



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: January 11, 2008
Re: Monthly Report – December 2007

GENERAL ADMINISTRATION

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

- Coordinating the orientation session for the new Town Council which included an overview of each department
- Interviewing candidates for the positions of Equipment Operator I and Deputy Finance Director.
- Attending the Mid-State Collaborative Meeting in Wethersfield on December 11.
- Attending CRCOG Policy Board and Municipal Services Meetings.
- Attending the Kiwanis Holiday Dinner at the high school and the Setback banquet.
- Attending several meetings regarding energy conservation.
- Chaired the Charter Revision Commission Orientation meeting.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	.50	\$ 21.53
Weekend Stand-by and Call-in	20.00	861.40
Road Maintenance	15.00	587.25
Leaf Removal	516.50	20,594.64
Snow Removal	886.00	39,880.20
Total	1,438.00	\$ 61,945.02
PARKS AND GROUNDS DIVISION		
Leaf Removal	88.50	\$ 3,697.47
Snow Removal	290.25	11,964.11
Total	378.75	\$ 15,661.58

POLICE DEPARTMENT	2007-08 Budget Overtime Appr.	Overtime Expended Fiscal Year to Date
Administration	\$ 4,167.00	\$ 1,677.47
Patrol	727,443.00	338,402.59
Investigation	76,000.00	32,836.23
Communication	104,486.00	62,191.58
Education/Training	66,026.00	36,327.43
Support Services	22,247.00	12,357.72
School Resources Officer Grant	14,580.00	6,645.90
Animal Control	<u>11,706.00</u>	<u>3,375.26</u>
Total	\$1,022,488.00	\$ 493,814.18

PERSONNEL

- Robert Hillman was offered a position as Equipment Operator I in the Highway Department to fill a vacancy.
- Interviews of several candidates for the position of Deputy Finance Director took place in December. Lisa Rydecki was offered and has accepted the position. Ms. Rydecki holds a Bachelors degree in Accounting from CCSU and has over 17 years of experience in the field.
- Sgt. Jay LoStocco submitted his resignation from the Newington Police Department during the month as did Margo Siderowf, Account Clerk in the Finance Department (July 2008).
- Several part-time positions at the Library were filled during the month.

RISK MANAGEMENT

The fifth 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 November 2007 came in at \$571,538.

FACILITIES MANAGEMENT

- The major repairs to the boiler system were completed with the accessible steam and condensate leaks addressed. A new boiler control system was installed and area controls are being integrated to enable the boiler to work in conjunction with the air handling units supplying heat to the Town Clerk and Engineering areas. These new controls will be compatible with the new heating design approaches envisioned for the Town Hall.
- The Town Hall Study Phase #2 is underway and will address applicable code issues and the costs involved to remedy deficiencies. The architect will also be reviewing the "tenancy" of the building to help determine the design approach needed in each area to allow a successful construction effort once the project is determined to be viable.
- Window and roof repair were undertaken at the Kelsey House to try and halt any additional weather related damage to the building structure until more permanent repairs can be funded.
- Reviews of all Town property equipment such as heating and cooling systems are being conducted for consolidation of maintenance contracts where applicable to reduce costs and improve reliability.
- Repairs to the gymnasium roof were completed and noted leaks eliminated.

INFORMATION SYSTEMS AND TECHNOLOGY

- Blocked 65 computer viruses/ Trojans for entering Town network.
- Blocked 161,175 unsolicited SPAM emails messages from being delivered.
- Completed 124 Work Orders.
- IST staff attended a one day training session on administration of the Town's new website.
- Deployed several thin client terminals in Town Hall and at the Highway Department to evaluate their suitability on the Town's communication networks. Thin client computers use approximately 90% less electricity than a traditional desktop computer.

- The Town's website received slightly more than 35,000 visits in December. On line property assessments, due in all likelihood to the mailing of tax bills, joined the program calendars and the job section as one of the high traffic areas.
- Installed a new software application for use by the Town Clerk's Office to assist them with tracking memberships on Town boards and commissions.

FINANCE

Accounting and Administration

- The 2006-07 audit was completed and filed within the December 31st deadline.
- Ann Harter, Director of Finance, prepared an overview of the budget process for the Town Council Orientation on December 4th.
- Ms. Harter attended a Government Finance Officers Association Executive Board meeting on December 6th.
- During the month efforts continued towards the recruitment of the Deputy Finance Director position.
- On December 20th, Ms. Harter along with Charlene Drzata, Insurance and Benefits Administrator, met with representatives of the Lockton Benefits Group to discuss the merits of the Municipal Employees Health Insurance Program (MEHIP).
- Major grants received during the month include the first installment of the Pequot Grant in the amount of \$90,916, the Elderly Circuit Breaker in the amount of \$281,579 and the Manufacturer's PILOT in the amount of \$645,063.

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)
12/31/2007

General Fund	\$26,530,619
Special Revenue Funds	2,208,637
Capital Projects Funds	634,993
Internal Service Fund	4,601,956
Trust and Agency Funds	<u>1,356,641</u>
TOTAL, ESTIMATED BY FUND	\$35,332,846

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
12/31/2007

	<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	4.64	4.96	44,860	58,957	11,541,661
CLASS PLUS	4.12	4.39	22,546	19,234	7,798,121
Financial Investor Trust	4.40	4.54	12,947	14,648	3,782,709
Bank North	4.28	4.44	21,592	31,118	5,822,857
Sovereign Bank MM	4.91	4.67	33,903	35,643	<u>6,387,498</u>
Total Outstanding Investments					35,332,846

Rates reflect avg. monthly yield, annualized

Assessor

- The month of December was spent working on the October 1, 2007 Grand List consisting of real estate, personal property, and motor vehicles.

- The Supplemental Motor Vehicle List for October 1, 2006 was completed and delivered to the Tax Collector for January billing. It totaled \$24,762,100, which is up \$460,320 or 1.9% from the previous year.
- Six 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, six newly constructed real estate properties with certificates of occupancy were inspected.
- The regular October 1, 2007 motor vehicle list was received from the Connecticut Motor Vehicle Department during December and 4,000 vehicles were individually priced.

Revenue Collector

- 12,182 Real Estate and 1,230 Personal Property Second Installment tax bills were printed and mailed.
- In preparation of the Supplemental Motor Vehicles tax billing and Second Installment notices, the entire staff updated addresses for real estate transfers and personal property.
- The Revenue Collector attended the Connecticut Tax Collectors' education meeting in Hamden to discuss sharing tax department and government issues.

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 contract was awarded to Lenard Engineering.

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 contract was awarded to Laureiro Engineering Associates.

TOWN CLERK

- 507 documents were filed on the land records during December. \$196,799.54 was collected in State conveyance tax and \$ 63,419.73 was collected in Town conveyance tax.
- Major property transfers included:
 - 142 Market Square from Market Square Associates to Cedar Investment Group, LLC for \$1,650,000.
 - 475 Willard Avenue from Newington Business Park, LLC to Newington 2007, LLC for \$3,080,570; Amalfi Capital Group, LLC sold their share to Newington 2007, LLC for \$2,009,913 and IRG Properties, LLC sold their share to Newington 2007, LLC for \$7,909,538.
 - 28 Garfield Street for \$1,075,000 from New Center Corp. to Shunpike Associates, LLC.
 - 124-128 Day Street for \$770,000 from Majella Martin, LLC to EAZ Realty, LLC.
 - 35 Holland Drive from MTU Aero Engines North America, Inc. to EDAC Technologies Corporation for \$945,000.
- 6 residential properties each sold for over \$300,000; one residential property conveyed for \$550,000.
- The office filed 6 survey maps and 8 Notary Public commissions during the month. 8 Trade Names were catalogued and 4 liquor permits were put on file.
- 43 vital certificates were certified; 5 burial permits and 3 cremation permits were issued.
- 73 deeds, 156 mortgages, 203 releases and 33 liens were recorded.
- Through funding awarded from the Historic Document Preservation Grant, the office installed side-to-side sliding shelves in the large public vault. This addition has expanded the storage capacity for approximately 3-5 years, and increased the overall efficiency of the Records Room.
- In 2005, the department identified as a key issue the lack of security microfilm for approximately 80 older land record volumes, almost 3500 maps and various Council Minutes. For the past several years, through grant funding and other resources, the Town Clerk has been working to microfilm all of the land record volumes. In December the remaining ten volumes were backed up with security copies and stored in a remote off-site location.
- Town Clerk attended a regional meeting on December 11th.

Data Summary--December 2007

	<u>December 2007</u>	<u>December 2006</u>	<u>FY 2007-08 to Date</u>	<u>FY 2006-00 to Date</u>
Land Record Documents	507	644	2848	3804
Dog Licenses Sold	7	26	456	380
Game Licenses Sold	123	77	712	2526
Vital Statistics				
Marriages	16	18	155	154
Civil Unions	0	0	5	0
Death Certificates	15	15	134	129
Birth Certificates	9	19	144	147
Total General Fund Revenue	\$ 79,969.73	\$ 72,695.33	\$ 360,906.70	\$415,376.04
Town Document Preservation	\$ 966.00	\$ 1,233.00	\$ 6,325.00	\$ 7,133.00
State Document Preservation	\$ 966.00	\$ 1,236.00	\$ 6,348.00	\$ 7,152.00
State Treasurer (\$26 fee)	\$ 12,558.00	\$ 15,990.00	\$ 81,926.00	\$ 92,482.00
Locip	\$ 1,449.00	\$ 1,845.00	\$ 9,453.00	\$ 10,670.00
State Game Licenses	\$ 1,970.50	\$ 1,271.50	\$ 11,727.50	\$ 12,896.00
State Dog Licenses	\$ 31.50	\$ 184.50	\$ 3,049.00	\$ 2,789.50
Dog Licenses Surcharge	\$ 20.00	\$ 70.00	\$ 1,128.00	\$ 1,043.00
Marriage & CU Surcharge	\$ 171.00	\$ 171.00	\$ 1,748.00	\$ 1,634.00
Grand Total	\$ 98,101.73	\$ 94,696.33	\$ 482,611.20	\$551,175.54

POLICE DEPARTMENT

- On December 8th 2007 the Community Service Unit (CSU), in conjunction with the School Resource Officer (SRO), Will Jordan, took part in the annual “Stuff a Cruiser” event at the WalMart Store. A record number of toys were collected this year along with other items including food and winter clothing for needy Newington families through the Newington Human Services Department. Approximately 4,500 toys were donated on that day.
- The CSU conducted a Security Survey for the new Dutch Point Credit Union on Willard Avenue. The safety of credit union staff, building security, video surveillance systems and robbery procedures were analyzed and discussed with credit union managers.
- A second neighborhood safety meeting was held at the Newington Police Department and was attended by approximately 20 residents of the Fisk Drive, Dowd Street, Elton Drive and Sunset Road area in December. SRO Jordan also assisted with ideas on how to quell the vehicle and pedestrian traffic problems on Sunset Road after Newington High School dismisses. Residents were updated on the progress of speed enforcement on Fisk Drive in which officers conducted speed enforcement 17 times since October 30th, 2007. The parking situation on Sunset Road was discussed including the purchase of two new portable “No Stopping/No Standing” signs specifically for Sunset Road after school. Graffiti abatement and a tentative cleanup day were discussed.
- The CSU continued to investigate a number of bad check and larceny complaints stemming from check fraud in the month of December. Two arrest warrants were applied for in December.
- 210 offenses were the subject of investigation by Detective Division personnel in December.
- The Patrol Division increased DWI enforcement efforts to keep intoxicated drivers off the roads during the holidays.
- On 12/01/07, patrol officers responded to the intersection of Fenn Road and West Hill Road on a reported motor vehicle accident. Officers found a vehicle which had left the roadway and stopped near a house. The vehicle sustained heavy damage and one of the passengers was fatally injured. Another passenger was injured and the driver fled the scene on foot. The driver was subsequently located in Newington and arrested by Hartford Police. The incident is currently under investigation.
- On 12/01/07 a patrol officer observed at a local motel a vehicle fitting the description of a vehicle belonging to a suspect wanted by Bristol Police. After drawing the individual out of the room and a search of the suspect and the room, the suspect was charged with Interfering with Police, two counts of Criminal Possession of a Firearm and Carrying a Dangerous Weapon. He was held on a \$50,000.00 bond.
- On 12/21/07, patrol officers were dispatched to a local restaurant on a reported armed robbery in progress. The robbery is currently under investigation.
- On 12/28/07, patrol officers responded to a burglar alarm at a local convenience store. It appeared entry was gained and items were stolen from inside the store; the incident is currently under investigation.

Patrol Calls for December

Alarm Burglary	183	F/Hazmat	3	MVA Property	154
Alarm Hold-up	3	Fire/Other	4	MV Assist	106
Animal Complaint	13	Fire/Structure	13	MV Complaint	41
Assault IP	3	Fire/Vehicle	2	Neighbor Dispute	10
Assault Report	4	Fire/Water	2	Noise Complaint	9
Assist Other PD	43	Fingerprints	14	Notification	3
Bad Check NSF	1	Fireworks Complaint	2	Open Door/Window	2
BOLO	3	Follow-up Investigation	41	Parking Violation	51
Breach of Peace IP	10	Gun Call	0	Property Found	10
Breach Of Peace Report	4	Harassment	15	Property Lost	6
Burglary IP	3	Hazardous Condition	50	Recovered MV	2
Burglary Report	5	Illegal Dumping	0	Robbery IP	1
Car Seat Install	4	Indecent Exposure	0	Serve Subpoena	1
Check the Welfare	102	Intoxicated Person	7	Serve Warrant	24

Clear Lot	1	Juvenile Complaint	18	Sexual Assault Report	2
Court Detail	27	K9	3	Shots Fired	2
Criminal Mischief IP	1	K9 Other	0	Special Detail	42
Criminal Mischief Report	14	Landlord/Tenant	4	Stolen MV	8
CSO Detail	1	Larceny from MV	11	Sudden Death	2
Customer Dispute IP	10	Larceny IP	13	Suicide	1
Customer Dispute Report	0	Larceny Report	43	Suicide Attempt	3
Dog Complaint	41	Liquor Law Violation	2	Suspicious Person	92
Domestic IP	24	Location -Directed Patrol	76	Suspicious MV Occ	14
Domestic Report	7	Lockout MV	7	Suspicious MV Unocc	1
Drug Investigation	4	Lockout Residence	1	Test Police	2
DUI	7	Medical	194	Threatening IP	1
Emotionally Disturbed Person	8	Missing Person	9	Threatening Report	4
Escort	26	MVA Abandoned	8	Town Ordinance Violation	9
F/Alarm	20	MVA Evading	23	Traffic Stop	373
Fire/COnoSymptoms	8	MVA Fatal	1	Trespass IP	2
Fire/COSymptoms	0	MVA Injury	15	Trespass Report	3
				TOTAL FOR NPD	2,143

UCR/NIBRS Selected Crimes

November 2007

November 2006

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	1	-0-	-0-	-0-
Robbery	2	\$545	2	\$308
Assault	8	-0-	10	-0-
Burglary	11	\$14,778	11	\$23,542
Larceny Theft	38	\$10,455	50	\$12,717
Auto Theft	6	\$27,400	1	\$36,567
Totals	66	\$53,178	75	\$73,134

- In November 2007 the Police Department arrested 82 adults: 9 for assaults, 1 for burglary, 3 for forgery/fraud, 6 for narcotic violations, 20 for DUI, 8 for larcenies, and 35 for other miscellaneous offenses. The Department also referred 14 persons under the age of 18 for criminal acts: 6 for assaults, 1 for burglary, 2 for larcenies, 2 for vandalism, 1 for other sex offenses, and 6 for other miscellaneous offenses.

FIRE DEPARTMENT

The Fire Department responded to 61 alarms/emergencies as follows:

	<u>December 2007</u>	<u>6 months Cum.</u>
Residential	15	85
Commercial, Industrial, Office	2	22
Hospital, School	2	8

Vehicle	3	18
Rescue, Police Assistance	1	5
Dumpster, Rubbish, Grass, Brush, Leaves	3	29
Hazardous Materials/Clean up	5	23
Investigative Alarm	17	115
False Alarm	-	-
Mutual Aid/Standby	1	8
Carbon Monoxide Investigation	12	24
Water Related Incidents/Pump-Outs	-	-
Total	61	337

Training Summary:

		Members	Hours
Online Training	Haz/Mat Ops	62	248
Multi-Company Training	Haz/Mat Ops Refresher	50	150

FIRE MARSHAL

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

Inspections	23
Inspection Follow-Ups	17
Plan Review	2
Job Site Inspections	9
Underground Tank Removal	0
Fire Investigations	4
Fire Alarm Trouble	0
Complaints	3
Haz/Mat	0
Bomb Threats	0
Blasting	0

HIGHWAY DEPARTMENT

- On December 12th crews completed the annual leaf collection program and on the 13th 9 inches of snow fell; this was the most significant snow event of the month. Two inches of snow fell on December 7 and four inches on the 16th. For the remainder of the month partial crews were dispatched for sanding and deicing operations on five separate occasions.
- Highway crews completed Town Center post-storm clean up and line-of-sight operations. After major snow events Highway personnel remove accumulated snow that hinders motorists' visibility at intersections.
- Miscellaneous projects completed throughout the month included mixing of sand and salt to replenish depleted supplies, pothole patching, mailbox repairs and trimming of tree branches.
- During the month of December, the Sanitation Division scheduled 291 bulky items, 30 metal items and 71 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 converted trucks from leaf collection status to snow fighting preparedness on December 12th and were ready for the December 13th snow event. Repair garage personnel continued throughout the month with new vehicle setups and scheduled maintenance. Emergency repairs were also completed as required.

ENGINEERING DEPARTMENT

- The Conservation Commission held its public hearing regarding the proposed revisions to the Inland Wetland regulations. The Commission unanimously approved the regulations with one minor correction.
- Five consultants submitted responses to the Request for Proposals to perform survey services at the landfill. Engineering staff reviewed the proposals and recommended award of the RFP to Loureiro Engineering.
- Anthony Ferraro, Town Engineer, attended the December Transportation Improvement Committee (TIC) meeting sponsored by the Capitol Region Council of Governments (CRCOG). At this meeting TIC unanimously endorsed a motion to pursue a project to perform short range improvements to the traffic circulation on Fenn Road between Cedar Street and Ella Grasso Boulevard. The project will now be presented to the CRCOG Board for endorsement.
- Engineering staff began to draft a Request for Qualifications (RFQ) for design services for pavement improvements on Christian Lane and Kelsey Street (from Church Street to the New Britain town line) in order to pursue a \$753,000 grant for this project.

TOWN PLANNER

- EPA Brownfield Assessment Project – The Phase II quality assurance plan for the limited scope of work that will be undertaken at 21 Boulevard, an abandoned foundry building, was completed and submitted to the EPA for comment. Once the scope of work is approved by the EPA our environmental consultants will schedule equipment to begin soil sampling.
- Town Center STEAP Streetscape Project - On December 5th the Town Planner, project engineer and the streetscape contractor conducted a thorough site inspection and prepared a project “punch list” of incomplete items and work areas needing more attention. The majority of the tasks are minor and will need to wait for early spring favorable weather. Decorative light fixtures should be delivered in January and will be set as soon as weather permits. The intersection of Main Street and Bonair Avenue was reconstructed because it was apparent that the narrow 16 foot width was not suitable. The entrance into Bonair was widened to 26 feet with a concrete sidewalk ramp to help claim the speeding traffic that sometimes cuts through this street.
- Cedar Street and Fenn Road – New Britain/Hartford Busway Traffic Design - In conjunction with a proposed large mixed commercial development project planned for the area near the corner of Cedar Street and Fenn Road, the Town Planner and Town Engineer again met with Conn DOT engineers to review design options for traffic signal locations on Fenn Road, raised median control and relocation of the New Britain-Hartford Busway driveway. This is an important development project and is an opportunity to address some of the short-range roadway improvements the Town Council and TPZ have approved. In addition, the alignment of the busway access driveway onto Fenn Road is key to the future redevelopment of the National Welding property.

Development Projects Review

- 712 Cedar/16 Fenn Road – Proposed zoning to Planned Development District to permit four-story hotel, drive through restaurant and 18,000 sq. ft. of commercial use. Major off-site roadway traffic improvements necessary to Cedar Street/Fenn Road and potential redesign of proposed busway station driveway.
- 240 Culver Street – Proposed six lot R-20 subdivision with frontage on Culver Street and proposed extension of Shady Hill Road to Rockledge Road. Property has significant bedrock and steep slope limitations. TPZ conducted Special Meeting field walk on December 27th.
- Fountain Pointe Commercial Professional Office Park, Willard Avenue – The Town Planner has met with an interested tenant seeking to complete the second phase, 2 acre parcel, for possible medical related uses.
- Three Angels Church, Pane Road and Church Street - Town staff met with the project engineer to review proposed design changes and get the project restarted.

BUILDING DEPARTMENT

- One permit was issued for a new residential home in December to be built at 231 Lucille Street.
- Four Permits were issued for the Town of Newington.
 - Electrical Permit – Install four telecommunications outlets for the Newington Volunteer Fire Dept., 1485 Main Street
 - Electrical Permit – Install 4 telecommunication outlets for the Senior & Disabled Center, 120 Cedar Street.
 - Electrical Permit – Install 3 telecommunications outlets on the 2nd floor at the Newington Library, 95 Cedar Street
 - FSS / Sprinkler Permit – Install dry sprinkler heads in new ceiling tiles in connector hall at the Elizabeth Green Elementary School, 30 Thomas Street.
- Three Certificates of Occupancy were issued, six for residential homes (215 Sterling Drive, 15 Waverly Drive, 23 Bogart Lane, 19 Bogart Lane, 25 Bogart Lane, and 27 Bogart Lane) and three for commercial (Dutch Point Credit Union, 465 Willard Avenue; a storage area, 2431 Berlin Turnpike; and T-Mobile, 3111 Berlin Turnpike).

Building Inspectors completed a total of 371 inspections: Boiler (1), CO (29), Code (22), Drains (8), Electrical (85), Final (1), Footings (14), Foundation (20), Framing (18), Gas Line (23), Gypsum (13), Hot Water Heater (5), Insulation (13), Mechanical (23), Piers (3), Plumbing (25), Propane Stove (1), Rough (37), Sheathing (4), Sill (8), Site Visit (3), Solar (1), Tank (2), Water Proof (7), Windows (1), Wood / Pellet Stove (4).

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

David Zwick	IPC Chapter 6: Water Supply and Distribution, 12/14/07
Art Hanke	IPC Chapter 6: Water Supply and Distribution, 12/14/07 2008 Amendments to State Building and Fire Safety Codes, 12/19/07
Richard Smith	2008 Amendments to State Building and Fire Safety Codes, 12/19/07
Pete Hobbs	2008 Amendments to State Building and Fire Safety Codes, 12/19/07 IPC Chapter 6: Water Supply and Distribution, 12/10/07

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	12	\$ 470,647
Deck	1	50,000
Demolition	1	10,000
Electrical	45	103,302
Fence	0	0
Fire Suppression/Sprinkler	3	16,922
Footing/Foundation	0	0
Fuel Tank	4	6,150
Garage/Shed	1	3,500
Mechanical	32	218,650
New Commercial	0	0
New Residential	1	150,000
Plumbing	24	145,275
Pool	0	0
Roofing/Siding	4	14,700
Sign	5	33,800
Tent	0	0
Trailer	0	0
Total	133	\$ 1,222,946

Permit Value Comparison for December

	<u>2007</u>	<u>2006</u>
Value of Permits Issued	\$1,222,946	\$2,376,876
Building Permit Fees Received	\$25,223	\$22,086
Other Income Fees	\$898	\$1,146
Building Permits Issued	133	146

Total Value of Permits and Permit Fees

<u>2007-2008</u>		<u>2006-2007</u>	
Value	Permit Fee	Value	Permit Fee
\$23,227,042	\$268,653	\$40,031,134	\$451,894

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Met with the owner of the T-Bowl bowling alley on the Berlin Turnpike to review proposed plans for renovations. The kitchen area is to be completely remodeled from floor to ceiling with a new layout and all new equipment.
- Investigated complaint of unsanitary conditions in a Newington motel. Collaborated with Newington School Nurse and Newington Human Services to assist family that resides at this location.

HUMAN SERVICES

- The department held its annual holiday toy and gift distribution the week of December 17 assisting 278 households composed of 142 seniors, 224 adults and 250 children.
- Over 800 toys and gifts were received as Newington residents and organizations were extremely generous through donations, contributions and sponsoring households. Every segment of the community was represented including business, schools, town departments, civic, religious groups and individual residents.
- Staff was assisted by 30 volunteers who did an outstanding job of coordinating the distribution which also included 40 homebound deliveries.
- Staff received 310 information and referral calls or walk-ins during the month.
- The Social Casework Program was extremely busy with 16 new referrals and an active caseload of 82.
- Food Bank, Clothing Closet and Special Needs requests remained constant.
- The Joint Committee on Community Safety met twice during December and continues to assess community safety issues. This month they reviewed concerns identified by Senior and Disabled Center staff in consultation with the Commission on Aging and the Disabled and the Senior Advisory Committee.
- The Youth-Adult Council met and continued planning for the annual March Super Hoop-La basketball game and set up a subcommittee to implement a community approach to 6FI – Six Feet of Influence.
- Director Ken Freidenberg attended several regional meetings including Connecticut Youth Services Association, North Central Mental Health Board, Mid-State Collaborative and a special meeting about Family with Service Needs.
- The Youth and Family Counseling Program handled an active caseload of 56, with 4 inactive and 26 closed cases. Staff and contractors conducted 79 clinical therapy sessions and made 140 contacts with families and other agencies.
- The Juvenile Review Board handled two cases during December.
- Part-time Student Assistance Counselor Christine Stoloff provided services to 25 children and is based at both middle schools. Behaviors of concern include poor academic performance, defiance and disruption, school attendance and negative peer interactions/social skills.
- Positive Youth Development programs involved 161 youth this month.
- The Fall SCORE after-school program for middle school age youth wrapped up the season with December vacation activities including snow tubing and bowling, lunch and a movie.

- The SCORE Winter/Spring brochure will be available the first week of January at the middle schools, Library, Parks and Recreation and Human Services and on the Town website.

December 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	56	53	108	109
Positive Youth Development	161	463	2,517	2,149
Youth Works (Job Bank)	6	6	29	33
Information and Referral	310	342	1,791	1,300
Social Casework Cases	82	100	166	190
Under 55 = 56				
Over 55 = 26				
Food Bank Participants	85	87	482	449
Special Needs	9	16	106	115

SENIOR AND DISABLED CENTER

- The annual Kiwanis Holiday Party was held in the Newington High School Cafeteria on December 10, 2007. The dinner was catered and served by the High School Culinary program and enjoyed by members of the Senior Club, Town Council, Commission on Aging and Disabled and Center staff.
- The AARP held their annual holiday banquet at Indian Hill on December 5, 2007.
- Nineteen children from NECCI treated Center members to a holiday performance on December 20th. Refreshments were provided by Newington Health Care Center and the children were treated to a visit from Santa Claus.
- A holiday social was provided for volunteers on December 21st.
- Nurse Practitioner Stacie Zibel presented the DASH Diet (Dietary Approach to Stop Hypertension) at the monthly Coffee Talk session. Center Director Dianne Stone hosted the monthly Lots of Laughs program with a discussion of the benefits of humor, a demonstration of laughing styles and video outtakes from Bob Hope Specials.
- The Meals on Wheels program saw an increase in participation which is fairly typical for the season.
- A group of students from Newington High School visited the Center for a tour and to drop off cookies baked for Meals on Wheels recipients.
- A student from CCSU spent an afternoon at the Center with a member to interview her for a life story project.
- The open enrollment period for Medicare Part D was from mid-November to the end of December keeping staff and CHOICES volunteers busy assisting residents.
- More than 1,000 members have completed the re-enrollment process under the Center's new membership program. A grant application is pending with the Hartford Foundation for Public Giving to acquire MySeniorCenter, a database system for area Centers.

Dial-A-Ride

Wellness Clinic

Senior Café

Trips	Miles	On-site	Off-site	Meals Served
993	3,367	100	13	983

Project Homeshare

	Current Matches	Providers	Seekers	Counseling Calls
Newington	2	7	4	2
Other Comm.	6	35	31	18

PARKS AND RECREATION

Administration

- Wendy Rubin, Superintendent of Parks and Recreation, attended meetings of the Extravaganza Planning Committee, Mid-State Collaborative, CRCOG Pedestrian/Bike Plan group, West Meadow Cemetery Expansion Project Building Committee, as well as the Newington Night of Lights.
- Ms. Rubin met with Greenways Alliance Chair Chris Apruzese and Town Engineer Tony Ferraro to begin grant applications for the upcoming year and also hosted a Volunteer Recognition Party for the Alliance members.

Recreation Division

- Basketball Team selection was held with over 100 volunteer coaches. Staff Training and a Referee Clinic were held for 30 staff members. National Youth Sports Coaches Association Training was provided to all volunteers and staff.
- A December Vacation Free Play Basketball program was offered with 65 youth taking advantage of the open gym time.
- Santa's Workshop was held at the Kellogg Eddy House with 219 families attending (approximately 850 people passed through the house).
- The Third Annual Newington "Night of Lights" was held on Saturday, December 1, in the center of town with approximately 250 people in attendance. The event combined the Christmas Carol Sing and the Tree Lighting Ceremony and was co-sponsored by the Chamber of Commerce.
- The indoor pool fall session concluded. 85 residents participated in the Red Cross Learn to Swim Program.
- Winter registration is ongoing until the middle January.

Parks & Grounds

- Until mid-December, seven Parks and Grounds employees continued to assist the Highway Department with town-wide leaf removal. As weather permitted remaining Parks workers removed leaves from parks and school areas.
- Wind conditions on several days required Parks personnel to remove branches of various sizes in several park areas.
- Parks employees came up with a solution to cover a material bin at the Park Garage to permit the storage of salt in a dry environment. This product, which is being supplied by the Highway Department, is being used at the Town Hall area to combat snow and ice with great success.
- Ceiling repairs for water damaged surfaces and general painting is in process at the Parks Garage to replace the original 1991 color.
- There were 10 interments in Town cemeteries during December. During 2007, a total of 111 burials were completed and 70 grave spaces or lots were sold.

LIBRARY

- Programming for children for the month of December included 25 high energy, holiday, and literature-based events. Highlights included The Sam Pascoe Orchestra, *The Magic of Dan Bowen*, and *Wonders of Animals in Winter*. Curriculum support was given as all 5th grade classes from MKMS visited, as well as all third grades of Chaffee School. A fire safety program, an afternoon of stories, snacks, and gift-making, and *Read, Rattle, and Roll*, for the youngest children, were other events that brought families to the library.
- A new library blog debuted in December. Entitled *Bookchats*, the blog is geared to third graders and up, and talks about different genres of books, especially those that directly relate to those Newington students are reading in their classrooms. Students can post their own opinions about titles based on their reading, resulting in an online book discussion. This is social networking at its best - a sharing of ideas and opinions in a forum that is fast becoming the norm for young people.

- *Food for Life: Root Vegetables* drew a large audience early in the month. This latest installment in the popular seasonal series included a lecture and cooking demonstration by a holistic health counselor.
- Topics of note that were researched this month included:
 - Jamaican jerk cookery.
 - How to order UNICEF cards.
 - History and pictures of McDonald's in Newington.
 - Images of people with various disabilities.
 - How to order birth certificates from Louisiana and Texas.
- 4,166 reference questions were answered; 12 community groups used the meeting rooms; the Library homepage was visited 4,887 times during December.
- Circulation of library materials was 29,227. The library was closed on one Sunday and one Thursday evening due to inclement weather. 1,528 items were added to the collection, and 224 items were mended by volunteers who logged in 101 hours.
- Jennifer Basset began her new position as part-time library technician in the Children's Room. Four people were hired as substitutes in the Adult Reference Department and began an intensive training schedule immediately.
- Library Director Marian Amodeo helped to facilitate an orientation evening for the new Town Council.