



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: February 13, 2009
Re: Monthly Report – January 2009

GENERAL ADMINISTRATION

- The Town Manager attended meetings of the Mid-State Collaborative, an MDC/CRRA follow-up meeting, an audio-conference Ethics Seminar offered by ICMA, a meeting with representatives of Congressman John Larson's office on economic issues, and held discussions with several developers;
- met with Dr. Perlini regarding his proposed budget; and
- held preliminary discussions with representatives of AFSCME Local 2930 regarding contract negotiations and other issues.
- Departmental budget reviews took up a large portion of staff time.

Paid overtime for the month of January 2009 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	5.60	\$ 240.87
Weekend Stand-by and Call-in	20.00	893.80
Road Maintenance	23.40	714.73
Snow Removal	1,658.30	108,605.46
Traffic Division	4.00	152.96
Total	1,711.30	\$110,607.82
PARKS AND GROUNDS DIVISION		
Snow Removal	465.50	\$ 21,006.08
Cemetery	6.00	231.75
Total	471.50	\$ 21,238.73

POLICE DEPARTMENT	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD	2007-08 Budget Overtime Appr.	Overtime Expended 07-08 YTD
Administration	\$ 4,311.00	\$ 694.48	\$ 4,167.00	\$ 1,677.47
Patrol	600,000.00	324,298.87	727,443.00	404,435.07
Investigation	76,637.00	42,667.05	76,000.00	37,838.51
Communication	108,429.00	62,175.99	104,486.00	70,249.55
Education/Training	88,337.00	39,837.54	66,026.00	41,474.73
Support Services	38,137.00	18,619.54	36,827.00	18,059.59
Animal Control	12,070.00	4,880.45	11,706.00	3,703.01
Total	\$ 927,921.00	\$493,173.92	\$1,022,488.00	\$577,437.93
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 11,008.93	\$ 27,494.00	\$ 19,432.80
Snow and Ice Control	132,349.00	117,663.06	127,912.00	67,571.74
Traffic	8,345.00	2,723.37	7,593.00	8,284.01
Vehicles and Equipment	*31,685.00	25,314.76	27,166.00	10,921.59
Leaf Collection	*51,500.00	44,712.81	62,521.00	59,077.71
Total	\$ 251,988.00	\$201,422.93	\$ 252,686.00	\$165,287.85
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 78,474.59	\$ 126,793.00	\$ 53,013.22
Cemeteries	14,893.00	7,582.16	14,893.00	7,154.16
Total	\$ 145,440.00	\$ 86,056.75	\$ 141,686.00	\$ 60,167.38

*Reflects intradepartment transfer.

Note: The Police Department Support Services overtime figures for 2007-08 are adjusted to include OT budgeted for the School Resources Officer Grant which is reflected in Support Services in the 2008-09 budget.

The Police Department overtime expenditures reflect a decrease of \$43,341 from December (\$100,257) to January (\$56,916) primarily because there were three paychecks in December.

- Patrol overtime equaled \$36,235 and is the lowest monthly overtime this fiscal year due to fewer days off.
- Detective Division overtime decreased by \$1,452, or 20%, for a total of \$5,786 and reflects holiday pay and a sudden death investigation.
- Communications overtime decreased by \$4,854, or 35%, for a total of \$9,192 to reflect holiday pay at overtime.
- Education/Training overtime for month equaled \$823 because training costs were minimal in January.
- Support Services overtime decreased by \$4,126, or 92%, for a total of \$356 to reflect holiday pay at overtime and an adjustment to charge the Board of Education for their half of the School Resource Officer.
- Canine overtime decreased by \$170, or 33%, for a total of \$339 and reflects holiday pay at overtime.

PERSONNEL

- An oral panel will be convened on February 5 to interview two internal candidates for the Groundskeeper IV promotional opportunity.
- Dennis Bonitsky, Supervisor of Parks and Grounds, retired on January 9 after 32 years of service to the Town.
- Sexual Harassment Prevention Training was provided on January 29 for recently hired non-supervisory employees.
- A workshop sponsored by ICMA entitled "Take the Ethics Challenge: An Interactive Audio-Workshop for Local Government" was provided to department heads and supervisors on January 29.

RISK MANAGEMENT

- The sixth month of the 2008-2009 Blue Cross/Blue Shield plan year produced a combined paid claim total that was higher than the estimates that were developed at renewal. The total claims were estimated at \$718,448 per month; the initial number for December 2008 came in at \$790,921.

Cumulative Claims through December 2008

	Town	Board of Education	Total
Estimated Claims	\$1,029,600	\$3,281,088	\$4,310,688
Actual Claims	\$ 905,395	\$3,725,155	\$4,630,550

FACILITIES MANAGEMENT

- Routine maintenance schedules for the Town Hall boilers and chemical treatment systems have been established and are now being recorded daily. Inspection results show that the cycle times of the boilers are increasing which results in less make up water added and a more efficient heating system due to less temperature fluctuation in the building.
- Facilities Management completed 29 formal work orders during the month in addition to scheduled maintenance and project work assignments.
- Carpet installations for some additional areas of the Senior Center Operations were completed.
- Quotes were solicited for replacement of the windows at the Kelsey House for installation during the winter months, weather permitting; this is currently underway. Discussions were also held with the Connecticut Trust for Historic Preservation on grants available to the Historical Society. It was determined that the grants would be matching for the cost of an architectural assessment of repair needs. Since the Society does not have funding available for such a study and since recent studies have already been completed showing immediate needs in the homes, it was decided to continue with the course of repairs already in place.
- The architectural firm of Kaestle Boos is currently working on development of the space needs for all departments within the Town Hall. This work will determine the specific upgrades and renovations required to begin construction in the lower level of the building which is currently unoccupied.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's Service Center logged 46 requests for service via the Internet.
- 7,706 unsolicited SPAM emails messages and 3 virus/Trojans were blocked.
- 77 internal work orders were completed.
- The Town's website received approximately 18,929 visits during the month, 56,308 page views with an average of 2.97 pages viewed per visit. Site Search, Town Employment Opportunities, Board of Education, Town Government, E-Directory and Calendar were the most frequently visited pages.
- The Town Hall telephone greetings and menu trees were revised.
- Staff worked with Police Department staff and their Computer Aided Dispatch/ Records Management System vendor on several outstanding issues impacting a switch to the vendor's new software versions.
- New templates for agendas and meeting minutes were created for use on the Town's web site.

FINANCE

Accounting and Administration

- Finance Director Ann Harter and Deputy Finance Director Lisa Rydecki participated in all the 2008-09 departmental budget hearings which were held throughout the month of January.
- Analysis was prepared for the Town Council's Capital Improvements Program (CIP) Committee which met on January 15th.
- Jennifer Massaro-Cook began her duties as Account Clerk II on January 20.
- Several year-end 2008 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- The 2007-08 mid-year financial update and budget transfers were prepared for the Town Council.

- Major grants received during the month include the second installment of the ECS Grant in the amount of \$3,158,154.

This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
1/31/2009

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY 2008-09</u>	<u>Year to Date</u>	
General Fund	\$900,000	\$394,611	\$47,856,828
Special Revenue Funds	\$53,000	\$25,102	1,835,677
Capital Projects Funds	\$6,100	\$5,741	526,240
Internal Service Fund	\$100,00	\$42,574	3,769,985
Trust and Agency Funds	\$38,000	\$14,641	<u>1,471,705</u>
TOTAL, ESTIMATED BY FUND			\$55,460,435

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
1/31/2009

	<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	1.22	1.64	29,766	30,733	\$42,049,246
CLASS PLUS	0.68	0.89	4,915	7,403	9,188,035
Financial Investor Trust	0.80	1.00	2,293	3,163	3,866,680
Bank North	0.56	0.63	119	134	250,193
Sovereign Bank MM	0.29	0.91	33	82	<u>106,280</u>
Total Outstanding Investments					\$55,460,435

Rates reflect avg. monthly yield, annualized

Revenue Collector

- The Tax Office staff was extremely busy processing accounts for collection as part of the second installment of the 2008-09 tax levy. Collections on the current 2007 Grand List equaled \$24,319,689, which is 1.4% lower than January of 2008. There were more partial payments being made than in previous years as taxpayers did not have funds available to pay their bills in full.
- Four large real estate accounts who had paid on time in the past are now delinquent.

Assessor

The month of January was spent finalizing the October 1, 2008 grand list. The new grand list increased by \$11.6 million over 2007, or about 0.4% as presented in the following table:

NET GRAND LIST				
CATEGORY	2007	2008	PERCENT CHANGE	DOLLAR CHANGE
REAL ESTATE	\$2,295,820,555	\$2,322,407,485	1.2%	\$26,586,930
PERSONAL PROPERTY	\$136,320,152	\$128,951,261	-5.4%	-\$7,368,891
MOTOR VEHICLE	<u>\$201,730,712</u>	<u>\$194,160,231</u>	-3.8%	<u>-\$7,570,481</u>
TOTAL	\$2,633,871,419	\$2,645,518,977	0.4%	\$11,647,558

MANUFACTURING EQUIPMENT EXEMPTION				
	2007	2008	PERCENT CHANGE	DOLLAR CHANGE
GROSS PP	\$174,913,106	\$172,833,600	-1.2%	-\$2,079,506
MFG & OTHER	<u>\$38,592,954</u>	<u>\$43,882,339</u>	13.7%	<u>\$5,289,385</u>
NET PP	\$136,320,152	\$128,951,261	-5.4%	-\$7,368,891

PURCHASING

RFP NO. 4, 2008-09, PREPARATION OF THE PLAN OF CONSERVATION AND DEVELOPMENT

Opening Date: December 3, 2008

Respondents

Laberge Group, Albany, NY
 Milone and MacBroom, Inc., Branford, CT
 Planimetrics, Avon, CT
 DMR Architects, Hasbrouck Heights, NJ
 Turner Miller Group, Cheshire, CT
 Urbitran Architectural Engineering Group, Southport, CT
 TPA Design Group, New Haven, CT

The contract will be awarded to Planimetrics for their proposal.

RFP NO. 7, 2008-09, SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM

Opening Date: January 15, 2009

L. Wagner Associates, Waterbury, the Town's current consultant, was the only respondent. It is anticipated the Town Council will reappoint L. Wagner Associates at its February 10 meeting.

RFP NO. 8, 2008-09, NEWINGTON HIGH SCHOOL CODE COMPLIANCE ARCHITECTURAL SERVICES

Opening Date: January 29, 2009

Respondents

DuBose Associates, Inc., Hartford
 Friar Associates, Farmington
 Jacunski Humes, Berlin
 Kaestle Boos Associates, Inc., New Britain
 Lawrence Associates, Manchester
 O'Riordan Migani Architects, Seymour
 Oak Park Architects, LLC, West Hartford
 Schoenhardt Architects, Tariffville
 Silver Petrucelli & Associates, Hamden

The proposals are under review.

RFP NO. 9, 2008-09, INSURANCE AGENT OF RECORD

Opening Date: February 2, 2009

TOWN CLERK

- The office filed 360 documents during January. \$20,577.37 was collected in State conveyance tax and \$10,288.72 was collected in Town conveyance tax.
- There were 44 property transfers during the month. Total property sales totaled \$4,115,474. This compares to January 2008 when 68 properties transferred for \$44,198,858.
- There were three residential properties that each sold for over \$300,000.
- The office filed 125 mortgages, 44 deeds, 19 liens and 113 releases. Six Notary Public commissions were recorded and 8 trade names were catalogued.
- The office issued 7 burial and 4 cremation permits. 57 vital certificates were certified.
- The office installed the new Automated Sportsmen’s Licensing System supported by the Department of Environmental Protection (DEP). DEP supplied Town Clerks’ offices with the equipment and software to issue sports licenses online--making the entire operation fully automated. Municipalities are receiving a smaller commission, and not all Town Clerks opted to install this equipment.
- It was decided to continue offering sports licenses as a public service to Newington residents. The Town is now able to sell tags and permits that previously could only be purchased at the DEP office in Hartford.
- On January 27th the Town Clerk and Assistant Town Clerk participated in a webinar sponsored by General Code (the vendor for the Newington Code of Ordinances). The session covered a demonstration of the new electronic code platform.

Data Summary--January 2009

	<u>January 2009</u>	<u>January 2008</u>	<u>FY 2008-09 to Date</u>	<u>FY 2007-08 to Date</u>
Land Record Documents	360	568	3,303	3,940
Dog Licenses Sold	12	20	467	476
Game Licenses Sold	167	162	937	874
Vital Statistics				
Marriages	6	8	134	163
Civil Unions	0	0	2	5
Death Certificates	33	42	167	176
Birth Certificates	24	32	172	176
Total General Fund Revenue	\$ 22,614.87	\$131,076.80	\$271,176.36	\$491,983.29
Town Document Preservation	\$ 684.00	\$ 1,136.00	\$ 6,143.00	\$ 7,461.00
State Document Preservation	\$ 684.00	\$ 1,136.00	\$ 6,158.00	\$ 7,484.00
State Treasurer (\$26 fee)	\$ 8,892.00	\$ 14,768.00	\$ 79,664.00	\$ 96,694.00
Locip	\$ 1,026.00	\$ 1,704.00	\$ 9,192.00	\$ 11,157.00
State Game Licenses	\$ 3,233.50	\$ 3,649.00	\$ 15,758.50	\$ 15,376.50
State Dog Licenses	\$ 95.00	\$ 160.00	\$ 2,850.00	\$ 3,209.00
Dog Licenses Surcharge	\$ 32.00	\$ 52.00	\$ 1,040.00	\$ 1,180.00
Marriage & CU Surcharge	\$ 95.00	\$ 114.00	\$ 1,463.00	\$ 1,862.00
Grand Total	\$ 37,356.37	\$153,795.80	\$393,444.86	\$636,406.79

POLICE DEPARTMENT

- Investigations and calls by Patrol Officers in January included:
 - a purse snatching incident in the parking lot of a local retail business. Photographs from a video depicting two male suspects using one of the stolen credit cards were distributed to the news media with a request for the public’s help in identifying the suspects. Tips received in

early January led to the identity of the suspects; arrest warrants have been submitted to court for the arrests of the suspects.

- A DUI checkpoint was conducted on Cedar Street in early January. During contact with the driver of one vehicle, the officer detected the odor of burnt marijuana emanating from inside the vehicle. A search of the vehicle led to the discovery of drug paraphernalia and marijuana. The driver and the passenger were both arrested for Possession.
- On January 22, Patrol Officers responded to a local gas station on the report of a glass break alarm. Based on a description of a possible suspect from an area merchant, a Patrol Officer located the suspect in West Hartford. The suspect admitted he broke into the business and stole several items; he was charged with Burglary, Larceny, and Criminal Mischief.

Patrol Calls January 2009					
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Alarm Burglary	144	F/Alarm	21	MVA Evading	17
Alarm Hold-up	11	F/Hazmat	4	MVA Fatal	0
Animal Complaint	8	Fingerprints	29	MVA Injury	7
Arson	0	Fire/COOnoSymptoms	7	MVA Property	105
Assault IP	4	Fire/COSymptoms	1	Neighbor Dispute	7
Assault Report	5	Fire/Other	6	Noise Complaint	10
Assist Other PD	37	Fire/Structure	11	Notification	1
Bad Check NSF	1	Fire/Vehicle	2	Open Door/Window	7
Bike Found	0	Fire/Water	8	Parking Violation	65
Bike Lost	0	Fireworks Complaint	2	Property Found	5
		Follow-up			
BOLO	1	Investigation	47	Property Lost	3
Breach of Peace IP	12	Gun Call	1	Recovered MV	2
Breach Of Peace Rpt	1	Harassment	17	Robbery IP	0
		Hazardous			
Burglary IP	1	Condition	32	Robbery Report	0
Burglary Report	5	Homicide	10	Serve Subpoena	2
Car Seat Install	5	Illegal Dumping	1	Serve Warrant	33
Check the Welfare	72	Indecent Exposure	0	Sexual Assault Report	4
Clear Lot	0	Intoxicated Person	7	Shots Fired	0
Court Detail	24	Juvenile Complaint	9	Special Detail	65
Criminal Mischief Graffiti	2	K9	3	Stolen MV	5
Criminal Mischief IP	0	K9 Other	0	Sudden Death	2
Criminal Mischief Rpt	7	Landlord/Tenant	2	Suicide	0
CSO Detail	9	Larceny from MV	16	Suicide Attempt	2
Customer Dispute IP	11	Larceny IP	12	Suspicious MV Occ	24
Customer Dispute Rpt	6	Larceny Report	39	Suspicious MV Unocc	5
Directed Patrol	0	Liquor	0	Suspicious Person	0
Dog Complaint	28	Lockout MV	0	Test Police	1
Domestic IP	28	Lockout Residence	2	Threatening IP	1
Domestic Report	11	Medical	185	Threatening Report	3
Drug Investigation	7	Missing Person	6	Town Ordinance Vio	0
DUI	3	MV Assist	96	Traffic Stop	645
Emotionally Disturbed Person	11	MV Complaint	37	Trespass IP	1
Escort	49	MVA Abandoned	4	Trespass Report	2
				TOTAL	2,268

- Eighty-six offenses were the subject of investigation by Detective Division personnel in January.
- The Community Service Officer:
 - Taught the first three lessons of the new Step UP! Program to 5th grade students at St. Mary's School. Lessons were taught on Respect, Accountability, Responsibility and the different roles and duties the students hold in various facets of life. Also taught were the dangers of

tobacco use, the history of tobacco use in American culture and the impacts of tobacco advertising on youth and teenagers. The program will conclude with a lesson on Internet safety.

- o Assisted Newington Human Services with the ROPE program.
- o Assisted Officer Jeff Wagner and his K-9, Archie, during a demonstration for a local Boy Scout Troop at Martin Kellogg Middle School.
- o Taught an Internet safety class for parents at St. Mary's School covering topics such as predators, open and closed chat rooms, blogs and blog etiquette, social networking sites, cyber bullying, prevalence of inappropriate texting among students, and the purchase of nanny ware and computer filters.
- o Attended a meeting regarding possible changes to the Families with Service Needs law. The meeting was attended by members of DCF, school boards and members of social services from around the region.

UCR/NIBRS Selected Crimes

Prel. December 2008

December 2007

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-	-0-	-0-	-0-
Robbery	1	\$150	1	\$240
Assault	6	-0-	9	-0-
Burglary	11	\$37,642	8	\$50,390
Larceny Theft	40	\$18,110	54	\$73,340
Auto Theft	1	\$2,000	5	\$61,250
Totals	59	\$57,902	77	\$185,220

- In December 2008 the Police Department arrested 72 adults: 16 for assaults, 3 for burglary, 1 for stolen property, 1 for weapon violation, 3 for narcotic violations, 8 for DUI, 2 for disorderly conduct, 17 for larcenies, and 21 for other miscellaneous offenses. The Department also referred 11 persons under the age of 18 for criminal acts: 3 for assaults, 3 for larcenies, 1 for narcotic violations, 1 for vandalism, and 3 for other miscellaneous offenses.

FIRE DEPARTMENT

The Fire Department responded to 73 alarms/emergencies as follows:

	<u>January 2009</u>	<u>7 months Cum.</u>
Residential	20	156
Commercial, Industrial, Office	6	34
Hospital, School	6	15
Vehicle	3	17
Rescue, Police Assistance	0	10
Dumpster, Rubbish, Grass, Brush, Leaves	1	23
Hazardous Materials/Clean up	3	25
Investigative Alarm	24	189
False Alarm	0	0
Mutual Aid/Standby	2	3
Carbon Monoxide Investigation	8	19
Water Related Incidents/Pump-Outs	<u>0</u>	<u>0</u>
Total	73	491

Training Summary:

		Members	Hours
Officer Training	Building Construction	22	66
Driver Training		37	74
On-Line Training	Blood borne Pathogens	45	90
Multi-Company Training	Fireground Operation	62	186
	Personal protective Equipment	62	186
	Turn-out Gear Inspection	62	186
	Hydraulic Pumping	62	186
Total			974

FIRE MARSHAL

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

Inspections	13
Inspection Follow-Ups	32
Plan Review	13
Job Site Inspections	17
Underground Tank Removal	0
Fire Investigations	2
Fire Alarm Trouble	4
Complaints	4
Haz/Mat	1
Bomb Threats	0
Blasting	0

- Fire Marshal Chris Schroeder attended the monthly meeting of the Capitol Region Fire Marshal's Association in Rocky Hill, the monthly Connecticut Fire Marshal's Association meeting in Southington, the Capitol Region Emergency Planning Committee meeting in Hartford, and conducted the quarterly meeting of the Local Emergency Planning Committee at Police Headquarters.

HIGHWAY DEPARTMENT

- Highway crews were dispatched during the month for a total of eight (8) snow events with a total snowfall of 18.5 inches. Roadways had to be re-treated on several occasions due to icing conditions. Crews concentrated on snow removal of intersections and the Town Center.
- Crews completed Christmas tree pick up; the loan of a refuse truck by the Town of Bloomfield made the collection much more efficient.
- Traffic personnel continued to assist Highway crews in snow plowing operations. Town regulatory signs were replaced throughout the month due to damage, graffiti and old age.
- Appliance/metal dumpsters and vegetative waste brought to the landfill were reorganized.
- Miscellaneous projects completed throughout the month included the repair of mailboxes damaged during snow plow operations, filling and placement of sand barrels throughout town, trimming of tree branches, pothole patching, opening of waterways, and catch basin repairs.
- When time and weather permitted Highway personnel continued with the OSHA mandated training courses utilizing the On Target training program through the Internet.
- During the month, the Sanitation Division scheduled 344 bulky items, 26 metal items and 58 condo bulk items for weekly pick up for a total of 428 items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- Mechanics focused on keeping all snow removal vehicles and equipment prepared for each weather event. When time permitted, repair staff performed scheduled maintenance, emergency repairs to all Town vehicles and also continued with the preparation of the new Police cruisers and the change over of Police car modems. Due to the medical leave of the Parks Mechanic, the Highway Repair Garage assisted in repairing equipment for the Parks and Grounds Division.

- Annual crane safety inspections in the Repair Garage were performed during the month of January by an outside contractor.

ENGINEERING DEPARTMENT

- During the month of January, three violation notices were sent to property owners who were discharging water through a piping system installed at the curb line, thus causing icing problems in the roadway.
- Staff completed the survey for the Clem Lemire parking lot which is planned to be paved this spring. A plan showing existing and proposed grades will be designed.
- Received several inquiries from residents who have received notices from their mortgage companies informing them they are required to have flood insurance. As a result of the new FEMA maps that were adopted in September 2008, town residents are subject to abide by the contents of the maps.
- Anthony Ferraro, Town Engineer, attended the monthly Transportation Committee meeting sponsored by CRCOG. A main topic of discussion was the “Economic Stimulus Program” and the need to streamline and expedite the process by which CRCOG projects are conducted. As part of this effort, a resolution was drafted and approved to be sent to the Policy Board which would authorize the Transportation Committee to approve TIP amendments on behalf of the Policy Board.
- Met with the consultant (BETA Group) performing the townwide drainage analysis and reviewed the progress being made with the pilot study area. Due to the inclement weather, the consultant is experiencing some minor setbacks in procuring elevations of catch basins and drain lines that have been covered with snow and ice.
- Reviewed the progress being made by the consultant designing the Kelsey/Church Street Pavement Rehabilitation Project. A preliminary plan for submission to the Department of Transportation (DOT) is planned to be completed by the end of February.

TOWN PLANNER

- New Haven-Hartford-Springfield Commuter Rail Feasibility Study: On January 8th Town Planner Ed Meehan met with representatives of the consulting firm preparing the feasibility study for commuter rail service between New Haven and Hartford. Newington is uniquely located to take advantage of this transit opportunity; the merging of the New Britain-Hartford Busway and Amtrak rail at Newington Junction could present long range opportunities for creating “smart growth” transit oriented neighborhoods at this transit mode.
- Downtown Revitalization Committee – Economic Development Commission Municipal Parking Lot Public Informational Meeting: On January 15th the concept design plan for redevelopment of the 4.6 acre municipal parking lot was presented at a public informational meeting; approximately 35 property and business owners were present. BL Companies, the project consultant, opened the meeting with a power point presentation which illustrated the parking lot’s existing conditions, design concepts for a “Center Green,” event space and pedestrian sidewalk system linking adjacent streets, parking spaces and businesses. The comments received from property owners and businesses were constructive and will help the committee and commission refine the project site design. Also completed in January were two appraisals for a property under consideration for acquisition to complete the westerly side of the lot.
- Shoppes at East Cedar Street – Hunter Development Project: At the Town Plan and Zoning Commission’s (TPZ) January 14th meeting Hunter Development, LLC presented a proposal to amend the court settlement agreement to reorder the project’s construction sequence and permit the gas station/convenience store to open before completion of the development’s other commercial uses. The very restrictive commercial lending market is preventing the developer from moving ahead with the retail, restaurant and hotel components of this project. Another cost obstacle to getting this project started is the cost of off site road improvements. Hunter Development has been in discussions with the State Traffic Commission which is requiring the construction of three new traffic signals and associated roadway improvements that are estimated to cost \$1.65 million. The Commission’s position was that Hunter Development should return to the TPZ with written draft amendments to the settlement agreement that can be reviewed by the Town Planner and the Town Engineer.
- VA Connecticut Healthcare System Assisted Housing: On January 22nd Ed Meehan attended a meeting at the Newington VA with consultants who will prepare the request for proposals for veterans

housing. The first area that the VA will focus on is the proposal to develop 10 acres of the southeast corner of the property for apartments. The Town Planner informed the consultant's legal advisor that the present PL (Public Land Zone) designation for the VA property does not permit residential uses.

- **Cedar-Fenn Development Projects:** On January 22nd and 29th meetings were held at the Department of Transportation's Commissioner's Office to continue the dialogue for the coordination of Cedar Street and Fenn Road traffic improvements with the future busway station, redevelopment of National Welding and the adjacent six acres Hayes-Kaufman property. At the meeting on January 29th Mayor Wright and Ed Meehan accompanied me to articulate with Commissioner Marie the Town's goal to develop an attractive and economically beneficial gateway project at this intersection.

BUILDING DEPARTMENT

- One permit was issued for a new single family home in Newington in January (40 Culver Street).
- Four permits were issued for footing and foundations - four new townhouse buildings with two units each (Bldg. 14 Barkledge Drive, units 220 and 226; Bldg. 15 Barkledge Drive, units 208 and 214; Bldg. 16 Barkledge Drive, units 196 and 202; and Bldg. 17 Barkledge Drive, units 184 and 190).
- One electrical permit was issued for the Town of Newington for voice / data category 6 lines run from the server room to the Town Clerk's Office.
- Seven Certificates of Occupancy were issued in January, three for residential single family homes (224 Sterling Drive, 31 Harlow Drive, and 218 Sterling Drive) and four for commercial (30 Christian Lane – Mixed Business Use, 171 Pascone Place – Knights of Columbus, 485 Willard Avenue, Unit A – Medical Office, and 605 Willard Avenue – Field House).

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

David Zwick	New and Existing Hood Systems – Installation and Maintenance, 1/22/09
Art Hanke	CBOA Meeting, 1/15/09
Richard Smith	New and Existing Hood Systems – Installation and Maintenance, 1/26/09
Doug Jourdan	CRCOG meeting for a Permit Tracking System

Building Inspectors completed a total of 253 inspections: Above Ceiling (2), Alarm (1), CO (19), Code (7), Decks (1), Electrical (54), Fireplace Insert (5), Footings (4), Foundation (2), Framing (19), Gas Line (3), Gypsum (4), Hot Water Heater (2), Insulation (6), Mechanical (28), Plumbing (29), Pool Bonding (1), Roofing (1), Rough (28), Siding (2), Site Visit (26), Sprinkler (4), Trench (2), Windows (1), Wood / Pellet Stove (2).

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alterations	10	\$ 279,159
Deck	1	5,895
Demolition	1	2,000
Electrical	18	778,735
Fence	0	0
Fire Suppression/Sprinkler	1	1,300
Footing/Foundation	4	136,000
Fuel Tank	1	1,000
Garage/Shed	1	2,500
Mechanical	21	287,368
New Commercial	0	0
New Residential	1	345,000
Plumbing	6	25,800
Pool	0	0
Roofing/Siding	0	0
Sign	8	27,545
Tent	0	0
Trailer	0	0
Total	73	\$1,892,401

Permit Value Comparison for January:

	2009	2008
Value of Permits Issued	\$1,892,402	\$15,344,392
Building Permit Fees Received	\$21,949	\$170,362
Other Income Fees	\$2,189	\$716
Building Permits Issued	73	93

Total Value of Permits and Permit Fees:

2008-2009		2007-2008	
Value	Permit Fee	Value	Permit Fee
\$36,475,810	\$399,681	\$38,571,434	\$439,015

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

- Two monitoring wells were sampled at the town landfill and the results transported to the Connecticut Department of Public Health State Laboratory for analysis.
- Attended subsurface sewage disposal technical standards update training. The training provided guidance and explanations of changes and additions made to the technical standards.
- Reviewed plans and conducted a walk-through inspection of a new restaurant opening in an existing building on the corner of Kitts Lane and the Berlin Turnpike in Newington. The new restaurant will be called Joey Garlic's and specializes in Italian cuisine.
- Conducted a walk-through inspection of the Goldburgers restaurant on Main Street in Newington. Renovations have started and changes have been made to the menu. The owner will now be serving burgers, fries, and ice cream.
- Contacted Newington food service establishments and sent notification of a peanut butter and peanut product recall. The FDA has determined that potentially contaminated product was distributed to more than 100 consignee firms for use as an ingredient in hundreds of different products, such as cookies, crackers, cereal, candy and ice cream.
- Met with Stew Leonard's representatives to discuss Hazard Analyses Critical Control Point program and upcoming process inspection.
- Responded to a water line break in a Newington food service establishment.

HUMAN SERVICES

- Bob Gillis, Food Bank volunteer, was named the Town Council Volunteer of the Year and received a proclamation on January 27. Mr. Gillis is an extremely dedicated volunteer helping to organize and stock the Food Bank, often coming three to four times a week.
- The department has two new student interns from Central Connecticut State University each providing five hours a week during this semester. In addition, recently retired social services professional Linda Rubin will assist Coordinator Karen Futoma with volunteer development.
- Human Services and new Parks and Recreation staff members met to share information about programs and services offered by each department. The Parks and Recreation financial assistance guidelines were reviewed, modified and approved by both departments.
- The department received 356 Information and Referral calls or walk-ins this month.
- Staff continues to administer the Operation Fuel Energy Assistance Program processing 41 applications with 8 pending.
- The Food Bank assisted 87 households with 62 residents over age 55 and 136 under 55. The Outdoor Market co-sponsored with Food Share served 57 residents; one of the two days a month was cancelled because of snow. The Special Needs Fund approved 17 requests and the Clothing Closet served 55 residents.
- The Social Casework Program was extremely busy with 17 new referrals and an active caseload of 93. Staff also responded to several emergency situations identified by Police.
- Part-time Resident Services Coordinator Paula Pisano continues to provide services at all three Housing Authority complexes handling 15 active cases in addition to information and consultation with 12 other tenants. Her hours have been reduced as grant funds from the State have not been received.

- The Youth and Family Counseling Program had an active caseload of 62 with 21 new referrals, 7 inactive and 22 closed cases. Coordinator Christina Salvio and contractors provided 92 clinical therapy sessions and made 132 contacts with families and other agencies. More families are experiencing financial stress which exacerbates mental health issues.
- Positive youth development programs and activities involved 115 youth this month.
- The spring SCORE after-school program registration deadline was January 29 with a new cycle beginning February and continuing through April.
- The ROPE (Rite of Passage Experience) sixth grade cycle was competed at both middle schools.
- On January 17, Adventure Builds Bridges kicked off its season with 34 youth and 6 Police Officers. Youth Worker Rik Huggard and Community Services Officer Mike Webster planned a full day of teambuilding challenges and a tour of the Police Department.
- Scheduled adventure challenges began again on January 30 with the Self-Awareness Group at Newington High School. Classroom and field trips with 17 students will be provided through May 20.

January 2009 Statistics

Selected Programs	FY 08-09 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 08-09 Cum. Undp. Total YTD	FY 07-08 Cum. Undp. Total YTD
Youth and Family Counseling	67	59	91	124
Positive Youth Development	115	124	1,967	2,876
Youth Works (Job Bank)	3	4	30	33
Information and Referral	356	395	2,494	2,110
Social Casework Cases Under 55 = 55 Over 55 = 38	93	90	203	190
Food Bank Participants	87	110	732	576
Special Needs	17	23	137	130

SENIOR AND DISABLED CENTER

- The Center completed preparations for the peer review process, the last step to achieve National Accreditation. An on-site reviewer is scheduled to be at the Center on February 11th.
- The Senior and Disabled Center hosted a special presentation of the movie "Young At Heart," a documentary that follows a senior choral group from Northampton, Massachusetts that has gained international fame for their renditions of hard rock music.
- Dr. Jeffrey Rajotte gave an informative talk about Essential Oral Care for seniors on January 15th. This program was sponsored by Central Connecticut Health District as part of a grant to provide dental cleanings and education.
- Center Nurse Stacie Zibel presented "Thyroid Disease: The Hidden Health Problem" on January 22nd.
- The Center hosted a volunteer post-holiday social on January 23rd. The event was well attended with more than 50 volunteers. The time was also used to provide additional training in the Center's database system and to update the database so that volunteer hours can be accurately recorded.
- The Red Hat Society continues to flourish at the Center and held a tea on January 23rd.
- The carpeting project at the Center was completed with very favorable reviews.
- The Center currently has 1,390 paid members, an increase of 45 from last month. Another 622 residents are registered for services.
- Social Worker Teri Snyder had an active caseload of 49 this month with home support and financial need being the most needed areas of assistance.

Dial-A-Ride

Wellness Clinic

Trips	Miles	On-site	Off-site
996	3,068	77	14

PARKS AND RECREATION

- Meetings were held with the Boys Travel Basketball representatives, Preschool Director and Assistant Director, Director of Human Services and the Athletic Director to discuss various programs and issues.
- Dennis Bonitsky, Supervisor of Parks and Grounds, retired on January 9; a luncheon was held in his honor with over 100 friends and family members in attendance.

Recreation Division

- Three indoor pool staff members were recertified in CPR/AED.
- Fall 2008 programs were completed and a total of 1,279 registrations were processed for over 108 programs.
- Over 1,599 registrations have been processed thus far for over 110 winter programs, which surpassed the number of registrations from last year.
- The Spring 2009 Program Guide was created, designed, and new programs were added. It will be available mid-February.
- Recreation Supervisors Sharon Glasson and Karen Gallicchio attended training with the Town's Information Technology staff to become familiarized with updating the Parks and Recreation website.
- Ms. Glasson applied for another MDC grant for funding for community events.
- Staff worked to revise preschool program prices to prevent "undercutting" local businesses and make fees more comparable. Also, this year current preschool families will be allowed to register early. All families who are registering for the 2009-2010 school year will receive a discount for registering for multiple full-days. A payment plan has also been made available for all families who register for the preschool program.
- 265 students from Martin Kellogg and John Wallace Middle Schools attended the 7th & 8th grade dance on January 9th, at which hundreds of non-perishable food items were collected for the Town's Food Pantry.

Parks & Grounds

- Snow removal was the major activity of the Parks and Grounds Division as a dozen instances of snow removal or sanding were required, many of which occurred on weekends or holidays. A lack of substantial melting required a number of days of removing or stacking snow in various lots in anticipation of future snowfall.
- Cold weather enabled the clearing and use of Mill Pond as an ice skating area at mid month.
- Winter pruning activities began in January with various trees such as crabapples being shaped. A number of weather downed branches were removed from parks and Town trees.
- As time permitted Division members began the hand removal of the 16,000 nails used in the tape lines of the soft surface tennis courts.
- Members began the process of removing the deteriorated ceiling coating in the main Park Garage. This "popcorn" coating had deteriorated due to water leakage prior to the garage reroofing.
- Various members of the department attended the Connecticut Groundskeepers Show in Hartford to attend the day classes required for the maintenance of Custom Grounds licensing.
- There were 11 burials in Town cemeteries during the month.

LIBRARY

- The Library hosted the annual Teen Art Display during January. A Sunday afternoon reception was held to introduce the artists and allow family and friends a first glimpse of the vibrant array of work produced by Newington teens. Music was provided by teens as well.
- The Library was the recipient of a donation by WalMart that will be used for teen literary programs. Librarian I Bailey Ortiz began her duties full time on January 2 and will concentrate her efforts on services for teens.
- The *Morningstar Investment Research Center* database that was purchased in December experienced widespread use in January. 247 hits were logged in the library and 172 remotely. This resource gives financial data on more than 7,500 stocks, 22,000 mutual funds, and 600 exchange traded funds. There is industry, category, and mutual fund family data and analysis, as well as screening and portfolio tools.

- The “2009 Newington Business Directory,” compiled by Library staff, is now on sale at the Library and in the Town Clerk’s office for \$20.00. They will also be on sale at the Chamber of Commerce State of the Town Breakfast in February.
- 5,697 reference questions were answered, a 6% increase over last year. Library webpage hits this month were 5,566. Use of computers in the Library continues to soar, as 3,397 hours were logged on children’s, teen, and adult public stations. Staff is working on redesigns of the Children’s and Teen websites.
- Topics of note that were researched this month included:
 - Revolutionary War battles.
 - Children’s health care in India.
 - Cooking for a diabetic.
 - How to apply for a passport.
 - Books on diversity for a four-year-old.
- Traditional circulation of library materials was 37,174 (+6%). 1,000 reference books were accessed remotely, and 2,761 online searches were completed in the Library. The children’s book site *Tumblebooks* was used 235 times; *Bookflix* use was 305; 116 books were downloaded from the Library’s website, for a total of 41,591 items checked out or used by library patrons. 19,304 people visited the library during the month of January; 1,485 items were added to the collection, and 562 items were mended by volunteers who logged in 149 hours.
- The Library’s online catalog system has been upgraded so that patrons now have the capability to place holds on materials from their home or office computers. This has already proven to be a popular service, as 3,303 holds were placed on materials on the Library’s collection during January.
- During the month of January, 1,760 children and their parents or caregivers attended 59 programs. Highlights included the kick-off to the winter reading program *Books Are Cool*. Over 250 people visited during a two hour period on a Saturday afternoon to sign up, choose books, and engage in related activities.
- The kick-off event for the adult winter reading program *Warm up with a Good Book* also saw a great turnout, as 140 people stopped by to register on January 6th alone. By the end of the month, 226 adults were actively participating in this seasonal literary event. A related *Brown Bag* lunchtime program rounded out the month.
- Another treat in January was a visit by noted author Stewart O’Nan, who led a book discussion of his newly published title *Songs for the Missing*.
- Staff is busy planning for a new service to the Library’s patrons who are homebound. The pilot project will focus on using the postal service to send and receive books and other materials to the person’s home and back to the library again. Final plans and marketing will begin in late February/early March.
- Business Manager Lynn Caley was appointed chair of the Town’s Employee Health and Safety Committee. Her term runs through next January.
- Fire extinguisher training was conducted for Library staff by the Newington Fire Department