



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: December 23, 2010
Re: Monthly Report – November 2010

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various meetings of the CRRA and CRCOG, and also presided over the monthly CTCMA meeting.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Clem Lemire turf field project, Town Hall space needs, and the Capital Improvement (CIP) Committee.
- Mr. Salomone and Finance Department staff met with various department heads to discuss CIP funding requests.
- Mr. Salomone collaborated with the Library Board of Directors to continue with the Library Director hiring process.
- 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 November 2010 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2010-11 overtime expended amounts in the following chart.

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	111.4	\$6,132.98
Weekend Standby and Call-In	16.0	605.52
Snow- Equipment Preparation	83.1	5,120.33
Road Maintenance	15.5	604.50
Traffic Division	7.4	288.60
Landfill- Grinding	21.4	631.20
Landfill	2.5	91.72
Leaf Collection	<u>649.8</u>	<u>28,790.55</u>
Total	907.1	\$42,265.40
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Leaves	133.0	\$ 5,389.52
Cemetery	26.5	1,001.78
Football	<u>8.0</u>	<u>395.84</u>
Total	167.5	\$6,787.14

POLICE DEPARTMENT	2010-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD
Administration	\$ 6,461.00	\$ 2,764.28	\$ 3,976.00	\$ 3,054.17
Patrol	554,004.00	258,615.08	580,294.00	206,474.50
Investigation	74,110.00	30,390.61	76,691.00	27,470.43
Communication	111,426.00	65,588.88	112,132.00	45,235.00
Education/Training	103,603.00	35,982.67	103,603.00	14,026.24
Support Services	37,985.00	13,701.22	39,071.00	14,789.21
Animal Control	12,144.00	3,041.66	12,144.00	3,539.61
Total	\$ 899,733.00	\$ 410,084.40	\$ 927,911.00	\$ 314,589.16
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 9,765.49	\$ 28,109.00	\$ 6,568.13
Snow and Ice Control	132,349.00	8,676.72	132,349.00	5,698.65
Traffic	8,345.00	2,868.45	8,345.00	2,078.40
Vehicles and Equipment	28,185.00	13,658.68	28,185.00	6,776.55
Leaf Collection	54,997.00	42,354.87	54,997.00	14,282.99
Total	\$ 251,985.00	\$ 77,324.21	\$ 251,985.00	\$ 35,404.72
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 39,922.25	\$ 130,547.00	\$ 51,219.25
Cemeteries	14,893.00	4,509.52	14,893.00	2,432.29
Total	\$ 145,440.00	\$ 44,431.77	\$ 145,440.00	\$ 53,651.54

Police Department Overtime

- Comparison - October to November 2010
 - OT October: \$74,033 - 2 paychecks, 1 holiday
 - OT November: \$89,619 - 2 paychecks, 1 holiday
 - Total increase: \$15,586
- Administration overtime of \$496 is a decrease of \$589. Only holiday pay.
- Patrol overtime of \$47,065 is down approximately \$833 due to fewer days of leave taken. Overtime occurred due to several accident investigations, (2) K9 searches, oral panel participation, mandatory Sergeants meeting, and \$11,000 for holiday pay.
- Detective Division Overtime of \$9,189 is an increase of \$5,357 due to an increase in investigations including several burglaries, robberies, pedestrian fatality, train accident, surveillance, and background checks for new candidates.
- Communications overtime of \$12,891 is an increase of \$2,641 due to an increase in time off, and \$2,000 in Holiday pay.
- Education overtime of \$13,895 is an increase of \$7,420 due to CPR training, COLLECT training, MRT training, and K9 training that occurred in November.
- Support Services overtime of \$4,496 is an increase of \$1,252 due to Holiday pay and meetings.
- ACO overtime of \$351 is an increase of \$338 for holiday pay.

PERSONNEL

- The interview process for the Library Director position continued through the month of November, with the top four candidates meeting with panels consisting of area Library Directors and various members of the Lucy Robbins Wells Library Board of Directors.
- Stephanie Boulay was offered and accepted the part-time (19 hour) Program Coordinator position in the Parks and Recreation Department.
- Jamie Goulet, a temporary employee of the Highway Department, was promoted to the permanent Equipment Operator I position on November 29, 2010.
- An internal union posting for the vacant Librarian I position was posted on November 22, 2010 with a closing date of December 1.

PURCHASING

- Bid No. 2, 2010-11 – Highway Truck, was posted on October 18, 2010 with a closing date of November 3, 2010.
- RFP No. 2, 2010-11 – Synthetic Turf Athletic Field was posted on November 24, 2010 with a closing date of December 9, 2010.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The fourth month of the 2010-11 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2010-11 plan year were estimated at \$855,467. The total paid claims for October 2010 were \$797,151. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through October 2010</u>		
	Town	Board of Education	Total
Estimated Claims	733,464	2,688,404	3,421,868
Actual Claims	740,879	2,305,767	3,046,646

FACILITIES MANAGEMENT

- Roof drain and gutter cleaning was completed during the month at the Library and Town Hall for the season.
- The facilities group completed 93 formal work orders during the month of November at the various Town Buildings.
- Major equipment submittals from the contractor were reviewed, approved and placed on order for the Library HVAC system upgrade project. Delay of equipment deliveries during the month has pushed the construction schedules into December and January for work start.
- 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 at month end. Work on this project will begin after delivery of the new chiller in December.
- Work was completed to install a pressure reducing station on the water service to the highway garage to eliminate ongoing repairs to valves and fixtures caused by too high a water pressure in the building.
- A design is underway to add a chemical treatment system for the boiler feeds to control scale and system leaks in the Police Building.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 31 requests for service via the Internet, blocked 51,681 unsolicited SPAM email messages from being delivered, blocked 918 virus/ Trojans, blocked 22 spyware infections and 41,681 intrusion detections from impacting the Town's network infrastructure
- Completed 78 formal work orders
- The Town's website had approximately 23,798 visits during the month, 60,697 page views with an average of 2.55 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage/ On-Line Property Record Card and Parks and Recreation Home Page were the most frequently visited pages
- Addressed software issues for the Town Clerk's public printing station
- Provided Geographical Information Systems (GIS) map and abutters list for Police Department Administrative staff
- Provided technical assistance with Mobile Data Terminal (MDT) units for Police Department including assistance with their license plate reader (LPR) system
- Provided GIS mapping services for the Assessor's revaluation project, Highway Department's snow plow routes, public freedom of information requests and for the town landfill
- Provided technical assistance for Registrar of Voter's forms and vote tally
- Mr. Thad Dymkowski, GIS Technician, participated in the State GIS Day event serving as Master of Ceremonies (MC)
- Continued preparation and setup of new thin client devices and wide area network (WAN) servers
- Efforts continued with setup of the Town's remote access software applications

FINANCE

Accounting and Administration

- Meetings were held with department heads to discuss the submitted Capital Improvement Project requests.
- 2011-12 Budget Instructions were prepared and distributed.
- The 2011-12 budget module was activated during the month for entry by Town departments.
- Analysis was prepared for the Town Council's CIP Committee which met on November 10th.
- Reviewed documents related to the OPEB Trust agreement.

The Town received Federal State Fiscal Stabilization Funds (SFSF) for \$540,670. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
11/30/2010

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2010-11	<u>Actual</u> Year to Date	
General Fund	\$200,000	\$48,450	\$30,495,927
Special Revenue Funds	2,400	1,515	1,334,040
Capital Projects Funds	867	474	445,811
Internal Service Fund	11,497	3,992	4,796,271
Trust and Agency Funds	4,500	1,553	1,602,282
TOTAL, ESTIMATED BY FUND			\$38,674,331

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
11/30/2010

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	0.22	0.23	\$2,686	\$3,821	\$12,056,028
CLASS PLUS	0.17	0.17	619	640	4,323,609
Bank North	0.35	0.35	6,381	6,592	22,187,158
Sovereign Bank	0.20	0.20	18	18	107,536
Total Outstanding Investments					\$38,674,331

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the existing computer assisted mass appraisal system through the end of November.
- Personal property declarations were received from some 1,100 businesses. Assessor's office staff entered over 300 declarations into the personal property CAMA system. There are about 100 companies that have failed to file.
- The 2009 supplemental motor vehicle list was completed and will be released to the Tax Collector for billing in December.
- Approximately 400 real estate properties were inspected for improvements per building permits. Real estate inspections will occur during October through December. These inspections will be added to the October 1, 2010 Grand List.
- The process of the 2011 revaluation is on schedule and will be ongoing through December 2011. Tasks for the 2011 revaluation included:
 - Exterior inspections of all real estate sales that occurred from January 1, 2009 through October 1, 2010 were made by the Assessor and CLT, the revaluation company;
 - Pictures were taken of 3,000 +/- properties and half of them were entered in the database.
 - Conversion issues with new software program were identified and continue to be worked on.

Revenue Collector

- The Tax Collections for the 2009 Grand List amounted to \$319,260. Prior year taxes amounted to \$49,338 of which \$6,524 was in Suspense Collections.
- November’s collections are in line with the prior year’s taxes with a 54% collection rate.
- The staff is preparing the billing for the second installment on real estate and personal. Additionally, the staff is updating addresses for the new Supplemental Motor Vehicle accounts. Tax bills will be mailed separately during the month of December.

TOWN CLERK

- There were 502 documents filed on the land records during November. \$27,220.50 was collected in State conveyance tax and \$14,029 was collected in Town conveyance tax. Property transfers totaled \$5,444,100.
- Residential property at 25 Deer Path conveyed for \$425,000.
- Parcel #2--Berlin Turnpike sold for \$650,000 from Antonio and Antonietta Garofalo, Trustees to Seva Sadan LLC.
- The office catalogued 178 mortgages, 21 liens, 59 deeds and 194 releases.
- Six Notary Public commissions were filed. Five liquor permits and six Trade Name certificates were documented.
- Fourteen burial permits and 5 cremation permits were issued. 124 copies of vital records were certified.
- On November 2nd electors cast their votes for Governor and Lieutenant Governor, United States Senator, Representative in Congress, State Senator, State Representative, Secretary of the State, Treasurer, Comptroller, Attorney General, Judge of Probate and Registrar of Voters. Voter turnout was 62%.
- As a result of the election debacle in Bridgeport regarding the shortage of poll ballots, the newly elected Secretary of the State has indicated that she will form an Advisory Committee to suggest ways of avoiding this problem in the future. Future legislation affecting all Town Clerks and Registrars of Voters is expected to be forthcoming.
- On November 30th the first episode of NTTV (Newington Town TV) was aired on NCTV highlighting town wide Christmas events sponsored by Human Services, Newington Police Department, Parks & Recreation Department and the Library.

DATA SUMMARY November 2010				
	<u>November-10</u>	<u>November-09</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	502	519	2755	2811
Dog Licenses Sold	10	18	382	393
Game Licenses Sold	37	57	265	320
Vital Statistics				
Marriages	15	22	100	115
Death Certificates	34	27	118	139
Birth Certificates	14	25	89	103
Total General Fund Revenue	\$ 31,282.00	\$ 39,447.33	\$198,575.77	\$227,144.94
Town Document Preservation	\$ 958.00	\$ 916.00	\$ 4,989.00	\$ 5,102.00
State Document Preservation	\$ 968.00	\$ 916.00	\$ 5,064.00	\$ 5,108.00
State Treasurer (\$26 fee)	\$ 17,064.00	\$ 16,488.00	\$ 88,442.00	\$ 91,718.00
Locip	\$ 1,422.00	\$ 1,374.00	\$ 7,371.00	\$ 7,644.00
State Game Licenses	\$ 615.00	\$ 1,655.00	\$ 2,768.00	\$ 4,173.50
State Dog Licenses	\$ 96.00	\$ 152.00	\$ 2,276.00	\$ 2,338.00
Dog Licenses Surcharge	\$ 34.00	\$ 56.00	\$ 802.00	\$ 846.00
Marriage Surcharge	\$ 76.00	\$ 190.00	\$ 836.00	\$ 1,254.00
Grand Total	\$ 52,515.00	\$ 61,194.33	\$311,123.77	\$345,328.44

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. Of the six candidates who moved onto polygraphs and backgrounds, four have received Conditional Offers of employment. If they pass the final testing exams, then it is anticipated that two candidates will be hired and sworn-in sometime in January. The other two candidates will be placed on a list in anticipation of future retirements. Six more candidates have progressed onto Polygraphs and backgrounds.
- Public Safety Dispatch Candidate James Moynihan began employment with the Newington Police Department on November 8, 2010.
- The Secure Our Schools camera project is progressing with cameras being installed in the schools for emergency situation monitoring by the dispatch center.
- Patrol Calls for November are as follows:

ALARMBURG	109	F/COSYMP	2	MVAssist	70
ALARMHOLD	7	F/EXTRICATION	1	MVComplaint	40
ANIMAL	14	F/HAZMAT	6	NEIGHBOR	7
AssaultIP	3	F/OTHER	11	NOISE	7
ASSAULTREP	8	F/STRUC	9	NOTIFICATION	4
Assist	22	F/VEH	3	OPENDOOR/WIN	4
BREACHIP	12	Fingerprint	19	ParkingViol	16
BREACHREP	3	FOLLOWUP	55	PROPFOUND	13
BURGIP	2	Harassment	21	PropLost	3
BurgRep	10	HAZARD	24	ROBBERYIP	5
CarSeat	2	ILLEGALDUMPING	1	SERVWARRANT	14
Check	70	INDECENTEXP	2	SEXASSAULTRE	2
CLEARLOT	1	INTOXICATED	6	SpecDetail	91
COURT	23	JuvComp	17	STOLENMV	4
CRIMMISGRAF	2	K9	1	SUDDENDEATH	2
CRIMMISIP	5	LAND/TENANT	7	SUICIDE	3
CRIMMISREP	21	LARCFROMMV	5	SuicideAtt	2
CSO	9	LARCIP	11	SuspiciousIP	102
CUSTOMERIP	10	LARCREP	27	SuspiciousRep	22
CUSTOMERREP	2	LOCATION	108	TestFire	1
Dog	38	LOCKOUTRESID	2	TESTPOLICE	33
DomesticIP	29	M	221	THREATIP	2
DOMESTICREP	16	MISSING	5	THREATREP	2
DRUG	1	MVABAND	3	TOBACCO	1
DUI	8	MVAEVADING	18	TRAFFIC STOP	592
EDP	11	MVAFATAL	1	TRESPASSIP	1
ESCORT	20	MVAINJURY	13	TRESPASSREP	1
F/ALARM	13	MVAProp	94	TOTAL	2,100

Patrol Calls and Investigations

- Responded to Church Street near Rowley Street for a motor vehicle accident involving a pedestrian. The pedestrian, a 14 year old Newington resident, was transported to Connecticut Children’s Medical Center where he later died as a result of his injuries. The operator of the vehicle was not injured. This incident is currently under investigation by the Newington Police and the Mid-State Accident Reconstruction Squad.
- Responded to the area of 375 East Cedar Street on a reported robbery. The victim, a cab driver stated that two suspects punched him, spat at him and stole the taxi’s keys, while shouting derogatory anti-Muslim rhetoric before fleeing on foot. The victim received injuries to his head, wrist and hands. Newington patrol officers began pursuing the two suspects with the assistance of the Newington Police K-9. The suspects were tracked and located near a Motel on the Berlin Turnpike as they attempted to flee from the crime. The Officers and K-9 located one suspect who violently resisted arrest. The suspect severely bit one officer and a second officer received a broken hand. Officers and the K-9 took control of the suspect and he was taken into custody. The suspect was charged with Larceny 6th Degree, Disorderly Conduct, Robbery 2nd Degree, Interfering with Police, 2 counts of Assault on Police, 2 counts of Assault 3rd Degree, Criminal Mischief 3rd Degree, & Intimidation Based on Bigotry/Bias. Follow up investigation later led to the arrest of the second suspect.

FIRE DEPARTMENT

	November 2010	5 Month Total
Residential	12	75
Commercial, Industrial, Office	5	15
Hospital, School	0	8
Vehicle	1	10
Rescue, Police Assistance	3	14
Dumpster, Rubbish, Grass, Brush, Leaves	5	20
Hazardous Materials/Clean up	7	14
Investigative Alarm	18	118
False Alarm	0	0
Mutual Aid/Standby	1	15
Carbon Monoxide Investigation	2	5
Water Related Incidents/Pump-Outs	0	0
Total	54	294

Training Summary

Multi-Company Training	Live Fire Burn at Tower	82 Members	248 Hours
Officers' Training	On-Line Training: Management for Line Officers	32 Members	96 Hours
	On-Line Training: Driver Training, Driver Safety, Dept. Directives for Apparatus Safety	14 Members	112 Hours
Total			456 Hours

FIRE MARSHAL

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

Inspections	25
Inspection Follow-Ups	21
Plan Review	06
Job Site Inspections	07
Underground Tank Removal	00
Fire Investigations	00
Fire Alarm Trouble	00
Complaints	01
Haz/Mat	00
Bomb Threats	00
Blasting	01

Incidents:

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

Fire Marshal's Activities:

- Attended the monthly meeting of the Capital Region Fire Marshals Association in East Hartford. Training Topic: ATF Bomb Arson Tracking System (BATS).
- Attended a meeting in Wethersfield with Commissioner Boynton from the Department of Emergency Management and Homeland Security and other Local Emergency Managers from Region-3 for an annual review of DEMHS activities.
- Attended the International Association of Arson Investigators Annual Meeting and Training Conference in Rocky Hill. Training Topics: Understanding and Controlling Dust Explosion Hazards, Practical Fire Dynamics for Fire Investigators, Hydroponics Labs and Your Safety and a Presentation from a Survivor of the Station Night Club Fire in Rhode Island.

- Attended the Annual CBOA/CFMA Code Officials Conference at CCSU in New Britain. Topic: Restaurant Fire Risk Reduction Systems and the new UL 300 Requirements.
- Attended the Annual Public Safety “Blessing of the Badge Ceremony” at St. Mary’s Church.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Station #2 on Richard Street.

HIGHWAY DEPARTMENT

Administration

- Attended meetings in preparation for the implementation of electronic recycling
- Attended meetings regarding the possible upgrade of fuel management hardware and software for the Highway Department and BOE fueling locations
- Attended meeting regarding the discussion of future plans for the natural gas pumps located on Garfield Street
- Attended CIP committee meeting
- Attended CCSWA solid waste meeting
- Attended Landfill closure plan meetings
- Hosted information meeting with Hopkins Drive residents regarding landfill operations

Roadway Maintenance

- Per OSHA regulations completed hearing tests for Highway, Parks and seasonal employees
- Began Annual Leaf Collection Program on Monday November 1st
- Crews completed first Town wide leaf collection on November 16th
- Crews completed second Town wide leaf collection on November 29th
- Highway equipment operators loaded trucks from bid awarded contractor for leaf disposal

Traffic Division

- Assisted highway crews in the annual leaf collection program.
- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted the registrar of Voters for the upcoming elections by installing and removing voting machines
- Assisted the Police Department with speed box relocation

Fleet Maintenance

- Continued with leaf collection equipment maintenance
- Continued with snow fighting equipment preparation
- Continued with fleet emergency repairs and scheduled maintenance
- Continued with Fire Department apparatus fall services
- Constructed roof for resident sand/salt structure
- Assisted Highway crews with leaf collection efforts

Sanitation/Recycling/Landfill

- Scheduled 629 residential bulk items for collection
- Scheduled 69 condominium bulk items for collection
- Scheduled 28 condo/residential scrap metal items for collection
- 2,855 tons of cumulative Municipal Solid Waste was collected from July 1 – October 31, 2010
- 892 tons of cumulative recyclables was collected from July 1 - October 31, 2010
- 287 mattresses collected from July 1 – October 31, 2010
- Issued 20 permanent landfill permits and 8 temporary permits
- Approximately 11,900 cubic yards of leaves have been hauled out of the landfill

ENGINEERING DEPARTMENT

- During the month of November, the Engineering Department issued eight excavation permits as follows:
 - 6 Driveway/curb cut excavations
 - 1 Gas lateral service
 - 1 Gas patch at 28 separate locations
- Met with Milone & Mac Broom and coordinated further design issues pertaining to the widening of sidewalks as part of the Market Square Streetscape Project.
- Presented the Clem Lemire Turf Field Project to the Inland-Wetlands Commission. There were no major concerns raised by the Commissioners.

- Participated in several meetings with representatives from Bolton, East Hartford and Manchester regarding a Pilot Program that will automate Inland-Wetland applications on computers.
- Prepared multiple sketches that will improve traffic circulation between the front of the library and the upper lot to Town Hall.

TOWN PLANNER

TPZ Commission

During November, the Town Plan and Zoning Commission held four public hearings and reviewed two projects for site development approval. One of the public hearings was on a petition to reinstate auto related uses in the Planned Development zone district, Berlin Turnpike and Cedar-Fenn intersection area. This petition was subsequently withdrawn and may be resubmitted pending an appeal filed in New Britain Superior Court. At the Commission's November 22nd meeting, members by consensus agreed not to support reinstatement of auto related uses citing the recommendations for uses on the Berlin Turnpike in the 2020 Plan of Conservation and Development.

The U.S. Department of Veterans Affairs "Victory Gardens" site plan for 74 housing units sponsored for veteran's occupancy was approved November 10th. These housing units will be developed by a non-profit organization on 11 acres of the VA Willard Avenue campus. 24 of the 74 units will reuse the existing former nurse's building located on Veterans Circle. Pursuant to the Veterans Administration request for proposal and land lease requirements occupancy and tenant selection must give first preference to veterans. The project's estimated occupancy date is spring 2014.

The second site development project under reviewed by the Commission is for a small walk-in medical care building at 49 Fenn Road, across from the Mobil gas station. Although the proposed use is only 1,800 square feet, its development at this location on Fenn Road raises traffic safety issues and difficult construction challenges on this small legal non-conforming property that was created when Barbara Road and Fenn Road right of ways were set in the 1930's.

On November 5th, the Town received the warranty deed for Waverly Drive, a subdivision street that has been before the TPZ for almost five years. The conditions of public street acceptance require the developer to post a one-year \$10,000 cash maintenance bond.

Downtown Revitalization Committee – Market Square Streetscape

On November 8th, the Downtown Revitalization Committee held a special workshop meeting to get comments from Market Square businesses and property owners for traffic control options, maintain two-way pattern or institute a one-way east bound pattern. The overwhelming preference was to continue the two-way pattern with on-street parallel parking. The comments supporting two-way traffic cited concern for loss of customers and confusion for motorists. Business owners urged the enforcement of the (2) two hour on-street parking limit, removal or pruning back of overgrown trees, better lighting and cost control of project embellishments. The Committee will spend additional time reviewing options for reduced sidewalk widening, from 5 feet to 3 feet, and design alternatives to make Market Square a safer pedestrian street.

BUILDING DEPARTMENT

- There was one permit issued for single family housing in November. It will be built at 2 Deming Farm Drive. Deming Farms is a new age restricted 55+ condo development. There will be 16 single family condos.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan: CBOA/CFMA Educational Conference for Code Officials – November 16, 2010
 - R. Smith: Sustainable Building Construction & Code – November 24, 2010
 - A. Hanke: CBOA/CFMA Educational Conference for Code Officials – November 16, 2010
Sustainable Building Construction & Code – November 24, 2010
 - D. Zwick: Sustainable Building Construction & Code – November 10, 2010
Vertical Openings – November 23, 2010
- Building Department activity for the month of November was as follows: The Inspectors completed a total of 185 inspections. They were: Above Ceiling (7), Boiler (3), Chimney (1), CO (9), Code (2), Decks (8), Electrical (42), Final (33), Footings (2), Framing (17), Gas Line (12), Gypsum (3), Hot Water Heater (2), Insulation (3), Mechanical (14), Plumbing (5), Roofing (4), Rough (13), Site Visit (1), Sprinkler (1), Tank (1), Wood/Pellet Stove (2).

The total number of Building/Renovation Permits issued for the month of November was **122**, producing a total permit value of **\$972,464.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	80,500.00
DECK	5	29,650.00
DEMOLITION	1	28,445.00
ELECTRICAL	16	0.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	300.00
FUEL TANK	1	9,835.00
GARAGE / SHED	3	164,204.00
MECHANICAL	29	0.00
NEW COMMERCIAL	0	280,000.00
NEW RESIDENTIAL	1	24,770.00
PLUMBING	17	0.00
POOL	0	156,007.00
ROOFING / SIDING	21	27,975.00
SIGN	4	0.00
TENT	0	0.00
TRAILER	0	80,500.00
TOTAL	122	\$972,464.00

The total Building income fees received in the month of November was **\$12,585.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$650.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$52.50, Driveway / Excavation \$1150.00, Engineering copies \$36.00. The other total income was \$2008.50.

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

	<u>2010</u>	<u>2009</u>
Value of Permits issued for November:	\$972,464.00	\$9,971,825.00
Fees for Permits issued for November:	12,585.00	69,520.00
Other income Fees for November:	2,008.50	2,601.00
Building Permits Issued for November:	122	185

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

<u>2009-2010</u>		<u>2008-2009</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$5,722,172.00	\$74,015.00	\$17,118,015.00	\$131,814.00

HUMAN SERVICES

- On November 18, the Department held its annual holiday food distribution serving 380 households composed of 208 seniors, 347 adults and 291 children.
- Over 50 volunteers assisted staff during and after the food distribution which was held at the Teen Center. The wonderful generosity through food drives, donations and contributions comes from every segment of the community including other town departments, civic, religious, business and school groups in addition to many individual residents.
- Staff and volunteers are now gearing up for the Toy and Gift distribution which will occur on December 15 and 16.
- The Human Rights Commission and the Library are co-sponsoring Storyteller Mary Jo Maichack on December 28, at 11am. They also continue to plan for the second annual "Newington's Got Talent" with auditions scheduled for February 19.

- The Youth-Adult Council met during the month and began planning for the Super Hoop-La Basketball game scheduled for March 4. They also discussed reports from police, schools, youth, library, town council and human services.
- Staff handled 567 Information and Referral calls or walk-ins this month.
- The Food Bank assisted 115 households with three fewer days open this month because of town holidays. There were 64 residents over age 55 and 197 under 55. The Outdoor Market co-sponsored with Food Share served 164 residents on two days this month. Volunteers are essential for the delivery of these programs
- The Special Needs Fund approved 14 requests and the Clothing Closet served 30 households.
- ICAN (Interfaith Community Action of Newington) volunteers received 6 requests including transportation, yard work, shopping among others.
- The Social Casework Program had an active caseload of 122 with 37 new referrals. Presenting issues included financial difficulties, health and mental health, housing, substance abuse and domestic violence. Staff followed up on several police referrals related to suicide, domestic conflict, medical and mental health needs.
- The Youth and Family Counseling Program had an active caseload of 59 with 10 new referrals. There were 13 inactive and 12 closed cases. Coordinator, Christina Salvio and contractors provided 124 clinical therapy sessions and made 121 contacts with families and other agencies. Presenting issues included depression, untimely death, substance abuse, family conflict, suicidal ideation, domestic conflict and grief.
- The Juvenile Review Board handled three cases during November.
- Positive youth development programs and activities provided by Youth Worker, Rik Huggard, part-time staff, Michelle Pestillo and contractors involved 360 youth.
- The November cycle of ROPE (Rite of Passage Experience) was implemented with 40 sixth-grade students at both middle schools.
- The fall SCORE (Student Challenge of Recreation/Education) after-school program for middle school age youth continued to experience great attendance. Programs this month included Climb On, Claypen & Cocoa for the Holidays, Bowling Lunch and a Movie and Adventure Club.
- The High School Adventure Club went canoeing on Mashapaug Lake on a chilly and windy Saturday. The group of 12 enjoyed a warm fire, hot drinks on shore and navigated through to the State forest areas.
- The High School Self Awareness group met twice during school and is working on the theme of conflict resolution. The group also participated in a community service project at the Wadsworth Antheneum in Hartford donating and decorating a Christmas tree. The trees are sold by silent auction with the proceeds used to support the museum.
- The outdoor challenge ropes course wrapped up its outdoor season and has started booking programs for the spring of 2011.

November 2010 Statistics

Selected Programs	FY 10-11 Undp. Total This Month	FY 10-11 Undp. Total Last Month	FY 10-11 Cum. Undp. Total YTD	FY 09-10 Cum. Undp. Total YTD
Youth and Family Counseling	59	50	98	81
Positive Youth Development	360	441	1636	1361
Youth Works (Job Bank)	4	6	22	16
Information and Referral	567	534	2748	2297
Social Casework Cases				
Under 55 = 54				
Over 55 = 68	122	90	242	217
Food Bank Households	115	150	796	648
Special Needs	14	23	85	78

SENIOR AND DISABLED CENTER

- The 17th Annual Expo was held at the Center on November 5th. A record 56 vendors participated in an event that attracted approximately 350 people. The Expo offered numerous free screenings: cholesterol, glucose, balance, blood pressure, glaucoma and a visual acuity screening.
- On November 9th, Connecticut Community Care, Inc (CCCI) sponsored the first program of a four part series for the sandwich generation (those with aging parents and dependent children). The first session

was “Game Plan for the Sandwich Generation: a Holistic Approach for You and Your Loved Ones.” It featured experts in financial, legal and health care planning.

- The Central Connecticut Health District held the second of two planned flu shot clinics at the Center on November 12th. Attendance was slow but steady.
- Tina Bradbury from Newington Health Care Center led a free workshop at which participants created a beautiful one-of-a-kind winter wreath.
- The Center’s new Book Club met and discussed the book *Cure* by Robin Cook, on November 16th.
- The Meals on Wheels program continued to demand a great deal of staff time and attention. Friday’s remain particularly problematic with increased meals for weekends.
- The Annual Rake Day took on a different look this year. In the past, this has been a collaborative effort between the Center, the AARP Chapter 697 and the Newington High School Neighbors Helping Neighbors Club. The High School was unable to participate because the Club is no longer funded. Several community groups pitched in to ensure that the yards of 20 elderly homeowners were raked.
- The open enrollment period for Medicare Part D created an increased demand for assistance this month. Between the Social Worker, the Program Coordinator and CHOICES volunteers, more than 40 people were assisted. In addition, 15 people were assisted with Medicaid applications or redeterminations.
- Dial-A-Ride provided 1,211 trips in the month covering 3,655 miles.
- A total of 962 hours of volunteer service was recorded by 79 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 2402 by almost 510 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,998 paid members. An additional 654 people are registered for services (i.e. Dial-A-Ride, social work).

PARKS AND RECREATION

Administration

- Stephanie Boulay, Part Time Program Coordinator, was hired on November 19th.
- Superintendent met with staff on a weekly basis regarding various work assignments and issues.
- Superintendent has been working on the Parks & Recreation 2010 – 2011 budget.
- Superintendent met with IT staff in regards to updating mapping of the West Meadow Cemetery.
- Superintendent held meetings with the architect and building committee regarding the proposed synthetic turf field.
- Superintendent met with the Chief of Police and representatives of Sonitrol to discuss proposals for placing cameras at Mill Pond Park and Churchill Park.
- Superintendent met with architect in regards to the RFP and project at Mill Pond Park.
- Superintendent met with residents to address various issues and concerns.

Recreation Division

- S. Glasson and J. Lee attended the Senior Center Expo on Friday, November 5th.
- S. Glasson and J. Lee attended the Connecticut Recreation and Parks Association Annual Conference on Monday, November 22nd. S. Glasson also attended the conference on Tuesday, November 23rd.
- The 2nd Annual “Fat Friday” Zumba class was held on Friday, November 26th. A free Zumba class was offered, and participants were asked to bring in a non-perishable food item and a \$5 donation. This event was a success with close to 100 people in attendance. Hundreds of non-perishables and over \$300 was collected. The funds will be used to sponsor two families for the holidays through the Human Services Department.
- The Winter 2010 Program Guide was distributed to residents as an insert in the December issue of Newington Life.
- Men’s Basketball League began (20 teams); Women’s Volleyball League began (6 teams)
- K. Gallicchio met with Lou Jachimowicz to discuss additional evening availability at the schools from mid-December until mid-March. Lou has agreed to open up Martin Kellogg, John Wallace, and Anna Reynolds all five nights to meet the needs of the Parks & Recreation Youth Basketball program during this time.
- There was one bus trip this month:
 - Macy’s Thanksgiving Day Parade, November 25th – 15 Passengers

Parks and Grounds

- Four members of the Parks Staff were assigned to the Highway Department for the month to aid in the pick-up of leaves.

- Lester Daigle completed the winterizing of town buildings, irrigation lines and also removed the fountains at Mill Pond Park and Churchill Park.
- The Mill Pond tennis court tapes were removed and stored until next season.
- Additional playground equipment was installed at both Beechwood and Beacon Parks. These were smaller pieces to accommodate a younger age group.
- Parks members built new concrete picnic tables and installed them at the pavilion at Churchill Park, due to some damage from vandals earlier in the month.
- As time permitted, the Parks crew picked up leaves at the parks and buildings around town.
- Parks members decorated the Center, Mill Pond Falls and the Town Hall with wreaths, garland and lights for the annual tree lighting on December 4th.
- There were 10 interments in town cemeteries this month.
- Division personnel were offline a total of 27.5 days this month.

LIBRARY

- Traditional circulation of library materials was 31,674. 18,466 people entered the building during the month. 2,301 reference books were accessed remotely, and 2,556 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 563 times. 157 books were downloaded from the Library's website for a total of 37,251 items checked out or used by library patrons. 1,232 items were added to the collection, and 342 items were mended by volunteers who logged in 113 hours doing this task as well as many other behind the scenes processing tasks.
- November saw the start of the Sunday afternoon hours. More than 1,350 people visited the library during the four Sunday openings and the increase in materials circulated has been 14%. Staff received many comments from patrons who were pleased that the library was once again open on Sundays.
- November services for children include 50 programs to a combined audience of 1,848. Children's author Karen Romano Young, author of *Doodlebug* was the featured speaker at the annual Sliva Young People's event. All 3rd and 4th graders converged on the high school auditorium to meet her and hear her speak. That same evening Ms. Young was a guest at the Library, where she spoke, signed copies of her book, and met children and adults in a more intimate setting. 725 people were in collective attendance to hear Ms. Young on that day. Weekly story based programs, *We All Get Ready to Read*, *Construction Club*, *Diary of a Wimpy Kid* movie and daycare and pre-school outreach rounded out the month.
- The series of programs offered to job seekers continues to be filled. *Applying for State of CT Jobs and Breaking into the High Tech Work Force* were attended by a combined total 61 people.
- 5,154 reference questions were answered. 2,984 hours were logged on children's, teen, and adult public stations. Museum passes were borrowed 58 time during the month, a 9.4% increase from last year.
- Topics of note that were researched this month included:
 - Side effects of a spinal nerve block.
 - Where to take a course for sustainable energy certification in CT?
 - What is the newest color of M&M?
 - Exercises to do at a desk.
 - When is the new *Diary of a Wimpy Kid* coming out?
- Adult and teen programs numbered 10 to a combine audience of 182. Program highlights included the teen anime club and two books discussions at Martin Kellogg School, *Learn How to Download Audio Books and More* and the Small Movies- Big Hearts movie series featuring the film *World's Fastest Indian*. Computer classes for the public began in November as well. With the addition of 6 laptop computers as part of the technology grant from the Hartford Foundation for Public Giving, the library now has 10 laptops to be used to teach classes to the public.
- Library webpage visits numbered 8,711, a 47.3% increase over last November. Residents are not only searching the site to access their own library card information, but to place holds on materials, to use the informational databases, to reserve museum passes, and to download audio books, among other things.
- Phase one of the shifting of the adult collection was completed. For the past two months, staff has been working during off hours to shift and add shelving to the non-fiction collection to address the severe overcrowding in the library stacks. Phase two, the shifting of the adult fiction collection has begun.
- IST projects this month: Training staff on the use of the new Overdrive Download Station the library received as part of Library Connection's technology grant from the Hartford Foundation for Public Giving. Once the training was complete the download station was put for the public to use. Patrons can now download audio books from this station to their mobile devices. The library now has a Twitter account that went live in November. This gives the library an additional way to promote the library's services and programs. Staff was given a Twitter class to understand it better and learn how to use it. The e-Readers and MP3 player the

library received as part of technology grant from the Hartford Foundation for Public Giving were packaged, input in the catalog and will be circulating to the public at the beginning of December.

- The Friends outdid themselves with another successful two-day Fall book sale held at the Senior and Disabled Center. In addition they had a contingent of volunteers at three of the local polling places on Election Day. New library card sign-ups, Friends' membership drive, and promotion of Library programs were the focus of this outreach effort. The Friends also co-sponsored an adult storytelling event called Tellabration on a Saturday evening at the library.
- In personnel, interviews for the Library Director's position were held. The process will continue into December. The opening for the full-time Library I position was posted internally at the end of November.
- Finally, the staff continued to participate in the library's conservation challenge headed up by Business Manager Lynn Caley. By consciously turning off lights in rooms that were empty, turning off monitors, printers, and copy machines at night, the library reduced electrical use by 15%. The library has been working hard to reduce electrical usage and increase recycling for the past year and the results are showing.