



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John L. Salomone, Town Manager
Date: December 11, 2007
Re: Monthly Report – November 2008

GENERAL ADMINISTRATION

During the month, the Town Manager focused on a number of matters including working with department heads, the newly-elected Mayor and members of the Town Council on various issues as well as on a number of personnel matters. Items of interest included:

- Conducting an AFSCME grievance hearing on December 2
- Interviewing candidates for the positions of Library Technician - Children's Department and Equipment Operator I
- Speaking at the Veterans Ceremony at Cedar Mountain Commons and attending the Veterans Day Ceremony at Town Hall.
- Hosting the Mid-State Collaborative Meeting on November 13.
- Meeting with staff and representatives from surrounding towns regarding grant applications for shared services/resources.
- Attending a meeting in Wethersfield regarding volunteer fire service.
- Attending the Swearing In Ceremony for newly elected officials on November 13. The newly elected officials include:

Town Council

Councilor Thomas Bowen
Councilor Christopher Banach
Councilor Tony Boni
Councilor John Bottalico
Councilor Myra Cohen
Councilor Mike Lenares
Councilor Kristine Nasinnyk
Councilor David Nagel

Constable

David Pruet
John Richter

Fire Commissioners

Thomas Jascowski – to fill a 2 yr. vacancy
Kent Stoddard – full term

Board of Education

Sharon Braverman
Daniel Carson
Meg Casasanta
Beth DelBuono
Mark Finkelstein
Mary Niro
Nancy Petronio
Pamela Raynock
Steven Woods

- Attending various meetings with CRRA, CRCOG and the MDC and the CTCMA luncheon.
- With the Town Planner, attending a meeting at ConnDOT headquarters regarding the Cedar Street/Fenn Road traffic issues, the National Welding site and the Busway Project.
- Meeting with the new Chair of the Board of Fire Commissioners.
- Meeting with the current Town Historian prior to reappointing her as Town Historian.
- With Town Planner Ed Meehan, meeting with David Brown from New Samaritan, the Town's preferred developer for senior housing at the New Meadow site.
- Meeting with the Attorney and Chief Mulhall regarding the Marcus Communication agreement.
- Meeting with the Director of Finance to review the Capital Improvement Project submissions from staff.

Paid overtime for the month of November 2007 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Leaf Collection	904.80	\$ 39,520.79
Weekend Stand-by and Call-in	16.00	586.24
Road Maintenance	38.50	1,463.39
Snow Removal	<u>229.50</u>	<u>10,170.96</u>
Total	1,188.80	\$ 51,741.38
PARKS AND GROUNDS DIVISION		
Seasonal Lighting	8.00	\$ 283.00
Cemetery	17.00	601.00
Equipment Repair	16.00	566.00
Leaf Collection	<u>55.99</u>	<u>1,946.00</u>
Total	96.00	3,396.00
POLICE DEPARTMENT		
	2007-08 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Administration	\$ 4,167.00	\$ 1,677.47
Patrol	727,443.00	300,869.38
Investigation	76,000.00	29,832.79
Communication	104,486.00	54,498.52
Education/Training	66,026.00	32,613.36
Support Services	22,247.00	10,199.87
School Resources Officer Grant	14,580.00	5,427.63
Animal Control	<u>11,706.00</u>	<u>3,375.26</u>
Total	\$1,022,488.00	438,494.28

PERSONNEL

- Interviews were held for the Library Technician - Children's Department vacancy. The position was offered to part-time employee Michelle Royer effective November 13.
- One applicant was interviewed for the position of Equipment Operator I during the month. John Conway was offered the position effective November 30.
- Two other vacant Equipment Operator I positions were posted internally with a closing date of November 21. One position was offered to Grant Polomsky, the current Dial-A-Ride Driver, who has accepted effective December 3. Interviews of candidates from a certified list will occur in December for the second vacancy.
- The position of Deputy Finance Director was readvertised. An oral interview panel was convened on November 29. Interviews of the top candidates will occur in December.
- The permanent Detective vacancy was posted with a closing date of November 30 at noon for officers to apply. A written examination will be administered in January.
- Recruitment efforts for several part-time positions at the Library were also underway.

RISK MANAGEMENT

The fourth month of the 2007-2008 Blue Cross/Blue Shield plan year produced a combined paid claim total that was lower than the estimates that were developed at renewal. The total claims were estimated at \$725,538 per month; the initial number for October 2007 came in at \$667,987.

INFORMATION SYSTEMS AND TECHNOLOGY

- Blocked 89 computer viruses/ Trojans for entering Town network and 87,822 unsolicited SPAM emails messages from being delivered.
- Completed 116 Work Orders.
- Installed new network switches at the Library, Senior and Disabled Center and Town Hall.
- Expanded Wireless Access at the Library.
- Completed phase one of Virtual Local Area Network (VLAN) network segmentation.
- Completed installation of Virtual Workstation Connection Broker.
- Assisted the Registrar's of Voters in the election tally operation on the night of November 6 election; results were also posted on the Town's website as they were received from the districts.
- Problems in data communications between the Town and Senior and Disabled Center were traced to a faulty section of fiber optic cable. The cable was replaced over the Veterans Day holiday.
- Planning for modifications and expansions of voice and data cabling at the library, fire headquarters and Senior and Disabled Center was carried out during November.
- The Town's website had slightly more than 36,000 visits during the month; calendar and activity sections again were the most frequently visited.

FINANCE

Accounting and Administration

- The 2006-07 audit neared completion during the month with several hours of staff time committed to meet the December 31st filing deadline.
- The 2008-09 budget module was activated for entry by Town departments.

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)

11/30/2007

General Fund	\$29,555,053
Special Revenue Funds	2,184,832
Capital Projects Funds	632,607
Internal Service Fund	4,081,195
Trust and Agency Funds	1,375,553
TOTAL, ESTIMATED BY FUND	\$37,829,240

INVESTMENTS, BY INSTITUTION TYPE (Unaudited)

11/30/2007

	<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	4.96	5.13	58,957	72,623	11,405,885
CLASS PLUS	4.39	4.56	19,234	24,874	5,498,732
Financial Investor Trust	4.54	4.75	14,648	14,888	3,769,762
Bank North	4.44	4.80	31,118	34,869	7,801,266
Sovereign Bank MM	4.67	4.88	35,643	38,472	9,353,595
Total Outstanding Investments					37,829,240

Rates reflect avg. monthly yield, annualized

Assessor

- The month of November was spent working on the October 1, 2007 Grand List which consists of real estate, personal property, and motor vehicles.
- Five hundred personal property accounts were entered into the system.
- Most of the field work for real estate properties was completed with changes entered into the data base. Additionally, five newly constructed real estate properties with Certificates of Occupancy were inspected.
- The Supplemental Motor Vehicle List for October 1, 2006 was received from the Connecticut Department of Motor Vehicles. Approximately 1,800 vehicles were individually priced using various blue books. The regular October 1, 2007 Grand List will be received during December and those vehicles will be priced during that month.

Revenue Collector

- On November 19, a Tax Sale was held for the property located at 52 Magnolia St. which sold for \$128,000. Proceeds from the sale brought the real estate property current on the four past list years. A deed is held with the Town Clerk's Office, and there is a six month redemption period.
- The Revenue Collector attended the Connecticut Tax Collectors' Association fall meeting in Southington. The topic was converting large parcels of land into a revenue-generating new community.
- The Assistant Revenue Collector attended the Quality Data user meeting in Southington to receive information for the Supplemental Motor Vehicle bills for payment in January 2008.
- The Tax Office mailed over 300 Motor Vehicle Demand Notices; Alias Tax Warrants were also given to the Constable for Real Estate, Personal Property and Motor Vehicle accounts.
- Liens were filed with the Secretary of State's Office for businesses that are past due.

PURCHASING

RFP NO. 1, 2007-08, CEMETERY EXPANSION ARCHITECTURAL SERVICES

Opening Date: October 25, 2007

Respondents

Grever and Ward, Orchard Park, NY
BSC Group, Glastonbury

The proposals are under review.

RFP NO. 3, 2007-08, DRAINAGE DESIGN – RESERVOIR ROAD

Opening Date: November 8, 2007

Respondents

GM2 Associates, Glastonbury
BETA Group, Inc., Rocky Hill
Milone & MacBroom, Cheshire
Lenard Engineering, Inc., Storrs
Maguire Group, Inc., New Britain
WMC Consulting Engineers, Newington
Anchor Engineering Services, Inc, Glastonbury
Cardinal Engineering Associates, Inc., Meriden
Tectonic Engineering, Mountainville, NY

The proposals are under review.

RFP NO. 4, 2007-08, LANDFILL SURVEY

Opening Date: November 29, 2007

Respondents

Anchor Engineering Services, Inc., Glastonbury
 Cardinal Engineering Associates, Inc., Meriden
 Fuss and O'Neill of New York, Poughkeepsie, NY
 Laureiro Engineering Associates, Inc., Plainville
 Wengell, McDonnell & Costello, Inc., Newington

The proposals are under review.

TOWN CLERK

- There were 479 documents filed on the land records during November. \$68,850.64 was collected in State conveyance tax and \$28,925.32 was collected in Town conveyance tax.
- Property at 751 Russell Road transferred from Cedar Mountain, LLC to HDC One, LLC and A-Major, LLC for \$2.2 million.
- There were 10 residential property sales—eight sold for over \$300,000 and two properties each sold for over \$400,000.
- The office filed 68 deeds, 2 survey maps, 20 liens, 140 mortgages and 157 releases.
- Nine Notary Public commissions were recorded, 14 burial and 4 cremation permits were issued. 73 copies of vital records were certified and 11 Trade Name certificates were catalogued.
- On November 6, electors cast their vote for Mayor, Councilors, Board of Education, Board of Fire Commissioners (full term), Board of Fire Commissioners (to fill vacancy for 2 years) and Constable. A total of 374 absentee ballots were issued. The office was open on Saturday, November 3, from 9 a.m. until noon to issue absentee ballots for those residents unable to visit during regular business hours.
- The Town Clerk assisted the Registrars of Voters in the transition of legislated duties on election night. She also assisted with the mandatory close-vote recount that took place on November 9.
- On November 13, the Town Clerk administered the Oath of Office to the newly elected officials at the Town Council Organizational Meeting.
- On November 13 and 19, the Town Clerk completed a training program presented by the Freedom of Information Commission to become a certified FOI municipal liaison.
- The Town Clerk attended a conference sponsored by the New England Association of City & Town Clerks. Education sessions included seminars on how to hire smart, leadership skills and dealing with negativity in the workplace. Vendors were available to educate the clerks about their latest products and to answer questions.

Data Summary--November 2007

	<u>November 2007</u>	<u>November 2006</u>	<u>FY 2007-08 to Date</u>	<u>FY 2006-07 to Date</u>
Land Record Documents	479	599	2,341	3,160
Dog Licenses Sold	17	37	449	354
Game Licenses Sold	62	202	589	2,449
Vital Statistics				
Marriages	27	30	139	136
Civil Unions	1	0	5	0
Death Certificates	18	39	119	114
Birth Certificates	51	50	135	128
Total General Fund Revenue	\$ 45,589.07	\$ 52,783.29	\$ 280,936.97	\$342,680.71
Town Document Preservation	\$ 882.00	\$ 1,025.00	\$ 5,359.00	\$ 5,900.00
State Document Preservation	\$ 896.00	\$ 1,028.00	\$ 5,382.00	\$ 5,916.00
State Treasurer (\$26 fee)	\$ 11,284.00	\$ 13,286.00	\$ 69,368.00	\$ 76,492.00
Locip	\$ 1,302.00	\$ 1,533.00	\$ 8,004.00	\$ 8,825.00
State Game Licenses	\$ 796.50	\$ 3,368.50	\$ 9,757.00	\$ 11,624.50

State Dog Licenses	\$ 104.00	\$ 237.00	\$ 3,017.50	\$ 2,605.00
Dog Licenses Surcharge	\$ 42.00	\$ 82.00	\$ 1,108.00	\$ 973.00
Marriage & CU Surcharge	\$ 209.00	\$ 209.00	\$ 1,577.00	\$ 1,463.00
Grand Total	\$ 61,104.57	\$ 73,551.79	\$ 384,509.47	\$456,479.21

POLICE DEPARTMENT

- The CSU (Community Service Unit) taught the Stranger Danger Safety Program to approximately 80 children at Ruth Chaffee School.
- The CSU met with the principal, school staff and a parent at the John Paterson School on November 1st to conduct a school security dismissal survey. Attendees made recommendations for increased safety and efficiency during dismissal times. The main goal of the meeting was for a more organized manner that children were picked up by parents and relatives and a system of accountability of who was picking up the children.
- The CSU participated in a meeting at the Methodist Church where a security survey was conducted. The safety of daycare children, building security and video surveillance options and evacuation procedures were analyzed and discussed with church and daycare staff.
- On November 13th, a neighborhood safety meeting was held at the library. The meeting was attended by approximately 20 residents of the Dacosta Drive and Memory Lane neighborhood. Recent crime trends, police responses to the immediate area in the past six months, and neighbor concerns were voiced as well as ways to improve the safety of the neighborhood and the security of the residential units. Security lighting and identity theft prevention were also discussed.
- On November 14th, the CSU attended a Conference in Westbrook which kicked off the State's Click it or Ticket program and also provided training in the area of police pursuits and the importance of traffic violation enforcement as it relates to the overall reduction of criminal offenses in a community.
- The CSU met with department heads from the Highway and Parks and Recreation Departments in the wooded area behind St. Mary's Church to discuss a clean up and beautification plan for the foot path.
- Two-hundred and twelve offenses were the subject of investigation by Detective Division personnel in November.
- During the past few months there have been numerous instances of vandalism and graffiti throughout the town. The Patrol Division has increased its efforts to stop the vandalism and identify the suspects. Through an extensive investigation, the department has developed a suspect that was involved in at least 40 instances of vandalism. In another similar incident, the School Resource Officer developed a second suspect involved in over 30 instances of vandalism. The Patrol Division continues these investigations and arrests are expected.
- Patrol Officers responded to a disturbance at the Friendly Acres Motel involving a disturbance. During the investigation, Patrol Officers on-scene located narcotics and other items consistent with operating a drug factory. Two suspects were arrested for numerous narcotics violations.
- The Newington Police K-9 team proved essential in the apprehension of two individuals in November. The first incident involved a local steel company where prior thefts of steel and scrap iron had taken place. A suspect was seen fleeing the area. The K-9 Team tracked the fleeing suspect and located him under multiple steel beams in the yard of the business. The suspect surrendered and was placed under arrest.
- The K-9 team also responded to a disturbance in the area of Meadow View Court. A suspect wanted on a Failure to Appear in Court Warrant had fled the scene on foot. The K-9 Team located the suspect in a swamp where he was taken into custody without incident.
- Patrol Officers responded to a burglary at Hoffmann's Gun on the Berlin Turnpike, where multiple suspects drove a small dump truck through the front entrance and stole several firearms. This incident is currently under investigation and an arrest has been made due in part by information obtained by an alert Patrol Officer and the ongoing efforts of the Newington Police Detective Division.
- Members of the department attended a Department of Homeland Security meeting that dealt with a number of regional and state initiatives in November. Newington remains directly involved with a number of law enforcement initiatives for our region that improve law enforcement response to

critical incidents. The Police Department is also in the process of funding (115,000 in 2006 HLS funding) equipment to the eight regional SWAT Units.

- The Police Department participated in a number of State/Federal grant planning sessions that involved the purchase of inter-operable radio systems that would tie all public safety radios into an integrated system at critical incidents. This project has been budgeted at approximately \$3,000,000 and will supply a regional vehicle to each of the five DEMIS regions plus one vehicle to the State.

Patrol Calls for November

Alarm Burglary	139	F/Hazmat	3	MV Complaint	39
Alarm Hold-up	7	Fire/Other	15	Neighbor Dispute	6
Animal Complaint	11	Fire/Structure	10	Noise Complaint	12
Assault IP	4	Fire/Vehicle	2	Notification	4
Assault Report	3	Fingerprints	23	Open Door/Window	4
Assist Other PD	30	Fireworks Complaint	2	Parking Violation	15
Bad Check NSF	0	Follow-up Investigation	38	Property Found	12
BOLO	5	Gun Call	3	Property Lost	8
Breach of Peace IP	15	Harassment	13	Recovered MV	5
Breach Of Peace Rpt	3	Hazardous Condition	28	Robbery IP	3
Burglary IP	2	Illegal Dumping	2	Serve Subpoena	0
Burglary Report	9	Indecent Exposure	1	Serve Warrant	29
				Sexual Assault	
Car Seat Install	9	Intoxicated Person	4	Report	2
Check	116	Juvenile Complaint	32	Shots Fired	0
Clear Lot	2	K9	6	Special Detail	47
Court Detail	24	K9 Other	4	Stolen MV	8
Criminal Mischief IP	5	Landlord/Tenant	3	Suicide	1
Criminal Mischief Rpt	63	Larceny from MV	5	Suicide Attempt	2
CSO Detail	2	Larceny IP	10	Suspicious Person	101
Customer Dispute IP	7	Larceny Report	42	Suspicious MV Occ	18
Customer Dispute				Suspicious MV	
Rpt	1	Directed Patrol	125	Unocc	3
Dog Complaint	31	Lockout MV	2	Test Police	5
Domestic IP	30	Lockout Residence	1	Threatening	2
Domestic Report	6	Medical	188	Town Ordinance Vio	0
Drug Investigation	1	Missing Person	4	Traffic Stop	582
DUI	8	MVA Abandoned	3	Trespass IP	7
Emotionally					
Disturbed Person	5	MVA Evading	15	Trespass Report	5
Escort	26	MVA Injury	26		
F/Alarm	20	MVA Property	120		
Fire/COno	2	MV Assist	54	TOTAL FOR NP	2,290

UCR/NIBRS Selected Crimes

October 2007

October 2006

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	1	-0-
Robbery	2	\$47,404	3	\$442
Assault	7	-0-	7	-0-
Burglary	186	\$19,831	12	\$37,426
Larceny Theft	59	\$18,465	63	\$31,740
Auto Theft	8	\$93,477	10	\$87,750
Totals	263	\$179,177	96	\$157,358

- In October 2007 the Police Department arrested 81 adults; 8 for assaults, 2 for burglaries, 4 for forgery/fraud, 14 for narcotic violations, 8 for larceny, 4 offenses against family and children, 14 for DUI, and 27 for other miscellaneous offenses. The department also referred 30 persons under the age of 18 for criminal acts: 3 for assaults, 6 for larcenies, 2 for forgery/fraud, 1 for vandalism, 1 for weapon violation, 1 for narcotic violations, 5 or disorderly conduct, and 11 for miscellaneous offenses.

FIRE DEPARTMENT

The Fire Department responded to 59 alarms/emergencies as follows:

	<u>November 2007</u>	<u>5 months Cum.</u>
Residential	14	70
Commercial, Industrial, Office	1	20
Hospital, School	3	6
Vehicle	4	15
Rescue, Police Assistance	0	4
Dumpster, Rubbish, Grass, Brush, Leaves	7	26
Hazardous Materials/Clean up	5	18
Investigative Alarm	21	98
False Alarm	0	0
Mutual Aid/Standby	1	7
Carbon Monoxide Investigation	3	12
Water Related Incidents/Pump-Outs	0	0
Total	59	276

Training Summary:

		Members	Hours
Officer Training	Fire Department Organization	12	36
Multi-Company Training	Fire Streams/Pumping Fire Apparatus, Ladders	43	129
NIMS Training	100	5	15
	300	6	162
	400	1	26

FIRE MARSHAL

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

Inspections	14
Inspection Follow-Ups	33
Plan Review	11
Job Site Inspections	15
Underground Tank Removal	0
Fire Investigations	5
Fire Alarm Trouble	2
Complaints	2
Haz/Mat	0
Bomb Threats	0
Blasting	1

Incidents:

- 11/29/07 – An accidental fire caused moderate damage to equipment and the commercial building at 41 Commerce Court. No injuries were reported.

Training:

- 11/13/07 – Deputy Fire Marshals Tim Muisener and Dave Woods attended a training session on CFSCG Part III in Waterford.
- 11/15/07 & 11/16/07 – Fire Marshal Chris Schroeder and Deputies Guy Pelletier and Sherry Rusbarsky attended the IAAI Conference in Farmington. Topics included: NFPA 1033, Developing Curriculum Vitae, Incendiary Devices, Improvised Explosives and Keys to a Proper Arson Investigation.
- 11/28/07 – Fire Marshal Schroeder attended the NIMS ICS 300 class in Cromwell.

HIGHWAY DEPARTMENT

- The annual leaf collection program continued throughout the month with crews working on a third round of collection. Leaves were late to fall this year but the weather was cooperative as we encountered only minor collection delays.
- One minor storm event on November 20th required de-icing operations as snow accumulations were less than an inch.
- Highway Equipment Operators continued to load leaves onto trucks from the bid awarded contractor, Green Cycle of Northeast. To date trucks have hauled approximately 8,000 cubic yards of leaves out of the landfill.
- During the month of November, the Sanitation Division scheduled 671 bulky items, 37 metal items and 107 condo bulk items for weekly pick up. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- Mechanics continued with their support of the annual leaf collection program by maintaining collection equipment and filling in as drivers or leaf rakers when needed. Snow fighting equipment such as sand/salt spreaders and plow trucks were serviced and are storm-ready. Fire Department apparatus fall services are nearly completed and two new Highway trucks were received and vehicle set up and preparation was begun.

ENGINEERING DEPARTMENT

- Anthony Ferraro, Town Engineer, attended a Transportation Improvement Committee (TIC) meeting sponsored by the Capitol Region Council of Governments (CRCOG). A highlight of the meeting was a presentation by CRCOG staff regarding the short range improvements being pursued to improve traffic circulation on Fenn Road between Cedar Street and Grasso Boulevard. These improvements will be funded through a State grant. TIC will consider the endorsement of this project at their December meeting.
- Reviewed the nine responses to the Request for Proposal to perform drainage improvements on Reservoir Road and made recommendation to award design services to Lenard Engineering.
- The Conservation Commission finalized the revisions to its "Inland Wetlands Regulations" and scheduled a public hearing in December.
- Finalized a drainage design that will resolve a drainage problem on Timber Lane.
- The RFP to perform a survey and life analysis of the Town's landfill was advertised with five responses received. The proposals will be reviewed and a recommendation made in December.

TOWN PLANNER

- EPA Brownfield Assessment Project - On November 15th Town Planner Ed Meehan met with EPA's Brownfields Program Project officer and provided a tour of the former National Welding property at 690 Cedar Street and of 21 Boulevard, a former foundry building use. The Phase III Assessment for National Welding has been drafted by the Town's licensed environmental professional firm, Fuss & O'Neill, and will be reviewed by EPA for technical comments prior to completion. Subsequent to the tour of 21 Boulevard the Town Planner was notified by the EPA that the Town can proceed with a Phase II Assessment study of the Boulevard property using our Brownfields grant. Because of this property's small size and expected limited contamination, Fuss & O'Neill will be asked to perform only soil testing. The results of this limited Phase II investigation should be sufficient to determine if removal of the blighted foundry structure is cost effective.
- Town Center STEAP Streetscape Project - The Streetscape contractor for Phase III work has substantially completed improvements except for installation of the seven decorative light fixtures.

The lights' foundations and conduit have been set, but the manufacturer of the fixtures, Sternberg Vintage Lighting, is behind schedule in producing their popular town center luminaries. These same fixtures will also be installed by the developers of the new OFI building on Garfield Street and along Lowrey Place in front of the shopping center.

- Small Cities Development Grant Rehabilitation Loan Program - During November three Small Cities single family rehab loan projects, totaling \$78,169, were worked on helping homeowners with new roofs, windows, siding, heating and electrical upgrades. One emergency project for a handicapped ramp to assist an elderly resident was processed. A repayment for \$15,554 was received and will be placed in the revolving loan fund for additional projects.
- On November 20th and 28th the Town Planner made presentations to the Newington Chamber of Commerce and Rotary Club, updating these organizations on several development projects underway and also reviewing the Town Plan and Zoning (TPZ) Commission's initial work on updating the Plan of Conservation and Development.
- On November 26th a meeting was held with ConnDOT's Busway Division engineers, Engineering Design Bureau and State Traffic Commission (STC) staff to discuss a proposed large commercial development project pending before the TPZ that will impact the Cedar – Fenn intersection area. Staff encouraged ConnDOT to take a long-range macro view of the interrelation of development projects and traffic issues that will occur in this area over the next five to ten years.

Development Project Review

- 260 Stamm Road – an existing multi-tenant building, TPZ denied a Special Permit requesting approval for car dealership use.
- 505 Willard Avenue – approval granted for 5,000 sq. ft. medical professional building. This building will replace an abandoned barn located at the rear of this property.
- 262 Brockett Street – changed to B-BT Zone for 7,000 sq. ft. commercial building, effective April 23, 2007, site clearing and blighted building demolition began in November.
- Accessory Apartment Zone Amendment – on November 14, TPZ Commission discussed and by consensus agreed to bring this use back to public hearing in January 2008.
- Hotel Developments – Extended Stay Suites – The TPZ issued an interpretation of the Zoning Regulations ruling that extended stay suites are permitted but limited to hotel uses only. This opinion was requested by developers proposing a 124 unit hotel near the Cedar – Fenn intersection

BUILDING DEPARTMENT

- Six permits were issued for new residential homes in November (21 Harlow Drive, 23 Harlow Drive, 25 Harlow Drive, 27 Harlow Drive, 29 Harlow Drive, and 31 Harlow Drive).
- One Permit was issued for a commercial building (Aldi, Inc, 2640 Berlin Turnpike - a 16,600 sq ft grocery store).
- Four Demolition Permits were issued to demolish four buildings at the Hartford Hospital on Patricia M. Genova Drive.
- Eight Certificates of Occupancy issued for residential homes (64 Barkledge Drive, 220 Adrian Avenue, 28 Chaplin Street, 26 Chaplin Street, 22 Chaplin Street, 197 Sterling Drive, 203 Sterling Drive, and 209 Sterling Drive).

Building Inspectors completed a total of 440 inspections: Above Ceiling (2), Alarm (6), Boiler (3), Chimney (1), CO (25), Code (6), Concrete (2), Decks (3), Drains (5), Electrical (93), Final (3), Fireplace (7), Footings (30), Foundation (22), Framing (38), Gas Line (11), Gypsum (22), Hot Water Heater (1), Insulation (11), Masonry (3), Mechanical (47), Piers (3), Plumbing (48), Rebars (2), Roofing (1), Rough (11), Shed (1), Siding (2), Sill (6), Site Visit (3), Solar (1), Sprinkler (4), Stairs (2), Tank (2), Water Proof (5), Wood / Pellet Stove (8).

Seminars attended by the Building Inspectors for their continuing education credit were:

David Zwick	CFSCG Part III Series – Educational Occupancies, 11/5/07
Art Hanke	ICC/ANSI Standard A117.1: Type A and Type B Residential Handicap Accessibility, 11/21/07

Richard Smith	CFSCG Part III Series – Educational Occupancies, 11/6/07 ICC/ANSI Standard A117.1: Type A and Type B Residential Handicap Accessibility, 11/28/07
Pete Hobbs	ICC/ANSI Standard A117.1: Type A and Type B Residential Handicap Accessibility, 11/7/07 IBC and IFC Chapter 9: Active Fire Protection Systems, 11/7/07

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	58	\$ 462,874
Deck	5	32,803
Demolition	5	43,000
Electrical	46	274,457
Fence	0	0
Fire Suppression/Sprinkler	0	0
Footing/Foundation	1	20,000
Fuel Tank	5	5,125
Garage/Shed	5	12,390
Mechanical	41	112,564
New Commercial	1	1,660,000
New Residential	6	1,555,820
Plumbing	27	29,290
Pool	1	90,000
Roofing/Siding	21	130,668
Sign	5	7,659
Tent	0	0
Trailer	<u>0</u>	<u>0</u>
Total	227	\$4,436,650

Permit Value Comparison for November:

	<u>2007</u>	<u>2006</u>
Value of Permits Issued	\$4,436,650	\$6,179,554
Building Permit Fees Received	\$52,724	\$72,298
Other Income Fees	\$3,640	\$716
Building Permits Issued	227	145

Total Value of Permits and Permit Fees:

<u>2007-2008</u>		<u>2006-2007</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$22,004,096	\$253,430	\$37,654,258	\$429,808

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Greg Mattus, Sanitarian, attended the Connecticut Environmental Health Association (CEHA) annual meeting in New Haven. Topics of discussion included an overview of the legislative process in Connecticut and updates from the various Connecticut Department of Public Health section leaders.
- Attended a CT foodservice inspector refresher training course held at the CT Department of Public Health. The refresher training included a review of the various violations found during inspections and how they are marked using the statewide standard foodservice inspection form.
- Continued to assist in the operation of the Health District's flu clinics. During the month, flu clinics were held in Newington, Wethersfield, Berlin, and Rocky Hill.
- Assisted Chief Sanitarian Nancy Brault with the collection of water samples at a Newington elementary school. Water samples were taken from water fountains throughout the school in the

early morning to catch the first draw of water which would represent the worst case scenario. The water samples were collected in response to a concern with test results from a prior water test.

- A food service license was issued to a new Dunkin Donuts on the corner of West Hill and Willard Avenue. The new owner of the building has extensively renovated the exterior revitalizing and improving the area.

HUMAN SERVICES

- On November 15, the department held its annual holiday food distribution serving 247 households representing 535 residents, thanks to the generosity of the community.
- Preparations are underway for the Holiday Toy and Gift Program with distributions scheduled for the week of December 17. Many organizations and individuals sponsor families and individuals making the holidays brighter for residents in need.
- The Food Bank assisted 86 households and the monthly outdoor market co-sponsored with Food Share served 62 households. The Special Needs Fund approved 16 requests for basic need assistance, of which 9 were seniors. The primary needs continue to be utilities, medical, medication and housing.
- The Social Casework program handled 100 active cases with 20 new referrals.
- The Joint Committee on Community Safety met twice during November and continues to assess community safety issues.
- Director Ken Freidenberg attended several regional meetings including Connecticut Youth Services Association, North Central Mental Health Board and Mid-State Collaborative.
- The Youth-Adult Council met and discussed the October Anti-Bullying Community Forum and the Six Feet of Influence Program. A substance abuse prevention assembly for the middle schools is scheduled in February with State funds from the Local Prevention Council grant. Planning will begin soon for the annual Super Hoop-La Basketball tournament which will occur in March.
- The Youth and Family Counseling Program handled 21 new referrals with an active caseload of 53. Staff and contractors conducted 84 clinical therapy sessions and made 114 contacts with families and other agencies.
- Clinical Coordinator Christina Salvio continues to consult and work closely with schools, Police and other private and public social service agencies.
- The Juvenile Review Board handled four cases during November.
- Part-time Student Assistance Counselor Christine Stoloff provided services to 19 children and is based at both middle schools. She is also providing counseling groups at each school addressing school performance, behavior and conflict resolution.
- Positive Youth Development programs involved 463 youth during the month.
- The ROPE program for sixth-grade students completed the third cycle at both middle schools.
- SCORE after-school programs included Climb On, Cartoon Creations, Slurping Soda, Bowling, Lunch and a Movie, Secret Agent, Fun with Photos and Apple Pie, My Oh My.
- The High School Adventure Club visited the Trampoline Place and experienced an Olympic style sport facilitated by Bill Young, a former Olympic coach.
- The Challenge Course closed for the season. The indoor course will now be used for ROPE final challenges.

November 2007 Statistics

Selected Programs	FY 07-08 Undp. Total This Month	FY 07-08 Undp. Total Last Month	FY 07-08 Cum. Undp. Total YTD	FY 06-07 Cum. Undp. Total YTD
Youth and Family Counseling	53	51	94	89
Positive Youth Development	463	701	2,356	1,812
Youth Works (Job Bank)	6	2	23	29
Information and Referral	342	302	1,481	1,032
Social Casework Cases	100	96	150	163
Under 55 = 65				
Over 55 = 35				
Food Bank Participants	87	72	397	375
Special Needs	16	17	97	94

SENIOR AND DISABLED CENTER

- Medicare Part D open enrollment began this month and the Center offered both a seminar presented by the CHOICES program and individual counseling to residents interested in enrolling or changing plans.
- The Central Connecticut Health District held its second Flu Shot Clinic at the Center on November 8th. The process ran very smoothly.
- A physical therapist from Cold Springs Lodge presented an Independent Aging program and discussed the benefits of rehabilitation therapy.
- In recognition of November as Alzheimers Awareness Month, Shelby Warner, MSW, from VNA HealthCare spoke about "Understanding Dementia and Memory Loss."
- A holiday greeting card class was offered on November 28th. Instructed by Center staff Eleanor Eichner and Karen Halpert, this program was well received and will be repeated.
- Tara Green from VNA Health Care spoke about hospice and palliative care at the monthly Coffee Talk program. Several participants were unaware of hospice and what it offers.
- The Brain Fitness classes wrapped up this month with 20 students participating.
- The Swinging Singing Seniors presented a special performance for the Senior Club to honor veterans featuring a Color Guard from the Connecticut Army National Guard.

Dial-A-Ride

Wellness Clinic

Senior Café

Trips	Miles	On-site	Off-site	Meals Served
1,166	4,107	81	12	1,069

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	13	7	1
Other Comm.	6	55	73	20

PARKS AND RECREATION

Administration

- Wendy Rubin, Superintendent of Parks and Recreation, and Parks and Grounds Supervisor Dennis Bonitsky did a site inspection of the New Meadow path with representatives of the Highway and Police Departments to address vandalism issues.
- A study was implemented of the water erosion issues at the Twenty Rod Road hiking trail with the assistance of the Engineering and Highway Departments.
- Ms. Rubin attended a Greater Hartford Arts Council Grants workshop, volunteered at the Hartford Festival of Lights for the GHAC and met with the Regional Director to discuss Peer Counseling network resources for Newington.
- A grant reimbursement request was submitted to the State for the ballfield lights
- Plans were made for the upcoming ice skating season and a plan of action for cul de sac maintenance was reviewed with the Town Engineer's assistance.

Recreation Division

- Several staff members attended the CRPA Annual State Conference.
- Recreation Supervisors Kristine Kravontka and Alison Alberghini attended a CIRMA workshop on Bullying and the Extravaganza Planning Committee meeting.
- Boys & Girls Basketball registration stands at 423 in grades 1- 8.
- Final preparations were made for the 3rd annual combined tree lighting and carol sing, Newington Night of Lights, co-sponsored with the Chamber of Commerce.
- Fifty travelers enjoyed a bus trip to New York City.

- The Winter Program was planned and the brochure sent to the printers.
- For the sixth consecutive year staff assisted the Newington High School Basketball Boosters with their annual basketball jamboree held November 25-27th in the Mortensen Community Center. Twelve teams participated in the tournament.
- Boys and Girls Middle School Travel Basketball programs began their season.
- The department offered 134 classes and processed 1,389 registrations, comparable to the fall of 2006.

Parks & Grounds Division

- During November seven Parks and Grounds employees were reassigned to the Highway Department for leaf removal operations.
- Scholastic sports and playoff games ended at mid-month permitting field cleanup and final irrigation and water shutdown.
- Groundskeepers performed aeration of fields at Newington High School and applied 150 tons of sand topdressing and over 2,000 lbs. of seed.
- Staff completed the installation of ceiling grid work and fiberglass tiles in the remaining section of Mill Pond bathhouse.
- To address an erosion problem at the Town Hall lower parking lot, members of the Grounds staff constructed a small retaining wall and water capture area.
- Crews spent three days repairing the seasonal lighting used in the Town Center and replaced the existing tree lights with LED lights. While the number of bulbs was doubled, the power usage was predicted to be 40% less.
- One employee attended a tree work seminar, and another attended a day long class in tree work electrical safety.
- There were 10 interments in Town cemeteries during the month.

LIBRARY

- 2,026 children, their parents, and caregivers attended 40 literature-based programs during November. Attendance has risen dramatically for *Play For All*, the Saturday morning playgroup for special needs children and their parents. Ads for the program are now posted on an autism website as well as the monthly newspaper Parent Planner. An offshoot of *Play For All* will be a skating program with ice time donated by The Connecticut Arena, resulting from the Library's collaborative efforts with this Newington businesses.
- Award-winning children's author Amy McDonald was the speaker at the Sliva Young People's Literary Series in November. Ms. McDonald spoke to all 3rd and 4th graders in the school system at a gathering at Newington High School. In the evening, she visited the library to autograph books and speak again to an adult crowd. Altogether, 803 people had the opportunity to meet and/or hear her presentation regarding the creation of her beloved titles.
- Six programs were held for 163 adults. Highlights included *Tellebration*, a worldwide night of storytelling for adult audiences, co-sponsored by the Friends of the Library and the CT Storytelling Center. 55 people gathered on a Saturday night to be entertained by four professional storytellers who told tales as well as true stories of both WWI and WWII.
- Teen programs for the month included *Raising Safe Teenage Drivers*. WFSB Channel 3 covered the entire presentation, segments of which were included on the 11 PM and 7 AM news broadcasts. The speakers made a strong impact on the roomful of teens and parents who were in attendance.
- Topics of note that were researched this month included:
 - History of the cowbell.
 - Book about paintball.
 - Careers in the FBI.
 - German bakeries in CT.
 - Names and addresses of new Town Council members.
 - Treatment for tendonitis.
- The Friends continued their outreach efforts this month by having a presence at two of the polling places on Election Day. They collected 45 applications for new library cards, answered questions and promoted Library programs.

- Head of Community Services Shirlee-Ann Kober began visiting local businesses to highlight the business services offered by the Library.
- 4,555 reference questions were answered; nine community groups used the meeting rooms; the Library homepage was visited 5,389 times during November.
- Circulation of library materials was 32,339. 808 items were added to the collection, and 303 items were mended by volunteers who logged in 122 hours.
- Building issues involved most of the finish work by Allied Restoration of a large portion of the Library roof. Regular inspections of the building, elevator, and HVAC system were done.
- The Friends of the Library held their Fall Booksale at the Senior and Disabled Center on the first Saturday in November. The public loved the venue as well as the wide selection of books, and the sale was a successful fundraiser for the Friends.