
- Patrol Overtime of \$39,917 is a decrease of \$6,313 from January. This overtime includes the following approximate costs: one holiday of overtime \$9,440; 9 vacation days \$4,500; 18 days of sick time covered at overtime \$8,500; 4 days light duty coverage \$1,760; 22 miscellaneous days off \$10,000; \$5,500 in holdover overtime (several burglaries, a fire fatality, and warrants), court appearances, and other time off coverage.
- Detective Division Overtime of \$6,786 is an increase of \$2,449. This overtime includes \$3,660 for Holiday Overtime and \$3,126 for investigations that include burglary and fire fatality investigation.
- Communications Overtime of \$8,910 is a decrease of \$519. This overtime includes \$2,229 for Holiday Overtime and 17 days leave filled at overtime \$6,681.
- Education/Training Overtime of \$5,577 is an increase of \$2,616, for various training classes and recertification's.
- Support Services Overtime of \$2,627 is a decrease of \$1,241. This includes \$2,414 for Holiday overtime and \$213 for one Youth Council meeting.
- Canine OT of \$504 is a decrease of \$375 to cover one 4 hour call out and 1 Holiday Overtime pay.

**PERSONNEL**

- B.J. Crowder, Administrative Secretary I at the Senior and Disabled Center, announced her retirement effective the end of March, 2010.
- An internal promotional opportunity was posted for Administrative Secretary I position in the Senior and Disabled Center, with a closing date of February 19, 2010. Three internal applications were received and the interview/hiring process began.

**PURCHASING**

- Bid No. 8, 2009-10: Automated Recycling Containers was posted on February 22, 2010 with a closing date of March 5, 2010.

**RISK MANAGEMENT**

2009-10 Blue Cross/Blue Shield Plan Year

The seventh month of the 2009-10 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at \$818,851. The total paid claims for January 2010 were \$682,714. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through January 2010</u>		
	Town	Board of Education	Total
Estimated Claims	1,300,089	4,431,868	5,731,957
Actual Claims	1,014,429	4,140,724	5,155,153

## **FACILITIES MANAGEMENT**

- The department maintainer started work with a contractor to replace the steam heating coils in the air handlers which serve the gymnasium. Due to leaks in the system, these air handlers have not been used for several years and as a result there has not been heat in the gymnasium during that time.
- The facilities group completed 57 formal work orders during the month of January at the various Town buildings.
- Interior painting of the Kellogg Eddy house began and is expected to be completed in March. (Ongoing Project)
- The Library received formal approval for the energy grant to upgrade the HVAC system. An engineer was selected to begin the design phase of the project and we expect construction to begin over the summer.
- Due to the failure of the roofing system ongoing roof repairs over the gymnasium continue on a monthly basis. (No change, leaks continue to occur in this area.)

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 31 requests for service via the Internet, blocked 30,976 unsolicited SPAM email messages from being delivered, blocked 126 virus/ Trojans from infecting the Town's network infrastructure, and completed 174 formal work orders.
- The Town's website had approximately 20,046 visits during the month. There were 58,431 page views with an average of 2.91 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Homepage, and Online Property Record Card were the most frequently visited pages.
- Reconfigured network components to better prevent the unwanted installation of malicious Internet hosted software.
- Met with Library administration staff and developed a strategy to provide library patron computers with a layer of anti-virus/anti-spyware protection while they are using our wireless network. The implementation of this strategy prevented a virus from being downloaded on the first day of use.
- Completed project to migrate Town Hall's Internet circuit to Cox Cable's Fiber Optic network/Internet circuit.
- Started initial hardware/software upgrade for the Town's Citrix Server farm and virtual desktop infrastructure.
- Several changes were implemented with regards to the Town's anti-virus platform to address new security concerns and enhance overall network security.
- Replaced certain branch office computers with WYSE thin client terminals. The thin client terminals use approximately 60-70% less electricity than traditional computers and require less on-site administration.
- IT staff worked hard throughout the month to resolve open work orders.
- Tier2 software was installed for Facilities Management and for the Fire Marshal's Office. The software helps both departments comply with mandated "Hazardous Reporting" to the State of Connecticut.
- Upgraded the Library's Workflows application to the latest release. The software assists staff with managing various library functions and is used by a large consortium of libraries in the State of Connecticut.
- Provided a printed map and additional information for a school teacher at Elizabeth Green Elementary School.
- Provided mapping support for Parks and Recreation Department, provided mapping assistance to the Highway Department and finalized mapping product for the Highway Garage recycling program.
- Provided mapping support for the library's new resident information packet.
- Created a digital PDF form for the Executive Assistant to the Town Manager.
- Work continued on the setup of the Regional Online Permitting System. Key staff will be scheduled for training within the next few months.

## **TOWN PLANNER**

### Town Center Improvement Project

Municipal parking lot construction was shut down during February because of winter weather conditions. Town staff met with some of the abutting property owners who are interested in having the Town's contractor replace their private broken sidewalk or connect their roof drainage into the Town system. These improvements will not be paid for by the Town and are treated as private contracts between the Town's contractor and a property owner.

The Town Planner assisted with the review of Phase II construction plan for the east of the parking lot for value cost reductions and options to fund the full improvements to Market Square. On February 9<sup>th</sup>, the Town Council approved resolutions to complete Phase II east side of the parking lot and allocated Town CIP funds to supplement the STEAP Phase IV grant to complete Market Square streetscape. The Downtown Revitalization Committee will meet in March to start review of Phase II value engineering reductions and set a schedule for Market Square request for proposal for design engineer of streetscape improvements.

#### Draft 2020 Plan of Conservation and Development (POCD)

Review of the third draft of 2020 POCD on February 10<sup>th</sup> was delayed to the TPZ's February 24<sup>th</sup> meeting because of a snow storm. On February 24<sup>th</sup> the Commission completed their draft three edits and directed the Town Planner to prepare this draft for Town Website posting and referral to the Town Council. Numerous substantive revisions have been recommended by the Commission to strengthen open space strategies to preserve Cedar Mountain, maintain residential zone densities, protect the quality of neighborhoods, and emphasize reuse of strategically located properties near the long range busway and rail stations sites.

#### Open Space Committee

On February 11<sup>th</sup>, the Committee contacted Cedar Mountain property owners and is awaiting their responses to discuss opportunities for open space preservation. Town Planner, Ed Meehan provided the committee with mapping for Cedar Crest Hospital property as well as Town wide privately owned vacant properties. These properties will be reviewed for potential residential development build out and the Committee will then make recommendations for possible preservation priorities. A subcommittee is researching the requirements for creating a Newington Land Trust and will prepare a report identifying the pros and cons of such a private non profit organization.

#### National Welding Municipal Brownfield Remediation Grant Application

Pursuant to the Department of Economic and Community Development (DECD) announcement of competitive remediation grants for brownfield property, the Town Planner's office prepared an application requesting \$1.3 million to abate asbestos containing material and demolition of the National Welding building.

This location meets some of the criteria for grant award because of its proximity to the proposed Hartford-New Britain busway and potential for transit oriented development. Another positive grant consideration is the recent Town Council's authorization to enter into a public-private partnership with Conn DOT and Hayes Properties. If this grant is awarded to Newington it would be a significant start toward the removal of this blighted, contaminated structure and much improve the Town's marketing and redevelopment efforts.

## **FINANCE**

### **Accounting and Administration**

- On February 1<sup>st</sup>, the Town's audit committee met with Joe Kask, Partner of Blum, Shapiro & Co, to review the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2009.
- Analysis was prepared for the Town Council's CIP Committee which met on February 3<sup>rd</sup> and 24<sup>th</sup>.
- Ann Harter assisted with the compilation of information for *The State of the Town* held on February 12th.
- Final efforts were made on the FY 2010-11 budget, including discussing health care costs with Agent of Record, meeting with select Town departments, producing budget pages, and composing budget narratives.
- Work also commenced on the Town's "Official Statement" as part of the upcoming bond refunding.

Major grants received during the month included a reimbursement for the Newington High School Field House in the amount of \$534,335. 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)  
2/28/2010

	Interest Earnings		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2009-10</u>	<u>Year to Date</u>	
General Fund	\$375,000	\$128,386	\$46,448,326
Special Revenue Funds	34,630	5,300	1,650,639
Capital Projects Funds	635	1,147	445,052
Internal Service Fund	100,000	8,234	4,539,629
Trust and Agency Funds	16,000	3,452	1,623,766
TOTAL, ESTIMATED BY FUND			\$54,707,412

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
2/28/2010

	Interest %		Interest \$		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.24	0.28	5,363	3,022	\$28,409,092
CLASS PLUS	0.18	0.22	576	706	4,069,446
Bank North	0.60	0.60	10,177	11,259	22,121,500
Sovereign Bank	0.25	0.25	21	23	107,374
Total Outstanding Investments					\$54,707,412

*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 February.
- Gave a presentation to Town Council recommending the 2011 revaluation be done with Cole Layer and Trumbull utilizing Vision software. This contract is similar in cost to the revaluation done in 2005 and the town will receive more services with this software.
- Applications were sent out and appointments made for the Board of Assessment Appeals meetings to occur the first week of March.

**Revenue Collector**

- Collections for the month for Real Estate, Personal Property, and Motor Vehicles amounted to \$1,962,094. The Supplemental Motor Vehicles collections equaled \$75,237 and \$12,532 was collected on prior years'.
- The collection rate for the total 2008 Grand List is equal to the prior year but the Supplemental Motor Vehicle and Personal Property collections are approximately 1% lower than last February.

**TOWN CLERK**

- There were 395 documents filed on the land records during February.
- There were 36 property sales totaling \$3,730,075.00.
- \$20,150.38 was collected in State conveyance tax; \$9,325.19 was collected in Town conveyance tax.
- Three residential properties each sold for over \$300,000 and the property at 181 Pane Road transferred for \$300,000 from RN Realty LLC to 181 Pane Road LLC.
- 23 liens, 145 mortgages, and 148 releases were recorded.
- 24 survey maps, four Trade Names, seven Notary Public commissions were catalogued.
- The office certified 105 vital records, issued 6 burial permits, and 5 cremation certificates.
- On February 12<sup>th</sup> the Town Clerk attended *The State of the Town* presentation sponsored by the Chamber of Commerce.
-

<b>DATA SUMMARY FEBBUARY 2010</b>				
	February-10	February-09	FY 09/10 to Date	FY 08/09 to Date
Land Record Documents	395	420	3328	2723
Dog Licenses Sold	15	14	440	481
Game Licenses Sold	47	55	477	993
Vital Statistics				
Marriages	11	9	140	143
Death Certificates	17	32	195	199
Birth Certificates	22	21	171	140
Total General Fund Revenue	\$ 22,962.69	\$ 25,714.70	\$314,698.62	\$348,505.10
Town Document Preservation	\$ 770.00	\$ 816.00	\$ 7,436.00	\$ 7,165.00
State Document Preservation	\$ 744.00	\$ 816.00	\$ 7,416.00	\$ 7,181.00
State Treasurer (\$26 fee)	\$ 13,392.00	\$ 10,556.00	\$133,242.00	\$ 80,340.00
Locip	\$ 1,116.00	\$ 1,218.00	\$ 11,106.00	\$ 10,410.00
State Game Licenses	\$ 721.00	\$ 1,225.00	\$ 7,267.50	\$ 16,983.50
State Dog Licenses	\$ 111.50	\$ 100.50	\$ 2,656.50	\$ 2,950.50
Dog Licenses Surcharge	\$ 48.00	\$ 36.00	\$ 970.00	\$ 1,076.00
Marriage Surcharge	\$ 133.00	\$ 95.00	\$ 1,653.00	\$ 1,559.00
<b>Grand Total</b>	<b>\$ 39,998.19</b>	<b>\$ 40,577.20</b>	<b>\$486,445.62</b>	<b>\$476,170.10</b>

## **POLICE DEPARTMENT**

- The Police Dept. has requested the final reimbursement under the American Recovery and Reinvestment Act, Justice Assistance Local Pass through Grant Program in the amount of \$7,500 from the Office of Policy and Management.

Patrol Calls for February are as follows:

<b>Patrol Calls February, 2010</b>					
Alarm Burglary	103	F/Hazmat	1	MVA Evading	14
Alarm Hold-up	6	Fire/COnoSymptoms	0	MVA Fatal	0
Animal Complaint	11	Fire/COSymptoms	1	MVA Injury	15
Arson	0	Fire/Other	5	MVA Property	97
Assault IP	2	Fire/Structure	11	Neighbor Dispute	3
Assault Report	2	Fire/Vehicle	2	Noise Complaint	11
Assist	33	Fire/Water	5	Notification	2
Bad Check NSF	1	Fingerprints	26	Open Door/Window	4
Bike Found	0	Fireworks Complaint	1	Parking Violation	18
Bike Lost	0	Follow-up Invest.	59	Property Found	3
BOLO	2	Gun Call	2	Property Lost	4
Breach of Peace IP	10	Harassment	17	Recovered MV	1
Breach Of Peace Rpt	3	Hazardous Condition	28	Robbery IP	0
Burglary IP	2	Homicide	0	Robbery Report	0
Burglary Report	5	Illegal Dumping	0	Serve Subpoena	1
Car Seat Install	6	Indecent Exposure	1	Serve Warrant	30
Check the Welfare	56	Intoxicated Person	6	Sexual Assault Report	0
Clear Lot	1	Juvenile Complaint	13	Shots Fired	1

Court Detail	14	K9	10	Special Detail	58
Crim. Mischief Graffiti	1	Landlord/Tenant	3	Stolen MV	3
Criminal Mischief IP	2	Larceny from MV	26	Sudden Death	1
Criminal Mischief Rpt	14	Larceny IP	7	Suicide	0
CSO Detail	14	Larceny Report	27	Suicide Attempt	0
Customer Dispute IP	7	Liquor	1	Suspicious Person	76
Customer Dispute Rpt	3	Location/Directed Ptl	106	Suspicious MV Occ	24
Dog Complaint	23	Lockout MV	2	Suspicious MV Unocc	6
Domestic Dispute	19	Lockout Residence	3	Threatening IP	0
Drug Investigation	5	Medical	158	Threatening Report	3
DUI	7	Missing Person	2	Town Ordinance Vio.	2
Emotionally Disturbed Person	3	MV Assist	57	Traffic Stop	738
Escort	32	MV Complaint	24	Trespass IP	0
F/Alarm	11	MV Abandoned	2	Trespass Report	1
				<b>TOTAL</b>	<b>2,120</b>

Investigations and calls by Patrol Officers in February included:

- A Patrol Officer on the midnight shift completed an investigation into several larcenies from vehicles that were parked at a local apartment complex. The larcenies occurred in late November 2009. Arrest warrants were obtained for 6 individuals for numerous counts of Burglary, Larceny, and related charges.
- Patrol Officers on the evening shift assisted in the capture of a wanted person who led police from New Britain on a car chase into Farmington, West Hartford, and Hartford before coming into Newington. The wanted person abandoned his vehicle and was later found hiding under a tarp in the backyard of a Dowd Street home. He was armed with a handgun, wearing body armor, and in possession of a police scanner. The individual was taken into custody by New Britain Police who had a warrant for his arrest.

In February, Detective Division personnel:

- Handled 85 investigations — 62 remain ongoing and 23 were closed by investigative methods.
- Began an investigation into the embezzlement of funds in excess of \$100,000.00 dollars. The investigation is ongoing and Detectives are currently obtaining financial documents and other evidence to substantiate an arrest.
- Investigated a residential house fire that resulted in the death of the homeowner. Fire Officials and the State of Connecticut Medical Examiners Office are also involved in the investigation. The incident is currently under investigation by Detectives.
- Received another CODIS “DNA” hit on an item of evidence collected at the scene of a serious assault that occurred at a local motel in 2008. CODIS is the combined DNA Index System which analyzes DNA samples of convicted criminals against the evidence submitted by police to the State laboratory. This incident is currently under investigation.
- Obtained an assault second degree arrest warrant for a suspect involved in a large disturbance at a local social club. During the disturbance, several shots were fired from a handgun. The arrest warrant was obtained after a lengthy investigation.
- Processed 7 crime scenes in February, in some cases collecting DNA, fingerprints, and other items of evidence.
- The Juvenile Officer is currently investigating 2 juvenile sexual assault cases and has concluded 2 suspected inappropriate sexual contact cases as well as other ongoing investigations.
- Twenty-six arrest warrants were served this month — 25 by Patrol Officers and 1 by Detective Division personnel.

In February, the Community Service Officers (CSO):

- Sent a letter to all members of the Newington business community requesting e-mail addresses in order to set up a contact list. The list will allow the Police Department to keep local businesses informed of criminal activity that is targeting the business community in town. The Newington Chamber of Commerce was instrumental in making the effort a success.

- Helped lead the first meeting of Venture Crew 347, with community leaders Mitch Page and Tim Manke. Venture Crew (run through Boy Scouts of America) is a character building outdoor adventure program for male teens aged 14-20. There was a planning session for an upcoming teen police academy in April and a hike at Ragged Mountain on February 28<sup>th</sup>. The teens were also given a 25 question Wilderness Survival test at the conclusion of the meeting.
- Led a captivating crime prevention seminar for Boy Scout Troop 347 at the Martin Kellogg Middle School on 2/24/2010 with Officer Wagner and his K-9 "Archie" as special guests. Approximately 75 parents and scouts attended.
- Began writing the first four pages of the Step Up! Instructor's Guide. The Instructor Guide will assist future Community Service Officers and Youth Officers from other towns in teaching the internet safety/substance abuse program at the middle school level.

**UCR/NIBRS Selected Crimes**

<b>Type of Crime</b>	<b>Preliminary January 2010</b>		<b>January 2009</b>	
	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	0		0	-0-
Forcible Rape	1		1	-0-
Robbery	2	\$139	0	-0-
Assault	6		10	-0-
Burglary	7	\$18,549	7	\$8,772
Larceny Theft	79	\$85,446	53	\$28,477
Auto Theft	3	\$16,500	1	\$70,000
<b>Totals</b>	<b>98</b>	<b>\$120,634</b>	<b>72</b>	<b>\$107,249</b>

- During the month of January 2010 we arrested 77 adults: 6 for assaults, 9 for burglary, 1 for auto theft, 23 for larceny, 4 for forgery, 6 for narcotic violations, 12 for DUI, 2 for liquor law violations, 2 for offenses against family and children, 2 for disorderly conduct, and 10 for other miscellaneous offenses. We also arrested or referred 7 persons under the age of 18 for criminal acts: 3 for larceny, 1 for fraud, 1 for narcotic violations, and 2 for other offenses.

**FIRE DEPARTMENT**

	<b><u>February 2010</u></b>	<b><u>YTD Cum.</u></b>
Residential	22	152
Commercial, Industrial, Office	3	37
Hospital, School	0	6
Vehicle	3	16
Rescue, Police Assistance	1	13
Dumpster, Rubbish, Grass, Brush, Leaves	2	23
Hazardous Materials/Clean up	2	19
Investigative Alarm	19	170
False Alarm	0	0
Mutual Aid/Standby	5	7
Carbon Monoxide Investigation	1	7
Water Related Incidents/Pump-Outs	0	0
<b>Total</b>	<b>58</b>	<b>450</b>

**Training Summary**

		<b>Members</b>	<b>Hours</b>
Multi-Company Training	Ladders	72	216
Company Training	Salvage & Overhaul	62	186
	Tarps		
	Hydrants and Hook-Ups		
	Foam Operation		
	Hurst Tool Set-Up – Tac-2		
	Building Construction		
Officer's Training	Francis Avenue Fire – Overview	22	44

	Pre-Plan – Old Cashway Lumber		
Cadet Training		11	33
Department Drill	Mark-1 Kits Chemical Suicide Haz/Mat Decon	73	289
Total			768

**FIRE MARSHAL**

- The Fire Marshal’s Office completed the following activities during the month of February:

Inspections	20
Inspection Follow-Ups	44
Plan Review	4
Job Site Inspections	9
Underground Tank Removal	0
Fire Investigations	5
Fire Alarm Trouble	1
Complaints	2
Haz/Mat	0
Bomb Threats	0
Blasting	0

Incidents:

- On February 3, 2010 a fire of accidental origin caused significant damage to a single family home at 145 Francis Avenue. The fire started in a propane heater on the first floor of the home and spread to near by combustibles. The elderly homeowner, who lived alone, died as a result of this fire. Several firefighters were also injured during the incident.

Meetings:

- Fire Marshal Schroeder and Deputy Fire Marshal Muisener attended the monthly meeting of the Capitol Region Fire Marshal’s Association at the Wilson firehouse.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Board of Fire Commissioner’s in the Kalasky Room at fire headquarters.
- Fire Marshal Schroeder attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford.
- Fire Marshal Schroeder attended Annual Chamber of Commerce, *State of the Town* breakfast at the high school with presentations by the mayor and the town manager.
- Fire Marshal Schroeder met with building officials and the town attorney to review ongoing residential fire and building code enforcement issues.
- Fire Marshal Schroeder attended an Executive Overview Session to prepare for the upcoming Department of Emergency Management and Homeland Security Continuity of Operations Planning (COOP) and Continuity of Government (COG) planning workshops.

**HIGHWAY DEPARTMENT**

Administration

- Attended a Solid Waste Management Advisory Committee meeting.
- Attended a contract signing for single stream recycling collection bid.
- Attended a Town Facilities Recycling Solution meeting.
- Attended an Environmental Quality Commission meeting.

Roadway Maintenance

- Crews were called out on eight occasions for snow/de-icing conditions. Total snow accumulation for the month was 13 inches.
- Continued landfill organization and material maintenance.
- Cleaned waterways at Beacon Park and Rock Hole Lane.
- Maintained sand barrels in various locations throughout the Town.
- Continued with patching of potholes and curb pick up.
- Assisted Traffic Division with replacing/repairing signs.
- Trimmed brush at Piper Brook for flood control.

- Continued with Town wide roadside tree trimming.

Traffic Division

- Assisted Highway personnel with snow plowing operations.
- Assisted the Police Department with speed box relocation.
- Continued with the replacement of damaged regulatory and street signs with the assistance of highway personnel.

Fleet Maintenance

- Continued to maintain snow equipment.
- Began seasonal maintenance on street sweepers.
- Began spring services and cleaning of highway road equipment.
- Performed scheduled maintenance in addition to emergency repairs.
- Focused on the preparedness of all snow removal vehicles and equipment for each weather event.
- Continued to up-fit new police cruisers.
- Completed set up of new aerial truck.

Sanitation/Recycling/Landfill

- Scheduled 318 residential bulk items for collection.
- Scheduled 77 condominium bulk items for collection.
- Scheduled 24 condo/residential scrap metal items for collection.
- 4,846 tons of cumulative Residential Municipal Solid Waste was collected from July 1 – January 31, 2010.
- 1,306 tons of cumulative recyclables was collected from July 1 - January 31, 2010.
- Issued 5 permanent landfill permits and 2 temporary permits.

**ENGINEERING DEPARTMENT**

- CNG took out a street excavation permit and started work to install a new 8-inch gas service main on Kelsey Street, from Christian Lane to Orchard Street, a distance of 1610 feet. Staff will monitor this work to ensure it is completed prior to April 1, 2010.
- A construction change order to extend the limits of reconstructing Church Street from Stonehedge Drive to Richard Street was completed and forwarded to the Department of Transportation for approval.
- A claim as a result of a pedestrian falling on a sidewalk fronting the southwest corner of Market Square and Constance Leigh Drive was settled.
- The Capitol Region Council of Governments (CRCOG) has finalized the Request for Proposal for a vendor to maintain Bus Shelters in various towns (Newington being one). The RFP will be advertised in the near future and a selection committee will review the vendors responding to the RFP. Anthony Ferraro, Town Engineer, has requested to be on this committee.
- CRCOG has submitted a grant request to the State for sidewalk improvements for sites abutting the proposed Busway Stations. The grant request includes an estimated cost of \$4,012,000 for the Cedar Street Station in Newington.

**TOWN PLANNER**

**BUILDING DEPARTMENT**

There was one Permit issued for the Town of Newington. It was an Electrical Permit for a service change and controller for soft ball lights at Churchill Park.

There were two Demolition Permits issued to demolish buildings owned by the State of Connecticut D.O.T. located at 150 – 158 Willard Avenue and 160 Willard Avenue.

Seminars attended by our Inspectors for their continuing education credit were:

- |          |   |                                      |
|----------|---|--------------------------------------|
| R. Smith | - | Vacant Buildings – February 23, 2010 |
| D. Zwick | - | Vacant Buildings – February 2, 2010  |
| A. Hanke | - | Vacant Buildings – February 23, 2010 |

There were five Certificates of Occupancy issued in February. Two were for single family homes located at 31 Harman Court (temporary CO) and 208 Barkledge Drive. Three were commercial. They were Express Kitchens, 3310 Berlin Turnpike; a Hair Salon, 425 New Britain Avenue Unit D; and a Hearing Aid Business, 142 Market Square.

Building Department activity for the month of February was as follows: The Inspectors completed a total of 302 inspections. They were: Above Ceiling (2), Alarm (3), Auto Accident (2), Boiler (5), CO (22), Code (5), Complaint (3), Decks (2), Drains (1), Electrical (88), Fireplace Insert (2), Footings (5), Foundation (8), Framing (32), Gas Fireplace (1), Gas Line (7), Gypsum (3), Hot Water Heaters (1), Insulation (15), Mechanical (38), Plumbing (38), Roofing (2), Rough (11), Sill (4), Slab (1), Sprinkler (1).

The total number of Building/Renovation Permits issued for the month of February was 100 producing a total permit value of **\$776,014**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	18	187,720.00
DECK	0	0.00
DEMOLITION	2	33,000.00
ELECTRICAL	35	405,580.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	2	2,950.00
FOOTING / FOUNDATION	1	0.00
FUEL TANK	2	0.00
GARAGE / SHED	0	3000.00
MECHANICAL	16	91,395.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	13	9,010.00
POOL	0	0.00
ROOFING / SIDING	8	42,359.00
SIGN	3	1,000.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>100</b>	<b>\$766,014</b>

The total Building income fees received in the month of February was **\$10,326.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$380.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$53.00, Driveway / Excavation \$550.00, Engineering copies \$77.50. The other total income is \$1180.50

**Permit Value Comparison for February**

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$776,014	\$951,691
Building Permit Fees Received	\$10,326	\$10,304
Other Income Fees	\$1180.50	\$629.50
Building Permits Issued	100	95

**Total Value of Permits and Permit Fees:**

<u>2009-2010</u>		<u>2008-2009</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$19,334,059.00	\$160,176.00	\$37,427,501.00	\$409,985.00

**HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)**

Meetings and Professional Development

- Attended the Newington LEPC meeting. Provided an H1N1 status report.
- Held CCHD environmental staff meeting on January 4, 2010 in Newington. Reviewed Sanitarian “Food Safety Tool Book,” reassigned staff work to provide coverage for the town of Wethersfield due to temporary sanitarian absence. Discussed quality assurance review of file maker pro complaint records.
- Provided staff support and attended Newington Environmental Quality Commission meeting on January 6, 2010.
- Attended Newington Manager’s Meeting on January 27, 2010.
- Attended CCHD Staff Meeting on January 29, 2010. DOH discussed CCHD Board of Health meeting topics, the Digital Health Department initiative, and discussions related to the restriction of outdoor wood-burning furnaces or including wood smoke as a nuisance under the Public Health Code.

Activities and Projects

- Participated in 8 H1N1 public vaccination clinics.
- Through January 22, mass public H1N1 clinics were held with 6,223 vaccinations given.
- Participated in weekly H1N1 conference calls.
- Continued preparation of the FY 08/09 annual report.
- Completed CCHD Complaint Report. CCHD received 284 individual complaints between January 1, 2009 and December 31, 2009. The complaints ranged from property maintenance issues to garbage and refuge, tall grass and injurious plants.
- Responded to food service recalls received from the Department of Public Health (DPH) Food Protection Program. Notified district food service establishments, grocery stores, and daycares concerning the recall of food products from Parkers Farm, Inc. of Coon Rapids, Minnesota due to potential contamination with Listeria monocytogenes and products from Daniele International Italian Sausage due to possible Salmonella contamination.
- Issued a food service license to Carson’s, a new restaurant on the Berlin Turnpike. Carson’s is located in the former Hops Restaurant building.

Inspections

- Food Service Inspections completed: 23 in Newington.
- Complaint Investigations: 2 in Newington.

**HUMAN SERVICES**

February 2010 Statistics

Selected Programs	FY 09-10 Undp. Total This Month	FY 09-10 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD
Youth and Family Counseling	59	43	111	111
Positive Youth Development	176	69	1606	2154
Youth Works (Job Bank)	3	4	26	35
Information and Referral	538	501	3920	1766
Social Casework Cases Under 55 = 46 Over 55 = 43	89	91	226	225
Food Bank Households	109	93	957	856
Special Needs	6	6	104	150

- On Friday February 26, the Human Rights Commission presented the first “Newington’s Got Talent” show held in the Town Council Chambers. Hosted by Gary Byron and Steve Parker and taped by NCTV, there were 25 acts that competed for three gift certificate prizes. This event was held as a fundraiser for the Department Special Needs Fund and raised \$2,182. Commission members and volunteers were delighted with the result.

- The Youth-Adult Council continued preparation for the annual Super Hoop-La Basketball game scheduled for March 5 and the Community Forum on Cell Phone and Internet Safety to be held on March 25.
- The Committee on Community Safety met and finalized their recommendations to the Town Council, which will be forwarded in March.
- The Department received 538 Information and Referral requests.
- Staff continued to process applications for energy assistance funded by Operation Fuel. An increase is anticipated as eligible households exhaust other assistance and realize the moratorium ends on April 15.
- Snowy weather impacted Food Bank use again this month, with 109 households assisted. The Outdoor Market co-sponsored with Food Share served 58 eligible households on one day this month.
- The Special Needs Fund assisted 6 households and the Clothing Closet served 26.
- The Social Casework Program had a caseload of 89 with 33 new referrals. Staff handled a variety of presenting issues from residents of all ages including housing, financial, medical, mental health, substance abuse, homelessness, and domestic conflict. Routine and crisis police referrals were also handled.
- The Youth and Family Counseling Program had an active caseload of 59 with 12 new referrals, 6 inactive, and 7 closed. Staff and contractors provided 102 clinical therapy sessions and made 84 contacts with families and other agencies. Presenting issues included depression, aspergers syndrome, substance abuse, impact from death, divorce or separation and family dysfunction.
- Clinical Coordinator Christina Salvio met with Children's Library staff regarding the increase in families using the Library for divorced or separated parent visitations. The Library had been concerned about confidentiality and how to maintain boundaries in a public facility. Ms. Salvio offered suggestions and identified possible referral resources.
- School, Police, and Human Services staff attended the first statewide conference on Juvenile Review Boards, with over 60 communities represented. Staff concluded that Newington meets best practices presented at the meeting. JRB handled one case this month with three scheduled for March.
- Dr. Valerie Dripchak will offer the four-session parenting course "Staying Connected with Your Teen" beginning March 10.
- Positive youth development programs and activities provided by Youth Worker Rik Huggard and Part-time Youth Worker Michelle Pestello involved 176 youth this month.
- The Winter/Spring SCORE after-school program provided activities during February school vacation including Nomads Adventure Quest, Bowling, Lunch and a Movie and Rock and Robin.
- With Parks and Recreation, co-sponsored a dance for seventh and eighth graders held on February 5<sup>th</sup>.
- The Sixth Grade ROPE program completed its fifth cycle at the middle schools.
- The High School Adventure Club went indoor climbing at Stone Age Rock Gym. Three more members completed a certified belay instruction with the gym owner/manager. The group has planned hiking, camping, and rock climbing for spring.
- The High School Self Awareness Group meets twice a month and is planning spring field trips and community service projects.
- There are two people in various stages of completing 100 hours each of community service supervised by Youth Worker Huggard.

### **SENIOR AND DISABLED CENTER**

- The Center hosted a Pizza/Movie Party on February 12<sup>th</sup>. Since this was a State holiday, there was no congregate meal and over 50 people enjoyed the alternative.
- Karen Halpert began taking applications for the Circuit Breaker Program for property tax relief. She continues to take applications for the Energy Assistance program simultaneously.
- The AARP Tax-Aide program is in full swing. Thanks to the IT Department, the program is now fully connected and the counselors are able to e-file all returns. Most available appointments are already booked.
- Center Nurse Stacie Zibel gave a presentation on March 18<sup>th</sup> on maintaining a healthy weight based on the Bell Institute of Health and Nutrition program, "Cruising a Sea of Healthy Living."
- The Center's inaugural traveling art show had its first installation with work by the Committee members. This display is in the cafeteria and will hopefully enhance the dining experience.
- The Center currently has 1,807 paid members, an increase of 13 from last month. An additional 397 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,053 hours of volunteer service was performed by 71 volunteers during the month.

- There were 46 programs offered at the Center during the month — some one time programs and others ongoing — with a total recorded attendance of 2,675. Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,131 trips in the month covering 3,334 miles.
- Nurse Practitioner Stacie Zibel had 100 patient visits in the Monday Wellness Clinics this month. In addition, Ms. Zibel saw 12 patients in senior housing sites.
- Ms. Zibel completed training and is now certified to lead the LiveWell program, an evidence based chronic disease self-management program. This is a State sponsored program and recently received an extension of Federal funding.

## **PARKS AND RECREATION**

### **ADMINISTRATION**

- Superintendent met with the Town Manager and other staff representatives involving the AFSCME contract negotiations.
- Superintendent held meetings with representatives of sport youth organizations in preparation for spring sport schedules.
- Superintendent meet with the president of Midget Football, Ms. Pam Austin, to discuss the upcoming fall season.
- Meetings were held with recreation staff and various vendors involved in the Extravaganza.
- Superintendent conducted weekly meetings with P&R staff.
- Superintendent met with Mr. Nick Barbieri, Athletic Director at Newington High School

### **RECREATION DIVISION**

- Preschool registration for current families was accepted from February 1<sup>st</sup> – 12<sup>th</sup>.
- S. Glasson attended a CRPA aquatic section meeting on Wednesday February 3<sup>rd</sup>.
- S. Glasson and J. Lee attended the CRPA Entertainment Showcase on Thursday February 4<sup>th</sup>.
- S. Glasson and B. Till met with Newington Swim Club on Friday, February 5<sup>th</sup>.
- Over 200 students from Martin Kellogg and John Wallace attended our Mardi Gras dance on Friday February 5. Non-perishable food items were collected for the town's food pantry as part of admission to the dance.
- S. Glasson is working with other town employees to plan an Employee Health Fair to be held in March.
- The Spring Program Guide was distributed to all Newington residents during the week of February 8<sup>th</sup> as an insert in the February issue of Newington Life.
- S. Glasson attended a CRPA Conference Committee meeting on February 9<sup>th</sup>.
- S. Glasson attended an open house at our Creative Playtime Preschool on February 9<sup>th</sup>.
- Flyers were sent to Newington schools to promote February vacation programs. This year programs included a drop-in class for 1-3 year olds, open gym times for grades 1-12, a supervised drop-off program for children in grades 3-6, recreational swimming, free bowling coupons and more.
- S. Glasson and K. Gallicchio met with representatives of two soccer camp companies on February 17<sup>th</sup>.
- S. Glasson and B. Till met with representatives from Newington Soccer Club on February 19<sup>th</sup>.
- Preschool Registration night was held on February 23<sup>rd</sup> and three new families registered.
- S. Glasson attended a CRPA Executive Board meeting on February 24<sup>th</sup>.
- The Department's Creative Playtime Preschool was represented by two of our assistant teachers at a Preschool Expo held on Saturday, February 27<sup>th</sup> at St. Mary's School.
- An Employee Pot Luck Mardi Gras luncheon was held on February 12<sup>th</sup>.
- B. Till, J. Lee, K. Gallicchio, and S. Glasson attended the Extravaganza Committee meeting on February 22<sup>nd</sup>.
- The mailing for the 12<sup>th</sup> Annual Golf Tournament was sent the week of February 15<sup>th</sup>.

### **PARKS & GROUNDS DIVISION**

- Joe Cirigliano (GK II) continued to prune Crabapple trees.
- Department personnel scrubbed the walls and floors in the parks garage office and crew quarters.
- Benches and picnic tables were assembled to be installed at Beechwood, Beacon, and Eagle Parks.
- Playground chips were installed as weather permitted.
- The entire fleet of trucks were cleaned and waxed.
- Steve Tofeldt began some pruning work with the new aerial bucket truck.
- Most of the department's personnel have begun and completed the required Target Safety Testing.

- There were nine interments in Town cemeteries this month.
- Division personnel were offline a total of 28.5 days in February.

## **LIBRARY**

- A presentation by Kaestle Boos Associates was made to the Library Board at their February meeting regarding initial conceptual designs for an expansion of the Library facility. Library Director Marian Amodeo made the same presentation to staff and Friends' Board members. Input from all three groups will be given to the designers as they continue to refine the concepts into a workable design.
- Traditional circulation of library materials was 34,417. 19,061 people entered the building during the month. 53,995 reference books were accessed remotely, and 6,265 online searches were completed in the Library. The children's book sites *Tumblebooks*, *BookFlix*, and *PebbleGo* were used 310 times. 116 books were downloaded from the Library's website for a total of 85,103 items borrowed or used by library patrons. 1,184 items were added to the collection, and 254 items were mended by volunteers who logged 83 hours doing this task as well as many other behind the scenes processing tasks.
- February services for children included 63 programs to a combined audience of 2,536. There were many programming highlights during the month, not the least of which was the Winter Reading Program entitled *Chews a Good Book*. 200 children read or were read to through January and February and recorded their progress. At the end of school vacation week, preschoolers were treated to a special event of their own, and older children packed the Council Chambers for a Friday night event that included a professional magician.
- Other vacation week activities included *Newington Library Day* at the Skating Center, which was attended by over 400 Newington families. And, the Sushi Chef from Stew Leonard's was on hand to demonstrate the fine art of sushi making for children.
- The *Play For All* series for parents and their children with special needs had two resource professionals visit during February meeting times. A Family Support Provider from the Department of Developmental Services talked about the new Autism Insurance Reform Law Act and how it may benefit their families. Dr. Tina Ruddy from Carbone Chiropractic spoke about gluten free/casein free diets and chiropractic care for children. The attendance at this series continues to grow, as families benefit from the educational and social aspects of each meeting.
- The *We All Get Ready to Read* series for young children and their caregivers began another session. Each one is divided into three parts, and appropriate activities and books are used for each one of the skill building areas: emergent reading, linguistic awareness, and print knowledge. Materials such as interactive alphabet books, sound recordings, and rhyming games are used in this series that was conceived and implemented by Children's Librarian Pat Pierce.
- "*Feed Your Mind- READ*", the adult winter reading program, was enjoyed by 316 patrons, a 36% increase over last year. During that time, 1,569 books were read, a 16% increase. Raffle winners were chosen each week of the five week program, and allowed Newington residents to participate in a community-wide project during the winter months.
- Fourteen other programs were held for adults and teens to a combined audience of 531. *Valentine Chocolate and Wine*, *A Sacred Mess: The Hebrew Bible* (sponsored by Trinity College), and book discussions were all well attended. Three job related programs- the Department of Labor's *Career Express Bus*, *Networking* with Eleta Jones from the University of Hartford Center for Professional Development, and *Motivated Job Search* with Kathy McAfee attracted 91 job seekers. The established support group meets before each program, and there is an email list of 185 people that staff keeps informed of events and related information. Also, artist of the month Steve Linde, a Newington High School art teacher, held an opening reception to introduce his beautiful work.
- Laptops purchased for the Library by the Friends were put to use during the month as a series of computer classes began, taught by volunteer Patrick McGowan.
- The library joined over 150 others throughout the state for Snapshot Day on February 18<sup>th</sup>. This was an attempt to capture a typical day in the life public libraries in CT. There is a complete report for Lucy Robbins Welles about this day, on which 876 people visited in person, another 216 visited on the website. Over 300 reference questions were answered, and 4 programs were held.
- Adult Reference staff completed screencasts for the Library's webpage. These are instructional audios that will help patrons learn how to use databases, handle their accounts, etc. from [newingtonct.gov/library](http://newingtonct.gov/library).
- The Teen Volunteer Network is off and running, as teens who signed up were given assignments during the month, namely helping out at children's and teen programs.
- 6,217 reference questions were answered. 3,290 hours were logged on children's, teen, and adult public stations.

- Topics of interest that were researched this month included:
  - Behavior calming skills for a 5 year old.
  - What kinds of food George Washington ate.
  - Telephone number of the Dept. of the Navy.
  - Writing an ethical will.
  - Classical Indian dance.
- Library webpage visits numbered 6,668, a 25% increase over last February. The most-used databases were Ancestry, Morningstar, and JobNow.
- IST projects this month included preparation for and implementation of a major upgrade to the CONNECT consortial system, the Library's online catalog and circulation system.
- Facilities issues included continued problems with the cleaning service. The "Conservation Challenge" created by Business Manager Lynn Caley continues to produce cost savings in utilities and supplies. Library staff have made efforts in this direction for months now, saving the Town several thousand dollars.
- The Friends held mini-book sales during Valentine's Day weekend (romances) and school vacation week (children's books). The Board continued to work with Library Director Marian Amodeo on budget preparation for FY2010-11, and continued securing sponsorships for their 5K road race, to be held in May.