



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: February 18, 2011  
Re: Monthly Report – January 2011

#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various meetings of the CRRA and CRCOG, and presided over the monthly CTCMA meeting.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the, Town Hall space needs, the Capital Improvement (CIP) Committee and has met with various staff members regarding snow and ice removal throughout Town.
- Mr. Salomone collaborated with the Library Board of Directors to continue with the Library Director hiring process. The Library Board met on January 31 and is expected to endorse a candidate for the position.
- Mr. Salomone interviewed several additional candidates for the Police Recruit position.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents to address various issues and concerns as needed.

Paid overtime during the month of January 2011 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2010-11 overtime expended amounts in the following chart.

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles and Equipment	8.1	\$368.17
Weekend Standby and Call-In	16.0	729.28
Snow	814.9	39,584.79
Road Maintenance	1.4	54.60
Traffic Division	4.5	234.00
Total	844.9	\$40,970.84
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	35.5	1,796.15
Snow and Ice	442.5	19,363.87
Total	478	\$21,160.02

<b>POLICE DEPARTMENT</b>	<b>2010-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>	<b>2009-10 Budget Overtime Appr.</b>	<b>Overtime Expended 09-10 YTD</b>
Administration	\$ 6,461.00	\$ 3,261.23	\$ 3,976.00	\$ 4,545.03
Patrol	554,004.00	364,294.34	580,294.00	312,121.88
Investigation	74,110.00	37,651.02	76,691.00	38,528.86
Communication	111,426.00	95,660.82	112,132.00	67,364.01
Education/Training	103,603.00	61,563.48	103,603.00	27,172.56
Support Services	37,985.00	19,389.67	39,071.00	17,544.46
Animal Control	12,144.00	3,373.61	12,144.00	4,947.21
Total	\$ 899,733.00	\$ 585,194.17	\$ 927,911.00	\$ 472,224.01
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	28,109.00	\$ 12,249.03	\$ 28,109.00	\$ 11,041.17
Snow and Ice Control	132,349.00	78,721.00	132,349.00	60,391.28
Traffic	8,345.00	3,258.45	8,345.00	2,302.86
Vehicles and Equipment	28,185.00	15,217.62	28,185.00	9,484.32
Leaf Collection	54,997.00	43,908.39	54,997.00	42,356.34
Total	\$ 251,985.00	\$ 153,354.49	\$ 251,985.00	\$125,575.97
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 130,547.00	\$ 64,139.25	\$ 130,547.00	\$ 68,221.14
Cemeteries	14,893.00	6,669.62	14,893.00	4,387.88
Total	\$ 145,440.00	\$ 70,808.87	\$ 145,440.00	\$ 72,609.02

#### Police Department Overtime

- Comparison - December 2011 to January 2011
  - OT December: \$137,711 - 3 paychecks, 2 holidays
  - OT January: \$87,741 - 2 holidays
  - Total decrease: \$49,970
- During January there were three officers on light duty, one officer out on workers compensation, and two officer vacancies, all of which increased overtime costs. There is currently one individual on light duty, one out on workers compensation and three vacancies (two officers and a dispatcher). The average biweekly overtime is approximately \$45,000 for the entire department. January reflects an average of approximately \$43,870 in overtime per biweekly pay period. Each pay period had one holiday of overtime reflected in its cost.
- Administration overtime was \$496. There was no increase over November, overtime for one Holiday.
- Patrol overtime was \$54,744. Overtime included \$22,000 for holiday pay, with the balance of overtime covering time off and officers on light duty/workers compensation, or vacant shifts.
- Detective Division Overtime of \$3,904 was a decrease of \$3,518. \$3,570 of the overtime was for holiday pay, and minimal overtime for call outs.
- Communications overtime of \$14,278 was a decrease of \$8,773. Overtime included \$3,900 for holidays, time off, and a vacancy.
- Education overtime of \$10,849 was a decrease of \$8,171. Overtime included ERT training, CPR training and firearms training.
- Support Services overtime of \$3,190 was a decrease of \$3,195. Overtime included \$2,819 for holiday pay.
- The Animal Control Officer did not incur any overtime costs in January.

#### PERSONNEL

- An internal union posting for the Library Technician (T1) position was posted on December 28, 2010 with a closing date of January 5, 2011. No internal union applicants were received. Joann Cocola, a part-time Library Technician, was appointed to the full time position effective in February.
- Edward Silva and Yuri Branzberg were appointed to the positions of Police Recruit, effective February 2011.
- An internal union posting for the Equipment Operator I (HLT-9) position was posted on January 27, 2011 with a closing date of February 4, 2011.
- A public posting for the part-time Assistant Town Clerk position was posted on January 24, 2011 with a closing date of February 4, 2011.

## **PURCHASING**

- RFP No. 3, 2010-2011 - Architectural Services - School Roof Replacement was posted on December 23, 2010 with an addendum on December 28, 2010 and a closing date of January 13, 2011.

## **RISK MANAGEMENT**

### 2010-11 Blue Cross/Blue Shield Plan Year

- The sixth month of the 2010-11 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for December 2010 were \$974,885. The breakdown for the Town and Board of Education is as follows:

#### **Cumulative Claims through December 2010**

	<b>Town</b>	<b>Board of Education</b>	<b>Total</b>
Estimated Claims	1,100,196	4,032,606	<b>5,132,802</b>
Actual Claims	1,163,786	3,477,348	<b>4,641,134</b>

## **FACILITIES MANAGEMENT**

- The facilities group completed 49 formal work orders during the month of January at the various Town Buildings.
- The rooftop equipment for the Library HVAC system was installed over the Martin Luther King weekend narrowly missing the first large snowfall of the season. The installation of new air handler coils with the building will have to wait till the weather warms to allow for a two day shutdown of the heating system. The new control work was installed to all the new pieces of equipment as well during the month.
- Ongoing roof repairs continue throughout the Town Hall on an as-needed basis when leaks occur. There is no solution for this issue short of roof replacements. A plan to replace the roofing will be submitted to the CIP committee.
- A plan to continue work on the third large storage building at the parks garage has been developed to begin spring repairs.
- Bi-weekly reviews have been held with the cleaning contractor since the contract was issued for the Police building, Senior & Disabled Center and the Library and the results have been very positive. There has been a very positive and noticeable difference at all locations to date.
- Equipment selections for the chiller replacement at the Senior and Disabled Center were submitted for review and approved. Work on this project began with the removal of exterior controls and piping to the existing chiller in preparation for the new equipment.
- Work was begun on preliminary plans for the renovations in the Town Hall after Town Council approval. Construction schedules and final designs will be completed in February.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 38 requests for service via the Internet, blocked 46,384 unsolicited SPAM email messages from being delivered, and blocked 25 virus / Trojans, 14 blocked spyware infections and 37,803 intrusion detections from impacting the Town's network infrastructure.
- Completed 87 formal work orders.
- The Town's website had approximately 21,244 visits during the month, 58,548 page views with an average of 2.76 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage/ On-Line Property Record Card and Town Employment Opportunities were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services and Mr. Neil David, Network Administrator/ Project Leader, met with Central Connecticut Health District staff to discuss hosting their network infrastructure within the town's data centers.
- Mr. Boutot met with Mr. John Salomone, Town Manager, Mrs. Ann Harter, Director of Finance and Mrs. Lisa Rydecki, Deputy Finance Director, to present Information Technology's budget for fiscal year 2011-2012.
- Mr. Scott Hoagland, Application/ Network Specialist, updated Parks and Grounds cemetery application and mapping data.
- Mr. Hoagland worked with the Assessor's office and their vendors to prepare the town's Grand List.
- Mr. Hoagland begun deployment of new mobile data terminals (MDT's) for the police department. The MDT's allow officers to access criminal justice systems, computer aided dispatch notification, records management systems and email.

- Mr. Hoagland configured a computer for the Library's Children's Department for their Winter Reading program.
- Mr. Thad Dymkowski, GIS Technician, provided mapping services for: Engineering Department (Court Deposition), Assessor's Office (Revaluation), Town Planner (Map Updates), Emergency Medical Services (Map Support), Board of Education-Transportation Office (Map Support).
- Mr. Dymkowski updated data layers for Town Right of Ways, Street Centerline and Paved Surfaces.
- Mr. Dymkowski participated in the Connecticut GIS User Network and was elected Vice President of this organization by his peers.

## **FINANCE**

### **Accounting and Administration**

- Ann Harter and Town Manager John Salomone met with the Town's ERISA attorney to discuss the OPEB Trust agreement.
- Department budget hearings were conducted through out the month as part of the 2011-12 budget process.
- On December 19<sup>th</sup>, Ms. Harter and Lisa Rydecki attended the CIP Committee meeting.
- Several year-end 2010 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- Ms. Harter compiled costs from various departments and submitted the Town of Newington's estimate of \$63,000 associated with the January 11-12<sup>th</sup> snow storm to the State of Connecticut Department of Emergency Management & Homeland Security for possible reimbursement from Federal Emergency Management Agency (FEMA).

Major grants received during the month include the second installment of the Education Cost Sharing (ECS) Grant in the amount of \$2,707,596. 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)

1/31/2011

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2010-11</u>	<u>Year to Date</u>	
General Fund	\$200,000	\$67,628	\$53,234,120
Special Revenue Funds	2,400	2,412	1,334,317
Capital Projects Funds	867	566	445,903
Internal Service Fund	11,497	4,981	4,800,404
Trust and Agency Funds	4,500	1,876	1,600,711
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$61,415,455</b>

### **INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

1/31/2011

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.23	0.24	3,020	1,812	34,845,374
CLASS PLUS	0.14	0.15	461	619	4,260,275
Bank North	0.30	0.30	6,381	6,381	12,197,259
Sovereign Bank	1.00	0.20	4,992	18	10,112,547
<b>Total Outstanding Investments</b>					<b>\$61,415,455</b>

*Rates reflect avg. monthly yield, annualized*

### **Assessor**

- The October 1, 2010 which includes all personal property, motor vehicle, and real estate accounts was completed and filed with the Town Clerk on Monday January 31, 2010 at 9:57 a.m. The net 2010 grand list

increased over the October 1, 2009 list by \$11,287,133. The net grand list is subject to changes by the Board of Assessment Appeals. This increase would provide approximately \$329,000 in additional tax revenue. A summary of the grand list is presented in the table below:

<b>2010 NET GRAND LIST</b>				
<b>CATEGORY</b>	<b>2009</b>	<b>2010</b>	<b>PERCENT CHANGE</b>	<b>DOLLAR CHANGE</b>
REAL ESTATE	\$2,344,384,895	\$2,346,306,368	0.1%	\$1,921,473
PERSONAL PROPERTY	\$128,801,012	\$129,933,910	0.9%	\$1,132,898
MOTOR VEHICLE	<u>\$194,765,171</u>	<u>\$202,997,933</u>	4.2%	<u>\$8,232,762</u>
<b>TOTAL</b>	<b>\$2,667,951,078</b>	<b>\$2,679,238,211</b>	<b>0.4%</b>	<b>\$11,287,133</b>

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of January.
- The 2011 revaluation continued as most of the pictures were entered into the database along with condominium descriptions.

**Revenue Collector**

- Revenue Collections for January for Real Estate, Personal Property & Motor Vehicles amounted to \$25,219,802.50. The Supplemental Motor Vehicles collected were \$291,828.19 and \$17,123.98 was collected for back taxes.
- January’s collections were close to last year’s total percentage for the cumulative figures through the month, but the supplemental motor vehicle bills and back tax collections were a little lower compared to January 2010.

**TOWN CLERK**

- There were 500 documents filed on the land records during January. \$20,016.64 was collected in State conveyance tax and \$8,238.32 was collected in Town conveyance tax.
- The largest property sale was for \$436,000 at 398 Stamm Road from Stamm Partnership LLC to Lenco Realty II LLC.
- The office filed 209 releases, 152 mortgages, 44 liens and 40 property deeds.
- The staff certified 87 vital records and issued 12 burial and five cremation certificates.
- Five Notary Public commissions were catalogued.
- The Town Clerk and the UConn intern produced a third NCTV show highlighting Creative Playtime—the pre-school run by the Parks & Recreation Department.

<b>DATA SUMMARY January 2011</b>				
	<u>January-11</u>	<u>January-10</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	500	399	3817	3729
Dog Licenses Sold	4	13	401	424
Game Licenses Sold	90	90	400	467
Vital Statistics				
Marriages	3	4	115	141
Death Certificates	30	14	187	180
Birth Certificates	20	27	123	155
Total General Fund Revenue	\$ 25,586.97	\$ 17,837.23	\$254,153.44	\$284,429.50
Town Document Preservation	\$ 942.00	\$ 736.00	\$ 6,895.00	\$ 6,754.00
State Document Preservation	\$ 942.00	\$ 736.00	\$ 6,970.00	\$ 6,760.00
State Treasurer (\$26 fee)	\$ 16,956.00	\$ 13,248.00	\$122,750.00	\$121,454.00
Locip	\$ 1,413.00	\$ 1,104.00	\$ 10,230.00	\$ 10,122.00
State Game Licenses	\$ 506.00	\$ 2,012.00	\$ 3,948.00	\$ 7,840.50
State Dog Licenses	\$ 22.00	\$ 76.00	\$ 2,411.00	\$ 2,566.00

Dog Licenses Surcharge	\$ 10.00	\$ 28.00	\$ 856.00	\$ 930.00
Marriage Surcharge	\$ 95.00	\$ 76.00	\$ 1,015.00	\$ 1,520.00
<b>Grand Total</b>	<b>\$ 46,472.97</b>	<b>\$ 35,853.23</b>	<b>\$409,228.44</b>	<b>\$442,376.00</b>

### POLICE DEPARTMENT

- Background investigations on the entry-level police officer candidates were completed in January. After completing the final testing exams, Edward Silva and Yuri Branzburg were offered the position of police officer. They will be sworn in as police recruits in early February and will begin training at the Connecticut Police Academy (POST) on February 18, 2011.
- The hiring process for Public Safety Dispatcher is continuing. Eighteen applicants were invited to take the practical test. Due to the inclement weather, only twelve candidates took the exam. Of those twelve, seven have been invited to an Oral Interview to be conducted on February 17<sup>th</sup>.
- The State of Connecticut, Department of Transportation, approved a FY 2011 Comprehensive DUI Enforcement Program Grant for the police department to be in effect thru September 2011. The State will fund up to \$42,525 for overtime costs associated with this grant, and the Town will fund \$14,175 for overtime costs. DUI roving patrol began in January on the Berlin Turnpike.
- Patrol Calls for January were as follows:

AlarmBurg	127	F/Hazmat	9	NEIGHBOR	13
AlarmHold	7	F/OTHER	6	NOISE	12
ANIMAL	12	F/STRUC	11	NOTIFICATION	6
ASSAULTIP	5	F/VEH	3	Other	9
ASSAULTREP	2	F/WATER	3	ParkingViol	35
Assist	30	FINGERPRINT	21	PROPFOUND	1
BADCHECKNSF	2	FollowUp	47	PROPLOST	4
BREACHIP	9	Harassment	11	RECOVEREDMV	1
BREACHREP	9	Hazard	38	ServWarrant	17
BURGREP	3	ILLEGALDUMPING	1	SEXASSAULTRE	2
CARSEAT	2	Intoxicated	11	SHOTS	1
Check	70	JUVCOMP	11	SpecDetail	65
COURT	18	K9	2	STOLENMV	3
CRIMMISGRAF	4	LAND/TENANT	2	SUDDENDEATH	1
CrimMisRep	13	LARCFROMMV	11	SuspiciousIP	55
CSO	6	LARCIP	10	SuspiciousRep	29
CUSTOMERIP	3	LARCREP	25	TESTPOLICE	2
CUSTOMERREP	3	LOCATION	13	THREATIP	1
Dog	34	LOCKOUTRESID	2	THREATREP	0
DomesticIP	26	M	224	Tobacco	3
DomesticRep	8	MISSING	3	TOWNORD	6
DRUG	3	MVABAND	6	TRAFFIC STOP	418
DUI	5	MVAEvading	21	TRESPASSIP	3
EDP	17	MVAInjury	15	TRESPASSREP	3
ESCORT	32	MVAProp	121	<b>TOTAL</b>	<b>1,906</b>
F/ALARM	21	MVAssist	163		
F/CONO	1	MVComplaint	46		

### Patrol Calls and Investigations

- A patrol officer observed a vehicle traveling southbound on the Berlin Turnpike. The officer stopped the vehicle for a minor violation. The officer noticed a female seated in the passenger seat. A query through NCIC showed three (3) active PRAWN warrants for the passenger's arrest. The warrants charged violation of CGS 53a-32: Violation of Probation and carried a \$2,500.00 court-set bond. She was taken into custody and transported to Newington Police headquarters to be processed. During processing, she was found to be in possession of 0.9 grams of heroin. Based on this information, she was also charged with violation of CGS 21a-279(a): Possession of Narcotics.
- A patrol officer observed a vehicle traveling west on Cedar Street. The officer recognized the passenger and knew that there was an outstanding warrant for his arrest. He stopped the vehicle to investigate further and informed the operator of the reason for the traffic stop. The passenger was taken into custody due to the

outstanding arrest warrant. Both the driver and passenger were found to be in possession of marijuana and were transported to Newington Police Headquarters where the passenger was processed on the outstanding arrest warrant and also charged with Possession of less than 4oz. of Marijuana. The driver was also charged with Possession of less than 4oz. of Marijuana.

- Patrol officers responded to a local beauty salon, to investigate a burglary complaint. It was discovered that entry into the building had been forced and numerous items had been taken. According to the business owner, approximately \$2,305.00 worth of business related property was stolen. This incident is currently under investigation.

Detective Division

- Handled 80 investigations, 53 remain ongoing and 27 were closed by investigative methods.
- Served 34 arrest warrants, 22 by Patrol Officers and 12 by Detective Division personnel.

Community Service Officer (CSO)

- Began working with Newington High School staff towards securing a Youth and Police Federal grant. The grant is aimed at facilitating more positive interactions between youth and police. The goals of the program are to promote positive youth development and to increase the numbers of police officers who are experienced and comfortable working and interacting with youth.
- Successfully obtained approximately \$42,500 dollars in federal grant money under the federal 2011 Comprehensive D.U.I. Enforcement Program. These funds will be dedicated towards increasing the Department's D.U.I. enforcement efforts through increased patrols and checkpoints conducted in 2011.
- Conducted police department familiarization tours for three local Cub Scout troops.
- Conducted an interview with the Newington Town Crier regarding the Town of Newington's Emergency Operation Center, which was activated twice during the month of January.
- Conducted a complete inventory and recertification for the Department's laser and radar units.

**UCR/NIBRS Selected Crimes**

Type of Crime	Preliminary December 2010		December 2009	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-	-0-	-0-	-0-
Robbery	-0-	-0-	1	\$256
Assault	8	-0-	5	-0-
Burglary	7	\$13,533	21	\$27,025
Larceny Theft	53	\$66,652	59	\$13,197
Auto Theft	4	\$25,200	2	\$31,000
<b>Totals</b>	<b>72</b>	<b>\$105,385</b>	<b>88</b>	<b>\$71,478</b>
<b>1<sup>st</sup> Quarter Totals</b>	<b>263</b>	<b>356,937</b>	<b>213</b>	<b>\$231,466</b>
<b>2<sup>nd</sup> Quarter Totals</b>	<b>214</b>	<b>248,286</b>	<b>243</b>	<b>\$274,151</b>
<b>3<sup>rd</sup> Quarter Totals</b>	<b>253</b>	<b>\$543,675</b>	<b>267</b>	<b>\$889,115</b>
<b>4<sup>th</sup> Quarter Totals</b>	<b>213</b>	<b>\$225,267</b>	<b>250</b>	<b>\$174,699</b>
<b>Totals 2009</b>	<b>944</b>	<b>\$1,374,145</b>	<b>973</b>	<b>\$1,569,431</b>

**FIRE DEPARTMENT**

	January 2011	7 Month Total
Residential	25	125
Commercial, Industrial, Office	6	23
Hospital, School	0	8
Vehicle	4	17
Rescue, Police Assistance	0	17
Dumpster, Rubbish, Grass, Brush, Leaves	0	22
Hazardous Materials/Clean up	9	24
Investigative Alarm	26	169
False Alarm	0	0

Mutual Aid/Standby	1	16
Carbon Monoxide Investigation	2	8
Water Related Incidents/Pump-Outs	0	0
Total	73	429

### Training Summary

Multi-Company Training	Water Supply/Water Flow	72 Members	216 Hours
Officer's Training	Yardezone Management Class	30 Members	90 Hours
On-Line Training	Fire Control, Fire Behavior, Handline Operations Ladders	62 Members	130 Hours
In-House Training	New Proteq Scout Meter	57 Members	57 Hours
Total			493 Hours

### **FIRE MARSHAL**

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

Inspections	16
Inspection Follow-Ups	26
Plan Review	03
Job Site Inspections	08
Underground Tank Removal	00
Fire Investigations	00
Fire Alarm Trouble	00
Complaints	07
Haz/Mat	00
Bomb Threats	00
Blasting	00

#### Incidents:

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

#### Fire Marshal's Activities:

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Rocky Hill.
- Participated in numerous Department of Emergency Management and Homeland Security "Conference Calls" to plan and prepare for the excessive snowfall during the month.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Company #2 on Richard Street.
- Attended a meeting with the Town Manager and Finance Director to review the proposed 2010-2011 Fire Marshals Budget.
- Attended the monthly Local Emergency Planning Committee meeting at police headquarters.
- Attended the monthly town hall staff meeting in the squad room at police headquarters.

### **HIGHWAY DEPARTMENT**

#### Administration

- Implemented electronic recycling program at the landfill
- Attended meeting at Uconn to discuss upcoming street sign reflectivity mandate

#### Roadway Maintenance

- Maintained sand barrels in various locations throughout Town
- Continued with flail mowing of Piper Brook and various locations
- Crews dispatched eight (8) times for several significant snow conditions resulting in 51 inches of accumulation for the month
- Began Christmas tree removal, service was interrupted due to snow storms
- Completed Town center post-storm clean up and line-of-sight operations



- Continued clearing of snow covered intersections and line of sight issues

#### Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Highway crews in snow plowing operations
- Assisted Highway crews in Town center-post storm clean up

#### Fleet Maintenance

- Mechanics kept extremely busy during the month with the maintenance/repair of snow plowing equipment
- Also continued with scheduled maintenance and emergency repairs

#### Sanitation/Recycling/Landfill

- Scheduled 233 residential bulk items for collection
- Scheduled 34 condominium bulk items for collection
- Scheduled 12 condo/residential scrap metal items for collection
- 4,215 tons of cumulative Municipal Solid Waste was collected from July 1 – December 30, 2010
- 1,428 tons of cumulative recyclables was collected from July 1 - December, 30, 2010
- 461 mattresses collected from July 1 – December 2010
- Issued 15 permanent landfill permits and 3 temporary permits
- Began electronic recycling program at landfill

### **ENGINEERING DEPARTMENT**

- During the month of January, the Engineering Department issued one excavation permit as follows:
  - 1 Excavation for electrical conduit at Constance Leigh
- Provided Milone & Mac Broom typical sample specifications for sidewalk and drainage related items to be used for the Market Square Streetscape Project.
- Canceled the January Inland-Wetlands Commission meeting due to the lack of applications.
- Attended the monthly Transportation Improvement Committee meeting sponsored by the Capitol Region Council of Governments. Reviewed a slide presentation made by Department of Transportation (DOT) staff regarding a program DOT has in place that documents photos of all roadways DOT maintains taken at intervals of 5 meters. Towns may obtain a free copy of this program if it's useful to them. (Note: The program does not contain information pertaining to local roads maintained by the towns.)
- Staff from Engineering (Christopher Greenlaw) appeared in court to testify on behalf of the town regarding a sidewalk fall claim due to inclement weather on school property. The jury rendered a verdict in favor of the town.
- Staff from Engineering (Erik Hinkley) received the certificate issued by the Department of Environmental Protection for having successfully completed their annual training program for Inland Wetlands Agents and/or Commissioners.

### **TOWN PLANNER**

#### Town Plan and Zoning Commission

During January the Town Planner drafted proposed zone amendments requested by the Town Plan and Zoning Commission to implement the strategy recommendations set forth in the 2020 Plan of Conservation and Development. The proposed amendments will give priority to natural resource and open space strategies for protection of steep slopes over 15 percent gradient, increased buffers adjacent to greenway corridors and erosion control measures for single lot development. The Commission is also discussing changes in the regulations to increase the number of days permitted for promotional temporary business sign advertisement and possible reinstatement permitting drive-through restaurants in the Berlin Turnpike and Planned Development commercial zone districts. Public hearings on these proposed amendments will be held in February.

On January 26<sup>th</sup>, the Commission approved site development plans for a 1,800 square foot medical office at 49 Fenn Road, opposite the Stop and Shop plaza, and issued a special exception approval for a small health fitness club use at 85 Market Square.

#### Economic Development Commission

The Town Planner has prepared for the Development Commission an updated Vacant Building Survey, 12-1-2010, listing estimated available floor space by industrial/warehouse use and retail/commercial use. The survey found that the 2009 vacancies observed in the Town Center business district were occupied in 2010. On the

Berlin Turnpike the former Tweeter store, HOPS restaurant and Circuit City were re-occupied. However, overall Town wide, industrial/warehouse vacant space increased by three percent and retail/commercial vacancy increased almost 12 percent. The 2010 Vacant Building Inventory is posted on the Town Planner's website.

Market Square Streetscape Grant

At the Town Council's January 11<sup>th</sup> meeting, authorization was approved to file with the CT Department of Economic and Community Development (DECD) contract documents for our Phase IV Market Square Streetscape project. The Town Planner submitted the project financing and budget plan for the 2010 STEAP \$200,000 grant on January 18<sup>th</sup>. All contract documents and DECD budget approvals are in place for the 2009 \$350,000 STEAP grant.

Lowery Place U.S. Post Office Collection Boxes

Over the past six months the Town Planner and TPZ Commission Chairman, Dave Pruett, have been requesting the post office to relocate the collection boxes to a safer placement further away from the Lowery Place driveway entrance. Vehicles blocking and backing into the driveway is a safety concern. In January, the Post Office manager notified the TPZ Commission that their Safety Officers have evaluated the location of the two collection boxes and concluded that their present location is adequate. The Commission does not feel the Post Office Safety Officers considered all the relocation options and through the Chairman will again try to work with the Newington Post Office manager to improve the safety and convenience of remote mail drop boxes.

**BUILDING DEPARTMENT**

- There was an HVAC Permit taken out for the Lucy Robbins Welles Library. It was to replace the 25 ton heat/cool roof top unit, replace 25 ton condensing unit on roof and replace the DX coil 25 ton in mechanical room. Also, Electrical Permits were taken out to put in a new feeder to the roof top unit and install temperature controls for the new roof top unit.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan: 2003 IBC Accessibility & Usability with the 2003 A117.1 standard – January 20, 2011
  - R. Smith: Fire and Building Code Administration and the Public – January 11, 2011
  - A. Hanke: Fire and Building Code Administration and the Public – January 11, 2011  
Charging Stations and Electric Vehicles – January 19, 2011  
2003 IBC Accessibility & Usability with the 2003 A117.1 standard – January 20, 2011
  - D. Zwick: Fire and Building Code Administration and the Public – January 11, 2011  
Charging Stations and Electric Vehicles – January 12, 2011
- Building Department activity for the month of January was as follows: The Inspectors completed a total of 91 inspections. They were: CO (5), Decks (2), Drains (1), Electrical (13), Final (17), Footings (3), Foundation (5), Framing (6), Gas Line (5), Gypsum (1), Insulation (3), Mechanical (6), Plumbing (5), Roofing (1), Rough (10), Sheetrock (7), Water Proof (1).

The total number of Building/Renovation Permits issued for the month of January was **52**, producing a total permit value of **\$845,867.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	21	617,500.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	17	24,495.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	900.00
GARAGE / SHED	0	0.00
MECHANICAL	9	119,649.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	10	16,500.00
POOL	1	17,000.00

ROOFING / SIDING	5	49,473.00
SIGN	1	350.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>52</b>	<b>\$845,867.00</b>

The total Building income fees received in the month of January was **\$9,439.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$530.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$21.50, Driveway / Excavation \$50.00, Engineering copies \$33.00. The other total income was \$814.50

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

	<u>2011</u>	<u>2010</u>
Value of Permits issued for January:	\$845,867.00	\$877,723.00
Fees for Permits issued for January:	9,439.00	10,365.00
Other income Fees for January:	814.50	871.50
Building Permits Issued for January:	52	97

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

<u>2010-2011</u>		<u>2009-2010</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$12,204,602.00	\$147,242.00	\$18,558,045.00	\$149,850.00

### **HUMAN SERVICES**

- The Youth-Adult Council continues to plan for the annual Super Hoop-La Basketball game scheduled for Friday evening March 4. They are also setting up a safe driving awareness program for parents and teens to be shown on NCTV in April.
- The Human Rights Commission is preparing for Newington's Got Talent with auditions set for Saturday February 19 from 11am to 4pm at Town Hall. Rehearsals will occur during March and April with the show scheduled for Friday April 15 at Newington High School.
- The Commission is providing some funding support for the high school diversity awareness program facilitated by the Anti-Defamation League and called "The Truth About Hate." The program is scheduled for tenth grade students in April.
- This month, staff welcomed college student interns Gina Nardi, Kelly Mallon and Jaime Robertson. They are assisting staff with several projects including the SEPTA Special Needs Resource Fair, Volunteer Recognition, ROPE, SCORE and other youth programs.
- The Department received 572 Information and Referral calls or walk-ins. Additional calls from upset residents especially seniors regarding the snow and ice removal are also being received.
- The Food Bank assisted 128 households composed of 68 residents over 55 and 192 under age 55. The Outdoor Open Market co-sponsored with Food Share served 51 households on one day this month. Both programs were significantly impacted by snow storms reducing the number of eligible residents able to get to Town Hall and Market Square.
- The Special Needs Fund assisted 10 households and the Clothing Closet served 18.
- ICAN (Interfaith Community Action of Newington) volunteers received 5 requests including transportation, housecleaning, shopping among others.
- The Social Casework Program had an active caseload of 106 with 44 new referrals. Presenting issues included financial and energy assistance, domestic conflict, health and mental health, housing and emergency shelter. Staff responded to several police referrals that needed immediate responses and follow up.
- The Youth and Family Counseling Program had an active caseload of 61 with 15 new referrals of which 6 came from the high school. There were 12 inactive and 17 closed cases. Coordinator, Christina Salvio and contractors provided 118 clinical therapy sessions and made 152 contacts with families and other agencies. Of note, therapists identified an increase in the number of clients reporting sexual abuse.
- The Juvenile Review Board handled four cases during January.

- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time worker, Michelle Pestillo and contractors involved 55 youth.
- The fifth cycle of ROPE (Rite of Passage Experience) for sixth grade students went well with group sizes averaging 20 students per class allowing for more challenge initiatives. Staff experienced an increase in parents attending the final ceremony at both middle schools.
- Youth Worker Huggard met with high school staff to plan activities for the Self Awareness group and Life Skill students. Class sessions begin again in February and will continue until the end of May. Classroom, field trips and community service projects are incorporated into the program.
- Youth Worker, Huggard also met with the Adventure Club and planned activities for the rest of the school year. Programs include a yurt camping trip, snowshoeing and white water rafting.

#### January 2011 Statistics

<b>Selected Programs</b>	<b>FY 10-11 Undp. Total This Month</b>	<b>FY 10-11 Undp. Total Last Month</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>	<b>FY 09-10 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>61</b>	<b>56</b>	<b>120</b>	<b>99</b>
<b>Positive Youth Development</b>	<b>55</b>	<b>84</b>	<b>1775</b>	<b>1500</b>
<b>Youth Works (Job Bank)</b>	<b>7</b>	<b>3</b>	<b>32</b>	<b>23</b>
<b>Information and Referral</b>	<b>572</b>	<b>473</b>	<b>3793</b>	<b>3382</b>
<b>Social Casework Cases</b>				
Under 55 = 64				
Over 55 = 42	<b>106</b>	<b>101</b>	<b>311</b>	<b>266</b>
<b>Food Bank Households</b>	<b>128</b>	<b>146</b>	<b>1070</b>	<b>848</b>
<b>Special Needs</b>	<b>10</b>	<b>14</b>	<b>109</b>	<b>98</b>

#### SENIOR AND DISABLED CENTER

- As with the rest of the State, the weather was the main attraction at the Senior and Disabled Center during the month of January. The Center cancelled activities a record four days in the month.
- Along with transportation and programs, meal delivery was also cancelled. Recipients of Meals on Wheels are given shelf stable “storm meals” at the beginning of the winter to prepare. There have been two additional deliveries of “storm meals”. These create additional stress on the delivery system.
- A new Brain Fitness class started this month. This is a seven week program that provides information and activities designed to incorporate cognitive wellness into daily life.
- New chairs and other fitness equipment were set up at the Center for a Silver Sneakers™ exercise class that will begin next month. This is a national program offered by Healthways. It is traditionally offered in commercial fitness centers and funded by health insurance companies as a beneficiary benefit. The Center is partnering with Healthways and Healthtrax to make the class available to all residents for a nominal fee. All of the equipment was provided by Healthways.
- A new session of Wii Bowling training began this month in preparation for state competition.
- Center Director Dianne Stone was invited to attend a meeting with the head of the Administration on Aging, Assistant Secretary of Aging Kathy Greenlee as part of a contingent from the National Council on Aging. The meeting, intended to open a dialogue between the Administration and the National Institute of Senior Centers, could lead to future funding opportunities for Senior Centers.
- Dial-A-Ride provided 876 trips in the month covering 2832 miles. The program was cancelled four days and ridership was also down because the weather was so poor.
- A total of 679 hours of volunteer service was recorded by 70 volunteers in the month.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 1,541 by almost 470 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,680 paid members. An additional 1,049 people are registered for services (i.e. Dial-A-Ride, social work).

#### PARKS AND RECREATION

##### Administration

- Superintendent met with staff on a weekly basis regarding various work assignments and issues.

- Superintendent has been working on the Parks & Recreation 2011 – 2012 budget.
- Superintendent met with architect in regards to the RFP and project at Mill Pond Park.
- Superintendent met with residents to address various issues and concerns.
- Town Council, Parks & Recreation Commission, and Clem Lemire Artificial Turf Field Committee approved items that are required by the Project Building Committee's ordinance.
- Superintendent and Special Events Coordinator interviewed firework companies. We are in the process of reviewing their proposal and checking references.
- Superintendent attended a town safety meeting.
- Superintendent and representatives from Milone & MacBroom gave a presentation to the Town Council on the proposed artificial turf field at Clem Lemire Park.

#### Recreation Division

- Most Winter programs began in early January, and registration is ongoing.
- A Newington Town TV show was taped featuring our Creative Playtime Preschool Program and is now available online at [www.nctv.org](http://www.nctv.org).
- The Spring 2011 Program Guide was completed and sent to print.
- Staff has been meeting with facilitators to secure sports camp programs for the summer.
- A Lifeguard Training course began on Wednesday, January 19<sup>th</sup>.
- The department has been working with coaches to begin the process of establishing a Field Hockey Camp for summer 2011.
- Staff has been meeting with the Newington Ice Arena to begin the process of establishing more programs using the ice arena facility.
- Registration for Creative Playtime Preschool Program for the 2011-2012 school year began on January 31<sup>st</sup> for current families and siblings.

#### Parks and Grounds

- The vast majority of the Departments manpower was directed towards the response to eleven incidents regarding ice and snow. These included plowing, salting and the removal of large snow piles at the schools and other Town buildings.
- Joe Cirigliano (GKII) has begun the annual job of pruning all the crabapple trees in Town.
- Ben Brietkreutz (GKIII) and Eric O'Neil (GKII) have rebuilt the dugouts at Badger Field due to vandalism.
- Tom LaPierre (GKI) spent many hours updating our MSDS files and bringing them up to date.
- There were 8 interments in Town cemeteries this month.
- Division personnel were offline a total of 41.5 days this month.

#### LIBRARY

- The winter weather has been a factor in library services during the month of January. The major snowstorm on January 12 that closed the library, the residual effects and all of the storms since have impacted our patrons ability to get to the library and use the services or attend the many programs offered throughout the month. That being said our statistics decreased only a small percentage despite all of the bad weather and several early closings. And in fact, the library experienced more phone and email service and an increase in remote usage from the library website.
- Traditional circulation of library materials was 33,121. 16,767 people entered the building. Sundays continued to be popular with 1,388 people entering the building and 3,150 circulating during the month. 2,704 online searches were completed in the library and 8,898 were accessed remotely. The children's book sites *Tumblebooks* and *Bookflix* were used 769 times. 271 books were downloaded from the library's website, an 83% increase from the previous year for a total number of 45,763 items checked out or used by library patrons. 1,089 items were added to the collection and 177 items were mended by volunteers who logged in 67 hours.
- January services for children included 51 programs to a combined audience of 1,531. A highlight of the month was the kick-off event for the winter reading program "Love your library." For 2 hours children dropped-in to register online and participated in making heart crafts, watching movies and getting heart tattoos. Attendees also chose books and could vote for their favorite Nutmeg Award nominees using the voting machine. With the new online format, children can record their progress on the library's website in the library or at home. By the end of the month 174 children were enrolled. Pre-school outreach, outreach to MKMS, *Play for All* and *We all Get Ready to Read* programs, regular story based programs and many class field trips rounded out the programming month.

- The Children's staff also began a new service for teachers' grade 3 and up. Book Discussion Sets made up of multiple copies of past nutmeg books, book discussion questions and related activities are put together for teachers to check out for 6 weeks for in-class use. Teachers love them with 6 sets being checked out so far.
- 5,478 reference questions were answered. 3,446 hours were logged on the children's and adult/teen public computers. Library webpage visits numbered 7,188, an 8% increase over last January. Screencasts, online video tutorials from the library webpage that help patrons use the library catalog as well as many of the online databases were used 64 times.
- Topics of note that were researched this month included:
  - Gastroenterologists in the Hartford area
  - Garden clubs in Connecticut
  - Books on handling a fear of dogs
  - Quotes from John Rutledge
  - Dealing with separation when a child leaves for college
- During the month of January, 11 adult programs were held to a combined audience of 419. Adults celebrated winter reading too as 170 readers registered at the kick-off program. Adults enjoyed refreshments, reading suggestions, a free gift as well as a chance to win a prize. By the end of the month 265 adults were actively participating in this seasonal literary event. Other programs included *Small Movies-Big Hearts* film series which featured the movie *Young Victoria*; "Effective Resume and Cover Letter Design" was offered as part of the continuing series for job seekers and computer classes for the public were made possible from the technology grant from the *Hartford Foundation for Public Giving*.
- Teen activities included a weekend reception to introduce the month-long student art display in the Community Room. 63 visitors stopped by to view the art and enjoy refreshments and listen to the *Sweaters Trio*, a group of teen musicians. Other activities consisted of the popular Anime club, book discussions at MKMS and a book talk by the teen librarians for the entire 7<sup>th</sup> grade class at JWMS.
- The Friends hosted a "Wine and Cheese Social" at the library as part of their year-long 50<sup>th</sup> anniversary celebration. 115 people braved the winter weather to enjoy an evening of music with Steve Casillas, wine tasting courtesy of *Connecticut Beverage Mart*, an assortment of cheese crudités and a teacup auction.
- Phase one of the HVAC project being coordinated by Facilities Director Bob Korpak started at the beginning of January with electricians in the library for several days doing preliminary work. On January 17, Martin Luther King Day, a new HVAC unit was installed on the roof. Since then techs from Johnson Controls have been at the library on several occasions to insure that controls were correctly installed. The temperature in the library has been much better since the installation.
- Acting Library Director Lisa Masten, Business Manager Lynn Caley and Library Board budget chair Alan Naifis presented the proposed library budget for 2011-2012 to the Town Manager and Finance Director. As requested the library presented a 0% increase budget.
- In personnel, Kristina Sutay was hired as a part-time Circulation library technician replacing Heather Hamilton.
- Finally, we had to have a cute but unwanted visitor removed from the library. A patron reported seeing a bat in the library. After searching high and low throughout the first floor of the building, the bat was spotted hanging out near an adult Internet station. Animal Control Officer Wayne Fox came to the rescue. After being called, he arrived just in time as the bat flew over to the reference desk causing a few shrieks and landed on the floor blocking a librarian's ability to move away from the desk. Officer Fox calmly slammed the empty trash can over the bat, picked him up with his bat gloves and walked leisurely out the door to set him free. All was well again in the library.