



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: October 22, 2010
Re: Monthly Report – September 2010

GENERAL ADMINISTRATION

- Town Manager John Salomone attended the Mid-State Collaborative meeting as well as meetings with CRRRA and CRCOG, and presided over the CTCMA Executive Board meeting.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Clem Lemire turf field project and the CIP Committee.
- 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 September 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	45.1	\$1,989.87
Weekend Standby and Call-In	16.0	612.96
Road Maintenance	21.5	813.05
Traffic Division	21.0	807.16
John Wallace & Anna Reynolds	74.5	3,027.83
Reservoir Road	2.5	99.41
Landfill	17.0	727.68
Total	197.6	\$ 8,077.96

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	36.0	\$ 1,583.36
Herbicide	24.0	1,125.24
Cemetery	15.0	614.90
Total	228	\$3,323.50

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	\$ 683.31	\$ 3,976.00	\$ 1,004.25
Patrol	554,004.00	133,616.63	580,294.00	105,073.75
Investigation	74,110.00	13,299.56	76,691.00	16,542.95
Communication	111,426.00	33,950.84	112,132.00	26,627.03

Education/Training	103,603.00	11,318.38	103,603.00	6,041.53
Support Services	37,985.00	2,061.28	39,071.00	6,169.93
Animal Control	12,144.00	2,109.91	12,144.00	2,353.98
Total	\$ 899,733.00	\$ 197,039.91	\$ 927,911.00	\$ 163,813.42
HIGHWAY DEPARTMENT				
Highway Operations	28,109.00	\$ 5,484.23	\$ 28,109.00	\$ 3,571.59
Snow and Ice Control	132,349.00	-	132,349.00	-
Traffic	8,345.00	2,145.65	8,345.00	1,438.60
Vehicles and Equipment	28,185.00	3,889.17	28,185.00	5,204.66
Leaf Collection	54,997.00	-	54,997.00	-
Total	\$ 251,985.00	\$ 11,519.05	\$ 251,985.00	\$ 10,214.85
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 30,638.84	\$ 130,547.00	\$ 41,202.25
Cemeteries	14,893.00	1,293.82	14,893.00	1,793.67
Total	\$ 145,440.00	\$ 31,932.66	\$ 145,440.00	\$ 42,995.92

Police Department Overtime

- Comparison - August to September 2010
 - OT August: \$50,102 - 2 paychecks
 - OT September: \$86,203 - 2 paychecks, 1 holiday
 - Total increase: \$36,101
 - Primary increase due to holiday and time off costs.
- Holiday costs for the department increased the overtime by \$15,000.
- The Detective Division performed an extradition of a prisoner from North Carolina resulting in overtime costs of approximately \$2,000. Several narcotics buys and search warrants were served at a cost of approximately \$2,000. Holiday overtime cost was approximately \$3,000. The division also responded to an ERT call out and a burglary investigation.
- Patrol overtime of \$55,632 included 101 shifts of time off at a cost of approx. \$42,000. Holiday overtime costs approx. \$8,000 and \$5,000 in holdover costs. More time off was used in September than August.
- One Community Services Officer position and one Public Safety Dispatcher position were vacant in September.
- The dispatcher vacancy created 12 shifts of overtime in September at a cost of \$4,100. There were also 22 days of leave in communications that created \$7,700 in overtime.

PERSONNEL

- The Library Director position closed on September 8 with 26 applicants. The Town Manager and Library Board of Directors are in the process of reviewing applications.
- Oral panels were held for the Sergeant and Lieutenant promotional positions. Sergeant Michael Morgan was promoted to Lieutenant and MPO Ken O'Brien was promoted to Sergeant.
- Patricia Pierce, Librarian II, was promoted to the Librarian III – Children's Department position.
- Ben Breikreutz, Groundskeeper II, was promoted to the position of Groundskeeper III in the Parks and Grounds Department.
- A career opportunity for an Air Conditioning and Heating Control Mechanic/Facilities was posted to the public on September 27 with a closing date of October 12.
- Gregory Pelkey, an 18-year employee of the Highway Department, announced his retirement effective October 2010. An internal union posting for the Equipment Operator II position was posted on September 23 with a closing date of October 8, 2010.
- A job posting for temporary/seasonal employees for the leaf removal program was posted on September 24 with a closing date of October 15.

PURCHASING

- RFP No. 1, 2010-11 - Mill Pond Park Professional Services, was posted on August 25, 2010 with a closing date of September 15, 2010.
- Bid No. 1, 2010-11 - Tactical and Weapon Training Simulator, was posted on August 31, 2010 with a closing date of September 15, 2010.

RISK MANAGEMENT

2010-11 Blue Cross/Blue Shield Plan Year

- The second 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 August 2010 were \$920,700. The breakdown for the Town and Board of Education is as follows:

Claims for August 2010

	Town	Board of Education	Total
Estimated Claims	366,732	1,344,202	1,710,934
Actual Claims	383,950	1,158,368	1,542,318

FACILITIES MANAGEMENT

- Inspections of building exteriors were carried out during the month to identify and address any items needing repair prior to the seasonal changes such as gutter cleaning, window caulking and cleaning of air inlets for heating systems.
- The facilities group completed 39 formal work orders during the month of September at the various Town Buildings.
- New bids were solicited for the Library HVAC System upgrade project after the work scope was further refined. A general contractor was awarded the project at month's end at considerable savings over the initial bid pricing. Since this project is partially funded through the government's energy stimulus program, strict reporting requirements and inspections are mandatory during all phases of the project and have been submitted successfully to date.
- 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 in sections over several years will be submitted to the CIP committee again this year.
- Exterior painting of the Parks main garage began in July and has been completed. Work will continue with the painting of the second garage and sign shop exteriors during October.
- 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.
- The partial replacement of the cooling system for the Senior and Disabled Center was issued as a supplement to the Library rebid in an effort to encourage cost savings because of increased work scope. As a result, the cost savings that were generated allowed the award of this project at the end of the month. Also, design work for the installation of a portico at the bus loading area of the building continued.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 31 requests for service via the Internet, blocked 36,848 unsolicited SPAM email messages from being delivered, blocked 602 virus/ Trojans, blocked 29 spyware infections and 40,376 intrusion detections from impacting the Town's network infrastructure
- Completed 101 formal work orders
- The Town's website had approximately 29,389 visits during the month, 71,099 page views with an average of 2.42 pages viewed per visit. The Town Homepage, Library Homepage, Assessor's Office Homepage/ On-Line Property Record Card and Town Employment Opportunities page were the most frequently visited pages.
- Finalized testing of thin client solutions for deployment
- Upgraded Town's antivirus solution and added a web security layer to enhance performance and malware blocking capabilities
- Installed fiber optic media converters to provide redundant network paths for the Senior and Disabled Center and Library
- Introduced new storage area network (SAN) capacity
- Added new IP based video cameras to Police Departments CCTV solution
- Provided web page assistance for multiple departments
- Updated GIS address data
- Provided GIS maps and map books for volunteer fire department to aid in emergency response routing

- Mr. Thad Dymkowski, GIS Technician, presented open space data to the Open Space Committee using GIS tools and software, aiding them in choosing new potential open space protection areas in town
- Assisted in the coordination of the town cemetery data update with vendor and Parks and Grounds department
- Participated in GIS web training seminars regarding web GIS development and the use of LiDAR data
- Provided GIS/ GPS technical consulting to Engineering Department regarding Storm Sewer Evaluation project
- Reconfigured telephone and network settings to address staff changes within the Police Department
- Worked with PayPal to resolve online payments issue with the Town's Online Permit application
- Mr. Hoagland, Application/ Network Specialist, updated the Fire Department's page to include a page for United Way 2-1-1
- Mr. Hoagland and Mr. Dymkowski worked with Parks and Recreation staff to Q & A the new cemetery mapping and database conversions

FINANCE

Accounting and Administration

- Data gathering was completed and forwarded to the Town's actuaries, Milliman USA, for other post employment benefits (OPEB) in order to determine the liability for health care costs for current, retired and future employees
- On the system's side, the MUNIS accounting system was successfully "closed" for fiscal year 2009-10 and 2010-11 "opened." Additionally, a training database of the latest version of MUNIS was successfully installed during the month. All staff was involved with the testing of the system's many modules.
- On September 13th and 14th, Ann Harter attended the University of Connecticut's Department of Public Policy Debt Management Program.
- In accordance with the Memorandum of Understanding, the 2009-10 Health Benefits Fund settlement was completed with the Town receiving a credit of \$195,049 and a credit of \$644,595 was owed to the Board of Education.
- Ann Harter attended the September 28th Town Council meeting to discuss the report of Monthly Status of Revenues & Expenditures.
- Analysis was prepared for the September 29th Capital Improvement Plan (CIP) Committee to discuss the status of the current year projects.
- Work continued on the 2009-10 audit which is expected to be completed by early December.
- Retroactive pay calculations for all Administrative employees were also completed.

The Town received the following major grants during the month: three Payment-in-lieu-of-tax (PILOT) programs - Elderly Freeze program of \$12,000, State owned property of \$661,635 and Colleges & Hospitals of \$1,367,745; the Federal State Fiscal Stabilization Funds (SFSF) for \$180,223. 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)
9/30/2010

	<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	\$31,045	\$46,406,680
Special Revenue Funds	2,400	870	1,609,403
Capital Projects Funds	867	232	445,501
Internal Service Fund	11,497	2,199	4,769,098
Trust and Agency Funds	4,500	864	1,693,329
TOTAL, ESTIMATED BY FUND			\$54,924,011

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
9/30/2010

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.25	0.24	5,498	6,652	\$24,141,926
CLASS PLUS	0.18	0.17	640	656	4,730,903
Bank North	0.35	0.35	6,377	6,587	22,174,185
Sovereign Bank	0.20	0.20	18	18	107,500
Total Outstanding Investments					\$51,154,514

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 September. The real estate tile portion of the grand list is complete for the October 1, 2010 Grand List.
- Personal property declarations were mailed out to 1,300 accounts. The personal property declarations were placed on the website for tax payers' convenience. Approximately 10% of the declarations were received.
- All building permits were pulled, organized, and sorted by neighborhoods in preparation of field inspection. Real estate inspections will occur during October through December. These inspections will be added to the October 1, 2010 Grand List.
- The conversion of CAMA data from CLT IAS World was completed by Vision Appraisal. The software was uploaded to the Assessor's office and will be checked in October. The Assessor's office will maintain a double entry into the old system and the new software to assure all changes have been made. Within the next couple of months Vision will replace the software made available to the public in the Assessor's office and on the internet. The Vision software will be updated in 2011 to reflect changes due to the pending revaluation. At this time the revaluation is on schedule.

Revenue Collector

- During the month, the Tax Office staff processed tax bills amounting to \$398,968 in current collections for the 2009 Grand List. Additionally, \$3,094 was collected as a result of the pro-rated real estate tax bills for new construction and prior year taxes amounted to \$42,045.
- Collections are approximately .50% below last September which is mainly due to outstanding motor vehicles taxes.
- Demand notices were sent to over 1,000 motor vehicle taxpayers for unpaid July taxes.
- Uniform Commercial Code (UCC) Liens were filed with the State of Connecticut for businesses with outstanding July personal property taxes.

TOWN CLERK

- There were 510 documents filed on the land records during September.
- State conveyance tax collected totaled \$48,992.00, and Town conveyance tax was collected in the amount of \$24,496.00.
- The largest transfer was for property at 2230 Berlin Turnpike. Sales price was \$4,337,465 conveying from 2230 Berlin Turnpike LLC to SA Challenger, Inc.
- Residential property at 167 Kimberley Road sold for \$474,000 from Mark DiGirolamo to Joseph Binu.
- The office documented five survey maps and filed eight Notary Public commissions. Two Trade Name certificates were recorded.
- Five burial permits and three cremation permits were issued. The staff certified 103 copies of vital records.
- 157 mortgages, 25 liens and 209 releases were filed. There was a foreclosure at 274 Reservoir Road placed on the land records.
- The Town Clerk attended the annual Fall Election Conference sponsored by the Secretary of the State. In addition to a discussion about the statutory updates to the election process, there was a presentation about the restructuring of the Probate Court system. The Department of Public Health – Vital Records presented an update regarding the status of civil unions. On October 1, 2010 civil union laws will be repealed. Civil union licenses will no longer be issued on or after that date. With a few exceptions, all civil unions will be converted into a marriage.

DATA SUMMARY September 2010				
	<u>September-10</u>	<u>September-09</u>	<u>FY 10/11 to Date</u>	<u>FY 09/10 to Date</u>
Land Record Documents	510	437	1776	1771
Dog Licenses Sold	32	41	357	350
Game Licenses Sold	53	60	190	202
Vital Statistics				
Marriages	24	29	72	79
Death Certificates	30	27	65	81
Birth Certificates	21	21	50	62
Total General Fund Revenue	\$ 41,558.29	\$ 34,498.07	\$135,662.89	\$141,456.87
Town Document Preservation	\$ 957.00	\$ 814.00	\$ 3,117.00	\$ 3,192.00
State Document Preservation	\$ 1,020.00	\$ 814.00	\$ 3,182.00	\$ 3,198.00
State Treasurer (\$26 fee)	\$ 16,092.00	\$ 14,652.00	\$ 54,926.00	\$ 57,338.00
Locip	\$ 1,341.00	\$ 1,221.00	\$ 4,578.00	\$ 4,779.00
State Game Licenses	\$ 580.00	\$ 709.00	\$ 1,756.00	\$ 1,538.50
State Dog Licenses	\$ 233.00	\$ 279.00	\$ 2,077.00	\$ 2,018.00
Dog Licenses Surcharge	\$ 70.00	\$ 102.00	\$ 732.00	\$ 728.00
Marriage Surcharge	\$ 209.00	\$ 228.00	\$ 665.00	\$ 969.00
Grand Total	\$ 62,060.29	\$ 53,317.07	\$206,695.89	\$215,217.37

POLICE DEPARTMENT

- Sergeant Michael Morgan was promoted to Lieutenant and MPO Kenneth O'Brien was promoted to Sergeant on September 20th. A Promotional Ceremony for Lt. Morgan and Sergeant O'Brien is scheduled for early October.
- The Police Department was notified by the Department of Justice, that the Community Oriented Policing Services (COPS) Hiring Program was not granting funding for additional officers at this time. There were 4,423 agencies that registered applications and only 379 were approved.
- A written exam was administered on Saturday, September 25th to 212 entry-level police officer applicants. One hundred and fifty eight passed the test. Oral Interviews are scheduled to be conducted in mid-October.
- Nine Public Safety Dispatch candidates were invited to an Oral Interview that was conducted on September 17th. One candidate proceeded into a background check. An interview with the Town Manager and Chief of Police is scheduled for mid-October.
- Patrol Calls for September were as follows:

AlarmBurg	113	F/COSYMP	2	NEIGHBOR	8
ALARMHOLD	4	F/HAZMAT	5	NOISE	31
Animal	35	F/OTHER	13	NOTIFICATION	4
ASSAULTIP	3	F/STRUC	5	OPENDOOR/WIN	8
ASSAULTREP	1	F/VEH	4	OTHER	1
ASSIST	45	F/WATER	1	ParkingViol	9
BADCHECKNSF	3	FINGERPRINT	27	PROPFOUND	9
BIKEF	1	FIREWORKS	2	PROPLOST	6
BreachIP	18	FOLLOWUP	76	RecoveredMV	1
BREACHREP	5	Harassment	17	SERVSUBPOEN	2
BurgRep	12	Hazard	31	SERVWARRANT	31
CarSeat	7	ILLEGALDUMPING	3	SEXASSAULTRE	1
Check	71	INDECENTEXP	1	SHOTS	1
CLEARLOT	12	INTOXICATED	8	SpecDetail	73
COURT	22	JuvComp	42	STOLENMV	3
CRIMMISGRAF	5	K9	4	SUICIDEATT	3
CRIMMISIP	2	LAND/TENANT	1	Suspicious	108

CRIMMISREP	21	LARCFROMMV	16	SUSPMVOCC	22
CSO	11	LARCIP	11	SUSPMVUNOCC	7
CUSTOMERIP	6	LarcRep	36	TESTPOLICE	9
CUSTOMERREP	6	LOCATION	41	THREATIP	1
Dog	41	LOCKOUTRESID	1	THREATREP	7
DomesticIP	43	M	172	TOBACCO	4
DomesticRep	18	MISSING	7	TRAFFIC STOP	631
DRUG	6	MVAAband	3	TRESPASSIP	2
DUI	10	MVAEvading	11	TRESPASSREP	4
EDP	10	MVAINJURY	16		
ESCORT	25	MVAProp	103	TOTAL	2,322
F/Alarm	18	MVAssist	49		
F/CONO	1	MVCComplaint	53		

Patrol Calls and Investigations

- A Patrol Officer on the evening shift concluded a several month investigation into a check cashing scheme with the arrests of two individuals for Larceny, Forgery and other related offenses. The investigation resulted from a complaint by a local business owner alleging that several fraudulent payroll checks in the name of the business had been cashed. The Patrol Officer worked with local Detectives, Hartford Police and fraud investigators from the bank to identify individuals involved.
- An Officer assigned to a DUI enforcement patrol during the evening hours observed a vehicle travelling along Hartford Avenue without headlights illuminated after dark. The officer stopped the vehicle and upon approaching it smelled the odor of burnt marijuana coming from inside the passenger compartment. A subsequent search of the vehicle with the use of our Police K-9 led to the discovery of numerous bags of marijuana. After further investigation a passenger in the vehicle was arrested for Possession of Less Than 4 oz. of Marijuana and Possession with Intent to Sell Marijuana.
- Patrol Officers on the evening shift responded to a motor vehicle accident involving a bicyclist in the area of Cedar Street and Maple Hill Avenue. Upon arrival, Officers located a bicyclist who was seriously injured. Officers and emergency medical personnel from AMR Ambulance Service and Newington Volunteer Ambulance Corps began immediate treatment of the injured bicyclist who was stabilized and transported to Saint Francis Medical Center for emergency treatment. The motor vehicle accident is currently under investigation by the Mid State Accident Reconstruction Squad.

Detective Division

- Handled 111 investigations, 67 remain ongoing and 44 were closed by investigative methods.
- Traveled to Nashville, North Carolina to extradite a suspect who was wanted on an outstanding arrest warrant for failing to register as a sexual offender and violation of probation. The suspect was taken into custody and transported to Newington Police HQ where he was processed and held on a \$75,000.00 court set bond.
- Arrested a suspect in connection with an identity theft investigation that defrauded a victim of over \$50,000 dollars. The suspect used the identity of an acquaintance to write checks, access a home equity line of credit and fraudulently sold the victim's automobile totaling over \$50,000.00. The arrest was the result of an ongoing investigation beginning in September of 2008. The suspect was charged with Larceny 1st degree, Larceny 2nd degree, Larceny 3rd degree, Criminal Impersonation, Identity Theft and Criminal Attempt to Commit Larceny 1st degree. The suspect was released after posting a \$100,000.00 bond and will appear before the New Britain Superior Court in October.
- The Juvenile Officer closed one juvenile sexual assault investigation and continues to investigate one other among other ongoing investigations.
- Processed 9 crime scenes, in some cases collecting DNA, fingerprints and other items of evidence.
- Served 71 arrest warrants, 67 by Patrol Officers and 4 by Detective Division personnel.

Community Service Officer (CSO)

- Conducted a bicycle safety presentation to both the 3rd and 4th grades at John Patterson School.
- Gave a presentation focusing on scams and fraud that target the elderly to a large group of AARP members at the Newington Senior Center.
- Took part in the National Prescription Drug Take Back. The event was sponsored by the DEA and was held with the cooperation of Wal-Mart in their parking lot. It was a very successful event in which approximately 120 pounds of unwanted or expired prescription drugs were collected and turned over to the DEA to be destroyed.

FIRE MARSHAL

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

Inspections	20
Inspection Follow-Ups	38
Plan Review	03
Job Site Inspections	04
Underground Tank Removal	00
Fire Investigations	01
Fire Alarm Trouble	02
Complaints	02
Haz/Mat	00
Bomb Threats	00
Blasting	00

Incidents:

- A fire of undetermined origin destroyed a condominium unit and damaged several other residential units at the Churchill Bridge Condominium Complex. No injuries were reported.

Fire Marshal's Activities:

- Hosted the monthly meeting of the Capital Region Fire Marshals Association at Bertucci's Restaurant.
- Attended a High School Chemical Lab Hazardous Materials Safety Program at the State Fire Academy.
- Attended the monthly meeting of the Board of Fire Commissioners at Co. #4.
- Attended several meetings with town staff and event organizers to review plans for the Annual Waterfall Festival on Market Square.
- Completed the annual review of the Newington Emergency Operations Plan.
- Attended the monthly Town Hall Staff meeting at Police Headquarters.
- Attended the quarterly meeting of the Employee Health & Safety Committee at Town Hall.
- Attended a meeting with area Fire Marshals to review the Cedar Mountain Storage Tank Improvement Project at the MDC Command Center in Hartford.
- Attended the monthly meeting of the Capital Region Emergency Planning Committee in Hartford

HIGHWAY DEPARTMENT

Administration

- Attended Central Connecticut Solid Waste Management meeting
- Attended monthly DEP Solid Waste Advisory committee meeting
- Attended several project meetings throughout the month
- Met with residents to address issues and concerns

Roadway Maintenance

- Completed the curbing, driveways and topsoil on the recently overlaid roads
- Repaired various catch basins throughout Town
- Assisted Traffic Division in line striping
- Crews began the pavement reconstruction project of the Fire Tower/Police Firing range at Highway facility
- Assisted in repairing sidewalk at Town Hall

Traffic Division

- Continued with the line striping throughout Town
- Assisted Police Department with speed box relocation
- Continued with the replacement of damaged regulatory signs along with street signs with the assistance of highway personnel
- Assisted outside contractor to repair traffic signals
- Assisted with the preparations for the Waterfall Festival
- Assisted contractor with line painting at Constitution Square

Fleet Maintenance

- Mechanics continued with fleet preventative maintenance schedules along with unscheduled emergency repairs

- Continued with the preparation of leaf collection equipment

Sanitation/Recycling/Landfill

- Continue with landfill organization and material maintenance
- Scheduled 950 residential bulk items for collection
- Scheduled 109 condominium bulk items for collection
- Scheduled 36 condo/residential scrap metal items for collection
- Scheduled 100 mattresses for collection
- 1452 tons of cumulative Residential Municipal Solid Waste was collected from July 1—August 31, 2010
- 419 tons of cumulative recyclables was collected from July 1 - August 31, 2010
- Issued permanent 38 landfill permits and 21 temporary permits

ENGINEERING DEPARTMENT

- During the month of September, the Engineering Department issued eighteen excavation permits as follows:
 - 14 Driveway/curb cut excavations
 - 4 Gas lateral services
- Participated in the Annual Inspection of Piper Brook performed by inspectors from the Department of Environmental Protection. DEP found no violations and commended the Town in the manner it continues to maintain the banks of the channel.
- Reviewed preliminary plans and cost estimates prepared by Milone and Mac Broom for the Market Square Streetscape Project.
- Finalized list of sidewalk repairs to be performed for this year. Sidewalk repairs will resume in the springtime to ensure that newly poured concrete is not subjected to salt applications used for snow control.
- Developed a punch list of items needed to complete the Municipal Parking Lot project.
- Met with the Department of Transportation regarding the rights-of-way needed by the Town for the access road from Fenn Road to the Cedar Street Station. DOT will acquire the rights-of-way and the street, when completed, will be turned over to the Town.

TOWN PLANNER

Municipal Parking Lot Project

The Municipal parking lot, "Constitution Square" was substantially completed by mid-September. A close out punch list was prepared and final site inspection set for October. Lawn area and landscape plantings benefited from cooler weather and multiple days of rain during the month.

National Welding Brownfield Remediation Grant Request

The Town learned that the \$1.3 million grant request for remediation of asbestos and demolition of the National Welding building at 690 Cedar Street was not approved by the State Department of Economic and Community Development. The removal of the building is the first step in getting to the sub-surface contamination located under the floor slab. The Town Planner is researching other potential clean up programs that the Town can pursue to accomplish the redevelopment of this property.

Market Square Streetscape Phase IV Town Center Improvements 2011 Grant

In September, the Governor's office announced a \$200,000 STEAP grant for Phase IV of the Market Square streetscape project. This award will supplement the \$350,000 of Town funds and the \$350,000 STEAP grant made in 2009. The Downtown Revitalization Committee met on September 20th with the project consultants, Milone and Mac Broom, to begin discussion of several concepts design options for Market Square.

Economic Development Commission

On September 28th the Town Council approved the release of the Budney Road Industrial Park covenants. This action was supported by the Economic Development Commission and the six private property owners within the Park. The Economic Development Commission is supporting the concept of a multi-tenant Costello Road industrial park sign to replace the existing ground sign that was erected in the early 1990's. Footprints shoe store, a popular destination on Costello Road, has approached the Commission with sign designs that incorporate the Town's industrial park logo and Costello Road businesses. The Town Planner is assisting the businesses and Development Commission with a design and location that will be presented to the Town Plan and Zoning Commission for its approval.

TPZ Commission

During September, the Commission approved and reported to the Town Council the acceptance of Waverly Drive as a public street. The Commission also approved a 6,200 square foot fitness center at 3310 Berlin Turnpike for occupancy as a new business use. Commissioners are reviewing the Zoning Regulations to identify possible amendments to further the strategies of the recently adopted 2020 Plan of Conservation and Development. Other possible amendments under discussion are the reconsideration of drive through restaurants, certain auto-related uses, and increased temporary business signage for grand openings and sales events.

BUILDING DEPARTMENT

- There were no permits issued for single family housing in September.
- A permit was issued to renovate space inside the Stop & Shop for a Peoples Bank Branch at 206 Kitts Lane.
- A permit was issued to rebuild masonry block work around new garage overhead door and install new beam over door at the Newington Parks Garage at 679 Willard Avenue.
- A Permit was issued for an interior fit-up for fitness space at 3310 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith: Soils and Foundations- September 16, 2010
 - A. Hanke: Soils and Foundations- September 16, 2010
- Three Certificates of Occupancy were issued in September. One was for a single family residence at 52 Rockledge Drive, one for the AVA room at Newington High School and one for an addition at the Jefferson House at One John H. Stewart Drive.
- Building Department activity for the month of September was as follows: The Inspectors completed a total of 230 inspections. They were: Above Ceiling (3), Chimney (1), CO (19), Decks (7), Electrical (42), Final (38), Footings (4), Foundation (4), Framing (25), Gas Line (15), Gypsum (6), Hood (1), Hot Water Heaters (2), Insulation (5), Mechanical (16), Plumbing (19), Pools (4), Roofing (2), Rough (19), Sill (2), Site Visit (1).

The total number of Building/Renovation Permits issued for the month of September was **141**, producing a total permit value of **\$820,974.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	24	364,112.00
DECK	4	20,100.00
DEMOLITION	0	0.00
ELECTRICAL	35	49,060.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	10,335.00
GARAGE / SHED	9	83,639.00
MECHANICAL	20	142,450.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	25	70,685.00
POOL	0	0.00
ROOFING / SIDING	12	73,400.00
SIGN	7	5,340.00
TENT	1	1,853.00
TRAILER	0	0.00
TOTAL	141	\$820,974.00

The total Building income fees received in the month of September was **\$11,512.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$465.00, Environmental \$60.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$39.00, Driveway / Excavation \$550.00, Engineering copies \$36.00. The other total income is \$1150.00.

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

	<u>2010</u>	<u>2009</u>
Value of Permits issued for September:	\$820,974.00	\$1,684,803.00
Fees for Permits issued for September	11,512.00	20,931.00
Other income Fees for September	1,150.00	1,525.00
Building Permits Issued for September:	141	168

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>
\$3,580,615.00	\$48,525.00	\$5,510,635.00	\$50,288.00

HUMAN SERVICES

- The difficult economy with rising costs for utilities and other basic needs continues to have an impact on low-income families, people with disabilities, those with chronic illnesses and seniors. Staff are receiving numerous calls from residents struggling to pay their utilities bills and facing shut offs.
- On September 2, Director, Ken Freidenberg was requested at the scene of a condominium to assist residents displaced by a fire which completely destroyed one unit and damaged four others.
- Staff responded to 560 information and referral calls or walk-ins including child day care, elder care, housing, energy and financial assistance, health and mental health, unemployment among others.
- The Food Bank and Special Needs Fund are also seeing the impact of the poor economy as food donations and monetary contributions are significantly lower with a 28% increase in need over the last year and a half.
- The Food Bank assisted 141 households with 84 residents over age 55 and 242 under age 55. Food items are limited due to increased use and fewer community food collections.
- So far, 70 coupons worth \$15 each have been distributed to eligible seniors for the Newington Farmers Market provided by the State and administered by Human Services.
- The Outdoor Market co-sponsored with Food Share served 152 households on two days this month.
- The Special Needs Fund assisted 17 households and the Clothing Closet served 30.
- ICAN (Interfaith Community Action of Newington) volunteers handled six requests including shopping, yard work and driving to medical appointments.
- The Social Casework Program handled a caseload of 107 with 48 new referrals. Presenting issues included financial assistance, housing, substance abuse, family conflict, grief and child and elderly abuse/neglect.
- The Youth and Family Counseling Program had an active caseload of 43 with 5 new referrals, 8 inactive and no closed cases. Staff and contractors conducted 78 clinical therapy sessions and made 93 contacts with families and other agencies.
- The Youth and Family Counseling Program had an active caseload of 43 with 3 new referrals, 8 inactive and 8 closed cases. Staff and contractors conducted 68 clinical therapy sessions and made 76 contacts with families and other agencies.
- Clinical Coordinator, Christina Salvio, is co-facilitating two social skills groups with the School Psychologists at each middle school. In addition, she is co-facilitating another group at Kellogg with eight students.
- Positive youth development programs and activities were provided to 231 youth by Youth Worker Rik Huggard and Part-Time Youth Worker, Michele Pestillo.
- ROPE (Rite of Passage Experience) sessions for the sixth grade students began this month at both middle schools.
- Registrations for the Fall SCORE (Student Challenge of Recreation/Education) after-school program for middle school age youth reached close to the maximum capacity by the September 29 deadline. There were numerous calls from youth and parents after the deadline and as long as there are slots available youth will still be able to register.
- The Challenge Course was very active this month with three groups from Central Connecticut State University, a group from Southern Connecticut State University and several private schools and church groups.
- A full year of activities has been planned with the High School Self-Awareness Class. This will involve in-school and off-site sessions that will include adventure-based challenges, classroom sessions and at least one community service project.
- There are four people in various stages of completing community service hours supervised by Youth Worker, Huggard.

September 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	43	43	102	70
Positive Youth Development	231	217	604	893
Youth Works (Job Bank)	7	5	8	8
Information and Referral	560	540	1087	1253
Social Casework Cases				
Under 55 = 65				
Over 55 = 42	107	105	202	157
Food Bank Households	144	144	287	411
Special Needs	17	10	31	60

SENIOR AND DISABLED CENTER

- September was National Senior Center Month and was celebrated with a continental breakfast on September 24th. As part of the celebration and as a kick off to the 25th Anniversary Celebration, the Center began creating a "Chain of Connections". Individuals with a connection to the Center are invited to write their name on a paper link that has formed an impressive chain.
- A lunch and learn presented by Erin Hall, Director of Community Relations from the Atrium of Rocky Hill on the Warning Signs of Dementia was enjoyed on September 26th
- On September 17th, Sue DeCarlo, Certified Diabetes Educator and Registered Dietician spoke about nutrition as part of the regular monthly Diabetes Support and Education program.
- Tina Bradbury from Newington Health Care Center led a popular grapevine wreath workshop on September 21st.
- The Meals on Wheels program continues to present challenges with delivery. Dial-A-Ride and Center staff are providing back up delivery on a regular basis.
- The Information and Referral Center has experienced an increase in walk in traffic. The Center is designed to be user friendly and more residents are taking advantage of the resources. The Community Information Specialist is also available and has provided assistance with application to programs.
- The Energy Assistance season has begun and CRT Worker Karen Halpert has begun taking applications. The Center is the application site for all ages in Newington and the demand is very heavy.
- Dial-A-Ride provided 1,391 trips in the month covering 3,862 miles.
- A total of 1292 hours of volunteer service was recorded by 80 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 2747 by more than 600 people. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1,977 paid members. An additional 619 people are registered for services (i.e. Dial-A-Ride, social work).
- The Wellness Clinic saw 43 patients in 103 visits this month. Design work has been completed to refresh this area.

PARKS AND RECREATION

Administration

- Ben Breitreutz was promoted to Groundskeeper III on September 15.
- Superintendent met with staff on a weekly basis regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent addressed the Town Council in regards to the proposed artificial turf field.
- Superintendent attended the New England Park Association Conference.
- Superintendent met with Department Heads on the coordination of the annual Waterfall Festival.
- Superintendent met with the C.I.P. Committee.

Recreation Division

- Twenty people enjoyed a weekend trip with DATTCO to see the New York Yankees in Baltimore.

- J. Lee working with Silver Mill Tour Bus Company and DATTCO has added seven new bus trips this fall including some UCONN basketball games.
- J. Lee met with the new representative for Relay for Life in planning the May 20 & 21, 2011 event.
- J. Lee met with Bob Gai regarding the 2011 Parks & Recreation Golf Tournament scheduled for May 9, 2011.
- Creative Playtime Preschool classes have begun.
- Creative Playtime Preschool's annual parents' open house was held on September 22nd. Over 25 families attended.
- S. Glasson and K. Gallicchio met with a representative of Dick's Sporting Goods on September 29th to discuss Dick's Community Marking Program.
- Training was held at Newington High School for all aquatics staff members on September 29th.
- New programs this fall include Cardio Tennis and Cardio Pump.
- A panel was established to conduct interviews for Girls' and Boys' Travel Basketball coaches.
- Most fall programs began during September, with the remainder beginning in early October.

Parks and Grounds

- The pruning of the schools was completed early in the month along with the weeding of the planting beds.
- Lou Tine (GKII) operated the roadside mower to eliminate some of the hazardous visibility issues.
- Four members of the Parks and Grounds Staff have begun classes to gain Tree Warden Certification. This was needed due to the lack of a permanent individual in this capacity.
- Town crews have spent many days this month removing some of the hazards on our long list of tree removals. Wethersfield has also spent a few days in Newington this month addressing trees beyond our capabilities.
- Mike Newton (GKIV) and Ben Breitreutz (GKIII) have spent extensive time installing Beam Clay Bricks to the baseball fields at Clem LeMire. These bricks are used to minimize the maintenance to the batter's box and pitcher's mound. These bricks were purchased by Newington Little League.
- Light bulbs were replaced along Main Street, and fixtures with electrical problems were reported to the Facilities Department.
- There were 10 interments in town cemeteries this month.
- Division personnel were offline a total of 38.5 days this month.

LIBRARY

- The annual Library Board of Trustees meeting was held, at which new officers were elected; Eric Rothauer as President, Diane Stamm as Vice President, Judy Igielski as Secretary, and Iris Larsson as Treasurer. Honorees included Joel Rissinger, Patrick McGowan, and Mary Petronio. Joan Ewing and Viola Maestre were inducted into the Legacy Society for their donations to the library.
- The Library was once again well represented at the Waterfall Festival, librarians Karen Benner and Cynthia Wolcott headed up the Chalk Art competition organization. The Friends were front and center at this event, kicking off their 50th anniversary celebration by giving away free balloons and cupcakes, highlighting upcoming anniversary programs and selling special anniversary items from their booth as well. Representative Sandy Nafis read a proclamation recognizing the Friends' 50 years of service.
- Traditional circulation of library materials was 32,288. 19,383 people entered the building during the month. 952 reference books were accessed remotely, and 5,830 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 244 times. 139 books were downloaded from the Library's website for a total of 39,453 items checked out or used by library patrons. 1,071 items were added to the collection, and 196 items were mended by volunteers who logged in 95 hours doing this task as well as many other behind the scenes processing tasks.
- Programming for children included 28 events for nearly 1,293 children. Highlights were the summer reading recognition assemblies where summer reading certificates for children who completed the program were handed out in the elementary and middle schools, *Play for All, Read, Rattle and Roll* and story hours.
- Adult and teen programs numbered 7 to a combined audience of 175. Program highlights include the teen Anime Club, several book discussions and *The Brazilian Kitchen* with cookbook author Leticia Moreinos.
- Programs and services offered to those people seeking jobs continue to be extremely well-attended. The *Resumes and Cover Letters Workshop and Interviewing Skills Workshop* were offered in September, along with two meetings of the job seekers support group. 68 people attended these programs.
- 5,344 reference questions were answered. Library webpage hits this month were 5,698. 3,061 hours were logged on children's, teen, and adult public stations.

- Topics of note that were researched this month included:
 - Articles on birth defects relating to smoking and alcohol.
 - How to keep apples from turning brown.
 - Population of the West Bank.
 - The legend of the Black Madonna of Guadalupe.
 - How to play baseball for a preschooler.
- The library received two Sony e-Readers and a Sony MP3 player to circulate to the public and will be receiving a download station that allows patrons to download audiobooks directly to their devices from, the library's consortium, Library Connection, Inc. Library Connection received a technology grant from the Hartford Foundation for Public Giving and used this grant to purchase e-Readers and MP3 players for its member libraries and download stations to those members that currently subscribe to Overdrive, an online service offering downloadable audio books, e-books and video from the library catalog. Staff is currently learning to use the devices and getting the necessary packaging to be able to circulate them. The download station will be arriving in October.
- In an attempt to deal with the serious overcrowding in the adult fiction and non-fiction book stacks, a major shifting project began in September. The purpose is to create more space on the shelves for better ease of use by patrons and staff. Currently the shelves of books are so full that it is hard to get books out and hard to re-shelve them later. Prior to beginning this project, staff had been pulling books in disrepair that could not be saved and reorganizing the books so the shelves are in order. The project involves adjusting the shelving in each section so that the bottom shelves can be used to shelve books and shifting books on each shelf to allow room for future growth.
- In personnel- Librarian Helen Aveline, Head of Children's Services left her position at the library on September 17th to become the new library director at the Berlin-Peck Memorial Library. She began her new job on September 27th. Children's Librarian Pat Pierce has been promoted to Head of Children's Services. She will begin her new position on October 4th. The closing date for the library director's position was on September 8th. The process to fill this position continues with interviews possibly in October.